

AMENDED PORT OF NEWPORT COMMISSION MEETING

Tuesday, June 25, 2024, 6:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2024-06-25-commission-meetings-2024-june-25-2024-6-00-p-m>

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, June 24, 2024: <https://www.portofnewport.com/2024-06-25-commission-meetings-2024-june-25-2024-6-00-p-m>

I. Call to Order

II. Changes to the Agenda

III. Public Comment (3-minute limit per person)

IV. Consent Calendar

2024

- A. Minutes.....May 28 and June 7Page 3
- B. Financial Reports.....Page 11
- C. Accounts Paid.....Page 23
- D. Appointment of Budget Committee Members.....Page 32

V. Old Business

- A. Public Hearing and Approval of Ordinance No. 2024-1 Regarding Changes to Bylaws – *Miranda*.....Page 33
- B. Acceptance of FY 2022-2023 Audit – *Brown*.....Page 36
- C. Approval of Amendment to Audit Services – *Brown*.....Page 102
- D. Approval of Summit PR Contract – *Miranda*.....Page 103
- E. Review of ILWU Local 53 Lines Agreement – *Miranda*.....Page 111
- F. Approval of Rogue Seawall Tiebacks Test and Repair - *Bretz*.....Page 115

VI. New Business

- A. Approval of Bid Award to 4C’s Environmental, Inc. for NOAA Fuel Tank Replacement – *Bretz*.....Page 117

VII. Staff Reports

- A. Executive Director’s Report – *Miranda*.....Page 118
 - 1. Director of Finance and Business Services - *Brown*.....Page 121
 - 2. Director of Operations – *Bretz*.....Page 129

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2024

- Independence Day – Port Offices Closed.....July 4, 2024

Next Commission Meeting.....July 23, 2024
OPPA Annual Conference.....Sept. 26 and 27, 2024

X. Public Comment

XI. Adjournment

May 28, 2024
6:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

This is not an exact transcript. The video of the session is available on the Port's website.

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Retherford, Ruddiman, Lackey, and Chuck. Also in attendance were Executive Director Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, PR Representative Angela Nebel, and Administrative Assistant Gloria Tucker. Visitors included Heather Mann and Doug Ison.

PUBLIC COMMENT

Mann, Director of the Midwaters Trawler Cooperative, stated she wanted to speak to a letter she sent to Miranda and Commission regarding usage of the Terminal. She noted she had a follow up meeting with Miranda. She indicated she knows there will be some information forthcoming, a work session in June focusing on the Terminal. She added she wanted to bring attention to the letter and remind everyone certain times of the year, the Terminal is fully utilized.

Mann stated when shipping and cargo comes, and she hopes it does, she wanted to make sure there is a way to integrate that in time and space with existing users. She urged thinking about that ahead of time. She noted the letter recommends putting together a work group of longshoremen, active fishermen who moor at the Terminal, and others who are interested. She indicated it is important to how the Terminal is marketed as a mixed-use facility and how it is explained to folks the availability and opportunities. She added she thinks a work group could avoid some bad feelings.

Mann stated she realizes there isn't a ship now, and she is not clear on offshore PacWave usage. She noted there is a lot more vessels than just Midwaters Trawl that use the Terminal. She indicated in the letter, there is a request to Mark Brown about what that usage looks like. She explained with improvements to the billing system, it should be easier to get that information. She provided the example of whiting's impact on usage. She added a lot of the vessels at the Terminal don't fit anywhere else at the Port, but they are local.

Mann stated she is not here to complain, but to put out the recommendation to think about how this will work ahead of time. She noted she provided a platform in the past to the Port that talked about the different times of the year and spaces needed by fishermen. She indicated that needs to be updated. She provided a video of vessels moored at the Terminal.

Miranda recommended discussing the usage at the work session in June. Mann added she would bring membership recommendations for the Commercial Fishing User Group to the June Commission meeting.

CONSENT CALENDAR

MOTION was made by Lackey, seconded by Retherford, to approve the consent calendar as presented. The motion carried unanimously in a voice vote.

OLD BUSINESS

Approval of Rondy's Lease Renewal. Sylvia introduced the agenda item. Miranda reported she wanted to make sure the lease extends for a year to give more time to budget for removal of the dredging material there.

MOTION was made by Chuck, seconded by Ruddiman, to approve the Rondy's lease. The motion carried unanimously in a voice vote.

Approval of MARAD's PIDP Contract. Sylvia introduced the agenda item. Miranda reported she didn't attach the contract because of the length. She stated the attorney reviewed the contract. She noted she believes it is important Commission is aware of the amounts. She explained staff can't start the work until or go out for bid on equipment until the contract is signed. Lackey asked if Miranda had any concerns. Miranda replied there are no concerns; the process just takes time. She added independent of the equipment, if the Port just does the grading and fencing, the cost will come up to \$500,000. Lackey asked when the expenditure would take place or is it difficult to tell. Miranda replied that depends on the company staff purchase the equipment from and how long it takes to improve the land. Lackey confirmed with staff the Port has budgeted for the purchase and will not have to borrow.

MOTION was made by Chuck, seconded by Ruddiman, to authorize the Executive Director or designee to complete all documentation necessary to finalize the grant with MARAD, as substantially reviewed by the attorney. The motion carried unanimously in a voice vote.

Approval of Chelsea Rose Lease Renewal. Sylvia introduced the agenda item. Bretz reported this was previously two leases, Chelsea Rose and Patty Mae. He noted they asked staff combine them into one lease. He explained he put the lease on the water meter, added a couple of parking spaces at Port Dock 7, shored up some of the terms of termination of the lease, and better defined the premise. He added the leases used to include feet of dock, but that is not accurate because they aren't leasing the dock itself; they are leasing the moorage space and the fittings.

MOTION was made by Retherford, seconded by Lackey, to approve the attached lease for Chelsea Rose Seafoods. The motion carried unanimously in a voice vote.

Approval of DirectTV Contract. Sylvia introduced the agenda item. Bretz reported this is just for the RV Annex and recommended Option 3. He stated the Port needs a new system for broadcasting the signal to the Annex, and this system can be moved to a new location. He indicated there may still be some complaints based on the hardware, but the Port is trying to get things to an acceptable degree. Sylvia stated he appreciated the options. He asked if the new system over the long term is cheaper. Brown replied the current system is over 13 years old so the technology doesn't support High Def and the cable has been severed and repaired in several spots so the signal is very weak. He explained the other option is to lease existing polls, but that is the same cost as a new system. Miranda added the system is movable.

Sylvia asked if the service for the RV Park is good. Brown replied it is not the best, but they do have service. He stated in another year, staff will have to look at that too. He explained the critical need of the Annex made it necessary to do something. Miranda replied it is too expensive to switch everything now, so staff are doing it gradually. Retherford asked if there are funds to cover this project. Brown replied the Port has enough money to do this. Lackey noted at night most TVs are on at the park. Retherford noted there is Starlink, but not everyone is there yet.

MOTION was made by Lackey, seconded by Retherford, to acquire a replacement TV system for the RV Annex at a cost of \$19,453, which includes a 10 percent contingency, plus monthly programming costs. The motion carried unanimously in a voice vote.

Approval of Change Order to Rogue Seawall Contract. Sylvia introduced the agenda item. Bretz reported he is looking for approval to a couple of change orders. He stated staff moved forward because it was time critical and ended in a net reduction in cost of the project. He explained the injection of the polymer was expected to form symmetrical blocks, but it didn't work out that way. He noted there is more of a slant, so when they installed the drains, they did not have to punch the drain through a block of polymer to reach sand, and in many sections they didn't hit polymer. He indicated as a result, they didn't have to put long pipes in, and that cut out an entire section of the work. He added rather than cut the project short, the Port asked them to continue.

Bretz reported most of the wall injection is done, but there is still a little more to do. He noted another problem has developed that has to get addressed separate from this. Miranda stated she decided to do this and ask for forgiveness since they were already there doing the work. She said she decided to bring this to Commission because the actual work has changed. She noted when the work continues in the fall, there is less left to do.

Sylvia asked if the schedule or type of work changed. Bretz replied the schedule changed because they cut out the instillation of those long drainpipes. He stated then staff added on the number of bays to get injections to take up the time that was saved. He noted the Port won't have to remobilize the barge later. Miranda noted the Port also used up the state funds. Sylvia suggested staff made rational decisions without getting approval first because of timing. Retherford asked if the contract covers their return in the fall. Bretz replied that will be achieved by a contract amendment. Miranda added there will be additional cost at that time.

MOTION was made by Ruddiman, seconded by Lackey, to approve change orders 01 and 02, which results in a net credit to the Port of \$4,127.46. The motion carried unanimously in a voice vote.

Approval of USDA Application for RORO Dock at NIT. Sylvia introduced the agenda item. Miranda reported Commission already approved the grant from Congress to work on the RORO Dock. She explained that approval then goes to an agency to administer, USDA. She noted the Port still has to go through their process and enter into a contract with USDA. Retherford stated there are so many steps to all these grants that it isn't like Commission hasn't seen this before. She explained there are not many questions because Commission walked through it already.

MOTION was made by Retherford, seconded by Chuck, to authorize the Executive Director or designee to complete all documentation necessary to apply and finalize the CDS grant with the USDA. The motion carried unanimously in a voice vote.

NEW BUSINESS

Public Hearing for Ordinance No. 2024-01 Regarding Changes to Bylaws Adding Deputy Director. Sylvia introduced the agenda item. Miranda reported she has indicated interest in creating a Deputy Director position in the past. She noted most ports of this size have one. She explained she often attends conferences or takes PTO, and she is not physically here. She stated sometimes overseas she can't be reached. She indicated the Port needs someone here able to step in while she is away. She added she tries to still be in touch. She explained the bylaws still allow

the Commission to remove the deputy director's authority. She noted this is only first read and will come back in June.

Sylvia requested an example. He added he wouldn't want a rogue deputy director. Miranda explained the position would have the same authority as a director only when she is out. Discussion ensued on limits of communication outside the US. Sylvia confirmed with staff this would be a new duty added to one of the staff with extra salary attached, which has been budgeted. Retherford stated it is wise to have someone close to the issues that can step in. She added she also believes in growing your own.

STAFF REPORTS

Executive Director Report. Miranda presented the report included in the packet. Retherford asked how much Business Oregon ended up paying for the fillet tables. Miranda replied Business Oregon's grant was \$175,000 for purchasing a forklift for NIT and two tables. She noted the Port contributed \$30,000.

Miranda reported for the South Beach Marina dredging, Congresswoman Val Hoyle notified the Port did not make the cut for Congress Directed Spending. She stated she is thankful for the work they have done. She explained the Port's next choice is the state legislature, and she has been talking with OPPA on bringing several dredging projects for their approval. She indicated dredging is maintenance that doesn't create revenue, but if ports don't have it done, there are negative economic impacts. She added she hopes to get funding this year, but this may be pushed to next year. She noted there will be some shallow spots.

Miranda reported the Army Corps may take on additional dredging beside the channel through the WRDA Bill, but they are still working on those regulations. Sylvia asked staff for clarification on the timeline. Miranda replied the Port doesn't guarantee the depth. Bretz replied every mariner is responsible to understand the characteristics of their vessel, the tide conditions, and local conditions. He explained as it gets shallower, parts may become unusable, but that depends on the vessel. Retherford confirmed with staff there is not a sign that says navigate at your own risk. Sylvia confirmed with staff there is no guaranteed minimum clearance or depth, and it is people's responsibility to make sure they don't run aground.

Miranda stated staff try to make sure a boat that doesn't fit isn't placed there. She noted independently, staff want to do as much as they can to make everyone as safe as possible. She emphasized that is the intent. She indicated staff are trying to solve the problem, unfortunately, that comes with a price tag. She added if the Port doesn't get the funds by next in-water work window, the Port should dedicate some funds to the project because it is important for safety. Lackey clarified with staff the marina was last dredged in 1998/99.

Miranda reported for the work session on the Terminal, Tucker can send out dates. Sylvia asked if the Port builds Port Dock 7 to its best optimal design, would that relieve all the vessel usage of the Terminal. Miranda replied there would be a transient dock able to support larger vessels so if a cargo vessel comes, some vessels not receiving service can use the transient area.

Miranda confirmed with Commission she has permission to move to President of PNWA next year if she is appointed. Sylvia asked Bretz to expand on the issue with Rogue Seawall. Bretz replied there is a place on the wall just east of dry moorage building where there are four pilings with deflection since this project took place. He noted it is in the same area where they drilled the observation well. He explained the workers reported a tremor when injecting polymer there. He

indicated he does not know what happened. He added something changed because pilings have moved out of position, and there has been four inches of settling on the asphalt.

Bretz reported there are tie backs on the wall attached to the pilings that go back about 70 feet. He stated he thinks one or two them have let go, but he doesn't know why. He stated there was another survey that confirmed the wall stabilized and is not moving more. He noted the Port will continue to survey at least every two weeks. He suggested the problem could have been made by corrosion or something during construction. Sylvia asked what the worst-case scenario is. Bretz replied the Port would have to install a whaler beam horizontally to try to stabilize wall as it is currently. He stated the cost of investigation work is in the realm of \$30,000, and the repair work around \$300,000 or so. Brown added who pays for this depends on the cause.

Lackey asked staff for clarification on the financial cash flow. Brown replied since he was out of the office, the report numbers are not accurate. He provided the right numbers and explained staff continue to monitor cash flow on a regular basis.

COMMISSIONER REPORTS

Chuck reported on the BOEM Task Force meeting. He stated the draft ecological study comment period is ending, and there will be a proposed sale notice comment period in July. He noted BOEM will publish sale notice in September with a lease auction in October 2024. He explained the state provided legislation to develop a roadmap for offshore wind. He indicated the group will form in the spring and summer and meet in fall of this year to fall of next year.

Chuck reported 3 gigawatts is the goal, looking at 150-200 windmills total, and development would take 7-10 years. He explained BOEM is only the lease agency, and developers would be responsible for standards. Sylvia suggested the ecological study would have some impact on the bid process. Retherford noted BOEM will be at Newport High School on June 7 for comments. Chuck added County Commissioner Jacobson asked if BOEM has ever taken away a lease, and they have not. Lackey added they are trying to get the leases done before a new presidential administration.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:34 p.m.

PORT OF NEWPORT COMMISSION SPECIAL MEETING MINUTES

This is not an exact transcript. The video of the session is available on the Port's website.

The Port of Newport Commission met on the above date and time virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Retherford, and Ruddiman. Commissioner Chuck and Lackey were excused. Also in attendance were Executive Director Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, and Administrative Assistant Gloria Tucker. Visitors included James Deam.

PUBLIC COMMENT

Deam introduced himself as a resident of South Beach and a member of the LGBTQIA+ community. He stated he appreciated the opportunity to address Commission regarding his recent experience with the Port of Newport hiring process. He noted on June 6, he applied for the position of receptionist for the Port of Newport, confident that his extensive experience in office administration including receptionist roles made him a strong candidate. He said he invested significant time and effort into preparing his application and ensuring his resume accurately reflected his qualifications. He added to his dismay, less than two hours after submitting his application, he received a swift rejection, leaving him disheartened and frustrated.

Deam stated while he understands the importance of efficient hiring processes, he believes that such a rapid dismissal without thorough consideration is indicative of a systematic issue within the Port of Newport's recruitment practices. He noted, furthermore, if the hiring personnel had concerns regarding the dates on his resume, they could have easily reached out to seek clarification. He said, instead, he was summarily rejected without the opportunity to address any potential concerns or provide any additional information. He added this experience not only highlights the need for greater transparency and accountability within the hiring process, but also calls to question the Port of Newport's commitment to listening to the concerns of its community members.

Deam stated as a resident of South Beach and someone who has heard numerous complaints from local, commercial fishermen regarding failing infrastructure and a lack of follow up from the Port, he believes there is a disconnect between the Port's priorities and the needs of the community it serves. He noted it appears the Port of Newport is more focused on maintaining its image as a tourist destination and allocating resources to projects that may not directly benefit the local economy. He said this is evident in the allocation of grant money toward flashy fish processing stations while essential infrastructure projects go unaddressed. He added he believes the six-month probation period for new hires is excessively long and may deter qualified candidates from pursuing employment opportunities with the Port of Newport.

Deam stated a shorter probation period would not only be more reasonable, but also demonstrate a greater commitment to supporting and retaining valuable employees. He noted he had requested his resume and screenshots of Mark Brown's responses be attached for review. He said the multiple instances of defensiveness displayed by Brown's staff in response to his simple comment and suggestion without seeking feedback is appalling. He added he urges the Commissioners to reevaluate the Port of Newport's hiring practices and prioritize fairness, transparency, and community engagement.

Deam stated by fostering a culture of inclusivity and accountability, [everyone] can work together to ensure the Port of Newport serves the best interest of all its stakeholders. He noted it is wrong and telling how Mark Brown and Paula Miranda displayed so much decisiveness and defensiveness to his simple comment and suggestion. He requested an apology for being rude and dismissive. He added they could not handle him sending them emails without retorting to lashing back and blaming him multiple times. Tucker noted she shared the resume and screenshots. Miranda replied she has no comments and shared Deam's emails with the Commission. She stated usually the Commission does not respond to public comments [at the meeting].

NEW BUSINESS

Approval of Funds for Rogue Seawall Additional Piling Investigation. Sylvia introduced the agenda item. Bretz reported while finishing up the Rogue Brewery Seawall repairs for the season, a survey of the piling locations revealed an issue around pilings 15 and 16. He stated there is some deflection there that equates to about 3 inches or so. He noted he really doesn't know for sure what the cause is. He indicated it is reasonable to assume there is some kind of issue with tiebacks in that area because there are tiebacks on each piling that hold them in place. He added staff can't be sure unless they are opened.

Bretz reported Commission should authorize some funds to do some excavation and investigation of that area to figure out the cause to determine the best fix. He stated he included an image of the most recent survey. He explained there have been three surveys on the pilings, and they have not moved. He recommended getting in there and figuring out the cause. He noted he does not recommend making assumptions because it is a safety issue. He indicated if the contractors find what the problem is and can affect a simple repair, that would be the plan. Miranda added this is very unfortunate, but it isn't different than remodeling an old house and opening a wall; you don't know what you are going to find.

Retherford noted the exclusions in the contract. She asked what does the extra \$6,000 cover. Bretz replied the extra funding is intended for potential repair if that option is available. He explained those exclusions were put in there to be clear that work is still not a part of their project. He noted the Port does not expect them to put the asphalt back; the Port will have to do that. He added as an example for the extra funding, if something needs to be welded, it can get done immediately.

Sylvia clarified with staff the \$60,000 only includes a quick, on the spot repair. He asked if they find major damage, would it require looking at all the tiebacks. Bretz replied that depends on what they see, but it could potentially. He explained when the contractors looked at tiebacks at the beginning of this project, they looked at tiebacks at the other end of the wall; they expected the west end would be in the worst shape. He stated if they see corrosion as a major factor, the Port will have to consider what to do. He added it is encouraging there hasn't been any movement at the other pilings.

Retherford asked if where they are digging is where the foam fill has already been injected. Bretz confirmed it is, and the contractors will have to go through that and replace that with material again. He noted while they will undo some of the work just completed, the main point is to affect a very small area. He emphasized they will keep the excavation as small as possible.

MOTION was made by Retherford, seconded by Ruddiman, to approve contract amendments for PBS Engineering and Bergerson Construction not to exceed \$60,000 to

investigate and potentially repair the piling deflection on pilings 15 and 16 on the Rogue Brewery Seawall. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 12:26 p.m.

Period: 07/01/23..05/31/24

Port of Newport

**General Operating Funds
All Departments**

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Lease Revenue	771,619	723,160	48,460
Moorage	2,037,756	1,907,083	130,673
Services	267,231	565,317	(298,086)
Cargo	19,024	2,300	16,724
RV Park Space Rentals	1,163,384	1,401,900	(238,516)
Fees	558,602	689,333	(130,732)
Property Tax Revenue	128,519	0	128,519
Discounts and Refunds	(24,206)	0	(24,206)
Miscellaneous Operating Revenue	122,738	40,693	82,045
Total Operating Revenue	5,044,668	5,329,786	(285,118)
OPERATING EXPENSES			
Salaries, OT, & Benefits	2,465,213	2,693,202	(227,989)
Materials, Services	2,633,605	4,231,398	(1,597,793)
Total Operating Expenses	5,098,818	6,924,601	(1,825,782)
OPERATING INCOME (LOSS)	(54,150)	(1,594,815)	1,540,665
NON-OPERATING REVENUES			
Grant Revenue	32,245	581,350	(549,105)
Loans	587,345	0	587,345
Interest	81,749	5,958	75,791
Gain/Loss on Sale of Assets	107,450	0	107,450
Transfers In from Other Funds	146,371	(624,239)	770,610
Total Non-operating Revenues	955,160	(36,931)	992,090
NON-OPERATING EXPENSES			
Debt Service	844,212	1,272,515	(428,303)
Capital Outlays	2,526,448	2,587,308	(60,860)
Transfers Out to Other Funds	9,329	950,000	(940,671)
Total Non-Operating Expenses	3,379,989	4,809,823	(1,429,834)
Non-Operating Income (Loss)	(2,424,830)	(4,846,754)	2,421,924
Net Income (Loss)	(2,478,980)	(6,441,569)	3,962,589



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..05/31/24

DEPARTMENT: 000-Unallocate

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Total Operating Expenses			
OPERATING INCOME (LOSS)			
NON-OPERATING REVENUES			
Transfers In from Other Funds	146,371	146,371	0
Total Non-operating Revenues	146,371	146,371	0
NON-OPERATING EXPENSES			
Debt Service	844,212	1,272,515	(428,303)
Capital Outlays	20,350		20,350
Transfers Out to Other Funds	3,353	950,000	(946,647)
Total Non-Operating Expenses	867,915	2,222,515	(1,354,600)
Non-Operating Income (Loss)	(721,545)	(2,076,144)	1,354,599
Net Income (Loss)	(721,545)	(2,076,144)	1,354,599



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..05/31/24

DEPARTMENT: 100-Administra

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Fees	931		931
Property Tax Revenue	128,519		128,519
Discounts and Refunds	3,053		3,053
Miscellaneous Operating Revenue	6,901		6,901
Total Operating Revenue	139,404		139,404
OPERATING EXPENSES			
Salaries, OT, & Benefits	907,408	1,034,612	(127,204)
Materials, Services	762,667	879,328	(116,662)
Total Operating Expenses	1,670,074	1,913,941	(243,866)
OPERATING INCOME (LOSS)	(1,530,671)	(1,913,941)	383,270
NON-OPERATING REVENUES			
Interest	73,327	5,958	67,369
Gain/Loss on Sale of Assets	107,450		107,450
Total Non-operating Revenues	180,777	5,958	174,819
NON-OPERATING EXPENSES			
Capital Outlays	17,743		17,743
Total Non-Operating Expenses	17,743		17,743
Non-Operating Income (Loss)	163,034	5,958	157,076
Net Income (Loss)	(1,367,637)	(1,907,982)	540,346



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..05/31/24

DEPARTMENT: 300-Commerci

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Lease Revenue	232,707	128,250	104,457
Moorage	736,667	600,417	136,250
Services	190,771	385,000	(194,229)
Fees	239,640	142,083	97,557
Discounts and Refunds	(9,413)		(9,413)
Miscellaneous Operating Revenue	23,142	11,000	12,142
Total Operating Revenue	1,413,514	1,266,750	146,764
OPERATING EXPENSES			
Salaries, OT, & Benefits	515,622	578,007	(62,385)
Materials, Services	531,954	500,500	31,454
Total Operating Expenses	1,047,576	1,078,507	(30,931)
OPERATING INCOME (LOSS)	365,937	188,243	177,694
NON-OPERATING REVENUES			
Grant Revenue	32,245		32,245
Total Non-operating Revenues	32,245		32,245
NON-OPERATING EXPENSES			
Capital Outlays	329,615	456,225	(126,610)
Total Non-Operating Expenses	329,615	456,225	(126,610)
Non-Operating Income (Loss)	(297,370)	(456,225)	158,855
Net Income (Loss)	68,568	(267,982)	336,549

Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..05/31/24

DEPARTMENT: 500-Internation

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Lease Revenue	135,480	159,493	(24,014)
Moorage	146,039	201,667	(55,627)
Services	76,460	179,667	(103,207)
Cargo	18,028	2,300	15,728
Fees	101,240	261,250	(160,010)
Discounts and Refunds	1,958		1,958
Miscellaneous Operating Revenue	96,084	1,833	94,251
Total Operating Revenue	575,289	806,210	(230,921)
OPERATING EXPENSES			
Salaries, OT, & Benefits	209,219	266,764	(57,545)
Materials, Services	257,729	1,456,000	(1,198,271)
Total Operating Expenses	466,948	1,722,764	(1,255,816)
OPERATING INCOME (LOSS)	108,341	(916,554)	1,024,895
NON-OPERATING REVENUES			
Grant Revenue		521,350	(521,350)
Loans	587,345	560,000	27,345
Total Non-operating Revenues	587,345	1,081,350	(494,005)
NON-OPERATING EXPENSES			
Capital Outlays	589,698	771,598	(181,900)
Total Non-Operating Expenses	589,698	771,598	(181,900)
Non-Operating Income (Loss)	(2,353)	309,752	(312,105)
Net Income (Loss)	105,988	(606,802)	712,790

Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..05/31/24

DEPARTMENT: 700-South Bea

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Lease Revenue	403,433	435,417	(31,984)
Moorage	1,153,725	1,105,000	48,725
Services		650	(650)
Cargo	997		997
RV Park Space Rentals	1,163,384	1,401,900	(238,516)
Fees	214,219	286,000	(71,781)
Discounts and Refunds	(20,583)		(20,583)
Miscellaneous Operating Revenue	(3,389)	27,859	(31,249)
Total Operating Revenue	2,911,785	3,256,826	(345,041)
OPERATING EXPENSES			
Salaries, OT, & Benefits	683,148	813,819	(130,672)
Materials, Services	1,076,928	1,395,570	(318,642)
Total Operating Expenses	1,760,076	2,209,389	(449,313)
OPERATING INCOME (LOSS)	1,151,709	1,047,437	104,272
NON-OPERATING REVENUES			
Grant Revenue		60,000	(60,000)
Interest	8,422		8,422
Total Non-operating Revenues	8,422	60,000	(51,578)
NON-OPERATING EXPENSES			
Capital Outlays	1,569,043	1,455,542	113,500
Transfers Out to Other Funds	5,976		5,976
Total Non-Operating Expenses	1,575,019	1,455,542	119,476
Non-Operating Income (Loss)	(1,566,597)	(1,395,542)	(171,055)
Net Income (Loss)	(414,888)	(348,106)	(66,782)



Departmental Comparison

Period: 07/01/23..05/31/24

Port of Newport

General Operating Funds

Description	South Beach	Commercial Marina	International Terminal	Totals
Operating Revenue				
Lease Revenue	403,433	232,707	135,480	771,619.49
Moorage	1,153,725	736,667	146,039	2,036,431.14
Services	0	190,771	76,460	267,230.65
Cargo	997	0	18,028	19,024.29
RV Park Space Rentals	1,163,384	0	0	1,163,384.38
Fees	214,219	239,640	101,240	555,098.59
Property Tax Revenue	0	0	0	0.00
Discounts and Refunds	(20,583)	(9,413)	1,958	(28,038.42)
Overages and Shortages	0	0	0	0.16
Miscellaneous Operating Revenue	(3,389)	23,142	96,084	115,836.79
Operating Income - Suspense	0	0	0	0.00
Operating Revenue, Total	2,911,785	1,413,514	575,289	4,900,587.07
<i>Expenses</i>				
<i>Operating Expense</i>				
<i>Operating Expense: Personnel Services, Total</i>	683,148	515,622	209,219	1,407,988.72
<i>Operating Expenses: Materials and Services, Total</i>	1,076,928	531,954	257,729	1,866,611.23
Total Operating expenses	1,760,076	1,047,576	466,948	3,274,599.95
Operating Income	1,151,709	365,937	108,341	1,625,987.12
Non-operating Revenues				
Total Grant Revenue	0	32,245	0	32,245.00
Loan Proceeds	0	0	587,345	587,345.00
Interest	8,422	0	0	8,421.75
Gain/Loss on Sale of Assets	0	0	0	0.00
Capital Contributions	0	0	0	0.00
Transfers In from Other Funds	0	0	0	0.00

Summary comparison

Period: 07/01/23..05/31/24

Port of Newport

Fund Filter: 100

Description	South Brach	Commercial Marina	International Terminal	Totals
Miscellaneous Non-operating Revenue	0	0	0	0.00
Non-operating Revenues, Total	8,422	32,245	587,345	628,011.75
<i>Non-operating Expenses: Debt Service, Total</i>	0	0	0	0.00
<i>Non-operating Expenses: Capital Outlay, Total</i>	1,569,043	329,615	589,698	2,488,354.85
Non-operating Expenses, Total	1,575,019	332,682	589,698	2,497,398.19
Non-Operating Income (loss)	(1,566,597)	(300,437)	(2,353)	(1,869,386.44)
Net Income (loss)	(414,888)	65,500	105,988	(243,399.32)



Period: 07/01/23..05/31/24

Port of Newport

NOAA LEASE REVENUE FUND

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Lease Revenue	2,404,917	2,362,470	42,447
Total Operating Revenue	2,404,917	2,362,470	42,447
OPERATING EXPENSES			
Salaries, OT, & Benefits	101,868	209,116	(107,249)
Materials, Services	1,205,351	1,555,031	(349,680)
Total Operating Expenses	1,307,219	1,764,148	(456,929)
OPERATING INCOME (LOSS)	1,097,698	598,322	499,376
NON-OPERATING REVENUES			
Interest	63,602	5,958	57,644
Total Non-operating Revenues	63,602	5,958	57,644
NON-OPERATING EXPENSES			
Debt Service	1,758,213	1,578,100	180,113
Capital Outlays	5,760	40,000	(34,240)
Transfers Out to Other Funds	0	1,050,000	(1,050,000)
Total Non-Operating Expenses	1,763,973	2,668,100	(904,127)
Non-Operating Income (Loss)	(1,700,371)	(2,662,142)	961,771
Net Income (Loss)	(602,673)	(2,063,819)	1,461,146

Period: 07/01/23..05/31/24

Port of Newport

RESERVE FUNDS

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	0	0	0
NON-OPERATING REVENUES			
Interest	71,452	1,500	69,952
Transfers In from Other Funds	0	186,744	(186,744)
Total Non-operating Revenues	71,452	188,244	(116,792)
NON-OPERATING EXPENSES			
Transfers Out to Other Funds	0	1,600,000	(1,600,000)
Total Non-Operating Expenses	0	1,600,000	(1,600,000)
Non-Operating Income (Loss)	71,452	(1,411,756)	1,483,208
Net Income (Loss)	71,452	(1,411,756)	1,483,208



Period: 07/01/23..05/31/24

Port of Newport

BOND DEBT FUND

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
Property Tax Revenue	806,388	0	806,388
Total Operating Revenue	806,388	0	806,388
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	806,388	0	806,388
NON-OPERATING REVENUES			
Interest	7,258	0	7,258
Total Non-operating Revenues	7,258	0	7,258
NON-OPERATING EXPENSES			
Debt Service	630,802	819,030	(188,228)
Contingency	0	10,000	(10,000)
Total Non-Operating Expenses	630,802	829,030	(198,228)
Non-Operating Income (Loss)	(623,544)	(829,030)	205,486
Net Income (Loss)	182,844	(829,030)	1,011,874

Period: 07/01/23..05/31/24

Port of Newport

FACILITIES MAINTENANCE FUND

Description	Actuals	Budgeted	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	0	0	0
NON-OPERATING REVENUES			
Interest	16,063	0	16,063
Transfers In from Other Funds	9,329	1,500,000	(1,490,671)
Total Non-operating Revenues	25,393	1,500,000	(1,474,607)
NON-OPERATING EXPENSES			
Transfers Out to Other Funds	133,155	400,000	(266,845)
Total Non-Operating Expenses	133,155	400,000	(266,845)
Non-Operating Income (Loss)	(107,763)	1,100,000	(1,207,763)
Net Income (Loss)	(107,763)	1,100,000	(1,207,763)

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
1/0/1900			0	0	0 Multiple	\$0.00
	V00108	PPI03974	General Fund	700	Multiple	\$0.00
5/28/2024	PERS-Autopay	PPI04558	Retirement Payable - Pension	General Fund	Administration	\$14,880.60
5/28/2024	PERS-Autopay	PPI04557	Retirement Payable IAP	General Fund	Administration	\$4,323.50
5/24/2024	US Bank	PPI04537	Debt Service - Interest	General Fund	Unallocated	\$24,853.64
5/30/2024	Direct TV**AUTOPOST**	PPI04520	RV Park Annex	General Fund	South Beach	\$449.80
5/31/2024	City of Newport Water**AUTOPOST**	PPI04511	Water	General Fund	South Beach	\$149.19
5/31/2024	City of Newport Water**AUTOPOST**	PPI04510	Water	General Fund	South Beach	\$1,060.68
5/31/2024	City of Newport Water**AUTOPOST**	PPI04509	Water	General Fund	South Beach	\$99.04
5/31/2024	City of Newport Water**AUTOPOST**	PPI04508	Water	General Fund	South Beach	\$233.51
5/31/2024	City of Newport Water**AUTOPOST**	PPI04507	Water	General Fund	South Beach	\$322.55
5/31/2024	City of Newport Water**AUTOPOST**	PPI04506	Water	General Fund	Commercial Marina	\$5.33
5/31/2024	City of Newport Water**AUTOPOST**	PPI04505	Water	General Fund	Commercial Marina	\$99.71
5/31/2024	City of Newport Water**AUTOPOST**	PPI04504	Water	General Fund	Commercial Marina	\$328.53
5/31/2024	City of Newport Water**AUTOPOST**	PPI04503	Water	General Fund	Commercial Marina	\$1,554.47
5/31/2024	City of Newport Water**AUTOPOST**	PPI04502	Water	General Fund	Commercial Marina	\$1,626.37
5/31/2024	City of Newport Water**AUTOPOST**	PPI04501	Water	General Fund	International Terminal	\$1,039.38
5/31/2024	City of Newport Water**AUTOPOST**	PPI04500	Water	General Fund	Commercial Marina	\$1,333.68
5/31/2024	City of Newport Water**AUTOPOST**	PPI04499	Water	General Fund	South Beach	\$1,161.11
5/31/2024	City of Newport Water**AUTOPOST**	PPI04498	Water	General Fund	South Beach	\$458.77
5/31/2024	City of Newport Water**AUTOPOST**	PPI04497	Water	General Fund	South Beach	\$322.55
5/31/2024	City of Newport Water**AUTOPOST**	PPI04496	Water	General Fund	South Beach	\$79.58
5/31/2024	City of Newport Water**AUTOPOST**	PPI04495	Water	General Fund	South Beach	\$322.75
5/31/2024	City of Newport Water**AUTOPOST**	PPI04494	Water	General Fund	South Beach	\$662.94
5/31/2024	City of Newport Water**AUTOPOST**	PPI04493	Water	General Fund	South Beach	\$127.75
5/31/2024	City of Newport Water**AUTOPOST**	PPI04492	Water	General Fund	South Beach	\$229.79
5/31/2024	City of Newport Water**AUTOPOST**	PPI04491	Water	General Fund	South Beach	\$188.11
5/31/2024	City of Newport Water**AUTOPOST**	PPI04490	Credit for incorrect bbilling	General Fund	International Terminal	-\$134.50
5/31/2024	City of Newport Water**AUTOPOST**	PPI04490	Water	General Fund	International Terminal	\$147.18
5/26/2024	Direct TV**AUTOPOST**	PPI04488	DirectTV	General Fund	South Beach	\$813.10
5/31/2024	Windcave - AutoPay	PPI04481	Fees	General Fund	South Beach	\$90.00
5/31/2024	Windcave - AutoPay	PPI04481	Fees	General Fund	Commercial Marina	\$85.00
5/31/2024	Carson Oil Co Inc **AUTOPOST**	PPI04461	Fuel- Ford Ranger E274498	General Fund	International Terminal	\$401.16
5/30/2024	First Interstate Bank Loan**AUTOPOST**	PPI04433	Debt Service - Interest	General Fund	Unallocated	\$179.42
5/30/2024	First Interstate Bank Loan**AUTOPOST**	PPI04433	Debt Service - Principal	General Fund	Unallocated	\$4,925.89
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04430	Electricity	General Fund	South Beach	\$79.87
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04429	Electricity	General Fund	International Terminal	\$1,009.49
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04428	Electricity	General Fund	International Terminal	\$1,157.26
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04427	Electricity	General Fund	South Beach	\$34.36
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04426	Electricity	General Fund	International Terminal	\$407.43
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04425	Electricity	General Fund	South Beach	\$99.96
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04424	Electricity	General Fund	Commercial Marina	\$67.52
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04423	Electricity	General Fund	South Beach	\$871.52

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04422	Electricity	General Fund	South Beach	\$389.49
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04421	Electricity	General Fund	South Beach	\$1,249.53
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04420	Electricity	General Fund	South Beach	\$118.20
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04419	Electricity	General Fund	South Beach	\$134.50
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04418	Electricity	General Fund	South Beach	\$522.93
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04417	Electricity	General Fund	Commercial Marina	\$31.47
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04416	Electricity	General Fund	Commercial Marina	\$642.95
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04415	Electricity	General Fund	Commercial Marina	\$434.61
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04414	Electricity	General Fund	South Beach	\$79.28
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04413	Electricity	General Fund	South Beach	\$80.71
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04412	Electricity	General Fund	South Beach	\$141.29
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04411	Electricity	General Fund	South Beach	\$64.30
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04410	Electricity	General Fund	South Beach	\$164.68
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04409	Electricity	General Fund	South Beach	\$53.26
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04408	Electricity	General Fund	South Beach	\$47.94
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04407	Electricity	General Fund	Commercial Marina	\$1,705.40
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04406	Electricity	General Fund	South Beach	\$203.75
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04405	Electricity	General Fund	Commercial Marina	\$383.61
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04404	Electricity	General Fund	Commercial Marina	\$2,758.80
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04403	Electricity	General Fund	South Beach	\$73.49
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04402	Electricity	General Fund	South Beach	\$1,204.69
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04401	Electricity	General Fund	South Beach	\$703.80
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04400	Electricity	General Fund	South Beach	\$39.87
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04399	Electricity	General Fund	South Beach	\$513.13
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04398	Electricity	General Fund	South Beach	\$505.46
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04397	Electricity	General Fund	South Beach	\$865.17
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04396	Electricity	General Fund	South Beach	\$367.63
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04395	Electricity	General Fund	South Beach	\$1,144.72
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04394	Electricity	General Fund	South Beach	\$1,049.49
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04393	Electricity	General Fund	South Beach	\$256.69
5/30/2024	Central Lincoln PUD**AUTOPOST**	PPI04392	Electricity	General Fund	Administration	\$721.19
5/28/2024	MC Dean Inc	13282	Professional Services	NOAA Lease Fund	Multiple	\$1,500.00
5/28/2024	MASA	13281	10061 - SS/2579315	General Fund	South Beach	\$14.00
5/28/2024	MASA	13281	10044 - DW/2252902	General Fund	International Terminal	\$14.00
5/28/2024	MASA	13281	10031 - ST/2463165	General Fund	Commercial Marina	\$14.00
5/28/2024	MASA	13281	10025 - WS/2221583	General Fund	South Beach	\$14.00
5/28/2024	MASA	13281	10021 - DM/2495837	General Fund	International Terminal	\$14.00
5/28/2024	MASA	13281	10048 - BR/2329895	General Fund	South Beach	\$14.00
5/28/2024	MASA	13281	10036 - RM/2220087	General Fund	Commercial Marina	\$14.00
5/28/2024	MASA	13281	10045 - EL/2257962	General Fund	Commercial Marina	\$14.00
5/28/2024	MASA	13281	10013 - MH/2220034	General Fund	Administration	\$14.00
5/28/2024	MASA	13281	10064 - TJ/2659672	General Fund	Commercial Marina	\$39.00
5/28/2024	MASA	13281	10005 - MB/2465189	General Fund	Administration	\$39.00

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/28/2024	MASA	13281	10060 - ED/2543931	General Fund	Administration	\$39.00
5/28/2024	Doug's Electric Inc	13280	Repairs and Maintenance	General Fund	South Beach	\$4,265.50
5/28/2024	City of Newport	13279	Water	General Fund	South Beach	\$156.50
5/28/2024	City of Newport	13279	Water	General Fund	Commercial Marina	\$156.50
5/28/2024	Business Oregon - IFA	13278	Debt Service - Principal	General Fund	Unallocated	\$2,083.33
5/28/2024	Bergerson Construction Inc	13277	Capital Outlay - Land Improvements	General Fund	Unallocated	\$1,044,157.72
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$39.16
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$21.98
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$6.60
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$18.45
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$956.95
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$21.98
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$46.99
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$44.99
5/28/2024	Barrelhead Supply Inc	13276	Repairs and Maintenance	General Fund	South Beach	\$29.99
5/28/2024	Verizon Wireless	13275	SB Lines	General Fund	South Beach	\$68.73
5/28/2024	Verizon Wireless	13275	NOAA Lines	NOAA Lease Fund	Multiple	\$64.87
5/28/2024	Verizon Wireless	13275	NIT Line	General Fund	International Terminal	\$33.96
5/28/2024	Verizon Wireless	13275	CM Lines	General Fund	Commercial Marina	\$65.04
5/28/2024	Verizon Wireless	13275	Admin Lines	General Fund	Administration	\$188.39
5/28/2024		13274	Capital Outlay - Docks and Piers	General Fund	Unallocated	\$6,500.00
5/28/2024	Streamline	13273	Utilities Electrical	General Fund	Administration	\$535.00
5/28/2024	Amazon Capital Services Inc	13272	Shipping and Freight	General Fund	South Beach	\$26.94
5/28/2024	Amazon Capital Services Inc	13272	Operating Supplies	General Fund	South Beach	\$92.16
5/28/2024	Amazon Capital Services Inc	13272	Operating Supplies	General Fund	South Beach	\$50.30
5/28/2024	Amazon Capital Services Inc	13272	Operating Supplies	General Fund	South Beach	\$79.98
5/28/2024	Amazon Capital Services Inc	13272	Shipping and Freight	General Fund	South Beach	\$11.30
5/28/2024	Amazon Capital Services Inc	13272	Equipment	General Fund	South Beach	\$38.99
5/28/2024	Amazon Capital Services Inc	13272	Equipment	General Fund	South Beach	\$15.97
5/28/2024	Amazon Capital Services Inc	13272	Equipment	General Fund	South Beach	\$103.52
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	International Terminal	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	Commercial Marina	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	Administration	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	International Terminal	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	Commercial Marina	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	Administration	\$43.85
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	International Terminal	\$29.50
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	South Beach	\$16.91
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	South Beach	\$30.69
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	South Beach	\$47.78
5/28/2024	Staples Advantage	13271	Office Expense	General Fund	South Beach	\$19.04
5/28/2024	Special Districts Insurance Services	13270	Prepaid Expenses	NOAA Lease Fund	Multiple	\$14,711.79
5/28/2024	Special Districts Insurance Services	13270	Prepaid Expenses	General Fund	Unallocated	\$62,414.97

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/28/2024	Special Districts Insurance Services	13270	Compensated Absence Expense	NOAA Lease Fund	Multiple	\$1,945.29
5/28/2024	Special Districts Insurance Services	13270	Compensated Absence Expense	General Fund	International Terminal	\$2,923.29
5/28/2024	Special Districts Insurance Services	13270	Compensated Absence Expense	General Fund	South Beach	\$6,813.87
5/28/2024	Special Districts Insurance Services	13270	Compensated Absence Expense	General Fund	Commercial Marina	\$5,846.58
5/28/2024	Special Districts Insurance Services	13270	Compensated Absence Expense	General Fund	Administration	\$6,015.80
5/28/2024	Pioneer Printing Inc	13269	Office Expense	General Fund	Administration	\$138.90
5/28/2024	Pioneer Printing Inc	13269	Office Expense	General Fund	South Beach	\$59.10
5/28/2024	PBS Engineering and Environmental Inc.	13268	Capital Outlay - Land Improvements	General Fund	Unallocated	\$32,241.14
5/28/2024	Pacific Source Administrators Inc	13267	ED (0005720633)	General Fund	Administration	\$66.66
5/28/2024	Pacific Source Administrators Inc	13267	Flat Monthly Fee	General Fund	Administration	\$85.00
5/28/2024	Pacific Source Administrators Inc	13267	PM (0002663414)	General Fund	Administration	\$254.16
5/28/2024	Pacific Source Administrators Inc	13267	DD (0001767159)	General Fund	Administration	\$90.00
5/28/2024	Pacific Source Administrators Inc	13267	MB (0001767155)	General Fund	Administration	\$72.92
5/28/2024	Pacific Northwest Waterways Assoc.	13266	Training and Education	General Fund	Administration	\$55.00
5/28/2024	Pacific Northwest Waterways Assoc.	13266	Training and Education	General Fund	Administration	\$470.00
5/28/2024	Pacific Coast Lock & Safe LLC	13265	Repairs and Maintenance-Bathroom Remove Codes	General Fund	Commercial Marina	\$135.00
5/28/2024	OR Business Development Dept. -OBDD	13264	Debt Service - Interest	General Fund	Unallocated	\$1,691.02
5/28/2024	OR Business Development Dept. -OBDD	13264	Debt Service - Principal	General Fund	Unallocated	\$6,108.98
5/28/2024	OR Business Development Dept. -OBDD	13264	Debt Service - Interest	General Fund	Unallocated	\$1,706.26
5/28/2024	OR Business Development Dept. -OBDD	13264	Debt Service - Principal	General Fund	Unallocated	\$6,093.74
5/28/2024	Newport Fab Shop	13263	Repairs and Maintenance	General Fund	South Beach	\$200.00
5/28/2024	Newport Fab Shop	13263	Repairs and Maintenance	General Fund	South Beach	\$187.50
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$17.98
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$9.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$8.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$15.98
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$14.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$9.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$6.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$8.99
5/28/2024	Newport Ace Hardware Inc	13262	Repairs and Maintenance	General Fund	South Beach	\$26.97
5/28/2024	Les Schwab Tire Center Inc	13261	Garnishment 245C09878 1st pymnt	General Fund	International Terminal	\$355.50
5/24/2024	Asure - ***AUTOPOST***	PPI04385	Payroll taxes - PPE Reed Final Pay	General Fund	Multiple	\$1,030.97
5/20/2024	Asure - ***AUTOPOST***	PPI04358	Payroll taxes - PPE	General Fund	Multiple	\$96.87
5/20/2024	Gregg's Stripe-A-Lot, LLC	13259	Contract and Support Services	General Fund	Commercial Marina	\$295.00
5/20/2024	Edge Analytical Inc	13258	Contract and Support Services	General Fund	International Terminal	\$36.00
5/20/2024	Newport News Times	13257	Advertising and Promotion	General Fund	Administration	\$109.19
5/20/2024	Newport News Times	13257	Advertising and Promotion	General Fund	Administration	\$109.19
5/20/2024	Newport News Times	13257	Advertising and Promotion	General Fund	Administration	\$140.00
5/20/2024	City of Newport Room Tax	13256	Accrued Lodging Taxes	General Fund	Multiple	\$6,487.20
5/20/2024	Bay Area Enterprises Inc	13255	SB	General Fund	South Beach	\$9,503.10
5/20/2024	Bay Area Enterprises Inc	13255	Admin	General Fund	Administration	\$842.05
5/20/2024	Bay Area Enterprises Inc	13255	NIT	General Fund	International Terminal	\$842.05

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/20/2024	Bay Area Enterprises Inc	13255	CM	General Fund	Commercial Marina	\$842.05
5/20/2024	Bay Area Enterprises Inc	13255	SB	General Fund	South Beach	\$842.05
5/20/2024	Bay Area Enterprises Inc	13255	Admin	General Fund	Administration	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	NIT	General Fund	International Terminal	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	CM	General Fund	Commercial Marina	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	SB	General Fund	South Beach	\$842.05
5/20/2024	Bay Area Enterprises Inc	13255	Admin	General Fund	Administration	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	NIT	General Fund	International Terminal	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	CM	General Fund	Commercial Marina	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	SB	General Fund	South Beach	\$842.05
5/20/2024	Bay Area Enterprises Inc	13255	Admin	General Fund	Administration	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	NIT	General Fund	International Terminal	\$74.61
5/20/2024	Bay Area Enterprises Inc	13255	CM	General Fund	Commercial Marina	\$74.61
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$6.39
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$15.19
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$0.69
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$2.59
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$3.59
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$2.59
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$1.26
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$12.96
5/20/2024	Barrelhead Supply Inc	13254	Repairs and Maintenance	General Fund	South Beach	\$21.58
5/20/2024	Barrelhead Supply Inc	13254	Equipment	General Fund	South Beach	\$19.99
5/20/2024	Barrelhead Supply Inc	13254	Equipment	General Fund	International Terminal	\$49.98
5/20/2024	Astound CoastCom By Wave	13253	7201-1068488-01	General Fund	South Beach	\$1,032.73
5/20/2024	Astound CoastCom By Wave	13253	7201-1213135-01	General Fund	Administration	\$960.00
5/20/2024	Wyman Scarborough	13252	Personal Protective Equip & Gear	General Fund	South Beach	\$150.00
5/20/2024	Western States Electrical Const Inc	13251	Contract and Support Services	General Fund	Commercial Marina	\$693.00
5/20/2024	TWGW Inc NAPA Auto Parts	13250	Repairs and Maintenance	General Fund	International Terminal	\$176.94
5/20/2024	T & L Chemical Toilet Service LLC	13249	Contract and Support Services	General Fund	Commercial Marina	\$660.00
5/20/2024	T & L Chemical Toilet Service LLC	13249	Contract and Support Services	General Fund	South Beach	\$85.00
5/20/2024	T & L Chemical Toilet Service LLC	13249	Contract and Support Services	General Fund	International Terminal	\$85.00
5/20/2024	T & L Chemical Toilet Service LLC	13249	Contract and Support Services	General Fund	South Beach	\$85.00
5/20/2024	T & L Chemical Toilet Service LLC	13249	Contract and Support Services	General Fund	South Beach	\$85.00
5/20/2024	Suburban Propane	13248	Propane	General Fund	South Beach	\$238.45
5/20/2024	Suburban Propane	13248	Propane	General Fund	South Beach	\$206.59
5/20/2024	Sierra Springs	13247	Water	General Fund	South Beach	\$63.69
5/20/2024		13246	Cancelled reservation refund see attached for detail	General Fund	South Beach	\$2,382.62
5/20/2024		13245	Cancellation for 2 reservations see attached for deta	General Fund	South Beach	\$1,130.46
5/20/2024	Pacific Northwest Waterways Assoc.	13244	Training and Education- 24 Summer Cnfrnc Sponsors	General Fund	Administration	\$500.00
5/20/2024	Pacific Habitat Services Inc	13243	Contract and Support Services	General Fund	South Beach	\$573.75
5/20/2024		13242	Sold boat slip no longer needed see attached for det	General Fund	South Beach	\$2,039.47
5/20/2024	Pacific Coast Lock & Safe LLC	13241	Repairs and Maintenance-Service Call Backdoor	General Fund	Administration	\$95.00

