

**PORT OF NEWPORT WORK SESSION AGENDA**

Tuesday, August 18, 2015, noon

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

- I. Call to Order ..... 12:00
- II. Business Signage Issues ..... 12:01
- III. F/V Chelsea Rose ..... 12:15
- IV. Rogue Expansion Progress ..... 12:30
- V. Adjournment ..... 1:00

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, August 18, 2015, 6:00 p.m. (rescheduled)

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

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

- I. Call to Order ..... 6:00
- II. Changes to the Agenda ..... 6:01
- III. Public Comment ..... 6:02
- IV. Consent Calendar ..... 6:03
  - A. Minutes: Regular Commission Meeting – July 28, 2015
  - 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
- V. Correspondence/Presentations
  - A. Jim Myers, Great Albacore Tuna Challenge ..... 6:05
  - B. Derrick Tokos & Elaine Howard, City of Newport Urban Renewal Presentation ..... 6:15
- VI. Old Business
  - A. Items Removed from Consent Calendar ..... 6:30
  - B. Accounts Paid ..... 6:31
  - C. Res. 2015-14 Amending Classification and Compensation Plans.. 6:33
- VII. New Business
  - A. Personal Services Contract for Engineering Services ..... 6:38
- VIII. Staff Reports
  - A. Departmental Reports ..... 6:43
    - 1. Steve Larrabee, Director of Finance
      - a) Penny Gabrielson, South Beach Occupancy Report
    - 2. Rick Fuller, Director of Operations
      - a) Operations Update
      - b) Operations Scorecard
      - c) Safety Committee Minutes, June 2015
  - B. General Manager’s Report ..... 6:48
    - 1. Rogue Brewery Expansion
    - 2. OSP Guardian Homeport
    - 3. TGM Vision Plan Grant
    - 4. Terminal Shipping Facility Update
    - 5. F/V Rebel LLC Settlement

	6. Security Issues	
IX.	Commissioner Reports.....	7:00
X.	Calendar/Future Considerations .....	7:10
	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	
XI.	Public Comment .....	7:11
XII.	Adjournment .....	7:14

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 COMMISSION WORK SESSION, AUGUST 18, NOON

### AGENDA ITEM: BUSINESS SIGNAGE POLICIES

#### I. BACKGROUND

##### A. Draft minutes from July 28<sup>th</sup> Meeting...

“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. Past Commission Policies

- a. Port Facility Code. Port Facilities. §2.44 Regulation of Signs. No person may write or post any written or printed matter in any place on Port properties, except upon bulletin boards designated for that purpose and only after obtaining permission from the General Manager.
- b. Port Facility Code. Recreational Marina. §5.7 Signs (a) Posting of signs for the sale of vessels moored in the Recreational Marina is permitted provided such signs are posted only on the vessel marketed for sale, the size of any such sign does not exceed one square foot, and provided the sign does not advertise any activity not permitted by this Code.

##### C. City of Newport Policies.

Municipal Code 10.10.040 Signs in Public Rights-of-Way provides limitations on portable signs. Specifically, “Permits for portable signs within rights-of-way for more than five consecutive days and more than 10 total calendar days in a year may be granted if the portable sign is placed adjacent to a business location operated by the permittee, the sign is removed at all times when the business is not open, and the sign is within the following areas”, which includes Bay Blvd. The full text of the Code is included in the meeting packet.

There are two elements to this issue: who can place temporary signs on port property and what should the temporary signs look like.

- A. Who should be allowed to place temporary signs on port property?
  - a. Fish Sellers – discussion at City of Newport Planning Commission focused specifically on this issue August 2009. (minutes attached)
  - b. Other Port Tenants – permissible.
  - c. Non-port Tenants on Bay Blvd. – not eligible pursuant to city code
  - d. All Businesses in Newport – not eligible pursuant to city code
- B. What should signs look like?
  - a. A-frame temporary signs.
  - b. Paper/fabric signs affixed to boardwalk fencing

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**From:** Kevin Greenwood  
**To:** "[Derrick Tokos](#)"  
**Subject:** RE: Signage Proposal for Commision Hearing  
**Date:** Tuesday, August 04, 2015 12:44:00 PM

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Hi Derrick,

The Port Commission is asking me to conduct research on this signage issue. I just wanted to clarify something from your email of July 27<sup>th</sup>: Is there a maximum of 24sq. ft. in total temporary signage ON port property?

Kevin  
(541) 265-7758  
(541) 961-9517 cell

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**From:** Derrick Tokos [mailto:[D.Tokos@NewportOregon.gov](mailto:D.Tokos@NewportOregon.gov)]  
**Sent:** Monday, July 27, 2015 4:45 PM  
**To:** Kevin Greenwood  
**Subject:** RE: Signage Proposal for Commision Hearing

Hi Kevin,

In specific areas of the City, including the bay front, the City has a provision in its sign code that allows the placement of temporary portable signs in the public right-of-way adjacent to a business location operated by the permittee (NMC 10.10.040(B)(2)). This won't work for the glass blowing shop, since they do not operate their business on the bay front. Signs for the sale of seafood from the docks would fit under this provision. A permit is required if they are to be placed in the right-of-way. We will waive the fee if the signs are placed by the Port, but a permit is nonetheless needed so that we can make sure that the signs do not obstruct pedestrian/vehicle movement, that they are not a trip hazard, etc. We should talk about this if the Port is putting signs in the road right-of-way on behalf of fisherman.

With regards to Port property, the limitation is one temporary portable sign per business that in aggregate cannot exceed 24 square feet of display area on a single property (NMC 10.10.060(E)). The City does not require a permit for temporary signs of this nature. Such signs must be weighted, anchored, or constructed so that they will not move or collapse in the event of wind, or otherwise create a hazard.

Given these limitations, it does not appear to me that there is a viable option here for the glass blowing shop.

Let me know if you would like to discuss this further.

Derrick I. Tokos, AICP  
Community Development Director  
City of Newport

169 SW Coast Highway  
Newport, OR 97365  
ph: 541.574.0626  
fax: 541.574.0644  
[d.tokos@newportoregon.gov](mailto:d.tokos@newportoregon.gov)

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**From:** Kevin Greenwood [<mailto:kgreenwood@portofnewport.com>]  
**Sent:** Monday, July 27, 2015 10:16 AM  
**To:** Derrick Tokos <[D.Tokos@NewportOregon.gov](mailto:D.Tokos@NewportOregon.gov)>  
**Subject:** FW: Signage Proposal for Commision Hearing

Derrick,

Does the City have any sign restrictions about what kind of A-frame (temporary?) signs can be placed on port property (vs. other privately held property). Robin states that the City will let the Port do whatever it wants! ☺

Kevin  
(541) 265-7758  
(541) 961-9517 cell

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**From:** [ocglassworks@peak.org](mailto:ocglassworks@peak.org) [<mailto:ocglassworks@peak.org>]  
**Sent:** Wednesday, July 22, 2015 11:18 PM  
**To:** Kevin Greenwood  
**Subject:** Signage Proposal for Commision Hearing

Hi Kevin,  
Ok, after tech issues here is my document.  
Please let me know what you think and confirmation that I will be on teh agenda at the end of the month.

thanks for your help in advance.

robin

*Robin Murphy*  
*Oregon Coast Glassworks*  
*616 E. Olive St*  
*Newport OR 97365*

**541 574 8226**

facebook - oregoncoastglassworks  
[www.oregoncoastglassworks.com](http://www.oregoncoastglassworks.com)

#### 10.10.040 Signs in Public Rights-of-Way

A. Except as provided in this section, permanent signs wholly located within rights-of-way are prohibited. A sign permit does not allow a sign to project into any part of any public right-of-way unless expressly stated in the permit. Each applicant shall determine the location of the public right-of-way and whether any proposed permanent sign will project into any public right-of-way. Any sign permit that allows a sign projecting into any public right-of-way shall be revocable at any time by the city with or without cause.

B. Permits are required for temporary or portable signs within rights-of-way and may be issued only if authorized in this section.

1. Permits for temporary and/or portable signs in rights-of-way may be granted if the sign is to be in place for no more than five consecutive days and no more than 10 total days in a calendar year.

2. Permits for portable signs within rights-of-way for more than five consecutive days and more than 10 total calendar days in a year may be granted if the portable sign is placed adjacent to a business location operated by the permittee, the sign is removed at all times when the business is not open, and the sign is within the following areas:

a. On SW Coast Highway between SW Angle Street and SW Fall Street.

b. On SW Bay Street between SW Naterlin Drive and SW Bay Boulevard. On Bay Boulevard between SW Bay Street and SE Moore Drive.

c. On Hurbert Street between SW 7<sup>th</sup> Street and SW 9<sup>th</sup> Street.

d. In the area bounded by Olive Street on the south, NW 6<sup>th</sup> Street on the north, SW High Street and NW Coast Street on the east and the Pacific Ocean on the west, including both sides of each named street. For purposes of this section, "Olive Street" means both Olive Street and the area that Olive Street would occupy if it continued straight to the



Pacific Ocean west of SW Coast Street.

e. On SE Marine Science Drive/SE OSU Drive between SE Pacific Way and Yaquina Bay.

f. In that portion of the South Beach area of Newport, east of Highway 101, west of Kings Slough, south of the intersection of Highway 101 and 40<sup>th</sup> Street and north of the intersection of Highway 101 and 50<sup>th</sup> Street.

(Chapter 10.10.040(B.) (2.) (f.) was added by the adoption of Ordinance No. 2001, adopted on March 16, 2010; effective April 15, 2010.)

3. Permits may be granted under Subsections B.1 and B.2 of this section only if:

a. The sign is not within any vehicle travel lane;

b. The sign does not restrict clear vision areas at intersections and driveway access points; and

c. The sign does not prohibit pedestrian movement on a sidewalk.

C. The following signs are exempt from the prohibitions and requirements of this section:

1. Sign placed by the city or other governmental entity with responsibility for the right-of-way.

2. Permanent signs placed in a location where allowed by a license or easement from the city to an adjacent property owner to occupy the right-of-way. Signs allowed by this exemption must comply with all other requirements of this chapter, and the display area of the signs will be included in the calculation of the maximum display area of the adjacent property.

3. Signs not exceeding one square foot on a pole in the right-of-way placed on the pole by its owner.

D. Signs placed in ODOT right-of-way may also require approval from ODOT.

E. No permit may be issued for a sign in the right-of-way unless the applicant provides proof of liability insurance in an amount determined to be sufficient by the city manager.

**Draft Minutes**  
**City of Newport Planning Commission Regular Session**  
**Monday, August 24, 2009**

**Commissioners Present:** Jim Patrick, Jim McIntyre, Mark Fisher, John Rehffuss.

**Commissioners Absent:** Dawn Newman and Glen Small (both excused).

**City Staff Present:** Community Development Director (CDD) Derrick Tokos and Senior Administrative Assistant Wanda Haney.

Chair Patrick called the meeting to order in the Council Chambers of Newport City Hall at 7:00 p.m.

**A. Approval of Minutes.**

1. Approval of the work session and regular session Planning Commission meeting minutes of July 27, 2009.

**MOTION** was made by Commissioner Fisher seconded by Commissioner McIntyre, to approve the minutes of the Planning Commission meetings of July 27, 2009, as presented. The motion carried unanimously in a voice vote.

**B. Citizen/Public Comment.** There was no public comment.

**C. Consent Calendar.** There was nothing on the consent calendar.

**D. New Business.** There was no new business to discuss.

**E. Public Hearings.**

1. File No. 3-Z-09. An action initiated by the City of Newport at the request of the Port of Newport involving legislative text amendments to the Newport Municipal Code Section 10.10 (Signs) expanding areas within the city (primarily the waterfront) where portable signs can be permitted for more than 5 consecutive days or 10 calendar days. The Planning Commission will review this matter and make a recommendation to the City Council.

Chair Patrick opened the public hearing for File No. 3-Z-09 at 7:02 p.m. by reading the summary from the agenda. He asked for the staff report. Tokos noted that in the Commissioners' packets were a staff memo and attachments (Attachment "A" (proposed ordinance amending regulations for portable signs in the right-of-way), Attachment "A-1" (a map showing the proposed area for the amendment), and Attachment "B" (the notice of public hearing sent in advance, including to all properties along the proposed amendment area)). He noted that this amendment had been presented to the Planning Commission previously as a work session item. At that work session, the Commission expressed concern about extending along Naterlin; so staff removed that leg of the proposal. He said that the changes are pretty straight forward. The amendment extends the provision that allows signs in public rights-of-way adjacent to businesses for more than 5 consecutive days or 10 calendar days. This provision is designed for specific geographic areas, and the Bay Front is one of those areas. This amendment is to pick up additional right-of-way adjacent to Port property. Fisher said that if improvements that had been discussed were to be done along Naterlin, it might change how the Commission would view that stretch. Patrick said this could be changed when & if improvements get done. McIntyre didn't see the benefit of signs along Naterlin because that is just along the Coast Guard Station. In response to a question, Tokos noted that portable signs do not go against the square footage of permanent signs.

**PROPONENTS:** Don Mann, Port of Newport General Manager, 600 SE Bay Blvd, came forward to explain the request. Mann recapped that in July, he appeared before the City Council asking for this requested amendment. He said that the impetus for the request came from fishermen when they couldn't place signs along Port Dock 7. The amendment covers those areas they are requesting. The main part is along Port Dock 7 area, near the Port entrance, and also Port Dock 5 area. Mann said that he has never seen signs placed by fishermen near the Coast Guard on Naterlin. He said that the Port is pleased with the amendment as proposed for the extension from Fogarty to John Moore Road, Bay Street below Naterlin, and the inclusion of SE OSU Drive. Regarding the question about Naterlin Drive, he would withdraw the request for the full Naterlin Drive, but would like consideration for the top of Naterlin near Highway 101 where vehicles either come from the north or south before heading down. Fishermen may want to place signs at the top directing down to Port Dock 7. He hasn't received a lot of requests to lobby to have signs there, but they did say it would be convenient. He assumes that is highway right-of-way. Mann noted that he sees a lot of signs on vehicles parked on the street. There was some brief discussion about these types of signs. He said that they are trying to eliminate the colored cardboard signs nailed to posts or staked in the ground. He said they are working with city staff to come up with a standard sandwich board sign that looks nice and can be put up and taken down at the end of the work day. The Port would encourage fishermen through public forums, newsletters, and Commissioner meetings to use a standard size sign. The Port can

police this. His staff knows the fishermen. Mann said that they also have talked about the Port supplying a kiosk on their property with slide in signs. There were no other proponents present wishing to testify.

**OPPONENTS OR INTERESTED PARTIES:** Susan Armstrong, PO Box 1145, Newport, came forward asking for clarification. She wondered if by allowing the Port to have sandwich board signs if that would allow other businesses to place sandwich boards. It was noted that along the Bay Front, they already have that right, this is just expanding the area on down. The walkway can't be blocked, and there are other rules. There are already regulations in place that cover that.

Tokos asked Mann for clarification that these signs with respect to fish would be placed in the right-of-way adjacent to Port property. The provision in the code is that the signs will be placed within the right-of-way in front of your premise. It was noted that at the top of Naterlin by Highway 101 is in ODOT right-of-way; not City jurisdiction. The Commissioners concurred that any area that is under the jurisdiction of the Port, for the purpose of the sign ordinance is Port property. All Port property would be covered as long as the signs are not blocking or hindering the walkway. Tokos summarized that as long as fishermen's signs are placed in front of Port property, they are fine; but if in front of private property or another business, they are not okay. Patrick said it is his interpretation that it means basically from the fish plant to the other end of the Port.

There were no other opponents or interested parties present wishing to testify.

Patrick closed the hearing at 7:25 for Commissioner deliberation. Rehfuss thinks the request should be approved. He believes it is quite reasonable and there are plenty of fishermen that need help. He thinks it is a good project. He would be in favor of not including Naterlin as shown on the map. Rehfuss suggested forwarding the request to the City Council with a recommendation for adoption. Regarding enforcement, Tokos noted that sandwich board signs are already allowed in a narrow geographic area; and if one is observed not in this area, it is removed. It is based on complaint or observation the same way we handle any other sign. McIntyre said that he was satisfied with the request. He thinks it handles the needs of the fishermen and provides them with the same advertisement that other businesses in the area have a right to do now. McIntyre thinks it is a good proposal. Patrick said that this also brings the fishermen under regulations and gets a more consistent look, which is what the sign ordinance is supposed to do. Fisher added that it may help to eliminate signs on trucks.

**MOTION** was made by Commissioner Fisher, seconded by Commissioner Rehfuss, to recommend adoption of the Municipal Code Section 10.10.040 (Signs) amendments proposed in File No. 3-Z-09 to the City Council. The motion carried unanimously in a voice vote.

**F. Unfinished Business.** Tokos noted that as mentioned at the earlier work session, Commissioner Atwill has resigned. The City will be advertising for vacancies. The next regular Planning Commission meeting on September 14<sup>th</sup> will include hearings on a conditional use application, a text amendment on trailer courts, and an amendment regarding floodplain development. There will likely be a work session on the 14<sup>th</sup> to discuss nonconforming uses and to talk about the legislation that we weren't able to cover tonight. Tokos noted that the City Council held their second hearing on the formation of a Nye Beach parking district. This action is continuing to move right along. The final public hearing will likely be at the end of September or early October. Fisher noted that he will be gone on September 14<sup>th</sup>.

