

PORT OF NEWPORT COMMISSION MEETING

Tuesday, February 25, 2025, 6:00 p.m.
Administration Building
600 SE Bay Blvd.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website.

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, February 24, 2025.

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2025

- A. Minutes.....Jan. 28
- B. Financial Reports
- C. Accounts Paid

V. Presentations

- A. Seafood Wastewater Processing Project – *Pacific Seafood*

VI. Old Business

- A. Approval of Business Oregon Amendment to Port Dock 7 Replacement Plan - *Miranda*

VII. New Business

- A. Approval of PacSoft Agreement to move Virtual Servers – *Brown*
- B. Approval to apply for Congressional Directed Spending for the Service Dock at the Recreational Marina – *Miranda*

VIII. Staff Reports

- A. Executive Director’s Report – *Miranda*
 - 1. Director of Finance and Business Services – *Brown*

IX. Commissioner Reports

X. Calendar/Future Considerations 2025

- PNWA Mission to Washington.....March 10-13, 2025
- Next Commission Meeting.....March 26, 2025

XI. Public Comment

XII. Adjournment

January 28, 2025
6:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Lackey, Ruddiman, and Chuck. Commissioner Sylvia attended virtually, and Commissioner Retherford was excused. Also in attendance were Director of Business and Finance Services Mark Brown, Operations Director/Deputy Executive Director Aaron Bretz, Administrative Assistant Gloria Tucker, and Kern & Thompson Representative Eric Zehntbauer. Executive Director Paula Miranda joined the meeting remotely at 6:28 p.m.

CONSENT CALENDAR

MOTION was made by Lackey, seconded by Ruddiman, to approve the consent calendar as presented. The motion carried 3-0 in a voice vote.

OLD BUSINESS

Approval of FY 2023-24 Audit payment. Chuck introduced the agenda item. Brown reported this year the Port implemented two new GASB standards, 87 and 96. He explained they change the way staff account for future lease payments and software as a service. He noted that took a significant effort for the auditors and himself. He indicated the cost was \$22,000, and Zehntbauer offered to split that, so the Port only pays an additional \$11,000. Lackey confirmed with staff the \$22,000 is auditor time at \$250 an hour. Brown noted new accounting standards were not included in the original contract. Chuck asked if this cost would be incorporated going forward. Brown replied it will not cost any additional money in the future.

MOTION was made by Ruddiman, seconded by Lackey, to authorize the payment of the increased cost of the 2023-2024 Audit in the amount of \$11,000. The motion carried 3-0 in a voice vote.

Acceptance of FY 2023-24 Audit. Chuck introduced the agenda item. Zehntbauer presented the audit included in the packet. He reported the financial statements were neutral, consistent, and clear. He explained a material weakness in review of supporting schedules. He stated there was a significant deficiency in credit card processing. He noted these items have since been addressed. He added the statements present fairly the financial position.

MOTION was made by was by Lackey, seconded by Ruddiman, to accept the audit report for Fiscal Year Ended June 30, 2024. The motion carried 3-0 in a voice vote.

Approval of RORO Dock Agreement. Chuck introduced the agenda item. Bretz reported he is waiting on details on piling wraps from contractors before moving forward. He noted the Port is seeking variances to continue with project. He explained the Commission could do nothing and have a special meeting or move forward with the low bidder as long as the project is under budget. Lackey noted if there are further complications, the Port can call a special meeting. Chuck asked

what the issue with piling wraps was. Bretz replied there are a bunch of products on the market, and contractors debate on what will work.

Miranda stated the Port has been waiting to get this completed for a while. She explained the initial funding came from Congress, and staff really don't want to delay this any further. Lackey clarified with staff a mistake in the cash flow on the project.

MOTION was made by Ruddiman, seconded by Lackey, to authorize the Executive Director to execute a contract with the low bidder not to exceed \$657,000 as soon as the bids for the project are evaluated. The motion carried 3-0 in a voice vote.

Approval of 2024 Annual Report. Chuck introduced the agenda item. Miranda presented the report included in the packet.

MOTION was made by Lackey, seconded by Ruddiman, to accept the 2024 Annual Report to the Port of Newport Board of Commissioners as presented. The motion carried 3-0 in a voice vote.

STAFF REPORTS

Executive Director's Report. Miranda presented her report included in the packet. Lackey confirmed with staff the funds borrowed from Business Oregon, \$1.1 million, was for the Rogue Seawall. He stated the cash flow will be tight for the next year. Brown noted as the Port goes along, it will do better and better. Lackey asked for an update on the log handlers. Bretz replied they go out for bid this week. Lackey asked if anything else has potential to affect cash flow next year. Brown replied the South Beach dredging and Rogue service dock projects are not included because the Port is not at the point to budget them. Miranda noted the reason things are tight are because the Port is doing several projects. She indicated staff have been conservative in many ways with contingencies. Lackey thanked staff for their work. He added everything is insanely expensive, and the cash flow is helpful and makes him more confident in the next year. Brown added having spent \$2.5 million in general operating funds on two projects, the Port is sitting reasonably well.

Lackey thanked staff for the Rogue Seawall tour. He suggested the Commission do that more often, maybe once a year. Ruddiman thanked staff for the tour as well. He asked if the asphalt issue had been addressed. Bretz replied he needs to follow up with the contractor. Chuck thanked staff for the cash flow report. He noted squeaking by and getting projects done saves money; not doing them costs the Port. He added he appreciates staff finding creative ways to complete things on the list. Miranda noted RAISE and PIDP grants will be due soon. She requested approval to apply for all available grants for Port Dock 7.

MOTION was made by Lackey, seconded by Ruddiman, to authorize the Executive Director or designee to apply for all available grants for Port Dock 7 Rebuild Project. The motion carried 3-0.

Miranda requested moving the March meeting to March 26, 2025. The Commission agreed to move the meeting to March 26, 2025.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:10 p.m.

Balance Sheet

July 1, 2024 - January 31, 2025

General Fund

Description	Current Year	Previous Year
Cash Deposits	(56,343)	1,783,423
Funds received, not cleared	170,105	74,032
Interfund Receivable	0	567,168
Interfund Payable	0	(394,327)
Total Cash	113,762	1,463,129
Cash on hand - Petty Cash	550	550
Cash on hand - Cash Drawers	825	825
Accounts Receivable	748,303	852,433
Property Tax Receivable	6,597	5,472
Grants Receivable	0	(105,644)
Lease Receivable Current	533,807	0
Allowance for Bad Debt	(50,000)	(50,000)
Prepaid Expenses	103,023	343,651
Total Other Current Assets	1,343,104	1,047,287
Current Assets, Total	1,456,866	3,471,911
Total Non-current Assets	51,438,990	48,258,173
Deferred Outflows of Resources	(929,920)	(396,526)
Assets, Total	51,965,935	51,333,557
Accounts Payable	(471,784)	426,961
Deposits - CM	32,407	6,385
Deposits - SB	416,925	1,600
Unearned Revenue	(290,696)	264,148
Other current liabilities	(1,946,863)	(1,670,491)
Total Current Liabilities	1,633,715	2,369,584
Total Non Current Liabilities	7,381,422	5,692,198
PERS Deferred Inflows	332,694	726,760
Total Liabilities	10,866,195	8,788,542
Restricted Fund Balance	0	1,140,000
Assigned Fund Balance	667,000	667,000
Unrestricted fund Balance	33,883,850	34,766,714
Contributed Capital	7,130,788	7,130,788
Total Fund Balance	41,681,638	43,704,502
Net asset change	856,253	(1,172,654)
Net Assets	41,099,741	42,545,015

Income Statement

July 1, 2024 - January 31, 2025

General Fund

Description	Actual	Budget	Variance
Lease Revenue	553,023	705,833	(152,811)

Moorage	1,412,724	1,765,753	(353,029)
Services	201,363	204,689	(3,326)
Cargo	27,544	172,107	(144,563)
RV Park Space Rentals	817,484	1,364,000	(546,516)
Fees	519,131	480,134	38,996
Property Tax Revenue	126,231	127,000	(769)
Discounts and Refunds	(26,491)	(14,583)	(11,908)
Overages and Shortages	(69)	0	(69)
Miscellaneous Operating Revenue	90,216	98,028	(7,812)
Total Operating Income	3,721,293	4,902,961	(1,181,668)
Salaries, and Wages	1,124,251	1,211,777	(87,525)
Payroll Taxes and Benefits	509,800	669,850	(160,051)
Materials, Services	1,441,292	2,543,879	(1,102,587)
Total Operating Expenses	3,075,344	4,425,506	(1,350,163)
NET OPERATING INCOME	645,950	477,455	168,494
Interest	19,826	0	19,826
Gain/Loss on Sale of Assets	120,000	0	120,000
Miscellaneous Non-operating Revenue	44,406	0	44,406
Total Non-operating Income	184,231	0	184,231
Debt Service	637,558	856,325	(218,767)
Capital Outlays	463,991	863,000	(399,009)
Transfers Out to Other Funds	12,379	30,000	(17,621)
Total Non-Operating Expenses	1,113,928	1,749,325	(635,397)
Net Non-Operating Income (Loss)	(929,697)	(1,749,325)	819,628
NET Oper. and Non-Oper. income (loss)	(283,747)	(1,271,870)	988,123
Loan Revenue	1,140,000	0	1,140,000
Net Income (loss) after Loans	856,253	(1,271,870)	2,128,123
Depreciation Expense	1,206,308	1,206,309	(1)
Net Income After Deprec & Loans	(350,056)	(2,478,179)	2,128,123

Income Statement

July 1, 2024 - January 31, 2025

Unallocated

Description	Actual	Budget	Variance
Debt Service	637,558	674,055	(36,497)
Transfers Out to Other Funds	12,379	30,000	(17,621)
Total Non-Operating Expenses	649,937	704,055	(54,118)
Net Non-Operating Income (Loss)	(649,937)	(704,055)	54,118
NET Oper. and Non-Oper. income (loss)	(649,937)	(704,055)	54,118
Net Income (loss) after Loans	(649,937)	(704,055)	54,118
Net Income After Deprec & Loans	(649,937)	(704,055)	54,118

Income Statement

July 1, 2024 - January 31, 2025

Administration

Description	Actual	Budget	Variance
Fees	47	0	47
Property Tax Revenue	126,231	127,000	(769)
Miscellaneous Operating Revenue	63,364	0	63,364
Total Operating Income	189,642	127,000	62,642
Salaries, and Wages	459,230	477,755	(18,525)
Payroll Taxes and Benefits	189,981	221,332	(31,351)
Materials, Services	459,045	822,328	(363,283)
Total Operating Expenses	1,108,255	1,521,414	(413,159)
NET OPERATING INCOME	(918,613)	(1,394,414)	475,801
Interest	19,826	0	19,826
Total Non-operating Income	19,826	0	19,826
Net Non-Operating Income (Loss)	19,826	0	19,826
NET Oper. and Non-Oper. income (loss)	(898,788)	(1,394,414)	495,627
Net Income (loss) after Loans	(898,788)	(1,394,414)	495,627
Depreciation Expense	52,513	52,513	0

