

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, July 28, 2015, 6:00 p.m.

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

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

- I. Call to Order ..... 6:00
- II. Oath of Office (By-laws, Sec. 5(D)) ..... 6:01
- III. Election of Officers (By-laws, Sec. 19) ..... 6:06
- IV. Changes to the Agenda ..... 6:11
- V. Public Comment ..... 6:12
- VI. Consent Calendar ..... 6:21
  - 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
- VII. Correspondence/Presentations ..... 6:22
  - A. Letter from Oregon Coast Glass Works
  - B. Jim Myers, Great Albacore Tuna Challenge
- VIII. Old Business
  - A. Items Removed from Consent Calendar ..... 6:30
  - B. Accounts Paid ..... 6:31
- IX. New Business
  - A. Res. Amending Classification and Compensation Plans ..... 6:33
  - B. Review SDIS Best Practices Program ..... 6:43
  - C. Res. Creating Special Use Policy ..... 6:45
  - D. Contract with GRI for Terminal Boring Services (\$8,000) ..... 6:50
  - E. Review Commission Liaison Assignments ..... 6:52
- X. Staff Reports
  - A. Departmental Reports ..... 6:57
    - 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
  - B. General Manager’s Report ..... 7:00
    - 1. Rogue Brewery Expansion
    - 2. TGM Vision Plan Grant
    - 3. Pile Replacement Project
    - 4. Terminal Shipping Facility Update
    - 5. DHS Port Security Grant
    - 6. Yaquina Bay Fruit Processing Lease

	7.	Security Issues	
	8.	Staff Training Update	
XI.		Commissioner Reports.....	7:05
XII.		Calendar/Future Considerations .....	7:10
	A.	07/28 Regular Commission Meeting	
	B.	08/1 America's Cup Tour	
	C.	08/8-9 Great Albacore Tuna BBQ Challenge	
	D.	08/7 HMSC 50 <sup>th</sup> Anniversary	
	E.	8/14-16 Lincoln County Fair	
	F.	8/15 Toledo Wooden Boat Show	
	G.	08/18 Department Heads Meeting	
	H.	08/25 Regular Commission Meeting	
XIII.		Public Comment .....	7:11
XIV.		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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STATE OF OREGON     )  
                                  ) ss.  
COUNTY OF LINCOLN    )

**WALTER CHUCK, POSITION 1, 4-YEAR TERM**

*I, Walter Chuck, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of American to the best of my ability.*

**TERM EXPRIES JUNE 30, 2019**

\_\_\_\_\_  
Walter Chuck, Port of Newport Commissioner

Subscribed and sworn to before me this 28th day of July, 2015

\_\_\_\_\_  
Kevin M. Greenwood, Clerk of the Board



STATE OF OREGON        )  
  ) ss.  
COUNTY OF LINCOLN    )

**STEWART LAMERDIN, POSITION 3, 4-YEAR TERM**

*I, Stewart Lamerdin, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of American to the best of my ability.*

**TERM EXPRIES JUNE 30, 2019**

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Stewart Lamerdin, Port of Newport Commissioner

Subscribed and sworn to before me this 28th day of July, 2015

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Kevin M. Greenwood, Clerk of the Board



STATE OF OREGON     )  
                                  ) ss.  
COUNTY OF LINCOLN )

**KEN BROWN, POSITION 4, 2-YEAR UNEXPIRED TERM**

*I, Ken Brown, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of American to the best of my ability.*

**TERM EXPRIES JUNE 30, 2017**

Subscribed and sworn to before me this 28th day of July, 2015

Ken Brown, Port of Newport Commissioner

Kevin M. Greenwood, Clerk of the Board



STATE OF OREGON        )  
  ) ss.  
COUNTY OF LINCOLN    )

**PATRICIA PATRICK-JOLING, POSITION 5, 4-YEAR TERM**

*I, Patricia Patrick-Joling, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of American to the best of my ability.*

**TERM EXPRIES JUNE 30, 2019**

Subscribed and sworn to before me this 28th day of July, 2015

\_\_\_\_\_  
Patricia Patrick-Joling, Port of Newport Commissioner

\_\_\_\_\_  
Kevin M. Greenwood, Clerk of the Board

**From:** Kevin Greenwood  
**Bcc:** [David Jincks \(djincks@portofnewport.com\)](mailto:djincks@portofnewport.com); [kbrown@portofnewport.com](mailto:kbrown@portofnewport.com); [Kevin Greenwood](mailto:Kevin.Greenwood); [Patricia Patrick-Joling \(patricia@portofnewport.com\)](mailto:Patricia.Patrick-Joling (patricia@portofnewport.com)); [Stewart K Lamerdin \(slamerdin@portofnewport.com\)](mailto:Stewart.K.Lamerdin (slamerdin@portofnewport.com)); [Walter Chuck](mailto:Walter.Chuck)  
**Subject:** Election of Officers  
**Date:** Thursday, July 09, 2015 5:04:00 PM

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Commissioner,

Here is the staff report from last year's officer elections agenda item. Last year a plank of officers was offered up, but the officers can be elected individually as well. Clearly the dynamics are different this year, but I wanted to give you a heads up on this business item for the July agenda.

#### NEW BUSINESS AGENDA ITEM / ELECTION OF OFFICERS FROM LAST YEAR'S PACKET

From the Port of Newport Commission By-laws...

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

- A. The order of nominations shall be President, Vice President and Secretary/Treasurer.
- B. Process:
  1. Four of five Commissioners must be in attendance before an officer may be elected.
  2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their nomination, but may vote on the nomination.
  3. If the nominated Commissioner does not receive a majority, the sitting Commission President shall continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder shall remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.
  4. An alternative process is to elect a plank of officers. Commissioners not on the proposed plank shall nominate and second their nomination. All commissioners are eligible to vote for the plank.
  5. In case of emergency, other processes may be used to appoint officers.
- C. The one-year term of office is from July 1 until June 30 of the following year.

Based upon the discussion last month on this item, the Commission discussed a plank of officers that would include Walter Chuck as the President, Dean Fleck as the Vice President, and Ken Brown as the Secretary/Treasurer. I would recommend that David Jincks make the motion and JoAnn Barton make the second. (There is a conflict here in that normally the President would "refrain" in making or seconding motions (Sec. 39A) nor would a member of the plank be eligible to make or second a motion. That leaves only Jincks eligible to motion/second.)

In light of this, I would recommend that Commissioner Jincks make the following motion:

MOTION TO ELECT WALTER CHUCK, PRESIDENT; DEAN FLECK, VICE PRESIDENT; AND KEN BROWN AS SECRETARY/TREASURER AS COMMISSION OFFICERS FOR FISCAL YEAR 2014-15.

JoAnn (or one of the members of the plank if JoAnn is absent) can make the second for the sake of moving business along.

Upon passage, Commissioner Chuck can take over the gavel and continue on with the agenda. Congratulations to the new officers and a thank you to JoAnn and David for serving as officers of the Commission for so long.

-###-

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**PORT OF NEWPORT MINUTES**  
**June 23, 2015**  
**Regular Commission Meeting**  
**Budget Public Hearing**

**I. CALL TO ORDER**

Commission President Walter Chuck called the regular commission meeting of the Board of Commissioners to order at 6:00 PM.

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

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

**Members of the Public and Media:** Yale Fogarty, ILWU; Pat Ruddiman, ILWU; Jim Shaw; Lee Fries; Hal Pritchett; David Allen, Newport City Councilor; Stewart Lamerdin, in-coming commissioner; Patricia Patrick-Joling, incoming commissioner; John Lee, VIP Hospitality; Russ Olivier, VIP Hospitality; and Derrick Tokos, City of Newport Community Development Director. Dennis Anstine, Newport News-Times, and Kiera Morgan, KNPT, represented the media.

**II. CHANGES TO THE AGENDA**

There were no changes to the Agenda.

**III. PUBLIC COMMENT**

There was no public comment during the first public comment period.

**IV. CONSENT CALENDAR**

**A. Minutes – Regular Commission Meeting, May 26, 2015**

**B. Financial Reports**

**C. Barrel to Keg Special Event Permit**

**A motion was made by Dean and seconded by Barton to approve the Consent Calendar. The motion passed 4-0.**

**V. CORRESPONDENCE / PRESENTATIONS**

**A. John Lee**

Mr. Lee spoke on behalf of VIP Hospitality, a company that owns and operates boutique hotels on the coast. Both he and Mr. Olivier are familiar with the area because they grew up in Lincoln City. They are expanding their hotel at Nye Beach, but are looking to expand further in Newport. The property they are interested on Port property is zoned W-1 and W-2, principally W-2, which would be a fairly simple conditional use permit process. The hotel would have between 50 and 75 rooms. They are long-term holders; it would be a long-term cash flow for the Port. They would like to know if this project is something the Port would like to explore. Their project would take about one-half acre, leaving land for other Port options. Barton asked if one-half acre would allow for ample hotel parking. Lee responded yes. Jincks stated that zones W-1 and W-2 have been tied historically to the commercial fishing industry and a conditional use permit would require that the project be an incidental or accessory use for that industry. He was not sure that a hotel could demonstrate that link. He added that W-1 and W-2 are in short supply and are therefore protected more. He wanted to hear from Derrick Tokos how this would fit into the city's comprehensive plan. Jincks was involved in the development of Goal 17 of the State of Oregon's land use planning goals. Tokos agreed that the conditional use permit process does look at the historical basis and use should be compatible with that historical use. If the Port supported the hotel, the Port would be agreeing that the hotel would be an appropriate use for that site. The General Manager said that the commissioners would need to do that analysis. He pointed out that this project demonstrated the need for a vision plan. Jincks said there are ever-changing issues. Right now, parking is a big issue. At some point, Port Dock 7 may need to be reconfigured. The Port may lose the pier at Port Dock 5 and the Port may need to run another pier to Port Dock 5 from Port Dock 7. The Port is also going to lose more parking in the future. He agreed we need a vision plan, but the Port still needs to protect land zoned W-1 and W-2. Fleck said that the property discussed is very important to the commercial fishing industry. There is a potential conflict between commercial fishing and a hotel. Barton said the smells that often emanate from stacked crab pots and other products of commercial fishing can be very strong. She felt the commissioners should have a work session to have a more thoughtful discussion about the project. Chuck noted that there are three commissioners who would be at the table next month who are not there tonight. Jincks pointed out that there are more W-2 sites at South Beach and that a hotel was more compatible with the recreational uses at South Beach. Lee said that the hotel needed to be on the north side of the bay. He indicated that VIP Hospitality would stop any further progress on the project for now. The General Manager said if Lee wanted the Port to have a work session on the issue, Lee could write a letter to the Port and make that request.

#### **B. Evan Hall, Rondy's re: Urban Renewal Support**

The General Manager noted the letter from Evan Hall, expressing Rondy's support for the inclusion of its property in the Urban Renewal District proposed by the Port.

#### **C. Dana Jenkins, County Clerk re: Election Results**

The General Manager said the Port's May election results were in the packet and that the new commissioners will be sworn in at the regular July meeting. Chuck welcomed Stewart Lamerdin and Patricia Patrick-Joling, who were in the audience, as the two new incoming commissioners.

#### **D. Bud Shoemaker, Port of Toledo re: Support of Toledo Boatyard**

The General Manager said that the Port letter was to support the Port of Toledo in its TIGER Grant application for Toledo Boatyard Environmental Work Building. Toledo had also written a letter in support of the Port of Newport's TIGER Grant. The General Manger observed that improvements at the Port of Toledo supported the commercial fishing fleet at the Port of Newport.

#### **VI. OLD BUSINESS**

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

No Items were removed from the Consent Calendar.

##### **B. Accounts Paid**

**A motion was made by Jincks and seconded by Barton to accept the Accounts Paid. Fleck announced a conflict of interest because of payments made to Englund Marine. The motion passed 3-0.**

##### **C. USCG Fast Response Cutters Homeport Update**

The General Manager provided an update on the Fast Response Cutters (FRC). The Environmental Assessment (EA) was completed by the Coast Guard and was posted on the Port's website. The Port had expressed concerns, especially about NOAA being left out of the EA discussion. Fuller had been in contact with NOAA on the issue and NOAA has only one berth available; the environmental assessment indicated there were two berths available. The General Manager said that NOAA was the Port's primary concern. The Environmental Assessment ranked the three competing sites against NEPA categories and Newport appeared to be in the lead. However, if an additional berth was needed, then a new EA would need to be done and Newport would probably drop in the rankings. For example, a new berth would probably go through the eel grass mitigation site. Local community groups had posed several questions about the FRC, but there has been no response from the Coast Guard. He noted there was no reason to turn the Port's back on the project, but the Port needed to stay vigilant. Jincks reminded the commissioners that they had not yet supported the FRC, specifically because of the lack of information. There had been no discussion of a dock extension, but there was mention of a 400-foot floating dock in the EA. He felt that the Port now has a failing mitigation project as well as dredging problems. If more construction was added, what would be the effect of the reconfiguration of the docks on recreational mitigation? Jincks does not want to use up future mitigations sites on the FRC that may be needed for Port projects, specifically Port Docks 5 and 7, as well as other future projects. He has a big concern about dredging needs. He has concerns about modifying the Port's lease with NOAA if doing so would involve Homeland Security. Fleck said that going ahead does not mean doing it. He said the Port could continue to look at the project to see what it will look like. Barton said she agrees with

Jincks about the mitigation issue and she is concerned about staff spending too much time on the FRC. Fuller said he anticipated it could take a couple more hours. Jincks said he was concerned about talking with NOAA about its lease, and especially he is concerned about the USCG talking with NOAA about its lease. The Port's lease with NOAA is appropriated out for the next 15 years; if Homeland Security gets involved, does everything change? Chuck expressed his concerns about the mitigation issue and the possible floating docks. Jincks said he would prefer that the Port provide no support to the project. He asked how the Port would dredge around 400 feet of pilings and floating docks? Fleck said that he is not against the project but we need to get more answers. If there is no transparency with respect to the project, the Port could pull the plug on it. Barton said that it was hard to have an opinion when the commissioners have so little information. Chuck said that he was skeptical but they could see what happens with minimal staff time. The General Manager said that the final EA was due out in early July, followed by a public comment period. Jincks asked that the Board provide a statement. The General Manager suggested as a statement that the Port would continue to have a seat at the table, assess the project, and remain informed. Barton said if the Board support was not unanimous, then the project should be dead. The General Manager said the Coast Guard was trying to discuss the dock extensions with NOAA and that could cause Newport to lose numerous points in the EA because of the negative impacts from dock construction. He is supposed to get answers to the questions posed to the Coast Guard in the next week. Fleck said he felt the Board statement should be that the Port is on a fact-finding mission. Jincks felt the statement should include that the Board is in agreement that its level of concern has risen.

## **VII. NEW BUSINESS**

### **A. Fiscal Year 2015-2016 Budget Hearing (ORS 294.430)**

The General Manager reported that there is an additional \$325,000 coming into the general fund than originally predicted. Of that, \$200,000 would go into a line item for emergency repairs to Port Dock 5, \$100,000 would go into the contingency fund which could also be used for dock repairs, and \$25,000 would be added to Material and Services, contingent upon the Port receiving a grant for that amount. Also, \$16,000 was allocated for the Urban Renewal plan. The General Manager said the changes in the proposed Budget complied with state law. Chuck opened the public hearing; no members of the public asked to speak. Barton said this is the best way the Port could use the additional revenue. Jincks agreed with Barton and hoped that it became ongoing policy to find ways to fund continued maintenance.

### **B. Resolution Adopting the FY 15-16 Budget**

**A motion was made by Jincks and seconded by Barton to adopt Resolution 2015-10, the 2015-2016 fiscal year budget, making appropriations, levying and categorizing the tax. The motion passed 4-0.**

### **C. Resolution Adopting FY 15-16 Capital Improvement List**

The General Manager said that adopting the CIL should be an annual process. However, it is especially important this year to list the laydown site as the number one priority for grant purposes. Jincks said he agreed with the listing.

**A motion was made by Barton and seconded by Dean to adopt Resolution 2015-09 updating the Port of Newport's Capital Improvement Project Prioritization List and identifying the International Terminal Shipping Facility as the Port's top capital priority. The motion passed 4-0.**

#### **D. Adoption of Director of Operations Job Description**

The General Manager reminded the Board that while he does the hiring, the Board approves the job description. He said he intended to promote Rick Fuller to the position of Director of Operations. He said the Port has a very aggressive strategic plan and it needs an operations director who can hit the ground running. Jincks asked how Fuller's current position as NOAA Facilities Manager would be filled? The General Manager responded that he had no clear answer as yet, but indicated there would be a domino effect with other positions at the Port. It was not yet determined who would be promoted and which positions would be posted externally. He said there would be a six-month transition period. Fuller would do both jobs until the NOAA position is filled. Jincks said that if the positions were all backfilled, a position would be lost on the docks and the Port needs boots on the ground. The General Manager responded that the goal is to replace all empty positions. Fleck said he liked seeing new people. He emphasized it was not a reflection on Fuller, but wondered how much time it would take to review some applications. The General Manager said Fuller was a progressive person who was familiar with the Port. He did not feel he was losing on quality control by promoting Fuller. Barton said she was pleased with this approach because it showed that the Port was a place where employees had room to grow. Jincks said he supports Fuller very much in this position. He said Fuller was the right person for NOAA and his replacement needs to be a similar fit. Chuck said he thought the position was going to be posted but felt that Fuller would have been the top candidate. Fuller said that the support of the Board means a lot to him.

**A motion was made by Fleck and seconded by Barton to adopt the job description for the Director of Operations. The motion passed 4-0.**

#### **E. Approval of Contract with City of Newport for Urban Renewal Services (>\$16,000)**

The General Manager said the urban renewal district has the potential with tax revenues on the land to bring full facilities to the properties. It would probably be a stand-alone district. Under state law, the city must produce a plan, which costs money. The consultants provided an add-on quote to the City's other proposed urban renewal district of \$16,000. He said the benefits to the taxing districts would be immense. Right now, the properties bring in zero taxes. Hall is bringing forth a master plan for his property. Barton noted that ECONorthwest is a known player. She wondered why Hall should not pay half of the cost of the plan, since they have been saving on taxes by leasing the property to the Port. The General Manager responded that other properties could see benefits as well. Jincks asked how the size of the district is

determined. The General Manager said there was no real benefit to adding in the property of NW Natural because it was already paying taxes. Jincks asked if other Port properties could be included so facilities could also be run to them? Tokos said it was safest to include property in the district to run laterals to other Port properties. He said the City could play around with it, but there is a limit to how much property within the city can be located in an urban renewal district. He also wanted to make it clear what the Port was getting for \$16,000. The plan would be prepared and the formed committee would make the assessment. However there is no guarantee that the \$16,000 would result in a district. The General Manager said he felt that was a low risk but was a possibility. Jincks said he supports it and also supports getting a financial contribution from Hall. The Board agreed that the latter should not be viewed as a contingency on going forward with the district.

**A motion was made by Barton and seconded by Jincks to authorize the General Manager to enter into a contract with the City of Newport to study an urban renewal district at McLean Point based upon the proposal present by ECONorthwest for an amount not to exceed \$16,000. Motion passed 4-0.**

## **VII. STAFF REPORTS**

### **A. Department Reports**

There were no questions or comments by the General Manager or the commissioners.

### **B. Manager's Report**

#### **1. Rogue Brewery Expansion**

The General Manager met with Brett Joyce that morning. They need to wait a month for cost estimates for filling the former boat ramp, but they are still meeting once a week. Jincks suggested that Chuck fill in for Fleck as one of the commissioners working with the General Manager on the Rogue project to provide continuity. Chuck said he would sit in for Fleck for now, then ask for a replacement when the new Board is seated next month.

#### **2. Port Vision Plan**

The General Manager asked if the commissioners had any questions or comments about the rest of the agenda items on the Manager's Report. There were none.

#### **3. Deferred Maintenance on Commercial Docks**

#### **4. USCG Air Facility**

#### **5. Terminal Shipping Facility**

#### **6. Legal Services**

**7. Vacation from June 29-July 2**

**IX. COMMISSIONERS' REPORTS**

Chuck presented Fleck and Barton with plaques in appreciation of their work on the commission. Fleck spoke of how much he had enjoyed working on a Board where everyone worked together to get things done. He said he was excited about the new commissioners who would take their seats next month. Barton agreed with what Fleck had said. Chuck announced there were refreshments after the meeting.

**X. CALENDAR / FUTURE CONSIDERATIONS**

President Chuck read the upcoming schedule.

**XI. PUBLIC COMMENT**

Hal Pritchett spoke of how great it was to see Barton grow as a commissioner. Lee Fries recommended that the Port should impose a charge on commercial fish buyers because they make their purchases on Port property. He also recommended that the Port review some of the facilities on its property because some of them are deteriorated and make bad impressions. He particularly noted the hag fish buyer shack needs to be replaced, as does the shed on Port Dock 1. Jim Shaw said that he listened to Kevin Greenwood, the Port's general manager, and Bud Shoemaker, the general manager of the Port of Toledo, on the hour-long radio show, and it was very enjoyable.

**XI. ADJOURNMENT**

Having no further business, the meeting adjourned at 7:30 PM.

ATTESTED:

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Walter Chuck, President

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Ken Brown, Secretary / Treasurer



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## Memo

**To:** Port of Newport Commissioners  
**From:** Stephen Larrabee, Director of Finance  
**Date:** July 28, 2015

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### **Financials:**

June year to date financials are attached. Income for the year was up and expenses down.