**G. Adjournment.** There being no further business to come before the Planning Commission, the meeting adjourned at 7:30 p.m.

Respectfully submitted,

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Wanda Haney  
Senior Administrative Assistant

PORT COMMISSION WORK SESSION, AUGUST 18, NOON

AGENDA ITEM: F/V VESSEL CHELSEA ROSE

I. BACKGROUND

A. Draft minutes from July 28<sup>th</sup> Meeting...

“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 Clark 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. Ken 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.”

“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.”

B. Past Commission Policies

- a. 2.25 Fish Processing on Port Property. No person may clean or process fish or shellfish on any walkways, wharves, docks, barges or piers owned, managed or otherwise controlled by the Port, except in locations specifically designated and posted for that purpose by the General Manager.
- b. There are two leases with the F/V Chelsea Rose (PD-3) and the barge Patty Mae (PD-7). Both leases state that no other similar leases will be allowed. The intent was to limit non-motorized non-fishing vessels from taking up space in the commercial boat harbor, though there was an understanding that the Chelsea Rose had a historic character that was a tourist draw.

II. OPTIONS

A. Management did talk to Cody Chase about the lease renewal and affirmed that the Port would prefer for a fishing vessel and not a barge due to the aesthetics. I did note that if he needed a larger vessel due to space restrictions with the 60’ limitation that the Port would be open to discussing that option. Cody noted that he would approach the commission in the fall with a long-term proposal.

B. The Commission could identify the inside of PD-3 for non-fishing vessels to be used as fish selling stations, though smaller fishing boats can and do use that area for moorage.

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# Rogue in South Beach

a brief history

- Brewery relocated to South Beach 1992
- Expansion into eastern section 1994
- Phase 1 3,600 sq ft 2004
- Phase 2 7,000 sq ft 2006
- Distillery established at marina store 2006
- Phase 3 11,000 sq ft 2007
- Sevren takeover 2008
- Phase 4 20,000 sq ft 2012
- Second distillery opened 2012
- Rolling Thunder Barrel Works 2014

# Barrel Growth

1998	18,000 barrels	2007	66,000
1999	18,000	2008	68,000
2000	24,000	2009	75,000
2001	27,000	2010	81,000
2002	30,000	2011	91,000
2003	33,000	2012	114,000
2004	38,000	2013	110,000
2005	43,000	2014	120,000 (est.)
2006	51,000	2015	130,000 (est.)

# Go East Young Man

- 6 West coast breweries have or are opening East coast and Midwest breweries
  - New Belgium (North Carolina)
  - Sierra Nevada (North Carolina)
  - Oskar Blues (North Carolina)
  - Lagunitas (Chicago)
  - Green Flash (Virginia)
  - Stone (Virginia)
- Second breweries being established to expand capacity and reduce freight impact
- Significant local economic incentives begin provided (see attachments)

# Rogue in Newport

- 100+ jobs
- Feed the Fisherman
- Tourist attraction
- Brewer's Memorial Ale Fest
- Bay to Brews
- Barrel to Keg
- Pillar of Newport
- 26 years and counting....



# Proposed Structure

- 40,500 square feet
- Allows for continued & contiguous expansion
- Space pressure being applied by bottle line impact & growth
- Would provide 5-10 year growth runway

# FUNDING

- \$2.5M project
- 100% Rogue funded
- No municipal bonds
- No local taxes
- Local contractors used exclusively

# Seafood & Wine

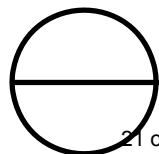
- Hosted in brewery for many years in 1990s
- Proposed structure could house roughly 50% of Seafood/Wine
- Would require letter of agreement with Chamber
- See Chamber of Commerce's attached letter of endorsement

# Rate & Term

- Term proposal: sync up with current lease, through 2037
- Rate proposal: \$.20/sq ft/month with annual increases



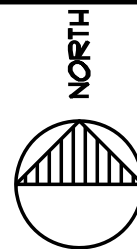
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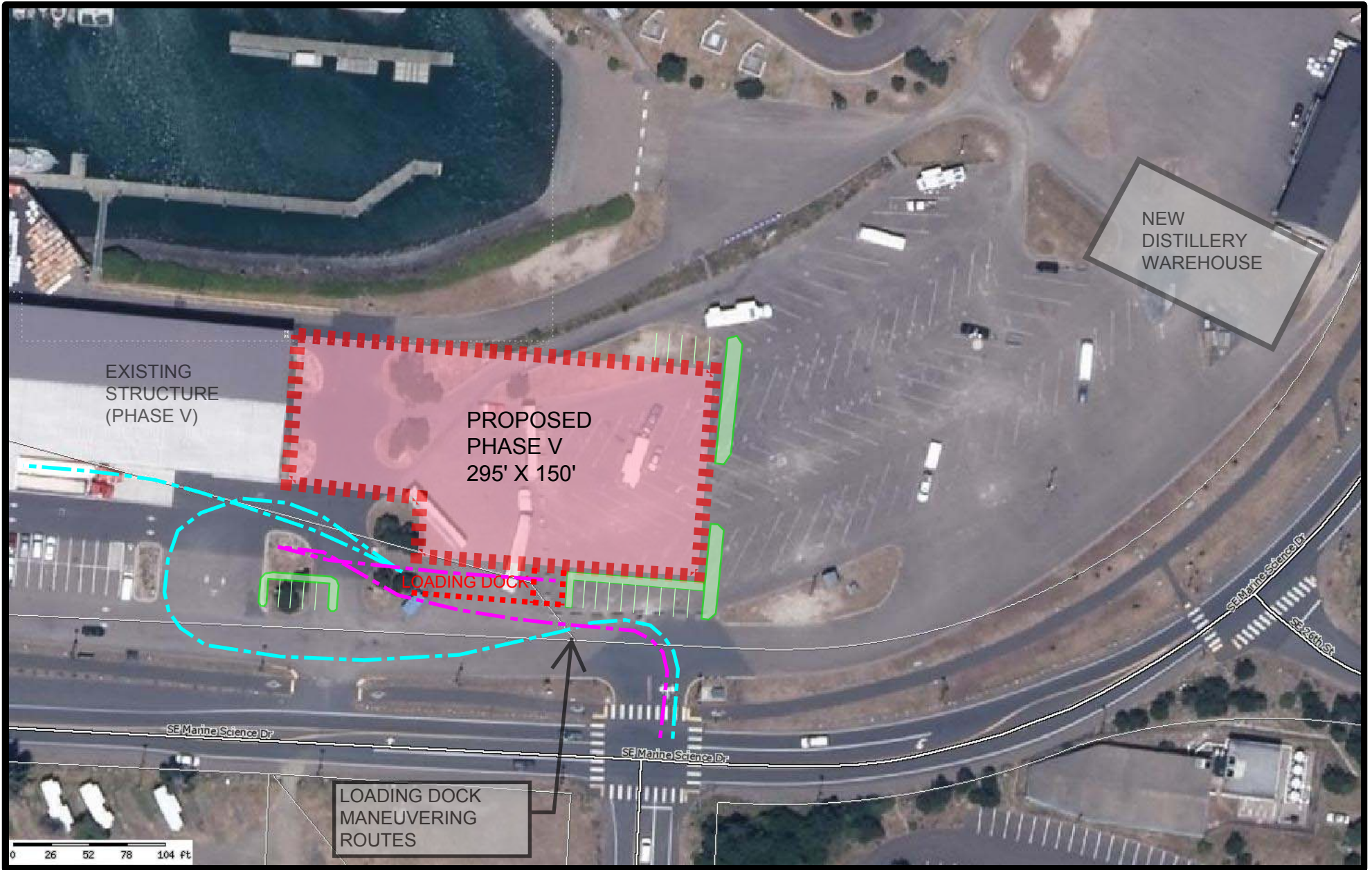


# PROPOSED SITE PLAN (PHASE V)

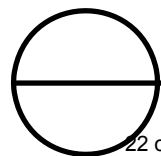
ROGUE BREWERY

NOT TO SCALE





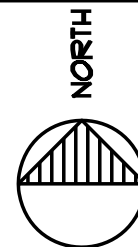
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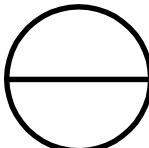
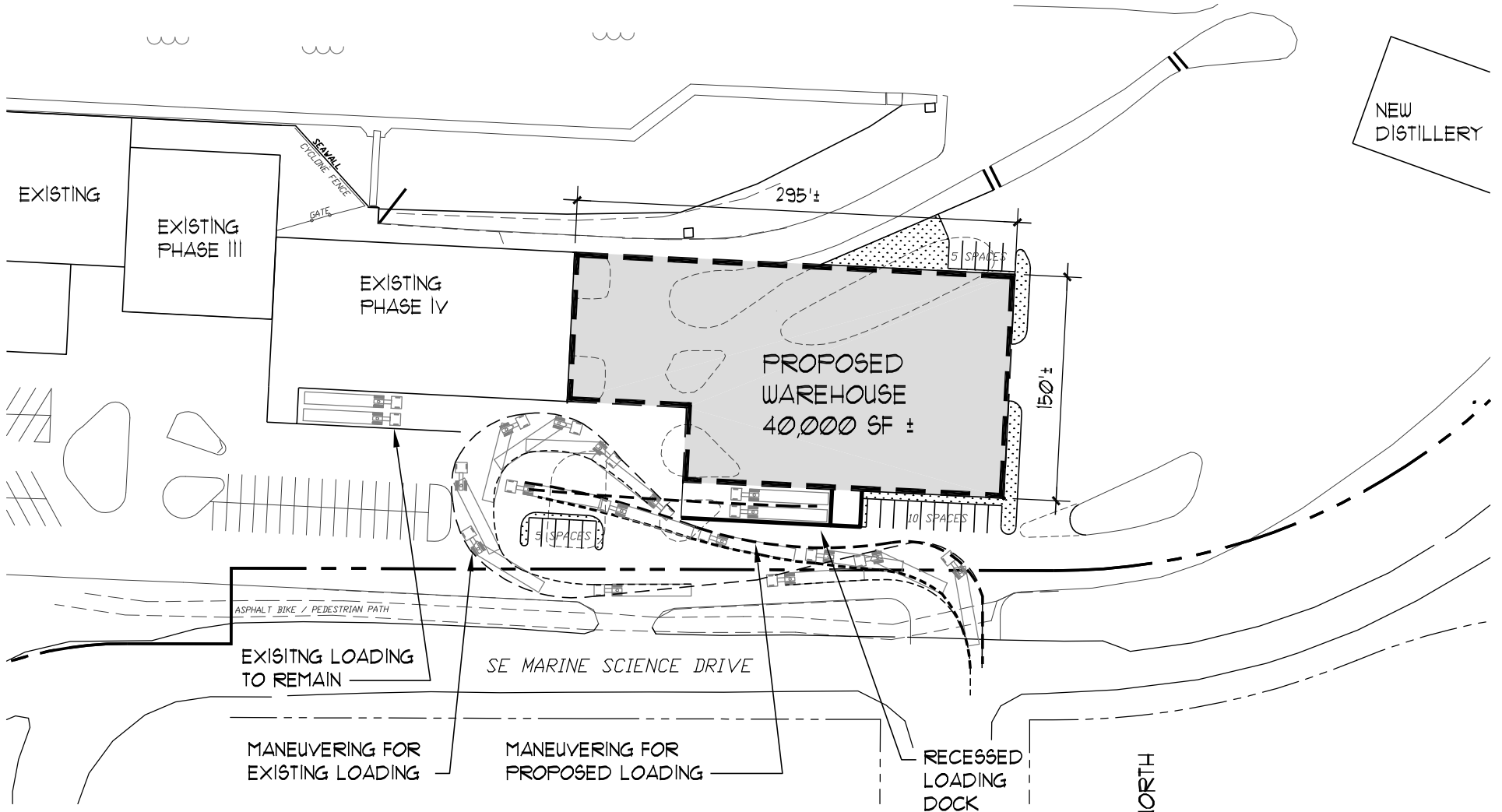


# PROPOSED SITE PLAN (PHASE V)

ROGUE BREWERY

NOT TO SCALE

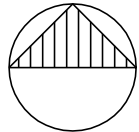




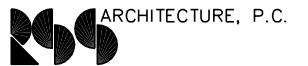
# PROPOSED SITE PLAN

12.1.14

1" = 100'-0"



MASTER PLAN & WAREHOUSE  
 ROGUE BREWERY  
 NEWPORT, OREGON  
 DSL BUILDERS, INC.



Randal S. Saunders Architect/President

2225 COUNTRY CLUB RD.  
 WOODBURN, OREGON 97071 (503) 982-1211  
 (503) 370-7929

PROJECT NO. 1419  
 NOVEMBER 2014

DRAWN BY :  
MDR  
CHECKED :  
RSB  
APPROVED :  
RSB

These drawings, as instruments of service, remain the property of the Architect. Any changes, publication, or unauthorized use is prohibited unless expressly approved by the Architect.  
Copyright 2014

ROGUE BREWERY  
SHIPPING WAREHOUSE  
DSL BUILDERS, INC.

NEWPORT, OREGON 97365

2320 OSU DRIVE

NO.	DESCRIPTION

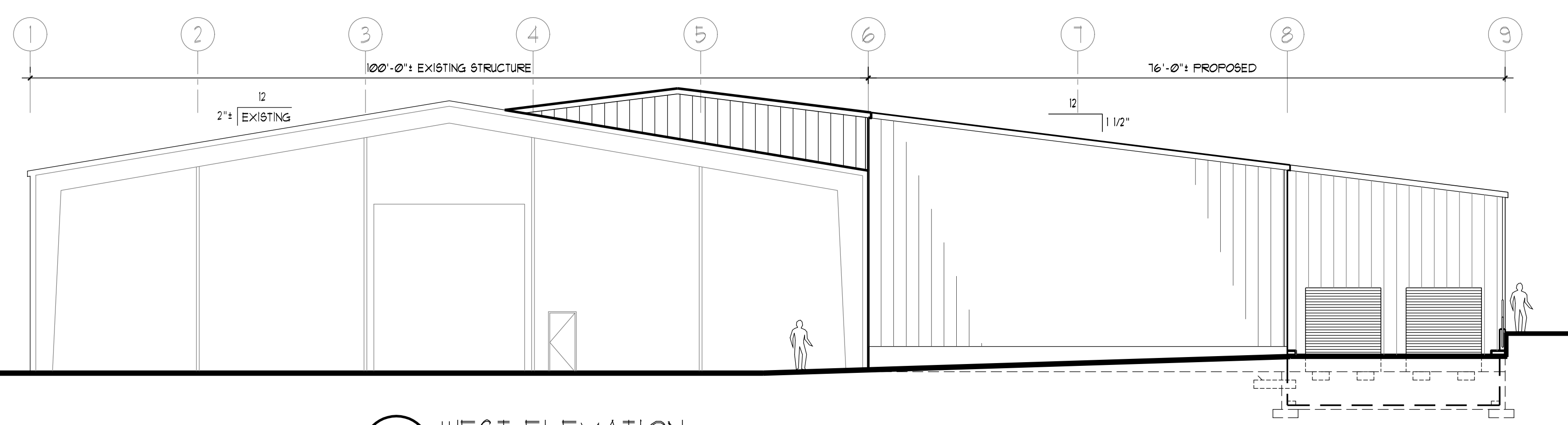
REVISIONS

A PROFESSIONAL CORPORATION

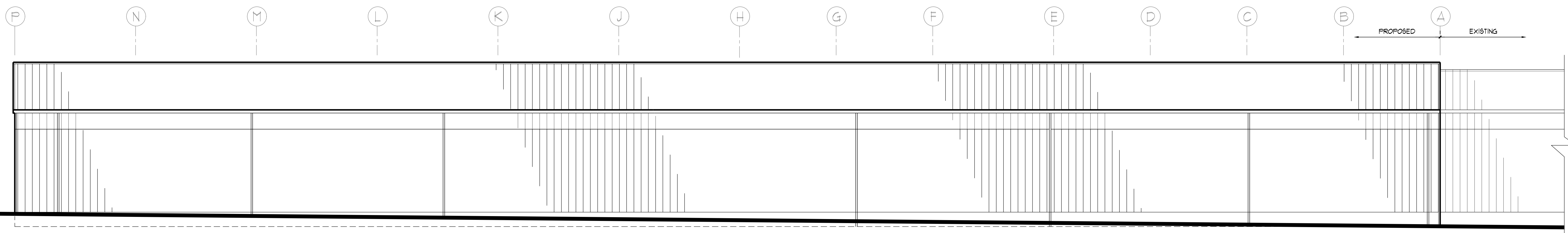
2225 COUNTRY CLUB ROAD  
WOODBURN, OREGON 97071  
(503) 982-1211

