

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, April 26, 2016, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order 6:00
- II. Changes to the Agenda..... 6:01
- III. Public Comment 6:02
- IV. Consent Calendar 6:05
 - A. Minutes
 - 1. Work Session – March 22, 2016
 - 2. Regular Meeting – March 22, 2016
 - 3. Budget Priorities Work Session – April 5, 2016
 - B. Financial Reports
 - C. Lease to Seafarers Permits & Brokerage
 - D. Special Use Permit Silent Crow Arts
 - E. Special Use Permit Newport Marathon
 - F. Award Contract to Replace NOAA Lighting Inverter Circuit Board
 - G. NOAA SLA13 Carpet Waiver, SLA14 Glass Wall Installation
- V. Correspondence/Presentations..... 6:08
 - A. Timothy Gross, City of Newport Engineer – Bay Blvd/Moore Dr. Intersection
 - B. American Fisheries Society, Thank You
 - C. OCZMA Renewal Letter
- VI. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid..... 6:18
 - C. Resolution Setting Rates, Fees and Charges (ORS 294.160)..... 6:21
 - D. International Terminal Shipping Facility Update
 - 1. MOU with City of Newport re: Dredge Materials
 - 2. Easements with NW Natural
 - 3. Pursuit of Additional Grants
 - 4. Apply for \$2MM Loan from IFA
 - 5. Acceptance of IFA \$50k Port Planning and Marketing Grant..... 6:24
- VII. New Business
 - A. Award Contract to Apply Hoist Dock Thin Patch Overlay 6:40
 - B. DulsEnergy Seaweed Lease Opportunity (discussion)
 - 1. Pursuit of Infrastructure Grants for Water Intake..... 6:47
- VIII. Staff Reports
 - A. Director of Finance..... 7:00
 - B. Director of Operations..... 7:00
 - C. General Manager 7:05
 - 1. US-20 Closure
 - 2. Seafood & Wine Festival
 - 3. Statewide Issues / Oregon Public Ports Association
 - 4. Letter to Audits Division
 - 5. Rogue Brewery Expansion
 - 6. City Parking Analysis
 - 7. Port Dock 5 Pier Closure
 - 8. Capital Improvement
- IX. Commissioner Reports 7:15
- X. Calendar/Future Considerations 7:25
 - A. 4/25 – 5/2 Loyalty Days Carnival (includes set up/take down)
 - B. 5/10 Budget Committee Meeting
 - C. 5/17 Budget Committee Meeting, if needed
 - D. 5/24 Regular Commission Meeting

- E. 5/30 Memorial Day – Port office closed
- F. 6/3 – 6/4 Newport Marathon
- G. 6/21 Public Hearing and Adopt Budget Resolution
- H. 6/21 Regular Commission Meeting

- XI. Public Comment 7:30
- XII. Adjournment..... 7:33

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.

-###-

PORT OF NEWPORT MINUTES

3/22/2016

Commission Work Session

I. CALL TO ORDER

Commission President Walter Chuck called the Work Session 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; and David Jincks (Pos. #2), Secretary/Treasurer, and Stewart Lamerdin (Pos. #3). Patricia Patrick-Joling (Pos. #5) was absent.

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

Members of the Public and Media: Lee Fries; and David Ulbricht, SDAO Salem, Oregon.

II. DEBT REFINANCING OPTIONS

Greenwood said this would be an opportunity for Larrabee to present a bond refinancing opportunity to provide saving to tax payers (p10) and (p8), with the first payment due in July 2016 (p4).

Larrabee introduced David Ulbricht, who advised the Port by keeping an eye out for potential refinancing opportunities. This proposal would provide \$900K in savings for less cost than Larrabee expected. Ulbricht said he had been involved with the Port for a long time, with the Terminal project, NOAA, and the 2013 refinancing of State loans. The analysis presented applies to the 2007/2008 bonds, totaling \$10-million. The 2011 bonds are not yet eligible. Ulbricht referred to the packet documents for the time line and savings, which were net of cost. He advised that if the market goes away before refinancing, the Port could wait for another opportunity. Chuck said the proposal looked good, and Brown added he did not see a down side. Jincks said he had been through debt refinancing for the Port in the past, and this proposal was good news. Greenwood advised there would be a small fee upfront of \$250.00 for state requirements.

III. FACILITIES MAINTENANCE AND OPERATION PLAN (FMOP) PROPOSAL

Greenwood introduced the Facilities Maintenance & Operations Plan Proposal 2016, included in the packet, and said this had been listed as the Commission's number one priority for management.

Fuller said this plan had been worked on for a while. He wanted to go through the highlights of the plan and present HIPPO/CMMS, which has been used for the past 4 – 5 years, first at NOAA, then the International Terminal, and newly at South Beach. Fuller said he had asked the Department Heads to provide an estimate of time spent by staff on service, labor and administration, as this analysis was not done in the past. He referred to the graph which shows a sway toward service hours. Fuller said that currently, staff will drop maintenance tasks to perform service tasks which disrupts the flow of projects. An electronic time sheet was introduced that breaks down the hours performed by staff into the three categories, which for the first month, supported the estimates from the Department Heads. Fuller said he wanted to move toward maintenance done by priority list rather than as a response to a complaint or

observation, but still keep good service going. He proposed a separate department for maintenance. (See packet for details.) He said he would be looking for employees with skills in carpentry, electrical, HVAC, painting/coating, and roofing/siding. Fuller said there is already a cultural change in the operations department using more technology to become more efficient. He has seen an 80% reduction in travel time over the last 6 months to complete tasks. He plans to train all operations staff in email, spreadsheets, backup up, etc. Fuller would also like to evaluate larger projects (>\$5000) to see if outside contractors may be more cost effective. Fuller anticipates moving to using CMMS (see packet) to North Commercial by the summer.

Fuller related that at one time there had been a separate maintenance crew, which was disbanded. He proposed a 3 person maintenance department. The CMMS system would carry the work orders and prioritization of tasks. The service crew would still perform some maintenance and repair, but he expected to see an improvement in the quality of service provided. The volunteer groups and use of temporary labor will also be developed (see packet). Fuller suggested that a current maintenance technician be part of the new maintenance crew to reduce the learning curve for the team. The maintenance crew proposed would not have an office space, but would use tablets, communications devices, and trucks all to be a mobile crew.

Larrabee had done a quick analysis and referred to the operating projection included in the packet. He said this does not take into account tariff revenue at the International Terminal since this was not a certainty.

Fuller introduced HIPPO/CMMS and said that this system had been selected at the NOAA facility after reviewing options. He gave an online demonstration of work orders, tracking locations, tracking equipment and reports that could be generated. Fuller invited the Commissioners to ask him if they wanted to see more.

Jincks said he had a lot of questions and suggestions, and proposed that another work session be scheduled. Chuck suggested that Commissioners Lamerdin and Jincks work with management to more fully review the proposal. Greenwood said one of his concerns is that this program be sustainable, and Lamerdin said that any implementation would need to be followed up with evaluation. Chuck expressed concern about the increase in employees. The Commissioners agreed to email their comments to Greenwood. Chuck, Lamerdin and Jincks will filter comments and then schedule a work session.

Greenwood mentioned that the wood sign in front of Rogue was in poor shape and recommended it be removed. The Commissioners had no concerns about that. Fuller added that the volunteers are prioritizing signs.

Having no further business, the meeting adjourned at 1:00 pm.

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer

-###-

PORT OF NEWPORT MINUTES

3/22/2016

Regular Commission Meeting

I. CALL TO ORDER

President 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; and David Jincks (Pos. #2), Secretary/Treasurer, Stewart Lamerdin (Pos. #3); and Patricia Patrick-Joling (Pos.#5).

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

Members of the Public and Media: Robert L. Parker, Sea Lion Harvest; Jenny Ann Parker; Cody Chase, Chelsea Rose; Cari Brandberg; Pat Ruddiman, ILWU; Lee Fries; Jenny Siebert, Newport resident and HSUS (Humane Society of the United States); Doug Cooper, Hampton Affiliates; Kiera Morgan, KYTE.

II. CHANGES TO THE AGENDA

Greenwood requested that the application for IFA Port Planning and Marketing grant be added to agenda; Chuck added as item VI. Old Business F.

III. PUBLIC COMMENT

Cody Chase requested to make a presentation to the Commission at the next regular meeting about replacing the Chelsea Rose. Chuck agreed to add this to next meeting's agenda. Greenwood said that the issue was the appearance of the vessel. Two options would be to 1. Find a boat to retrofit for use selling fish, or 2. Use a barge with the façade of a fishing boat. Chase said he was working with Bud Shoemake in Toledo on the presentation. Jincks requested that the minutes from the last meeting where the Chelsea Rose was discussed be distributed to the Commissioners.

Jenny Siebert said she was a Newport resident, a nurse and a volunteer with the Humane Society. She commented on the proposal from Robert Parker (included in the packet). She was concerned about having sea lion meat on the market and cited the reasons from the email from Robert Anderson – NOAA Federal (in packet). As a nurse she felt the meat was not needed.

IV. CONSENT CALENDAR

- A. Minutes:
 - 1. Regular Commission Meeting 2/16/2015
 - 2. Commission Work Session 2/16/2016
- B. Special Use Permit – Arthritis Bike Classic 9/23/16 – 9/24/16
- C. Special Use Permit – Davis Shows/Loyalty Days Carnival
- D. Financial Reports

Jincks asked if the tent camping for the Arthritis Bike Classic on the diagram was city property; the City of Newport had claimed ownership in the past. Jincks asked if there was a release from the City of Newport. Greenwood said the corner lot was part of the old Sportsman's RV Park.

Jincks asked that this Special Use Permit be removed from the Consent Calendar and moved to New Business.

Greenwood referred the Commissioners to page 25 in the Financial Report net ordinary income to consider when discussing the sustainability of the proposed Maintenance Plan.

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

V. CORRESPONDENCE/PRESENTATIONS

A. OBC – House of Spirits Lease extension.

Greenwood said he will meet with Brett Joyce of OBC to discuss Rogue’s plans for the use of the House of Spirits.

B. Robert Parker, harvesting sea lions.

Greenwood advised that the letter from Parker and the response from Anderson were included in the packet for information only. No proposal was being presented.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

Item removed from Consent Calendar, Special Use Permit Arthritis Bike Classic. Greenwood said the staff had been acting on the assumption that the triangular area was owned by the Port based on the Lincoln County Assessors map. Jincks said that the City of Newport had previously claimed ownership of this area, and issue which came up in the past when the City proposed using this area for soccer practice. Greenwood will follow up to confirm ownership. Jincks also asked about the ambiguity for the placement of the finish line under the bridge. Brown said that the Race organizers were waiting for City approval before finalizing the location of the finish line.

A motion was made by Patrick-Joling and seconded by Jincks to approve the Special Use Permit for the Arthritis Bike Classic. The motion passed 5 – 0.

B. Accounts Paid

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

C. Resolution Setting Rates, Fees and Charges (ORS 294.160).

Greenwood referred the Commissioners to the addition of a surcharge to RV Park fees during the Seafood & Wine Festival to cover additional expenses in security and cleaning. Patrick-Joling asked if the additional fees would cover those costs. Larrabee said an estimate of the additional costs was \$800, and these fees should cover that. Greenwood referred the Commissioners to the inclusion of the special use permit fees as part of the rates document, and the addition of notary fees since Hewitt is now a notary. He told the Commission he would be looking to adopt a final resolution in May or June.

D. International Terminal Shipping Facility Update

Greenwood said he had met the USDOT TIGER grant administrators during his recent trip to Washington DC. The grant agreement must be signed by September 2017, but the administrators would like to see the financing complete by October of 2016. The ConnectOregon (CO) grants would be awarded in August of 2016 so the Port would learn whether a grant was received shortly before the requested date. Greenwood suggested pursuing a line of credit to show that financing was in place. It would be a priority to get the funding together. Greenwood thanked Chuck for attending presentations for the ConnectOregon grant. Greenwood said that the Port had moved up in the ranking but not as much as hoped; the Port is still in the middle of the pack. The presentation on April 28th would be the last to a subcommittee ranking the project. Chuck has been encouraging people to attend. The Port staff should know the standing by August, 2016. It will be necessary to complete additional grant applications. Greenwood is working on gathering letters of support.

E. Rogue Lease Amendment Approval.

Greenwood said that Brown and Jincks had been involved in reviewing the lease. Hewitt had completed a chart identifying the square footage, included in the packet. The Port and OBC agreed to use the 88,186 as the figure for current leased space. Greenwood recommended the Commission move to authorize the General Manager to sign the Lease Agreement.

A motion was made by Patrick-Joling and seconded by Jincks to authorize the General Manager to sign the Rogue Lease Second Amendment and Option to Lease. The motion passed 5 – 0.

F. Approve Grant Application for IFA Port Planning and Marketing Fund

Greenwood related that the IFA Port Planning & Marketing Grant would cover \$60k of the \$80k project. Eligible reimbursements included pre-construction soft costs such as geotech reports, marketing plans, architectural review, topographic surveys and environmental site assessments for the International Terminal Shipping Facility project. IFA would pick up 75% of those costs. Bid documents and engineering would not be included and may needed to be paid upfront by the Port. Greenwood recommended the Commission authorize the grant application.

A motion was made by Brown and seconded by Jincks to approve the application for an IFA Port Planning and Marketing Grant and authorize the General Manager to sign the Grant agreements. The motion passed 5 – 0.

VII. NEW BUSINESS

A. International Terminal G.O. Bonds Refinance (Res. No. 2016-01)

Larrabee summarized the discussion from the Work Session and recommended approval. The \$10-million refinance would cost the port \$112k and be rolled into the new financing, save port taxpayers \$900k over the next 21 years; and the first payment would be made in July of 2016.

A motion was made by Patrick-Joling and seconded by Jincks to adopt Resolution 2016-01 Authorizing the Issuance, Negotiated Sale and Delivery of General Obligation Refunding Bonds; Designating an Authorized Representative, Bond Counsel and Municipal Advisor; Delegating the Negotiation and Approval of Financial Documents and Related Matters. The motion passed 5-0.

B. Facilities Maintenance and Operation Plan (FMOP) Proposal

Per the Work Session, this proposal is tabled for now. Jincks and Lamerdin will work with Fuller to study the details. Larrabee said in response to Brown that the Port currently spent \$14,400 for landscaping and \$44,000 for janitorial outside service contracts per year.

VIII. DEPARTMENTAL REPORTS

A. Director of Finance

Larrabee said he expected to have a budget to present in the next couple of weeks.

B. Director of Operations

The Director of Operations Report was not included in the packet. There were no questions for Fuller at this time.

C. General Manager

Greenwood confirmed that all of the Commissioners were enrolled for SEI filing and should have received their forms.

Greenwood attended the PNWA conference in Washington, DC; the agenda is included in the meeting packet. He met with Rear Admiral David Score, who said 8 out of 16 vessels were scheduled to be decommissioned within the next ten years. Bridgeman said NOAA was looking to make new vessels more efficient. He said he was happy with Newport and expected 16 – 20 additional personnel would be moving here. The housing shortage is a concern. Greenwood also met with Representative deFazio, who represents Oregon’s South Coast. Greenwood thanked deFazio for his efforts in keeping the Coast Guard helicopter facility open. deFazio was the lead in the committee, and the result was a 2 year commitment to keep the facilities and very heavy notice requirements before considering closing in the future. Greenwood added that Rogue had donated beer to the reception which was well received.

The Commissioners had no comments on the Yaquina Bay Fruit Processing report in the meeting packet.

IX. COMMISSIONER REPORTS

Jincks commented that the lease term with NOAA was for 5 years and a review would be in order, including dredging impact. Fuller confirmed they were currently in year four of the lease, with year five starting July 1, 2016. Greenwood, Fuller and Larrabee are working on a 20 year projection.

Chuck reported he attended several meetings with the ConnectOregon grant process, which he found to be a good learning experience. He also attended the OMSI opening, and commented that it was a nice facility that expected to reach 20,000 students in the next 10 years.

Lamerdin asked if the Commission had required a viewing platform for the sea lions, and if there was a deadline set. Greenwood responded that there had been concern about potential conflict with the commercial fishing docks, so the Commission had instructed that a parallel structure be built to separate the tourist viewing from the fishing fleet activity. Jincks said the pilings were in place. Greenwood added that the City had dedicated the remaining amounts from a defunct event center to the project. The funding for the viewing platform is about 50% complete.

X. CALENDAR/FUTURE CONSIDERATIONS

See packet, there were no changes.

XI. PUBLIC COMMENT

There was no public comment at this time.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 6:40 pm.

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer

-###-

PORT OF NEWPORT MINUTES

April 5, 2016

Commission Work Session
Budget Priorities Workshop

I. CALL TO ORDER

Commission President Walter Chuck called the Regular Commission 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; David Jincks (Pos. #2), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); and Patricia Patrick-Joling (Pos. #5).

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

Members of the Public and Media: None.

II. PERSONNEL EXPENSES

Greenwood stated that this work session would focus on anticipated personnel expenses and capital priorities. Staff is presenting its recommendations and this work session is the Commission's opportunity to give input. Four resolutions would be developed as a result of this discussion and as part of the budget process: Rates, Fees and Charges; Employee Compensation Plan; Capital Improvement Priority List; and the Budget Resolution.

Greenwood referred the Commissioners to the Meeting Packet, page 9, identifying the maintenance crew budget item which reflected two new and one redirected personnel. The personnel budget is a 10% increase over last year, including the two new employees and a 6% increase in health insurance premiums. Chuck asked if the positions to be filled in the maintenance crew would be Maintenance I or Maintenance II. Greenwood said he expected the new hires would be Maintenance II, and the Maintenance I would be an internal move. Greenwood said there is still work to be done to complete the Maintenance Plan, and the Maintenance Plan is distinct from Capital Priorities. Lamerdin advised that he and Jincks would be meeting with Fuller on the 11th regarding the Maintenance Plan., which would be the "big picture." Greenwood added the Maintenance Plan is a proposal regarding funding and staffing, and it is a work in progress. Jincks said that a concern is the sustainability of the program itself, both funding and procedures. Greenwood recommended these personnel be included in the budget as a placeholder so the opportunity is there to implement once the plan is approved.

Jincks asked if Greenwood was almost complete in hiring his management team, noting the addition of an RV Park Manager to the budget. Greenwood said the job was already in place under another title, and the Special Projects position would not be rehired. Jincks requested a job description be prepared for the RV Park Manager; Larrabee will follow up. Greenwood referred to the General Manager's tier one goal of completing an updated personnel manual. This would include four elements: 1. Safety Plan; 2. Maintenance Plan (being developed); 3. Compensation Plan; and 4. Classification (Job Descriptions) Plan. This is a task that will take some time to complete.

Greenwood referred to page 3 of the Meeting Packet regarding the 12 step pay matrix. COLA (Cost of Living Adjustments) were not used by the Port, but were important standards to acknowledge. There are two rows in the matrix on page 10 that required adjustment: 1. Maintenance III, affected by minimum wage law; and General Manager. These are the only two lines that are changed from last year. Brown noted that the changes to the Maintenance III steps will eventually cause a Maintenance II bump. Jincks said that in past discussions, COLA was not used because it was a national index and not widely used. The 2.5% steps were adopted as an incentive based not automatic increase; Greenwood added that in the previous year two employees did not receive a step increase because of evaluations, and pay was increased by the step at a later date after satisfying an improvement plan. Greenwood said staff was behind on employee evaluations for the current year, but acknowledged their importance. Lamerdin expressed concern that job performance incentive would be lost once step twelve was reached, and suggested that this matrix be evaluated during the next year. Greenwood said that currently he was the only one at step twelve but anticipated there would be 3 – 4 more employees in the next few years that would reach step twelve. Jincks suggested COLA could be used once step twelve was reached and that there could be a maximum attainable salary for a particular job classification. Lamerdin and Greenwood also said that the current pay range for positions could limit the Port's competitiveness for new hires. Greenwood recommended that the salary matrix be modified by next year, or as needed for new hires. Jincks suggested the Commission schedule a work session this year to review the pay schedule.

III. FEE STRUCTURE

Information only; no discussion. Has been reviewed at prior regular meetings.

IV. PROJECT PRIORITIES

Greenwood said this list of recommendations was prepared with the input of the Facilities and Department Managers. The International Terminal Shipping Facility was ranked number one, which corresponded with the General's Manager's performance evaluation summary. Funding for this project is grant driven. Item number two, PD5 piling, had been prioritized in the past but funds were pulled out of the budget. Item number three, Security upgrades, could be funded through a grant opportunity and would include the Terminal as well. Patrick-Joling asked if there were cameras currently in use at the terminal. Greenwood responded there were cameras, but they were of poor quality. Brown added that software was available and inexpensive to allow the images to be viewed on a desktop. Lamerdin asked if the security plan for the Terminal met the Port's compliance requirements. Greenwood said the Grant application had been reviewed, but the Port is not MTSA certified. Zerr, Fuller, and Greenwood had discussed options to upgrade, along with the Port's security consultant, perhaps seeking an intermediate certification first. Lamerdin said legal requirements for a signed release to take photos should also be looked into. Patrick-Joling suggested this release be incorporated in all contracts.

Greenwood said the restrooms project in the packet may be completed this year, and that the Port is using Angel Job Corps for labor.

Project number five related to the new Maintenance Crew trucks. Brown suggested and the Commission agreed that only one truck be approved with a budget of \$20,000 to purchase a used or surplus vehicle.

Greenwood said that the Swedes building, item number 6, currently housed electrically service for the docks and was used by the fishing fleet for transient storage. Harbormaster Bryant recommended critical repairs. Jincks said this inherited building did not generate sufficient income to justify the repair costs, and suggested finding another option to address electrical needs. Patrick-Joling said the current condition was a liability concern; Lamerdin agreed and added the gangway was also in poor condition. Greenwood said he would talk with Fuller and Bryant about the electrical options and the loss of the dock.

Item number 7, Clean-way SWPP basins replacement with stainless steel, was recommended by Port staff because the existing coating was starting to fail and stainless steel would have a longer life.

Greenwood said the maintenance costs for the forklift was a reason for number 8, forklift replacement. Brown suggested looking to lease a forklift with a maintenance plan rather than purchasing. Lamerdin added that he had purchased a used 10,000 lb. forklift for \$22,000, so \$50,000 budget was high.

Greenwood stated that items nine through thirteen were recommended to address gaps in South Beach, along with support per the Rogue Lease Agreement. Greenwood suggested that the Port could take advantage of the labor currently being used at Rogue to finish off the areas. Jincks said he thought the Commission had already decided to cap these expenses as part of the Rogue negotiations, and that before any decisions for further improvements were made a Vision Plan should be in place. Lamerdin agreed that the overall Vision Plan was important to establish and consideration given to making the RV Park less industrial looking with the Rogue expansion in place. Chuck added that the Port will have a “clean slate” and the Commission could wait before determining final improvements. He suggested that \$10K - \$15K be budgeted for engineering/planning costs. Greenwood said that the dollar amount in the budget would not dictate projects but would make funds available when individual projects were approved. Jincks suggested that engineering be supported by the budget; \$15,000 for engineering, stub-outs, and conduits. Patrick-Joling added that the City Vision plans could be reviewed prior to engineering so that there was no unneeded duplication. Greenwood will also contact Ron Stillmaker. Greenwood said relocating the dump site would also make it available for dry camping but the Commission felt that it was important to go through a planning process first.

The Commission suggested that staff also look into a lease with a maintenance plan for item thirteen, new forklift and any future vehicles/equipment.

Lamerdin expressed concern about Port Dock 5 pier; Fuller had said the pilings were rotted. Lamerdin said there was a liability issue and suggested that the Port needs to be careful when having this evaluated that it not become condemned and unusable before work can be done. Jincks added that this was a priority five years ago, the engineering done, but the project was not completed. He estimated a cost to the Port to be \$500,000 if the dock/pier should fail. He recommended signage about a load limit (10,000 lbs.), and number of truck limit be placed now; the Commission agreed. Patrick-Joling added that a fine would need to be imposed for a violation. Greenwood suggested \$25,000 be budgeted for engineering, either to repair or replace. Jincks said the area to be considered would extend to Swedes dock.

V. **BUDGET COMMITTEE MEETING: Tuesday, May 10, 2016, 6:00 pm at OSU Extension Office.**

VI. **ADJOURNMENT**

Having no further business, the meeting adjourned at 1:35 pm.

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer

-###-



DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 04/26/2016
PERIOD: March Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

March year to date financials are attached.

Finance Operations:

The budget process continues and the Finance group is working closely with the management team to finalize the draft budget.

