

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, January 24, 2017, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order6:00
- II. Changes to the Agenda.....6:01
- III. Public Comment.....6:02
- IV. Consent Calendar6:05
 - A. Minutes
 - 1. Regular Commission Meeting 12/20/2016.....p 3
 - 2. Special Commission Meeting 12/20/2016.....p 9
 - B. Financial Reports.....p 13
 - C. Renew Trident Seafood Fish Meal Leasesp 25
 - D. Renew Leslie Lee Lease.....p 33
 - E. Leisure Interactive LLC – 2017 Subscription Service Feep 37
 - F. Award of Contract to Side Swede’s Building and Replace Roof.....p 39
 - G. South Beach Sidewalk Improvementp 43
 - H. Approve Budget Committee, Officer and Calendarp 47
 - I. Resolution Restoring Recreational Immunity Rightsp 49
- V. Correspondence/Presentations.....6:08
 - A. Heather Mann, Midwater Trawlers Cooperative (MTC).....p 51
- VI. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid.....6:18p 73
 - C. 2017 Goal Setting Adoption (Refer to Work Session).....6:19
 - D. International Terminal Shipping Facility Update – Approve
Contract with EMC Engineers for Environmental Assessment6:21p 77
 - E. General Manager Annual Performance Evaluation.....6:23p 87
 - F. Director of Operations Recruitment Process6:25 ...p 127
- VII. New Business
 - A. Replacement of Port Directional Signs in South Beach, Lance Beck, OCA... .6:35 ...p 131
 - B. Resolution Setting Rates, Fees and Charges (ORS 294.160).....6:38 ...p 135
 - C. 2017 Annual Report (ORS 777.140).....6:40 ...p 145
- VIII. Staff Reports
 - A. Director of Finance.....6:45 ...p 149
 - 1. December 2016 Occupancy Report
 - B. Director of Operations.....6:47 ...p 151
 - C. General Manager6:52 ...p 155
 - 1. Rogue Mural Update
 - 2. NOAA Centennial Anniversary
 - 3. Permit Parking Map
 - 4. TCB Contract
 - 5. Joint City/Port Work Session, Feb. 17th at City Hall at Noon
 - 6. Chelsea Rose Update
 - 7. SDAO Conference and Training, Feb. 9-12 in Portland, Ore.
 - 8. PNWA Mission to Washington, March 12-16
- IX. Commissioner Reports7:05
- X. Calendar/Future Considerations7:10
 - A. 2/9 – 2/12/17..... SDAO Annual Conference
 - B. 2/11/2017 Ardor Adventures Love Run Love Race
 - C. 2/17Joint Work Session w/ City Council
 - D. 2/20/2017.....President’s Day, Port Office Closed

- E. 2/23 – 2/26/17.....Seafood & Wine Festival
- F. 2/26/2017... Ardor Adventures Seafood & Wine ½ Marathon
- G. 2/28/17..... Regular Commission Meeting
- XI. Public Comment7:12
- XII. Adjournment.....7:16
- XIII. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i) – PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES. No decisions will be made in Executive Session.

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

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

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PORT OF NEWPORT MINUTES

December 20, 2016

Regular Commission Meeting

I. CALL TO ORDER

Commission President Walter Chuck called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

Management and Staff: Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Jim Durkee, Interim Director of Operations; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Yale Fogarty, ILWU; Pat Ruddiman, ILWU; Keith Kaminski, ILWU; Barb Dudley, PON Mates; Kiera Morgan, KYTE Radio; Sara L. Skamsner, Foulweather Trawl; Debbie Fuller; David Allen, City of Newport Commissioner.

II. CHANGES TO THE AGENDA

Kevin Greenwood removed item VI(A), Heather Mann Midwater Trawlers Cooperative. This presentation will be postponed to January at Mann's request.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. PRESENTATION TO RICK FULLER, DIRECTOR OF OPERATIONS

Chuck presented a plaque to outgoing Director of Operations, Fuller, in appreciation for his work at the Port. Chuck said thank you on behalf of the Commission and wished Fuller the best of luck. Fuller thanked the Commission. He said that he has 40 years of career. Five and one half years ago, he had the privilege of being appointed the Facilities Manager at NOAA, and has continued to feel privileged during his career with the Port. Fuller said the current Commission represented change and progress, and was part of the success of the management team. Fuller said Greenwood's leadership allowed him to manage. While it was difficult to initiate change, the change was mandated. Fuller said his work was just a block in a strong foundation he passed off to Jim. Fuller added that his best teammate for 40 years was his wife: his counselor, sounding board, and friend. Fuller said he was leaving to take his wife out to dinner.

V. CONSENT CALENDAR

- A. Minutes:
 - 1. Regular Commission Meeting 11/15/2016
- B. Financial Reports
- C. Special Use Permits
 - 1. OSU Motorboat Operator Training Course
 - 2. 2017 Newport Bay to Brews Half Marathon & 10K
- D. CBP office trailer ADA Ramp – Design Purchase/Space Service Agreement
- E. NOAA Dredging 2017 – Billeter Marine contract

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

VI. CORRESPONDENCE/PRESENTATIONS

This item was removed from the Agenda.

VII. OLD BUSINESS

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid

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

C. International Terminal Shipping Facility Update

Greenwood said he, Chuck and Eric Oien had traveled to Seattle to meet with Leonard Smith and the regional EDA team regarding the \$2MM EDA grant application. Greenwood had learned that Hampton Lumber had met with Smith three to four weeks earlier, so Greenwood felt compelled to meet with the team to balance Hampton's comments. Greenwood felt that the meeting was constructive. The EDA grant was competitive with 12 applicants, including one other from SW Oregon. The scoring team had met on 12/12/16, but no information was available yet. Greenwood spoke with Congressman Shrader, who also said there was no word yet. Greenwood expected to hear from the EDA scoring committee by the end of the week, before the holiday. The City of Newport and the Port were keeping the building permit open, agreeing to move \$5000 of material from McLean Point to the airport. This would keep the permit open until the end of January, 2017. If the EDA grant were approved, this would be followed by a two month NEPA review, which the Port had ready to go. Chuck added he thought the meeting went pretty well. Bryan was familiar with the project, but Chris was not yet up to speed. Greenwood thanked Chuck for attending the meeting.

No action was taken by the Commission.

VIII. New Business

A. Draft Financial Report for Audit

Larrabee said he was happy to report a "boring" audit, which was a good thing. He directed the Commission to the staff reports with highlights of the audit draft, which showed how the Port is sustainable as an organization. Larrabee said that in the General Fund, there would be money used for the Pier project. He said that in 2017 there will be \$350K in dredging costs. For cash, \$3.5K was unrestricted; the rest was restricted for debt service. The personnel cost increase also reflected the Port is now fully staffed. Depreciation accounted for \$3.2MM. Larrabee said the Port has had two good years, but it was time to address deferred maintenance. The South Beach occupancy is an income driver, but the park will eventually hit a rate where the Port cannot continue a 3% increase every year. Other income sources are static. Patrick-Joling asked how maintenance was addressed at the RV Park. Larrabee said the Port had focused on the main complaints from guests, which were WIFI and landscaping. Another complaint was that an additional bathroom was needed. Other maintenance like electrical, etc., were addressed as problems arose. Patrick-Joling said she would like to see longer term plans for maintenance items. Lamerdin thanked Larrabee for the helpful summary. Lamerdin asked about the occupancy rate at the South Beach Marina. Larrabee said it was not 100%, and he relies on the SB Harbormaster for ideas to drive occupancy up, which also depends on water and sea conditions. Lamerdin suggested looking into making the SB Marina cost effective for mooring over winter. Larrabee said staff would also be marketing at local boat shows, highlighting using the Marina and not just parking here. Greenwood said that there are some capital improvement components that will be reviewed. He said that the reason this was a draft was because it was a last opportunity for Commission review and comment. The published report will be presented in January. Larrabee gave recognition to Mark Harris, staff accountant, for his experience and effort in the audit process; Harris is an excellent resource for the Port.

A motion was made by Beck and seconded by Brown to approve the Audit Report. The motion passed 5 – 0.

B. Resolution Adopting a Personnel Manual

Larrabee said the Personnel Manual had been vetted by the SDAO Human Resources Department. He pointed out some changes, which included the PTO policy. This policy provided for two less days for employees, but was not restricted for sick time vs. vacation time. The Port staff had bought in. Beck commented that there was also the opportunity for carry-over. Larrabee said the new hiring policy was meant to encourage internal promotion and provide opportunities for employees to make a career with the Port. The tuition aid policy was added to help employees improve skills and become a better employee, with the employee in turn committing to the Port for two years. If the employee should leave earlier, they would need to pay the money back to the Port. In response to questions from Commissioners, Larrabee said the tuition add offered would be at management's discretion. For example, the Pacific Coast Congress at \$200 per class, or the landscaping Master Gardeners class to benefit South Beach, or getting an accounting course for finance department employees. Any amount over \$5000 would still need to be approved by the Commission. Greenwood added this could be included in the budget process. Larrabee said each case would require a signed agreement, which could include that the Port would not pay for the course if the employee doesn't pass. The tuition aid would be especially valuable for developing entry level employees with talent. Beck added that it would also be a benefit to attract new hires.

Lamerdin suggested that the overtime policy could be clarified, and add overtime would require supervisor approval. He thought the work week should also be clarified. Larrabee said he will look at the language to provide clearer guidelines. Larrabee added that Hewitt had recommended changes to the retention of recruitment documents based on the Oregon Administrative Rules. Greenwood thanked Larrabee for his work on the Personnel Manual.

A motion was made by Lamerdin and seconded by Brown to adopt the Personnel Manual as amended. The motion passed 5 – 0.

C. 2017 Goal Setting Adoption

Greenwood said there were over 40 goals generated at the Work Session. He was not presenting the summary for a formal adoption, but rather to make sure the top goals accurately reflected the Commissioners' views. For example, he referred to the scoring matrix which based on the number of votes showed the International Terminal Shipping Facility as the number one goal, but received votes from only two of the Commissioners. Greenwood said it would be helpful for the Commissioners to use the summary provided to prioritize their top goals from 1 to 5. Patrick-Joling said she would like more time to review the goals, and suggested perhaps another Work Session in January.

D. Travel Oregon RDMO Support

Greenwood said he was surprised that there was so much interest, and advised the application deadline was in two days on December 22, 2016. The current Regional Destination Management Organization (RDMO) is Oregon Coast Visitors' Association (OCVA) out of Tillamook, who contracts with the Greater Newport Chamber of Commerce (COC). Greenwood said that the OCVA website is strong, but he has not seen much of their efforts. The RDMO receives a significant amount of funds, and the appointment is opened up every 2 years. The 1.8% Oregon State transient room tax will fund this program, which will increase to \$1.4MM this year. Greenwood said he had received three requests for Letters of Support from the Port of Newport, all from agencies the Port works with: Lorna Davis, COC; Marcus Hinz, OCVA; and Eric Dunker, OSU Extension Office. Greenwood said the Commission could opt to send three letters, no letters, one letter, or more than letter with varying degrees of support. Greenwood said there are no budget implications for the Port. The Port is a member of the COC, who Greenwood recommends for the Letter of Support. The COC is local and familiar with Newport. One of the goals of the Port was marketing, and the Port could apply for funds from the RDMO.

Beck said his wife, Susan Beck, is President of the COC. The OCVA is just one person in Tillamook. The COC currently does much of the work. OSU is huge and not visitor driven right now. Beck said he thought it would be good for the Port, the City of Newport, and the region for the COC to have the contract. If the Port were to send three letters, it would dilute the pool. Larrabee said that a letter of support is not a vote, but just says the Port supports these ideas. He said the Port could support all three entities. Greenwood said that all organizations could still get money from the fund; the RDMO just controls the fund.

A motion was made by Beck and seconded by Brown to send one Letter of Support for the Chamber of Commerce's application to be the Regional Destination Management Organization. The motion passed 5 – 0.

E. Insurance Renewals

Larrabee referred to the three insurance policies included in the packet for General & Property Liability, Marine Liability, and Flood & Earthquake Insurance. Beck said he had done a lot of work in the area of flood & earthquake insurance as an insurance agent, and felt the Port could get a better rate than the open from Landmark American Insurance Company. He proposed preparing a quote if the Commission felt it was appropriate. Larrabee said it was the fiduciary responsibility of the Commission to get a good rate, and recommended accepting the first two policies and tabling the third pending a quote from Beck. Greenwood asked the Commission to be cautious from an ethics perspective and would prefer to open the bidding to others as well. Beck said there is a time deadline since the policy expires January 6, 2017. Larrabee said he could call the Port's insurance agency, Payne West, to review their quote, and compare their new quote with one from Beck. Lamerdin asked if there were public posting options, and suggested posting on the website to preserve the perception of fairness. David Allen, Newport City Council, said the City goes through the bid process for professional services every three to five years, leaving enough time for the bids to be truly competitive. Greenwood suggested that a competitive bid process could be undertaken next year.

A motion was made by Brown and seconded by Patrick-Joling to accept the Insurance Policies as presented and direct staff to prepare bid documents for next year. The motion passed 5 – 0.

IX. DEPARTMENTAL REPORTS

A. Director of Finance

No discussion at this time.

B. Director of Operations

Greenwood welcomed Durkee, Interim Director of Operations and NOAA Facilities Manager. Greenwood said Durkee was also covering the International Terminal during Pete Zerr's vacation.

C. General Manager

1. Director of Operations Recruitment. Greenwood passed out copies of the Director of Operations prospectus to the Commissioners, which is also posted on the Port's website. Staff will begin the recruiting process, summarized in the meeting packet beginning on page 222. This effort will be nationwide. Greenwood said the Port would get out the advertising for the position quickly, and all dates proposed are tentative. Supplemental questions will be prepared, and the initial interviews will be conducted by the four sub-committees. The final decision would be made by the General Manager. Patrick-Joling suggested that a member of the Newport City Council serve on the elected sub-committee. Chuck suggested including Pete Zerr on the technical sub-committee, and Lamerdin on the elected sub-committee. Greenwood said he will send the information about the interview to City Council. Brown will also serve on the elected sub-committee.
2. Annual Performance Evaluation. Greenwood said he will send evaluation forms to the Commissioners as a Word document by email, along with his self-evaluation. Chuck asked Beck to collect the completed evaluations. The evaluations should all be returned by January 17th, and will be discussed in Executive Session at the January 24th Board meeting. On February 28th, the Commission will meet before the Board meeting to review and this meeting will include the resolution.
3. Resolution Setting Rates, Fees & Charges. Greenwood said the rates would be reviewed both internally and publically over the next six months. The Port of Seattle rates were included in the meeting packet for comparison. Brown suggested looking at other ports, including in Washington and California, for additional rate comparisons.

4. Budget Committee, Officers and Calendar. Greenwood said that Alan Brown's term on the committee was up, and suggested requesting Alan Brown to serve again. The Commission asked Greenwood to see if Brown would be interested in serving again.
5. 2017 Annual Report. Greenwood said that the ORS required an annual report, but did not specify format. In the past, the Commission submitted a list of accomplishments over the year. Any additions could be included, and the document will be prepared for adoption in January, 2017.
6. Rogue Brewery Expansion. Greenwood said the expansion was going smoothly and complimented SB Harbormaster Chris Urbach for his interactions with Rogue regarding the Port's expectations.
7. Marketing Update. Greenwood referred to the summary on page 241 of the packet. There was no additional discussion.
8. Rogue Mural. Greenwood said the Rogue mural discussion at the Special Meeting at noon provided good direction for follow-up with Rogue.
9. SDAO Conference. Greenwood said that he would be attending the SDAO Conference, and asked the Commissioners to let him know if they wanted to attend. Chuck said that he had found SDAO Conferences to be very informative.

X. COMMISSIONER REPORTS

Patrick-Joling said that the Newport Vision Committee, of which she is a member, will be meeting in January and will have an open house for input. She asked when the Commission would be meeting the Newport City Council. Greenwood said he was hopeful for a meeting in the first quarter of 2017.

Chuck asked the Commissioners to consider which liaison positions they may want to assume. Patrick-Joling said she would be a liaison to the Newport City Council, which was not currently on the list.

XI. CALENDAR/FUTURE CONSIDERATIONS

There were no changes to the Calendar/Future Considerations.

XII. PUBLIC COMMENT

Yale Fogarty said he was concerned about the income at the International Terminal. He felt some rates were low, for example the rate for the crane. He said that the things requiring the most maintenance are not making enough money. He suggested considering metering power. Fogarty said he had heard that fish processing may come to the Terminal and encouraged establishing tariffs. ILWU would be willing to work with the Port on tariffs. He stated that he felt this was a great Commission without bias or conflict of interest that was looking out for the best interest of the community

XIII. ADJOURNMENT

Having no further business, the meeting adjourned at 7:40 pm.

ATTESTED:

PORT OF NEWPORT MINUTES

December 20, 2016

Commission Special Meeting

I. CALL TO ORDER

Commission President Walter Chuck called the Commission Special Meeting of the Port of Newport Board of Commissioners to order at 12:00 noon at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

Management and Staff: Kevin Greenwood, General Manager; Jim Durkee, Interim Director of Operations; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Lee Fries, PON Mates; Ardis DeFreece, Artist.

II. CHANGES TO THE AGENDA

Greenwood asked that the order be changed to first discussing the mural then the Chelsea Rose.

III. ROGUE MURAL PROGRESS – PRESENTATION BY ARTIST ARDIS DEFREECE

Greenwood introduced DeFreece, and said she had completed her HMSC contract, with her art worked on permanent display in their visitors' center. Greenwood reminded the Commission that at the prior session with DeFreece, she had presented three conceptual designs and had collected Commissioner feedback to present the final sketch at this meeting. DeFreece said she has 20 years of mural experience. There will be another artist who will be painting the mural, so she needed to leave room for their interpretation in her design. DeFreece said she had taken the Commissioners' comments to consider what would work together for the mural. She said the elements might be moved around, which the mural artist should be able to do; the drawing was not a stencil. The drawing was approximately to scale, and there would be some space around the design when painted. Greenwood said the Commission would decide on the design, which would then be presented to Rogue for execution. This would be the last meeting with DeFreece. Beck confirmed that the sketches were the property of the Port. The Commissioners viewed the sketch. Lamerdin suggested that "OSU" be put on the stack or flag rather than on the side of the ship. Chuck suggested only one barrel with the cooper. Patrick-Joling asked if Joyce had already seen the drawing; Kevin said Joyce did not want to be involved in the design process. The ideas from this meeting will be shared with Brett Joyce at Rogue who will work with their graphic artist and muralist. Beck confirmed that the sketches were the property of the Port. Rogue may give feedback to the Port, but would take the decision of the Port for the design. Beck said the design was a nice concept that reflected well on South Beach, with maybe a few tweaks with the Rogue muralist. Patrick-Joling said the Yaquina Bay Lighthouse was an important landmark in the area and should be included. Chuck suggested adding a helicopter over the bridge. Brown said that the perception will change once the design is in color and in digital form.

Beck suggested that the activity of painting the mural could be a marketing tool. DeFreece said the time to complete would depend on the technique used by the muralist. Some muralists used a project to provide the outline for the design. The style used also was a time factor, with the following in order from shortest to longest:

Graphic. This is a flat style with large fields of color, not a lot of shading; think commercial art.

Impressionist. This is more dimensional than graphic, with looser brushstrokes.

Realistic. This style has more shading, more layers and depth.

IV. Chelsea Rose Lease

Greenwood introduced Cody Chase, and referred the Commission to the Lease and drawings included in the Meeting Packet. Chuck said that Chase had come to the Commission three years ago wanting to replace the Chelsea Rose. The Commission at the time wanted a boat. Chuck said Cody was a valuable member of the community and the Port. Chase said he wants to move forward with the project before summer. The artist's drawing he had received wasn't what he wanted, so this was not yet presented. The new structure would still have the Chelsea Rose feel and keep selling fish. Chase said his business on the barge at Port Dock 7 was not built by him, and he understood the Commission did not want another barge. He suggested what he is planning will be awesome. Beck asked about the draft. Chase said floats would be three feet deep. Bud Shoemake had given him the idea to base his design on the boathouse in Toledo. Beck commented this would give the illusion that it was in the water. Chase added that the design for the Chelsea Rose would have a similar rustic, old-school look of the Toledo boathouse with the addition of Chelsea Rose elements. Patrick-Joling suggested if the Port allowed Chase to proceed it might open it up for others to follow suit. Greenwood said that Chase's lease was grandfathered in, and the concern was for the commercial boat basin. Part of the justification for this lease was that the space could not otherwise be used by the Port. Lamerdin suggested that the Port look at the criteria that prevents this kind of business and maybe identify some flexibility. Greenwood said the Commission could change the rules with an amendment to the Facilities Code. Chuck said the concern was loss of area for the commercial marina. Brown said there were others selling off of fishing boats, and Chase's business was an exception. Don Mann had agreed that Chase could put money into repairing other aspects of the Chelsea Rose rather than repairing the motor. Greenwood says as he interprets the lease, Chase cannot sell his business to anyone. The bigger issue would be having other non-operating floating structures in the commercial marina. He suggested focusing on the Chelsea Rose for now and exploring other options at a future time. Lamerdin said there may be another commercial opportunity, and the policy should be reviewed next year. Beck said the Port should not discriminate because the Chelsea Rose was grandfathered in, but the Port is sympathetic to Chelsea Rose business.

Brown said the lease also said no other similar business would be allowed, and the lease specifies "F/V Chelsea Rose". Lamerdin asked if the Chelsea Rose is insured as a building or a boat; Chase says he has business insurance since this is not really a fishing vessel, with no tanks, fuel or Freon, just ice for cooling the fish. Lamerdin asked if the Chelsea Rose was cleaned for growth. Chase said they used a diver. Lamerdin said whatever is built should be able to be hauled if repair is needed. Greenwood said the lease allows for 60 feet of dock frontage, while the design showed only 40 feet. Cody said the additional footage would be used for skiff parking. The new design would also allow him to keep the totes off of the dock, which would be safer. Lamerdin asked about any impact on other dock users. Chase says it does get busy. Chuck said that there is good interaction, but sometimes transient boats ask about it. Patrick-Joling said she saw this as going 100% in the right direction, but other issues still need to be addressed.

Greenwood said he will speak with attorney Pete Gitner about a barge being called "F/V" would be an issue. Currently, Chase has a property right. The lease could be changed if both the Port and Chase agree. Chase said the front of the structure would be dockside, with the other side showing a mural of the Chelsea Rose. Lamerdin asked if Chase had checked building codes; Chase says he has not yet checked. Patrick-Joling suggested also asking Gitner about whether the name on the lease not matching the other documents was a problem, and suggested they all should be the same, especially when it came to insurance. Chase said the new structure would be easier to insure since it is not a 100 year old boat.

Beck asked when Chase wanted the Commission to make a decision. Chase said he planned to match a presentation next month and ask the Commission for a decision. Greenwood suggested Chase would need a minimum of two months to allow time for modification based on Commission feedback. Chase said he will be drawing a picture of the design concept. Beck asked about the requirement for \$1.7MM insurance, since insurance was not written for that amount. Greenwood said this was a graduated amount based on an OSU case.

V. PUBLIC COMMENT

Fries said Chase is a fishery business that deals with the fishing community. A business that sells t-shirts would have nothing to do with fishing. He suggested the Commission protect the footage of the dock. Port Dock 7 had 600 feet of dock missing because there was no money for repairs. Fries said that a business should support the commercial fishing or not be there. He asked if the business could be called "F/V Chelsea Rose". Patrick-Joling said the name would have to follow the DBA, which is now Chelsea Rose Seafood. Beck said this could be called a "change of exposure" by an insurance company

VI. ADJOURNMENT

Having no further business, the meeting adjourned at 1:05 pm.

ATTESTED:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer

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**Port of Newport
 Balance Sheet
 As of December 31, 2016**

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Available Cash & Equivalents	1,863,752.31	1,416,103.67	447,648.64
Restricted Cash & Equivalents	413,049.83	476,386.97	-63,337.14
Total Checking/Savings	2,276,802.14	1,892,490.64	384,311.50
Accounts Receivable			
Accounts Receivable	414,299.54	175,462.35	238,837.19
Total Accounts Receivable	414,299.54	175,462.35	238,837.19
Other Current Assets			
Allow for Bad Debt - CM	-20,000.00	-10,000.00	-10,000.00
Allow for Bad Debt - SB	-10,000.00	-4,000.00	-6,000.00
AR Property Tax	10,334.60	10,334.60	0.00
Cash Clearing	0.00	-749.47	749.47
Deferred OF - Contirb after MD	18,048.00	18,048.00	0.00
Due from Other Port Funds	30,908.76	59,418.12	-28,509.36
Net Pension Asset	146,594.00	146,594.00	0.00
Prepaid Expenses	39,000.29	40,588.35	-1,588.06
Undeposited Funds	396.00	-2,892.16	3,288.16
Total Other Current Assets	215,281.65	257,341.44	-42,059.79
Total Current Assets	2,906,383.33	2,325,294.43	581,088.90
Fixed Assets			
Capital Assets	85,670,010.77	85,670,010.77	0.00
Total Fixed Assets	85,670,010.77	85,670,010.77	0.00
TOTAL ASSETS	88,576,394.10	87,995,305.20	581,088.90
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	421,532.29	36,026.96	385,505.33
Total Accounts Payable	421,532.29	36,026.96	385,505.33
Credit Cards			
Chase VISA	0.00	4,186.70	-4,186.70
Total Credit Cards	0.00	4,186.70	-4,186.70
Other Current Liabilities			
Accrued Interest Payable	11,693.00	11,693.00	0.00
Current Portion-Long Term Debt	353,377.00	353,377.00	0.00
Deferred Revenue	154,297.37	190.95	154,106.42
Due to other Port Funds	0.00	4,289.80	-4,289.80
Lodging/Room Tax Payable	0.00	1,868.60	-1,868.60
Payroll Liabilities	26,619.17	32,133.89	-5,514.72
Total Other Current Liabilities	545,986.54	403,553.24	142,433.30
Total Current Liabilities	967,518.83	443,766.90	523,751.93

**Port of Newport
 Balance Sheet
 As of December 31, 2016**

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>
Long Term Liabilities			
2013 FF&C Bond Premium	111,892.75	111,892.75	0.00
Deferred IF - Proportion/Contri	31,249.00	31,249.00	0.00
Derferred IF - Invest Return	282,867.00	282,867.00	0.00
Less Current Portion L Term Deb	-353,377.00	-353,377.00	0.00
Long Term Debt	<u>8,480,410.74</u>	<u>8,480,410.74</u>	<u>0.00</u>
Total Long Term Liabilities	<u>8,553,042.49</u>	<u>8,553,042.49</u>	<u>0.00</u>
Total Liabilities	9,520,561.32	8,996,809.39	523,751.93
Equity			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	71,790,113.12	71,350,262.00	439,851.12
GAAP - Pension Expense	18,048.00	18,048.00	0.00
GAAP - Pension Income	140,846.00	140,846.00	0.00
Net Income	<u>-23,962.34</u>	<u>358,551.81</u>	<u>-382,514.15</u>
Total Equity	<u>79,055,832.78</u>	<u>78,998,495.81</u>	<u>57,336.97</u>
TOTAL LIABILITIES & EQUITY	<u>88,576,394.10</u>	<u>87,995,305.20</u>	<u>581,088.90</u>