### **Finance Operations:**

The new security system for the RV Park has been installed, half of this cost was paid for through an SDAO grant.

The process to issue a RFP for legal services has begun.



**Port of Newport Operating Fund**  
**Balance Sheet**  
 As of June 30, 2015

	Jun 30, 15	Jun 30, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Available Cash & Equivalents	917,586.18	926,165.68	-8,579.50
Restricted Cash & Equivalents	707,979.30	371,043.81	336,935.49
<b>Total Checking/Savings</b>	<b>1,625,565.48</b>	<b>1,297,209.49</b>	<b>328,355.99</b>
Accounts Receivable			
Accounts Receivable	94,616.35	162,101.95	-67,485.60
<b>Total Accounts Receivable</b>	<b>94,616.35</b>	<b>162,101.95</b>	<b>-67,485.60</b>
<b>Other Current Assets</b>			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Assets Held For Sale	5,609.93	0.00	5,609.93
Cash Clearing	0.00	36.00	-36.00
Due from other Port Funds	121,095.04	9,281.12	111,813.92
Prepaid Expenses	73,387.80	71,435.00	1,952.80
Undeposited Funds	85.50	6.00	79.50
<b>Total Other Current Assets</b>	<b>196,512.87</b>	<b>77,092.72</b>	<b>119,420.15</b>
<b>Total Current Assets</b>	<b>1,916,694.70</b>	<b>1,536,404.16</b>	<b>380,290.54</b>
<b>Fixed Assets</b>			
Capital Assets	88,077,059.77	88,077,059.77	0.00
<b>Total Fixed Assets</b>	<b>88,077,059.77</b>	<b>88,077,059.77</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>89,993,754.47</b>	<b>89,613,463.93</b>	<b>380,290.54</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	93,732.00	158,649.61	-64,917.61
<b>Total Accounts Payable</b>	<b>93,732.00</b>	<b>158,649.61</b>	<b>-64,917.61</b>
<b>Other Current Liabilities</b>			
Accrued Interest Payable	12,369.00	12,369.00	0.00
Deferred Revenue	0.00	109,359.00	-109,359.00
Due to other Port Funds	10,407.64	9,435.34	972.30
Payroll Liability	30,486.40	24,446.41	6,039.99
Prepaid Moorage and Deposits	187.00	6,195.00	-6,008.00
<b>Total Other Current Liabilities</b>	<b>53,450.04</b>	<b>161,804.75</b>	<b>-108,354.71</b>
<b>Total Current Liabilities</b>	<b>147,182.04</b>	<b>320,454.36</b>	<b>-173,272.32</b>
<b>Long Term Liabilities</b>			
2013 FF&C Bond Premium	118,665.75	118,665.75	0.00
Long Term Debt	8,763,781.74	8,763,781.74	0.00
<b>Total Long Term Liabilities</b>	<b>8,882,447.49</b>	<b>8,882,447.49</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>9,029,629.53</b>	<b>9,202,901.85</b>	<b>-173,272.32</b>
<b>Equity</b>			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-6,166,639.67	-6,527,403.75	360,764.08
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	553,562.86	360,764.08	192,798.78
<b>Total Equity</b>	<b>80,964,124.94</b>	<b>80,410,562.08</b>	<b>553,562.86</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,993,754.47</b>	<b>89,613,463.93</b>	<b>380,290.54</b>

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Revenues	580,486.96	569,438.00	11,048.96
Shipping Terminal Revenues	10,115.76	10,000.00	115.76
Hoist Dock & Services	505,690.14	385,500.00	120,190.14
Moorage	1,211,885.15	1,135,000.00	76,885.15
Launch Ramp & Trailer Storage	75,392.73	58,000.00	17,392.73
Miscellaneous Revenue	81,779.54	32,600.00	49,179.54
RV Parks	741,405.10	552,500.00	188,905.10
<b>Total Income</b>	<u>3,206,755.38</u>	<u>2,743,038.00</u>	<u>463,717.38</u>
<b>Gross Profit</b>	3,206,755.38	2,743,038.00	463,717.38
<b>Expense</b>			
Personal Services	928,911.45	1,124,806.00	-195,894.55
Materials & Services	1,236,358.29	1,328,297.00	-91,938.71
Debt Services	579,149.14	578,205.00	944.14
<b>Total Expense</b>	<u>2,744,418.88</u>	<u>3,031,308.00</u>	<u>-286,889.12</u>
<b>Net Ordinary Income</b>	462,336.50	-288,270.00	750,606.50
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Property Tax Revenue	98,609.64	88,750.00	9,859.64
Fund Transfers In	0.00	25,000.00	-25,000.00
Gain/(Loss) on Sale of Assets	4,075.00		
Grant & Loan Proceeds	3,897.00	17,200.00	-13,303.00
Interest Income	5,055.43	2,500.00	2,555.43
Miscellaneous	3,796.90		
Sale of Assets	50.00		
Property & Dredge Sales	2,176.00	5,000.00	-2,824.00
<b>Total Other Income</b>	<u>117,659.97</u>	<u>138,450.00</u>	<u>-20,790.03</u>
<b>Other Expense</b>			
Break-in Replacement	11,773.33		
Capital Outlay	14,660.28	150,000.00	-135,339.72
<b>Total Other Expense</b>	<u>26,433.61</u>	<u>150,000.00</u>	<u>-123,566.39</u>
<b>Net Other Income</b>	91,226.36	-11,550.00	102,776.36
<b>Net Income</b>	<u><u>553,562.86</u></u>	<u><u>-299,820.00</u></u>	<u><u>853,382.86</u></u>

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 Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - Admin**  
 July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Revenues	580,486.96	569,438.00	11,048.96
Hoist Dock & Services	3,808.80		
Moorage	1,391.00		
Miscellaneous Revenue	27,660.92		
<b>Total Income</b>	<u>613,347.68</u>	<u>569,438.00</u>	<u>43,909.68</u>
<b>Gross Profit</b>	613,347.68	569,438.00	43,909.68
<b>Expense</b>			
Personal Services	337,934.00	484,982.00	-147,048.00
Materials & Services	331,598.20	377,337.00	-45,738.80
Debt Services	17,852.00	16,912.00	940.00
<b>Total Expense</b>	<u>687,384.20</u>	<u>879,231.00</u>	<u>-191,846.80</u>
<b>Net Ordinary Income</b>	-74,036.52	-309,793.00	235,756.48
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Property Tax Revenue	98,609.64	88,750.00	9,859.64
Fund Transfers In	0.00	25,000.00	-25,000.00
Gain/(Loss) on Sale of Assets	1,450.00		
Grant & Loan Proceeds	4,800.00	16,500.00	-11,700.00
Interest Income	5,055.43	2,500.00	2,555.43
Miscellaneous	3,736.90		
Sale of Assets	50.00		
<b>Total Other Income</b>	<u>113,701.97</u>	<u>132,750.00</u>	<u>-19,048.03</u>
<b>Other Expense</b>			
Break-in Replacement	37.29		
<b>Total Other Expense</b>	<u>37.29</u>		
<b>Net Other Income</b>	113,664.68	132,750.00	-19,085.32
<b>Net Income</b>	<u><u>39,628.16</u></u>	<u><u>-177,043.00</u></u>	<u><u>216,671.16</u></u>

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 Accrual Basis

**Port of Newport Operating Fund  
 Profit & Loss Budget vs. Actual - NIT  
 July 2014 through June 2015**

	Jul '14 - Jun 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Shipping Terminal Revenues	10,115.76	7,500.00	2,615.76
Hoist Dock & Services	204,242.25	139,500.00	64,742.25
Moorage	74,749.60	60,000.00	14,749.60
Launch Ramp & Trailer Storage	434.00		
Miscellaneous Revenue	1,958.07		
<b>Total Income</b>	<u>291,499.68</u>	<u>207,000.00</u>	<u>84,499.68</u>
<b>Gross Profit</b>	291,499.68	207,000.00	84,499.68
<b>Expense</b>			
Personal Services	56,861.61	59,810.00	-2,948.39
Materials & Services	96,027.06	99,262.00	-3,234.94
Debt Services	449,008.66	449,005.00	3.66
<b>Total Expense</b>	<u>601,897.33</u>	<u>608,077.00</u>	<u>-6,179.67</u>
<b>Net Ordinary Income</b>	-310,397.65	-401,077.00	90,679.35
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Capital Outlay	0.00	150,000.00	-150,000.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>150,000.00</u>	<u>-150,000.00</u>
<b>Net Other Income</b>	0.00	-150,000.00	150,000.00
<b>Net Income</b>	<u><u>-310,397.65</u></u>	<u><u>-551,077.00</u></u>	<u><u>240,679.35</u></u>

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - SB**  
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Hoist Dock & Services	18,383.70	9,500.00	8,883.70
Moorage	707,276.91	675,000.00	32,276.91
Launch Ramp & Trailer Storage	74,459.98	58,000.00	16,459.98
Miscellaneous Revenue	46,877.33	28,600.00	18,277.33
RV Parks	741,405.10	552,500.00	188,905.10
<b>Total Income</b>	<u>1,588,403.02</u>	<u>1,323,600.00</u>	<u>264,803.02</u>
<b>Gross Profit</b>	1,588,403.02	1,323,600.00	264,803.02
<b>Expense</b>			
Personal Services	295,058.93	308,951.00	-13,892.07
Materials & Services	526,195.37	550,714.00	-24,518.63
Debt Services	103,474.48	105,332.00	-1,857.52
<b>Total Expense</b>	<u>924,728.78</u>	<u>964,997.00</u>	<u>-40,268.22</u>
<b>Net Ordinary Income</b>	663,674.24	358,603.00	305,071.24
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Grant & Loan Proceeds	-903.00	700.00	-1,603.00
Property & Dredge Sales	688.00	5,000.00	-4,312.00
<b>Total Other Income</b>	<u>-215.00</u>	<u>5,700.00</u>	<u>-5,915.00</u>
<b>Other Expense</b>			
Break-in Replacement	2,855.17		
Capital Outlay	14,660.28		
<b>Total Other Expense</b>	<u>17,515.45</u>		
<b>Net Other Income</b>	<u>-17,730.45</u>	<u>5,700.00</u>	<u>-23,430.45</u>
<b>Net Income</b>	<u><u>645,943.79</u></u>	<u><u>364,303.00</u></u>	<u><u>281,640.79</u></u>

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - CM**  
 July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Shipping Terminal Revenues	0.00	2,500.00	-2,500.00
Hoist Dock & Services	277,946.59	236,500.00	41,446.59
Moorage	428,467.64	400,000.00	28,467.64
Launch Ramp & Trailer Storage	498.75		
Miscellaneous Revenue	5,283.22	4,000.00	1,283.22
<b>Total Income</b>	<u>712,196.20</u>	<u>643,000.00</u>	<u>69,196.20</u>
<b>Gross Profit</b>	712,196.20	643,000.00	69,196.20
<b>Expense</b>			
Personal Services	239,056.91	271,063.00	-32,006.09
Materials & Services	282,537.66	300,984.00	-18,446.34
Debt Services	8,814.00	6,956.00	1,858.00
<b>Total Expense</b>	<u>530,408.57</u>	<u>579,003.00</u>	<u>-48,594.43</u>
<b>Net Ordinary Income</b>	181,787.63	63,997.00	117,790.63
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Gain/(Loss) on Sale of Assets	2,625.00		
Miscellaneous	60.00		
Property & Dredge Sales	788.00		
<b>Total Other Income</b>	<u>3,473.00</u>		
<b>Net Other Income</b>	3,473.00		
<b>Net Income</b>	<u><u>185,260.63</u></u>	<u><u>63,997.00</u></u>	<u><u>121,263.63</u></u>

**Port of Newport - NOAA Fund**  
**Balance Sheet**  
As of June 30, 2015

	<u>Jun 30, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Cash & Equivalents	5,587,174.99	5,556,092.22	31,082.77
<b>Total Checking/Savings</b>	<u>5,587,174.99</u>	<u>5,556,092.22</u>	<u>31,082.77</u>
<b>Other Current Assets</b>			
Prepaid Expenses	23,245.13	60,495.13	-37,250.00
<b>Total Other Current Assets</b>	<u>23,245.13</u>	<u>60,495.13</u>	<u>-37,250.00</u>
<b>Total Current Assets</b>	<u>5,610,420.12</u>	<u>5,616,587.35</u>	<u>-6,167.23</u>
<b>TOTAL ASSETS</b>	<u><u>5,610,420.12</u></u>	<u><u>5,616,587.35</u></u>	<u><u>-6,167.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	10,310.71	3,585.14	6,725.57
<b>Total Accounts Payable</b>	<u>10,310.71</u>	<u>3,585.14</u>	<u>6,725.57</u>
<b>Other Current Liabilities</b>			
Vacation Payable	3,679.00	1,660.00	2,019.00
Due to Operations or Const Fund	0.00	9,030.66	-9,030.66
Accrued Interest Payable	499,410.00	499,410.00	0.00
<b>Total Other Current Liabilities</b>	<u>503,089.00</u>	<u>510,100.66</u>	<u>-7,011.66</u>
<b>Total Current Liabilities</b>	<u>513,399.71</u>	<u>513,685.80</u>	<u>-286.09</u>
<b>Long Term Liabilities</b>			
Long-Term Debt	22,357,424.00	22,357,424.00	0.00
<b>Total Long Term Liabilities</b>	<u>22,357,424.00</u>	<u>22,357,424.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>22,870,823.71</u>	<u>22,871,109.80</u>	<u>-286.09</u>
<b>Equity</b>			
Opening Balance Equity	-17,758,143.71	-17,758,143.71	0.00
Unrestricted Net Assets	503,621.26	781,075.07	-277,453.81
Net Income	-5,881.14	-277,453.81	271,572.67
<b>Total Equity</b>	<u>-17,260,403.59</u>	<u>-17,254,522.45</u>	<u>-5,881.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,610,420.12</u></u>	<u><u>5,616,587.35</u></u>	<u><u>-6,167.23</u></u>

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 Accrual Basis

**Port of Newport - NOAA Fund  
 Profit & Loss Budget vs. Actual  
 July 2014 through June 2015**

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Income	2,537,309.71	2,538,000.00	-690.29
Interest Income	10,576.05	10,000.00	576.05
<b>Total Income</b>	<u>2,547,885.76</u>	<u>2,548,000.00</u>	<u>-114.24</u>
<b>Expense</b>			
Personal Services	103,456.36	106,975.00	-3,518.64
Materials & Service	433,154.93	630,387.00	-197,232.07
Debt Service	2,001,358.76	2,001,500.00	-141.24
<b>Total Expense</b>	<u>2,537,970.05</u>	<u>2,738,862.00</u>	<u>-200,891.95</u>
<b>Net Ordinary Income</b>	9,915.71	-190,862.00	200,777.71
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Capital Outlay	15,796.85		
Fund Transfers Out	0.00	150,000.00	-150,000.00
Contingency	0.00	100,000.00	-100,000.00
<b>Total Other Expense</b>	<u>15,796.85</u>	<u>250,000.00</u>	<u>-234,203.15</u>
<b>Net Other Income</b>	<u>-15,796.85</u>	<u>-250,000.00</u>	<u>234,203.15</u>
<b>Net Income</b>	<u><u>-5,881.14</u></u>	<u><u>-440,862.00</u></u>	<u><u>434,980.86</u></u>



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Accrual Basis

**Facility Maintenance Reserve Fund**  
**Balance Sheet**  
As of June 30, 2015

	<u>Jun 30, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Umpqua Bank - Money Market	166,721.67	166,595.95	125.72
<b>Total Checking/Savings</b>	<u>166,721.67</u>	<u>166,595.95</u>	<u>125.72</u>
<b>Total Current Assets</b>	<u>166,721.67</u>	<u>166,595.95</u>	<u>125.72</u>
<b>TOTAL ASSETS</b>	<u><u>166,721.67</u></u>	<u><u>166,595.95</u></u>	<u><u>125.72</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
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	166,595.95	96,288.94	70,307.01
Net Income	<u>-118,231.82</u>	<u>70,307.01</u>	<u>-188,538.83</u>
<b>Total Equity</b>	<u>48,364.13</u>	<u>166,595.95</u>	<u>-118,231.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>166,721.67</u></u>	<u><u>166,595.95</u></u>	<u><u>125.72</u></u>

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 Accrual Basis

## Construction Fund - Port of Newport Balance Sheet As of June 30, 2015

	<u>Jun 30, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	183,266.66	752,672.24	-569,405.58
<b>Total Checking/Savings</b>	<u>183,266.66</u>	<u>752,672.24</u>	<u>-569,405.58</u>
<b>Total Current Assets</b>	<u>183,266.66</u>	<u>752,672.24</u>	<u>-569,405.58</u>
<b>TOTAL ASSETS</b>	<u><b>183,266.66</b></u>	<u><b>752,672.24</b></u>	<u><b>-569,405.58</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
A/P - Construction	0.00	1,868.70	-1,868.70
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>1,868.70</u>	<u>-1,868.70</u>
<b>Total Current Liabilities</b>	<u>0.00</u>	<u>1,868.70</u>	<u>-1,868.70</u>
<b>Total Liabilities</b>	<u>0.00</u>	<u>1,868.70</u>	<u>-1,868.70</u>
Equity			
Fund Balance	750,803.54	1,212,169.60	-461,366.06
Net Income	<u>-567,536.88</u>	<u>-461,366.06</u>	<u>-106,170.82</u>
<b>Total Equity</b>	<u>183,266.66</u>	<u>750,803.54</u>	<u>-567,536.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>183,266.66</b></u>	<u><b>752,672.24</b></u>	<u><b>-569,405.58</b></u>

**Bonded Debt Fund - Port of Newport**  
**Balance Sheet**  
 As of June 30, 2015

	<u>Jun 30, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Gen Obligation Bond MM-OCB	79,400.52	34,813.76	44,586.76
<b>Total Checking/Savings</b>	79,400.52	34,813.76	44,586.76
<b>Accounts Receivable</b>			
Due from General Operating Fund	0.00	8,933.34	-8,933.34
<b>Total Accounts Receivable</b>	0.00	8,933.34	-8,933.34
<b>Other Current Assets</b>			
Property Tax Receivable	76,845.12	76,845.12	0.00
<b>Total Other Current Assets</b>	76,845.12	76,845.12	0.00
<b>Total Current Assets</b>	156,245.64	120,592.22	35,653.42
<b>Other Assets</b>			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
<b>Total Other Assets</b>	91,334.00	91,334.00	0.00
<b>TOTAL ASSETS</b>	<u>247,579.64</u>	<u>211,926.22</u>	<u>35,653.42</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Bonds Payable - Current	10,000.00	285,000.00	-275,000.00
<b>Total Other Current Liabilities</b>	10,000.00	285,000.00	-275,000.00
<b>Total Current Liabilities</b>	10,000.00	285,000.00	-275,000.00
<b>Long Term Liabilities</b>			
Less Current Portion LTD	-285,000.00	-285,000.00	0.00
2007 Series Bonds	4,312,682.00	4,312,682.00	0.00
2008 Series Bonds	4,414,908.00	4,414,908.00	0.00
2011 Series Bonds	5,269,811.00	5,269,811.00	0.00
<b>Total Long Term Liabilities</b>	13,712,401.00	13,712,401.00	0.00
<b>Total Liabilities</b>	13,722,401.00	13,997,401.00	-275,000.00
<b>Equity</b>			
Bonded Debt Fund Balance	1,464,547.00	1,189,547.00	275,000.00
Retained Earnings	181,354.05	126,399.84	54,954.21
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Net Income	35,653.42	54,954.21	-19,300.79
<b>Total Equity</b>	-13,474,821.36	-13,785,474.78	310,653.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>247,579.64</u>	<u>211,926.22</u>	<u>35,653.42</u>

AGENDA ITEM: CONSENT CALENDAR

COMMERCIAL DOCK MATERIALS ACQUISITION

Staff has produced a project budget for replacing the D-wing on Port Dock 5. The estimated materials cost for maintenance repairs to the D-wing is estimated to be over \$60,000 and does not include labor costs. Rick will need to evaluate staff time and determine if our crew can complete the project this fiscal year.

Here is a break down on the costs:

PD-5 D-WING MATERIAL COSTS	BID #1	BID #2	BID #3
Hardware/Rods, Bolts~	\$20,690	\$21,132	\$23,038
UHMW Rub-boards~	\$23,707	\$24,446	\$24,505
Bumpers*	\$7,130	\$8,950	
Angle Irons	\$5,000		
Galvanization	\$3,000		
Misc. Bolts/Cleats	\$1,500		
TOTAL	\$61,027		

~requires three bids (<\$10K). \*commission approval; only one bid required (\$5K-10K).

This project does NOT include pedestals, spigots, lights, water/electrical, pile hoop rub boards, end pile hoop rings (recently completed), concrete floats, piling.

The budget committee authorized \$41,000 to be spent on PD-5 repairs out of the Facility Maintenance Reserve Fund, though the actual costs were unknown when the budget was being developed. This was the #2 priority in the fund. The top priority project in the FMRF was the local match for the Public Hoist Dock (\$148,000). The Port would most likely not need to the match until the following fiscal year, so I am recommending that we pull the additional \$20,000 from that project realizing that we'll need to backfill the amount the following fiscal year. We'll also have better cost estimates in developing maintenance budgets for next year's budget.

RECOMMENDATIONS:

I would recommend a Commissioner make a MOTION TO PURCHASE HARDWARE FOR PORT DOCK 5 D-WING MAINTENANCE FROM B & S IN AN AMOUNT NOT TO EXCEED \$20,691.