Net Income After Deprec & Loans	(951,300)	(1,446,927)	495,627
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Income Statement

July 1, 2024 - January 31, 2025

Commercial Marina

Description	Actual	Budget	Variance
Lease Revenue	133,027	186,667	(53,640)
Moorage	402,802	437,500	(34,698)
Services	64,311	172,800	(108,489)
Fees	157,733	220,160	(62,427)
Discounts and Refunds	(11,290)	(5,833)	(5,457)
Overages and Shortages	(19)	0	(19)
Miscellaneous Operating Revenue	27,191	9,333	17,858
Total Operating Income	773,792	1,020,626	(246,834)
Salaries, and Wages	209,199	256,650	(47,451)
Payroll Taxes and Benefits	115,038	166,249	(51,210)
Materials, Services	290,858	582,658	(291,800)
Total Operating Expenses	615,096	1,005,557	(390,461)
NET OPERATING INCOME	158,697	15,069	143,627
Miscellaneous Non-operating Revenue	37,684	0	37,684
Total Non-operating Income	37,684	0	37,684
Capital Outlays	243,318	559,250	(315,932)
Total Non-Operating Expenses	243,318	559,250	(315,932)
Net Non-Operating Income (Loss)	(205,634)	(559,250)	353,616
NET Oper. and Non-Oper. income (loss)	(46,938)	(544,181)	497,243
Net Income (loss) after Loans	(46,938)	(544,181)	497,243
Depreciation Expense	93,646	93,646	0
Net Income After Deprec & Loans	(140,583)	(637,827)	497,243

Income Statement

July 1, 2024 - January 31, 2025

International Terminal

Description	Actual	Budget	Variance
Lease Revenue	97,251	116,667	(19,416)
Moorage	124,288	119,669	4,619
Services	137,052	31,737	105,315
Cargo	27,544	172,107	(144,563)
Fees	177,131	61,250	115,881
Miscellaneous Operating Revenue	0	88,451	(88,451)
Total Operating Income	563,266	589,881	(26,615)
Salaries, and Wages	130,466	121,216	9,250
Payroll Taxes and Benefits	59,874	56,741	3,133
Materials, Services	129,935	316,883	(186,949)
Total Operating Expenses	320,275	494,841	(174,566)
NET OPERATING INCOME	242,991	95,040	147,951
Gain/Loss on Sale of Assets	120,000	0	120,000
Total Non-operating Income	120,000	0	120,000
Capital Outlays	(7,041)	0	(7,041)
Total Non-Operating Expenses	(7,041)	0	(7,041)
Net Non-Operating Income (Loss)	127,041	0	127,041
NET Oper. and Non- Oper. income (loss)	370,032	95,040	274,992
Net Income (loss) after Loans	370,032	95,040	274,992
Depreciation Expense	750,690	750,690	0
Net Income After Deprec & Loans	(380,658)	(655,650)	274,992

Income Statement

July 1, 2024 - January 31, 2025

South Beach

Description	Actual	Budget	Variance
Lease Revenue	322,745	402,500	(79,755)
Moorage	885,634	1,208,584	(322,950)
Services	0	152	(153)
RV Park Space Rentals	817,484	1,364,000	(546,516)
Fees	184,220	198,724	(14,504)
Discounts and Refunds	(15,201)	(8,750)	(6,451)

Overages and Shortages	(51)	0	(51)
Miscellaneous Operating Revenue	(339)	244	(583)
Total Operating Income	2,194,593	3,165,454	(970,861)
Salaries, and Wages	325,357	356,156	(30,799)
Payroll Taxes and Benefits	144,575	225,528	(80,953)
Materials, Services	559,683	822,010	(262,327)
Total Operating Expenses	1,029,615	1,403,694	(374,079)
NET OPERATING INCOME	1,164,978	1,761,760	(596,782)
Miscellaneous Non-operating Revenue	6,722	0	6,722
Total Non-operating Income	6,722	0	6,722
Capital Outlays	227,714	303,750	(76,036)
Total Non-Operating Expenses	227,714	303,750	(76,036)
Net Non-Operating Income (Loss)	(220,992)	(303,750)	82,758
NET Oper. and Non-Oper. income (loss)	943,986	1,458,010	(514,024)
Loan Revenue	1,140,000	0	1,140,000
Net Income (loss) after Loans	2,083,986	1,458,010	625,976
Depreciation Expense	309,460	309,460	0
Net Income After Deprec & Loans	1,774,526	1,148,550	625,976

Balance Sheet

July 1, 2024 - January 31, 2025

NOAA Lease Fund

Description	Current Year	Previous Year
Cash Deposits	2,421,513	2,838,420
Interfund Receivable	0	39,342
Interfund Payable	0	(535,702)
Total Cash	2,421,513	2,302,718
Lease Receivable Current	1,918,016	0
Prepaid Expenses	152,364	218,375
Total Other Current Assets	2,070,380	218,375
Current Assets, Total	4,491,893	3,096,137
Total Non-current Assets	33,253,714	19,138,239

Deferred Outflows of Resources	318,694	369,744
Assets, Total	38,064,300	22,604,119
Accounts Payable	25,323	75,172
Other current liabilities	(1,595,552)	(2,137,102)
Total Current Liabilities	1,620,874	2,212,274
Total Non Current Liabilities	9,685,000	11,135,000
PERS Deferred Inflows	17,511	38,251
Total Liabilities	28,482,135	13,385,525
Restricted Fund Balance	1,761,721	1,761,721
Committed Fund Balance	432,000	432,000
Unrestricted fund Balance	7,547,231	7,878,900
Total Fund Balance	9,740,952	10,072,621
Net asset change	(709,491)	(1,364,133)
Net Assets	9,582,165	9,218,594

Income Statement

July 1, 2024 - January 31, 2025

NOAA Lease Fund

Description	Actual	Budget	Variance
Lease Revenue	1,513,507	1,554,462	(40,955)
Total Operating Income	1,513,507	1,554,462	(40,955)
Salaries, and Wages	97,068	100,869	(3,801)
Payroll Taxes and Benefits	49,691	54,515	(4,824)
Materials, Services	321,475	374,735	(53,260)
Total Operating Expenses	468,234	530,119	(61,884)
NET OPERATING INCOME	1,045,273	1,024,343	20,929
Interest	9,362	3,792	5,570
Total Non-operating Income	9,362	3,792	5,570
Debt Service	1,758,365	1,592,679	165,686
Capital Outlays	5,760	14,682	(8,922)
Total Non-Operating Expenses	1,764,125	1,607,361	156,764
Net Non-Operating Income (Loss)	(1,754,764)	(1,603,569)	(151,194)
NET Oper. and Non-Oper. income (loss)	(709,491)	(579,226)	(130,265)
Net Income (loss) after Loans	(709,491)	(579,226)	(130,265)

Depreciation Expense	870,056	745,680	124,376
Net Income After Deprec & Loans	(1,579,547)	(1,324,906)	(254,641)

Balance Sheet

July 1, 2024 - January 31, 2025
Reserve Fund

Description	Current Year	Previous Year
Cash Deposits	2,430,556	1,974,036
Interfund Receivable	0	357,759
Interfund Payable	0	(3,526)
Total Cash	2,430,556	1,970,510
Current Assets, Total	2,430,556	2,331,795
Assets, Total	2,430,556	2,331,795
Other current liabilities	0	(3,526)
Total Current Liabilities	0	3,526
Total Liabilities	0	3,526
Restricted Fund Balance	2,368,997	2,278,075
Total Fund Balance	2,368,997	2,278,075
Net asset change	61,558	50,194
Net Assets	2,430,556	2,328,269

Income Statement

July 1, 2024 - January 31, 2025
Reserve Fund

Description	Actual	Budget	Variance
Interest	61,558	4,667	56,892
Total Non-operating Income	61,558	4,667	56,892
Net Non-Operating Income (Loss)	61,558	4,667	56,892
NET Oper. and Non-Oper. income (loss)	61,558	4,667	56,892
Net Income (loss) after Loans	61,558	4,667	56,892
Net Income After Deprec & Loans	61,558	4,667	56,892

Balance Sheet

July 1, 2024 - January 31, 2025
Bonded Debt Fund

Description	Current Year	Previous Year
Cash Deposits	292,319	292,279
Total Cash	292,319	292,279
Property Tax Receivable	37,688	31,469
Total Other Current Assets	37,688	31,469
Current Assets, Total	330,007	323,748
Total Non-current Assets	132,750	139,746
Deferred Outflows of Resources	516,878	553,084
Assets, Total	979,634	1,016,578
Other current liabilities	(455,000)	(435,000)
Total Current Liabilities	455,000	435,000
Total Non Current Liabilities	9,998,450	10,517,487
Total Liabilities	10,453,450	10,952,487
Restricted Fund Balance	(10,059,811)	(10,523,329)
Total Fund Balance	(10,059,811)	(10,523,329)
Net asset change	130,996	152,419
Net Assets	(9,473,816)	(9,935,909)

Income Statement

July 1, 2024 - January 31, 2025

Bonded Debt Fund

Description	Actual	Budget	Variance
Property Tax Revenue	770,272	821,900	(51,628)
Total Operating Income	770,272	821,900	(51,628)
NET OPERATING INCOME	770,272	821,900	(51,628)
Interest	3,780	583	3,197
Total Non-operating Income	3,780	583	3,197
Debt Service	643,057	645,131	(2,075)
Total Non-Operating Expenses	643,057	645,131	(2,075)
Net Non-Operating Income (Loss)	(639,276)	(644,548)	5,271
NET Oper. and Non-Oper. income (loss)	130,996	177,352	(46,357)
Net Income (loss) after Loans	130,996	177,352	(46,357)
Net Income After Deprec & Loans	130,996	177,352	(46,357)

Balance Sheet

July 1, 2024 - January 31, 2025

Facility Maintenance Reserve Fund

Description	Current Year	Previous Year
Cash Deposits	483,958	454,714
Total Cash	483,958	454,714
Current Assets, Total	483,958	454,714
Assets, Total	483,958	454,714
Assigned Fund Balance	504,034	488,711
Unrestricted fund Balance	(36,408)	80,838
Total Fund Balance	467,626	569,549
Net asset change	16,332	(114,836)
Net Assets	483,958	454,714

