

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Monday, June 28, 2021

Immediately following the Joint City of Newport/Port of Newport Meeting to be held at 5:00 pm
 City of Newport Council Chambers
 Newport City Hall, 169 SW Coast Highway, Newport, OR 97365

This will be an in-person meeting which means that up to 22 people will be allowed to attend. You can view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio, <https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ>. Live chat will not be monitored.

Anyone interested in making public comment is allowed to attend in-person subject to the congregant limitations. Anyone wishing to provide written public comment should complete the form on our website and submit by 11:00 am on Monday, June 28, 2021: [Public Comment Regular Meeting 6/28/2021 - Port of Newport](#)

I.	Call to Order	Page
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VI.	New Business	
	A. Commissioners Oaths: Gil Sylvia, Jeff Lackey, Kelley Retherford (Miranda)	
	<i>I, NAME, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.</i>	
	B. Resolution 2021-05 Authorizing Application for Renewal of an Enterprise Zone (Miranda)	53
VII.	Staff Reports	
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- IX. Calendar/Future Considerations 2021
 - Port Dock 5 Pier Ribbon Cutting.....Jul 1
 - Newport 4th of July Fireworks at NIT.....Jul 4
 - Independence Day Observed, Port Office ClosedJul 5
 - Regular Commission MeetingJul 27
- X. Public Comment (3-minute limit per person)
- XI. Adjournment

- EXECUTIVE SESSION: The Port of Newport Board of Commissioners may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Regular Monthly Meetings are scheduled for the fourth Tuesday of every month at 6:00 pm.

A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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PORT OF NEWPORT MINUTES

May 25, 2021

Budget Hearing & Regular Commission Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, May 24th, to be read into the meeting at the appropriate time.

Agenda Item

Audio Time

Fiscal Year 2021-2022 Budget Hearing (ORS 294.430)

I. CALL TO ORDER

0:00

Commission President Jim Burke called the Fiscal Year 2021-2022 Budget Hearing of the Port of Newport Board of Commissioners to order at 6:00 pm.

Commissioners Present: Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Angela Nebel, Summit Public Relations Strategies.

II. PUBLIC COMMENT

0:19

There was no public comment submitted.

III. RESOLUTION 2021-04 ADOPTING THE 2021-2022 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND CATEGORIZING THE TAX

0:24

Miranda introduced the Budget Hearing Packet. She commented there were some small changes to the Budget approved by the Budget Committee, but they did not meet the threshold to require a 2nd Hearing. Brown referred to page 24 of the Meeting Packet, Notes and Projects, which had been included per Sylvia’s suggestion. This section included all changes as well as what is included in the budget items, cross-referenced in the budget documents. Brown said major changes included

the addition of a portion of the Port Dock 5 Pier project for electrical boxes that are not yet available, and changes in grant funding. Sylvia said he appreciated the added notes, and asked about a few references.

A motion was made by Chuck and seconded by Sylvia to adopt Resolution 2021-04 Adopting the 2021-2022 Fiscal Year Budget, Making Appropriations, and Imposing and Categorizing the Tax. The motion passed 5 – 0.

IV. ADJOURNMENT

7:45

Having no further business, the hearing adjourned at 6:08 pm.

Regular Meeting

I. CALL TO ORDER

8:00

Commission President Jim Burke called the Regular Meeting of the Port of Newport Board of Commissioners to order at 6:08 pm.

Commissioners Present: Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Angela Nebel, Summit Public Relations Strategies.

II. CHANGES TO THE AGENDA

8:13

Miranda said the materials on the Lincoln County Enterprise Zone provided as an addendum to the Meeting Packet would be tabled until June at the request of the Economic Development Alliance of Lincoln County.

III. PUBLIC COMMENT.....

9:30

No public comment was submitted.

IV. CONSENT CALENDAR.....

- A. Minutes 2021
 - 1. Regular Commission Meeting Apr 27
 - 2. Commission Work Session May 12
- B. Financial Reports
- C. Catch Basin Repair South Beach
- D. HDR Contract Extension

A motion was made by Lackey and seconded by Retherford to approve the Consent Calendar as written. The motion passed 5 – 0.

V. OLD BUSINESS

- A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar

- B. Accounts Paid

A motion was made by Chuck and seconded by Sylvia to approve Accounts Paid. The motion passed 5 – 0.

- C. Additional Circuits and Work, South Beach Load Centers

Bretz introduced the Staff Report included in the Meeting Packet. He said there were several items identified that needed to be done as the SB Load Centers project was underway that were not anticipated. He referred to the report for details.

A motion was made by Lackey and seconded by Retherford approving the General Manager to authorize Western States to perform work additional to the original scope of the South Beach Load Center Replacement project as stated in the report on page 77. The motion passed 5 – 0.

VI. NEW BUSINESS

- A. General Manager Performance Evaluation – Salary/Benefit Adjustment

Burke commented that this had been discussed in last week’s Work Session, but Sylvia was not there. Burke said there was a rough motion to approve a 12% salary increase. Sylvia said he had listened to the discussion from that meeting. He commented there were a lot of good points raised about the job Miranda has done and the need to pay a competitive salary, but was frustrated by the lack of data on port managers’ salaries and benefits. Sylvia said he found the same information on Washington State ports that Lackey had mentioned, but did not find other data easily accessible.

He added that the different elements of compensation weren't clearly identified: competitive salary, merit raise for good performance, cost of living, and benefit compensation. He suggested that in future discussions of the General Manager's salary the Commission have a better framework to structure the discussion, and perhaps as a group adopt a position that the Port of Newport must pay a competitive salary for the port director. Sylvia said he supported the 12% increase and commended the Commission on their Work Session discussion on this complex issue.

Miranda said the Oregon Public Ports Association (OPPA) had planned a salary survey for last year, but it was postponed due to COVID. She expects that this will be on OPPA's next agenda. Miranda said she spoke with the Port of Astoria, who negotiated the director's salary using the Special Districts Association of Oregon (SDAO). She suggested using this service provided by SDAO, which could allow the association to do the research and negotiation, and the result would be presented to the Commission in an open session.

Lackey shared a prepared statement regarding the rationale for the salary increase for Miranda, which is appended to the minutes and included by reference. He said it was important to explain why the Commission's decision was the right action to take. He said a proposed \$15K salary increase would be about a 10.6% increase, and \$16,920 would be 12%. Sylvia volunteered to collect data for future negotiations. He said his first reaction was not to include a 3rd party like SDAO in the negotiations, but rather to develop an appropriate framework and data for Commission discussion. Chuck thanked Lackey for his statement, and agreed the Port needs to pay competitively and be consistent, adding that Miranda is the 5th General Manager in the past 8 years. Chuck said the Commission is also stewards of the public interest, and was concerned about public perception of a 20%+ salary increase over two years. He suggested a 7% increase with additional increases in future years. Retherford commented that it was important to show Miranda that the Port recognized her value. She said that the Port would not want to go through the number of general managers the Port has in recent years. Retherford said the Commissioners had been provided the contract from the Port of Astoria, which did provide information. She suggested either a \$15K or 12% salary increase. Burke remarked that he had looked at the numbers provided and the well done high-performance appraisal. He supported either \$15K or 12%. Burke said he had joined the Commission when the Port was in a rough spot, and it was important to keep the current direction and forward momentum going. Sylvia suggested the Commission can make the case to the public about what is good for the Port; the community understands the importance of the Port and compensating a good manager in line with the market. He suggested doing a more thorough analysis next year. Lackey added that if the Port lost Miranda because of Commission action that would lead to poor public perception, and the public can see if the Port is well functioning or not.

A motion was made by Lackey and seconded by Retherford to approve a General Manager salary of \$157,000 within the existing contract structure (approximately 11.3% increase). The motion passed 4 – 1, with Chuck opposed.

VII. STAFF REPORTS

33:40

- A. General Manager
 - 1. Director of Finance & Business Services
 - a) April Occupancy Report
 - 2. Director of Operations

Miranda congratulated Lackey, Retherford and Sylvia for retaining their Commission seats in the recent election, and said she looked forward to continuing working with the entire board. Miranda introduced the Staff Reports included in the Meeting Packet. She said that this was day one of a three day very detailed meeting with the Army Corps of Engineers (ACOE) regarding the dredging feasibility study. Miranda said it seemed there would be a two year process to decide whether or not to dredge the commercial channel, and Bretz would be working on this. Miranda mentioned the completion of the electrical engineering plans for Port Docks 3 & 5, and the expectation of bringing a plan to order equipment to the Commission next month in order to have the project ready to start in the fall. Miranda remarked that the Port Dock 5 Pier project should be mostly complete and usable by mid-June, but some electrical supplies are delayed which will require the contractor to come back some time in August for their installation. She asked for Commission input on a ribbon cutting for the pier project. Burke suggested the Thursday before the 4th of July weekend to lead into the holiday celebrations. The Commissioners agreed that would work, and Miranda will send out some invitations.

Miranda referred to the information provided by Bretz on the SB load centers additional work, but commented that the load centers were in place before the halibut opener as planned. Miranda said she has been meeting with the consultant on the Rogue Sea Wall evaluation and thanked the City of Newport for the use of an excavator to provide a view to parts of the structure. Miranda said she has had some conversations with the neighboring property to 343 SW Bay and is looking for solutions that will work for the Port in the long run. Time will be an important consideration for any work undertaken. She added that parts of the floating dock area in front of the property were not currently under a DSL lease. Miranda said she had hoped to bring an MOU with Clearwater regarding Port Dock 1 to this month’s meeting, but the document was still being finalized.

Miranda said she spoke with City Manager Spencer Nebel about a June joint meeting with the City and Port of Newport, and he suggested June 28th at 5:00 pm at City Hall. This would be the Monday after the Regular Meeting would normally be held. She said the City and the Port would both bring agenda items to be put in the Meeting, which would be announced by both entities. Miranda will confirm with Spencer Nebel that the date will work for the Port Commission. Miranda said the Port is financially on track, and added that Brown is always finding ways to save money and streamline processes. Miranda said the Port unfortunately did not get the Travel Oregon grant for the fillet tables, but she has been working with the Oregon Department of Fish and Wildlife (ODFW) on applying for grants with them that would be awarded in January, as well as other options. She said that South Beach continues to be very busy.

Miranda said she has been speaking with the U.S. Department of Transportation Maritime Administration (MARAD) about opportunities for grants for the development of the Port’s 9-acre industrial property. She has not had enough discussion with potential customers of the property to bring something to the Commission. If there would be cargo, there would be discussions with current users as well as the Commission. Miranda said that the Request for Proposals for a new Financial System issued by Brown will close at the end of the month. Miranda commented she continues to work on the architectural and engineering work for a new Administration Building. Miranda said she confirmed with Business Oregon that the loan rate could be locked in for 3 years and was currently 2.12%, which was less than budgeted. She is waiting for an award letter from Business Oregon, which would be followed by loan documents that would need to be signed in 30 days, but there would be 3 years to complete the project. Miranda said she spoke with the City regarding the roof sign proposed by Rogue, and Rogue has to work more with the City before discussing again with the Port Commission. Miranda said that the Port has started to issue permits for activity on Port properties again, including the 4th of July fireworks, Oregon Sea Grant Shop at the Dock, CAST for Kids, and Newport High School Grad Night. Miranda pointed out the Pacific Northwest Waterways Association (PNWA) virtual conference listed on the calendar, and asked Commissioners to let staff know if they wish to attend. She also reminded Commissioners to let her know if they wished to attend Senator Merkley’s meeting so that she can make sure not more than two Commissioners will attend.

Chuck asked Bretz if there were any issues with the older pedestals getting cleaner power and a better connection since the load centers were replaced in the South Beach Marina. Bretz said once the GFI breakers are installed in the pedestals that will be the best that can be done at this point. In order to replace the pedestals, the docks would also have to be replaced, a project that most likely would have to be done in stages at some point.

VIII. COMMISSIONER REPORTS/COMMENTS

56:36

Chuck said his term on the statewide Ocean Policy Advisory Council (OPAC) is up. He is waiting to hear from the Governor about reaching out to Miranda. Chuck said the person who served in his seat previously was a Port of Astoria Commissioner. He asked any of the Port Commissioners who were interested in applying for the position to contact him. Sylvia said he, Chuck and Miranda attended the fishermen’s round table held by Representative Schrader. Sylvia said he also attended a meeting of the Trawl Commission on offshore wave energy. Rep. Schrader made a comment that you need to get ahead of the Bureau of Ocean Energy Management (BOEM) because they don’t take other interest groups into account. Schrader asked whether a set of maps could be provided to show the value of where fisheries are located. Sylvia said at the Trawl meeting a speaker from the east coast representing fishing against wave energy said what needs to be done is protect high value fishing grounds, and that it is hard to compare value across different types of fleets. Rep. Schrader said that analysis would need to be done in order for him to be able to help. Retherford suggested contacting Heather Mann regarding what would help. Retherford said for the Port to continue to be stable, fishing needs to continue to be stable, and there are high value fishing areas off our coast in each direction, inshore to offshore. She also suggested talking with the users group. Chuck

mentioned that about 10 years ago the fleet went through a map exercise with Ecotrust. The difficulty was that the commercial fishing fleet considers that information proprietary.

IX. CALENDAR/FUTURE CONSIDERATIONS 1:05:20

There were no changes to the Calendar/Future Considerations.

X. PUBLIC COMMENT 1:05:26

No public comment was submitted.

XI. ADJOURNMENT 1:05:30

Having no further business, the meeting adjourned at 7:05 pm.

ATTESTED:

James Burke, President

Walter Chuck, Secretary/Treasurer

5/25/2021
Jeff Lackey
Prepared Statement for Commission Meeting

As port commissioners, we act as stewards of the public resource that is the port on behalf of the people of the port district for their good, and for the good of those outside the port district impacted by the port in terms of recreation, direct business, and secondary economic effects. Selecting and working together with the port general manager is our number one job.

These past two years Paula has done a great job executing the many different aspects required of the GM role. The port and its staff have functioned well through an extremely busy slate of projects and a pandemic, and the results have exceeded expectations.

The port is both a public entity and a multi-million dollar business. GMs with experience and an applicable skill set are not numerous nor easily identifiable. The impact of a GM efficiently and effectively leading the port has been shown to be extremely valuable and vital to the port's success. Therefore, it is incumbent upon the commission to reflect in Paula's compensation the commitment to seek to retain her as GM into the future and build on recent success.

To that end, it is appropriate to look at other northwest ports, take into consideration the size of our port to that of other ports, and seek to be competitive with compensation. I thought it was important to lay out the rationale for the salary increase.