PROJECT NO.: 1419  
DATE: NOV. 2014

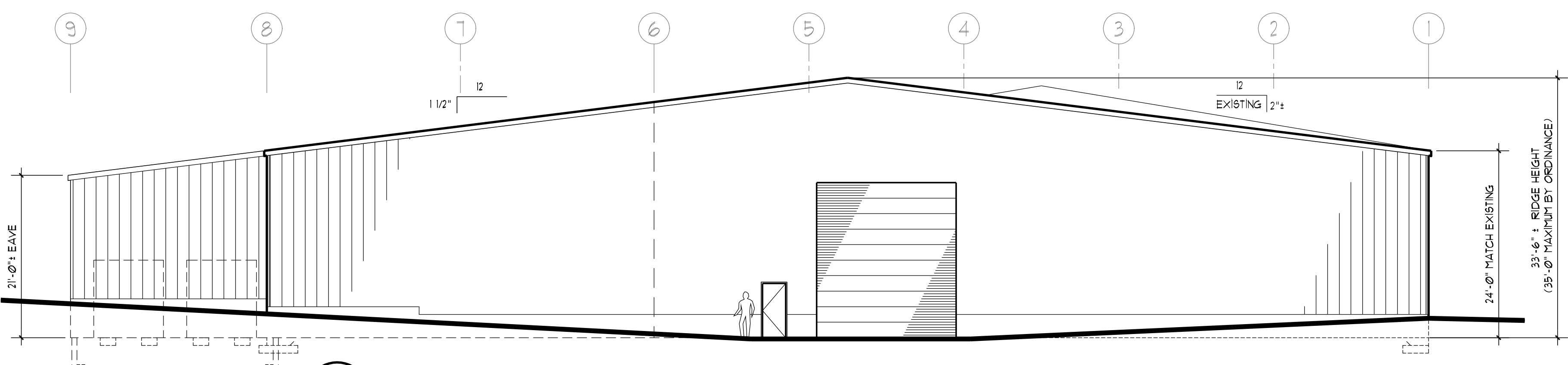
DRAWING NO.: A2.0



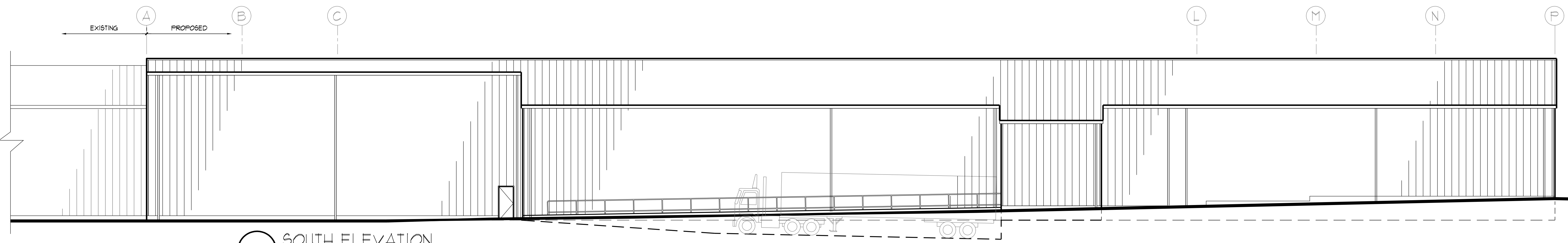
WEST ELEVATION  
PROPOSED NEW CONSTRUCTION  
3/32" = 1'-0"



NORTH ELEVATION  
PROPOSED NEW CONSTRUCTION  
3/32" = 1'-0"



EAST ELEVATION  
PROPOSED NEW CONSTRUCTION  
3/32" = 1'-0"



SOUTH ELEVATION  
PROPOSED NEW CONSTRUCTION  
3/32" = 1'-0"

LOT DATE/TIME: DATE: 12/14 TIME: 3:45 PM FILE: PRELIMINARY FLOOR PLAN-SOUTH LOADING.DWG



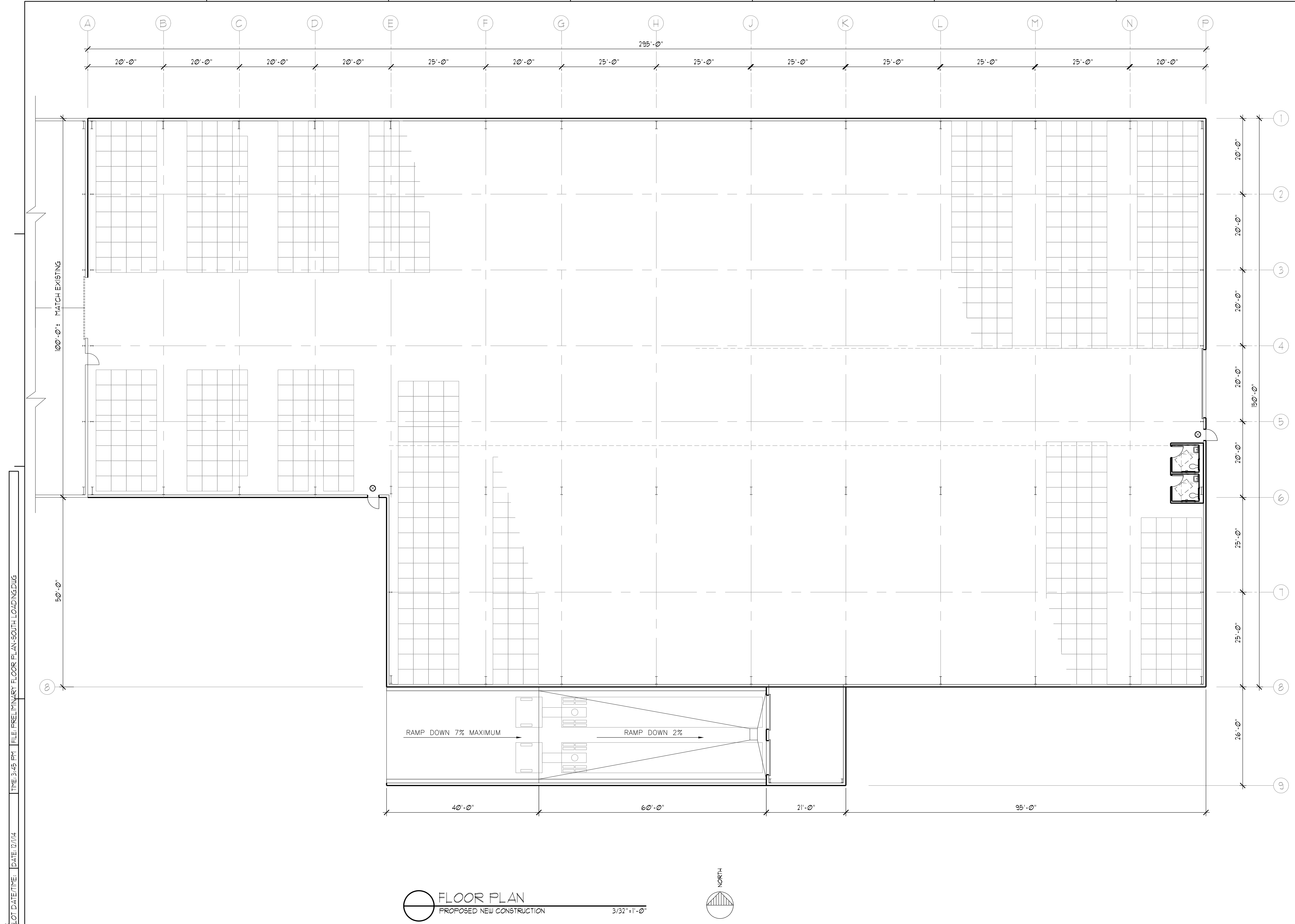
NO.	REVISIONS

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A PROFESSIONAL CORPORATION

2225 COUNTRY CLUB ROAD  
 WOODBURN, OREGON 97071  
 (503) 982-1211

PROJECT NO.: 1419  
 DATE: NOV. 2014  
 DRAWING NO.: A1.0



LOT DATE/TIME: DATE: 12/14 TIME: 3:45 PM FILE: PRELIMINARY FLOOR PLAN-SOUTH LOADING.DWG



## GREATER NEWPORT CHAMBER OF COMMERCE

555 SW Coast Highway • Newport, Oregon 97365-4934  
(541) 265-8801 • FAX: (541) 265-5589 • 1-800-262-7844

[www.newportchamber.org](http://www.newportchamber.org)

E-mail: [lorna@newportchamber.org](mailto:lorna@newportchamber.org)

Brett Joyce  
Rogue Brewery  
2320 OSU Drive  
Newport Oregon 97365

December 3, 2014

Dear Brett,

Thank you for the opportunity to meet with you and Mike regarding Rogues possible plan for development. We were thrilled to be included in the conversation with you and Mike plus Kevin and Chris from the Port of Newport.

The Chamber has a strong commitment to our area businesses in supporting their development and success. We have had a long-standing partnership with Rogue for a number of years and have been pleased to see the commitment Rogue has put forth in supporting local businesses and our economic area and its growth.

The Newport Seafood & Wine, which is an event the Chamber has produced for nearly 38 years the last full weekend of February, is set up adjacent to the Rogue in two 25,000 square foot tents. The additional footprint for outbuildings and porta potties is another 10-13,000 square feet. For a number of years we were housed in the Rogue warehouse, with additional tents set up outside to accommodate the crowd. Over the years, as the Rogue grew and the festival grew, we eventually moved to the lone standing structures and share the property with the Rogue.

Each year as we set up for the event we face adverse weather conditions and have experienced some near-disastrous situations that have forced us to look for alternative options.

We are excited to hear about your expansion plans for another warehouse-type of facility on the grounds, and support such a development. We, like you feel that this could be a good opportunity for the Chamber put part of the festival back into a building, a much desired direction for us. While we know that the structure wouldn't be as large as the footprint or floor-space we use currently for the event, we believe the building with some attached tents as we once utilized would reduce exposures to the elements considerably.

The Seafood & Wine Festival is a signature community benefit event. Over 20 local non-profits provide services that enable them to raise much needed funds for their organizations/groups. We estimate that the event has an economic impact of over 2 million dollars throughout the weekend.

We also hope to explore further with you the possibility of partnering with you to house other events that would draw visitors to Newport during the year. It seems that the development of the facility would not only solve a number of challenges that both the Rogue and the Chamber face, but lend itself to other opportunities for the economic good of Newport and our surrounding area.

Sincerely,  
*Lorna Davis*

Lorna Davis  
Executive Director-Greater Newport Chamber of Commerce

## WORK SESSION w/ Rogue Brewery to Discuss Expansion Opportunities

December 9, 2014

### ROGUE BREWERY EXPANSION

Rogue is looking for a 40,500 sf expansion of their warehouse of which a third would be cold storage. In reviewing Rogue leases, it appears that most of the leased square footage is for the building footprint and does not take into account required parking, storage (for trucks, kegs, etc.). I would probably advocate that any new leases include space for those other uses to adequately include full use.

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

1. RV Park (Sportsman) Annex – 3.46 acres
2. Yaquina Bay Fruit Lot – c. 2.00+ acres
3. McLean Point – 8.0 acres

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

4. Current Location – c. 1.00 acre

#### RV Park Annex

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

#### Rick Fuller's Lot

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

#### Port's McLean Point Site

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

#### Expansion at current Rogue Site.

County has value of the property at \$350,000/acre. High/diverse use with dry camping, special events, chamber event, access to service dock, etc. Would be of some short-term benefit to Chamber as Rogue agreed to host the Wine & Seafood Festival in the new warehouse for up to ten years. Chamber would still need some external tents and a permanent solution after the ten years. Rogue may consider helping remove traffic islands at the portion of the lot, move the service dock gangway to eliminate access

issues, fill in the Old Boat Ramp (a priority 3 project in the Port's Capital Facilities Plan), and reconfigure the traffic flow to regain the loss of usable land.

#### ROGUE PROPOSAL

Rogue is proposing a lease on 40,500 sf. ft. One option would add another 10% for parking, over flow, etc. bringing the total to 44,550 sf. ft.

$44,550 \text{ sf} \times \$0.20 \times 12 = \$106,920$  annually to the Port.

-###-

DRAFT MEMO OF UNDERSTANDING

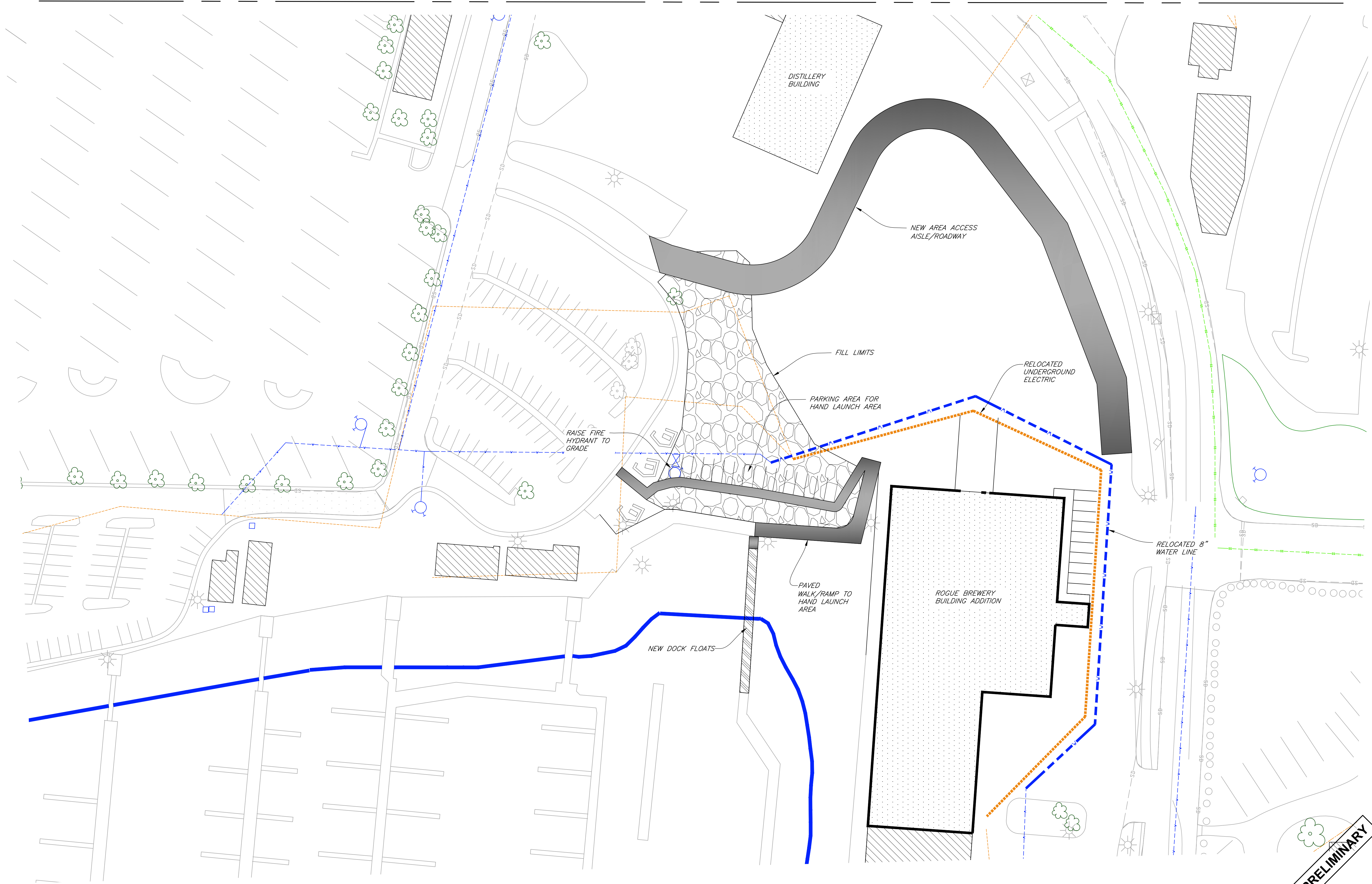
As of March 9, 2015

- Rogue has parking and loading needs equal to 4,500 sf.  
*Brett to confirm these needs.*
- Rogue is currently being charged for about 9,500 sf of additional storage around Port property.  
*Brett to confirm.*
- Rogue agrees to pay for reasonable costs related to filling the old decommissioned boat launch and bringing the House of Spirits parking lot to grade with the dry camping lot.  
*Kevin agreed to get engineering costs and take lead on developing costs.*
- Rogue agrees to pay for the reasonable costs related to paving the newly gained area between the House of Spirits parking lot and the dry camping lot.  
*Kevin agreed to get engineering costs and take lead on developing costs.*
- Rogue agrees to pay for the reasonable costs of relocating the gangway to the eastern end of the service dock.  
*Kevin agreed to get engineering costs and take lead on developing costs.*
- √ Provisions of the original 2007 lease and subsequent amendments are intact unless changed in this amendment.
- √ Rogue desires to build a 40,500 sf warehouse addition to the east of the current warehouse.
- √ Parties would like to have a lease in place by the end of 2015.
- √ The Additional Footprint Area will be used to construct an additional warehouse to provide for product storage, additional cold storage, bottling equipment and brewing capacity; and a truck loading ramp and forklift dock; and incorporate additional employee parking, to be used in accordance with Section 5 of the Lease.
- √ Parties agree to work together on the siting of special event activities as specified in Section 1 of the Lease.
- √ Sec. 2, Extension of Term. Starting on July 1, 2015 and finishing June 30, 2037. To tie in to the other leases/amendments.
- √ Sec. 3, Rent. From the date of this Amendment through June 30, 2015, Lessee. 20-cents per sq. ft. with annual CCI adjustments.
- X All outside storage areas will be fenced by a six-foot chain link fence with lattice slats matching the color of the existing warehouse building.  
*Brett disagrees with this language.*