Income Statement

July 1, 2024 - January 31, 2025
Facility Maintenance Reserve Fund

Description	Actual	Budget	Variance
Materials, Services	1,108	0	1,108
Total Operating Expenses	1,108	0	1,108
NET OPERATING INCOME	(1,108)	0	(1,108)
Interest	14,260	1,750	12,510
Transfers In from Other Funds	12,379	0	12,379
Total Non-operating Income	26,639	1,750	24,889
Capital Outlays	9,200	9,200	0
Total Non-Operating Expenses	9,200	9,200	0
Net Non-Operating Income (Loss)	17,439	(7,450)	24,889
NET Oper. and Non-Oper. income (loss)	16,332	(7,450)	23,782
Net Income (loss) after Loans	16,332	(7,450)	23,782
Net Income After Deprec & Loans	16,332	(7,450)	23,782

Accounts Paid Report

Total GOF \$476,596.66
 Total NOAA \$24,495.10

Date	Vendor	Document	Description	Fund	Dept	Amount
1/30/2025	Direct TV**AUTOPOST**	PPI06209	Electricity	General Fund	South Beach	\$573.40
1/31/2025	Windcave - AutoPay	PPI06200	Fees	General Fund	Administration	\$175.00
1/26/2025	Direct TV**AUTOPOST**	PPI06197	Electricity	General Fund	South Beach	\$766.10
1/31/2025	City of Newport Water**AUTOPOST**	PPI06194	Water	General Fund	South Beach	\$231.82
1/31/2025	City of Newport Water**AUTOPOST**	PPI06192	Water	General Fund	South Beach	\$217.32
1/31/2025	City of Newport Water**AUTOPOST**	PPI06191	Water	General Fund	South Beach	\$618.12
1/31/2025	City of Newport Water**AUTOPOST**	PPI06190	Water	General Fund	Commercial Marina	\$95.61
1/31/2025	City of Newport Water**AUTOPOST**	PPI06189	Water	General Fund	Commercial Marina	\$68.89
1/31/2025	City of Newport Water**AUTOPOST**	PPI06187	Water	General Fund	Commercial Marina	\$405.50
1/31/2025	City of Newport Water**AUTOPOST**	PPI06185	Water	General Fund	South Beach	\$114.89
1/31/2025	City of Newport Water**AUTOPOST**	PPI06184	Water	General Fund	International Terminal	\$1,212.15
1/31/2025	City of Newport Water**AUTOPOST**	PPI06183	Water	General Fund	Commercial Marina	\$181.18
1/31/2025	City of Newport Water**AUTOPOST**	PPI06182	Water	General Fund	South Beach	\$96.48
1/15/2025	City of Newport Water**AUTOPOST**	PPI06164	Water	General Fund	Commercial Marina	\$118.11
1/14/2025	Direct TV**AUTOPOST**	PPI06162	Directtv	General Fund	South Beach	\$567.30
1/27/2025	PERS-Autopay	PPI06161	Retirement Payable	General Fund	Administration	\$541.87

1/7/2025	PERS-Autopay	PPI06160	Retirement Payable	General Fund	Administration	\$160.79
1/5/2025	Asure - ***AUTOPOST***	PPI06159	Payroll taxes - PPE	General Fund	Administration	\$29,133.39
1/13/2025	Asure - ***AUTOPOST***	PPI06158	Payroll taxes - PPE	General Fund	Administration	\$445.70
1/3/2025	Asure - ***AUTOPOST***	PPI06157	Payroll taxes - PPE	General Fund	Administration	\$54.65
1/21/2025	Asure - ***AUTOPOST***	PPI06156	Payroll taxes - PPE	General Fund	Administration	\$944.86
1/22/2025	Asure - ***AUTOPOST***	PPI06155	Payroll taxes - PPE	General Fund	Administration	\$25.43
1/27/2025	PERS-Autopay	PPI06161	Retirement Payable	General Fund	Administration	\$541.87
1/7/2025	PERS-Autopay	PPI06160	Retirement Payable	General Fund	Administration	\$160.79
1/5/2025	Asure - ***AUTOPOST***	PPI06159	Payroll taxes - PPE	General Fund	Administration	\$29,133.39
1/13/2025	Asure - ***AUTOPOST***	PPI06158	Payroll taxes - PPE	General Fund	Administration	\$445.70
1/3/2025	Asure - ***AUTOPOST***	PPI06157	Payroll taxes - PPE	General Fund	Administration	\$54.65
1/21/2025	Asure - ***AUTOPOST***	PPI06156	Payroll taxes - PPE	General Fund	Administration	\$944.86
1/22/2025	Asure - ***AUTOPOST***	PPI06155	Payroll taxes - PPE	General Fund	Administration	\$25.43
1/1/2025	OBDD	PPI06154	Debt Service Principal	General Fund	Unallocated	\$5,144.84
1/1/2025	OBDD	PPI06154	Debt Service Interest	General Fund	Unallocated	\$5,158.65
1/10/2025	PERS-Autopay	PPI06153	Retirement Payable	General Fund	Administration	\$31,388.67
1/10/2025	PERS-Autopay	PPI06152	Retirement Payable	General Fund	Administration	\$9,142.50
1/31/2025	First Interstate Bank Loan**AUTOPOST**	PPI06134	Debt Service - Interest	General Fund	Unallocated	\$57.45

1/31/2025	First Interstate Bank Loan**AUTOPOST**	PPI06134	Debt Service - Principal	General Fund	Unallocated	\$5,047.86
1/24/2025	MASA	14088	10044 - DW/2252902	General Fund	South Beach	\$14.00
1/24/2025	MASA	14088	10061 - LS/2681987	General Fund	NOAA	\$14.00
1/24/2025	MASA	14088	10025 - WS/2221583	General Fund	South Beach	\$14.00
1/24/2025	MASA	14088	WB/2660786	General Fund	South Beach	\$14.00
1/24/2025	MASA	14088	DM/2495837	General Fund	South Beach	\$14.00
1/24/2025	MASA	14088	10036 - RM/2220087	General Fund	Commercial Marina	\$14.00
1/24/2025	MASA	14088	10045 - EL/2257962	General Fund	Commercial Marina	\$39.00
1/24/2025	MASA	14088	10013 - MH/2220034	General Fund	Administration	\$14.00
1/24/2025	MASA	14088	TJ/2659672	General Fund	Commercial Marina	\$39.00
1/24/2025	MASA	14088	10005 - MB/2465189	General Fund	Administration	\$39.00
1/24/2025	MASA	14088	CB/2677550	General Fund	South Beach	\$39.00
1/24/2025	Interior Technology Inc	14087	Repairs and Maintenance	NOAA Lease Fund		\$1,169.00
1/24/2025	Hyak	14086	Contract and Support Services	General Fund	NOAA	\$6,570.99
1/24/2025	Englund Marine Supply Co Inc	14085	Operating Supplies	General Fund	International Terminal	\$5.56
1/24/2025	Englund Marine Supply Co Inc	14085	Operating Supplies	General Fund	International Terminal	\$0.84
1/24/2025	Englund Marine Supply Co Inc	14085	Operating Supplies	General Fund	International Terminal	\$1.12
1/24/2025	Englund Marine Supply Co Inc	14085	Repairs and Maintenance	General Fund	International Terminal	\$93.30
1/24/2025	Englund Marine Supply Co Inc	14085	Operating Supplies	General Fund	International Terminal	\$26.19

1/24/2025	City of Newport Room Tax	14084	Accrued Lodging Taxes	General Fund	South Beach	\$1,414.28
1/24/2025	Bio-Med Testing Services Inc	14083	Contract and Support Services	General Fund	International Terminal	\$32.00
1/24/2025	Bio-Med Testing Services Inc	14083	Contract and Support Services	General Fund	South Beach	\$32.00
1/24/2025	Bio-Med Testing Services Inc	14083	Fees	General Fund	Administration	\$20.00
1/24/2025	Bio-Med Testing Services Inc	14083	Contract and Support Services	General Fund	South Beach	\$29.00
1/24/2025	Bill's Pest Control LLC	14082	Contract and Support Services	NOAA Lease Fund		\$155.00
1/24/2025	T & L Chemical Toilet Service LLC	14081	Contract and Support Services	General Fund	South Beach	\$90.00
1/24/2025	T & L Chemical Toilet Service LLC	14081	Contract and Support Services	General Fund	International Terminal	\$90.00
1/24/2025	T & L Chemical Toilet Service LLC	14081	Contract and Support Services	General Fund	Commercial Marina	\$760.00
1/24/2025	Port's Contracting, LLC	14080	Contract and Support Services	General Fund	International Terminal	\$750.00
1/24/2025	Port's Contracting, LLC	14080	Contract and Support Services	General Fund	South Beach	\$500.00
1/24/2025	Barrelhead Supply Inc	14079	Repairs and Maintenance	General Fund	NOAA	\$696.33
1/24/2025	Platt Electric Supply Inc	14078	Repairs and Maintenance	General Fund	International Terminal	\$633.16
1/24/2025	Platt Electric Supply Inc	14078	Repairs and Maintenance	General Fund	International Terminal	\$1,075.67
1/24/2025	Pioneer Printing Inc	14077	Advertising and Promotion	General Fund	Administration	\$4,083.44
1/24/2025	Pioneer Connect	14076	Electricity	General Fund	South Beach	\$42.21
1/24/2025	Pioneer Connect	14076	Electricity	General Fund	South Beach	\$185.93
1/24/2025	Pioneer Connect	14076	Electricity	NOAA Lease Fund		\$182.57
1/24/2025	Patrick Bishop	14075	Repairs and Maintenance	General Fund	International Terminal	\$2,650.00

1/24/2025	Pacific Source Administrators Inc	14074	Benefits Payable	General Fund	International Terminal	\$68.74
1/24/2025	Pacific Source Administrators Inc	14074	ED (0005720633)	General Fund	Administration	\$66.66
1/24/2025	Pacific Source Administrators Inc	14074	Flat Monthly Fee	General Fund	Administration	\$85.00
1/24/2025	Pacific Source Administrators Inc	14074	PM (0002663414)	General Fund	Administration	\$254.16
1/24/2025	Pacific Source Administrators Inc	14074	DM (0002663417)	General Fund	International Terminal	\$100.00
1/24/2025	Pacific Source Administrators Inc	14074	MB (0001767155)	General Fund	Administration	\$70.00
1/24/2025	Orrco	14073	Fuel - Recycling	General Fund	Commercial Marina	\$610.00
1/24/2025	Orkin	14072	Contract and Support Services	General Fund	Administration	\$97.00
1/24/2025	Newport Fab Shop	14071	Repairs and Maintenance	General Fund	South Beach	\$675.00
1/24/2025		14070	Discounts and Refunds	General Fund	Commercial Marina	\$2,360.60
1/24/2025	Matheson Logistics, LLC	14069	Repairs and Maintenance	General Fund	South Beach	\$573.73
1/24/2025	Matheson Logistics, LLC	14069	Repairs and Maintenance	General Fund	Commercial Marina	\$573.73
1/24/2025	Amazon Capital Services Inc	14068	Office Expense	General Fund	South Beach	\$9.99
1/24/2025	Amazon Capital Services Inc	14068	Office Expense	General Fund	South Beach	\$21.99
1/24/2025	Amazon Capital Services Inc	14068	Operating Supplies	NOAA Lease Fund		\$39.99
1/24/2025	Amazon Capital Services Inc	14068	Operating Supplies	NOAA Lease Fund		\$1,253.68
1/11/2025	DE LAGE LANDEN **AUTOPOST**	PPI06097	50369481_2-South Beach	General Fund	South Beach	\$327.88
1/11/2025	DE LAGE LANDEN **AUTOPOST**	PPI06097	50369481_1-Admin	General Fund	Administration	\$327.87

