

**PORT OF NEWPORT  
MINUTES  
May 30, 2014  
Special Meeting**

**I. Call to Order/Introductions**

The Special Committee Meeting of the Port of Newport was called to order by JoAnn Barton on Friday May 30<sup>th</sup>, 2014 at 2:00 pm in the South Beach Marina Activities Room.

**Commissioners Present:** JoAnn Barton, President; David Jincks, Vice President; Walter Chuck, Secretary; Dean Fleck, Assistant Secretary-Treasurer.

**Commissioners Absent:** Ken Brown, Treasurer.

**Port of Newport Management and Staff:** Kevin Greenwood, General Manager; Barb Martin, Interim Director of Finance; Darlene Webster, Administrative Assistant; Rick Fuller, Port Staff; Chris Urbach, Port Staff.

**Others Present:** Pat Albaugh

**II. Award South Beach Diesel Line Repair Contract**

Greenwood updated progress shared with the Commission at their May regular meeting regarding the failure of the diesel line at South Beach. The current fuel line will be replaced along with the gas line before coming back on line and Carvers has added pressure to his Bay Front business in order to service the public's need for diesel since it now takes as much as 1-2 hrs per fill up. A Request for Quotes was published but due to the short length of time and the urgency of repairing the line to pass inspection only one bid was submitted, which was from 4C's Environmental Inc. Other vendors who are not from the area needed more time to evaluate the necessary work that would need to be done before they could bid. The bid includes removal and replacement of both lines (Diesel and Gasoline). Greenwood noted the Port may incur unforeseen problems once construction starts. Some soil may have to be removed due to the possibility of leakage from the line which is unknown. The option to close the line and not do any repairs was noted but not pursued due to the added volume that it would bring to the Bay Front fueling station and the delays to fuel the fleet. A previous proposal was made to replace the tanks at a cost of \$210K but that didn't include the cost to replace the lines and it would take several weeks to get the engineering and permits in line. The bid from 4C's indicated it would take 14 days to order parts and replace the lines before the fuel line is operational. Fleck asked if one bid would be ok to proceed and staff noted that if the Port made the effort to obtain more quote then a single bid would qualify. Fuller noted that 4C's has done work on this fuel station about 2 years ago and Carver uses this company on a regular basis. Urbach mentioned that DEQ gave him a list of recommended vendors and that he was the one that contacted DEQ on the first day within the 24 hour guidelines of pressure failure. Urbach said that DEQ will work with the contractor regarding the leak. Urbach noted that the other two companies could come to bid but that time would have to be extended to allow for the additional bidding. Greenwood noted that the current bid submitted by 4C's does not include the asphalt and landscaping which would be an additional cost of \$25-30k. Greenwood mentioned that this "emergency" expense would be funded out of the Maintenance Reserve Fund. Jincks noted that the fund is not meant for emergencies but for depreciated replacement. Barton responded that it would be a de facto since we don't have an emergency fund to expense this repair. Jincks mentioned that we should investigate the "above ground style" tanks and if we still fail with the current tanks being used that it could shut down the fuel station completely. Jincks suggested planning to replace the tanks. Engineer Ron Stillwater had been contacted to develop a plan date. Jincks mentioned that a fiberglass lining had been added to the tanks some time ago to add life to the current tanks but was unsure how much projected life it would add from the time of installation and or was proposed. Urbach offered to follow up regarding the fiberglass work done previously and present his findings at a later time. It was mentioned that the work to upgrade the tanks in the future should be done in a three phase process starting #1 dock lines, #2 upland fuel lines, and #3 tank replacements. Chuck mentioned that he thought that having the tanks underground would be prohibited. Urbach mentioned that it may not be allowed by the fire Marshall but hopefully the Port could continue with the underground bunkers as they are today.

Motion by Jincks, seconded by Chuck to award the South Beach Diesel Line Repair contract to 4C's Environmental Inc. Motion carried 4-0.

### **III. Award Architectural Contract for new Administration Office Building**

At the May regular meeting the commission preferred to have a local architect submit a proposal in addition to gLAs Architects who did the NOAA project. DH Goegel Architectural was the only locally based firm in Newport that responded to phone inquiries. Another firm previously mentioned has moved out of the area. Goebel has designed other buildings in the area such as Mariner Square, Newport High School expansion and is familiar with the needs that the coastal environment requires. Comments were made by the commission since the NOAA project was such a large endeavor that it fitted the expertise and knowledge that was necessary to complete that project successfully by such a firm as gLAs Architectural and they served the Port well. But for the administration building which is a smaller scale project that it would be best to proceed with a local firm. Greenwood requested the architects to conduct an analysis as to the viability of adding leased space to the administration building to recover cost; for example incorporating the US Customs Office (750 sq ft) into this building. Jincks mentioned that the special requirements that the US Customs office requires are high, such as lockers, showers, special fire arm containment cabinets, etc. Fuller added that the requirements are similar to the NOAA building. Jincks wants to know the construction costs and tenant improvements category (similar as NOAA). Jincks was happy that the analysis will be included in order to let the commission know the amount of fund to recover. Chuck mention that the requirements for the US Customs building will come later such as a dissemination wall which should be part of the construction. A key requirement for the US Custom's office is the view to the bay. Jincks didn't recall any mention of this "view to the bay" as a requirement in past meetings about the administration building but that the analysis will determine viability. Jincks mentioned that when you put the two proposals together and tried to do the comparison side by side that even though there was a \$1k price difference that Goebel was more detailed and complete and that gLAs Architectural had more questions to be answered before it could be considered detailed and complete. Jincks asked where the dollar figure of \$5k come from and Greenwood responded that gLass was not given a figure and a budget figure was mentioned to Goebel. Barton was not surprised at the difference and asked if there was a requirement to accept the lowest bid? Greenwood response was that due to the size of the project and the type of service being provided that the Port has more flexibility. Chuck was concerned that he does want local but that they did come in higher than gLAs. Barton has reservations that this budget amount is firm and does not want to see any renegotiations later. Barton highlighted the positive aspects of both companies. Chuck is OK with the local company even though they are higher and Jincks had the same view. Greenwood had not gotten back to Goebel about the higher cost. Jincks was on the gLAs technical committee for the NOAA project and thought that they would have been more detailed as Goebel was, seems to be a big difference.

Motion by Fleck, seconded by Jincks to award the architectural contract for a New Administration Office Building to DH Goebel, Architecture. Motion carried 4-0.

Greenwood asked that Commissioner Jincks and Brown serve as Commission liaisons during the design process.

### **IV. Comments**

The commission made their farewells and appreciative comments to Pat Albaugh who came in at the closing of the meeting as he will be moving away from the area.

### **V. ADJOURNMENT**

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 2:47 pm

ATTEST:

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JoAnn Barton, President

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Walter Chuck, Secretary/Treasurer