Port of Newport Operating Fund
Balance Sheet
As of March 31, 2016

	Mar 31, 16	Mar 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Available Cash & Equivalents	1,565,009.76	1,017,476.34	547,533.42
Restricted Cash & Equivalents	560,583.12	623,533.25	-62,950.13
Total Checking/Savings	2,125,592.88	1,641,009.59	484,583.29
Accounts Receivable			
Accounts Receivable	-74,890.97	30,429.85	-105,320.82
Total Accounts Receivable	-74,890.97	30,429.85	-105,320.82
Other Current Assets			
Net Pension Asset	146,594.00	0.00	146,594.00
Deferred OF - Contrib after MD	18,048.00	0.00	18,048.00
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Assets Held For Sale	0.00	4,332.10	-4,332.10
Cash Clearing	0.00	1,000.00	-1,000.00
Due from other Port Funds	59,827.75	113,148.46	-53,320.71
Prepaid Expenses	55,824.32	120,531.93	-64,707.61
Undeposited Funds	3,428.01	-11,692.97	15,120.98
Total Other Current Assets	280,056.68	223,654.12	56,402.56
Total Current Assets	2,330,758.59	1,895,093.56	435,665.03
Fixed Assets			
Capital Assets	85,670,010.77	88,077,059.77	-2,407,049.00
Total Fixed Assets	85,670,010.77	88,077,059.77	-2,407,049.00
TOTAL ASSETS	88,000,769.36	89,972,153.33	-1,971,383.97
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	41,265.87	66,101.21	-24,835.34
Total Accounts Payable	41,265.87	66,101.21	-24,835.34
Other Current Liabilities			
Accrued Interest Payable	11,693.00	12,369.00	-676.00
Current Portion-Long Term Debt	353,377.00	0.00	353,377.00
Deferred Revenue	190.95	39.00	151.95
Due to other Port Funds	-9,905.64	6,521.28	-16,426.92
Payroll Liability	110,131.64	33,573.82	76,557.82
Total Other Current Liabilities	465,486.95	52,503.10	412,983.85
Total Current Liabilities	506,752.82	118,604.31	388,148.51
Long Term Liabilities			
Less Current Portion L Term Deb	-353,377.00	0.00	-353,377.00
Deferred IF - Proportion/Contrl	31,249.00	0.00	31,249.00
Deferred IF - Invest Return	282,867.00	0.00	282,867.00
2013 FF&C Bond Premium	111,892.75	118,665.75	-6,773.00
Long Term Debt	8,480,410.74	8,763,781.74	-283,371.00
Total Long Term Liabilities	8,553,042.49	8,882,447.49	-329,405.00
Total Liabilities	9,059,795.31	9,001,051.80	58,743.51
Equity			
GAAP - Pension Income	140,846.00	0.00	140,846.00
GAAP - Pension Expense	18,048.00	0.00	18,048.00
GAAP - Prior Period Adjustment	-308,368.00	0.00	-308,368.00
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-7,781,637.58	-6,166,639.67	-1,614,997.91
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	294,883.88	560,539.45	-265,655.57
Total Equity	78,940,974.05	80,971,101.53	-2,030,127.48
TOTAL LIABILITIES & EQUITY	88,000,769.36	89,972,153.33	-1,971,383.97

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual
 July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	333,514.15	410,200.00	-76,685.85	81.3%
Launch Ramp & Trailer Storage	48,608.80	62,000.00	-13,391.20	78.4%
Lease Revenues	455,064.93	608,051.00	-152,986.07	74.8%
Miscellaneous Revenue	48,107.08	37,200.00	10,907.08	129.3%
Moorage	759,657.97	1,081,000.00	-321,342.03	70.3%
RV Parks	602,576.25	655,000.00	-52,423.75	92.0%
Shipping Terminal Revenues	14,502.90	15,900.00	-1,397.10	91.2%
Total Income	<u>2,262,032.08</u>	<u>2,869,351.00</u>	<u>-607,318.92</u>	<u>78.8%</u>
Gross Profit	2,262,032.08	2,869,351.00	-607,318.92	78.8%
Expense				
Debt Services	318,186.75	637,033.00	-318,846.25	49.9%
Materials & Services	872,829.91	1,524,407.00	-651,577.09	57.3%
Personal Services	785,663.48	1,147,035.00	-361,371.52	68.5%
Total Expense	<u>1,976,680.14</u>	<u>3,308,475.00</u>	<u>-1,331,794.86</u>	<u>59.7%</u>
Net Ordinary Income	285,351.94	-439,124.00	724,475.94	-65.0%
Other Income/Expense				
Other Income				
Gain/(Loss) on Sale of Assets	20.00	0.00	20.00	100.0%
Grant & Loan Proceeds	1,800.00	183,000.00	-181,200.00	1.0%
Interest Income	3,489.05	2,500.00	989.05	139.6%
Miscellaneous	15,347.37	0.00	15,347.37	100.0%
Property & Dredge Sales	498.00	0.00	498.00	100.0%
Property Tax Revenue	95,295.54	92,350.00	2,945.54	103.2%
Total Other Income	<u>116,449.96</u>	<u>277,850.00</u>	<u>-161,400.04</u>	<u>41.9%</u>
Other Expense				
Capital Outlay	6,918.02	215,000.00	-208,081.98	3.2%
Contingency	0.00	200,000.00	-200,000.00	0.0%
Transfers Out	100,000.00	100,000.00	0.00	100.0%
Total Other Expense	<u>106,918.02</u>	<u>515,000.00</u>	<u>-408,081.98</u>	<u>20.8%</u>
Net Other Income	9,531.94	-237,150.00	246,681.94	-4.0%
Net Income	<u><u>294,883.88</u></u>	<u><u>-676,274.00</u></u>	<u><u>971,157.88</u></u>	<u><u>-43.6%</u></u>

Port of Newport Operating Fund
Profit & Loss Budget vs. Actual - Admin
July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	2,250.00			
Lease Revenues	454,872.93	608,051.00	-153,178.07	74.8%
Miscellaneous Revenue	2,168.85	0.00	2,168.85	100.0%
Moorage	1,986.00			
Total Income	461,277.78	608,051.00	-146,773.22	75.9%
Gross Profit	461,277.78	608,051.00	-146,773.22	75.9%
Expense				
Debt Services	13,389.00	17,851.00	-4,462.00	75.0%
Materials & Services	246,933.95	532,650.00	-285,716.05	46.4%
Personal Services	339,574.87	474,879.00	-135,304.13	71.5%
Total Expense	599,897.82	1,025,380.00	-425,482.18	58.5%
Net Ordinary Income	-138,620.04	-417,329.00	278,708.96	33.2%
Other Income/Expense				
Other Income				
Gain/(Loss) on Sale of Assets	20.00	0.00	20.00	100.0%
Grant & Loan Proceeds	0.00	183,000.00	-183,000.00	0.0%
Interest Income	3,489.05	2,500.00	989.05	139.6%
Miscellaneous	10,774.00	0.00	10,774.00	100.0%
Property Tax Revenue	95,295.54	92,350.00	2,945.54	103.2%
Total Other Income	109,578.59	277,850.00	-168,271.41	39.4%
Other Expense				
Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
Contingency	0.00	200,000.00	-200,000.00	0.0%
Transfers Out	100,000.00	100,000.00	0.00	100.0%
Total Other Expense	100,000.00	315,000.00	-215,000.00	31.7%
Net Other Income	9,578.59	-37,150.00	46,728.59	-25.8%
Net Income	-129,041.45	-454,479.00	325,437.55	28.4%

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - NIT
 July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	160,459.55	147,000.00	13,459.55	109.2%
Lease Revenues	192.00			
Miscellaneous Revenue	5,003.50	0.00	5,003.50	100.0%
Moorage	66,305.60	70,000.00	-3,694.40	94.7%
Shipping Terminal Revenues	13,920.20	14,500.00	-579.80	96.0%
Total Income	<u>245,880.85</u>	<u>231,500.00</u>	<u>14,380.85</u>	<u>106.2%</u>
Gross Profit	245,880.85	231,500.00	14,380.85	106.2%
Expense				
Debt Services	167,932.98	441,403.00	-273,470.02	38.0%
Materials & Services	76,343.25	104,650.00	-28,306.75	73.0%
Personal Services	42,544.80	63,101.00	-20,556.20	67.4%
Total Expense	<u>286,821.03</u>	<u>609,154.00</u>	<u>-322,332.97</u>	<u>47.1%</u>
Net Ordinary Income	<u>-40,940.18</u>	<u>-377,654.00</u>	<u>336,713.82</u>	<u>10.8%</u>
Net Income	<u><u>-40,940.18</u></u>	<u><u>-377,654.00</u></u>	<u><u>336,713.82</u></u>	<u><u>10.8%</u></u>

Port of Newport Operating Fund
Profit & Loss Budget vs. Actual - SB
July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	18,368.04	6,000.00	12,368.04	306.1%
Launch Ramp & Trailer Storage	48,523.80	62,000.00	-13,476.20	78.3%
Miscellaneous Revenue	36,315.79	33,200.00	3,115.79	109.4%
Moorage	390,341.93	611,000.00	-220,658.07	63.9%
RV Parks	602,618.25	655,000.00	-52,381.75	92.0%
Total Income	<u>1,096,167.81</u>	<u>1,367,200.00</u>	<u>-271,032.19</u>	<u>80.2%</u>
Gross Profit	1,096,167.81	1,367,200.00	-271,032.19	80.2%
Expense				
Debt Services	131,647.92	170,823.00	-39,175.08	77.1%
Materials & Services	376,818.92	587,507.00	-210,688.08	64.1%
Personal Services	214,643.86	330,689.00	-116,045.14	64.9%
Total Expense	<u>723,110.70</u>	<u>1,089,019.00</u>	<u>-365,908.30</u>	<u>66.4%</u>
Net Ordinary Income	373,057.11	278,181.00	94,876.11	134.1%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	1,800.00	0.00	1,800.00	100.0%
Miscellaneous Property & Dredge Sales	4,373.23 498.00	0.00	498.00	100.0%
Total Other Income	<u>6,671.23</u>	<u>0.00</u>	<u>6,671.23</u>	<u>100.0%</u>
Other Expense				
Break-in Replacement	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>6,671.23</u>	<u>0.00</u>	<u>6,671.23</u>	<u>100.0%</u>
Net Income	<u><u>379,728.34</u></u>	<u><u>278,181.00</u></u>	<u><u>101,547.34</u></u>	<u><u>136.5%</u></u>

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - CM
 July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	152,394.56	257,200.00	-104,805.44	59.3%
Launch Ramp & Trailer Storage	85.00	0.00	85.00	100.0%
Miscellaneous Revenue	4,000.99	4,000.00	0.99	100.0%
Moorage	298,603.44	400,000.00	-101,396.56	74.7%
Shipping Terminal Revenues	582.70	1,400.00	-817.30	41.6%
Total Income	<u>455,666.69</u>	<u>662,600.00</u>	<u>-206,933.31</u>	<u>68.8%</u>
Gross Profit	455,666.69	662,600.00	-206,933.31	68.8%
Expense				
Debt Services	5,216.85	6,956.00	-1,739.15	75.0%
Materials & Services	172,671.00	299,600.00	-126,929.00	57.6%
Personal Services	175,218.26	278,366.00	-103,147.74	62.9%
Total Expense	<u>353,106.11</u>	<u>584,922.00</u>	<u>-231,815.89</u>	<u>60.4%</u>
Net Ordinary Income	102,560.58	77,678.00	24,882.58	132.0%
Other Income/Expense				
Other Income				
Miscellaneous	169.79	0.00	169.79	100.0%
Total Other Income	169.79	0.00	169.79	100.0%
Other Expense				
Capital Outlay	6,918.02	200,000.00	-193,081.98	3.5%
Total Other Expense	<u>6,918.02</u>	<u>200,000.00</u>	<u>-193,081.98</u>	<u>3.5%</u>
Net Other Income	<u>-6,748.23</u>	<u>-200,000.00</u>	<u>193,251.77</u>	<u>3.4%</u>
Net Income	<u><u>95,812.35</u></u>	<u><u>-122,322.00</u></u>	<u><u>218,134.35</u></u>	<u><u>-78.3%</u></u>

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

	Mar 31, 16	Mar 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Cash & Equivalents	5,172,927.78	5,185,136.13	-12,208.35
Total Checking/Savings	5,172,927.78	5,185,136.13	-12,208.35
Other Current Assets			
Derfered OF - Contrib After MD	2,957.00	0.00	2,957.00
Net Pension Asset	24,019.00	0.00	24,019.00
Prepaid Expenses	44,632.98	49,321.04	-4,688.06
Total Other Current Assets	71,608.98	49,321.04	22,287.94
Total Current Assets	5,244,536.76	5,234,457.17	10,079.59
TOTAL ASSETS	<u>5,244,536.76</u>	<u>5,234,457.17</u>	<u>10,079.59</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,407.52	1,065.93	341.59
Total Accounts Payable	1,407.52	1,065.93	341.59
Other Current Liabilities			
Accrued Interest Payable	499,410.00	499,410.00	0.00
Current Portion-Long-Term Debt	840,000.00	0.00	840,000.00
Due to Operations or Const Fund	1,005.14	125.00	880.14
Vacation Payable	5,891.00	940.00	4,951.00
Total Other Current Liabilities	1,346,306.14	500,475.00	845,831.14
Total Current Liabilities	1,347,713.66	501,540.93	846,172.73
Long Term Liabilities			
Deferred IF - Invest Return	46,347.00	0.00	46,347.00
Deferred IF - Prop/Contrib	5,120.00	0.00	5,120.00
Less Current Portion L Term Deb	-840,000.00	0.00	-840,000.00
Long-Term Debt	21,554,006.00	22,357,424.00	-803,418.00
Total Long Term Liabilities	20,765,473.00	22,357,424.00	-1,591,951.00
Total Liabilities	22,113,186.66	22,858,964.93	-745,778.27
Equity			
GAAP - Pension Expense	2,957.00	0.00	2,957.00
GAAP - Pension Income	23,078.00	0.00	23,078.00
GAAP - Prior Per Adj	-50,526.00	0.00	-50,526.00
Opening Balance Equity	-17,758,143.71	-17,758,143.71	0.00
Unrestricted Net Assets	1,321,335.07	503,621.26	817,713.81
Net Income	-407,350.26	-369,985.31	-37,364.95
Total Equity	-16,868,649.90	-17,624,507.76	755,857.86
TOTAL LIABILITIES & EQUITY	<u>5,244,536.76</u>	<u>5,234,457.17</u>	<u>10,079.59</u>

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	6,894.32	10,500.00	-3,605.68	65.7%
Lease Income	1,905,853.59	2,542,000.00	-636,146.41	75.0%
Misc Income	12,963.34			
Total Income	1,925,711.25	2,552,500.00	-626,788.75	75.4%
Expense				
Debt Service	1,999,433.76	1,999,434.00	-0.24	100.0%
Materials & Service	245,740.79	605,120.00	-359,379.21	40.6%
Personal Services	79,770.02	109,660.00	-29,889.98	72.7%
Total Expense	2,324,944.57	2,714,214.00	-389,269.43	85.7%
Net Ordinary Income	-399,233.32	-161,714.00	-237,519.32	246.9%
Other Income/Expense				
Other Expense				
Capital Outlay	7,856.00	56,000.00	-48,144.00	14.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	500,000.00	-500,000.00	0.0%
Materials & Supplies	260.94			
Total Other Expense	8,116.94	656,000.00	-647,883.06	1.2%
Net Other Income	-8,116.94	-656,000.00	647,883.06	1.2%
Net Income	-407,350.26	-817,714.00	410,363.74	49.8%

Facility Maintenance Reserve Fund
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>	<u>Mar 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	148,491.84	166,683.53	-18,191.69
Total Checking/Savings	<u>148,491.84</u>	<u>166,683.53</u>	<u>-18,191.69</u>
Total Current Assets	<u>148,491.84</u>	<u>166,683.53</u>	<u>-18,191.69</u>
TOTAL ASSETS	<u>148,491.84</u>	<u>166,683.53</u>	<u>-18,191.69</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	50,727.39	98,263.54	-47,536.15
Total Accounts Payable	<u>50,727.39</u>	<u>98,263.54</u>	<u>-47,536.15</u>
Total Current Liabilities	<u>50,727.39</u>	<u>98,263.54</u>	<u>-47,536.15</u>
Total Liabilities	<u>50,727.39</u>	<u>98,263.54</u>	<u>-47,536.15</u>
Equity			
Fund Balance	48,378.36	166,595.95	-118,217.59
Net Income	<u>49,386.09</u>	<u>-98,175.96</u>	<u>147,562.05</u>
Total Equity	<u>97,764.45</u>	<u>68,419.99</u>	<u>29,344.46</u>
TOTAL LIABILITIES & EQUITY	<u>148,491.84</u>	<u>166,683.53</u>	<u>-18,191.69</u>

**Construction Fund - Port of Newport
 Balance Sheet
 As of March 31, 2016**

	Mar 31, 16	Mar 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	128,559.15	33,764.07	94,795.08
Total Checking/Savings	128,559.15	33,764.07	94,795.08
Other Current Assets			
Due From Other funds	0.00	181,732.60	-181,732.60
Total Other Current Assets	0.00	181,732.60	-181,732.60
Total Current Assets	128,559.15	215,496.67	-86,937.52
TOTAL ASSETS	<u>128,559.15</u>	<u>215,496.67</u>	<u>-86,937.52</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
A/P - Construction	2,520.00	0.01	2,519.99
Total Accounts Payable	2,520.00	0.01	2,519.99
Total Current Liabilities	2,520.00	0.01	2,519.99
Total Liabilities	2,520.00	0.01	2,519.99
Equity			
Fund Balance	183,266.66	750,803.54	-567,536.88
Net Income	-57,227.51	-535,306.88	478,079.37
Total Equity	126,039.15	215,496.66	-89,457.51
TOTAL LIABILITIES & EQUITY	<u>128,559.15</u>	<u>215,496.67</u>	<u>-86,937.52</u>

**Bonded Debt Fund - Port of Newport
 Balance Sheet
 As of March 31, 2016**

	Mar 31, 16	Mar 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Gen Obligation Bond MM-OCB	401,806.78	350,904.61	50,902.17
Total Checking/Savings	401,806.78	350,904.61	50,902.17
Accounts Receivable			
Due from General Operating Fund	0.00	-6,521.28	6,521.28
Total Accounts Receivable	0.00	-6,521.28	6,521.28
Other Current Assets			
Due from Operating Fund	-9,906.00	0.00	-9,906.00
Property Tax Receivable	86,925.12	76,845.12	10,080.00
Undeposited Funds	0.00	6,521.28	-6,521.28
Total Other Current Assets	77,019.12	83,366.40	-6,347.28
Total Current Assets	478,825.90	427,749.73	51,076.17
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	570,159.90	519,083.73	51,076.17
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Bonds Payable - Current	300,000.00	285,000.00	15,000.00
Total Other Current Liabilities	300,000.00	285,000.00	15,000.00
Total Current Liabilities	300,000.00	285,000.00	15,000.00
Long Term Liabilities			
2007 Series Bonds	4,209,263.00	4,312,682.00	-103,419.00
2008 Series Bonds	4,304,912.00	4,414,908.00	-109,996.00
2011 Series Bonds	5,211,741.00	5,269,811.00	-58,070.00
Less Current Portion LTD	-300,000.00	-285,000.00	-15,000.00
Total Long Term Liabilities	13,425,916.00	13,712,401.00	-286,485.00
Total Liabilities	13,725,916.00	13,997,401.00	-271,485.00
Equity			
Bonded Debt Fund Balance	1,464,547.00	1,189,547.00	275,000.00
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Retained Earnings	223,572.11	181,354.05	42,218.06
Net Income	312,500.62	307,157.51	5,343.11
Total Equity	-13,155,756.10	-13,478,317.27	322,561.17
TOTAL LIABILITIES & EQUITY	570,159.90	519,083.73	51,076.17

SEAFARERS PERMITS & BROKERAGE LEASE EXTENSION

Dated April ____, 2016

RECITALS

1. SEAFARERS PERMITS & BROKERAGE entered into a Lease Agreement with Lessor dated April 30, 2014 for the lease period June 1, 2014 to May 31, 2015, for office space in the Port of Newport international terminal office at 1510 SE Bay Boulevard, Suite 4, Newport, Oregon.

2. By the terms of the lease, an additional one year renewal was exercised and the lease agreement will expire May 31, 2016.

3. Lessor and Lessee desire to maintain a leasehold relationship and are desirous of entering into an additional one year extension from June 1, 2016 through May 31, 2017.

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

1. The above referenced original Lease and extension and any modifications thereto resulting in the present status quo between Lessor and Lessee be and are hereby affirmed. As a result, the existing lease arrangement shall be extended for a period from June 1, 2016, through and including May 31, 2017.

2. The insurance limits provided in the Lease agreement shall be modified to reflect the limits set by the Port Commission in the immediately preceding annual resolution setting said rates.

3. The parties further covenant and agree that Lessee shall have an option to renew the above set forth lease agreement for one additional term of 1 year.

4. The remainder of said lease agreement as described above shall remain in full force and effect, save and except that the provision with regard to renewal is modified herein.

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

LESSOR:

LESSEE:

**PORT OF NEWPORT
600 SE Bay Blvd.
Newport, OR 97365**

**SEAFARERS PERMITS & BROKEAGE
PO Box 2156
Newport, OR 97365**

Kevin Greenwood, General Manager

Eileen Obteshka, Lessee

Date: _____

Terry Obteshka, Lessee

Date: _____

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective April 18, 2016, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port" to Silent Crow Arts, hereinafter referred to as "Permittee",

The Port hereby grants permission to Permittee to use Port Facilities for interviews and b-roll of boats, Captains and deckhands who are part of the Dungeon Cover Series on Discovery. (See Exhibit A, application, attached.)

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

1. Deposit. A nonrefundable deposit in the amount of \$100.00.
2. Fees. \$400.00 Permit Fee. Additional Parking, Moorage and Service fees may apply.
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability, indemnity of Port. Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event.
6. Nontransferability / Term. This permit is nontransferable. This permit expires April 21, 2016.

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

Port of Newport:

Accepted By:



Kevin Greenwood, General Manager
Port of Newport



Tim Mann, General Manager
Silent Crow Arts

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST	
<input type="checkbox"/>	Application
<input type="checkbox"/>	\$100 Fee
<input type="checkbox"/>	Facilities Supervisor Review
<input type="checkbox"/>	General Manager Review
<input type="checkbox"/>	Insurance Cert
<input type="checkbox"/>	Usage Fee
<input type="checkbox"/>	SUP Issued

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

Event Name: Television production shoot: Welcome to Dungeon Cove (Discovery)

Event Date: shooting between 4/18-4/21 2016 _____ Time(s) TBD _____

Location: Port of New Port _____

Facilities to Be Used: small camera package _____

Set-up Dates and Start Times: TBD _____

Take-down Dates and End Times: _____ TBD _____

Estimated Number of Participants: Contestants: ___5 Person Crew _____

Vendors / Volunteers: _____

Attendees: _____

Applicant / Signer: Silent Crow Arts Att: Tim Mann _____

Mailing Address: _____ 55 Broad Street 23rd Floor NY, NY 10004

Telephone: __212-944-4621 E-mail _tim.mann@silentcrow.com

Contact Person (if different than applicant): _____

Contact Person's address, phone number and e-mail: ___same_____

How will the Port of Newport be featured in your marketing/sponsorship promotions?: __Special thanks is provided in credits of the production.

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

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

USAGE FEE SCHEDULE

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

Permittee will also need to carry comprehensive general liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2016

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

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


PRODUCER HUB INTERNATIONAL INSURANCE SERVICES, LLC 16030 VENTURA BLVD #500 ENCINO, CA 91436	CONTACT NAME: DANY RODRIGUEZ	
	PHONE (A/C, No, Ext): 818-770-3112	PHONE (A/C, No, Ext): 818-770-3112
	ADDRESS: E-MAIL: DANY.RODRIGUEZ@HUBINTERNATIONAL.COM	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
INSURED TREEHOUSE MEDIA ENTERTAINMENT, INC. D/B/A SILENT CROW ARTS 55 BROAD STREET, 23 RD FLOOR NEW YORK, NEW YORK 10004	INSURER A : ATLANTIC SPECIALTY INSURANCE COMPANY	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		CP05568-01	04/01/2016	04/01/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PHYSICAL DAMAGE*	X		CP05568-01 *MP00447-04 DEDUCTIBLE 10% OF LOSS SUBJECT TO A \$2,500 MIN / \$7,500 MAX	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$	X		EX01183-04	04/01/2016	04/01/2017	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	PRODUCTION PACKAGE THIRD PARTY PROPERTY DAMAGE MISCELLANEOUS EQUIPMENT PROPS/SETS WARDROBE			MP00447-04	04/01/2016	04/01/2017	LIMIT: \$1,000,000 DED: \$2,500 LIMIT: \$3,000,000 DED: \$2,500 LIMIT: \$1,000,000 DED: \$2,500	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED UNDER THE GENERAL LIABILITY (CG 20 26 07 04) OR AUTO LIABILITY POLICIES AND A LOSS PAYEE UNDER THE PRODUCTION PACKAGE POLICY BUT ONLY AS RESPECTS THEIR AGREEMENT WITH THE NAMED INSURED FOR PRODUCTION ENTITLED: "DEADLIEST CATCH 12: THE BAIT - DUNGNESS COVE SPECIAL".

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

© 1988-2009 ACORD CORPORATION. All rights reserved.

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST	
<input type="checkbox"/>	Application
<input type="checkbox"/>	\$100 Fee
<input type="checkbox"/>	Facilities Supervisor Review
<input type="checkbox"/>	General Manager Review
<input type="checkbox"/>	Insurance Cert
<input type="checkbox"/>	Usage Fee
<input type="checkbox"/>	SUP Issued

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

Event Name: _____

Event Date: _____ Time(s) _____

Location: _____

Facilities to Be Used: _____

Set-up Dates and Start Times: _____

Take-down Dates and End Times: _____

Estimated Number of Participants: Contestants: _____

Vendors / Volunteers: _____

Attendees: _____

Applicant / Signer: _____

Mailing Address: _____

Telephone: _____ E-mail _____

Contact Person (if different than applicant): _____

Contact Person's address, phone number and e-mail: _____

Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

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

How will the Port of Newport be featured in your marketing/sponsorship promotions?:

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

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

USAGE FEE SCHEDULE

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

Permittee will also need to carry comprehensive general liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective June 3, 2016, 2 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Newport Booster Club, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the grass field to the east of the Port office at 600 Bay Blvd., Newport, OR 97365, and west of the Yacht Club. Use of the designated area by Permittee is to accommodate the runners and others at the finish of the marathon. The Port will mow the grass prior to the event and clear the parking lot to the survey marker. (Exhibit A detailed description of event.)

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

1. **Deposit.** A nonrefundable deposit in the amount of \$100.00.
2. **Fees.** Waived in consideration of sponsorship agreement.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires June 4, 2016, 5 pm.

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

Port of Newport:

Accepted By:

Kevin Greenwood, General Manager

ATTACHMENTS: Exhibit A (detailed description of event)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2015

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

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

PRODUCER Newport Office PayneWest Insurance, Inc. P.O. Box 830 Newport, OR 97365	CONTACT NAME: PHONE (A/C No. Ext): (541) 265-7768	FAX (A/C, No): (541) 265-7675
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: American States Insurance Co.		19704
INSURED Newport Booster Club P O Box 2216 Newport, OR 97365	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		01CI7699322	08/13/2015	08/13/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01CI7699322	08/13/2015	08/13/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Port of Newport is named additional insured with regard to liability for the event: Newport Marathon on May 29-31st, 2015

CERTIFICATE HOLDER

CANCELLATION

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



Sponsorship Agreement: In Kind Sponsorship Value \$1,400.00.

Event Name: Newport Marathon

Event Date: June 4, 2016

Applicant: Newport Booster Club

Applicant will provide:

- Port Logo Placement on Website
- Link to the Port of Newport on Website
- Port Logo on event shirt
- Port Banner displayed at Event
- Booth Space at Event
- Goodie Bag Insert
- Port Mention in Radio Advertising
- Port Logo in Print Advertising
- Other (please describe) 2 entries in the Newport Marathon and/or Half Marathon

Port of Newport will provide:

\$1,400.00 deduction in usage fees.

X _____ Date: _____
Kevin Greenwood
Port of Newport

X _____ Date: _____
Tom Swinford
Newport Booster Club

Rick Fuller

From: Rick Fuller
Sent: Tuesday, April 12, 2016 6:15 PM
To: Jim Durkee; Stephen Larrabee; Kevin Greenwood
Subject: RE: Power Services PO
Attachments: image001.png

Understood as discussed. Please prepare a purchase order for KG's approval and signature. The amount is subject to commission approval.

Rick Fuller
Director of Operations
Port of Newport
541.265.7758

Sent via mobile phone, please excuse the smart phone typos

----- Original message -----

From: Jim Durkee <jim@portofnewport.com>
Date: 04/12/2016 3:36 PM (GMT-08:00)
To: Rick Fuller <rfuller@portofnewport.com>, Stephen Larrabee <slarrabee@portofnewport.com>
Subject: Power Services PO

Gentlemen,

The Main board in the Pier Lighting Inverter failed and needs to be replaced. I have a quote from the supplier for the materials for \$8,230.00. Can we push to get this PO soon? The inverter is for the emergency back-up lighting on the pier and is a required piece of equipment per the SLA.

I will have SNP install the parts and have Aboveboard electric clear the downstream short per SNP's recommendations on separate POs.

Please let me know if you have any questions or if you need anything else from me.

Thanks,
Jim

Jim Durkee
Port of Newport
Facilities Manager NOAA MOC-P

(541) 265-7758 Work
(541) 270-0545 Mobile
jim@portofnewport.com
600 S.E. Bay Blvd
Newport, Or. 97365
United States

POWER SERVICES

14000 S Broadway
 Los Angeles, CA 90061
 800-797-7782 Fax: 323-721-3929

Quote

Date	Quote #
4/12/2016	VM24274

Name/Address
Port of Newport Jim Durkee 600 S.E. Bay Blvd. Newport OR 97365 Phone (541)265-7758 Cell (541)270-0545 E-Mail jim@portofnewport.com

Job Name/Project Name

Quantity	Part Number	Description	Unit Price	Extended Price
1	FS9100-1338-01	Single Phase High Frequency FRU Assy 3-5 kVA/kW	\$4,980.00	\$4,980.00
1	fs1625-288-05	Control Logic Board	\$2,950.00	\$2,950.00
1	FS9100-1319-230	Special Miro chip for 480 volts in, 480 volts out.	\$300.00	\$300.00
1		FRU kit needed to repair WR1062. Parts only no labor		
Total				\$8,230.00

Vivian Meza
 Field Service Coordinator

All quotations and all purchase orders are subject to Power Services 's TERMS and CONDITIONS in Power Service's quotation and located at www.800pwrsrv.com. All purchase orders constitute acceptance of all TERMS AND CONDITIONS and are binding upon all purchases.

DATE: 4/19/2016
TO: Kevin Greenwood
FROM: Rick Fuller
RE: NOAA MOC-P SLA 13, SLA 14 change of scope

OVERVIEW

Per the NOAA MOC-P lease agreement SFO 7.13.A.4, the building shell and demised area carpet is required to be replaced at 5 year intervals including the cost of disassembly, moving, and returning system furnishings.

The twenty year budget projection includes a line item cost of \$75,000 which is reflected in the 2016/2017 proposed budget. Realizing the significant disruption that carpet replacement will have on the current NOAA office staff, NOAA command has proposed a scope change requesting a 7'-4" store front divider wall with sliding door be provided and installed at room #143 in lieu of the carpet replacement. Staff has analyzed the mutual benefits of the proposal and supports the one time change for this upcoming 5 year period. Both SLA #13 and SLA #14 represent a no dollar change to the lease contract.



NO: 13

DATE: April 22, 2016

SUPPLEMENTAL LEASE AGREEMENT

LEASE NO.: 09WSA0200C

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between Port of Newport, whose address is: 600 SE Bay Boulevard, Newport, Oregon 97365

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective April 22, 2016, as follows:

NOAA, OMAO is electing to waive the first 5 year (2016) carpet replacement requirement described in 7.13.A.4 (below). Future 5 year (2021 and beyond) recarpet requirement are not waived through this Supplemental Lease Agreement.