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/20/2024	Orkin	13240	Contract and Support Services	General Fund	Administration	\$88.99
5/20/2024	Newport Sign Shop	13239	Repairs and Maintenance	General Fund	Commercial Marina	\$195.00
5/20/2024	Metro Access Control	13238	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$1,192.00
5/20/2024	MacPherson, Gintner & Diaz	13237	Professional Services	General Fund	Administration	\$1,950.00
5/20/2024	Lincoln Plumbing Inc	13236	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$700.00
5/20/2024	Lincoln Plumbing Inc	13236	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$152.95
5/20/2024	Lincoln Plumbing Inc	13236	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$916.43
5/20/2024	Lincoln Plumbing Inc	13236	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$58.18
5/20/2024	Lincoln Plumbing Inc	13236	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$337.73
5/20/2024	Kevin Hill's Marine Service	13235	Repairs and Maintenance	General Fund	South Beach	\$1,371.86
5/20/2024	Keller Supply Company	13234	Operating Supplies	General Fund	South Beach	\$933.99
5/20/2024	Industrial Welding Supply, Inc.	13233	Operating Supplies	General Fund	Commercial Marina	\$28.10
5/20/2024	Industrial Welding Supply, Inc.	13233	Operating Supplies	General Fund	Commercial Marina	\$20.46
5/20/2024	Industrial Welding Supply, Inc.	13233	Operating Supplies	General Fund	Commercial Marina	\$34.09
5/20/2024	Industrial Welding Supply, Inc.	13233	Operating Supplies	General Fund	Commercial Marina	\$679.00
5/20/2024	IconiPro Security Alarms Inc	13232	Contract and Support Services - V-Plex Magnetic Do	General Fund	International Terminal	\$38.99
5/20/2024	IconiPro Security Alarms Inc	13232	Contract and Support Services- Labor	General Fund	International Terminal	\$155.00
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$315.98
5/20/2024	Amazon Capital Services Inc	13231	Shipping and Freight	General Fund	South Beach	\$11.50
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$12.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$41.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$14.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$12.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$14.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$6.99
5/20/2024	Amazon Capital Services Inc	13231	Shipping and Freight	NOAA Lease Fund	Multiple	\$6.99
5/20/2024	Amazon Capital Services Inc	13231	Equipment	NOAA Lease Fund	Multiple	\$23.64
5/20/2024	Amazon Capital Services Inc	13231	Office Expense	General Fund	South Beach	\$159.99
5/20/2024	Amazon Capital Services Inc	13231	Office Expense	General Fund	South Beach	\$39.99
5/20/2024	Amazon Capital Services Inc	13231	Office Expense	General Fund	South Beach	\$44.99
5/20/2024	Amazon Capital Services Inc	13231	Repairs and Maintenance	General Fund	South Beach	\$1,892.42
5/20/2024	Asure - ***AUTOPOST***	PPI04355	Payroll taxes - PPE	General Fund	Multiple	\$26,095.98
5/20/2024	VOYA-Autopay	PPI04341	10045-EL	General Fund	Administration	\$500.00
5/20/2024	VOYA-Autopay	PPI04341	10020-PM	General Fund	Administration	\$500.00
5/20/2024	VOYA-Autopay	PPI04341	10013-MH	General Fund	Administration	\$105.00
5/20/2024	VOYA-Autopay	PPI04341	10009-JD	NOAA Lease Fund	Multiple	\$25.00
5/20/2024	VOYA-Autopay	PPI04340	10045-EL	General Fund	Commercial Marina	\$25.00
5/20/2024	VOYA-Autopay	PPI04340	10032-GT	General Fund	Administration	\$25.00
5/20/2024	Washington State Support Registry **AUTOPOST*	PPI04339	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
5/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04330	Credit Cards Payable	General Fund	Multiple	\$602.10
5/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04329	Credit Cards Payable	General Fund	Multiple	\$477.54
5/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04328	Credit Cards Payable	General Fund	Multiple	\$2,749.08

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04327	Credit Cards Payable	General Fund	Multiple	\$1,593.11
5/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04326	Credit Cards Payable	General Fund	Administration	\$4,908.75
5/5/2024	PERS-Autopay	PPI04325	Retirement Payable	General Fund	Administration	\$569.39
5/5/2024	PERS-Autopay	PPI04325	Retirement Payable	General Fund	Administration	\$168.96
5/5/2024	PERS-Autopay	PPI04324	Retirement Payable	General Fund	Administration	\$14,880.60
5/5/2024	PERS-Autopay	PPI04324	Retirement Payable	General Fund	Administration	\$4,323.50
5/1/2024	DE LAGE LANDEN **AUTOPOST**	PPI04318	50369481_2-South Beach	General Fund	South Beach	\$327.88
5/1/2024	DE LAGE LANDEN **AUTOPOST**	PPI04318	50369481_1-Admin	General Fund	Administration	\$327.87
5/10/2024	Central Lincoln PUD**AUTOPOST**	PPI04317	Electricity	General Fund	Administration	\$68.60
5/9/2024	Integrity Data	13227	IT Hardware and Software	General Fund	Administration	\$847.00
5/9/2024	Hyak	13226	Contract and Support Services	General Fund	Administration	\$6,606.99
5/9/2024	Englund Marine Supply Co Inc	13225	Operating Supplies	General Fund	South Beach	\$50.23
5/9/2024	Englund Marine Supply Co Inc	13225	Operating Supplies	General Fund	South Beach	\$21.83
5/9/2024	Englund Marine Supply Co Inc	13225	Operating Supplies	General Fund	South Beach	\$34.24
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$54.95
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$54.95
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$67.29
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$67.29
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$231.75
5/9/2024	Englund Marine Supply Co Inc	13225	Personal Protective Equip & Gear	General Fund	South Beach	\$313.79
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$260.47
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$49.98
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$75.18
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$55.72
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$22.96
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$9.24
5/9/2024	Englund Marine Supply Co Inc	13225	Repairs and Maintenance	General Fund	South Beach	\$8.80
5/9/2024	Newport News Times	13224	Advertising and Promotion	General Fund	Administration	\$103.64
5/9/2024	Newport News Times	13224	Advertising and Promotion	General Fund	Administration	\$103.64
5/9/2024	Civil West Engineering Services, Inc	13223	Contract and Support Services	General Fund	South Beach	\$3,333.14
5/9/2024	Carver Inc	13222	Fuel	General Fund	South Beach	\$236.36
5/9/2024	Carver Inc	13222	Contract and Support Services	General Fund	South Beach	\$1,438.00
5/9/2024	Carver Inc	13222	Fuel	General Fund	South Beach	\$127.29
5/9/2024	Barrelhead Supply Inc	13221	Repairs and Maintenance	General Fund	South Beach	\$364.72
5/9/2024	Barrelhead Supply Inc	13221	Repairs and Maintenance	General Fund	South Beach	\$9.79
5/9/2024	Barrelhead Supply Inc	13221	Repairs and Maintenance	General Fund	South Beach	\$179.12
5/9/2024	Barrelhead Supply Inc	13221	Sakrete Blacktop Patch 60#	General Fund	International Terminal	\$134.34
5/9/2024	Barrelhead Supply Inc	13221	Superzilla Oil 10.14oz	General Fund	International Terminal	\$15.99
5/9/2024	Amazon Capital Services Inc	13220	IT Hardware and Software	General Fund	Administration	\$73.21
5/9/2024	Amazon Capital Services Inc	13220	Office Expense	General Fund	Administration	\$165.00
5/9/2024	US Bank	13219	Fees - FFC Oblig, Series 2013 Acct: 203563000	General Fund	Administration	\$750.00
5/9/2024	Thompson's Sanitary Service Inc	13218	Trash/Garbage	NOAA Lease Fund	Multiple	\$494.00
5/9/2024	Thompson's Sanitary Service Inc	13218	Trash/Garbage	General Fund	Commercial Marina	\$2,969.46

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/9/2024	Thompson's Sanitary Service Inc	13218	Trash/Garbage	General Fund	International Terminal	\$2,236.87
5/9/2024	Thompson's Sanitary Service Inc	13218	Trash/Garbage	General Fund	South Beach	\$3,032.26
5/9/2024	Spiro Landscapes Inc	13217	Contract and Support Services	NOAA Lease Fund	Multiple	\$495.00
5/9/2024	Spiro Landscapes Inc	13217	Contract and Support Services	General Fund	South Beach	\$1,050.00
5/9/2024	Pioneer Connect	13216	Electricity	General Fund	South Beach	\$41.78
5/9/2024	Pioneer Connect	13216	Electricity	General Fund	South Beach	\$225.99
5/9/2024	Pioneer Connect	13216	Electricity	NOAA Lease Fund	Multiple	\$139.50
5/9/2024	Pacific Northwest Waterways Assoc.	13215	Training and Education- 2024 Summer Conference	General Fund	Administration	\$470.00
5/9/2024	Lincoln County Public Works	13214	Fuel	NOAA Lease Fund	Multiple	\$38.89
5/9/2024	Lincoln County Public Works	13214	Fuel	General Fund	International Terminal	\$66.82
5/9/2024	Lincoln County Public Works	13214	Fuel	General Fund	South Beach	\$110.22
5/9/2024	Lincoln County Public Works	13214	Fuel	General Fund	Commercial Marina	\$181.41
5/9/2024	KOPIS	13213	21-10-100-02 - BC Kopis Support-Basic	General Fund	Administration	\$200.00
5/9/2024	Kings III of America LLC	13212	Utilities Electrical	General Fund	International Terminal	\$195.00
5/9/2024	Alea Bay Power Products Inc	13211	Equipment	NOAA Lease Fund	Multiple	\$30.99
5/1/2024	Central Lincoln PUD**AUTOPOST**	PPI04297	Electricity	General Fund	Administration	\$651.15
5/1/2024	Central Lincoln PUD**AUTOPOST**	PPI04296	Electricity	General Fund	South Beach	\$96.01
5/1/2024	Central Lincoln PUD**AUTOPOST**	PPI04295	Electricity- Space 9	General Fund	South Beach	\$131.41
5/3/2024	Asure - ***AUTOPOST***	PPI04290	Payroll taxes - PPE 5.5.24	General Fund	Administration	\$26,019.98
5/3/2024	Newport Fab Shop	13210	Repairs and Maintenance	NOAA Lease Fund	Multiple	\$3,000.00
5/3/2024	MASA	13209	10044 - DW/2252902	General Fund	South Beach	\$14.00
5/3/2024	MASA	13209	10031 - ST/2463165	General Fund	Administration	\$14.00
5/3/2024	MASA	13209	10025 - WS/2221583	General Fund	South Beach	\$14.00
5/3/2024	MASA	13209	10035 - WR/2190416	General Fund	South Beach	\$14.00
5/3/2024	MASA	13209	10048 - BR/2329895	General Fund	South Beach	\$14.00
5/3/2024	MASA	13209	10036 - RM/2220087	General Fund	Commercial Marina	\$14.00
5/3/2024	MASA	13209	10045 - EL/2257962	General Fund	Commercial Marina	\$14.00
5/3/2024	MASA	13209	10013 - MH/2220034	General Fund	Administration	\$14.00
5/3/2024	MASA	13209	DM/2495837	General Fund	Commercial Marina	\$14.00
5/3/2024	MASA	13209	10005 - MB/2465189	General Fund	Administration	\$39.00
5/3/2024	MASA	13209	10060- ED/2543931	General Fund	South Beach	\$39.00
5/3/2024		13208	Discounts and Refunds - 22356	General Fund	South Beach	\$220.00
5/3/2024	Keller Supply Company	13207	Repairs and Maintenance	General Fund	South Beach	\$264.70
5/3/2024	Ground FX Landscape Management LLC	13206	Contract and Support Services	General Fund	Commercial Marina	\$369.00
5/3/2024	Englund Marine Supply Co Inc	13205	Repairs and Maintenance	General Fund	International Terminal	\$26.45
5/3/2024	Englund Marine Supply Co Inc	13205	Port Clothing	General Fund	South Beach	\$90.99
5/3/2024	Englund Marine Supply Co Inc	13205	Port Clothing	General Fund	South Beach	\$118.29
5/3/2024	Englund Marine Supply Co Inc	13205	Port Clothing	General Fund	South Beach	\$5.18
5/3/2024	Englund Marine Supply Co Inc	13205	Port Clothing	General Fund	South Beach	\$100.04
5/3/2024	Copeland Lumber Yards Inc	13204	Repairs and Maintenance	General Fund	South Beach	\$15.98
5/3/2024	Western States Electrical Const Inc	13203	Contract and Support Services	General Fund	Commercial Marina	\$2,127.00
5/3/2024	Verizon Wireless	13202	SB Lines	General Fund	South Beach	\$114.03
5/3/2024	Verizon Wireless	13202	NOAA Lines	NOAA Lease Fund	Multiple	\$64.87

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
5/3/2024	Verizon Wireless	13202	NIT Line	General Fund	International Terminal	\$33.96
5/3/2024	Verizon Wireless	13202	CM Lines	General Fund	Commercial Marina	\$65.04
5/3/2024	Verizon Wireless	13202	Admin Lines	General Fund	Administration	\$188.39
5/3/2024	Valley Fire Control Inc	13201	Contract and Support Services	General Fund	South Beach	\$506.00
5/3/2024	TWGW Inc NAPA Auto Parts	13200	Operating Supplies	General Fund	South Beach	\$137.89
5/3/2024	TWGW Inc NAPA Auto Parts	13200	Operating Supplies	General Fund	South Beach	\$80.93
5/3/2024	TCB Security Services Inc	13199	SB	General Fund	South Beach	\$5,876.36
5/3/2024	TCB Security Services Inc	13199	Admin	General Fund	Administration	\$520.69
5/3/2024	TCB Security Services Inc	13199	NIT	General Fund	International Terminal	\$520.69
5/3/2024	TCB Security Services Inc	13199	CM	General Fund	Commercial Marina	\$520.69
5/3/2024	TCB Security Services Inc	13199	SB	General Fund	South Beach	\$1,561.33
5/3/2024	TCB Security Services Inc	13199	Admin	General Fund	Administration	\$138.34
5/3/2024	TCB Security Services Inc	13199	NIT	General Fund	International Terminal	\$138.34
5/3/2024	TCB Security Services Inc	13199	CM	General Fund	Commercial Marina	\$138.34
5/3/2024	TCB Security Services Inc	13199	SB	General Fund	South Beach	\$2,942.12
5/3/2024	TCB Security Services Inc	13199	Admin	General Fund	Administration	\$260.70
5/3/2024	TCB Security Services Inc	13199	NIT	General Fund	International Terminal	\$260.70
5/3/2024	TCB Security Services Inc	13199	CM	General Fund	Commercial Marina	\$260.70
5/3/2024	Sierra Springs	13198	Water	General Fund	Commercial Marina	\$94.07
5/3/2024	Century Link	13197	Utilities Electrical	General Fund	South Beach	\$41.67
5/3/2024	Rondys Inc dba Yaquina Industrial Park	13196	Lease Expense	General Fund	International Terminal	\$2,000.00
5/3/2024	Power Motors Inc	13195	Repairs and Maintenance	General Fund	South Beach	\$53.10
5/3/2024	Port's Contracting, LLC	13194	Repairs and Maintenance	General Fund	South Beach	\$15,000.00
5/3/2024	Platt Electric Supply Inc	13193	Shipping and Freight	General Fund	International Terminal	\$19.30
5/3/2024	Platt Electric Supply Inc	13193	Repairs and Maintenance	General Fund	International Terminal	\$832.24
5/3/2024	Platt Electric Supply Inc	13193	Repairs and Maintenance	General Fund	South Beach	\$85.20
5/3/2024	Petroleum Compliance Services LLC	13192	Contract and Support Services	General Fund	South Beach	\$1,094.00
5/3/2024		13191	Fees- Initial Approval Fee Equivalent plan	General Fund	Administration	\$250.00
5/3/2024	Pacific Coast Lock & Safe LLC	13190	Repairs and Maintenance	General Fund	Administration	\$531.00
5/3/2024	Orkin	13189	Contract and Support Services	General Fund	Administration	\$73.99
5/3/2024	NW Natural	13188	Natural Gas	General Fund	South Beach	\$230.89
5/3/2024	NW Natural	13188	Natural Gas	General Fund	South Beach	\$167.97
5/3/2024	Newport Rental Service	13187	Repairs and Maintenance	General Fund	International Terminal	\$59.99
5/3/2024	Newport Rental Service	13187	Repairs and Maintenance	General Fund	International Terminal	\$5.98
5/3/2024	Amazon Capital Services Inc	13186	Training and Education	General Fund	Administration	\$42.95
5/3/2024	Amazon Capital Services Inc	13186	Training and Education	General Fund	Administration	\$120.90
5/3/2024	Amazon Capital Services Inc	13186	Training and Education	General Fund	Administration	\$60.99
5/3/2024	Amazon Capital Services Inc	13186	Training and Education	General Fund	Administration	\$32.95
5/3/2024	Amazon Capital Services Inc	13186	Equipment	General Fund	South Beach	\$158.49
5/5/2024	VOYA-Autopay	PPI04223	Benefits Payable	General Fund	Administration	\$1,130.00
5/5/2024	VOYA-Autopay	PPI04222	Benefits Payable	General Fund	Administration	\$50.00
5/6/2024	Washington State Support Registry **AUTOPOST*	PPI04221	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
1/0/1900			0	0	0 Multiple	\$0.00

CONSENT CALENDAR

DATE: June 13, 2024
RE: Reappointment of Budget Committee members
TO: Port Commission
ISSUED BY: Gloria Tucker, Administration Assistant

BACKGROUND

In 2022, the Commission appointed Larry Osborne and Carol DeLong for terms expiring in 2024 to the Budget Committee. They were filling vacancies that had expired. Budget Committee terms are three years. Both have expressed interest in serving another term.

BUDGET

This has no cost.

RECOMMENDATION

I move to appoint Larry Osborne and Carol DeLong for terms expiring in 2027 to the Port of Newport Budget Committee.

OLD BUSINESS ITEM

DATE: *June 25, 2024*
RE: *Ordinance Changes to BYLAWS to add Deputy Director*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda – Executive Director*

BACKGROUND

It is common for most ports the size of the Port of Newport to have a Deputy Director, which backs up the Executive Director during their absence. Currently, there is no such position at our Port. I would like to create such a position, so there is coverage while I am away.

Although the Executive Director has the authority to hire, fire, promote employees, those positions don't come with the same authorities provided to the Executive Director, which has to be granted by the Commission.

The attached Ordinance will allow the Executive Director to grant some of that authority to be provided when necessary. Commission will still be able to remove such authority at any time.

Last Commission meeting this ordinance was presented as the first read.

RECOMMENDATION

"I MOVE TO ADOPT ORDINANCE NO. 2024-01, AN ORDINANCE AMENDING THE BYLAWS OF THE PORT OF NEWPORT, BY TITLE ONLY."

**PORT OF NEWPORT
ORDINANCE NO. 2024-01**

AN ORDINANCE AMENDING THE BYLAWS OF THE PORT OF NEWPORT

WHEREAS, the Port of Newport is a duly organized municipal corporation of Lincoln County, Oregon (ORS 777); and

WHEREAS, Ordinance No. 100, adopted on May 22, 2014, created the By-Laws for the Port of Newport Board of Commissioners.

WHEREAS, Section K - Appointment/Removal of Executive Director, provides authorities over to the Executive Director.

WHEREAS, the Executive Director occasionally needs to step out, lacking coverage during her/his absence.

WHEREAS, the Commission would like to add additional authorities for when the Executive is temporarily unable to act as Director.

**NOW THEREFORE, THE PORT OF NEWPORT BOARD OF COMMISSIONERS
ORDAINS AS FOLLOWS:**

Section K of the BYLAWS shall be removed and replaced with the following:

K. Appointment/Removal of Executive Director.

1. The Commission confers chief executive authority to the Executive Director and any reference to the General Manager throughout the By-laws shall be modified to Executive Director. Specific duties of the office shall be created and amended by resolution. A resolution naming the Executive Director as the Port's registered agent shall be forwarded to the Secretary of State and County Clerk. (ORS [198.340](#))*

2. The Commission is solely responsible for the appointment and removal of the Director. The Director is responsible to the Port Commission.

3. [A majority of the full Commission shall appoint and may remove the Director.](#)

4. When the [Executive](#) Director is temporarily unable to act as Director, [such as during vacation or sick days, -or when the office of Director becomes vacant, the Commission shall appoint Director pro tem. \(The Deputy Director pro tem shall have the authority and duties of the Executive Director, except that a pro tem Deputy Director may appoint or remove employees only with Commission approval. When the office of the Executive Director becomes vacant, the Commission shall appoint a Director Pro Tem that will take the authority and duties of the Executive Director. The Director Pro Tem may or not be the Deputy Director. The Commission may at any time revoke the Executive Director's office authority from the Deputy Director or the Director Pro Tem.](#)

5. Upon a vacancy in the office, the Commission shall fill the position within six months. The Commission shall adopt a process for the appointment of the Executive Director by resolution.

6. No Commissioner shall directly or indirectly attempt to coerce the Executive Director or a candidate for the office of the Executive Director in the supervision, appointment or removal of any employee, or in administrative decisions regarding the implementation of port policies.

7. The Commission shall review the Executive Director's work performance annually as set forth in the Port's personnel policy.

STAFF REPORT

DATE: 25 June 2024
RE: 2023 Financial Audit Report
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

ORS 297.425 requires annual audit of the financial statements. The statute requires a review of:

1. The principles of accounting and methods used in recording, summarizing, and reporting its financial transactions, and financial conditions;
2. The accuracy and legality of the transactions, accounts, records, files and financial reports of the officers and employees
3. Compliance with the requirements, orders and regulations of other public officials which pertain to the financial condition or the financial operations of the municipal corporation.

The Secretary of State, in cooperation with the Oregon Board of Accountancy, and in consultation with the Oregon Society of Certified Public Accountants prescribes the minimum standards for conducting audits of municipal corporations, preparing the resulting audit reports, and expressing opinions upon the financial condition and results of operation for the period under audit.

As required by statute the Port has been furnished with a written audit report, containing a signed expression of opinion. A copy of the audit report is required to be furnished to each person who was a member of the governing body at the end of the calendar or fiscal year.

DETAIL

I have requested a copy of the Audit Report and governance letter be included in the meeting packet. The Governance letter provides with any findings Kern Thompson discovered during the audit. There were no findings, difficulties, misstatements, disagreements, and it was determined that the financial statements were presented in accordance with generally accepted accounting principles.

Kern Thompson made some recommendations:

MW1

The Port set up a closing process that includes a review of supporting schedules and individual inputs to ensure accuracy prior to closing the fiscal year.

Response:

The port staff concur with this finding. This has typically been a part of the ports closing process. The switchover caused significant delays and issues, primarily due to configuration issues. Because of the switchover and the configuration issues, port staff could not perform many of the tasks it typically does. This issue has been corrected for the Fiscal Year ending 2023-2024.

SD1

It was noted during audit that procedures for cash, the bank reconciliation is not performed in the GL software, and that a review of the bank reconciliation by someone other than the reconciling accountant is not documented.

