

**PORT OF NEWPORT COMMISSION REGULAR MEETING**

Tuesday, June 28, 2022, 6:00 p.m.  
South Beach Activity Room  
2120 SE Marine Science Dr.  
Newport, OR 97365

*This will be a hybrid meeting, which means you can attend in-person, or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2022-06-28-commission-meetings-2022-june-28-2022-6-00-p-m>*

*Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, June 27, 2022: <https://www.portofnewport.com/2022-06-28-commission-meetings-2022-june-28-2022-6-00-p-m>*

**I. Call to Order**

**II. Changes to the Agenda**

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

**IV. Consent Calendar**

**2022**

- A. Minutes.....May 17, May 24, and June 10.....Page 3
- B. Financial Reports.....Page 19
- C. Accounts Paid.....Page 37

**V. Old Business**

- A. Items Removed from Consent Calendar
- B. Public Hearing and Approval of Ordinance 2022-01 Revisions to Port Facility Code and Addition of Moorage Section – *Bretz*.....Page 52
- C. Approval of Change to Port Dock 3 and 5 Pedestals Project – *Bretz*.....Page 55
- D. Approval of Strategic Communications Contract with Summit Public Relations Strategies, LLC – *Miranda*.....Page 57
- E. Approval of Second Amendment to Rondy’s Lease – *Miranda*.....Page 65

**VI. New Business**

- A. Presentation by Cascades West Council of Governments – *Ryan Vogt*

**VII. Staff Reports**

- A. General Manager – *Miranda*.....Page 68
  - 1. Director of Finance & Business Services – *Brown*.....Page 71
  - 2. Director of Operations – *Bretz*.....Page 74

**VIII. Commissioner Reports**

**IX. Calendar/Future Considerations 2022**

- Independence Day – Port Office Closed.....July 4, 2022
- Next Commission Meeting.....July 26, 2022

**X. Public Comment (3-minute limit per person)**

**XI. Adjournment**

May 17, 2022  
6:04 P.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION WORK SESSION 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 South Beach Activity Room, located at 2120 SE Marine Science Dr. In attendance were Commissioners Burke, Lackey, Sylvia, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, Commercial Fishing Users Group Chair Heather Mann, and PR Consultant Angela Nebel.

**PUBLIC COMMENT**

Burke read the submitted public comments into the record.

**NEW BUSINESS**

**Discussion on offshore wind energy.** Burke introduced the agenda item. Retherford declared a potential conflict of interest. Lackey noted his ties to the fishing industry. He stated he would look into the correct language he will declare at the next meeting. Miranda added she will check any conflicts with the attorney. Discussion ensued on potential and actual conflicts of interest and the purpose of work sessions. Retherford noted the call areas include not just fishing grounds, but also scientific research areas. Chuck added two of the call areas are within shipping lanes.

Mann reported the letter from the Commercial Fishing Users Group was supported by the whole committee. She stated they are all concerned about the current process for developing offshore wind. She explained right now, BOEM (Bureau of Ocean Energy Management) has issued two call areas off of Coos Bay and Brookings for offshore wind development. She noted they are very large areas capable of generating 17 gigawatts of energy. She indicated last year the Legislature passed HB 3375, authored by Representative David Brock Smith, to look at planning opportunities and challenges for 3 gigawatts offshore energy by 2030. She added, theoretically, these areas need to be whittled down to generate 3 versus 17 gigawatts.

Mann reported before BOEM came out with formal call areas, there were three spots, and the third one included a spot off of Bandon. She stated they have since dropped that one. She noted the Port of Bandon has been taking credit for that through its meeting with BOEM. She explained user groups have been meeting with BOEM for months and said don't include Bandon, but they still did. She added it is her personal opinion, it never should have been included and they dropped it to say, "Look, we're listening to the fishing industry."

Mann reported people have until June 28 to provide comments to BOEM through the federal register on those call areas. She stated the comments will then be considered by BOEM based on their internal process, which is not public. She explained the Bureau of Ocean Energy Management is part of the Department of the Interior, and it is their job to lease land on the continental shelf for energy development. She noted they are also involved with offshore oil, gas, and mining.

Mann reported at the same time, HB 3375 is going through the process of taking feedback, and there have been three stakeholder meetings talking about challenges and opportunities with offshore wind. She explained a report based on these comments is due to the Legislature on September 15. She noted BOEM said they are going to wait until that information comes out before they announce areas for leasing. She indicated BOEM's process is not clear, while the fishery management process is very transparent. She added they take feedback, but they don't have public discussion or come to decisions in the public; everything is behind closed doors.

Mann reported there was a big turnout in Coos Bay's roundtable, 24 out of 25 speakers were in opposition. She explained this is not just fishermen; there are marine scientists, environmentalists, and a lot of concerned citizens. She noted because of that, Smith decided to hold more listening sessions; there is one in Newport at the Best Western tomorrow. She indicated it will be recorded, and Representative David Gomberg will be the facilitator. She added the others will be in Astoria and Brookings next week.

Mann reported those sessions are intended to inform a Coastal Caucus letter that will go to BOEM before June 28, as well as the Oregon Department of Energy and HB 3375 report. She stated the Legislature will be taking public comment until May 27. She stated the Commercial Fishing Users Group want the Port of Newport to recognize the negative impacts that could occur depending on how this is sited. She noted it's not just about fishing. She indicated these two areas are in prime fishing grounds for whiting, sable fish, crab, and shrimp. She added whiting has been hundreds of millions of pounds in this area and delivered into Oregon and Newport.

Mann reported some people have said just move, which shows a complete lack of knowledge of fishing and regulations. She stated these grounds have been very productive for multiple years for many fisheries. She noted fisheries are providing that information to BOEM, but whether that makes a difference with BOEM is unclear. She indicated these call areas would disrupt long-term surveys that have been going on. She added there is an unknown risk to marine mammals.

Mann reported this is in critical habitat for killer whales and humpbacks. She noted the government closes down crab fisheries if there is an entanglement with a whale, but BOEM is getting a free pass on this. She stated there are studies that show impacts from electromagnetic waves that come from the structures and transmission lines to crab. She indicated there is an impact to birds as well. She added the fleet that fishes for sable fish, if they kill two of a certain kind of albatross over a certain period, the fishery can be shut down, triggering the Endangered Species Act. She emphasized the regulations fishermen face do not seem to apply in the same way to this type of activity.

Mann reported the committee wants to put a line in the sand. She stated they are not against renewable energy. She noted Oregon right now has 68 percent of its energy as renewable, which comes from hydro, solar, and terrestrial wind farms. She stated in order to make this something that is closer to a win-win, the fishing industry has asked to place these turbines outside 1300 meters. She indicated there is no fishing that happens in those depths, so it doesn't displace fishermen. She added that doesn't do anything to solve the other issues though.

Mann reported the energy could be unaffordable, since the further out it is put to avoid conflicts, the more expensive it will be to get it to shore. She stated to be proactive, the Port needs to prioritize current ocean users and stakeholders, ask BOEM to put these installations outside 1300 meters, and ask to slow down the process. She noted when she asked BOEM if the result of HB 3378 is to slow down the process, if it can be slowed, that BOEM said yes. She indicated

requiring a programmatic EIS (Environmental Impact Statement) before the leases go out would be proactive as well. She added there is a lot of money behind these offshore wind companies.