7.13 FLOOR COVERING AND PERIMETERS (AUG 2008)

A. BUILDING SHELL:

4. In addition to the building shell flooring discussed above, the Government-demised areas which are designated by the Government for cyclic carpet replacement shall be recarpeted every 5 years with a product meeting this solicitation's requirements. This cost, including the moving and returning of furnishings, including disassembly and reassembly of systems furniture, will be borne by the Lessor as part of the shell rent.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

Signature _____

Title _____

UNITED STATES OF AMERICA

Signature _____

Real Property Contracting Officer



NO: 14

DATE: April 22, 2016

SUPPLEMENTAL LEASE AGREEMENT

LEASE NO.: 09WSA0200C

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between Port of Newport, whose address is: 600 SE Bay Boulevard, Newport, Oregon 97365

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective April 22, 2016, as follows:

The Lessor agrees to provide all permits, labor, equipment, materials, and costs to complete the construction and installation of a Store Front type sliding glass door to room 143 in the Administration Building, as described in the attached Estimate Sheet (Exhibit A) and shown in the attached Drawing (Exhibit B) and Photo Drawing (Exhibit C)

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

Signature _____

Title _____

UNITED STATES OF AMERICA

Signature _____

Real Property Contracting Officer



ESTIMATE SHEET

Location NOAA MOC-P Description Room 143 Aluminum Storefront With Sliding Glass Entry Door

By J. Durkee

Job # _____

CODE	DESCRIPTION	QUANTITY	UNIT	MANHOURS		UNIT COST			EXTENSIONS			TOTAL	
				UNIT	TOTAL	LAB	MATL	EQP	LABOR	MATL	EQUIP		SUB
	Relocation of Warning Siren/Strobe Light	1	Ea										
	Relocation of 2 Signs	1	Ea										
	Cutting Out Carpet Below Installation	1	Ea										
	Aluminum Sliding Glass Storefront *Must match Anodized Aluminum 'Dark Bronze' *Kawneer Storefront or Equivalent *Door must accept Schlage Primus Lock Mech.	1	Ea										
	Installation	1	Ea										
SUBTOTAL													
Total Cost To NOAA													\$0.00

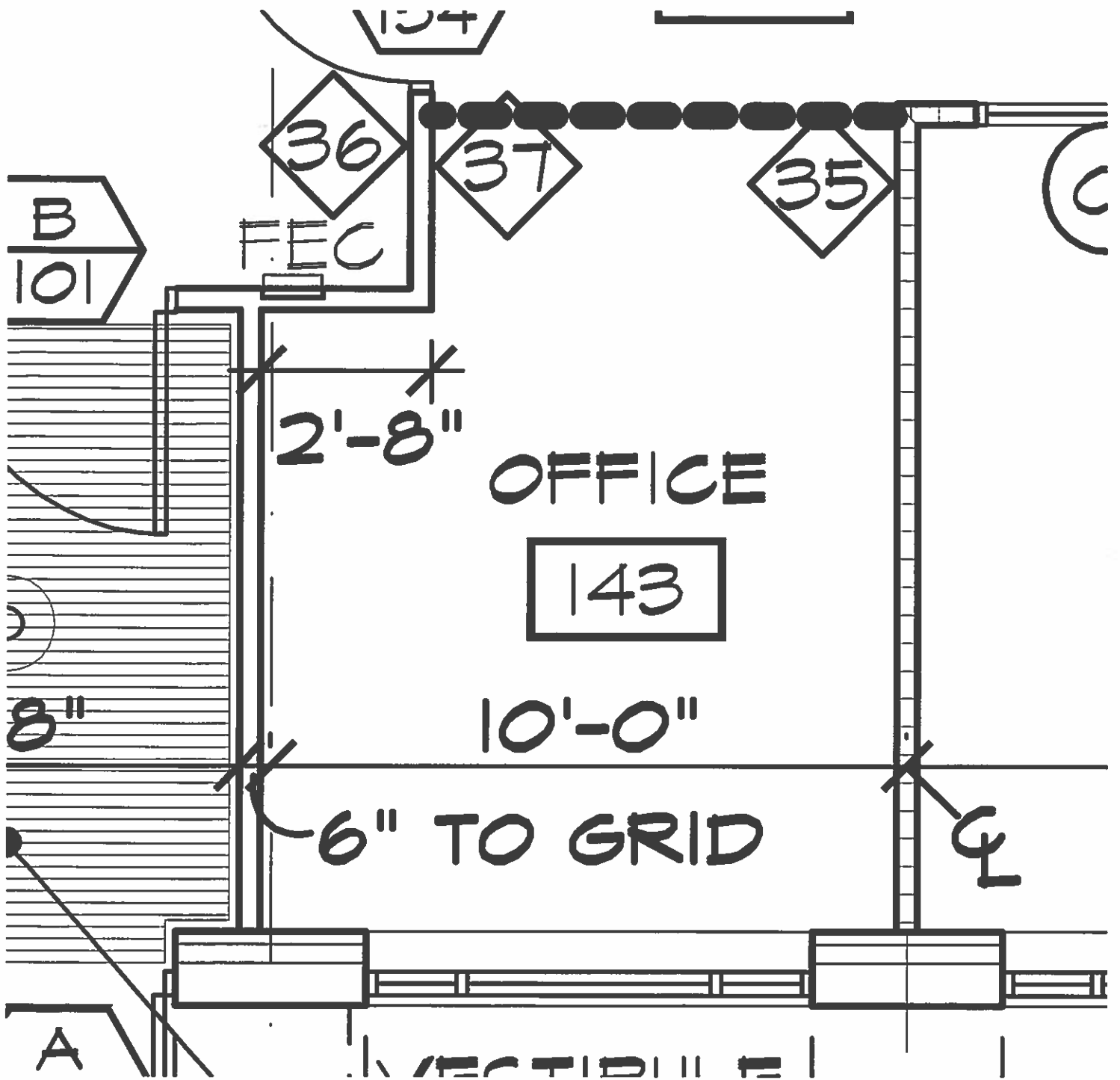
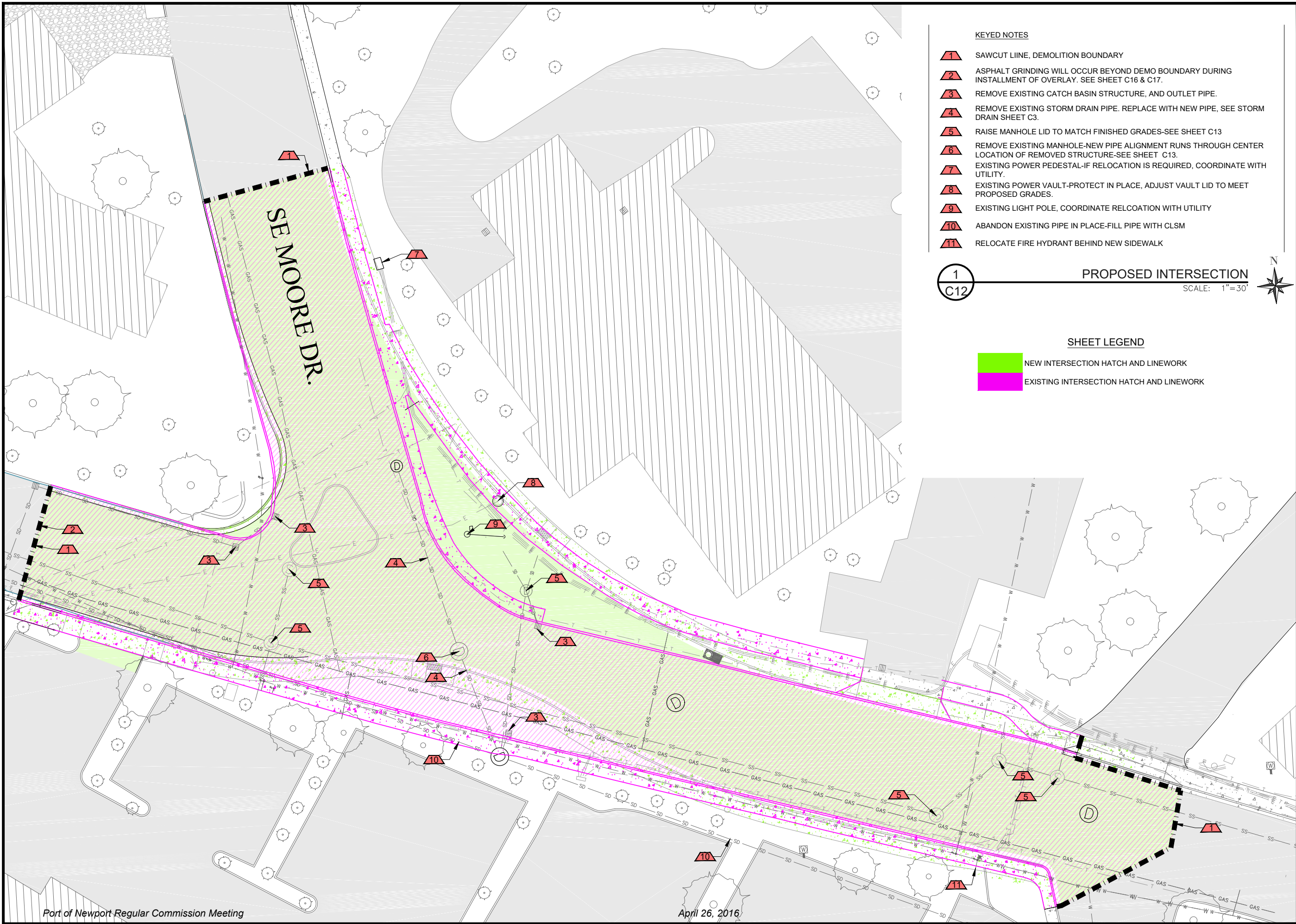


Exhibit B



Exhibit C

DATE:4/14/16 FILE:O:\CW_Projects\2302\Newport Bay Moore Drainage Improvements\Drawings\Int\Intersection-Working-Sheets.dwg



KEYED NOTES

- 1 SAWCUT LIINE, DEMOLITION BOUNDARY
- 2 ASPHALT GRINDING WILL OCCUR BEYOND DEMO BOUNDARY DURING INSTALLMENT OF OVERLAY. SEE SHEET C16 & C17.
- 3 REMOVE EXISTING CATCH BASIN STRUCTURE, AND OUTLET PIPE.
- 4 REMOVE EXISTING STORM DRAIN PIPE. REPLACE WITH NEW PIPE, SEE STORM DRAIN SHEET C3.
- 5 RAISE MANHOLE LID TO MATCH FINISHED GRADES-SEE SHEET C13
- 6 REMOVE EXISTING MANHOLE-NEW PIPE ALIGNMENT RUNS THROUGH CENTER LOCATION OF REMOVED STRUCTURE-SEE SHEET C13.
- 7 EXISTING POWER PEDESTAL-IF RELOCATION IS REQUIRED, COORDINATE WITH UTILITY.
- 8 EXISTING POWER VAULT-PROTECT IN PLACE, ADJUST VAULT LID TO MEET PROPOSED GRADES.
- 9 EXISTING LIGHT POLE, COORDINATE RELOCATION WITH UTILITY
- 10 ABANDON EXISTING PIPE IN PLACE-FILL PIPE WITH CLSM
- 11 RELOCATE FIRE HYDRANT BEHIND NEW SIDEWALK

1
C12

PROPOSED INTERSECTION

SCALE: 1"=30'



SHEET LEGEND

- NEW INTERSECTION HATCH AND LINEWORK
- EXISTING INTERSECTION HATCH AND LINEWORK

PRELIMINARY



Civil West
Engineering Services, Inc.

541-266-8601
www.civilwest.com

486 E Street
Coos Bay, Oregon 97420

REV.	DATE	DESCRIPTION	BY

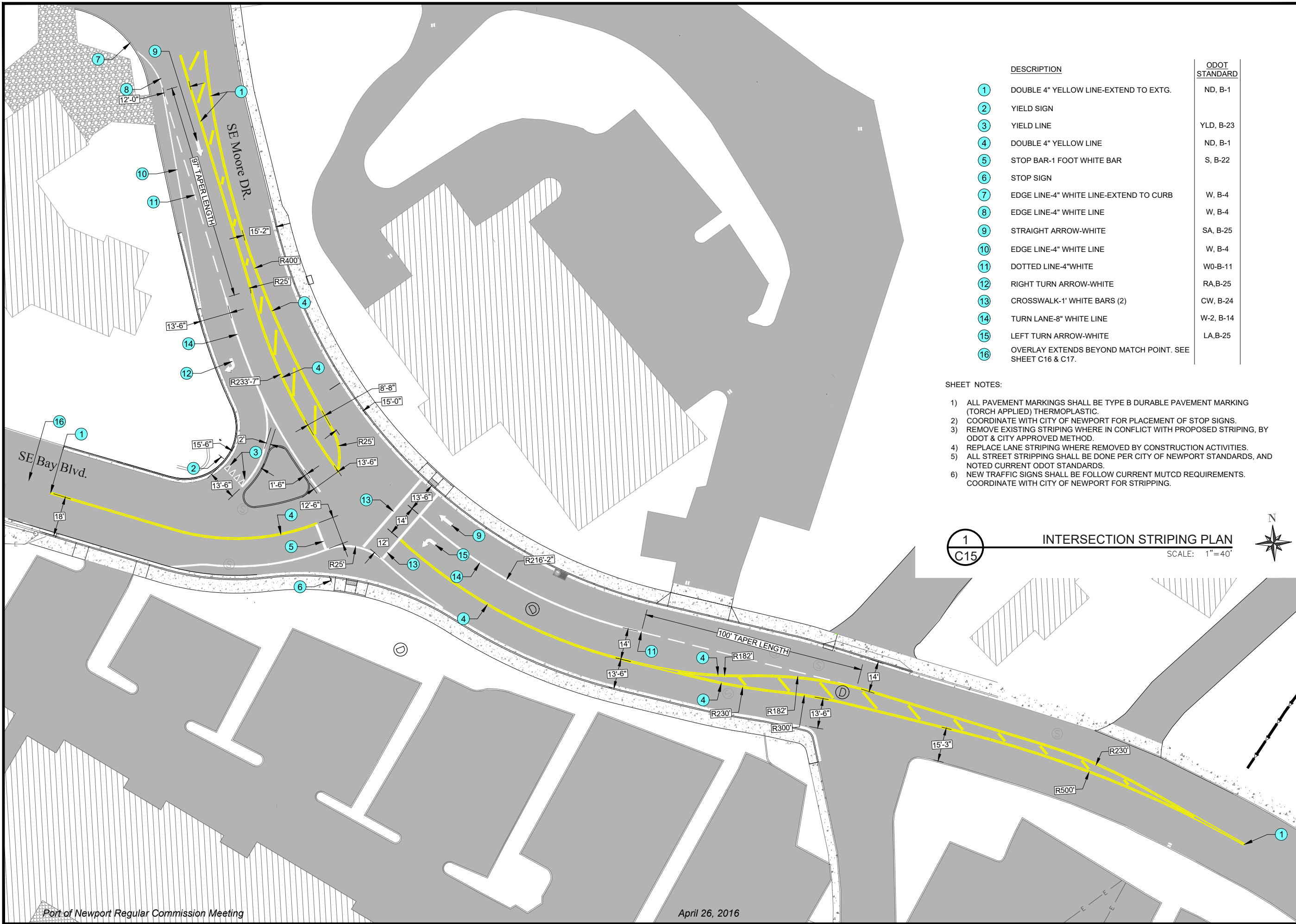
Designed By: JRP Drawn By: JRP Checked By: JGP
 Project No: 2302-021

CITY OF NEWPORT
LINCOLN COUNTY, OREGON

BAY/MOORE DRAINAGE
IMPROVEMENTS

INTERSECTION DEMOLITION

DATE:4/14/16 FILE:O:\CV\Projects\2302 Newport Bay Moore Drainage Improvements\Drawings\Int\Intersection-Working-Sheets.dwg



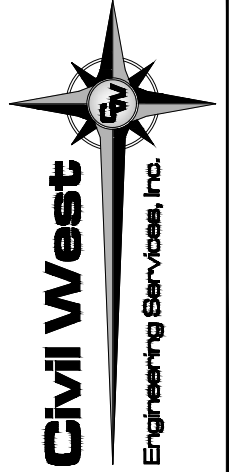
DESCRIPTION	ODOT STANDARD
① DOUBLE 4" YELLOW LINE-EXTEND TO EXTG.	ND, B-1
② YIELD SIGN	
③ YIELD LINE	YLD, B-23
④ DOUBLE 4" YELLOW LINE	ND, B-1
⑤ STOP BAR-1 FOOT WHITE BAR	S, B-22
⑥ STOP SIGN	
⑦ EDGE LINE-4" WHITE LINE-EXTEND TO CURB	W, B-4
⑧ EDGE LINE-4" WHITE LINE	W, B-4
⑨ STRAIGHT ARROW-WHITE	SA, B-25
⑩ EDGE LINE-4" WHITE LINE	W, B-4
⑪ DOTTED LINE-4" WHITE	W0-B-11
⑫ RIGHT TURN ARROW-WHITE	RA, B-25
⑬ CROSSWALK-1' WHITE BARS (2)	CW, B-24
⑭ TURN LANE-8" WHITE LINE	W-2, B-14
⑮ LEFT TURN ARROW-WHITE	LA, B-25
⑯ OVERLAY EXTENDS BEYOND MATCH POINT. SEE SHEET C16 & C17.	

SHEET NOTES:

- 1) ALL PAVEMENT MARKINGS SHALL BE TYPE B DURABLE PAVEMENT MARKING (TORCH APPLIED) THERMOPLASTIC.
- 2) COORDINATE WITH CITY OF NEWPORT FOR PLACEMENT OF STOP SIGNS.
- 3) REMOVE EXISTING STRIPING WHERE IN CONFLICT WITH PROPOSED STRIPING, BY ODOT & CITY APPROVED METHOD.
- 4) REPLACE LANE STRIPING WHERE REMOVED BY CONSTRUCTION ACTIVITIES.
- 5) ALL STREET STRIPING SHALL BE DONE PER CITY OF NEWPORT STANDARDS, AND NOTED CURRENT ODOT STANDARDS.
- 6) NEW TRAFFIC SIGNS SHALL BE FOLLOW CURRENT MUTCD REQUIREMENTS. COORDINATE WITH CITY OF NEWPORT FOR STRIPING.

1
C15
INTERSECTION STRIPING PLAN
SCALE: 1"=40'

PRELIMINARY



541-266-8601
www.civilwest.com
486 E Street
Coos Bay, Oregon 97420

REV.	DATE	DESCRIPTION	BY

Designed By: JRP	Drawn By: JRP	Checked By: JGP
Project No: 2302-021		

CITY OF NEWPORT
LINCOLN COUNTY, OREGON

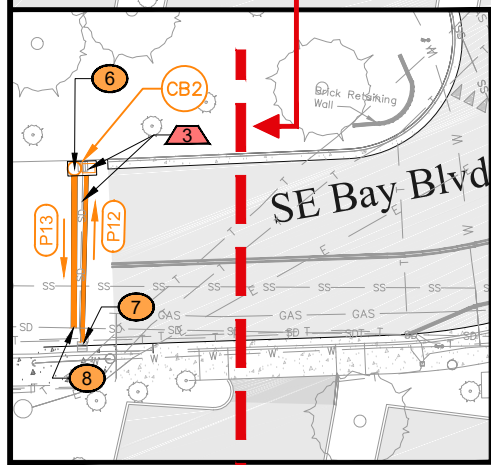
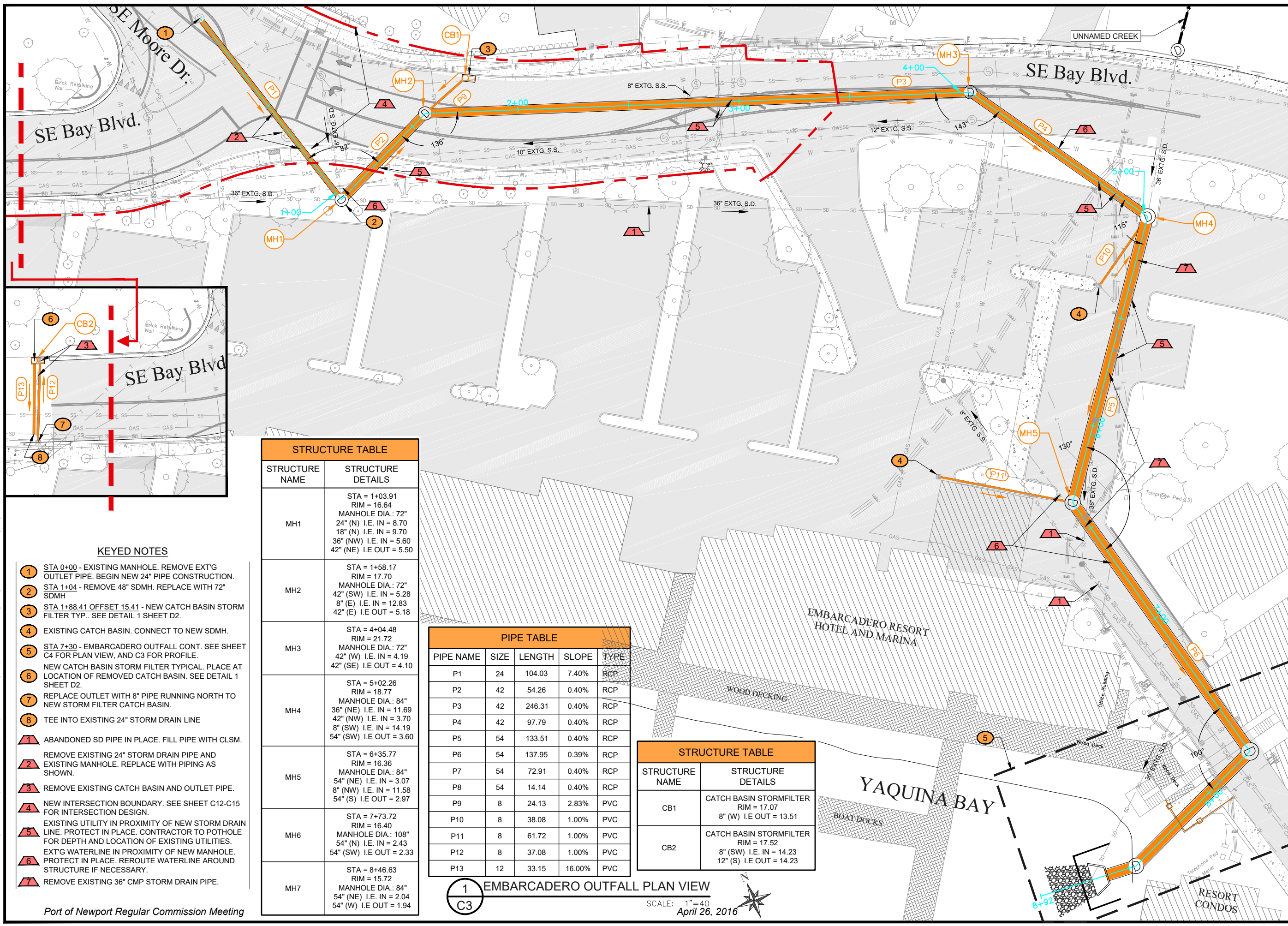
BAY/MOORE DRAINAGE
IMPROVEMENTS

INTERSECTION STRIPING PLAN

Sheet No. **C15**

Page 50 of 122
APRIL 2016

DATE: 4/14/16 FILE: C:\CW\Projects\2302-021 Newport Bay Moore Drainage Improvements\Drawings\DWG\Storm Drain\Working.dwg



KEYED NOTES

- 1 STA 0+00 - EXISTING MANHOLE. REMOVE EXT'G OUTLET PIPE. BEGIN NEW 24" PIPE CONSTRUCTION.
- 2 STA 1+04 - REMOVE 48" SDMH. REPLACE WITH 72" SDMH
- 3 STA 1+88.41 OFFSET 15.41 - NEW CATCH BASIN STORM FILTER TYP. SEE DETAIL 1 SHEET D2.
- 4 EXISTING CATCH BASIN. CONNECT TO NEW SDMH.
- 5 STA 7+30 - EMBARCADERO OUTFALL CONT. SEE SHEET C4 FOR PLAN VIEW, AND C3 FOR PROFILE.
- 6 NEW CATCH BASIN STORM FILTER TYPICAL. PLACE AT LOCATION OF REMOVED CATCH BASIN. SEE DETAIL 1 SHEET D2.
- 7 REPLACE OUTLET WITH 8" PIPE RUNNING NORTH TO NEW STORM FILTER CATCH BASIN.
- 8 TEE INTO EXISTING 24" STORM DRAIN LINE
- 1 ABANDONED SD PIPE IN PLACE. FILL PIPE WITH CLSM.
- 2 REMOVE EXISTING 24" STORM DRAIN PIPE AND EXISTING MANHOLE. REPLACE WITH PIPING AS SHOWN.
- 3 REMOVE EXISTING CATCH BASIN AND OUTLET PIPE.
- 4 NEW INTERSECTION BOUNDARY. SEE SHEET C12-C15 FOR INTERSECTION DESIGN.
- 5 EXISTING UTILITY IN PROXIMITY OF NEW STORM DRAIN LINE. PROTECT IN PLACE. CONTRACTOR TO POTHOLE FOR DEPTH AND LOCATION OF EXISTING UTILITIES.
- 6 EXT'G WATERLINE IN PROXIMITY OF NEW MANHOLE. PROTECT IN PLACE. REROUTE WATERLINE AROUND STRUCTURE IF NECESSARY.
- 7 REMOVE EXISTING 36" CMP STORM DRAIN PIPE.