- - Open for discussion
- √ - Agreement
- X - Disagreement

~~###~~

SAVED: 7/23/2015 12:09 PM RSTILLMAKER\_PLOTTED: 7/23/2015 1:04 PM RON STILLMAKER  
 U:\stillmaker\2015\Port of Newport\61203-Facility Plan Base Map - Boat Ramp Fill Project.dwg



**PRELIMINARY**

		WWW.SHN-ENGR.COM 275 MARKET AVENUE COOS BAY, OR. 97420 541-266-9890	
DESIGN	RFS	NO.	DATE
DIR	RFS	REVISION	BY
CHK	RFS		
APP'D	RFS		
<b>PORT OF NEWPORT          FACILITY PLANNING          NEWPORT, OREGON</b>			
<b>OLD BOAT RAMP FILL PROJECT</b>			
SHEET	1		
SEQ	1		
DATE	07/2015		
PROJ. NO.	615013		

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



# OPINION OF ESTIMATED COST

## Old Boat Ramp Fill Project - including dry camp paving

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL EST. PRICE
1	Mobilization	LS	All	\$ 30,000	\$ 30,000.00
2	Temporary Utilities/Facilities	LS	All	\$ 15,000	\$ 15,000.00
3	Clearing and grubbing	Acre	0.5	\$ 5,000	\$ 2,500.00
4	Demolition	LS	All	\$ 15,000	\$ 15,000.00
5	8" Water Line Relocation	LF	650.0	\$ 80	\$ 52,000.00
6	Power Line Relocation	LF	675.0	\$ 25	\$ 16,875.00
7	Raise Hydrant to grade	LS	All	\$ 1,750	\$ 1,750.00
8	Fill Installation	YD	3847	\$ 4.00	\$ 15,388.00
9	Hand Launch Access Walk	SF	3900	\$ 2.00	\$ 7,800.00
10	Aggregate Base	YD	550	\$ 25.00	\$ 13,750.00
11	2" Asphalt Surface	SF	92,000	\$ 2.00	\$ 184,000.00
12	Dock extension floats	SF	875	\$ 45.00	\$ 39,375.00
13	Landscaping	LS	All	\$ 15,000.00	\$ 15,000.00
14	Cleanup	LS	All	\$ 1,500	\$ 1,500.00
SUB TOTAL CONSTRUCTION COSTS					\$ 409,938.00
Engineering		18%			\$ 73,788.84
Legal and Administrative		4%			\$ 16,397.52
Contingency		15%			\$ 61,490.70
<b>TOTAL ALL PRICES</b>					<b>\$ 561,615.06</b>



## OPINION OF ESTIMATED COST

### Old Boat Ramp Fill Project - Rogue's expense with no off-site imps.

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL EST. PRICE
1	Mobilization	LS	All	\$ 10,000	\$ 10,000.00
2	Temporary Utilities/Facilities	LS	All	\$ 5,000	\$ 5,000.00
3					\$ -
4	Pavement Saw Cutting	LF	1.3	\$ 1,300	\$ 1,625.00
5	8" Water Line Relocation	LF	650.0	\$ 90	\$ 58,500.00
6	Power Line Relocation	LF	675.0	\$ 30	\$ 20,250.00
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14	Cleanup	LS	All	\$ 1,500	\$ 1,000.00
SUB TOTAL CONSTRUCTION COSTS					\$ 96,375.00
Engineering		18%			\$ 17,347.50
Legal and Administrative		4%			\$ 3,855.00
Contingency		15%			\$ 14,456.25
<b>TOTAL ALL PRICES</b>					<b>\$ 132,033.75</b>

Floor area of Expansion = 37,556 ft<sup>2</sup>  
56,334 ft<sub>3</sub>  
2,086 yd<sup>3</sup>  
3,130 yd<sup>3</sup>





# OPINION OF ESTIMATED COST

## Old Boat Ramp Fill Project - off site imps only minus complete overlay

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL EST. PRICE
1	Mobilization	LS	All	\$ 15,000	\$ 15,000.00
2	Temporary Utilities/Facilities	LS	All	\$ 7,500	\$ 7,500.00
3	Clearing and grubbing	Acre	0.5	\$ 5,000	\$ 2,500.00
4	Demolition	LS	All	\$ 15,000	\$ 15,000.00
5					\$ -
6					\$ -
7	Raise Hydrant to grade	LS	All	\$ 1,750	\$ 1,750.00
8	Fill Installation	YD	3847	\$ 4.00	\$ 15,388.00
9	Hand Launch Access Walk	SF	3900	\$ 2.00	\$ 7,800.00
10	Aggregate Base	YD	550	\$ 25.00	\$ 13,750.00
11	3" Asphalt Surface	SF	20,000	\$ 2.66	\$ 53,200.00
12	Dock extension floats	SF	875	\$ 45.00	\$ 39,375.00
13					\$ -
14	Cleanup	LS	All	\$ 1,500	\$ 1,500.00
<b>SUB TOTAL CONSTRUCTION COSTS</b>					<b>\$ 172,763.00</b>
	Engineering	18%			\$ 31,097.34
	Legal and Administrative	4%			\$ 6,910.52
	Contingency	15%			\$ 25,914.45
<b>TOTAL ALL PRICES</b>					<b>\$ 236,685.31</b>

\$ 368,719.06

**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 Clark 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 Clark 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. Clark 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:

---

Walter Chuck, President

---

David Jincks, Secretary / Treasurer

# Port of Newport

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:** August 18, 2015

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### **Financials:**

July year to date financials are attached.

### **Finance Operations:**

Audit season is underway and the Finance team will be working to compile all the information requested by the auditors and on the subsequent requests.

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

8:51 AM  
08/13/15  
Accrual Basis

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

	<u>Jul 31, 15</u>	<u>Jul 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Available Cash & Equivalents	938,375.89	1,025,312.82	-86,936.93
Restricted Cash & Equivalents	735,909.30	399,072.25	336,837.05
<b>Total Checking/Savings</b>	<u>1,674,285.19</u>	<u>1,424,385.07</u>	<u>249,900.12</u>
Accounts Receivable			
Accounts Receivable	23,911.32	66,633.65	-42,722.33
<b>Total Accounts Receivable</b>	<u>23,911.32</u>	<u>66,633.65</u>	<u>-42,722.33</u>
Other Current Assets			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Assets Held For Sale	5,609.93	0.00	5,609.93
Cash Clearing	-475.37	36.00	-511.37
Due from other Port Funds	126,257.25	15,333.22	110,924.03
Prepaid Expenses	143,339.15	57,279.05	86,060.10
<b>Total Other Current Assets</b>	<u>271,065.56</u>	<u>68,982.87</u>	<u>202,082.69</u>
<b>Total Current Assets</b>	<u>1,969,262.07</u>	<u>1,560,001.59</u>	<u>409,260.48</u>
<b>Fixed Assets</b>			
Capital Assets	88,077,059.77	88,077,059.77	0.00
<b>Total Fixed Assets</b>	<u>88,077,059.77</u>	<u>88,077,059.77</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>90,046,321.84</u></u>	<u><u>89,637,061.36</u></u>	<u><u>409,260.48</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	48,745.84	87,622.13	-38,876.29
<b>Total Accounts Payable</b>	<u>48,745.84</u>	<u>87,622.13</u>	<u>-38,876.29</u>
Other Current Liabilities			
Accrued Interest Payable	12,369.00	12,369.00	0.00
Due to other Port Funds	502.00	7,485.66	-6,983.66
Payroll Liability	30,743.88	27,056.33	3,687.55
Prepaid Moorage and Deposits	190.95	5,305.00	-5,114.05
<b>Total Other Current Liabilities</b>	<u>43,805.83</u>	<u>52,215.99</u>	<u>-8,410.16</u>
<b>Total Current Liabilities</b>	<u>92,551.67</u>	<u>139,838.12</u>	<u>-47,286.45</u>
<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>	<u>8,882,447.49</u>	<u>8,882,447.49</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>8,974,999.16</u>	<u>9,022,285.61</u>	<u>-47,286.45</u>
<b>Equity</b>			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-5,623,964.10	-6,166,639.67	542,675.57
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	118,085.03	204,213.67	-86,128.64
<b>Total Equity</b>	<u>81,071,322.68</u>	<u>80,614,775.75</u>	<u>456,546.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>90,046,321.84</u></u>	<u><u>89,637,061.36</u></u>	<u><u>409,260.48</u></u>

8:54 AM  
08/13/15  
Accrual Basis

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

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lease Revenues	45,063.80
Shipping Terminal Revenues	1,558.60
Hoist Dock & Services	39,834.42
Moorage	67,192.44
Launch Ramp & Trailer Storage	5,649.00
Miscellaneous Revenue	9,592.36
RV Parks	135,983.43
<b>Total Income</b>	<u>304,874.05</u>
<b>Gross Profit</b>	304,874.05
<b>Expense</b>	
Personal Services	83,055.88
Materials & Services	87,031.33
Debt Services	16,727.81
<b>Total Expense</b>	<u>186,815.02</u>
<b>Net Ordinary Income</b>	118,059.03
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Gain/(Loss) on Sale of Assets	20.00
Property & Dredge Sales	6.00
<b>Total Other Income</b>	<u>26.00</u>
<b>Net Other Income</b>	<u>26.00</u>
<b>Net Income</b>	<u><u>118,085.03</u></u>

8:56 AM  
08/13/15  
Accrual Basis

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

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lease Revenues	45,063.80
Hoist Dock & Services	250.00
Moorage	90.00
Miscellaneous Revenue	6.45
<b>Total Income</b>	<u>45,410.25</u>
<b>Gross Profit</b>	45,410.25
<b>Expense</b>	
Personal Services	33,128.45
Materials & Services	18,931.68
<b>Total Expense</b>	<u>52,060.13</u>
<b>Net Ordinary Income</b>	-6,649.88
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Gain/(Loss) on Sale of Assets	20.00
<b>Total Other Income</b>	<u>20.00</u>
<b>Net Other Income</b>	<u>20.00</u>
<b>Net Income</b>	<u><u>-6,629.88</u></u>

8:56 AM  
08/13/15  
Accrual Basis

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

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Shipping Terminal Revenues	1,425.40
Hoist Dock & Services	13,846.56
Moorage	5,087.20
<b>Total Income</b>	<u>20,359.16</u>
<b>Gross Profit</b>	20,359.16
<b>Expense</b>	
Personal Services	4,579.20
Materials & Services	4,553.04
Debt Services	15,685.31
<b>Total Expense</b>	<u>24,817.55</u>
<b>Net Ordinary Income</b>	<u>-4,458.39</u>
<b>Net Income</b>	<u><u>-4,458.39</u></u>

8:58 AM  
08/13/15  
Accrual Basis

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

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Hoist Dock & Services	2,386.02
Moorage	40,532.10
Launch Ramp & Trailer Storage	5,636.00
Miscellaneous Revenue	8,584.16
RV Parks	135,983.43
<b>Total Income</b>	<u>193,121.71</u>
<b>Gross Profit</b>	193,121.71
<b>Expense</b>	
Personal Services	26,232.83
Materials & Services	37,039.36
Debt Services	0.00
<b>Total Expense</b>	<u>63,272.19</u>
<b>Net Ordinary Income</b>	129,849.52
<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>129,855.52</u></u>

8:58 AM  
08/13/15  
Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss - CM**  
July 2015

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Shipping Terminal Revenues	133 20
Hoist Dock & Services	23,351 84
Moorage	21,483 14
Launch Ramp & Trailer Storage	13 00
Miscellaneous Revenue	991 75
<b>Total Income</b>	<u>45,972 93</u>
<b>Gross Profit</b>	45,972 93
<b>Expense</b>	
Personal Services	19,115 40
Materials & Services	26,507 25
Debt Services	1,042 50
<b>Total Expense</b>	<u>46,665 15</u>
<b>Net Ordinary Income</b>	<u>-692 22</u>
<b>Net Income</b>	<u><u>-692.22</u></u>



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

	Jul 31, 15	Jul 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Cash & Equivalents	4,351,496.69	4,332,023.34	19,473.35
<b>Total Checking/Savings</b>	4,351,496.69	4,332,023.34	19,473.35
<b>Other Current Assets</b>			
Prepaid Expenses	13,339.31	58,136.39	-44,797.08
<b>Total Other Current Assets</b>	13,339.31	58,136.39	-44,797.08
<b>Total Current Assets</b>	4,364,836.00	4,390,159.73	-25,323.73
<b>TOTAL ASSETS</b>	<u>4,364,836.00</u>	<u>4,390,159.73</u>	<u>-25,323.73</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	3,796.57	-1,401,765.74	1,405,562.31
<b>Total Accounts Payable</b>	3,796.57	-1,401,765.74	1,405,562.31
<b>Other Current Liabilities</b>			
Vacation Payable	3,679.00	578.00	3,101.00
Due to Operations or Const Fund	0.00	10,321.20	-10,321.20
Accrued Interest Payable	499,410.00	499,410.00	0.00
<b>Total Other Current Liabilities</b>	503,089.00	510,309.20	-7,220.20
<b>Total Current Liabilities</b>	506,885.57	-891,456.54	1,398,342.11
<b>Long Term Liabilities</b>			
Long-Term Debt	22,357,424.00	22,357,424.00	0.00
<b>Total Long Term Liabilities</b>	22,357,424.00	22,357,424.00	0.00
<b>Total Liabilities</b>	22,864,309.57	21,465,967.46	1,398,342.11
<b>Equity</b>			
Opening Balance Equity	-17,758,143.71	-17,758,143.71	0.00
Unrestricted Net Assets	497,497.34	503,621.26	-6,123.92
Net Income	-1,238,827.20	178,714.72	-1,417,541.92
<b>Total Equity</b>	-18,499,473.57	-17,075,807.73	-1,423,665.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>4,364,836.00</u>	<u>4,390,159.73</u>	<u>-25,323.73</u>

9:05 AM  
08/13/15  
Accrual Basis

Port of Newport - NOAA Fund  
Profit & Loss  
July 2015

	<u>Jul 15</u>
<b>Ordinary Income/Expense</b>	
Income	
Lease Income	211,761.51
<b>Total Income</b>	<u>211,761.51</u>
Expense	
Personal Services	614.36
Materials & Service	22,907.47
Debt Service	1,427,066.88
<b>Total Expense</b>	<u>1,450,588.71</u>
<b>Net Ordinary Income</b>	<u>-1,238,827.20</u>
<b>Net Income</b>	<u><u>-1,238,827.20</u></u>

9:22 AM  
 08/13/15  
 Accrual Basis

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

	<u>Jul 31, 15</u>	<u>Jul 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Umpqua Bank - Money Market	166,721.67	166,605.85	115.82
<b>Total Checking/Savings</b>	<u>166,721.67</u>	<u>166,605.85</u>	<u>115.82</u>
<b>Total Current Assets</b>	<u>166,721.67</u>	<u>166,605.85</u>	<u>115.82</u>
<b>TOTAL ASSETS</b>	<u><u>166,721.67</u></u>	<u><u>166,605.85</u></u>	<u><u>115.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	118,357.54	0.00	118,357.54
<b>Total Accounts Payable</b>	<u>118,357.54</u>	<u>0.00</u>	<u>118,357.54</u>
<b>Total Current Liabilities</b>	<u>118,357.54</u>	<u>0.00</u>	<u>118,357.54</u>
<b>Total Liabilities</b>	118,357.54	0.00	118,357.54
<b>Equity</b>			
Fund Balance	48,364.13	166,595.95	-118,231.82
Net Income	0.00	9.90	-9.90
<b>Total Equity</b>	<u>48,364.13</u>	<u>166,605.85</u>	<u>-118,241.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>166,721.67</u></u>	<u><u>166,605.85</u></u>	<u><u>115.82</u></u>

9:21 AM  
 08/13/15  
 Accrual Basis

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

	<u>Jul 31, 15</u>	<u>Jul 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	183,266.66	750,992.47	-567,725.81
Total Checking/Savings	<u>183,266.66</u>	<u>750,992.47</u>	<u>-567,725.81</u>
Total Current Assets	<u>183,266.66</u>	<u>750,992.47</u>	<u>-567,725.81</u>
<b>TOTAL ASSETS</b>	<u><b>183,266.66</b></u>	<u><b>750,992.47</b></u>	<u><b>-567,725.81</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
Fund Balance	183,266.66	750,803.54	-567,536.88
Net Income	0.00	188.93	-188.93
Total Equity	<u>183,266.66</u>	<u>750,992.47</u>	<u>-567,725.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>183,266.66</b></u>	<u><b>750,992.47</b></u>	<u><b>-567,725.81</b></u>

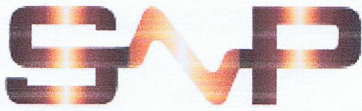
**Bonded Debt Fund - Port of Newport  
 Balance Sheet  
 As of July 31, 2015**

	<u>Jul 31, 15</u>	<u>Jul 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Gen Obligation Bond MM-OCB	89,306.16	43,740.83	45,565.33
<b>Total Checking/Savings</b>	<u>89,306.16</u>	<u>43,740.83</u>	<u>45,565.33</u>
<b>Accounts Receivable</b>			
Due from General Operating Fund	0.00	6,983.66	-6,983.66
<b>Total Accounts Receivable</b>	<u>0.00</u>	<u>6,983.66</u>	<u>-6,983.66</u>
<b>Other Current Assets</b>			
Property Tax Receivable	76,845.12	76,845.12	0.00
<b>Total Other Current Assets</b>	<u>76,845.12</u>	<u>76,845.12</u>	<u>0.00</u>
<b>Total Current Assets</b>	166,151.28	127,569.61	38,581.67
<b>Other Assets</b>			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
<b>Total Other Assets</b>	<u>91,334.00</u>	<u>91,334.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><b>257,485.28</b></u>	<u><b>218,903.61</b></u>	<u><b>38,581.67</b></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>	<u>10,000.00</u>	<u>285,000.00</u>	<u>-275,000.00</u>
<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>	<u>13,712,401.00</u>	<u>13,712,401.00</u>	<u>0.00</u>
<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	217,007.47	181,354.05	35,653.42
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Net Income	9,905.64	6,977.39	2,928.25
<b>Total Equity</b>	<u>-13,464,915.72</u>	<u>-13,778,497.39</u>	<u>313,581.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>257,485.28</b></u>	<u><b>218,903.61</b></u>	<u><b>38,581.67</b></u>

**Best Value Analysis: 72 replacement batteries for APC UPS unit at Administration building - Four pack units sold as SYBT-4**

Company	Stay N Power	Interstate battery	Integrated Power	LDP Inc.	
Contact	Lee Moss	Chad Newman	Ampy Buchholtz	Bob Brockett	
Phone	503.598.9115	541.302.6176	503.640.3201	949.370.1832	
Email					
Criteria					
Purchase amount	72 ea	72ea	72ea	72ea	
Total Price	\$ 18,165	\$ 29,862	\$ 34,344	\$ 25,920	
Delivery	Yes	Yes	Yes	Yes	
Load/Unload	Yes	No	No	No	
Recycling	Yes	Yes	Yes	No	
Installation	Yes	No	No	No	
Warranty	1 yr	1 yr	1 yr	1 yr	
Notes	Refurbished	New	New	New	





24 HOUR SERVICE 866 598 9115  
13500 SW Pacific Hwy, MB 406,  
Tigard, OR 97223

Number LIDSQ1288-01  
Date Jul 6, 2015

Account Name	Location	Account Manager
<b>Port of Newport - NOAA</b> Rick Fuller <b>Phone</b> 541-961-3904 <b>Email</b> rfuller@portofnewport.com	<b>Port of Newport - NOAA</b> Rick Fuller 2002 SE Marine Science Dr Newport, OR 97365 United States	<b>Rick Freeman</b> 503-598-9115 rick.freeman@staynpower.com

Quote Summary

Rick, Here is the battery pricing with us performing the replacement while we are on-site to perform your maintenance.