Mann reported the fisheries want to have a seat at the table. She stated BOEM has never rejected a project after the Environmental Assessment at the end, even if it shows significant harm to fisheries or the environment. She noted for BOEM, significant impacts are the cost of getting renewable energy out there. She indicated California is further along in this process, and another company has submitted an unsolicited lease in Washington. She emphasized the committee would like the Port to stand up and state it cares about the local recreational, commercial, ecosystem, and marine environment and wants to prioritize those existing users over offshore wind companies.

Flaxen Conway, Oregon State University Director of Marine Resource Management Graduate Program, reported getting some revenue figures that are spatially oriented will be really important. She noted the same is true of jobs. She stated when these companies throw out figures like 80,000 jobs across America, people need to ask where, what kind, how many locally, and what wages. She indicated the fishing community wages stay in the area. She added fishery science and collaborations with climate science are important. She emphasized the importance of being at the table and working together.

Conway asked if the Ports could write a letter together. Miranda replied she brought up the issue to OPPA (Oregon Pacific Ports Association), and it's too political. She noted when different ports have different opinions, they prefer to stay neutral. She stated Newport can still collaborate with the Ports that think this does not bring enough benefit. She added as far as the combined association, they will not weigh in.

Conway explained PacWave as a good example of collaboration. She stated the more the fishing community can stay together on this, the better. She noted the shipping industry could also be divided, with some people in favor because it will build up infrastructure on the West Coast, but others who are opposed. Chuck noted it will add more fuel costs to shipping. Conway added there are primary, secondary, and tertiary economics involved.

Mann stated when value is put on the fish coming out of those areas, the conversation turns to compensation. She noted there are some fishermen in smaller fisheries in northern California that are looking to retire, and they accept compensation. She emphasized there could never be a value placed on the trawl fleet; it's deeply offensive. She indicated beyond the value of the business to young owners and skippers, there have also been a lot of sacrifices by the fleet to get to this point. She explained they have had to give up grounds, close areas to rebuild stocks, and reduce capacity. She added that was with the expectation of being able to fish into the future.

Mann reported there have been a lot of sacrifices to maintain these sustainable fisheries. She stated fishermen, for the most part, are not interested in compensation. She noted there is a new study that these wind farms do interfere with navigation and radar, which poses a safety issue. She indicated PacWave was a success in part because it was a test area. She added BOEM is not looking to test here; they are looking 200-400 turbines that are twice as tall as the Statue of Liberty that will be floating, tethered to the bottom.

Mann reported this technology does not exist anywhere except Portugal in completely different conditions. She stated why not put one turbine out there and see what it does. She noted the Coast Guard has been trying to figure out how to keep a tethered weather buoy in place for years; they break free all the time. She indicated some of the people in wind energy and Coos Bay have said, "If you lose your job, you can get a job ferrying people to these devices or bringing supplies to them." She added that is deeply offensive; that is taking family wage, good jobs, and creating something else. She emphasized that shows a lack of understanding and respect. She

stated the committee would like everyone who benefits from the fishing industry and the marine system to take a stand.

Conway explained BOEM looks at five levels of mitigation, and compensatory is the last one. She stated it's important to not even go there. She emphasized it hasn't worked anywhere. She noted she would send Sylvia literature on compensatory results. She indicated a lot of people would view current ocean users as NIMBY, not in my back yard. She added that's not it at all; what current ocean users have is attachment to place. She noted she could provide literature on that as well.

Chuck stated the Port of Newport has good standing to be strong on this issue because he has been involved in OPAC (Oregon Ocean Policy Advisory) meetings for 14 years. He explained as far as the BOEM process, the only way to get onto it was to be an elected official even though the Governor's office asked BOEM to have an open membership. He noted OPAC had BOEM at four meetings, but it's become a box checking exercise for BOEM. He indicated they said they got all this input and comment from OPAC, and then they released the call areas. He added OPAC thought, "How can they put a third of the south coast up for grabs after going through those meetings?"

Chuck stated there is a lot of anger from elected officials who sat in these meetings for two and a half years, telling them what to consider. He noted this was a big slap in the face. He explained the meetings did have a time for public comment, but at the end of the meeting after it had adjourned, so public comment was made to an empty room. He indicated as far as the Port of Newport is concerned, the Port needs to support the fishing industry and Port users. He added the law needs to be applied fairly as far as environmental.

Chuck stated it's very apparent environmental regulations are not going to be applied. He explained the area one turbine takes up. He noted OPAC asked the Coast Guard how much access will be allowed to these sites since they produce power, and the Coast Guard said it would be up to the developers. He emphasized the Port is in a good position to make a stand because it has been a part of this for a long time.

Retherford recommended watching Conway's video on the topic. She stated there needs to be understanding. She noted current users are not trying to convince anyone that they don't need wind energy. She indicated the Port, industry, user groups, and scientists need to be willing to work with BOEM, and BOEM needs to be willing to work with them. She emphasized there is a lack of knowledge on what is happening as a whole with BOEM, and there's a lot to learn.

Lackey stated when these call areas were put out, he couldn't believe them. He noted it's also if they said, "Where is the best fishing spots, the most pounds, the most sustainable, the least carbon footprint." He emphasized these areas are probably some of the best fishing spots in Oregon and the West Coast. He indicated around the world energy security and food security are becoming more on people's radar. He added while looking at energy security, people can't forget food's impact.

Lackey stated fish are a sustainable resource. He noted some people say, fishermen can just move, but they can't. He indicated it's a huge deal, and if these areas are lost, they could be lost forever. He added compensatory is nothing more than a bribe.

Lackey stated those call areas made him think the process was a box checking exercise and made him feel like there wasn't collaboration. He noted if this is something the state of Oregon and United States wants to look at, there is a better way. He recommended testing it and making sure due diligence is done. He emphasized this is serious.

Sylvia stated a lot of the frustration is from a lack of a pluralistic, transparent process by BOEM. He noted it is so different than other federal agencies and fisheries that it is bizarre. He said he wonders how they get away with it legally since NEPA (National Environmental Policy Act) is a federal law. He explained EIS and ESA (Environmental Site Assessment) are the results of NEPA. He asked how can anyone build these without knowing the impacts to the environment. He added this has got to have been challenged on the East Coast. He asked if there are any legal cases there. Mann replied there are ongoing cases. She noted in another case, an agency sued for an EIS upfront and lost. She explained BOEM performs the EIS after a construction plan is submitted, and the developer mostly likely pays for it. Sylvia noted when the developer pays BOEM, it's in their interest not to do a good job on the EIS.

Sylvia stated normally with an EIS, economics are looked at upfront. He explained if these areas are closed, the fishing industry will go elsewhere, they will not totally close down. He noted there will be adjustments, and during a technical analysis, economists look at what happens during the adjustment. He explained it is assumed there will be a net loss of revenues and profits because they can't fish in traditional areas. He noted the question is what is that difference, and how much is that. He indicated if those questions aren't asked upfront, then they are never done in a technical way with peer review. He added instead, economists do stories that talk about fishing revenue that may have been lost, but it's never technical. He explained this also true for environmental impacts.

Chuck stated fishermen are not against renewable energy, but people need to ask renewable at what cost. He noted that's why there should be investment in test areas. He explained he has been in classes with developers and brought up concerns about environmental impacts, and the response is blank faces. He indicated this is being promoted as sustainable, renewable energy and that hooks people. He added the state has done a great job of mapping all those areas and making all that information available to them back in 2014, and BOEM just ignored it.

