

PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA

Thursday, August 6, 5:00 pm

This meeting will be virtual by invitation only.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio, <https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ/videos>.

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 12:00 pm on Thursday, August 6, 2020: <https://www.portofnewport.com/public-comment-special-commission-meeting-8-6-2020>

Your comment, up to 3 minutes, will be read into the meeting at the appropriate time.

- I. Call to Order
- II. Public Comment (3 minute limit per person)
- III. DAS Oregon COVID Grant – Amended Agreement
- IV. Emergency Repairs – NIT Crane
- V. Adjournment

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

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STAFF REPORT

DATE: *6 August-2020*
RE: *COVID-19 Grant*
TO: *Paula Miranda, General Manager*
ISSUED BY: *Mark A. Brown, Director of Finance and Business Services*

BACKGROUND

The Port of Newport, along with other Special Districts, was invited to apply for reimbursement of expenses related to COVID 19. These funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and are allocated to the Port by the Oregon Emergency Board.

DETAIL

In May, the Port submitted expenses in the amount of approximately \$4,608 and was reimbursed for those expenses. The Port signed a Grant agreement with the state of Oregon to receive these Funds, not expecting additional grant funds. In July 2020, Special Districts were invited to submit for reimbursement of additional expenses (both include leave time related to COVID-19), the Port submitted approximately \$4,884.00 in expenses.

Unexpectedly the State has requested an amended Grant Agreement. The agreement specifies a Not-To-Exceed amount of \$257,048. The amended agreement expires on December 31, 2020. However, the grant agreement could be amended to expire at a later date.

Reimbursable expenses under this grant include: Expenses specifically related to COVID-19, such as thermometers to take staff temperatures, Facemasks for staff and guests, Staff time missed due to potential COVID-19 exposure, added security staff for the fish tables (to assure 6 foot distancing), etc. If the Port were to determine additional measures are necessary, reimbursement can be requested.

Again the Port will only be reimbursed for expenses incurred. I do not anticipate the Port will expend this amount of funds during this time period. I anticipate \$15-\$50,000, unless the Port has a significant amount of staff out due to COVID-19 exposure. If that unfortunate event occurred, the reimbursement amount would rise substantially.

RECOMMENDATION and MOTION

I RECOMMEND A MOTION TO AUTHORIZE THE GENERAL MANAGER TO ACCEPT THE AMENDED GRANT AGREEMENT AND THE AWARD AVAILABLE UNDER SECTION 601(a) OF THE SOCIAL SECURITY ACT, AS ADDED BY SECTION 5001 OF THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY, FOR AN AMOUNT NOT TO EXCEED \$257,048.

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NEW BUSINESS ITEM

DATE: August 4, 2020
RE: Emergency Repair 30 Ton Crane, International Terminal
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The cable and system that retracts the telescopic boom on the 30 ton crane was found to be worn beyond acceptable tolerances during recent maintenance work. The repair needs to be made so that the system doesn't fail while the boom is extended, which would make recovery of the load very dangerous and difficult.

To complete this repair, the crane will be out of service for about a week; this is the best time of year to have the crane down for that time period, which is why we usually do annual servicing at this time.

DETAIL

During our annual load test on the mobile crane at the International Terminal, the testing company recommended that we have a Grove technician do some exploratory work on the boom cables and the equipment that's used to retract the telescopic boom. He reported what he suspected was excessive wear.

A Grove technician visited and confirmed that we need to pull the boom apart and replace the cables that are used for retracting the telescopic boom, and replace the wear points on the boom as well. Unfortunately, this requires another crane to pull apart the boom, so the cheapest way for us to do this is to have the Grove dealer transport the crane to their shop in the valley so that they don't have to bring another crane to the Coast.

The annual servicing that we usually budget for on the crane is \$6,000 and we would combine that service with this repair while the crane is in the shop.

BUDGET IMPLICATIONS

Total cost will be about \$22,500; part of that cost is about \$6,000 of planned annual maintenance, so this work entails about \$16,500 of unplanned corrective maintenance. There is room in the budget to cover this expenditure.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO CONTRACT WITH CRTITICAL REPAIRS TO REPAIR THE CRANE IN AN AMOUNT NTE \$27,000.00 (includes a 10% contingency).