Port of Newport
Profit & Loss Budget vs. Actual
July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	277,040.04	450,000.00	-172,959.96	61.6%
Launch Ramp & Trailer Storage	36,465.48	70,000.00	-33,534.52	52.1%
Lease Revenues	295,072.41	616,081.00	-321,008.59	47.9%
Miscellaneous Revenue	33,894.37	46,000.00	-12,105.63	73.7%
Moorage	629,608.21	1,189,000.00	-559,391.79	53.0%
RV Parks	499,962.34	754,000.00	-254,037.66	66.3%
Shipping Terminal Revenues	8,502.26	7,000.00	1,502.26	121.5%
Total Income	<u>1,780,545.11</u>	<u>3,132,081.00</u>	<u>-1,351,535.89</u>	<u>56.8%</u>
Gross Profit	1,780,545.11	3,132,081.00	-1,351,535.89	56.8%
Expense				
Debt Services	327,211.21	684,934.00	-357,722.79	47.8%
Materials & Services	661,754.37	1,425,200.00	-763,445.63	46.4%
Personal Services	543,694.03	1,300,616.00	-756,921.97	41.8%
Total Expense	<u>1,532,659.61</u>	<u>3,410,750.00</u>	<u>-1,878,090.39</u>	<u>44.9%</u>
Net Ordinary Income	247,885.50	-278,669.00	526,554.50	-89.0%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	2,427.15	4,000.00	-1,572.85	60.7%
Miscellaneous	4,508.08	0.00	4,508.08	100.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Property Tax Revenue	93,913.09	94,500.00	-586.91	99.4%
Total Other Income	<u>100,848.32</u>	<u>268,500.00</u>	<u>-167,651.68</u>	<u>37.6%</u>
Other Expense				
Capital Outlay	312,696.16	500,000.00	-187,303.84	62.5%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	60,000.00	60,000.00	0.00	100.0%
Total Other Expense	<u>372,696.16</u>	<u>660,000.00</u>	<u>-287,303.84</u>	<u>56.5%</u>
Net Other Income	<u>-271,847.84</u>	<u>-391,500.00</u>	<u>119,652.16</u>	<u>69.4%</u>
Net Income	<u>-23,962.34</u>	<u>-670,169.00</u>	<u>646,206.66</u>	<u>3.6%</u>

Port of Newport
Profit & Loss Budget vs. Actual - Admin
July through December 2016

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Hoist Dock & Services	1,500.00			
Lease Revenues	295,072.41	616,081.00	-321,008.59	47.9%
Miscellaneous Revenue	2,859.43			
Moorage	1,548.00			
Total Income	<u>300,979.84</u>	<u>616,081.00</u>	<u>-315,101.16</u>	<u>48.9%</u>
Gross Profit	300,979.84	616,081.00	-315,101.16	48.9%
Expense				
Debt Services	8,926.00	17,852.00	-8,926.00	50.0%
Materials & Services	200,451.10	392,900.00	-192,448.90	51.0%
Personal Services	256,535.38	510,748.00	-254,212.62	50.2%
Total Expense	<u>465,912.48</u>	<u>921,500.00</u>	<u>-455,587.52</u>	<u>50.6%</u>
Net Ordinary Income	-164,932.64	-305,419.00	140,486.36	54.0%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	2,427.15	4,000.00	-1,572.85	60.7%
Property Tax Revenue	93,913.09	94,500.00	-586.91	99.4%
Total Other Income	<u>96,340.24</u>	<u>266,500.00</u>	<u>-170,159.76</u>	<u>36.2%</u>
Other Expense				
Capital Outlay	0.00	200,000.00	-200,000.00	0.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	60,000.00	60,000.00	0.00	100.0%
Total Other Expense	<u>60,000.00</u>	<u>360,000.00</u>	<u>-300,000.00</u>	<u>16.7%</u>
Net Other Income	36,340.24	-93,500.00	129,840.24	-38.9%
Net Income	<u><u>-128,592.40</u></u>	<u><u>-398,919.00</u></u>	<u><u>270,326.60</u></u>	<u><u>32.2%</u></u>

Port of Newport
Profit & Loss Budget vs. Actual - NIT
 July through December 2016

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Hoist Dock & Services	152,093.96	193,000.00	-40,906.04	78.8%
Miscellaneous Revenue	224.10	5,000.00	-4,775.90	4.5%
Moorage	47,831.60	80,000.00	-32,168.40	59.8%
Shipping Terminal Revenues	8,502.26	7,000.00	1,502.26	121.5%
Total Income	<u>208,651.92</u>	<u>285,000.00</u>	<u>-76,348.08</u>	<u>73.2%</u>
Gross Profit	208,651.92	285,000.00	-76,348.08	73.2%
Expense				
Debt Services	137,341.50	443,460.00	-306,118.50	31.0%
Materials & Services	59,238.94	108,100.00	-48,861.06	54.8%
Personal Services	31,346.13	71,486.00	-40,139.87	43.8%
Total Expense	<u>227,926.57</u>	<u>623,046.00</u>	<u>-395,119.43</u>	<u>36.6%</u>
Net Ordinary Income	<u>-19,274.65</u>	<u>-338,046.00</u>	<u>318,771.35</u>	<u>5.7%</u>
Net Income	<u><u>-19,274.65</u></u>	<u><u>-338,046.00</u></u>	<u><u>318,771.35</u></u>	<u><u>5.7%</u></u>

Port of Newport
Profit & Loss Budget vs. Actual - SB
 July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	8,404.84	10,000.00	-1,595.16	84.0%
Launch Ramp & Trailer Storage	36,426.60	70,000.00	-33,573.40	52.0%
Miscellaneous Revenue	28,458.28	37,000.00	-8,541.72	76.9%
Moorage	345,358.52	669,000.00	-323,641.48	51.6%
RV Parks	499,962.34	754,000.00	-254,037.66	66.3%
Total Income	<u>918,610.58</u>	<u>1,540,000.00</u>	<u>-621,389.42</u>	<u>59.7%</u>
Gross Profit	918,610.58	1,540,000.00	-621,389.42	59.7%
Expense				
Debt Services	177,465.81	216,666.00	-39,200.19	81.9%
Materials & Services	287,059.95	604,400.00	-317,340.05	47.5%
Personal Services	151,286.22	342,800.00	-191,513.78	44.1%
Total Expense	<u>615,811.98</u>	<u>1,163,866.00</u>	<u>-548,054.02</u>	<u>52.9%</u>
Net Ordinary Income	302,798.60	376,134.00	-73,335.40	80.5%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	0.00	0.00	0.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	0.00	2,000.00	-2,000.00	0.0%
Other Expense				
Break-in Replacement	0.00	0.00	0.00	0.0%
Capital Outlay	11,571.25			
Total Other Expense	<u>11,571.25</u>	<u>0.00</u>	<u>11,571.25</u>	<u>100.0%</u>
Net Other Income	<u>-11,571.25</u>	<u>2,000.00</u>	<u>-13,571.25</u>	<u>-578.6%</u>
Net Income	<u>291,227.35</u>	<u>378,134.00</u>	<u>-86,906.65</u>	<u>77.0%</u>

Port of Newport
Profit & Loss Budget vs. Actual - CM
 July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	115,020.24	247,000.00	-131,979.76	46.6%
Launch Ramp & Trailer Storage	38.88	0.00	38.88	100.0%
Miscellaneous Revenue	2,352.56	4,000.00	-1,647.44	58.8%
Moorage	235,291.78	440,000.00	-204,708.22	53.5%
Shipping Terminal Revenues	0.00	0.00	0.00	0.0%
Total Income	<u>352,703.46</u>	<u>691,000.00</u>	<u>-338,296.54</u>	<u>51.0%</u>
Gross Profit	352,703.46	691,000.00	-338,296.54	51.0%
Expense				
Debt Services	3,477.90	6,956.00	-3,478.10	50.0%
Materials & Services	115,004.38	312,400.00	-197,395.62	36.8%
Personal Services	104,526.30	214,674.00	-110,147.70	48.7%
Total Expense	<u>223,008.58</u>	<u>534,030.00</u>	<u>-311,021.42</u>	<u>41.8%</u>
Net Ordinary Income	129,694.88	156,970.00	-27,275.12	82.6%
Other Income/Expense				
Other Income				
Miscellaneous	4,508.08	0.00	4,508.08	100.0%
Total Other Income	4,508.08	0.00	4,508.08	100.0%
Other Expense				
Capital Outlay	301,124.91	300,000.00	1,124.91	100.4%
Total Other Expense	301,124.91	300,000.00	1,124.91	100.4%
Net Other Income	<u>-296,616.83</u>	<u>-300,000.00</u>	<u>3,383.17</u>	<u>98.9%</u>
Net Income	<u>-166,921.95</u>	<u>-143,030.00</u>	<u>-23,891.95</u>	<u>116.7%</u>

Port of Newport - NOAA Fund
Balance Sheet
As of December 31, 2016

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Cash & Equivalents	5,415,070.90	5,251,389.55	163,681.35
Total Checking/Savings	5,415,070.90	5,251,389.55	163,681.35
Other Current Assets			
Derfered OF - Contrib After MD	2,957.00	2,957.00	0.00
Net Pension Asset	24,019.00	24,019.00	0.00
Prepaid Expenses	21,487.61	63,995.31	-42,507.70
Total Other Current Assets	48,463.61	90,971.31	-42,507.70
Total Current Assets	5,463,534.51	5,342,360.86	121,173.65
TOTAL ASSETS	<u>5,463,534.51</u>	<u>5,342,360.86</u>	<u>121,173.65</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,156.35	83,985.31	-82,828.96
Total Accounts Payable	1,156.35	83,985.31	-82,828.96
Other Current Liabilities			
Accrued Interest Payable	499,410.00	499,410.00	0.00
Current Portion Long-Term Debt	840,000.00	840,000.00	0.00
Due to Operations or Const Fund	5,978.76	13,975.28	-7,996.52
Vacation Payable	2,605.55	4,926.00	-2,320.45
Total Other Current Liabilities	1,347,994.31	1,358,311.28	-10,316.97
Total Current Liabilities	1,349,150.66	1,442,296.59	-93,145.93
Long Term Liabilities			
Deferred IF - Invest Return	46,347.00	46,347.00	0.00
Deferred IF - Prop/Contrib	5,120.00	5,120.00	0.00
Less Current Portion LT Debt	-840,000.00	-840,000.00	0.00
Long-Term Debt	21,554,006.00	21,554,006.00	0.00
Total Long Term Liabilities	20,765,473.00	20,765,473.00	0.00
Total Liabilities	22,114,623.66	22,207,769.59	-93,145.93
Equity			
Fund Balance	-16,324,635.85	-16,487,486.68	162,850.83
GAAP - Pension Expense	2,957.00	2,957.00	0.00
GAAP - Pension Income	23,078.00	23,078.00	0.00
Net Income	-352,488.30	-403,957.05	51,468.75
Total Equity	-16,651,089.15	-16,865,408.73	214,319.58
TOTAL LIABILITIES & EQUITY	<u>5,463,534.51</u>	<u>5,342,360.86</u>	<u>121,173.65</u>

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

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	3,573.32	10,500.00	-6,926.68	34.0%
Lease Income	1,262,734.38	2,542,000.00	-1,279,265.62	49.7%
Total Income	1,266,307.70	2,552,500.00	-1,286,192.30	49.6%
Expense				
Debt Service	1,442,366.88	1,997,335.00	-554,968.12	72.2%
Materials & Services	140,385.29	689,320.00	-548,934.71	20.4%
Personal Services	33,963.83	75,759.00	-41,795.17	44.8%
Total Expense	1,616,716.00	2,762,414.00	-1,145,698.00	58.5%
Net Ordinary Income	-350,408.30	-209,914.00	-140,494.30	166.9%
Other Income/Expense				
Other Expense				
Capital Outlay	2,080.00			
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	2,000,000.00	-2,000,000.00	0.0%
Total Other Expense	2,080.00	2,100,000.00	-2,097,920.00	0.1%
Net Other Income	-2,080.00	-2,100,000.00	2,097,920.00	0.1%
Net Income	-352,488.30	-2,309,914.00	1,957,425.70	15.3%

Facility Maintenance Reserve Fund

01/19/17

Balance Sheet

Accrual Basis

As of December 31, 2016

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	133,814.96	148,455.23	-14,640.27
Total Checking/Savings	<u>133,814.96</u>	<u>148,455.23</u>	<u>-14,640.27</u>
Total Current Assets	<u>133,814.96</u>	<u>148,455.23</u>	<u>-14,640.27</u>
TOTAL ASSETS	<u>133,814.96</u>	<u>148,455.23</u>	<u>-14,640.27</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	24,930.00	54,747.44	-29,817.44
Total Accounts Payable	<u>24,930.00</u>	<u>54,747.44</u>	<u>-29,817.44</u>
Total Current Liabilities	<u>24,930.00</u>	<u>54,747.44</u>	<u>-29,817.44</u>
Total Liabilities	<u>24,930.00</u>	<u>54,747.44</u>	<u>-29,817.44</u>
Equity			
Fund Balance	73,777.66	48,378.36	25,399.30
Net Income	<u>35,107.30</u>	<u>45,329.43</u>	<u>-10,222.13</u>
Total Equity	<u>108,884.96</u>	<u>93,707.79</u>	<u>15,177.17</u>
TOTAL LIABILITIES & EQUITY	<u>133,814.96</u>	<u>148,455.23</u>	<u>-14,640.27</u>

Construction Fund - Port of Newport

01/19/17

Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16	Dec 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	62,331.05	140,838.63	-78,507.58
Total Checking/Savings	62,331.05	140,838.63	-78,507.58
Total Current Assets	62,331.05	140,838.63	-78,507.58
TOTAL ASSETS	62,331.05	140,838.63	-78,507.58
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
A/P - Construction	5,815.00	11,742.33	-5,927.33
Total Accounts Payable	5,815.00	11,742.33	-5,927.33
Total Current Liabilities	5,815.00	11,742.33	-5,927.33
Total Liabilities	5,815.00	11,742.33	-5,927.33
Equity			
Fund Balance	79,229.46	183,266.66	-104,037.20
Net Income	-22,713.41	-54,170.36	31,456.95
Total Equity	56,516.05	129,096.30	-72,580.25
TOTAL LIABILITIES & EQUITY	62,331.05	140,838.63	-78,507.58

Bonded Debt Fund - Port of Newport

01/19/17

Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16	Dec 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Gen Obligation Bond MM-OCB	431,191.94	352,128.63	79,063.31
Total Checking/Savings	431,191.94	352,128.63	79,063.31
Other Current Assets			
Due from Operating Fund	0.00	4,289.80	-4,289.80
Property Tax Receivable	86,925.12	86,925.12	0.00
Total Other Current Assets	86,925.12	91,214.92	-4,289.80
Total Current Assets	518,117.06	443,343.55	74,773.51
Other Assets			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
Total Other Assets	91,334.00	91,334.00	0.00
TOTAL ASSETS	609,451.06	534,677.55	74,773.51
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Bonds Payable - Current	300,000.00	300,000.00	0.00
Total Other Current Liabilities	300,000.00	300,000.00	0.00
Total Current Liabilities	300,000.00	300,000.00	0.00
Long Term Liabilities			
2007 Series Bonds	4,209,263.00	4,209,263.00	0.00
2008 Series Bonds	4,304,912.00	4,304,912.00	0.00
2011 Series Bonds	5,211,741.00	5,211,741.00	0.00
Less Current Portion LTD	-300,000.00	-300,000.00	0.00
Total Long Term Liabilities	13,425,916.00	13,425,916.00	0.00
Total Liabilities	13,725,916.00	13,725,916.00	0.00
Equity			
Bonded Debt Fund Balance	-13,468,256.72	-13,468,256.72	0.00
Retained Earnings	221,003.95	0.36	221,003.59
Net Income	130,787.83	277,017.91	-146,230.08
Total Equity	-13,116,464.94	-13,191,238.45	74,773.51
TOTAL LIABILITIES & EQUITY	609,451.06	534,677.55	74,773.51



CONSENT CALENDAR AGENDA ITEM

DATE: *January 12, 2017*
RE: *Lease Renewals for Trident Seafoods Corp.*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Staff Accountant*

BACKGROUND

The final five year renewal term granted in the real property lease agreement with Trident Seafoods Corp. (dated January 22, 1992) expired on December 31, 2016. Trident Seafoods leases real property at their fish meal plant at the Newport International Terminal. Since the original lease agreement is 25 years old, additional time is needed to work with the Port's attorney to review, update and draft a new lease agreement. Thus, a one year extension through December 31, 2017 was drafted and approved by the lessee. The extension includes a an insurance clause requiring the Lessee to provide commercial general liability insurance with limits of not less than those adopted in the Port's current rate schedule.

Trident Seafoods Corp. also leases two portioned storage areas with a total square footage of 3,360 at the Newport International Terminal. The lease agreement for these storage areas also expired on December 31, 2016. A one year extension through December 31, 2017 was drafted and approved by the lessee.

Both lease extensions include an increase in monthly rent based on the Consumer Price Index (CPI), Portland index.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO EXTEND BOTH LEASES WITH TRIDENT SEAFOODS CORP. FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

-###-

ONE-YEAR LEASE EXTENSION
AND MODIFICATION OF LEASE

Dated December 16, 2016

RECITALS

1. On January 22, 1992, The Port of Newport, an Oregon port district, hereinafter referred to as Landlord, entered into a lease, hereinafter referred to as the Lease, with the predecessors in interest of Trident Seafood Corporation, hereinafter referred to as Tenant.
2. The present description of the premises is as described in the Lease.
3. The Lease called for options to renew for four additional five year terms which, in fact, were all exercised.
4. Subsequent thereto Landlord's standard policy regarding insurance has changed. Rather than specify an amount, Landlord may, from time to time, but not more frequently than once a year, require that the amount of insurance to be maintained by Tenant under Section 10.2 of the Lease be modified to comply with the resolution rate schedule currently in effect so that the amount adequately protects Landlord's interest.

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

1. The term presently in effect for the Lease as hereinabove described ends December 31, 2016.
2. Tenant desires to extend the Lease as if Tenant were exercising an option for renewal in the manner provided in the existing Lease.
3. The parties covenant and agree that the term of this lease extension shall be from January 1, 2017 through and including December 31, 2017.
4. This extension shall maintain the existing status quo and the Lease shall continue in full force and effect for an additional one year, except as modified herein.

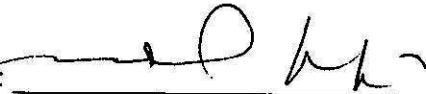
5. Section 10.2 of the Lease is hereby modified to replace the specification of a dollar amount of insurance required of Tenant, with Landlord's current policy of specifying the amount of insurance required as circumstances and prudent policy dictate.

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

LANDLORD:
PORT OF NEWPORT

TENANT:
TRIDENT SEAFOOD CORPORATION

By: _____

By:  _____

TRIDENT SEAFOOD CORPORATION LEASE EXTENSION

Dated December 16, 2016

RECITALS

1. Trident Seafood Corporation (Tenant) entered into a Lease Agreement with the Port of Newport (Landlord) on March 1, 2013 for the lease period ending December 31, 2016.
2. Unless a renewal occurs, the lease agreement will expire.
3. Landlord and Tenant desire to maintain a leasehold relationship.

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

1. The above referenced original Lease and any modifications thereto resulting in the present status quo between Landlord and Tenant be and are hereby affirmed. As a result, the existing lease arrangement shall be extended for a period of one year from January 1, 2017 through and including December 31, 2017.
2. The rent for this renewal term shall increase from that rent payable immediately prior to this Lease Extension by an amount equal to the greater of the increase of the Consumer Price Index (CPI), Portland index or 5%.
3. All other terms for the renewal term shall be the same as provided in said Lease.

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

LANDLORD:

TENANT:

PORT OF NEWPORT

TRIDENT SEAFOOD CORPORATION

By: _____

By:  _____

ONE-YEAR LEASE EXTENSION
AND MODIFICATION OF LEASE

Dated December 16, 2016

RECITALS

1. On January 22, 1992, The Port of Newport, an Oregon port district, hereinafter referred to as Landlord, entered into a lease, hereinafter referred to as the Lease, with the predecessors in interest of Trident Seafood Corporation, hereinafter referred to as Tenant.
2. The present description of the premises is as described in the Lease.
3. The Lease called for options to renew for four additional five year terms which, in fact, were all exercised.
4. Subsequent thereto Landlord's standard policy regarding insurance has changed. Rather than specify an amount, Landlord may, from time to time, but not more frequently than once a year, require that the amount of insurance to be maintained by Tenant under Section 10.2 of the Lease be modified to comply with the resolution rate schedule currently in effect so that the amount adequately protects Landlord's interest.

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

1. The term presently in effect for the Lease as hereinabove described ends December 31, 2016.
2. Tenant desires to extend the Lease as if Tenant were exercising an option for renewal in the manner provided in the existing Lease.
3. The parties covenant and agree that the term of this lease extension shall be from January 1, 2017 through and including December 31, 2017.
4. This extension shall maintain the existing status quo and the Lease shall continue in full force and effect for an additional one year, except as modified herein.

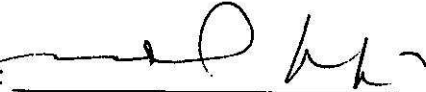
5. Section 10.2 of the Lease is hereby modified to replace the specification of a dollar amount of insurance required of Tenant, with Landlord's current policy of specifying the amount of insurance required as circumstances and prudent policy dictate.

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

LANDLORD:
PORT OF NEWPORT

TENANT:
TRIDENT SEAFOOD CORPORATION

By: _____

By:  _____

TRIDENT SEAFOOD CORPORATION LEASE EXTENSION

Dated December 16, 2016

RECITALS

1. Trident Seafood Corporation (Tenant) entered into a Lease Agreement with the Port of Newport (Landlord) on March 1, 2013 for the lease period ending December 31, 2016.
2. Unless a renewal occurs, the lease agreement will expire.
3. Landlord and Tenant desire to maintain a leasehold relationship.

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

1. The above referenced original Lease and any modifications thereto resulting in the present status quo between Landlord and Tenant be and are hereby affirmed. As a result, the existing lease arrangement shall be extended for a period of one year from January 1, 2017 through and including December 31, 2017.
2. The rent for this renewal term shall increase from that rent payable immediately prior to this Lease Extension by an amount equal to the greater of the increase of the Consumer Price Index (CPI), Portland index or 5%.
3. All other terms for the renewal term shall be the same as provided in said Lease.

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

LANDLORD:

TENANT:

PORT OF NEWPORT

TRIDENT SEAFOOD CORPORATION

By: _____

By:  _____



CONSENT CALENDAR AGENDA ITEM

DATE: *January 12, 2017*
RE: *Lease Renewal for Leslie Lee, Inc.*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Staff Accountant*

BACKGROUND

The annual lease agreement with Leslie Lee, Inc. for 1,440 square feet of storage space at the Newport International Terminal expired on December 31, 2016. Per the agreement, this lease will automatically renew each year as long as lessee is not delinquent in rent. Our records indicate that the lessee's account is current and that all monthly rent due in 2016 was paid in a timely manner.

The 2017 renewal agreement includes an increase in monthly rent based on the Consumer Price Index (CPI), Portland index and a new insurance clause requiring the lessee to provide commercial general liability insurance with limits of not less than those adopted in the Port's current rate schedule.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO RENEW THE LEASE WITH LESLIE LEE, INC. FOR ONE YEAR BEGINNING JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

-###-



January 10, 2017

Lee Woodard
Leslie Lee, Inc.
PO Box 2276
Newport, OR 97365

Dear Mr. Woodard,

Thank you for renewing your lease with the Port of Newport. We value your relationship with the Port. Attached, please find the lease agreement for the Newport International Terminal storage unit. Please sign and return it, keeping a copy for your records.

Effective with the 2017 lease, a commercial general liability insurance clause will be written into the annual lease agreement. The clause reads "The said Lessee shall at all times during the term hereof, at its sole cost and expense, procure and maintain in full force and effect a policy or policies of commercial general liability insurance issued by an insurance carrier approved by Lessor, insuring against loss, damage or liability of injury to or death of persons and loss or damage to property occurring from any cause whatsoever in, upon or about the premises or in connection with the business operated by said Lessee pursuant to this lease. Such liability insurance shall be written with limits of not less than said Lessor's current policy dictates. Said Lessor shall be named as an additional insured on the insurance. A certificate issued by the insurance carrier for each policy of insurance required shall be delivered to said Lessor upon the execution of this lease and thereafter, as to policy renewals, within thirty (30) days prior to the expiration of the term of such policy."

The Port of Newport Board of Commissioners, in Resolution 2016-02 dated May 24, 2016, included insurance limit requirements for Lessees as follows:

TYPE OF COVERAGE – Commercial General Liability	LIMIT REQUIRED
Each Occurrence	\$2MM
Damage to Rented Premises	\$300K
Medical Expenses – any one person	\$5K
Personal and Adverse Injury	\$2MM
General Aggregate	\$2MM
Products – Comp/Op Aggregate	\$2MM

Please provide us a Certificate of Insurance naming the Port of Newport as an additional insured. If you have any questions, please feel free to call. Thank you.

Sincerely,

Mark Harris
Staff Accountant

LEASE AGREEMENT

THIS AGREEMENT, entered into on this 1st day of January 2017, by and between the Port of Newport, hereinafter referred to as the Lessor, and Leslie Lee, Inc., hereinafter referred to as the Lessee.

WITNESSETH: That the said Lessor in consideration of the covenants herein mentioned, does hereby lease unto the said Lessee or administrators, for a period of one (1) year according to the conditions and provisions below, from January 1, 2017, to and including December 31, 2017, the following described premises, to-wit:

One portioned storage area, 1,440 square feet, marked area C on the attached floor plan, at a rate of \$.37 per square foot per month. The Lessee shall have the option to renew this agreement annually, and renewal shall be automatic for as long as Lessee is not delinquent in rent. The Lessee is responsible for the electric and trash utility and for applicable Lincoln County property tax estimated at \$66.00 per month or \$792 per year on the leased premises, which is included in the above lease rate.

The said Lessee does hereby promise and agree to pay said Lessor therefore the rent following, to wit:

Lease rate: \$535.41 (\$524.91 + CPI Portland of 2.0%) per month payable on the first business day of the month. The rent will be adjusted based on the Consumer Price Index (CPI), Portland index, with an annual minimum of 2% but not to exceed 3%.

Trash utility: Lessee's responsibility.

Electric utility: Lessor provides meter base; Lessee's responsibility to contact local server.

Taxes: Lessor will pay annual tax when due. A copy of the actual tax statement will be provided to lessee annually by the Lincoln County Assessor's office.

The said Lessee agrees to keep the premises clean and orderly, to allow no accumulation of gear or debris to be left or stored in the alleyway between or adjacent to the buildings, and to return said premises at the expiration of said time in as good order and condition as they are now in, reasonable wear and tear, fire and unavoidable casualties excepted.

The said Lessee shall at all times during the term hereof, at its sole cost and expense, procure and maintain in full force and effect a policy or policies of commercial general liability insurance issued by an insurance carrier approved by Lessor, insuring against loss, damage or liability of injury to or death of persons and loss or damage to property occurring from any cause whatsoever in, upon or about the premises or in connection with the business operated by said Lessee pursuant to this lease. Such liability insurance shall be written with limits of not less than said Lessor's current policy dictates. Said Lessor shall be named as an additional insured on the insurance. A certificate issued by the insurance carrier for each policy of insurance required shall be delivered to said Lessor upon the execution of this lease and thereafter, as to policy renewals, within thirty (30) days prior to the expiration of the term of such policy.

Any holding over by the said Lessee after the expiration of the term of this lease, or any extension thereof, shall be as a tenancy from month to month and not otherwise.