Chuck stated the issue has turned out to be a socioeconomic impact discussion with the fishing industry, and there has not been much study on the actual benefit to the environment. He noted that has been frustrating. He explained in the beginning they were talking 40-60 cents per kilowatt hour, and now they are saying it costs as low as hydro power. He indicated what's not taken into account, is these turbines are funded by grant money, so the public is paying for them. He emphasized the need to know what will be the actual cost to users.

Burke summarized the Commission is in agreement on this. He stated the system is a bit of a farce. He noted he does not know if there is anything the Port can do about that. He indicated what the Port can do is its best to try to slow the process down. He added the Port can write a letter and go to meetings, but this is going very fast. Retherford agreed. She added BOEM is trying to privatize an area that has always been open to everyone. She stated the turbines that are going up are as tall as the Eiffel Tower, so people are not talking about little areas, these are big areas. She noted they want 30 gigs of power eventually, and that means the areas will have to grow to sustain bigger equipment. She emphasized the public has until June 28 to slow things down. She recommended the Port do that.

Miranda stated she has a good understanding of the direction. She noted she will work with Mann on putting something together that the Commission can consider. She asked if there were any specific comments to be put into some form of Resolution, to get those to her before noon on Thursday. She explained the Resolution can also instruct the Port to reach out to BOEM.

Sylvia stated the phrase that bothers him is to prioritize existing ocean users. He noted as an economist, he lives in a dynamic world, where the value and benefit of technologies change over space and time. He indicated to prioritize anyone to utilize an ocean resource could last

forever, relative to all the other users that don't even exist today. He added while Mann tries to make it specific to offshore wind developers, the blanket statement is so strong.

Sylvia stated people have to negotiate, and BOEM may not be a valid group to negotiate with, and that's the problem. He noted there are statements about doing a test site first, changing the call area locations so they are further out. He explained those items are negotiations, not prioritizations. He indicated the fishing industry needs the ability to be able to negotiate as an equal partner, which it isn't, technically, and that is problematic and not ideal.

Mann stated seeing the evolution of what has happened, she tried to come up with positive steps that are different than prioritizing. She noted the statement is not prioritizing the fishing industry but stating the Port values them and explaining why. Miranda noted the all or nothing request will not go anywhere. She stated the concept of highlighting issues and being able to work with them at the same table is important. She added she has been in situations where folks wanted all or nothing, and they got nothing. She indicated if the Port makes a reasonable request, they have a better chance of being invited to the table. Mann replied that seems like wishful thinking because of her dealings with BOEM. She emphasized they are different than other government agencies. She explained they are under tremendous pressure to get these leases out. She noted there are a lot of concerns beyond displacing fishermen. She indicated she thinks it's OK to be aggressive, but not unrealistic. She added offshore wind may not be right off of Oregon period. She asked why solar panels aren't placed on every structure, and why aren't terrestrial wind farms at capacity first.

Chuck recommended looking at Oregon State Planning Goal 19 for language for the Resolution. He noted the Port needs to consider and avoid impacts to current sustainable uses.

Conway suggested sending the Resolution to BOEM, the Governor's Office and legislators. She added BOEM is going to have a harder time if this comes from others. Mann thanked the members of OPAC for their years of service.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 7:20 p.m.



May 24, 2022  
6:01 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 South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Lackey, Sylvia, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, Heather Mann, Executive Director of the Midwater Trawlers Cooperative, and PR Consultant Angela Nebel.

**BUDGET HEARING**

**Approval of Resolution 2022-04 Adopting the 2022-2023 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax.** Burke introduced the agenda item. Brown reported the Port anticipates having a supplemental budget because of large grants. He added this budget is just like the one presented to the Budget Committee.

MOTION was made by Chuck, seconded by Sylvia, to adopt the budget and make appropriations for Fiscal Year 2023 as stated in Resolution No. 2022-04. The motion carried unanimously in a voice vote.

MOTION was made by Lackey, seconded by Retherford, to impose and categorize the tax as stated in Resolution No. 2022-04. The motion carried unanimously in a voice vote.

**ADJOURNMENT**

Having no further business, the budget hearing adjourned at 6:04 p.m.

**REGULAR SESSION**

Burke called the regular session into order at 6:05 p.m.

**CHANGES TO THE AGENDA**

Miranda requested adding Juneteenth to the agenda since the next time the Commission would meet would be after the upcoming holiday.

Burke added Juneteenth to the agenda.

**Juneteenth.** Miranda reported there is a new federal and state holiday on June 19. She noted she would like to add it to the Port's observed holidays and add it to the Employee Handbook. She explained several changes are being made to the Handbook, and that will eventually come before Commission as a complete document. Burke clarified with staff the holiday falls on June 20 because June 19 is on a Sunday this year.

MOTION was made by Lackey, seconded by Chuck, to approve the Juneteenth holiday and add it to the Employee Handbook. The motion carried unanimously in a voice vote.

## **PUBLIC COMMENT**

Burke read Kenneth Linstrom's public comment into the record.

Brown reported on the Port's current policy. He read Section 6.25 Parking in the Facilities Code, which states, "One recreational vehicle plus one towing or towed vehicle is allowed per assigned space. No boats or boat trailers are allowed in RV spaces, unless the combined length of all vehicles, trailers, and the like, is less than the maximum length allowed for the particular space."

Miranda reported staff are trying to get better at following Port policies, especially as they work through parking fees. Chuck stated with all that is coming up with parking, the Port needs to start putting up signage. Brown replied the signs are in, and staff will install them. He noted for trailers there is a space by the cherry plant that is secured. He added that gives the Port additional parking for those launching.

Linstrom stated he has stayed in the Annex the last 10 years, and up until this year, people could park trailers. He indicated it seems arbitrary they changed that. Brown replied this is about enforcing policies that have been on the books forever. Linstrom asked why it would be enforced if it didn't infringe on anyone else's space. Burke replied staff are tightening up policies across the Port. Miranda replied the reality is there are a lot of policies the Port did not enforce. She noted people may think it doesn't infringe, but that's not the case on the operations side. She stated there are a lot things staff are trying to tighten up because it will help them better manage the complex. She indicated in the past there were not enough people to enforce those things. She added at the end of the day, it does make a difference.

Linstrom stated one of the reasons he likes to stay in the Annex is because of the additional space for utility trailers and storing equipment used when fishing. He noted when he had a boat, he would park it beside his trailer there with plenty of room. He indicated he thinks it's unfortunate to decide to enforce those rules. He pointed out there is a conflict with the fee schedule, which lists utility trailers as a charge for a fourth vehicle. He added the fee schedule and facility rules are not consistent. Miranda replied staff will address the fee schedule.

Sylvia asked if there is extra space and if there should be a different policy for the Annex. Miranda replied the Port has to redesign the Annex because there is not enough space. She noted staff is working on a plan to redesign that. She indicated, in general, every bit of real estate is at a premium because the Port gets pretty jammed. She recommended sticking with the policy and adjusting the fees where there is a conflict. She added anytime the Port has any use of Port property, folks should pay for that space because there is value to that space. Brown stated he would look into alternate space to the north.

## **CONSENT CALENDAR**

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

## **OLD BUSINESS**

**Approval of Audit Contract.** Burke introduced the agenda item. Brown reported state law requires the Port to be audited. He stated as of December 31, 2021, the Port's current contract ended. He noted staff sent out an RFP to seven different CPA firms, and got one response, the

current auditor. He indicated, quite frankly, they work with staff. He added they answer questions throughout the year at no charge.