STRUCTURE TABLE

STRUCTURE NAME	STRUCTURE DETAILS
MH1	STA = 1+03.91 RIM = 16.64 MANHOLE DIA.: 72" 24" (N) I.E. IN = 8.70 18" (N) I.E. IN = 9.70 36" (NW) I.E. IN = 5.60 42" (NE) I.E. OUT = 5.50
MH2	STA = 1+58.17 RIM = 17.70 MANHOLE DIA.: 72" 42" (SW) I.E. IN = 5.28 8" (E) I.E. IN = 12.83 42" (E) I.E. OUT = 5.18
MH3	STA = 4+04.48 RIM = 21.72 MANHOLE DIA.: 72" 42" (W) I.E. IN = 4.19 42" (SE) I.E. OUT = 4.10
MH4	STA = 5+02.26 RIM = 18.77 MANHOLE DIA.: 84" 36" (NE) I.E. IN = 11.69 42" (NW) I.E. IN = 3.70 8" (SW) I.E. IN = 14.19 54" (SW) I.E. OUT = 3.60
MH5	STA = 6+35.77 RIM = 16.36 MANHOLE DIA.: 84" 54" (NE) I.E. IN = 3.07 8" (NW) I.E. IN = 11.58 54" (S) I.E. OUT = 2.97
MH6	STA = 7+73.72 RIM = 16.40 MANHOLE DIA.: 108" 54" (N) I.E. IN = 2.43 54" (SW) I.E. OUT = 2.33
MH7	STA = 8+46.63 RIM = 15.72 MANHOLE DIA.: 84" 54" (NE) I.E. IN = 2.04 54" (W) I.E. OUT = 1.94

PIPE TABLE

PIPE NAME	SIZE	LENGTH	SLOPE	TYPE
P1	24	104.03	7.40%	RCP
P2	42	54.26	0.40%	RCP
P3	42	246.31	0.40%	RCP
P4	42	97.79	0.40%	RCP
P5	54	133.51	0.40%	RCP
P6	54	137.95	0.39%	RCP
P7	54	72.91	0.40%	RCP
P8	54	14.14	0.40%	RCP
P9	8	24.13	2.83%	PVC
P10	8	38.08	1.00%	PVC
P11	8	61.72	1.00%	PVC
P12	8	37.08	1.00%	PVC
P13	12	33.15	16.00%	PVC

STRUCTURE TABLE

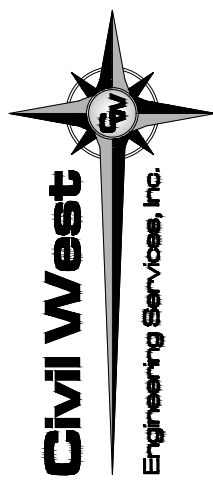
STRUCTURE NAME	STRUCTURE DETAILS
CB1	CATCH BASIN STORMFILTER RIM = 17.07 8" (W) I.E. OUT = 13.51
CB2	CATCH BASIN STORMFILTER RIM = 17.52 8" (SW) I.E. IN = 14.23 12" (S) I.E. OUT = 14.23

1 EMBARCADERO OUTFALL PLAN VIEW

SCALE: 1"=40'
April 26, 2016

Port of Newport Regular Commission Meeting

PRELIMINARY



541-266-8601
www.civilwest.com
486 E Street
Coos Bay, Oregon 97420

REV.	DATE	DESCRIPTION	BY

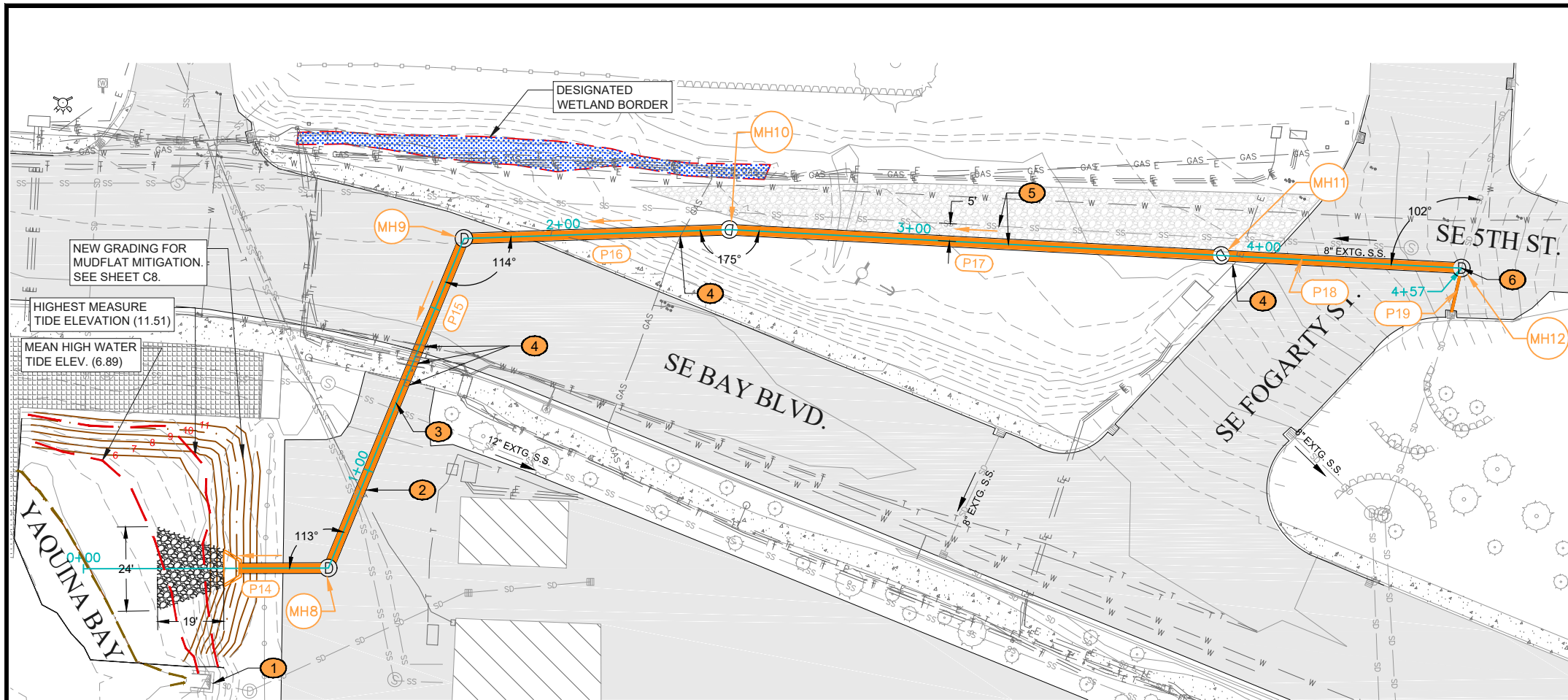
Designed By: JRP Drawn By: JRP Checked By: JGP
Project No: 2302-021

CITY OF NEWPORT
LINCOLN COUNTY, OREGON

BAY/MOORE DRAINAGE IMPROVEMENTS

EMBARCADERO OUTFALL STORM DRAIN PLAN VIEW

Sheet No: G3
Page 51 of 122
APRIL 2016

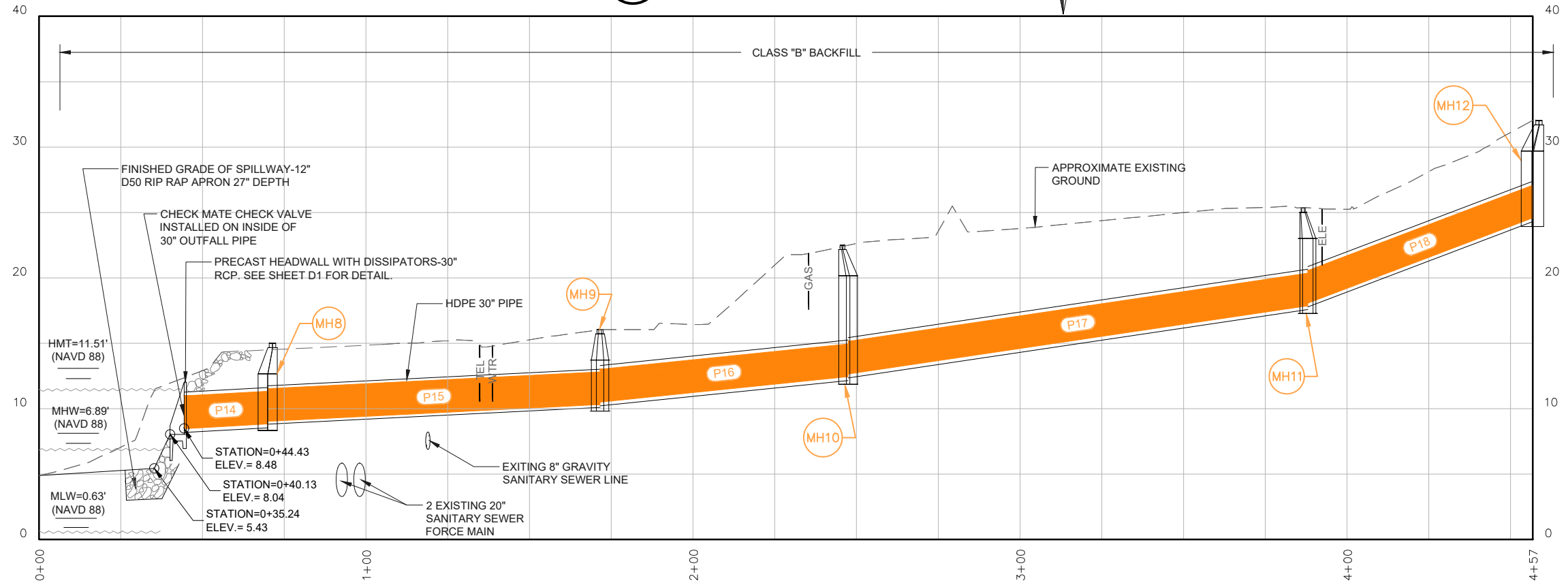


- KEYED NOTES**
- 1 EXISTING STORM DRAIN OUTFALL
 - 2 STA 0+94.3 - EXISTING FORCE MAIN CROSSING.
 - 3 STA 1+19.63 - EXISTING 12" GRAVITY SEWER CROSSING. APPROXIMATELY 1' CLEARANCE.
 - 4 UNDERGROUND UTILITIES IN CLOSE PROXIMITY. CONTRACTOR TO POTHOLE EXTG UTILITIES TO VERIFY DEPTH AND LOCATION.
 - 5 MIN. 5' SEPARATION BETWEEN SEWER AND STORM DRAIN CENTERLINES.
 - 6 STA 4+57 - CAST IN PLACE MANHOLE OVER EXISTING 24" STORM DRAIN PIPE. ABANDONED DOWNSTREAM SECTION OF PIPE. REDIRECT FLOW THROUGH NEW 30" PIPE AS SHOWN.

1
C7
DIVERSION OUTFALL PLAN VIEW
SCALE: 1"=40'

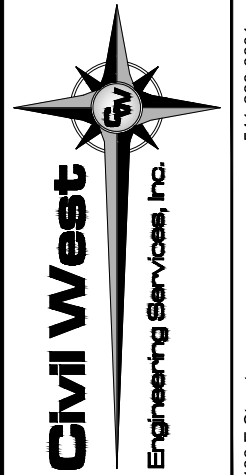
PIPE TABLE				
PIPE NAME	SIZE	LENGTH	SLOPE	TYPE
P14	30	25.55	1.38%	RCP
P15	30	101.66	1.26%	HDPE
P16	30	75.84	2.56%	RCP
P17	30	140.60	3.71%	RCP
P18	30	68.69	9.48%	RCP
P19	8	13.74	1.00%	PVC

STRUCTURE TABLE	
STRUCTURE NAME	STRUCTURE DETAILS
MH8	STA = 0+69.92 RIM = 15.00 MANHOLE DIA.: 60" 30" (N) I.E. IN = 9.03 30" (W) I.E. OUT = 8.83
MH9	STA = 1+71.58 RIM = 16.05 MANHOLE DIA.: 60" 30" (E) I.E. IN = 10.51 30" (S) I.E. OUT = 10.31
MH10	STA = 2+47.42 RIM = 22.50 MANHOLE DIA.: 60" 30" (E) I.E. IN = 12.65 30" (W) I.E. OUT = 12.45
MH11	STA = 3+88.02 RIM = 25.35 MANHOLE DIA.: 60" 30" (E) I.E. IN = 18.07 30" (W) I.E. OUT = 17.87
MH12	STA = 4+56.71 RIM = 32.03 MANHOLE DIA.: 60" 8" (S) I.E. IN = 26.50 30" (W) I.E. OUT = 24.58



2
C7
DIVERSION OUTFALL PROFILE
SCALE: HORZ 1"=40'
VERT 1"=10'

PRELIMINARY



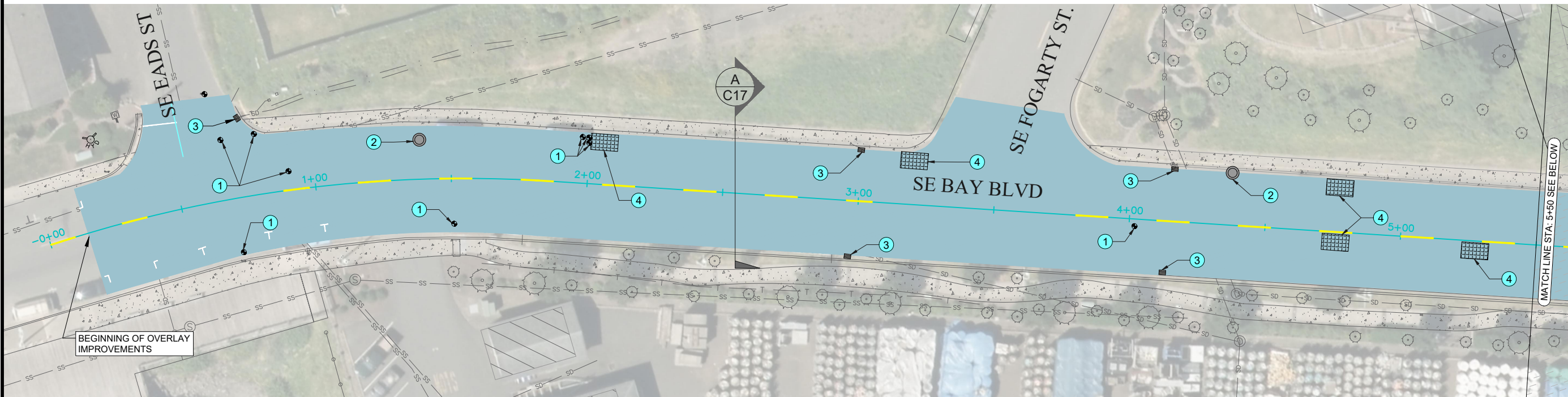
541-266-8601
www.civilwest.com
486 E Street
Coos Bay, Oregon 97420

REV.	DATE	DESCRIPTION	BY

CITY OF NEWPORT
LINCOLN COUNTY, OREGON
BAYMOORE DRAINAGE
IMPROVEMENTS
DIVERSION OUTFALL
PLAN AND PROFILE

DATE: 4/14/16 FILE: O:\CW_P\Projects\2302 Newport Bay Moore Drainage Improvements\Drawings\DWG\Storm Drain-Working.dwg

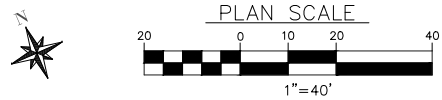
PRELIMINARY



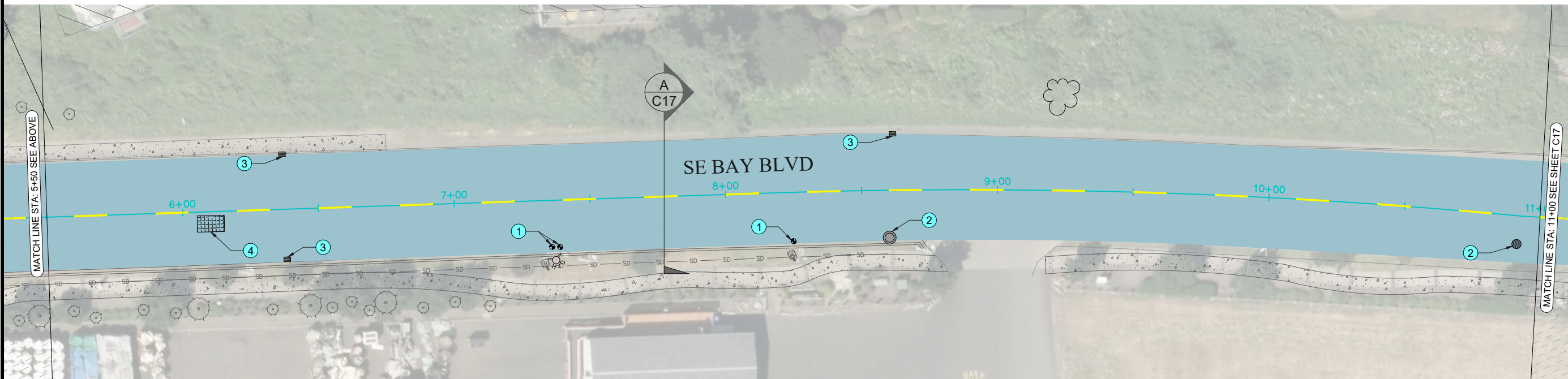
SHEET NOTES:

1. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION THIS TRANSITION AT CROSS STREETS AND DRIVEWAYS. LIMITS OF CONSTRUCTION SHALL BE TAPER TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED IN PLAN ARE TO BE VERIFIED ON FIELD AND ARE TO BE ADJUSTED AND PROTECT IN PLACE OR REPAIR TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATION. ACTUAL WITH OF DRIVEWAYS AND CROSS STREETS MAY VARY, CONTRACTOR TO VERIFY IN FIELD.
4. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
5. 4" WIDE YELLOW PAINTED CENTERLINE PAVEMENT MARKINGS AS SHOWN ON PLANS ARE SHOWN FOR CLARITY ONLY. CONTRACTOR SHALL MATCH EXISTING CENTERLINE STRIPING LAYOUT, UNLESS DIRECTED OTHERWISE BY ENGINEER.
6. OTHER PAVEMENT MARKINGS SUCH AS STOP BARS, PARKING SPOTS MARKINGS, CROSS WALKS ETC. AS INDICATED IN PLAN ARE TO BE VERIFIED ON FIELD AND ARE TO BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITE.

1 SE BAY BLVD OVERLAY STA 0+00 TO 5+50



- KEYED NOTES
- 1 VALVE CAN ADJUSTMENT TYPICAL.
 - 2 UTILITY MANHOLE ADJUSTMENT TYPICAL.
 - 3 CATCH BASIN PROTECT IN PLACE.
 - 4 DIG OUT REPAIR SECTION AS REQUIRED, COORDINATE WITH CITY.



2 SE BAY BLVD OVERLAY STA 5+50 TO 11+00

REV.	DATE	DESCRIPTION	BY

Designed By: JRP
 Drawn By: JRP
 Checked By: JGP
 Project No: 2302-021

CITY OF NEWPORT
 LINCOLN COUNTY, OREGON
 BAY MOORE DRAINAGE IMPROVEMENTS
 SE BAY BLVD. OVERLAY SHEET 1

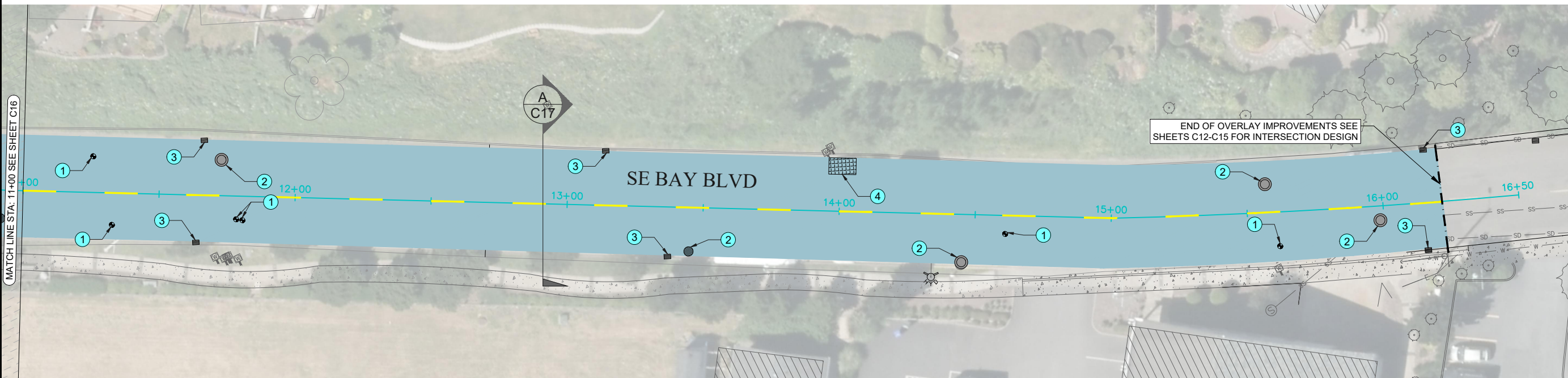
Sheet No. **C16**

DATE:4/14/16 FILE:O:\CW_Projects\2302 Newport Bay Moore Drainage Improvements\Drawings\Dwg\Overlay sheets.dwg

486 E Street
 Coos Bay, Oregon 97420
 541-266-8601
 www.civilwest.com



PRELIMINARY



SHEET NOTES:

- CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION THIS TRANSITION AT CROSS STREETS AND DRIVEWAYS. LIMITS OF CONSTRUCTION SHALL BE TAPER TO MATCH EXISTING PAVEMENT.
- EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED IN PLAN ARE TO BE VERIFIED ON FIELD AND ARE TO BE ADJUSTED AND PROTECT IN PLACE OR REPAIR TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
- ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATION. ACTUAL WITH OF DRIVEWAYS AND CROSS STREETS MAY VARY, CONTRACTOR TO VERIFY IN FIELD.
- CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
- 4" WIDE YELLOW PAINTED CENTERLINE PAVEMENT MARKINGS AS SHOWN ON PLANS ARE SHOWN FOR CLARITY ONLY. CONTRACTOR SHALL MATCH EXISTING CENTERLINE STRIPING LAYOUT, UNLESS DIRECTED OTHERWISE BY ENGINEER.
- OTHER PAVEMENT MARKINGS SUCH AS STOP BARS, PARKING SPOTS MARKINGS, CROSS WALKS ETC. AS INDICATED IN PLAN ARE TO BE VERIFIED ON FIELD AND ARE TO BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITE.

KEYED NOTES

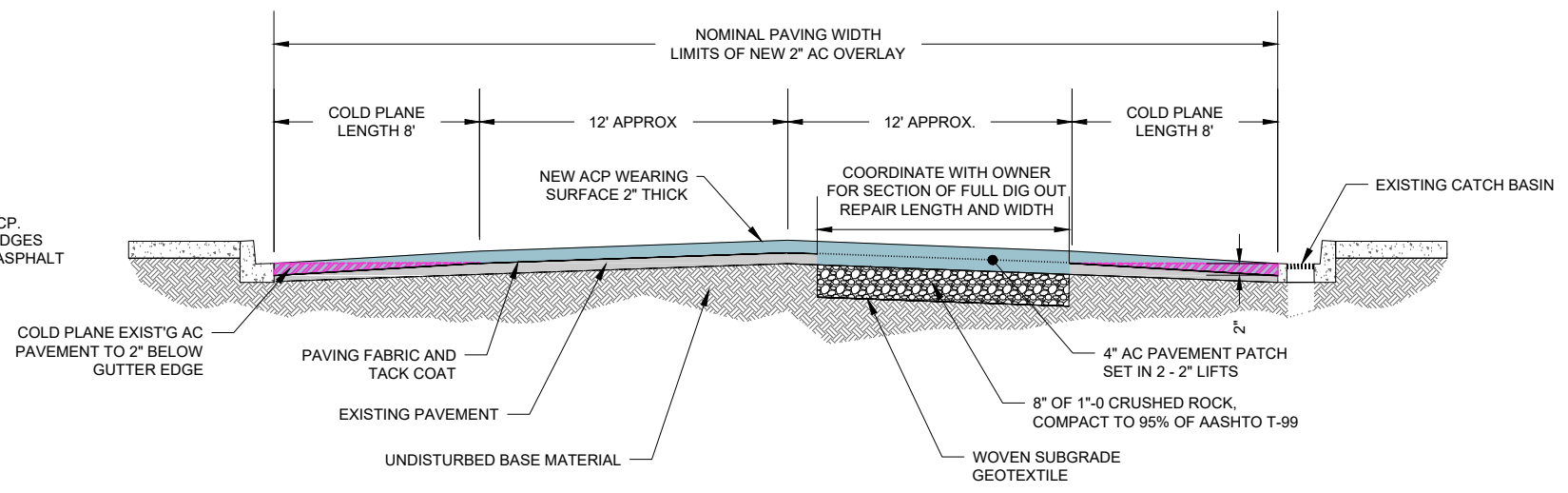
- ① VALVE CAN ADJUSTMENT TYPICAL.
- ② UTILITY MANHOLE ADJUSTMENT TYPICAL.
- ③ CATCH BASIN PROTECT IN PLACE.
- ④ DIG OUT REPAIR SECTION AS REQUIRED COORDINATE WITH CITY.

1 SE BAY BLVD OVERLAY STA 11+00 TO 16+50



NOTES:

- NOMINAL DEPTH OF AC OVERLAY SHALL BE 2"
- AC PAVEMENT SHALL BE A LEVEL 3 1/2 DENSE ACP.
- EXISTING ASPHALT SHALL BE COLD PLANE AT EDGES TO PROVIDE SMOOTH TRANSITION FROM NEW ASPHALT TO GUTTER.



A TYPICAL ROAD IMPROVEMENTS CROSS SECTION NOT TO SCALE



Civil West
Engineering Services, Inc.

541-266-8601
www.civilwest.com
486 E Street
Coos Bay, Oregon 97420

REV.	DATE	DESCRIPTION	BY

Designed By: JRP
Drawn By: JRP
Checked By: JGP
Project No: 2302-021

CITY OF NEWPORT
LINCOLN COUNTY, OREGON
BAY MOORE DRAINAGE IMPROVEMENTS
SE BAY BLVD. OVERLAY SHEET 2

Sheet No: **C17**
Page 54 of 122
APRIL 2016



2016 OREGON CHAPTER 52ND ANNUAL MEETING

Seaside, Oregon March 1 - 4

Port of Newport
600 SE Bay Boulevard
Newport, OR 97365

Dear Port of Newport,

We would like to thank you for the generous gift of an annual boat launch pass and hat to our annual fund raiser. Our raffle/auction was a huge success and it would not have been possible without your help. The Oregon Chapter of the American fisheries society raised a total > \$13,000 at the auction/raffle, which was a record setting amount for our Chapter at an annual meeting. The proceeds will be used for student scholarships, to provide assistance for young professionals to attend annual meetings and to help keep operating costs for the meeting manageable. Ultimately your donation will help benefit fish and fisheries science here in Oregon, and you have contributed to fisheries stewardship and conservation in this great state.

Sincerely,

The 2016 Oregon Chapter of the American Fisheries Society Auction and Raffle Committee
Jeremy D. Romer, L.D. Schultz, Christina Murphy, Sarah Sapienza, Katie Pierson, and Derek Wilson

For your tax purposes we have provided the following information:

Value of item donated: \$ 85

The Oregon Chapter of the American Fisheries Society is a non-profit organization, 501(c)(3) Tax ID Number 23-7226681

RECEIVED
MAR 14 2016
PORT OF NEWPORT

April 13, 2016

Port of Newport
600 SE Bay Boulevard
Newport, Oregon 97365

Submitted by electronic mail to: wchuck@portofnewport.com kgreenwood@portofnewport.com

RE: OCZMA DUES FOR FY 2016-17

Dear Commissioner Walter Chuck:

Local governments on the Oregon Coast have begun or are already in the midst of their respective budgetary processes for FY 2016-17. As Chair of the Oregon Coastal Zone Management Association (OCZMA) – the Oregon Coast’s only association representing all members of local government on the coast since 1975, I strongly urge you to include OCZMA in your budget for FY 2016-17.

We understand many of the jurisdictions up and down the Oregon Coast continue to face major fiscal challenges. In recent years, local government officials have been making enormously difficult choices as they re-structure operations. Painful staff reductions and program reductions are common these days. Everyone is doing more with fewer resources.

Local leaders on the Oregon Coast must continue to find ways to share information, and, when possible, agree on policy positions and share those views with the Oregon Legislature and Coastal Caucus, members of Congress, and others in state and federal government.

Your involvement and dues payment ensures OCZMA can continue to serve as a clearinghouse of information on important coastal issues. Working together we make a difference. OCZMA’s biggest asset is the robust network of people on the Oregon Coast speaking with a unified voice to support the needs of our diverse coastal population.

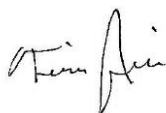
Since 1975, OCZMA has engaged in many issues that directly impact coastal residents. Take fishing issues for example; OCZMA has led, advocated for, or participated in discussions on Coho allocation and selective Coho harvest, Oregon Wild Fish policy, the Coastal Salmon Restoration Initiative, seafood safety, the Coastal Salmon Restoration and Production Task Force, Salmon disaster funding, price negotiations between fishermen and processors, and the Groundfish disaster/Groundfish buy-back program to name a few. Leadership and participation on issues of coastal concern are not possible without your support.

I strongly urge Port of Newport to include dues to the Oregon Coastal Zone Management Association (OCZMA) in your FY 2016-17 budgeting process. Dues for FY 2016-17 will be: \$800.

Thank you for your 2015-16 payment!

The continued viability of OCZMA and our work depends on your financial support. Thank you for your consideration of this important matter.