I would recommend a Commissioner make a MOTION TO PURCHASE UHMW RUB-BOARD MATERIAL FOR PORT DOCK 5 D-WING MAINTENACE FROM ENGLUND MARINE IN AN AMOUNT NOT TO EXCEED \$23,708.

I would recommend a Commissioner make a MOTION TO PURCHASE BUMPER MATERIAL FROM GOODYEAR FOR PORT DOCK 5 D-WING MAINTENANCE IN AN AMOUNT NOT TO EXCEED \$7,130.

Support documentation included in packet.     -###-

**YOUR FASTENER SUPPLY COMPANY**



**SALES QUOTE**

Quote #:
00071070
Page: 1 of 2

4931 Indian School Rd.  
 Salem, Or 97305  
 Tel. (503) 480-0204 Fax: (503) 586-9009  
 Toll Free: 877-742-1144

1227  
**TO:** PORT OF NEWPORT  
 600 SE BAY BLVD  
 NEWPORT, OR 97365

**SHIP TO:** PORT OF NEWPORT  
 600 SE BAY BLVD  
 NEWPORT, OR 97365

**Contact:** KEVIN

**Terms:** NET 30 DAYS

Quote Date	Expire Date	Taker	Ship Via	Freight	Salesperson
07/17/2015	08/16/2015	BOB	BEST WAY/	PRE-PAID	ROB HILFIKER

SHIPPING DECIDES

Item # / Description	Your Part Number	U/M	Order Qty	Unit Price	Ext Price
75NWMIH 3/4 ROUND MALLEABLE WASHERS HDG IMPORT ONLY		EA	1,500	1.10000	1,650.00
75NWA325H/D 3/4" F436 HRD RD WASHER-USA HDG		EA	150	0.10000	15.00
75CNFHH/D 3/4-10 FINISHED HEX NUT NC HDG / DOMESTIC		EA	1,500	0.42789	641.84
75C7675SDEH 3/4-10 X 76 3/4" DOUBLE END STUD HDG MATERIAL TO BE A36 W/ 4" RIGHT HAND THREAD EACH END, REDUCED BODY ROLLED THREAD		EA	240	14.97000	3,592.80
75C7775SDEH 3/4-10 X 77 3/4" DOUBLE END STUD HDG MATERIAL TO BE A36 W/ 4" RIGHT HAND THREAD EACH END, REDUCED BODY ROLLED THREAD		EA	20	15.06000	301.20
75C13650SDEH 3/4-10 X 136 1/2" DOUBLE END STUD HDG MATERIAL TO BE A36 W/ 4" RIGHT HAND THREAD EACH END, REDUCED BODY ROLLED THREAD		EA	30	26.60000	798.00
75C13600SDEH 3/4-10 X 136" DOUBLE END STUD HDG MATERIAL TO BE A36 W/ 4" RIGHT HAND THREAD EACH END, REDUCED BODY BODY ROLLED THREAD		EA	450	26.53000	11,938.50
75C1000BHBH/D 3/4-10 X 10" HEX BOLT HDG DOMESTIC		EA	20	7.40000	148.00

**YOUR FASTENER SUPPLY COMPANY**



**SALES QUOTE**

Quote #:
00071070
Page: 2 of 2

4931 Indian School Rd.  
Salem, Or 97305  
Tel. (503) 480-0204 Fax: (503) 586-9009  
Toll Free: 877-742-1144

75N800BLB3/D	EA	85	18.88000	1,604.80
3/4 X 8" HEX LAG SCREW 316 STAINLESS DOMESTIC w/ 4 1/2" THREAD LENGTH				

Sub total:	\$20,690.14
Freight	\$0.00
Total:	\$20,690.14

**SALEM BRANCH**  
4931 Indian School Rd.  
Salem, Or 97305  
Tel. (503) 480-0204 Fax: (503) 586-9009

**SPRINGFIELD BRANCH**  
162 S. 15th  
Springfield, Or 97477  
Tel. (541) 747-2836 Fax: (541) 744-1440

**THANK YOU FOR ALLOWING US TO BE OF SERVICE TO YOU!!**





(541) 342-5978  
(541) 342-1385 Fax  
sales@eugenefast.com

**SALES QUOTE**  
QUOTES VALID FOR 7 DAYS.  
WBE CERTIFIED #7856  
(Woman Business Enterprise)

Quote #:
00139391
Page: 1 of 2

PREPAID  
TO: PREPAID RETAIL - NON ACCOUNT SHIP TO: PORT OF NEWPORT

Cust PO#: PORT OF NEWPORT - REVISED Ph: Fax:  
Contact: Terms: PREPAID SALE

Quote Date	Expire Date	Taker	Ship Via	Freight	Salesperson
07/20/2015	07/27/2015	RAY	WILL CALLS	BEST WAY	RAY RICE JR

Item # / Description	Customer Item #	U/M	Order Qty	Unit Price	Ext Price
1 00390-3200-024 3/4 ROUND MALLEABLE WASHER HDG 2.425 PCS PER LB PORTLAND STOCK		EA	1,500	0.94380	\$1,415.70
2 00370-3200-024 3/4 USS FLAT WASHER HDG 9.1 PCS PER LB PORTLAND STOCK		EA	150	0.10979	\$16.47
3 GR2FHN3/4-10HDG 3/4" - 10 FINISHED HEX NUT NC HDG  PORTLAND STOCK		EA	1,500	0.10609	\$159.14
4 MISCHARDWARE 3/4 X 76-3/4" DOUBLE END STUD, ROLLED THD, 3/4"-10 X 4" RHT EACH END A307 HDG  ROLLED THREAD, BODY DIAMETER 0.679", *SPRAY ENDS BLUE AFTER HDG GALV TO ASTM A153 20-25 BUS DAY ARO		EA	240	15.17500	\$3,642.00
5 MISCHARDWARE 3/4 X 136" DOUBLE END STUD, ROLLED THD, 3/4"-10 X 4" RHT EACH END A307 HDG  ROLLED THREAD, BODY DIAMETER 0.679", *SPRAY ENDS BLUE AFTER HDG GALV TO ASTM A153 20-25 BUS DAY ARO		EA	450	26.88875	\$12,099.94
6 MISCHARDWARE 3/4 X 77-3/4" DOUBLE END STUD, ROLLED THD, 3/4"-10 X 4" RHT EACH END A307 HDG  ROLLED THREAD, BODY DIAMETER 0.679", *SPRAY ENDS BLUE AFTER HDG GALV TO ASTM A153 20-25 BUS DAY ARO		EA	20	26.98875	\$539.78

Please review quote carefully for accuracy. Email or Fax your approval, or changes if required.  
Your careful review is important, as Eugene Fastener can not be responsible for errors after order is placed.

**Special Orders are non-returnable, and may require prepayment**





(541) 342-5978  
 (541) 342-1385 Fax  
 sales@eugenefast.com

**SALES QUOTE**  
 QUOTES VALID FOR 7 DAYS.  
 WBE CERTIFIED #7856  
 (Woman Business Enterprise)

Quote #:
00139391
Page: 2 of 2

7	MISCHARDWARE 34 X 136-1/2" DOUBLE END STUD, ROLLED THD, 3/4"-10 X 4" RHT EACH END A307 HDG  ROLLED THREAD, BODY DIAMETER 0.679", *SPRAY ENDS BLUE AFTER HDG GALV TO ASTM A153 20-25 BUS DAY ARO	EA	30	26.98875	\$809.66
8	GR2HB3/4-10X10HDG 3/4-10 X 10 A307A HEX BOLT HDG  STOCK PORTLAND	EA	20	1.66537	\$33.31
9	MISCHARDWARE 3/4 X 8 HEX LAG SCREW 316 STAINLESS 4 1/2" TL, SEMI-CONE POINT  4-5 WK EST LEAD ARO	EA	85	12.31250	\$1,046.56

STUDS EST 10,200 LBS

Total	\$19,762.56
Freight	\$2,276.41
<b>Total</b>	<b>\$22,038.97</b>

Please review quote carefully for accuracy. Email or Fax your approval, or changes if required.  
 Your careful review is important, as Eugene Fastener can not be responsible for errors after order is placed.

**Special Orders are non-returnable, and may require prepayment**

# ENGLUND MARINE SUPPLY CO. INC.

quote No.

**quote**

**Customer**

Name PORT OF NEWPORT  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_

**Misc**

Date 7/22/2015  
 Order No. \_\_\_\_\_  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
115	11/2"X111/2"X120" REPRO BLACK UHMW	\$206.15	\$ 23,707.25

SubTotal \$ 23,707.25  
 Shipping \_\_\_\_\_

Tax Rate(s)

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

**TOTAL \$ 23,707.25**

AVAILABLE APROX. 2 WEEKS UPON  
 RECEIPT OF ORDER FREIGHT PRE-

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

Office Use Only

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

## Kevin Bryant

---

**From:** Bruce Luber <bruce@interstateplastics.com>  
**Sent:** Wednesday, July 22, 2015 4:05 PM  
**To:** Kevin Bryant  
**Subject:** FW: uhmw quote

Ken  
Here is revised quote including the shipping charge

Here is pricing for material we spoke about the other day. The quote here is for our black reprocessed uhmw sheet. This material does not have any added UV inhibitors, if you need the UV added the pricing would change (higher).

115 ea 1.50 x 11.50 x 120 black repro uhmw sheet Tolerance from the factory on the 1.50 thickness is +/- 10%	\$207.00 ea	23,805 700 SHIPPING <hr/> 24,505
Shipping charges to Newport , OR 97365	\$700.00	

You mentioned that this was for budgeting, when you are closer to ordering, please call back, pricing has been fluctuating and the factories are getting more competitive, so we want to check pricing again at that time

Thank you for the opportunity, please let me know if there is anything else I can do to help you and to earn your business  
Have a wonderful evening

Bruce Luber  
Interstate Plastics  
330 Commerce Circle, Sacramento, CA , 95815  
Phone: (888)768-5759 Fax: (916)422-1608  
[www.interstateplastics.com](http://www.interstateplastics.com) | [Sign up for our newsletter!](#)



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## Kevin Bryant

---

**From:** Craig Cooper <craig.c@interstateplastics.com>  
**Sent:** Wednesday, July 22, 2015 4:00 PM  
**To:** Kevin Bryant  
**Subject:** FW: RFQ

Hi Kent

Freight from Portland to Newport: \$728.00

Thanks,

Craig Cooper  
Portland, OR  
Office: (503) 251-0835



### A Division of Interstate Plastics

---

**From:** Craig Cooper  
**Sent:** Tuesday, July 21, 2015 4:17 PM  
**To:** 'kbryant@portofnewport.com'  
**Cc:** Leon Telesmanich  
**Subject:** RFQ

Hi Kent

115 pieces 1.5" x 11.5" x 120" strip, UHMW Repro: \$206.25 each

Lead time: 10-15 working days.

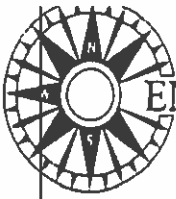
Thanks,

Craig Cooper  
Plastic Machining Co.  
A Division of Interstate Plastics  
13145 NE Airport Way, Portland, OR, 97230  
Phone: (503) 251-0835 | | Fax: (503) 251-1029



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23,718.  
728. SHIPPING  
\$ 24,446



**ENGLUND MARINE &  
INDUSTRIAL SUPPLY**

**ENGLUND MARINE & INDUSTRIAL SUPPLY  
880 SE BAY BLVD  
NEWPORT, OR 97365  
FAX: 541-265-3515  
(541) 265-9275**

CUST NO: 14138      JOB NO: 000  
BILL TO: PORT OF NEWPORT  
600 SE BAY BLVD  
  
NEWPORT      OR 97365  
541-265-7758

DOCUMENT NUMBER      PAGE NO  
687641/6      1

CLERK	SALESPERSON	DATE / TIME
VAS	EMIS HOUSE ACCOUNTS	7/22/15 10 46
TERMINAL	REFERENCE	
664	DOCK BUMPER	

**QUOTATION**

SHIP VIA	PO NUMBER	
WILL CALL		
DUE DATE	ESTIMATE	TERMS
	687641	NET 10TH
TAX		
001 OR - NON TAXABLE		

LN#	ITEM	UM	DESCRIPTION	ORDERED	B/O	SHIPPED	PRICE /PER	EXTENSION
1	zz006687641001	EA	OB150 BLACK 120 FT	1		1	6600.00 /EA	6600.00 N
3								
4								
5			FRT IS FROM HARIAHAN LA					

TAXABLE      0.00  
NON-TAXABLE      8950.00

SUBTOTAL      6600.00  
B-FACORY FREIGHT      350.00

SUBTOTAL      7950.00

TAX AMOUNT      00

TOTAL AMOUNT      7950.00

1350.00

X

(KENT)

# GOODYEAR RUBBER PRODUCTS, INC.

1912 Central Avenue - St. Petersburg, FL 33712  
 Phones: 727-822-4672 800-367-4673 (Toll Free)  
 Fax: 727-821-8721  
 Web Site: www.goodyearrubberproducts.com  
 Email: sales@goodyearrubberproducts.com

## QUOTE

Customer

Page 1

Quote Date	Expires	Authorization	Salesperson	Customer #	Terms
7/20/15	8/19/15	KENT	PATRICK MAYOR	90161	CREDIT CARD
Quote #	P.O. Number	Bill of Lading	Ship Via	Ppd/Col	Shipped From
30/153348			YRC	PPC	ST. PETERSBURG

**Sold To** KENT  
 PORT OF NEWPORT  
 PORT OF NEWPORT, OR. 97365

**Phone:**

**Fax:**  
**Ship To** PORT OF NEWPORT  
 PORT OF NEWPORT, OR. 97365

Quantity	Our Stock #/Description/Your Part #	Unit Price	UM	Extended Price
120	DB-150 BLK EPDM, STRAIGHT TAPERED, D-SHAPE <hr/> DB 150 BlackTapered D w/D-Bore 20' Lg 9.5" wide 8" height Comprised of: 6 Pcs @ 20 Feet Color: Black EST Weight: 18.7 LBs/ft Tolerances: +/- 8% on Inside Dimensions +/- 4% on Outside Dimensions +/- 2% or 1" (whichever is greater) on length Please contact factory if other tolerances are required.  This is a made to order item. All sales are final. Subject to a 100% cancellation fee. <hr/> SHIPMENT: 1-2 WEEKS APPROXIMATE FROM HARAHAN, LA.  YRC FREIGHT ESTIMATE: \$800.00 FOR 7 DAY DELIVERY.	52.7500	FT	6,330.00

Quote Prices are valid for 30 days. FOB: Shipping Point Terms:	*****	SubTotal	6,330.00
	PLEASE REFERENCE THE ABOVE QUOTATION	Freight	
	NUMBER ON YOUR INQUIRY OR PURCHASE ORDER.	Sales Tax	
	*****	Quote Total	6,330.00

**FRT. 800.00**  
**7130.00**

**INTERGOVERNMENTAL AGREEMENT  
STATEWIDE BRIDGE INSPECTIONS**

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON acting by and through its Oregon Department of Transportation, hereinafter referred to as "ODOT;" and PORT OF NEWPORT, acting by and through its Board of Commissioners, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#) and [283.110](#) state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. The Code of Federal Regulations (CFR), Title 23 – Highways, Part 650 – Bridges, Structures, and Hydraulics, Subpart C – National Bridge Inspection Standards (NBIS), Section 650.307(a) makes each State Transportation Department responsible for inspecting, reporting, and load rating all highway bridges that are located on a public road within the boundaries of the State. The terms of this Agreement apply specifically to the Bridge Docks shown in Leased Port of Newport Property (1).
3. As used in this Agreement, NBIS criteria is defined as a bridge twenty (20) feet or longer and located on a public road.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. In order to ensure that the State of Oregon remains in full compliance with the NBIS criteria, ODOT shall perform bridge inventory, inspection, load rating, and reporting tasks to FHWA on behalf of Agency, hereinafter referred to as "work tasks," at the following locations shown on Exhibit A, attached hereto and by this reference made a part hereof.
2. ODOT will use Federal Highway Bridge Rehabilitation and Replacement Program (HBRR) funds and shall be responsible for the required matching funds. ODOT will inventory, inspect, load rate and report on the entire length of each structure, at no cost to Agency.
3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate 10 years from the date of final execution. This Agreement may be modified by mutual consent of the Parties and upon execution of amendments to this Agreement stating said modifications.

## **AGENCY OBLIGATIONS**

1. Agency hereby grants ODOT the right to enter onto and occupy Agency right of way within the Project limits for the performance of work tasks.
2. Agency shall continue to maintain responsibility for monitoring the condition of their bridges and determining the appropriate course of action associated with the administration of their bridge program.
3. Agency shall be responsible for the review of the inventory, inspection, and maintenance recommendation reports (reports) located on ODOT's Internet Bridge Inspection Web Site.
4. Agency shall be responsible for handling deficiencies identified in reports as requiring urgent action, as defined in the ODOT Element Coding Guide.
5. Based upon the bridge maintenance recommendations and the load rating calculations identified in the reports, it will be Agency's full responsibility to decide upon the corrective actions to be taken regarding repair or rehabilitation.
6. Agency shall provide ODOT with a repair report that is a clear narrative description of all structural repairs performed on the bridge and supported by photo documentation, if repair is readily accessible and visible, in an electronic format, within ninety (90) days of completion of the repair work. It will not be necessary for Agency to provide ODOT with a description of or documentation about minor repairs or preventative bridge maintenance activities.
7. Agency is required to provide a staff member to work directly in the field with ODOT Bridge Section personnel, so the bridges that meet the NBIS criteria can be located, and the work tasks performed by ODOT.
8. Agency shall, when possible, locate and provide a copy of original bridge plans.
9. In addition to maintaining a bridge file that contains a hard copy of each previous bridge inspection, Agency will also create a bridge maintenance file that will contain records for all repair work performed over the lifetime of the bridge. The bridge maintenance file will be retained through the lifetime of the bridge.
10. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project -- if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.



11. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
12. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from ODOT.
13. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
14. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
15. Agency's Project Manager for this Project is (Rick Fuller, Facilities Manager NOAA MOC-P, 600 SE Bay Blvd. Newport, Oregon 97365, 541-961-3904, [rfuller@portofnewport.com](mailto:rfuller@portofnewport.com)) , or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

## **ODOT OBLIGATIONS**

1. ODOT shall perform the work tasks on bridges under the jurisdiction of Agency that meet the NBIS criteria.
2. Following the completion of work tasks, ODOT will place official hard copies of the bridge inventory, inspection and load rating reports in the bridge file. The inspection report will be signed by the designated bridge inspection team leader and the load rating report will be signed and stamped by the designated engineer of record.
3. ODOT or the assigned bridge inspection consultant company will notify the Agency Contact at least 10 days prior to the work tasks being performed, so Agency staff is available to actively participate in the work tasks. ODOT will obtain an access permit from Agency before entering onto any bridges or Agency right of way.
4. ODOT will provide Agency with a security code access to the Internet Bridge Inspection Web Site, so that Agency can obtain copies of inventory, inspection, and maintenance recommendation reports. ODOT will provide official training in a classroom setting for Agency to learn how to access the Internet Bridge Inspection

Web Site, and how to interpret inspection reports and the load rating summary sheet.

5. ODOT will be responsible for ensuring that the work task data is correct, prior to compiling and submitting the work task data to FHWA.
6. ODOT will be responsible for performing a Quality Assurance Review of the work tasks in accordance with the NBIS provisions and ODOT's bridge inspection and load rating guidelines.
7. ODOT shall provide recommendations, as contained in the body of the routine bridge inspection report, to Agency for maintenance, repairs or follow-up inspections. Recommendations shall be recorded on the Bridge Inspection Report. Maintenance and repair recommendations shall identify the deficient bridge element or problem, an action for its correction or monitoring and a priority. Deficiencies identified as substantially endangering the load capacity of the bridge or public safety shall be identified as requiring urgent action and must be handled by Agency in accordance with the instructions under "Bridges with Critical Structural Deficiencies".
8. ODOT's Project Manager for this Agreement is Craig Shike, ODOT Bridge Operations and Standards Managing Engineer, 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3323, [Craig.L.SHIKE@odot.state.or.us](mailto:Craig.L.SHIKE@odot.state.or.us), or assigned designee upon individual's absence.
9. ODOT's Team Leader for this Agreement is Jeff Swanstrom, Senior Bridge Inspector; 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3337, [Jeff.SWANSTROM@odot.state.or.us](mailto:Jeff.SWANSTROM@odot.state.or.us), or assigned designee upon individual's absence.

## **GENERAL PROVISIONS**

1. This Agreement may be terminated by mutual consent of both Parties. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
2. ODOT may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by ODOT, under any of the following conditions:
  - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written

notice from ODOT fails to correct such failures within 10 days or such longer period as ODOT may authorize.