Port of Newport - General Operating Fund
Balance Sheet
As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,214,130	3,746,941	(532,811)	(14)%
Total Checking/Savings	3,214,130	3,746,941	(532,811)	(14)%
Accounts Receivable				
11200 · Accounts Receivable	465,381	506,487	(41,106)	(8)%
11225 · Grants Receivable	225,604	458	225,146	49,123%
Total Accounts Receivable	690,985	506,945	184,039	36%
Other Current Assets				
11250 · Property Tax Receivable	10,309	13,270	(2,961)	(22)%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	5,640	19,195	(13,555)	(71)%
11300 · Prepaid Expenses	161,915	167,333	(5,418)	(3)%
11400 · Due from Other Funds	33,306	2	33,304	1,762,142%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	0	2,126	(2,126)	(100)%
Total Other Current Assets	(309,663)	(318,908)	9,245	3%
Total Current Assets	3,595,451	3,934,978	(339,527)	(9)%
Fixed Assets				
11500 · Capital Assets	48,320,629	47,448,255	872,373	2%
Total Fixed Assets	48,320,629	47,448,255	872,373	2%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	650	0	0%
Total Other Assets	650	650	0	0%
TOTAL ASSETS	51,916,730	51,383,884	532,847	1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	189,675	201,073	(11,398)	(6)%
Total Accounts Payable	189,675	201,073	(11,398)	(6)%
Other Current Liabilities				
12005 · Retainage Payable	67,201	0	67,201	100%
12010 · Unclaimed Property Payable	4,555	3,234	1,321	41%
12020 · Lodging/Room Tax Payable	19,137	2,191	16,946	773%
12100 · Payroll Liabilities	168,095	148,455	19,640	13%
12200 · Due to other Funds	700,000	0	700,000	100%
12250 · Deferred Revenue	338,232	249,274	88,958	36%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
Total Other Current Liabilities	1,848,181	959,512	888,669	93%
Total Current Liabilities	2,037,856	1,160,584	877,271	76%
Long Term Liabilities				
12350 · Long Term Debt	5,660,428	6,279,879	(619,451)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%

Port of Newport - General Operating Fund
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	147,653	147,653	0	0%
Total Long Term Liabilities	5,908,702	6,528,152	(619,451)	(10)%
Total Liabilities	7,946,557	7,688,737	257,820	3%
Equity				
13005 · GOF - Assigned FB-Improvements	0	32,255	(32,255)	(100)%
13010 · GOF - Unassigned FB	36,503,625	62,429,843	(25,926,218)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	(21,009)	(34,952)	13,942	40%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
Net Income	344,018	(276,871)	620,889	224%
Total Equity	43,970,173	43,695,147	275,026	1%
TOTAL LIABILITIES & EQUITY	<u>51,916,730</u>	<u>51,383,884</u>	<u>532,847</u>	<u>1%</u>

Port of Newport
General Operating Fund - Budget vs. Actual
 July 2020 through April 2021

	Jul '20 - Apr ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	609,435	677,500	(68,065)	90%
14100 · Moorage	1,506,056	1,174,185	331,871	128%
14200 · Hoist Dock & Services	843,837	770,337	73,500	110%
14300 · Shipping Terminal Revenues	0	17,290	(17,290)	0%
14400 · RV Parks	1,007,316	817,426	189,890	123%
14500 · Launch Ramp & Trailer Storage	79,546	63,010	16,536	126%
14600 · Miscellaneous Revenue	125,617	49,197	76,421	255%
14700 · Permit Revenues	(321)	0	(321)	100%
Total Income	<u>4,171,486</u>	<u>3,568,945</u>	<u>602,541</u>	<u>117%</u>
Gross Profit	4,171,486	3,568,945	602,541	117%
Expense				
15000 · Personnel Services	1,581,340	1,804,413	(223,074)	88%
16000 · Materials & Services	1,571,795	3,178,306	(1,606,511)	49%
16990 · Depreciation Expense	1,378,962	1,378,962	0	100%
17000 · Debt Service	448,474	772,613	(324,139)	58%
Total Expense	<u>4,980,571</u>	<u>7,134,295</u>	<u>(2,153,724)</u>	<u>70%</u>
Net Ordinary Income	(809,085)	(3,565,350)	2,756,265	23%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,614	109,525	6,089	106%
18200 · Interest Income	15,659	0	15,659	100%
18300 · Grants	401,498	1,652,813	(1,251,315)	24%
18600 · Gain/(Loss) on Sale of Assets	1,074			
18700 · Property & Dredge Sales	11,427	55,000	(43,573)	21%
18800 · Miscellaneous - Non-operating	8,078	0	8,078	100%
18900 · Transfers In from Other Funds	0	1,009,452	(1,009,452)	0%
Total Other Income	<u>553,351</u>	<u>2,826,790</u>	<u>(2,273,439)</u>	<u>20%</u>
Other Expense				
19000 · Capital Outlay	2,068,078	5,939,000	(3,870,922)	35%
19600 · Contingency	0	151,941	(151,941)	0%
19700 · Transfers Out to Other Funds	109,816	1,650,000	(1,540,184)	7%
19890 · Overhead Allocation	(1,981)	(1,981)	0	100%
Total Other Expense	<u>2,175,913</u>	<u>7,738,960</u>	<u>(5,563,047)</u>	<u>28%</u>
Net Other Income	<u>(1,622,562)</u>	<u>(4,912,170)</u>	<u>3,289,608</u>	<u>33%</u>
Net Income	<u><u>(2,431,647)</u></u>	<u><u>(8,477,520)</u></u>	<u><u>6,045,874</u></u>	<u><u>29%</u></u>

Port of Newport - General Operating Fund
Administration - Budget vs. Actual
 July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	18,147	0	18,147	100%
14700 · Permit Revenues	579	0	579	100%
Total Income	<u>18,726</u>	<u>0</u>	<u>18,726</u>	<u>100%</u>
Gross Profit	18,726	0	18,726	100%
Expense				
15000 · Personnel Services	706,243	769,147	(62,904)	92%
16000 · Materials & Services	450,444	642,125	(191,681)	70%
16990 · Depreciation Expense	4,642	4,642	0	100%
17000 · Debt Service	0	72,000	(72,000)	0%
Total Expense	<u>1,161,328</u>	<u>1,487,913</u>	<u>(326,585)</u>	<u>78%</u>
Net Ordinary Income	(1,142,602)	(1,487,913)	345,311	77%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	119,078	109,763	9,315	108%
18200 · Interest Income	16,618	0	16,618	100%
18300 · Grants	0	1,299,179	(1,299,179)	0%
18800 · Miscellaneous - Non-operating	7,504			
Total Other Income	<u>143,200</u>	<u>1,408,942</u>	<u>(1,265,742)</u>	<u>10%</u>
Other Expense				
19000 · Capital Outlay	118,030	2,575,000	(2,456,970)	5%
19600 · Contingency	0	30,800	(30,800)	0%
19890 · Overhead Allocation	(979,411)	(979,411)	(0)	100%
Total Other Expense	<u>(861,381)</u>	<u>1,626,389</u>	<u>(2,487,770)</u>	<u>(53)%</u>
Net Other Income	<u>1,004,581</u>	<u>(217,448)</u>	<u>1,222,029</u>	<u>(462)%</u>
Net Income	<u>(138,021)</u>	<u>(1,705,361)</u>	<u>1,567,340</u>	<u>8%</u>

Port of Newport
International Terminal - Budget vs. Actual
 July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	127,737	157,667	(29,929)	81%
14100 · Moorage	162,003	150,512	11,491	108%
14200 · Hoist Dock & Services	473,681	444,224	29,457	107%
14300 · Shipping Terminal Revenues	0	19,612	(19,612)	0%
14600 · Miscellaneous Revenue	17,685	0	17,685	100%
Total Income	<u>781,107</u>	<u>772,015</u>	<u>9,091</u>	<u>101%</u>
Gross Profit	781,107	772,015	9,091	101%
Expense				
15000 · Personnel Services	173,769	174,576	(806)	100%
16000 · Materials & Services	226,374	231,596	(5,222)	98%
16990 · Depreciation Expense	1,165,087	1,059,088	105,999	110%
17000 · Debt Service	257,874	503,690	(245,816)	51%
Total Expense	<u>1,823,104</u>	<u>1,968,949</u>	<u>(145,845)</u>	<u>93%</u>
Net Ordinary Income	(1,041,997)	(1,196,934)	154,936	87%
Other Income/Expense				
Other Income				
18300 · Grants	2,500	22,500	(20,000)	11%
18700 · Property & Dredge Sales	10,914	0	10,914	100%
Total Other Income	<u>13,414</u>	<u>22,500</u>	<u>(9,086)</u>	<u>60%</u>
Other Expense				
19000 · Capital Outlay	6,818	285,000	(278,182)	2%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19890 · Overhead Allocation	27,463	22,748	4,715	121%
Total Other Expense	<u>34,280</u>	<u>357,748</u>	<u>(323,468)</u>	<u>10%</u>
Net Other Income	<u>(20,867)</u>	<u>(335,248)</u>	<u>314,381</u>	<u>6%</u>
Net Income	<u>(1,062,864)</u>	<u>(1,532,182)</u>	<u>469,318</u>	<u>69%</u>

Port of Newport
Commercial Marina - Budget vs. Actual
 July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	130,564	170,500	(39,936)	77%
14100 · Moorage	560,628	519,741	40,887	108%
14200 · Hoist Dock & Services	494,048	392,927	101,121	126%
14600 · Miscellaneous Revenue	29,828	0	29,828	100%
14700 · Permit Revenues	(321)	0	(321)	100%
Total Income	<u>1,214,748</u>	<u>1,083,168</u>	<u>131,579</u>	<u>112%</u>
Gross Profit	1,214,748	1,083,168	131,579	112%
Expense				
15000 · Personnel Services	373,295	462,028	(88,732)	81%
16000 · Materials & Services	499,477	1,549,465	(1,049,987)	32%
16990 · Depreciation Expense	48,141	48,141	0	100%
17000 · Debt Service	7,255	32,915	(25,660)	22%
Total Expense	<u>928,168</u>	<u>2,092,548</u>	<u>(1,164,380)</u>	<u>44%</u>
Net Ordinary Income	286,579	(1,009,380)	1,295,959	(28)%
Other Income/Expense				
Other Income				
18300 · Grants	626,743	143,634	483,109	436%
18600 · Gain/(Loss) on Sale of Assets	(2,126)			
18800 · Miscellaneous - Non-operating	684			
18900 · Transfers In from Other Funds	0	1,009,452	(1,009,452)	0%
Total Other Income	<u>625,302</u>	<u>1,153,086</u>	<u>(527,784)</u>	<u>54%</u>
Other Expense				
19000 · Capital Outlay	1,445,333	2,802,000	(1,356,667)	52%
19600 · Contingency	0	151,941	(151,941)	0%
19700 · Transfers Out to Other Funds	109,816	1,500,000	(1,390,184)	7%
19890 · Overhead Allocation	433,313	433,313	(0)	100%
Total Other Expense	<u>1,988,462</u>	<u>4,887,254</u>	<u>(2,898,792)</u>	<u>41%</u>
Net Other Income	<u>(1,363,160)</u>	<u>(3,734,168)</u>	<u>2,371,008</u>	<u>37%</u>
Net Income	<u>(1,076,581)</u>	<u>(4,743,548)</u>	<u>3,666,967</u>	<u>23%</u>

Port of Newport
South Beach - Budget vs. Actual
 July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	405,468	417,083	(11,615)	97%
14100 · Moorage	1,056,845	720,174	336,671	147%
14200 · Hoist Dock & Services	13,569	32,083	(18,515)	42%
14400 · RV Parks	1,176,342	938,710	237,632	125%
14500 · Launch Ramp & Trailer Storage	109,719	79,456	30,263	138%
14600 · Miscellaneous Revenue	77,031	56,496	20,535	136%
14700 · Permit Revenues	120			
Total Income	<u>2,839,095</u>	<u>2,244,003</u>	<u>595,092</u>	<u>127%</u>
Gross Profit	2,839,095	2,244,003	595,092	127%
Expense				
15000 · Personnel Services	479,936	584,387	(104,450)	82%
16000 · Materials & Services	640,923	1,079,421	(438,498)	59%
16990 · Depreciation Expense	299,484	272,070	27,414	110%
17000 · Debt Service	238,619	452,278	(213,659)	53%
Total Expense	<u>1,658,962</u>	<u>2,388,155</u>	<u>(729,194)</u>	<u>69%</u>
Net Ordinary Income	1,180,133	(144,152)	1,324,286	(819)%
Other Income/Expense				
Other Income				
18300 · Grants	4,320	210,000	(205,680)	2%
18600 · Gain/(Loss) on Sale of Assets	3,200	0	3,200	100%
18700 · Property & Dredge Sales	513	55,000	(54,487)	1%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	1,000,000	(1,000,000)	0%
Total Other Income	8,033	1,265,000	(1,256,967)	1%
Other Expense				
19000 · Capital Outlay	1,052,886	277,000	775,886	380%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	516,240	426,945	89,295	121%
Total Other Expense	<u>1,569,126</u>	<u>803,945</u>	<u>765,181</u>	<u>195%</u>
Net Other Income	<u>(1,561,093)</u>	<u>461,055</u>	<u>(2,022,148)</u>	<u>(339)%</u>
Net Income	<u>(380,959)</u>	<u>316,903</u>	<u>(697,862)</u>	<u>(120)%</u>

NOAA Lease Revenue Fund
Balance Sheet
As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	502,177	1,320,583	(818,406)	(62)%
11025 · NLRF MM Savings - FIB 9604	800,068	450,000	350,067	78%
11035 · NLRF - LGIP 6263	2,717,509	4,016,210	(1,298,701)	(32)%
11080 · NLRF Checking - OCB 7827	0	63,070	(63,070)	(100)%
11091 · NOAA Revenue Bond Reserve - ...	0	116	(116)	(100)%
11092 · Assignment of Deposit - OCB	63,631	62,933	698	1%
Total Checking/Savings	4,083,385	5,912,911	(1,829,526)	(31)%
Accounts Receivable				
11200 · Accounts Receivable	173	0	173	100%
Total Accounts Receivable	173	0	173	100%
Other Current Assets				
11300 · Prepaid Expenses	103,467	85,042	18,425	22%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	77,634	59,209	18,425	31%
Total Current Assets	4,161,191	5,972,120	(1,810,929)	(30)%
Fixed Assets				
11500 · Capital Assets	22,733,910	24,234,968	(1,501,058)	(6)%
Total Fixed Assets	22,733,910	24,234,968	(1,501,058)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
TOTAL ASSETS	27,857,516	30,207,088	(2,349,572)	(8)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	20,602	27,397	(6,796)	(25)%
Total Accounts Payable	20,602	27,397	(6,796)	(25)%
Other Current Liabilities				
12100 · Payroll Liabilities	9,461	8,507	954	11%
12200 · Due to Other Funds	33,306	0	33,306	100%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	1,534,140	1,433,094	101,046	7%
Total Current Liabilities	1,554,742	1,460,492	94,250	7%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	16,959,374	17,487,709	(528,335)	(3)%