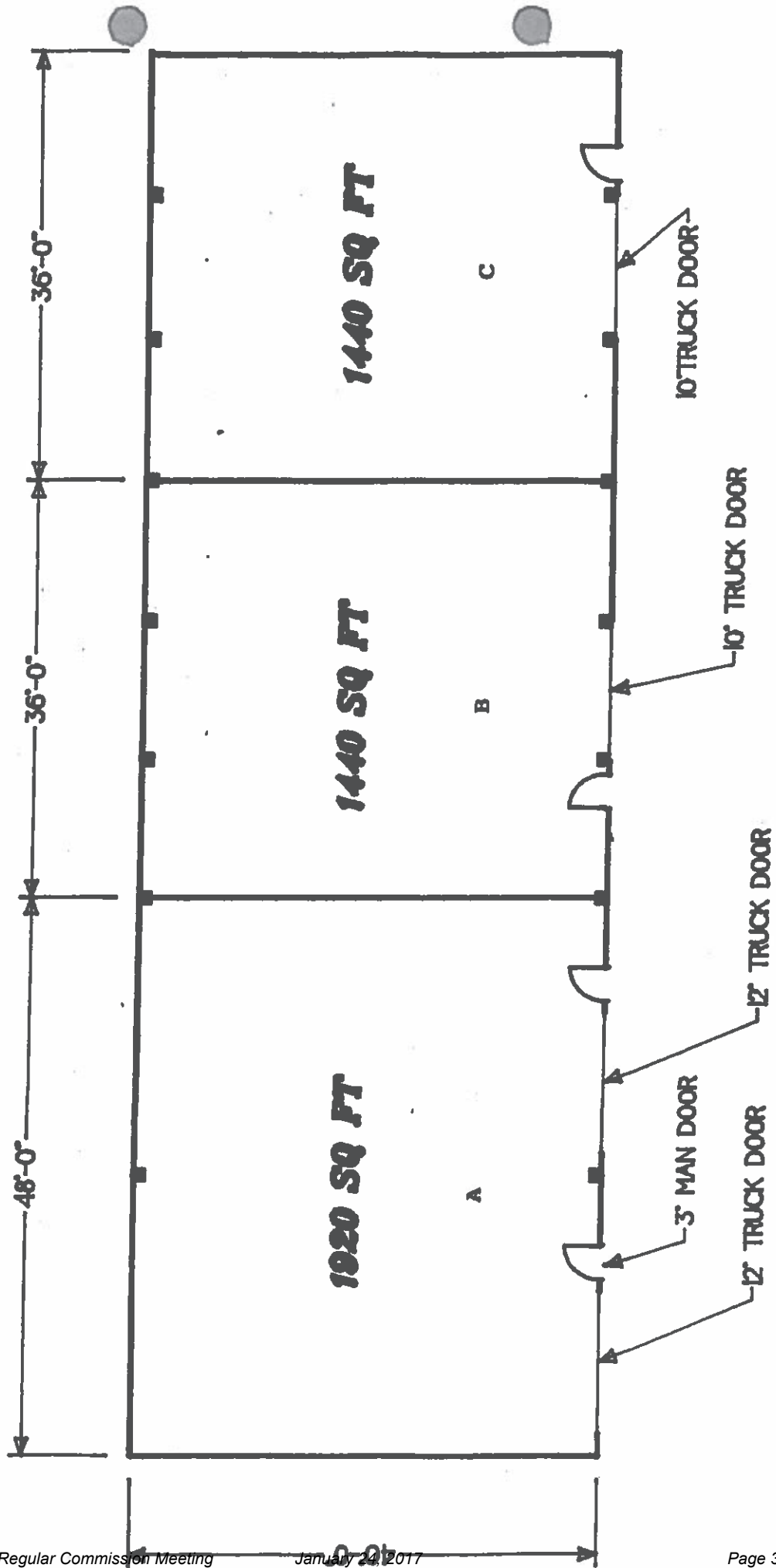
IN WITNESS WHEREOF, said parties have executed this agreement in duplicate.

Kevin Greenwood, General Manager
For Port of Newport, Lessor

Date

Lee Woodward
For Leslie Lee, Inc., Lessee

Date



1320 S. E. Bay Boulevard, Newport, OR 97365



CONSENT CALENDAR AGENDA ITEM

DATE: *January 17, 2017*
RE: *Leisure Interactive LLC – 2017 Subscription Service Fee*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Staff Accountant*

BACKGROUND

Leisure Interactive, LLC provides software application services over the internet. In July 2013, the Port signed an agreement to purchase an annual license for Leisure Interactive's Hercules Property Management software for front office and on-line reservation management, point of sale services, and financial reporting for use by the South Beach Marina and RV Park. The annual subscription rate for 2017 is \$6,300 and is due by January 31, 2017.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO PAY THE ANNUAL SUBSCRIPTION FEE INVOICE BY JANUARY 31, 2017 FOR AN AMOUNT NTE \$6,500.

-###-



Leisure Interactive, LLC
(dba Friend Communications)
1855 W. Katella Ave. Suite 200
Orange, CA 92867-3460
(714)628-3438
tkoury@leisureinteractive.com

INVOICE

BILL TO

Port of Newport Marina & RV
Parks
600 SE Bay Blvd
Newport, OR 97365

INVOICE # 16098

DATE 01/01/2017

DUE DATE 01/31/2017

DATE	ACTIVITY	AMOUNT
01/01/2017	Front Office - Two Year Subscription Service Hercules Annual Subscription Service Fee	6,300.00

BALANCE DUE

\$6,300.00



CONSENT CALENDAR AGENDA ITEM

DATE: 1/11/16
RE: Swede's Dock Repairs
TO: Kevin Greenwood / Port of Newport Board of Commissioners
ISSUED BY: Jim Durkee – Interim Director of Operations

BACKGROUND

Swede's Dock is used by the commercial fishing fleet for small construction and repair work and overflow moorage. The main float consists of a concrete deck that allows metal work without risk of fire. The building also contains the electrical distribution to the rest of the dock. It is supported by three metal pontoons that have been gradually deteriorating and require regular pumping. The approved 2016/17 Capital Improvement Budget lists Swede's Dock Electrical Dock repair project as priority #5 for large projects with a total approved budget amount of \$25,000. Port staff conducted a Request for Quotation (RFQ) to fill the pontoons with spray foam. Dustin's Custom Fiberglass was selected for price and qualifications. Port staff also received bids for replacement of siding and roofing on the building. Trevillian Construction was selected for price and qualifications.

PURPOSE, SCOPE AND DETAIL

Filling the main pontoons under the outside edges of the structure with closed cell spray-foam will prevent water penetration and reduce the risk of the building sinking. Replacement of roofing and siding will prevent penetration of rainwater and protect electrical distribution.

OPTIONS

1. Port staff considered placing other types of floatation between the pontoons but that may cause stress to the deck structure and would require further engineering.
2. Hauling out and reconstruction of the pontoons is cost prohibitive at this point in time.
3. Complete removal of the structure. This would mean removal of the dock without some type of replacement for the piling support and ramp platform and loss of a good service area for the fleet, a valuable work and staging area for the port and loss moorage overflow.
4. Complete removal of the building and the dock.

BUDGET IMPLICATIONS

\$25,000 was allocated for Swede's Dock repair out of the Facilities Maintenance Reserve Fund in the 2016/2017 budget. The total estimated project cost for the two contracts is \$27,735.90. The fund had a larger beginning Cash balance than originally projected and this will cover the additional actual costs for the project.

RECOMMENDATION

Swede's Dock is in need of floatation repair to prevent possible catastrophic failure and sinking. The dock typically brings in about \$4,000.00 a year directly as a work dock. Additionally it brings in monies for overflow moorage & electricity. Port operations uses the dock as a work staging area and tie up for port owned vessels and work

barges. This work should extend the lifetime of the dock at least ten years.

Staff therefore recommends that a Commissioner make a motion to:

AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR SPRAY FOAMING TWO PONTOONS ON SWEDE'S DOCK WITH DUSTIN'S CUSTOM FIBERGLASS IN THE AMOUNT OF NINETEEN THOUSAND SEVEN HUNDRED THIRTY-FIVE DOLLARS AND NINETY CENTS.

And

AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR ROOFING AND SIDING REPLACEMENT ON SWEDE'S DOCK WITH TREVILLIAN CONSTRUCTION IN THE AMOUNT OF EIGHT THOUSAND DOLLARS.

Best Value Analysis:

Company	Dustins custom fiberglass	Western Spray Foam	Skallerud Marine Inc.			
Contact	Dustin Nolta	Craig Schmidt	Brian Skallerud			
Phone	541-961-1030	503-860-8597	541-888-6677			
Email	dustinnolta@hotmail.com	craig@westernsprayfoam.com	PO box 5807 Charlston Ore 97420			
Criteria						
Total Price	19,735.90	35,704.00	58,591.00			
Delivery						
Load/Unload						
Recycling						
Installation						
Warranty						
Notes						

Best Value Analysis:

Company	Trevillian construction	Lieder Construction	Skriver Construction			
Contact	Ron Trevillian	Ted Lieder	Travis Skriver			
Phone	563-4496	541-270-3482	541-961-4158			
Email	N/A					
Criteria						
Total Price	8,000.00	8,950.00	14,850.00			
Delivery						
Load/Unload						
Recycling						
Installation						
Warranty						
Notes	\$4000 siding/\$4000 roof	\$8950total/no breakout for siding/roof	\$8000 siding/6850 roof			



CONSENT CALENDAR AGENDA ITEM

DATE: 1/18/16
RE: South Beach Sidewalk Improvement
TO: Kevin Greenwood / Port of Newport Board of Commissioners
ISSUED BY: Jim Durkee – Interim Director of Operations

BACKGROUND

After a few injuries caused during handling of dumpsters SDAO looked at the way dumpsters are handled in South Beach and made a few recommendations for improvements. First is the replacement of the old black top around the south fish table with new concrete. Second was creating four handicap accessible sidewalk access points along the north end of the marina. In addition to handicap access, these would provide forklift access to dumpsters at the top of the ramps.

PURPOSE, SCOPE AND DETAIL

Removal of old asphalt around south fish table and replacement with new concrete pad. Cut out gutter and sidewalk in four spots and replace with new concrete ramps.

OPTIONS

Besides looking at these improvements we looked at another mechanical handler to move the dumpsters but it didn't really fix the problem of getting dumpsters off the curb.

BUDGET IMPLICATIONS

Funds for this project are coming from the general fund, capital outlay. The Port is doing a 50/50 matching grant with SDAO to reimburse us for half the cost.

RECOMMENDATION

These improvements recommended by SDAO will improve safety and efficiency for Port employees as well as improve the area around the south fish table and overall access to the docks.

Staff therefore recommends that a Commissioner make a motion to:

AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR CONCRTE AND BLACKTOP REMOVAL AND PAD AND RAMP CONSTRUCTION WITH RK CONCRETE IN THE AMOUNT OF EIGHTEEN THOUSAND FIFTY-FIVE DOLLARS.

Best Value Analysis: SDAO Safety Grant Handicap Sidewalk Cuts

Company	Quality Concrete Construction	RK Concrete	JD Concrete			
Contact	Mike	Ryan Robert Knott	John			
Phone	541-270-2028	541-994-7269	541-270-5252			
Email	mike10.4@hotmail.com	rkoffice@embarqmail.co	N/A			
Criteria						
Total Cost	20,308.00	18,055.00	N/A			
Notes	Demo asphalt and haul away replace with concrete South fish table. Demo sidewalk at top of G,H,J and fuel dock replace with concrete handicap ramps.	Demo asphalt and haul away replace with concrete South fish table. Demo sidewalk at top of G,H,J and fuel dock replace with concrete handicap ramps.	Demo asphalt and haul away replace with concrete South fish table. Demo sidewalk at top of G,H,J and fuel dock replace with concrete handicap ramps.			

**SAFETY & SECURITY GRANT APPLICATION:
MITIGATING EXPOSURE TO
MUSCULOSKELETAL INJURIES**

Please complete each field below, either on this form or on a separate sheet. Be sure to print clearly.

Name of SDAO Member District: Port of Newport

Complete Mailing Address: 600 SE Bay Blvd Phone Number: 541.265.7758
Newport, OR 97365 Fax: 541.265.4235

Contact Person: Chris Urbach E-Mail: Chris@portofnewport.com

Does your district participate in the SDIS workers' compensation program? Yes No

District Budget (check one): <\$150K >\$150K and <\$350K >\$350K

Brief description of proposed project: 1) Cut, remove and reconfigure walkways/curb at 4 locations to provide ramps for forklift access to rolling dumpsters. 2) Remove asphalt at S. fish cleaning dumpster station and replace with larger concrete pad area for forklift access. Forklift access to dumpsters will eliminate the need to manually move the heavy dumpsters which have caused four musculoskeletal injuries to date.

Total cost: \$20,308.00

Breakdown of cost(s): Ramps at G, H, J, fuel dock - Demo/haul \$6,000.00 Concrete \$7,748.00
Pad at S. Fish station - Demo/haul \$2,820.00 Concrete \$3,740.00

Impact on staff, volunteers, and/or community safety: Accessing and moving the heavy dumpsters by hand has caused four reportable injuries to date. Creating access for forklifts will remove the dangerous hazard of pushing and pulling the rolling dumpsters to an accesable area by staff.

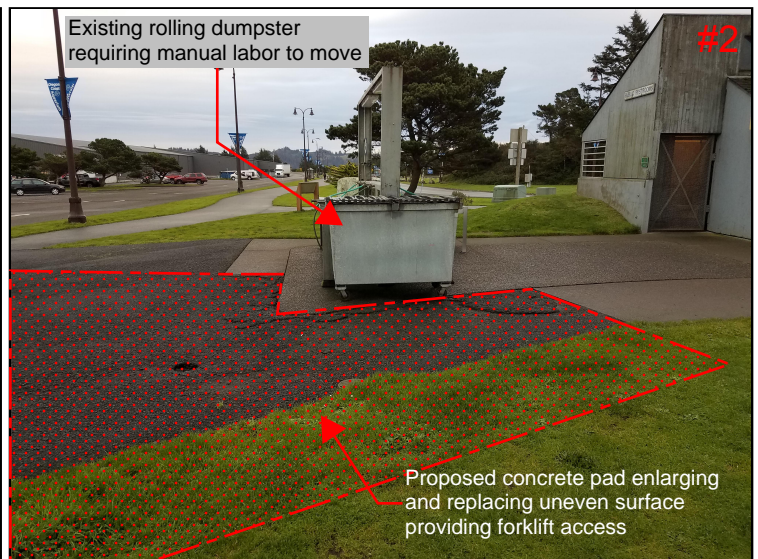
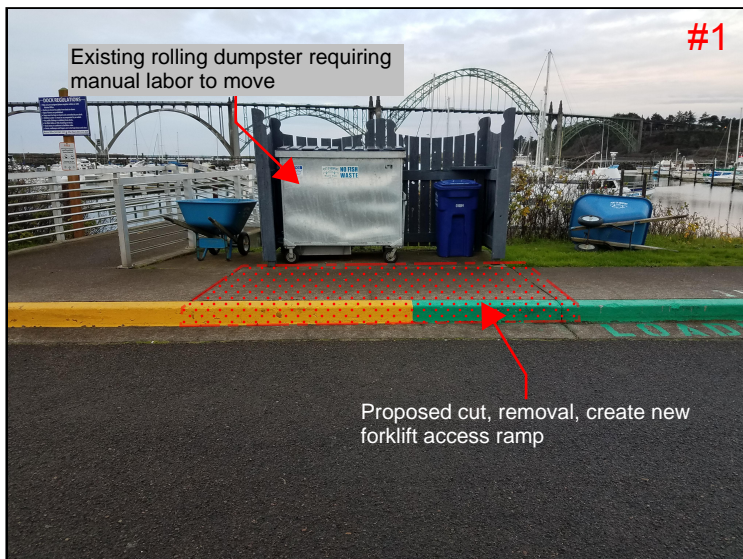
*** NOTES:**

- Priority will be given to SDIS workers' compensation program participants.
- Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered.
- Labor costs for district employees are not eligible for in-kind matching.

To be considered, your grant application must be completed in full and submitted to SDAO no later than noon on Friday, December 2, 2016. Submit completed applications to SDAO, PO Box 12613, Salem, Oregon 97309, fax to 503-371-4781, or e-mail to sgalaway@sdao.com. Questions? Contact Sandy Galaway at 800-285-5461, extension 111 or 503-375-8891.



Project Location



Location Detail



PROPOSED CALENDAR, BUDGET COMMITTEE AND OFFICERS FOR FY 2017-18

BUDGET CALENDAR

TUESDAY, JANUARY 24

Approve calendar, committee, and budget officers.

MONDAY, FEBRUARY 27

Dept. Heads receive direction on identifying priorities/operational changes

TUESDAY, MARCH 14

Management Team convenes to discuss budget.

TUESDAY, MARCH 28

Finance Officer presents working budget for Management Team review. Commission Work Session packet distributed.

TUESDAY, APRIL 4

Commission Budget Priorities Work Session, Noon. Review Personnel Services, Revenues and Capital priorities

(Second Work Session, 4/11 if needed)

WEDNESDAY, APRIL 26

Publish first notice of budget committee meeting. (Notice to *News Times* by Thurs., 4/20) (Add Notice to Port's web site or public second notice)

TUESDAY, MAY 2

Deliver agenda, budget message, and proposed budget to committee members (1 week prior to meeting).

TUESDAY, MAY 9

Budget committee meets, 6:00 p.m.

(Second Committee Meeting, 5/16 if needed)

WEDNESDAY, JUNE 7

Publish hearing notice and summary. (Notice to *News Times* by Thurs., 6/1)

TUESDAY, JUNE 20

Public hearing and adopt budget resolution, 6:00 p.m.

TUESDAY, JULY 11

Submit budget documents to County Assessor

- LB-50 x 2
- Budget Resolution x 2

TUESDAY, SEPTEMBER 26

Submit budget documents to County Clerk.

- Budget Message (from budget committee)
- Budget Detail (LB forms from June meeting)
- Meeting affidavit (from paper)

BUDGET COMMITTEE MEMBERS

(Freeholder positions are three-year terms)

FREEHOLDERS

1. Fred Postelwait (1994)..... June 30, 2018
2. Brian Barth (1996) June 30, 2017
3. Alan Brown (2003)..... June 30, 2016
4. Ron Benfield (1990)..... June 30, 2017
5. Mark Collson (2012) June 30, 2018

COMMISSIONERS

1. Walter Chuck (2011) June 30, 2017
2. Steve Beck (2016) June 30, 2017
3. Stewart Lamerdin (2015)..... June 30, 2019
4. Ken Brown (2014) June 30, 2017
5. Patricia Patrick-Joling (2015)..... June 30, 2019

BUDGET OFFICER

Kevin Greenwood, General Manager (2014)

All budget meetings will be held at the South Beach Marina & RV Park Activities Room.

From: [Alan Brown](#)
To: [Kevin Greenwood](#)
Subject: RE: Port of Newport budget committee
Date: Friday, January 06, 2017 7:19:50 PM

Kevin
I'm willing !

Alan

From: Kevin Greenwood [mailto:kgreenwood@portofnewport.com]
Sent: Friday, January 06, 2017 7:47 AM
To: Alan Brown
Subject: Port of Newport budget committee

Alan,

Your term on the Port's budget committee ended last June, but the Commission asked me to see if you'd be interested in serving another three year term. Feel free to respond to this email and I'll pass it along to the Commission at their January regular meeting. Thank you for your service on the budget committee over the years and hope you're having a great new year!

Kevin Greenwood, General Manager
Port of Newport
600 SE Bay Blvd.
Newport, OR 97365
(541) 265-7758
(541) 961-9517 cell
www.portofnewport.com



This email has been checked for viruses by Avast antivirus software.

www.avast.com

**PORT OF NEWPORT
RESOLUTION NO. 2017-01**

A RESOLUTION RECOMMENDING RESTORING RECREATIONAL IMMUNITY RIGHTS

WHEREAS, in 1995, the Legislative Assembly declared it to be the public policy of the State of Oregon to encourage landowners to make their land available to the public for recreational purposes by limiting their liability toward persons entering thereon for such purposes, and;

WHEREAS, recreations purposes includes, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water sports, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, including the above aforementioned activities, as well as: gardening, woodcutting and for the harvest of special forest products, and;

WHEREAS, the Public Use of Lands Act has increased the availability of land for free recreation by citizens and visitors alike by limiting liability to cities, counties, park districts, irrigation districts, schools and private landowners, including property-owner associations, farmers and timber companies that, by virtue of this act, allow members of the public to use or traverse their lands at no charge for recreation purposes, and;

WHEREAS, for twenty years, the Public Use of Lands Act has been broadly interpreted to extend this immunity from liability to apply not only to landowners but also to the landowner's employees agents, and volunteers, and;

WHEREAS, in *Johnson v. Gibson*, the Oregon Supreme Court held that when the Legislature passed the Public Use of Lands Act, it intended to immunize only the landowner, otherwise the Legislative Assembly would have included employees, agents and volunteers in the Act, and;

WHEREAS, this ruling effectively undermines a landowner's recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees and most, if not all, landowners who allow access to their lands free of charge will ultimately be responsible for the negligence of their employees that results in injury to a member of the public or property, and;

WHEREAS, landowners will likely face substantially increased insurance premiums for this new risk exposure and/or have to close their property or amenities to Oregonians trying to recreate due to the result of this decision.

NOW, THEREFORE, let it be known that the Port of Newport Board of Commissioners supports legislation in the 2017 Oregon Legislative Assembly promulgated to restore recreational immunity to landowners and their officers, employees, agents or volunteers who are acting within the scope of their employment or duties so to allow Oregonians to access their lands for recreational use and enjoyment.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 24th day of January 2017.

Walter Chuck, President

ATTEST:

Patricia Patrick-Joling, Secretary/Treasurer

PRESENTATION AGENDA ITEM

DATE: *January 24, 2017*
RE: *Heather Mann, Midwater Trawlers Cooperative*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Kevin Greenwood, General Manager*

BACKGROUND

Last year Heather Mann, Executive Director of the Midwater Trawlers Cooperative (MTC), asked to make a presentation to the Port Commission showing the impact of the fleet and their use of the international terminal to Newport.

There is heightened concern from the distant water fleet and midwater trawlers that with pending shipping opportunities their use of the international terminal will be reduced. Heather wants to reiterate the relationship of the fleet to the community.

She noted that she and Yale Fogarty had served on the GO bond committee ten years ago and that MTC is well aware of the multi-use nature of the terminal.

PRESENTATION

Heather's presentation was distributed on January 18th to the Commission and is included in the meeting packet as well. I met with Heather on January 17th to review the presentation and thank her for her co-op's support for the terminal project.

I have also included a summary of the P&L and debt service for the terminal business unit as well. We discussed the Port Commission's desire to pull the IT out of the red and shipping seems like the most possible way to do that.

LETTER OF SUPPORT SUBSTANTIATING JOBS FOR STATE LOAN

In your packet is a letter from MTC on the total jobs supported by the International Terminal. This however won't meet the requirements by the state of Oregon for the \$400k forgivable loan. Heather has agreed to reach out to boat owners and service providers in the Yaquina Bay area to quantify the "new" jobs created since the terminal has been re-opened. We should be able to get this completed by the end of February to meet the state requirement to forgive the loan.

It should be noted that showing these jobs does not limit or restrict the Port in searching for or developing new users for the facility.

-###-

Port of Newport
International Terminal Shipping Facility Profit and Loss and Loan Analysis

Profit and Loss for the Fiscal Year Ending 6/30/16	<u>International Terminal (General Operating Fund)</u>
Income	
Hoist Dock and Services	\$ 262,855
Lease Revenues	192
Miscellaneous Revenue	7,004
Moorage	94,570
Shipping Terminal Revenues	<u>18,704</u>
Total Income	<u>383,325</u>
Expense	
Debt Service	441,442
Materials and Services	102,130
Personal Services	<u>59,543</u>
Total Expense	<u>603,115</u>
Net Income	<u><u>\$ (219,790)</u></u>
Long-Term Debt as of 6/30/16	<u>Balance</u>
Loan	
Full Faith and Credit Obligation Bond Series 2013	\$ 847,600
OR Special Public Works Fund Loans	
L00012	51,097
Q10001	1,182,359
L12005	2,791,825
Promissory Note *	400,000
Oregon Coast Bank	
2010 Loan	<u>368,535</u>
Total Long-Term Debt - International Terminal	<u><u>\$ 5,641,416</u></u>
Current General Operating Fund Annual Debt Service **	<u><u>\$ 445,000</u></u>

* Additional financing under a no interest forgivable loan. Debt will be forgiven by the State upon the creation of 50 FTE jobs.

** Debt service continues through 2032 and does not include any new debt related to the shipping facility.



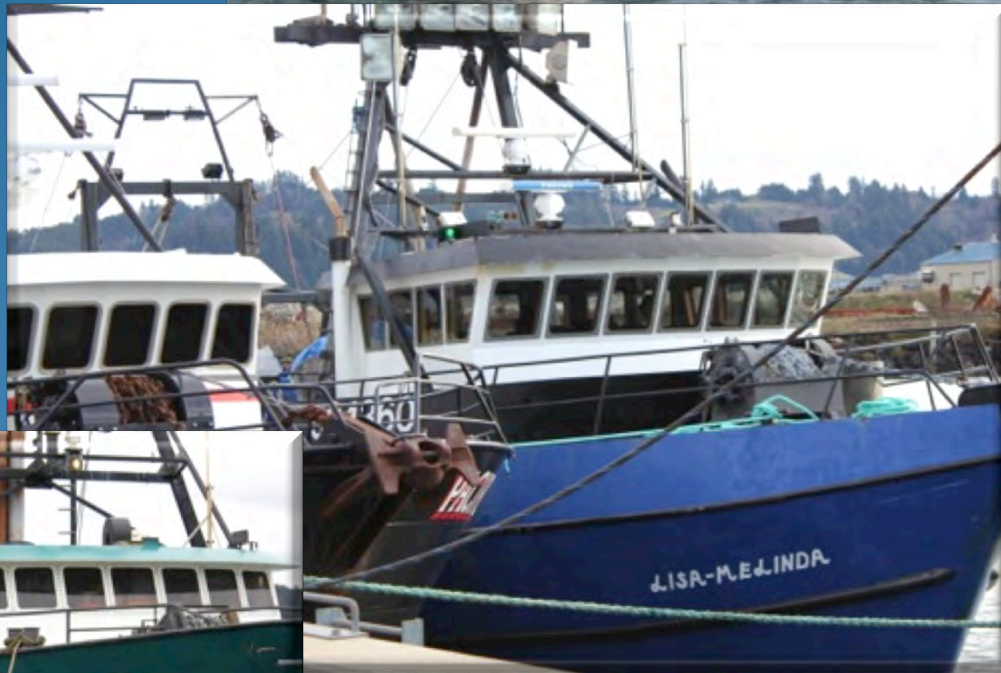
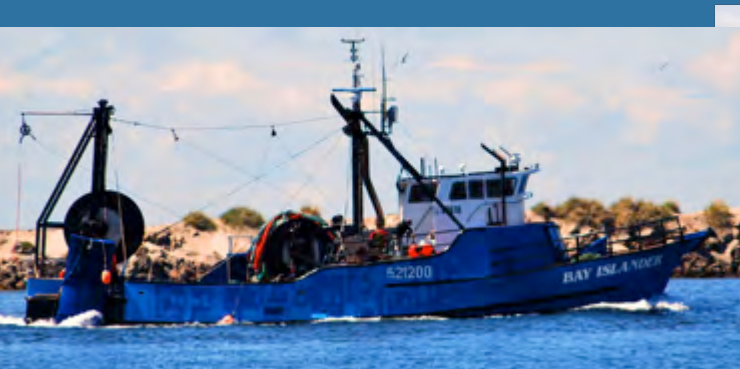
Heather Mann Director