1/21/2025	Asure - ***AUTOPOST***	PPI06070	Payroll taxes - PPE	General Fund	Multiple	\$944.86
1/16/2025	First Interstate Bank MC **AUTOPOST**	PPI06062	Credit Cards Payable - MB 1698	General Fund	Administration	\$414.05
1/16/2025	First Interstate Bank MC **AUTOPOST**	PPI06061	Credit Cards Payable - DM 3459	General Fund	International Terminal	\$284.73
1/16/2025	First Interstate Bank MC **AUTOPOST**	PPI06060	Credit Cards Payable - PM 1335	General Fund	Administration	\$688.53
1/16/2025	First Interstate Bank MC **AUTOPOST**	PPI06059	Credit Cards Payable - GT	General Fund	Administration	\$793.11
1/20/2025	Asure - ***AUTOPOST***	PPI06058	Payroll taxes - PPE	General Fund	Multiple	\$29,492.40
1/20/2025	VOYA-Autopay	PPI06057	Benefits Payable	General Fund	Administration	\$150.00
1/20/2025	VOYA-Autopay	PPI06056	Benefits Payable	General Fund	Administration	\$1,230.00
1/20/2025	Washington State Support Registry **AUTOPOST*	PPI06055	Garnishment Withholdings Payable	General Fund	NOAA	\$408.50
1/14/2025	MacPherson, Gintner & Diaz	14061	Professional Services	General Fund	Administration	\$1,875.00
1/14/2025	Lincoln Glass Co Inc	14060	Repairs and Maintenance	General Fund	South Beach	\$191.08
1/14/2025	Good Work Architects, PLLC	14059	Capital Outlay - Land Improvements	General Fund	South Beach	\$16,159.77
1/14/2025	Cummins Inc	14058	Repairs and Maintenance	NOAA Lease Fund		\$587.75
1/14/2025	Coastal Refrigeration Heating & AC LLC	14057	Contract and Support Services	General Fund	Commercial Marina	\$250.00
1/14/2025	Bill's Pest Control LLC	14056	Contract and Support Services	NOAA Lease Fund		\$155.00
1/14/2025	Barrelhead Supply Inc	14055	Repairs and Maintenance	General Fund	South Beach	\$138.17
1/14/2025	Barrelhead Supply Inc	14055	Repairs and Maintenance	General Fund	NOAA	\$118.67
1/14/2025	Amazon Capital Services Inc	14054	IT Hardware and Software	General Fund	Administration	\$39.12

1/14/2025	Amazon Capital Services Inc	14054	IT Hardware and Software	General Fund	Administration	\$14.73
1/14/2025	Amazon Capital Services Inc	14054	Repairs and Maintenance	General Fund	Commercial Marina	\$193.65
1/14/2025	Amazon Capital Services Inc	14054	Repairs and Maintenance	General Fund	Commercial Marina	\$57.99
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	Commercial Marina	\$92.70
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$9.99
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$9.99
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	NOAA	\$9.48
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	NOAA	\$16.98
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$32.04
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$26.91
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$20.38
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$13.99
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$12.64
1/14/2025	Amazon Capital Services Inc	14054	Office Expense	General Fund	South Beach	\$11.56
1/14/2025	Amazon Capital Services Inc	14054	Repairs and Maintenance-Delta Pulldown Kitch Fau	General Fund	South Beach	\$209.71
1/14/2025	Amazon Capital Services Inc	14054	Repairs and Maintenanceilber 8' Curtain Rod 1 1/2	General Fund	South Beach	\$225.98

1/14/2025	WHA Insurance Agency Inc	14053	Prepaid Expenses	General Fund	Multiple	\$31,561.00
1/14/2025	UNUM Life Insurance Company of America	14052	Prepaid Expenses	General Fund	Administration	\$1,538.85
1/14/2025	Thompson's Sanitary Service Inc	14051	Trash/Garbage	NOAA Lease Fund		\$600.45
1/14/2025	Thompson's Sanitary Service Inc	14051	Trash/Garbage	General Fund	Commercial Marina	\$4,591.61
1/14/2025	Thompson's Sanitary Service Inc	14051	Trash/Garbage -	General Fund	South Beach	\$1,832.86
1/14/2025	Pioneer Printing Inc	14050	Office Expense	General Fund	South Beach	\$249.00
1/14/2025	Pioneer Printing Inc	14050	Office Expense	General Fund	Administration	\$250.05
1/14/2025	Pioneer Printing Inc	14050	Office Expense	General Fund	Administration	\$142.50
1/14/2025	Newport Gutter Cleaning	14049	Contract and Support Services	General Fund	South Beach	\$1,033.00
1/14/2025	Alan Brown Tire Center	14048	Repairs and Maintenance	General Fund	South Beach	\$436.26
1/30/2025	Central Lincoln PUD**AUTOPOST**	PPI06042	Electricity	General Fund	NOAA	\$426.82
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05986	Electricity	General Fund	Administration	\$32.48
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05985	Electricity	General Fund	South Beach	\$106.16
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05984	Electricity	General Fund	NOAA	\$32.48
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05983	Electricity	General Fund	Commercial Marina	\$807.75
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05982	Electricity	General Fund	Administration	\$750.59
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05981	Electricity	General Fund	Administration	\$32.48
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05980	Electricity	General Fund	Administration	\$48.30
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05979	Electricity	General Fund	Administration	\$28.42
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05978	Electricity	General Fund	Administration	\$28.42

1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05977	Electricity	General Fund	Administration	\$44.72
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05976	Electricity	General Fund	Administration	\$39.43
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05975	Electricity	General Fund	Administration	\$29.76
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05974	Electricity	General Fund	Commercial Marina	\$2,379.97
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05973	Electricity	General Fund	NOAA	\$29,333.41
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05972	Electricity	General Fund	Commercial Marina	\$426.80
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05971	Electricity	General Fund	Commercial Marina	\$3,297.78
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05970	Electricity	General Fund	South Beach	\$127.61
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05969	Electricity	General Fund	South Beach	\$1,112.94
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05968	Electricity	General Fund	South Beach	\$776.19
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05967	Electricity	General Fund	NOAA	\$32.48
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05966	Electricity	General Fund	South Beach	\$610.03
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05965	Electricity	General Fund	South Beach	\$873.04
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05964	Electricity	General Fund	NOAA	\$1,084.05
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05963	Electricity	General Fund	South Beach	\$309.21
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05962	Electricity	General Fund	South Beach	\$1,335.99
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05961	Electricity	General Fund	South Beach	\$1,663.63
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05960	Electricity	General Fund	NOAA	\$222.73

1/28/2025	Central Lincoln PUD**AUTOPOST**	PPI05959	Electricity	General Fund	Administration	\$1,040.71
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05956	Electricity	General Fund	Administration	\$978.18
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05955	Electricity	General Fund	Administration	\$244.26
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05954	Electricity	General Fund	Administration	\$169.64
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05953	Electricity	General Fund	Administration	\$549.01
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05952	Electricity	General Fund	Administration	\$114.37
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05951	Electricity	General Fund	Administration	\$73.65
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05950	Electricity	General Fund	Administration	\$845.50
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05949	Electricity	General Fund	Administration	\$400.87
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05948	Electricity	General Fund	Administration	\$1,054.81
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05947	Electricity	General Fund	Administration	\$941.08
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05946	Electricity	General Fund	Administration	\$28.42
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05945	Electricity	General Fund	Administration	\$421.07
1/16/2025	Central Lincoln PUD**AUTOPOST**	PPI05944	Electricity	General Fund	Administration	\$757.17
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$23.13
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$4.89
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$7.76
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	NOAA	\$2.61

1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$107.45
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$55.00
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$26.82
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	NOAA	\$100.46
1/3/2025	Keller Supply Company	14045	Repairs and Maintenance	General Fund	South Beach	\$55.79
1/3/2025	Integrity Data	14044	IT Hardware and Software	General Fund	Administration	\$799.00
1/3/2025	Integrity Data	14044	IT Hardware and Software	General Fund	Administration	\$856.00
1/3/2025	Ground FX Landscape Management LLC	14043	Contract and Support Services	General Fund	Commercial Marina	\$382.00
1/3/2025	Good Sam RV Travel & Savings Guide LLC	14042	Advertising and Promotion- 2025 Edition	General Fund	South Beach	\$9,055.50
1/3/2025	Coastal Refrigeration Heating & AC LLC	14041	Repairs and Maintenance	NOAA Lease Fund		\$1,560.00
1/3/2025	Coastal Refrigeration Heating & AC LLC	14041	Repairs and Maintenance	NOAA Lease Fund		\$502.60
1/3/2025	Coastal Refrigeration Heating & AC LLC	14041	Repairs and Maintenance	NOAA Lease Fund		\$1,140.10
1/3/2025	Coastal Refrigeration Heating & AC LLC	14041	Contract and Support Services	General Fund	South Beach	\$533.00
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$30.20
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$12.02
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$21.96
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$2.60
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$49.59

1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$6.99
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$6.99
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$6.99
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$6.99
1/3/2025	Barrelhead Supply Inc	14040	Repairs and Maintenance	General Fund	South Beach	\$6.99
1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	General Fund	Commercial Marina	\$334.32
1/3/2025	Amazon Capital Services Inc	14039	IT Hardware and Software	General Fund	South Beach	\$8.89
1/3/2025	Amazon Capital Services Inc	14039	IT Hardware and Software	General Fund	South Beach	\$109.99
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$9.49
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$6.99
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	NOAA	\$48.81
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$13.97
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$12.99
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$32.46
1/3/2025	Amazon Capital Services Inc	14039	Office Expense	General Fund	South Beach	\$10.28
1/3/2025	Amazon Capital Services Inc	14039	IT Hardware and Software	General Fund	South Beach	\$96.25
1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	NOAA Lease Fund		\$47.49
1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	NOAA Lease Fund		\$22.17