NOAA Lease Revenue Fund
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,761,721	0	0%
13010 · NLRF - Unassigned FB	11,250,823	(16,079,626)	27,330,449	170%
13075 · NLRF - Prior Period Adj	0	(9,776)	9,776	100%
13220 · NLRF - Bond Costs (65)	0	(349,289)	349,289	100%
13300 · NLRF - Equity Transfers	0	25,585,916	(25,585,916)	(100)%
32000 · Unrestricted Net Assets	0	1,741,983	(1,741,983)	(100)%
Net Income	<u>(2,114,402)</u>	<u>68,451</u>	<u>(2,182,853)</u>	<u>(3,189)%</u>
Total Equity	<u>10,898,142</u>	<u>12,719,379</u>	<u>(1,821,237)</u>	<u>(14)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,857,516</u></u>	<u><u>30,207,088</u></u>	<u><u>(2,349,572)</u></u>	<u><u>(8)%</u></u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual

July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,358,090	2,379,575	(21,485)	99%
14605 · Miscellaneous - Operating	2,061	0	2,061	100%
Total Income	<u>2,360,150</u>	<u>2,379,575</u>	<u>(19,425)</u>	<u>99%</u>
Gross Profit	2,360,150	2,379,575	(19,425)	99%
Expense				
15000 · Personnel Services	96,004	142,153	(46,149)	68%
16000 · Materials & Services	276,669	383,602	(106,933)	72%
16990 · Depreciation Expense	1,436,545	1,305,950	130,595	110%
17000 · Debt Service	1,759,380	1,760,089	(709)	100%
Total Expense	<u>3,568,598</u>	<u>3,591,794</u>	<u>(23,196)</u>	<u>99%</u>
Net Ordinary Income	(1,208,448)	(1,212,219)	3,771	100%
Other Income/Expense				
Other Income				
18200 · Interest Income	15,863	91,667	(75,803)	17%
18300 · Grants	0	5,000	(5,000)	0%
18800 · Miscellaneous - Non-operating	21			
18900 · Transfers In from Other Funds	0	334,500	(334,500)	0%
Total Other Income	<u>15,884</u>	<u>431,167</u>	<u>(415,283)</u>	<u>4%</u>
Other Expense				
19000 · Capital Outlay	60,963	334,500	(273,537)	18%
19600 · Contingency	0	100,000	(100,000)	0%
19700 · Transfers Out	2,209,445	3,080,411	(870,966)	72%
19890 · Admin Overhead Allocation	2,393	1,979	414	121%
Total Other Expense	<u>2,272,801</u>	<u>3,516,890</u>	<u>(1,244,089)</u>	<u>65%</u>
Net Other Income	(2,256,917)	(3,085,723)	828,806	73%
Net Income	<u>(3,465,365)</u>	<u>(4,297,942)</u>	<u>832,577</u>	<u>81%</u>

Port of Newport - NOAA Capital Maintenance Fund

06/15/21

Balance Sheet - NCMF

Accrual Basis

As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11035 · NOAA - LGIP 6263	1,525,008	0	1,525,008	100%
Total Checking/Savings	1,525,008	0	1,525,008	100%
Other Current Assets				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	700,000	0	700,000	100%
Total 11400 · Due from Other Funds	700,000	0	700,000	100%
Total Other Current Assets	700,000	0	700,000	100%
Total Current Assets	2,225,008	0	2,225,008	100%
TOTAL ASSETS	2,225,008	0	2,225,008	100%
LIABILITIES & EQUITY				
Equity				
Net Income	2,225,008	0	2,225,008	100%
Total Equity	2,225,008	0	2,225,008	100%
TOTAL LIABILITIES & EQUITY	2,225,008	0	2,225,008	100%

**NOAA Capital Maintenance Fund
Profit & Loss Budget vs. Actual
July 2020 through May 2021**

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	15,563	0	15,563	100%
18900 · Transfers In from Other Funds	2,209,445	191,966	2,017,479	1,151%
Total Other Income	<u>2,225,008</u>	<u>191,966</u>	<u>2,033,042</u>	<u>1,159%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out	0	1,334,500	(1,334,500)	0%
Total Other Expense	<u>0</u>	<u>1,484,500</u>	<u>(1,484,500)</u>	<u>0%</u>
Net Other Income	<u>2,225,008</u>	<u>(1,292,534)</u>	<u>3,517,542</u>	<u>(172)%</u>
Net Income	<u><u>2,225,008</u></u>	<u><u>(1,292,534)</u></u>	<u><u>3,517,542</u></u>	<u><u>(172)%</u></u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	143,276	198,095	(54,819)
Total Checking/Savings	<u>143,276</u>	<u>198,095</u>	<u>(54,819)</u>
Other Current Assets			
11270 · Property Tax Receivable	66,194	86,925	(20,731)
Total Other Current Assets	<u>66,194</u>	<u>86,925</u>	<u>(20,731)</u>
Total Current Assets	<u>209,470</u>	<u>285,020</u>	<u>(75,550)</u>
Other Assets			
11800 · Bond Issue costs, net of amort.	153,930	2,916	151,014
11825 · Advance Refunding Valuation	661,702	416,150	245,552
Total Other Assets	<u>815,632</u>	<u>419,066</u>	<u>396,566</u>
TOTAL ASSETS	<u>1,025,102</u>	<u>704,086</u>	<u>321,015</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
Total Other Current Liabilities	<u>335,000</u>	<u>350,000</u>	<u>(15,000)</u>
Total Current Liabilities	<u>335,000</u>	<u>350,000</u>	<u>(15,000)</u>
Long Term Liabilities			
12515 · 2011 Series Bonds	(70,000)	4,878,669	(4,948,669)
12520 · 2016 Series Bonds	6,478,195	6,763,195	(285,000)
12525 · 2019 Series Bonds	5,160,000	(110,000)	5,270,000
12590 · Bond Premiums	704,598	796,865	(92,267)
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	0	20,808	(20,808)
Total Long Term Liabilities	<u>11,937,793</u>	<u>11,999,537</u>	<u>(61,744)</u>
Total Liabilities	<u>12,272,793</u>	<u>12,349,537</u>	<u>(76,744)</u>
Equity			
13000 · BDF - Restricted FB	(12,052,349)	(12,290,511)	238,162
13220 · BDF - Bond Costs (65)	153,930	6,014	147,916
13999 · Retained Earnings	74,324	0	74,324
Net Income	576,404	639,046	(62,642)
Total Equity	<u>(11,247,691)</u>	<u>(11,645,451)</u>	<u>397,759</u>
TOTAL LIABILITIES & EQUITY	<u>1,025,102</u>	<u>704,086</u>	<u>321,015</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	792,941	811,000	(18,059)	98%
Total Income	792,941	811,000	(18,059)	98%
Gross Profit	792,941	811,000	(18,059)	98%
Expense				
17000 · Debt Service	621,570	765,541	(143,971)	81%
Total Expense	621,570	765,541	(143,971)	81%
Net Ordinary Income	171,370	45,459	125,911	377%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	33	3,208	(3,175)	1%
Total Other Income	33	3,208	(3,175)	1%
Other Expense				
19830 · GAAP - D/S Principal Pmts	(405,000)	(405,000)	0	100%
Total Other Expense	(405,000)	(405,000)	0	100%
Net Other Income	405,033	408,208	(3,175)	99%
Net Income	576,404	453,667	122,737	127%

Port of Newport - Construction Fund
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
300 - Construction Fund	13,071	13,070	1
Total Checking/Savings	13,071	13,070	1
Total Current Assets	13,071	13,070	1
TOTAL ASSETS	13,071	13,070	1
LIABILITIES & EQUITY			
Equity			
13010 - CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	1	(17,267)	17,268
Total Equity	13,071	13,070	1
TOTAL LIABILITIES & EQUITY	13,071	13,070	1

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	1	0	1	100%
Total Other Income	<u>1</u>	<u>0</u>	<u>1</u>	<u>100%</u>
Other Expense				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	30,452	(30,452)	0%
Total 19700 · Transfers Out to Other Funds	<u>0</u>	<u>30,452</u>	<u>(30,452)</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>30,452</u>	<u>(30,452)</u>	<u>0%</u>
Net Other Income	<u>1</u>	<u>(30,452)</u>	<u>30,453</u>	<u>(0)%</u>
Net Income	<u><u>1</u></u>	<u><u>(30,452)</u></u>	<u><u>30,453</u></u>	<u><u>(0)%</u></u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	372,979	261,465	111,514
Total Checking/Savings	372,979	261,465	111,514
Total Current Assets	372,979	261,465	111,514
TOTAL ASSETS	<u>372,979</u>	<u>261,465</u>	<u>111,514</u>
LIABILITIES & EQUITY			
Equity			
13005 · FMRF - Asgnd-Future Exp.	186,816	215,000	(28,184)
13006 · FMRF - Asgnd-CM Elec. Upgrades	138,000	0	138,000
13010 · FMRF - Unassigned FB	(63,182)	(67,820)	4,637
Net Income	111,345	114,285	(2,940)
Total Equity	372,979	261,465	111,514
TOTAL LIABILITIES & EQUITY	<u>372,979</u>	<u>261,465</u>	<u>111,514</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	1,529	1,375	154	111%
18900 · Transfers In				
18902 · Transfers In from General Fund	109,816			
18900 · Transfers In - Other	<u>0</u>	<u>1,512,500</u>	<u>(1,512,500)</u>	<u>0%</u>
Total 18900 · Transfers In	<u>109,816</u>	<u>1,512,500</u>	<u>(1,402,684)</u>	<u>7%</u>
Total Other Income	<u>111,345</u>	<u>1,513,875</u>	<u>(1,402,530)</u>	<u>7%</u>
Other Expense				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
Total 19700 · Transfers Out	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>430,120</u>	<u>(430,120)</u>	<u>0%</u>
Net Other Income	<u>111,345</u>	<u>1,083,755</u>	<u>(972,410)</u>	<u>10%</u>
Net Income	<u><u>111,345</u></u>	<u><u>1,083,755</u></u>	<u><u>(972,410)</u></u>	<u><u>10%</u></u>



CONSENT CALENDAR ITEM

DATE: June 18, 2021
RE: Alliance Project Management Contract Extension
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The contract for Alliance Consulting Engineers to provide professional services in support of the Port Docks 5 & 3 electrical upgrades expires in June. Neil Faber has done an outstanding job on the project so far, and has been very effective working with the permitting authority as well as PUD. In order to keep the project moving ahead, we need to extend our contract with Alliance through the next phase of work, which includes bidding and construction.

DETAIL

Neil Faber of Alliance has completed plans and specs for the project and has worked very well with us as we have encountered challenges throughout the planning process. He has been extremely economical, and is very knowledgeable in the realm of installing power on floating docks. This contract extension is intended to be enough to complete the construction phase.

Due to the question of the UL listing for the pedestals we will be installing; I recommend extending the time period on this contract until June, 2022 in the event we have to undertake this work in the spring.

BUDGET IMPACTS

We budgeted \$646K in capital outlay on this project in the Commercial Marina; this work is part of the electrical upgrade project.

RECOMMENDATION

I RECOMMEND A MOTION AUTHORIZING THE GM TO EXTEND THE CONTRACT WITH ALLIANCE CONSULTING ENGINEERS FROM JUNE 1, 2021 UNTIL JUNE 1, 2022, AND TO INCREASE THE AUTHORIZED AMOUNT BY \$10,500 TO \$34,094, WHICH INCLUDES A 10% CONTINGENCY.

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PON - General Operatind Fund
Accounts Paid Report
May 2021

Date	Num	Name	Memo	Class	Paid Amount
05/06/2021	46230	AlSCO Inc	Towels and mats		
05/05/2021	LPOR2656979		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-34.75
05/06/2021	46231	Alsea Bay Power Products Inc	PO710281 pressure washer wand and turbo head		
05/01/2021	337074		PO710281: pressure washer wand and turbo head	01-General Operating Fund:700-South Beach:760-SB Operations	-212.72
TOTAL					-212.72
05/06/2021	46232	Amazon Capital Services Inc			
04/29/2021	1JVF-JDD3-YT4R		PO710275: golf cart tires	01-General Operating Fund:700-South Beach:760-SB Operations	-469.99
04/29/2021	169X-NFWK-X4NG		PO710277: Milwaukee drills	01-General Operating Fund:700-South Beach:760-SB Operations	-430.49
04/29/2021	17TM-9G73-H4YM		PO710278: drill and bit index	01-General Operating Fund:700-South Beach:760-SB Operations	-39.61
04/29/2021	1XJH-9X9G-1QMQ		PO50115: restricted area signs	01-General Operating Fund 500-International Terminal	-153.32
04/30/2021	1XJH-9X9G-NKCF		PO30254: 8-pocket wall file organizer	01-General Operating Fund 300-Commercial Marina	-44.97
TOTAL					-1,138.38
05/06/2021	46233	Association of Pacific Ports	VOID 2020-2021 levy on port member dues		
TOTAL					0.00
05/06/2021	46234	Barrelhead Supply Inc			
04/30/2021	303998		PO710280: bricks and concrete	01-General Operating Fund:700-South Beach:760-SB Operations	-87.45
04/30/2021	304002		PO710280: bricks and concrete	01-General Operating Fund:700-South Beach:760-SB Operations	-28.62
TOTAL					-116.07
05/06/2021	46235	Ben's Diving			
04/01/2021	561000		PO710189: dive on Carlyle III	01-General Operating Fund:700-South Beach:760-SB Operations	-150.00
04/01/2021	561433		PO710218: B Dock electrical repair	01-General Operating Fund:700-South Beach:760-SB Operations	-250.00
TOTAL					-400.00
05/06/2021	46236	Better Bark & More	Round rock		
04/01/2021	2016761		Round rock	01-General Operating Fund:100- Administration	-34.00
TOTAL					-34.00
05/06/2021	46237	Business Oregon - IFA	Debt service 655-41-01/11-13-576		
05/01/2021	65541 05/21		Loan 655-41-01/11-13-576	01-General Operating Fund 500-International Terminal	-2,083.33
TOTAL					-2,083.33
05/06/2021	46238	City of Newport Room Tax	Transient room tax - April 2021		
04/30/2021	CON Rm Tax 2021-04		Transient room tax - April 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-5,947.61
TOTAL					-5,947.61