Response:

The Port recognizes and acknowledges it has not been performing the reconciliation in the GL software and concur with this recommendation. The Port has been focused on correcting other issues, primarily correctly configuring the GL software and the interface from PacSoft to the GL Software. . The Port worked with Tangicloud, at no cost, to correctly configure the GL Software for fund accounting. In June of 2024, port staff began catching up on bank reconciliations within the financial software, while also manually preparing bank reconciliations. Port staff have completed training, worked with a third party (Tangicloud), and is in the process of performing all bank reconciliations in the financial software, the bank reconciliations will be completed for the 2023-2024 FY Audit. We are reviewing the approval rule within the GL software to determine if an approval process can be set up for reconciliations, if so this will be implemented.

RECOMMENDATION and MOTION

I recommend a commissioner **move to accept the audit report for Fiscal Year Ended June 30, 2023.**



**PORT OF NEWPORT
LINCOLN COUNTY, OREGON**

FINANCIAL STATEMENTS

Year Ended June 30, 2023

KERN ▲ THOMPSON
CERTIFIED PUBLIC ACCOUNTANTS

**PORT OF NEWPORT
LINCOLN COUNTY, OREGON
FOR THE YEAR ENDED JUNE 30, 2023**

BOARD OF COMMISSIONERS

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Walter Chuck Newport, Oregon	1	June 30, 2027
Kelley Retherford Newport, Oregon	2	June 30, 2025
Gil Sylvia Newport, Oregon	3	June 30, 2027
Jeff Lackey Newport, Oregon	4	June 30, 2025
Pat Ruddiman Newport, Oregon	5	June 30, 2027

All Commissioners receive mail at the address below:

Registered Agent and Address:

**Paula J. Miranda, Executive Director
600 SE Bay Boulevard
Newport, OR 97365**

PORT OF NEWPORT
FINANCIAL STATEMENTS
Year Ended June 30, 2023
TABLE OF CONTENTS

	<u>Page</u>
MANAGEMENT’S DISCUSSION AND ANALYSIS	i-iii
Independent Auditor’s Report	1-2
FINANCIAL STATEMENTS	
Statement of Net Position	3
Statement of Revenues, Expenses, and Changes in Net Position	4
Statement of Cash Flows	5
Notes to Financial Statements	6-27
REQUIRED SUPPLEMENTARY INFORMATION	
Schedules of Required Supplementary Information – Pension Information	28
Notes to Required Supplementary Information	29
SUPPLEMENTAL INFORMATION	
Combining Schedule of Assets, Liabilities and Net Position	30
Combining Schedule of Revenues, Expenses, and Changes in Net Position	31
Combining Schedule of Cash Flows	32
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – General Fund	33
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – Bonded Debt Fund	34
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – Facility Maintenance Reserve Fund	35
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – Construction Fund	36
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – NOAA Lease Revenue Fund	37
Schedule of Revenues, Expenditures, and Change in Fund Balance- Budget to Actual – NOAA Capital Maintenance Fund	38

**PORT OF NEWPORT
FINANCIAL STATEMENTS**

Year Ended June 30, 2023

TABLE OF CONTENTS (CONTINUED)

	<u>Page</u>
SUPPLEMENTAL INFORMATION (CONTINUED)	
Schedule of Tax Collections and Unpaid Balances – Port Levy	39
Schedule of Tax Collections and Unpaid Balances – Bond Levy	40
REPORT REQUIRED BY OREGON MINIMUM AUDIT STANDARDS	
Independent Auditor’s Report Required by Oregon State Regulations	41-42

**PORT OF NEWPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2023**

This discussion and analysis of the Port of Newport (the Port) financial performance provides an overview of the Port's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Port's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS (in thousands)

- Total assets of the Port are \$81.9M with capital assets of \$68.6M net of accumulated depreciation. Current assets are \$10.5M at June 30, 2023.
- The assets of the Port exceeded its liabilities at the close of the fiscal year by \$46.1M (Net Position).
- The Port's net position decreased by \$97K from June 30, 2022.
- Total operating revenue was \$10M, which is 11% higher than the prior year.
- Total operating expenses for the year were \$10.5M, which is 32% higher than the prior year.

Overview of the Financial Statements

This audit report consists of three parts – management's discussion and analysis (this section), the basic financial statements (including notes), and supplementary information. The report is guided by accounting and reporting principles established by the Governmental Accounting Standards Board (GASB).

The basic financial statements are prepared on the accrual basis, similar to a private business, whereby revenues are recognized when earned and expenses are recognized when incurred, regardless of when cash is received or paid. The basic financial statements consist of a statement of net position which includes the Port's assets, liabilities, and net position (assets minus liabilities) at year end; statement of revenues, expenses, and changes in net position, which includes all revenues, expenses, and grants received for construction for the year; and statement of cash flows, which represents the sources and uses of cash for the year.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. Following the financial statements is a section of supplementary information, which further explains and supports the information in the financial statements.

The analysis in the following; Table 1 focuses on the net position of the Port; Table 2 focuses on the revenues and expenses of the Port.

**PORT OF NEWPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
For the Year Ended June 30, 2023**

Table 1 – Net Position

	<u>2023</u>	<u>2022</u>
Assets and deferred outflows		
Cash and investments	\$ 6,274,782	\$ 9,231,490
Cash restricted for debt payments	3,179,885	-
Capital assets, net	68,658,875	70,368,006
Other	<u>3,873,032</u>	<u>3,348,205</u>
Total assets and deferred outflows	<u>81,986,574</u>	<u>82,947,701</u>
Liabilities and deferred inflows		
Current	3,373,091	3,376,992
Other liabilities	<u>32,498,919</u>	<u>33,358,566</u>
Total liabilities and deferred inflows	<u>35,872,010</u>	<u>36,735,558</u>
Net position		
Invested in capital assets, net of related debt	47,977,716	48,925,934
Unrestricted (deficit)	(5,043,037)	(2,713,791)
Restricted	<u>3,179,885</u>	<u>-</u>
Total net position	<u>\$ 46,114,564</u>	<u>\$ 46,212,143</u>

Table 2 – Revenues and Expenses

	<u>2023</u>	<u>2022</u>
Operating revenues		
Tenant rents	\$ 6,006,411	\$ 6,912,906
Taxes and assessments	959,533	1,094,862
Miscellaneous	<u>3,080,588</u>	<u>1,242,030</u>
Total operating revenues	<u>10,046,532</u>	<u>9,249,798</u>
Operating expenses		
Personnel services	2,737,886	2,057,877
Materials and services	4,328,689	2,800,133
Depreciation	<u>3,512,608</u>	<u>3,295,280</u>
Total operating expenses	<u>10,579,183</u>	<u>8,153,290</u>
Total operating income (loss)	<u>(532,651)</u>	<u>1,096,508</u>
Non-operating revenues (expenses)		
Grants	1,315,000	114,148
Interest income	133,049	34,116
Interest expense	<u>(1,012,977)</u>	<u>(1,041,085)</u>
Net non-operating revenues (expenses)	<u>435,072</u>	<u>(892,821)</u>
Change in net position	(97,579)	203,687
Net position, beginning of year	<u>46,212,143</u>	<u>46,008,456</u>
Net position, end of year	<u>\$ 46,114,564</u>	<u>\$ 46,212,143</u>

**PORT OF NEWPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
For the Year Ended June 30, 2023**

Capital Assets

The following table lists the Port's capital assets and their value as of June 30:

	<u>2023</u>	<u>2022</u>
Capital assets		
Land	\$ 20,221,521	\$ 20,221,521
Construction in progress	344,232	2,197,221
Building and land improvements	39,527,793	36,859,275
Docks and piers	58,483,428	57,664,918
Equipment	2,324,331	2,154,893
Accumulated depreciation	<u>(52,242,430)</u>	<u>(48,729,822)</u>
Total net capital assets	<u>\$ 68,658,875</u>	<u>\$ 70,368,006</u>

For further information on the Port's capital assets, see Note E of the financial statements.

Long-Term Obligations

The following is a summary of long-term debt obligations of the Port as of June 30:

	<u>2023</u>	<u>2022</u>
Long-Term Debt		
General obligation bonds	\$ 10,815,000	\$ 11,235,000
Revenue bond	13,895,000	15,245,000
Full faith and credit obligations	1,830,000	2,055,000
State of Oregon loans	3,176,669	3,340,024
State of Oregon construction line of credit	1,660,000	699,795
Bank loans and other	<u>119,491</u>	<u>219,829</u>
Total long-term debt	<u>\$ 31,496,160</u>	<u>\$ 32,794,648</u>

Additional information on the Port's long-term debt can be found in Note H of the financial statements.

Budgetary Highlights

The Port's budget for the fiscal year 2022-23 was adopted by the Port Commission in June 2022 and certified by the Lincoln County Clerk in July 2022. There was one supplemental budget adopted resulting in changes to the appropriations during the year. The budget to actual annual activity is presented for both the original and final budget amounts as required supplementary information.

Economic Factors and Next Year's Budgets and Rates

As part of the Port's strategic planning and business planning process, regional and national economic trends and forecasts are reviewed and forecasted to help produce the annual budget. In the Port's 2023-24 budget, operating expenditures and revenues are forecast to remain consistent with prior years. The capital improvement budget for 2023-24 assumes capital projects estimated at \$9M for work on buildings and additional work on pier docks.

Contacting the Port's Financial Management

If you have questions about this report or need additional information, contact the Port of Newport, 600 SE Bay Boulevard, Newport, OR 97365.

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Port of Newport
Newport, Oregon

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the accompanying financial statements of the business-type activities of Port of Newport (the Port), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Port's basic financial statements as listed in the table of contents.

In our opinion, except for the effect of the matter described in the Basis for Qualified Opinion section of the report, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Port, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Port, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Matter Giving Rise to the Qualified Opinion

Management has not adopted a methodology for applying GASB 87 for lease accounting. Under this statement a lessor is required to recognize a lease receivable and deferred inflow of resources for leased assets, which would increase both assets and liabilities. The amount by which this departure would affect the assets, deferred inflows of resources, fund balances, and expense has not been determined.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Port's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

To the Board of Commissioners
Port of Newport

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Port's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension schedules to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The supplementary combining schedules, budgetary comparison information, and schedules of tax collections as listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects to the basic financial statements as a whole.

Other Report on State Legal and Regulatory Requirements

In accordance with the *Minimum Standards of Audits of Oregon Municipal Corporations*, we have issued our report dated May 20, 2024, on our consideration of Port of Newport's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

KERN & THOMPSON, LLC
Certified Public Accountants



Eric A. Zehntbauer, CPA
Partner

Portland, Oregon
May 20, 2024

PORT OF NEWPORT
STATEMENT OF NET POSITION

June 30, 2023

ASSETS

Current assets	
Cash and investments	\$ 6,274,782
Cash - restricted	3,179,885
Property tax receivable	36,941
Receivables, net of allowances	738,366
Prepaid expenses	301,472
Total current assets	<u>10,531,446</u>
Noncurrent assets	
Capital assets	
Depreciable capital assets	100,335,552
Non-depreciable capital assets	20,565,753
Accumulated depreciation	(52,242,430)
Capital assets, net	<u>68,658,875</u>
Bond cost	310,214
Unamortized bond discount	6,805
Total noncurrent assets	<u>68,975,894</u>
Deferred outflows of resources	
Advanced refunding outflows, net of amortization	943,699
Pension related outflows	1,535,535
Total noncurrent assets	<u>2,479,234</u>
Total assets and deferred outflows	<u>\$ 81,986,574</u>

LIABILITIES AND NET POSITION

Current liabilities	
Accounts payable	\$ 371,805
Accrued payroll	209,492
Accrued interest payable	175,981
Lease deposits	257,203
Notes payable - current	308,610
Bond payable - current	2,050,000
Total current liabilities	<u>3,373,091</u>
Noncurrent liabilities	
Construction line of credit	1,660,000
Notes payable	2,987,550
Bonds payable	24,490,000
Unamortized bond premium	643,426
Net pension liability	1,952,932
Total noncurrent liabilities	<u>31,733,908</u>
Deferred inflows of resources	<u>765,011</u>
Net position	
Investment in capital assets, net of related debt	47,977,716
Restricted	3,179,885
Unrestricted	(5,043,037)
Total net position	<u>46,114,564</u>
Total liabilities, deferred inflows and net position	<u>\$ 81,986,574</u>

See notes to financial statements.

PORT OF NEWPORT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
Year Ended June 30, 2023

Operating revenues	
Moorages and leases	\$ 6,006,411
Property tax	959,533
RV Park	1,735,281
Services	630,918
Fees	602,467
Other	111,922
Total operating revenues	<u>10,046,532</u>
Operating expenses	
Salary and wage	1,759,353
Payroll tax and benefit	978,533
Administration, promotion and marketing	451,625
Maintenance	698,637
Utilities	687,351
Insurance	467,895
Professional fees	123,515
Service fees	890,371
Supplies	124,733
Other	884,562
Depreciation	3,512,608
Total operating expenses	<u>10,579,183</u>
Operating income (loss)	<u>(532,651)</u>
Non-operating revenues (expenses)	
Grants and reimbursements	1,315,000
Interest income	133,049
Interest expense	(1,012,977)
Total non-operating revenues (expenses)	<u>435,072</u>
Change in net position	(97,579)
Net position, beginning of year	<u>46,212,143</u>
Net position, end of year	<u>\$ 46,114,564</u>

See notes to financial statements.

PORT OF NEWPORT
STATEMENT OF CASH FLOWS
Year Ended June 30, 2023

Cash flows from operating activities:	
Cash received from tenants	\$ 8,816,685
Cash received from property taxes	967,538
Cash received from others	26,744
Payments to vendors	(4,152,438)
Payments to employees	(2,737,886)
Net cash provided by (used in) operating activities	<u>2,920,643</u>
Cash flows from investing activities:	
Interest income	<u>106,305</u>
Cash flows from noncapital financing activities:	
Transfers from other funds	5,284
Transfers to other funds	<u>(5,284)</u>
Net cash provided by (used in) noncapital financing activities	<u>-</u>
Cash flows from capital and related financing activities:	
Acquisitions of capital assets	(1,803,477)
Cash received from grants	1,315,000
Bond discount	60,928
Bond premium	(50,522)
Advance from new debt	960,205
Payments on notes and bonds payable	(2,358,694)
Interest paid	<u>(1,027,211)</u>
Net cash provided by (used in) capital and related financing activities	<u>(2,903,771)</u>
Change in cash and cash equivalents	223,177
Cash and cash equivalents	
Beginning of year	<u>9,231,490</u>
End of year	\$ <u>9,454,667</u>
Reported in the Balance Sheet as:	
Unrestricted	\$ 6,274,782
Restricted	<u>3,179,885</u>
Total	\$ <u>9,454,667</u>
Reconciliation of operating income (loss) to cash provided by (used in) operating activities:	
Operating income (loss)	\$ (532,651)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities	
Depreciation and amortization	3,512,608
Non operating revenues	26,744
(Increase) decrease in current assets:	
Operating receivables	(262,309)
Prepaid expense	(10,795)
Increase (decrease) in current liabilities:	
Accounts payable and compensated absences	(27,085)
Pension liabilities	<u>214,131</u>
Net cash provided by (used in) operating activities	\$ <u>2,920,643</u>

See notes to financial statements.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS

June 30, 2023

NOTE A – DESCRIPTION OF ORGANIZATION

The Port of Newport, located in Lincoln County, Oregon (the Port) was established in 1910 pursuant to Section 8 Chapter 31 of the Session Laws of the State of Oregon 1909. The Port's mission is to build and maintain waterfront facilities and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

Control of the Port is vested in its five-member commission. Commissioners are elected to office by voters within the Port District, which encompasses the majority of Lincoln County. Administrative functions are delegated to individuals who report to and are responsible to the commission. The chief administrative officer is the executive director.

The accompanying basic financial statements present all funds, for which the Port is considered to be financially accountable. The criteria used in making this determination includes the appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependence on the primary government. Based upon the evaluation of these criteria, the Port is a primary government with no includable component units.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These statements have been prepared in conformity with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

The accounts of the Port are organized on the basis of proprietary fund types, specifically enterprise funds. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of providing goods and services be financed or recovered primarily through user charges. The activities of these funds are accounted for with a separate set of self-balancing accounts that comprise the Port's assets, liabilities, net position, revenues and expenses. The Port uses several individual funds for state legal compliance that are combined and reported as a unitary enterprise similar to a commercial entity organized for profit for financial reporting. Enterprise funds account for activities (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of an activity; or (ii) that are required by laws and regulations that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues; or (iii) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

Departure From Accounting Pronouncement

During the fiscal year ended June 30, 2022, GASB Statement No. 87, Leases ("GASB 87") became effective. This standard revised the accounting, presentation, and disclosure requirements for governmental lessors and lessees. GASB 87 requires lessees to capitalize the present value of all lease obligations as right-of-use assets and record a corresponding long-term liability for the present value of the contractual lease payments.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Departure From Accounting Pronouncement (Continued)

Additionally, GASB 87 requires lessors to recognize a lease receivable and deferred inflows of resources for the effects of its leasing activities and requires enhanced disclosures for both lessees and lessors. Management has not adopted a methodology for applying GASB 87 for lease accounting. Under this statement a lessor is required to recognize a lease receivable and deferred inflow of resources for leased assets, which would increase both assets and liabilities. The amount by which this departure would affect the assets, deferred inflows or resources, fund balances, and expense has not been determined.

Basis of Accounting and Measurement Focus

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these fund types are included on the Statement of Net Position. Net position (i.e. total assets net of total liabilities) is segregated into invested in capital assets, net of related debt, restricted for debt service, and unrestricted components.

Proprietary fund type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net position. Proprietary funds utilize the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The Port has defined operating revenues to include lease fees, RV park fees, launch dock, hoist and moorage fees. Operating expenses are defined as those expenses directly related to providing the services reflected within operating revenues including depreciation and administration expenses. All revenues and expenses not meeting these definitions are reported as non-operating revenue and expenses. This includes property taxes, investment interest, gain (loss) on sale of capital assets, and non-operating grant revenue and amortization costs.

When both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources first, then unrestricted resources as they are needed.

The following funds collectively comprise the enterprise activities reported by the Port:

General Fund - This fund is used to account for the financial resources of the Port that are not accounted for in any other fund. Principal sources of revenue are from property taxes, service fees and lease revenue. Primary expenditures are for maintenance and personnel services.

Bonded Debt Fund - This fund accounts for the redemption of general obligation bonds and interest thereon. The principal source of revenue is property taxes.

Facilities Maintenance Reserve Fund - This fund is used to account for the accumulation of funds for the maintenance, repairs and capital improvements.

Construction Fund - This fund is used for the construction of major capital facilities.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting and Measurement Focus (Continued)

NOAA Lease Revenue Fund — This fund accounts for expenditures relating to capital improvements for the NOAA MOC-P facility. Current resources consist primarily of lease payments. This fund services the bond repayment and covers facilities maintenance costs over the term of the lease.

NOAA Capital Maintenance Fund – This fund is used to protect the long-term investments of assets including renewal, repair, or replacement costs at the NOAA facility.

Budget Policies and Budgetary Control

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds except for agency funds. A budget is prepared for each fund in accordance with the modified accrual basis of accounting with certain modifications and legal requirements set forth in the Oregon Local Budget Law (ORS 294.305 to 294.565). The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The Port established the levels of budgetary control at the object (personnel services, material and services, capital outlay, operating contingencies, debt service, and all other requirements) levels for all funds. Appropriations lapse at the end of each fiscal year.

The Port begins its budgeting process by appointing Budget Committee members for three year terms. Budget recommendations are developed by management through early spring, with the budget committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in April or May and the hearing is held in June. The Board of Commissioners adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

Unexpected additional resources may be added to the budget through the use of a supplemental budget. The supplemental budget process requires hearings before the public, publications in newspapers, and approval by the Board. Only the Board may modify original and supplemental budgets by the use of appropriation transfers between the levels of control. In addition, Oregon Local Budget Law provides certain specific exceptions to the supplemental budget process to increase appropriations. Such transfers and increases require the Board's approval by adoption of a resolution.

Cash Deposits and Investments

The Port's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash Deposits and Investments (Continued)

The Port's investment policies are governed by Oregon statutes. The statutes authorize the Port to invest primarily in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, high-grade commercial paper, and the State Treasurer's Local Government Investment Pool (LGIP). See Note C.

Receivables

Terminal, marina, and tenant lease receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to receivable.

Property taxes are levied and become a lien on all taxable property as of July 1. Property taxes are payable on November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Property taxes receivable are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established.

Capital Assets and Depreciation

Capital assets include land and improvements, buildings, and equipment. In addition, certain capital assets purchased may be capitalized regardless of the thresholds established.

Such assets are reported at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are reported at estimated fair value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method according to the following criteria:

<u>Asset Classification</u>	<u>Capitalization Threshold</u>	<u>Useful Life in Years</u>
Land improvements	\$ 5,000	10 - 20
Buildings	5,000	25 - 40
Docks	5,000	30 - 60
Equipment	5,000	5 - 10

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

Employees are permitted to accumulate earned but unused paid time off (“PTO”). PTO is recognized as expense when earned. Compensated absences are reported and accrued with other payroll liabilities in the Statement of Net Position.

Long-Term Obligations

Long-term obligations are reported at face value, net of applicable discounts. Costs related to the issuance of debt are deferred and amortized over the lives of the various debt issues.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires that management make estimates and assumptions which affect the reporting amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from estimates.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that apply to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that apply to a future period and so will not be recognized as an inflow of resources (revenue) until then.

Pension Retirement Plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS’s fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net Position

Net Position represents the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in the Port’s financial statements. Net position is divided into three components:

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position (Continued)

Net investment in capital assets - consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

Restricted net position - consists of assets that are restricted by the Port's creditors, by enabling legislation, by grantors, and other contributors.

Unrestricted - all other net assets reported in this category.

Restricted Assets and Related Liabilities

Assets whose use is restricted for construction related to the marine terminal redevelopment project, the National Oceanic and Atmospheric Administration (NOAA), Marine Operations Center-Pacific (MOC-P) project, the facilities maintenance reserve, and the payment of bonded debt service, as well as all related liabilities are segregated on the Statement of Net Position.

Where both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources to the limits of the policies and statutes governing them first, then unrestricted resources as they are needed.

NOTE C – CASH AND INVESTMENTS

The Port's cash and investments are held in bank financial institutions listed as qualified bank depositories by the Oregon State Treasurer.

The Port uses money market bank accounts and time certificates of deposit for its temporary investments. Amounts held in such accounts are treated as cash equivalents, as the accounts can be accessed as needed. Cash and investments consist of the following at June 30, 2023:

Deposits with financial institutions:	
Demand deposits	\$ 9,454,667
Time certificate of deposit	<u>-</u>
Total	<u>\$ 9,454,667</u>
Reported in:	
Statement of net position	
Cash and investments	\$ 6,274,781
Cash restricted for grants	1,278,305
Cash restricted for debt payments	<u>1,901,581</u>
Total	<u>\$ 9,454,667</u>

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Port does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

Credit Risk

Credit risk is the risk that the issuer of an investment fails to fulfill its obligations. Oregon Statutes limit investments to general obligations of U.S. government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, high-grade commercial paper, and the State Treasurer's Local Government Investment Pool. The Port has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

The Port does not have a formal policy that places a limit on the amount that may be invested with any one issuer. The Port's investments are 100% invested in time certificates of deposit.

Custodial Credit Risk

This is the risk that, in the event of a bank failure, the Port's deposits may not be returned. Deposits with financial institutions are comprised of bank demand deposits. The combined total bank balance was \$9,740,045. As required by Oregon Revised Statutes, deposits in excess of federal depository insurance were held at qualified depositories for public funds. All qualified depositories for public funds are included in the multiple financial institution collateral pool that is maintained by and in the name of the Office of the State Treasurer. As a result, the Port has no exposure to custodial credit risk for deposits with financial institutions.

NOTE D – RECEIVABLES

Receivables consist of the following at June 30, 2023:

Property taxes receivable	\$	36,941
Grant receivable		-
Tenant receivables		788,366
Allowance for uncollectible tenant rents		<u>(50,000)</u>
	\$	<u><u>775,307</u></u>

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE E – CAPITAL ASSETS

The following table is a summary of capital assets:

	Balances June 30, 2022	Additions	Transfers/ Deletions	Balances June 30, 2023
Land	\$ 20,221,521	\$ -	\$ -	\$ 20,221,521
Construction in process	2,197,221	1,645,634	(3,498,623)	344,232
Buildings and land improvements	36,859,275	2,668,518	-	39,527,793
Docks & Piers	57,664,918	818,510	-	58,483,428
Equipment	2,154,893	169,438	-	2,324,331
Total property and equipment	<u>119,097,828</u>	<u>5,302,100</u>	<u>(3,498,623)</u>	<u>120,901,305</u>
Less accumulated depreciation	<u>(48,729,822)</u>	<u>(3,512,608)</u>	<u>-</u>	<u>(52,242,430)</u>
 Total capital assets, net	 <u>\$ 70,368,006</u>	 <u>\$ 1,789,492</u>	 <u>\$ (3,498,623)</u>	 <u>\$ 68,658,875</u>

NOTE F – TENANT LEASING ACTIVITIES

The Port leases certain properties to tenants under long-term non-cancelable operating leases. The depreciated cost of the leased properties aggregated approximately \$17,135,063 as of June 30, 2023, with annual depreciation expense of approximately \$1,341,085. Tenant leases include a 20-year lease for a MOC-P with the National Oceanic and Atmospheric Administration (“NOAA”). NOAA lease revenue is pledged for the 2010 Revenue Bonds (see Note G). The annual rent under this lease is approximately \$2,552,500 which is included in the schedule below.