Work needs to be done in conjunction with next PM visit or pricing will vary.

Terms	Ship Via	Lead Time
Net 30		

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Battery Replacement</b>		
2		Installation and replacement of (72) battery packs using 7aH batteries in (2) APC Symmetra UPS's. Work is to be performed during regular business hours 8:00 am - 5:00 pm, M-F	\$18,165.00	\$18,165.00
3		Bat scope: Service to include: - Installation and replacement of (576) batteries during regular business hours, 8-5 M-F - Batteries carry a full 1 year replacement warranty. - Removal and EPA disposal of old batteries. - Customer to receive chain or custody document - Reports to follow		
4		Shipping & Handling No Freight Charge		
5		Work needs to be done in conjunction with next PM visit or pricing will vary.		

<b>SubTotal</b>	\$18,165.00
<b>Tax</b>	\$0.00
<b>Total</b>	<b>\$18,165.00</b>

Payment Terms Net 30 Days from date of Invoice  
FOB Factory  
Quote Valid 30 Days  
3% fee on all credit card transactions  
Please send Purchase Order to: PO@staynpower.com

All information in this document is deemed to be confidential and proprietary to Stay'n Power, Inc. By accepting delivery of this document, the recipient agrees to maintain the information contained herein in strictest confidence and shall not disclose this information to any third-party.

**Best Value Analysis: NOAA Main Entry Gate Replacement**

**2015/16 approved budget \$20,000**

Company	Outdoor Fence Co.	Able Fence	Town & Country Fence			
Contact	Kevin Sullivan	Chris Clisbi	Mike Smith			
Phone	503.399.1934	360.256.5896	503.655.2055			
Location	Salem, OR	Vancouver, WA	Clackamas, OR			
CCB#	41097	168623	7247			
Criteria						
Total Cost	\$ 7,856.00	\$ 14,335.00	\$ 28,101.00			
Alternate price	None	\$ 10,125.00	None			
Staffing capabilities	2 technicians	2 technicians	2 technicians			
Service response time	8 weeks +/-	TBD	TBD			
Emergency service response time						
Emergency service escalation process/procedure						
Dispatch of Technicians procedure						
Invoice/Billing process/procedure	Net 10	Net 30	Net 30			
Hourly Rates						
Warranty	1 year/TBD	1 year	2 year			
Notes	Steel pipe w/ Loadmaster roller system. PON to provide lift equipment and 2 evening guard shifts. Estimator Site visit 8/12	Original Gate installer. Combi gate system. Higher maint. \$\$\$. PON to provide 2 evening guard shifts	Steel pipe w/ Loadmaster roller system. PON to provide 2 evening guard shifts. No site visit for estimate			





2780 19th Street S.E.  
Salem, Oregon 97302  
CCB# 41097

Salem (503) 399-1934  
FAX (503) 399-8931  
Toll Free (800) 336-2307

Albany (541) 967-4141  
McMinnville (503) 434-1101  
Wilsonville (503) 582-8264  
www.outdoorfence.com



8/14/2015 Job ID: 1514447

Customer Name: Port of Newport  
Job Name: Port of Newport  
Mailing Address: 600 SE Bay Blvd. Newport, OR 97365  
Job Address: 2002 SE Marine Science Dr. - Newport

Contact: Rick Fuller  
Phone: (541) 961-3904  
Alt Phone:  
Cell:  
Fax:  
E-mail: fuller@portofnewport.com

**Chain Link Fence Specifications**

Fabric: 9 Ga Galvanized  
Slats: None  
Top Rail: Existing  
Footing: 48" Mixed Concrete  
Fence Height: 7 Foot. + B/W  
End & Corner Posts: Existing  
Bottom Tension Wire: Existing  
Fabric Color: Galvanized  
Intermediate Posts: Existing  
Barb Wire: Existing

**Gate Specifications**

Gate No: 1 Quantity: 1  
Type: Single Cantilever  
Gate Height: 7 foot +/-  
Frame: 2 3/8" Square Frame  
Gate Opening: 31 foot +/-  
Gate Post: 4" Sch-40

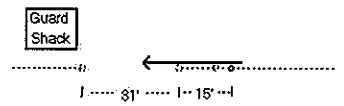
**Special Conditions**

Fence Line: Ground Line  
Shrubbery Trimming: Customer  
Finish: Outside Only  
Utility Locate: Outdoor Fence Co.  
Selvage: Knuckle / Knuckle  
Dirt Disposal: Removed from Site

**Job Information**

Drawing not to scale

Quoted price is to replace existing 31' aluminum over head track cantilever gate with a traditional six maintenance free composite support wheel cantilever gate. Gate will be fabricated with off set strong back the entire length of the gate to minimize gate sway. Price includes installing one new 4" round support post and utilizing two existing support posts. Price also includes re connecting existing gate operator to the new gate and is based on using existing access and safety controls



Quoted Price \$ 7,856.00 Alt#1 \_\_\_\_\_ Alt#2 \_\_\_\_\_ Effective for 20 Days  
 Cash on Completion  Net 10 Days  Other \_\_\_\_\_

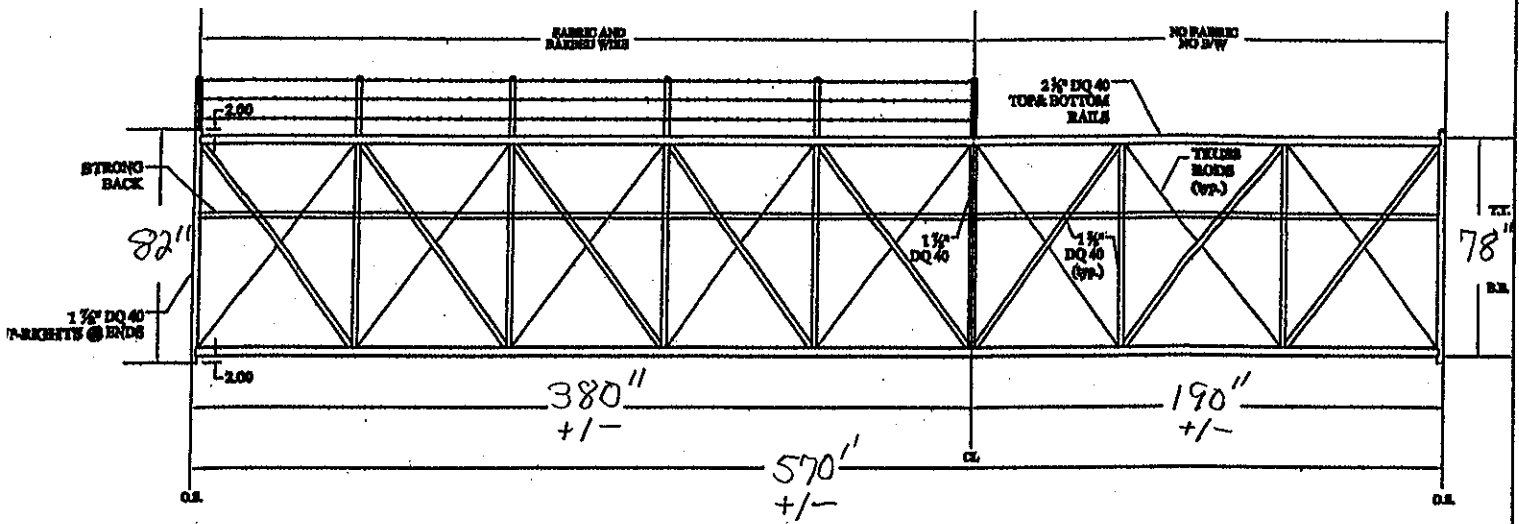
**CONTRACT CONDITIONS**

1. Property lines and/or fence lines are the exclusive responsibility of the property owner/customer.
2. Liability of damage to underground obstructions such as public or private utilities are the sole responsibility of the owner/customer.
3. All permits, variances or deviations from state, county, or city ordinances are the responsibility of the owner/customer.
4. Concealed conditions such as rocks, boulders, established root systems and construction debris may necessitate additional labor or material charges to facilitate completion of this contract. OUTDOOR FENCE CO. INC. reserves the right to submit reasonable billing for costs incurred.
5. Any alteration or deviation from the specifications set herein will only be executed upon written order. Amendments to this contract may affect the quoted prices.
6. All materials and labor to be provided in a workmanlike manner.
7. All time agreements are contingent upon weather, accidents, strikes, supply fulfillment, etc., beyond the control of OUTDOOR FENCE CO. INC.
8. Should it become necessary to enforce the conditions of this contract by recourse to collection or litigation, the undersigned agrees to pay all collection agency fees, court costs and legal fees incurred to collect delinquent balances.
9. All accounts are due and PAYABLE ON THE DATE OF COMPLETION. A finance charge of 1 1/2% per month, which is an annual percentage rate of 18% will be charged on all past due accounts.
10. Approved financing will waive required deposit.

Oregon law may change from time to time, please check website [www.oregon.gov/ccb](http://www.oregon.gov/ccb) for current law regarding construction contracts. BY SIGNING THIS CONTRACT I AGREE TO THE TERMS AND CONDITIONS STATED WITHIN AND HAVE READ THE **REVERSE SIDE** (ORS CHAPTER 87 AND 701), AND HEREBY ACKNOWLEDGE RECEIPT OF AN EXECUTED COPY HEREOF.

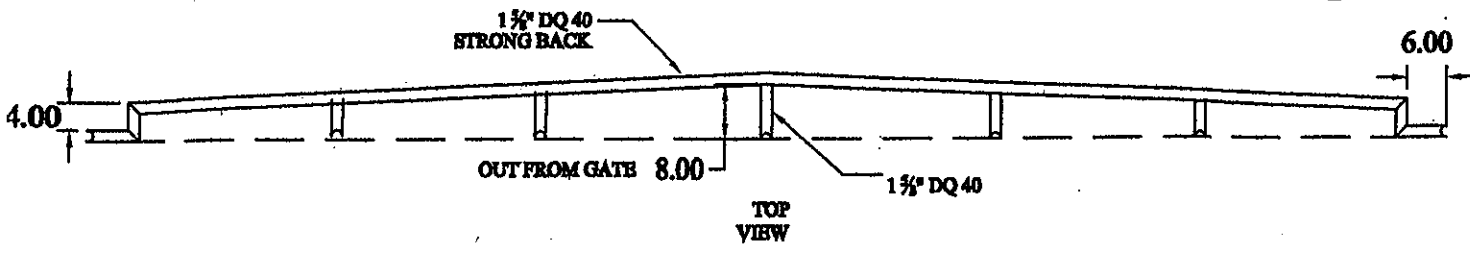
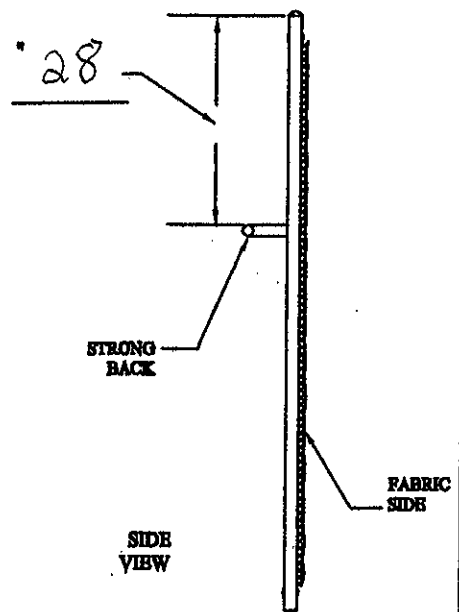
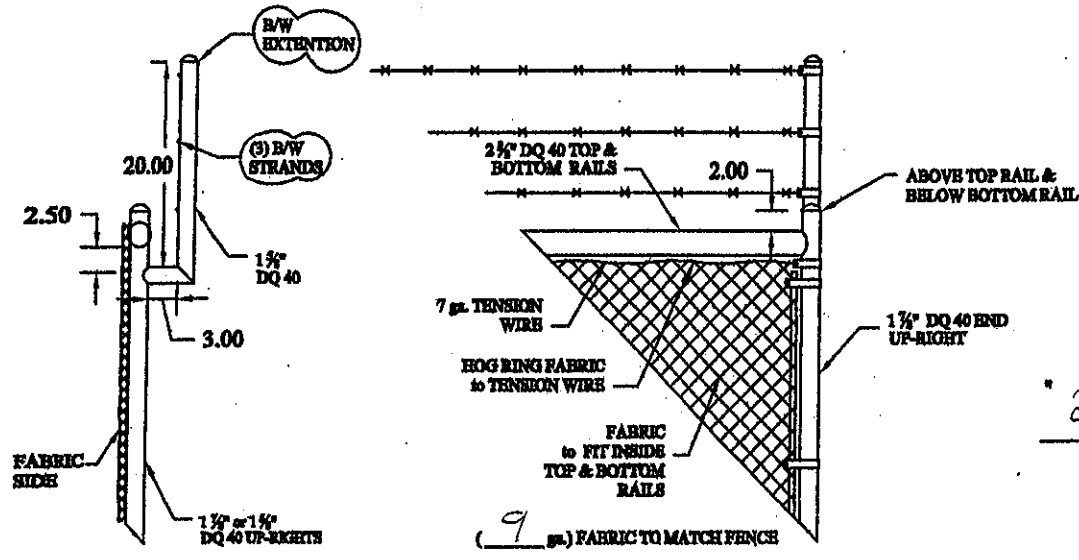
Bid by: Kevin Sullivan Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
for Outdoor Fence Co.