1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	NOAA Lease Fund	NOAA	\$49.04
1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	NOAA Lease Fund	NOAA	\$11.04
1/3/2025	Amazon Capital Services Inc	14039	Operating Supplies	NOAA Lease Fund		\$14.59
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$99.99
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$73.98
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$34.50
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$39.98
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$33.78
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$27.98
1/3/2025	Amazon Capital Services Inc	14039	Repairs and Maintenance	General Fund	South Beach	\$719.98
1/3/2025	Advance Backflow Testing LLC	14038	Repairs and Maintenance	General Fund	Commercial Marina	\$250.00
1/3/2025	Advance Backflow Testing LLC	14038	Repairs and Maintenance	General Fund	South Beach	\$1,100.00
1/3/2025	Advance Backflow Testing LLC	14038	Contract and Support Services	General Fund	International Terminal	\$150.00
1/3/2025	WHA Insurance Agency Inc	14037	Prepaid Expenses-Policy LHQ948009 Renewal	General Fund	Administration	\$159,598.00
1/3/2025	WHA Insurance Agency Inc	14037	Prepaid Expenses-Policy HUL0500365 Renewal	General Fund	Administration	\$13,649.00
1/3/2025	TCB Security Services Inc	14036	SB	General Fund	South Beach	\$4,724.01
1/3/2025	TCB Security Services Inc	14036	Admin	General Fund	Administration	\$418.58

1/3/2025	TCB Security Services Inc	14036	NIT	General Fund	International Terminal	\$418.58
1/3/2025	TCB Security Services Inc	14036	CM	General Fund	Commercial Marina	\$418.58
1/3/2025	TCB Security Services Inc	14036	SB	General Fund	South Beach	\$1,667.28
1/3/2025	TCB Security Services Inc	14036	Admin	General Fund	Administration	\$147.74
1/3/2025	TCB Security Services Inc	14036	NIT	General Fund	International Terminal	\$147.74
1/3/2025	TCB Security Services Inc	14036	CM	General Fund	Commercial Marina	\$147.74
1/3/2025	TCB Security Services Inc	14036	SB	General Fund	South Beach	\$4,724.01
1/3/2025	TCB Security Services Inc	14036	Admin	General Fund	Administration	\$418.58
1/3/2025	TCB Security Services Inc	14036	NIT	General Fund	International Terminal	\$418.58
1/3/2025	TCB Security Services Inc	14036	CM	General Fund	Commercial Marina	\$418.58
1/3/2025	Suburban Propane	14035	Propane - Tank Rental 1 year	General Fund	South Beach	\$81.00
1/3/2025	Suburban Propane	14035	Propane	General Fund	Commercial Marina	\$572.88
1/3/2025	Spiro Landscapes Inc	14034	Contract and Support Services	General Fund	South Beach	\$1,314.50
1/3/2025	Spiro Landscapes Inc	14034	Contract and Support Services	NOAA Lease Fund		\$495.00
1/3/2025	Sound Environmental Products	14033	Shipping and Freight	General Fund	NOAA	\$41.82
1/3/2025	Sound Environmental Products	14033	Operating Supplies	General Fund	International Terminal	\$134.60
1/3/2025	Sound Environmental Products	14033	Operating Supplies	General Fund	International Terminal	\$229.00
1/3/2025	Sound Environmental Products	14033	Shipping and Freight	General Fund	NOAA	\$41.82

1/3/2025	Sound Environmental Products	14033	Repairs and Maintenance	General Fund	Commercial Marina	\$269.20
1/3/2025	Sierra Springs	14032	Operating Supplies	General Fund	Commercial Marina	\$82.63
1/3/2025	Sierra Springs	14032	Operating Supplies	General Fund	Commercial Marina	\$108.06
1/3/2025	Performance System Integration LLC	14031	Repairs and Maintenance	NOAA Lease Fund		\$2,671.20
1/3/2025	Orkin	14030	Contract and Support Services	General Fund	Administration	\$88.00
1/3/2025	NW Natural	14029	Natural Gas	General Fund	South Beach	\$488.20
1/3/2025	NW Natural	14029	Natural Gas	General Fund	South Beach	\$232.94
1/3/2025	Aboveboard Electric Inc	14028	Repairs and Maintenance	NOAA Lease Fund		\$6,919.21
1/3/2025	Aboveboard Electric Inc	14028	Repairs and Maintenance	NOAA Lease Fund		\$6,919.22
1/2/2025	Washington State Support Registry **AUTOPOST*	PPI05862	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
1/3/2025	VOYA-Autopay	PPI05861	Benefits Payable	General Fund	Multiple	\$250.00
1/3/2025	VOYA-Autopay	PPI05860	Benefits Payable	General Fund	Administration	\$1,230.00



STAFF REPORT

DATE: 25 February 2025
RE: Presentation by Pacific Seafood
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula Miranda, Executive Director

BACKGROUND

Please find attached a copy of DEQ's NPDES (National Pollutant Discharge Elimination System) Wastewater Discharge Fact Sheet for your information. It's a large document, but it may help understand parts of Pacific Seafood's presentation and their issue along with other seafood processors trying to address this problem.

[DEQ NPDES](#)



STAFF REPORT

DATE: 25 February 2025
RE: Business Oregon – PD7 Grant Amendment
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula Miranda, Executive Director

BACKGROUND

Back in December of 2022, Business Oregon awarded a grant in the amount of \$50K to assist the Port with planning for Port Dock 7. The Port is continuing to work with the consultant and should wrap that up soon. However, the work is not yet completed.

We need to extend our agreement with Business Oregon to allow for the completion of the Plan. The request was to complete the amendment by February 22, 2025. This request allows me to retroactively sign the agreement.

RECOMMENDATION

I recommend "I MOVE TO RATIFY AND AUTHORIZE THE EXECUTIVE DIRECTOR TO RETROACTIVELY EXECUTE THE AGREEMENT AS PRESENTED."

Amendment Number 01

Project Name: Port Dock 7 Replacement Plan

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and the Port of Newport, Oregon (“Recipient”), and amends the Grant Contract between Recipient and OBDD, Project Number 521889 dated 29 November 2022, (“Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to extend the Project Completion Deadline.

The parties agree as follows:

1. Amend the Project Completion Deadline as defined in Section 1 – Key Terms, as follows (deletion in ~~striketrough~~, addition in double underline):

Project Completion Deadline: ~~29 July 2024~~ 31 August 2025.

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

SIGNATURES TO FOLLOW BELOW

PORT PLANNING AND MARKETING FUND
FINANCING CONTRACT

Project Name: Port Dock 7 Replacement Plan

Project Number: 521889

This financing contract (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”), and the Port of Newport, Oregon (“Recipient”) for financing of the project referred to above and described in Exhibit B (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A General Definitions
Exhibit B Project Description
Exhibit C Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

Estimated Project Cost: \$300,000.

Grant Amount: \$50,000.

Project Close-Out Deadline: 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

Project Completion Deadline: 12 months after the date of this Contract.

SECTION 2 - FINANCIAL ASSISTANCE

Commitment. The OBDD shall provide Recipient, and Recipient shall accept from OBDD, financing for the Project as a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount.

SECTION 3 – DISBURSEMENTS

- A. Reimbursement Basis. The Financing Proceeds shall be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-

provided or OBDD-approved disbursement request form (“Disbursement Request”).

- B. Financing Availability. The OBDD’s obligation to make and Recipient’s right to request disbursements under this Contract terminates on the Project Closeout Deadline.

SECTION 4 - CONDITIONS PRECEDENT

- A. Conditions Precedent to OBDD’s Obligations. The OBDD’s obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:
 - 1. This Contract duly signed by an authorized officer of Recipient.
 - 2. Such other certificates, documents, opinions and information as OBDD may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:
 - 1. There is no Event of Default.
 - 2. The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
 - 3. The OBDD, in the reasonable exercise of its administrative discretion, has sufficient moneys in the Fund for use in the Project and has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.
 - 4. The OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
 - 5. The Recipient has delivered documentation satisfactory to OBDD that, in addition to the Financing Proceeds, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
 - 6. Any conditions to disbursement elsewhere in this Contract are met.

SECTION 5 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Financing Proceeds only for the activities described in Exhibit B and according to the budget in Exhibit C. The Recipient may not transfer Financing Proceeds among line items in the budget without the prior written consent of OBDD.
- B. Costs of the Project. The Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act, and Oregon law as applicable.

Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit B.

- C. Costs Paid for by Others; No Administrative or Operating Costs. The Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party, nor to cover general administrative costs or port operating expenses.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to OBDD:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded.
- B. Organization and Authority.
 - 1. The Recipient is an eligible port under the Act, and validly organized and existing under the laws of the State of Oregon.
 - 2. The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
 - 3. This Contract has been duly executed by Recipient, and when executed by OBDD, is legal, valid and binding, and enforceable in accordance with its terms.
- C. Full Disclosure. The Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in Exhibit B is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Events of Default.
 - 1. No Events of Default exist or occur upon authorization, execution or delivery of this Contract.
 - 2. The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement to which Recipient is a party that would

materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.

SECTION 7 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. Notice of Adverse Change. The Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract and the Project. In particular, but without limitation, Recipient shall comply with the state procurement regulations found in the Oregon Public Contracting Code, ORS Chapters 279A, 279B and 279C. These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.
- C. Project Completion Obligations. The Recipient shall:
 - 1. When procuring professional consulting services, provide OBDD with copies of all solicitations at least 10 days before advertising, and all contracts at least 10 days before signing.
 - 2. Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
 - 3. Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the OBDD in writing.
 - 4. Recipient shall reasonably acknowledge in some public fashion, such as in promotional materials, final reports, web site and public statements, acknowledging that the Project was funded in part with Oregon State Lottery Funds administered by the Oregon Business Development Department.
- D. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds for a minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the later of the Project Completion Deadline, actual completion of the Project or final completion and satisfaction of all reporting requirements of Recipient under this Contract. If there are unresolved issues at the end of the six-year period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- E. Economic Benefit Data. The OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to

- evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.
- F. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses...” The OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at https://www.oregonlegislature.gov/bills_laws/ors/ors200.html. Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
 - G. Professional Responsibility. All service providers retained for their professional expertise will be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty.
 - H. Notice of Event of Default. The Recipient shall give OBDD prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.
 - I. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OBDD and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys’ fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.

SECTION 8 – EVENTS OF DEFAULT

Any of the following constitutes an “Event of Default”:

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to the Project.
- B. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 8, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by OBDD. The OBDD may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 9 – REMEDIES

- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
 - 1. Terminating OBDD's commitment and obligation to make the Grant or disbursements under the Contract.
 - 2. Barring Recipient from applying for future awards.
 - 3. Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 9.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OBDD; then, as applicable, to repay any Grant proceeds owed; and last, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract shall preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The OBDD is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of OBDD's obligations.