Brown recommended a five-year contract. He noted the contract does allow for additional five years, but it would have to come back to Commission. Sylvia asked why other firms did not apply. Brown replied it may have been timing.

MOTION was made by Chuck, seconded by Lackey, to authorize the Port General Manager or designee to contract with Kern-Thompson for a 5-year period for audit services. The contract for the first year shall not exceed \$30,000, plus an additional \$7,000, if a single audit is required. For the additional 4 years, the cost for each year of the contract shall not exceed the previous year's cost plus the CPI for the year. The motion carried unanimously in a voice vote.

**Approval of Amendment to MOU with the City of Newport.** Burke introduced the agenda item. Miranda reported this has been ongoing for a while. She noted the Port has an MOU with the City of Newport regarding sand they use from the Port. She stated the Port uses the airport to get rid some of the fill materials that are not useful for construction. She indicated there was an issue with trucks coming in, and the MOU has been amended to reflect the entrance for trucks. She added this was approved by the Commission, but since then, the city has had different engineers.

Miranda reported the city requested language about where the materials are deposited, notification time before hauling, and fees that do not exceed a CPI adjustment. She noted staff are OK with the amendments. She recommended reapproving the MOU with the changes the city made.

MOTION was made by Lackey, seconded by Sylvia, to approve the Amended Memorandum of Understanding regarding fill material to include the additional language as requested by the City of Newport. The motion carried unanimously in a voice vote.

## **NEW BUSINESS**

**Approval of Hoist Dock Rewiring Proposal.** Burke introduced the agenda item. Miranda reported this has been budgeted, and staff have been trying to get work done there for quite a while. She noted this is a matter of safety since the wiring is all on the bottom of the dock. She explained the proposal moves that wiring to the top. She stated Western States agreed to do the work, and staff added a contingency. Burke noted this has been talked about for a long time and expressed approval. Lackey thanked staff for getting these long-term items knocked out.

MOTION was made by Sylvia, seconded by Retherford, to authorize the GM or designee to contract with Western States to relocate the electrical conductors at the Hoist Dock at a cost not to exceed \$32,000, which includes a 10 percent contingency. The motion carried unanimously in a voice vote.

**Approval of ODOT IGA Amendment for Bridge Inspections.** Burke introduced the agenda item. Miranda reported the Port just built a new pier at Port Dock 5. She noted this is like a bridge to ODOT. She explained they will inspect it for free. She stated it is good for the Port when it gets new assets, to have them inspected. She indicated staff put \$50,000 a year aside for inspections of all Port properties. She added she has worked with ODOT on bridges before, and it is a good deal. She recommended approval of the IGA.

Sylvia asked if ODOT will limit access. Miranda replied ODOT is concerned with safety, so they will watch for safety concerns. She explained in her experience they never shut down a bridge, but suggested repairs. She stated she does not think they would shut down the pier unless there was a real hazardous situation. She indicated if there is a serious issue, they provide a timeline to get it done and recommendations well ahead of time. She added considering this is a new pier, that is not a concern.

MOTION was made by Retherford, seconded by Lackey, to approve the ODOT IGA Amendment No. 1 for the Port Dock 5 Pier. The motion carried unanimously in a voice vote.

**Approval of Resolution No. 2022-05 Regarding Offshore Wind.** Burke introduced the agenda item. Mann reported the Commercial Fishing Users Group Committee sent a letter to the Commission asking the Port to prioritize existing ocean users and stakeholders. She stated, subsequently, the Port held a work session and discussed the best way forward. She noted Miranda worked with Commissioners to draft a resolution. She indicated she likes the resolution and its direction. She added she likes the different steps for BOEM to consider.

Mann reported Midwater Trawlers Cooperative supports this approach. She stated while she has not been able to check in with the Committee, she feels confident they would support it as well. She explained based on the testimony at listening sessions held on the coast, in general, fishermen would support this. She indicated she likes the way the resolution acknowledges offshore wind could be a component of energy moving forward, and then explained what lost fishing grounds could mean over 30 years. She added the losses to communities could be in the billions.

Mann recommended the Commission support the resolution. She stated she thinks it will pave the way for other ports to approve something similar. She noted, now more than ever, with this type of approach, people can get a foothold with the state of Oregon to stand up to BOEM. She added people need to do this the Oregon way and slow the process down.

Retherford declared a potential conflict of interest due to her participation in the commercial fishing industry and management of commercial fishing boats. Miranda noted there is a possibility of a class exemption in this case. Retherford replied it's a 60-day process for her to get that exemption.

Lackey declared he does not have a potential conflict of interest due to a class exemption. Burke praised the resolution. Miranda replied she put this together based on comments from Mann, Commissioners, and the listening sessions. She stated her intent, if this is approved is to send a letter to BOEM and ODOE and copy federal and state legislators and the Governor's office.

Lackey stated in his opinion the resolution is appropriate. He noted the potential of negative impacts to the Port and community are large. He indicated the Resolution asks to minimize negative impacts and gives other recommendations for due diligence. He added he sees this as appropriate on behalf of the Port.

Lackey stated he toyed around with modifying the first whereas clause because people are wide ranging on this issue, and the first sentence could be too soft or too hard. He noted he is OK with the way it is written. He indicated an alternate phrase is whereas the Port recognizes there is an interest. He added he sees the merits of the way it is written.

Chuck stated he prefers the current version. He noted it is clear there is interest already. He requested the authority to send the resolution to Whitney Hauer as a Task Force member. Burke replied it's good to send this as broadly as possible.

Miranda noted she originally spoke to OPPA, and this issue was too political for them. She stated PNWA understands these concerns, and there is a chance they will weigh in on this. The Commission agreed to keep the resolution as presented. Retherford stated making an acknowledgement of the issue and making a statement shows the Commission's part as leaders in the community. She noted this makes a big statement to Oregon and this community. Burke added acting on this quickly was important.

MOTION was made by Lackey, seconded Retherford, to adopt Resolution 2022-05 authorizing the Port of Newport to send the Bureau of Ocean Energy Management (BOEM) and to the Oregon Department of Energy (ODOE) a letter providing recommendations for offshore wind. The motion carried unanimously in a voice vote.

**Public Hearing Regarding Ordinance No. 2022-01 Revisions to Port Facility Code and Addition of Moorage Section.** Burke introduced the agenda item. Miranda reported staff made a few changes to the Code. She stated the main item is making moorage consistent for the commercial and recreational marinas. She noted the other main item is changing class violation from Class B to Class A. She indicated the reason for the change is as staff consider assigning moorage to parts of the Commercial Marina, it is very difficult when visitors don't want to move and there is only a small infraction. She added sometimes they prefer to pay rather than do what staff ask, and this will give them a little more penalty.

Miranda reported the Port is looking at the beginning of July to hire a Wharfinger. She noted staff are ordering signs. She indicated that won't help the Port if there is not this change. Sylvia asked how the process works. He asked if vessels coming into the Port contact the Harbormaster before coming in. Miranda replied her understanding is that most marinas won't take anyone without prior contact, but here people come and go as they please. She emphasized that is a problem, especially, if there is assigned moorage. She noted the Wharfinger will be managing the docks and the Harbormaster gives that person authority to enforce the Code. She indicated folks will be required to contact the Port or use the reservation system online after hours.