The minimum future payments to be received under non-cancelable leases are as follows:

Year Ending June 30,	
2024	\$ 3,354,000
2025	3,273,000
2026	3,191,000
2027	3,001,000
2028	2,652,000
Thereafter	<u>7,362,000</u>
	<u>\$ 22,833,000</u>

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE G – CONSTRUCTION LINES OF CREDIT

On December 22, 2021, the Port entered into a non-revolving construction line of credit, with Oregon Infrastructure Finance Authority for the development of an administrative building. During the construction phase, the line accrues interest at 2.25% annually, with interest added to the balance of the line. The maximum amount available is \$810,000, and as of June 30, 2023, the balance on the line was \$810,000. The contract converts to permanent financing upon completion of construction, and will be amortized over the permanent financing period. The loan is secured by real property.

On December 22, 2021, the Port entered into a second non-revolving construction line of credit, with Oregon Infrastructure Finance Authority for the development of an administrative building. During the construction phase, the line accrues interest at 2.25% annually, with interest added to the balance of the line. The maximum amount available is \$950,000, and as of June 30, 2023, the balance on the line was \$850,000. The contract converts to permanent financing upon completion of construction, and will be amortized over the permanent financing period. The loan is secured by real property.

NOTE H – LONG-TERM OBLIGATIONS

Bonds and Loans Payable

The general obligation bonds, full faith and credit obligation bond, and State of Oregon loans are direct obligations and pledge the full faith and credit of the Port. The revenue bonds are secured by the NOAA lease revenue and the required reserve was fully funded with bond proceeds. The funds provided by obligations and other financing loans, were and continue to be used for the acquisition, repair and construction of capital assets.

In the fiscal year ending June 30, 2013, the Port obtained financing for construction of the International Terminal. The Port negotiated a \$3,000,000 loan with a \$500,000 grant from the Oregon Infrastructure Finance Authority (IFA). Additional financing was obtained under a forgivable loan from the State of Oregon Business Development in the amount of \$400,000. The non-interest-bearing loan is secured by a promissory note payable over ten years, with \$310,417 remaining at June 30, 2023.

In the fiscal year ending June 30, 2013, the Port refinanced two Special Public Works Fund Community Facility loans outstanding of \$2,624,942 and received new funding of \$890,000 for improvements to the Port's International Terminal.

On June 16, 2016, the Port issued Series 2016 refunding bonds for \$7,610,000. The amount of \$8,348,133 was sent to the escrow agent for refunding of GO Bond Series 2007 callable portion in the amount of \$4,135,878 and GO Bond Series 2008 callable portion in the amount of \$4,272,080. The Port realized a net present value savings of approximately \$944,963. As of June 30, 2023, remaining defeased GO bonds consist of 2007 series of \$2,930,000 and 2008 series of \$3,080,000. In 2016 the bonds were legally turned over to an escrow agent with sufficient funding (principal received combined with the earnings on that principal during the time the agent holds the funds) to service this debt. Defeased debt is no longer a liability of the Port.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
June 30, 2023

NOTE H – LONG-TERM OBLIGATIONS (CONTINUED)

In December of 2019, the Port issued Series 2019 refunding bonds for \$5,320,000 realizing a net present value savings of \$802,184. The amount of \$5,612,972 was sent to the escrow agent for refunding of GO Bond Series 2011 callable portion in the amount of \$4,855,000. As of June 30, 2023, the remaining defeased GO Bond balance is \$4,695,000. The bond was legally turned over to an escrow agent with sufficient funding (principal received combined with the earnings on that principal during the time the agent holds the funds) to service this debt. The defeased debt is no longer a liability of the Port.

In December of 2019, the Port issued another Series 2019 refunding bond for \$17,855,000 realizing a net present value savings of \$2,548,900. The amount of \$17,976,861 was sent to the escrow agent for refunding of Revenue Bond Series 2010 callable portion in the amount of \$17,165,000. As of June 30, 2023, the remaining defeased revenue bond balance is \$12,635,000. The bond was legally turned over to an escrow agent with sufficient funding (principal received combined with the earnings on that principal during the time the agent holds the funds) to service this debt. The defeased debt is no longer a liability of the Port.

As of June 30, 2023, the defeased General Obligation bonds are as follows:

GO 2007 defeased bonds	\$	2,930,000
GO 2008 defeased bonds		3,080,000
Revenue Bond 2010 defeased bonds		12,635,000
GO Bond 2011 defeased bonds		<u>4,695,000</u>
 Total balance of defeased bonds	 \$	 <u><u>23,340,000</u></u>

In January of 2017, the Port signed a letter of understanding with Oregon Brewing Company on improvements to property. The cost of the improvements were shared with the Port, resulting in the Port recognizing a contribution and a no interest obligation of \$210,295, payable over five years to Oregon Brewing Company.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE H – LONG-TERM OBLIGATIONS (CONTINUED)

Transactions for notes payable for the year ended June 30, 2023 were as follows:

	Balance			Balance	Due Within One Year		
	30-Jun-22	Additions	Reductions		30-Jun-23	Principal	Interest
Bonded Debt Fund							
General Obligation Bonds							
Series 2016	\$ 6,190,000	\$ -	\$ 310,000	\$ 5,880,000	\$ 320,000	\$ 218,250	\$ 538,250
Series 2019	5,045,000	-	110,000	4,935,000	115,000	165,609	280,609
Total Bonded Debt Fund	\$ 11,235,000	\$ -	\$ 420,000	\$ 10,815,000	\$ 435,000	\$ 383,859	\$ 818,859
General Fund							
Full Faith and Credit OB							
Series 2013	\$ 2,055,000	\$ -	\$ 225,000	\$ 1,830,000	\$ 235,000	\$ 53,233	\$ 288,233
State of Oregon Loans							
Special Public Works Fund Loans							
Q10001	807,940	-	-	807,940	72,491	44,357	116,848
L12005	2,196,667	-	138,355	2,058,312	138,355	74,502	212,857
Promissory	335,417	-	25,000	310,417	25,000	-	25,000
First Interstate							
2019 129700956	165,882	-	60,982	104,900	58,173	3,091	61,264
Toyota							
2017 CM Forklift Capital Lease	1,312	-	1,312	-	-	-	-
Financial Pacific Leasing							
2017 NIT Forklift Capital Lease	7,067	-	7,067	-	-	-	-
Oregon Brewing Company							
	45,569	-	30,978	14,591	14,591	-	14,591
Total General Fund	\$ 5,614,854	\$ -	\$ 488,694	\$ 5,126,160	\$ 543,610	\$ 175,183	\$ 718,793
NOAA Fund							
Revenue							
Series 2019	\$ 15,245,000	\$ -	\$ 1,350,000	\$ 13,895,000	\$ 1,380,000	\$ 378,214	\$ 1,758,214
	15,245,000	-	1,350,000	13,895,000	1,380,000	378,214	1,758,214
Totals	\$ 32,094,854	\$ -	\$ 2,258,694	\$ 29,836,160	\$ 2,358,610	\$ 937,256	\$ 3,295,866

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE H – LONG-TERM OBLIGATIONS (CONTINUED)

Future maturities of notes payable as of June 30, 2023, were as follows:

Year Ended June 30,	Full Faith Series 2013		NOAA Series 2019		Promissory Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 235,000	\$ 53,233	\$ 1,380,000	\$ 378,214	\$ 25,000	\$ -
2025	235,000	46,182	1,415,000	343,365	25,000	-
2026	245,000	38,983	1,455,000	306,226	25,000	-
2027	210,000	32,157	1,490,000	266,725	25,000	-
2028	215,000	25,783	1,535,000	224,528	25,000	-
2029-33	630,000	46,524	6,620,000	420,075	125,000	-
2034-38	60,000	1,050	-	-	60,417	-
2039-43	-	-	-	-	-	-
2044-48	-	-	-	-	-	-
	<u>\$ 1,830,000</u>	<u>\$ 243,912</u>	<u>\$ 13,895,000</u>	<u>\$ 1,939,133</u>	<u>\$ 310,417</u>	<u>\$ -</u>

Year Ended June 30,	Q10001		L12005		First Interstate	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 72,491	\$ 21,109	\$ 138,355	\$ 79,856	\$ 58,173	\$ 3,091
2025	74,696	18,904	143,710	74,502	46,727	986
2026	76,968	16,632	149,271	68,940	-	-
2027	79,309	14,291	155,048	63,163	-	-
2028	81,722	11,878	161,049	57,163	-	-
2029-33	422,754	45,123	903,698	187,361	-	-
2034-38	-	-	407,181	24,087	-	-
2039-43	-	-	-	-	-	-
2044-48	-	-	-	-	-	-
	<u>\$ 807,940</u>	<u>\$ 127,937</u>	<u>\$ 2,058,312</u>	<u>\$ 555,072</u>	<u>\$ 104,900</u>	<u>\$ 4,077</u>

Year Ended June 30,	GO 2019		GO 2016		Oregon Brewing Company	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	115,000	\$ 165,609	\$ 320,000	\$ 218,250	\$ 14,590	\$ -
2025	120,000	162,739	335,000	205,150	-	-
2026	120,000	159,613	350,000	191,450	-	-
2027	120,000	156,373	360,000	177,250	-	-
2028	130,000	152,928	370,000	162,650	-	-
2029-33	710,000	702,156	2,115,000	570,950	-	-
2034-38	1,160,000	567,359	2,030,000	142,475	-	-
2039-43	2,460,000	135,000	-	-	-	-
2044-48	-	-	-	-	-	-
	<u>\$ 4,935,000</u>	<u>\$ 2,201,777</u>	<u>\$ 5,880,000</u>	<u>\$ 1,668,175</u>	<u>\$ 14,590</u>	<u>\$ -</u>

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
June 30, 2023

NOTE H – LONG-TERM OBLIGATIONS (CONTINUED)

Future maturities of notes payable as of June 30, 2023, were as follows:

Year Ended June 30,	Total	
	Principal	Interest
2024	\$ 2,358,610	\$ 919,362
2025	2,395,133	851,828
2026	2,421,239	781,844
2027	2,439,357	709,959
2028	2,517,771	634,930
2029-33	11,526,452	1,972,189
2034-38	3,717,598	734,971
2039-43	2,460,000	135,000
2044-48	-	-
	\$ 29,836,160	\$ 6,740,082

NOTE I – COMMITMENTS AND CONTINGENCIES

Paid Time Off

As of June 30, 2023, the Port recorded a liability for accumulated unused paid time off (“PTO”) of \$98,381. It is the Port's policy to pay unused PTO upon retirement or termination of employment, subject to limitations based on years of service.

Risk Management

The Port is exposed to various risks of loss related to theft, damage or destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Port purchases commercial insurance to minimize its exposure to these risks. Settled claims resulting from these risks have historically not exceeded commercial insurance coverage.

NOTE J – PENSION RETIREMENT PLAN

Defined Benefit Pension Plan

General Information about the Pension Plan:

Name of the pension plan: The Oregon Public Employees Retirement System (OPERS) is a cost-sharing multiple-employer defined benefit plan.

Plan description. Employees of the Port are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. OPERS issues a publicly available financial report that can be obtained at:

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx

Benefits provided under Chapter 238-Tier One / Tier Two:

1. *Pension Benefits.* The ORS 238 Defined Benefit Pension Plan provides benefits to members hired *before* August 29, 2003.

The OPERS retirement benefit is payable monthly for life to covered members upon reaching the minimum retirement age. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer. General service employees may retire after reaching age 55. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Tier Two members are eligible for full benefits at age 60.

2. *Death Benefits.* Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:
 - Member was employed by a OPERS employer at the time of death,
 - Member died within 120 days after termination of OPERS-covered employment,
 - Member died as a result of injury sustained while employed in a OPERS-covered job, or
 - Member was on an official leave of absence from a OPERS-covered job at the time of death.
3. *Disability Benefits.* A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefits regardless of the length of OPERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 when determining the monthly benefit.
4. *Benefit Changes after Retirement.* Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments.

Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes.

Benefits provided under Chapter 238A-OPSRP Pension Program (OPSRP DB):

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

1. *Pension Benefits.* The ORS 238A Defined Benefit Pension Program provides benefits to members hired *on or after* August 29, 2003.

This portion of the OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

General Service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit. A member of the OPSRP pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

2. *Death Benefits.* Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.
3. *Disability Benefits.* A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.
4. *Benefit Changes after Retirement.* Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes.

Contributions:

OPERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans.

Employer contribution rates during the period were based on the December 31, 2019, actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2021. The state of Oregon and certain schools, community colleges, and political subdivisions have made lump sum payments to establish side accounts, and their rates have been reduced. The Port has not established any such side accounts.

Employer contributions for the year ended June 30, 2023, were \$200,916, excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2023, were: (1) Tier1/Tier 2 – 19.69% and (2) OPSRP general service – 15.56%.

PORT OF NEWPORT

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

Actuarial Valuations:

The employer contribution rates effective July 1, 2021, through June 30, 2023, were set using the projected unit credit actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years. For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

Actuarial Methods and Assumptions:

Valuation Date	December 31, 2020
Measurement Date	June 30, 2022
Experience Study Report	2020, published July 20, 2021
Actuarial Assumptions:	
Actuarial Cost Method	Entry Age Normal
Inflation Rate	2.40 percent
Long-term expected rate of return	6.90 percent
Discount rate	6.90 percent
Projected Salary Increases	3.40 percent
Cost of living adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	<p>Healthy retirees and beneficiaries: Pub-2010 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p>Active members: Pub-2010 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p>Disabled retirees: Pub-2010 Disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2020 Experience Study which reviewed experience for the four-year period ending on December 31, 2020.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

Discount Rate:

The discount rate used to measure the total pension liability was 6.90 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Cash	0.0 %	3.0 %	0.0 %
Debt Securities	15.0	25.0	20.0
Public Equity	32.5	42.5	37.5
Private Equity	14.0	21.0	17.5
Real Estate	9.5	15.5	12.5
Alternative Equity	0.0	12.5	12.5
Opportunity Portfolio	0.0	3.0	0.0
Total			100.0 %

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2021 the PERS Board reviewed long-term assumptions developed by both the actuary’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. The table below shows the actuary’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

Asset Class	Target	Compound Annual Return (Geometric)	
Core Fixed Income	9.60	%	4.07
Short-Term Bonds	9.60		3.68
Bank Leveraged Loans	3.60		5.19
High Yield Bonds	1.20		5.74
Large / Mid Cap US Equities	16.17		6.30
Small / Micro Cap US Equities	2.70		13.47
Developed Foreign Equities	13.48		6.91
Emerging Foreign Equities	4.24		7.69
Non-US Small Cap Equities	1.93		7.25
Private Equity	17.50		8.33
Real Estate (Property)	10.00		5.55
Real Estate (REITS)	2.50		6.69
Hedge Funds	1.88		9.65
Timber & Farmland	2.26		11.73
Infrastructure	2.25		6.67
Commodities	1.13		3.79
Assumed Inflation – Mean			2.40

Sensitivity of the Port's proportionate share of the net pension liability to changes in the discount rate:

The following presents the Port's proportionate share of the net pension (liability) asset calculated using the current discount rate as well as the Port's net pension liability as if it were calculated using a discount rate 1 percentage point lower or higher than the current rate:

	1% Decrease (5.9%)	Current Rate (6.9%)	1% Increase (7.9%)
Proportionate share of the net pension (liability)/asset	\$ 3,463,355	\$ 1,952,932	\$ 688,777

Pension plan fiduciary net position:

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:

At June 30, 2023, the Port reported a liability of \$1,952,932 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2020 and rolled forward to June 30, 2023. The Port's proportion of the net pension asset was based on the Port's projected long-term contribution effort as compared to the total projected long-term contribution effort of all employers.

Rates of every employer have at least two major components:

1. **Normal Cost Rate:** The economic value, stated as a percent of payroll, for the portion of each active member's total projected retirement benefit that is allocated to the upcoming year of service. The rate is in effect for as long as each member continues in OPERS-covered employment. The current value of all projected future Normal Cost Rate contributions is the Present Value of Future Normal Costs (PVFNC). The PVFNC represents the portion of the projected long-term contribution effort related to future service.
2. **Unfunded Actuarial Liability (UAL) Rate:** If system assets are less than the actuarial liability, a UAL exists. UAL can arise in a biennium when an event such as experience differing from the assumptions used in the actuarial valuation occurs. An amortization schedule is established to eliminate the UAL that arises in a given biennium over a fixed period of time if future experience follows assumption. The UAL Rate is the upcoming year's component of the cumulative amortization schedules, stated as a percent of payroll. The present value of all projected UAL Rate contributions is simply the UAL itself. The UAL represents the portion of the projected long-term contribution effort related to past service.

An employer's PVFNC depends on both the normal cost rates charged on the employer's payrolls, and on the underlying demographics of the respective payrolls. For OPERS funding, employers have up to three different payrolls, each with a different normal cost rate: (1) Tier 1/Tier 2 payroll, (2) OPSRP general service payroll, and (3) OPSRP police and fire payroll.

Analyzing both rate components, the projected long-term contribution effort is simply the sum of the PVFNC and UAL. The PVFNC part of the contribution effort pays for the value of future service while the UAL part of the contribution effort pays for the value of past service not already funded by accumulated contributions and investment earnings. Each of the two contribution effort components are calculated at the employer-specific level. The sum of these components across all employers is the total projected long-term contribution effort.

At June 30, 2023 measurement date, the Port's proportionate share of the net pension liability was 0.01275425%, which changed from its proportionate share measured as of June 30, 2022 of 0.00940440%.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

For the year ended June 30, 2023, the Port recognized pension expense of (\$191,154). At June 30, 2023, the Port reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Differences between expected and actual experience	\$ 94,799	\$ 12,179
Changes of assumptions	306,426	2,800
Net difference between projected and actual earnings on investments	-	349,146
Changes in proportionate share	902,493	46,869
Differences between employer contributions and proportionate share of contributions	<u>-</u>	<u>354,017</u>
Total (prior to post-measurement date contributions)	1,303,718	765,011
Contributions made subsequent to measurement date	<u>231,817</u>	<u>N/A</u>
Net Deferred Outflow/(Inflow) of Resources	\$ <u><u>1,535,535</u></u>	\$ <u><u>765,011</u></u>

Deferred outflows of resources related to pensions resulting from Port contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year subsequent to June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflow/(Inflow) of Resources (prior to post- measurement date contributions)</u>
2024	\$ 386,184
2025	139,038
2026	(17,708)
2027	236,162
2028	26,848
Thereafter	<u>-</u>
Net Deferred Outflow/(Inflow) of Resources	\$ <u><u>770,524</u></u>

Changes in Plan Provisions Subsequent to Measurement Date:

There were no changes in Plan provisions subsequent to the June 30, 2022, measurement date.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE J – PENSION RETIREMENT PLAN (CONTINUED)

Changes in Assumptions:

There were no key changes implemented since the December 31, 2020, valuation. Additional detail and a comprehensive list of methods and assumptions can be found in the 2020 Experience Study for the System, which was published July 2021.

Defined Contribution Plan

OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

Participants in OPERS defined benefit pension plans also participate in the OPSRP Individual Account Program (IAP), a defined contribution pension plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions

Employees contribute six percent of covered payroll for general service employees. For fiscal year 2023, employees contributed \$88,607 with VOYA Financial to maintain IAP participant records.

NOTE K – OTHER POST EMPLOYMENT BENEFITS

The Port provides other postemployment benefits ("OPEB") for the benefit of its employees. The Port's OPEB combines two separate plans. The Port provides an implicit rate subsidy for retiree health insurance premiums administered by the Special District Association of Oregon (SDAO), and a contribution to the State of Oregon's PERS cost-sharing multiple-employer defined health insurance benefit plan (RHIA). The total OPEB liability is based on a valuation provided by an independent actuarial firm based on assumptions including inflation rate, projected salary increases, discount rate, medical, dental and vision increases, and mortality rates and other inputs.

PORT OF NEWPORT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

June 30, 2023

NOTE K – OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

The OPEB liability for both components was measured as of June 30, 2022, and was determined by an actuarial valuation as of December 31, 2020 rolled forward to June 30, 2023. The Port's proportionate share of the OPEB liability was based on the Port's projected long-term contribution effort as compared to the total projected long-term contribution effort of all employers. Based on the Port's small impact on the state-wide pool, the Port's proportionate share of the OPEB asset as of June 30, 2023, was \$42,199, which was insignificant to the Port's financial statements.

NOTE L – OPERATING LEASE

The Port leases submerged and submersible land under five separate agreements with the Oregon State Land Board and Department of State Lands, the last expiring November 30, 2031. The lease terms require an annual rental payment due on the lease anniversary date each year, subject to adjustment in accordance with the provisions of OAR 141-082-011. The agreements may also be renewed for unlimited successive 15-year terms. The amount of lease expense recognized for the year ended June 30, 2023 was \$90,425.

Future minimum lease payments required under the agreements are as follows:

Year ending June 30,	
2024	\$ 68,000
2025	70,000
2026	72,000
2027	56,000
2028	41,000
Thereafter	<u>167,000</u>
	<u><u>\$ 474,000</u></u>

NOTE M – OVER EXPENDITURE OF APPROPRIATIONS

The Port overexpended the following fiscal 2023 appropriations:

NOAA Lease Fund:	
Debt service	\$ 11,503

NOTE N – SUBSEQUENT EVENTS

Subsequent events have been evaluated through May 20, 2024 which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

PORT OF NEWPORT

SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION – PENSION INFORMATION

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
Last 10 Fiscal Years**

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Proportion of the net pension liability (asset)	0.01275%	0.00940%	0.00720%	0.00394%	0.00567%	0.00549%	0.00454%	0.00285%	0.00753%	0.00753%
Proportionate share of the net pension liability (asset)	\$ 1,952,932	\$ 1,125,376	\$ 1,571,763	\$ 682,015	\$ 858,385	\$ 739,360	\$ 680,933	\$ 163,496	\$ (170,613)	\$ 384,108
Covered-employee payroll	1,415,881	1,106,858	870,159	557,083	718,008	817,153	736,082	607,922	689,517	771,581
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	137.9%	101.7%	180.6%	122.4%	119.6%	90.5%	92.5%	26.9%	-24.7%	49.8%
Plan fiduciary net position as a percentage of the total pension liability	84.5%	87.6%	75.8%	80.2%	85.0%	83.1%	80.5%	91.9%	103.6%	92.0%

**SCHEDULE OF CONTRIBUTIONS
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
Last 10 Fiscal Years**

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	514,016	\$ 107,852	\$ 88,633	\$ 67,824	\$ 78,769	\$ 42,074	\$ 2,682	\$ 8,986	\$ 21,005	\$ 24,249
Contributions in relation to the contractually required contribution	200,916	203,271	165,579	56,263	34,500	42,074	2,682	9,108	21,371	25,214
Contribution deficiency (excess)	<u>313,100</u>	<u>\$ (95,419)</u>	<u>\$ (76,946)</u>	<u>\$ 11,561</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (122)</u>	<u>\$ (366)</u>	<u>\$ (965)</u>
Covered-employee payroll	1,415,881	\$ 1,106,858	\$ 870,159	\$ 557,083	\$ 718,008	\$ 817,153	\$ 736,082	\$ 607,922	\$ 689,517	\$ 771,581
Contributions as a percentage of covered-employee payroll	14.2%	18.4%	19.0%	10.1%	4.8%	5.1%	0.4%	1.5%	3.1%	3.3%

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2023

Changes in Benefit Terms:

There were no significant changes in benefit terms.

Changes in Assumptions:

Actuarial assumptions and other changes are described in the notes to the accompanying financial statements.