Sincerely,



Tim Josi, OCZMA Chair (Tillamook County Commissioner)
Oregon Coastal Zone Management Association (OCZMA)



Operating Fund

March 17, 2016 through April 6, 2016

Date	Num	Name	Memo	Amount
03/18/16	37728	Century Link	Telephone	382.32
03/18/16	37729	CenturyLink - Business Service	Telephone	37.46
03/18/16	37730	City of Newport	Room Tax Feb 2016	2,431.59
03/18/16	37731	HC Etc., Inc	IT Hours	600.00
03/18/16	37732	Progressive Services, Inc	General Fund Checks	299.55
03/18/16	37733	Suburban Propane	Fill Tanks	169.33
03/18/16	37734	Toyota Financial Services	Forklift Lease	1,044.20
03/18/16	37735	Toyota Lift NW	Door Dampers	254.58
03/18/16	37736	Valley Fire Control, Inc.	Annual Inspection and Service	313.50
03/18/16	37737	Business Oregon-OBDD	Loan 655-36-02 OCT 2015	7,800.00
03/25/16	37738	Tim Lakey	VOID: Moorage deposit refund	0.00
03/25/16	37739	Tim Lakey	VOID:	0.00
03/25/16	37740	Tim Lakey	Moorage Refund	290.00
03/25/16	37741	AboveBoard Electric Inc	GFI Breakers on Poles Outlets	588.92
03/25/16	37742	Airgas USA, LLC	Welding Rods	103.14
03/25/16	37743	Design Space	Customs Office	217.00
03/25/16	37744	Gray's Web Design	Add page for Export Facility	30.00
03/25/16	37745	Grimstad & Associates	Assistance with Journal Entries	112.00
03/25/16	37746	NW Natural	SB Gas	253.74
03/25/16	37747	Papé Material Handling Exchange	Repair Hyster 90	720.04
03/25/16	37748	Pioneer Printing, Inc.	Rite in Rain Paper	500.00
03/25/16	37749	Road & Driveway Co Inc	Prep and Pave Terminal	2,991.92
03/25/16	37750	Systemax Northwest, Inc.	Internet Access to Activity Room	250.00
03/25/16	37751	Valley Fire Control, Inc.	Annual Inspection and Service	267.20
03/25/16	37752	Verizon Wireless	Port cell phones	282.61
03/25/16	37753	Sears Commercial One	VOID: Tools for Toolbox in Restrooms	0.00
03/25/16	37754	Sears Commercial One	Tools for Toolbox in Restrooms	141.91
04/01/16	37755	State of Oregon Property Distribution Ctr	Office Equipment	61.50
04/06/16	37756	Road & Driveway Co Inc	Repair Sink Hole by Fuel Dock	3,987.02
04/01/16	37757	CenturyLink - Business Service	Telephone	14.01
04/01/16	37758	CHEMSEARCH	Case of Yield	179.90
04/01/16	37759	City of Newport	Permit for Customs Building Foundation Co	160.00
04/01/16	37760	Coastal Paper & Supply, Inc.	Paper Products	1,061.30
04/01/16	37761	Department of State Lands	Captains Charter Lease	755.16
04/01/16	37762	Direct TV	Cable SB RV Park	656.77
04/01/16	37763	Idea Print Works, Inc.	Port Clothing	503.50
04/01/16	37764	Kevin Greenwood	Mileage and Lodging Reimbursement	621.06
04/01/16	37765	NW Natural	SB Gas	171.21
04/01/16	37766	Oregon Coast Magazine	SB Ad for RV Park	270.00
04/01/16	37767	Papé Material Handling Exchange	Repair Short in Hyster 90	488.61



Operating Fund

March 17, 2016 through April 6, 2016

04/01/16	37768	Platt	30 and 50 amp breakers, Bulbs	779.33
04/01/16	37769	Pro-Build	Lumber and Screws	43.79
04/01/16	37770	Special Districts Insurance Service	Quarterly Property/Casualty Insurance	27,334.50
04/01/16	37771	T & L Septic & Chemical Toilet Service	Chemical Toilets Bayfront	592.00
04/01/16	37772	TCB Security Services, Inc	Monthly Security contract	6,516.00
04/01/16	37773	Tina McCann	temporary work South beach and North Offi	1,132.50
04/01/16	37774	City of Newport	Permit for Admin Building Foundation Comp	720.00
04/05/16	37775	Airgas USA, LLC	Stainless Welding Rods	70.16
04/05/16	37776	Alan Brown Tire Center	Forklift tires	173.12
04/05/16	37777	Barrelhead	Plumbing Supplies, Door Nobs, Saw Blades	1,118.61
04/05/16	37778	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
04/05/16	37779	Direct TV	Monthly Cable SB Annex	412.52
04/05/16	37780	EDGE Analytical Laboratories	Storm Water Testing	861.00
04/05/16	37781	Englund Marine Supply Co, Inc	Life Jackets	274.80
04/05/16	37782	Family Motor Coach	Family Motor Coach Membership and Listin	40.00
04/05/16	37783	Fred Meyer Customer Charges	Office Supplies	55.38
04/05/16	37784	Industrial Welding Supply, Inc	Welding Rod	35.40
04/05/16	37785	Newport Auto Parts Inc	Filter and Oil	16.45
04/05/16	37786	Northwest Parking Equipment	Pay Station Printer Cable	167.43
04/05/16	37787	Pioneer Telephone Cooperative	Telephone	226.62
04/05/16	37788	Sherwin Williams	Paint Supplies	35.19
04/05/16	37789	Thompson's Sanitary Service, Inc	Trash Disposal	3,395.45
04/05/16	37790	U.G. Cash & Carry	Paper and Cleaning Supplies	365.84
04/05/16	37791	Valley Fire Control, Inc.	Additional extinguishers	99.45
04/05/16	37792	Westech Rigging Supply	Lifting Chain Sling	961.48
04/05/16	37793	Xerox Corporation	Copier Lease	369.13
04/05/16	37794	Yaquina Bay Communications	Radio Ad Contract	219.00
04/06/16	37795	Employee	Mid Month Draw	500.00
04/06/16	37796	Employee	Mid Month Draw	450.00
04/06/16	37797	Employee	Mid Month Draw	500.00
04/06/16	37798	Employee	Mid Month Draw	300.00
04/06/16	37799	Employee	Mid Month Draw	475.00
04/06/16	37800	Employee	Mid Month Draw	500.00
04/06/16	37801	Employee	Mid month Draw	300.00
04/06/16	37802	Employee	Mid Month Draw	650.00
04/06/16	37803	Employee	Mid Month Draw	1,500.00
TOTAL				81,401.20



NOAA Fund

March 17, 2016 through April 6, 2016

Date	Num	Name	Memo	Amount
03/24/16	12872	Aboveboard Electric	Breakers Shore Power Outlets	4,659.75
03/24/16	12873	Northwest Compressor	Compressor Oil and Filter	58.43
03/24/16	12874	Road & Driveway	Street Sweeper at Warf	247.00
03/24/16	12875	Ultimate Pest Control, LLC	Monthly Service	125.00
03/24/16	12876	Verizon Wireless	Phone Charges	51.70
03/24/16	12877	Williams Scotsman Inc	Rent Mobile Office	346.30
04/01/16	12878	Aboveboard Electric	R&R 400 amp main	336.00
04/01/16	12879	Pacific Habitat Services, Inc.	Environmental Consulting for Pr	275.00
04/01/16	12880	Special Districts Insurance Services	Property/Casualty Insurance	9,864.75
04/01/16	12881	T & L Septic & Chemical Toilet Service	Chemical Toilet Service	35.00
04/01/16	12882	TCB Security Services Inc	Elevator Phone Monitoring NOA	20.00
04/05/16	12883	Pioneer Telephone Cooperative	Telephone	243.22
04/05/16	12884	Thompsons Sanitary Service	Disposal & 20YD Dumpster	337.70
04/05/16	12885	U.G. Cash & Carry	Cleaning Supplies	62.64
TOTAL				16,662.49



Construction Fund

March 17, 2016 through April 6, 2016

Date	Num	Name	Memo	Amount
04/05/16	11818	Todd Chase	Grant Assistance	2,520.00
TOTAL				2,520.00

**PORT OF NEWPORT
RESOLUTION NO. 2016-xx**

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. 2015-06 on May 26, 2015; 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, 2016. Port owned equipment to be operated by port personnel.

	OLD	NEW	+/-
A. <u>Forklift</u> . In addition to labor rate.			
1. Small. Toyotas.			
a. per hour	\$11.00	11.33	3%
b. minimum charge	\$7.00	7.21	3%
2. Large. All at International Terminal (IT).			
a. per hour	\$27.50	28.33	3%
b. minimum charge	\$16.50	17.00	3%
B. <u>Hoist Dock</u> . Tie up fee, per hour. Includes use of hoist.			
1. one hour minimum, up to 3 hrs.	\$36.25	37.34	3%
2. after 3 hours	\$43.00	44.29	3%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
a. per hour	\$38.50	39.66	3%
b. minimum charge	\$29.75	30.64	3%
2. Launch Sail Boats. Includes recovery, per launch.	\$41.25	42.49	3%
D. <u>Service Docks</u> .			
1. Swede's. In addition to moorage. daily moorage rate		same	0%
E. <u>City Water</u> at city's rate		same	0%
F. <u>Fuel Surcharge</u> . International Terminal only. Per gallon.....	\$ 0.03	\$0.031	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.....	\$14.75	15.19	3%
2. 120v. IT	\$6.25	6.44	3%
3. PD 7 Service Dock, 110v pumps.....	\$ 6.25	6.44	3%
4. PD 7 Yard Charge, trucks.....	\$11.25	11.59	3%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity, per hour (min. 1 hr.)	\$128.75	132.61	3%

Commented [KH1]: Corrected current rate and updated new rate +3%

Commented [KH2R1]:

	OLD	NEW	+/-
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.	\$56.75	58.45	3%
J. <u>Storage.</u>			
1. Outside Lot Storage			
a. per square foot, daily rate.....	\$0.01	\$0.010	0%
b. per square foot, monthly charge	\$0.21	\$0.216	3%
c. minimum monthly charge	\$21.00	\$21.63	3%
d. boat trailer only, per night.....	\$2.10	\$2.16	3%
e. boat on trailer, per night, 10 days limit.....	\$7.20	\$7.42	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)	\$21.00	\$21.63	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.....	\$18.25	\$18.80	3%
2. Terminal Lot, per day. Short term use only. Deep-draft cargo has priority	\$18.25	\$18.80	3%
3. South Beach Marina, per day	\$18.25	\$18.80	3%
L. <u>Work Barge.</u> In addition to labor rate.			
1. Work Boat, per hour. Licensed captain extra.....	\$121.00	\$124.63	3%
2. Wood Barge, per day (work boat extra)	\$23.00	\$23.69	3%
3. Skiff, per hour.....	\$13.00	\$13.39	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	\$90.00	\$92.70	3%
N. <u>Disposal Fees.</u>			
1. Just Oil, per gallon	\$0.29	\$ 0.300	3%
2. Oil-Water Mix, per gallon.....	\$0.74	\$ 0.760	3%
3. Net Disposal and/or Related Gear, per pound.....	\$0.16	\$ 0.165	3%
4. Garbage, per pound.....	\$0.11	\$ 0.113	3%
O. <u>Port Labor.</u> Includes administration staff.			
1. per hour; 3/4 hour minimum, in 15 min. increments....	\$49.00	\$50.50	3%
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.....	\$73.50	75.71	3%
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	\$98.00	\$100.94	3%
P. <u>Pallet Charge.</u> Any Port owned pallet leaving yard, each.	\$ 5.30	\$5.46	3%
Q. <u>Dredge Spoils.</u> Includes state fees; may be waived for other public agencies. Per cubic yard.	\$ 2.00	\$2.00	0%
R. <u>Keys/Cards.</u>			
1. South Beach Facilities. Cards.			
a. original/first two	free	free	0%
b. replacement/additional	\$ 5.50	\$5.67	3%
2. Bay Front Facilities. Keys.			
a. original/first one	\$15.50	\$15.97	3%
b. replacement/additional	\$27.50	\$28.33	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	\$ 0.44	\$ 0.45	3%
2. Calendar Month.....	\$ 8.00	\$ 8.25	3%
3. Semi-Annual	\$30.40	\$31.31	3%
4. Annual	\$40.35	\$41.56	3%
B. <u>Annual Parking Permit</u> . Rate effective for calendar year starting July 1 st . Commercial Fisherman only	\$21.00	\$21.00	0%

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	\$2,960.00	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%
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 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%

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 November 1, 2016.

A.	<u>Moorage</u> . Per linear foot.			
1.	Daily	\$ 0.62	0.64	3%
2.	Weekly.....	\$ 3.71	3.82	3%
3.	Calendar Month.....	\$ 9.50	9.79	3%
4.	Semi-Annual	\$34.99	36.04	3%
5.	Annual	\$55.36	57.02	3%
6.	Live aboard. Monthly rate by agreement only.			
a.	First person	\$48.50	49.95	3%
b.	Each Additional	\$42.00	43.26	3%
c.	Electrical Surcharge, per extra plug on dock.....	\$30.00	30.90	3%
B.	<u>South Beach Charter Rates</u> .			
1.	Annual Moorage, per linear foot (PONFC)	\$43.19	44.92	4%
2.	Charter License	\$300.00	300.00	0%
C.	<u>Dock Box</u> .			
1.	Purchase (at cost)	\$300.00	309.00	3%
D.	<u>Electrical Upgrade</u> . From 20 to 30 amp. One time.....	\$51.50	53.05	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	\$55.00	55.00	0%
b.	Resident Senior	\$50.00	50.00	0%
c.	Non-resident	\$75.00	75.00	0%

Commented [KH3]: Recalculated 3% increase

Section 5. Recreational Vehicle Park Fees. Effective November 1, 2016. Rates include state and municipal lodging tax.

		OLD	NEW	+/-
A.	<u>Peak Season (Summer)</u> . May 1 – October 31			
1.	All Marina Park Sites			
a.	Daily			
i.	Regular	\$43.00	44.00	3%
ii.	Good Sam	\$38.70	40.00	3%
b.	Weekly			
i.	Regular	\$269.00	277.00	3%
ii.	Good Sam	\$242.10	249.30	3%
c.	Monthly Rate.....	\$760.00	783.00	3%
2.	The Annex.			
a.	Daily	\$33.00	34.00	3%
b.	Weekly.....	\$201.00	207.00	3%
c.	Monthly.....	\$602.00	620.00	3%
3.	Dry Camping	\$19.00	19.00	0%

Commented [KH4]: Just a question because this caught my eye: a \$1.00 increase is closer to 2% (2.3%). A \$1.50 increase would be 3.4%. A \$2.00 increase would be 4.6%. Should this show as a 2% increase?
I did not check others.

Commented [KH5]: Corrected Good Sam discounted rate

Commented [KG6]: No change due to construction.

B. <u>Off Season (Winter)</u> . November 1 – April 30. No discounts during Seafood and Wine Festival.			
1.	All Sites in the Marina Park		
a.	Daily		
	i. Regular	\$38.00	39.00 3%
	ii. Good Sam	\$34.20	35.00 3%
b.	Weekly		
	i. Regular	\$228.00	235.00 3%
	ii. Good Sam	\$205.20	211.50 3%
c.	Monthly Rate.....	\$652.00	672.00 3%
2.	The Annex.		
a.	Daily	\$33.00	34.00 3%
b.	Weekly.....	\$201.00	207.00 3%
c.	Monthly.....	\$602.00	620.00 3%
3.	Dry Camping.....	\$19.00	20.00 5%
4.	Seafood & Wine Surcharge, per night (2 night min.) Added to all RV Park stays including Dry Camping.....	--	5.00 n/a
C. <u>Pet Fee</u> . Charged additionally.			
1.	Daily. First pet free; each additional	\$ 2.00	\$ 2.00 0%
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	\$ 2.00 0%
2.	Weekly.....	\$10.00	\$10.00 0%
3.	Monthly.....	\$30.00	\$30.00 0%
F. <u>Non-Refundable Reservation Fee</u> .			
1.	Before 72 hours.....	\$10.00	\$10.00 0%
2.	72 hours and after	first night's rate	0%
G. <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.....			
		\$77.00	\$79.00 3%
H. <u>Laundry Machines</u> , per load.....			
		\$ 2.00	\$ 2.00 0%
I. <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 [KG7]: Would generate additional income to offset costs related to non-billable services (i.e. restrooms)

Section 6. Civil Penalties. Penalties found in PONFC (Sec. 7.4(a)). Paid in full. Effective July 1, 2016.

	OLD	NEW	+/-
A. Class A Violation			
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. Class B Violation			
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%

Section 7. Administrative Fees. Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective July 1, 2016.

A. Public Records Request Fee Schedule.			
1. Copies of Public Records	\$0.25	\$0.25	0%
2. Copies of Sound Recordings	\$10.00	\$10.00	n/a
3. Copies of By-laws, Codes, Plans, bound documents..	\$20.00	\$20.00	n/a
4. Copies of Nonstandard documents	\$20.00	\$20.00	n/a
B. Research. Written request required. Hourly rate. ½-hr. min.	\$48.25	50.50	5%
C. Computer Time. Port operator. Hourly rate. ½-hr. min.	\$48.25	50.50	5%
D. Faxes/Emailing. Per Page			
1. Local.....	\$ 1.00	\$ 1.00	0%
2. Long Distance	\$ 1.50	\$ 1.50	0%
3. Incoming.....	\$ 1.00	\$ 1.00	0%
E. Long Distance Phone Calls.	\$ 2.00	\$ 2.00	0%
F. Lamination. Per Page, letter size.	\$ 2.00	\$ 2.00	0%
G. Notice Posting. For non-payment of lease or moorage	\$60.00	\$62.00	3%
H. Failure to Register. For research related to unregistered boats	\$30.00	\$31.00	3%
I. South Beach Meeting Room. Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers	\$75.00	\$75.00	0%
J. Returned Check Fee. Plus bank fees.	\$ 50.00	\$ 50.00	0%
K. Per Annum Interest Rate. Applied to past due accounts.	18%	18%	0%
L. POV Mileage Reimbursement Rate (IRS)	current	current	0%

	OLD	NEW	+/-
M. <u>Travel Reimbursement Rates</u> follow current IRS per diem rates.... current (http://www.gsa.gov/portal/category/104711)	current	current	0%
N. Impound Seizure Fee. Vessel impounding.....	\$550.00	\$750.00	36%
O. Special Use Permit Fee. GM has authority to adjust fee based upon non-profit status and other criteria			
1. Application Fee.....	\$100.00	\$100	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	n/a	
g. More than 20,000.....	\$5,000.00	n/a	
3. Vendors, per each.....	\$40.00	\$40.00	0%
4. Insurance Certificate Limits			
a. General Liability, per occurrence.....	\$1MM	\$1MM	0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0%
5. Security (TCB) costs reviewed and passed along to applicant.			
P. Impound Seizure Fee. Car/Truck/Trailer.....	\$100.00	\$100.00	0%
Q. Vessel Moving. Does not include labor rate. Per event.....	\$250.00	\$250.00	0%
R. Background Check.....	\$25.00	\$25.00	0%
S. Credit Check.....	\$35.00	\$35.00	0%
T. Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest.....	--	\$10	n/a

Section 8. Insurance Certificate Limits. Effective July 1, 2016. Additional coverages may be required based upon business type.

A. <u>Leases/Tenants.</u>			
1. Each Occurrence.....	\$1.7MM	\$1.7MM	0%
2. Damaged to Rented Premises (each occurrence) ...	\$300,000	\$300,000	0%
3. Medical Expense (any one person).....	\$5,000	\$5,000	0%
4. Personal & Adverse Injury.....	\$1.7MM	\$1.7MM	0%
5. General Aggregate.....	\$1.7MM	\$1.7MM	0%
6. Products – Comp/Op Agg.....	\$1.7MM	\$1.7MM	0%
B. <u>Moorage/Vessels.</u> A certificate naming the Port as additionally insured is also required.			
1. Commercial Vessels			
a. General Liability			
i. Protection & Indemnity / Wreck Removal.....	\$250k	\$250k	0%
ii. Pollution Coverage.....	\$300k	\$300k	0%
iii. Combine Coverage / Wreck Removal.....	\$600k	\$500k	0%
2. Recreational Vessels			
a. General Liability			
i. Ocean Marine Liability / Wreck Removal.....	\$300k	\$300k	0%
ii. Pollution Coverage.....	\$300k	\$300k	0%
iii. or Watercraft Liability, specifically includes wreck removal and pollution. Umbrella clauses must identify boats exceeding 25 ft.			
.....	\$500k	\$500k	0%
3. Charter/Guide Vessels			
a. General Liability.....	\$1.7MM	\$1.7MM	0%

4.	International Terminal Vessels (Tariff No. 1(\$17))			
	a. Maritime Employer's Liability (Jones Act).....	\$1.00MM	\$1.00MM	0%
	b. Commercial and/or Comprehensive Marine General Liability	\$5.0MM	\$5.0MM	0%

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 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 __ day of __, 2016.

ATTEST:

Walter Chuck, President

David Jincks, Secretary/Treasurer

OLD BUSINESS AGENDA ITEM

DATE: 2/16/2016
RE: International Terminal Shipping Facility Update
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

MEMO OF UNDERSTANDING BETWEEN THE PORT OF NEWPORT AND CITY OF NEWPORT FOR STORAGE AND DISPOSAL OF DREDGE MATERIALS

Summary:

- This agreement would provide certainty for contractors bidding on the Shipping Facility project on the transportation costs of removing clean, unbuildable materials from McLean Pt. Prior to this arrangement, the costs were unclear and the budget numbers were expensive.
- For every yard of material that the Port deposits at the airport, the City would be entitled to an equal amount of buildable material from the NOAA dredge pile. The Port would pay for state licensing fee for the good sand (which is 91-cents per yard).
- Cost assumptions that would be built into a contractor's bid would include grading and seeding (\$4,000).
- The Port would commission a geotechnical report before moving material and the Port received an IFA Port Planning & Marketing grant to cover some of those costs.
- Total budget level cost estimate for removal of 36,700 cy of material is \$725,000.
- Port Attorney, Pete Gintner, suggested adding a dual indemnity clause which could keep costs down for the parties in a worst case scenario.

Recommendation:

MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE MEMO OF UNDERSTANDING BETWEEN THE PORT OF NEWPORT AND CITY OF NEWPORT FOR STORAGE AND DISPOSAL OF DREDGE MATERIAL.

ROADWAY AND UTILITY EASEMENTS WITH NORTHWEST NATURAL GAS

Summary:

- Port Attorney has reviewed both documents.
- Attachments will be developed moving forward.

Roadway Easement:

- Roadway easement allows for access to and from the Port's 9-acre site to Yaquina Bay Rd. through the NW Natural "road" along the east side of McLean Point.
- Port needs to continue to "not impede" NW Natural activities.
- Can't be used for queuing of trucks.
- Allows for signage and other coordination for improvements.
- Port (and tenant) could incur some maintenance costs related to the road.

Utility Easement:

- Utility easement is primarily for running electricity down the NW Natural Access Road (NNAR) to serve Teevin infrastructure.
- Electrical line could be expanded to provide additional service to Rondys and NWN.
- Port responsible for any maintenance/damage costs related to utility easement.

Recommendation:

MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE ROADWAY AND UTILITY EASEMENTS WITH NORTHWEST NATURAL GAS.

PURSUIT OF ADDITIONAL GRANTS

Summary:

- A number of additional grants with varying application processes will need to be pursued to complete financing of the shipping facility.
- Management is requesting authority to apply for a wide variety of grant opportunities with differing and frequent deadlines.
- This motion would authorize the general manager to apply for grants to pay for the engineering/soft costs and construction for the International Terminal Shipping Facility.
- This motion does not allow the General Manager to sign any grant agreements without Port Commission approval allowing ultimate and final review with the board.

Recommendation:

MOTION TO AUTHORIZE THE GENERAL MANAGER TO APPLY FOR ADDITIONAL GRANTS FOR THE PRE-CONSTRUCTION SOFT COSTS AND CONSTRUCTION OF AN INTERNATIONAL TERMINAL SHIPPING FACILITY AND TO BRING ALL GRANT AGREEMENTS TO THE PORT COMMISSION FOR APPROVAL.

APPLY FOR \$2-MILLION LOAN FROM STATE OF OREGON INFRASTRUCTURE FINANCE AUTHORITY

Summary:

- If Connect Oregon grant application is not successful, the Port will need to find alternate financing to prevent losing the TIGER funding. The Port could apply for and receive a \$2MM loan that would be used purely as a place-holder.
- Since many of the alternate grant opportunities (such as other federal sources) will require that we have funding in place, the Port would be wise to acquire a loan or line of credit to serve as a place holder. A simple letter of approval, however, will not suffice. It will be critical that we have an actual obligated loan in place to show funders that the Port has completed its side of the financing package.
- The Port's intent is not to actually spend proceeds from the loan, but to use the financing to leverage other grants.

Recommendation:

MOTION TO AUTHORIZE THE GENERAL MANAGER TO APPLY FOR A \$2-MILLION LOAN FROM THE OREGON INFRASTRUCTURE FINANCE AUTHORITY TOWARD THE CONSTRUCTION OF THE INTERNATIONAL TERMINAL SHIPPING FACILITY.

IFA PORT PLANNING & MARKETING GRANT ACCEPTANCE

Summary:

- Commission approved application last month and authorized the General Manager to sign agreements.

- Oregon Business approved a \$50,000 award that will cover 75% of expenses UP TO \$66,667.
- Will help cover costs related to geo-tech reports, topo, cultural & historical report, NEPA, and market strategy.
- Letter to Commission President included in packet.

OTHER

- ConnectOregonVI – Advocacy effort continues. Project has been reviewed by three committees: Marine Modal Committee (ranked 6 of 9), Oregon Freight Advisory Committee (17/26), Cascades West Technical Advisory Committee (4/5). Cascades West ACT meets on April 28th, Regional Review Committee on May 25th in Salem, Final Review Committee on June 14th and 15th in Portland, OTC has their hearing in July and Final OTC gavel down in August.
- TIGER Grant – Need to show financing in place by end of October 2016, though the final grant agreement doesn’t need to be signed until September 2017. Loans can serve as proof of financing. Subsequent qualifying grants can replace loans.
- Another option would be for the NOAA cash reserves to “loan” the difference to the Construction Fund to complete the financing. The expectation would be that proceeds from the terminal activity would pay back the NOAA fund for the intended purpose of those funds in the later years of the NOAA lease agreement.
- Presentations to Cascades West Technical Advisory Committee (4/13), Sen. Wyden’s staff (4/4) Connect Oregon Marine Modal Committee (2/18), Cascades West City Managers Group (3/18), Connect Oregon CWACT (4/28), Newport Rotary (11/12), Port of Newport Board of Commissioners (11/17), Cascades West COG (12/3), Newport Chamber (1/4), BOSS Radio (1/22), Lincoln City City Council Meeting (1/25), Lincoln County BOC (1/27).
- Rondys MOU – Evan Hall should have engineering completed for the Rondys industrial park, specifically the storm water collection system required for the wetland fill/removal permit within two weeks. It will take Pacific Habitat Services about three weeks to complete the application. Once the application is submitted, the USACE has 6 months to review and issue the permit.

ANTICIPATED FUTURE BOARD ACTIONS:

-
- Rondys MOU (for easements, lease removal) June 2016
- Grant Administration Contract Oct. 2016
- Project Management Contract Oct. 2016
- General Contractor Contract Jan. 2017

-###-

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made and entered into by and between the PORT OF NEWPORT, an Oregon governmental entity organized under ORS Ch. 198 and Ch. 777 (hereinafter referred to as PORT), and the City of Newport, an Oregon Municipality formed under ORS Ch. 221 (hereinafter referred to as City).

WITNESSETH:

RECITALS.

WHEREAS, the parties hereto wish to enter into a memorandum of understanding to provide operational benefits to both parties as it relates to the acquisition, storage and disposal dredge materials; and

WHEREAS, it is in the mutual interests of the parties to cooperate in removing and relocating dredge materials and “clean unbuildable materials” to acceptable and agreed upon sites; and

WHEREAS, the Port has access to “clean buildable materials” owned by the State of Oregon and the City desires to acquire “clean buildable materials” for its purposes

WHEREAS, the parties acknowledge that they have lawful authority to execute this Memorandum of Understanding; and being fully advised,

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

1. **Purpose.** The Port is hereby authorized during the term of this Memorandum of Understanding to dispose of “clean unbuildable material” upon City real property at sites located at the Newport Municipal Airport and as approved by the City. The Port is responsible for the costs associated with the transport and stockpiling of the described materials to the approved site(s) including any road maintenance or restoration that may be necessary as a result of trucking the material to the site. The Port shall promptly maintain or restore access roads as needed when requested by the City. The stockpiled “clean unbuildable material” shall be pushed off at the site and graded to emulate the existing topography. The material shall be seeded after stockpiling is completed. For every cubic yard of “clean unbuildable material” disposed of by the Port at the Airport, the Port will provide to the City, at no cost to the City, a cubic yard of “clean buildable material.” It is understood that the “clean buildable material” will remain in a stockpile at the Port until needed by the City.
2. **Definitions.**
“Clean unbuildable materials” means waste materials that cannot be recycled or reused in future construction projects. “Clean” refers to being environmentally clean, meaning that the materials are free of contaminants that may cause harm to people, animals, or environments that they come into contact with. Common contaminants include corrosive, combustible, radioactive or zootoxic materials. “Clean unbuildable material” does not include: organic or biological waste (including food or yard waste), brick, concrete, rubble, metals, plastics, cardboard, contaminated soil, glass, fiberglass, or hazardous household waste such as chemicals, appliances, tires, or electronics. As used in this memorandum “clean buildable material” shall mean dredge sand.

3. **Acknowledgment.** The parties acknowledge that the “clean buildable material” is obtained and is owned by the State of Oregon. The said material to be supplied to the City will be acquired by the Port from the State of Oregon at no cost to the City. Port will pay the charge for such materials at the current rate as established by the State of Oregon. City shall allow the Port access to dispose of “clean unbuildable materials at reasonable times and places on the Airport site. “Clean buildable material” will be provided to the City as described herein and will be transported at the sole cost of the City to locations/projects and at times as determined by the City.
4. **Amendment Provisions.** The terms of this agreement may be amended by mutual agreement of the parties: Any amendments shall be in writing and shall refer specifically to this agreement, and shall be executed by the parties.
5. **Termination of Agreement.** This agreement shall continue for a period of _____ years from the date of execution, and shall continue in effect until terminated by the Port or City with written notice of such intent to terminate provided to the other party. The effective date of termination shall be 90 days after said Notice
6. **Written Notice Addresses.** All written notices required under this Agreement shall be sent to:

Port:	General Manager Port of Newport 600 SE Bay Blvd Newport, OR 97365	CITY:	City Manager City of Newport 169 SW Coast Hwy Newport, OR 97365
-------	--	-------	--

IN WITNESS WHEREOF, the parties, by the signature of their authorized representative executed this Agreement effective on the date shown below each signature.