PON - General Operatind Fund
Accounts Paid Report
May 2021

Date	Num	Name	Memo	Class	Paid Amount
05/06/2021	46239	CoastCom By Wave	Internet		
05/01/2021	121313501-0008800		Internet - April 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-1,008.08
			Internet - April 2021	01-General Operating Fund:100- Administration	-500.00
TOTAL					-1,508.08
05/06/2021	46240	FIB MasterCard AB	FIB MC-AB 4/2021 charges		
04/21/2021	F B MC-AB 4/2021		City of Newport: demolition permit- 343 SW Bay Blvd	01-General Operating Fund 300-Commercial Marina	-100.00
			Zoom: online meeting software	01-General Operating Fund:100- Administration	-29.98
TOTAL					-129.98
05/06/2021	46241	FIB MasterCard KH	FIB MC-KH 4/2021 charges		
04/21/2021	F B MC-KH 4/2021		USPS: postage	01-General Operating Fund:100- Administration	-1.20
			Dollar Tree: birthday party supplies	01-General Operating Fund:100- Administration	-21.00
			Safeway: birthday party supplies	01-General Operating Fund:100- Administration	-69.72
			Safeway: birthday party food - North	01-General Operating Fund:100- Administration	-119.97
			Safeway: birthday party food - South	01-General Operating Fund:100- Administration	-119.97
TOTAL					-331.86
05/06/2021	46242	FIB MasterCard MB	FIB MC-MB 4/2021 charges		
04/21/2021	F B MC-MB 4/2021		PayPal: credit card processing	01-General Operating Fund:100- Administration	-177.40
			O'Riley Auto Parts: handle for dump truck	01-General Operating Fund 300-Commercial Marina	-21.99
			Intuit: hosting for QuickBooks	01-General Operating Fund:100- Administration	-280.45
			Ziprecruiter: recruitment of staff	01-General Operating Fund:100- Administration	-158.00
			Advanced Sewer: CM showers and bathroom unclog	01-General Operating Fund 300-Commercial Marina	-370.00
TOTAL					-1,007.84
05/06/2021	46243	Idea Print Works Inc	PO30254 Port clothing		
05/05/2021	10963		PO30254: Port clothing	01-General Operating Fund 300-Commercial Marina	-618.80
TOTAL					-618.80
05/06/2021	46244	Industrial Welding Supply Inc	PO30257 Tillman gloves		
04/29/2021	177590		PO30257: Tillman gloves	01-General Operating Fund 300-Commercial Marina	-84.72
TOTAL					-84.72
05/06/2021	46245	Les Schwab Tire Center Inc	PO30229-Forklift Tires		
04/01/2021	72500452006		PO30229-Forklift Tires	01-General Operating Fund 300-Commercial Marina	-317.73
TOTAL					-317.73
05/06/2021	46246	National Business Solutions Inc	Copier lease and print charges - Port and SB offices		
04/26/2021	IN87258		Copier lease - Port office	01-General Operating Fund:100- Administration	-45.42
			Copier lease - SB office	01-General Operating Fund:700-South Beach:710-SB Customer Service	-45.42
			Copier print charges - Port office	01-General Operating Fund:100- Administration	-355.58
			Copier print charges - SB office	01-General Operating Fund:700-South Beach:710-SB Customer Service	-527.40
TOTAL					-973.82

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/06/2021	46247	Oregon Department of Justice	#41000000012181, Jennifer R. Swenson, Pay Date 5/5/2021		
04/30/2021	41000000012181		#41000000012181, Jennifer R. Swenson, Pay Date: 5/5/2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-50 00
TOTAL					-50 00
05/06/2021	46248	Orkin	Pest control		
04/26/2021	212186104		Pest control	01-General Operating Fund:100- Administration	-45 00
TOTAL					-45 00
05/06/2021	46249	PacificSource Administrators Inc			
05/01/2021	22976		5/20/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160 84
			5/20/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50 00
			5/20/2021 HRE Insurance Withholding	01-General Operating Fund 300-Commercial Marina	-17 50
05/01/2021	10913		May HRE member fees	01-General Operating Fund:100- Administration	-85 00
05/05/2021	22975		5/5/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160 84
			5/5/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50 00
			5/5/2021 HRE Insurance Withholding	01-General Operating Fund 300-Commercial Marina	-17 50
TOTAL					-541 68
05/06/2021	46250	Petroleum Compliance Services LLC	PO710247 annual fuel dock line leak test		
04/29/2021	2173		PO710247: annual fuel dock line leak test	01-General Operating Fund:700-South Beach:760-SB Operations	-785 00
TOTAL					-785 00
05/06/2021	46251	Pioneer Connect			
05/01/2021	113823 4/2021		SB Office phone	01-General Operating Fund:700-South Beach:710-SB Customer Service	-232 52
05/01/2021	115083 4/2021		SB shop phone	01-General Operating Fund:700-South Beach:760-SB Operations	-41 63
TOTAL					-274.15
05/06/2021	46252	Platt Electric Supply Inc			
04/01/2021	1K75955		PO710251: remaining due for 20-30 amp breakers, screw driver	01-General Operating Fund:700-South Beach:760-SB Operations	-12.47
04/23/2021	Y366194		PO710226: GFI breakers	01-General Operating Fund:700-South Beach:760-SB Operations	-11,536 62
TOTAL					-11,549 09
05/06/2021	46253	Port of Toledo Boat Yard			
04/01/2021	Revised 2303		Final payment for work on the Mildred C	01-General Operating Fund 300-Commercial Marina	-9,560 95
04/01/2021	7139		Demolition and disposal of Carlyle III	01-General Operating Fund:700-South Beach:760-SB Operations	-14,580.18
TOTAL					-24,141.13
05/06/2021	46254	Quadient Finance USA Inc	Postage		
04/26/2021	April 2021		Postage	01-General Operating Fund:100- Administration	-800 00
			Late fee	01-General Operating Fund:100- Administration	-49 87
TOTAL					-849 87

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/06/2021	46255	Road & Driveway Co Inc	VOID PO710240 weekly mowing		
TOTAL					0 00
05/06/2021	46256	RPD Services LLC	VOID PO50113 Grove crane repair		
TOTAL					0 00
05/06/2021	46257	Sherwin-Williams	PO71029 parking lot paint		
04/29/2021	8497-5		PO71029: parking lot paint	01-General Operating Fund:700-South Beach:760-SB Operations	-122 60
TOTAL					-122 60
05/06/2021	46258	Special Districts Insurance Services	Monthly health-dental-life insurance		
05/01/2021	Jun Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-4,976 07
			Monthly health-dental-life insurance	01-General Operating Fund 300-Commercial Marina	-4,168 85
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Service	-3,317 38
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-4,160 00
			Monthly health-dental-life insurance	01-General Operating Fund 500-International Terminal	-1,667 54
TOTAL					-18,289 84
05/06/2021	46259	Staples			
04/30/2021	3475808531		PO10102: 64GB USB flash drives	01-General Operating Fund:100- Administration	-52 00
04/30/2021	3475808534		PO10104: breakroom supplies	01-General Operating Fund:100- Administration	-20 66
TOTAL					-72 66
05/06/2021	46260	Streamline	Website monthly fee		
05/01/2021	AC7C0FE6-0006		Website monthly fee	01-General Operating Fund:100- Administration	-450 00
TOTAL					-450 00
05/06/2021	46261	Suburban Propane	Propane - Acct #1568-103903 CM		
05/04/2021	1568-104302		Propane - Acct #1568-103903 CM	01-General Operating Fund 300-Commercial Marina	-391 97
TOTAL					-391 97
05/06/2021	46262	TCB Security Services Inc.	Monthly security		
05/01/2021	231418		Monthly security	01-General Operating Fund 300-Commercial Marina	-2,116 95
			Monthly security	01-General Operating Fund:700-South Beach:710-SB Customer Service	-2,116 95
			Monthly security	01-General Operating Fund:700-South Beach:760-SB Operations	-2,116 95
			Monthly security	01-General Operating Fund 500-International Terminal	-1,121.15
TOTAL					-7,472 00
05/06/2021	46263	Thompson's Nursery LLC	PO710271 landscape plants		
04/26/2021	145550		PO710271: landscape plants	01-General Operating Fund:700-South Beach:760-SB Operations	-450 00
TOTAL					-450 00

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/06/2021	46264	Thompson's Sanitary Service Inc			
04/30/2021	13499 2021-04		Trash disposal - PD7	01-General Operating Fund 300-Commercial Marina	-4,928.18
04/30/2021	12058 2021-04		Trash disposal - NIT	01-General Operating Fund 500-International Terminal	-1,367.34
04/30/2021	12514 2021-04		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-4,041.92
TOTAL					-10,337.44
05/06/2021	46265	US Bank	FFC OBLIG SERIES 2013 Administration Fee		
04/23/2021	6106532		FFC OBLIG SERIES 2013 Administration Fee	01-General Operating Fund:100- Administration	-660.00
TOTAL					-660.00
05/06/2021	46266	US Foods - ChefStore	PO710264 breakroom supplies		
04/09/2021	5410540012902		PO710264: breakroom supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-104.88
TOTAL					-104.88
05/06/2021	46267	Western States Electrical Const Inc	SB Marina electric load centers progress billing to 4/29/2021		
04/29/2021	19400C		SB Marina electric load centers progress billing to 4/29/2021	01-General Operating Fund:700-South Beach:760-SB Operations	-186,620.00
TOTAL					-186,620.00
05/07/2021	46268	Spiro Landscaping Inc	PO710240 weekly mowing		
04/27/2021	00026198		PO710240: weekly mowing	01-General Operating Fund:700-South Beach:760-SB Operations	-1,300.00
TOTAL					-1,300.00
05/27/2021	46309	Solimar - OR284AEM	OR284AEM		
05/12/2021	REFUND		Credit Memos, Discounts, Refunds	01-General Operating Fund 300-Commercial Marina	-181.32
TOTAL					-181.32
05/27/2021	46308	ACE Hardware Inc			
05/17/2021	4922/1		PO 710295 - Backpack sprayer	01-General Operating Fund:700-South Beach:760-SB Operations	-79.99
05/21/2021	4958/1		PO50123: 4-gallon backpack sprayer	01-General Operating Fund 500-International Terminal	-169.99
TOTAL					-249.98
05/27/2021	46307	Advanced American Construction Inc	PD5 Pier Construction - April 2021-Pay Estimate #4		
05/13/2021	Pay Estimate #4		PD5 Pier Construction - April 2021-Pay Estimate #4	01-General Operating Fund 300-Commercial Marina	-221,592.25
		US Dept. of Commerce Grants	PD5 Pier Construction - April 2021-Pay Estimate #4	01-General Operating Fund 300-Commercial Marina	-221,592.25
TOTAL					-443,184.50

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**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/27/2021	46306	AlSCO Inc			
04/22/2021	LPOR2651588		Towels and mats	01-General Operating Fund 500-International Terminal	-32.95
05/06/2021	LPOR2657547		Towels and mats	01-General Operating Fund 500-International Terminal	-37.49
05/12/2021	LPOR2660004		Shop towels	01-General Operating Fund:100- Administration	-34.75
05/19/2021	LPOR2662906		Shop towels, shirt, and mats	01-General Operating Fund 300-Commercial Marina	-34.75
05/20/2021	LPOR2663513		Towels and mats	01-General Operating Fund 500-International Terminal	-32.95
TOTAL					-172.89
05/27/2021	46305	Amazon Capital Services Inc			
05/05/2021	1F77-11XT-K91C		PO710282: valve handles	01-General Operating Fund:700-South Beach:760-SB Operations	-71.45
05/07/2021	1PFL-6D3X-PCX4		PO30259: aluminum swivel joint	01-General Operating Fund 300-Commercial Marina	-183.96
05/11/2021	1QTC-FCNR-MM3M		PO10107-Property ID tags	01-General Operating Fund:100- Administration	-105.00
			PO10107-Property ID tags	01-General Operating Fund:100- Administration	-6.50
05/11/2021	1TRN-DN6T-KDQ1		PO710288: grommet machine, grommets	01-General Operating Fund:700-South Beach:760-SB Operations	-91.80
			PO710288: grommet machine, grommets - shipping	01-General Operating Fund:700-South Beach:760-SB Operations	-5.99
05/11/2021	1QTC-FCNR-H1T1		PO710284: cordless floor & carpet sweeper	01-General Operating Fund:700-South Beach:760-SB Operations	-84.21
05/11/2021	1RVJ-6NN1-3T6T		PO30258: mouse trap bucket lid	01-General Operating Fund 300-Commercial Marina	-26.99
05/13/2021	1M7G-NFY1-76VY		PO710286: vortex binocular	01-General Operating Fund:700-South Beach:760-SB Operations	-149.00
05/13/2021	1MRR-RCWV-RH6K		PO710290: nylon strap	01-General Operating Fund:700-South Beach:760-SB Operations	-26.47
05/15/2021	1MCL-XP6K-713C		PO710293: soaker hose, water timer	01-General Operating Fund:700-South Beach:760-SB Operations	-184.40
05/16/2021	1HVT-9CTC-NN1N		PO30267: nitrile gloves	01-General Operating Fund 300-Commercial Marina	-392.20
05/17/2021	1Q7Q-JH7F-FQF9		PO710294: Febco backflow device	01-General Operating Fund:700-South Beach:760-SB Operations	-282.00
05/17/2021	1T17-DH7K-TYMH		PO710292: 1000' of coaxial cable	01-General Operating Fund:700-South Beach:760-SB Operations	-88.95
05/18/2021	14WT-TRXQ-4CDG		PO50120: O-ring repair kit	01-General Operating Fund 500-International Terminal	-18.49
			PO50120: O-ring repair kit - shipping	01-General Operating Fund 500-International Terminal	-9.99
TOTAL					-1,727.40
05/27/2021	46304	Association of Pacific Ports	2020-2021 levy on port member dues		
05/05/2021	2020-35-A		2020-2021 levy on port member dues	01-General Operating Fund:100- Administration	-1,087.50
TOTAL					-1,087.50
05/27/2021	46303	Business Oregon - OBDD	Loan 655-36-02, Q10001		
05/19/2021	655-36-02 June 2021		Loan 655-36-02, Q10001	01-General Operating Fund 500-International Terminal	-5,554.98
			Loan 655-36-02, Q10001	01-General Operating Fund 500-International Terminal	-2,245.02
TOTAL					-7,800.00
05/27/2021	46302	Central Lincoln PUD	Temp-SBM sewer & LIF		
04/28/2021	302612070-04-21		Temp-SBM sewer & LIF	01-General Operating Fund 500-International Terminal	-31.86
TOTAL					-31.86
05/27/2021	46301	Century Link			
05/05/2021	541-265-7758-840B		Telephone-Monthly Charges Acct #541-265-7758 840B	01-General Operating Fund:100- Administration	-220.30
05/05/2021	541-265-9651-245B		Telephone-Monthly Charges Acct #541-265-9651 245B	01-General Operating Fund 500-International Terminal	-201.70
TOTAL					-422.00