SUPPLEMENTAL INFORMATION

PORT OF NEWPORT
COMBINING SCHEDULE OF ASSETS, LIABILITIES AND NET POSITION
June 30, 2023

ASSETS

	General Fund	Bonded Debt Fund	Facilities Maintenance Reserve Fund	Construction Fund	NOAA Lease Revenue Fund	NOAA Capital Maintenance Fund	Total Enterprise Funds
Current assets							
Cash and investments	\$ 1,375,032	\$ -	\$ 569,549	\$ 13,146	\$ 2,393,155	\$ 1,923,900	\$ 6,274,782
Cash - restricted for grant	1,278,305	139,859	-	-	1,761,721	-	3,179,885
Property tax receivables	5,472	31,469	-	-	-	-	36,941
Receivables, net of allowances	738,366	-	-	-	-	-	738,366
Grant receivable	-	-	-	-	-	-	-
Prepaid expense	188,253	-	-	-	113,219	-	301,472
Due from (due to)	74,426	-	-	-	(428,601)	354,175	-
Total current assets	3,659,854	171,328	569,549	13,146	3,839,494	2,278,075	10,531,446
Noncurrent assets							
Capital assets							
Depreciable capital assets	61,863,789	-	-	-	38,471,763	-	100,335,552
Non depreciable capital assets	20,565,753	-	-	-	-	-	20,565,753
Accumulated depreciation	(33,601,593)	-	-	-	(18,640,837)	-	(52,242,430)
Capital assets, net	48,827,949	-	-	-	19,830,926	-	68,658,875
Bond cost	-	132,941	-	-	177,273	-	310,214
Bond discount	-	6,805	-	-	-	-	6,805
Total noncurrent assets	48,827,949	139,746	-	-	20,008,199	-	68,975,894
Deferred outflows of resources							
Advanced refunding outflows	-	553,084	-	-	390,615	-	943,699
Pension related outflows	1,458,759	-	-	-	76,776	-	1,535,535
Total deferred outflows	1,458,759	553,084	-	-	467,391	-	2,479,234
Total assets and deferred outflows	\$ 53,946,562	\$ 864,158	\$ 569,549	\$ 13,146	\$ 24,315,084	\$ 2,278,075	\$ 81,986,574

LIABILITIES AND NET POSITION

Current liabilities							
Accounts payable	\$ 334,733	\$ -	\$ -	\$ -	\$ 37,072	\$ -	\$ 371,805
Accrued payroll	199,612	-	-	-	9,880	-	209,492
Accrued interest payable	11,368	-	-	-	164,613	-	175,981
Lease deposits	257,203	-	-	-	-	-	257,203
Notes payable and assessment debt - current	308,610	-	-	-	-	-	308,610
Bonds payable - current	235,000	435,000	-	-	1,380,000	-	2,050,000
Total current liabilities	1,346,526	435,000	-	-	1,591,565	-	3,373,091
Noncurrent liabilities							
Construction line of credit	1,660,000	-	-	-	-	-	1,660,000
Notes payable	2,987,550	-	-	-	-	-	2,987,550
Bonds payable	1,595,000	10,380,000	-	-	12,515,000	-	24,490,000
Bonds premium	70,939	572,487	-	-	-	-	643,426
Pension	1,855,285	-	-	-	97,647	-	1,952,932
Total noncurrent liabilities	8,168,774	10,952,487	-	-	12,612,647	-	31,733,908
Deferred inflows of resources							
Lease related related inflows	-	-	-	-	-	-	-
Pension related inflows	726,760	-	-	-	38,251	-	765,011
Total deferred inflows	726,760	-	-	-	38,251	-	765,011
Net position							
Investment in capital assets, net of related debt	42,041,789	-	-	-	5,935,926	-	47,977,715
Restricted	1,278,305	139,859	-	-	1,761,721	-	3,179,885
Unrestricted	384,408	(10,663,188)	569,549	13,146	2,374,974	2,278,075	(5,043,036)
Total net position	43,704,502	(10,523,329)	569,549	13,146	10,072,621	2,278,075	46,114,564
Total liabilities, deferred inflows and net position	\$ 53,946,562	\$ 864,158	\$ 569,549	\$ 13,146	\$ 24,315,084	\$ 2,278,075	\$ 81,986,574

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

COMBINING SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

Year Ended June 30, 2023

	General Fund	Bonded Debt Fund	Facilities Maintenance Reserve Fund	Construction Fund	NOAA Lease Revenue Fund	NOAA Capital Maintenance Fund	Total Enterprise Funds
Operating revenues							
Moorages and leases	\$ 3,298,201	\$ -	\$ -	\$ -	\$ 2,708,210	\$ -	\$ 6,006,411
Property tax	127,583	831,950	-	-	-	-	959,533
RV park	1,735,281	-	-	-	-	-	1,735,281
Services	630,918	-	-	-	-	-	630,918
Fees	602,467	-	-	-	-	-	602,467
Other	100,557	-	-	-	11,365	-	111,922
Total operating revenues	6,495,007	831,950	-	-	2,719,575	-	10,046,532
Operating expenses							
Salary and wage	1,616,208	-	-	-	143,145	-	1,759,353
Payroll tax and benefit	901,767	-	-	-	76,766	-	978,533
Administration, promotion and marketing	431,256	-	-	-	20,369	-	451,625
Maintenance	656,847	-	-	-	41,790	-	698,637
Utilities	663,093	-	-	-	24,258	-	687,351
Insurance	262,669	-	-	-	205,226	-	467,895
Professional fees	121,598	-	-	-	1,917	-	123,515
Service fees	784,132	-	-	-	106,239	-	890,371
Supplies	124,733	-	-	-	-	-	124,733
Other	620,473	-	-	-	264,089	-	884,562
Depreciation	2,046,807	-	-	-	1,465,801	-	3,512,608
Total operating expenses	8,229,583	-	-	-	2,349,600	-	10,579,183
Operating income (loss)	(1,734,576)	831,950	-	-	369,975	-	(532,651)
Non-operating revenues (expenses)							
Grants and reimbursements	1,315,000	-	-	-	-	-	1,315,000
Interest income	29,961	6,161	37,749	73	5,736	53,369	133,049
Interest expense	(164,813)	(398,194)	-	-	(449,970)	-	(1,012,977)
Total non-operating revenues (expenses)	1,180,148	(392,033)	37,749	73	(444,234)	53,369	435,072
Income (loss) before transfers and other changes in net losses	(554,428)	439,917	37,749	73	(74,259)	53,369	(97,579)
Transfer from other funds	-	-	5,284	-	-	-	5,284
Transfer to other funds	(5,284)	-	-	-	-	-	(5,284)
Change in net position	(559,712)	439,917	43,033	73	(74,259)	53,369	(97,579)
Net position, beginning of year	44,264,214	(10,963,246)	526,516	13,073	10,146,880	2,224,706	46,212,143
Net position, end of year	\$ 43,704,502	\$ (10,523,329)	\$ 569,549	\$ 13,146	\$ 10,072,621	\$ 2,278,075	\$ 46,114,564

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT
COMBINING SCHEDULE OF CASH FLOWS
Year Ended June 30, 2023

	General Fund	Bonded Debt Fund	Facilities Maintenance Reserve Fund	Construction Fund	NOAA Lease Revenue Fund	NOAA Capital Maintenance Fund	Total Enterprise Funds
Cash flows from operating activities:							
Cash received from tenants	\$ 6,097,110	\$ -	\$ -	\$ -	\$ 2,719,575	\$ -	\$ 8,816,685
Cash received from property taxes	127,583	839,955	-	-	-	-	967,538
Cash received from others	-	-	26,744	-	-	-	26,744
Payments to vendors	(3,534,920)	-	-	-	(617,518)	-	(4,152,438)
Payments to employees	(2,517,975)	-	-	-	(219,911)	-	(2,737,886)
Net cash provided by (used in) operating activities	171,798	839,955	26,744	-	1,882,146	-	2,920,643
Cash flows from investing activities:							
Interest income	29,961	6,161	11,005	73	5,736	53,369	106,305
Cash flows from noncapital financing activities:							
Advances (to) from other funds	(392,688)	-	-	-	218,744	173,944	-
Transfers from other funds	-	-	5,284	-	-	-	5,284
Transfers to other funds	(5,284)	-	-	-	-	-	(5,284)
Net cash provided by (used in) noncapital financing activities	(397,972)	-	5,284	-	218,744	173,944	-
Cash flows from capital and related financing activities:							
Property and equipment (additions) deletions	(1,789,178)	-	-	-	(14,299)	-	(1,803,477)
Cash received from grants	1,315,000	-	-	-	-	-	1,315,000
Bond discount	-	43,201	-	-	17,727	-	60,928
Bond premium	(6,485)	(44,037)	-	-	-	-	(50,522)
Advance from new debt	960,205	-	-	-	-	-	960,205
Bonds refunded	-	-	-	-	-	-	-
Payments on notes and bonds payable	(488,694)	(420,000)	-	-	(1,350,000)	-	(2,258,694)
Interest paid	(166,009)	(398,194)	-	-	(463,008)	-	(1,027,211)
Net cash provided by (used in) capital and related financing activities	(175,161)	(819,030)	-	-	(1,809,580)	-	(2,803,771)
Change in cash and cash equivalents	(371,374)	27,086	43,033	73	297,046	227,313	223,177
Cash and cash equivalents, beginning of year	3,024,711	112,773	526,516	13,073	3,857,830	1,696,587	9,231,490
Cash and cash equivalents, end of year	\$ 2,653,337	\$ 139,859	\$ 569,549	\$ 13,146	\$ 4,154,876	\$ 1,923,900	\$ 9,454,667
Reported in the Balance Sheet as:							
Unrestricted	\$ 1,375,032	\$ -	\$ 569,549	\$ 13,146	\$ 2,393,155	\$ 1,923,900	\$ 6,274,782
Restricted	1,278,305	139,859	-	-	1,761,721	-	3,179,885
Total	\$ 2,653,337	\$ 139,859	\$ 569,549	\$ 13,146	\$ 4,154,876	\$ 1,923,900	\$ 9,454,667
Reconciliation of operating income (loss) to cash provided by(used in) operating activities:							
Operating income (loss)	\$ (1,734,576)	\$ 831,950	\$ -	\$ -	\$ 369,975	\$ -	\$ (532,651)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities							
Depreciation and amortization	2,046,807	-	-	-	1,465,801	-	3,512,608
Non operating revenues	-	-	26,744	-	-	-	26,744
(Increase) decrease in current assets:							
Operating receivables	(270,314)	8,005	-	-	-	-	(262,309)
Prepaid expenses	(4,130)	-	-	-	(6,665)	-	(10,795)
Increase (decrease) in current liabilities							
Accounts payable and compensated absences	(47,585)	-	-	-	20,500	-	(27,085)
Changes to debt related deferred inflows	-	-	-	-	-	-	-
Pension liabilities	181,596	-	-	-	32,535	-	214,131
Debt related	-	-	-	-	-	-	-
Net cash provided by (used in) operating activities	\$ 171,798	\$ 839,955	\$ 26,744	\$ -	\$ 1,882,146	\$ -	\$ 2,920,643

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – GENERAL FUND

Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable) Final to Actual
Revenues				
Moorage	\$ 1,914,229	\$ 1,914,229	\$ 2,244,902	\$ 330,673
Leases	783,000	783,000	880,285	97,285
RV park	1,437,663	1,437,663	1,508,344	70,681
Services	1,128,684	1,128,684	630,918	(497,766)
Intergovernmental	4,546,940	4,546,940	1,315,000	(3,231,940)
Fees	4,000	4,000	802,467	798,467
Property taxes	125,000	125,000	127,583	2,583
Interest	2,500	2,500	29,961	27,461
Miscellaneous	100,700	100,700	285,617	184,917
Total revenues	10,042,716	10,042,716	7,825,077	(2,217,639)
Expenditures				
Personnel services	2,592,862	2,592,862	2,303,111	289,751
Material and services	5,359,330	5,359,330	3,238,381	2,120,949
Capital outlay	9,023,271	9,023,271	2,215,598	6,807,673
Debt service	1,076,516	1,076,516	661,189	415,327
Operating contingency	350,000	350,000	-	350,000
Total expenditures	18,401,979	18,401,979	8,418,279	9,983,700
Excess (deficiency) of revenues over expenditures	(8,359,263)	(8,359,263)	(593,202)	7,766,061
Other financing sources (uses)				
Loan Proceeds	1,808,000	1,808,000	960,205	2,768,205
Transfers in	2,368,531	2,368,531	-	2,368,531
Transfers out	(500,000)	(500,000)	(5,284)	494,716
Total other financing sources (uses)	3,676,531	3,676,531	954,921	5,631,452
Net changes in fund balances	(4,682,732)	(4,682,732)	361,719	5,044,451
Fund balance, beginning of year	6,883,958	6,883,958	2,852,290	(4,031,668)
Fund balance, end of year	\$ 2,201,226	\$ 2,201,226	3,214,009	\$ 1,012,783
Reconciliation to GAAP				
Capital assets, net of depreciation			48,827,949	
Bonds and notes payable			(6,786,159)	
Accrued interest			(11,368)	
Deferred outflows			1,458,759	
Net pension liability			(1,855,285)	
Deferred inflows			(726,760)	
Bond premium			(70,939)	
Deposits			(257,203)	
Compensated absences			(88,501)	
Net position, end of year			\$ 43,704,502	

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – BONDED DEBT FUND**

Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable) Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Property taxes	\$ 809,574	\$ 809,574	\$ 831,950	\$ 22,376
Interest	50	50	6,161	6,111
Total revenues	<u>809,624</u>	<u>809,624</u>	<u>838,111</u>	<u>28,487</u>
Expenditures				
Debt service	819,030	819,030	819,030	-
Contingency	10,000	10,000	-	10,000
Total expenditures	<u>819,030</u>	<u>819,030</u>	<u>819,030</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(9,406)</u>	<u>(9,406)</u>	<u>19,081</u>	<u>28,487</u>
Other financing sources (uses)				
Debt refunded	-	-	-	-
Debt proceeds	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net changes in fund balances	(9,406)	(9,406)	19,081	28,487
Fund balance, beginning of year	104,406	104,406	152,247	47,841
Fund balance, end of year	<u>\$ 95,000</u>	<u>\$ 95,000</u>	<u>171,328</u>	<u>\$ 76,328</u>
Reconciliation to GAAP				
Bond cost			132,941	
Deferred outflow, advance refunding valuation			553,084	
Bond discount			6,805	
Bond premium			(572,487)	
Bonds and notes payable			<u>(10,815,000)</u>	
Net position, end of year			<u>\$ (10,523,329)</u>	

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – FACILITY MAINTENANCE RESERVE FUND**

Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable) Final to Actual</u>
Revenues				
Interest	\$ 500	\$ 500	\$ 11,005	\$ 10,505
Miscellaneous	-	-	26,744	26,744
Total revenues	<u>-</u>	<u>-</u>	<u>37,749</u>	<u>37,249</u>
Expenditures				
Capital outlay	-	-	-	-
Contingency	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>37,749</u>	<u>37,249</u>
Other financing sources (uses)				
Transfers out	(528,316)	(528,316)	-	528,316
Transfers in	500,000	500,000	5,284	(494,716)
Total other financing sources (uses)	<u>(28,316)</u>	<u>(28,316)</u>	<u>5,284</u>	<u>33,600</u>
Net changes in fund balances	(28,316)	(28,316)	43,033	71,349
Fund balance, beginning of year	527,816	527,816	526,516	(1,300)
Fund balance, end of year	<u>\$ 499,500</u>	<u>\$ 499,500</u>	<u>\$ 569,549</u>	<u>\$ 70,049</u>

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – CONSTRUCTION FUND**

Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable) Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Interest	\$ 10	\$ 10	\$ 73	\$ 63
Total revenues	<u>10</u>	<u>10</u>	<u>73</u>	<u>63</u>
Expenditures				
Capital outlay	-	-	-	-
Contingency	13,071	13,071	-	13,071
Total expenditures	<u>13,071</u>	<u>13,071</u>	<u>-</u>	<u>13,071</u>
Excess (deficiency) of revenues over expenditures	<u>(13,061)</u>	<u>(13,061)</u>	<u>73</u>	<u>13,134</u>
Other financing sources (uses)				
Loan payment	1,600,000	1,600,000	-	(1,600,000)
Intergovernmental	-	-	-	-
Transfers in	-	-	-	-
Transfers out	(1,600,000)	(1,600,000)	-	1,600,000
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net changes in fund balances	(13,061)	(13,061)	73	13,134
Fund balance, beginning of year	13,071	13,071	13,073	2
Fund balance, end of year	<u>\$ 10</u>	<u>\$ 10</u>	<u>\$ 13,146</u>	<u>\$ 13,136</u>

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – NOAA LEASE REVENUE FUND

Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable) Final to Actual
Revenues				
Leases	\$ 2,572,858	\$ 2,572,858	\$ 2,708,210	\$ 135,352
Interest	6,000	6,000	5,736	(264)
Miscellaneous	-	-	11,366	11,366
Total revenues	2,578,858	2,578,858	2,725,312	146,454
Expenditures				
Personnel services	218,469	218,469	212,032	6,437
Material and services	1,125,822	1,125,822	663,889	461,933
Capital outlay	40,000	40,000	14,300	25,700
Debt service	1,760,800	1,760,800	1,772,303	(11,503)
Contingency	138,429	138,429	-	138,429
Total expenditures	3,283,520	3,283,520	2,662,524	620,996
Excess (deficiency) of revenues over expenditures	(704,662)	(704,662)	62,788	767,450
Other financing sources (uses)				
Transfers out	(240,035)	(240,035)	-	(240,035)
Debt refunded	-	-	-	-
Bond proceeds	-	-	-	-
Transfers in	-	-	-	-
Total other financing sources (uses)	(240,035)	(240,035)	-	(240,035)
Net changes in fund balances	(944,697)	(944,697)	62,788	1,007,485
Fund balance, beginning of year	341,241	341,241	3,739,634	3,398,393
Fund balance, end of year	\$ (603,456)	\$ (603,456)	3,802,422	\$ 4,405,878
Reconciliation to GAAP				
Capital assets, net of depreciation			19,830,926	
Bonds cost			177,273	
Advance refunding			390,615	
Bonds and notes payable			(13,895,000)	
Accrued interest			(164,613)	
Accrued payroll			(9,880)	
Deferred outflows			76,776	
Net pension liability			(97,647)	
Deferred inflows			(38,251)	
Net position, end of year			\$ 10,072,621	

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
BUDGET TO ACTUAL – NOAA CAPITAL MAINTENANCE FUND**

Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable) Final to Actual</u>
Revenues				
Interest	5,000	5,000	53,369	48,369
Miscellaneous	-	-	-	-
Total revenues	<u>5,000</u>	<u>5,000</u>	<u>53,369</u>	<u>48,369</u>
Expenditures				
Personnel services	-	-	-	-
Material and services	-	-	-	-
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Contingency	1,039,530	1,039,530	-	1,039,530
Total expenditures	<u>1,039,530</u>	<u>1,039,530</u>	<u>-</u>	<u>1,039,530</u>
Excess (deficiency) of revenues over expenditures	<u>(1,034,530)</u>	<u>(1,034,530)</u>	<u>53,369</u>	<u>1,087,899</u>
Other financing sources (uses)				
Transfers out	-	-	-	-
Debt refunded	-	-	-	-
Bond proceeds	-	-	-	-
Transfers in	186,744	186,744	-	(186,744)
Total other financing sources (uses)	<u>186,744</u>	<u>186,744</u>	<u>-</u>	<u>(186,744)</u>
Net changes in fund balances	(847,786)	(847,786)	53,369	901,155
Fund balance, beginning of year	1,888,717	1,888,717	2,224,706	335,989
Fund balance, end of year	<u>\$ 1,040,931</u>	<u>\$ 1,040,931</u>	<u>\$ 2,278,075</u>	<u>\$ 1,237,144</u>

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT
PORT LEVY
SCHEDULE OF TAX COLLECTIONS AND UNPAID BALANCES
June 30, 2023

	Imposed Levy or Balance Uncollected July 1, 2022	Add Levy as Extended by Assessor	Adjustments	Interest	Cash Collection by County Treasurer	Balance Uncollected or Unsegregated June 30, 2023
Current						
2022-2023	\$ -	\$ 136,202	\$ (8,664)	\$ 51	\$ (124,791)	\$ 2,798
Prior years						
2021-2022	2,421	-	(295)	-	(1,227)	899
2020-2021	1,215	-	(160)	-	(472)	583
2019-2020	694	-	(68)	-	(485)	141
2018-2019	182	-	(69)	-	(118)	(5)
2016-2017 and Prior	997	-	99	-	(40)	1,056
Total years	\$ 5,509	\$ 136,202	\$ (9,157)	\$ 51	\$ (127,133)	\$ 5,472

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

PORT OF NEWPORT

BOND LEVY

SCHEDULE OF TAX COLLECTIONS AND UNPAID BALANCES

June 30, 2023

	Imposed Levy or Balance Uncollected July 1, 2022	Add Levy as Extended by Assessor	Adjustments	Interest	Cash Collection by County Treasurer	Balance Uncollected or Unsegregated June 30, 2023
Current						
2022-2023	\$ -	\$ 885,887	\$ (54,108)	\$ 329	\$ (813,863)	\$ 18,245
Prior years						
2021-2022	19,159	-	(2,334)	-	(9,708)	7,117
2020-2021	8,142	-	(406)	3	(3,162)	4,577
2019-2020	4,724	-	(461)	-	(3,303)	960
2018-2019	838	-	(318)	-	(543)	(23)
2017-2018 and Prior	975	-	(5)	-	(377)	593
Total years	\$ 33,838	\$ 885,887	\$ (57,632)	\$ 332	\$ (830,956)	\$ 31,469

The accompanying notes and independent auditor's report should be read with the supplemental schedules.

REPORT REQUIRED BY OREGON MINIMUM AUDIT STANDARDS

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

Board of Commissioners
Port of Newport
Newport, Oregon

We have audited the basic financial statements of the Port of Newport (the Port) as of and for the year ended June 30, 2023, and have issued our report thereon dated May 20, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the Port's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).**
- Indebtedness limitations, restrictions and repayment.**
- Budgets legally required (ORS Chapter 294).**
- Insurance and fidelity bonds in force or required by law.**
- Programs funded from outside sources.**
- Authorized investment of surplus funds (ORS Chapter 294).**
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Port was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*.

OAR 162-10-0230 Internal Control

In planning and performing our audit of the basic financial statements of the Port as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Port's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, we do not express an opinion on the effectiveness of the Port's internal control.

Board of Commissioners
Port of Newport
Newport, Oregon

We have identified certain deficiencies in internal control over financial reporting that we have communicated to the Port in a separate report dated May 20, 2024.

This report is intended solely for the information and use of the Commissioners and management of the Port of Newport and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these specified parties.

KERN & THOMPSON, LLC
Certified Public Accountants



Eric A. Zehntbauer, CPA
Partner

Portland, Oregon
May 20, 2024

PORT OF NEWPORT

AUDIT LETTERS

June 30, 2023

KERN ▲ THOMPSON
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Governance Letter	1-2
Adjusting Journal Entries	3
Communication Letter	4-5
Management Representation Letter	

Governance Letter

To the Board of Commissioners
Port of Newport
Newport, Oregon

We have audited the financial statements of Port of Newport (the Port), for the year ended June 30, 2023, and have issued our report thereon dated below. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated September 1, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Port are described in Note B to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2023. We noted no transactions entered into by the Port during the year for which there is a lack of authoritative guidance or consensus, with the exception of the following:

During the fiscal year ended June 30, 2022, *GASB Statement No. 87, Leases* (“GASB 87”) became effective. This standard revised the accounting, presentation, and disclosure requirements for governmental lessors and lessees. GASB 87 requires lessees to capitalize the present value of all lease obligations as right-of-use assets and record a corresponding long-term liability for the present value of the contractual lease payments. Additionally, GASB 87 requires lessors to recognize a lease receivable and deferred inflow of resources for the effects of its leasing activities and requires enhanced disclosures for both lessees and lessors. Management has not adopted a methodology for applying GASB 87 for lease accounting. Under this statement a lessor is required to recognize a lease receivable and deferred inflow of resources for leased assets, which would increase both assets and liabilities. The amount by which this departure would affect the assets, deferred inflows of resources, fund balances, and expense has not been determined.

All significant transactions have been recognized in the financial statements in the proper period.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the departure from the lease accounting standard in Note B that became effective for the year ended June 30, 2022.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit. However, due to difficulties with implementation of the Port’s new accounting software fieldwork was delayed.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

To the Board of Commissioners
Port of Newport

The material misstatements detected as a result of audit procedures were corrected by management and noted on the attached schedule.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis (the MD&A) and the pension information schedules, which are required supplementary information (collectively the "RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI, and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of those in charge of governance and management of Port of Newport and is not intended to be and should not be used by anyone other than these specified parties.