**SIGN & RETURN TO OFFICE**



MAX. SPACING for VERTICALS = 84" O/C

TAIL of GATE is  
 " C/L of POST/POST + 9" = "



TE:	JOB NAME:	JOB #	ESTIMATOR:	5-3-R BARB
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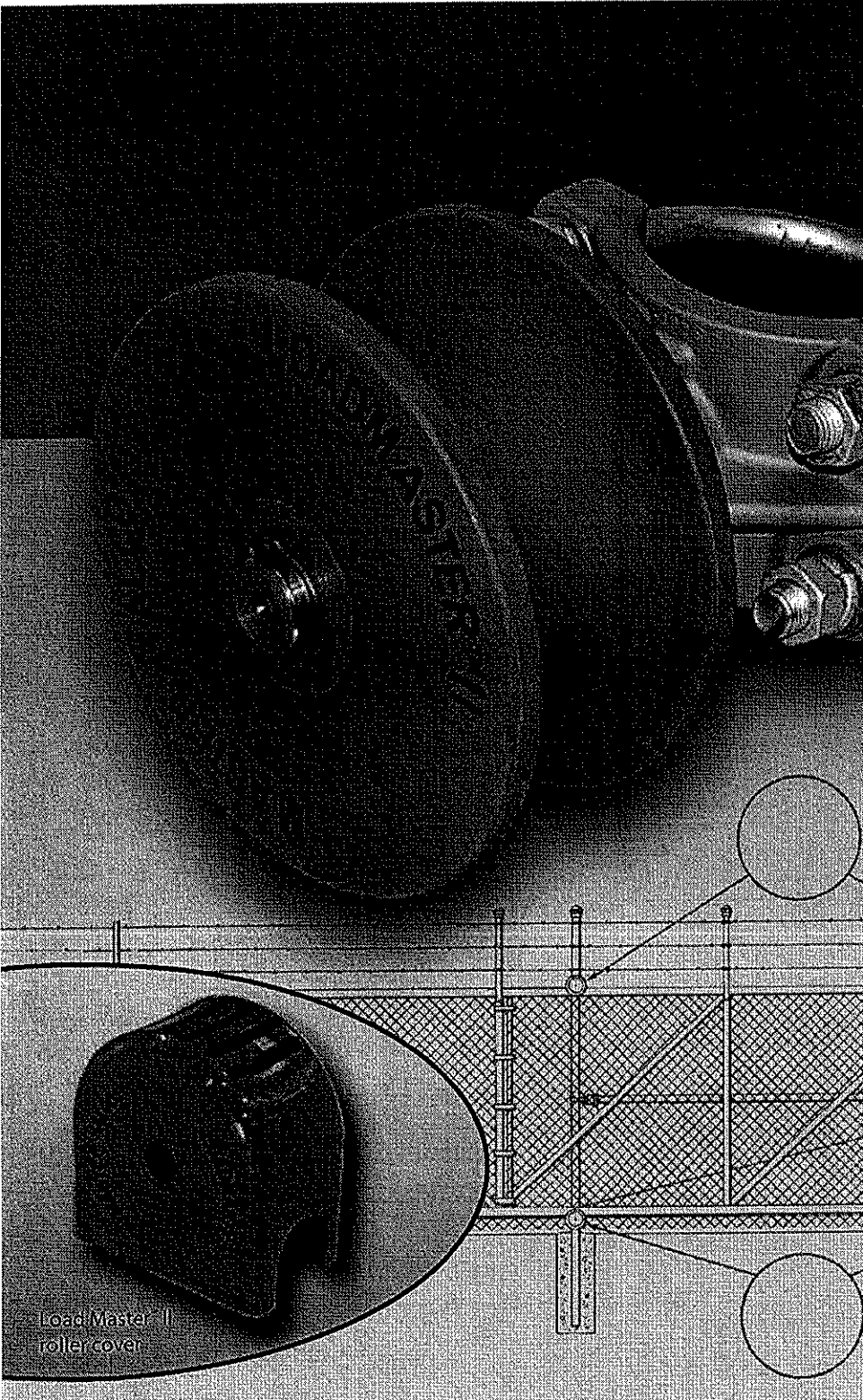
# Load Master™ II

## Nylon Cantilever Roller

As a leading supplier of fence solutions, Master Halco is dedicated to providing a broad range of products that support your business and help drive success.

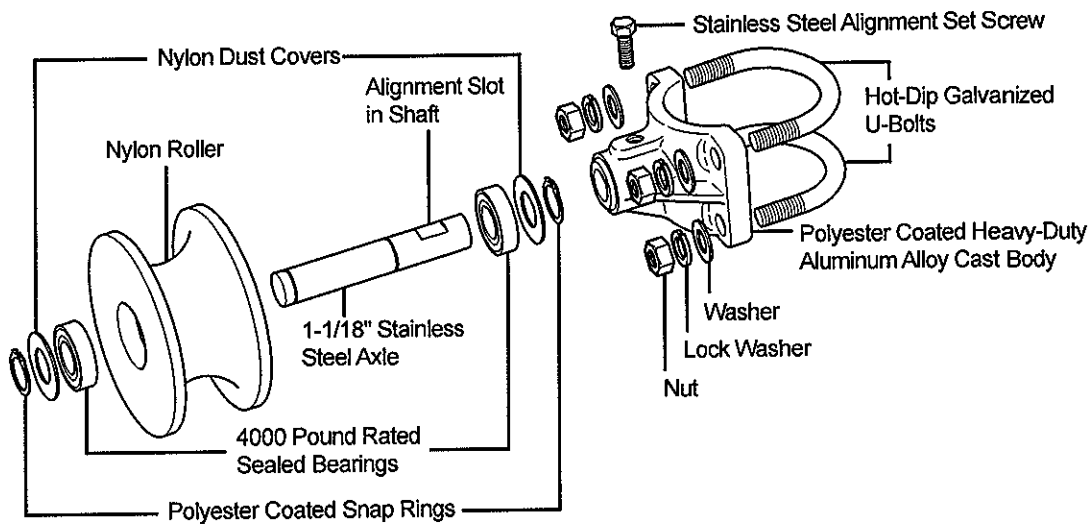
Our Load Master™ II cantilever rollers are constructed to the highest quality standards.

Contact your local Master Halco branch representative for more information on how to put the Load Master™ II to work for you.



Load Master™ II  
roller cover

# Load Master™ II Nylon Cantilever Roller



- 4000 Pound rating operates the heaviest of gates
- Strong aluminum alloy cast body for durability
- Easy rolling for manual and electrically operated gates
- UV impregnated nylon/fiberglass wheel for discoloration protection
- 1-1/8" Stainless steel shaft for added strength and corrosion protection
- Sealed bearings provide maintenance-free operation
- Slot in axle and set screw allows wheel to move in and out of body for perfect alignment
- Nylon dust covers to prevent damage to the bearing on each end of the shaft
- Polyester coated body to eliminate oxidation
- Polyester coated snap rings to prevent rust

**5-Year Limited Warranty**

## LOAD MASTER II NYLON CANTILEVER GATE ROLLER

Heavy Industrial – Aluminum Alloy Cast Body

NOTE: Bolts Included.

DESCRIPTION	PART NO.	PER BOX	WEIGHT EA.
4" Post x 2-3/8" Roller with Cover	018349	2	11.29 lb.
4" Post x 2-3/8" Roller	018369	4	10.10 lb.
6-5/8" Post x 2-3/8" Roller	018350	4	13.20 lb.
Covers (fits all sizes)	018348	4	1.19 lb.

**SAFETY NOTE:**  
ALL CANTILEVER ROLLERS  
REQUIRE ROLLER COVERS  
OR GUARDS.

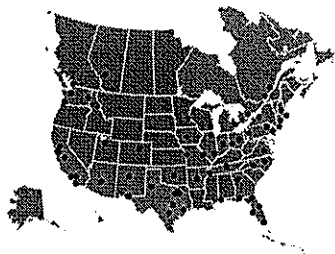


A Tradition of Fencing Solutions

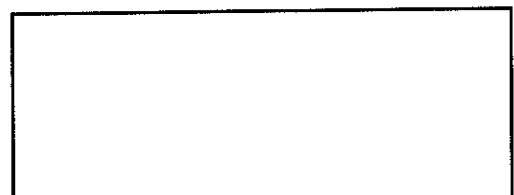
**MasterHalco.com | 888-MH-Fence**

Branch service centers are located  
throughout North America.

MH 046255 © 05/10  
60 of 94



Available from:



**PORT OF NEWPORT  
RESOLUTION NO. 2015-13**

**A RESOLUTION DESIGNATING BANK ACCOUNTS AND AUTHORIZING CHECK SIGNERS**

**WHEREAS**, the Port of Newport is a port organized under ORS 777; and

**WHEREAS**, ORS 777.405 states money of a port shall be deposited in one or more banks designated by the board. Funds shall be withdrawn only when previously ordered by the board upon a check signed and countersigned by such persons as may be authorized by resolution of the board; and

**WHEREAS**, By-laws for the Port of Newport Board of Commissioners Sec. 17(A) states that all Commissioners are eligible to sign checks upon approval; and

**WHEREAS**, Resolution 2010-10 approved October 12, 2012 was the last resolution authorizing check signers; and

**WHEREAS**, Resolution 2014-12 approved September 23, 2014 was the last resolution amending check signers; and

**WHEREAS**, Stewart Lamerdin replaced JoAnn Barton as Position #3; and Patricia Patrick-Joling replaced Dean Fleck as Position #5 upon being sworn in to office on July 28, 2015; NOW THEREFORE,

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

**Section 1. Authorized Signers.** The Commission authorizes the five members of the Port of Newport Board of Commissioners, the General Manager and the Director of Finance to be signers on designated bank accounts:

- A. Walter Chuck .....Position #1
- B. Ken Brown .....Position #4
- C. David Jincks.....Position #2
- D. Stewart Lamerdin .....Position #3
- E. Patricia Patrick-Joling .....Position #5
- F. Kevin M. Greenwood ..... General Manager
- G. Stephen J. Larrabee ..... Director of Finance

**Section 2. Designated Bank Accounts.** The Commission designates the following bank accounts:

- A. Oregon Coast Bank
  - 1. Operating Checking ..... General ..... Unrestricted
  - 2. Marina Depository ..... General ..... Unrestricted
  - 3. Payroll ..... General ..... Unrestricted
  - 4. PERS ..... General ..... Unrestricted
  - 5. SPWF ..... General ..... Restricted
  - 6. Operating Checking ..... NOAA ..... Restricted
  - 7. Maintenance & Replacement ..... NOAA ..... Restricted
  - 8. Revenue Bond Reserve ..... NOAA ..... Restricted
  - 9. Assignment of Deposits ..... NOAA ..... Restricted
  - 10. Operating Checking ..... Construction ..... Restricted
  - 11. Money Market ..... Construction ..... Restricted
  - 12. GO Fund ..... Bonded Debt ..... Restricted
- B. Columbia Bank
  - 1. Money Market ..... General ..... Unrestricted
- C. Umpqua Bank
  - 1. Money Market ..... NOAA ..... Restricted

2. Operating .....Facilities Maintenance ..... Restricted

**Section 3. Rescission.** All previous check-signers are hereby rescinded from signing on bank accounts of the Port of Newport.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 18th day of September, 2015.

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

ATTEST:

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

MEMO

-----  
TO: Port of Newport Commission  
-----  
FROM: Elaine Howard cc: Derrick Tokos, City of Newport Community Development Director  
-----  
RE: Potential Urban Renewal, McLean Point  
-----  
DATE: August 12, 2015  
-----

**Background:**

This is a briefing memorandum on a potential urban renewal area at McLean Point. There is no action required by the Port Commission as result of this memorandum. This is purely to keep the Port Commission up to date on the actions being taken by the city of Newport.

The city of Newport has appointed an Urban Renewal Advisory Committee to review an urban renewal plan for undeveloped and underdeveloped industrial property in the Port area. The property being considered for the urban renewal plan is shown in Figure 1. It includes the following properties:

Map Tax lot	OWNER_NAME	SITE_ADDRESS
11-11-09-D0-00100-00	RONDYS & ASSOCIATES INC	1430 SE BAY BLVD
11-11-09-D0-00101-00	PORT OF NEWPORT	1430 SE BAY BLVD
11-11-09-D0-00102-00	PORT OF NEWPORT	1310-1430 SE BAY BLVD
11-11-09-D0-00103-00	PORT OF NEWPORT	1430-1520 SE BAY BLVD
11-11-09-D0-00104-00	PORT OF NEWPORT (TRIDENT SEAFOODS)	1310 SE BAY BLVD
11-11-09-D0-00400-00	WILES JOHN E &	1544 SE BAY BLVD

Figure 1 – McLean Point Urban Renewal Proposed Boundary





## **Goals and Objectives:**

The intent of the urban renewal plan is to provide infrastructure to allow for the development of these underdeveloped properties. The goals identified for the urban renewal plan are:

### **Goal 1: PUBLIC INVOLVEMENT**

Maintain a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the urban renewal implementation process.

#### Objectives:

1. Provide opportunities for public input throughout the implementation process.
2. Establish the Port Commission as the ongoing Citizens' Advisory Committee (CAC) to assist the Urban Renewal Agency in decisions regarding plan implementation as identified in the Amendments section of the Plan. Provide for one member of the CAC to be a representative of the property owners within the Area, as appointed by the Agency.
3. Utilize ad hoc advisory committees to review major changes to projects, programs or goals and objectives in the Plan as identified in the Amendments section of the Plan.

### **Goal 2: PUBLIC PARTNERSHIPS: PORT**

Coordinate with the Port of Newport on shared economic development objectives.

#### Objectives:

1. Collaborate with the Port of Newport on the implementation of its Capital Improvement Plan.
2. Coordinate adequate infrastructure to facilitate development opportunities in the Area.
3. Coordinate provision of infrastructure to the International Terminal.

### **Goal 3: ECONOMY**

Collaborate with the Port of Newport on the implementation of its Capital Improvement Plan. Create conditions that are attractive to the growth of existing business and attract new businesses to Newport to create new jobs. Provide an adequate number of sites of suitable sizes, types, and locations to accommodate a variety of economic opportunities.

Objectives:

1. Build utility infrastructure to accommodate growth in the Area.
2. Assist in the improvement of transportation infrastructure to support existing development and allow for future development.

**Goal 4: INFRASTRUCTURE**

Assure adequate planning for public facilities to meet the changing needs of the City of Newport urbanizable area. Provide a storm water drainage system, water system, wastewater collection and treatment system with sufficient capacity to meet the present and future needs of the Newport urbanizable area. Provide a safe and efficient multi-modal transportation system consistent with the Transportation System Plan.

Objectives:

1. Build utility infrastructure to accommodate growth in the Area.
2. Identify and make infrastructure investments on opportunity sites.
3. Assist in the improvement of transportation infrastructure to support existing development and allow for future development.

**Goal 5: FISCAL STEWARDSHIP**

Work with taxing jurisdictions to both inform them of the annual project and financial activities of the urban renewal area and to evaluate opportunities to share tax increment revenues.

Objectives:

1. Send a copy of the annual project and financial report to all taxing jurisdictions, informing them of the activities of the urban renewal area.
2. Notify taxing jurisdictions of revenue sharing responsibilities and the timing of those responsibilities.
3. Reimburse city for annual costs in administering the urban renewal area.

## Projects:

The projects being considered are all infrastructure projects to help facilitate the development of the area. The specific projects and total estimated costs are shown below.

Projects	Urban Renewal	Estimated total cost
Sewer pump station and mains	\$1,000,000	\$3,000,000
Storm drainage	\$500,000	\$1,000,000
Water line extensions/upgrades	\$250,000	\$500,000
Street improvements	\$250,000	\$500,000
Total	\$2,000,000	\$5,000,000

## Approval Process:

The process for approval of the proposed McLean Point Urban Renewal Plan is as follows:

1. Review and recommendation by the Urban Renewal Advisory Committee. They have two more meetings, August 17 and August 31.
2. Presentation at an open public house scheduled for August 31.
3. Review by the Urban Renewal Agency on September 8.
4. Review by the Newport Planning Commission on September 14.
5. Review by the Newport City Council on September 21.
6. If adopted, adopted by a nonemergency ordinance which goes into effect 30 days after adoption.
7. Notice to residents of Newport, anticipated through utility billing.

It is anticipated that the Port Commission would be the urban renewal advisory committee for this urban renewal plan. The advisory committee would have the responsibility of providing advice on any project changes and provide input in the annual budgeting process. It will be recommended that the Advisory Committee also contain one representative of the property owners within the Area, appointed by the urban renewal agency. The urban renewal agency, which in Newport is the Newport City Council, is the decision-making body for the urban renewal plan.

We will be able to provide more financial information at the Port Meeting on August 18, 2015.

## McLean Point Urban Renewal Plan

### Goal 1: *PUBLIC INVOLVEMENT*

Maintain a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the urban renewal implementation process.

#### Objectives:

1. Provide opportunities for public input throughout the implementation process.
2. Establish the Port Commission as the ongoing Citizens' Advisory Committee to assist the Urban Renewal Agency in decisions regarding plan implementation as identified in the Amendments section of the Plan.
3. Utilize ad hoc advisory committees to review major changes to projects, programs or goals and objectives in the Plan as identified in the Amendments section of the Plan.

### Goal 2: *PUBLIC PARTNERSHIPS: PORT*

Coordinate with the Port of Newport on shared economic development objectives.

#### Objectives:

1. Collaborate with the Port of Newport on the implementation of its Capital Improvement Plan.
2. Coordinate adequate infrastructure to facilitate development opportunities in the Area.
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### Goal 3: *ECONOMY*

Collaborate with the Port of Newport on the implementation of its Capital Improvement Plan. Create conditions that are attractive to the growth of existing business and attract new businesses to Newport to create new jobs. Provide an adequate number of sites of suitable sizes, types, and locations to accommodate a variety of economic opportunities.

#### Objectives:

1. Build utility infrastructure to accommodate growth in the Area.
2. Assist in the improvement of transportation infrastructure to support existing development and allow for future development.

Goal 4:        *INFRASTRUCTURE*

Assure adequate planning for public facilities to meet the changing needs of the City of Newport urbanizable area. Provide a storm water drainage system, water system, wastewater collection and treatment system with sufficient capacity to meet the present and future needs of the Newport urbanizable area. Provide a safe and efficient multi-modal transportation system consistent with the Transportation System Plan.

Objectives:

1.     Build utility infrastructure to accommodate growth in the Area.
2.     Identify and make infrastructure investments on opportunity sites.
3.     Assist in the improvement of transportation infrastructure to support existing development and allow for future development.