SECTION 10 -MISCELLANEOUS

- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
 - 1. The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - 2. Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - 3. This Contract will be binding upon and inure to the benefit of OBDD, Recipient, and their respective successors and permitted assigns.
 - 4. The Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OBDD. The OBDD may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OBDD, any fees or costs incurred because of such

assignment, including but not limited to attorneys' fees of OBDD's Counsel. Any approved assignment is not to be construed as creating any obligation of OBDD beyond those in this Contract, nor does assignment relieve Recipient of any of its duties or obligations under this Contract.

5. The Recipient hereby approves and consents to any assignment, sale or transfer of this Contract that OBDD deems to be necessary.

C. Disclaimer of Warranties; Limitation of Liability. The Recipient agrees that:

1. The OBDD makes no warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for particular purpose or fitness for any use of the Project or any portion of the Project, or any other warranty or representation.
2. In no event are OBDD or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Contract or the existence, furnishing, functioning or use of the Project.

D. Notices and Communication. Except as otherwise expressly provided in this Contract, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or OBDD at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

If to OBDD: Assistant Director, Economic Development Oregon Business Development Department 775 Summer Street NE Suite 200 Salem OR 97301-1280

If to Recipient: General Manager Port of Newport 600 SE Bay Blvd Newport, OR 97365

E. No Construction against Drafter. This Contract is to be construed as if the parties drafted it jointly.

F. Severability. If any term or condition of this Contract is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.

G. Amendments, Waivers. This Contract may not be amended without the prior written consent of OBDD (and when required, the Department of Justice) and Recipient. This Contract may not be amended in a manner that is not in compliance with the Act. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be

enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.

- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OBDD by its attorneys.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.
- J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.
- K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

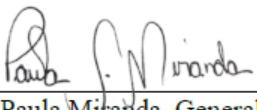
The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Business Development Department

PORT OF NEWPORT

By: **Edward Tabor**
Digitally signed by Edward Tabor
Date: 2022.11.29 14:07:56 -08'00'
Edward Tabor, Infrastructure & Program Services Administrator

By: 
Paula Miranda, General Manager

Date: _____

Date: 10/26/2022

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047: Received 10/26/2022

Not Required per OAR 137-045-0030

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 285A.654 through 285A.660, as amended.

“Award” means the award of financial assistance to Recipient by OBDD dated 16 February 2022.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Financing Proceeds” means the proceeds of the Grant.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient actually completes the Project.

EXHIBIT B - PROJECT DESCRIPTION

Every year, Port Dock 7 loses several feet of dock due to degradation. Port Dock 7 is currently not operating at full capacity due to safety and infrastructure deficits. Currently, Port Dock 7 can only moor boats up to 30 feet. The goal of this project is to produce formal plans to replace Port Dock 7. Recipient shall, with the assistance of a professional engineer licensed in Oregon, complete the following work for Dock 7 replacement plans:

- Complete an Environmental Assessment
- Design/Engineering
- Mitigation Options
- Rate Analysis

EXHIBIT C - PROJECT BUDGET

Line Item Activity	OBDD Funds	Other / Matching Funds
Planning/Engineering	\$50,000	\$250,000
Total	\$50,000	\$250,000



NEW BUSINESS

DATE: 25 February 2025
RE: Virtual Servers - PacSoft
TO: Paula Miranda, Executive Director
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

Pacsoft is a client-server application, what this means is that some information located on the local computer and other information is on the server. Information passes back and forth between the local computer and the server; this slows the system down. As we initially used Pacsoft, staff noted speed issues, it was important to keep the data in the cloud. So Pacsoft was moved to virtual servers, using our IT provider, Hyak. To reduce the cost to the Port, the servers operate from 6 AM to 8 AM, thus security staff must write out paper reports for vessel inventory.

DETAILS

After the Port set up its virtual environment, PacSoft began setting up and testing virtual configurations, and determined the most efficient system. The new environment is set up to run 24 x 7, this will allow TCB to use the system at night and weekends, eliminating the need for paper inventories.

The Port is contracting for twelve (12) concurrent users and twenty (20) total users for \$9,427.00 per year. This number of users allows for growth in the number of users. The Port will save \$9,653 per year by switching to the new environment. Based on user testing of the environment, staff found better system speed (up to 10x) than what they are currently experiencing.

This move was discussed with the current provider, Hyak. Hyak agreed it would be best for the Port to move to the new environment. By running a standard configuration, set up by the software provider, the Port is assured of the fastest and most reliable system.

Given the prevalence of cybersecurity attacks, moving the system into a separate environment further insulates the Port. This is especially important given current customers can login, which could make it a target.

RECOMMENDATION

I MOVE to authorize the Executive Director or designee to sign the attached agreement for hosting Pacsoft in the amount of \$9,427 with a one-time set up fee of \$1,650 and support requests at a rate of \$150 per hour.

I further MOVE the agreement may be adjusted for CPI and currency adjustments without further approval of the Commission.

Amazon Web Services

What is AWS?

Amazon Web Services is a collection of remote computing services, also called web services, that make up a cloud computing platform by Amazon.com. The most well-known of these services are **Amazon EC2** (Amazon Elastic Compute Cloud) and **Amazon S3** (Simple Storage Service)

How do we use AWS?

AWS gives us a platform to offer PacsoftNG to clients from the cloud as **Session Based** (Windows Desktop with PacsoftNG and other applications and services if Required) or **RemoteApp** (application only)

Application delivery modes

1. Session Based Desktop Deployment

- Traditional TS/RDS Desktop
- User logs into a Windows based desktop session and runs PacsoftNG
- Requires Windows 10/11

2. RemoteApp

- User runs PacsoftNG from web portal
- Works with all browsers but best experience with IE
- Windows 10/11 required for Easy Print redirection to work

AWS Regions Used

- **Sydney** - ap-southeast-2
- **Singapore** - ap-southeast-1
- **London** - eu-west-2
- **USA, Canada, UAE** - Future

AWS Services Used

- **EC2** (Elastic Compute Cloud) - VMs/Cloud Servers
- **VPC** (Virtual Private Cloud) - Networking
- **S3** (Simple Storage Service) - Backups, Data Storage
- **SES** (Simple Email Services) - SMTP/PacsoftNG email delivery
- **CloudWatch**- Resource Monitoring/ Credits
- Scalable Ram and hard drive space based on marina needs

RDP Connection Types

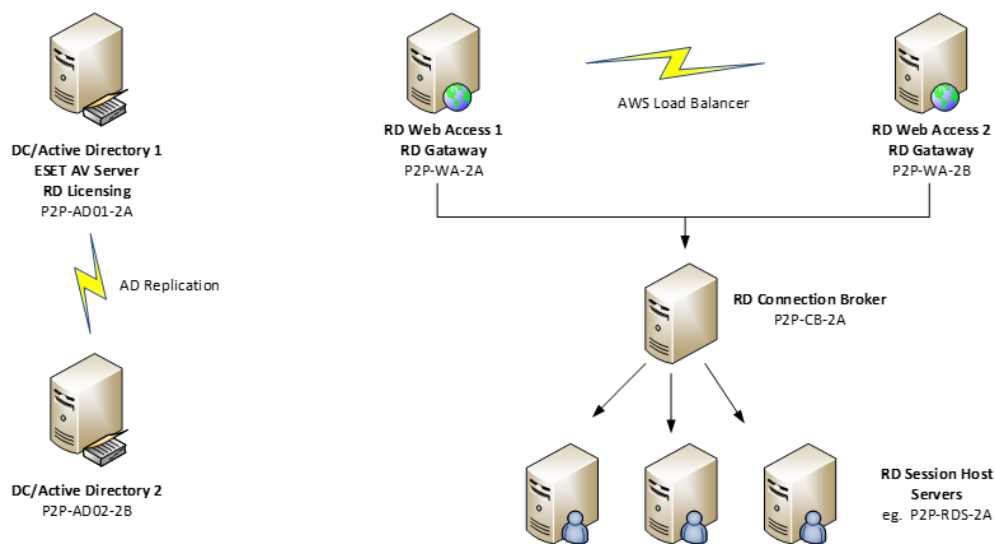
1. Direct IP Connection to Clients Cloud Server

- Access restricted by clinic(s) IP address, static IP required from ISP
- Data encrypted using standard RDP encryption
- Mainly used for access from clinics (fixed locations)
- Requires Windows 10/11

2. Connection Through RDS Gateway

- Static IP not required
- RDP data encapsulated into HTTPS data (Stronger encryption)
- Mainly used for remote/work from home or clinics that don't have static IP
- Requires Windows 10/11
- Remote Desktop Services Infrastructure

Remote Desktop Services Infrastructure



Printing

1. IP Printing over Internet

- Printer drivers installed on the server - pointing to clinic external IP
- Any workstation (Windows 10/11, Mac, Linux, Thin Client, Mobile Devices)
- Printers fixed within PacsoftNG setup
- Static IP and router/firewall port forwarding required

2. RDP Printer redirection (EasyPrint)

- Windows 10/11 workstations required
- Printer drivers installed on workstation
- Great for local USB printers
- Always prompt for printer selection and remember last printer options need to be enabled in PacsoftNG

Security

Firewall

- AWS Security Groups
- Windows Server Firewall

Encryption/ Authentication

- Secure HTTPS gateways
- Wildcard SSL certificate from GoDaddy
- RDP high 128-bit encryption

Windows

- Complex passwords
- Users only have domain user rights (Cannot install applications)
- Users can only connect to their own dedicated server

Anti virus

- ESET Server Security on each endpoint/cloud server
- ESET Protect Management Console

Backups

- 14 day full server snapshot (AWS service)

In conclusion

Cloud Hosted PacsoftNG includes ...

1. PacsoftNG
2. Dedicated RDS (Remote Desktop Services) Cloud Server
3. Patch management (Windows Updates)
4. Managed Antivirus/Security Endpoint
5. Firewall management
6. Printer management
7. Disk Space Management

- 8. Backups - 14 days
- 9. Ability to run other software
- 10. Ability to store other non PacsoftNG documents

Pacsoft Stats

- Over 25 years in business
- 140+ Customers (marinas, boatyards, yacht clubs)
- Global including New Zealand, Australia, Asia Pacific, USA, Canada, Mexico, UAE, UK, Europe.

Pricing: For 12 Concurrent users and 20 total users is \$9,427.00 per Annual

Yearly adjustments can be made for CPI and currency adjustments

There is a one-time setup fee of \$1,650.00

Support is available for \$150.00 per hour as needed.