Sylvia clarified with staff the different class violations. Retherford asked if the Port has fined anyone recently. Miranda replied it has gotten close to fines. Burke stated there will be some growing pains as there are with other changes. Chuck asked if people can be banned. Miranda replied that requires consulting with the attorney. She noted the Port has banned people, but it does involve legal discussion. Brown noted it is not a permanent ban; there is a timeframe.

Burke confirmed with staff the Harbormaster or the designee will hand out the fines. Chuck passed out copies of the Facilities Code. Sylvia asked what is the underlying reason for the increase in non-compliance in the last two years. He asked if people are less compliant because of COVID, the marina is more crowded, or have there been personality issues. Miranda replied it is a combination of all those reasons. She stated it started with COVID, and the Port has gotten busy, especially with squid. Burke noted the Port staff have started paying more attention to these issues.

Lackey stated coordination, communication, and building relationships are key. He noted, hopefully, over time if there are a lot of fines, staff can address something in the process. Miranda stated the Port's intention is never to fine people, but to communicate. Retherford asked if the civil penalties can be posted somewhere. Miranda replied it is on the website, and staff will probably have to educate some people, especially new folks.

Retherford asked if there will be communication to local captains and skippers. Miranda replied it's probably not bad on an annual basis to remind folks. She stated staff will send a notice out with invoices with modifications to the Code and let people know about the website and hard

copies of the Code in the office. She added staff are trying to do a little more communication. Retherford confirmed with staff one designee is adequate.

**Approval of MARAD's PIDP Grant match for NIT Equipment.** Burke introduced the agenda item. Miranda reported she provided a letter to MARAD, and then was told at the last hour to send a new letter with the more current match amount. She explained the Port is asking for a larger amount than the original request because of a couple of yard trucks and large log handlers. She noted even though Commission approved grading the area, the Port has not spent that money, so it is included in the match. She explained Burke had to sign the letter, so she brought it to Commission to ratify.

Miranda reported she has been talking to forest industry companies, and they hope to start something in mid-July. She stated there have been some concerns with the Port exporting logs, but she has been working on an importing possibility. She explained the Port does not have enough equipment, so people have to bring their own and that makes it harder to find customers. She indicated she has been discussing this with MTC. She added if a company starts working this summer, they are going to have to rent their equipment from someone else.

Miranda reported, eventually, this equipment will make the Port money and invite opportunities for the Port. Chuck asked who would operate the equipment. Miranda replied that will be decided at that time, but her preference is for the Port to manage its own equipment. She noted the longshoremen are involved with the company considering using the Port. Sylvia asked if the Port has enough business to have staff handle it, or will the Port need to hire someone. Miranda replied she does not think there would be enough business to hire someone in the beginning. Sylvia clarified with staff the political concerns involve exporting logs. He asked if the Port is able to provide the match financially. Brown replied the Port can match it, especially with added business, which is important for the long-term viability of the International Terminal.

Lackey stated it is a lot of money, but it leverages a lot too. He noted coordination at the Terminal will be key. He indicated if the Port ever gets to the point of working on details with a customer, upfront coordination and legal considerations are important. Miranda replied this would not be like having a company leasing a property and managing vessels. She explained the Port has a tariff, and if a company needed additional space, then the Port issues a permit. She indicated the legality with a permit versus the Port's previous issue is a bit different. She added she discussed Bretz joining Northwest Marine Terminal Association, which typically discusses tariffs.

Lackey stated when the Port gets to the point of the grant and starts courting customers, before any agreements are made, the logistical, timing, financial, community-side, and legal-side need to be buttoned up. He emphasized the importance of making sure the Port's interests are covered.

Retherford stated she knows there is a lot of pressure on dock spaces, and it would be nice to have Port Dock 7 done, and then have all this other stuff, but she knows the process needs to get going. She added it's going to be a dance. Miranda replied she does not think business will jump up that quickly. She stated she thinks it will grow slowly, and she hopes by the time it is super busy, the Port will be close to getting PD7 finished. She added she is hoping for the business, but also not to strain what the Port has.

Burke stated coordination will be key. He noted the grant supports the Port's mission and Capital Improvement Plan. He indicated a 20 percent match is good deal. Miranda noted the Port could apply for 100 percent grant money, but chances of getting that would be minimal. Burke stated putting 9 acres into the grant is great too; that makes the figure smaller. Burke asked when

staff would know about the grant award. Miranda replied she will know by mid-summer, and the Port would start getting money in September.

Mann requested to give public comment. Burke authorized public comment. Mann thanked Miranda for being really transparent on the potential Terminal business. She added Miranda has been keeping her informed every step of the way, so MTC is supportive.

MOTION was made by Chuck, seconded Lackey, to ratify and approve the match letter for the PIDP grant as it was signed by the Port Commission President. The motion carried unanimously in a voice vote.

**General Manager Performance Evaluation - Salary/Benefit Adjustment.** Burke introduced the agenda item. He stated Commission had a good discussion. He noted the evaluation was a more narrative style, and Miranda received an excellent appraisal. Sylvia confirmed with staff the General Manager's salary was \$157,000, and \$142,000 a year before that. Sylvia stated there are lot of aspects to this discussion, inflation, merit, competitiveness, and bonuses. He explained the process of evaluations at the University.

Burke stated the Commission has looked at SDAO's Oregon public port (OPPA) salary report. He confirmed with staff the Cost-of-Living Adjustment (COLA) for Port staff is 7 percent. Sylvia confirmed with staff that COLA is not automatically increased every year. Miranda reported one of the issues when she first got here was that salaries in general were very low. She noted it is still hard to hire and keep folks here. She explained the Port went through a salary study. She indicated if the Port is having a bad year, the Port could choose to forgo COLA, but as long as the Port is doing well, the Port should do the COLA. She indicated merit is above that, and the Port is not required to do it, but if it doesn't, chances are the Port may lose people.

Sylvia stated as far as competitiveness, the salaries are all over the place in the OPPA report. Retherford asked if there is any other way to do extras like benefits or perks. Miranda explained salary discussions for the General Manager have to be in open session or use SDAO who will negotiate with her directly. Sylvia noted Miranda is in the ballpark for competitiveness. Retherford noted \$133,000 – \$180,000 is the salary range from OPPA, which leaves room to increase.

Lackey stated the Port wants to be competitive, wants to reward Miranda, and wants to show her the value of her work. He noted the performance for the past few years has been very good. He indicated she has shown good leadership, and that is very valuable to the Port. He added the Port was not close to competitive years ago, but he thinks it is getting there.

Lackey stated he believes the Port has a top tier General Manager and wouldn't want just any General Manager at the top salary range. He noted to be at the top range, there has to be the results that the Port is seeing now, and he hopes continues to see. He indicated he sees 7 percent as the floor, and then there is the merit. He added the merit increase should be in addition to COLA. Retherford agreed with Lackey. Burke stated an additional 7 or 8 percent brings the salary to the top of the range.

Chuck asked what type of merit increase do the rest of the Port employees receive. Miranda replied that is 1-5 percent. He asked if many received 5 percent. Miranda replied there have been some. Chuck noted Miranda's salary has gone up 23 percent in the last two years. He stated he understands catching up, but there is also perception. He explained there are other administrators in the area that aren't compensated in that way.