January 24, 2017

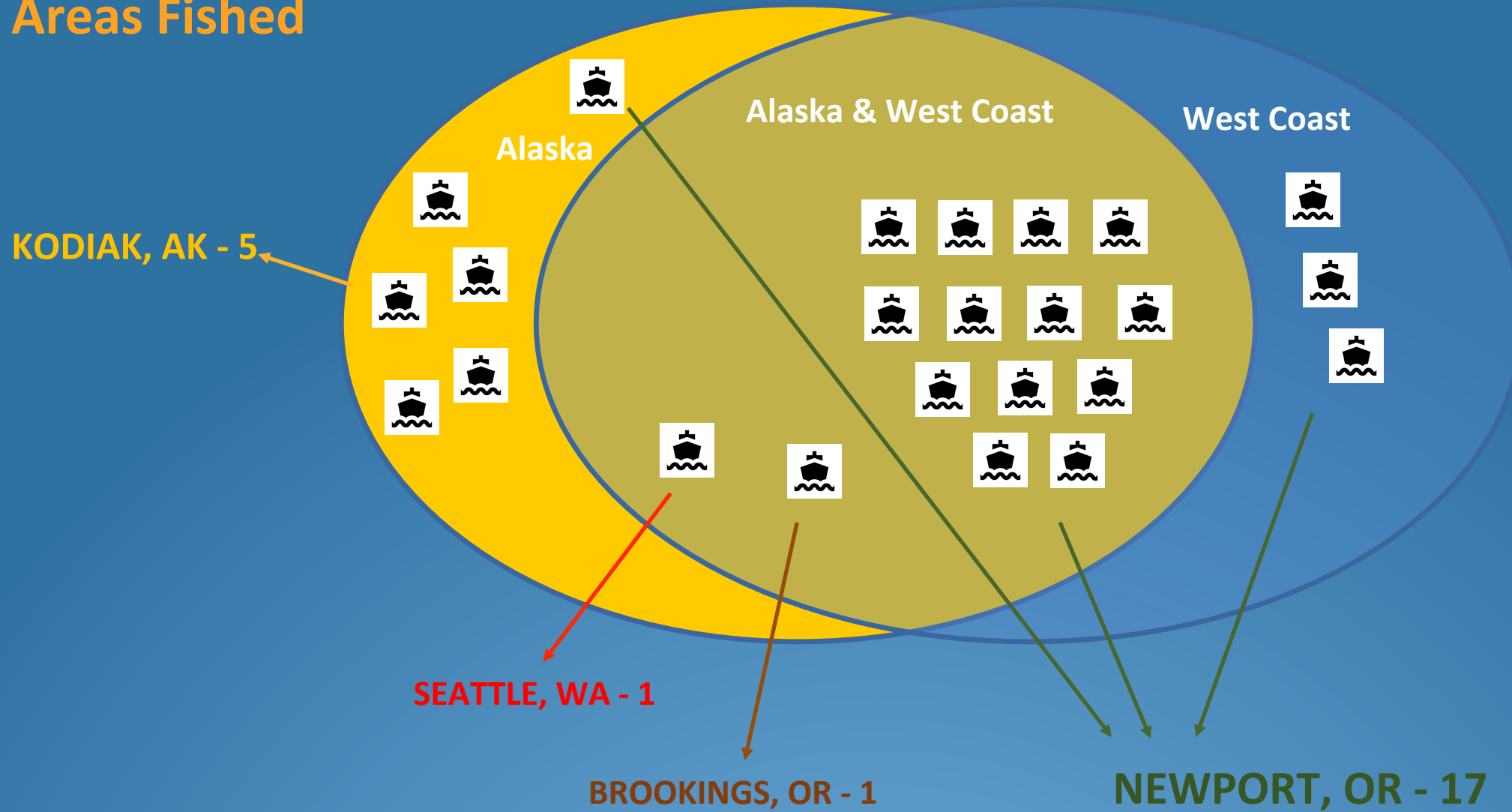




- U.S. Congress
 - U.S. Coast Guard
 - NOAA / National Marine Fisheries Service
 - Pacific Fishery Management Council
 - North Pacific Fishery Management Council
 - International Pacific Halibut Commission
 - Departments of Fish & Game AK, WA, OR & CA
 - Commissions and legislatures AK, WA, OR & CA
-
- ✓ Magnuson Stevens Fishery Conservation and Management Act
 - ✓ Endangered Species Act
 - ✓ Marine Mammal Protection Act
 - ✓ National Environmental Policy Act



MTC Members: Home Port and Areas Fished











- Pollock
- Pacific Cod

- Pollock
- Pacific Cod
- Groundfish

- Pacific Whiting (hake)
- Groundfish (rockfish, sablefish, flatfish)

FISHERIES / ANNUAL SEASONS

<u>Fisheries</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bering Sea Cod	A	A	A	B	B	B/C	C	C	C	C	closed	closed
Bering Sea Pollock	A	A	A	A	A	A/B	B	B	B	B	closed	closed
Gulf of Alaska Cod	A	A	A	A	A	A	closed	closed	B	B	closed	closed
Gulf of Alaska Pollock	A	A	A/B	B	B	closed	closed	C	C	D	closed	closed
Gulf Rockfish	closed											closed
WC Hake	closed											
WC Groundfish												

Distant Water Fleet



In 2014 Oregon vessels generated \$128,000,000 from all Alaskan fisheries

Source: Oregon Department of Fish & Wildlife

Port of Newport

Year	Landings	US Rank	Revenue	US Rank
2015	65,000,000	21	\$32,900,000.00	32
2014	124,000,000	11	\$52,600,000.00	22
2013	126,800,000	15	\$55,100,000.00	19
2012	80,200,000	17	\$37,200,000.00	30
2011	79,000,000	19	\$43,800,000.00	26



MTC Vessels directly employ over 150 people as boat Captains and Crew.

Hundreds of additional jobs are supported in the community:

- ✓ Seafood Processors
- ✓ Marine Supply
- ✓ Fuel Docks
- ✓ Boat Work & Ship Yards







QUESTIONS?



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

RE: Jobs Supported by the International Terminal at Port of Newport

Dear Mr. Greenwood,

Midwater Trawlers Cooperative (MTC) is a not-for-profit trade association that represents 24 trawl catcher vessels. MTC vessels fish for whiting and Groundfish off the west coast and most of them spend part of the year travelling north to the Bering Sea and Gulf of Alaska to fish for Pollock, cod and Groundfish. The Port of Newport's International Terminal dock is critical to the success of MTC vessels.

When the bond measure to improve the International Terminal was originally passed the docks were only able to provide moorage for three vessels at one time. Vessels had to haul out in other locations like Seattle. More importantly, the dock was slated to close due to safety concerns. Following the improvements, upwards of 14-15 vessels can be serviced at one time and the terminal serves as a staging area that then supports the Port of Toledo haul out facility as well as Yaquina Boat Equipment in Toledo. See the attached before and after pictures that clearly demonstrate the stark difference in what the dock can accomodate. Without the terminal improvements it is likely that the Port of Toledo facility would not have been expanded and Yaquina Boat Equipment would have been challenged to stay viable as the large vessels they service would be in other ports. The MTC vessels that utilize the dock now would have been getting serviced in out of state ports taking hundreds of jobs with them.

MTC vessels use the Port of Newport's International Terminal docks on a year-round basis. They load equipment on and off the vessels and use the dock for moorage because stalls as Port Dock 5 are not large enough to hold many of the MTC vessels. In addition, boat work is routinely done at this location, with welders and all types of other services providers accessing the vessels in this location.

MTC members who utilize the International Terminal docks directly employ over 110 people on the vessels, many of them from Lincoln County. In addition, these vessels support countless other jobs through service providers such as welders, the net shop, hydraulic repair, line sales, crane services, fuel suppliers, and businesses like Englund Marine and other local service and equipment providers. If the International Terminal dock was not available for these vessels, the vessels would have to head to other ports where there was infrastructure to handle these vessels. If the boats move they take the crew jobs and they will utilize services in other communities outside of Lincoln County. The terminal improvements even attracted new vessels, at least one MTC vessel relocated to Newport from Astoria.

Over 110 direct commercial fishing jobs are sustained by the Port of Newport's International Terminal. Hundreds of additional secondary and tertiary support jobs are sustained by the vessels that utilize the docks. As long as the docks are available to commercial fishing vessels, these jobs will be sustained in Lincoln County. I can be reached at 541-272-4544 or heathermunromann@gmail.com to provide additional information or answer any questions.

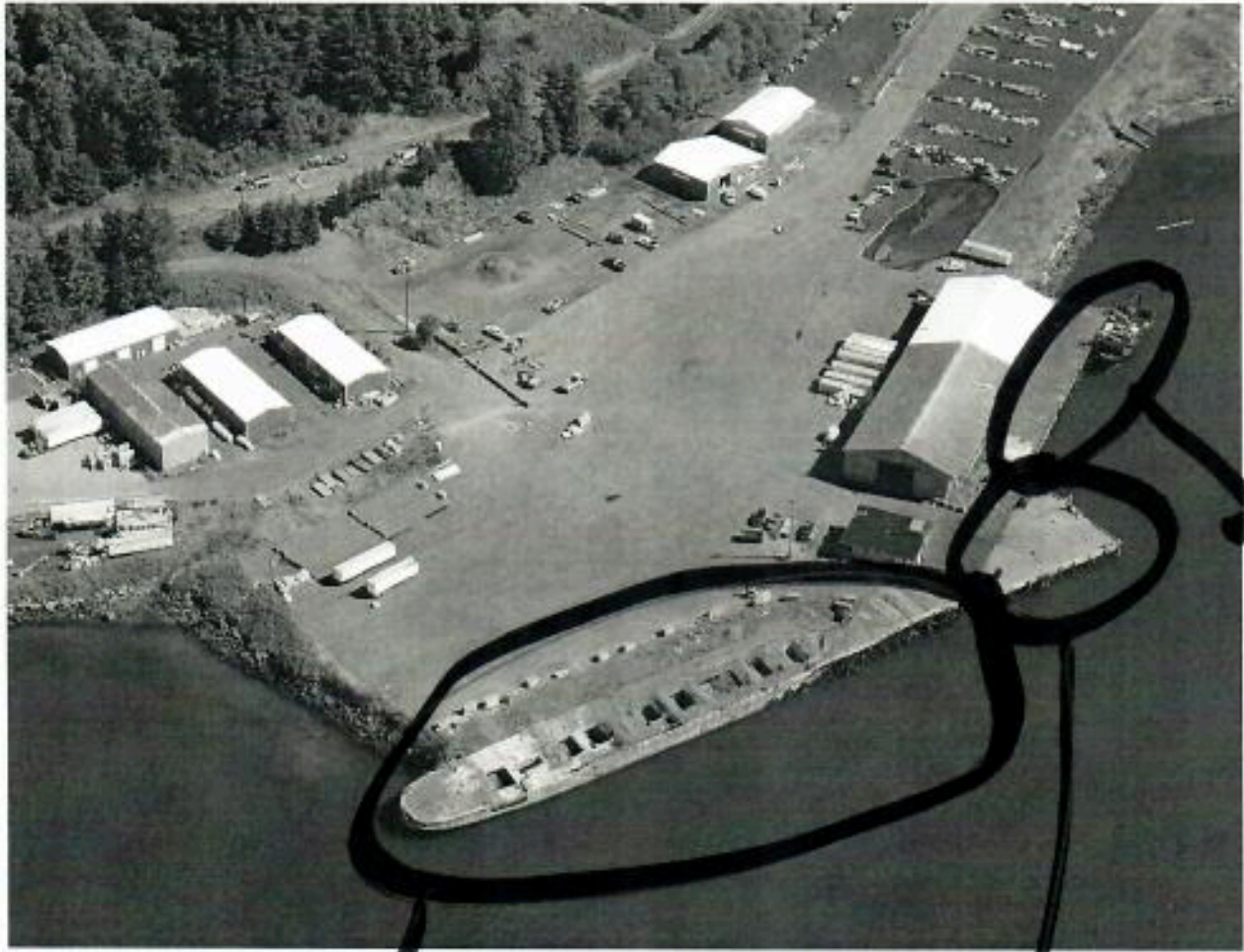
Thank you



Heather Mann

Midwater Trawlers Cooperative

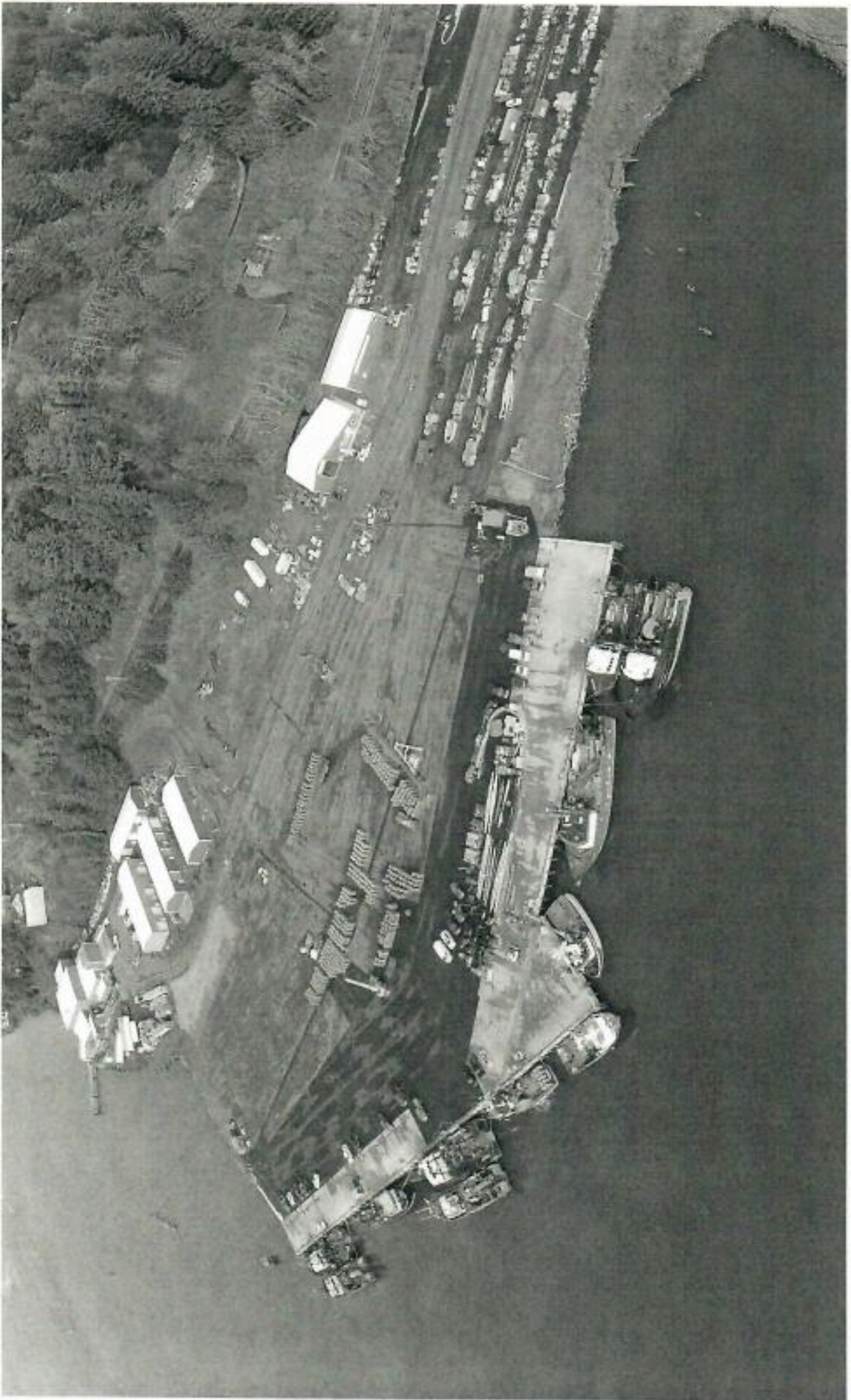
BEFORE



only
place
to
moor

completely unuseable

going to be shut
down for
safety
concerns



AFTER



Operating Fund

December 16, 2016 through January 18, 2017

Date	Num	Name	Memo	Amount
12/16/2016	38571	Employee	Reimbursement	3,500.00
12/20/2016	38572	Chase - Visa	Holiday gift cards, office and operating supplies, software, conference registration, equipment	4,079.07
12/20/2016	38573	Highland Gutters & Flashing	Gutters & downspouts for north restroom in SB	615.25
01/05/2017	38575	Airgas USA	Operating supplies	46.81
01/05/2017	38576	Business Oregon - OBDD	Debt service	7,800.00
01/05/2017	38577	CoastCom	Internet and e-mail	832.00
01/05/2017	38578	Design Space	Customs office rental	217.00
01/05/2017	38579	Fred Meyer Customer Charges	Dept. Head meeting - catering	62.72
01/05/2017	38580	G & K Floors	Janitorial services	2,200.00
01/05/2017	38581	Newport Plumbing	Plumbing supplies	10.00
01/05/2017	38582	NW Natural	Gas - SB	383.91
01/05/2017	38583	Pro-Build Company	Operating supplies	69.78
01/05/2017	38584	RK Concrete Construction	Multi-use walkway - 9 yards concrete	1,269.40
01/05/2017	38585	Runions Construction	Fall 3 trees, haul away, remove stumps in Annex	1,200.00
01/05/2017	38586	Siuslaw Broadband	Annual security camera network support	3,850.00
01/05/2017	38587	Suburban Propane	Propane	81.00
01/05/2017	38588	Toyota Industries Commercial Finance	Forklift leases	1,044.20
01/05/2017	38589	True Cut Engraving	Plaque w/ watch for Rick Fuller	55.00
01/05/2017	38590	United Grocers - Cash & Carry	Office and operating supplies	347.52
01/05/2017	38591	Verizon Wireless	Port cell phones	241.41
01/05/2017	38574	Port of Newport.	Void	0.00
01/09/2017	38592	Ardis DeFreece	Rogue mural project	1,120.00
01/13/2017	38593	AboveBoard Electric	New furnace electrical in YBF building	936.20
01/13/2017	38594	Advance Backflow Testing	Backflow testing	90.75
01/13/2017	38595	ALSCO	Floor mats and towel rental	358.73
01/13/2017	38596	Alsea Bay Power Products	Weedeater maintenance	17.07
01/13/2017	38597	Barrelhead Supply	Operating supplies and small tools	181.51
01/13/2017	38598	Bergerson Construction	PD5 pile replacement construction	148,504.04
01/13/2017	38599	Employee	Mid-month draw	450.00
01/13/2017	38600	Cardinal Services	Wages for temp services	872.20
01/13/2017	38601	Employee	Mid-month draw	500.00
01/13/2017	38602	City of Newport	Transient room tax - December 2016, and water	914.58
01/13/2017	38603	Coastal Paper & Supply	Paper products and cleaning supplies	486.20



Operating Fund

December 16, 2016 through January 18, 2017

Date	Num	Name	Memo	Amount
01/13/2017	38604	Copeland Lumber Yards	PD5 pile replacement supplies	232.96
01/13/2017	38605	Dahl & Dahl	Trash disposal	260.32
01/13/2017	38606	Employee	Mid-month draw	500.00
01/13/2017	38607	Employee	Mid-month draw	600.00
01/13/2017	38608	Edge Analytical	Storm water testing	338.00
01/13/2017	38609	Englund Marine Supply Co	Operating and maintenance supplies	492.30
01/13/2017	38610	Employee	Mid-month draw	300.00
01/13/2017	38611	Fastenal Company	Operating and maintenance supplies	164.95
01/13/2017	38612	Foundation Engineering	PD5 pile replacement engineering	4,490.54
01/13/2017	38613	Employee	Mid-month draw	475.00
01/13/2017	38614	Greater Newport COC	Membership	297.00
01/13/2017	38615	Home Wire	Service call	199.00
01/13/2017	38616	Industrial Welding Supply	Hard hats	32.90
01/13/2017	38617	JC Market	Commissioners' work session - catering	99.90
01/13/2017	38618	LazerQuick	Director of Operations prospectus	214.80
01/13/2017	38619	National Photocopy Corporation	Server and IT support	1,974.91
01/13/2017	38620	Newport Rental Service	Equipment rental	507.00
01/13/2017	38621	Newport Auto Parts	Vehicle maintenance	187.10
01/13/2017	38622	Petty Cash	Office supplies - Port Office	90.19
01/13/2017	38623	Pioneer Printing	Office supplies	404.22
01/13/2017	38624	Pioneer Telephone Cooperative	Telephone	225.88
01/13/2017	38625	Employee	Mid-month draw	650.00
01/13/2017	38626	Sherwin-Williams	Painting supplies	51.00
01/13/2017	38627	Staples	Office supplies	81.76
01/13/2017	38628	Employee	Mid-month draw	1,500.00
01/13/2017	38629	TCB Security Services	Monthly security contract	6,516.00
01/13/2017	38630	Thompson's Sanitary Service	Trash disposal	3,376.10
01/13/2017	38631	United Grocers - Cash & Carry	Operating supplies	117.45
01/13/2017	38632	Voya (State of Oregon Plan)	Monthly employee contributions	200.00
01/13/2017	38633	Bergerson Construction	PD5 pile replacement construction	128,986.80
01/13/2017	38634	T & L Septic & Chemical Toilet Service	Chemical toilet rental	436.00
01/18/2017	38635	AboveBoard Electric	SB Marina men's showers electrical services	644.10
01/18/2017	38636	Carson Oil	Oil filters for forklifts	55.40
01/18/2017	38637	Chase - Visa	Office, operating, and maintenance supplies,	4,179.52



Operating Fund

December 16, 2016 through January 18, 2017

Date	Num	Name	Memo	Amount
			software, conference/seminar registration	
01/18/2017	38638	City of Newport	Land use compatibility statement	55.00
01/18/2017	38639	Creative Landscape & Maintenance	Landscape maintenance	495.00
01/18/2017	38640	Fastenal Company	PD5 pile replacement supplies	129.68
01/18/2017	38641	Lincoln County Public Works	Fuel for trucks	182.83
01/18/2017	38642	MacPherson Gintner & Diaz	Professional services	233.75
01/18/2017	38643	Portland Bolt & Manufacturing	PD5 pile replacement galvanized rods	400.30
01/18/2017	38644	Secretary of State - Division of Audits	2016 Audit Report	300.00
01/18/2017	38645	Servco Pacific Insurance	Marine, docks & vessel pollution insurance 2017	38,506.64
01/18/2017	38646	Special Districts Insurance Services	Monthly health-life-dental insurance, and quarterly general liability and property insurance	60,337.64
01/18/2017	38647	Suburban Propane	Propane	329.47
01/18/2017	38648	Xerox Corporation	Copier lease	411.33
01/18/2017	38649	Yaquina Bay Communications	Advertising	100.00
			Total	442,699.09



NOAA Fund

December 16, 2016 through January 18, 2017

Date	Num	Name	Memo	Amount
12/20/2016	13089	Chase-Visa	Holiday gift cards	98.00
01/05/2017	13090	G & K Floors	Janitorial services	450.00
01/05/2017	13091	Verizon Wireless	Phone charges and mifi	26.39
01/13/2017	13092	Barrelhead Supply	Lumber and hardware for reader board	34.22
01/13/2017	13093	Fastenal Company	Operating supplies	36.04
01/13/2017	13094	Petty Cash	Operating and office supplies	16.43
01/13/2017	13095	Pioneer Telephone Cooperative	Telephone	239.62
01/13/2017	13096	TCB Security Services	Elevator phone monitoring	20.00
01/13/2017	13097	Thompsons Sanitary Service	December Service	345.60
01/18/2017	13098	Chase-Visa	Operating supplies	46.48
01/18/2017	13099	PayneWest Insurance Insurance	Business insurance renewal CDIC	72,136.50
01/18/2017	13100	Special Districts Insurance Services	Monthly health-dental-life insurance	648.63
01/18/2017	13101	Ultimate Pest Control	Pest control	125.00
			Total	74,222.91

OLD BUSINESS AGENDA ITEM

DATE: 1/24/2017
RE: International Terminal Shipping Facility Update
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

POSSIBLE PRIVATE INVESTOR

Silvan Forest LLC:

- Eric Oien from Teevin Bros. has brought a broker to the table.
- Walter, Eric and I met with representatives from Silvan on January 4th. Meeting went well. Port provided various support documents which were requested.
- We received a letter of interest from James Luo on January 10th and negotiations are currently underway.
- Commission liaisons Walter Chuck and Ken Brown have been involved in the process.

GRANT UPDATE

Economic Development Administration:

- Included in your packet is the rejection letter from EDA for the \$2-million grant to complete funding

TIGER US Dept. of Transportation:

- I have had conversations with USDOT MARAD staff in Washington DC alerting them that the Port will be moving forward with other funds.
- MARAD is requiring an Environmental Assessment (EA) and I've received two bids to produce the report which will take a few weeks to develop.
- The Port will want to coordinate the EA as soon as we get word from EDA.

LOAN UPDATE

State IFA Loan:

- The Port has an approved \$2-million loan with the State's Infrastructure Finance Authority (IFA). The rate is 3.29% over 25 years with an annual payment of approximately \$120,000.

USDA Loan:

- USDA has favorable rates and finance is teeing up an application.

Cash Flow Concerns with New Loan:

- This year, the Port is paying approximately \$440,000 in debt service for the international terminal. If the Commission decides to take on the new debt, the Port will be paying around \$540,000 annually to service debt (\$110,000 is new equating to two shipments) related to the International Terminal Shipping Facility. We have anticipated about \$75,000 in net income from tariffs for each Handysized Vessel that leaves Newport with a full load of 5.5mbf of timber. That equates to about the first six shipments annually would pay for the debt payments.

Tariffs generated after the sixth shipment could be used for debt reduction, capital projects, etc. Currently net proceeds from South Beach activities are covering the current debt service.

RETURN ON INVESTMENT FROM LOAN PROCEEDS

Resources Budget:

- TIGER ... \$2.00MM
- Private... \$2.57MM
- Loan \$2.00MM
- TOTAL ... \$6.57MM

Criteria for ROI:

- Loan: \$2.0MM at 30 years, 2.375%, annual payment: \$117,475
- Net Tariff: \$72.5k/shipment (10 shipments annually)
- Net Tariff: \$42.5k/shipment (2 shipments)
- Annual # of shipments: 2-11
- Security, operating costs: \$5k/shipment
- Port operating costs: \$75k/year.
- ROI 21 total shipments in years 1 through 5 and an additional 10 shipments annually thereafter.
- Total Loan Payments: \$3,524,250
- Total shipments to break even: 60 (with assumptions)

Our current loan payments on the terminal total \$445,000 annually; after incurring new debt service the annual payment would go up to \$563,000. Difference of \$117,500. Until we start receiving serious income, it'll be about three years before we can really begin seeing significant cash flow. For the first three years, it will be very lean (<\$100,000) for any capital improvements and cash reserve transfers.

CONTRACT AWARD FOR NEPA REPORTING

I received two bids for producing the NEPA-required Environmental Assessment (EA). One from Pacific Habitat Services in an amount of \$20,000 and a second bid from Jim Akin at EMC Engineers, Jacksonville, Ore., in an amount of \$4,600. I confirmed with MARAD that Akin's past work meets the scope required by NEPA.

Since the contract is within my purchase authority, I will sign the agreement with EMC Engineers in an amount estimated to be \$4,600. Part of this expenditure will be reimbursed by a smaller planning grant the Port received from the Oregon Business Ports Division.

OTHER

- The Port moved a 600 yards of unbuildable material to the airport keeping the building permit open.
- The Hall Family is awaiting their permit from the USACE. They will be submitting alternate easement configurations for the Port's engineer to review. The easements on Hall property that were approved by the commission a couple of months ago will need to be reviewed again as soon as the Hall engineer finalizes his review.
- Once funding is complete, the Port will want to look into working with Commercial Fishing Users Group to reform the now defunct "Users" group which would include Teevin Bros., Longshore Labor, Midwater Trawlers and the Port for coming up with a traffic/logistics plan.

-###-

January 10th, 2017

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

Re: International Terminal Shipping Facility Project

Dear Kevin,

This letter is to confirm Silvan Forest LLC's interest of investment in the subject project. We are excited about this opportunity of having access to sustainable privately owned forests around Newport, Oregon and the exclusive usage of the shipping facility once it is completed.

Prior to making final decision, we need to complete a detailed due diligence review and feasibility analysis. We must be satisfied in all respects with the result of our review and analysis before proceeding with the investment.

We look forward to working with you and your team to move this project forward.

Yours Sincerely,

Silvan Forest LLC

By:


Name: James Luo

CC: Walter Chuck, Chair, Board Of Commissioner, Port of Newport
Eric Oien, General Manager, Teevin Bros



U. S. DEPARTMENT OF COMMERCE
Economic Development Administration
915 Second Avenue, Room 1890
Seattle, WA 98174
Fax: 206.220.7669
Voice: 206.220.7660

December 19, 2016

In reply refer to:
EDA Control No. 110601

Mr. Kevin M. Greenwood
General Manager
Port of Newport
600 S.E. Bay Boulevard
Newport, Oregon 97365

RECEIVED

DEC 21 2016

PORT OF NEWPORT

Dear Mr. Greenwood:

The U.S. Economic Development Administration's (EDA) Seattle Regional Office Investment Review Committee (IRC) has considered your application for investment assistance to fund the improvement of utilities infrastructure to support the functioning of a port terminal shipping facility.