Port of Newport:

City of Newport:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: General Manager

Title: City Manager

Date: _____

Date: _____

APPROVED AS TO FORM.

City Attorney

AFTER RECORDING RETURN TO:

Pete Gintner
Macpherson, Gintner & Diaz
423 North Coast Hwy.
P.O. Box 1270
Newport, OR 97365

ROADWAY USE EASEMENT

This ROADWAY USE EASEMENT is entered into this ____ day of _____, 2014, by and between the Grantor, Northwest Natural Gas Company, an Oregon corporation (the "Roadway Owner"), the Grantees, Port of Newport, an ORS 777 municipal corporation, and Rondys Inc., LLC, a Washington corporation (the "Easement Holders").

RECITALS

A. The Roadway Owner is the sole owner of a certain roadway and surface street in the City of Newport, Lincoln County, Oregon; which is referred to herein as the "Northwest Natural Access Road", which is described in Exhibit "A" and by this reference incorporated herein.

B. The Easement Holders have entered into a lease agreement with Teevin Bros. Land & Timber Co., LLC, an Oregon Limited Liability Company, to lease a parcel of land that fronts the Northwest Natural Access Road, which is referred to herein as the "McLean Point Property," which is described in Exhibit "B" and by this reference incorporated herein.

C. In connection with the Easement Holder's lease of the McLean Point Property, the Easement Holders ask for an easement for vehicular access over the Northwest Natural Access Road for normal business operations, on a not-to-impede access basis with the Roadway Owner.

GRANT OF ACCESS EASEMENT

In consideration of the facts recited above, the Roadway Owner and the Easement Holders agree as follows:

1. **Grant of Easement.** The Roadway Owner hereby grants to the Easement Holders an appurtenant, non-exclusive, rent-free surface easement (the "Access Easement") for ingress to and egress from the McLean Point Property (as it may be expanded), to which it shall be appurtenant, over the Northwest Natural Access Road, as indicated on the "Access Easement Map" attached hereto as Exhibit "C" and by this reference incorporated herein. The Roadway Owner represents that it has the authority to Grant this Access Easement and that it will be enforceable in accordance with its terms.

2. **Use of Easement.** The purpose of the Access Easement is to provide year-round vehicular access to and from the McLean Point Property (as it may be expanded) by the Easement Holder, its agents, licensees, personnel, customers and guests; with a duty not to

impede the day-to-day operations of Northwest Natural plant and its agents, licensees, personnel, customers and guests.

3. **Obstructions to Use.** Neither the Roadway Owner nor the Easement Holders nor any person permitted to use the easement under the terms of this Access Easement may utilize the Access Easement in a way that interferes with the unfettered use of the Northwest Natural Access Road. However mutually agreed upon temporary obstructions may occur as planned. Any obstructions or impediments to use of the Northwest Natural Access Road may be removed, without notice, by the Roadway Owner or Easement Holder, as the case may be, and the cost of such removal shall be borne by the party causing or responsible for such obstruction or impediment.

4. **No Queuing.** The use of the Northwest Natural Access Road by the Roadway Owner shall not be constricted by vehicles entering the Easement Holder's operations on the McLean Point Property queuing along the Northwest Natural Access Road.

5. **Improvements.** The Easement Holders shall coordinate any approved improvements to the Northwest Natural Access Road for the purpose of making it more suitable for vehicular use with the Roadway Owner. The Easement Holders shall have the right to post signs, which meet City of Newport Sign Code Ordinances, along the Northwest Natural Access Road, to delineate ingress and egress points, and any other traffic-management issues, as mutually agreed upon between the Roadway Owner and Easement Holder. The Roadway Owner shall not be obligated to install any of these improvements. Any improvements made by the Easement Holders shall be subject to the prior written approval of the Roadway Owner, which shall not be unreasonably withheld.

Deleted: desired

6. **Maintenance.** The Easement Holders shall be responsible for maintaining ingress and egress and related junction points between the Northwest Natural Access Road and Yaquina Bay Road to their current "as is" condition when the need for maintenance is directly attributable to its use of the roadway. Failure of the Easement Holders to maintain the road surface after (60 or 90 day notice) shall result in the termination of the roadway easement. There may be maintenance that is mutually beneficial to both the Roadway Owner and the Easements Holder; such maintenance shall be mutually negotiated and agreed upon by both parties in writing.

7. **Damage.** Any damage to the Northwest Natural Access Road caused by Easement Holders operations must be repaired immediately by the party causing the damage. Repairs must restore the roadway to the same functionality as before the damage. If delay in repair is required, site managers shall coordinate repair and keep each other informed daily.

Deleted: either party's

8. **Amendments.** This Roadway Use Easement contains the complete agreement of the parties regarding the subject hereof and may not be modified except by execution of a written instrument signed by both the Roadway Owner and the Easement Holder.

9. **Successors.** All the terms, covenants, conditions and obligations set forth in this Roadway Use Easement shall inure to the benefit of and bind the Roadway Owner, Easement Holders and Yaquina and their successors and assigns.

10. **Term of Agreement.** The term of this Roadway Use Easement shall run concurrently with and through the life of the Easement Holder's lease of the McLean Point Property; as it may be renewed, restated or extended. A copy of the lease shall be attached hereto as Exhibit "D" when executed.

11. **Good Neighbor Cooperation.** The Roadway Owner, Easement Holders and Yaquina, shall, as a matter of normal business, meet on a regular basis to discuss the operation, maintenance and function of the Northwest Natural Access Road. At all times communications among on-site representatives of the Roadway Owner, Easement Holders and Yaquina are encouraged to resolve problems or improve roadway fluidity.

12. **Governing Law.** This Roadway Use Easement shall be governed by the laws of the State of Oregon.

13. **Insurance.** Throughout the term of this Roadway Use Easement, Easement Holders shall, at its expense, maintain the insurance policies which are described in Exhibit "E" hereto and by this reference incorporated herein.

14. **Indemnification.** Notwithstanding Section 13, Grantee, to the fullest extent permitted by applicable law, shall indemnify and save harmless Grantor and its directors, officers, shareholders, employees, agents, successors, and assigns from and against any and all loss, cost, expense, damage and liability, and from any and all claims for damages, and from any and all costs and expenses, including attorney and expert witness fees, in any suit, action, appeal, or proceeding, which may be brought against Grantor, caused by or arising out of (i) any negligent act or omission or (ii) willful misconduct of Grantee or its agents or employees, including under (i) and (ii) above Grantee's non-compliance with legal and governmental requirements. Grantee shall, at its own expense, defend any such claims, suits, actions, appeals, or proceedings which may be made or commenced against Grantor by reason thereof or in connection therewith, and shall pay all costs and expenses, including attorney and expert witness fees, incurred by reason thereof, and all judgments, which may be recovered therein. If Grantor elects to retain independent counsel, Grantee agrees to reimburse Grantor for costs and attorney and expert witness fees reasonably incurred by Grantor to defend itself through attorneys of its choice.

15. **Notice and Cure.** Neither party shall be in default hereunder until it has received written notice from the other specifying the nature of its failure to comply with the terms hereof and such failure shall have continued for a period of thirty (30) days after receipt of notice; provided that such party shall not be in default if the failure to comply is not reasonably curable within the thirty (30) day period and the party proceeds with diligence to cure the failure to comply. If after the thirty (30) day notice and thirty (30) day curative period the roadway easement holders fail to remedy, the roadway access easement shall be terminated after forty five (45) days of receipt of notice. All notices to be given hereunder shall be sent to the addresses set forth on Exhibit F hereto, which is by this reference incorporated herein.

IN WITNESS WHEREOF, Northwest Natural Inc. has agreed to and executed this Roadway Use Agreement this _____ day of _____, 2014.

By: _____

Its: _____

ACCEPTANCE OF EASEMENT HOLDER'S INTEREST

The foregoing Roadway Use Easement is hereby accepted by the Port of Newport, this _____ day of _____, 2015.

By: _____

Its: _____

ACCEPTANCE OF EASEMENT HOLDER'S INTEREST

The foregoing Roadway Use Easement is hereby accepted by Rondys Inc., LLC, this _____ day of _____, 2015.

By: _____

Its: _____

[Acknowledgements appear on the following pages]

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____, 20__, by _____, _____ of Northwest Natural Gas Company, an Oregon corporation, on behalf of the corporation.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

ATTACHMENTS

- Exhibit A — Description of Northwest Natural Access Road
- Exhibit B — Description of McLean Point Property parcels owned by the Port of Newport and Rondys Inc..
- Exhibit C — Map of Northwest Natural Access Road, also depicting Yaquina Bay Road and Ingress/Egress Points to McLean Point Property
- Exhibit D — Copy of Lease Option between the Port of Newport and Teevin Bros Land & Timber Co, LLC.
- Exhibit E — Easement Holder’s Insurance Policies
- Exhibit F — Notice Addresses

AFTER RECORDING RETURN TO:

Pete Gintner
Macpherson, Gintner & Diaz
423 North Coast Hwy.
P.O. Box 1270
Newport, OR 97365

UTILITY EASEMENT AGREEMENT

This UTILITY EASEMENT AGREEMENT is entered into this ____ day of _____, 2014 by and between the Grantor, Northwest Natural Gas Company, an Oregon corporation (the “Grantor”), and the Grantee, Port of Newport, an ORS 777 municipal corporation; and Rondys, Inc., an Oregon corporation (the “Easement Holder”).

RECITALS

A. The Grantor is the sole owner of the Northwest Natural Access Road (“NNAR”) located in the City of Newport, Lincoln County, Oregon.

B. The Easement Holder has entered into a lease option agreement with Teevin Bros. Land & Timber Co., LLC (“Teevin”) to lease a parcel of land adjacent to the NNAR (the “McLean Point Property”). The McLean Point Property is described in Exhibit “A” and by this reference incorporated herein.

C. In connection with the Easement Holder’s lease of the McLean Point Property, the Easement Holder requests an easement to run a power line under the NNAR, from a constructed transformer bank to be located at the demarcation point for Central Lincoln PUD, located along Yaquina Bay Road, to its facility on the McLean Point Property (“Power Line”). The Power Line will be installed in the same utility corridor which is used by Grantor for its electrical supply lines.

Deleted: B. The Easement Holder has entered into a lease option agreement with Teevin Bros. Land & Timber Co., LLC (“Teevin”) to lease a parcel of land adjacent to the NNAR (the “McLean Point Property”). The McLean Point Property is described in Exhibit “A” and by this reference incorporated herein.¶

GRANT OF EASEMENT

In consideration of the facts recited above, the Grantor and the Easement Holder agree as follows:

1. **Grant of Easement.** The Grantor hereby grants to the Easement Holder an appurtenant, non-exclusive, rent-free easement (the “Utility Easement”) for the installation, renewal, repair, use, improvement, replacement and maintenance of the Power Line. The location of the easement is depicted in the “Utility Easement Map” attached hereto as Exhibit “B” and by this reference incorporated herein. Exhibit “B” also contains the legal description of the location at which the Utility Easement intersects the McLean Point Property. The Grantor represents that it has the authority to Grant this Utility Easement and that it will be enforceable in accordance with its terms.

2. **Use of Easement.** The purpose of the Utility Easement is to provide year-round electricity service to the McLean Point Property (as it may be expanded) to be used by the Easement Holder, its agents, licensees, personnel, customers and guests.

3. **Electricity Usage.** Easement Holder, at Easement Holder's sole cost and expense, shall pay to the Central Lincoln PUD (the "PUD"), any charges associated with its electricity usage.

4. **Maintenance.** The Easement Holder shall be responsible for maintaining the Utility Easement when maintenance is directly attributable to its use thereof. There may be maintenance that is mutually beneficial to both the Grantor and the Easement Holder; such maintenance shall be mutually negotiated and agreed upon by both parties in writing.

5. **Damage.** Any damage to the Utility Easement caused by either party's operations must be repaired immediately by the party causing the damage. Repairs must restore the Utility Easement to the same functionality as before the damage. If delay in repair is required, site managers shall coordinate repair and keep each other informed daily.

6. **Amendments.** This Utility Easement Agreement contains the complete agreement of the parties regarding the subject hereof and may not be modified except by execution of a written instrument signed by both the Grantor and the Easement Holder.

7. **Successors.** All the terms, covenants, conditions and obligations set forth in this Utility Easement Agreement shall inure to the benefit of and bind the Grantor and Easement Holder and their successors and assigns.

8. **Term of Agreement.** The term of this Utility Easement Agreement shall run concurrently with and through the life of the Easement Holder's lease of the McLean Point Property; as it may be renewed, restated or extended.

9. **Good Neighbor Cooperation.** The Grantor and Easement Holder, shall, as a matter of normal business, meet on a regular basis to discuss the operation, maintenance and function of the Utility Easement. At all times communications among on-site representatives of the Grantor and Easement Holder are encouraged to resolve problems or improve functionality.

10. **Governing Law.** This Utility Easement Agreement shall be governed by the laws of the State of Oregon.

11. **Insurance.** Throughout the term of this Utility Easement Agreement, Easement Holder shall, at its expense, maintain the insurance policies which are described in Exhibit "C" hereto and by this reference incorporated herein.

12. **Indemnification.** Notwithstanding Section 13, Easement Holder, to the fullest extent permitted by applicable law, shall indemnify and save harmless Grantor and its directors, officers, shareholders, employees, agents, successors, and assigns from and against any and all loss, cost, expense, damage and liability, and from any and all claims for damages, and from any and all costs and expenses, including attorney and expert witness fees, in any suit, action, appeal, or proceeding, which may be brought against Grantor, caused by or arising out of (i) any

negligent act or omission or (ii) willful misconduct of Grantee or its agents or employees, including under (i) and (ii) above Grantee's non-compliance with legal and governmental requirements. Grantee shall, at its own expense, defend any such claims, suits, actions, appeals, or proceedings which may be made or commenced against Grantor by reason thereof or in connection therewith, and shall pay all costs and expenses, including attorney and expert witness fees, incurred by reason thereof, and all judgments, which may be recovered therein. If Grantor elects to retain independent counsel, Grantee agrees to reimburse Grantor for costs and attorney and expert witness fees reasonably incurred by Grantor to defend itself through attorneys of its choice.

13. **Notice and Cure.** Neither party shall be in default hereunder until it has received written notice from the other specifying the nature of its failure to comply with the terms hereof and such failure shall have continued for a period of thirty (30) days after receipt of notice; provided that such party shall not be in default if the failure to comply is not reasonably curable within the thirty (30) day period and the party proceeds with diligence to cure the failure to comply. All notices to be given hereunder shall be sent to the addresses set forth on Exhibit "D" hereto, which is by this reference incorporated herein.

IN WITNESS WHEREOF, Northwest Natural Gas Company has agreed to and executed this Utility Easement Agreement this _____ day of _____, 2014.

By: _____

Its: _____

ACCEPTANCE OF EASEMENT HOLDER'S INTEREST

The foregoing Utility Easement Agreement is hereby accepted by the Port of Newport, this _____ day of _____, 2014.

By: _____

Its: General Manager

[Acknowledgements appear on the following page]

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____, 2014, by _____, _____ of Northwest Natural Gas Company, an Oregon corporation, on behalf of the corporation.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

ATTACHMENTS

- Exhibit A — Description of McLean Point Property owned by and leased to the Port of Newport
- Exhibit B — Map of the location of Utility Easement and Legal Description
- Exhibit C — Easement Holder’s Insurance Policies
- Exhibit D — Notice Addresses



April 12, 2016

Walter Chuck, Board President
C/o Kevin Greenwood, Port Manager
600 SE Bay Boulevard
Newport, OR 97365

RE: Award for Port Planning & Marketing Fund, Planning and Environmental Review for
Federal Grant Funding, #521870, April 12, 2016

Dear Mr. Chuck:

Congratulations on your successful application for the above-referenced project to complete required environmental review documents for the Economic Development Administration's application process.

The award consists of a grant of \$50,000. The full terms and conditions of your award are contained in a contract, which will be sent to you shortly for your signature.

Please note that the legal obligations for funding and for reimbursement of project expenses are subject to execution of the contract.

Your project is being administered through the Infrastructure Finance Authority. We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify us of any event celebrating your project.

As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at (503)983-8857 or by email at Melissa.murphy@oregon.gov.

Sincerely,

Melissa Murphy, Regional Coordinator
Infrastructure Finance Authority



Project Notification & Intake Form

Prepared by:
Regional Coordinator

Phone:

This Project Notification & Intake Form (PNIF) has been prepared by the above named Regional Coordinator with information gathered from the Potential Applicant and with advice from other IFA staff.

Date PNIF Circulated for IFA Review:
 Project Category: TA Const Other
 County:
 Population of potential applicant's jurisdiction:
 Low/Mod Income: %
 Median Household Income: \$
 Distressed Area: Yes No Mixed
 Rural: Yes No Mixed
 SDWRLF Letter of Interest Number: SD- -
 PORTFOL Numbers:
 Client Number:
 Deal Number:

Project Name: International Terminal Shipping Facility
Project Location: Newport, Oregon
Potential Applicant: Port of Newport
If potential applicant is an entity other than city or county, specify the type of entity (special district, authority, association, etc.) and identify the ORS under which the entity is formed. ORS 777

Local Contact Name: Kevin Greenwood	Phone: (541) 265-7758
	Fax:
Title: General Manager	Email: portman@portofnewport.com
Street Address: 600 SE Bay Blvd. Newport OR 97365 City, State & Zip code:	Mailing Address : 600 SE Bay Blvd. Newport OR 97365 City, State & Zip code:

Estimated Funding Request		
	Amount	Status of Funding
Funding Assistance from IFA	\$ 2,000,000	n/a
Funds from potential applicant	+ \$ 2,500,000	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Available
Other Funds (identify source) EDA	+ \$ 2,000,000	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source)	+ \$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Estimated Total Project Cost	= \$ 6,500,000	
Date of Project Cost Estimate: January 1, 2016		Estimate Prepared by: Port Staff

If funding assistance from IFA includes a loan, how will a loan be repaid? new operational revenue	
Estimated Project Start Date: July 1, 2016	Estimated Project Completion Date: December 31, 2017
Estimated Date First Cash Reimbursement is needed: November 1, 2016	

Readiness to Proceed for Construction Projects

For construction projects, the proposed project is (select one):

Budgeted or will be budgeted within the potential applicant’s FY2014-2015 budget.

Planned to be budgeted within FY2015-2016.

Planned to be budgeted within FY2016-2017.

Planned to be budgeted later in: FY

For construction projects, has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? Yes No

Date of Plan or Report:

If No, when will an engineering or architectural report be completed? July 1, 2016

For construction projects, has the governing body of the potential applicant conducted a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the local comprehensive land use plan?

Yes No

Type of public meeting: **regular meeting** Date of public meeting: June 23, 2015

If No, when will a public meeting be held?

If Other Funds are identified as a pending or committed source of funding for the proposed project, identify when these funds are expected to be available and the actions needed to secure these funds. October 30, 2016

If USDA Rural Development Funds are being identified as a source of permanent financing, what source of funding has been identified for interim construction financing?

Have interim construction funds been applied for? Yes No

If Yes:

Has there been approval? Yes No

If Yes, provide detailed information.

When will these interim funds be available?

Are there any limitations on the use of these interim funds? Yes No

Explain:

Project Description

Brief statement describing the problem or the opportunity:

The Port of Newport received a \$2MM grant from USDOT to building a shipping facility at the international terminal. The project - when completed - would produce new operating income for the Port in an amount up to \$900,000 annually. This income could offset existing/new debt service and provide income for maintaining the Port's commercial fishing facilities. Though the Port is pursuing a number of other grant opportunities, it would be wise for the Port to have a secured loan in hand to leverage the TIGER grant for additional time to pursue funding. Project is identified in our IGA Establishing a Business Relationship approved in September

Project Description

2015.

Brief statement describing the proposed solution to the identified problem or opportunity (*Include identification of whether the proposed solution is a planning (feasibility, preliminary engineering, etc.) only, final design only, construction only, or combined final design/construction project*):

The loan would allow us to show in-hand leverage for additional financing to construction the shipping facility.

Is the project consistent with the local acknowledged comprehensive plan? Yes No

Is the project listed on any local countywide or regional plan (e.g., adopted capital improvement plan, Master or Facility Plan, local inventory of planned projects, etc) Yes No

Will the project result in locating or expanding industrial or major commercial firm(s)? Yes No

If yes, firm's name and estimated number of jobs that will be created and/or retained.

Teevin Brothers, Jones Stevedore, ILWU, Rondys Inc. (50 jobs created and/or retained)

For Water or Wastewater Projects Only

Current Monthly Residential User Charge

(assume 7,500 gallons per month water consumption):

\$_____/month Water \$_____/month Wastewater

Planned Monthly Residential User Charge at Construction Completion (Complete for Final Design Only, Construction Only, or combined Final Design & Construction)(must adequately cover operation, maintenance, replacement and debt financing):

\$_____/month Water \$_____/month Wastewater

What is the existing annual debt service for the existing system? \$_____

What amount, if any, of the existing annual debt service for the system is paid by property taxes?

\$_____/year Water \$_____/year Wastewater

What is the annual cost of material & services and personal services to maintain the existing system?

\$
What is the estimated cost of material & services and personal services for the new system?

\$

Does an Operation, Maintenance & Replacement (OM&R) Manual exist? Yes No

Does the potential applicant annually budget for both Maintenance and Replacement expenditures? Yes No

COMPLIANCE

Is the utility now, or soon to be, out of compliance with State or Federal standards? Yes No

What regulatory agency has been contacted and when?

Is there written documentation or confirmation of the compliance issue? *If yes, attach.* Yes No

Will the proposed project bring the utility into compliance? *If no, attach explanation.* Yes No

USE	Current / Existing System		Future / At Completion of Construction	
	EDUs	Flow	EDUs	Flow
Residential				
Commercial & Business				
Industrial				
Other				
Total Uses				
Of Residential, Number occupied by Permanent Residents				
Percent Permanent Residential	%	%	%	%
Number of connections				
Number of Service Meters (for water)				

Are all current service connections required to be metered? Yes No

Current Project Activity with IFA

1. List each open CDBG grant award by project name, project number, grant award amount (\$) and describe the status of each.

2. Does potential applicant have more than three open CDBG grants? Yes No
If "Yes," explain.

3. Is potential applicant meeting the age and expenditure requirements for all open CDBG grants funded by Oregon Housing and Community Services and IFA? (See requirements below.) Yes No

Requirements for open ONE YEAR grants are:

- Any Regional Housing Center (RHC) grant that is one or two years old must be meeting contract requirements.
- Any Microenterprise grant that is one year old must be 70% drawn
- Any Microenterprise grant that is two years old must be administratively closed
- Any RHC grant that is three years old must be administratively closed

Requirements for open MULTI YEAR grants are:

- Any grant that is two years old must be 60% drawn
- Any grant that is three years old must be 100% drawn
- Any grant that is four years old must be administratively closed

If "No," explain.

4. Does the potential applicant have other open grant and loan awards from IFA? Yes No
If Yes, identify each award by project name, project number, award amount (\$) and describe the status of each project.

#520161, #L00012, #Q10001, #L12005, #521870

Instructions for Project Notification & Intake Form

The Project Notification & Intake Form (PNIF) provides information necessary to determine if a potential project is ready-to-proceed, such that a complete application may be invited from the potential applicant.

Once the Infrastructure Finance Authority (IFA) determines that the PNIF provides sufficient information to determine that a potential project appears to be an eligible project ready-to-proceed, the Regional Coordinator shall invite the prospective applicant to submit a complete application. The potential applicant has one year to submit a complete application for funding consideration. If a complete application is not submitted within the one-year period, after consultation with the potential applicant, the Regional Coordinator may prepare a revised PNIF for IFA approval before a new complete application will be invited.

Project Name: Name of the potential applicant, Name of the project (ex. Stayton Water System Improvements)

Project Location: City/unincorporated area/county where project is/will be located or, if the project doesn't involve a physical location, the city(ies)/county(ies) that will benefit from the project (ex. Applicant is Deschutes County, and the project location is in Bend, Oregon, or the benefiting entity is a district such as Odell Sanitary District.)

Potential Applicant: Entity that will contract with the IFA for financial assistance and will manage the project.

Information for Contact Person: Information for the person we should contact if we have questions about the project.

Estimated Funding Request: Indicate the amounts committed or pending from the potential applicant and other sources and the amount requested from the IFA. The Estimated Project Cost should include all costs to complete the project, such as: construction, contingencies, engineering, administration, permits, inspection, legal, etc.

Date of Project Cost Estimate: Date the estimated project cost was determined. If older than one (1) year, the estimate must be updated. Also, identify who prepared the cost estimate.

How would a loan be repaid: List the specific source(s) of revenue intended to repay a loan (monthly user fees, property tax assessments, etc.).

Estimated Start Date (m/yr): This date (m/yr) also provides a guide for determining when a contract must be signed by the potential applicant and developing a timeline for managing the project. If "Pre-award Costs" are not requested in this intake, a contract must be signed before work can be commenced.

Estimated Project Completion Date (m/yr): The date (m/yr) when construction activity is anticipated to be completed.

Estimated first Draw: The date (m/yr) the potential applicant will require the first disbursement of funds. This date is required so that the IFA can monitor cash flows by program.

Readiness To- Proceed for Construction Projects: The following requested information is needed by the IFA as part of the evaluation of when identified high priority projects are expected to be ready to proceed with application, award and construction phases. Information supplied by the potential applicant will help determine when a proposed high priority project will be invited to submit a complete application for funding consideration.

Fiscal Year in which the potential applicant will budget for the proposed construction project: Identify and select the specific fiscal year (FY2014-15, 2015-16, 2016-17, or other) in which the project is anticipated to begin and funds need to be budgeted by the potential applicant.

Certification of Master, Facilities or other technical Plan: Has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? If not, when will a report be prepared?

Public meeting review of proposed construction project: Has the governing body of the potential applicant conducted and documented the results of a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss major factors and options of the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the applicable comprehensive land use plan? If not, when will a public meeting be held?

Status of Other Funds: When are the other funds identified as pending or committed expected to be available and what actions are needed to secure these funds.

Rural Development Participation: When USDA Rural Development is expected to provide funds for the proposed project, the potential applicant must identify the source of interim loan financing, since Rural Development only provides take-out financing. Remember that the grant funds provided by Rural Development cannot be used on project

expenditures until all of the interim loan funds have been expended. Rural Development must release the potential applicant to expend funds on the project (any source). Failure to obtain this release could jeopardize Rural Development participation in the project funding.

The potential applicant must provide the status of the interim loan financing, such as when they applied for the funds and if they received confirmation that funding would be provided. The potential applicant must also indicate when the funds are available. They must indicate if there are any limitations on the use of these funds. IFA analysis for funding of this proposed project will consider these limitations. At the least, a special condition of award shall be placed in the Special Condition of Award exhibit of the contract.

Local Acknowledged Comprehensive Plan: In order to determine that the project is consistent with the Comprehensive Plan, the potential applicant should provide that portion of the plan that supports a yes answer. If a change in zoning will be needed for the project to proceed, an explanation of the status of the zoning change is required.

Local, Countywide, Regional Plan: Identify whether the proposed project is listed on any local plan or inventory of planned projects. Also, identify the priority of the proposed project to the potential applicant.

Industrial/Commercial Development: Is there a "firm business commitment" to create/retain jobs associated with the proposed project? If yes, provide company name(s) and estimated number of jobs that will be created and/or retained.

Project Description

Problem Statement: This information should be simple and to the point (i.e., non-compliance, lack of capacity for economic development, inability to provide required services)

Solution or Opportunity Statement: This statement should describe how the problem will be resolved. The information should be simple and to the point. Indicate if there are any circumstances that would prevent the potential applicant from proceeding with the project after funding is awarded and a contract is signed. State whether the proposed solution is a planning (feasibility, preliminary engineering, etc.) only, final design only, construction only, or combined final design/construction project.

For Water or Wastewater Projects Only:

Current Monthly Residential User Charge: According to the potential applicant's current rate schedule, the amount of a residential user's monthly charge if 7500 gallons of water were used. For Wastewater projects provide the sewer rate for residential users.

Planned Monthly Residential User Charge at Construction Completion: For final design, construction, or combined final design & construction potential projects, provide the necessary residential user monthly charge that is needed at completion of construction to adequately cover operation, maintenance, replacement and debt financing requirements.

Existing annual debt service for the system: Amount paid annually (from all sources) to retire existing debt for prior improvements made to the existing system. (This is the system that is being improved by the requested funding)

Amount of the existing annual debt service paid by property taxes: If property tax revenues are used to retire debt that was incurred to make improvements to the existing system, what is the annual amount of property tax revenues used?

Operation & Maintenance Expense: This includes Personal Services and Materials and Services line items found in the Municipal Audit, and does not include Capital Outlay, Debt Service, Depreciation, Replacement Reserves, or other non-operating expenses.