Client	IBCGA
Signature:	Signature:
Name of Person Signing (please print):	Name of Person Signing (please print):
Title Of person signing:	Title of person signing:
Signature Date:	Signature Date:



STAFF REPORT

DATE: 25 February 2025
RE: Congressionally Directed Spending – Rehabilitation of Marina Service Dock
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula Miranda, Executive Director

BACKGROUND

The Congressionally Directed Spending funds application is due at the Senate by February 25th, which is unusually early for Congress. We (staff) worked through projects to try to find the most appropriate project to submit. I worked with operations and finance to figure out a project that could better service our customers and help generate funds for the port in order to continue to pay for maintenance. We thought that at the moment repairing and adding fingers to our service dock, which was removed from the Rogue Seawall once that project started, would be the best project. We were given an estimate by an engineer that will cost us about \$3,550,000 to bring that dock to our expected results. We are still analyzing the rate of return depending on whether we get an 80% or 50% grant, but we expect to generate at least \$100K per year of additional revenues. Although, the funds initially may go towards paying for some of the match funds. However, we don't want to miss the opportunity to apply.

RECOMMENDATION

I recommend "I MOVE TO RATIFY AND AUTHORIZE THE EXECUTIVE DIRECTOR TO APPLY FOR THE CONGRESSIONALLY DIRECTED SPENDING FOR THE REHABILITATION OF THE SB MARINA SERVICE DOCK."



EXECUTIVE DIRECTOR MONTHLY REPORT

DATE: 25 February 2025
PERIOD: January 23, 2024 to February 19, 2025
TO: Board of Commissioners
ISSUED BY: Paula Miranda, Executive Director

OVERVIEW

We continue to address issues with parking, especially at the Commercial Marina.

This has been a time for a lot of conferences. Attended the Association of Pacific Ports and the Special Districts conference. Lots of good learning and interaction with other peers and agencies. Now getting ready for the Mission to Washington.

Here are some of the highlights for the month:

South Beach

RV Park: We have been busy with the main park sold out for Seafood and Wine. The Annex work is completed, and the park is now open. We have been getting a lot of requests for festivals at the dry camp area. We now have the Seafood and Wine and the Bay City Cruisers car show on a regular basis. We also have a request from the Beachcombers Festival and may have another one coming up next year. I would like to start revisiting a possible event building. The ongoing tent set up is very hard on our pavement.

Dredging: Still working on funding. We do have a Legislature bill through OPPA requesting funds.

Derelict Vessels: Continue to work with DSL on removal of ADVs. There is a State bill on that.

Service Dock: We are applying for funds through the federal congressionally directed spending (earmark). We have retroactive grant request approval.

North Commercial

Port Dock 7 Plan/ Commercial Marina Channel Dredging Sediment Plan: Waiting for US Army response on how to dispose of the sediments. Engineers are working on a new estimate, so we can apply for PIDP.

Seafood Wastewater Processing Meeting: We are continuing to work with Pacific Seafoods on trying to solve the wastewater processing issue.

Connect Oregon: We have a meeting with ODOT on Monday to discuss federal match.

PIDP and RAISE grants: We have applied for the USDOT RAISE now called BUILD and will apply for MARAD's PIDP due on April 30, 2025.

Port Dock 5 Repairs: Work is completed.

Parking: We continue to have issues with some folks refusing to follow the rules. Especially on the commercial docks. Everyone wants to park closer to the docks and creating problems blocking people and refusing to move when asked. Just a reminder that we now have a new ordinance allowing us to block those customers with too many parking tickets from receiving service.

Newport International Terminal

RORO Dock Piling Assessment: RFP is out and a selection for the work will be done soon.

MARAD PIDP Grant/NIT: The equipment RFP is also out. We are working on the final processes to order equipment and to move forward with the grading.

LINES AGREEMENT: I got the go ahead from Pasha on the agreement approved by Commission. The agreement is now with ILWU for final approval.

NOAA

We are waiting for the request for information, which we understand will be out by the end of the year.

Financials:

The Fiscal Manual is under final review by staff and should make it to commission by April or May.

We have expended our reservation system on the recreation side (both RV Park and short-term Marina users) to allow customers to make their own bookings. For the most part that is going well.

Miscellaneous.

Mission to Washington: Commissioner Chuck and I are getting ready for our Annual PNWA Mission to Washington. As a reminder I am the President this year, so I have additional duties during the conference. Aside from one day of conference topics, which include some federal agencies, we have meetings scheduled with the US Army Corps, Rep. Hoyle and Senator Merkley's staff.

Legislative Bills: I am working with OPPA on reviewing Legislative bills that affects ports through our Legislative Committee.

Meetings/Trainings/Summits:

- 01/22 – PIDP Debrief with Regional MARAD Rep.

- 01/22 – Directors Monthly Meeting
- 01/23 – Yaquina Bay Economic Foundation
- 01/24 – Communications Meeting
- 01/24 – PNWA Meeting
- 01/27-28 – PTO
- 01/28 – Commission Meeting
- 01/29-31 – Association of Pacific Ports Conference
- 02/03 – Operations Recurring Meeting
- 02/03 – Finance Recurring Meeting
- 02/03 – Pacific Seafood
- 02/05 = 02/09 – Special Districts (SDAO) Annual Conference
- 02/11 – Seafood and Wine Committee
- 02/10 – Department Heads Monthly Meeting
- 02/11 – Coast City/County/Ports Managers
- 02/13 – Commercial Crew Meeting
- 02/14 – Oregon Public Ports Association (OPPA) Legislative Committee
- 02/14 – Pacific Seafood
- 02/17 – Presidents Day – Office will be closed
- 02/18 – Directors Monthly Meeting
- 02/19 – PNWA Regional Meetings

Upcoming Schedule:

- 02/20 – PNWA Regional Meetings
- 02/21 – Communications Meeting
- 02/24 – Operations Recurring Meeting
- 02/24 – Comprehensive Development Strategy (CEDs) through OCWCOG)
- 02/24 – Finance Recurring Meeting
- 02/24 – Connect Oregon Meeting
- 02/25 – Directors Monthly Meeting
- 02/25 – Commission Meeting
- 02/26 – Cascade West Innovation Hub
- 02/27 – Yaquina Bay Economic Foundation Meeting
- 02/28 – OPPA Legislative Committee Meeting
- 03/03 – Operations Recurring Meeting
- 03/03 - Comprehensive Development Strategy (CEDs) through OCWCOG)
- 03/03 – Finance Recurring Meeting
- 03/07 – Communications Meeting
- 03/10-13 – Mission to Washington (PNWA)
- 03/18 – Directors Monthly Meeting
- 03/18 – Chamber Board Meeting
- 03/19 – Lincoln County ERAP
- 03/20 – PNWA Monthly Meeting
- 03/24-25 – PTO
- 03/26 – Commission



FINANCE DEPARTMENT MONTHLY REPORT

DATE: 25 February 2025
PERIOD: July 1, 2024 to January 31, 2025
TO: Paula Miranda, Executive Director
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

Financial reports are included through January 31, 2025, for all funds.

Issues of Importance

Financial Reports

Port staff are now updating deposits, deferred revenue and accounts receivable monthly. Staff are reconciling any interfund payable or receivable monthly. South Beach is now booking reservations, instead of invoicing the reservation, this is leading to a more accurate accounts receivable and an easier tracking of deposits.

PacSoft/Customer Portal

A new portal for the South Beach Marina has been rolled out and is live. This portal allows a customer to upload their documents (insurance and Moorage license agreements), send messages to Port staff, book or cancel a stay in the RV park or Marina (up to 30 days), see their account balance, download a statement or invoice. Customers will also be able to pay off their balance as well on place a credit card on file for future use. To protect this information the information is stored on the credit card processors site, not the ports.

Once a reservation is booked, the customer will receive an email indicating they have booked a site and reminding them (if the booking is for a vessel), that they need insurance prior to arrival. The North American representative, Jay Walsh has been in Newport, working with staff to train and resolve any remaining issues with Pacsoft.

One week prior to a reservation a customer will receive an email, if they gave rented a moorage slip and do not have insurance on file.

RV Park and Marina Occupancy

The RV Main Park occupancy is lower than previous years. Dry camp occupancy remains at 1.61% occupancy.

Overall Revenue for the Marina are up about \$100,000 for the year, the RV Park Revenues are down by \$35,000 versus last year. Overall Revenues increased \$129,000 versus last year.

RV Main Park
Occupancy Percent

Month	2022-23	2023-24	2024-25
July	96.28%	102.73%	98.56%
August	98.74%	101.16%	99.80%
September	95.94%	102.28%	98.30%
October	62.89%	52.07%	37.06%
November	31.87%	26.37%	23.66%
December	21.88%	24.50%	15.85%
January	25.14%	18.10%	16.16%
February	28.65%	26.16%	
March	36.23%	31.63%	
April	44.10%	34.57%	
May	68.76%	59.19%	
June	97.90%	89.71%	

RV Park Annex
Occupancy Percent

Month	2022-23	2023-24	2024-25
July	85.71%	92.99%	89.21%
August	85.11%	94.17%	91.90%
September	78.65%	76.09%	69.10%
October	36.54%	19.29%	19.04%
November	18.80%	17.01%	4.62%
December	15.94%	16.60%	0.00%
January	21.16%	15.30%	0.00%
February	20.67%	19.10%	
March	12.49%	12.90%	
April	16.20%	20.64%	
May	44.17%	42.06%	
June	67.44%	71.22%	

Dry Camp
Occupancy Percent

Month	2022-23	2023-24	2024-25
July	53.04%	55.90%	45.30%
August	43.50%	57.37%	44.40%
September	39.29%	5.44%	36.00%
October	15.39%	3.00%	8.66%
November	9.33%	1.48%	8.33%
December	4.70%	1.01%	6.54%
January	2.58%	0.13%	1.61%
February	3.59%	6.50%	
March	2.58%	8.89%	
April	3.38%	5.33%	
May	11.34%	1.86%	
June	20.24%	18.86%	

The Marina Non-Transient Moorage has increased in occupancy versus last year:

**Non-Transient Vessels
Occupancy Percent**

Month	2022-23	2023-24	2024-25
July	95.84%	91.33%	89.87%
August	94.46%	90.60%	88.20%
September	93.30%	81.91%	88.98%
October	81.40%	81.16%	77.22%
November	52.83%	47.96%	46.08%
December	50.39%	46.34%	44.62%
January	50.40%	17.24%	45.97%
February	49.83%	44.42%	
March	49.84%	44.84%	
April	58.32%	55.66%	
May	88.82%	85.21%	
June	90.26%	88.32%	

Transient Moorage has increased over last year.