- c. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
  4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
  5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
  6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such

proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. Both Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof; Without limiting the generality of the foregoing, both Parties expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
10. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

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

By \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY** (If required in Agency's  
process)

By \_\_\_\_\_  
Counsel

Date \_\_\_\_\_

**Agency Contact:**

Rick Fuller, Facilities Manager NOAA-  
MOC-P  
600 SE Bay Blvd. Newport, OR 97365  
541-961-3904  
[rfuller@portofnewport.com](mailto:rfuller@portofnewport.com)

**ODOT Contact:**

Jeff Swanstrom  
4040 Fairview Industrial Dr. SE MS #4,  
Salem, OR 97302  
503-986-3337  
[Jeff.SWANSTROM@odot.state.or.us](mailto:Jeff.SWANSTROM@odot.state.or.us)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Highway Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Technical Services Manager/Chief  
Engineer

Date \_\_\_\_\_

By \_\_\_\_\_  
State Bridge Engineer

Date \_\_\_\_\_

By \_\_\_\_\_  
ODOT Bridge Operations and Standards  
Managing Engineer

Date \_\_\_\_\_

EXHIBIT A - LOCATION MAP



# NOAA Coastal Resilience Grant – July 2015

## **Project Description:** Lincoln County Comprehensive Water Resiliency Framework



**Lincoln County**  
OREGON

### ***Supporting Partner Commitment Form***

**Supporting Partner**      Port of Newport

---

Port of Newport supports the submission of the Lincoln County Comprehensive Water Resiliency Framework, as outlined below for the NOAA Coastal Resilience Grant with an anticipated award date of November 1, 2015 - January 1, 2016; a period of performance up to 36 months; and a project proposal grant not to exceed \$1.5 million.

#### **Project Outcomes:**

- Enhance the resiliency of Lincoln County's water systems
- Enhance the capability to provide emergency water to the public during disasters
- Enhance the capability of the public to be water resilient during disasters

**Plan Development:** Develop framework to address acute 'shocks' (e.g. earthquake) as well as long-term 'stresses' (e.g. climate change) to Lincoln County's water systems

- Survey supply & water systems; focus on capacity, interdependencies and gaps
- Vulnerability assessment to acute and long-term hazards and impacts
- Development of Post Disaster Water Emergency Plan, to include implementation and sustainability of emergency water supply pods
- Development of a holistic water system resilience strategy

**Education and Outreach:** Development and implementation of resident and business water resiliency education plan

- Development of comprehensive water resiliency educational plan and tool kit to include: water collection, harvesting, storage and purification techniques, water consumption models for catastrophic events, and consideration of water alternatives
- Implementation of educational model to public and business during grant period of performance

**Emergency Supplies:** Implementation of 100 emergency water supply pods

- 70 at or near tsunami assembly areas with an additional 30 pods in both remote/isolated, as well as densely populated areas
- Pods include storage structure, emergency water resources (water filters, gravity purification systems, base water and transport containers)

The Port of Newport supports Lincoln County's grant application for creating a water resiliency framework. This has tremendous benefits as the Port has significant infrastructure located in or near the estuary.

---

Walter Chuck, President

## AGENDA ITEM: CONSENT CALENDAR

### WAIVE FEES FOR AMERICA'S CUP YACHT REPLICAS AND OTHER TOURIST-RELATED VESSELS

Staff receives annual requests from tourist-related vessels. Most recently, the America's Cup Tour will be coming to Port on August 1<sup>st</sup> for interpretative rides promoting the oldest continuous championship race in history. The harbormaster will be reserving 140' of space at PD-3 from 10am on the 1<sup>st</sup> until 4am on the 2<sup>nd</sup>. Luckily the tides will be cooperating as the draft of the vessel is 13-ft.

We also receive annual requests from the Grays Harbor Historical Seaport Authority for visits by the Lady Washington (112') and the Hawaiian Chieftain (104'). Their stays tend to be for one to two weeks; also at PD-3.

As non-profits, the vessels look for free moorage and historically the port has granted the waiver though I've been unable to find record of the policy decision.

Lady Washington \$49 per day and Hawaiian Chieftain \$46 per day. This year the tall ships were in 14 days, so that was a loss of \$1,330 in moorage. Usually they are only here 4 or 5 days. The rate for the America's Cup Yacht is \$61.60 per day and they'll be here a single day.

It's not a huge amount of revenue, but the tall ships do generate a lot of publicity for the Port and visitors to the Bayfront. In light of this, I would recommend that the Commission affirm the policy of waiving the transient moorage and fees for the tall ships.

#### RECOMMENDATION:

I would recommend a Commissioner make a MOTION TO WAIVE TRANSIENT MOORAGE AND FEES FOR THE AMERICA'S CUP YACHT, LADY WASHINGTON AND HAWAIIAN CHIEFTAIN AND OTHER SIMILAR VESSELS.

-###-



# MEMO

To: Port of Newport Commissioners  
From: Stephen Larrabee, Director of Finance  
Date: July 24, 2015

---

## Declaration of Excess Property

<b>Property</b>	<b>Estimated Value</b>
NOAA Roofing Materials	\$15,000
Miscellaneous Computer Supplies	300
Four-foot Shelving Unit	20
Fax Machine	15
HP 1100 Laser Printer	10

The goal is to dispose of these items, preferably through sales. This request is to have the materials declared as surplus property so that the General Manager may dispose of the property in the manner he deems appropriate for the benefit of the Port.



616 E Olive St. Newport OR 97365

541 574 8226

7/21/2015



Robin Murphy  
Oregon Coast Glassworks  
(Corner of Fogarty & Hwy 20)

Mr. Kevin Greenwood  
General Manager – Port Of Newport  
600 SE Bay Boulevard  
Newport OR 97365  
541 265 7758

Dear Mr. Greenwood,

This letter is in follow-up to our phone discussion on July 13<sup>th</sup>. I am still very interested in discussing and creating a suitable solution for my signage issues on the Bayfront and would love the opportunity to discuss this challenge at the Port Commission meeting on July 28<sup>th</sup>. Let me give a summary recap of my situation.

Oregon Coast Glassworks is a tourist based business. We offer glassblowing classes to the public and sell hand blown glass sculpture in our gallery. The gallery offers a viewing area where families can watch people either taking classes or professional glassblowers creating art. Our primary customers are people from out of the Lincoln County area. We are always open weekends and have extended hours during any of the school holidays when families will be traveling to the Oregon Coast.

Signage for our location is real issue for our business and we are hoping that the Port will be innovative in helping us develop a solution. We are not located in the high traffic areas of Newport like the Bayfront proper, or Hwy 101.

ODOT has jurisdiction over all signage along Hwy 101. Their official position is that 101 is too cluttered already and no new signs will approved. Our location is out of any of the City Districts so we do not have group marketing potential based on location like the Nye Beach Merchants association ect. There is the Bayfront District, Nye Beach District, The Deco District, the Agate Beach District and The South Beach District. Fogarty and Hwy 20 is out of all those areas.

When I spoke with Don Man he was on his way to retirement but felt that a fast and inventive solution was to offer my business the same as the Commercial Boats when they are selling fish off their boats; an A-Frame sign with our location. In speaking with the you, Kevin as the New Port Director; you would like to create a policy for whatever solution is created to handle any future requests. I understand your reservation but hope to come to some sort of resolution to my problem prior to the end of the summer tourism season.

## Oregon Coast Glassworks



One final note to demonstrate the dire need for assistance. My address is officially 616 E. Olive Street. But even clients that are coming for appointments from the north miss the turn off Hwy 101 to Olive because the intersection on Hwy 101 & Hwy 20 is not marked Olive Street. It is marked Hwy 20. The City / State signage here only further complicates my issues to getting people to my store and well as getting people to aware of my presence. The jurisdiction issue between City and State for these highways and signs will take years before any conclusion is achieved. I am a member of the City Wayfinding Committee and this has been discussed numerous times but the wheels of bureaucracy move too slow for a local small business owners.

Given our in-between location, and the jurisdiction issues with ODOT the natural thing for increased exposure for Oregon Coast Glassworks is to commission some sort of Professional signage along Bay Blvd close to the Fogarty intersection. This does not require any state involvement, the City has already stated that they will follow any rulings that the Ports makes, and there is no need for ODOT involvement for this area. A nice looking banner for the newly installed flagpoles has previously been denied because those are reserved for Non-profit business such as the Maritime Museum. So that leaves some sort of signage on Bay Blvd to let people know they are within walking distance of a cool family activity.

Respectfully, Robin & William Murphy  
Owners of Oregon Coast Glassworks.



## **Underwriting Invoice for Port of Newport**

**Event:** Great Albacore Tuna BBQ Challenge

**Date:** Saturday & Sunday, August 8 & 9 - 2015

**Location:** Port of Newport @ South Beach – Newport, Oregon

**Benefit for:** Newport Food Pantry & Operation Backpacks

***Port of Newport's* underwriting commitment: \$500**

Please make check out and mail to:

*Newport Food Pantry*

*P.O. Box 1415*

*Newport, Oregon 97365*

**Tax ID #45-2049464**

Please note “GAT” on the check or send it along with a copy of this form.

**The Newport Food Pantry & Operation Backpacks thanks you for your generous underwriting donation of \$500.**

Jim Myers

Board of Directors & Event Producer

Newport Food Pantry & Operation Backpacks

P.O. Box 1415

Newport, Oregon 97365

[541-270-0892](tel:541-270-0892)

[jmyers@newportfoodpantry.org](mailto:jmyers@newportfoodpantry.org)



Present the 2<sup>nd</sup> annual



Oregon Coast's Biggest Cook-Off Weekend!

***This Saturday***

***This Sunday***

**Amateur & Professional**

**Culinary Student Challenge**

11:00 a.m. - 3:00pm Tickets \$15

10:00 a.m. - 2:00p.m. Tickets \$10

**All you can sample from these amazing Albacore Tuna Chefs!**

**Port of Newport - 2000 SE Marine Science Drive – Next to Boat Launch & NOAA**

***Two Classic Car Shows***



(included in ticket price) [www.tunabbq.com](http://www.tunabbq.com)



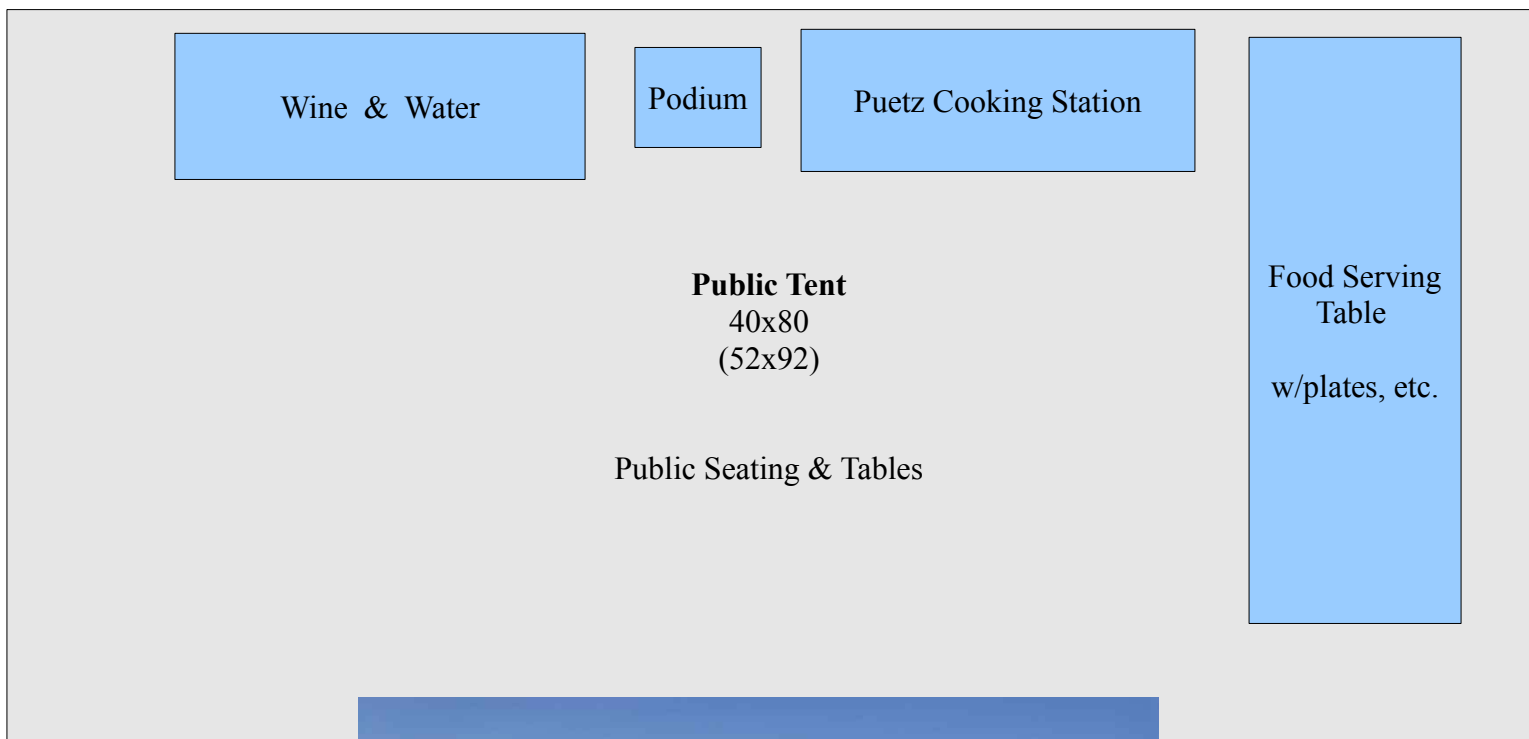
**Friday Night Greater  
Newport Chamber of Commerce  
“Business After Hours”  
4:00p.m. - 7:00p.m.**

*A Salute to NOAA MOC-P & Oregon Albacore Tuna*

3:00pm Set-up at the site for the *Great Albacore Tuna BBQ Challenge*  
2000 SE Marine Science Drive

Everything takes place under the main tent.

- a. Gary & Mathew Puetz cooking station
- b. Side dishes set up
- c. Pepsi set up (maybe just water)
- d. Chamber Wine set-up
- e. Bay City Cruisers set up



**Program for *Business After Hours***

**4:00p.m.** - Event opens

**5:30p.m.** - Short Program

**Introduction by Jim Myers** (acknowledge of special guests and overview of Tuna BBQ Weekend)

**Don Mann - Welcome** (on behalf of Chamber & Port) – Port Terminal ribbon cutting

**Captain Wade Blake** (introduced by Don)

Welcome & acknowledgment of NOAA MOC-P Staff

Talk about the NOAA *Dock & Museum Tour*

**5:45p.m.** - NOAA MOC-P 2<sup>nd</sup> Anniversary cake cutting

**6:00p.m. - 7:00p.m.** - NOAA MOC-P Tour

**7:00p.m.** - Event Closes

Note: BBQ teams will be setting up for Saturday's event



Operating Fund

June 16, 2015 through July 21, 2015

Date	Num	Name	Memo	Amount
6/17/15	36891	Allstart Auto Electric, Inc.	Golf Cart Batteries	1,634.00
6/17/15	36892	Pacific Maritime Association	Wages due from renegotiated contract	13.26
6/17/15	36893	Toyota Financial Services	Forklift CM	1,044.20
6/18/15	36894	Cascade Nut & Bolt Inc	Screws and Washers	73.74
6/18/15	36895	Central Lincoln PUD	Electric	707.99
6/18/15	36896	State of Oregon Property Distribution Ctr	Gloves and Abrasive Discs	60.80
6/19/15	36897	Abby's Legendary Pizza	Lunch for Meetings	118.50
6/19/15	36898	Airgas USA, LLC	Cutting Tips	39.30
6/19/15	36899	Ben's Diving	Inspect Damage to Majestic IV from Broken Piling	75.00
6/19/15	36900	Fastenal Company	Pressure Regulator, Impact Driver	277.03
6/19/15	36901	Idea Print Works, Inc.	Port Hats	204.00
6/19/15	36902	Lincoln Plumbing Inc	Repairs to Plumbing RV Park	441.55
6/19/15	36903	Trevillian Construction	Rebuild 60" Outside Shop Wall	4,500.00
6/19/15	36904	Ed Walling	Moorage Refund from Annual to Semi annual	264.56
6/22/15	36905	Petty Cash	Misc. Hardware, Chamber Lunches	161.95
6/23/15	36906	Business Oregon-OBDD	Annual Payment for Terminal SPWF Loan	218,211.65
6/30/15	36907	Courageous - 641334	Moorage Refund	178.24
6/30/15	36908	Christy Belle - H Bryson	Moorage Refund	477.67
6/30/15	36909	Affordable Gutter	Gutter for Shop Building Repairs	540.00
6/30/15	36910	Dana W. Jenkins, Lincoln County Clerk	Special Election May 2015	3,906.00
6/30/15	36911	Design Space	Customs Office	217.00
6/30/15	36912	IcniPro Security and Alarms	Security and Video Surveillance System	4,950.00
6/30/15	36913	Neopost USA Inc	Postage	600.00
6/30/15	36914	Northwest Parking Equipment	Install New Launch Pay Station	14,660.28
6/30/15	36915	NW Natural	SB Gas	206.81
6/30/15	36916	OCZMA, Inc.	OCZMA Meeting, W. Chuck	14.00
6/30/15	36917	Road & Driveway Co Inc	Repair Boat Launch Pavement	9,977.40
6/30/15	36918	Rydin Decal	Parking Permits	568.09
6/30/15	36919	T & L Chemical Toilet Service	Chemical Toilets Bayfront	486.00
6/30/15	36920	Trevillian Construction	Replace Doors, shop	4,995.00
6/30/15	36921	Trionic Corp.	Dock Boxes for Resale to Moorage Holders	2,750.00
6/30/15	36922	True Cut Engraving	Plaques for Commissioners	214.00
6/30/15	36923	VenTek International	Annual Fee for Transaction Processing	2,070.00
6/30/15	36924	Yaquina Boat Equipment, Inc	Dock Crane Hoist Repair	12,300.00
7/1/15	36925	Allegiance Benefit Plan Mgmt	Insurance	984.13
7/1/15	36926	Business Oregon-OBDD	Loan 655-36-02	7,800.00
7/1/15	36927	Department of Environmental Quality	Field Citation South Beach Fuel Dock	375.00
7/1/15	36928	Department of State Lands	DSL Fees - Commercial Marina	11,070.85
7/1/15	36929	G & K Floors	Janitorial Services SB and Customs Trailer	4,080.00
7/1/15	36930	PNWA	PNWA Membership Dues	7,310.00
7/1/15	36931	Special Districts Insurance Service	Quarterly Property/Casualty Insurance	33,455.50





## Operating Fund

### June 16, 2015 through July 21, 2015

7/1/15	36932	TCB Security Services, Inc	Monthly Security contract	6,516.00
7/1/15	36933	Special Districts Insurance Service	M/V Rebel LLC insurance settlement	1,000.00
7/1/15	36934	TCB Security Services, Inc	Extra Security for July 4th	592.00
7/1/15	36935	CenturyLink - Business Service	Telephone	53.48
7/1/15	36936	Direct TV	Cable SB RV Park	555.63
7/1/15	36937	Newport Signs	Signs for SB Marina	1,000.00
7/9/15	36938	Agate Beach Supply	Painting Supplies	431.30
7/9/15	36939	Alan Brown Tire Center	Tires for SB Truck	265.72
7/9/15	36940	ALSCO	Mats and Towels	240.04
7/9/15	36941	Alesa Bay Power Products	Head and Trimmer Line for Weed eater	35.90
7/9/15	36942	Barrelhead	Hardware and Insulation for Shop Repair	616.57
7/9/15	36943	Carson Oil Company	Oil and Diesel Fuel	2,275.35
7/9/15	36944	Central Coast Excavating, Inc.	Pump Storm water Catch Basin and new filters	1,400.00
7/9/15	36945	Central Lincoln PUD	Electric	2,059.45
7/9/15	36946	City of Newport	Water and Sewer	3,715.35
7/9/15	36947	Coastal Paper & Supply, Inc.	Paper and Cleaning Supplies	2,628.15
7/9/15	36948	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
7/9/15	36949	Dahl & Dahl, Inc	Dispose Waste Wood	96.00
7/9/15	36950	Direct TV	Monthly Cable SB Annex	343.66
7/9/15	36951	DMV	Vehicle Records Research	5.60
7/9/15	36952	Englund Marine Supply Co, Inc	Corseal	153.04
7/9/15	36953	FarWest Steel Corporation	Flat Bar for PDS	407.84
7/9/15	36954	Fred Meyer Customer Charges	Shop and Office Supplies	200.25
7/9/15	36955	Gray's Web Design	Updates to website	105.00
7/9/15	36956	Industrial Welding Supply, Inc	Torch Supplies	214.36
7/9/15	36957	JC Market	Food for Commission Meeting	8.88
7/9/15	36958	Lincoln County Public Works	Fuel for Trucks	564.15
7/9/15	36959	MACPHERSON, GINTNER & DIAZ	Review General Business -PG	1,889.59
7/9/15	36960	Mascott Equipment	Sensor Dispenser for Fuel Dock	509.74
7/9/15	36961	Neopost USA Inc	Postage Machine Rental	149.85
7/9/15	36962	Newport Auto Parts Inc	Vehicle Repair Parts	1,157.37
7/9/15	36963	Oregon Memorials	Tile for Fisherman's Memorial Walk	160.00
7/9/15	36964	PayneWest Insurance	Renew Business BNOT	26.00
7/9/15	36965	Pioneer Printing, Inc.	Business Cards for Commissioners	283.65
7/9/15	36966	Pioneer Telephone Cooperative	Telephone	226.11
7/9/15	36967	Platt	Electrical C Dock	2,069.78
7/9/15	36968	Special Districts Insurance Service	Estimated Work Comp 2015-2016	36,495.85
7/9/15	36969	Staples	Office Supplies	323.94
7/9/15	36970	Thompson's Sanitary Service, Inc	Trash Disposal Service	5,354.95
7/9/15	36971	Thompson's Transfer & Disposal	Self haul to Disposal Center	267.30
7/9/15	36972	U.G. Cash & Carry	Coffee, Creamer, Trash Bags	443.02
7/9/15	36973	US Bank	GO Bonds 2008, mgmt fee	450.00
7/9/15	36974	Verizon Wireless	Port cell phones	371.28
7/9/15	36975	Xerox Corporation	Copier Lease	391.49