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/27/2021	46300	CenturyLink - Business Service	Telephone		
05/01/2021	222410924		Telephone	01-General Operating Fund:100- Administration	-43.17
TOTAL					-43.17
05/27/2021	46299	Coastal Paper & Supply Inc			
05/11/2021	590874		PO710285: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-1,471.64
05/11/2021	590874		PO710285: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-65.72
05/18/2021	591163		PO30266: restroom paper and cleaning supplies	01-General Operating Fund 300-Commercial Marina	-689.82
TOTAL					-2,227.18
05/27/2021	46298	Dahl & Dahl Inc			
05/07/2021	272638		PO30262: load of garbage to dump	01-General Operating Fund 300-Commercial Marina	-202.17
05/11/2021	272801/272833		PO 30264: 2 trips: refuse & heavy equipment disposal	01-General Operating Fund 300-Commercial Marina	-362.25
TOTAL					-564.42
05/27/2021	46297	Design Space Modular Buildings PNW LP	US Customs office lease		
05/14/2021	1192788-IN		US Customs office lease	01-General Operating Fund 300-Commercial Marina	-217.00
TOTAL					-217.00
05/27/2021	46296	DH Goebel, Architect	50% Arch fee 25% structural 50% specifications		
05/26/2021	2021-05-22		Port admin building - 50% Arch fee; 25% structural; 50% specifications	01-General Operating Fund:100- Administration	-27,819.00
TOTAL					-27,819.00
05/27/2021	46295	Doug's Electric Inc	PO710296 troubleshoot Dock B electrical		
05/17/2021	C35856F		PO710296: troubleshoot Dock B electrical	01-General Operating Fund:700-South Beach:760-SB Operations	-232.00
TOTAL					-232.00
05/27/2021	46294	DOWL			
05/01/2021	0860-0003 50-4		PD5 Project - Engineering services	01-General Operating Fund 300-Commercial Marina	-16,767.60
05/12/2021	0860-0003 50-6		PD5 Project - Engineering services	01-General Operating Fund 300-Commercial Marina	-6,222.50
TOTAL					-22,990.10
05/27/2021	46293	EARTH2O	Bottled water		
05/24/2021	145355		Bottled water	01-General Operating Fund 300-Commercial Marina	-59.40
TOTAL					-59.40

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/27/2021	46292	Englund Marine Supply Co Inc			
05/07/2021	980443/6		PO 30263 -hydraulic hose-spiral wrap	01-General Operating Fund 300-Commercial Marina	-47 94
05/07/2021	K84049/6		PO 30263 - hydraulic hose, spiral wrap	01-General Operating Fund 300-Commercial Marina	-50 95
05/18/2021	980969/6		PO 50119-Hardware	01-General Operating Fund 500-International Terminal	-11.45
05/18/2021	980965/6		PO 50118-Primer, paint and brushes	01-General Operating Fund 500-International Terminal	-160.49
05/19/2021	981021/6		PO50121: 3/4", 7/8" shackles	01-General Operating Fund 500-International Terminal	-54 98
05/20/2021	981111/6		PO710300: sump pump discharge hose and king nipple	01-General Operating Fund:700-South Beach:760-SB Operations	-388 81
TOTAL					-714 62
05/27/2021	46291	Fitzpatrick Painting	Deposit for SB painting		
05/14/2021	30% down		Deposit for SB painting	01-General Operating Fund:700-South Beach:760-SB Operations	-5,232 00
TOTAL					-5,232 00
05/27/2021	46290	Fred Meyer Customer Charges	PO710299-Duct tape for marina office		
05/20/2021	0238657		PO710299-Duct tape for marina office	01-General Operating Fund:700-South Beach:760-SB Operations	-55 93
TOTAL					-55 93
05/27/2021	46289	HDR Engineering Inc	PD5 Pier Replacement-Professional Services - 90% of total invoice		
05/07/2021	1200346414	US Dept. of Commerce Grants	PD5 Pier Replacement-Professional Services - 90% of total invoice	01-General Operating Fund 300-Commercial Marina	-4,011 84
			PD5 Pier Replacement-Professional Services - 90% of total invoice	01-General Operating Fund 300-Commercial Marina	-4,011 84
TOTAL					-8,023 68
05/27/2021	46288	Howard Cole	RV Park customer refund		
05/25/2021	Refund		RV Park customer refund	01-General Operating Fund:700-South Beach	-45 96
TOTAL					-45 96
05/27/2021	46287	Hyak	IT services - MS 365, web filtering, desktop support 5/15/21-6/14/21		
05/01/2021	26108		IT services - MS 365, web filtering, desktop support 5/15/21-6/14/21	01-General Operating Fund:100- Administration	-4,625 00
TOTAL					-4,625 00
05/27/2021	46286	Lincoln County Public Works	Fuel for trucks		
05/01/2021	6195		Fuel for trucks - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-119 31
			Fuel for trucks - CM	01-General Operating Fund 300-Commercial Marina	-195 07
TOTAL					-314 38
05/27/2021	46285	Lincoln Plumbing Inc	PO 710283-catch basin drains video		
05/07/2021	22128		PO 710283-catch basin drains video	01-General Operating Fund:700-South Beach:760-SB Operations	-365 00
TOTAL					-365 00

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**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/27/2021	46284	NW Natural			
05/18/2021	1584561-3 5-21		SB gas - shop	01-General Operating Fund:700-South Beach:760-SB Operations	-97 09
05/18/2021	1584562-1 5-21		SB gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-199.49
TOTAL					<u>-296 58</u>
05/27/2021	46283	OR Dept of Administrative Services			
05/20/2021	ARK46061		PO30272: acquisiton of federal surplus property	01-General Operating Fund 300-Commercial Marina	-44 00
			PO30272: acquisiton of federal surplus property	01-General Operating Fund 300-Commercial Marina	-40 00
05/20/2021	ARG64446		PO30272: acquisiton of federal surplus property	01-General Operating Fund 300-Commercial Marina	-10 00
			PO30272: acquisiton of federal surplus property	01-General Operating Fund 300-Commercial Marina	-80 00
TOTAL					<u>-174 00</u>
05/27/2021	46282	Oregon Department of Agriculture	Device one \$376.00 Device 2 \$135.00		
05/19/2021	195921		Device number 1	01-General Operating Fund:700-South Beach:760-SB Operations	-376 00
			Device Number 2	01-General Operating Fund:700-South Beach:760-SB Operations	-135 00
TOTAL					<u>-511 00</u>
05/27/2021	46281	Platt Electric Supply Inc			
05/07/2021	1O26973		PO 30261-knife switch	01-General Operating Fund 300-Commercial Marina	-67 80
05/19/2021	1P30493		PO30271-15A 125V Plug	01-General Operating Fund 300-Commercial Marina	-19 96
TOTAL					<u>-87.76</u>
05/27/2021	46280	Quadient Finance USA Inc	VOID		
TOTAL					0 00
05/27/2021	46279	Ram Steelco Inc	PO50116 1" HR carbon steel plate A36, burning charge - swing ho...		
05/18/2021	582025		PO50116: 1" HR carbon steel plate A36, burning charge - swing hoist r...	01-General Operating Fund 500-International Terminal	-1,026 25
TOTAL					<u>-1,026 25</u>
05/27/2021	46278	Road & Driveway Co Inc	PO 710276 - parking lot overlay		
05/04/2021	0028265-IN		PO 710276 - parking lot overlay	01-General Operating Fund:700-South Beach:760-SB Operations	-5,288 69
TOTAL					<u>-5,288 69</u>
05/27/2021	46277	Ryan Morgan	Prorated moorage refund - boat sold		
05/12/2021	Moorage Refund		Prorated moorage refund - boat sold	01-General Operating Fund 300-Commercial Marina	-1,253 56
TOTAL					<u>-1,253 56</u>
05/27/2021	46276	T & L Septic Tank Service	PO 50117-pump out		
05/07/2021	169024		PO 50117-pump out	01-General Operating Fund 500-International Terminal	-450 00
TOTAL					<u>-450 00</u>

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06/15/21

**PON - General Operatind Fund
Accounts Paid Report
May 2021**

Date	Num	Name	Memo	Class	Paid Amount
05/27/2021	46275	Toyota Industries Commercial Finance Inc	Debt service 2017 CM Forklift		
05/07/2021	4003128946		2017 CM Forklift - Principal	01-General Operating Fund 300-Commercial Marina	-619.15
			2017 CM Forklift - Interest	01-General Operating Fund 300-Commercial Marina	-40.40
TOTAL					-659.55
05/27/2021	46274	TWGW Inc NAPA Auto Parts			
04/01/2021	32521		Service charge	01-General Operating Fund:100- Administration	-1.00
05/12/2021	877566		PO 30265 - power steering fluid	01-General Operating Fund 300-Commercial Marina	-11.97
05/18/2021	878918		PO 30270- Riding mower belt	01-General Operating Fund 300-Commercial Marina	-44.99
TOTAL					-57.96
05/27/2021	46273	United States Treasury	IRS Quarterly Federal Excise Tax		
05/25/2021	93-6001831		RS Quarterly Federal Excise Tax	01-General Operating Fund:100- Administration	-58.52
TOTAL					-58.52
05/27/2021	46272	Verizon Wireless	Port cell phones and MiFi		
05/12/2021	9879640610		Monthly cell phone - Admin	01-General Operating Fund:100- Administration	-82.30
			Monthly cell phone - CM	01-General Operating Fund 300-Commercial Marina	-53.90
			Monthly cell phone - NIT	01-General Operating Fund 500-International Terminal	-74.08
			Monthly cell phone - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-87.61
			Monthly plan	01-General Operating Fund:100- Administration	-134.75
TOTAL					-432.64
05/27/2021	46271	Wells Fargo Financial Leasing	603-0208292 Copier Leases		
05/04/2021	5014951544		603-0208292 Copier Leases - North Office	01-General Operating Fund:100- Administration	-141.50
			603-0208292 Copier Leases - SB Office	01-General Operating Fund:700-South Beach:710-SB Customer Service	-141.50
TOTAL					-283.00
05/27/2021	46270	WHA Insurance Agency Inc	Admin fee		
05/17/2021	April 21 Admin fee		Admin fee	01-General Operating Fund:100- Administration	-25.00
TOTAL					-25.00
05/27/2021	46269	Yaquina Boat Equipment Inc	PO 710250 - cleats for docks		
05/11/2021	39740		PO 710250 - cleats for docks	01-General Operating Fund:700-South Beach:760-SB Operations	-4,801.69
TOTAL					-4,801.69
05/27/2021	46311	Oregon Department of Justice	#41000000012181 [REDACTED]		
05/27/2021	41000000012181		#41000000012181, [REDACTED]	01-General Operating Fund:700-South Beach:710-SB Customer Service	-50.00
TOTAL					-50.00

Port of Newport - NOAA Lease Revenue Fund
Budget vs. Actual
 July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,358,090	2,379,575	(21,485)	99%
14605 · Miscellaneous - Operating	2,061	0	2,061	100%
Total Income	<u>2,360,150</u>	<u>2,379,575</u>	<u>(19,425)</u>	<u>99%</u>
Gross Profit	2,360,150	2,379,575	(19,425)	99%
Expense				
15000 · Personnel Services	96,004	142,153	(46,149)	68%
16000 · Materials & Services	276,669	383,602	(106,933)	72%
16990 · Depreciation Expense	1,436,545	1,305,950	130,595	110%
17000 · Debt Service	1,759,380	1,760,089	(709)	100%
Total Expense	<u>3,568,598</u>	<u>3,591,794</u>	<u>(23,196)</u>	<u>99%</u>
Net Ordinary Income	(1,208,448)	(1,212,219)	3,771	100%
Other Income/Expense				
Other Income				
18200 · Interest Income	15,863	91,667	(75,803)	17%
18300 · Grants	0	5,000	(5,000)	0%
18800 · Miscellaneous - Non-operating	21			
18900 · Transfers In from Other Funds	0	334,500	(334,500)	0%
Total Other Income	<u>15,884</u>	<u>431,167</u>	<u>(415,283)</u>	<u>4%</u>
Other Expense				
19000 · Capital Outlay	60,963	334,500	(273,537)	18%
19600 · Contingency	0	100,000	(100,000)	0%
19700 · Transfers Out	2,209,445	3,080,411	(870,966)	72%
19890 · Admin Overhead Allocation	2,393	1,979	414	121%
Total Other Expense	<u>2,272,801</u>	<u>3,516,890</u>	<u>(1,244,089)</u>	<u>65%</u>
Net Other Income	(2,256,917)	(3,085,723)	828,806	73%
Net Income	<u>(3,465,365)</u>	<u>(4,297,942)</u>	<u>832,577</u>	<u>81%</u>



STAFF REPORT

DATE: June 28, 2021
RE: Strategic Communications Contract with Summit Public Relations Strategies, LLC
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

BACKGROUND

In the past two 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. We continue to receive good feedback.

Attached is a summary of some of the work Summit has provided to the Port this past year. We have enough funds budgeted under Professional Services for additional communication work for this year as I believe there is still a lot of 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 recommend a motion to **authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$23,800 plus another 10% contingency.**

Communication Update: Port of Newport 2020-2021

By Angela Nebel, Summit Public Relations Strategies LLC

June 14, 2021

NEWS RELEASES

Since May of 2020, Summit has generated **16 press releases** covering a variety of topics. These releases were sent to local media within the Port District. Story placement has been very successful for the most part. Radio is the most difficult to track, but even there we have some proven successes. The Newport News-Times and NewsLincolnCounty.Com have both been very receptive to our content. Press releases are also placed (and archived) on the Port's website.