We regret to inform you that EDA will not be able to fund your application based on an extensive review of the project and portfolio evaluation factors outlined in the Federal Funding Opportunity (FFO) announcement. The primary reasons are:

- The number of new jobs estimated to be created as a result of a successful project is significantly lower than the job creation estimates attributed to other projects under consideration for funding.
- A large majority of the committed beneficiaries of the project are involved in port operations, as opposed to industrial and commercial firms with core business activities that could make productive use of the port's laydown area.
- The *Port of Newport Shipping Facility Feasibility Study* indicates that log exports in the region have been declining, which makes it difficult to justify adding more capacity to export logs.
- There appears to be significant interdependence between the EDA and DOT MARAD projects, which could be perceived as inappropriate segmentation of the port project under federal environmental and appropriation laws.

If you would like to receive additional feedback regarding the application, you may contact David Porter at (503) 326-3078 or DPorter@eda.gov.

Thank you for your interest in EDA. For more information about our programs and other upcoming funding opportunities, please, visit our website at www.eda.gov.

Sincerely,

A. Leonard Smith
Regional Director, Seattle Regional Office



Grants Pass * Jacksonville * Medford, OR

GP Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR, 97527

Jville Office: 450 Conestoga Dr., Jacksonville, OR, 97530

Ph: 541-474-9434 * Cell: 541-261-9929 * Fax 541-727-5488

emc@emcengineersscientists.com; <http://www.emcengineersscientists.com>

- Engineers/Scientists, LLC

AGREEMENT FOR CONSULTING SERVICES

AGREEMENT made this **18th Day of January, 2017** between **PORT OF NEWPORT**, with Port General Manager **Mr. Kevin Greenwood**, hereinafter known as the **Client**, and **EMC-Engineers/Scientists, LLC**, hereinafter referred to as the **Consultant**. The Consultant agrees to perform a **Draft Environmental Assessment (EA)** as described in this agreement, at the Site identified in section "B.1" of this agreement, for a fee based on the rate of \$120/hr consultative, and \$85/hr administrative overhead. It is estimated that completion of this assessment for the site identified in section "B.1" of this contract proposal will require no more than 36 consultation hours, 6 administrative hours and the total budget is estimated not to exceed **\$4600**. If information in addition to that provided by the Consultant within the Draft EA is requested by a financing entity, and once authorized by the Client, additional time and materials will be charged to the Client at the same rate as described above.

A. Term of Agreement:

The term of this agreement is limited to that of the date of completion and presentation to the Client of the final report. The duties, responsibilities and obligations of both the Client and the Consultant shall be:

Of the Client: REFER TO SECTION B. – Of the Consultant: REFER TO SECTION B.

B. Duties and Responsibilities:

1. The duties of the Consultant will be to perform a Draft Environmental Assessment (EA), with additions agreed between Client and Consultant to be necessary to satisfy requirements identified for this construction project in accordance with Code of Federal Regulations Title 40: Protection of Environment, Section 1508.9 - Environmental Assessment (40 CFR § 1508.9), and NEPA, 42 U.S. C. 4332. The EA will be prepared pursuant to Section 102 of the National Environmental Policy Act (NEPA) of 1969, as implemented by the regulations promulgated by the President's Council on Environmental Quality (40 CFR Parts 1500-1508). The purpose of this EA will be to analyze the potential environmental impacts presented by the project described as the Port of Newport International Terminal Shipping Facility, located at 600 SE Bay Boulevard, Newport, Lincoln County, Oregon, 97365 and identified as the improvements to the +/- 10-acre Port-owned parcel in the NE portion of the site, shown in the annotated Vicinity and tax lot mapped aerialphoto on Page 5, and outlined by an independent engineer's design and cost estimate that was completed in 2014 (updated in May 2015) as (1) Site Work, (2) Underground Utilities & Conduit, (3) Stormwater/Drainage, (4) Water System, (5) Sanitary Sewer, (6) Sub Base and Parking, (7) Fixtures and (8) Soft Costs & Contingencies. Detail regarding work to be done on the Site can be seen within the drawing notes in the drawing on Page 6.

The EA report for this project is to be submitted by the Consultant to the Client within 45 days of the date of authorization to proceed.



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- Engineers/Scientists, LLC

2. The duties of the **Client** will be to provide any information reasonably available and accessible to assist the Consultant in the completion of the **EA**, and to provide required access to the site location.

C. Payment of Fees:

1. Regarding the contracted Environmental Assessment report, for consulting services rendered and billed to the Client, the Client agrees to pay fees to the Consultant upon completion of the report.
2. It is understood that if it is necessary for the Consultant to have the aid of assistants or the services of other persons or firms in order to properly perform the duties and obligations required of the Consultant under this agreement, the Consultant may employ, engage or retain the same.
3. The cost to the Consultant for said services shall be chargeable to the Client, and the Client shall reimburse the Consultant said costs as specified. However, these additional charges will not be incurred **except with the Client's expressed permission.**

D. Warranty:

The professional services performed, findings obtained and recommendations prepared by the Consultant, will be in accordance with generally and currently accepted environmental and occupational health consulting principles and practices. This warranty is in lieu of all other warranties either expressed or implied.

E. Limited Liability of the Consultant:

With regard to the services to be performed by the Consultant pursuant to the terms of this agreement, the Consultant shall not be liable to the Client, or to anyone who may claim any right due to his/her relationship with the Client, for any acts or omissions in the performance of said services on the part of the Consultant or on the part of the agents or employees of the Consultant, except when said acts of omissions of the Consultant are due to willful misconduct or gross professional negligence. The Client shall hold the Consultant free and harmless from any obligations, costs, claims, judgments, attorney's fees and attachments arising from or growing out of the services rendered to the Client pursuant to the terms of this agreement that are in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of the Consultant, and the Consultant is adjudged to be guilty of willful misconduct by a court of competent jurisdiction.



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F. Legal Remedies:

1. Any controversy or claim arising out of or relating to the compensation to be paid by the Client to the Parties pursuant to the terms of this agreement shall be settled by arbitration in accordance with the rules of the American Arbitration Association acting under its Oregon Business Arbitration Rules, and judgment on the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction thereof. Any party to this agreement may submit to arbitration any said controversy or claim.
2. In addition to the other rights and remedies that the Consultant may have for breach of this agreement, the Consultant shall have the right to enforce this contract, in all of its provisions, by injunction, specific performance, or other relief in a court of equity.

If any action at law or in equity is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which he/she may be entitled.

3. This agreement shall be binding on and shall be for the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, and shall be governed by the laws of the State of Oregon. This agreement shall represent the complete agreement between the parties hereto and shall supersede all previous contracts and agreements whether written or verbal.



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- Engineers/Scientists, LLC

QUALIFICATIONS OF ENGINEERING PROFESSIONAL PARTICIPATING IN ENVIRONMENTAL ASSESSMENT

The principal conducting the contracted work is an environmental scientist and possesses a BS Operations Research, MS Environmental Engineering and other accredited graduate work in geology, physical chemistry, biology, inorganic chemistry and public health, is an Oregon licensed and registered Professional Engineer, and has been licensed to construct monitoring wells and all UST services, is certified as an incident commander and asbestos building inspector, and is licensed to performed laboratory analyses. The consultant as of the date of this contract consults manufacturing, financial institutions, special districts and other government entities and private entities regarding marine engineering, slope stabilization, pipe & hydraulic design, dredging, stormwater, permits, haz-wastes/materials, bathymetric survey, biosolids management, sediment characterization, submerged aquatic vegetation survey and mitigation, wetlands determination, SPCC, and other planning, RCRA landfills (sampling, monitoring, statistical analyses and reporting), environmental assessment and remediation.

DATE: January 18th, 2017

CLIENT

XX _____
(Signature of Client's Representative) (Title)

CONSULTANT

XX  _____ MS, PE
(Signature of Consultant's Representative) (Title)

i:\data\emc\PONContract & Reports\contract.doc





EMC

Grants Pass * Jacksonville * Medford, OR

GP Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR, 97527

Jville Office: 450 Conestoga Dr., Jacksonville, OR, 97530

Ph: 541-474-9434 * Cell: 541-261-9929 * Fax 541-727-5488

emc@emcengineersscintists.com; <http://www.emcengineersscintists.com>

- Engineers/Scientists, LLC



McLean Point Site

48.8 Acres

Taxlots:

11-11-09-D0-00100-00

11-11-09-D0-00101-00

Legend

- McLean Point Site
- City Limits
- Urban Growth Boundary
- Road



EMC

Grants Pass * Jacksonville * Medford, OR

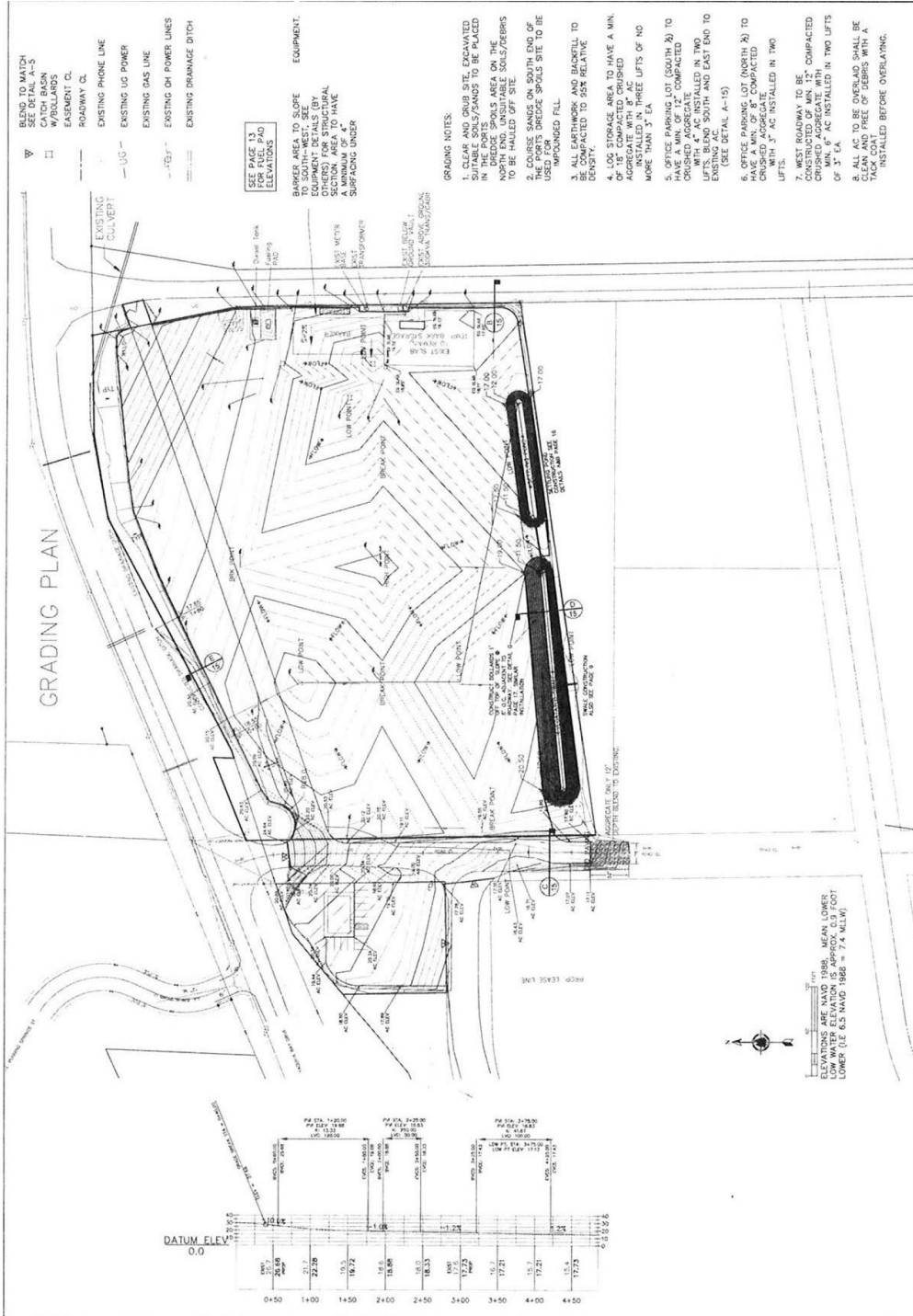
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- Engineers/Scientists, LLC



**Port of Newport General Manager
2017 Performance Evaluation – Commission Tabulation**

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee’s work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee’s work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee’s work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding..... (5) The employee’s work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee’s work performance was not observed.

Notations used: ⁴Only 4 observations recorded
³Only 3 observations recorded
²Only 2 observations recorded

Performance evaluation score calculated as average of responses received.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS	Score
A. Board of Commissioners Relationships	
1. Effectively implements policies and programs approved by the board of commissioners.	3.2
2. Reporting to the board of commissioners is timely, clear, concise and thorough.....	3.0
3. Accepts direction/instructions in a positive manner	3.7
4. Effectively aids the board of commissioners in establishing long range goals.	3.1
5. Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	3.5
6. Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board.	3.0

Comments: There was a major turnover in the composition of the Commission. Kevin needs to work with the new Commissioners to see how they would like to be kept informed.

B.	Public Relations						
1.	Projects a positive public image.....	3	3	3	5	4	3.6
2.	Courteous to the public at all times.....	4	4	4	5	4	4.2
3.	Maintains effective relations with media.	N/O	3	3	4	2	⁴ 3.0

Comments: Could work better on presenting a positive perception of Port projects to the public and media.

C.	Effective Leadership of Staff						
1.	Delegates appropriate responsibilities.	N/O	4	3	4	3	⁴ 3.5
2.	Staff feels empowered.	N/O	4	3.5	4	4	⁴ 3.9
3.	Training and education provided.....	N/O	3	3	N/O	4	³ 3.3
4.	Public relations. How does public view staff?	N/O	4	4	4	3	⁴ 3.8

Comments: There has been a big improvement of staff morale in the past 2 years with many public compliments from users; I feel the Port staff work well together and this is due in a large part to Kevin's leadership.

D.	Fiscal Management						
1.	Prepares realistic annual budget.	3	3	3.5	3	3	3.1
2.	Controls expenditures in accordance with approved budget.	3	3	3.5	3	3	3.1
3.	Keeps board of commissioners informed about revenues and expenditures, actual and projected.	3	3	3.5	4	3	3.3
4.	Ensures that the budget addresses the Port Commission's goals and objectives, including readability.	3	3	3	4	2	3.0

Comments: Creating revenue and potential revenue sources need to be one of the focuses of the Commission and Kevin.

E.	Communication						
1.	Oral communication is clear, concise and articulate.....	3	3	3.5	4	4	3.1

2.	Written communications are clear, concise and accurate.	3	3	3.5	4	4	3.5
----	--	---	---	-----	---	---	------------

Comments: I very much appreciate the open-minded approach Kevin brings to the table. His patience with the Commissioners is also very much appreciated. It allows for a more effective discussion of the issues.

F. Personal Traits

1.	Initiative.	3	3	3	4	3	3.2
2.	Judgment.	3	3	3	4	3	3.2
3.	Fairness and Impartiality.	3	4	3	3	3	3.2
4.	Creativity.	3	3	3	3	2	2.8
5.	Time Management.	2	3	3	3	3	2.8

Comments:

G. Intergovernmental Affairs

1.	Maintains effective communication with local, regional, state and federal government agencies.	3	3	3.5	4	2	3.1
2.	Financial resources (grants) from other agencies are pursued.	3	3	3	3	4	3.2
3.	Contributions to good government through regular participation in local, regional and state committees and organizations.	3	3	3.5	4	3	3.3
4.	Lobbies effectively with county, legislators and state agencies regarding Port programs and projects.	N/O	3	3	3	2	42.8

Comments:

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1.	Facilitate Rogue Expansion / MUA	3	4	4	5	3	3.8
T1.	Develop Financing/Markets for Shipping Facility	3	2	2.5	2	2	2.3
T1.	Commercial Docks Repairs/Maintenance Plan	3	3	4	4	3	3.4
T1.	Complete Personnel Manual Update	3	3	4	5	4	3.8
T2.	Complete NOAA Recreational Mitigation	3	3	3	4	N/O	⁴ 3.3
T2.	Implement CFP priorities.....	3	3	3	3	--	⁴ 3.0
T2.	Facilitate Commission Goal Setting	3	4	3	4	3	3.4
T3.	Develop Evals for Contract Services	N/O	1	N/O	2	2	³ 1.7
T3.	Obtain Financing for Administration Building	N/O	1	N/O	2	2	³ 1.7
T3.	Review GM Employment Contract Extension	N/O	1	N/O	2	N/O	² 1.5
4.	Develop South Beach Master Plan	--	1	N/O	3	N/O	² 2.0
5.	Staff Development Training	--	3	3.5	3	4	⁴ 3.4
6.	Develop Policy for Donations	N/O	2	3	3	2	⁴ 2.5
7.	Develop North Side Master Plan.....	--	1	N/O	3	3	³ 2.3

8. Prepare Fixed Asset Report with Replacement Plan..N/O 1 N/O 3 3 ³2.3

Comments: NIT/Shipping Facility has been top priority for last 2 years. The facility has yet to reach full capacity. MUA and employee manual were big accomplishments.

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 3 3 3 4 3 **3.2**

Comments: NIT/Shipping Facility must be completed in as timely a manner as possible; There have been many improvements around the Port, but at the top of the list would be personnel attitudes. I feel Kevin played a key role in this and it continues to make the Port stand out. Kevin is a great asset for the Port and the City of Newport.

IV. FUTURE GOALS AND OBJECTIVES – Because of the variety of ways in which these were scored, a final tabulation was not made.

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port’s Strategic Business Plan. Add projects not already listed.

- _____ Complete Financing of International Terminal Shipping Facility
- _____ Increase Marketing and Public Relations
- _____ Review Port Agreements/MLAs
- _____ Develop Financial Policies / Analyze Biz Centers
- _____ Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- _____ Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- _____ Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.
- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport

- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement
- _____ Update Strategic Business Plan
- _____ 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- _____ Utilize the YFP Property by Renting Space to Fishermen
- _____ Identify all Dredging Needs for the Port
- _____ NIT - Have Rates Equal for All Users

Comments: Many of these goals require funds and lack of funds will keep them at the top, but completion is not possible without revenue creation.

**Port of Newport General Manager
2017 Performance Self-Evaluation**

Date of initial evaluation: *December 30, 2016*

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

- Improvement Needed..... (2) The employee’s work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.

- Meets Job Standards (3) The employee’s work performance consistently meets the standards of the Standard position.

- Exceeds Job Standards .. (4) The employee’s work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.

- Outstanding (5) The employee’s work performance is consistently excellent when compared to the standards of the job.

- No Observation (N/O) The employee’s work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

- | | | | | | | | |
|----|---|---|---|------|-----|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners. | 1 | 2 | (3+) | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough..... | 1 | 2 | (3) | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | (3) | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | 2 | (3-) | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 1 | 2 | (3) | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 1 | 2 | 3 | (4) | 5 | N/O |
| 7. | <i>Comments: Have worked hard to educate, inform new commissioners including opportunities for training; increased communications with commission liaisons on specific projects; try to respond quickly to commission requests.</i> | | | | | | |

B. Public Relations

- | | | | | | | | |
|----|---|---|---|------|-----|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | (3-) | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | (4) | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | (3-) | 4 | 5 | N/O |
| 4. | <i>Comments: Articles in News-Times have not always been correct or adequately represented commission positions; I enjoy working with the public especially if they concerns with the Port; would like to see more outreach in the community and at appropriate boat/trade shows.</i> | | | | | | |

C. Effective Leadership of Staff

- | | | | | | | | |
|----|--|---|---|------|-----|---|-----|
| 1. | Delegates appropriate responsibilities. | 1 | 2 | 3 | (4) | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | (4) | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | (3) | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | (3+) | 4 | 5 | N/O |
| 5. | <i>Comments: I think this has been the biggest improvement over the last two years; by using performance evaluations and setting real performance goals we've seen a much higher level of production; facility managers feel more attached than ever before now that they are responsible for their projects and budgets. I take much pride in these improvements.</i> | | | | | | |

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|------|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | (3) | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | (3) | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | (3+) | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | (3) | 4 | 5 | N/O |
| 5. | <i>Comments: We have split the Port's General Fund into specific business units which allows us better analysis; South Beach continues to be our gold standard which subsidizes the International Terminal. The Port has significant debt and I'll continue to look at opportunities for new revenue. In spite of the NIT red, the Port continues to generate positive net income which allows significant capital projects and the new maintenance program to be accomplished.</i> | | | | | | |

E. Communication

- | | | | | | | | |
|----|--|---|---|-----|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | (3) | 4 | 5 | N/O |
|----|--|---|---|-----|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 (3) 4 5 N/O

3. Comments: *Try not to read reports at public meeting; I try to provide a staff report on every action item with recommended motions while providing alternatives.*

F. Personal Traits

1. Initiative. 1 2 (3) 4 5 N/O

2. Judgment. 1 2 (3) 4 5 N/O

3. Fairness and Impartiality. 1 2 (3) 4 5 N/O

4. Creativity. 1 2 (3) 4 5 N/O

5. Time Management. 1 2 (3) 4 5 N/O

6. Comments: *I enjoy seeing my co-workers and staff respond positively to new opportunities.*

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 (3) 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 (3-) 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3 (4) 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 (2) 3 4 5 N/O

5. Comments: *Fell short this year on state and federal grant applications for ITSF; did not fare well making the case that the ITSF was for products besides raw logs; definitely spent time and generated support from our local reps (Gomberg/Roblan) but I could not overcome the 24/7 lobbying effort by Hampton Affiliates. I was voted in to Chair the Oregon Public Ports Association (OPPA) for a second consecutive year; asked to serve on the Oregon Economic Development Association (OEDA) board of directors. Looking forward to work with NOAA during their Centennial Celebration in 2017.*

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1.	Facilitate Rogue Expansion / MUA	1	2	3	4	(5)	N/O
T1.	Develop Financing/Markets for Shipping Facility	1	(2)	3	4	5	N/O
T1.	Commercial Docks Repairs/Maintenance Plan	1	2	3	(4+)	5	N/O
T1.	Complete Personnel Manual Update	1	2	3	4	(5)	N/O
T2.	Complete NOAA Recreational Mitigation.....	1	2	(3+)	4	5	N/O
T2.	Implement CFP priorities.....	1	2	(3-)	4	5	N/O
T2.	Facilitate Commission Goal Setting	1	2	3	(4)	5	N/O
T3.	Develop Evals for Contract Services	(1)	2	3	4	5	N/O
T3.	Obtain Financing for Administration Building	(1)	2	3	4	5	N/O
T3.	Review GM Employment Contract Extension	(1)	2	3	4	5	N/O

4. Staff Development Training 1 2 3 (4) 5 N/O

5. Comments: *Finished Rogue, Personnel Manual, FMOP and Safety Plan; accomplished all capital goals that had cash in hand, except for the maintenance work truck. Maintenance crew has been placed on old until new Director of Operations is on board. ITSF took a hit with grant application rejections.*

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 (3) 4 5 N/O

2. Comments: *Overall we moved the organization in the right direction and finished a number of big projects. Hard to overlook obstacles related to the log shipping which was the Commission's number one goal, however.*

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 2 Increase Marketing and Public Relations
- 3 Convene Commercial Fishing Users Group Committee
- 4 Review Port Agreements/MLAs
- 5 Develop Financial Policies
- 6 Review Capital Plan and CIL Priorities
- 7 Identify and Complete Third Recreational Mitigation Project
- 8 Develop maintenance plan of commercial docks and show implementation
- 9 Rate Survey for Services and Equipment
- 10 Deepen Triangle/Prism for NOAA Dredging / Evaluate Cost effectiveness

This Performance Self-Evaluation was completed by Kevin Greenwood

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1/4/17

Rating Scale Definitions (1-5)

- Unsatisfactory..... (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

1.	Effectively implements policies and programs approved by the board of commissioners.	1	2	<u>3</u>	4	5	N/O
2.	Reporting to the board of commissioners is timely, clear, concise and thorough.	1	<u>2</u>	3	4	5	N/O
3.	Accepts direction/instructions in a positive manner	1	2	<u>3</u>	4	5	N/O
4.	Effectively aids the board of commissioners in establishing long range goals.	1	<u>2</u>	3	4	5	N/O
5.	Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	1	2	<u>3</u>	4	5	N/O
6.	Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board.	1	2	<u>3</u>	4	5	N/O

7. Comments: _____

B. Public Relations

- 1. Projects a positive public image..... 1 2 3 4 5 N/O
- 2. Courteous to the public at all times..... 1 2 3 4 5 N/O
- 3. Maintains effective relations with media..... 1 2 3 4 5 N/O
- 4. Comments: _____

C. Effective Leadership of Staff

- 1. Delegates appropriate responsibilities..... 1 2 3 4 5 N/O
- 2. Staff feels empowered..... 1 2 3 4 5 N/O
- 3. Training and education provided..... 1 2 3 4 5 N/O
- 4. Public relations. How does public view staff? 1 2 3 4 5 N/O
- 5. Comments: _____

D. Fiscal Management

- 1. Prepares realistic annual budget..... 1 2 3 4 5 N/O
- 2. Controls expenditures in accordance with approved budget. 1 2 3 4 5 N/O
- 3. Keeps board of commissioners informed about revenues and expenditures, actual and projected. 1 2 3 4 5 N/O
- 4. Ensures that the budget addresses the Port Commission's goals and objectives, including readability. 1 2 3 4 5 N/O
- 5. Comments: _____

E. Communication

- 1. Oral communication is clear, concise and articulate..... 1 2 3 4 5 N/O

2. Written communications are clear, concise and accurate.....1 2 3 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative1 2 3 4 5 N/O
 2. Judgment1 2 3 4 5 N/O
 3. Fairness and Impartiality.1 2 3 4 5 N/O
 4. Creativity.1 2 3 4 5 N/O
 5. Time Management.1 2 3 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies.1 2 3 4 5 N/O
 2. Financial resources (grants) from other agencies are pursued.1 2 3 4 5 N/O
 3. Contributions to good government through regular participation in local, regional and state committees and organizations.1 2 3 4 5 N/O
 4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects.1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion/ MUA1 2 3 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility1 2 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan.....1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation.....1 2 3 4 5 N/O
 T2. Implement CFP priorities.....? 1 2 3 4 5 N/O

T2.	Facilitate Commission Goal Setting	1	2	3	4	5	N/O
T3.	Develop Evals for Contract Services.....	1	2	3	4	5	N/O
T3.	Obtain Financing for Administration Building	1	2	3	4	5	N/O
T3.	Review GM Employment Contract Extension	1	2	3	4	5	N/O
4.	Develop South Beach Master Plan	1	2	3	4	5	N/O
5.	Staff Development Training.....	1	2	3	4	5	N/O
6.	Develop Policy for Donations	1	2	3	4	5	N/O
7.	Develop North Side Master Plan.....	1	2	3	4	5	N/O
8.	Prepare Fixed Asset Report with Replacement Plan.....	1	2	3	4	5	N/O

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility (and use)
- 5 Increase Marketing and Public Relations
- 27 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 6 Review Capital Plan and CIL Priorities
- 40 Financing for new Administration Building
- 13 Clear Out of Date Gear / Lot Cleanliness
- 23 Install Security Cameras in SB/MUA
- 10 Convene Commercial Fishing Users Group Committee
- 34 Identify and Complete Third Recreational Mitigation Project
- 14 Staff Development and Training
- 3 Develop maintenance plan of commercial docks and show implementation
- 22 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- 31 Develop policy for donations as part of budget process.
- 35 Develop SB Master Plan
- 41 Annex Revamp
- 43 Rate Survey for Services and Equipment
- 24 Emergency Response Plans
- 46 Increase Communication with TCB
- 25 Property Donations to the Port of Newport
- 45 Review Facilities to Make Self-sustaining
- 4 Partner with Other Agencies
- 42 Continue Exploring a Landing Fee
- 17 Annual Training for Commission
- 21 Develop Criteria for Future Use of Remaining Port Property
- 33 Guidelines for Hoist Usage
- 38 Contract Out Services
- 7 Succession Planning
- 39 Monthly Reporting to Commission of RV Park Customer Feedback
- 44 Consider & Cost Out Equipment Operation to lease out to Private Operator ?
- 8 Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 15 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- 40 Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 29 Deepen Triangle/Prism for NOAA Dredging
- 31 Ordinance Review Group with TCB & Commission
- 32 North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- 11 Cross Training of All Jobs at the Port
- N/A Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- 28 Maximize Insurance Discounts
- 20 SB Dock Replacement/Refurbishment Every 1 - 2 years
- 12 Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- 9 Better Boat/RV Inventory, Inventory Management Program
- 36 Equipment and Facility Damage Recoupment Policy
- 18 SB Vision Part of 2017 Goal Setting as a Separate Category
- 19 Marine Science Community Growth Outreach
- N/A Rewrite Mission and Vision Statement

- N/A Update Strategic Business Plan
- 26 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- 30 Utilize the YFP Property by Renting Space to Fishermen
- 16 Identify all Dredging Needs for the Port
- 47 NIT - Have Rates Equal for All Users

_____ my feeling That anything over the
_____ top 15-20 are all about equal
_____ in weight.

This Performance Evaluation Survey was completed by

Steve Berh  1/4/17
(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of Initial evaluation: 1/17/17

Rating Scale Definitions (1-5)

- Unsatisfactory(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed(2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards.....(3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding(5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation..... (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

1.	Effectively implements policies and programs approved by the board of commissioners.....	1	2	3	(4)	5	N/O
2.	Reporting to the board of commissioners is timely, clear, concise and thorough.....	1	2	3	(4)	5	N/O
3.	Accepts direction/instructions in a positive manner	1	2	3	4	(5)	N/O
4.	Effectively aids the board of commissioners in establishing long range goals.	1	2	3	(4)	5	N/O
5.	Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	1	2	3	4	(5)	N/O
6.	Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board.	1	2	3	(4)	5	N/O

7. Comments: _____

B. Public Relations

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: _____

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: I feel the port staff work well together and this due in a large part, to Keven's leadership.