**Operating Fund**

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

7/9/15	36976	Yaquina Bay Communications	Radio Ad Contract	100.00
7/9/15	36977	City of Newport	Water and Sewer	3,145.05
7/15/15	36978	Employee	Mid Month Draw	450.00
7/15/15	36979	Employee	Mid Month Draw	500.00
7/15/15	36980	Employee	Mid Month Draw	500.00
7/15/15	36981	Employee	Mid Month Draw	300.00
7/15/15	36982	Employee	Mid Month Draw	475.00
7/15/15	36983	Employee	Mid Month Draw	500.00
7/15/15	36984	Employee	Mid month Draw	300.00
7/15/15	36985	Employee	Mid month draw	700.00
7/15/15	36986	Employee	Mid Month Draw	1,500.00
7/15/15	36987	Employee	mid month draw	481.00
7/16/15	36988	Business Oregon-OBDD	Loan 655-36-02	7,800.00
7/16/15	36989	Central Lincoln PUD	Electric	7,740.64
7/16/15	36990	Century Link	Telephone	383.29
7/16/15	36991	CenturyLink - Business Service	Telephone	35.27
7/16/15	36992	CoastCom Inc	Internet and E-mail	832.00
7/16/15	36993	Department of Environmental Quality	Storm water NPDES CM	850.00
7/16/15	36994	Design Space	Temporary Office Rental	835.00
7/16/15	36995	HC Etc , Inc	IT Service	1,200.00
7/16/15	36996	News-Times	Notice for Budget Hearing	184.11
7/16/15	36997	Petroleum Compliance Services	Class A Training Urbach, Behrens, Hauert	450.00
7/16/15	36998	Road & Driveway Co Inc	Repair Boat Launch Pavement	5,651.98
7/16/15	36999	Shoreside Marinas	Angle Brackets for PD5 Repairs	1,380.00
7/16/15	37000	Special Districts Insurance Service	Health Plan	10,937.03
7/16/15	37001	State of Oregon Property Distribution Ctr	Gloves, Cutting Wheel, Wrenches	60.00
7/16/15	37002	Toyota Financial Services	Forklift CM	1,042.50
7/16/15	37003	Valmont Coatings	Pile Hoops	641.70
7/16/15	37004	Voya (State of Oregon Plan)	Monthly Employee Contribution to Deferred Comp	100.00
7/16/15	37005	Central Lincoln PUD	Electric	1,025.56
7/16/15	37006	Central Lincoln PUD	Electric	3,784.58
7/16/15	37007	City of Newport	Room Tax	5,328.13
7/16/15	37008	Oregon Lodging Tax	2nd quarter Lodging Tax 2015	1,227.83

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**TOTAL** **489,707.81**



NOAA Fund

June 16, 2015 through July 21, 2015

Date	Num	Name	Memo	Amount
6/17/15	12687	Ultimate Pest Control, LLC	Monthly Pest Control	125.00
6/30/15	12688	T & L Chemical Toilet Service	Chemical Toilet Service	35.00
6/30/15	12689	Williams Scotsman Inc	Rent Mobile Office	291.04
7/1/15	12690	ASCO Services Inc	Main Emerson Auto Transfer Swi	1,296.00
7/1/15	12691	G & K Floors	Janitorial Services	450.00
7/1/15	12692	IconiPro	Monitoring Quarterly >9/30/15	75.00
7/1/15	12693	Pacific Habitat Services, Inc.	Eel Grass Monitoring Report	2,840.56
7/1/15	12694	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
7/9/15	12695	Barrelhead Supply, Inc.	Garden Hose Pipe Fittings	60.69
7/9/15	12696	Dan Lias Equipment Surgery	Cut and Install 22 Pile Caps	2,167.00
7/9/15	12697	Lincoln County Public Works	Fuel	44.48
7/9/15	12698	Platt Electrical Supply, Inc.	Electrical Supplies, Bulbs	170.03
7/9/15	12699	Salem Tent and Awning	Bunker Covers	4,267.00
7/9/15	12700	Thompsons Sanitary Service	Disposal & 20YD Dumpster	325.10
7/9/15	12701	Valley Fire Control Inc.	PO 24865 Service fire suppressio	286.00
7/9/15	12702	Verizon Wireless	Phone charges	61.64
7/16/15	12703	Advanced Backflow Testing	Backflow Testing	525.00
7/16/15	12704	Central Lincoln PUD	Electric	57.17
7/16/15	12705	S.D.A.O Special District Association	NOAA Health Ins	614.36
7/16/15	12706	Ultimate Pest Control, LLC	Monthly Pest Control	125.00
			<b>TOTAL</b>	<b>13,836.07</b>



**Construction Fund**

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

**No Activity for this time period**

**PORT OF NEWPORT  
RESOLUTION NO. 2015-11**

**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 last adopted a Compensation Plan for Port employees by Res. No. 2015-07 on May 22, 2015; and

**WHEREAS**, the Commission adopted by motion a new job description for the Director of Operations position on June 23, 2015; and

**WHEREAS**, recent promotions and a reorganization of duties have required that the job descriptions for the NOAA Facilities Manager and Administrative Assistant positions be re-evaluated and the compensation matrix; 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 following positions' rates of pay are adjusted from Res. No. 2015-07:

HOURLY	LOW	HIGH
A. Facilities Manager (MOC-P) .....	\$23.21	\$30.45
B. Administrative Assistant.....	\$12.50	\$16.40

**Section 2. Classification Plan.** The following job descriptions are hereby adopted.

- A. Director of Operations. See Attachment A
- B. Facilities Manager (MOC-P) see Attachment B
- C. Administrative Assistant. See Attachment C

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

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 28<sup>th</sup> day of July, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer

**POSITION TITLE**  
Director of Operations  
**Safety Sensitive**

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Exempt

**IMMEDIATE SUPERVISOR (Title)**  
General Manager

**NO. OF EMPLOYEES DIRECTLY SUPERVISED:** 4

**NO. OF EMPLOYEES INDIRECTLY SUPERVISED:**  
See below.

**POSITIONS SUPERVISED BY THIS POSITION (Titles):** Facility Managers/Harbormasters

### **POSITION OBJECTIVES**

The Director of Operations is responsible for the development, coordination and management of new construction projects, and maintenance programs which directly relate to the development of all Port lands; develop and manage public construction projects, perform as part of an administrative team, and accomplish other special projects and duties as assigned. Prepare, manage and administer public works improvement contracts. Participate and contribute to overall Port management as part of an administrative and management team. Coordinate all project development plans with the General Manager and the Director of Finance, and when applicable and necessary with the Facility Managers/Harbormasters to provide management consistencies. Support Facility Managers/Harbormasters and Safety Committee by coordinating training, certifications, maintenance, emergency plans and resources to best manage the Port's facility operations.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

#### **1. GENERAL**

- A. Responsible for the overall direction and supervision of Port development inclusive of: marine improvement projects including but not limited to Port moorage facilities, the shipping terminal property, RV park properties, and other Port lands for related purposes.
- B. Prepare written/oral reports to be distributed and presented at monthly board of commissioners meetings.
- C. Understands the labor force impact on the future of the Port, and develops constructive working relationships with Port employees.
- D. Perform other duties as required.

#### **2. PREVENTATIVE MAINTENANCE**

- A. Maintain and facilitate maintenance management systems including the assessment of port maintenance needs, prioritization of projects, use of work orders and assessment of delegated tasks.
- B. Works with the Port management team toward the development of strategic operating plans for the capital expenditures of the Port's facilities.
- C. Ensures that development and improvement projects are accomplished in an environmentally sound and safe manner.

#### **3. SAFETY**

- A. Actively facilitate Safety Committee agendas including the development, implementation and management of emergency plans, OSHA-approved safety programs, evacuation/tsunami plans, maintenance programs, certifications, and other port-wide programs affecting the day to day operations.

#### **4. PROCUREMENT/CONTRACTS**

- A. Develop, prepare and manage public contracting processes including development of requests for proposals, invitation to bids, qualification based selection processes, etc.
- B. Support facility managers in understanding lease requirements and expectations specifically with federal lease agreements (NOAA MOC-P, Customs, Coast Guard)
- C. Facilitate permit acquisition, monitoring and renewal. Work with administrative staff to properly file documents.

#### **5. TRAINING & DEVELOPMENT**

- A. Actively facilitate Safety Committee agendas including the development, implementation and management of emergency plans, OSHA-approved safety programs, evacuation/tsunami plans, maintenance programs, certifications, and other port-wide programs affecting the day to day operations.
- B. Coordinates implementation and enforcement of Port ordinances, policies and resolutions, as related to harbor control and facility management.
- C. Develops positive, ongoing relationships with industry associations such as Pacific Coast Congress. Maintains positive relationships with economic development officials, State Marine Board, and other public agencies.

**POSITION TITLE: Director of Operations**

**DATE: 6/23/2015**

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**6. SERVICES**

- A. Works with the Facility Managers/Harbor Masters to provide leadership in scheduling staffing needs to maintain a highly efficient operation. Evaluate work flow and use of port assets. Recommend staffing and equipment needs during budget process.
- B. Works with Port staff and marine industry related groups in developing services and rate structures.

**CHALLENGES ENCOUNTERED**

- Lack of project funding.
- Deteriorated or inadequate facilities.
- Tight deadlines.
- Varying skill levels among facility crews.

**WORKING RELATIONSHIPS**

Internal: Administrative staff; facility managers and crews; and Board of Commissioners.

External: Customers (Port tenants); marine organizations; government agencies (economic development, regulatory, environmental); general marine community; commercial and sport fishermen and support groups; contractors and consultants.

50% of work is in the office; 50% of work is in the field.

**EDUCATION PREFERRED**

Bachelor's Degree or some higher education or vocational training, specializing in project management or engineering field with supervisory training; five to eight years of previous port/municipal operations, business management or marine maintenance experience; or any equivalent combination of education and experience, which demonstrates the knowledge, skills, and abilities to perform the essential functions herein described.

**EXPERIENCE AND KNOWLEDGE PREFERRED**

1. Some maritime background with understanding of commercial fishing industry, recreational boating, marine infrastructure and operations.
2. Demonstrates strong human resource skills and management expertise.
3. Ability to successfully manage diverse projects.
4. Ability to research and implement appropriate training/certification programs.
5. Experience in the development and administration of large capital improvement projects.
6. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
7. Ability to communicate concepts, ideas, and programs, both within and outside the organization.
8. A leader and team builder with a successful record of strong staff development, as well as proven, creative, strong, effective management.
9. Knowledge and understanding of marine-related operations and maintenance materials, tools, and skills.
10. Understanding of budget development procedures.
11. An "idea" person who initiates, takes controlled risks, challenges the status quo, and makes sound project and business judgments.
12. Experience in engineering and architectural drafting. Computer literate with a minimum of two years AutoCad processing experience, Microsoft Excel and Word. Must be savvy user of electronic communications including email, online calendars and texting. Experience with Computerized Maintenance Management Software preferred.
13. Physical condition compatible with job requirements.
14. CPR and First Aid Certification required.

**POSITION TITLE: Director of Operations**

**DATE: 6/23/2015**

**Page 3**

- 15. Must be able to maintain confidentiality.
- 16. Must comply with organizational policies and procedures.

**CHALLENGES AND OPPORTUNITIES**

- 1. Implement maintenance management systems for port facilities/admin office.
- 2. Serve as owner's rep and/or project manager on the following capital projects:
  - a. Commercial Dock/Piling/Pedestal Replacement (part of 1)
  - b. Rogue Brewery offsite improvement expansion
  - c. Terminal shipping facility
  - d. Admin/Security building
  - e. Port Dock-7 Redesign
- 3. Evaluate staffing issues. Analyze concept of work crew made upon combined north/south workers to complete specific projects. Evaluate skills and cross train.
- 4. Evaluate public hoist dock processes. Determine feasibility of scheduling boats/buyers with advance notice to for adequate staffing.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

\_\_\_\_\_  
Approved by General Manager

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

\_\_\_\_\_  
Date



**POSITION TITLE**  
Facilities Manager  
NOAA Marine Operations Center-Pacific

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Non-Exempt  
**DATE:** 7/22/2015

**SALARY RANGE:** \$48,277 - \$63,336

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

**POSITIONS SUPERVISED BY THIS POSITION**  
Service contractors and occasional temporary labor staff.

### **POSITION OBJECTIVES**

The Facilities Manager is responsible for performing the duties and/or supervising all of the physical plant operating requirements of the NOAA lease agreement within the annual budget constraints. The position requires a broad working knowledge & the skills to perform the tasks of multiple trades in facility operations. All work will be performed as directed and per the Port of Newport—NOAA MOC-P lease agreement documents, such as the binding lease agreement, Solicitation for Offer (SFO), and the Program of Requirements (POR). The position requires schedule flexibility and must be available 24/7 for timely response to emergency calls and building generated alarms. The position is the 1<sup>st</sup> line contact for all maintenance and operations of the physical plant including upland and in-water assets. The position requires an excellent customer service attitude.

### **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. Familiarity with all facility documents such as the binding lease agreement, Solicitation for Offer (SFO), Program of Requirements (POR) and conditions of the construction permit.
3. Maintenance and monitoring of the Computerized Maintenance Management System (CMMS) software to ensure the efficient management and maintenance of the MOC-P operating facilities per the SFO.
4. Maintenance and monitoring of the Building Automation System (BAS) software to allow efficient management, maintenance, troubleshooting, and control of the MOC-P equipment and the areas it monitors.
5. Maintenance and repair related to the facility building 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. as required to maintain or improve the existing systems. Physically perform and/or supervise the tasks as needed.
6. 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.
7. 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, eel grass mitigation and other permit requirements.
8. Works safely per company safety policy, OSHA and NOAA regulations to perform work.
9. Works with power tools and high lift equipment such as fork lifts, scissor lifts, and boom lifts
10. The Facilities Manager shall not perform any duties at or for the NOAA MOC-P facility that require certain or specific licenses not defined.

#### **Administration**

1. Creates, manages, and performs all duties within the confines of the annual budget.
2. Maintains a prepared list of all facility operating equipment, including part numbers, model numbers, and contact telephone numbers.
3. Maintains all operation manuals and file information of all facility assets.
4. Maintains an accurate electronic and hard copy as-built drawing file of the facility including record documents and specifications from an operational perspective.
5. Works with the Director of Operations and other management staff, to determine in the best interests of the Port District, which maintenance requirements should be sub-contracted in the form of maintenance contracts, allowing the Port to budget funds for maintenance.
6. Identify, on an annual basis, long-term maintenance requirements, major overhauls, and asset replacement for budgeting purposes.

7. Using Port procurement procedures and guidelines; purchase materials required to perform the maintenance and repair tasks as required.
8. Using Port procurement procedures and guidelines; develop and procure subcontractor selection for maintenance contracts as required and in accordance with the SFO lease terms.
9. Using Port procurement procedures and guidelines; develop, facilitate, and administer service agreements with vendors for scheduled PM maintenance programs as required.
10. Provide monthly or as needed, written reports and/or presentations to the Director of Operations, General Manager, and Port Commission.

### **CHALLENGES ENCOUNTERED**

- Performance deadlines relating to maintenance schedules
- Budget constraints
- Working in inclement weather within a marine environment.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Develop positive ongoing relationships with industry and related associations; maintain positive relationships with economic development officials and other public agencies.

### **WORKING RELATIONSHIPS**

- Internal: Management staff, other employees, Port Commission with the ability to request and distribute information as needed and directed.
- External: NOAA MOC-P command and facility staff, contractors, consultants, neighboring tenants, professional and public groups.

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

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a maintenance technician. A typical way of obtaining the required qualifications is to possess the equivalent of a 4-year course of study in an accredited college, university or trade school leading to an associates or higher degree that includes a major field of study and specific course requirements generally associated with the positions occupational requirements or 10 years work experience with the quality and combination of education and experience being sufficient enough to demonstrate that the applicant possesses the knowledge, skills and abilities required to perform work normally acquired through the successful completion of a 4-year course of study with a degree in the appropriate field. Continued education as required to maintain certifications, memberships, and career improvement.

### **EXPERIENCE AND KNOWLEDGE REQUIRED**

1. Advanced and proven ability working with software's associated with building maintenance and operation: MS Project, Visio, CMMS, BAS, Excel, etc.
2. Advanced and proven ability working with office and administrative software's: Word, Excel, Outlook, Web browsers, Web search engines
3. Proven ability in the performance of maintaining and operating HVAC systems, electrical distribution systems, lighting control, fire alarm & suppression systems, BAS systems, marine docking systems, cathodic protection systems, security entrance systems, and emergency backup power systems.
4. Proven ability of working with current Information Technology (IT) devices and applications for remote access to building systems and communication; smart phones, tablets, Android OS, Apple OS
5. Experience working with grounds and landscaping including proper care and maintenance using an IPM principles
6. Ability to work on roofs and at high elevations (25'+/-) using platform lift equipment
7. Experience with budget development procedures
8. Proven ability of self-motivation, excellent customer service and high performance goal setting
9. Proven ability of excellent communications and professional technical skills: writing letters, preparing reports, sending emails, and tracking communications data
10. Experience using OSHA, Haz Mat, LEED and Energy Star principles and programs

### **EXPERIENCE AND KNOWLEDGE PREFERRED**

1. Experience working within Federal Government contracts or conditions
2. Experience working with varied government agencies such as DAS, SDAO, ODFW, DEQ, DSL, USACE

3. Experience and familiarity with building codes and permitting requirements.
4. Strong management expertise.
5. Ability to successfully manage diverse projects.
6. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
7. Ability to communicate concepts, ideas, and programs, both within and outside the organization.
8. Experience working in a marine environment
9. Ability to maintain confidentiality.
10. Able to comply with organizational policies and procedures.

**OTHER**

- Must be able to pass a Federal background check, obtain and maintain a CAC and TWIC 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
- Willingness to travel, sometimes overnight or for extended periods if necessary.

Normal working hours are Monday through Friday from 8:00 AM – 5:00 PM; however, the Facilities Manager shall be on call 24/7. Position may require flexible scheduling to accommodate 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

POSITION TITLE  
Administrative Assistant

DEPARTMENT/DIVISION  
General Administration

FLSA: Non-Exempt  
DATE: 7/22/15

IMMEDIATE SUPERVISOR (Title)  
General Manager

NO. OF EMPLOYEES DIRECTLY  
AND INDIRECTLY SUPERVISED: 0

NO. OF EMPLOYEES  
DIRECTLY SUPERVISED: 0

SALARY RANGE: \$12.50-\$16.40/hr.

POSITIONS SUPERVISED BY THIS POSITION (Titles): None

#### POSITION OBJECTIVES

To provide administrative and clerical assistance to the General Manager, the Port of Newport Board of Commissioners, and other Port management as directed.

To perform a variety of general office, clerical, and receptionist tasks as required by management which follow established procedures.

To prioritize assignments to meet assigned deadlines.

#### SUMMARY OF DUTIES AND RESPONSIBILITIES

1. Answer incoming phone lines, route calls or answer general questions. Direct customers and visitors to the appropriate staff. Provide general information regarding the Port and Newport as needed.
2. Facilitate exchange of technical materials between port management and consultants. Ability to navigate federal grant websites and forms.
3. Using word processing and data entry capabilities available, enter data, type correspondence and reports from drafts, address envelopes, operate photocopying, facsimile and other general office machines.
4. Maintain comprehensive general files and records as directed. Serve as the Records Management position and Custodian of Public Records.
5. Assist the General Manager, Director of Finance and Director of Operations in maintaining all necessary permanent files, as well as working files, pertaining to the content of Commission meetings including leases, resolutions, ordinances, minutes and other supporting documentation as directed by the General Manager.
6. Prepare and distribute agendas and supporting materials for Port Commission meetings and other committees of the Port as may be required.
7. Prepare minutes of Commission meetings and other meetings of the Port as necessary. Assist in the follow-up of Commission directives with appropriate staff. Maintain database record of policy and action taken by the Board of Commissioners.
8. Retrieve, open, and distribute incoming mail daily as directed. Deliver outgoing mail to Post Office daily as necessary.
9. Schedule and monitor General Manager's appointments, as well as register and make reservations, for management. Provide support information for meetings, seminars or conferences as they occur.
10. Develop and maintain comprehensive mailing lists for varied purposes.
11. Organize receptions and community events as directed.
12. Maintain Port scrapbook of news clippings from various publications.
13. Run business-related errands within the community.
14. When and as directed, write, edit, and publish monthly newsletter, "Port & Starboard", to be distributed according to established mailing list.
15. Update Port's website by uploading draft minutes, agendas, policies and news. Maintain Port's presence on approved social media websites.
16. Support finance staff with copying or compiling of banking slips or receipts.
17. Coordinate the purchase of and maintain adequate office supplies for Administrative and Newport Marina Offices.

**POSITION TITLE:** Administrative Assistant

**DATE:** 7/22/15

**Page 2**

18. Organize, maintain and be knowledgeable of information available specific to the Port of Newport and Newport in general.
19. Other duties as assigned.