**Transient Vessels
Occupancy Percent**

Month	2022-23	2023-24	2024-25
July		73.07%	65.61%
August		68.95%	52.80%
September		59.72%	70.05%
October		33.74%	38.98%
November		25.37%	34.72%
December		22.27%	27.55%
January		20.92%	27.11%
February		27.53%	
March		28.45%	
April	3.56%	28.47%	
May	15.99%	44.49%	
June	23.52%	45.00%	

Fiscal Manual

A complete review of the fiscal manual is occurring. Port staff are reviewing it section by section, this should be ready for review in April, or May.

The Fiscal Manual is a complete rewrite, but I have incorporated the old fiscal manual into the new. The manual includes ethics, how to set up grants, accounts receivable legal compliance and write offs, internal control framework and controls, GASB compliance,

pollution control remediation, required documentation, meals, and travel administration and much more.

An outline of the New fiscal manual will be provided at the time it is ready for review.

Financial Status

Staff are way ahead of where we have been in the last two years. All accounts are reconciled through January 31, and are being reconciled monthly (as intended), Deposits and deferred revenue are being posted monthly. The switch to a new Credit card processor has had many desired consequences, we can now easily tie down Credit Card Deposits each day, we know exactly which transactions posted. The staff are experiencing a quicker processing of credit cards with fewer issues. Customers can now store their Credit Card information in the Credit Card processors cloud, and can be charged on demand.

Balance Sheet

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

Restricted Funds that the Donor or Grantor gave the Port with restrictions.

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

Assigned - If someone below the Port Commission (Executive Director, Director of Finance) is setting aside funds for a future project, those funds become assigned. The Port can use these funds without further authorization.

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

Profit and Loss - The financial reports through January 31, 2025, are attached for your review and are included in the commission packet.

General Operating Fund Statement of Activities

The Port is not allocating overhead (Department 100) at this time. As of January 31, 2025, Operating income for all General Operating Funds before depreciation, but after loans was \$856,253, which represents a positive cash flow for the General Operating fund. Income after depreciation and loans was \$ (350,056). The chart below represents income prior to Loans and Depreciation, a negative Cashflow, I expect this to change in the upcoming months.

Unallocated	\$ (634,280)
Administration	\$ (837,070)
Commercial Marina	\$ (116,951)
International Terminal	\$ 353,197
South Beach	\$ 865,455
Total	\$(369,649)

Balance Sheet

As of January 31, 2025, the balance for the General Operating Fund is \$113,762. We are managing our available funds carefully. The Port has \$748,303 in accounts receivable.

Monies could be moved from the Reserve Fund to bring the Reserve Fund down to \$1.9 million, but these funds are set aside for upcoming projects the Port has committed to.

The Port has a number of large projects underway, for some of the smaller projects the Facility Maintenance Fund can be used to pay for the projects.

The Port staff will be managing the cash to make sure adequate cash is available. At this time, the Port has not borrowed from the reserve funds, which has a cash balance of \$2.4 million.

General Operating Fund Budget Vs Actual

General Operating Funds (GOF) FY 2024-25, Budget Vs Actual:

All Departments General Operating Funds	
Operating Income is unfavorable by	\$ 1,181,668
Operating Expenses are favorable by	\$ 1,350,163
Total Operating Income is favorable by	\$ 168,494
Non-Operating Income is favorable by	\$ 184,231
Non-Operating Expenses are unfavorable by	\$ 635,397
Net Non-Operating Income is favorable by	\$ 819,628
Net income (before loans) is favorable by	\$ 988,123
Net Income after loans	\$ 856,253
Depreciation Expense	\$ 1,206,308

Variance Explanation

Loan revenue (non-Operating revenue) was expected prior to 06/30/2024 but rolled into the current fiscal year. The loan revenue was invoiced in July but only received the funds in August. Property Tax Revenue has been received; more will be received in the future. Other variances will be addressed department by department. Net Income includes a non-budgeted item, depreciation. Budgeted Revenues may be high. Overall Revenues are up from the previous, but not as much as expected.

Unallocated (000)

This department is for all Debt Service and Fund transfers that occur within the GOF and is required by the Department of Revenue.

Non-operating income is Neutral \$
 Non-operating Expense is favorable by \$ 54,118
 Variance Explanation – Unallocated None

Administration (Dept 100)

Operating income is unfavorable by	\$ 62,642
Operating expenses are favorable by	\$ 413,159
Net operating Income is favorable by	\$ 475,801
Non-operating revenue is favorable by	\$ 19,826
Non-operating Expenses are Neutral	\$
Net non-operating Income is favorable	\$ 495,627
Net income, is favorable by	\$ 495,627
Depreciation Expense	\$ 52,513

Variance Explanation (Dept 100)

The Fed has begun lowering interest rates, A portion of the property taxes have been received, more will be received over the next few months.

Commercial Marina (Dept 300)

Operating income is unfavorable by	\$ 246,834
Operating expenses are favorable by	\$ 390,461
Net operating income is favorable by	\$ 143,627
Non-operating income is Neutral	\$ 37,684
Non-operating Expenses are favorable by	\$ 315,932
Net non-operating income is favorable by	\$ 353,626
Net income before depreciation/loans is favorable	\$ (46,938)
Depreciation	\$140,583

Variance Explanation (dept 300)

Budgeted Revenues may be high. Overall Revenues are down from last year.

International Terminal (Dept 500)

Operating income is unfavorable by	\$ 26,615
Operating expenses are favorable by	\$174,566
Net operating income, is favorable by	\$147,951
Non-operating income is favorable	\$120,000
Non-operating expenses are unfavorable	\$ 7,041
Net non-operating Income is favorable by	\$ 127,041
Net income before loans and depreciation is favorable	\$ 274,992
Net Income for NIT is	\$ 353,197
Depreciation Expense	\$ 750,690

Net Income after Loans and Depreciation (\$380,658)

Variance Explanation (dept 500)

After reviewing all revenues, it was discovered that some revenue was not booked correctly into Cargo, this is now corrected. We can now also track Cargo Services, Cargo Dockage, Cargo Fees, and Cargo Wharfage.,

South Beach (Dept 700)

Operating revenue is unfavorable by	\$ 970,861
Operating expenses are favorable by	\$ 374,079
Net operating Income is unfavorable by	\$ 596,782
Non-operating revenue is Neutral	\$ 6,722
Non-operating Expense is favorable	\$ 76,036
Net non-operating Income is favorable by	\$ 82,758
Net income is unfavorable by	\$ 514,024
Net Income for South Beach is	\$ 943,986
Loan Revenue	\$1,140,000
Depreciation Expense	\$ 309,460
Net income after Loans and Depreciation	\$1,774,526

Variance Explanation (dept 700)

Overall Revenue up versus last year, this is not as large of increase as expected, customer reservations were made prior to lower discounts for long-term customers taking effect.

NOAA Lease Revenue Fund

Balance Sheet

As of January 31, 2025, the NOAA Lease revenue Fund had a cash balance of \$2,421,513, of this \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract. The Port can use the reserved portion of funds, as long as it rebuilds the reserve portion of funds. The available balance is \$689,792..

Income Statement - Budget vs. Actuals

NOAA Lease Revenue Fund

Operating revenue is unfavorable by	\$ 40,955
Operating expenses are favorable by	\$ 62,884
Net operating income is favorable by	\$ 20,929
Non-Operating Revenue is favorable by	\$ 5,570
Non-Operating Expenses are unfavorable by	\$ 156,764
Net Non-Operating Income is unfavorable by	\$ 151,194
Net income is unfavorable by	\$ 130,265
Net Income before depreciation	(\$709,491)
Depreciation Expense	\$ 870,056
Net Income after loans and Depreciation	(\$1,579,547)

Variance Explanation (NOAA)

The operating revenue looks in line with expectations, the variance will disappear as we get the increases for Insurance in place. There is a new contracting officer at NOAA, this has resulted in delays in getting the increases due in place, which has resulted in unfavorable Operating Revenue.

Reserve Fund

Cash available \$2,430,556

Bonded Debt Fund:

Cash available \$ 292,279

Facility Maintenance Fund:

Cash available \$ 483,958

Money has been set aside in the Facilities Maintenance fund for the electrical upgrades to Port Dock 5, and the proceeds from Parking fees are received in this fund for future replacement of road surfaces.

Those with no payment plan as of January 31, 2025, this is the first time we are including South Beach and Lease Customers. We have modified the way advance reservations are made, this has allowed up to include these in the report. I have removed 2-4 of the South Beach customers until we can validate or issue a credit.

Name	Total Owed	90 Days	120 Days	Notes
Baily Brad	373.23	11.29	344.94	No services
Dejournette Robert	10,583.23	0.00	4,530.42	
Dewar Shawn	9,587.72	2,668.54	6,785.40	Still communicating
ExVenture - Pacwave Oregon State University	161.67	0.00	86.67	
Gainer James	515.89	0.00	515.89	
Gnuschke Brad	9,400.61	0.00	9,400.61	Payment plan, missed payment seize
Gnuschke Brad (541-270-8601)	6,561.81	432.12	2,171.44	Seize
Hutchins Jim	46.52	0.00	46.52	
Jessee David	1,773.63	0.00	1,773.63	
Kauffman Quintin	1,394.08	0.00	1,394.08	
King John (206-282-0988)	501.35	8.33	475.93	
Manning William	127.55	123.20	0.00	
Martin Thomas	11,328.70	0.00	4,031.90	
Mcclain Michael	3,613.02	0.00	3,613.02	

Morrow Alex	2,018.73	0.00	2,018.73	
Oregon Brewing Company (541-867-3660)	275,005.70	1,392.54	71,364.61	Have made arrangements to pay, paid off in 4 months
Oregon Coast Aquarium (541-867-3474)	128.18	0.00	128.18	
Pleasant Aaron	663.63	0.00	663.63	
Polk Ivan	10,862.38	0.00	4,613.76	Seized
Rhash Scot	10,916.48	615.13	1,695.44	Seized
Rhash Scot (253-370-2194)	11,029.09	183.22	10,469.75	Seized
Saltybros LLC Lease (541-272-0573)	3,563.11	72.88	3,349.33	
Simon Victor (206-860-3368)	3,944.41	2,864.89	0.00	Always pays
Strasburg Rasela	8,643.08	0.00	2,956.06	
Talbott Robert	4,700.40	78.09	4,462.02	
Taylor Vanya (425-478-2086)	5,894.40	609.77	4,146.36	No Services, ready to seize
Tinney Alexis	3,235.13	0.00	670.33	
Wakefield James	6,342.38	0.00	2,355.18	
Werder Robert	1,026.88	0.00	1,026.88	
Wormington/Bogdan Bacui Doyle	5,196.25	0.00	1,559.73	
Report Total:	409,139.24	9,060.00	146,650.44	

In the coming months we may seize several of the South beach vessels.

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

Past Due:

30 days - Gentle reminder

60 days - Reminder

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

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