Operation & Maintenance expenses after the project: Estimated annual operation & maintenance expenses after the proposed improvements are completed.

Operation, Maintenance & Replacement Manual: Does an Operation, Maintenance & Replacement (OM&R) Manual exist for the system?

Budgeting for Maintenance and Replacement costs: Does the potential applicant annually budget for both Maintenance and Replacement costs for the system?

Compliance: Identify whether utility system is now, or soon to be, out of compliance with state or federal standards. If "yes", attach documentation from DEQ or the Department of Human Services, Drinking Water Program that supports the yes answer (i.e., formal letter, e-mail).

The potential applicant must indicate when they last spoke with the regulatory agency regarding the compliance issue.

The recipient is to provide a copy of the MAO or MOU from the regulatory agency (i.e., DEQ, DHS)

If the potential applicant indicates that the project will not bring the utility into compliance they must provide an explanation as to why.

Number of Equivalent Dwelling Units (EDUs): For water systems, an Equivalent Dwelling Unit is one residential connection up to the equivalent of 7,500 gallons of usage, whichever is less. A recent Water Master Plan or Facility Plan should determine the number of EDUs for your system. (Commercial and industrial users normally account for multiple units.)

Number of Total Available Residential Uses: The maximum number of residences and flows, which could be served by the system.

Number of Commercial & Businesses Uses: Number of EDUs assigned to commercial and business units and their Flows.

Number of Industrial Uses: Number of EDUs assigned to industrial units and their Flows.

Number of Other Uses: Number of EDUs assigned to other units, such as schools, hospitals, etc., and their Flows.

Total Uses: Number of EDUs and Flows assigned to the sum of Permanent Residential, Commercial & Business, Industrial and Other Uses.

Number of Permanent Residential Uses: Of the number of Residences, how many are occupied by permanent residents. For potential projects to be considered for CDBG funding, the potential project must serve primarily residential units, of which a majority of residences are permanent residences; that is, the occupants must reside in the residence for more than six months of the year.

Percent Permanent Residential: Total Permanent Residential EDUs or Flows divided by The Respective Total EDUs or Flows multiplied by 100.

Number of connections: The number of service connections, which are currently connected to the system. This includes all types of connections (permanent residential, commercial & business, industrial, and other).

Number of Service Meters (for Water): Number of service meters among all uses.

Service Meter Requirement: If current service connections are not required to be metered, the project must include metering of the entire system. The project budget must be adjusted accordingly. The potential applicant will be required to adopt a resolution, ordinance or order requiring all future service connections to be metered as part of this project.

Current Project Activity Funded by IFA

Identify the status of all **OPEN** IFA grant and loan funding awards previously made to the potential applicant.

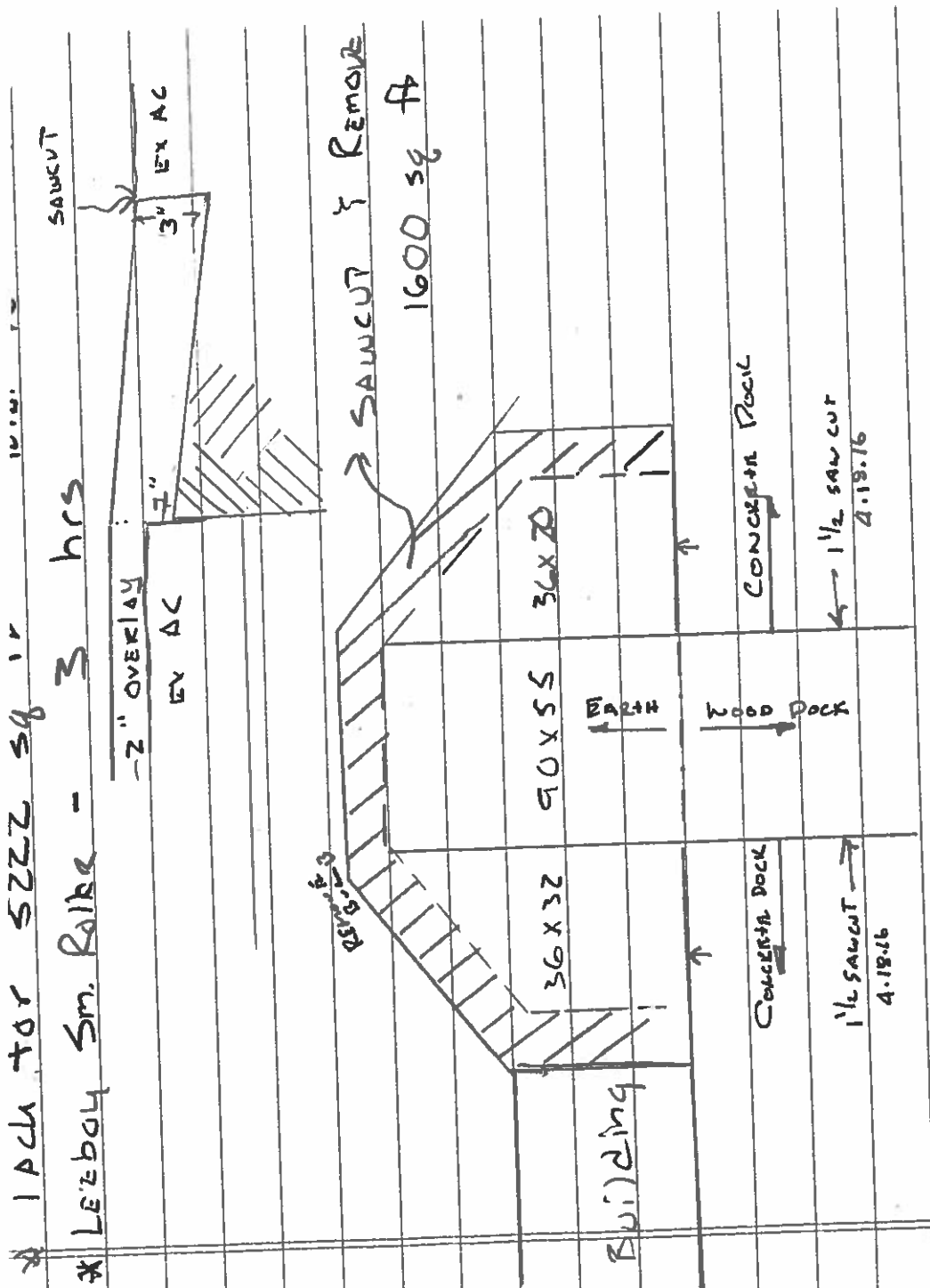
DATE: 4/20/2016
TO: Kevin Greenwood
FROM: Rick Fuller
RE: Hoist dock thin patch overlay

OVERVIEW

The attached purchase order request represents a temporary solution regarding item #2 of the 2015/2016 capital improvement list. The 2015/2016 general budget for the North Commercial dock has allocated monies for a thin asphalt overlay of 6,822sf. Quotes were obtained by two vendors due to the specific and limited suppliers in the area. Road and Driveway's quote in the amount of \$11,758 is the lower of the two quotations received.

The center hoist dock experiences the most traffic at the north commercial operations and is used for loading and unloading commercial fishing boats. Fish buyers occupy and use the dock extensively which relies on the billable services of Port staff with fork lift equipment. The overlay is required due to the deterioration of the existing asphalt in the center hoist dock area. The current surface is pot holed and uneven which is causing uneven load issues, safety concerns and operator/equipment fatigue. Concerns of overloading the aging wooden super structure below can be alleviated by controlling the access of heavy trucks. Providing a limited amount of deferred maintenance/repair labor and materials to the underside structure will also provide additional stability which will prolong the life of the new asphalt application.

The operations staff at the North Commercial dock request approval of purchase order #27617 in the amount of \$11,758.00



1 ACK FOR SZZZ sq ft
 LEZBOY Sm. RAIRK - 3 hrs

SAWCUT & REMOVE
 1600 sq ft

1 1/2 SAWCUT
 4.18.16

1 1/2 SAWCUT
 4.18.16



Road & Driveway Company
Cedar Creek Quarries, Inc.

CCB 16331

BID

CCB 46114

121 NE Harney • PO BOX 730 • Newport, OR 97365
P: 541.265.9441 • F: 541.265.9443
www.roadanddriveway.com

Job No. 11718
Date: 2/4/2016

We are pleased to submit the following bid

To:
Port of Newport
ATTN: Kent Gibson
[address]
[address]
P: 541.961.2559
[fax]
E: kgibson@portofnewport.com

For:
Asphalt Repair at Dock 7
Newport, OR

COPY

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
		Item 1 -- Dig out and haul away existing asphalt where overlay will joint to existing. Shape, rock, grade, and compact base. Overlay 2" nominal compacted depth hot mix asphalt. Total area (+/-) 6,822 sf.	lump sum	\$ 11,758.01
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Kent -- Thank you for the opportunity to quote your asphalt paving. Please call if you have any questions or wish to proceed.</p> </div>				
Total service charges:				\$ 11,758.01

Terms: cash, check, credit paid upon completion of work. In accordance with ORS 701.625, invoices not paid by Customer within thirty (30) days are delinquent and will bear interest at the rate one and one-half percent (1.5%) per month, or the max amount allowed by law, whichever is less, until paid.

Your signature on one copy, returned to this office, will make this a legal contract for the performance of the above work.

Accepted by _____
Date _____

Work approved by _____
Date _____

Ryley Wienert

2/4/2016

Price valid for 30 days after above date, prior to acceptance.



CCB #2101

QUOTATION

Project Name: **Commercial Marina Asphalt Repair**
 Location: **600 SE Bay Boulevard
 Newport, OR**

From: **Brodie Harvey**
 Quotation Date: **3/31/2016**
 Bid Date / Time: **3/31/2016**

Owner: **Port of Newport**
 Address: **600 SE Bay Boulevard
 Newport, OR 97365**

Customer: **Kevin Bryant**
 Contact/Cell: **541-270-5557**
 email/fax: kevin@portofnewport.com

BID ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	2" ASPHALT OVERLAY	6,822	SF	\$ 3.00	\$ 20,466.00
					\$20,466.00

TERMS: Net due and payable upon completion unless noted otherwise.

STATEMENT OF WORK:

Our price includes the cost to complete 4ft wide conform grinds at the tie-ins with existing asphalt to accommodate a 2" compacted depth overlay totalling approximately 6,822 SF. This price does not include any overexcavation or subgrade repair work.

CONDITIONS OF QUOTATION:

- * This is a UNIT PRICE quotation.
- * Quote valid for 30 days.
- * Includes 1 mobilization and continuous operations.
- * ODOT Level 3 - 1/2" Mix.
- * KR not responsible for drainage where grades are less than 1%.
- * Excludes Engineering/Testing/Surveying/Permits.
- * Prevailing wage rates excluded.
- * Addendums reviewed: NONE
- * Add 1% for performance and payment bond, if required.
- * Completion dependent upon weather and ground conditions.
- * Subject to additional terms and conditions attached
- * Quote contingent upon a mutually agreeable contract & schedule.

If Owner or Prime Contractor insists upon completion of work against advice of Knife River because of weather conditions or sub-surface conditions, the Owner or Prime Contractor shall assume all risk of defects due to weather or sub-surface conditions.

Knife River

By: X Brodie Harvey

Date 3/31/16

The acceptance of this project is subject to the approval of Knife River Credit Department.

Approved _____

Date _____

Job# **Commercial Marina Asphalt Repair**

Subject to additional terms and conditions attached

I (we) hereby accept this proposal and the additional terms and conditions, and authorize Knife River to proceed as specified.

By X _____
 Owner / Prime Contractor

Date _____

Printed Name _____

By X _____
 Co-Owner / Mortgagee

Date _____

Printed Name _____

DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 04/26/2016
PERIOD: March Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

March year to date financials are attached.

Finance Operations:

The budget process continues and the Finance group is working closely with the management team to finalize the draft budget.

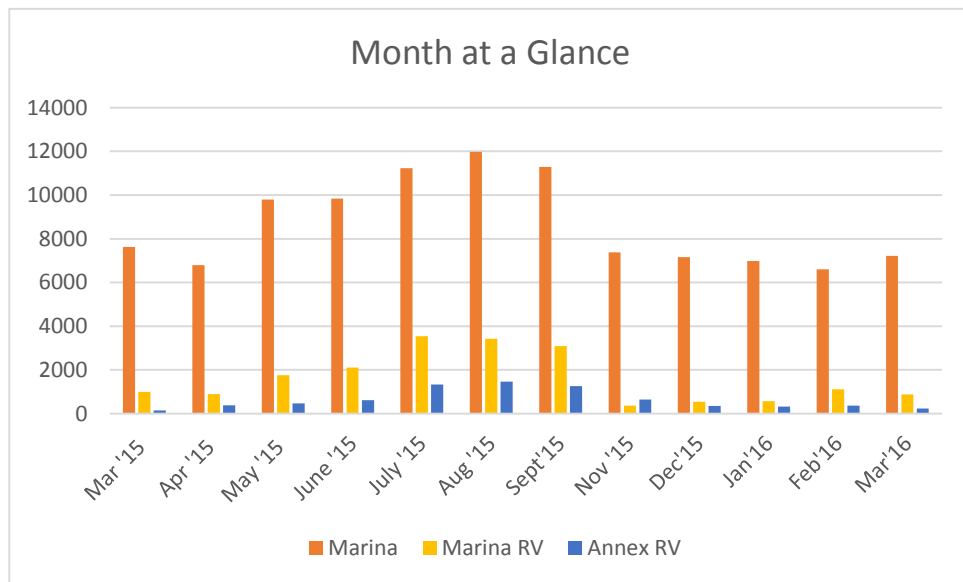
March 2016 Occupancy Report

To: Port of Newport, Board of Commissioners
 From: Penny, South Beach Marina & RV Parks
 03/15/16

Activity was slower this March in the Marina and the Marina RV Park probably due to the stormy weather during the month. We have some contractors who are working on the OMSI Center staying at the Annex Park which helped our occupancy numbers.

Since the announcement of the May halibut openers, guests have been booking their slips and the transient docks are filling up. This March we signed on eight monthly moorage and 3 more long termers.

March	2015	2016	Change		YTD 2015	YTD 2016	Change
Marina	7629	7212	-5.47%		20,304	21,080	3.64%
Marina RV	992	878	-11.49%		2,453	2,565	4.57%
Annex RV	143	230	60.84%		704	915	29.97%





DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 4/20/2016
PERIOD: March - April 2016
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

OVERVIEW

Summary:

The General Contractor hired by Rogue, DSL Builders LLC, has begun construction of Rogue expansion and launch ramp infill project. NOAA command has proposed a scope change in the form of SLA 13 and SLA 14. The permanent foundation has been installed and completed for the PON admin office modular building. Yaquina Bay Fruit Company has vacated the south beach property per the lease termination and the site is now in the Port of Newport's care. Work has begun on a new Facility Maintenance & Operations program.

Detail:

- **Terminal Shipping Facility:** No operational changes this period.
- **Rogue Warehouse Expansion:** The building permit application for the expansion project including the launch ramp infill is moving through the building permit process and is pending approval. Chris Urbach and myself attended a preconstruction meeting by DSL Builders and were able to list our concerns about barricades, public traffic, signage, communication during the construction, and plan issues. Work started April 4th and Central Coast Excavation has taken advantage of the good weather to perform equipment mobilization, installation of perimeter fencing, demolition, utility relocation, asphalt/concrete recycling and the start of structural fill at the launch ramp. To date, Rogue, DSL and their sub-contractor Central Coast Excavating, have been working hard to obtain the approved city building permit and have been responsive to the Ports concerns and requests for information. A preliminary schedule has been reviewed and will be available after updated revision. Current expectations show the infill portion completed at the beginning of August with total project completion at the end of August. Shared costs will be provided by Rogue/DSL and reviewed by myself throughout the project. After pricing review between Civil West Engineers and SHN Engineering, SHN has been retained to create a base drawing for use in planning the new multi-use area for a cost of \$1250.00.
- **NOAA MOC-P dredging:** Pacific Habitat Service (PHS) has completed the work on the Joint Permit Application. John Van Staveren of PHS continues to work with the USACE concerning the sediment sampling as a component of the application. The application will include the deepening of the original dredge prism at berths 1, 5 & 6 from -24'MLLW to -28'MLLW including the turn basin at the east of the wharf.

- **NOAA MOC-P carpet 5 yr. carpet replacement:** Per previous discussions, I have forwarded to you two Supplemental Lease Agreements (SLA 13, SLA 14) for your review and signature approval. Per the NOAA MOC-P lease agreement SFO 7.13.A.4, the building shell and demised area carpet is required to be replaced at 5 year intervals including the cost of disassembly, moving, and returning system furnishings. The twenty year budget projection includes a line item cost of \$75,000 which is reflected in the 2016/2017 proposed budget. Realizing the significant disruption that carpet replacement will have on the current NOAA office staff, NOAA command has proposed a onetime scope change which requests that a 7'-4" store front divider wall with sliding door be provided and installed at room #143 in lieu of the carpet replacement. Staff has analyzed the mutual benefits of the proposal and supports the one time change for this upcoming 5 year period. Both SLA #13 and SLA #14 represent a no dollar change to the lease contract.
- **Permits:** NIT dredge deepening permit – No change on the last permit requirement of a conservation easement at the mitigation area behind the Aquarium.
- **PON/CBP permanent foundation for modular structures:** Work was scheduled and performed on the PON 24x60 modular building with final inspection completed and approved by the city. The replacement of six skirting panels has been scheduled. All cost estimates for the CBP office have been submitted to GSA for similar work at the 10x32 modular building but the acceptance and agreement remain pending. Both projects are required in order to comply with city building code.
- **Yaquina Bay Fruit Company Site:** As of 4/18/16, Yaquina Bay Fruit Company has completed their removal of all equipment and has vacated and turned the site over to the Port of Newport. Chris Urbach and I walked the site with Harry Noah and were impressed at the extra steps that Harry had taken to return the site over in equal if not better condition that they had received it. A road grader was finalizing work on the driveway and gravel laydown area to our satisfaction. Utilities have been transferred the Port accounts. Future site monitoring will be required in order to maintain the site and building condition. Expenditures are anticipated for storm water control, pest control, security patrols, safety and utilities. Until notice of a new tenant, the NOAA facility manager, Jim Durkee, will move his office into the main building and will coordinate the return of the existing leased modular storage/office trailer to William Scotsman.
- **Chamber Seafood & Wine:** Continued meetings and discussions as to the changes in the south multiuse lot (dry camping/Rogue area) and the feasibility of the Seafood and Wine festival relocation to the South Beach marina launch ramp lot. Operations has concerns regarding the requirement of driving stakes into and through the asphalt for the tent tie downs.
- **General Departmental:**
 - Pursuant to the 3/22/16 commission work session, Commissioner Jincks, Commissioner Lamerdin, K. Greenwood and R. Fuller have met and formed a preliminary outline of the new Facility Maintenance & Operations program (FMOP). I will be taking the lead in the development of the written program and will be proposing future revisions for approval to the committee. As a component of the personnel policy, the FMOP outline will include at a minimum: Facility operation and program goals, facility and asset identification, maintenance procedures, training, and accountability expectations. Operations will continue to utilize and expand its use of our Computerized Maintenance Management Software (Hippo CMMS) as one of many tools to achieve the goals of the program.
 - I attended and presented two programs at the PCC conference in Vancouver, BC hosted by False Creek Harbor Authority (see attached agenda). The PCC conferences continue to provide positive reinforcement, training and connections to other Port operations.

International Terminal – Pete Zerr, Superintendent

Billable services:

- Forklift - 48.25 hrs
- 30 Ton Hydraulic crane – 30.75 hrs
- Moorage – 20 days
- Dock Tie Up – 70.25 hrs
- Labor – 79 hrs

Other

- Preservation work on 3 dock portable accommodation ladders; sandblasted and hot dip galvanized
- Lincoln County work crew (6-10 persons) performed landscaping/cleanup work at Terminal on March 29th & 30th. Cost was discounted to \$550 for total of both days
- General facility maintenance
- Review and estimate requirements for MTSA status per Facility Security Plan

N. Commercial docks – Kevin Bryant, Harbor Master

Billable services: (note accounting period has been changed to month end)

- Forklift - 125hrs
- Hoist crane –10hrs
- Dock Tie Up – 120hrs
- Labor – 140hrs

Other

- See purchase order request for asphalt patch at hoist dock – Road & Driveway \$11,758
- General facility maintenance
- Completed work on capital improvement list priority item S3 (PD7 Electrical Upgrade)

NOAA MOC-P – Jim Durkee, Facility Manager

- Final determination of NOAA command concerning 5th year carpet replacement requirement. See change in work scope per SLA 13 and SLA 14
- Pier lighting inverter repair. See Purchase order request & quote for materials. Quote from potential installers outstanding
- Working on this years remaining budget projections and next year's budget

Bar crossings this period:

Bell M. Shimada, USCG Fir, Rainier

YTD bar crossing total for year 247 *unconfirmed

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

Billable services:

- Launch tickets – 357 tickets sold this period. 6402 tickets sold since new machine installed.

Other

- Support provided Rogue expansion and old boat launch infill
- Estimate, quote and purchase materials for the north restroom capital budget siding project
- Continued use and WO creation through CMMS (HIPPO) system, staff attended two hour intermediate training session

- Yaquina Bay Fruit Company move out went smoothly, we are putting together a punch list of items needing to be addressed now that the property is in the Ports care
- Completed the self-performed replacement of the sewer line in the Annex. R/V Park spaces 187-191
- Repair of another sink hole on the North outfall line north of the fuel island
- Runion's Construction quote for purchase & haul off of Cougar Ann, Grumpy Dragon & Jimco is currently being revised

Volunteer Work Crews

Port Mates - The Port volunteer group, "Mates", have been busy with their first project as they are continuing work on the replacement and improvement of the South Beach RV Park entry sign. The plan is to replace the old main entry sign with a properly fitted new sign attached to the existing concrete (power washed), create a rock bed below and install a newly painted anchor which has been removed from the old boat launch area. The central kiosk by the Rogue spirit house has also been power washed and is on the list for improvement. The Mates are promoting a clean-up South Beach effort. Port Mate Barb Dudley has taken on the task of photographer for the group.

Angel Job Corps – Multiple meetings and communication have taken place with SB Harbor Master Chris Urbach concerning the capital budget north restroom residing project. Chris will be overseeing the success of the project. Angel Job Corps crews have taken on the project and are excited to be starting next week. The scope of work is to provide labor & equipment for the scaffolding, siding removal, sheathing repair, painting, and installation of new hardy board lap siding and trim.

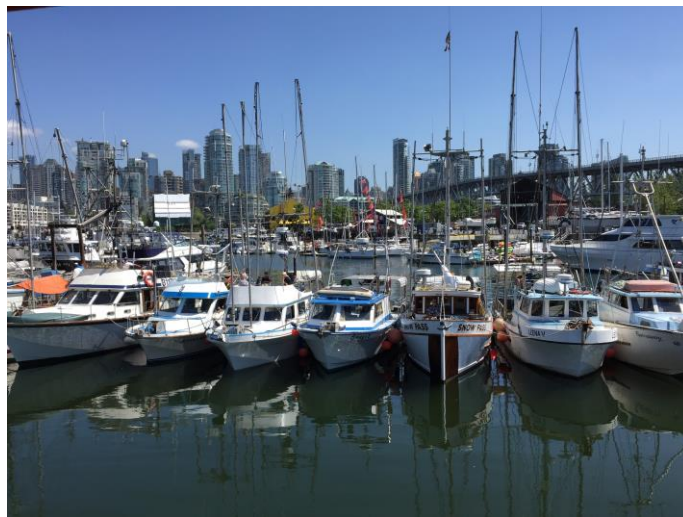


42nd ANNUAL MEMBERSHIP CONFERENCE

April 5 – 8, 2016

Coast Plaza Hotel & Suites, Stanley Park, Vancouver, BC

“Teamwork: 1+2=4”



Hosted by: False Creek Harbour Authority
Fishermen’s Wharf

Sponsors



Port of Newport Regular Commission Meeting



April 26, 2016



Page 103 of 122

TUESDAY, April 5

2:00 pm - 4:00 pm **Board of Directors Meeting**
5:00 pm - 7:00 pm **Welcome Reception and Conference Check-in**

WEDNESDAY, April 6

- 8:00 am **Conference Check-in**
- 8:30 am **Call to Order: Mike Loy**, President, False Creek Harbour Authority - Fishermen's Wharf, BC
Business Report
Introduction of PCC Board Members
Open Board Positions, Election Announcement and Discussion
- 8:50 am **Host Welcome and Presentations: Mike Loy**, False Creek Harbour Authority - Fishermen's Wharf, BC
Ken Smith, Pacific Regional Director at the Department of Fisheries & Oceans - Small Craft Harbours Branch: Ken will give a brief presentation about "Harbour Authorities" in Canada and how they operate.
- 9:20 am **Training and Education Committee Report: Eric Olsson**, T&E Committee Chair
- 9:30 am **Barbara Schwantes Report: Cheryl Maynard**, PCC Executive Secretary
- 9:35 am **Introduction of Sustaining Members, Tami Allen**, City of Bainbridge Island, WA
- 10:10 am **Networking Opportunity – Meet up with your colleagues to discuss marina issues and find solutions to your problems. Also an opportunity to get to know your PCC sustaining members (vendors) whose support is vital to making these conferences possible and who can offer a wealth of information on products and services that can enhance marina productivity and address your operational and maintenance concerns.**
- 10:30 am **Call of the Ports** – Introduce yourself and your guests. Give your affiliation and the PCC committee(s) on which you serve. Highlight the issues that you would like to discuss and tell us about some of your accomplishments and successes. This is an opportunity to let the PCC membership better understand the things that make your marina unique.
- Facilitators: **Kathy Garcia**, Port of Bremerton, WA
Eric Olsson, T&E Committee Chair
- 12:00 pm **LUNCH**
- 1:00 pm **Call of the Ports (continued)**
- 1:45 pm **Session 1: It Takes Teamwork:** Is your staff up to the task? Do they have the talent and skills to excel and keep pace with change and new pursuits? Perhaps it is time to reassess how you look at them as individuals and realize the strength and effectiveness they may demonstrate when you recognize them as a team. Your staff team can perform beyond their individual capabilities through effective leadership that establishes mutual trust and respect and provides the necessary training and motivation to extract peak performance. "Coming together is a beginning...keeping together is progress...working together is success" Henry Ford. This session will explore the strategies that have been proven to help unify a seemingly discordant staff into a more cohesive and focused team that is much more responsive to meeting higher expectations and succeeding in meeting new workplace challenges avoiding unnecessary and often risky new hires to meet these needs. Giuseppe has coordinated closely with the Effectiveness Institute to bring you proven strategies to assist you and your employees in performing at your peak and to help make you into a formidable team. As an extra incentive and to ensure that you will benefit most from this engaging session, PCC will provide each PCC member in attendance with a copy of the acclaimed book, Teams That Work: The Six Characteristics of High Performing Teams (Reviewer: This is a fantastic and easy read! "Teams That Work" describes a point-by-point process for making your team great and provides real-world and high profile examples of how the Effectiveness Institute model can be applied directly to your team.)
- Presenter: **Giuseppe Alvarado**, Port of Seattle, WA
Facilitator: **Eric Olsson**, T&E Committee Chair

2:40 pm **Networking Opportunity**

3:00 pm **Session 2: The Future is Here...Digital Everything:** Your paper-shuffling days are numbered...at least they should be. It is becoming increasingly apparent that the marina industry must transition and commit to the digital age. Marina operators must adopt the equipment and software that will enable them to remain competitive by eliminating cumbersome and antiquated accounting, personnel, ordering, management and communications practices. This session will go well beyond trying to convince you to update your website...it will reveal current IT strategies for enhancing your communications and data handling capabilities both internally and externally...definitely upgrading your networking capabilities. There are great efficiencies to be gained through going digital in terms of speed, security and access...don't be left behind. We are again pleased to welcome Jennifer Bagley to provide an engaging and entertaining presentation revealing her mastery of Collaborative Marketing Strategies offered in her congenial, energetic and captivating style. Take a look: <http://www.jenniferbagley.com/biography/>

Presenter: **Jennifer Bagley**, Digital Marketing and Business Strategist
Facilitator: **Giuseppe Alvarado**, Port of Seattle, WA

4:00 pm **Session 3: Resilient Marinas...avoiding loss in a disaster:** Extreme and damaging weather events are becoming more frequent along our coastlines while prolonged droughts can literally leave your inland marina high and dry. The historic damage caused by events like Hurricane Sandy can be catastrophic and result in debilitating losses to facilities that are woefully under-insured. How can we determine what the real risks are for our facilities? How can we make our facilities more resilient both structurally and financially? The concept of resilience is becoming the current hot topic in the marina industry, especially in areas vulnerable to extreme weather events. Improving marina resilience also applies to slower evolving events like sea level rise and prolonged droughts, which ultimately can have the same consequences as extreme events to create disruption of services and huge financial losses. This session will explore the concept of resilience and how it is being woven into the everyday planning and operations of waterfront facilities? Also, while perhaps some PCC members may still be skeptical and view climate change as theoretically possible with a vague understanding of future consequences, marina operators in Alaska deal with an onslaught of climate change type harsh conditions daily.... dramatic tidal ranges, snow and ice loading on docks and structures, periodic tsunamis and earthquakes and freezing gale force winds and sub-zero temperatures are winter's norm along with dealing with invasive species the size of bears. So, while the rest of us in the lower 48 (and BC) consider possibly adapting our marinas to accommodate the impacts of climate change, your Alaskan colleagues have marinas and robust infrastructures designed to withstand what the rest of are just now thinking about for the future. Their marinas are more stout and costly and their projects are engineered (and funded) to survive harsh environments that would probably decimate most other marinas. Perhaps we can learn from them through dramatic pictures to illustrate these torturous climate conditions and impacts on their facilities and share in their discussions of how engineering, design and construction practices meet these challenges.