Brown reported the last couple of years the COLA was 3 percent. Miranda noted the Port did adjust the salaries three times the first year she came to catch up. Brown noted the front office

at the RV Park was \$11-\$12, and now the minimum is \$18. Miranda stated she was hired on the original budget, and she knew she would not make money coming here. She explained that she knew unless she could make the Port viable, she would not be compensated more, and she had to show her way.

Burke stated the key thing is to make sure the Port remains stable. He noted the Commission has seen in the last few years the Port become more stable. Lackey stated the Commission is not looking to pay people just to be nice, but looking to retain people, in this case the General Manager. He indicated it's not only a reward, but it's an investment in the Port. He added like a sport's franchise, people have to think about what needs to be done to be a winner.

Lackey suggested an 8 to 15 percent total increase. Retherford recommended 12 percent, in line with staff merit. Sylvia noted this position is different than regular employees. He stressed not limiting her position to 1-5 percent merit in the future but remaining flexible. Lackey suggested 12 percent, rounding up to \$176,000. Chuck suggested 10 percent. Retherford added next year it would be nice to think on the lines of benefits too.

MOTION was made by Lackey, seconded by Sylvia, to raise General Manager Paula Miranda's salary to \$176,000. The motion carried 4-1 with Chuck opposed.

### **STAFF REPORTS**

**General Manager.** Miranda reported in spite of inflation, the Port is still good on finances and is starting to get real busy in the RV Park in spite of gas prices increasing. She stated with the new reservation system, there are challenges and staff are quite busy. She noted the Port is still trying to go online for the financial system. She indicated the permit for the Rogue seawall is almost completed. She added there may need to be 60 percent complete drawings.

Miranda reminded Commission of the Seafood Cookoff on July 23. She reported Road and Driveway are grading the parking lot today and tomorrow. She noted the Yacht Club is one of the sponsors. She stated walls are going up on the new building. She indicated with contingency, the Port is able to finish the rentable area. She added as soon as the frame is up, she is going to start advertising the area.

Miranda reported the Port Dock 7 RFQ has gone out. She stated the Port closed the PD5 project and had some conversations with the EDA regarding technical grant for the difference. She noted the Port should be able to get something. She indicated staff put an RFQ out there for the inspection of the NIT RORO dock. She added, hopefully, the Port won't need to do much work.

Miranda reported the Oregon Cascades West COG has been invited to speak at the next regular Commission meeting; it will only take 10 minutes. She noted she would like to hear from Commissioners about any topics they would like to have during a work session. She indicated the next conference coming up is the PNWA in Spokane on June 21-23. She added she talked with new director of PNWA, and they may focus more on coastal ports.

Lackey stated he keeps hearing about a recession and asked if staff have seen any aspect that seems to be affected. Miranda replied there hasn't been, and the reality is last year was a good year for a lot of people. She added she does not think people are quite ready to stop spending yet. Brown noted in recessionary times, RV business tends to go up. Retherford noted it is a food source too. Miranda stated issues may come up trying to buy parts and general services. She added luckily because there was a slowdown on the construction of homes, that is not affecting construction of the Admin Building. She indicated some things may take longer to get, and fixing things may take longer.



Chuck confirmed with staff the fishing pier is part of the RFQ. Burke confirmed with staff the RFQ is on the website. Chuck noted there have been some low tides, and there have been some low spots in the sport marina. He asked if there was anything the Port could do. Miranda replied that is tough because the marina hasn't been dredged in a while, and staff are still working with the Army Corps on that permit. She noted she does not know if there is much the Port can do other than avoid putting people in those low areas. She added she wished the Port could do the South Beach Marina quicker than the others because it is needed there most.

Burke noted damage to the gangway on A Dock. Miranda stated that is still being evaluated at this point. Chuck asked if the Port will haze sea lions. Miranda replied Bretz is looking into an affordable option. Chuck asked if employees will shoot them with paintballs. Miranda replied Bretz is considering doing that as well for a short period. Retherford showed a picture of an inflatable tube man that worked in Brookings. Miranda noted that did not work in the Port of Astoria, but Bretz can look into that as well.

### **COMMISSIONER REPORTS**

Chuck reported he attended the listening sessions in Coos Bay, Newport, and Astoria on offshore wind.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 8:12 p.m.

June 10, 2022  
10:56 A.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION SPECIAL MEETING MINUTES**

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

The Port of Newport Commission met on the above date and time virtually, via Microsoft Teams. In attendance were Commissioners Lackey, Sylvia, Retherford, and Chuck. Commissioner Burke was excused. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel.

**NEW BUSINESS**

**Approval of OSU Hatfield Visitor Center Gift Shop Sublease.** Sylvia introduced the agenda item. Miranda reported Hatfield requested this item be discussed before the next Commission meeting, so she added it to the special meeting. She stated the Hatfield Visitor Center had a gift shop prior to COVID, however, with the pandemic, they went away. She explained Hatfield has negotiated with new gift shop. She noted the rent is minimal, and this sublease has been approved in the past. She recommended approval of the sublease. She added they are still working on minor details of the lease, so there may be minimal changes, but the general concept is attached to the packet.

Retherford added it is nice seeing businesses returning that have closed during the pandemic.

MOTION was made by Retherford, seconded by Lackey, to authorize the General Manager to provide an approval letter allowing OSU Hatfield to enter into a lease with AACE, LLC, dba Memories. The motion carried unanimously in a voice vote.

**Employee Settlement.** Sylvia introduced the agenda item. Miranda requested the Commission allow the Port to enter into a settlement with an employee, Aja Burke, in the amount discussed in Executive Session.

MOTION was made by Lackey, seconded by Retherford, to authorize an employee settlement between the Port and Aja Burke in the amount discussed in Executive Session. The motion carried unanimously in a voice vote.

**ADJOURNMENT**

Having no further business, the meeting adjourned at 11:00 a.m.

# Port of Newport - General Operating Fund

## Balance Sheet As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
100 · General Operating Funds	3,114,272	3,218,718	(104,446)	(3)%
<b>Total Checking/Savings</b>	3,114,272	3,218,718	(104,446)	(3)%
<b>Accounts Receivable</b>				
11200 · Accounts Receivable	776,312	457,472	318,840	70%
11225 · Grants Receivable	2,776	225,604	(222,828)	(99)%
<b>Total Accounts Receivable</b>	779,088	683,076	96,012	14%
<b>Other Current Assets</b>				
11250 · Property Tax Receivable	9,087	12,953	(3,866)	(30)%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	15,240	5,761	9,479	165%
11300 · Prepaid Expenses	215,905	161,915	53,990	33%
11400 · Due from Other Funds	136,135	33,367	102,768	308%
11480 · PERS - NPA(L)	(647,914)	(647,914)	0	0%
11485 · PERS - Deferred OF	193,254	193,254	0	0%
11490 · Assets Held For Sale	31,887	0	31,887	100%
<b>Total Other Current Assets</b>	(76,407)	(270,664)	194,257	72%
<b>Total Current Assets</b>	3,816,953	3,631,130	185,823	5%
<b>Fixed Assets</b>				
11500 · Capital Assets	49,138,953	48,318,383	820,571	2%
<b>Total Fixed Assets</b>	49,138,953	48,318,383	820,571	2%
<b>TOTAL ASSETS</b>	<b>52,955,907</b>	<b>51,949,513</b>	<b>1,006,394</b>	<b>2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
12000 · Accounts Payable	445,967	195,400	250,567	128%
<b>Total Accounts Payable</b>	445,967	195,400	250,567	128%
<b>Other Current Liabilities</b>				
12016 · Retainage Payable	5,220	67,201	(61,981)	(92)%
12018 · Unclaimed Property Payable	6,484	4,555	1,929	42%
12020 · Lodging/Room Tax Payable	(3,206)	19,137	(22,343)	(117)%
12100 · Payroll Liabilities	135,406	168,095	(32,689)	(20)%
12200 · Due to other Funds	528,264	700,000	(171,736)	(25)%
12250 · Deferred Revenue	521,858	338,232	183,626	54%
12300 · Accrued Interest Payable	14,011	15,147	(1,136)	(8)%
12320 · Current Portion-Long Term Debt	550,980	535,814	15,166	3%
<b>Total Other Current Liabilities</b>	1,759,016	1,848,181	(89,164)	(5)%
<b>Total Current Liabilities</b>	2,204,984	2,043,581	161,403	8%
<b>Long Term Liabilities</b>				
12350 · Long Term Debt	5,077,938	5,660,424	(582,486)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%