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 3 (4) 5 N/O

3. Comments: *I very much appreciate the open-minded approach Kevin brings to the table. His patience with the commissioners is also very much appreciated. It allows for a more effective discussion of the issues.*

F. Personal Traits

1. Initiative. 1 2 3 (4) 5 N/O

2. Judgment. 1 2 3 (4) 5 N/O

3. Fairness and Impartiality. 1 2 (3) 4 5 N/O

4. Creativity. 1 2 (3) 4 5 N/O

5. Time Management. 1 2 (3) 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3 (4) 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 (3) 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3 (4) 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 (3) 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA 1 2 3 4 (5) N/O
 T1. Develop Financing/Markets for Shipping Facility 1 (2) 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 3 (4) 5 N/O
 T1. Complete Personnel Manual Update..... 1 2 3 ~~(4)~~ (5) N/O
 T2. Complete NOAA Recreational Mitigation..... 1 2 3 (4) 5 N/O
 T2. Implement CFP priorities 1 2 (3) 4 5 N/O

T2.	Facilitate Commission Goal Setting	1	2	3	④	5	N/O
T3.	Develop Evals for Contract Services	1	②	3	4	5	N/O
T3.	Obtain Financing for Administration Building	1	②	3	4	5	N/O
T3.	Review GM Employment Contract Extension	1	②	3	4	5	N/O
4.	Develop South Beach Master Plan	1	2	③	4	5	N/O
5.	Staff Development Training	1	2	③	4	5	N/O
6.	Develop Policy for Donations.....	1	2	③	4	5	N/O
7.	Develop North Side Master Plan.....	1	2	③	4	5	N/O
8.	Prepare Fixed Asset Report with Replacement Plan.....	1	2	③	4	5	N/O

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 ④ 5 N/O

2. Comments: *There have been many improvements around the Port but at the top of the list would be personnel attitudes. I feel Kevin played a key role in this and it continues to make the port stand out. Kevin is a great asset for the Port and the city of Newport.*

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 2 Increase Marketing and Public Relations
- 2 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 2 Review Capital Plan and CIL Priorities
- 2 Financing for new Administration Building
- 2 Clear Out of Date Gear / Lot Cleanliness
- 2 Install Security Cameras in SB/MUA
- 1 Convene Commercial Fishing Users Group Committee
- 1 Identify and Complete Third Recreational Mitigation Project
- 2 Staff Development and Training
- 1 Develop maintenance plan of commercial docks and show implementation
- 2 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

④ "Goals and Objectives" grouped into priorities 1-4 with "1" being a high priority

- 2 Develop policy for donations as part of budget process.
- 2 Develop SB Master Plan
- 2 Annex Revamp
- 3 Rate Survey for Services and Equipment
- 2 Emergency Response Plans
- 3 Increase Communication with TCB
- 2 Property Donations to the Port of Newport
- ? Review Facilities to Make Self-sustaining
- 3 Partner with Other Agencies
- 2 Continue Exploring a Landing Fee
- 3 Annual Training for Commission
- 2 Develop Criteria for Future Use of Remaining Port Property
- 2 Guidelines for Hoist Usage
- 3 Contract Out Services
- 2 Succession Planning
- 1 Monthly Reporting to Commission of RV Park Customer Feedback
- 3 Consider & Cost Out Equipment Operation to lease out to Private Operator
- 1 Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 2 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- 2 Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 2 Deepen Triangle/Prism for NOAA Dredging
- 2 Ordinance Review Group with TCB & Commission
- 2 North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- 2 Cross Training of All Jobs at the Port
- 2 Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- 1 Maximize Insurance Discounts
- 2 SB Dock Replacement/Refurbishment Every 1 - 2 years
- 2 Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- 2 Better Boat/RV Inventory, Inventory Management Program
- ? Equipment and Facility Damage Recoupment Policy
- 1 SB Vision Part of 2017 Goal Setting as a Separate Category
- ? Marine Science Community Growth Outreach
- 1 Rewrite Mission and Vision Statement

- 1 Update Strategic Business Plan
- 1 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- 3 Utilize the YFP Property by Renting Space to Fishermen
- 2 Identify all Dredging Needs for the Port
- 2 NIT - Have Rates Equal for All Users

This Performance Evaluation Survey was completed by

Stewart Hamerdin
(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1/16

Rating Scale Definitions (1-5)

- Unsatisfactory(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed(2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards(3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards ...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding.....(5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

1.	Effectively implements policies and programs approved by the board of commissioners.	1	2	<u>3</u>	4	5	N/O
2.	Reporting to the board of commissioners is timely, clear, concise and thorough.	1	2	<u>3</u>	4	5	N/O
3.	Accepts direction/instructions in a positive manner	1	2	3 <u>3.5</u>	4	5	N/O
4.	Effectively aids the board of commissioners in establishing long range goals.	1	2	3 <u>3.5</u>	4	5	N/O
5.	Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.....	1	2	3 <u>3.5</u>	4	5	N/O
6.	Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board.....	1	2	<u>3</u>	4	5	N/O

7. Comments: There was a major turnover in the composition of the commission. Kevin needs to work with the new commissioners to see how they would like to be kept informed.

B. Public Relations

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media..... | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: Could work better on presenting positive perception of port projects to public and media.

C. Effective Leadership of Staff

- | | | | | | | | | |
|----|--|---|---|---|-----|---|-----|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O | |
| 2. | Staff feels empowered..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O | |
| 4. | Public relations. How does public view staff?..... | 1 | 2 | 3 | 4 | 5 | N/O | |

5. Comments: There has been a big improvement of staff morale in the past 2 years with many public compliments from users.

D. Fiscal Management

- | | | | | | | | | |
|----|--|---|---|---|-----|---|-----|-----|
| 1. | Prepares realistic annual budget..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability..... | 1 | 2 | 3 | 4 | 5 | N/O | |

5. Comments: Creating revenue and potential revenue sources need to be one of the focuses of commission and Kevin.

E. Communication

- | | | | | | | | | |
|----|---|---|---|---|-----|---|---|-----|
| 1. | Oral communication is clear, concise and articulate. | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
|----|---|---|---|---|-----|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 3 3.5 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative. 1 2 3 4 5 N/O

2. Judgment. 1 2 3 4 5 N/O

3. Fairness and Impartiality. 1 2 3 4 5 N/O

4. Creativity. 1 2 3 4 5 N/O

5. Time Management. 1 2 3 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3.5 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 3 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3.5 4 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA..... 1 2 3.5 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility..... 1 2 3.5 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update 1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation 1 2 3 4 5 N/O
 T2. Implement CFP priorities..... 1 2 3 4 5 N/O

T2.	Facilitate Commission Goal Setting	1	2	3	4	5	N/O
T3.	Develop Evals for Contract Services.....	1	2	3	4	5	N/O
T3.	Obtain Financing for Administration Building	1	2	3	4	5	N/O
T3.	Review GM Employment Contract Extension.....	1	2	3	4	5	N/O
4.	Develop South Beach Master Plan	1	2	3	4	5	N/O
5.	Staff Development Training.....	1	2	3	4	5	N/O
6.	Develop Policy for Donations.....	1	2	3	4	5	N/O
7.	Develop North Side Master Plan.....	1	2	3	4	5	N/O
8.	Prepare Fixed Asset Report with Replacement Plan	1	2	3	4	5	N/O

9. Comments: NIT/Shipping facility has be top priority for last 2 years the facility has yet to reach full capacity. MUA and employee manual were big accomplishments.

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: NIT/Shipping facility must be completed in as timely manner as possible.

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 2 Increase Marketing and Public Relations
- 3 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 2 Review Capital Plan and CIL Priorities
- 3 Financing for new Administration Building
- 1 Clear Out of Date Gear / Lot Cleanliness
- 3 Install Security Cameras in SB/MUA
- 2 Convene Commercial Fishing Users Group Committee
- 1 Identify and Complete Third Recreational Mitigation Project
- 2 Staff Development and Training
- 2 Develop maintenance plan of commercial docks and show implementation
- 2 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- 2 Develop policy for donations as part of budget process.
- 3 Develop SB Master Plan
- 1 Annex Revamp
- 1 Rate Survey for Services and Equipment
- 2 Emergency Response Plans
- 3 Increase Communication with TCB
- 3 Property Donations to the Port of Newport
- 1 Review Facilities to Make Self-sustaining
- Partner with Other Agencies
- Continue Exploring a Landing Fee
- 2 Annual Training for Commission
- Develop Criteria for Future Use of Remaining Port Property
- Guidelines for Hoist Usage
- 2 Contract Out Services
- 2 Succession Planning
- 3 Monthly Reporting to Commission of RV Park Customer Feedback
- Consider & Cost Out Equipment Operation to lease out to Private Operator
- Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 1 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 1 Deepen Triangle/Prism for NOAA Dredging
- 3 Ordinance Review Group with TCB & Commission
- North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- Cross Training of All Jobs at the Port
- Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- Maximize Insurance Discounts
- 2 SB Dock Replacement/Refurbishment Every 1 - 2 years
- Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- Better Boat/RV Inventory, Inventory Management Program
- 1 Equipment and Facility Damage Recoupment Policy
- 3 SB Vision Part of 2017 Goal Setting as a Separate Category
- Marine Science Community Growth Outreach
- Rewrite Mission and Vision Statement

- Update Strategic Business Plan
- 1 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- Utilize the YFP Property by Renting Space to Fishermen
- Identify all Dredging Needs for the Port
- NIT - Have Rates Equal for All Users

1 = Tier One = most important, priority
2 = Tier 2 = of less importance ~~less important~~
3 = Tier 3 =

1 Revenue Creation

- Many of these goals require funds and lack of funds will keep them at the top but completion is not possible without revenue creation.

This Performance Evaluation Survey was completed by

Matt Cheek

(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1-17-17

Rating Scale Definitions (1-5)

- Unsatisfactory..... (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

1.	Effectively implements policies and programs approved by the board of commissioners. 1	2	(3)	4	5	N/O
2.	Reporting to the board of commissioners is timely, clear, concise and thorough. 1	2	(3)	4	5	N/O
3.	Accepts direction/instructions in a positive manner 1	2	3	(4)	5	N/O
4.	Effectively aids the board of commissioners in establishing long range goals. 1	2	(3)	4	5	N/O
5.	Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. 1	2	(3)	4	5	N/O
6.	Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. 1	2	(3)	4	5	N/O

7. Comments: _____

B. Public Relations

- | | | | | | | | |
|----|--|---|---|--------------|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: _____

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate..... 1 2 (3) 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative..... 1 2 (3) 4 5 N/O

2. Judgment..... 1 2 (3) 4 5 N/O

3. Fairness and Impartiality..... 1 2 3 (4) 5 N/O

4. Creativity..... 1 2 (3) 4 5 N/O

5. Time Management..... 1 2 (3) 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 (3) 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 (3) 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 (3) 4 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 (3) 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA..... 1 2 3 (4) 5 N/O

T1. Develop Financing/Markets for Shipping Facility..... 1 (2) 3 4 5 N/O

T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 (3) 4 5 N/O

T1. Complete Personnel Manual Update..... 1 2 (3) 4 5 N/O

T2. Complete NOAA Recreational Mitigation..... 1 2 (3) 4 5 N/O

T2. Implement CFP priorities..... 1 2 (3) 4 5 N/O

T2.	Facilitate Commission Goal Setting	1	2	3	④	5	N/O
T3.	Develop Evals for Contract Services	①	2	3	4	5	N/O
T3.	Obtain Financing for Administration Building	①	2	3	4	5	N/O
T3.	Review GM Employment Contract Extension	①	2	3	4	5	N/O
4.	Develop South Beach Master Plan	①	2	3	4	5	N/O
5.	Staff Development Training.....	1	2	③	4	5	N/O
6.	Develop Policy for Donations	1	②	3	4	5	N/O
7.	Develop North Side Master Plan.....	①	2	3	4	5	N/O
8.	Prepare Fixed Asset Report with Replacement Plan.....	①	2	3	4	5	N/O

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 ③ 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 3 Increase Marketing and Public Relations
- 4 Review Port Agreements/MLAs
- 5 Develop Financial Policies / Analyze Biz Centers
- 6 Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- 2 Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- 7 Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- 10 _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport
- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 8 _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement

- Update Strategic Business Plan
- 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- Utilize the YFP Property by Renting Space to Fishermen
- Identify all Dredging Needs for the Port
- NIT - Have Rates Equal for All Users

This Performance Evaluation Survey was completed by

Ken Brown

(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1-17-17

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 1 | 2 | 3 | 4 | 5 | N/O |

7. Comments: Follow up comments to be discussed in executive session

B. Public Relations

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: _____

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: More to discuss in executive session.

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 3 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative. 1 2 3 4 5 N/O

2. Judgment. 1 2 3 4 5 N/O

3. Fairness and Impartiality. 1 2 3 4 5 N/O

4. Creativity. 1 2 3 4 5 N/O

5. Time Management. 1 2 3 4 5 N/O

6. Comments: Discuss further

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 3 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3 4 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA 1 2 3 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility 1 2 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan 1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update 1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation..... 1 2 3 4 5 N/O
 T2. Implement CFP priorities..... 1 2 3 4 5 N/O

T2.	Facilitate Commission Goal Setting	1	2	3	4	5	N/O
T3.	Develop Evals for Contract Services	1	2	3	4	5	N/O
T3.	Obtain Financing for Administration Building	1	2	3	4	5	N/O
T3.	Review GM Employment Contract Extension	1	2	3	4	5	N/O
4.	Develop South Beach Master Plan	1	2	3	4	5	N/O
5.	Staff Development Training	1	2	3	4	5	N/O
6.	Develop Policy for Donations	1	2	3	4	5	N/O
7.	Develop North Side Master Plan	1	2	3	4	5	N/O
8.	Prepare Fixed Asset Report with Replacement Plan	1	2	3	4	5	N/O

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- _____ Complete Financing of International Terminal Shipping Facility
- _____ Increase Marketing and Public Relations
- _____ Review Port Agreements/MLAs
- _____ Develop Financial Policies / Analyze Biz Centers
- _____ Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- _____ Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- _____ Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport
- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement

- ___ Update Strategic Business Plan
- ___ 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- ___ Utilize the YFP Property by Renting Space to Fishermen
- ___ Identify all Dredging Needs for the Port
- ___ NIT - Have Rates Equal for All Users

- ① Hard look at Financial Strength Income vs Expenses
- ② Make sure all Port property is in good condition.
- ③ Leading the effort towards boosting the economy and creating jobs ..

This Performance Evaluation Survey was completed by


(Name of Commissioner)

OLD BUSINESS AGENDA ITEM

DATE: January 24, 2017
RE: Director of Operations Recruitment
TO: Port of Newport Board of Commissioners
ISSUED BY: General Manager

BACKGROUND

The Port lost about two weeks in the recruitment process when Karen Hewitt was on sick leave. This time delayed when we were able to post the job.

Tentative Timeline Rev. 1. The General Manager has reviewed a tentative timeline and would like to have the new Director of Operations start around the beginning of May.

- Applications Closed March 3 5 days
- First Cut Notified..... March 8 1 week
- Supplemental Questions Due March 15 1 week
- Correspondence to Applicants..... March 22 9 days
- Interviews/General Manager to Select..... March 31 1 week
- Negotiations/Contract Signed April 7 24 days
- Tentative Start Date..... May 1 ---

**subject to change*

Screening Process.

- A. Port /SDAO Human Resource Services shall receive and review all applications by March 8. Copies of all applications will be retained until the process is complete.
- B. Applicants making the first cut will be invited to submit supplemental questions which will be due on March 15. Questions are currently being developed.
- C. Four candidates will be forwarded from review for interviews following reference checks.
- D. Successful candidates shall be invited by letter and phone call to participate in the Interview Process. Mileage reimbursement and overnight accommodations shall be provided for out of county candidates. Letters shall also be sent to unsuccessful candidates thanking them for their interest.

Preliminary Interview Process.

- A. A technical sub-committee will be made of public works/marine operation professionals.
- B. An elected sub-committee will be made up of Port Commissioners Brown and Lamerdin and City Council Liaison Dietmar Goebel.
- C. A staff sub-committee will be made up of Chris Urbach, Kent Gibson and Steve Larrabee.
- D. The General Manager and a facilitator (most likely from SDAO) will conduct tours of port facilities.
- E. The final Review Committee will be made up of one or two members of the sub-committees and will share their findings from the sub-committee work.
- F. Interviews will take place on Friday, March 31st.
- G. The make-up of the sub-committees may be adjusted depending on the number of finalists.
- H. Facilitator will track scoring and communicate with finalists. Committee shall forward one or

two finalists for final interviews.

Final Interviews. The General Manager will interview the finalists with both Port Commissioners providing support.

Re-opening the Recruitment. The General Manager reserves the right to re-open the Recruitment Process at any point the pool of candidates is deemed unsatisfactory.

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1 JOB POST			DIRECTOR OF OPERATIONS 2016		
ENTITY	FEE	2016			
OPPA	N	Y	email request with links sent 12/22/2016; update sent 1/13/17 Mark Landauer <mlandauer@sdao.com> for OPPA and SDAO		
PCC	N	Y	email blast to membership on 12/22/2016. Include in newsletter RangeMarker. Update sent 1/13/17		
SDAO	N	Y	email request with links sent 12/22/2016. Include in weekly newsletter.		
AAPA	Y		PASS: In order to access a job, one would have to go to their website, aapa-ports.org, under empowering port professionals,		
PNWA	N	Y	inquiry email sent 1/9/17, sent announcement to tereza, free		
APP		Y	inquiry email sent 1/9/17, sent follow up email to brian wright mailto:APP@PacificPorts.org to include in next newsletter		
NWMTA		Y	sent announc. To peter@nmta.net with link to our website job page,		
OPWA					
OCWCOG	N	Y	inquiry email sent 1/9/17, called Eric Wolke per email request; 1/13/17 sent job description and website link to Eric Wolke <ewolke@ocwcog.org>		
OCZMA			inquiry email sent 1/9/17 and 1/13/17, online form		
AML					
WPPA	N	Y	inquiry email sent 1/9/17; email Missy Goodell <mgoodell@washingtonports.org> sent announcement and link to website		
AWC	?	Y	inquiry email sent 1/9/17; completed online form 1/11/17		
LOC	\$80	Y	sent job announcement and link to website to 'LOC@orcities.org' along with PO number		
AOC	N	Y	email request with links sent 12/22/2016; update sent 1/13/17		
AAHPA	N	Y	also thru pcc listserv		
DJC Oregon			inquiry email sent 1/9/17 to kthompson@djcOregon.com		
			pass		
LOCC	\$250	Y	Submitted order 1/13/17; waiting for email to confirm and edit		

NEW BUSINESS AGENDA ITEM

DATE: *January 24, 2017*
RE: *Replacement of Port Directional Signs in South Beach*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *General Manager*

BACKGROUND

The Port was approached by Lance Beck, Marketing Director for the Oregon Coast Aquarium (OCA) about removing and combining signs along OSU Dr. and Ferry Slip Rd. There are two signs with the light/dark blue wave theme and a brown ODOT recreational sign basically along OSU Dr. along the RV Park Annex.

Apparently the “blue wave” signs were a combined effort between the Port, OCA, HMSC and the City. I have not been able to find a copy of the arrangement, but the Port has been maintaining the signs.

Basically, OCA would like to combine the three signs into a singular tall sign (adding the Fishing Pier direction to the top of tall sign) and to convert the tall sign into a brown ODOT recreational sign.

Lance has provided graphics showing the before and after. Chris Urbach, Harbormaster, favors the reduction of signs and it does clean up the view shed coming down OSU Dr.

BUDGET IMPLICATIONS

I told Lance that the Port does not have a sign budget this year, so I communicated that the Port's expectation would be that OCA would pay for the sign and installation, though Port staff could assist.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO COMBINE AND REDUCE SIGNAGE ON O-S-U DRIVE AND TO APPROVE THE ELIMINATION OF TWO BLUE WAVE THEMED DIRECTIONAL SIGNS.

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CURRENT CONDITIONS

- Fishing Pier direction would be added to tall "wave" sign at intersection



PROPOSED CONDITION

- Eliminates two signs
- Eliminates "wave" theme
- Adds "Fishing Pier" to top of sign



CLOSE UP OF PROPOSED SIGN



← FISHING PIER
→ OREGON COAST AQUARIUM
↑ MARINE SCIENCE CENTER
↑ BOAT LAUNCH
↑ PORT OF NEWPORT MARINA OFFICE / RV PARK
↑ SOUTH BEACH MARINA STORE & CHARTERS



25

**PORT OF NEWPORT
RESOLUTION NO. 2017-__**

A RESOLUTION SETTING RATES, FEES, AND CHARGES

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

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

WHEREAS, the Port Commission last adjusted rates, fees and charges via Res. No. 2016-02 on May 24, 2016; and

WHEREAS, the Port Commission feels that user fees should help to offset those costs related to the depreciation and on-going maintenance of the port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Service Rates. Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2017. Port owned equipment to be operated by port personnel. Rates are per hour, ¼ hour minimum, in 15 minute increments, unless otherwise noted.

	OLD	NEW	+/-
A. <u>Forklift</u> . In addition to labor rate.			
1. Small. Toyotas.			
a. Per hour	\$11.33	\$11.67	3%
b. Minimum charge.....	\$ 7.21	\$8.757-43	21 3%
2. Large. All at International Terminal (IT).			
a. Per hour	\$28.33	\$29.18	3%
b. Minimum charge.....	\$17.00	\$21.8947-54	29 3%
B. <u>Hoist Dock</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hrs.	\$37.34	\$38.46	3%
2. After 3 hours.	\$44.29	\$45.62	3%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
a. Per hour	\$39.66	\$40.85	3%
b. Minimum charge.....	\$30.64	\$30.6434-56	0 3%
2. Launch Sail Boats. Includes recovery, per launch....	\$42.49	\$43.76	3%
D. <u>Service Docks</u> .			
1. Swede's. In addition to moorage. daily moorage rate		same	
E. <u>City Water</u> at city's rate		same	
F. <u>Fuel Surcharge</u> . International Terminal only. Per gallon	\$ 0.031	\$0.032	3%
G. <u>Electricity</u> . Swede's Dock, Dock 1, and IT. Per day charge.			
1. 208/220 v, single phase & 208 v three phase.....	\$15.19	\$15.65	3%
2. 120v. IT.....	\$ 6.44	\$6.63	3%
3. PD 7 Service Dock, 110v pumps.....	\$ 6.44	\$6.63	3%
4. PD 7 Yard Charge, trucks	\$11.59	\$11.94	3%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity,			
per hour, min 1 hr.	\$132.61	\$136.59	3%

Commented [KG1]: This equipment rate includes both equipment plus labor. For the sake of the resolution let's separate the labor from equipment so we can compare apples to apples. If it's easier for Finance and Operations to combine the rates for billing, let's do operationally.

I.	<u>Pump/Line Service.</u> Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour	\$58.45	\$56.08	3%
J.	<u>Storage.</u>			
	1. Outside Lot Storage			
	a. Per square foot, daily rate	\$ 0.010	\$0.011	10%
	b. Per square foot, monthly charge	\$0.216	\$0.222	3%
	c. Minimum monthly charge	\$21.63	\$22.95	3%
	d. Boat trailer only, per night	\$ 2.16	\$2.22	3%
	e. Boat on trailer, per night, 10 days limit	\$ 7.42	\$7.64	3%
	2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245) Charge for improper use of parking lot (i.e. boat repair)	\$21.63	\$22.28	3%
K.	<u>Gear Work.</u> Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate.			
	1. Commercial Marina, per day	\$18.80	\$19.36	3%
	2. Terminal Lot, per day. Short term use only. Deep-draft cargo has priority	\$18.80	\$19.36	3%
	3. South Beach Marina, per day	\$18.80	\$19.36	3%
L.	<u>Work Barge.</u> In addition to labor rate.			
	1. Work Boat, per hour. Licensed captain extra.....	\$124.63	\$128.37	3%
	2. Wood Barge, per day (work boat extra).....	\$23.69	\$24.40	3%
	3. Skiff, per hour	\$13.39	\$13.79	3%
M.	<u>Clean-up.</u> Fees will be charged for each man-hour at the established labor. Equipment charges are extra			
	1. Oil Spills, per hour.....	\$92.70	\$95.48	3%
N.	<u>Disposal Fees.</u>			
	1. Just Oil, per gallon	\$ 0.300	\$0.309	3%
	2. Oil-Water Mix, per gallon.....	\$ 0.760	\$0.783	3%
	3. Net Disposal and/or Related Gear, per pound.....	\$ 0.165	\$0.170	3%
	4. Garbage, per pound.....	\$ 0.113	\$0.116	3%
O.	<u>Port Labor.</u> Includes administration staff and fully burdened.			
	1. Per hour; 3/4 hour minimum, in 15 min. increments .	\$50.50	\$51.65	2%
	2. Overtime. Any services required outside the established working hours, unless otherwise posted, will be charged at one and one-half times (1.5) the normal rate for labor. Per hour, 1 hour minimum	\$75.75	\$77.48	2%
	3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged at twice (2.0) the normal rate for labor. Per hour	\$100.94	\$103.30	2%
P.	<u>Pallet Charge.</u> Any Port owned pallet leaving yard, each.....	\$ 5.46	\$5.62	3%
Q.	<u>Dredge Spoils.</u> Includes state fees; may be waived for other public agencies or beneficial uses. Per cubic yard.	\$ 2.00	\$2.00	0%
R.	<u>Keys/Cards.</u>			
	1. South Beach Facilities. Cards.			
	a. Original/first two	free	free	n/a

Commented [KH2]: Per Bill H., at South Beach, they are currently charging \$6.50 per night for boat and trailer, and \$2.00 per night for boat only.

b. Replacement/additional.....	\$ 5.67	\$5.84	3%
2. Bay Front Facilities. Keys.			
a. Original/first one.....	\$15.97	\$16.45	3%
b. Replacement/additional.....	\$28.33	\$29.18	3%

Section 2. Bay Front Charges. Per linear foot. All charges for greater length between dock and boat.