Presenters: **Jon Keiser**, PND Engineers, Inc. Seattle, WA
Lon White, Harbormaster, Port of Kodiak, AK
Facilitators: **Kathy Garcia**, Port of Bremerton, WA
Scott Wilkins, City of Des Moines, WA

5:00 pm **Exhibitor Reception and Member Get Together:** Grab this opportunity!! Our gracious Sustaining Members welcome you to join them for entertainment, snacks and refreshments. This is a chance to discuss issues and problems confronting your marina and perhaps walk away with an innovative and cost-efficient solution. This is also an opportunity to acknowledge the efforts of our dedicated "vendor corps" for their support.

THURSDAY, April 7

8:30 am **Meeting Updates and Announcements**

9:00 am **Session 4: Playing the Project Management game and winning:** Project management may well be one of those things that you've been doing for years but never realized the analytical and precision required...you just did it and got the project done. This session will follow the theme of "Keeping Hold of that Vision" session from the last PCC conference in Juneau...but this time viewed more from the marina operator's perspective as we introduce additional practical considerations to assist you in shepherding your project from dream to reality. There will be discussion on the significance an adequate infrastructure can play in your ability of expand...do you have the utilities, access and other support and resources needed to maximize the potential of your investment without it compromising the use and function of other

facilities/operations. A number of unique aspects of effective project management will be highlighted with discussion on how end user involvement can help ensure project success. The steps necessary to ensure a successful transition from construction into enhanced operations will then be presented. There will be sufficient time allotted for you to ask questions to help you to adopt these proven project management strategies to assist you in applying an orderly approach to make some of those seemingly monumental projects less daunting.

Presenters: **Chris Wiest**, PND Engineers, Inc.
Steven Sparks, Facilities Director, Port of Bremerton, WA
Rick Fuller, Director of Operations, Port of Newport, OR
Facilitator: **Kathy Garcia**, Port of Bremerton, WA

10:00 am **Session 5: What's Happening Out There?** What is the status of the vast array of equipment and structures at your marina? Have critical maintenance and warranty servicing been accomplished to ensure reasonable service life? You can institute a monitoring system to keep track of these preventive maintenance requirements and avoid catastrophic failures or eliminate the premature deterioration of your facilities. A Computer Maintenance Management System, CMMS, can provide a reliable real time link to inform you of the status of required testing and servicing of equipment to providing inventories of essential supplies and while establishing continually updated residual values and remaining service life of all equipment and facility structures.

Presenters: **Mike Turkington**, False Creek Harbour Authority – Fishermen's Wharf, BC
Rick Fuller, Port of Newport, OR
Live Webinar: "CMMS Basics & Beyond" Hippo CMMS/Daniel Golub
Facilitators: **Rick Fuller**, Port of Newport, OR
Mike Turkington, False Creek Harbour Authority - Fishermen's Wharf, BC

11:00 am **Session 6: It's time to leave!** Like it, or not, sea lions, seals, otters and other protected mammals have unrestricted rights to your property. They can show up unexpectedly, stay as long as they want, and their behavior can be as boisterous and obnoxious as they choose. While we all know relatively inexpensive and effective ways to eliminate these pests... most of us would rather not spend our golden years in federal custody. So, what to do? This session will review the latest science and strategies that can make your docks less desirable to these unwanted guests and condition them to seek more comfortable surroundings elsewhere. The Port of Astoria has been trying new deterrent methods. Learn what is working and what is not working. What are the associated costs related to time and effort in trying to remove these guests from the marina, not to mention lost revenues. We will have access to Dr. Austen Thomas's marine mammal field study results that demonstrate how predicted animal behavior data can be applied to developing effective sea lion deterrent strategies. Gary Bock will introduce innovative low-cost deterrence options to assist in ridding marinas (or at least relocating) of these troublesome guests. We will also hear from some of our marina colleagues who will offer some insight into the extensive damage and costs that must be absorbed when these guys move in.

Presenters: **Robin Leraas**, Port of Grays Harbor, WA
Gary Bock, Business Development, Smith-Root, Inc. Vancouver, WA
Carl Burger, Senior Scientist, Smith-Root, Inc. Vancouver, WA
Facilitators: **Robin Leraas**, Port of Grays Harbor, WA
Eric Olsson, T&E Committee Chair

11:35 am Board Position Election

11:45 am **LUNCH**

12:35 pm **Assemble for Host Tour Activities:** Please meet outside of the main lobby at the hotel.

5:00 pm **Training & Education Committee Meeting** (hotel lobby)

6:00 pm **Social Hour**

7:00 pm **Banquet**
Board Election Results and Introductions
Award Presentations and Entertainment

FRIDAY, April 8

7:30 am **Breakfast Buffet**

8:30 am **Reconvene Business Meeting**

8:45 am **Session 7: A Marina...not a Circus:** While marinas continually seek ways of connecting with their community and to pursue non-traditional activities to increase their revenue streams, have they lost their focus? Marina operators in recent years have increasingly provided events and leased dockside facilities to non-marine operators to draw the public down to the docks to increase community involvement and to add revenues. These ventures range from car shows to more established weekend markets to literally having circus performers entertain. These activities can add significantly to both “good will” and raise additional operational/maintenance funds. However, without diligent oversight, these festivals may detract from the enjoyment and expectations of moorage tenants who expect sufficient parking, quiet and may feel that their security and privacy are threatened and may also tax the marina staff and resources originally designed to deal with boating operations. When is it time to say, “enough is enough” and return to more traditional boating operations and recognize the true impacts of these revenue-producing (and community supporting) activities. Prepare to join in on a spirited and timely discussion that will undoubtedly convince you to either adopt successful activities or possibly curtail revenue-draining events.

Presenters: **Roundtable Discussion**, PCC Members
Facilitators: **Robin Leraas**, Port of Grays Harbor, WA
Paul Stallard, Salmon Harbor, OR

9:40 am: **Closing Remarks: Mike Loy**, President, False Creek Harbour Authority - Fishermen’s Wharf, BC

Conference adjourned

Exhibitors



GENERAL MANAGER MONTHLY REPORT

DATE: 4/26/2016
RE: April Regular Meeting
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

HIGHWAY 20 CLOSURE

Letter from LCBOC suggesting some modifications to the closure structure. Basically, ODOT will be closed six out of seven days during the week from dusk to dawn and initially had stated that Saturday would be the open day. The BOC – based upon conversations with the Chamber and others – is suggesting that Friday be the open day. This will allow tourists from the valley to get in to Newport late on Friday evenings and given them a heads up about getting out earlier on Sunday evenings. I will be taking a tour of the site on April 27th at 3pm and we have a link on the Port's website to the ODOT page.

CHAMBER REQUEST TO DISCUSS SEAFOOD & WINE FESTIVAL LOCATION

In your packet is a map of the site that Loyalty Days carnival will be using at the end of April and a letter from the Newport Chamber. The Commission approved the SUP last month giving staff discretion to find a temporary location. Though this is a one-time exception due to the Rogue construction, I have included the map in this month's packet as a conversation starter with the Chamber of Commerce about the possibility of the Seafood & Wine Festival being located at this same site. Currently the Boat Trailer Parking lot is used as S&W parking. The Chamber is interested in using the new MUA for parking and the Boat Trailer lot for the tents. A special meeting could be scheduled to discuss the matter before the May meeting. There are 200 truck and boat trailer parking spaces in the Boat Trailer Parking lot (not counting ADA and other spaces). Here's a list of boat launches by ticket machine by month (which accounts for 90% of total launches.)

Jul-2015	10,613
Aug-2015	1,253
Sep-2015	1,363
Oct-2015	857
Nov-2015	317
Dec-2015	73
Jan-2016	164
Feb-2016	351
Mar-2016	359

STATEWIDE ISSUES / OREGON PUBLIC PORTS ASSOCIATION

All but three Oregon ports have completed their Strategic Business Plans (Port of Newport finished its SBP in 2013); Port of Umpqua is looking at whether the ownership of a public ice facility is feasible; Kevin Mannix is proposing a state corporation take over ownership/operations of the Port of Portland's Terminal-6 in an effort circumvent labor issues; OPPA is completing a wage and salary survey for Oregon Ports that should be out later this year; OPPA has been reviewing a rewrite of the state statute governing Ports to update changes in new industries; Astoria will host the next OPPA conference in the fall.

The South Coast Ports coalition has completed two projects with the use of their newly and jointly acquired dredge. It's an Ellicot swinging ladder 460 with an 8-inch pump, and 20-feet of depth with a push boat. Oregon Business purchased the dredge ("Laura") for the coalition. So far two Ports (the Bandon launch ramp basin and moorage basin using flow lane disposal; and Gold Beach dredged 50k cy from moorage basin using dewatering site) have used the dredge and Brookings will be dredging under emergency provisions to remove the material from the US-101 sinkhole. Port Orford received a separate grant from the state to bring a TOYO pump. The coalition has certified a number of dredge operators including Brookings has four certified dredgers, 3 in GB, and 1 in Bandon. It takes one person on the dredge and one on a tender. Ted Fitzgerald, GM at B-H feels that this is saving his port 70% on contracting dredging and there is interest by other Port to replicate the effort.

LETTER TO AUDITS DIVISION

The Port received a letter from the state audits division noting our disclosures from the December audit we presented. Two of the items are primarily reporting disclosures. One, showed our certificates of deposit as a "deposit", not as an "investment"; and, two, that a separate note should have been added the Port's post-employment benefit plan. A third disclosure, which was shared with the Commission late last year, stated that we had overpaid our debt service by \$900. The Port's response is included.

ROGUE BREWERY EXPANSION

Staff has produced a number of press releases and postings on Facebook, the PON website and iFish summarizing the impacts from the summer construction in South Beach. In public opportunities (Rotary, etc.) I've been able to reinforce the temporary nature of the construction and have reaffirmed that there will be more dry camping in the MUA. I have also noted that there is an opportunity for visioning for the marina where amenities such as fish cleaning stations, boat flush stations, RV dumps, etc. can be lobbied for in the next year or two.

CITY PARKING ANALYSIS

The Bay Front Parking District participated in a public discussion related to Bay Front parking. Commission Ken Brown participated. Parking options included gravelling/asphalting the 2-acre yard between the port office and the yacht club with the intent of either moving storage there which would open up parking by the city sewer pump station. The City is also looking at finishing the sidewalk on the north side of Bay Blvd. by the fishermen's parking lots and the Port has worked with the City on determining where driveways would be located.

PORT DOCK FIVE PIER RESTRICTIONS

I met with the harbormaster Kevin Bryant and three fishermen who use the PD-5 pier (Mark Newell, Richard Wood and Jim Emory) to let them know that the Port is planning to restrict access to the Pier

structure. I shared that Operations will be restricting access to outer third of the pier with either a bollard or barricade and explained the nature of the pier structure. Staff is working on signage and barricade.

CAPITAL IMPROVEMENT LIST REFINEMENT

Included in your package is an updated list of Capital Improvements based upon the discussion from our April 5th work session.

OTHER

- The Lady Washington and Hawaiian Chieftain will be in Port from May 18, 2016 to June 1, 2016. Lady Washington draws 11 feet, is 112 feet long overall, and requests a 250volt/50amp hookup. Hawaiian Chieftain draws 5 feet, 6 inches, is 103 feet, 9 inches long overall, and requests a 250volt/50amp hookup.
- Annual employee performance evaluations continuing.
- Have received some comment about the new Sea Lion sculpture located on the city boardwalk over-looking Swede's dock. The sculpture is temporary and placed at a few locations in Newport (PAC is another) by the Florence Chamber of Commerce. The City's public art commission determined locations.
- Please note change for the June regular meeting. The meeting would normally be June 27th, but I'll be out of town that week. Just wanted to make sure that June 21st works for everyone.

-###-



Board of Commissioners

Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4100
FAX (541) 265-4176

April 4, 2016

Oregon Department of Transportation
Matthew Garrett, Director
355 Capitol Street NE, MS 11
Salem, OR 97301-3871

RECEIVED

APR 06 2016

PORT OF NEWPORT

Dear Mr. Garrett,

It is with great enthusiasm that we look forward to the completion of the Pioneer Mountain/Eddyville Highway 20 project later this year. As we move closer to the opening of that segment of highway, we want to offer some suggestions regarding road closures.

While we recognize the proposed closure times are worst case scenarios, we are hopeful that a compromise can be reached with the selected contractor to address and potentially resolve our concerns and suggestions, thereby mitigating and minimizing the adverse impact the closures will have on the citizens and businesses of Lincoln County.

Most importantly, the single day/night of the week when no closures will occur really needs to be Fridays. This will have the least negative impact on weekend traffic. Many people travel to or out of town on this day and with the high volume of travelers, one of the factors that must be considered is the accommodations that typically require a two night minimum weekend stay.

Looking at the more specific time periods, as identified in your public outreach materials, we would like to request the following considerations:

June 1 - 16: 2 hour closures between 9am and 2pm with 24 hours available to emergency vehicles.

Suggestion: *Have the closures at the same time each day or planned out in advance so it's not short notice and closure times will be known well in advance.*

June 17 - July 15: 2 hour closures between 9am and 2pm with 23 hours available to emergency vehicles.

Suggestion: *Have the closures at the same time each day or planned out in advance so it's not short notice and closure times will be known well in advance with ample notification to emergency related agencies.*

July 16 - Oct 31: 10 hour night closures (6pm-4am) with 23 hours available to emergency vehicles.

Suggestion: *Have the closing times changed 6pm to 9pm or 10pm and the morning opening time changed from 4am to 5am or 6am.*

Thank you again for your consideration of these changes. We look forward to working with you as the final timeframes are determined.

Sincerely,

LINCOLN COUNTY BOARD OF COMMISSIONERS


BILL HALL, Chair


TERRY N. THOMPSON, Commissioner


DOUG HUNT, Commissioner

Cc: Senator Arnie Roblan
Representative David Gomberg
Mayor Don Williams, City of Lincoln City
Mayor A.J. Matilla, City of Depoe Bay
Mayor Sandra Roumagoux, City of Newport
Mayor Susan Woodruff, City of Waldport
Mayor Ron Brean, City of Yachats
Mayor John Robinson, City of Siletz
Mayor Billie Jo Smith, City of Toledo
Lorna Davis, Newport Chamber of Commerce
Kevin Greenwood, Port of Newport
Spencer Nebel, Newport City Manager
Jamie Rand, Newport News-Times
Frannie Brindle, ODOT Region 2 South Area Manager
Jerry Wolcott, ODOT Area 4 Project Leader
Angela Beers Seydel, ODOT Region 2 Public Information Officer



Carnival Area

RV Park

RV Office





GREATER NEWPORT CHAMBER OF COMMERCE

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

www.newportchamber.org

E-mail: j.protiva@newportoregon.gov

May 21st 2016

Memo: From Jim Protiva/Greater Newport Chamber of Commerce Board President
RE: Port of Newport and Newport Seafood & Wine Festival

Dear Kevin,

The Chamber would like to continue having our annual Seafood & Wine Festival on Port property in South Beach for the foreseeable future. With the recent expansion of Rogue and the planned future expansion this site may not be suitable for our needs. While the Rogue site is our first preference due to a variety of reasons, it is important for us to explore additional options.

If after more information is learned that allows us to determine that our current site is not suitable, we would request that the Port allow us to move the event to the North and hold Seafood & Wine in approximately half of the parking area designated for boat trailer parking. This type of move would be costly and the event would take a big hit initially, but the space is more than adequate and could allow for growth.

We currently use 50,000 square feet of tent space and require additional space around the perimeter for emergency vehicles and bus traffic. The cook tent and restrooms cannot be attached to the main structure so that increases the footprint as well. With the conceptual plans we have seen, it is still possible. What is not known is how and where the drainage will impact the tent footprint. Also, the new asphalt will be a concern as neither the Port or the Chamber will want to do any damage that will cause costly repairs. There may be issues with utility locations and depths too. Again, these issues may not present a problem but we will not know until "As Built" drawings are available or we have a tent company come and measure the space after paving and determine how the water will move. Not that we expect it to rain, but we must plan for the worst.

The reason we would like to open a dialog with Port decision makers now is two-fold. 1. We need to understand what our Port options are if the current site cannot support the event. 2. If an option does exist, we will need to budget for those additional expenses now as we assemble next fiscal year's budget.

We appreciate all the help staff has provided us and hope everyone can understand our need to have a solid "Plan B" so that Seafood and Wine will have its 40th season in Newport.

Sincerely,

Jim Protiva
Chamber Board President

From: [Kevin Greenwood](#)
To: [Davis Lorna](#)
Cc: [Protiva Jim](#); [Karen Hewitt](#)
Subject: Re: Seafood & Wine
Date: Friday, April 22, 2016 10:41:17 AM

Hi Lorna,

Thanks for the email. I'll have Karen add this email to my General Manager's Report along with Jim's letter on Chamber letterhead. Sorry the Chamber can't make the Tuesday meeting but the correspondence will help. Have a great weekend!

Kevin

On Apr 22, 2016, at 9:40 AM, Lorna Davis <lorna@newportchamber.org> wrote:

Hi Kevin, I hope your day is off to a good start!

Just a note to say that the site inspection of the property at South Beach yesterday went well as you know.

After looking at the location and doing some preliminary measuring it appears that we will fit adjacent to the Rogue with some adjustments to tent sizes and location.

We do however remain concerned about several unknowns that may interfere or make it impossible to be housed at that location.

These impediments include the following;

- 1) Slope of the property for water drainage-it may run through part of the tent in a way that curbing would be difficult or impossible.
- 2) Landscaping/curbing/light fixtures and other material or design that may prohibit tent set up.
- 3) Underground utilities forcing us to adjust location slightly or greatly which might run us into items mentioned in number 2 above.
- 4) Undetermined whether we will be able to use stakes to anchor the feet of the tent. (I think we addressed concerns, but there hasn't been a definitive "green light" on the matter)

These are a few of the obstacles that we have identified as we are well underway (as far as we can be) in planning 2017 and future events.

We are readying our budget for the next fiscal year, and while we can have a supplemental budget prepared, the timeline of revenue and expenses for the Festival occur as early as August and are crucial to the cash flow and overall operation of the Chamber.

Having solid plans buttoned up prior to that will be necessary for us to operate.

These are all reasons why it necessitates having a Plan B in place so that there are no surprises or worse yet a cancellation due to lack of available location.

Our intent is to utilize the property adjacent to the Rogue (with some use of the warehouse for operations/banking etc) in the years ahead. That is the best location and Plan A should all go well.

Yesterday's site tour included a visit and measurements of the North Marina Parking lot. We determined that there would be adequate space for the tents only utilizing about half of the property-leaving room for Port business and activities during the event.

While we certainly wouldn't want to identify this as Plan A for many reasons including-a costly electricity relocation-we would like to consider it as a contingency plan should any of the above concerns force us to relocate.

We would like to be placed on an upcoming Commission agenda to discuss our desire to have the North lot available as a contingency plan for the Festival.

Please let us know when that will be possible.

Many Thanks!!

Lorna Davis
Executive Director
Greater Newport Chamber of Commerce
lorna@newportchamber.org
541-265-8801

Office of the Secretary of State

Jeanne P. Atkins
Secretary of State

Robert Taylor
Deputy Secretary of State



Audits Division

Mary Wenger
Interim Director

255 Capitol St. NE, Suite 500
Salem, OR 97310

(503) 986-2255

March 23, 2016

Board of Directors
Port of Newport
600 SE Bay Blvd
Newport, Oregon 97365

We have reviewed the audit report of the Port of Newport ("Port") for the period July 1, 2014, through June 30, 2015, in accordance with the provisions of ORS 297.465(3). It disclosed the following:

1. The deposits and investments note (p. 16) classifies time certificates of deposit (TCDs) as investments. However, TCDs and other non-negotiable interest bearing deposits should be classified as deposits with financial institutions for purposes of the cash and investment disclosures required by GASB Statements No. 3 and No. 40 (GASB 3 Implementation Guide, Question 6).
2. Note 9, retirement benefits (p. 33), includes disclosures regarding the Port's other postemployment benefit plan (OPEB). Since there are separate disclosure requirements for pension obligations (GASB Cod. P20) and OPEB obligations (GASB Codification (June 30, 2014) §P50.122), these disclosures should be made in a separate note.
3. The independent auditor's report required by Oregon State regulations (p. 47) reports over expended appropriations in violation of Local Budget Law (ORS 294.456).

Please notify us of the corrective measures the Port plans to take with regard to the local budget law violations. Please also notify us of the corrective measures the Port plans to take with regard to our recommendations to address these matters in meeting reporting standards in future reports.

We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION


Philip L. Hopkins, CPA
Audit Manager

RECEIVED

MAR 25 2016

PORT OF NEWPORT

cc: Grimstad & Associates

April 8, 2016

Philip L. Hopkins,
Audit Manager
Audits Division
255 Capitol Street NE, Suite 500
Salem, OR 97310

Dear Mr. Hopkins,

Thank you for your recent letter calling to our attention the over-expenditure that occurred during the 2014-2015 fiscal year, and the issues of presentation and disclosure regarding the deposits and investments note and the other post-employment benefit disclosures. We have reviewed your comments and are in agreement that changes in presentation should be made in future financial reports.

We are aware of the over-expenditure that occurred in the past fiscal year and are working to prevent future over-expenditures. We intend to accomplish this through efforts to improve the accuracy of our budgeting process and ongoing monitoring of expenditures during the course of the year.

With regards to the deposits and investments note, the \$60,118 time certificate of deposit (TCD) was included in the \$7,693,002 bank value of all deposits of financial institutions for the custodial credit risk disclosure. However, the captions used in the table presenting the deposits and investments data, and the wording of the note did not clearly convey that the TCD was included in the deposits with financial institutions. This note will be reviewed for future reports to clearly reflect that any TCD's are included in deposits with financial institutions.

We agree that the disclosures regarding other post-employment benefits should not have been combined with the note containing the pension disclosures. In future reports, these disclosures will be contained in a separate note.

Sincerely,

Kevin Greenwood
General Manager
Port of Newport

CC: Port of Newport Commission

BUDGET PROJECT PRIORITY LIST FOR FISCAL YEAR 2016-17

Notes

for projects over \$5,000

RANK 15/16	RANK 16/17		PROJECT		COST	RESOURCE	NET	FUND	RUNNING	
3	1	FEBCH	ITSF	NIT	\$ 6,500,000	\$ 6,500,000	\$ -	CONST	\$ -	Permit in place, Pending funding
	2	ASL	PD5 Pile Replacement/dock repair	NC	\$ 300,000		\$ 300,000	GF	\$ 300,000	Permit in place, estimated start Nov. 2016. Will pull from last year's cash reserves
9	3	BCDAH	Security	ALL	\$ 180,000	\$ 135,000	\$ 45,000	CONST	\$ 345,000	Grant application in progress. Includes \$16,000 for NIT fencing.
10	4	CEG	Maint Dept - utility trucks	MD	\$ 20,000		\$ 20,000	GF	\$ 365,000	Required if maint. crew approved
	5	ADEG	Swedes Building Floats/Roof/paint/zincs	NC	\$ 25,000		\$ 25,000	FMRF	\$ 390,000	Building, floats and electrical critical
	6	G	Replace all Clean-way SWPP basins with stainless steel	NIT	\$ 7,000		\$ 7,000	GF	\$ 397,000	
	7	AEFH	New mutli use area engineering & design	SB	\$ 15,000		\$ 15,000	GF	\$ 412,000	
	8	ACEH	PD5 approach engineering	NC	\$ 25,000		\$ 25,000		\$ 437,000	
							TOTAL \$ 437,000			
1			New Docks on Dock 7	NC	\$ 3,400,000	\$ 3,400,000	\$ -	CONST		Funding not available
2			Hoist Dock	NC	\$ 740,000	\$ 592,000	\$ 148,000	FMRF		Funding not available
3			Dock 5 Whalers/Bumpers	NC	\$ 50,727	\$ -	\$ 50,727	FMRF		Materials acquired. Acquisition complete.
4			PD7 Electric	NC	\$11,000		\$ 11,000	FMRF		Completed 2016
5			Trash Dumpsters Replacement	SB	\$ 30,000	\$ -	\$ 30,000	FMRF		Completed 2016
6			North SB R/R Siding	SB	\$ 5,000	\$ -	\$ 5,000	FMRF		2015/16 fiscal year work
7			RV Park Sattelite Equip.	SB	\$6,000		\$ 6,000	FMRF		Project completed at end of 14-15
8			Boat Ramp Fill	SB	\$300,000	\$300,000		---		To be completed this summer as part of Rogue lease

PRIORITY CONSIDERATION

- A. Capital Facilities Plan Priority
- B. Outside Resources/Leverage available
- C. Direct Income Producers/Expense Savers (efficiencies)
- D. Legal Requirements (obligated to act)
- E. Safety/Preventitive
- F. Beautification
- G. New Need
- H. Listed in Prior Year



MEMBERSHIP LIAISONS

As of April 26, 2016

Cascade West Council of Governments* - (\$3178.37)
must be elected: Walter Chuck; Ken Brown (alt)

Cascade West Economic Development District*
Kevin Greenwood

Cascade West Area Commission on Transportation* -
Walter Chuck; David Jincks (alt); alternate may be staff

Oregon Coastal Zone Management Association
(OCZMA)*# -- alternate may be staff (\$800.00)
Walter Chuck

Pacific Northwest Waterways Association (PNWA)*
(\$7200.00) Walter Chuck, Kevin Greenwood

Mid Coast Watershed Council (\$245.00)
Stewart Lamerdin

Oregon Public Ports Authority (OPPA)* (\$9,686.29)
Kevin Greenwood

Oregon Economic Development Association (OEDA)
(\$250) Kevin Greenwood

Economic Development Alliance of Lincoln County
(EDALC)* Kevin Greenwood

Special Districts Association of Oregon (SDAO)*
(\$4,000.00) Kevin Greenwood

Yaquina Bay Economic Foundation (YBEF)* (\$300.00)
Kevin Greenwood; Ken Brown

Yaquina Bay Ocean Observing Initiative (YBOOI)*
Kevin Greenwood

North America Ocean Observing (NANOOS)*
Kevin Greenwood

Coastal Marine Experiment Station (COMBS)*
Stewart Lamerdin

Pacific Coast Congress of Harbormasters and Port Managers (PCCHPM)+
Kevin Greenwood; Steve Larrabee; Rick Fuller

DAS OPS ORCPP – (\$500.00)
Rick Fuller, Steve Larrabee

*paid/mandated membership
#must be elected commissioner
~community organization (no port vote or membership)

Oregon Ethics Annual (\$619.30)

Fishermen Involved in Natural Energy for Lincoln County (FINE)~
Walter Chuck
Newport Chamber of Commerce (NCO)* (\$297)
Kevin Greenwood

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

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

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

Ocean Policy Advisory Council (OPAC)&
Walter Chuck

Newport Urban Renewal (adhoc)
Patricia Patrick-Joling; Ken Brown (alt)

Newport Airport Committee (adhoc)
Ken Brown; Patricia Patrick-Joling (alt)

Newport Regional Airport Task Force (adhoc)
Kevin Greenwood

Newport Airport Planning Subcommittee (adhoc)
Kevin Greenwood

Newport Parks & Rec Committee~
Kevin Greenwood

Newport Bay Front Parking Dist. Committee*
Kevin Greenwood

International Terminal Liaisons (adhoc)
Walter Chuck, David Jincks

Human Resource Liaisons (adhoc)
Walter Chuck, David Jincks

+paid professional organization
&personal or non-port related board membership
*=Paid via SDAO membership

Serving the Maritime & Recreational Communities

Newport International Terminal (541) 265-9651

Newport Marina at South Beach (541) 867-3321