**Port of Newport - General Operating Fund**

**Balance Sheet**

As of May 31, 2022

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	246,841	246,841	0	0%
<b>Total Long Term Liabilities</b>	<b>5,425,400</b>	<b>6,007,886</b>	<b>(582,486)</b>	<b>(10)%</b>
<b>Total Liabilities</b>	<b>7,630,383</b>	<b>8,051,466</b>	<b>(421,083)</b>	<b>(5)%</b>
<b>Equity</b>				
13003 · Committed Grant Match Funds	667,000	0	667,000	100%
13010 · GOF - Unassigned FB	36,677,896	36,402,710	275,186	1%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	0	(21,009)	21,009	100%
<b>Net Income</b>	<b>849,840</b>	<b>385,558</b>	<b>464,281</b>	<b>120%</b>
<b>Total Equity</b>	<b>45,325,523</b>	<b>43,898,047</b>	<b>1,427,477</b>	<b>3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>52,955,907</u></b>	<b><u>51,949,513</u></b>	<b><u>1,006,394</u></b>	<b><u>2%</u></b>

**Port of Newport**  
**General Operating Fund - Budget vs. Actual**  
 July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	744,251	727,063	17,188	102%
14100 · Moorage	1,928,508	1,583,026	345,482	122%
14200 · Hoist Dock & Services	921,397	876,617	44,780	105%
14300 · Shipping Terminal Revenues	2,175	26,411	(24,236)	8%
14400 · RV Parks	1,264,207	1,037,283	226,924	122%
14500 · Launch Ramp & Trailer Storage	87,294	79,093	8,201	110%
14600 · Miscellaneous Revenue	142,784	9,708	133,075	1,471%
14700 · Permit Revenues	0	1,000	(1,000)	0%
<b>Total Income</b>	<u>5,090,615</u>	<u>4,340,202</u>	<u>750,414</u>	<u>117%</u>
<b>Gross Profit</b>	5,090,615	4,340,202	750,414	117%
<b>Expense</b>				
15000 · Personnel Services	1,832,922	2,156,974	(324,053)	85%
16000 · Materials & Services	2,268,189	3,825,654	(1,557,465)	59%
16990 · Depreciation Expense	1,547,513	1,266,147	281,366	122%
17000 · Debt Service	530,471	898,161	(367,690)	59%
<b>Total Expense</b>	<u>6,179,095</u>	<u>8,146,937</u>	<u>(1,967,842)</u>	<u>76%</u>
<b>Net Ordinary Income</b>	(1,088,480)	(3,806,735)	2,718,255	29%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	124,709	104,501	20,208	119%
18200 · Interest Income	6,603	1,375	5,228	480%
18300 · Grants	813,943	0	813,943	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	39,875	(39,875)	0%
18800 · Miscellaneous - Non-operating	126	0	126	100%
18900 · Transfers In from Other Funds	667,000	2,267,000	(1,600,000)	29%
<b>Total Other Income</b>	<u>1,610,860</u>	<u>2,412,751</u>	<u>(801,891)</u>	<u>67%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	1,205,967	4,862,000	(3,656,033)	25%
19700 · Transfers Out to Other Funds	100,000	100,000	0	100%
19890 · Overhead Allocation	(4,623)	(3,431)	(1,192)	135%
<b>Total Other Expense</b>	<u>1,301,344</u>	<u>4,958,569</u>	<u>(3,657,225)</u>	<u>26%</u>
<b>Net Other Income</b>	309,517	(2,545,818)	2,855,335	(12)%
<b>Net Income</b>	<u><u>(778,963)</u></u>	<u><u>(6,352,553)</u></u>	<u><u>5,573,590</u></u>	<u><u>12%</u></u>

**Port of Newport - General Operating Fund**

Administration - Budget vs. Actual

July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	8,892	1,000	7,892	889%
14700 · Permit Revenues	0	1,000	(1,000)	0%
<b>Total Income</b>	<u>8,892</u>	<u>2,000</u>	<u>6,892</u>	<u>445%</u>
<b>Gross Profit</b>	8,892	2,000	6,892	445%
<b>Expense</b>				
15000 · Personnel Services	722,930	839,865	(116,935)	86%
16000 · Materials & Services	658,812	999,702	(340,891)	66%
16990 · Depreciation Expense	4,642	3,798	844	122%
17000 · Debt Service	8,400	553,929	(545,529)	2%
<b>Total Expense</b>	<u>1,394,784</u>	<u>2,397,294</u>	<u>(1,002,510)</u>	<u>58%</u>
<b>Net Ordinary Income</b>	<u>(1,385,892)</u>	<u>(2,395,294)</u>	<u>1,009,402</u>	<u>58%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	124,709	104,501	20,208	119%
18200 · Interest Income	6,603	1,375	5,228	480%
18300 · Grants	709,795	0	709,795	100%
18900 · Transfers In from Other Funds	667,000	2,267,000	(1,600,000)	29%
<b>Total Other Income</b>	<u>1,508,106</u>	<u>2,372,876</u>	<u>(864,770)</u>	<u>64%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	878,604	2,425,000	(1,546,396)	36%
19700 · Transfers Out to Other Funds	100,000	100,000	0	100%
19890 · Overhead Allocation	(1,244,580)	(977,542)	(267,038)	127%
<b>Total Other Expense</b>	<u>(265,976)</u>	<u>1,547,458</u>	<u>(1,813,434)</u>	<u>(17)%</u>
<b>Net Other Income</b>	<u>1,774,083</u>	<u>825,418</u>	<u>948,664</u>	<u>215%</u>
<b>Net Income</b>	<u><u>388,191</u></u>	<u><u>(1,569,876)</u></u>	<u><u>1,958,067</u></u>	<u><u>(25)%</u></u>