	OLD	NEW	+/-
A. <u>Moorage.</u> Per linear foot.			
1. Daily.....	\$ 0.45	\$0.46	3%
2. Calendar Month.....	\$ 8.25	\$8.50	3%
3. Semi-Annual.....	\$31.31	\$32.25	3%
4. Annual.....	\$41.56	\$42.81	3%
B. <u>Annual Parking Permit.</u> Permit effective for calendar year starting April 1 st . Commercial Fisherman only.....	\$21.00	\$22.00	5%

Section 3. International Terminal Charges. International Terminal Tariff No. 1 adopted via Res. No. 2014-03 on May 22, 2014. All fees authorized via Tariff No. 1. Effective July 1, 2014.

A. <u>Port Security Fee.</u> (§I.13). Per day.....	\$895.00	\$895.00	0%
B. <u>Materials & Supplies.</u> (§I.31). Cost plus.....	25%	25%	0%
C. <u>Dockage Charges.</u> (§III.13). Rate per day, by length.			
1. 000.00 – 351.05 ft.....	\$1,627.00	\$1,627.00	0%
2. 351.05 – 371.02 ft.....	\$1,792.00	\$1,792.00	0%
3. 371.02 – 400.26 ft.....	\$1,981.00	\$1,981.00	0%
4. 400.26 – 426.51 ft.....	\$2,203.00	\$2,203.00	0%
5. 426.51 – 449.48 ft.....	\$2,373.00	\$2,373.00	0%
6. 449.48 – 475.72 ft.....	\$2,607.00	\$2,607.00	0%
7. 475.72 – 498.69 ft.....	\$2,960.00	\$2,060.00	0%
8. 498.69 – 524.93 ft.....	\$3,527.00	\$3,527.00	0%
9. 524.93 – 551.18 ft.....	\$3,639.00	\$3,639.00	0%
10. 551.18 – 574.15 ft.....	\$3,822.00	\$3,822.00	0%
11. 574.15 – 600.39 ft.....	\$4,373.00	\$4,373.00	0%
12. 600.39 – 626.64 ft.....	\$5,092.00	\$5,092.00	0%
13. 626.64 – 649.99 ft.....	\$5,787.00	\$5,787.00	0%
14. Above 650 ft., added on top of above rate, per ft.....	\$ 8.90	\$8.90	0%
15. Exceptions for certain vessels (§II.14) per ft. per day	\$ 0.80	\$0.80	0%
D. <u>Service and Facility Charges.</u> (§III.2). Per 1000 board feet, unless noted.			
1. Logs. Scribner scale, ex dock.....	\$ 7.75	\$7.75	0%
2. Cants.....	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough.....	\$ 5.22	\$5.22	0%
4. Lumber. Packaged surfaced.....	\$ 4.63	\$4.63	0%
5. Plywood, Veneer, corestock & hardboard, /1000 kilos	\$ 5.87	\$5.87	0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$ 3.49	\$3.49	0%
7. Other commodities, per metric ton or 1000 bf.....	\$ 6.83	\$6.83	0%
8. Other commodities, per cubic meter.....	\$ 5.69	\$5.69	0%
E. <u>Wharfage Assessment.</u> (§III.6). Minimum charge for any single bill of lading.....	\$10.00	\$10.00	0%

Commented [KG3]: Did this use to be May?

Commented [KH4R3]: Yes, This was an earlier discussion, including Kevin Bryant, about the best time to change the license in consideration of fishing seasons

Commented [KH5]: Zerr to review

Commented [KG6]: Look at frozen seafood product rate. Zerr.

F. <u>Wharf Charges.</u> (§III.7). Per 1000 board feet, unless noted. In addition to Service and Facility Charges.			
1. Logs. Scribner scale, ex dock	\$ 9.50	\$9.50	0%
2. Cants.	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough.	\$ 4.55	\$4.55	0%
4. Lumber. Packaged surfaced.	\$ 4.03	\$4.03	0%
5. Plywood, Veneer, corestock and hardboard, per 1000K	\$ 3.96	\$3.96	0%
6. Pulp, Linerboard, bales or rolls.....	\$ 2.72	\$2.72	0%
7. Other commodities, per 1000 kilos.....	\$ 5.57	\$5.57	0%
8. Other commodities, per cubic meter.....	\$ 4.57	\$4.57	0%
G. <u>Cargo Staging Area.</u> (§IV.2). Base rent for <u>3-acre</u> surge area.			
1. Per week, seven days	\$2,000.00	\$2,000.00	0%
2. Per day, less than seven days	\$300.00	\$300.00	0%
H. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract. Rate schedule per day.			
1. 2 men.....	\$520-\$656	\$520-\$656	0%
2. 4 men.....	\$1,061-\$1,317	\$1,061-\$1,317	0%
3. 6 men.....	\$1,575-\$1,973	\$1,575-\$1,973	0%
4. 8 men.....	\$2,153-\$2,631	\$2,153-\$2,631	0%

Commented [KH7]: Zerr to review

Section 4. South Beach Charges. Per linear foot. All charges for greater length between dock and boat except for F-Dock which is boat length only. Effective October 1, 2017.

	OLD	NEW	+/-
A. <u>Moorage.</u> Per linear foot.			
1. Daily.....	\$ 0.64	\$0.66	3%
2. Weekly.....	\$ 3.82	\$3.93	3%
3. Calendar Month	\$ 9.79	\$10.08	3%
4. Semi-Annual	\$36.04	\$37.12	3%
5. Annual	\$57.02	\$58.73	3%
6. Live aboard. Monthly rate by agreement only.			
a. First person	\$49.95	\$51.45	3%
b. Each Additional	\$43.26	\$44.56	3%
c. Electrical Surcharge, per extra plug on dock	\$30.90	\$31.83	3%
B. <u>South Beach Charter Rates.</u>			
1. Annual Moorage, per linear foot (PONFC)	\$44.92	\$46.72	4%
2. Charter License	\$300.00	\$300.00	0%
C. <u>Dock Box.</u> Following Harbormaster specs	\$309.00	\$318.27	3%
D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One-time.....	\$53.05	\$54.64	3%
E. <u>Line Replacement.</u> Per foot, per time	\$ 1.00	\$ 1.00	0%
F. <u>Launch Fee.</u>			
1. Daily.....	\$ 6.00	\$6.00	0%
2. Annual			
a. Resident.....	\$5569.00	\$605.00	9%
b. Resident Senior.....	\$505.00	\$695.00	10%
c. Non-resident	\$7589.00	\$805.00	7%

Commented [KH8]: Increase per Greenwood

Section 5. Recreational Vehicle Park Fees. Effective October 1, 2017. Applicable state and municipal lodging tax will be an additional charge.

	OLD	NEW	+/-
A. <u>Peak Season (Summer), May 1 – October 31.</u> <u>Base rate</u> before taxes			
1. All Marina Park Sites			
a. Daily			
i. Regular	\$44.50		
(Base Rate before taxes)	\$39.98	\$41.18	3%
ii. Good Sam	\$40.05		
(Base Rate before taxes)	\$35.98	\$37.06	3%
b. Weekly			
i. Regular	\$279.50		
(Base Rate before taxes).....	\$251.12	\$258.65	3%
ii. Good Sam	\$251.55		
(Base Rate before taxes).....	\$226.01	\$232.79	3%
c. Monthly Rate	\$783.00	\$806.49	3%
2. The Annex.			
a. Daily	\$34.50		
(Base Rate before taxes)	\$31.00	\$31.93	3%
b. Weekly	\$209.00		
(Base Rate before taxes)	\$187.78	\$193.41	3%
c. Monthly	\$620.00	\$638.60	3%
3. Dry Camping	\$20.50	\$21.11	3%
B. <u>Off Season (Winter), November 1 – April 30.</u>			
1. All Sites in the Marina Park			
a. Daily			
i. Regular	\$39.50		
(Base Rate before taxes)	\$35.49	\$36.55	3%
ii. Good Sam	\$35.55		
(Base Rate before taxes)	\$31.94	\$32.90	3%
b. Weekly			
i. Regular	\$237.00		
(Base Rate before taxes)	\$212.94	\$219.33	3%
ii. Good Sam	\$213.31		
(Base Rate before taxes)	\$191.64	\$197.39	3%
c. Monthly Rate	\$672.00	\$692.16	3%
2. The Annex.			
a. Daily	\$34.49		
(Base Rate before taxes)	\$31.00	\$31.93	3%
b. Weekly	\$209.00		
(Base Rate before taxes).....	\$187.78	\$193.41	3%
c. Monthly	\$620.00	\$638.60	3%
3. Dry Camping	\$20.50	\$21.11	3%
4. Seafood & Wine Surcharge, High Traffic Surcharge. per Per night (2 night min.) High Traffic Incudes: Memorial Day, Labor Day, 4th of July, Loyalty Days, Halibut Opener, Seafood & Wine Festival.			
i-a. Added to all RV Park stays including Dry Camping \$6.00-- \$6.00 up to \$20.00	0% n/a		
C. <u>Pet Fee.</u> Charged additionally.			
1. Daily. First pet free; each additional	\$ 2.00	\$ 2.00	0%

Commented [KG9]: Would it help to include the "new" rate with the tax? I'm assuming the daily rate – with tax – would be \$44.50 + 3%?

Commented [KH10R9]: I would not recommend it, since tax rates can change. Maybe just a statement about current tax rates.

Commented [KG11]: Should this simply be called a "high traffic surcharge"? Should we apply this rate to all high traffic weekends?

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2.	Weekly. First pet free; each additional	\$10.00	\$10.00	0%
3.	Monthly. Charged per pet including first	\$10.00	\$10.00	0%
D.	<u>Individual Fee.</u> First two people free; each additional person charged.			
1.	Daily.....	\$ 2.00	\$2.00	0%
2.	Weekly.....	\$10.00	\$10.00	0%
3.	Monthly.....	\$30.00	\$30.00	0%
E.	<u>Vehicle Fee.</u> Any combination of three axle pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
1.	Daily.....	\$ 2.00	\$7.00	250%
2.	Weekly.....	\$10.00	\$15.00	50%
3.	Monthly.....	\$30.00	\$35.00	16.6%
F.	<u>Reservation Deposit.</u> Payable at booking. Deposit will be applied to actual stay, subject to cancelation fee if applicable.			
1.	Daily and Weekly	1 st night's rate	same	
2.	Monthly.....	1 st month's rate	same	
G.	<u>Cancelation Fee.</u>			
1.	Daily or weekly reservation, non-holiday.			
a.	72 hours or more before check-in date.....	\$10.00	\$10.00	0%
b.	Less than 72 hours before check in date. 1 st night's rate		same	
2.	Daily or weekly reservation, holiday.			
a.	14 days or more before check-in date	\$10.00	\$10.00	0%
b.	Fewer than 14 days before check-in date 1 st night's rate		same	
3.	Monthly reservations.			
a.	30 days or more before check-in date	---	\$50.00	n/a
b.	Less than 30 days before check-in, or early check-out per months reserved	---	\$100.00	n/a
H.	<u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements may be charged at actual cost to port.	\$79.00	\$79.00	0%
I.	<u>Laundry Machines.</u> per load.	\$ 2.00	\$2.00	0%
J.	<u>Process Fees.</u> Any additional fees incurred by the Port as part of an eviction process.			
1.	Notice.	\$50.00	\$50.00	0%
2.	FED Complaint.	\$200.00	\$200.00	0%
3.	Court Hearing	\$165.00	\$165.00	0%
4.	Writ of Execution.....	\$140.00	\$140.00	0%

Commented [KG12]: This rate can't be increased with current washer/drier configuration.

Section 6. Civil Penalties. Penalties found in PONFC (Sec. 7.4(a)). Paid in full. Effective July 1, 2017.

	OLD	NEW	+/-
A. <u>Class A Violation</u>			
1. 0-14 days, per day.	\$300.00	\$300.00	0%
2. 15-29 days, per day.	\$600.00	\$600.00	0%
3. 30+ days, per day	\$1,000.00	\$1,000.00	0%
B. <u>Class B Violation</u>			
1. 0-14 days, per day.	\$150.00	\$150.00	0%

2.	15-29 days, per day	\$300.00	\$300.00	0%
3.	30+ days, per day	\$500.00	\$500.00	0%
C. Class C Violation				
1.	0-14 days, per day	\$30.00	\$30.00	0%
2.	15-29 days, per day	\$60.00	\$60.00	0%
3.	30+ days, per day	\$100.00	\$100.00	0%
D. Class D Violation				
1.	0-14 days, per day	\$15.00	\$15.00	0%
2.	15-29 days, per day	\$30.00	\$30.00	0%
3.	30+ days, per day	\$50.00	\$50.00	0%
E. Parking Violation. Per event, both vehicles and trailers.				
1.	0-10 days, paid within	\$40.00	\$40.00	0%
2.	11-20 days, paid within	\$85.00	\$85.00	0%
3.	21+ days, paid within	\$125.00	\$125.00	0%
F. Dumping Violation. Per event				
		---	\$500.00	n/a

Commented [KH13]: Also add to the Facilities Code

Section 7. Administrative Fees. Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective July 1, 2017.

A. Public Records Request Fee Schedule.				
1.	Copies of Public Records. Per Page	\$ 0.25	\$0.25	0%
2.	Copies of Sound Recordings	\$10.00	\$10.00	0%
3.	Copies of By-laws, Codes, Plans, bound documents	\$20.00	\$20.00	0%
4.	Copies of Nonstandard documents	\$20.00	\$20.00	0%
B. Research. Written request required. Hourly rate. ½-hr. min.				
		\$50.50	\$51.65	2%
C. Computer Time. Port operator. Hourly rate. ½-hr. min.				
		\$50.50	\$51.65	2%
D. Faxes/Emailing/Copies. Per Page				
1.	Local	\$ 1.00	\$1.00	0%
2.	Long Distance	\$ 1.50	\$1.50	0%
3.	Incoming	\$ 1.00	\$1.00	0%
4.	Copies	\$ 0.25	\$0.25	0%
E. Long Distance Phone Calls				
		\$ 2.00		
F. Lamination. Per Page, letter size				
		\$ 2.00	\$2.00	0%
G. Notice Posting. For non-payment of lease or moorage				
		\$62.00		
H. Failure to Register. For research related to unregistered boats				
		\$31.00	\$32.00	3%
I. South Beach Meeting Room. Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers by mg <u>by management</u> .				
		\$75.00	\$75.00	0%
1.	Half day	--	\$40.00	
2.	Full day	\$75.00	\$80.00	7%
J. International Terminal Meeting Room. Must be pre-arranged and authorized.				
1.	Half day	--	\$30.00	n/a
2.	Full day	--	\$60.00	n/a
J-K. Returned Check Fee. Plus bank fees.				
		\$50.00	\$50.00	0%
K-L. Per Annum Interest Rate. Applied to past due accounts.				
		18%	18%	0%
L-M. POV Mileage Reimbursement Rate (IRS)				
		current		
M-N. Travel Reimbursement Rates follow current IRS per diem rates				
		current		

Commented [KH14]: Time limit?

Commented [KG15R14]: I'd say five minutes at most.

Commented [KH16]: Should we have G and H these correspond to labor rates?

Commented [KG17R16]: There is some additional time and paper. I'd simply add the 3% here.

Commented [KG18]: I'd add 3% here, too.

Commented [KH19]: It's not clear if its \$75 per time unit (morn, aft, even), or per day, or per however many days the same group uses the meeting room

Commented [KG20R19]: Do we waive this fee for groups?

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(<http://www.gsa.gov/portal/category/104711>)

N.O.	Impound Seizure Fee. Vessel impounding.....	\$750.00	\$750.00	0%
Q.P.	Special Use Permit Fee. GM has authority to adjust usage fee based upon non-profit status and other criteria			
	1. Application Fee	\$100.00	\$100.00	0%
	2. Usage Fee, Number of Participants, Attendees, Contestants, Volunteers at Event			
	a. 1-200.....	\$400.00	\$400.00	0%
	b. 201-500.....	\$650.00	\$650.00	0%
	c. 501-1000.....	\$900.00	\$900.00	0%
	d. 1001-5000.....	\$1,400.00	\$1,400.00	0%
	e. 5001-10,000.....	\$1,900.00	\$1,900.00	0%
	f. 10,001-20,000.....	\$2,400.00	\$2,400.00	0%
	g. More than 20,000.....	\$5,000.00	\$5,000.00	0%
	3. Vendors, per each.....	\$40.00	\$40.00	0%
P.Q.	Insurance Certificate Limits			
	1. General Liability, per occurrence.....	\$2MM	\$2MM	0%
	2. General Liability, in aggregate.....	\$2MM	\$2MM	0%
Q.R.	Security (TCB) costs reviewed and passed along to applicant.		same	
R.S.	Impound Seizure Fee. Car/Truck/Trailer.....	\$100.00	\$100.00	0%
S.	Vessel Moving. Does not include labor rate. Per event.....	\$250.00	\$250.00	0%
T.	Background Check.....	\$25.00	\$25.00	0%
U.	Credit Check.....	\$35.00	\$35.00	0%
V.	Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest.....	\$10.00	\$10.00	0%

Commented [KH21]: Still the same rate in the OARs

Section 8. Insurance Certificate Limits. Effective July 1, 2017. Additional coverages may be required based upon business type and Port's discretion. A certificate naming the Port as an additional insured in also required.

	OLD	NEW	+/-
A. <u>Leases/Tenants.</u>			
1. General Liability, Each Occurrence.....	\$2MM	\$2MM	0%
2. Damaged to Rented Premises (each occurrence).....	\$300K	\$300K	0%
3. Medical Expense (any one person).....	\$5K	\$5K	0%
4. Personal & Adverse Injury.....	\$2MM	\$2MM	0%
5. General Aggregate.....	\$2MM	\$2MM	0%
6. Products – Comp/Op Aggregate	\$2MM	\$2MM	0%
B. <u>Moorage/Vessels.</u>			
1. Commercial Vessels			
a. General Liability			
(1) Protection & Indemnity / Wreck Removal	\$250K		
(2) Pollution Coverage.....	\$300K		
(3) Combine Coverage / Wreck Removal	\$600K		
2. Recreational Vessels			
a. General Liability			
(1) Ocean Marine Liability / Wreck Removal.....	\$300K		
(2) Pollution Coverage.....	\$300K		

Commented [KH22]: This section does not look right to me. Although it's been formatted this way since 2014, I would think General Liability would be its own category at \$2MM, and the others would be separate categories rather than sub-category of GL

Commented [KG23R22]: Would it be clear that each category has to have GL?

Commented [KH24R22]: Will review with Mona from Servco

- (3) or Watercraft Liability, specifically includes wreck removal and pollution. Umbrella clauses must identify boats exceeding 25 ft..... \$500K
- 3. Charter/Guide Vessels
 - a. General Liability \$1.7MM
- 4. International Terminal Vessels (Tariff No. 1(\$17))
 - a. Maritime Employer's Liability (Jones Act) \$1MM
 - b. Commercial and/or Comprehensive Marine General Liability..... \$5MM
- 5. NOAA Visiting Vessels
 - a. Commercial and/or Comprehensive Marine General Liability..... \$5MM
- b-C. Vendors (reserved)

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Section 9. Retail Sales, Gift Certificates, Promotions, Sponsorships and Sundries. The Commission delegates to Manager the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items.

Section 10. Delegation of Responsibility. The Commission delegates to General Manager the ability to adjust these rates on a temporary basis to better manage services at the Port of Newport. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

Section 11. Annual Review. The Commission, through assistance by Port staff, shall annually

Walter Chuck	Patricia Patrick-Joling
President	Secretary/Treasurer

review and adopt a new rate, fees and charges resolution prior to the subsequent budget's adoption.

Section 12. Repealer. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of May, 2017.

ATTEST:

**2017 ANNUAL REPORT TO THE
PORT OF NEWPORT BOARD OF COMMISSIONERS**

This Annual Report is filed with the Port of Newport Board of Commissioners by the President, Vice President and Secretary/Treasurer pursuant to ORS 777.140(2). This report focuses on the major events and accomplishments during the course of the previous calendar year. The report is available at the Port office and is formally submitted into the public record.

1. Award Contracts for Annual General Liability, Earthquake and Vessel Insurance
2. Approve scope of service and proposal by Pacific Habitat Services for NOAA berth deepening
3. Issued a Special Use Permit to Ardor Adventures for Resolution Run & Polar Bear Plunge
4. Authorized a Letter of Understanding with Oregon Brewing Co. for Rogue Expansion
5. Issued Credit Cards to the Director of Finance and Director of Operations with a limit of \$2500
6. Accepted the 2016 Annual Report
7. Issued a Special Use Permit for OMSI Coastal Discovery Center Grand Opening of Camp Gray
8. Issued a Special Use Permit to Ardor Adventures for the 3rd Annual Newport Shamrock Run
9. Approved a Declaration of Surplus Property
10. Approved an Agreement for Port Dock 7 Electrical Repairs to Above Board Electric
11. Approved HMSC Sublease with American Genetics Association
12. Approved a Contract Amendment with TCB for Additional Collection Services
13. Approved the General Manager Performance Evaluation
14. Approved a Volunteer Policy
15. Approved a Special Use Permit for the Arthritis Bike Classic
16. Approved a Special Use Permit for Davis Shows Loyalty Days Carnival
17. Authorized Rogue Lease Second Amendment Option to Lease
18. Approved an Application for a \$50,000 IFA Port Planning and Marketing Fund Grant for pre-planning activities related to the International Terminal Shipping Facility.
19. Authorized the refinancing of \$15-million in general obligation bonds from 2007 saving local taxpayers almost \$1-million in taxes over the 20 year term.
20. Renewed Lease to Seafarers Permits & Brokerage.
21. Issued a Special Use Permit to Silent Crow Arts film crew.
22. Issued a Special Use Permit for the Newport Marathon.
23. Awarded Contract to Replace NOAA Lighting Inverter Circuit Board.
24. Approved NOAA Supplemental Lease Agreements #13, carpet waiver and #14, glass wall installation
25. Authorized a Memo of Understanding with the City of Newport regarding the placement of dredge spoils at the municipal airport.
26. Authorized a Road Easement and Utility Easement from Northwest Natural Gas Co for shipping facility expansion.
27. Authorized the General Manager to pursue additional grants for the International Terminal Shipping Facility Project.
28. Authorized the General Manager to apply for a \$2MM Loan from IFA.
29. Awarded a Feasibility Study Contract to Market Advisory Group, LLC to study market opportunities at the proposed shipping facility.
30. Awarded a Contract to Road & Driveway for Hoist Dock Fill and Asphalt Repair.
31. Selected Fred Postlewait as Budget Committee Chair.
32. Budget Committee approved the proposed Budget for the 2016-17 fiscal year.

33. Budget Committee approved the tax rate of .0609 per \$1000 of assessed value for operating purposes in the General Fund and in the amount of \$1MM for payment of General Obligation bond principal and interest in the International Terminal Debt Fund for the 2016-17 fiscal year.
34. Approved a City of Newport Easement for Water Outfall at Port Dock 7.
35. Adopted Resolution 2016-02 Setting Rates, Fees and Charges.
36. Adopted Resolution 2016-03, a Compensation Plan for Port Employees.
37. Adopted Resolution 2016-04 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.
38. Awarded Contract to Lincoln Glass Company for NOAA Glass Wall Installation
39. Awarded Contract to Advanced Remediation Technologies, Inc. for NOAA Dredging Analysis work
40. Approved a Special Use Permit for Newport Food Bank Great Albacore Tuna BBQ Challenge and Salmon Enchanted Evening
41. Declared Port of Newport Commission Position No. 2 Vacant with the resignation of long-time commissioner David Jincks.
42. Appointed Patricia Patrick-Joling as Port of Newport Commission Secretary/Treasurer Pro-Tem
43. Appointed Steve Beck into Port Commission Position No. 2
44. Award a Contract for a 2009 Ford Edge Work Vehicle
45. Approved a NOAA Oil Boom Supplemental Lease Agreement
46. Approved a Special Use Permit for the Barrel to Keg Relay
47. Approved a Special Use Permit for the MDR Charity Car Show
48. Approved a Special Use Permit for the Oregon Sea Grant Shop at the Dock
49. Approved a Special Use Permit for Ardor Adventures Events
50. Authorized the General Manager to sign a Lease Option Extension with Teevin Bros. to 12/31/17 for the International Terminal Shipping Facility
51. Approved a contract with GRI for an Environmental Site Assessment of the Port's International Terminal Shipping Facility nine-acre site
52. Approved Resolution 2016-05 Adopting the 2016-17 Fiscal Year Budget
53. Approved a Letter of Support for the Marine Science Initiative at Hatfield Marine Science Center
54. Adopted Resolution 2016-06 Creating a Commercial Fishing Users Group
55. Issued a Special Use Permit for the Newport Bay to Brews ½ Marathon & 10K
56. Issued a Special Use Permit for the U-DA-MAN Fishing Tournament
57. Approved renewing membership in the Pacific Northwest Waterways Association
58. Approved renewing membership in the Good Sam program
59. Elected Commission officers: Walter Chuck, President; Ken Brown, Vice President; and Patricia Patrick-Joling, Secretary/Treasurer.
60. Adopted Resolution 2016-07 Amending the Personnel Manual to Adopt a Revised Hiring Policy
61. Adopted Resolution 2016-08 Designating Bank Accounts and Authorizing Check Signers
62. Adopted Resolution 2016-09 Establishing a Health and Safety Policy for Port of Newport Employees
63. Authorized an Engineering Contract with OBEC for Port Dock 5 Fixed Pier Approach to look at potential design and cost estimates for replacement.
64. Approved Intergovernmental Agreement with City of Newport for Participation in the Bay Front Area Parking District
65. Authorized a Contract for Construction Services with Bergerson Construction, Inc., for Port Dock 5/7 Pile Replacement and Dock Repair Project 2016.
66. Recognized Aaron Ferguson of TCB for his service.

67. Donated proceeds from the Tuna BBQ Challenge in the amount of \$3,325 to the Newport Food Pantry.
68. Adopted Resolution 2016-10 Amending the Commercial Fishing Users Group Committee Membership to Include a Distant Water Fishery Representative.
69. Adopted Resolution 2016-11 Amending the Port of Newport Facilities Code to Add Provisions for Fire Safety, Special Events and Public Art.
70. Completed the SDIS Best Practices program requirements for 2017 insurance credit.
71. Sent a letter of support for the proposal *Enabling Cost Effective Electricity from Ocean Waves* by Oregon State University Northwest National Marine Renewable Energy Center.
72. Approved a Special Use Permit for Rotary Club of Newport Trick or Treat Monster Feet.
73. Held Comprehensive Goal Setting Session.
74. Approved Contract for Port Dock 5 Pile Replacement and Repair.
75. Authorized the General Manager to Apply for Additional Debt Financing for the International Terminal Shipping Facility.
76. Approved a Special Use Permit for 2017 Seafood & Wine Festival.
77. Renewed Lease with GSA for the Customs Building.
78. Adopted the Facility Maintenance & Operations Plan with revised Maintenance Job Description.
79. Approved Easement with Rondys for International Terminal Shipping Facility.
80. Adopted a Personnel Manual for Port of Newport Employees
81. Recognized Rick Fuller for his service to the Port.
82. Approved the Audit Report for Fiscal Year 2015-2016.

The President, Vice President, Secretary/Treasurer are proud of the work accomplished by our Commission and staff. We look forward to an equally successful 2016. This Annual Report is submitted to the Port of Newport by:

Walter Chuck, President

Ken Brown, Vice President

Patricia Patrick-Joling, Secretary/Treasurer

At their January 24, 2017 Regular Board Meeting

DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 01/24/2017
PERIOD: January Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

December year to date financials are attached.

Finance Operations:

The Audit is complete and has been filed with the State.