Port of Newport

600 S.E. BAY BOULEVARD NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com

FOR IMMEDIATE RELEASE
June 1, 2021

CONTACT: Paula Miranda
(541) 265-7758

Port Commission approves 2021/22 budget

Port commissioners approved the Port of Newport's annual budget for fiscal year 2021/22 to the tune of \$20 million at a combined budget hearing and monthly meeting held on May 25. Budget figures included dollars to upgrade the electrical system of two docks at the commercial marina, monies to start planning for the replacement of Port Dock 7, planning and analysis of an upgrade to the RV Park annex in South Beach, and the possible construction of a new administration building. Other identified expenditures included some grading and development of nine acres of land

Port of Newport Harbor News

IN THE SPOTLIGHT: Upgrades at the South Beach Marina



Upgrades at the South Beach Marina include the replacement of Port Dock 7, planning and analysis of an upgrade to the RV Park annex in South Beach, and the possible construction of a new administration building.

Greetings from the Port Commission President

By Paul Burke



Dear community members, I am pleased to share with you the progress of our various projects and the dedication of our staff. We are committed to providing a safe and enjoyable experience for all our visitors and residents.

COMMUNITY NEWSLETTER

The Port's second community newsletter was delivered via US Mail to **8,015 households** within the Port District on March 18-19, 2021. Once again, our focus was on updating the community on projects around the Port campus, acknowledging the efforts of staff, and sharing some of the growth experienced by Port leaseholders.

In 2021, our goal is to send out a fall version of the newsletter. Direct mail continues to be a powerful way to reach audiences and a twice-per-year publication nicely balances the need to be informative and transparent about your operations without become a nuisance.

E-BLASTS

Since launching in October of 2019, the Port email updates (e-blasts) are delivered to stakeholders with a heightened interest in Port activities. This includes local elected officials, city and county staff, state, and federal elected officials, as well as some agency representatives, representatives of the fishing industry and other customer groups within the Port. Additionally, we have invited members of the public to opt-in to the e-blast mailing list and that has added 60 people through website enrollment.

Our first eblast in 2019 was sent to 175 addresses. Our most recent, sent in May of 2021, went to 230 addresses. Over the past year, we have sent 6 e-blasts, four of which were "Port Briefings" that update readers on a number of projects and issues. We have consistently seen a high open rate for these e-blasts, **averaging 51.5% - a stellar open rate** for any email campaign in any industry.

Port Briefing

news & updates from Port of Newport



May, 2021

Making Progress: An Update on Infrastructure Projects

With the fiscal year 2020/21 only six weeks away from completion, now is a good time to update you on the progress we've made over the past year on many of the projects outlined in our Capital Improvement Plan (CIP). This five-year plan was published in the 2019 update of the Port of Newport Strategic Business Plan. While this isn't the comprehensive list, it includes projects that have moved closer to fruition this year.

Commercial Marina: After years of planning and effort to obtain funding, the Port Dock 5 approach pier is currently under construction. In fact, concrete is being poured today. Additionally, the CIP included replacement of some specific rods, bumpers, rib boards, and power pedestals. Those items are included in the 2021/22 budget. We are on track to meet the 2022 timeline for the commercial marina improvements except for the replacement of two pilings, which will require a federal permit, likely pushing the project to 2022/23.

Newport International Terminal (NIT): A number of grading and asphalt projects are itemized in the CIP and the first of those will take place in the 2021/22 fiscal year, giving the Port 19,000 additional square feet of paved storage space. Grading of 9 acres will take place in the 2021/22 fiscal year, followed by the remaining paving in the 2022/23 budget. Additionally, the Port has budgeted for \$30,000 to create a plan for marketing the facility to potential users. We are currently sending word on grant funding to undertake that effort.



SOCIAL MEDIA

In 2020 – 2021, we continued to build your social media following. With changing COVID-19 guidelines and the impacts on the marina and RV park in particular, it was helpful to have a strong following on your social media accounts – particularly the Port’s main Facebook page.

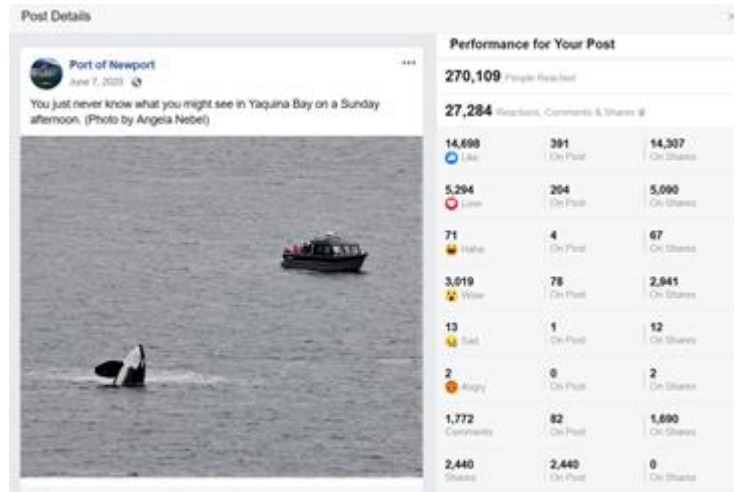
Here is a brief snapshot of the growth experienced by Facebook.com/PortofNewport

June 1, 2019	702 likes
March 23, 2020	1,685 likes
June 14, 2021	3,401 likes (3,722 followers)

The notation of followers is an important item to add to our tracking, as Facebook has announced it will be phasing away from “likes” for business pages and track only “followers” in the future.

As you can see, over two years, the Port’s main page has **grown nearly five-fold**. We continue to see a healthy Ports reach and engagement among those who follow the Port’s page and it should be noted that this is 100% organic growth. The Port has not paid to boost its following on Facebook.

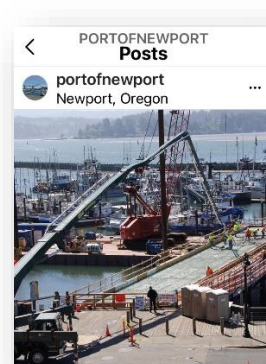
One post generated a lot of attention in June 2020. A chance opportunity to capture a photo of a killer whale garnered more than 270,000 unique likes. While it didn’t address any Port business, the sharing of this post introduced more people to the Port’s social media presence in general and we saw a considerable spike in overall page likes/follows as a result.



Similarly, our Instagram presence has seen a steady growth.

June 1, 2019	less than 50 followers
March 23, 2020	148 followers
June 14, 2021	827 followers

Truth be told, with some focused efforts, we could see a significant growth in Instagram following and that is among Summit’s goals for 2021/22 time period. The same is true of the Port’s secondary Facebook page, which focuses strictly on activities at the recreational marina and RV park. As of March 2020, that page had 161 “likes” and, as of June 2021, that number has grown to 237 “likes” and 257 “followers” – again requiring a more concerted effort to achieve similar results to the Port general page.



WEBSITE: PORTOFNEWPORT.COM

The Port of Newport website is managed by staff member Karen Hewitt, with a small bit of input from Summit. In the past year, we made some changes to the home page – improving the navigation options and building on the imagery used on the home page. We also continue to add content to the Community Outreach page. All Port news releases are also housed on the website, providing a good archive.



ITEMS OF NOTE

A couple of other communication-related items are worthy of note. First, Summit researched and authored an article published in **Pacific Ports magazine** in January of 2021. That publication has a circulation (print and digital download) of approximately 1,500 and is distributed internationally. The three-page article featured a number of infrastructure improvements and planning at the Port.

Earlier this month, the Port was recognized by Streamline, a website compliance company that works with more than 450 Special Districts (including the Port of Newport) that they were going to feature the Port in their blog entitled **“Social Media: Districts That Do It Well”** and, in fact, Newport was the first mentioned! You can see the blog entry [here](#).

Finally, in addition to the communication products showcased in this review, Summit continues to provide consultation on communication matters to the Port of Newport on an as-needed basis.

Thank you for the opportunity to share the important work of the Port of Newport with stakeholders, port district residents, and the community at large. It is a pleasure working with your team.

Agreement for Contract Services

Port of Newport
Public Relations Consulting & Support

effective July 1, 2021

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 continue the communication strategies outlined in the attached Communication Update. 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, utilizing email to update stakeholders and community partners on a quarterly basis, and generally providing 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:

\$75/hour project time
\$60/hour graphic design
\$37.50/hour travel time, plus IRS-rate mileage
10% overhead markup on third party expenses paid by Summit

The budget cap for this contract is set at \$23,800, 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 - \$16,000
Printing & Postage (2 newsletters) - \$5,000
Design (newsletters plus misc additional hand-outs) \$2,300
Email Marketing Vendor (ex: Constant Contact) - \$200
Miscellaneous photography - \$300

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 10% 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, 2021 through June 30, 2022. 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 email / social media vendors. According to this agreement, Summit will oversee the engagement of those services and provide regular consultation with the General Manager 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: _____

For Port of Newport:

Paula Miranda, General Manager

Date: _____

RESOLUTION NO. 2021-05

A RESOLUTION AUTHORIZING APPLICATION FOR RENEWAL OF AN ENTERPRISE ZONE

WHEREAS, the Director of the Oregon Economic and Community Development Department (now known as Oregon Business Development Department) on December 15, 1999, approved the initial Lincoln County Enterprise Zone, which included the cities of Newport, Toledo and Waldport, unincorporated land in Lincoln County, and the community of Eddyville; and in 2004 the Lincoln County Enterprise Zone was approved for expansion including the cities of Depoe Bay, Lincoln City and Siletz; and the Lincoln County Enterprise Zone was approved for renewal on July 1, 2010; and

WHEREAS, the Lincoln County Enterprise Zone and the property tax exemptions that it offers for new investment by eligible business firms are essential elements of our efforts to increase employment opportunities, to raise local household incomes, to attract investments by new and existing businesses, and to diversify the local economic base; and

WHEREAS, officials of the Port of Newport are agreed in requesting the Oregon Business Development Department to renew the Lincoln County Enterprise Zone; and the Port of Newport supports the application and will jointly comply with the requirements and provisions of ORS Chapter 285C, and understands the impacts that the Enterprise Zone will have.

NOW, THEREFORE, BE IT RESOLVED THAT, the Port of Newport requests that the Lincoln County Enterprise Zone as described in the application materials be renewed by the Oregon Business Development Department for another four (4) years beginning July 1, 2021, and that due to the linear nature of Lincoln County the waiver of the 25-mile length limit also be renewed. Further, the Executive Director of the Economic Development Alliance of Lincoln County is hereby authorized to prepare and submit application materials to the Oregon Business Development Department for renewal of the Enterprise Zone for Lincoln County.

This resolution will become effective on the 1st day of July, 2021.

Passed and adopted by the Port of Newport Board of Commissioners on this 28th day of June, 2021.

ATTEST:

James Burke, President

Walter Chuck, Secretary/Treasurer



EnterpriseZone

Lincoln County Enterprise Zone
A Local Incentive to Create Local Jobs

Zone Manager: Economic Development Alliance of Lincoln County



Economic
Development
Alliance
OF LINCOLN COUNTY

Lincoln County Enterprise Zone

What is an Enterprise Zone?

An Enterprise Zone is a location-based incentive program supported by local taxing bodies, managed by a local zone manager, governed by **Business Oregon** and designed to *incentivize business investment that leads to the creation of new jobs*.

If a business invests in developing real property (new construction or substantial renovation) or machinery and equipment that can be taxed, that increase in taxes can be exempted for three to five years. There is a job creation component as well - the company must also increase their workforce by at least 10% at the location indicated in the enterprise zone application.

An enterprise zone typically serves as a focal point for local development efforts. Lincoln County's enterprise zone is one of 73 enterprise zones across Oregon — 56 rural and 17 urban — currently creating better opportunities for business investment on our Oregon Coast.

Project Criteria

- Make a minimum investment of \$50,000
- Increase full time, permanent employment of the firm inside the enterprise zone by the greater of one new job or 10% (or less with special-case local sponsor waivers)
- Generally have no concurrent job losses outside the zone boundary inside Oregon
- Maintain minimum employment level during the exemption period
- Enter into a first-source agreement with local job training providers such as the Oregon Employment Department
- The Standard Exemption is for three years - four and five year exemptions can be granted with sponsor approval

Enterprise Zone Sponsors

- City of Lincoln City, City of Toledo, City of Waldport, Port of Newport, Lincoln County, Port of Alsea (consent), Port of Toledo (consent), City of Newport (consent)

Full Program Details:

oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones





Enterprise Zone Process

- Contact Zone Manager for Application and to discuss eligibility and location
- Complete application prior to project start
- Participate in consultation meeting with EDALC and the County Assessor's Office
- Once approved, work with EDALC to enter into first-source hiring agreement
- Complete Exemption Claim Form prior to April 1st for each year of exemption



Eligible Business Categories

- Manufacturing, Processing
- Shipping, Storage, Wholesaling
- Recycling
- Maintenance
- Customer Support, Call Centers
- Laboratory Testing
- Software Development
- Agriculture and Timber Production
- Hotel Development (if allowed)



Questions?

Talk to Our Executive Director



Paul Schuytema

O: 541.265.4544

C: 541.961.8800

E: paul@businesslincolncounty.com

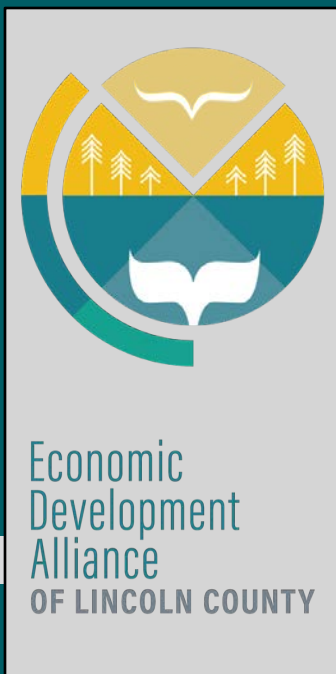
Full Program Details:

oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones



EDALC: Working for All of Lincoln County

- Lincoln County Enterprise Zone Manager
- Business Retention and Expansion
- Developing County-Wide Strategic Plan of Work for Economic Vitality
- Commercial Property Marketing Through Oregon Prospector
- Business and Entrepreneur Attraction
- Entrepreneurial Ecosystem Catalyst
- Supporting Improved Synchronous Business Broadband
- Partner to Grow Local and Regional Blue Economy
- Collaborate on Local and Regional Multi-Organizational Projects



Economic Development Alliance of Lincoln County

324 N. Coast Highway, #5

P.O. Box 716

Newport

OR

97365

t. 541 265 4544

www.BusinessLincolnCounty.com



GENERAL MANAGER MONTHLY REPORT

DATE: 06/28/21
PERIOD: 05/22/21 – 06/23/21
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

The Port has started on the Feasibility Study project with US Army Corps of Engineers (USACE) for dredging at the commercial docks. This is a long process that may take as long as two years.