PROBLEMS ENCOUNTERED

- Occasional conflict encountered when dealing with general public.
- Tight deadlines.

WORKING ENVIRONMENT

Office. Most duties performed seated at computer work station. Standing and occasional kneeling and bending required for purposes of filing, etc. Ability to lift up to 50 pounds.

WORKING RELATIONSHIPS

Internal: Administrative Staff, other employees, and Commission to request and distribute information as directed.

External: Local, state and federal agencies, vendors, general public and Port customers on behalf of the General Manager and Administrative Staff as directed.

EDUCATION PREFERRED

Business school, community college or continued education in general office procedures. Paralegal skills would satisfy this preference.

EXPERIENCE AND KNOWLEDGE PREFERRED

Four-to-five years' applicable office experience.

Good knowledge of business English, writing skills, composition, spelling, punctuation and arithmetic; fundamental knowledge of office practices and procedures; skill in the operation of photocopying equipment, typewriters, calculators and basic computer word processing and input equipment; ability to learn assigned tasks; ability to write legibly. Knowledge of MS Office including the use of style sheets and formatting for newsletter-type documents. Knowledge of website development software is also helpful along with maintaining social media sites such as Facebook. Knowledge of Adobe Acrobat for developing board packets.

OTHER

- Position requires discretion and the ability to maintain confidentiality, professionalism and harmonious relationships with public and co-workers.
- Position requires strong organizational skills and ability to prioritize. Must be self starter and work with little or no direction.
- Notary Public. Will train.
- SKILLS: Typing: 65 WPM  
Word Processing and Database  
Microsoft Office Suite (Word, Excel, PowerPoint, Windows), Adobe Acrobat

Normal working hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Position will require attendance at meetings in the early morning, evening hours (third Thursdays of each month) and occasionally on weekends. This is a salaried position, and it is anticipated the position will require no more than 40 hours per week to perform. However, those hours may be irregular due to the scheduling of morning and evening meetings. Time may be flexed in week worked.

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 General Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Hourly Wage Steps**  
**Adopted Res. No. 2015-07 - Fiscal Year 2015-16**



**Steps**

1	2	3	4	5	6	7	8	9	10	11	12
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**Maintenance**

Maintenance III	\$ 9.25	\$ 9.33	\$ 9.56	\$ 9.80	\$ 10.04	\$ 10.30	\$ 10.55	\$ 10.82	\$ 11.09	\$ 11.36	\$ 11.65	\$ 11.94
Maintenance II	\$ 11.85	\$ 12.15	\$ 12.45	\$ 12.76	\$ 13.08	\$ 13.41	\$ 13.74	\$ 14.09	\$ 14.44	\$ 14.80	\$ 15.17	\$ 15.55
Maintenance I	\$ 15.94	\$ 16.34	\$ 16.74	\$ 17.16	\$ 17.59	\$ 18.03	\$ 18.48	\$ 18.94	\$ 19.42	\$ 19.90	\$ 20.40	\$ 20.91
Terminal Manager	\$ 18.04	\$ 18.49	\$ 18.95	\$ 19.43	\$ 19.91	\$ 20.41	\$ 20.92	\$ 21.44	\$ 21.98	\$ 22.53	\$ 23.09	\$ 23.67
Harbor Master												
Marina Manager	\$ 19.48	\$ 19.96	\$ 20.46	\$ 20.97	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.15	\$ 23.73	\$ 24.32	\$ 24.93	\$ 25.56
MOC-P Manager	\$ 21.03	\$ 21.56	\$ 22.09	\$ 22.65	\$ 23.21	\$ 23.79	\$ 24.39	\$ 25.00	\$ 25.62	\$ 26.26	\$ 26.92	\$ 27.59

**Administration**

Accounting Specialist II	\$ 10.00	\$ 10.25	\$ 10.51	\$ 10.77	\$ 11.04	\$ 11.31	\$ 11.60	\$ 11.89	\$ 12.18	\$ 12.49	\$ 12.80	\$ 13.12
Accounting Specialist I	\$ 13.45	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65
Administrative Assistant	\$ 11.94	\$ 12.24	\$ 12.54	\$ 12.86	\$ 13.18	\$ 13.51	\$ 13.85	\$ 14.19	\$ 14.55	\$ 14.91	\$ 15.28	\$ 15.67
Grant/Permit Coordinator												
Special Project Coordinator	\$ 22.50	\$ 23.06	\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	\$ 26.09	\$ 26.75	\$ 27.41	\$ 28.10	\$ 28.80	\$ 29.52

**Management**

Port Manager	\$ 42.61	\$ 43.67	\$ 44.76	\$ 45.88	\$ 47.03	\$ 48.20	\$ 49.41	\$ 50.64	\$ 51.91	\$ 53.21	\$ 54.54	\$ 55.90
Finance Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16
Operations Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16

## 2015 SDIS Best Practices Program

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. To receive credit, please submit all requirements by **November 13, 2015**. Credit opportunities include the following:

*TODO* 1. **Online Training – Credit: 2%**

To receive credit for this category, you must have at least *one* person from your district complete one of the following online classes available through SafePersonnel:

- Public Meetings and Public Records (*available spring of 2015*)
- Emergency & Disaster Preparedness
- Workplace Bullying: Awareness & Prevention

SDAO uses SafePersonnel to facilitate our online training program. If your district does not have a personalized training website set up through this program, please contact SDAO Member Services to get started. You can contact us at 800-285-5461 or send an email with your name, district, and email address to [memberservices@sdao.com](mailto:memberservices@sdao.com).

SafePersonnel will send monthly reports to SDAO with a list of courses each district has completed and credit will be recorded accordingly.

*OK!* 2. **SDAO/SDIS Training or Board Practices Assessment (BPA) – Credit: 2%**

At least *one* board member or district staff member from your district must attend/complete *one* of the following during 2015:

- SDAO/SDIS regional training
- 2015 SDAO Annual Conference
- SDAO/SDIS on-site risk management training

OR

Your district's board may also complete an SDAO Board Practices Assessment (BPA). To learn more or to schedule, contact George Dunkel at [gdunkel@sdao.com](mailto:gdunkel@sdao.com).

A list of available trainings is posted throughout the year on the Events page at [www.sdao.com](http://www.sdao.com). To receive credit, please fill out the enclosed form (also located at <http://ref.sdao.com/bestpractices/training.pdf>) and return to SDAO by mail, email, or fax.

*OK!* 3. **Affiliate Organization Membership – Credit: 2%**

You will receive a 2% credit for being a district member of any of the following affiliated organizations:

- Oregon Fire District Directors Association
- Oregon Fire Chiefs Association
- Oregon Water Resources Congress
- Oregon Mosquito and Vector Control Association
- Oregon Recreation and Park Association
- Oregon Public Ports Association
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Transit Association
- Oregon People’s Utility Districts Association
- Oregon Association of Water Utilities
- Oregon Library Association (individual memberships qualify)
- Oregon PRIMA

Each affiliate organization will notify SDAO of your district’s membership. If you receive a best practices update form that does not reflect your district’s membership, please let us know right away and we will record that for you. Also, if you need contact information for any of these organizations or if you are a member of an organization that you feel is qualified and is not listed, please contact SDAO Member Services at 800-285-5461.

*OK!* 4. **Best Practices Checklist – Credit: 2%**

In order to receive credit in this category, you must complete the enclosed checklist. To receive credit, please submit the completed checklist and signed form certifying that the checklist has been reviewed by the district’s board of directors. You can send this by mail, fax, or complete online.

*OK!* 5. **Public Records and Public Meetings Policy – Credit: 2%**

Your district must submit a copy of its public meetings and records policy to SDAO to receive the 2% credit. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.pdf> to download information and a sample policy.



SDIS Best Practices Program Training or Board Practices Assessment

This form certifies that at least one board or staff member of Port of Newport (district)

has completed a Special Districts Insurance Services approved training or Board Practices Assessment within the current policy year (2015).

The training(s) completed include(s):

- 2015 SDAO Annual Conference
Please provide name of individual that attended:
SDAO/SDIS Regional Training
Please indicate which training:
SDAO/SDIS on-site risk management training
Please indicate date of training:

OR

The board of the district named above has completed the SDAO Board Practices Assessment.

Please indicate date of assessment: JAN 13, 2015

Name: KEVIN GREENWOOD
Title: GENERAL MANAGER
Signature: [Handwritten Signature]
Date: July 14, 2015

Submission of this signed form will result in a 2% credit for your general liability, auto liability, and property insurance premiums. Deadline to return this form for credit is November 13, 2015.

Please return to SDIS via mail, email, or fax.

Mailing Address: PO Box 12613, Salem, OR 97309-0613
Email Address: memberservices@sdao.com
Fax: (503) 371-4781

## Public Meetings and Records Best Practices Checklist

\*\* To be completed by the Board of Directors\*\*

District Name: Port of Newport

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

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

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

### Public Meetings

		Yes	No
1.	Adopt public meetings policy. <i>By-laws Part V</i>	X	
2.	Adopt board duties and responsibilities of officers. <i>Bylaws Part III</i>	X	
3.	Adopt parliamentary procedure rules including rules for public participation. <i>Bylaws Part III (2)</i>	X	
4.	Distribute copy of Oregon Government Ethics Law to each board member.	X	
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.	X	
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	X	
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.	X	
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.	X	
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.	X	
10.	Circulate materials/minutes in advance of board meeting.	X	
11.	Provide adequate notice of the time, location and agenda of meetings. <i>§ (25)(B)</i>	X	
12.	Meetings are open to the public unless an executive session is authorized by statute.	X	
13.	Aware of the permissible statutory provisions authorizing an executive session.	X	

Public Meetings (continued)		Yes	No
14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed.	X	
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters.	X	
16.	No final decisions are reached in an executive session.	X	
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision.	X	
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law. <i>Part IV (24)</i>	X	
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member. <i>V (30)(A)</i>	X	
20.	Minutes are made available to the public within a reasonable after a meeting. <i>V(30)(G)</i>	X	
21.	Minutes are retained forever. <i>V (30) (F)</i>	X	

Public Records		Yes	No
22.	Adopt public records policy. <i>Res. No. 2015-04</i>	X	
23.	Aware of the statutory provisions exempting certain public records.	X	
24.	Aware that Public Records Law does not require public bodies to create public records.	X	
25.	Adopt fees for responding to public records requests.	X	
26.	Designate one person to coordinate response to public records requests. <i>(Admin. Asst.)</i>	X	
27.	Provide Request for Disclosure of Public Records form to individual requesting records.	X	
28.	Provide Response Acknowledging Public Records Request to individual requesting records.	X	
29.	Certify that the information provided is a true copy of the paper or electronic record.	X	
30.	Cite the specific exemption(s) when denying a public records request.	X	

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

District Name: PORT OF NEWPORT

Your Name: KEVIN GREENWOOD Your Title: GENERAL MANAGER

Signature:  Date: 7/14/2015

Return the signed checklist (OR complete online) by **November 13, 2015** to receive a 2% credit to your 2016 general liability, auto liability, and property insurance contributions.

### How to submit your Best Practices Checklist

Mail	Email	Fax	Online
SDIS PO Box 12613 Salem, OR 97309-0613	<a href="mailto:memberservices@sdao.com">memberservices@sdao.com</a>	(503) 371-4781	<a href="http://www.sdao.com">www.sdao.com</a>

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

**PORT OF NEWPORT  
RESOLUTION NO. 2015-04**

**A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY**

**WHEREAS**, the Port of Newport Board of Commissioners By-laws states in Section 13 that the Port Commission shall adopt a Public Records resolution in accordance with ORS 192.440; and

**WHEREAS**, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the Port of Newport subject to reasonable procedure, and

**WHEREAS**, the Port of Newport recognizes that some informal requests for public records may exceed its ability to provide the requested documents by electronic means or that the public may prefer to submit a formal request for records, and

**WHEREAS**, the Port of Newport recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner, and

**WHEREAS**, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians, and

**WHEREAS**, the State Attorney General recommends there be a process in which the public has opportunity to comment on these measures; NOW THEREFORE

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

**Section 1.** The Port shall keep and maintain all public records for the retention periods required by Oregon Administrative Rules (OAR 166-150-0005).

**Section 2.** The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Port may reasonably designate from time to time.

**Section 3.** All requests to inspect a public record should be in writing when possible with the date, name, address, email address, and signature of the person making the request.

**Section 4.** The request form (Attachment "A") must contain the specific records requested, furnishing the dates, subject matter and such other detail as necessary to enable Port personnel to readily locate the records sought. The records officer shall have the authority to modify the form to more efficiently meet changes in state statute.

**Section 5.** The Port shall respond to all public document requests within five working days or explain why more time is needed for a full response.

**Section 6.** The Port shall not create any new documents or customize any existing documents in response to a records request.

**Section 7.** If the public record is maintained in machine readable or electronic form, staff shall provide copies of the public record in the form requested, if available. If the record is not available in the form requested, it shall be made available in the form in which it is maintained.

**Section 8.** A person making a public record request may personally inspect the requested document during normal business hours. A Port staff member must be present while any original public records are being inspected to insure protection of the documents.

**Section 9.** Providing nonexempt public records is a governmental activity covered by the American with Disabilities Act (ADA). The Port will provide an opportunity for individuals with disabilities to request an alternative form.

**Section 10.** A staff member must review the requested document to make certain the record does not contain any exempt information before releasing the public record for inspection. If a document does contain exempt information, a copy, in lieu of the original, will be provided for inspection with the exempt portion blanked out.

**Section 11.** Original public documents may not be taken out of the Port's custody.

**Section 12.** Port records shall be released only under the conditions that the records are "public" records; the records are not exempt from disclosure under ORS 192.410 - 192.505. In order to recover its costs for responding to public records requests, the following fee schedule is adopted:

- A. Copies of Public Records: Copies of public records shall be \$.25 cents per page for standard, single-sided, letter size copies.
- B. Copies of Port Code or By-laws: Copies of the Facilities Code or Bylaws shall be \$20.00.
- C. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Port.
- D. Research Fees: If a request for records requires Port personnel to spend more than 30 minutes compiling a record to meet the person's request, the minimum fee shall be the actual labor rate per hour or portion of a half hour unit, with a minimum charge for one half hour. Such calculations shall include time spent by staff in locating the requested records, reviewing the records in order to delete exempt material, supervising the inspection of original documents, and copying the records. The Port shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- E. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual costs of producing records.
- F. Fee Waivers or Reduction:
  - 1. Copies of public records may be furnished without cost or at a substantial reduction if the General Manager determines the waiver is in the public interest because making the record available primarily benefits the general public.
  - 2. A person requesting a waiver of charges shall file a written request to include his/her identity, the purpose for which he/she intends to use the information, and whether he/she can demonstrate the ability to disseminate the information to the public. The General Manager will review the waiver request while also considering the requester's ability to pay and any financial hardship on the Port that might arise from granting the waiver.
  - 3. Copies of routine materials requested by the news media will be made without charge. Any non-routine materials requested by the news media will be charged at the fee described above unless the fees are waived or reduced.
  - 4. Copies of routine materials personal to a requester will be furnished without charge. Any non-routine materials requested will be charged at the fee described above.

5. Copies of routine materials requested by any Port of Newport elected official or appointed advisory body member will be furnished without charge if the request relates to information needed in his/her official capacity. Any other materials requested will be charged at the fee described above.
6. Routine materials are defined as those items already regularly produced during the Port's regular course of business.

**Section 13.** The Port shall adopt personnel policies for the keeping of all e-mails that qualify as public records for the retention periods required under OAR 166-150-005; the specific retention period shall be determined by the subject matter of each e-mail. All port business shall be conducted using Port-provided e-mail addresses.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this \_\_\_\_ day of April, 2015.

ATTEST:



Walter Chuck, President



Ken Brown, Secretary/Treasurer

"Attachment A"

**PUBLIC RECORDS REQUEST**

Requestor's Name \_\_\_\_\_ Date \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

I wish to  view /  receive copies of the following public records:

Name or topic of the document(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) or date range of the document(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that the fees be waived in whole or part  Yes  No (See back for explanation)

Reason for the Request of the Record (Complete only if there is a request to waive fees)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to be charged for the time and out of pocket requests by the district to comply for this public records request.  
I have seen the fee schedule.

Requestor's Signature \_\_\_\_\_

For Office Use Only

Info Compiled By \_\_\_\_\_ Date Completed \_\_\_\_\_

Amount Due \_\_\_\_\_ Date Delivered \_\_\_\_\_

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**PORT OF NEWPORT  
RESOLUTION NO. 2015-\_\_\_**

**A RESOLUTION ADOPTING A SPECIAL USE PERMIT POLICY**

**WHEREAS**, the Port of Newport Board of Commissioners By-laws states in Section 2 that the Port Commission shall adopt policies for the governance of the Port; and

**WHEREAS**, the Port of Newport presently has no enumerated policy with regard to special events held on Port property, and

**WHEREAS**, the Port of Newport recognizes that the permitted use of Port property at the request of groups or individuals for special events should be consistent in its application; and

**WHEREAS**, the Port of Newport should avoid incurring liability resulting from special events held on Port property; and

**WHEREAS**, the Port of Newport incurs costs as a result of these special events that should be recovered by the Port; and

**WHEREAS**, the Port of Newport has determined that the costs incurred are most consistent with the number of attendees, contestants, volunteers, and vendors who participate in the special events; and

**WHEREAS**, the Port of Newport recognizes that it may be beneficial to both parties for the Port to waive all or part of those incurred costs; and

**WHEREAS**, all groups or individuals requesting permission to use Port property should pay a nonrefundable application fee to cover initial administrative costs; NOW THEREFORE

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

**Section 1.** The Port shall require all groups and individuals to submit a completed application form with a nonrefundable \$100.00 application fee.

**Section 2.** The Port shall impose a usage fee for special use permits based upon the number of anticipated attendees, contestants, volunteers, and vendors as described in the Usage Fee Schedule in the application form that is included herein by reference.

**Section 3.** Groups and individuals requesting a full or partial waiver of the usage fees shall make such request at the time of application and the General Manager shall review and determine if any full or partial waiver of the usage fee should be granted based upon criteria described in the application form.

**Section 4.** The applicant shall provide payment of the required usage fee and the required certificate of insurance before the special use permit is issued by the Port.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this \_\_\_ day of July, 2015.

ATTEST:



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President

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Secretary/Treasurer

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COMPARISONS OF SPECIAL USE PERMIT COSTS

Governmental Unit	Basis for Charge	Cost
Portland Parks and Recreation	Two part process: (1) Nonrefundable Application / Processing Fee, and (2) Usage Fee Based Upon Activity Classification and the Park Used.	Application fee ranges from \$83.00 to \$1,118.00. Low fee is based upon a closed group and the application is submitted 10 or more days in advance of the activity. The highest fee is an event advertised to the general public and the application is submitted less than 10 days before the event. The usage fee is complex. A closed event at a major park would have a general fee of \$1,100. A public event has a base fee of \$2,125.00 or a fee based on attendance, number of contestants, and vendors. A public event with vendors and contestants and attendees would have a fee of \$279.00 + \$47.00 / vendor + \$.0.47 per contestant + \$2,124 if there are 5,000 attendees. The usage fee in a minor park is the same as the major parks except the base fee for a minor park is \$1,113.00 instead of \$2,215.00. In addition, all usage fees are subject to additional fees for electrical use, damages, hard surface cleaning, etc., as well as refundable deposits (keys, potable water connectors). There is a special fee schedule for filming. It ranges from \$36 / two-hour minimum with usage fee waiver to \$1180 for 15-24 hours without a waiver. Usage waivers are provided for news productions, cable access, public service announcements, and filming for promotion of Portland / Metro or the State of Oregon, but waivers do not include the application fees, electricity, vehicle access, etc.
Metro Parks and Open Space	Two part process: (1) Nonrefundable application fee and (2) usage fee	The application fee is \$40 for a standard application and \$75 if a site plan is required. The usage fee is based on the type of event, the number of people attending, whether there is an entrance fee to the site, and if the user charges the attendees a fee. If, for example, 501-1,000 people attend an event at a facility with a gate fee, the fee for the SUP is \$425.00. If the facility does not have a gate fee, the SUP usage fee is \$850.00. There are special rates or waivers for educational activities. Filming (10 or fewer

		people) is \$75.00 / hour or \$150.00 per day. Additional fees may be assessed for vehicles, size of tents, park shelter fees, alcohol permits, event monitoring staff, etc. There are groups or activities for which the usage fees may be waived or reduced.
Oregon State Parks	Three components: (1) Administrative fee; (2) Usage fee; and (3) additional staffing costs	There is a \$100 nonrefundable application fee to cover administrative costs. Day use fees are \$50 for up to 50 people and \$1 per person above that. If additional staffing is required, a \$20.00 per hour per staff person is charged. Additional fees are charged if concessions are charged to members of the public (versus a closed group). Waivers are allowed if the groups provide services to offset the costs or if the group is a public agency. All waivers are the result of negotiations with staff.
City of Tualatin	Fee appears to be based on three criteria: (1) Whether it is a run, walk or bicycle race, (2) uses park shelters, or (3) uses the horseshoe pits	The fee for a race depends on the number of participants. One to 99 participants incurs a fee of \$100, a fee of \$1,000 is charged for 2,000 or more participants, with calculated fee ranges in between.
City of Sherwood	There appears to be an application that varies depending on whether the applicant is a resident / non-resident and a non-profit / for-profit. There are also additional permit fees that may be assessed.	Application fee ranges from \$75 for a non-profit resident to \$200 for a for-profit, non-resident. Based upon the questions and the fact that the application is reviewed by various city departments, there may be a usage fee. Additional permit fees may also be required for things such as temporary portable signs, vendors, amplified sound, etc.
City of West Linn	Three components: (1) application fee, (2) event fees and personnel costs, (3) additional fees as required	There is a \$100.00 nonrefundable application fee. Event fees are based upon the number of participants / attendees and whether the event is by a non-profit or a commercial / private party. At the low end, an event by a non-profit with less than 200 people has an event fee of \$100.00. At the top end, An event by a commercial or private party with over 5,000 participants would pay a \$1,500 event fee. In addition, fees are charged for the use of shelters and fields, as well as additional costs to the city, such as required personnel.