Goal 5:        *FISCAL STEWARDSHIP*

Work with taxing jurisdictions to both inform them of the annual project and financial activities of the urban renewal area and to evaluate opportunities to share tax increment revenues.

Objectives:

1.     Send a copy of the annual project and financial report to all taxing jurisdictions, informing them of the activities of the urban renewal area.
2.     Notify taxing jurisdictions of revenue sharing responsibilities and the timing of those responsibilities.



**Operating Fund**

**July 22, 2015 through August 12, 2015**

<b>Date</b>	<b>Numb</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
7/23/15	37009	Association of Pacific Ports	Annual Dues	1,250.00
7/23/15	37010	Carol Corwin	Signs for Marina Hoist	25.00
7/23/15	37011	Chase - Visa	Travel Expenses, Amazon Parts orders	1,074.33
7/23/15	37012	Copeland Lumber Yards, Inc..	Lumber and Hardware	324.90
7/23/15	37013	Design Space	Customs Office	217.00
7/23/15	37014	Four c's Environmental Inc.	Replace Leak Detector	2,235.50
7/23/15	37015	Portland State University	Education Reimbursement, K Greenwood	4,038.03
7/23/15	37016	Richard Hull	Review Year End Statements	840.00
7/23/15	37017	Sears Commercial One	Gas Grill for SB Activity Room	344.98
7/23/15	37018	Suburban Propane	Annual Propane Tank Rental SB & CM	80.00
7/23/15	37019	U.G. Cash & Carry	Water Coffee , Plates, Batteries	161.12
7/23/15	37020	Verizon Wireless	Port cell phones	431.28
7/30/15	37021	Booty II - OR443AEX	Moorage Refund	1,096.76
7/30/15	37022	Arcxis	Test and Certify Cranes	2,635.00
7/30/15	37023	Newport Chamber of Commerce	Chamber Leadership Program	495.00
7/30/15	37024	Newport Food Pantry	Sponsor Newport Food Pantry and Operation Sna	500.00
7/30/15	37025	NW Natural	SB Gas	136.74
7/30/15	37026	Power Motors	Repair Truck	631.60
7/30/15	37027	T & L Chemical Toilet Service	Chemical Toilets Bayfront	436.00
7/30/15	37028	TCB Security Services, Inc	Monthly Security contract	6,516.00
8/4/15	37029	Bullfrog Enterprises	Sealing Solution for Postage Machine	33.98
8/4/15	37030	Central Lincoln PUD	Electric	2,330.09
8/4/15	37031	City of Newport	Water and Sewer	5,385.95
8/4/15	37032	Coastal Paper & Supply, Inc.	Cleaning Supplies	1,927.78
8/4/15	37033	Copeland Lumber Yards, Inc..	Lumber and Hardware	54.20
8/4/15	37034	Direct TV	Cable RV Parks	899.29
8/4/15	37035	Industrial Welding Supply, Inc	Oxygen	12.99
8/4/15	37036	LazerQuick	Copies	20.65
8/4/15	37037	Newport Auto Parts Inc	Repair Parts for Truck	309.14
8/4/15	37038	North Coast Electric Company	Control Box	357.75
8/4/15	37039	Pioneer Printing, Inc.	Business Cards for Rick Fuller	200.60
8/4/15	37040	Pioneer Telephone Cooperative	Phone Service	226.11
8/4/15	37041	Platt	Replacement Bulbs	368.20
8/4/15	37042	Xerox Corporation	Copier Lease	421.93
8/4/15	37043	City of Newport	Water and Sewer	4,027.65
8/6/15	37044	Blackburn, Michael	Refund Moorage	766.20
8/6/15	37045	Barrelhead	Hardware	217.12
8/6/15	37046	Dan Lais Equipment Surgery	Repair Hinge PD3	240.00
8/6/15	37047	Englund Marine Supply Co, Inc	Hoist Repair Cables, Inflatable Vest	1,026.48
8/6/15	37048	Sherwin Williams	Paint for Curbs	412.11



**Operating Fund**

**July 22, 2015 through August 12, 2015**

8/6/15	37049	Staples	Office Supplies	407.01
8/6/15	37050	Thompson's Sanitary Service, Inc	Trash Disposal	7,691.45
8/6/15	37051	Voya (State of Oregon Plan)	Monthly Employee Contribution to Deferred Comp	100.00
8/6/15	37052	Yaquina Bay Economic Foundation	Yaquina Bay Economic Foundation Dinner	80.00
8/6/15	37053	Petty Cash	VOID:	0.00
8/6/15	37054	Alan Brown Tire Center	Pallet Jack Wheels	226.70
8/6/15	37055	ALSCO	Mats and Towels	300.05
8/6/15	37056	JC Market	Donuts for Meeting	6.99
8/6/15	37057	Keller Supply Company	Plumbing Supplies for RV Park	465.90
8/6/15	37058	MACPHERSON, GINTNER & DIAZ	Professional Services	2,253.25
8/6/15	37059	Toyota Lift NW	Plexiglas Rain Cover for Forklift	251.20
8/6/15	37060	Yaquina Bay Communications	Radio Ad Contract	100.00
8/12/15	37061	Petty Cash	Postage and Blinds for Shop	109.78
8/12/15	37062	Employee	Mid Month Draw	481.00
8/12/15	37063	Employee	Mid Month Draw	450.00
8/12/15	37064	Employee	Mid Month Draw	500.00
8/12/15	37065	Employee	Mid Month Draw	500.00
8/12/15	37066	Employee	Mid Month Draw	300.00
8/12/15	37067	Employee	Mid Month Draw	475.00
8/12/15	37068	Employee	Mid Month Draw	500.00
8/12/15	37069	Employee	Mid month Draw	300.00
8/12/15	37070	Employee	Mid Month Draw	1,500.00
8/12/15	37071	Abby's Legendary Pizza	Pizza for Meetings	111.90
8/12/15	37072	Allegiance Benefit Plan Mgmt.	Insurance Withholding	385.00
8/12/15	37073	Central Lincoln PUD	Electric	4,943.71
8/12/15	37074	CenturyLink - Business Service	Telephone	46.33
8/12/15	37075	Chase - Visa	Airline for PCC, Picnic Table, Travel Exp.	2,262.83
8/12/15	37076	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
8/12/15	37077	Department of Environmental Quality	Review Closure Report	56.75
8/12/15	37078	Doug's Electric, Inc.	Repair Electrical Annex 197 &196	94.98
8/12/15	37079	G & K Floors	Janitorial Services SB and Customs Trailer	4,080.00
8/12/15	37080	Lincoln County Public Works	Fuel for Trucks	361.61
8/12/15	37081	News-Times	Ads for Admin Assistant	243.86
8/12/15	37082	Petty Cash	VOID:	0.00
8/12/15	37083	Central Lincoln PUD	Electric	3,438.51
8/12/15	37084	Petty Cash	Chamber Lunches, Misc. Hardware	138.11
8/12/15	37085	Special Districts Insurance Service	Health Plan	10,937.03
8/12/15	37086	Suburban Propane	Propane Delivery	330.12
8/12/15	37087	Toyota Financial Services	Forklift CM	1,044.20
8/12/15	37088	U.G. Cash & Carry	Paper and Cleaning Supplies	549.87

<b>TOTAL</b>	<b>89,930.60</b>
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**NOAA Fund**

**July 22, 2015 through August 12, 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
7/23/15	12707	Chase-Visa	Software	448.00
7/23/15	12708	Proctor Sales, Inc	Annual Boiler Maintenance	1,386.94
7/23/15	12709	Verizon Wireless	Phone charges	61.64
7/23/15	12710	Williams Scotsman Inc	Rent Mobile Office	291.04
7/30/15	12711	Pacific Habitat Services, Inc.	Eel Grass Monitoring Report	4,745.28
7/30/15	12712	T & L Chemical Toilet Service	Chemical Toilet Service	35.00
7/30/15	12713	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
8/4/15	12714	American Bankers Ins. Co.	Flood Insurance	1,587.00
8/4/15	12715	Pioneer Telephone Cooperative	Phone charges	485.56
8/6/15	12716	Englund Marine & Industrial Supply	Galvanized Dock Cleats and Harc	114.90
8/6/15	12717	Thompsons Sanitary Service	Disposal & 20YD Dumpster	468.70
8/6/15	12718	Newport Diesel & Marine Co., Inc.	Annual Maintenance Cummins K	400.00
8/12/15	12719	G & K Floors	Janitorial Services	1,450.00
8/12/15	12720	Lincoln County Public Works	Gas for Truck	52.37
8/12/15	12721	S.D.A.O Special District Association	NOAA Health Ins	614.36
8/12/15	12722	US Bank	Bond Admin Fees	650.00
			<b>TOTAL</b>	<b>12,810.79</b>





**Construction Fund**

**June 16, 2015 through July 21, 2015**

**No Activity for this time period**

**PORT OF NEWPORT  
RESOLUTION NO. 2015-14**

**A RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN FOR  
PORT EMPLOYEES**

**WHEREAS**, the Port By-laws in Part II, Section 6(E) states that the Port Commission shall create employment classifications and compensation by resolution; and

**WHEREAS**, the Commission adopted the annual Compensation Plan for Port employees by Res. No. 2015-07 on May 26, 2015; and

**WHEREAS**, the Commission amended the Classification and Compensation Plan to modify the NOAA Facilities Manager, Administrative Assistant and Director of Operations positions by Res. No. 2015-11 on July 28, 2015; and

**WHEREAS**, recent promotions and a reorganization of duties have required that the job description for the International Terminal position and the accompanying compensation matrix be re-evaluated; and

**WHEREAS**, additional changes may be required based upon continued re-evaluations; and

**WHEREAS**, the presented classification and compensation plans will not require any amendments to the adopted fiscal year 2015-16 budget; NOW THEREFORE

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

**Section 1. Compensation Plan.** The rate of pay is adjusted from Res. No. 2015-07:

HOURLY	LOW	HIGH
International Terminal Manager .....	\$23.21	\$30.45

**Section 2. Classification Plan.** The following job description is hereby adopted.  
International Terminal Manager. See Attachment A

**Section 3. Continuation.** All other provisions of Res. No. 2015-07 are in effect.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 18<sup>th</sup> day of August, 2015.

ATTEST:

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

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

**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

## General Engineering Service Agreement

This Agreement is made this \_\_\_\_\_ day of August 2015, between The Port of Newport, subsequently referred to as "THE PORT," and SHN Consulting Engineers & Geologists, Inc., 275 Market Avenue, Coos Bay, Oregon, a California Corporation, subsequently referred to as "SHN." SHN's professional work is conducted by or under the direction of licensed engineers and geologists. The work under this contract will be under the direction of Ronald F. Stillmaker, license #11,146PE, located at SHN Consulting Engineers & Geologists, Inc., 275 Market Avenue, Coos Bay, OR 97420.

### 1. Project

- A. By joining in this Agreement, THE PORT retains SHN to provide consulting engineering services for the general operation of THE PORT on an as needed and as requested basis subsequently referred to as "Project".
- B. THE PORT is aware that work on Project has begun in good faith, and that remaining work will follow execution of this Agreement by both THE PORT and SHN.

### 2. Scope of Services

- A. SHN will provide General Engineering as requested and as needed to assist with engineering items associated with the operation of the THE PORT. As specific services are requested, and the amount of services is estimated to exceed \$2,000.00, an agreed upon work scope and estimate will be attached as an amendment to this agreement.
- B. There will be no additions or deletions without the written consent of both parties. Scope, schedule, and fees will be negotiated and agreed to before any additional work exceeding the budgetary limit in Item 2.A above is performed.

### 3. Work Schedule

- A. SHN will perform the services described above on an on-call, as requested basis.
- B. Specific schedules for additional services requiring a work scope as defined above will be established for amendments to this agreement.
- C. Schedule extensions will be agreed to for any delay that is beyond the control of SHN.

### 4. General Conditions

The following general conditions are incorporated into and made part of this Agreement:

- A. THE PORT will provide SHN with all available information concerning this Project, including a reproducible base map, as necessary.
- B. In order to complete the work, THE PORT will provide the right of entry for SHN and subcontractor personnel.

- C. While SHN will take all reasonable precautions to minimize any damage to the property, it is understood by THE PORT that in the normal course of work some damage may occur, the correction of which is not part of this Agreement unless otherwise noted. In the execution of work, SHN will take all reasonable precautions to avoid damage to surface and subsurface structures and/or utilities. THE PORT agrees to hold SHN harmless for any damages to subsurface structures and/or utilities that are not called to SHN's attention and are not currently shown on the plans furnished or otherwise identified by THE PORT.

In the course of performing the Scope of Services as outlined in this Agreement, previously unknown or unidentified hazardous materials or substances may be encountered. In such event, SHN will not be considered the Owner, in control of, or responsible for said materials. SHN's sole responsibility will be to notify THE PORT of said hazardous materials and possible courses of action for THE PORT to pursue. All work on the Scope of Services outlined in this Agreement will cease until hazardous conditions have been resolved. Any additional work with regard to the hazardous material mitigation measures will be subject to negotiation of a new Agreement. THE PORT agrees to indemnify, defend, and hold SHN, its agents, employees, officers, directors, and independent contractors harmless from any liability relating to or arising from the breach of THE PORT's duties hereunder.

In addition, if cross-contamination of aquifers or other hydrous bodies should occur, THE PORT waives any and all claims against SHN and agrees to defend, indemnify, and hold SHN harmless from any claim or liability for injury or loss that may arise as a result of alleged cross-contamination caused by the work. THE PORT further agrees to compensate SHN for any time spent or expenses incurred by SHN in defense of any such claim, in accordance with SHN's prevailing fee schedule and expense reimbursement policy.

- D. Services performed by SHN under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily expected by members of the profession currently practicing in the same locality, under similar conditions. SHN will comply with all applicable laws, rules, and regulations.
- E. No representation, express or implied, of warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise.
- F. THE PORT recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys, or explorations are made by SHN.
- G. The data, interpretations, and recommendations of SHN are based solely on the information available to SHN. SHN will be responsible for its data, interpretations, and recommendations, but will not be responsible for interpretations of the developed information made by others.
- H. Unless express provisions to the contrary are provided herein, SHN shall retain ownership and all copyrights to any plans, specifications, reports, and any other documents it creates for THE PORT, its agents, or assigns. Upon payment to SHN as set forth herein, THE PORT is merely granted a license to use such documents for the Project described herein.

- I. In such a case where THE PORT requests that SHN provide machine-readable information and data regarding PROJECT to THE PORT or THE PORT's authorized agent, SHN shall not be liable for claims, liabilities, or losses arising out of or in connection with:
- (i) the modifications or misuse by THE PORT, or anyone authorized by THE PORT of such electronic data;
  - (ii) decline of accuracy of readability of electronic data due to inappropriate storage conditions or duration; or
  - (iii) any use by THE PORT, or anyone authorized by THE PORT, of such electronic data, for additions to this project, for the completion of this project by others for generation of as-built drawings, or for any other project, excepting only such use as is authorized, in writing, by SHN.

Drawings shall not be interpreted as being true scale documents of the proposed work. THE PORT, by acceptance of such electronic data, agrees to indemnify SHN for damages and liability resulting from the modification, use, or misuse of such electronic data, as described above.

- J. Neither THE PORT nor SHN may delegate, assign, sublet, or transfer their duties or interest in this Agreement without the written consent of the other party.
- K. This Agreement shall be governed by the laws of the State of Oregon, and any litigation or arbitration shall be venued in the County of Lincoln.
- L. Any opinion of the capital, construction, or operating costs of the facilities or operations related to the Scope of Services and prepared by SHN, represents SHN's judgment as a professional and is supplied for the general guidance of the THE PORT. Because SHN has no control over the cost of labor, material, or equipment, or over the competitive bidding or market conditions, SHN does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the THE PORT.
- M. Unless noted otherwise in this Agreement, it is mutually assumed all work performed by SHN is not subject to State or Federal prevailing wages. If it is subsequently determined that work performed is subject to Prevailing Wages, THE PORT shall compensate SHN 1.3 times the difference between actual wage paid and prevailing rate required, plus any penalties.
- N. This Agreement shall be terminated as follows:
- (i) Upon completion of the Scope of Services and receipt of all compensation due to SHN; or
  - (ii) Upon receipt by either party from the other of ten (10) days' written notice of termination. In such event, SHN shall be compensated for all service performed prior to the termination notice date plus reasonable termination expenses, including the cost of completing analysis, records, and reports necessary to document job status at the time of termination.



**5. Fee**

- A. SHN will be compensated for these services on a time and expenses basis based on the 2015 Rate Schedule (see Exhibit 1 attached). Where the scope of services exceeds \$ 2,000 per item, SHN will prepare a cost estimate as defined in Item 2.A above.
- B. If Project requirements indicate that the Scope of Services covered by this Agreement should be revised, an additional Service Agreement or a written addendum to this Agreement will be entered into to cover the revised scope and fee. Should THE PORT authorize a revision in the Scope of Services without a revision to this Agreement, SHN will be compensated for services actually performed on a time and expenses basis.
- C. SHN will submit monthly progress invoices to THE PORT and the final bill upon completion of the services. All invoices are due and payable within thirty (30) calendar days of the date of invoice. Thereafter, SHN will charge, and THE PORT agrees to pay, a finance charge of 1.5% per month on the outstanding balance.
- D. THE PORT will be responsible for collection costs, including attorneys' fees, in the event legal action is necessary to collect any amounts due SHN.