The electrical Engineering plan at Port Dock 5 and 3 is completed, although the engineer's contract is being extended in order to support the actual installation. We are still looking at alternatives for pedestals and early purchase of equipment in order to avoid delay on the actual installation, which we can expect sometimes this Fall.

The overall Port Dock 5 Pier Project should be mostly completed by mid-June, except for the new electrical panel, which has been delayed due to lack of supply. American Advanced Construction will be coming back in August to officially finish the project by installing the new electrical panel for Port Dock 5. We look forward to the Ribbon Cutting on July 1st. The Port will be providing hot dogs (until they run out) to the public during that event.

We are looking into quotes for conditional assessment of Port Dock 7, as a preventive way to address some of the latest weather issues. We expect to come up with a plan into the beginning of this new Fiscal Year.

The repair to the catch basin at South Beach Marina that was authorized at the last Port Commission Meeting has been completed. A few other repairs and Painting on the South Restroom, Marina Store and the Maintenance Shop have also been completed.

PBS Engineering is still plugging away on the Rogue seawall. We don't have results yet, but the subcontractors were onsite taking samples of the concrete slabs. The final work should be completed in another month or so.

We are still having conversations with the neighbor of the 343 SW Bay Blvd property, as to make a decision about the outcome of the dock. We are running out of time to obtain the proper permits, so a decision will be needed to be done soon.

Likewise, I am still waiting for comments on the Memorandum of Understanding with Clearwater regarding Port Dock 1.

We completed an annual inspection on the cathodic protection system on the International Terminal Pier. We may be recommending a couple items to the Commission in the near future to address some needed maintenance.

Some operations staff has completed some training this month, which includes CPR/First Aid, forklift operator, HAZWOPER, and stormwater management.

The Port financials are staying on track.

The RV Park is busier than ever and we expect to continue on this track into the Fall.

We are still pursuing a few grants through ODFW, MARAD and the EDA.

We will have a few of the companies demonstrate their financial system to some staff before a selection is made for the Port new financial system. We will most likely will make a selection by July.

We are continuing to work on finalizing the architect and engineering work for the Admin Building bid. We still don't have Business Oregon loan documents, although we hear they should be coming soon. However, the loan rate has been locked.

Meetings/Trainings/Summits:

- 05/25/21 - USACE Planning Meeting (Dredging)
- 05/25/21 - Economic Development Alliance of Lincoln County Annual Meeting
- 05/25/21 - Commission Meeting
- 05/26/21 - USACE Planning Meeting (Dredging)
- 05/26/21 - YBEF Meeting
- 05/27/21 - USACE Planning Meeting (Dredging)
- 05/27/21 - Vision 2040 Meeting
- 05/28/21 - PTO
- 05/30/21 - Memorial Day
- 06/02/21 - Business Oregon Seminar - Maritime Minds with MARAD
- 06/03/21 - Meeting with NW Natural
- 06/03/21 - Senator Merkley's Meet and Greet
- 06/03/21 - Economic Development Alliance of Lincoln County June Meeting
- 06/04/21 - Communications Meeting
- 06/04/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 06/07/21 - 06/11/21 - Vacation
- 06/15/21 - Directors Meeting
- 06/17/21 - Business Oregon - Planning Session: Infrastructure Summit

- 06/17/21 - NW Oregon Regional Outdoor Recreation Coordinating Committee meeting
- 06/18/21 - Communications Meeting
- 06/22/21 - RV Park Supervisor Interview
- 06/22/21 - 06/24/21 - PNWA Summer Conference
- 06/22/21 - PNWA Executive Committee Board Meeting
- 06/22/21 - Chamber of Commerce Board Meeting
- 06/23/21 - YBEF Board Meeting

Upcoming Schedule:

- 06/24/21 - PNWA General Board Meeting
- 06/24/21 - Meeting with Jim Myers to discuss waterfront celebrations
- 06/28/21 - Joint meeting with City and Port Regular Meeting
- 07/01/21 - Port Dock 5 Pier Ribbon Cutting
- 07/02/21 - PTO
- 07/05/21 - Fourth of July Holiday - Office Closed
- 07/06/21 - 07/07/21 - PTO
- 07/08/21 - South Beach Crew Meeting
- 07/09/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 07/13/21 - Department Heads Meeting
- 07/15/21 - Oregon Ports Federal Legislative Update
- 07/16/21 - Communications meeting
- 07/16/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 07/20/21 - Directors Monthly Meeting
- 07/23/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 07/27/21 - Regular Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: June 28, 2021
PERIOD: July 1, 2020 to May 31, 2021
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of May 31, 2021 are included in the commission packet. A copy of the financial reports are attached for your convenience.

Issues of Importance

Managed Service Provider update

- The Port was scheduled to move to Voice Over IP earlier this year but was unable to because of an issue with Pioneer connect. Hyak was able to resolve the issue by porting the phone lines to Spectrum then, after a waiting period, to Office 365. The lines will be forwarded from the International Terminal (since we have spectrum lines at the International Terminal). The switch to Voice Over IP is scheduled for July 14. The new phone tree has been tested and is ready to use, Port staff while logged into their computers will have their own phone numbers, this automatically rolls to any mobile device that has Teams installed.

Financial/ERP System

- The Port received six (6) responses to the RFP. Staff is in the process of reviewing materials and will select three or four of these to provide demonstrations of their product. The selection will be based on responses to the requirements, cost and a qualitative analysis of the vendor's proposal.

Information Technology

- After attending a cybersecurity workshop via Zoom, I have begun creating a new cybersecurity plan, Hyak will be a major player in its development as well as upkeep of the plan. The workshop recommended testing and modifying the plan annually, which will be included in the plan.
- We are inputting South Beach Data on sales into QuickBooks daily using a report from Hercules, at months end, a different report from Hercules is used to determine Unearned revenues, this saves 2 days per month in processing time.

Human Resources

- It has been a year since the Employee Handbook was updated. Work has started on updating the Employee Handbook.
- As a public entity that maintains public funds (depository), the Port

should have an affirmative action plan, this becomes more important when the Port seeks more federal grant funds. The development of such a plan is underway.

Finance:

The Port has submitted its fourth reimbursement request to the EDA for Pier 5, for the amount of \$225,604.09. A total of \$602,040 has been submitted for reimbursement. Port staff will continue to submit requests as necessary.

GOF Balance Sheet (year to year comparison)

- As of May 31, the Port is 11 months into the fiscal year and has 3.21 million in savings, this is down 14% (\$532,811) from last year. The decline is a result of Port paying \$1,220,767 towards the pier (as of May 31) and waiting for \$225,604.09 reimbursement. The decline in savings was expected and less than expected.
- Accounts Receivable has declined 8%.

Please remember the Balance Sheet only represents a point in time.

Profit and Loss -

The month-to-month budget is based on a 3-year average spending-revenue average. Revenues and expense budgets are allocated based on historical data; this should give the Port a better picture of how it is performing against the adopted budget.

**General Operating Funds (GOF) – all divisions combined:
Budget vs. Actuals**

- Operating income is 117% of budget (\$602,541)
- Operating expenses are 70% of budget, \$2.2 million under budget, of the 2.2 Million, \$1.6 was for professional services that did not occur and 550,000 for debt service related to the administrative building not completed.
- Other income is 20% of budget, due to lower than budgeted grant revenue and lower than expected dredge spoil sales.
- Other expenses are below budget, as the building of an administrative facility did not occur in the current fiscal year.
- Overall, the Ports General Operating Fund is significantly ahead of budget.

Breakdown of programs

**Administrative Budget
Budget vs. Actuals**

- **Expenses** are below budget in all areas.
- Property taxes are exceeding budget
- Overall, Administration is performing better than budget.

**International Terminal
Budget vs, Actuals**

- **Revenues** are slightly ahead of budget at 101% of budget.
- **Expenses** are less than budgeted, due to debt service being under budget. Materials and Services are 98% of budget (slightly below)

- **Other Income** is below budget due to a grant income.
- **Other expenses** are below budget.
- **Net Income** is ahead budget.

Commercial Marina

Budget vs. Actuals

- **Operating Revenues** are ahead of budget by \$131,579 (112%); moorage income is ahead of budget by 108%, and hoist dock services are ahead of budget by 126%, we had anticipated a drop off in hoist dock revenue, that has not occurred.
- **Operating expenses** are \$1,164,380 below budget, as expected spending on planning activities has not occurred, these include:
 - Port Dock 7 planning
 - Engineering for PD 3/5 has been less than expected
 - Army Corp expenditures were less than expected in the current year.
- **Net income** is ahead of budget.

South Beach

Budget vs. Actuals

- **Operating Revenues** are ahead of budget by \$595,092 (127%).
- **Operating Expenses** are under budget by \$729,194 (59%)
 - Personnel Services are under budget.
 - The RV Park Annex planning did not occur (\$250,000)
 - Expo planning did not occur (\$30,000)
 - Rogue seawall is underway, but has very few related expenses
 - Debt Service is under budget.
- **Net Income** is ahead of budget.

Current reservations at the Marina and RV park provide a critical insight to the summer season, most slips and RV Park spots are sold for the summer months.

NOAA Lease Revenue Fund Balance Sheet

As of May 31, the Port has a cash balance of \$4,083,385, with an available balance of \$2,321,664; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in bond documents. On the balance sheet, the total cash is down \$1.84 million versus last year. This is a result of moving \$2.1 million to the NOAA Capital Reserve account.

Income Statement

Budget vs. Actuals

- Revenue is at target
- Expenses are slightly (\$3,771) below budget
- Capital outlays are 4% of budget.
- Net income is ahead of budget.

NOAA Capital Maintenance Fund

This fund was added by the commission on January 22, 2019. However, a budget

resolution was never completed to allow the transfer. A supplemental budget (which will require a hearing) will be developed in early fiscal year 2021-2022 to allow the transfer of funds, in the meantime, this will be moved to a restricted account in the Year-End financial statements. The Port will open with a balance of approximately \$1,525,008, including a loan that was made to the General Operating fund of \$700,000 to replace the South Beach Load Centers. This will be repaid over a maximum of four year period.

Bonded Debt Fund:

The Port has modified how property tax bond levies and tax receipts and entered into the Financial System to align with GASB. GASB requires that organizations record the expected funds as a receivable, then reduce the receivable and recognize the income as funds are received.

The Port has \$143,276 in savings, these funds will be used to pay bond interest payments due on July 1, 2021. This fiscal year the Port has received \$792,941 to date and hopes to receive an additional \$18,059.

Construction Fund.

No changes to report

Facility Reserve Fund.

In January 2021, \$109,816 was added to this fund to set aside electrical upgrade funds for Port Docks 3 and 5 bringing the total reserve for this project to \$138,000. The total fund balance is \$ 372, 979. On June 30 or near that date, an additional transfer may be made. This transfer will be an estimate of the additional revenue raised as a result of the larger than normal Moorage rate increase. We continue to look for ways to set aside funds for other critical projects.

Accounts Receivable:

The port continues to work on outstanding balances. Staff continue to make calls, send emails, and letters are sent to vessel owners with past due accounts.

The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, the reporting is as of **June 15, 2021**.

Comments on Specific Accounts Receivable customers:

- IDA May has an agreed upon repayment plan
- A repayment plan has been requested from ORCA
- A repayment plan is in process for Sylvia (and a payment was made)
- The HarborMaster and Operations Director are now included conversations on past due accounts, the Harbormaster is critical to collection of these accounts.

	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL
Sylvia 226282	-	3,586.54	1,706.79	736.56	19,142.64	25,172.53
Orca - 295549	-	428.00	903.77	538.43	16,073.67	17,943.87
Oregon Mariculture LLC	-	627.94	2,255.36	842.74	15,123.56	18,849.60
Angela June - 581478	-	-	691.10	2,308.68	10,510.24	13,510.02
Pacific Rose - 554504	-	-	3,087.80	-	7,936.76	11,024.56
Ocean Force - 538936	-	90.01	916.34	595.16	7,530.21	9,131.72
Eclipse - 226744 Eel Boat	-	-	418.35	-	7,368.66	7,787.01
Luna - 532150 New Owner	-	-	454.69	-	6,733.83	7,188.52
Granville - 241539	-	274.20	419.54	-	5,980.88	6,674.62
Das Bug - 565814	-	134.31	469.06	308.54	5,851.02	6,762.93
Seawater Seafoods Co	-	2,073.61	2,823.68	4,042.98	4,683.40	13,623.67
TCB Security Services Inc	-	-	296.51	-	4,547.28	4,843.79
Western Hunter - OR936AFK	-	156.70	1,866.84	44.77	3,897.25	5,965.56
Pacific Rim - OR126YH	-	522.72	690.05	522.72	3,607.54	5,343.03
Ida May - 665118	-	427.68	535.15	427.68	2,347.30	3,737.81
Albatross - 980072	-	-	107.29	1,916.64	2,200.23	4,224.16
Joyce Marie - 295021	-	37.44	169.55	58.24	2,131.71	2,396.94
Topaz - 573234	-	-	135.51	-	2,126.81	2,262.32
Valor III - 245645	-	-	187.20	2,827.40	2,085.65	5,100.25
Trondhjem - 241924	-	207.49	117.43	-	1,785.96	2,110.88
Sea Wolf - 270816	-	2,003.76	82.07	-	1,682.89	3,768.72
Constitution - 211928	-	-	61.84	-	1,268.21	1,330.05
Roggy - 574577	-	-	55.60	-	1,140.25	1,195.85
Saltybros LLC Boathouse Lease	160.22	160.22	219.22	174.36	1,044.65	1,758.67
Lone Eagle - 232734	-	-	133.81	-	1,032.80	1,166.61
Lili-Anne - OR956AFD	-	287.60	45.79	-	938.46	1,271.85
Taylor Brooks - 1211776	-	506.57	24.59	-	774.52	1,305.68
Gracie Arlene - 563679	-	-	274.96	404.87	740.62	1,420.45
Toby J - 274577	-	-	17.81	-	364.86	382.67
Judy - 548600	-	-	558.57	210.86	328.27	1,097.70
Tauny Ann - 578389	-	-	334.80	396.02	296.41	1,027.23
Alliance - 637848	-	-	1,092.29	733.43	254.54	2,080.26
Long Shot - OR818HC	-	-	7.98	-	163.59	171.57
Wide West - 535690	-	25.70	35.65	25.70	157.54	244.59
First Hope I - 953627	-	2,533.74	172.67	167.07	134.31	3,007.79
Columbian - 602145	-	-	6.48	-	132.94	139.42
Pacific Cloud - 549931	-	111.85	108.20	25.70	102.20	347.95
Sundad - 591245	-	1,017.86	25.70	44.77	89.54	1,177.87
Oceanic Logistics - 1344	-	111.85	3.21	-	81.41	196.47
Little J - 544607	-	44.77	667.26	272.12	69.68	1,053.83
Eclipse - 503045 Biddenger	-	377.29	97.17	378.09	67.16	919.71
Pursuit - OR541ZM	-	44.77	213.91	25.70	51.40	335.78
Maggie (Saltybros) - OR001UA	-	-	2.60	-	39.48	42.08
Morning Star II - 509427	-	-	121.23	25.70	34.58	181.51
Norma M - 599982	-	-	421.12	228.42	25.70	675.24
Sea Lion III - 243083	-	-	519.20	299.90	25.70	844.80