The Finance team would like to increase the hourly rate charged by Port employees for services rendered from \$50.50 to \$51.65. This increase is based on an analysis that included all the Personnel costs associated with the employees who provide such services and the administrative support for these services.

Yearly Personnel Expenses

Equipment Operators	419,908
Administrative Support (60%)	332,161
Average Hourly Rate	51.65

The Finance team is working on a Request for Proposal (RFP) model for all of the Port's contracted services. The goal is to have the draft RFP model by the March Board meeting.

The Finance team will be submitting a Supplemental Budget once the Financing is complete for the International Terminal Shipping Facility (ITSF). The Supplemental Budget will include changes related to the ITSF, the refinancing of the GO Bonds, the South Beach improvements related to the Rouge expansion and to the South Beach mitigation project related to NOAA.

RV Park:

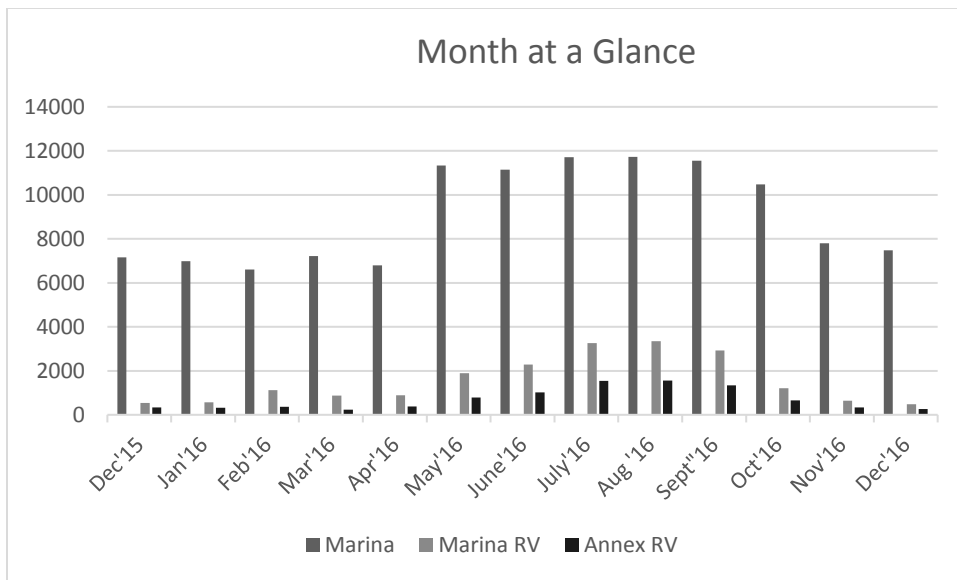
The new Manager has been aboard for almost two months and the staff is working on compiling information related to other RV Parks and Marinas on rates, amenities, policies and marketing

December 2016 Occupancy Report

To: Port of Newport, Board of Commissioners
 From: Bill, South Beach Marina & RV Parks
 12/09/16

Occupancy numbers for December were down from last year in the Annex and Marina RV Park. December was a very cold month with not many guests in over the holidays. Maybe a Christmas special next winter would help to boost business. Marina occupation was up slightly from last December; this was helped by crabbing reopening. The bar was closed for small craft most of the month, which had a negative impact.

Dec-16	2015	2016	Change	YTD 2015	YTD 2016	Change
Marina	7153	7481	4.59%	117,047	111,627	-4.63%
MarinaRV	534	476	-11.05%	23,329	19,642	-15.80%
AnnexRV	342	267	-21.93%	7,248	8,673	19.66%





DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 1/18/2017
PERIOD: Dec 2016 - Jan 2017
TO: Kevin Greenwood
ISSUED BY: Jim Durkee

OVERVIEW

Summary:

The NOAA MOC-P dredging permit was received and an additional DSL Sand and Gravel permit was required and is being acquired. Billeter Marine LLC is mobilizing to begin dredging. The CBP ADA ramp has been installed and awaits approval by GSA. Bergerson Construction is nearing completion of the PD5 project. Jim Durkee has taken on Interim Director of Operations duties.

Detail:

- **NOAA MOC-P dredging:** Billeter Marine has completed prep work on the dredge spoil site in South Beach. New silt fencing is in place and a new rock damn was placed to slow and diffuse water flow back into the bay to help prevent erosion. Billeter has begun dredge pipeline work at the international terminal. The pipeline will be towed across the bay and run from the dredge site in front of the NOAA dock under the pier and up to the dredge spoil site. USCG was informed so it could go into the local notice to mariners as required by the permit.
- **NOAA MOC-P recreational access:** Bids were requested on installation of port owned floating dock sections to be added to the end of the existing service dock as required by ODFW providing increased recreational crabbing access.
- **Permits:** Rick completed work on the details of the outstanding NIT dredging permit conditions and the remaining conservation easement requirement at the mitigation area behind the aquarium. Karen and I have been working with DSL to obtain a Sand & Gravel permit that is required for the NOAA dredging. Road & Driveway was contracted to do some work on the ITSF to keep the permit active.
- **CBP Ramp:** The CBP ADA ramp was installed on Monday 1/16/17 by Design Space Modular. GSA will come out and inspect the ramp after which they will be reimbursing the Port for the cost of the structure and installation
- **Port Dock 5/7 Pile replacement:** Bergerson Construction Inc. just has rub boards left to install to finish the PD5/PD7 project.

- **Forklift Rates:** Put together a survey of rates charged for forklift services at other ports up and down the coast. (See attached spread-sheet). Staff have discussed other changes to the rate schedule that will cause an increase to service rates including adjustments of minimum charges. I will also be putting together a sheet to show the true cost of running the lifts including fuel, tires maintenance, operator, etc. just for reference.

International Terminal – Pete Zerr, Superintendent

Billable services:

- Forklift - 64hrs
- 30 Ton Hydraulic crane – 39hrs
- Moorage – 233 days
- Dock Tie Up – 136 hrs
- Labor – 98hrs

Other

- Conducted required quarterly MTSA drill.
- Distant water fleet finished heavy use period.
- Contractor cleaned out storm drain basins and storm-water samples were taken.

N. Commercial docks – Kent Gibson, Harbor Master

Billable services: (estimated)

- Forklift – 124.25hrs
- Hoist crane – 11hrs
- Dock Tie Up – 166.25hrs
- Labor – 124.5hrs

Other

- Crab fleet work.
- Installed rebuilt transition plate on 5X and levelled dock.
- Bergerson Construction - Started and continued PD5 work.

NOAA MOC-P – Jim Durkee, Facility Manager

- Small boat dock transition plates repainted with Anti-Skid paint.
- Maintenance dredging operations prep work has begun.
- Old YBF Building Furnace. The new furnace is installed and running and the ducts were cleaned.

Vessels Using the Facility Since My Last Report – OSP Guardian, NOAA vessels Bell M Shimada, Rainier and Fairweather.

Office Occupancy Admin Building – 63 Work Stations Total, 42 Occupied
 Warehouse Bldg. – 23 Work Stations Total, 11 Occupied
 Occupancy Rate – 62%

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

Billable services:

- Launch tickets:
163 tickets sold this period.

Other

- Worked on quotes for SB sidewalk improvements and getting pole lights working again before Seafood & Wine.
- Eric Swenson has started the master gardener program thru the OSU extension office and the college.
- Continued work on landscape in the Marina and the R/V Park.

Volunteer Work Crews

Port Mates – Clay Moore presented the briefing he gives to new guests to the R/V Park so the Mates can get direction on how to present information to the public. Clay offered to have them sit in next time a group comes in as they may be called to fill in for him if he is on vacation.

The Mates are waiting for weather and for Jim Durkee to get locates done before they work on other jobs.

Forklift Rates Comparison

Port	Rate	Minimum	Labor	Total	Fk. Lift Size	Notes
Seattle	\$52.69	\$52.69	\$37.75	\$90.44	<6000	Seattle Offers Self Driving 1/2 Hour Minimum, \$26.35
Seattle	\$52.69	\$52.69	\$37.75	\$90.44	>6000	
Newport	\$28.33	\$17.00	\$50.50	\$78.83	>9000	
Coos Bay	\$78.50			\$78.50	<15000	No Labor Rate or Minimum Listed. Boatyard Rate
Crescent City	\$70.00	\$35.00		\$70.00	<9000	Labor Included 1/2 Hour Minimum
Newport	\$11.33	\$7.21	\$50.50	\$61.83	<9000	
Brookings	\$60.00	\$60.00		\$60.00	<6000	
Astoria	\$55.00		No Operat	\$55.00	<25000	No Operator
Siuslaw	\$50.00	\$25.00		\$50.00	<6000	Labor Included 1/2 Hour Minimum
Bellingham	\$40.00	\$10.00		\$40.00	<9000	W/O Operator \$20.00 per hour

GENERAL MANAGER MONTHLY REPORT

DATE: 1/24/2017
RE: January Regular Meeting
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

ROGUE MURAL UPDATE

[Nothing in packet] The images reviewed by the Port Commission last month along with the comments have been submitted to Rogue's corporate office in Portland. Hagen Moore is the commercial graphic designer who has been tasked with generating the mural. Hagan has indicated that he will take Ardis' concepts and come up with a final design with more detail and color and share a version of that with the Port before hiring a muralist to install sometime this spring/summer.

NOAA CENTENNIAL ANNIVERSARY

[Nothing in packet] The Port, City and County have been approached by John Oliver with the retired NOAA Corps about generating support for NOAA's Centennial celebration which is May 22nd. The Yaquina Bay Economic Foundation (YBEF) has been tasked with coordinating and Kaety Jacobson and I will be heading up the effort. The effort will take a number of differing approaches:

- YBEF will review events that are already happening in Yaquina Bay and the event organizers will look at opportunities to bring the NOAA centennial into the marketing. For example, the Albacore BBQ Challenge could have a NOAA Centennial theme.
- Many organizations in Newport make association/lobbying trips to Washington DC, and NOAA will tee up some talking points for us when we're visiting the Hill. For example, NOAA's fleet is at the end of its life cycle and they are struggling to find support to recapitalize the fleet. These talking points could be added to our advocacy efforts back east.
- The most exciting idea was the possibility of NOAA donating a large anchor (8' high) that could be mounted in the roundabout on OSU Drive with a plaque or sign mounted on the pedestrian trail.

TCB SECURITY CONTRACT / PERMIT MAPS

[Nothing in packet] Based upon the discussion from the Goal Setting session, management has been trying to increase communication between TCB, our facility managers and our users (who sometimes get citations). Some of the issues that have come up:

- I am working with staff to produce a permit map to help communicate more effectively to our guests and security. (As an aside, we are also redesigning the South Beach maps to incorporate the new multi-use area.)
- Working with the City of Newport Municipal Court and TCB to ensure that there is better communication as to whether violations are taking place on behalf of the Port or City. I will be

talking to the City about possibly contracting with their court to hear TCB appeals. Currently the General Manager hears appeals.

- Requiring TCB to be represented at Dept. Head, South Beach Crew and North Commercial Crew meetings to encourage and facilitate open communication. Management can arrange agendas so that security issues can be covered first so TCB representatives don't have to stay for the whole meeting.
- Automatically producing monthly security reports that can be incorporated into commission packets to adequately communicate various security-related activities between security and the commission. The intent would be to have TCB automate the process to reduce their time in producing the report.

Though the current contract does not specifically discuss administrative tasks, there is language establishing an hourly rate for hours worked over 64 hours a week. After reviewing the contract, workload and our expectations, I would estimate the additional administrative requirements would be no more than an extra four hours per month.

JOINT WORK SESSION WITH CITY OF NEWPORT COUNCIL

[Nothing in packet] After some wrangling, the date for the Joint Work Session with the Newport City Council has been set. We will meet at Newport City Hall at noon on Friday, February 17th for an hour. I will work with Spencer to develop an agenda and would like to get some ideas on topics to discuss. Here are some of my ideas:

- Security and parking.
- Bay Front infrastructure and fishermen parking
- Fishing Fleet economy and dependence on PD-5 pier access.
- Partnership on Marine-based fire boat.
- Other?

CHELSEA ROSE UPDATE

[Nothing in packet] Cody has been busy crabbing. Bud Shoemake in Toledo has been talking to Cody. Bud thought that the cost of building a barge would be in the \$30k range, but that did not include floats. I told Cody that any conceptual ideas can be rough when talking to me, but that there would be three items that I recommended he be prepared to share with the commission

- Professional drafting of the barge including elevations and dimensions.
- Schedule of activity: after commission approval, how many weeks to get materials, how many weeks to build, how many days to move into place and how many days to remove the old Chelsea Rose.
- Environmental Plan on the removal of the old Chelsea Rose.

CONFERENCE SCHEDULE

[PNWA Army Corps Funding Matrix in packet] February and March are busy travel months for me as I will be attending the PNWA Mission to Washington, DC, March 13-17th. The Pacific NW Waterways Association has been around for 80 years and is a collaboration of ports, businesses, public agencies and individuals who combine the economic and political strength in support of navigation, energy, trade and economic development throughout the NW.

They have been key in lobbying for opening up the entire Harbor Maintenance Trust Fund (HMTF) revenue that has been collected by large ("donor") ports in the U.S. Included in the packet is a letter

form the Oregon delegation to Jo Ellen Darcy, Asst. Sec. of the Army about ensuring that small (or “low use”) ports receive the ten-percent set aside that PNWA helped negotiate.

Even though Newport does not ship finished product across the bar (yet), our commercial fishing fleet and significant federal assets (NOAA, USCG) have helped make the case for continued USACE dredging in Yaquina Bay. For the last four years, the Corps has spent \$3MM dredging the federal channel when most ports in Oregon have been “zeroed out.” This year Obama’s last budget has \$2.8MM in dredging; Yaquina Bay received \$3MM and change last year.

Though the Port has supported and appreciated the significant dredging in recent years, it still falls short of the Portland District’s “capability” for additional work in Yaquina Bay If funding were available.

For example, in 2016, the Portland District identified a total of \$4.113M for the following work in Yaquina Bay:

- \$3.002M for critical minimum maintenance dredging
- \$893K for maintenance dredging of South Beach Marina
- \$150K for structural surveys to support jetty and breakwater evaluation
- \$200K for structural evaluation report to determine the repair plan for breakwaters and groins

Yaquina Bay received \$3.002M in the President’s budget for the critical dredging. PNWA and the Port of Newport will advocate for an additional \$1.111M in the FY2016 workplan for the remainder of the items based upon the release of the additional HMTF.

This year (2017) the \$350,000 has been eliminated and the Port should advocate to get that funding back.

The trip to DC is the perfect opportunity to lobby individually for Port of Newport projects while showing collaborative support for all of the hugely important work that the US Army Corps of Engineers is responsible for in the Pacific Northwest.

TENTATIVE CONFERENCE AGENDA

Sunday, March 12th (all events in the Hyatt Regency Hotel)

6:00 – 8:00 pm Mission Strategy Session and Welcome Reception

Monday, March 13th (all events in the Hyatt Regency Hotel)

8:15 – 9:15 am Breakfast and Kick-off Speaker

9:15 am – 12:15 pm General Session

12:15 – 1:30 pm Luncheon and Speaker

2:30 – 4:00 pm Optional activity:

Tuesday, March 14th (Senate meetings, then evening reception on Capitol Hill)

7:00 – 8:00 am Inland Ports & Navigation Group Meeting and Breakfast

7:00 – 7:45 am Continental breakfast

8:00 am Depart for Senate Day Meetings

8:30am – 12:00 pm Meet with Northwest Senate Delegation

12:00- 5:00 pm Open for your individual appointments

6:00 – 8:00 pm PNWA *Taste the Northwest Reception* (PNWA members arrive by 5:30 pm)

Wednesday, March 15th (breakfast in the Hyatt Regency Hotel, meetings on Capitol Hill)

7:00 – 7:45 am Continental breakfast

7:00 – 7:45 am Oregon Ports Caucus breakfast

7:45 am Depart for House Day Meetings
8:15 am – 5:00 pm Meet with Northwest House Delegation (boxed lunch will be provided)
Thursday, March 16th (all events in the Hyatt Regency Hotel)
8:15 – 9:15 am Breakfast and Guest Speaker
9:15 – 12:15 pm General Session with guest speakers
12:15 – 1:30 pm Lunch and trip wrap-up
Afternoon Available for Individual Appointments

SDAO CONFERENCE

[Nothing in packet] The 2017 SDAO Annual Conference will be held Friday-Sunday, February 10-12 in Portland, Ore. at the Marriott Downtown Hotel. If you are interested in attending, please contact Karen or myself. Some of the sessions that may be of interest include Government Ethics and Morals, Risk Management Trends, Community Relations. Entire program is included in the packet.

OTHER

- Chuck Toombs is still interested in renting space in one of the shops at the old Yaquina Bay Fruit facility. Rent information has been shared and waiting for next steps. Learned that his grower, Josh Hulsey, has been hired by Pacific Seafood.
- Annual employee performance evaluations will begin in February.
- Facility Managers are working on prioritizing capital needs and reviewing rate structure in anticipation of budget cycle.
- I'll be looking to contract the Port's citation appeal process either with the Newport Muni Court or a County court. Appeal process is extremely time consuming and an inefficient use of time.
- Commercial Fishing Committee has not met due to the other priorities. Shooting for new year.

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PNWA SUPPORTED CORPS PROJECTS - FY2016 & FY2017 AT A GLANCE



The Pacific Northwest Waterways Association (PNWA) is a regional, multi-industry association focusing in trade, navigation and economic development policy. We represent public and private sector interests in Washington, Oregon, and Idaho including ports, towboat companies, steamship operators, river and bar pilots, agricultural producers, forest products manufacturers, labor groups and others.

PNWA's request numbers are a reflection of estimated capabilities from the Portland, Walla Walla, and Seattle Corps Districts. The capability level is the Corps estimate for the most that it could obligate efficiently during that fiscal year. Our numbers reflect the most critical needs at the projects; however, the Corps may have additional capabilities available.

FY2017 Note. As in previous years, the House and Senate Energy & Water bills have funded projects at the same level as the President's budget. They have also provided significant additional funding for Construction, General Investigations, and Operations & Maintenance. The Corps will be tasked with developing a workplan for how to spend these funds once a final bill is passed. PNWA is advocating for the amount listed in the "FY2017 Additional Capability" column, to receive funding through the workplan process.

Construction (CG)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
Columbia River Fish Mitigation	85,300,000	84,000,000	0	70,300,000	84,000,000	84,000,000
MCR Jetties Rehab	20,000,000	21,900,000	0	21,900,000	21,900,000	21,900,000
Lower Columbia River ecosystem restoration, OR & WA Svenson feasibility study and development of new sites	15,300,000	0	0	0	0	0
Grays Harbor Channel Deepening Deepen channel to -38 feet	7,000,000	0	0	0	0	0
General Investigations (GI - studies)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
Seattle Harbor channel deepening study East/West waterways	500,000	500,000	0	500,000	500,000	500,000
Puyallup River, WA (Port of Tacoma) Flood damage reduction study - survey and geotechnical investigations (\$600K)	600,000	0	600,000	600,000	0	0
Mill Creek Channel, WA (Port of Walla Walla) Flood damage reduction study	0	0	0	200,000	0	0
Willamette Falls Locks disposition study	60,000	270,000	0	270,000		

PNWA SUPPORTED CORPS PROJECTS - FY2016 & FY2017 AT A GLANCE



Deep Draft Navigation. More than 60 million tons of cargo, worth more than \$78 billion, moves in international trade across the docks of Pacific Northwest ports. The Puget Sound and Columbia River gateways are some of the largest in the country for: containers; wheat, soy and corn exports; and automobile imports. PNWA supports continued investment in the development and maintenance of the federal navigation projects that support this important economic activity.

Operations & Maintenance (O&M)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
Columbia River at the Mouth (MCR), OR/WA Maintenance dredging (\$2.288M), Sand Island pile dike DDR (\$350K)	19,825,000	18,118,000	2,638,000	20,756,000	18,118,000	18,118,000
Columbia & Lower Willamette below Vancouver & Portland (C&LW), OR/WA Critical minimum maintenance dredging, increased Essayons costs (\$2.073M), W.C. hopper contract (\$4.957M), Additional maintenance dredging (\$2.7M), DMMP (\$450K), Cottonwood Island pile dike MMR (\$200K), Regional Sediment Management Plan (\$175K), Lake River sampling and environmental documents (\$122K)	43,862,000	38,181,000	10,667,000	48,858,000	38,181,000	38,181,000
Columbia River between Vancouver & The Dalles, OR/WA	1,001,000	1,371,000	0	1,371,000	1,371,000	1,371,000
Mt. St. Helens sediment control, WA	268,000	399,000	0	399,000	399,000	399,000
Coos Bay, OR Maintenance dredging (\$837K), ESA compliance (\$155K), North Jetty DDR (\$300K)	9,511,000	6,523,000	1,292,000	7,815,000	6,523,000	6,523,000
Everett Harbor and Snohomish River, WA Maintenance dredging (\$800K)	1,358,000	1,638,000	800,000	2,438,000	1,638,000	1,638,000
Seattle Harbor, WA Maintenance dredging (\$400K), condition surveys (\$90K)	1,968,000**	1,547,000	490,000	2,037,000	1,547,000	1,547,000
Lake Washington Ship Canal, WA Emergency closure crane replacement additional funds (\$2.1M), filling culvert valve design completion (\$180K), saltwater drain intake system design (\$250K), small lock machinery replacement design (\$200K), small lock emergency closure system design (\$200K), large lock service gate design (\$300K), internal inspection of large lock gates (\$225K), adult salmon exclusion structure for saltwater drain (\$110), fish ladder programmable logic controller replacement (\$120K)	12,097,000	12,325,000	3,685,000	16,010,000	12,325,000	12,325,000
Grays Harbor, WA Additional inner/outer harbor dredging (\$4.296M), Westhaven Marina entrance dredging (\$1.508M)	17,523,000	9,998,000	5,804,000	15,802,000	9,998,000	9,998,000
Tacoma Harbor, WA Hylebos sediment characterization (\$365K), Commencement Bay disposal site monitoring (\$455K)	1,384,000**	0	820,000	820,000	0	0

** Includes WRRDA Section 2106 donor port funding
Port of Newport Regular Commission Meeting

PNWA SUPPORTED CORPS PROJECTS - FY2016 & FY2017 AT A GLANCE



Columbia Snake River System Inland Navigation. Barging on the Columbia Snake River system carries over 9 million tons of cargo worth \$3 billion annually, and moves 20% of all U.S. wheat exports. It is the lowest cost, most fuel efficient, and cleanest mode of cargo transportation.

Operations & Maintenance (O&M)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
Bonneville Lock & Dam Navlock Control System program language development (\$350K)	7,645,000	8,346,000	350,000	8,696,000	8,346,000	8,346,000
The Dalles Lock & Dam D/S navlock gate inspection & corrosion protection (\$700K), upstream gate replacement (\$1.1M), Navlock controls & operating machinery (\$500K)	14,631,000	4,206,000	2,300,000	6,506,000	4,206,000	4,206,000
John Day Lock & Dam STS Crane interim repair (\$100K)	4,865,000	4,901,000	100,000	5,001,000	4,901,000	4,901,000
McNary Lock & Dam	7,542,000	8,252,000	0	8,252,000	8,252,000	8,252,000
Ice Harbor Lock & Dam	9,172,000	4,760,000	0	4,760,000	4,760,000	4,760,000
Lower Monumental Lock & Dam	7,460,000	2,860,000	0	2,860,000	2,860,000	2,860,000
Little Goose Lock & Dam	7,532,000	2,741,000	0	2,741,000	2,741,000	2,741,000
Lower Granite Lock & Dam	3,887,000	3,218,000	0	3,218,000	3,218,000	3,218,000

PNWA SUPPORTED CORPS PROJECTS - FY2016 & FY2017 AT A GLANCE



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

Operations & Maintenance (O&M)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
OREGON						
Skipanon Channel, OR (Port of Astoria)	2,700,000	0	0	0	0	0
Tillamook Bay & Bar (Port of Garibaldi) Surveys & monitoring to support dredging (\$28K), jetty repair environmental documents (\$295K), South Jetty DDR (\$450K)	25,000	0	773,000	773,000	0	0
Yaquina Bay & Harbor, OR (Port of Newport) South Beach Marina dredging (\$893K)	3,002,000	2,806,000	893,000	3,699,000	2,806,000	2,806,000
Yaquina River (Port of Toledo) Dredging surveys (\$12K)	3,750,000	0	0	0	0	0
Siuslaw River (Port of Siuslaw) Sediment evaluation study (\$150K)	771,000	746,000	0	746,000	746,000	746,000
Umpqua River (Port of Umpqua) Maintenance dredging (\$945K)	942,000	0	945,000	945,000	0	0
Coquille River (Port of Bandon) Maintenance dredging (\$467K)	418,000	0	467,000	467,000	0	0
Rogue River (Port of Gold Beach) Boat basin contract dredging (\$1.4M)	684,000	673,000	1,400,000	2,073,000	673,000	673,000
Willamette Falls Locks Caretaker status	128,000	63,000	0	63,000	63,000	63,000
WASHINGTON						
Bellingham Bay, Squalicum Harbor (Port of Bellingham) Environmental documentation to support maintenance dredging (\$150K)	436,000	0	150,000	150,000	0	0
Swinomish Channel (Port of Skagit & Port of Anacortes) South entrance surveys (\$315K)	0	436,000	315,000	751,000	436,000	436,000
Willapa River & Harbor (Port of Willapa Harbor) Condition surveys (\$90K)	0	0	90,000	90,000	0	0
Columbia River at Baker Bay (Port of Ilwaco)	1,400,000	1,959,000	0	1,959,000	1,959,000	1,959,000
Columbia River b/t Chinook & Sand Island (Port of Chinook) Maintenance dredging (\$1.2M)	0	0	1,200,000	1,200,000	0	0

EXECUTIVE SESSION CHECKLIST

- Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite to the specific statutory provision(s) authorizing the executive session. Permissible grounds for going into an executive session are available in the *Attorney General's Public Records and Meetings Manual* and online at www.doj.state.or.us.
- Announce that you are going into executive session pursuant to ORS 192.660 and cite the specific reason(s) and statute(s) that authorize the executive session for *each* subject to be discussed. (You may hold a public session even if an executive session is authorized.)
- If you intend to come out of executive session to take final action, announce when the open session will begin again.
- Specify if any individuals, other than the news media, may remain.
- Tell the media what may *not* be disclosed from the executive session. If you fail to do this, the media may report everything. If you discuss matters other than what you announce you are going to discuss in the executive session, the media may report those additional matters. A member of the news media must be excluded from executive sessions held to discuss litigation with legal counsel if he or she is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party.
- Come back into open session to take final action. If you did not specify at the time you went into executive session when you would return to open session, and the executive session has been very short, you may open the door and announce that you are back in open session. If you unexpectedly come back into open session after previously announcing you would not be doing so, you must use reasonable measures to give actual notice to interested persons that you are back in open session. This may require postponing final action until another meeting.
- Keep minutes or a sound, video, or digital recording of executive sessions.

This partial list (below) includes the grounds for executive session most commonly cited by SDAO members. For a complete listing of permissible grounds for going into an executive session, consult the *Attorney General's Public Records and Meetings Manual*, or visit the State of Oregon Department of Justice website at www.doj.state.or.us.

- (a) To consider the employment of an officer, employee, staff member or agent...(if the prerequisites listed in the *Attorney General's Public Records and Meetings Manual* have been satisfied). ORS 192.660(2)(a) and 192.660(7)
- (b) To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open hearing. ORS 192.660(2)(b)
- (d) To conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.660(2)(d)
- (e) To conduct deliberations with persons you have designated to negotiate real property transactions. ORS 192.660(2)(e)
- (f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f)
- (g) To consider preliminary negotiations regarding trade or commerce in which you are in competition with other states or nations. ORS 192.660(2)(g)
- (h) To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h)
- (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may *not* be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning these subjects. ORS 192.660(2)(i) and 192.660(8)
- (n) To conduct labor negotiations if requested by negotiators for both sides. ORS 192.660(3)