Kern & Thompson, LLC

Portland, Oregon
May 20, 2024

Client: PORT OF NEWPORT
Engagement: 2023 Audit
Current Period: 06/30/2023
Workpaper: Adjusting Journal Entries

Account	Description	Workpaper Reference	Debit	Credit	Net Income Effect	Workpaper ID
KT01						
Reassessment of AR, Deferred Inflow, Fee revenue						
10012100	Accounts Receivable		177,962.41	0.00		
10023600	Deposits - SB		0.00	336,294.89		
10023650	PREPAYMENTS - CM/NIT		0.00	37,500.76		
10024100	DEFERRED REVENUE		0.00	11,264.41		
10045000	RV Park Space Rentals		0.00	100,000.00		
10046000	Fees		200,000.00	0.00		
10049000	Miscellaneous Operating Revenue		107,097.65	0.00		
Total			485,060.06	485,060.06	(207,097.65)	
KT02						
Adjust line of credit to actual, reverse \$100k of AR associated with the line and RV.						
10012100	Accounts Receivable		0.00	100,000.00		
10045000	RV Park Space Rentals		100,000.00	0.00		
10026100	Long-term Debt		1,760,000.00	0.00		
10025300	Construction Line of Credit		0.00	1,660,000.00		
10045000	RV Park Space Rentals		0.00	100,000.00		
Total			1,860,000.00	1,860,000.00	0.00	
KT03						
To adjust prepayments to actual, RV park revenue reassessed						
10023600	Deposits - SB		226,936.72	0.00		
10045000	RV Park Space Rentals		0.00	226,936.72		
Total			226,936.72	226,936.72	226,936.72	
KT04						
Correct lease revenue for NOAH lease payment deposited to GF						
10041000	Lease Revenue		212,707.00	0.00		
10012300	Interfund Activity Receivable		0.00	212,707.00		
50021700	Interfund Activity Payable		212,707.00	0.00		
50049000	Miscellaneous Operating Revenue		0.00	10,732.00		
50063200	Miscellaneous Expense		0.00	201,975.00		
Total			425,414.00	425,414.00	0.00	
GRAND TOTAL			11,138,882.78	11,138,882.78	19,839.07	

Communication Letter

Board of Commissioners and Management
Port of Newport

In planning and performing our audit of the financial statements of the business-type activities of Port of Newport as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered Port of Newport's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Port of Newport's internal control. Accordingly, we do not express an opinion on the effectiveness of Port of Newport's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in internal control to be a material weakness:

MW1 – Review of Supporting Schedules

It was noted during audit procedures for accounts receivable, accounts payable, and deferred revenue that the schedules had not been reviewed for accuracy. The supporting schedules contained material errors requiring adjustments. It should be noted that the Port went through an accounting software change during the end of the prior fiscal year, and the system was not set up to properly record transactions to these accounts.

Recommendation

We recommend a closing process that includes the review of supporting schedules, and individual inputs to ensure accuracy prior to closing the fiscal year.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency:

SD1 – Bank reconciliation

It was noted during audit procedures for cash, that the bank reconciliation is not performed in the GL software, and that a review of the bank reconciliation by someone other than the reconciling accountant is not documented.

Recommendation

We recommend utilizing the software to perform the bank reconciliation as the software contains internal controls over outstanding items and links the reconciliation to the general ledger. We recommend a documented review of the bank reconciliation by someone other than the reconciling accountant.

Board of Commissioners and Management
Port of Newport

This communication is intended solely for the information and use of management the Board of Commissioners, and others within the Port of Newport, and is not intended to be, and should not be, used by anyone other than these specified parties.

Kern & Thompson, LLC

Portland, Oregon
May 20, 2024



Management Representation Letter

Kern & Thompson, LLC
1800 S.W. First Avenue, Suite 410
Portland, OR 97201

This representation letter is provided in connection with your audit of the financial statements of the Port of Newport which comprise the balance sheet of the business-type activities as of June 30, 2023, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date signed below, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 1, 2023, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. Except as described in Note B to the financial statements, the financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity. We did not adopt a methodology for applying GASB 87 for Lease accounting. The effect of this departure has not been determined.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, if any, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the Port of Newport is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside the general and subsidiary ledgers), documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Commissioners or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.

17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the names of the entity's related parties and all the related party relationships and transactions, including any side agreements, of which we are aware, if any.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you and previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
22. The Port of Newport has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
23. We are responsible for compliance with the laws, regulations, and provisions of bylaws applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
24. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
27. The Port of Newport has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.
28. The Port of Newport has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
29. There are no component units. There are no joint ventures with an equity interest, or other joint ventures, or other related organizations.

30. The financial statements properly classify all funds and activities in accordance with GASB No. 34, as amended.
31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
33. Invested funds held in the Oregon State Local Government Investment Pool (LGIP) are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of revenues, expenses, and changes in net position.
37. Interfund activity and balances have been appropriately classified and reported.
38. Deposits and invested funds are properly classified as to risk and are properly disclosed.
39. Capital assets are properly capitalized, reported, and depreciated.
40. We have appropriately disclosed the Port's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
42. We acknowledge our responsibility for the required supplementary information ("RSI" – the "Management's Discussion and Analysis" and pension information schedules). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
43. We acknowledge our responsibility for presenting the supplemental budgetary comparison schedules and schedule of tax collections (the "supplementary information") in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Port of Newport

By: 
Paula J. Miranda, Executive Director

Date: 05/20/2024

By: 
Mark Harris, Accountant

Date: 5/20/2024



Staff Report – Audit Expenditures

DATE: June 25, 2024
TO: Paula Miranda, Executive Director
ISSUED BY: Mark Brown, Director of Finance and Business Services

Overview

In Fiscal Year 2021-22 the Port switched financial systems and reservation systems. Setting up communications between the two system. The Port encountered several set up issues:

1. How the reservation system was configured to post to the Financial System
2. Reporting correct sales and deferred revenue numbers, and how to calculate this with the new systems
3. Business Central was not fully setup and some of the setups were incorrect.
4. Port staff were not fully trained on the use of BC.

Each of these issues, caused not only issues for the Port, but made it difficult to complete the audit for the past two fiscal years, you can see this by how late the audit was submitted to the Secretary of State and presented to the commission.

Details

After reviewing the invoices paid to the auditor we discovered the auditor was paid more than allowed by contract in fiscal year 2021-2022, the Port paid the Kern Thompson a total of \$46,000, when a maximum of \$37,000 was allowed. In fiscal year 2022-2023, a maximum of \$39,000 was allowed, the Port spent \$39,000 for the audit. We anticipate a total expenditure of \$33,160 for the audif of fiscal year 2023-2024.

Recommendation

I recommend the following motion:

I move to retroactively approve the expenditure of \$46,000 and contract increase of \$9,000 for the audit of Fiscal Year 2021-2022.

###

STAFF REPORT

DATE: June 15, 2024
RE: Strategic Communications Contract with Summit *Public Relations Strategies, LLC*
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

BACKGROUND

In the past five years the Port has contracted with Summit Communications for consulting and implementation of a communications strategy at the Port of Newport. The goal was to create a consistent, comprehensive communication effort to help the Port further develop community understanding of the important contribution the Port makes to the community, region and state.

Summit has continued its outstanding work in reaching out to the community and keeping our communications up to date and fresh. You can see some of Summit's work on the attached annual report. We continue to receive good feedback, as there is a much better understanding of the Port's work because of our engagement through Summit.

We have enough fund budgeted under Professional Services for additional communication work for this year, as approved by the Commission. Our budget for this year has increased by \$6,150 from last year to account to account for RV Park & Marina Fall/Winter advertising campaign. There is always work to be done in maintaining our outreach with the community. I would like to continue to engage Summit in providing communications for the Port, as provided on the attached proposal.

RECOMMENDATIONS

"I move to authorize the Executive Director to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$36,150 plus another 10% contingency."

Communication Update: Port of Newport 2023-2024

By Angela Nebel, Summit Public Relations Strategies LLC

June 13, 2024

A changing media landscape played a significant role in Summit’s outreach efforts on behalf of the Port of Newport over the past fiscal year. In September, the Newport News Times shifted from twice weekly to once weekly. Several months later, the paper also merged with another publication, expanding its coverage area and creating more competition for the limited editorial space. On top of that, at the end of 2023, several local radio stations went off the air.

Thankfully, the Port’s outreach tools weren’t limited to traditional media, and we were able to shift our efforts to using different strategies. As outlined in the coming paragraphs, the organization’s social media outreach and newsletter circulation allowed it to continue sharing information with port district residents and port users. We continue to generate press releases when meeting decisions or events warrant, but we also are mindful of asking media outlets to share our news only when it has significant impact on the community. (Those individuals who enjoy deep detail on a given topic can find it on the Port’s website via meeting minutes, meeting videos, and other informative content.)

In this report, I have outlined some of the outreach performed on behalf of the Port over the past year. Thank you for the opportunity to share the important work of the Port with stakeholders, port district residents, and the community at large.

COMMUNITY NEWSLETTER

During this past fiscal year, the Port’s community newsletter was sent out to port district residents three times: July 2023, November 2023, and March 2024. (Previous years had only two editions.) Creation of this summer’s edition is currently underway.

Delivered via US Mail, circulation remains fairly consistent at approximately 8,750 households. Our objective in utilizing this tool is to reach those port district residents who don’t follow local media and otherwise get very little information about Port activities.

SOCIAL MEDIA

The Port’s social media accounts continue to be an effective conduit to community members. It also provides a reliable channel through which you can thank elected leaders, acknowledge the efforts of staff, and raise awareness of the important work of the Port. Your primary account is Facebook.com/PortofNewport, which highlights all Port operations, as well as other interesting activities around Yaquina Bay. The history of your social media following on this account looks like this:

June 1, 2019	702 likes
March 23, 2020	1,685 likes
June 14, 2021	3,401 likes (3,722 followers)
June 16, 2022	4,207 likes (4,701 followers)
June 19, 2023	4,455 likes (5,040 followers)
June 12, 2024	4,900 likes (5,764 followers)

We continue to see a healthy page reach and engagement on this page. Meta (Facebook parent company) reports this account reached 128,000 people over the past year, which represented a 27.8% increase over the



The screenshot shows a newsletter header for 'Port of Newport Harbor News' dated Spring 2024. The main article is titled 'Investing in the International Terminal'. The text discusses the port's commitment to infrastructure and the impact of the COVID-19 pandemic. It mentions that the port has received a significant amount of funding from the state and federal government to support its operations. The article also features a photo of a large yellow excavator at a construction site. Below the main article, there is a section titled 'From the desk of the Executive Director' by Paula Miranda, which includes a photo of Paula and a quote from her. The newsletter also includes a sign-up link for email updates and a 'POSTAL CUSTOMER' label.

year before. (People don't have to follow your page to see your content.) All reach and growth continues to be organic, since the Port has not invested any advertising dollars into boosting any posts, nor has the organization purchased any paid ads.

The Port utilized its social media accounts to address a wide variety of topics. Over the past year, there have been posts addressing:

- Events (incl. Blessing of the Fleet, Fishermen's Appreciation Day, CAST for Kids, Seafood & Wine Festival)
- Administrative messages (introducing new staff, kudos to employees, thanks to political reps, etc)
- Updates on Port capital projects
- Commercial fishing, the seafood industry, and related topics
- Happenings at NIT, NOAA, North Commercial, and South Beach RV Park and Marina
- News items from the US Coast Guard, ODFW, and port leaseholders

Over the past year, here's a snapshot of the organic posts that posted the biggest numbers:

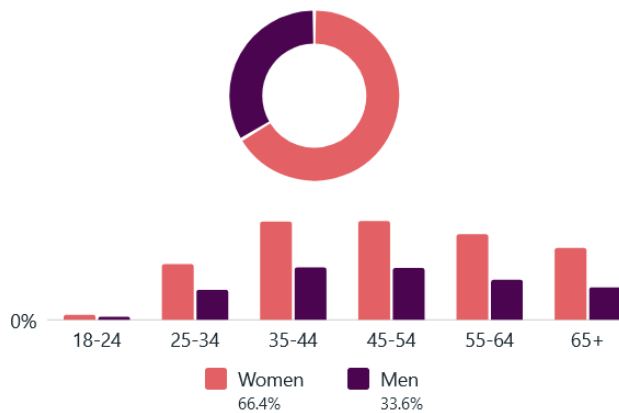
Date:	Topic:	Year-high figure for each category:
2/20/2024	Sediment Sampling in Yaquina Bay	31.2K reach (# of unique users who saw post)
2/20/2024	Sediment Sampling in Yaquina Bay	334 reactions (like / heart / care / wow / etc)
3/11/2024	No Fishing from Port Docks	18 comments
7/23/2023	Shop the Dock flyer	37 shares

Some general information is available regarding the audience of this page. The statistics are as follows:

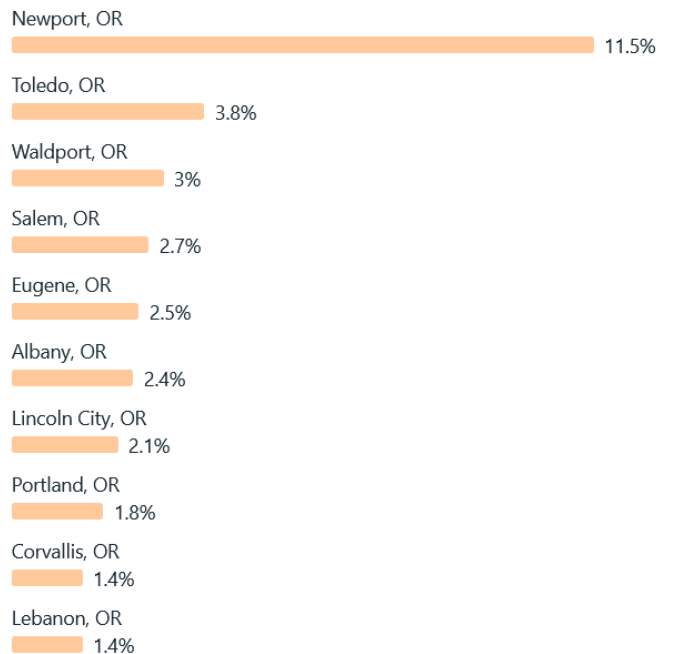
Facebook followers ⓘ

5,764

Age & gender ⓘ



Top cities



The Port also operates a secondary Facebook page specific to the RV Park and Marina. That page has a different target audience, appealing more to the seasonal visitors to the RV park and out-of-towners who utilize

the marina. It has a considerably smaller reach than the main Port page and growth over the past year was minimal.

March 2020	161 likes
June 2021	237 likes (257 followers)
June 2022	307 likes (329 followers)
June 2023	351 likes (400 followers)
June 2024	359 likes (432 followers)

Included in the 2024/25 budget is a social media ad campaign to feature the RV Park and Marina during the fall and winter months. This should help us build the following for this social media account, while also helping remind people that South Beach / Newport is a great place to visit even when the weather isn't perfect.

Finally, the Port also has a social media presence on Instagram. This format relies heavily upon photography and videos, so a more vigorous use would require a more concentrated effort on content development. Growth of this channel continues to be a goal.

June 1, 2019	less than 50 followers
March 23, 2020	148 followers
June 14, 2021	827 followers
June 16, 2022	1,249 followers
June 19, 2023	1,339 followers
June 12, 2024	1,362 followers

NEWS RELEASES

Since mid-June, 2023, Summit has generated **6 press releases** covering a variety of topics. All were sent to media outlets covering the Port district, although that number has decreased over the past year. All releases were published in the Newport News-Times, the newspaper of record for the port district.

WEBSITE: PORTOFNEWPORT.COM

The Port of Newport website is managed by staff member Gloria Tucker. It is included here only to point out that all press releases are added to the website and the Community Outreach page includes downloadable versions of the newsletter. The website also provides direct links to the Port social media accounts.

LOOKING FORWARD

Provided the Port Commission wishes to continue with Summit, there are several additional things in our scope of work this year.

An ad campaign to induce visitors in the "off season" to the RV Park and Marina will occur in the fall and winter months. In addition to social media advertising, we are hoping to utilize at least one publication focused on the RV community. We will also explore ways to improve our presence in online places where people rate experiences, like Google and Trip Advisor.

Informational signs found in the South Beach kiosks are old and need a refresh. By considering the content in the kiosks and providing some fresh displays, we hope to make them more helpful to visitors and more valuable as a resource for the Port.

As the Port continues its drive toward a major reconstruction of Port Dock 7 and the entire commercial marina, as well as a future rebuild of the public fishing pier, Summit stands ready to assist with communications.

Agreement for Contract Services

Port of Newport
Public Relations Consulting & Support

effective July 1, 2024

SUMMIT 
Public Relations Strategies, LLC

Angela Nebel, Principal
PO Box 2147
Newport OR 97365
(541) 264-8735 – phone
(906) 440-0488 – mobile

Under the terms identified herein, Port of Newport (Port) agrees to contract with Summit Public Relations Strategies LLC (Summit) for consulting and implementation of a communications strategy.

Scope of Services:

Summit is engaged to provide support in the area of communication and community outreach. This includes writing and coordinating the production of a community newsletter, writing monthly press releases, pitching and/or writing special interest stories, providing social media support, updating kiosk signage, and providing general communication consultation as needed.

Although this is the intended scope of services, all projects will be reviewed by the Client prior to the engagement of any outside services (printing, postage, etc) and all press releases will be reviewed and approved by the Client before distribution.

Financial Arrangement:

Per this agreement, Client will be invoiced on the first of each month for time and materials. Each invoice will be accompanied by time documentation and expense receipts, as accrued. The billing structure is based on the following rates:

\$85/hour project time
\$65/hour graphic design
\$37.50/hour travel time, plus IRS-rate mileage
15% overhead markup on third party expenses paid by Summit

The budget cap for this contract is set at \$36,150, which includes the engagement of outside services as necessary. Total invoicing related to the scope of work outlined during the duration of this agreement shall not exceed that amount, unless mutually agreed upon in advance by both parties.

The estimated breakdown of expenditures is:

Summit ongoing consulting - \$15,800
Printing & Postage (3 newsletters, kiosk signs) - \$12,650
Design (newsletters, collateral materials, kiosk signs) \$2,300
RV Park & Marina Fall/Winter advertising campaign - \$5,000
Miscellaneous photography - \$400

In the event that outside services are directly billed to the Client, the invoiced amount will be deducted from this financial agreement and no overhead markup will be charged. If Summit pays third party vendors, a 15% markup will apply.

Terms are net 30 days from the receipt of invoice. Interest at a rate of 1% per month will be charged on accounts past due 60 days.

Summit does not bill for typical office expenses, telephone calls, or other administrative expenses. Any other expenses will be billed as accrued. Mileage is billed at the IRS rate.

Agreement Timeline:

This agreement shall be effective from July 1, 2024 through June 30, 2025. In the event that either party wishes to cancel this agreement, written notice of 30 days is expected. Notice shall be between the parties executing this agreement.

Terms & Conditions:

Relationship to Other Contracted Services: Per the scope of services, outside contracted services will be required to complete the communication strategies, i.e. printing, postage, and social media vendors. According to this agreement, Summit will oversee the engagement of those services and provide regular consultation with the Executive Director on the associated costs in order to stay within the total communication plan budget. In some instances and by mutual agreement, payment for the aforementioned contract services may be the direct responsibility of Client.

Liability Release and Indemnification: Any publication or statements (written or verbal) made on behalf of the Port will be produced based on information provided by the client. Client releases Summit from responsibility or liability for any inaccuracies that are a result of faulty information- either intentional, unintentional, or by omission- as provided by the client. Client agrees to indemnify Summit for any and all costs and damages, including attorney fees, arising directly or indirectly from services provided to client under this contract.

Confidentiality: Summit agrees to maintain the confidentiality of documents and information client deems confidential. Client agrees to notify Summit in writing as to the documents and information deemed confidential. Client agrees to allow Summit use of material produced by Summit in Summit's promotional material.

Reporting: Summit will provide regular communication updating the client on the progress of various initiatives.

Acceptance:

The signatures below indicate acceptance of the details, terms, and conditions of this agreement and provide approval to begin work as specified.

For Summit Public Relations Strategies:



Angela B. Nebel, Principal

Date: June 24, 2024

For Port of Newport:

Paula Miranda, Executive Director

Date: _____

REGULAR SESSION

DATE: *June 25, 2024*
RE: *Review of ILWU Local 53 Lines Agreement*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, Executive Director*

BACKGROUND

Our Lines Agreement with the ILWU Local 53 requires an annual review by the Commission. I was recently approached by the ILWU with some changes they would like to make. In particular some clarification of vessels not requiring their services, as we recently had to clarify a smaller wave energy not needing their services.

ILWU said they will need additional time to recommend their changes.

RECOMMENDATION

I recommend the Commission table the review of the Lines Agreement until July's Commission.

LINES AGREEMENT

NEWPORT INTERNATIONAL TERMINAL

Preamble

The purpose of this agreement is to recognize the existing procedures in the use of the International Longshoremen's and Warehousemen Union to provide line handlers for the tying up and letting go certain classes of vessels. In addition, this document, while not precluding the use of ILWU members, will remark on certain classes of vessels, mainly government or militarily crewed, that have historically made arrangements for their own linesmen.

Further, this agreement will spell out manning and pay scales that will cover the use of ILWU linesmen under all foreseeable circumstances.

It is further noted that this agreement shall be reviewed annually by both the Port of Newport Commission and ILWU Local 53 members.

Manning

Tie-up: Manning shall consist of six men.

Let-go: Manning shall consist of six men.

Nothing in this manning agreement will preclude the use of less or additional linesmen to cover any special or difficult tie-ups. Additional linesmen shall be called for only after a meeting of the Lead Linesman and Terminal personnel, or, in the absence of Port personnel, it is the opinion of the Lead Linesman that a serious safety condition can be prevented by the addition of additional men.

It is acknowledged by both parties that on occasion casual Longshoremen will be used to fill out the manning requirements. These men will be paid and treated as specified under the existing ILWU-PMA contract.

Shifting

When vessel is shifted less than its overall length, four men shall be used. When vessel is shifted more than its length, six men shall be used. When a vessel of less than 300 feet is shifted, the manning shall be two and four in the above circumstances.

Pay Scales

Longshoremen (line handlers) will be paid a minimum of two hours each, at straight or overtime rates as they relate to the PMA-ILWU contract. Extended line handling time in excess of two hours will be paid in 30-minute increments.

Lead Linesmen

In all line handling operations, one linesman shall be designated Lead Linesman and paid at foreman's wage scale.

Lead Linesman's Duties

Lead Linesman will be responsible for the assignment of men fore and aft. Releasing linesmen after confirming with a deck officer or pilot that no more lines will be used. Making out a time slip with all linesmen's names and numbers, along with a notation of time finished with linesmen.

It shall also be the duty of Lead Linesman to affirm by conversation with the vessel captain or agent a standby or comeback order in case of delayed sailing.

When casuals are used as part of the manning compliment, the Lead Linesman shall, where possible, make sure a registered Longshoreman is assigned to both fore and aft groups, where they can provide professional guidance to the casuals, reducing the chances of injury and confusion.

A selection method for determining Lead Linesman status will be left to the ILWU Local No. 53.

Covered Vessels

All cargo vessels, whether working cargo or not, will be covered by this agreement; all military vessels in excess of 250 feet that are manned by civilian crews; all ocean fish processors in excess of 200 feet, and any fish processor, regardless of length, which is loading or discharging cargo; Navy, Army and Coast Guard vessels. In the case of American flag ocean processors, it is acknowledged that these vessels, because of multiple thrusters, have negotiated reduced manning at several Northwest ports; and that the Newport International Terminal, along with Local No. 53, may or may not choose to agree to special manning for these vessels.

Exempted Vessels

Navy and Coast Guard Vessels: While the Port and the ILWU shall offer the services of ILWU linesmen, it is hereby acknowledged that Navy, Coast Guard and Army vessels have traditionally provided their own linesmen. If military lines assistance is not available, ILWU personnel will be assigned.

Dredges: It is also acknowledged that both Corps of Engineers and civilian dredges have historically provided their own tie-up crews.

Barges: Large ocean barges have usually been exempted in the use of ILWU linesmen. The Port and Local No. 53 agree that this exemption is not automatic but may be agreed upon when it is decided that a waiver is in the best interests of all parties.

Fishing Vessels: All fishing vessels are exempt from linesmen requirements.


Dispatch

Lines requirements will be notified by 4:00 p.m. on the previous day and one hour before call out. If sudden arrivals or diversions make the above impossible, Longshoremen will be called through a dispatcher or any local Longshoreman acting as a dispatcher. A two-hour overtime call out will be paid for this work.

It is agreed that this document covers the use of linesmen at the Port of Newport's Ocean Shipping Terminal only. Any or all parts of this document shall be void if found in conflict with any State or Federal laws.


Acknowledged:


Vice-President, Port of Newport


President, ILWU Local 53


Secretary, Port of Newport


Labor Relations Representative


Secretary

July 23, 1996
Date

July 23, 1996
Date



OLD BUSINESS

DATE: June 25, 2023
RE: Rogue Seawall Tieback Repairs
TO: Port Commission
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

I included photos of the findings from the excavation and investigation of the tiebacks at pilings 14 through 17 on the Rogue Seawall. For the past week, the engineers have been interpreting data and researching potential solutions and outcomes for the repair that needs to be done on the tiebacks. They have suggested some ideas to the contractors, and the contractors have been involved with providing some suggestions on methods and evaluation of the situation. We believe they may be able to install beveled nuts on the back side of the tiebacks to put them under load and determine if they are still usable. The purpose for doing this will be twofold: test the integrity of the tiebacks and reattach them to the wall (if they hold a load).

If the tiebacks fail to hold a load after stretching it will mean they are unusable, and we will have to turn to a new method of repair for this section of the wall that would certainly be more costly. I won't know if that will come to pass until they can put the tiebacks under tension.

DETAIL

The contractor's work to put the tiebacks under load and attach if possible will cost about \$50K. The additional evaluation and supervisory work by the engineers will cost about \$30K. Because of the fluid nature of the work, I recommend a 10% contingency to avoid overages.