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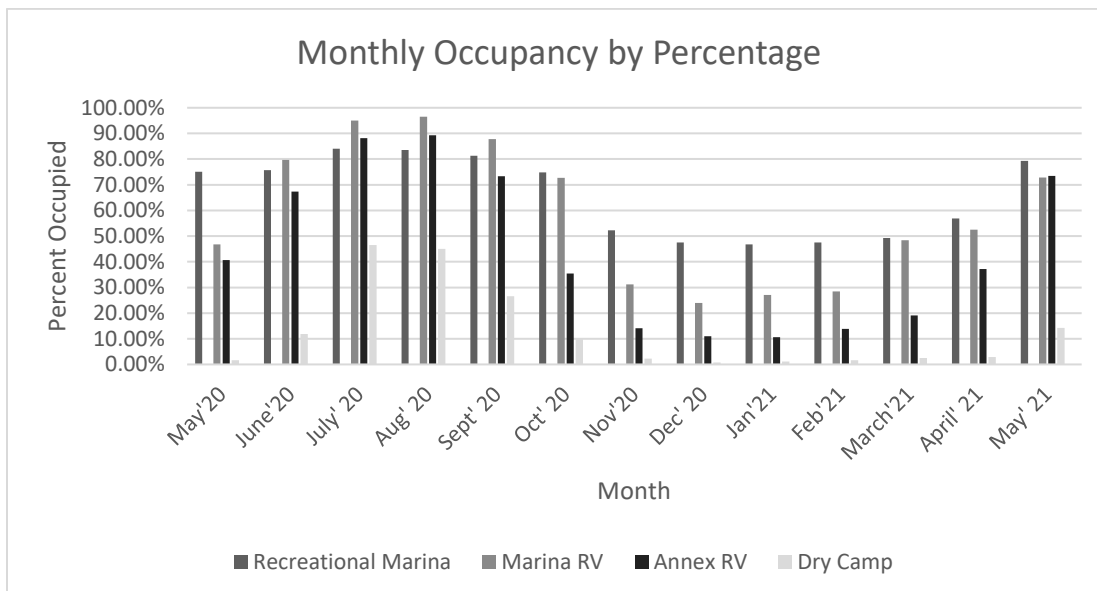
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 4 June, 2021
RE: Month Ending 31 May 2021
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV Park and Marina Supervisor

In all the South Beach facilities, numbers were up again for the month and year-to-date occupancy. The recreational marina, as well as the RV parks were leaps and bounds ahead of May 2020. Currently, all monthly sites are sold out in the marina and in the RV parks.

OCCUPANCY PERCENT MONTH & YTD

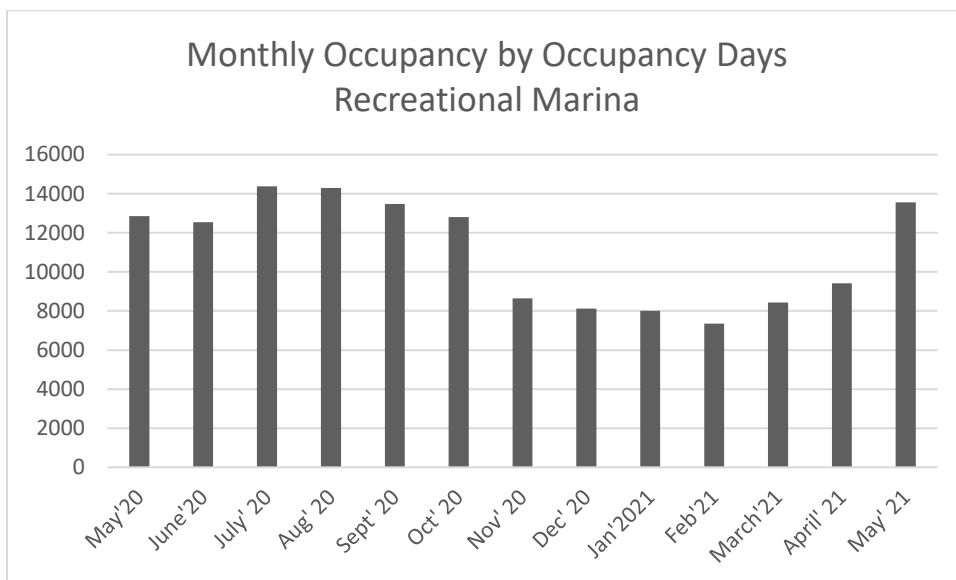
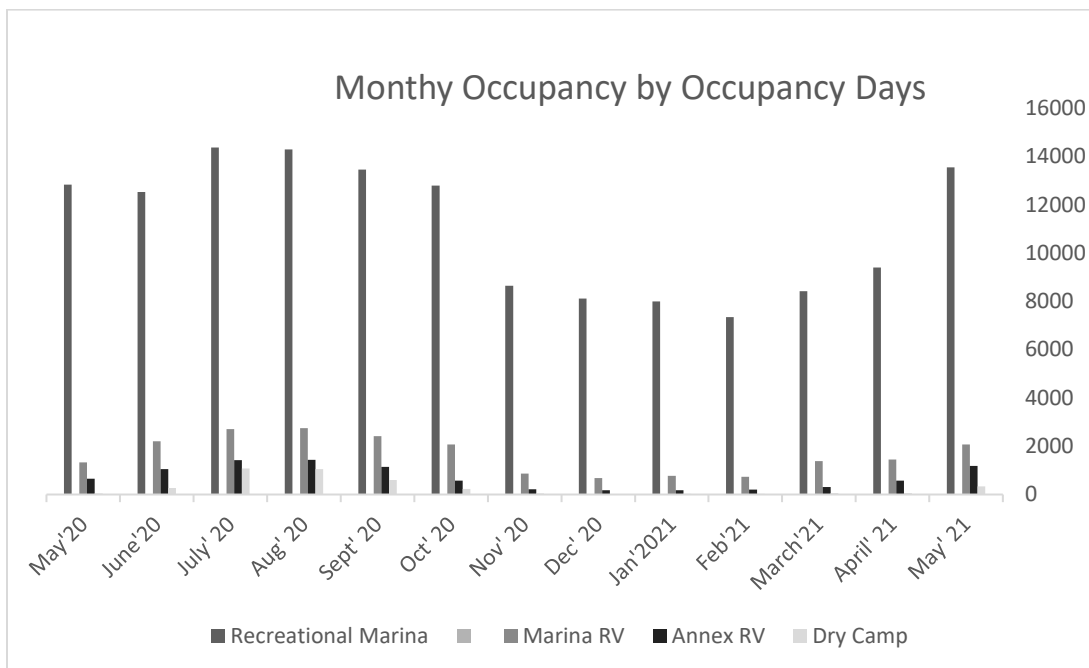
May' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	75.09%	79.25%	4.16%	51.29%	55.95%	4.66%
Marina RV	46.77%	72.86%	26.09%	22.46%	46.14%	23.68%
Annex RV	40.69%	73.51%	32.82%	22.44%	31.13%	8.69%
Dry Camp	1.68%	14.23%	12.55%	0.80%	4.54%	3.74%





OCCUPANCY DAYS MONTH & YTD

May' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	12,850	13,561	5.53%	43,031	46,637	8.38%
Marina RV	1,334	2,078	55.77%	3,178	6,410	101.70%
Annex RV	656	1,185	80.64%	1,774	2,445	37.82%
Dry Camp	39	331	748.72%	92	514	458.70%





DIRECTOR OF OPERATIONS REPORT

DATE: 6/17/2021
PERIOD: May-June 2021
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

Still lots of project work ongoing. The Terminal was busy swapping boats around for shrimp and hake seasons. Halibut openers in South Beach have been slow, but the marina has been busy across the board. NOAA MOC-P is still operating under fairly restrictive COVID policies.

Detail:

- **Port Dock 7**

Awaiting quotes from several firms for conditional assessment of the whole dock.

- **Port Dock 5 Electrical Engineering**

I posed a couple questions regarding the UL label on the pedestals we want to order due to the fact that the outlet we are requesting to have installed on the pedestals currently has an ETL listing rather than a UL listing. We checked with the City of Newport to verify that the building inspector would be happy with the ETL listing, and of course they found that listing acceptable. We're having some trouble, however with the fact that the whole pedestal does not have a listing yet. The City may accept the pedestal and allow us to use it as it is, but we need that in writing before we commit to purchasing the pedestals and move forward with the project. In any case, we expect the listing to come through later this summer, it's just that we're using a fairly new product (but by all accounts, a much better product), and the pedestal has to complete the process of getting a UL listing. We are in close contact with the manufacturer (Eaton), and they are moving very quickly to get the listing completed. Eaton wields a great deal of influence in the industry, and I expect that the listing will come through this year.

- **Port Dock 5 Project**

After a brief hiatus due to supplies, Advanced American is back at the PD 5 Pier and getting down to the end of the project. They are completing the piling wraps and coating, removing temporary walkways, installing the temporary floats and gangway (that will be in place about 5 days), and brining in the new permanent gangway and float. We expect those to be in place by the end of next week. They will be coming back in August to officially finish the project by

installing the new electrical panel for Port Dock 5. We are planning for a ribbon cutting on 01 JUL at noon.

- **South Beach Catch Basin Repair:** The repair to the catch basin that was authorized at the last Port Commission Meeting has been completed. We believe that we may have a problem with the pipe that collects the gutters on the north restrooms, which enters into that same manhole. There is continual water flowing into the manhole, which may be a sign that groundwater is coming through the pipe, meaning the pipe has holes in it. It stands to reason that this is the case, since all this original corrugated metal pipe was low enough that it encounters tide water coming back up through the drain pipe. We are having the pipe scoped, but if it turns out that the pipe has failed, we will seek to undertake a simple repair that will be relatively inexpensive.
- **Army Corps Feasibility Study, Federal Project for dredging in the Commercial Marina**
Completed the 3 day planning charrette (meeting) to kick off the project. Attending regularly scheduled meetings weekly.
- **343 SW Bay:** Awaiting decision on disposition of the property so that I can proceed with permitting and contracting.
- **Rogue Sink Hole:** PBS Engineering subcontractors were onsite to excavate and inspect a couple tiebacks for the seawall, and they took core samples on the concrete slabs as well. All excavated areas have been backfilled with gravel.
- **International Terminal Annual Cathodic Protection Inspection:** We had the annual inspection completed on the cathodic protection system on the International Terminal Pier. The cathodic protection system was found to be working properly; Port personnel perform monthly monitoring tasks to record the status of the system, and that monitoring has been maintained. We did find that a bonding wire on one piling had come loose and we are having that repaired, as well as a fender piling that has broken a weld at the top of the pier, which will also be repaired this summer. We are getting to the point, however that the upper portions of the pilings (which are not protected by the cathodic protection system) need to be recoated or wrapped. I will likely recommend they be wrapped, and I plan to get that recommendation in the budget for FY 22-23. Wrapping pilings from the splash-zone to the top is a very economical way to protect the portion of the pilings not covered by cathodic protection.
- **International Terminal Hoist:** The swing hoist at the Terminal has been repaired, and is now plumb.
- **Training:** We've been completing some workforce training this month, which includes CPR/First Aid, forklift operator, HAZWOPER, and stormwater management for applicable personnel.

Newport International Terminal- Don Moon, Supervisor
Billable Services Performed this (MAY)

- Forklift –88.5 hrs Moorage – 231 days
- 30 Ton Hydraulic Crane – 93.5 hrs Hoist Dock Tie Up – 130hrs
- Labor – 155.5hrs 120V power – 0 days
- Other (over time) – 15 hrs 208V power – 231 days

Commercial Marina- Kent Gibson, Harbormaster
Billable Services Performed this Period:

- Forklift – 109Hrs Hoist Dock Crane(s) –11Hrs
- 30 Ton Hydraulic Crane - Enter #.Hrs Dock Tie Up – 247,5Hrs
- Launch Tickets - Enter #. passes sold Other (Axles) – 94

Special Projects: *(Not regular maintenance & repair tasks. Enter project name and notes)*

Other: *(Enter issues, events, large purchases and other notable items)*

The hoist dock tie-up time was down 38% from last month and down 13% over May 2020. May forklift usage was down 55% over last month and also down 34% over May of last year. Crane usage was down 45% from last month but up 22% over last year in May.

Axle counts were down 49% from last month with a total of 109 axles counted in May compared to 185 the previous month. Compared to last year in May we are up 25%.

The Port Dock 5 pier project is currently on hold while the contractors are waiting for the gangway and the landing float to be manufactured and delivered. Those 2 items should be delivered around the week of June 14th for installation.

NOAA MOC-P Jim Durkee, Maintenance Supervisor
Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada.

NOAA Staff are still operating on minimal crew and work from home.

Semi-annual inspection and maintenance of the FM-200 Fire Suppression Systems in the warehouse and the office was performed by Northwest Fire Suppression.

AVS performed quarterly elevator inspection and service.

I replaced the batteries in the Hazmat Building fire suppression panel.

South Beach Marina, Chris Urbach, Harbormaster

Launch Tickets – 635 = \$3,815.00

We have finished the Painting on the South Restroom, Marina Store and the Maintenance Shop.

The catch basin repair is done.

The Electrical line repair is done on A dock.

We are still waiting on 9 new wheelbarrows that have been on back order.

We have started installing wheelbarrow storage racks at the top of the ramps.

Landscape improvements continue in the RV park and marine.

We are looking at some sort of in line water filter for the water supply for the marina office hopefully this will cut down on the number of times we have to flush the lines out during the year.

We have two new water heaters on order so that we can replace the one in the central restroom and the south restroom.

We are trying to keep up with the chores, mowing and the never ending repairs.