		Special rates are charged for sports tournaments based on the number of teams in the tournament.
City of Newport	The fee is based soled on the actual costs to the city for providing the service requested.	Costs to the city may include personnel costs, benefit costs, equipment costs, and rental rates. Full or partial waivers may be granted based upon seven specified criteria.

### ANALYSIS OF SPECIAL USE PERMIT FEES

The most common approach for assessing a special use permit (SUP) fee is a combination of an initial nonrefundable application fee, followed by a usage fee or additional permit fee requirements at the time the SUP is issued. The initial nonrefundable application fee is commonly \$100 for all applications.

The usage fee is based on a variety of factors. The most common approach seems to be a set fee based on number of participants, attendees, and vendors – the larger the event, the larger the fee. Other jurisdictions take the permit approach. If the event has amplified sound, a permit is required for that. If there are vendors, that requires a permit. If alcohol is served, a permit is required. In addition, under the permit approach, most spaces that are used for the event will require the payment of fees (based on the size of any tents erected by the users or for park shelters, for example). The last approach to the usage fee is the recovery of costs. The jurisdictions will send the application through each department; each will in turn estimate the amount of time needed to meet the SUP requirements and a total fee will be charged based on the cost to the jurisdiction as a condition to issuing the permit.

Most of the jurisdictions either charge non-profits less as part of the fee-process or will have a process by which applicants can request a full or partial waiver and the non-profit status of the applicant is a factor to consider during that waiver evaluation.

I would recommend a combined approach similar to other jurisdictions. First, charge a \$100 nonrefundable application fee to cover administrative costs. Then charge a usage fee based upon the number of participants (attendees, contestants, and vendors). The number may be a bit more “squishy” – the number of attendees anticipated is probably a best guess, for example, compared to a set fee if there is amplified sound requiring a permit – but it also entails less paperwork and staff time than the multiple permit approach. Using the number of attendees, participants, and vendors will also allow the port to cover the one additional cost that it may incur with the larger events – having increased security – because the larger events will pay more. I would also include a waiver process that must be requested at the time the application is submitted and subject to negotiation based on specific criteria similar to that used by the City of Newport. It may also be advisable to charge a specific fee for commercial filming; several jurisdictions do.

Applications are sometimes reasonably simple, but more often, they are very long and complicated. The type of application is usually determined by how the fee is calculated; the more factors that go into calculating the fee, the more complex the application becomes. If the Port keeps the fee based on just a few factors, it is easier to keep the application simpler for the applicant to fill out and for staff to review. I have prepared a suggested application form that is attached.







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

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

#### **USAGE FEE SCHEDULE**

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





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

July 16, 2015

PRO TEEVIN NEWPORT SOIL ENVIRONMENTAL

Teevin Bros. Land and Timber Co, LLC  
PO Box 247  
29191 Dike Road  
Rainier, OR 97048

**DRAFT**

Attention: Eric Oien

**SUBJECT: Proposal for Environmental Testing and Review  
Non-Construction Grade Dredge Material Stockpiles  
Port of Newport McClean Point  
Newport, Oregon**

At your request, GRI has prepared this proposal to provide environmental testing and review for the non-construction grade dredge material stockpiles at the McClean Point property owned by the Port of Newport in Newport, Oregon. Our work will include review of available environmental information for the stockpiles, soil sampling and chemical analysis, and preparation of an environmental memorandum. The memorandum will summarize the test results and provide your development team with recommendations for future management and permanent off-site relocation of the material. We understand Teevin Bros. Land and Timber Co, LLC (Teevin) and the Port of Newport have a proposed permanent disposal area on a private upland area north of Newport.

### **Existing Information**

About 20,000 cy of organic-rich stockpiled material is located at the McClean Point property, which is owned by the Port of Newport. Much of the stockpiled material was generated during redevelopment work at the International Terminal, including some suspected contaminated materials from the Paisley and Hennebique ships. Possible contaminants in the stockpile include metals, petroleum products, volatile organic compounds (VOCs), tributyl tin, polychlorinated biphenyls (PCBs), and pesticides.

If Teevin or the Port of Newport has information regarding additional chemicals of potential interest beyond those listed above, we recommend this scope of work and budget be modified to include testing for the additional chemicals.

### **Approach and Scope of Work**

Using a trackhoe, 20 soil samples will be obtained and composited from the stockpiles. Samples will be analyzed for total and leachable lead, total cadmium, total chromium, petroleum products, VOCs, tributyl tin, PCBs, and pesticides. Soil from each location will be field-screened with a portable photoionization detector for VOCs. About 40 chemical tests will be completed.

After receipt of the chemical data, GRI will contact the DEQ Solid Waste Division to evaluate disposal options for construction soil. We understand Teevin and the Port of Newport have already contacted the local health department and planning department that has jurisdiction over the proposed disposal location.

The chemical data and disposal option information will be summarized in a memorandum that will provide recommendations for management and permanent off-site relocation of the material.

**Schedule and Fee**

We are in a position to begin the field work within two weeks following your authorization to proceed, depending somewhat on the availability of a trackhoe and operator. It is anticipated a draft environmental memorandum can be submitted to you within two weeks after the completion of the field work.

The above-described scope of work will be completed for a lump-sum fee of \$16,000. We understand a trackhoe and operator will be provided to GRI at no cost.

A breakdown of the fee is summarized below:

Environmental Review.....	\$ 2,000
Field Work and Chemical Testing .....	12,000
Memorandum.....	<u>2,000</u>
	Total: \$ 16,000

If a trackhoe and operator cannot be provided the lump-sum fee will be \$20,000.

**Terms**

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

Submitted for GRI,

Michael W. Reed, PE, GE  
Principal

George A. Freitag, CEG  
Associate

Enclosure: General Conditions of the Proposal



**GENERAL CONDITIONS OF THE PROPOSAL**

**GRI**  
 9750 SW Nimbus Avenue  
 Beaverton, Oregon 97008  
 (503) 641-3478

Attachment to Proposal Dated: July 16, 2015

To: Teevin Bros. Land and Timber Co, LLC / Rainier, Oregon

For: Environmental Testing and Review  
 Non-Construction Grade Dredge Material Stockpiles  
 Port of Newport McClean Point  
 Newport, Oregon

**PROFESSIONAL SERVICES**

Fees for services by GRI's professional, technical, and clerical personnel will be charged on a lump-sum basis as outlined in the attached proposal. Work outside that defined in our attached proposal will be negotiated before the work is initiated.

**RIGHT-OF-ENTRY**

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

**UTILITIES**

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

**SAMPLES**

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

**INVOICING OF PAYMENT**

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

**INSURANCE**

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

**STANDARD OF CARE**

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

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

(over)

**GENERAL CONDITIONS OF THE PROPOSAL (continued)**

**GRI**  
 9750 SW Nimbus Avenue  
 Beaverton, Oregon 97008  
 (503) 641-3478

Attachment to Proposal Dated: July 16, 2015  
 To: Teevin Bros. Land and Timber Co, LLC / Rainier, Oregon  
 For: Environmental Testing and Review  
 Non-Construction Grade Dredge Material Stockpiles  
 Port of Newport McClean Point  
 Newport, Oregon

**TERMINATION**

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

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

**ASSIGNS**

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

**PROTECTION FROM THIRD-PARTY SUITS**

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

**SCOPE OF AGREEMENT**

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

**LIMITATION OF LIABILITY**

It is understood and agreed that the Client/Owner recognizes GRI has neither created nor contributed to the creation, existence, or exacerbation of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the site. The Client/Owner agrees that, to the fullest extent permitted by law, GRI's total liability to the Client/Owner is limited to \$50,000 for any and all of the Client/Owner's injuries, damages, claims, losses, expenses, or claim expenses arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, GRI's negligence, errors, omissions, breach of contract, breach of warranty, strict liability, negligent misrepresentation, statutory liability, or other acts giving rise to liability based upon contract, tort, or statute. This provision takes precedence over any conflicting provisions of this Agreement.

\_\_\_\_\_  
 Client/Owner  
 \_\_\_\_\_  
 Representative (Print Name)  
 \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**GRI**

\_\_\_\_\_  
 Consultant  
 \_\_\_\_\_  
 Principal or Associate  
 \_\_\_\_\_  
 Date \_\_\_\_\_ July 16, 2015

Return one signed original to GRI



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## **MEMBERSHIP LIAISONS**

As of March 16, 2015.

**Cascade West Council of Governments\*** - must be elected

Walter Chuck

**Cascade West Economic Development District\*** -

Kevin Greenwood

**Cascade West Economic Development District\*** -

Kevin Greenwood

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

JoAnn Barton

David Jincks (alt)

**Oregon Coastal Zone Management Association**

(OCZMA)\*# -- alternate may be staff

Walter Chuck

**Pacific Northwest Waterways Association (PNWA)\***

Kevin Greenwood

**Mid Coast Watershed Council**

Walter Chuck

**Oregon Public Ports Authority (OPPA)\*=**

Kevin Greenwood

**Economic Development Alliance of Lincoln County (EDALC)\***

Kevin Greenwood

**Special Districts Association of Oregon (SDAO)\***

Kevin Greenwood

**Yaquina Bay Economic Foundation (YBEF)\***

Kevin Greenwood

Ken Brown

**Yaquina Bay Ocean Observing Initiative (YBOOI)\***

JoAnn Barton

Kevin Greenwood

**North America Ocean Observing (NANOOS)\***

Kevin Greenwood

**Coastal Marine Experiment Station (COMBS)\***

Dean Fleck

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

Kevin Greenwood

Steve Larrabee

Rick Fuller

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

Walter Chuck

**Newport Chamber of Commerce (NCO)\***

Kevin Greenwood

**Northwest National Marine Renewable Energy Center Advisory Committee (NNMREC)&**

Walter Chuck

**Department of Geology and Mineral Industries Marine Advisory Committee (DOGAMI)&**

Walter Chuck

**Oregon Department of Fish and Wildlife Sportfish Advisory Committee (ODFW)&**

Walter Chuck

**Ocean Policy Advisory Council (OPAC)&**

Walter Chuck

\*paid/mandated membership

#must be elected commissioner

~community organization (no port vote or membership)

+paid professional organization

&personal or non-port related board membership

\*=Paid via SDAO membership

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*Serving the Maritime & Recreational Communities*

Newport International Terminal (541) 265-9651

Newport Marina at South Beach (541) 867-3321



## **DIRECTOR OF OPERATIONS MONTHLY REPORT**

---

**DATE:** 7/21/2015  
**PERIOD:** June - July 2015  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

---

### **OVERVIEW**

**Summary:** This is the first Director of Operations report and is a draft example and outline that can be used for future reporting of the activities of all Port of Newport departmental operations. Please review this outline for possible outline and content additions and/or deletions.

The new Director of Operations position was officially started on July 1, 2015. The position provides oversight and leadership to the four departments found below along with management of special projects as they occur. During the meeting with Kevin Greenwood, Walter Chuck and David Jincks on June 15, 2015 we reviewed the position job description and a directional outline that was presented. The outline broke down the responsibilities into four operational elements Maintenance & Operations, Procurement & Contract Administration, Safety & Emergency Response, and Training and Development (see attached diagram).

As Director, the first order of business was to learn about each departments operation and establish a scorecard which determines the overall current state of each department within the operational elements described above. After an onsite tour, each department manager completed a questionnaire which gives point ratings that will establish a baseline for operations which will then be monitored for improvement and goal setting in the future. The questionnaire was also given to the General Manager and Director of Finance which provides comparison of goal alignment by department with an overall rating. The results of the scorecard will be presented and reviewed before sharing with the department managers. The next scheduled task will be to determine in detail the current state of all assets which will be prioritized and added to the existing CMMS database.

### **Detail:**

- Met with commissioners Chuck, Jincks and GM Greenwood to discuss expectations of the new position
- Met with owners/managers of lease holders; Foul Weather Trawl, Trident fish processing plant, and Newport Belle Bed & Breakfast for 1<sup>st</sup> introduction.
- Prepared job description for internal posting of the NOAA MOC-P manager position that I am vacating.
- Organized and prepared new office space in the administration building
- Contracted ORPIN & DAS for information concerning vehicle purchase agreements.

### **International Terminal**

- Toured site and discussed overall facility operations with Jim Durkee. Facility scorecard questionnaire was completed by Jim.

#### **N. Commercial docks**

- Toured site and discussed overall facility operations with Kevin Bryant & Kent Gilbert. Facility scorecard questionnaire was completed by Kevin Bryant.

#### **NOAA MOC-P**

- Facility scorecard questionnaire was completed by Rick Fuller.

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

- Toured site and discussed overall facility operations with Chris Urbach. Facility scorecard questionnaire was completed by Chris
- Met with Kevin Greenwood, Chris Urbach and CoastCom concerning fiber optic line installation to the Chambers telecom building in the dry camping parking lot

# OPERATIONS

■ Improve   ■ Modernize   ■ Standardize   ■ Support   ■ Oversight

## Maintenance & Operations

- ✓ Currently undeveloped, uncoordinated systems
- Analyze current system
- Define service vs maintenance requirements
- Review capital projects list
- Create/maintain priority maintenance/repair list
- Create/maintain project schedules w/ master
- Review budgets
- Set up budget reporting
- Define required staff skills
- Centralize maintenance??
- Review other agency systems
- Review CMMS system
- Inventory of all assets
- Set up CMMS throughout
- Establish maintenance reporting method
- Include fleet maintenance
- Hire for specific skill requirements - elect, welding
- Document control of as-builds, O&M's, etc.



## Procurement & Contract Administration

- ✓ Currently undeveloped, uncoordinated systems
- Create standardized forms and contracts
- Registered contractor base
- Use SDAO/DAS/Orpin
- ITB/RFP development
- Collective purchasing
- Annual contract analysis
- Risk assessment
- Tracking with CMMS
- Insurance assessment
- Project administration and tracking
- Document control
- Standardize folder tree at network level
- Network accessible forms
- Set minimum standards



## Security/Safety & Emergency Preparedness

- ✓ Currently undeveloped, uncoordinated systems
- Analyze/update current system
- Outline minimum training requirements
- Work with outside agencies SDAO/OSHA/OCCC/Newport /Lincoln County
- Improve safety committee
- Complete safety handbook
- Safety committee rotation schedule
- Review HazMat
- Site specific ERP documentation
- ERP training and scheduled drills
- OSHA 10/30



## Training & Development

- ✓ Currently no clear system
- Create minimum standards/merit system
- Set up master tracking system
- Certifications log
- Include in general budget
- HazWopper
- Equipment
- Tie to placement/merit scale
- Work with outside agencies SDAO/DAS/OSHA/OCCC/.....
- Succession development
- Develop customer service
- Management development-train the trainer hire
- New hire program
- Mentor program
- Develop training opportunity schedule
- Internal quick course training
- Computer use training
- CMMS software





## FACILITY MANAGER'S MONTHLY REPORT

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**FACILITY:** NOAA MOC-P  
**DATE:** 7/20/2015  
**PERIOD:** June - July 2015  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

---

### NOAA MOC-P

**Upland:** Along with regular scheduled maintenance a few contracted items were added to the end of year schedule. The beginning of the new fiscal year triggers annual PM inspections and landscape work requires extra contract help in order to gain a handle on the weeding. I have received negative response to the request for onsite office space that would replace the current office trailer that I now work out of. After NOAA's legal review, the office space for services proposal request was turned down due to SFO conflicts. I am investigating other avenues that NOAA may consider for a short-term sub lease of the office space.

I picked up the completed utilities covers from Salem Tent and Awning and after fitting, am having them alter some access points that were improperly located. Overall, the covers when installed will ensure freeze protection of utility service to the ships in the colder winter months.

**Wharf & In-water:** I have been in contact with Vladimir Shepsis of Coast & Harbor Engineering and implemented the service agreement for hydro engineering & modeling in order to analyze the sedimentation we are experiencing at the wharf berthing and access areas. I received and forwarded the past 10 years of USACE survey documentation along with available NOAA surveys in a format that can be used in the sedimentation modeling. NW Hydro was contracted and has performed a bathymetric survey of the entire wharf and east turn basin area. The survey will provide up to date information that will be used in the engineering analysis and for the dredging RFP expected next year.

Pacific Habitat Services was onsite at the negative tides to complete year three of the 10-year monitoring study of the eelgrass mitigation site. Despite the lack of volunteer participation this year, the monitoring was completed in the short window available.

22 pile caps were replaced as part of this years budgeted quota. Dan Lias Welding was used for the installation of the steel plates. All of the fiberglass pile caps that were removed had been damaged and not salvageable for reuse.

Two proposals for additional services (cleats at sm boat dock and all weather hut) were submitted to NOAA command per request which are waiting approval. There were no changes to administrative personnel and the total NOAA full time building occupancy remains at approx.77% of total office space. There are no ships currently in Port nor was the wharf used this month. See 2015 bar crossing log for bar activity to date.

Specific work this period:

- Regular scheduled monthly, preventative maintenance
- Grounds maintenance with additional contracted services for weed removal
- Seagull debris cleanup at the west wharf
- Fitting and corrections to the wharf utility covers
- Eel grass monitoring study and count

- Hydrographic survey at entire wharf and east turn basin
- Annual inspection services – Backflow testing, boiler PM inspection, ATS PM inspection, Emergency Generator PM inspection and service, Fire Extinguishers, Liebert AC

**NOAA permit obligated recreational access points**

- Initiated site meeting with Carrie Landrum of DSL and Jason Kirchner of ODFW to visit possible locations for the remaining recreational access points. Concurred that an access point previously attempted by ODOT located under the bridge and to the west of a storm water discharge pipe was not going to work. Discussed possible locations at the fuel dock, west of Rogue brewery between pedestrian walkway and service dock, Hatfield Marine Center north parking area, and existing beach area at NOAA end of road turn around. The most likely is west of Rogue and am now researching. Jason Kirchner will be point leader for final decision.
- Site visit with Chris Urbach and Jim Durkee for kiosk installation at NW Natural pedestrian access. Have sent map and design to NW Natural for approval and am waiting response.

**Other**

- Fuller on vacation July 15 – July 24

# NOAA MOC-P Bar Crossing Log 2015

NAME	ARRIVAL	DEPARTURE	ROSTER#	NOTE
Oscar Dyson		1/13/2015	39	Bound for Alaska
Shimada	1/30/2015	1/31/2015	23/29	Return from California
Shimada	2/4/2015	2/11/2015	29/36	Bound for Vancouver
Shimada	3/3/2015	3/8/2015	35/27	R&R, mission change
Rainier		4/23/2015	46	Bound for Alaska
USCG Alert	5/12/2015	5/13/2015	76/76	R&R
Shimada	5/17/2015	5/29/15	36/34	R&R, mission change
Shimada	6/10/2015	6/15/15	34/36	R&R, mission change
<b>TOTAL</b>			<b>556</b>	

**MEMO**

**To: Port of Newport Commissioners**  
**From: Kevin Bryant, Commercial Harbormaster**  
**Date: July 22, 2015**  
**Re: July Staff Report**

Maintenance:

Staff has been cutting down the brush and weeds on the hillside below the Port Dock 4 Condos and filling in potholes in the gravel parking lot, per the Port's agreement with the Homeowners' Association. The Port pays a minimal amount to lease the lot for parking for fishermen in exchange for maintaining the lot and the hillside. Staff has also been preparing Port Dock 3 for the America's Cup Tour coming on August 7.

Staff has been working on deferred maintenance on Port Dock 5-D. Because one side of the dock is sometimes submerged, leading to deterioration, staff is replacing the sideboard 2"x12"s with UHMU boards and the existing bumpers with lighter bumpers. The goal is to reduce the weight and keep that dock side above water.

The hinges were cracked at the top of the ramp of Port Dock 3. They have been rewelded in anticipation of the arrival of the America's Cup Tour on August 7, 2015.

Construction:

None.

Fishing Fleet Activity:

Boats are bringing in salmon, hag fish, and tuna. The buyers are very busy on the docks.



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**To:** Port of Newport Commission  
**From:** Jim Durkee, Terminal Operations Supervisor  
**Copy:** Port Management Staff  
**Date:** July 22<sup>nd</sup>, 2015  
**Re:** July 2015 Manager's Report

---

### Maintenance

Replaced the last storm drain filter with a hole in it. This one had a seam that failed on it. I want to try to have it repaired as they are about \$300.00 each.

Borrowed the boom-lift Billeter brought in to change a burned out lamp on one of the fifty foot pole fixtures.

Put new wheels on the old pallet jack.

I had Papé Materials Handling service both the H90 and the H250 fork lifts.

I replaced the cable and hook on the fixed-hoist and had Arxcis do the annual inspection on it.

### Fishing Fleet

Whiting fishing continues. Boats have been coming in for fuel, repairs and gear work.

### Other Activities

More video training on the Hippo computerized maintenance management system. There was a recent upgrade to that system.