The previous engineering contract total was \$352,515 (which included the initial investigation of the tiebacks), and the new total would be \$381,705, which is an amendment of \$21,190.

The previous construction contract was \$2,229,753.37 (which included the initial investigation of the tiebacks), and the new total would be \$2,279,753.37, which is an amendment of \$50,000.

I am seeking contingency funding of about 10% at \$8,000, to be applied to either contract as necessary.

BUDGET

We will need to borrow this from the reserve fund until the proceeds come from the State for the project.

RECOMMENDATION

I MOVE TO AUTHORIZE THE EXECUTIVE DIRECTOR OR HER REPRESENTATIVE TO AMEND THE CONSTRUCTION AND ENGINEERING CONTRACTS FOR THE ROGUE SEAWALL PROJECT IN AN AMOUNT NTE \$88K, WHICH INCLUDES A 10% CONTINGENCY.

NOAA GENERATOR FUEL TANK

DATE: June 18, 2024
RE: NOAA Emergency Generator Fuel Tank Replacement
TO: Director of Operations
ISSUED BY: Jim Durkee– NOAA Facilities Manager

BACKGROUND

1. NOAA Facility Manager developed RFQ which was placed on Oregon procurement website.
2. 10 companies had site visits.
3. Four bids were received.

PURPOSE, SCOPE AND DETAIL

The emergency generator fuel tank is located above ground, outside the generator building south of the office building. It is a Convault, large rectangular concrete exterior, double walled tank. Over the life of the tank, it has been developing cracks in the concrete which we have brought in contractors to seal with only limited success. Water builds up in the interstitial and has been bleeding out through the cracks. The cracking has increased in recent years. To ensure integrity of the outer tank, staff is recommending replacement of the tank with a new steel tank.

The bid was for permitting and engineering, setting up a temporary tank, transferring and filtering approx. 2000 gallons to that tank, removal and hauling away the old tank, installing a new double walled steel tank with some required upgrades (overfill alarm, desiccant filter, etc.) and transferring fuel back to the new tank.

In order to complete the process, the facility manager is requesting that a contract be authorized with 4C's Environmental Inc. in the amount of \$59,780.00. This contractor has worked with the Port in the past.

BUDGET IMPLICATIONS

Funds were allocated in the 2024/2025 budget for this project and the final price is well within expectations.

RECOMMENDATION

I MOVE TO AUTHORIZE THE EXECUTIVE DIRECTOR OR HER REPRESENTATIVE TO NEGOTIATE A CONTRACT FOR NOAA Emergency Generator Fuel Tank Replacement WITH 4C's Environmental Inc. NTE \$62,000.

EXECUTIVE DIRECTOR MONTHLY REPORT

DATE: 06/25/2024
PERIOD: 05/29/24 – 06/18/24
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

OVERVIEW

This month we have spent a lot of time coordinating grants, both new applications as well as grants we have received.

Besides that, here are some of the highlights for the month:

South Beach

Rogue Seawall: We are still managing the new issue with the tiebacks. There have been some findings, but engineers are still working on it. Hopefully, we will have more information soon to be able to address the issue.

Fish Cleaning Tables: The last table has been installed and it is already in use by many. It is unfortunate that some users of other areas of the Port have made some unpleasant comments about the need for such tables. Funds coming through South Beach often help fund other opportunities throughout the Port. The need for cleaning tables has been voiced by many using the recreational marina. We are thankful to Business Oregon for helping achieve that.

Marina Dredging: Unfortunately, we have not been successful with our request to Congress for \$1.5 million to dredge the marina. Alternatives are State Legislature or WRDA bill. We will continue to work on future opportunities.

North Commercial

Port Dock 7 Plan/ Commercial Marina Channel Dredging Sediment Plan: Both of those projects are still under way. We are still waiting for sampling results. Funds for the PD7 replacement has been requested to ConnectOregon, RAISE and PIDP (federal grants). Both Aaron and I will be making presentations for different groups on ConnectOregon.

Newport International Terminal

RORO Dock Piling Assessment: We are still finalizing our grant with USDA, so we can go to bid.

MARAD PIDP Grant/NIT: We are continuing to coordinate with MARAD additional details of the grant. They anticipate we should sign the contract by mid-August.

Financials:

There has been a lot of movement of funds for various projects, but also expected reimbursement of funds from loans. There has been some unexpected expenditure such as the Rogue Seawall tieback issue plus sinkhole, but so far things are manageable. Our finance has been keeping track of project expenses, so we don't get ahead of ourselves. Otherwise, finances look mostly as expected.

Audit: The final Audit shall be presented during this meeting.

Fiscal Manual: Still working on this. We should expect this to be completed soon.

Miscellaneous:

Quarterly Project Update: We typically have been providing a quarterly update on capital projects to Commission. Because we will be looking into a Strategic Plan update during this Fall, which also considers all infrastructure projects, we thought we would put that on hold for now.

Meetings/Trainings/Summits:

- 05/29/24 - Operations Recurring Meeting
- 05/29/24 - Finance Recurring Meeting
- 05/30/24 - Business Oregon Maritime Minds - MARAD/Marine Highways
- 05/31/24 - Communication Meeting
- 06/03-06/24 - PNWA Summer Conference
- 06/04/24 - PNWA Executive Committee Meeting
- 06/07/24 - Special Commission Meeting regarding Rogue Seawall
- 06/12/24 - MARAD PIDP Meeting
- 06/13/24 - SDAO Board Meeting
- 06/14/24 - Communications Meeting
- 06/18/24 - Monthly Directors Meeting
- 06/19/24 - Juneteenth Holiday - Office Closed
- 06/20/24 - OPPA Board Meeting
- 06/20/24 - PNWA Membership Meeting
- 06/21/24 - Federal Coordination Committee
- 06/24/24 - Operations Recurring Meeting
- 06/24/24 - Finance Recurring Meeting
- 06/24/24 - Work Session - NIT Update
- 06/25/24 - Meeting with Senator Merkley's staff
- 06/25/24 - Regular Commission Meeting

Upcoming Schedule:

- 06/27/24 - West Coast Seafood Processors Association planning meeting with Business Oregon
- 06/27/24 - CWAT ConnectOregon presentation
- 06/27/24 - EDALC/YBEF combined annual meeting
- 06/28/24 - Communications Meeting
- 06/28/24 - Lincoln County Estuarine Resilience Action Planning (ERAP) Committee
- 07/01/24 - Operations Recurring Meeting
- 07/01/24 - Finance Recurring Meeting
- 07/04/24 - Independence Day - Office is Closed
- 07/08/24 - Operations Recurring Meeting
- 07/08/24 - Finance Recurring Meeting
- 07/09/24 - Department Heads Monthly Meeting
- 07/10/24 - MARAD PIDP Meeting
- 07/11/24 - South Beach Crew Meeting
- 07/12/24 - Communications Meeting
- 07/16/24 - Directors' Monthly Meeting
- 07/16/24 - Coastal City/County/Port Managers Meeting
- 07/17/24 - Lincoln County Estuarine Resilience Action Planning (ERAP) Committee
- 07/19/24 - Business Oregon Federal Coordination Committee
- 07/22/24 - Operations Recurring Meeting
- 07/22/24 - Finance Recurring Meeting
- 07/23/24 - Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: April 23, 2024
PERIOD: July 1, 2023, to May 31, 2024
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial Reports are included through May 31, 2024 for all funds. These are preliminary.

Issues of Importance

Audit

Staff are starting the 2023-24 audit.

The port has prepared the entries needed to comply with GASB 87/96.

Each lease has been reviewed, and a spreadsheet “borrowed”.

Human Resources

A question has been added to the application process making it clear that the port may not consider attachments in its initial evaluation of an applicant’s qualifications and may only review the completeness of the application and the contents of the duties within the application to determine the initial ranking of applicants.

We have also added a question regarding the ability of the applicant to perform the essential duties of the job.

RV Park

The RV park is full on weekends.

The main park shows a slight decrease in occupancy over the past 2 years.

RV Main Park			
	Occupancy Percent		
	2021-22	2022-23	2023-24
July		96.28%	102.73%
August		98.74%	101.16%
September		95.94%	102.28%
October		62.89%	56.24%
November		31.87%	26.37%
December		21.88%	24.50%
January		25.14%	18.10%
February		28.65%	26.16%
March		36.23%	31.63%
April	50.04%	44.10%	34.57%
May	66.25%	68.76%	59.19%

June	90.51%	97.90%	
------	--------	--------	--

The annex also shows a slight decline for May of 2025 versus 2022 & 2023.

RV PARK ANNEX			
	Occupancy Percent		
	2021-22	2022-23	2023-24
July		85.71%	92.99%
August		85.11%	94.17%
September		78.65%	76.09%
October		36.54%	19.42%
November		18.80%	17.01%
December		15.94%	16.60%
January		21.16%	15.30%
February		20.67%	19.10%
March		12.49%	12.90%
April	25.95%	16.20%	20.64%
May	65.40%	44.17%	42.06%
June	75.90%	67.44%	

The Marina Non-Transient Moorage also shows a slight decrease in occupancy versus last year:

Non-Transient Vessels			
	Occupancy Percent		
	2021-22	2022-23	2023-24
July		95.84%	91.33%
August		94.46%	90.60%
September		93.30%	90.23%
October		81.40%	81.16%
November		52.83%	47.96%
December		50.39%	46.34%
January		50.40%	17.24%
February		49.83%	44.42%
March		49.84%	44.84%
April	61.21%	58.32%	55.66%
May	91.29%	88.82%	85.21%
June	94.19%	90.26%	

The Marina Transient Moorage indicates that transient moorage has increased slightly over last year.

Transient Moorage			
	Occupancy Percentage		
	2021-22	2022-23	2023-24
July		73.07%	72.94%
August		68.95%	65.99%
September		59.72%	67.78%
October		33.74%	10.26%
November		25.37%	2.31%
December		22.27%	1.08%
January		20.92%	1.40%
February		27.53%	29.26%
March		28.45%	32.53%
April	3.56%	28.47%	31.94%
May	15.99%	44.49%	45.30%
June	23.52%	45.00%	

Financial System

Port staff have been manually reconciling the Port Bank account back to the books. However, not reconciling the bank account in the financial system causes the Balance sheets to display the incorrect account balances. Port staff are now beginning to reconcile all of the bank accounts. It took several weeks to figure out the first month, less than a week for the second month. Now that we have the process down, we should be caught up with the bank account reconciliations within 30 days.

A new financial report was developed last month. This report compares the Operating revenues and expenses of the Operating Departments, the Commercial Marina, the International Terminal and South Beach.

Fiscal Manual

Much of the work on the fiscal manual is complete, I am now doing a complete review, but need 1-2 weeks of quiet time to finish this up.

Arbitrage Rebate

Currently investigating if the reserve requirement for the NOAA Lease Revenue fund reserves are subject to the Arbitrage rebate requirements. If so, the Port will have to prepare the calculations and submit the required reports to the IRS. An Arbitrage rebate occurs when the interest rate earned exceeds the interest rate an entity is paying on bonds, this typically occurs when the bond funds end up in the back then the money is paid out grants or loans. However, a reserve may meet this requirement as well.

Cash Flow

A 5-year cashflow has been developed, using previous years data. The cashflow includes all

projects for the Port and estimated year of completion. The Port will be working to have BC prepare the Cashflow for the Port.

Based on the analysis the Port will need to defer some of its projects to future years.

Balance Sheet Equity Section

Balance Sheets are not included in the financial statements this month as we reconcile the bank accounts. The information shown on the balance sheet would be incorrect and confusing.

Equity section of the balance sheet shows critical fund information required by GASB (Governmental Accounting Standards Board) 54:

Restricted

Funds that the Donor or Grantor gave the Port with restrictions. The \$1.14 million is grant money from the State of Oregon that can only be used for the Rogue Seawall.

Committed –

Funds that the “Governing Body” restricted, in our case the Port Commission. Port Staff cannot use these funds without authorization of the Port Commission.

Assigned

If someone below the Port Commission (Executive Director, Director of Finance) they are setting aside funds for a future project, those funds become assigned. The Port can use these funds without further authorization. The \$667,00 are Grant Match funds, we have specific details of each assignment in the Chart of Accounts.

Unassigned

Funds that do not fit into the other three categories, they can be used as needed. This includes cash and other equity the Port has.

Profit and Loss -

The financial reports through May, 2024, are attached for your review and are included in the commission packet, balance sheets are not included, we are in the process of reconciling the bank accounts within the GL system, the cash balances will be incorrect until this is completed, I did not want to present conflicting information. The Bank Balances are correct, based on a manual reconciliation of the bank balances.

The month-to-month budget is based on a straight line forecast of revenues and expenditures. Revenue is recognized differently in the Commercial Marina from previous years. Revenue is spread across the term of the Moorage License agreement instead of immediately recognized. This means lower revenues during the transition period.

**General Operating Fund
Balance Sheet**

As of May, 31 2024, the Port General Fund has a cash balance of \$1,866,772, we have a 1 million check ready to go to Bergeson that has not been sent, and are expecting \$1 million from Business Oregon. I have requested that no additional projects occur at this time.

General Operating Funds (GOF) FY 2023-24, Budget Vs Actual:

All Departments General Operating Funds

Operating Revenue is unfavorable by	\$ 285,118
Operating Expenses are favorable by	\$ 1,825,782
Operating Income is favorable by	\$ 1,540,665
Non-Operating Revenue is favorable by	\$ 992,090
Non-Operating Expenses are unfavorable by	\$ 956,148
Non-Operating Income is unfavorable by	\$2,421,924
Net income is favorable by	\$3,962,589

Much of the unfavorable results are due to budget timing issues; for instance, non-operating revenue is due to budgeted Transfers in, not yet occurring. The non-operating budgeted capital outlay will be moved to correct this. This will make the net income either neutral or favorable.

Unallocated (000)

This department is for all Debt Service and Fund transfers that occur within the GOF and is required by the Department of Revenue. Any other category of expenses will be moved to the correct department and not discussed here.

Unallocated

Non-operating income is Neutral	
Non-Operating Expense is favorable by	\$1,354,600

1 Administration (Dept 100)

Operating income is favorable by	\$ 139,404
Operating expenses are unfavorable by	\$ 243,866
Operating Income is favorable by	\$ 383,270
Non-Operating revenue is favorable by	\$ 174,819
Non-Operating Expenses are unfavorable by	\$ 17,743
Non-Operating Income is favorable by	\$ 157,076
Net income is favorable by	\$ 540,346

Commercial Marina (Dept 300)

Operating revenue is favorable by	\$ 146,764
Operating expenses are favorable by	\$ 30,931
Operating Income is favorable by	\$ 177,694
Non-Operating revenue is favorable by	\$ 32,245
Non-Operating Expenses are unfavorable by	\$ 126,610
Non-Operating Income is favorable by	\$ 158,855
Net income is favorable by	\$ 336,549

International Terminal (Dept 500)

Operating revenue is unfavorable by	\$ 230,921
Operating expenses are favorable by	\$1,255,816
Operating Income is favorable by	\$1,024,895
Non-Operating revenue is unfavorable by	\$ 494,005
Non-Operating expenses are favorable by	\$ 181,900
Non-Operating Income is unfavorable by	\$ 312,105
Net income is favorable by	\$ 712,790

South Beach (Dept 500)

Operating revenue is unfavorable by	\$ 345,041
Operating expenses are favorable by	\$ 449,313
Operating Income is favorable by	\$ 104,272
Non-Operating revenue is unfavorable by	\$ 51,578
Non-Operating Expenses are unfavorable by	\$ 119,476
Non-Operating Income is unfavorable by	\$ 171,055
Net income is unfavorable by	\$ 66,782

NOAA Lease Revenue Fund

Balance Sheet

As of January 31, 2024, the NOAA Lease revenue Fund had a cash balance of \$2,950,393 and an available balance of \$1,192,748; the remaining \$1,757,645 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract.

Income Statement - Budget vs. Actuals

NOAA Lease Revenue Fund

Operating revenue is favorable by	\$ 42,447
Operating expenses are favorable by	\$ 456,929
Operating Income is favorable by	\$ 499,376
Non-Operating revenue is favorable by	\$ 57,644
Non-Operating Expenses are unfavorable by	\$ 904,127
Non-Operating Income is favorable by	\$ 961,771
Net income is unfavorable by	\$1,461,146

Reserve Fund

Cash available \$2,357,363

Bonded Debt Fund:

Cash available \$ 322,836

Facility Maintenance Fund:

Cash available \$ 463,979

Those with no payment plan as of 03/31/2024:

Name	Vishing Vessel	Total Balance	120 days	
Robert Ward	Elizabeth	1,662.98	1,578.64	
Breakwater Fisheries LLC	Venus	1,466.43	800.00	
NMFS/NOAA		210.81	41.00	
Oregon Mariculture LLC	Western Hunter	7,910.84	3,547.81	
Tiburon Fisheries LLC	Das Bug	3,042.19	2,002.87	
Sookie Fisheries	Gooney Bird	7,729.68	4,412.78	
Robert Talbott	Leisure Lee II	4,235.73	3,425.91	
Leslie Lee Inc	Leslie Lee	837.18	214.60	
Oregon Mariculture, LLC		11,887.48	10,624.19	
Noah Beckstead	Kathleen	1,451.45	1,360.80	Seized Vessel

Each month staff send out past due letters for each category:

Past Due:

30 days Gentle reminder

60 days Reminder

90 days Account on credit hold, no services will be provided until a payment plan is in place.

120 days A reminder to contact us immediately, we will evaluate their account for vessel seizure or may send the account to collections.

###



DIRECTOR OF OPERATIONS REPORT

DATE: 6/18/2024
PERIOD: May 2024-June 2024
TO: Paula J. Miranda, Executive Director
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

We're still working on the Rogue Seawall investigation efforts to figure out why we experience movement in four pilings. South Beach has certainly picked up in pace, the Terminal has levelled off a bit, and so has the Commercial Marina. The South Beach crew is trying to stay out in front of the grass growth since we've had a fairly wet spring; getting behind now can have consequences for the whole summer.

Detail:

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging) and Port Dock 7 Planning**

We are still awaiting the report to come in from our sampling efforts this winter and spring. As soon as I have those, I will be sending them over the Army Corps so they can use the data to continue planning and consultation with permitting agencies for the project.

- **RORO Dock Piling Assessment**

Bid documents are in-progress..

- **Dredging**

I am awaiting determination of funding sources to put the South Beach Dredging project out for bid. I do anticipate that as the summer kicks off, we will hear more and more complaints from the public about depths in the South Beach Marina.

- **RV Park Annex Redesign**

The survey of the new "annex" location was completed, the consultant doing the utility work came out last weekend to look at a couple more issues and should be finished preparing their work soon.

- **Rogue Seawall**

We excavated the material around three tiebacks at pilings 14, 15, and 16. The first tieback we looked at was P16; we found that it had parted from the coupling point on the piling (as we suspected). Photo is below:

1: The end of the tieback here is bright yellow. It should be mounted to the flange on the left, but it has parted and moved back 36"



We were perplexed however, to find that it seems this tieback had let go some time ago. It certainly was not connected prior to the polymer injection project because we found solid polymer injection inside the pvc casing where the tieback should have been. The tieback was pulled back from the wall by about 36", and we're currently trying to figure out why that may have been so that we can determine whether or not we should trust that this tieback is still connected to the anchor. The other tiebacks were also pulled back from the wall, but in progressively lesser amounts. It appears that the cause of the break of the tiebacks was likely loss of fill material, which provided structural support for the tiebacks. When that material receded, gravity overloaded these tiebacks and at some point they broke as a result. To explain the 36" distance tieback was from the wall, however, there would have to be about a 9' dip in the tieback which doesn't seem to make sense given the observations around the building. Our choices at this point would be to either test the tiebacks to see if they are still holding, or to ignore them all together, and simply move forward with drilling new tiebacks and mounting them to the wall. This is the most expensive option, so we're trying to figure out a way we can sufficiently pull on the tie backs to determine if they are still mounted to the anchors. We are also trying to determine how the information we've learned from this situation may influence any assumptions made about the state of other tiebacks along the rest of the wall.

- **MARAD PIDP Grant:**

Still awaiting the time period for Section 106 compliance (Historical Preservation Act).

- **Code Enforcement:**

We continue to work hard to ensure the Facilities Code is enforced; we do run into people from time to time who have been doing things they shouldn't have been for quite some time, and when corrected decry the "new" rules. I usually try to explain to them that we are experiencing more Port usage than ever before, so it's so we have to be sure people are following the rules now more than ever.

- **Fish Cleaning Tables**

The new table is up and running and getting used heavily.

- **OSU Marine Studies Initiative Interns**

We have two interns that will be working with us this summer. They both start this week, one will be gone for 3 weeks in the middle of the project, but will finish 3 weeks later. The scope of the two projects are:

History/Public Policy: This intern position will research the history of waterfront (zoned water related/water dependent) properties in Newport to identify the industries that have occupied them. Particular attention shall be paid to properties previously owned by the Port of Newport, and the evolution of industrialization/commercialization along the Newport waterfront. The purpose is to contextualize decisions on policy regarding the future purchase or sale of property by the Port of Newport. The end product will be a succinct record of how the local economy and job market arrived to its current state, and a description of how the current industries in Yaquina Bay have evolved. This information may be used by the Port to understand the socio-economic forces that have created the current local economy so that future strategic choices can be made with an accurate reflection of how the Port has arrived to the modern day.

Global Market Project: This intern position will research the supply chain in the Pacific Region to determine what opportunity might exist to import raw materials through the Port of Newport International Terminal. The intern will research processing and manufacturing methods for that raw material, and evaluate the Port's ability to use the 9 acre heavy industrial-zoned lot adjacent to the Terminal to support the import/processing/manufacturing process of this raw material to diversify and strengthen the regional economy and add living-wage jobs.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (june)

- Forklift –59 hrs
- Hydraulic Crane -71 hrs
- Hoist Dock Tie Up –73.5 hrs
- Labor – 76.5 hrs
- Other Overtime Billed 14.25 hrs
- Moorage – 110 Days
- 120V power – 0 hrs
- 208V power – 125 Days

South Beach Marina:

- We had 1107 launches @ \$9963 between 5/1/2024 6/1/2024

Recreational Marina: With spring here, the mowing and weed eating has begun. We have had enough general call outs and short staffing that our larger projects and maintenance tasks are behind schedule. We still anticipate starting the 2nd of the two fish tables before summer. The crew started work on the fish table the last week of April and we should have a fully operational fish table by the 3rd week of May. Fish table is operational and functioning as intended. The C dock gate will be the second project. Once the fish table goes in this will get started. This will still get put off due to the mowing and weed eating needing to be done. We have multiple floats/fingers that need to be leveled and tightened. The whole facility is getting re-stripped and curbs painted over the next few days. This project got stalled out due to weather. The Striper will return next week once the weather gets better. Striping is complete. More boats have been hauled out and placed over at the cherry plant for disposal. The boats that had been hauled have been disposed off. We still have more that we need to deal with sooner than later. We will be needing to install new rub rails on the fuel dock due to rotting, age, and damage. Rub rails have been installed in the worse areas. More signage will be installed to hopefully help curb citation complaints. Ordered signs first of last week. The crew installed more sign post along the long curb of the brewery and will have the signs on them in the coming days. Signs for this have been installed.

Commercial Marina: Crew still continues with offloads and gear change overs as crabbing is starting to wind down. Gear is still getting switched over. We plan on taking over more of the paved lot for storage for more revenue. New cleats are finished. Once appropriately staffed they will be installed. Anytime staff is working on pedestals they are installing GFCI breakers which is causing a bit of turmoil with some of the vessels and users. With more boats having been seized and more to come, we are not staffed to appropriately maintain and take care of this many vessels, especially the shape that they were left in. Once things level out for changeovers the crew will get back to more maintenance driven tasks. Working on contract for concrete, window, and building cleaning. Should have it set up by next week. This got approved so we will be scheduled to have this done.

Staffing:

With the amount of seized vessels in our possession on both sides of the bay, it's becoming a full time job pumping and checking them on a regular basis which takes away from more important tasks. This still holds. We keep acquiring more boats every month which makes for more lost time in multiple departments. South beach will be back to a full crew on the 15th with a new hire. Tony, our new hire is working out great so far. Commercial Marina is 2 people short. We do have candidates that we anticipate hiring. We have made two offers and we anticipate them starting on the 13th. Both marinas are back to normal staffing. South Beach crew will need to take the A B fuel dock inspection class because the only people that currently have it are myself, Wyman, and Andrew who is now at NOAA. I am working with Ken Pike to get this arranged. We also need to look at our First Aid CPR Class as well.

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessel Bell M. Shimada.

Removing seagull nests almost every day from the pier and main office building.

Semiannual inspection of HazMat container fire suppression system by Pye-Barker.

Exterior windows, gutters, and fascia cleaned.

Generator Fuel Tank Replacement bids BVA and recommendation to Port Commission.

Andrew has been pressure washing the pier and setting up the seagull defense systems as well as increased spring mowing and trimming.

Employee review.