In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**

Address: 275 Market Ave.  
Coos Bay, OR 97420  
By: Steven K. Donovan, PE  
Title: Regional Manager  
Date: \_\_\_\_\_  
License #: \_\_\_\_\_

**Port of Newport**

Address: 600 SE Bay Blvd  
Newport, OR 97365  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





**Consulting Engineers & Geologists, Inc.**

**Fee Schedule  
January 1, 2015**

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

<b>Hourly Charge Rates</b>		
<b>Position<sup>1</sup></b>	<b>Hourly Rates</b>	
Principal Engineer	\$ 130.00	- \$175.00
Principal Engineering Geologist	\$ 120.00	- \$150.00
Principal Surveyor	\$ 120.00	- \$150.00
Project Manager	\$ 80.00	- \$150.00
Senior Planner	\$ 95.00	- \$135.00
Senior Engineer	\$ 110.00	- \$145.00
Senior Geotechnical Engineer	\$ 120.00	- \$150.00
Senior Geologist	\$ 110.00	- \$140.00
Senior Surveyor	\$ 100.00	- \$130.00
Engineer	\$ 80.00	- \$115.00
Traffic Engineer	\$ 80.00	- \$135.00
Geologist	\$ 80.00	- \$110.00
Certified Industrial Hygienist	\$ 90.00	- \$135.00
Environmental Specialist	\$ 70.00	- \$125.00
Environmental Planner	\$ 70.00	- \$110.00
Staff Surveyor <sup>3</sup>	\$ 70.00	- \$100.00
Assistant Engineer	\$ 70.00	- \$115.00
Survey Party Chief <sup>3</sup>	\$ 70.00	- \$100.00
Junior Engineer	\$ 60.00	- \$ 85.00
Engineering Technician/Draftsperson <sup>3</sup>	\$ 60.00	- \$ 85.00
Lab/Field Technician <sup>3</sup>	\$ 60.00	- \$ 95.00
Survey Technician <sup>3</sup>	\$ 60.00	- \$ 85.00
Technical Writer	\$ 50.00	- \$ 65.00
Clerical	\$ 45.00	- \$ 65.00
Expert Witness <sup>2,4</sup>	\$150.00	- \$250.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.  
 2 Minimum daily charge is four hours.  
 3 Rates depend on the specific personnel assigned and if prevailing wage rates are required in the area of work.  
 4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

### Reimbursables

The following direct charges are charged in addition to the hourly charge rates set forth above.

#### Direct Charges:

CADD plots (black & white)	\$ 4.00/ea.
CADD plots (color)	\$ 20.00/ea.
Copies	\$ .15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
FAX	\$ 2.00/sheet
Field office	Cost + 15%
Filing fees, telephone expense, etc.	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 2.50/sq. ft.
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 12.00/day plus \$ 0.80/mile

#### Field Testing and Equipment:

Anchor bolt tension testing	\$ 80.00/day plus operator
CO <sub>2</sub> Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 25.00/day*+
Core Drilling Machine	\$ 75.00/day + \$3.00/inch cored
Dissolved Oxygen Meter	\$ 53.00/day*+
Expendable Supplies	\$ 40.00/day*+
Fyrite Meter	\$ 33.00/day*+
Generator	\$ 53.00/day*+
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 33.00/day
Health & Safety Level D	\$ 35.00/day*+
Health & Safety Level C	\$ 60.00/day*+
High Pressure Controller	\$ 60.00/day*+
Inclinometer	\$200.00/day*
LEL Meter	\$ 66.00/day*+
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$132.00/day*+
Ozone Sparge Trailer	\$2,000.00/day
Peristaltic Pump	\$ 50.00/day*+
pH/Conductivity Meter	\$ 53.00/day*+
Power Auger	\$100.00/day*+
Pumps	\$ 45.00/day*+
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

- \* 1/2 Day Minimum Charge.  
 + 25% Weekly Discount, 40% Monthly Discount.  
 (1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Reimbursables, Continued**

**Field Testing and Equipment, Continued:**

Roto-hammer	\$ 50.00/day*+
Skidmore-Wilhelm Bolt Tension Calibration	\$ 50.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*+
Soil Gas Probes	\$200.00/day*+
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 26.00/day*+
Ultrasonic Test Device	\$ 20.00/hour plus operator
Vapor Extraction System	\$500.00/day*+
Water Level Data Logger	\$ 60.00/day*+
Water Level Meter	\$ 33.00/day*+
Well Point	\$ 50.00/day
Well Wizard	\$100.00/day*+

**Survey Equipment:**

Data Collector	\$ 5.00/hour
GPS Station	\$300.00/day*
Level	\$ 25.00/day*
Robotic Total Station	\$ 200.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 12.50/hour

**Laboratory Tests:**

Asphalt Briquette Compaction	\$ 50.00/ea. <sup>(1)</sup>
Asphalt Bulk Specific Gravity	\$ 30.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$190.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Brass Tube (Liner)	\$ 5.00/ea.
Cleanness Value (CT 227)	\$ 75.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216):	
4-inch Mold	\$150.00/ea.
6-inch Mold	\$150.00/ea.
Check Point	\$ 50.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 25.00/ea. <sup>(2)</sup>
Concrete Linear Shrinkage (3 Bars)	\$200.00
Concrete Moisture	\$ 25.00/test (floor test)
Consolidation Test	\$300.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$130.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$100.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$115.00/point
Additional cycles (each)	\$ 50.00/ea.
Disposable Concrete Molds	\$ 2.00/ea.

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Reimbursables, Continued**

**Laboratory Tests, Continued:**

Durability Index	\$ 75.00/ea.
Expansion Index	\$150.00/test
Fireproofing Density	\$ 50.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$150.00/test
Liquid Limit	\$ 75.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Absorption & Moisture	\$ 50.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 15.00/ea.
Moisture-Density Test	\$ 25.00/ea.
Particle Size Analysis (ASTM 422)	\$100.00/ea.
Percent Crushed Particles	\$125.00/ea.
Percent Entrained Air In Concrete	\$ 10.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 50.00/ea.
Plasticity Index	\$125.00/ea.
R-Value	\$250.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 70.00/ea.
Sample Preparation	\$ 40.00/hour
Sand Equivalent	\$ 50.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 45.00/ea.
Sieve Analysis--Fine	\$ 55.00/ea.
Sieve Analysis--Passing 200	\$ 45.00/ea.
Specific Gravity, Rock	\$ 45.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 80.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$385.00/point
Consolidated Drained (TXCD) (ACOE)	\$500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$810.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$860.00/test
USDA Bulk Density Test	\$ 20.00/ea.
USDA Textural Suitability Test	\$ 50.00/ea.
Unconfined Compression	\$ 50.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

**Notes:**

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

# South Beach Report

To: Port of Newport Board of Commissioners

From: Penny, South Beach Marina & RV Park

Date: August 15, 2015

Re: **July 2015** South Beach Occupancy Report

July was a very busy month for us and one of our summer workers had to leave us in June to take care of family. We have not been able to replace the position. The South Beach office checked in and processed 1400 RV guests, 320 boats and answered over 2000 phone calls.

<b>July Bookings</b>	Front Office	On Line
RV Sites	1081	288
Boat Slips	291	28

July	2014	2015	Change	YTD 2014	YTD 2015	Change
Marina	9,776	11,251	15.09%	53845	57749	7.25%
Marina RV	3,248	3,537	8.90%	8734	10479	19.98%
Annex RV	1,093	1,326	21.32%	2955	3133	6.02%
Totals	4,341	4,863	12.02%	11689	13612	16.45%



## **DIRECTOR OF OPERATIONS MONTHLY REPORT**

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**DATE:** 8/13/2015  
**PERIOD:** July - August 2015  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

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### **OVERVIEW**

#### **Summary:**

The transition of positions between Director of Operations, NOAA MOC-P and the International Terminal began in earnest this month and will continue to evolve into more permanent coverage starting September. Jim Durkee has been involved in annual inspections at the NOAA facility and will be taking on more responsibilities by months end. The job description for the open position at the International Terminal has been vetted through Workforce Oregon, Commissioners Chuck and Jincks and is now completed. The public posting of the supervisory position should be complete by the end of this week. Crewmembers from North Commercial will be used to backfill Jim's position until a permanent replacement is found.

My involvement with the other departments is increasing along with my role in special projects such as the upcoming N. Commercial docks pile replacement and soil sampling at McLean point. As the physical responsibilities lesson at NOAA, more focus will be able to be applied to overall port operations. I have received only a couple of responses from Commissioners regarding the operations scorecard questionnaire that was sent out July 30<sup>th</sup> and will hold the final analysis until discussed.

#### **Detail:**

- Held first operations meeting with all facility managers
- Drafted and completed supervisor job description for the International Terminal vacancy
- Approached by and met with Lee Fries, Barb & Wayde Dudley who would like to start a Port of Newport volunteer group to help with Kiosk maintenance, performing ambassador duties and support of Port run events. There is lots of potential for a group like this that we could use for volunteer support.
- Initiated a swap of vehicles that better suits the needs at NOAA, S. Beach and my transportation needs.
- Continued training and introductions of Jim Durkee at NOAA facility
- Attended both days of the Great Albacore Tuna BBQ Challenge
- Met with the operations crew at Rogue brewery
- Attended SB crew meeting
- Met with Kent Gibson of N Commercial for review and compilation of pile condition survey and replacement plan.

### **International Terminal**

#### Billable services:

- Forklift - 17.5hrs

- 30 Ton Hydraulic crane – 20.5hrs
- Dock Tie Up – 36hrs

Current discussion in progress for the possibility of a 6-month moorage for the 211' ft E/V Nautilus requiring a MTSA regulated facility capability. The ship could be moored at the west end of the terminal with the addition of security measures provided by the Ports International Ship and Port Facility Security Code (ISPS Code). Possible moorage income is calculated at \$30,000. 4-5 berths would continue to be available for the regular clients and use.

12 fishing vessels spent a total of 79 days moored at the Terminal dock  
 14 vessels used the Terminal dock for work on 23 visits.

At least 4 vessels took on Fuel

Coast Crane performed annual maintenance and certification

Updated Facility Security Plan and filed with USCG COTP Columbia River

## **N. Commercial docks**

Billable services:

- Forklift - 56hrs
- Hoist crane – 1.5hrs
- Dock Tie Up – 157.5hrs

Special Projects

- Dock 5D rod & whaler replacement - 10% complete
- Dock pile survey – Diving complete, survey compilation in progress

Purchased D rubber per PO #26966, Purchased Rods & angle brackets for 5D, America Cup boat berthed at Dock 3 south

## **NOAA MOC-P**

- Annual inspections
- Systems training for Jim Durkee
- Bathymetric survey completed
- Continued correspondence with Coast & Harbor Engineering
- Utility bunker covers received
- Change of command – Capt. Doug Baird now retired

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

Billable services:

- Launch tickets – 1613 tickets sold this period. 2282 tickets sold since new machine installed

Special Projects

- Sink hole at Rogue parking lot identified and contracted for repair – In progress
- Rebuilt Annex 200amp electrical panel - Complete

Opening halibut & Tuna season, Tuna cook off event. Traded Ford Ranger for NOAA's Columbia electric vehicle. Rogue under slab water line pipe break under investigation. Chris Urbach on vacation week of Aug 10.



**PORT OF NEWPORT  
MINUTES OF SAFETY COMMITTEE MEETING  
July 14<sup>th</sup>, 2015**

The meeting of the Port of Newport Safety Committee was called to order at 11:30am in the South Beach Activities Room.

Committee members present:

Fred Hauert	Jim Durkee	Rick Fuller
Steve Larrabee	Devin Whaley	

**MINUTES**

Minutes for the June 9<sup>th</sup>, 2015 Safety Committee meeting were approved with a small correction.

**NEW BUSINESS**

1. Rick Fuller's New Job – Rick will have oversight of safety at the port in his new position. There will be no immediate changes.

**OLD BUSINESS**

1. Employee Safety Manual – Rick Fuller handed out a partially edited version of the Safety Manual for us to work from. We discussed some specifics including hard hats and PFD's and when they should be worn. Discussed adding a Marine Safety section including dealing with marine mammals, boarding and departing vessels and barges, line handling and operating vessels. Looked at some possible signage concerning marine mammals for our docks. Devin will check with Kevin to see if he ever got hold of his contact at ODFW. Steve Larrabee is going to check into OSHA, Coast guard regulations concerning use of PFDs.
2. HAZCOM – Since Rick is overseeing safety at the Port, Jim Durkee will get together with him to discuss how he wants to handle training and record keeping. We also discussed this under the Safety Manual section.

**INSPECTION REPORTS**

1. Monthly Inspections – Fred will get his inspection to Jim. Other reports were received from all areas with no items of note. Kevin Corwin still needs to go over these reports with Devin as he will be replacing Kevin on the Safety Committee.

**ACCIDENT/INCIDENT REVIEW**

1. None Reported

## **OPEN FORUM**

1. No items brought forward.

**The next Safety Committee Meeting should be held on Tuesday, August 11<sup>th</sup>, 2015 at 11:30am, in the NIT offices.**

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Jim Durkee, Safety Committee Secretary

## AGENDA ITEM: GENERAL MANAGER'S REPORT

### OREGON STATE POLICE GUARDIAN HOMEPORT

The Port is being approached by OSP as homeport for the Guardian. If there is interest by the Port Commission to study the matter further, Walter can appoint a liaison(s) to study the matter and report back to the Commission. The very brief request does not state when or how the port would be reimbursed for the infrastructure, but it could be an opportunity to improve SB infrastructure.

### PORT VISION PLAN

Included in your packet is a summary of the TGM grant applications. We should hear if our application was successful by the end of August. If not, we can re-apply starting in February 2016.

### TERMINAL SHIPPING FACILITY

There are three main elements that are being worked through regarding the terminal shipping facility: project planning/permitting, financing and the Port's MOU with Rondys.

#### Design/planning/permitting

Teevin should have design plans ready by the end of the month and the plan is to apply to the city for the building permits sometime in August. There is a final resource agency permit that we'll need to apply for through John van Staverern, but by the end of this calendar year, we should have a fully permitted project (shovel ready).

There is about 20k cy of clean organic material that will need to be moved off site and which Teevin has found a willing land owner for the relocation. We will need to split the cost with Teevin on taking some additional boring samples to test specifically for contaminants. (There has been similar borings taken at McLean Point, but the characterization focused on compaction and buildability.)

There is another 32k cy of over-burden that will need to be removed from the Rondys property by the end of our lease and is NOT part of the \$6.5MM price tag.

The Port should hire an engineer, SHN Consulting, to review the plans and make assessments on progress.

#### Financing

I had a conference call with David Porter, EDA, and Charlie Mitchell, CWCOC EDD about the EDA funds. Looks like the Port "could be" eligible for up to \$2.5MM in grant funding. Charlie will be following up with David and report on the Port's required next steps..

ConnectOregon will be out this late fall.

ODOT has Immediate Opportunity Funds for road improvements that could go toward the match on road improvements for the project.

Continuing to work with the city on creating the urban renewal district, but it's unclear how much money will be available and when.

Other grants that we'll be pursuing would be IFA utility grants and USDA-Rural Development.

Rondys MOU

Attached is a draft memo of issues related to the Port's lease with Rondys. These are talking points that we generally have agreement on at the Point. Please review this and let me know if you have any questions. As I mentioned earlier the big issues will be funded by the financing including the removal of organic materials and the loss of income from the fisherman storage, but overall I think the new MOU is going to be much more focused on elements that are directly tied to the development of an industrial park at the site.

SETTLEMENT STATEMENT WITH DENNIS BISHOP

From our insurance company. Information on the law suit that is now complete.

~~###~~



The Oregon State Police is seeking permanent and secure mooring options in Yaquina Bay to provide yearlong moorage for the P/V Guardian. The P/V Guardian was purchased as an offshore asset to address Federal and State Fisheries regulations. The P/V Guardian is currently permanently moored in Astoria. The desire is to move the permanent moorage to Newport so the P/V Guardian is centrally located to better serve the enforcement needs of the entire Oregon coast. OSP is willing to provide financial assistance to upgrade existing facilities or construction of a new dock to accommodate the vessel.

P/V Guardian Specifications:

- 1977 Delta fiberglass patrol vessel measuring 48.2' x 15.7'.
- Vessel drafts approximately 6ft but at least 8ft is preferred.
- A minimum of a 30 amp shore tie is required.

Security:

- Ability to secure or gate off dock walkway is preferred.
- Parking for patrol vehicle within walking distance to moorage is preferred.

**CLOSING REPORT**

August 7, 2015

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

RECEIVED

**Claimant:** M/V Rebel LLC,  
**D/I:** 8/5/2012  
**Claim No:** GCGL2012051422

AUG 10 2015

PORT OF NEWPORT

**Facts:**

The claimant, through an attorney, is presenting a claim to the district alleging; the district employees trespass onto their boat resulted in property damage to the boat directly as well as income loss.

**Resolution:**

This claim is now closed. We settled the matter for \$2,500, and also paid legal expense in the amount of \$13,429.70. This concludes our handling of the claim. Please contact us if you have any questions.

**Claims Representative:** Mike Hackbart

**cc:** PayneWest Insurance-Newport  
Attn: John Russell  
P.O. Box 830  
Newport, OR 97365