Worked with Roxie to get some pictures for a production company looking for a site to shoot an advertisement.

I kept the terminal closed for July 4<sup>th</sup> again this year, restricting access to lease holders and crew from vessels at the dock. They brought their families of course, but the crowd was small and manageable. My primary goal is to protect port assets and all of the very expensive fishing gear stored on the lot. I Collaborated with TCB and Northwest Natural to keep McClean Point safe and secure during the holiday fireworks display.

Worked with Billeter Marine and the Newport Fire Department to set up the 4<sup>th</sup> of July fireworks display.

Dispatched longshoremen from ILWU Local 53 to Rogue Ales to load a container bound for Italy.

More spring cleaning. Cleaned out the CXT buildings and I still feel like there are spiders crawling on me...

Completed and mailed in the annual Discharge Monitoring Report for the 1200Z permit to the DEQ Western Region offices.

Hired ILWU Local 53 to handle lines for the research vessel Ocean Star during their visit to the terminal.

I loaded a boom-lift on Billeter's barge for work being done at the Coast Guard station boat house. The barge ended up being too large for the boat house so they needed me put a smaller barge in the water and transfer the lift to it. The boom lift was 25,000 pounds and I was just barely able to get it to the barges with our crane.

### Overview of June Services

11 fishing vessels spent a total of 97 days moored at the Terminal dock.

18 vessels used the Terminal dock for work on 32 visits. At least 5 vessels took on Fuel.

18 hours of forklift service were provided.

16 hours of crane service were provided.

### Dock Usage

Kevin Greenwood asked me to put together some information on use of the NIT dock before and after construction. I thought I would include it here FYI. I have listed below vessel moorage by days and the number of vessel visits for work. Work visits only count the number of times boats came to the dock and left. I had to pull this data from records from two computer systems and hand written records so I couldn't match hours at the dock, but this shows a small increase in work visits and a considerable increase in moorage. The low numbers in 2012 and 2011 reflect restriction of use due to construction.

Year	Days of Vessel Moorage	Vessel Work Visits
2014	1255	256
2013	1059	153
2012	198	102
2011	443	171
2010	601	204
FY2009	623	?
FY2008	685	?
FY2007	631	?



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## MANAGERS REPORT

To: Port of Newport Board of Commissioners  
From: Chris Urbach, Harbormaster  
Copy: Port Management Staff  
Date: July, 20 2015  
Re: South Beach Operations

---

We had our DEQ inspection and we ended up getting fined on a couple of issues. One was a leak detector was tipped at an angle and it need to be vertical the other was that we did not have our daily log book on our electronica leak detector machine. All items have been addressed and DEQ has given us a letter of compliance for our file.

We have installed the pile hoops and rub strip on the fuel dock.

The enchanted salmon evening and the fourth of July went off without too many problems and most people picked up after themselves.

The fishing for tuna, salmon and crab has been very good as long as the weather is good.

We were able to hire another summer helper and his name is Brennon Chappell and he has been doing a good job.

Fred, Dave and I were certified and completed the required course of Oregon UST operator training this was also for the fuel dock requirements.

Clays fourth of July parade was a big hit with the kids in the RV park again this year.

**PORT OF NEWPORT  
MINUTES OF SAFETY COMMITTEE MEETING  
June 9<sup>th</sup>, 2015**

The meeting of the Port of Newport Safety Committee was called to order at 11:30am at the NOAA facility.

Committee members present:

Fred Hauert

Jim Durkee

Rick Fuller

Steve Larrabee

Kevin Corwin

Devin Whaley

**MINUTES**

Minutes for the February 10<sup>th</sup>, 2015 Safety Committee meeting were approved as submitted

**OLD BUSINESS**

1. Employee Safety Manual – Rick Fuller is the point man on this project. Jim Durkee turned in a copy of the current policy document with his notes to Rick. Devin Whaley was given a copy and asked to review it as well.
2. Fire Extinguishers – South Beach still has one loaner but the rest of the facilities are done. There were two new extinguishers delivered to the terminal for the CXT buildings. They are not mounted yet. It was mentioned that Valley Fire Control can give a class on extinguisher use if anyone is interested.
3. HAZCOM – Still on the schedule for Jim Durkee to set up.

**INSPECTION REPORTS**

1. Quarterly and Monthly Inspections – Reports were received from all areas with no items of note. Kevin Corwin will be going over these reports with Devin as he will be replacing Kevin on the Safety Committee.

**ACCIDENT/INCIDENT REVIEW**

1. None Reported

**OPEN FORUM**

1. Eye Wash Stations – We discussed some of the items that need to be regularly inspected including eye wash stations. We currently use paper checklists for the stations rather than tags. Jim Durkee will look for proper inspection tags.
2. Sea Lions – There have been a couple of instances where sea lions have charged at employees when they were trying

to get the sea lions off the dock. We discussed mentioning sea lions in the employee safety manual as well as possible training in dealing with marine mammals. Kevin Corwin is going to check with Jen Kramer at ODFW to see if there are any signs about keeping away from sea lions. Discussed the port's responsibility to tourists that go down on the docks.

**The next Safety Committee Meeting should be held on Tuesday, July 14<sup>th</sup>, 2015 at 11:30am, in the South Beach Activities Room.**

---

Jim Durkee, Safety Committee Secretary



# South Beach Report

To: Port of Newport Board of Commissioners

From: Penny, South Beach Marina & RV Park

Date: July 5, 2015

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

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Due to rough ocean conditions the two June halibut openers did not generate as much transient boat activity as the May halibut dates. Tuna have been caught within 40 miles and lots of salmon have been tagged which kept the guest docks full.

Occupancy started out slow in the RV parks but traffic picked up and both parks were full the second two weeks in June. We have been busy taking reservations and most dates in July and August are booked.

<b>June Bookings</b>	Front Office	On Line
RV Sites	619	216
Boat Slips	319	30

## June Occupancy Figures:

	<b>2014</b>	<b>2015</b>	<b>Change</b>
Marina	9030	9845	9.03%
Marina RV	1792	2105	17.47%
Annex RV	657	607	-7.61%
<b>Totals</b>	<b>2449</b>	<b>2712</b>	<b>10.74%</b>

## AGENDA ITEM: GENERAL MANAGER'S REPORT

### ROGUE BREWERY EXPANSION

*[nothing in packet]* Relatively quiet month as we wait for the engineer to finish his work. I did meet with Brett to go over the other points, but at this point, we're really waiting to negotiate over the off-site improvements.

### 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 (next commission meeting is Aug. 25). If not, we can re-apply starting in February 2016.

### PILING REPLACEMENT PROJECT

*[nothing in packet]* This will be my final report on the PD-5 piling replacement project before Rick takes over the project.

The commercial diver started last week and will be accounting for pile stubs on PD-7, 5, 3 and Swedes. After the first day, the diver found 16 stubs on the E-wing alone on PD-7. I don't think it's a stretch to say we could have as many as 100 pile stubs to pull out.

Had a conversation with John van Staverern, our contract biologist, who helps us with our environmental permitting issues. The survey will be extremely helpful as he develops the permit application for in-water work starting in November. He did feel that the application will be straight forward.

Staff has already prioritized the pile to be replaced on PD-5 so the question will be how to balance the removal of pile stub and the replacement of pile. Rick will be developing the RFP on the best way to approach the project.

### 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.)

#### Financing

I submitted a project brief to Charlie Mitchell, the Economic Development Director for the Cascades West Economic Development District. We fine-tuned it and he will be sending to David Porter, the EDA administrator, charged with evaluating projects for funding.

The state legislature also approved another round of ConnectOregon, though this version will require a 30% match. This means that we'll need to have \$1.95-million in matching for a \$6.5-million project. The grant would be for \$4.55-million in that example. The application guidelines won't be out until November and normally there are additional points for a higher percentage of match, so we'll want to keep an eye out on that.

We have also had detailed conversations with the City about forming an urban renewal district. This financing option may cover a smaller amount of the project costs, but it could provide for additional funds that would benefit the Rondys property. The Halls will need to make a commitment to get out of its lease with the Port in order to enjoy those benefits, but it's unclear which direction they want to go.

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.

#### DHS PORT SECURITY GRANT

Should be hearing this week whether our grant application was successful.

#### YAQUINA BAY FRUIT PROCESSING (YBFP)

Received word last month that Harry Noah's purchase of the Bandon cranberry facility fell through. I followed up with Harry and he's interested in extending his lease, but not willing to invest any significant cash into the leased facility.

As background, the City and Port entered into an IGA allowing for Harry to come up with a game plan to get the facility into compliance with the city's land use code. The Port has a current lease with YBFP through April 1, 2016. The IGA indicated that the Port would present a schedule of how the property would be put into compliance by August 18, 2014. The Port never presented a plan since Harry had planned to move out by the end of the lease.

There simply is not much time for Harry to get into compliance with the W-2 zone requirements. He did note that he would need 2-3 months to close down the plant which would need to start early in 2016. An alternative to the closure would need to be developed with earnest in the next five months, which is pretty tight.

The options are as follows:

- (1) Closure
- (2) Modify the use so that the cherry manufacturing would be an ancillary use to a legal outright use. For example, Harry noted that he has an interest in starting a dulce seaweed which is an outright use but it would need to be 60-70% of the activity on site.
- (3) Add an interpretative use for tourism-related activity which would be allowed through a conditional use process.
- (4) Apply for a zone swap with I-3 zone at McLean Point. YBFP is an outright use in the I-3 zone and the Teevin Logyard may be an outright use in the W-2 zone.

Options 2-4 are all difficult to meet by next year.

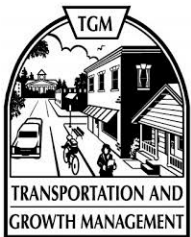
## SECURITY ISSUES

The Port has had a number of complaints against TCB. TCB has added body cameras and has shared video with staff showing their activity on some of the complaints. Staff will develop a flier explaining the process that TCB goes through when walking the docks and distribute with the help of OSU Extension, bill mailings, etc. We'll also address some of the parking issues that have recently hit the fleet as well.

## STAFF TRAINING

Staff Development and Training was a Tier 2 goal during my performance evaluation and I think we have some excellent opportunities available for employees that we've identified have growth potential in the organization. University of Alaska South has practical training for operations and Pacific Coast Congress has excellent training as well. We have three employees attending PCC this fall in Juneau and another employee will begin the UAS online courses. In addition, I am a capstone paper away from finishing my Masters in Public Administration which I'm hoping to complete by September. I appreciate the Commission's support for increased education and training for port employees.

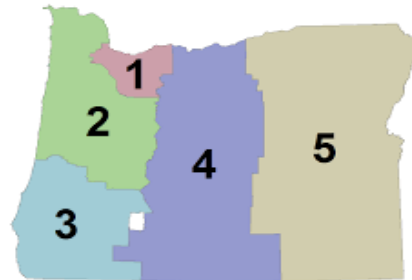
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## **2015 TGM APPLICATION UPDATE**

61 Total Applications Received Statewide:

- 15 from Region 1 (24.5%)
- 31 from Region 2 (50.8%) \*A Record Year!\***
- 6 from Region 3 (9.8%)
- 4 from Region 4 (6.5%)
- 2 from Region 5 (8.2%)



### **Total amount Available Statewide: \$2,500,000**

The amount of TGM funding for each Region is determined by the number of jurisdictions and the population in the Region and not the number of applications received. However, a strategic reserve fund is set aside for additional awards if a region has a great application that cannot be funded under the initial allocation formula. This could happen with Region 2 applications this cycle, if there are a large number of outstanding applications this year.

### **7 TGM applications received from the Linn, Benton & Lincoln County Area:**

- Benton County TSP Update
- City of Sweet Home TSP Update
- City of Waldport Highway 101/Highway 34 Downtown Refinement Plan
- CWCOG Florence/Yachats Inner-City Public Travel Options Plan
- Lebanon Transit Development Plan
- Lincoln County Transit Development Plan
- Port of Newport Vision Plan

### **NEXT STEPS:**

**JULY:** *Grant applications are scored by DLCD/ODOT staff & preliminary award recommendations are prepared for review*

**AUGUST:** *Award recommendations are reviewed by the TGM Advisory Committee – which includes local and state agencies, business, and the Governor's Office.*

**END OF AUGUST:** *TGM awards will be announced*

*As Needed: The ODOT/DLCD TGM management team makes additional decisions, as needed, regarding contingency and reserve funds*

**NEXT TGM GRANT CYCLE:** *Typically begins February 2016*

Memo of Understanding development between Port of Newport and Rondys Inc  
7/22/15

1. Dredge Spoils-
  - a. Port to spread and grade dredge spoils over majority of Rondys property
    - i. Establish locations and estimated amounts
      1. What will be used as fill on Ports property?
    - ii. 75k cubic yards of dredge spoils on Rondys Property
    - iii. 20k cubic yards +/- removed from wetland mitigation area
  - b. Topsoil
    - i. Port to remove 20k cy topsoil from Ports property
      1. Disposal location located off site
    - ii. split costs w Port to remove Rondys topsoil before spreading spoils?
    - iii. split cost to excavate and store topsoil on site?
    - iv. use of Ports DEQ burn permit?
  - c. Spreading of spoils to occur after filling wetlands and creation of mitigation site
    - i. What happens if lack of grant funding?
2. Wetlands and storm water-
  - a. Wetland fill and mitigation area to be funded with construction of Ports export facility
    - i. What happens if lack of funding?
  - b. Transfer of current wetland fill permit from Teevin Bros to Rondys
    - i. Covers .5 acres of wetlands on southern portion of I-3
  - c. Teevin/Port to file new fill permit for .5 ac of wetlands
    - i. Includes all .25ac of wetlands on Ports property and .22ac on Rondys
  - d. Creation of 1.07 ac rehabilitated wetland mitigation area on southern shore of Rondys property
  - e. Ditches and culverts for water conveyance to be appropriately sized for Rondys future needs
    - i. Creation of new ditch to convey water from export facility
  - f. Port to monitor wetlands/ facilitate conservation easement and maintain ditches
3. Road Use-
  - a. Determine impact of export facilities use on road to international terminal
    - i. Are improvements required?
    - ii. How will road be impacted by utility improvements
  - b. How to split costs for road maintenance
  - c. Dedicating ROW to the city?
    1. Concerns?

- ii. What improvements would be required?
  - iii. How can Urban Renewal District funds be used on the road?
- 4. Creation of Ports Export Facility
  - a. Detailed list of improvements to occur on Rondys property
    - i. Subject to Rondys approval
  - b. Utilities constructed to be easily expanded upon
  - c. Option/ opportunities for additional improvements?
  - d. What if project not fully funded?
  - e. Other opportunities for collaboration
- 5. Gear storage area
  - a. New agreement for Port to manage a gear storage area on Rondys property
    - i. After lease with Port has been dissolved
    - ii. Relocate gear storage area?
- 6. Future development and termination of current lease
  - a. Rondys and Port to continue mutually beneficial relationship for development of McLean point
  - b. To consider terminating current lease between Rondys and Port
    - i. Possibly in phases?
    - ii. Assess condition of property prior
    - iii. Other concerns for termination of lease?
  - c. Participate in a phased development process with City
- 7. \

-###-

INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE CITY OF NEWPORT AND THE PORT OF NEWPORT  
RELATING TO YAQUINA BAY FRUIT PROCESSING  
FACILITY COMPLIANCE WITH CITY ZONING STANDARDS

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

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

RECITALS

A. Yaquina Bay Fruit Processors ("YBFP") operates a maraschino cherry manufacturing facility on 2.57 acres of land that it leases from the Port. The property is located at 2000 SE Marine Science Drive.

B. The YBFP facility was permitted by the City of Newport in 2003. The property at that time was zoned W-1/"Water-Dependent". A water-dependent use is a use which needs contact with or use of the water for water-borne transportation, recreation, energy production, or water supply. The YBFP facility received conditional use approval as a water dependent use because it relied upon a salt water intake structure for cherry processing (File No. 3-CUP-03).

C. YBFP is non-compliant with its current conditional use permit in that it no longer utilizes a salt water intake as part of its manufacturing process. Further, it is impractical for YBFP to utilize such an intake structure.

D. Port was advised of the non-compliant nature of the YBFP operation on October 22, 2009. At that time, the Port was in the process of reconfiguring the YBFP lease area to accommodate the NOAA MOC-P development. On December 3, 2009 the Port advised that it intended to relocate the YBFP operation in its entirety to an appropriately zoned location in three years.

E. On December 29, 2009, the City acknowledged the Port's plan to relocate the YBFP facility within a three year timeframe.

F. On March 21, 2012, the Port submitted a request to the City to rezone the YBFP property from W-1/"Water-Dependent" to W-2/"Water-Related" and to create a conditional use permitting option in the W-2 district for manufacturing in conjunction with uses permitted outright in a C-2 district. The Proposal required YBFP to obtain a new CU permit and add retail, tourist oriented elements to its business model. In so doing, the Proposal resolved the land use compliance issue without relocating YBFP's operation. The rezoning and text request was approved by the City on July 16, 2012. (See, NMC 14.03.080(18) and Ordinance No. 2041).



G. While YBFP has expressed interest in redesigning its facility to include a tourist-commercial element, it has yet to submit an application for a conditional use permit. The YBFP lease with the Port is set to expire on April 1, 2015.

H. On May 22, 2014, the Port agreed to a one-year extension of the YBFP lease to April 1, 2016, contingent upon receipt of an agreement with the City allowing the Port to bring the property into compliance during the term of the extension.

## TERMS OF AGREEMENT


1. Port Obligations.
  - a. Port agrees to require its Lessee, YBFP, to obtain a CUP for manufacturing in conjunction with uses permitted outright in a C-2 District, and commence such uses in addition to its existing manufacturing use. The Port will not grant any further leases or lease extensions to YBFP until the existing facility is compliant with City zoning.
  - b. Specifically, compliance shall occur in accordance with benchmarks establishing the date by which a CUP will be submitted, building permit secured, and construction completed to ensure full compliance by April, 2016. Port shall provide the City with a schedule containing these benchmark dates no later than August 18, 2014.
2. City Obligations. Pursuant to its authority under City Zoning Code 14.47, and in accordance with the City's general policy to obtain voluntary compliance and to cooperate with the Port as a public entity, the City agrees to forgo enforcement against the Port for YBFP's non-compliance with its 2003 conditional use permit, so long as the YBFP continues to operate as currently constituted and the Port establishes, and ensures YBFP satisfies, the benchmarks required pursuant to Section 1 of this IGA.
3. Term of Agreement. This Agreement shall be effective through March 31, 2016.
4. Notice. All notice required under this Agreement shall be written and sent to the parties at the following addresses:

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


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

5. Attorney Fees. If either party commences any arbitration, legal action, suit, or proceeding against the other to rescind, interpret or enforce the terms of this Agreement, the parties agree that the prevailing party shall be awarded reasonable attorney's fees and costs incurred in any such arbitration, action, suit or proceeding and in any later appeals filed as a consequence thereof. Such costs shall bear interest at the statutory legal rate from the date incurred, until the date paid.
6. Severability. If any part, term or clause of this contract is held by a court or arbitrator to be unenforceable, of no effect or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the Agreement did not contain the particular part, term or clause held to be unenforceable.
7. Amendments. The terms of this Agreement may be waived, modified, supplemented or amended only upon written agreement of both parties.

PORT OF NEWPORT

  
By: Port Authorized Representative  
Date: 7.7.14

CITY OF NEWPORT

  
By: City Manager  
06-17-14



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The Career Training for Ports and Marinas program provides an opportunity for those working in coastal facilities to advance their knowledge and skills. Whether you are newly employed working on the docks or have management experience in the field, these courses enhance the skills required to be successful in a number of port, harbor and marina occupations.

The online courses are available for you to take in your own community, studying at your own convenience based on your availability.

This program was developed in partnership with the University of Alaska Southeast, Sitka Campus, Pacific Coast Congress of Harbormasters and Port Managers (PCC), Alaska Association of Harbormasters and Port Administrators, Harbour Authority Association of British Columbia, Washington Sea Grant, and the California Association of Harbormasters and Port Captains (CAHMPC).

### Inquire about Career Training for Ports and Marinas

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[907-747-7700](tel:907-747-7700)

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Each online training course is approximately 15-20 hours, with a 3-month time period to complete the work:

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- [Marine Structures and Materials](#)
- [Oil Spills: Prevention, Preparedness and Response](#)
- [Customer Service for Ports and Marinas](#)
- [Hazardous Materials and Waste: Risks and Controls](#)
- [Fire Safety for Ports and Marinas](#)
- [Marina Utilities: Water and Sanitary Sewer](#)
- [Harbor Administration](#)
- [Harbor Operations and Planning](#)
- [Marina Utilities: Electrical Systems](#)

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Description

Instructor's Advice

Availability

Effective operation and maintenance of harbors and marinas is dependent on employees having a solid understanding of the marine infrastructure installed at their workplace.

This course will cover major marine structures and building materials found in a harbor or small port. Marine structures are built of materials designed to withstand use in a marine environment.

Understanding the advantages and disadvantages inherent in using each marine building material will help harbor employees make good choices in their maintenance activities.

This course is part of the Career Training for Ports and Marinas series. Requirements for class: Must have a computer with internet access, speakers OR headphones, personal email address, Adobe Reader Flash Player.

### Inquire about Career Training for Ports and Marinas

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[800-478-6653](tel:800-478-6653) ext 7762

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### ▶ Harbors, Ports, and Marinas Program Information

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Sitka, AK, 99835

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