**Port of Newport**  
**International Terminal - Budget vs. Actual**  
 July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	148,751	158,987	(10,235)	94%
14100 · Moorage	186,704	155,031	31,673	120%
14200 · Hoist Dock & Services	508,182	463,716	44,466	110%
14300 · Shipping Terminal Revenues	2,175	26,411	(24,236)	8%
14600 · Miscellaneous Revenue	859	0	859	100%
<b>Total Income</b>	<u>846,672</u>	<u>804,145</u>	<u>42,527</u>	<u>105%</u>
<b>Gross Profit</b>	846,672	804,145	42,527	105%
<b>Expense</b>				
15000 · Personnel Services	191,678	202,484	(10,806)	95%
16000 · Materials & Services	220,282	540,106	(319,824)	41%
16990 · Depreciation Expense	1,169,245	956,655	212,590	122%
17000 · Debt Service	277,214	309,523	(32,308)	90%
<b>Total Expense</b>	<u>1,858,420</u>	<u>2,008,768</u>	<u>(150,348)</u>	<u>93%</u>
<b>Net Ordinary Income</b>	(1,011,749)	(1,204,623)	192,874	84%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	126			
<b>Total Other Income</b>	126	0	126	100%
<b>Other Expense</b>				
19000 · Capital Outlay	2,469	230,000	(227,531)	1%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	25,500	21,447	4,053	119%
<b>Total Other Expense</b>	<u>27,969</u>	<u>251,447</u>	<u>(223,478)</u>	<u>11%</u>
<b>Net Other Income</b>	(27,843)	(251,447)	223,604	11%
<b>Net Income</b>	<u>(1,039,592)</u>	<u>(1,456,070)</u>	<u>416,478</u>	<u>71%</u>

**Port of Newport**  
**Commercial Marina - Budget vs. Actual**  
July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	161,230	150,993	10,237	107%
14100 · Moorage	644,334	529,993	114,341	122%
14200 · Hoist Dock & Services	392,975	405,008	(12,033)	97%
14600 · Miscellaneous Revenue	28,269	0	28,269	100%
<b>Total Income</b>	<u>1,226,808</u>	<u>1,085,994</u>	<u>140,813</u>	<u>113%</u>
<b>Gross Profit</b>	1,226,808	1,085,994	140,813	113%
<b>Expense</b>				
15000 · Personnel Services	401,906	479,365	(77,459)	84%
16000 · Materials & Services	651,833	1,169,360	(517,527)	56%
16990 · Depreciation Expense	47,300	38,700	8,600	122%
17000 · Debt Service	7,255	7,255	(0)	100%
<b>Total Expense</b>	<u>1,108,294</u>	<u>1,694,680</u>	<u>(586,386)</u>	<u>65%</u>
<b>Net Ordinary Income</b>	118,514	(608,686)	727,199	(19)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	63,857	0	63,857	100%
<b>Total Other Income</b>	63,857	0	63,857	100%
<b>Other Expense</b>				
19000 · Capital Outlay	194,706	1,847,000	(1,652,294)	11%
19890 · Overhead Allocation	433,210	354,768	78,442	122%
<b>Total Other Expense</b>	<u>627,917</u>	<u>2,201,768</u>	<u>(1,573,851)</u>	<u>29%</u>
<b>Net Other Income</b>	<u>(564,060)</u>	<u>(2,201,768)</u>	<u>1,637,708</u>	<u>26%</u>
<b>Net Income</b>	<u><b>(445,546)</b></u>	<u><b>(2,810,454)</b></u>	<u><b>2,364,908</b></u>	<u><b>16%</b></u>



**Port of Newport**  
**South Beach - Budget vs. Actual**  
 July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	434,270	417,083	17,186	104%
14100 · Moorage	1,097,470	898,002	199,468	122%
14200 · Hoist Dock & Services	20,243	7,892	12,350	256%
14400 · RV Parks	1,264,207	1,037,283	226,924	122%
14500 · Launch Ramp & Trailer Storage	87,294	79,093	8,201	110%
14600 · Miscellaneous Revenue	104,764	8,708	96,055	1,203%
<b>Total Income</b>	<u>3,008,247</u>	<u>2,448,062</u>	<u>560,184</u>	<u>123%</u>
<b>Gross Profit</b>	3,008,247	2,448,062	560,184	123%
<b>Expense</b>				
15000 · Personnel Services	516,407	635,260	(118,853)	81%
16000 · Materials & Services	737,262	1,116,486	(379,224)	66%
16990 · Depreciation Expense	326,326	266,994	59,332	122%
17000 · Debt Service	237,602	27,454	210,147	865%
<b>Total Expense</b>	<u>1,817,597</u>	<u>2,046,195</u>	<u>(228,598)</u>	<u>89%</u>
<b>Net Ordinary Income</b>	1,190,650	401,868	788,782	296%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	40,291	0	40,291	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	39,875	(39,875)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
<b>Total Other Income</b>	<u>38,771</u>	<u>39,875</u>	<u>(1,104)</u>	<u>97%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	130,187	360,000	(229,813)	36%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	781,247	597,896	183,351	131%
<b>Total Other Expense</b>	<u>911,434</u>	<u>957,896</u>	<u>(46,462)</u>	<u>95%</u>
<b>Net Other Income</b>	<u>(872,663)</u>	<u>(918,021)</u>	<u>45,358</u>	<u>95%</u>
<b>Net Income</b>	<u><u>317,987</u></u>	<u><u>(516,153)</u></u>	<u><u>834,141</u></u>	<u><u>(62)%</u></u>

## NOAA Lease Revenue Fund

### Balance Sheet

As of May 31, 2022

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings	3,664,837	4,083,385	(418,548)	(10)%
Accounts Receivable				
11200 · Accounts Receivable	0	173	(173)	(100)%
Total Accounts Receivable	0	173	(173)	(100)%
Other Current Assets				
11300 · Prepaid Expenses	124,621	103,467	21,154	21%
11400 · Due from Other Funds	145	0	145	100%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	100,836	79,537	21,299	27%
Total Current Assets	3,765,673	4,163,094	(397,422)	(10)%
Fixed Assets				
11500 · Capital Assets	21,423,622	22,733,910	(1,310,288)	(6)%
Total Fixed Assets	21,423,622	22,733,910	(1,310,288)	(6)%
Other Assets				
11800 · Bond Issue Costs, Net of Amort.	230,454	230,454	0	0%
11825 · Advance Refunding Valuation	459,546	459,546	0	0%
Total Other Assets	690,000	690,000	0	0%
<b>TOTAL ASSETS</b>	<u>25,879,294</u>	<u>27,587,004</u>	<u>(1,707,710)</u>	<u>(6)%</u>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	30,800	20,602	10,198	50%
Total Accounts Payable	30,800	20,602	10,198	50%
Other Current Liabilities				
12100 · Payroll Liabilities	10,806	9,461	1,345	14%
12200 · Due to Other Funds	136,135	33,376	102,759	308%
12300 · Accrued Interest Payable	189,784	201,373	(11,589)	(6)%
12350 · Current Portion-Long Term Debt	1,320,000	1,290,000	30,000	2%
Total Other Current Liabilities	1,656,725	1,534,210	122,515	8%
Total Current Liabilities	1,687,525	1,554,812	132,713	9%
Long Term Liabilities				
12400 · Long Term Debt	15,245,000	16,565,000	(1,320,000)	(8)%
12800 · Less Current Portion-LT Debt	(1,320,000)	(1,290,000)	(30,000)	(2)%
12900 · PERS - Deferred IF	12,992	12,992	0	0%
Total Long Term Liabilities	13,937,992	15,287,992	(1,350,000)	(9)%
Total Liabilities	15,625,517	16,842,804	(1,217,287)	(7)%

# NOAA Lease Revenue Fund

## Balance Sheet

As of May 31, 2022

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	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRP - Restricted FB-Bond Res.	1,761,721	1,766,260	(4,539)	(0)%
13003 · Committed Grant Match Funds	432,000	0	432,000	100%
13010 · NLRP - Unassigned FB	10,827,504	11,092,412	(264,908)	(2)%
Net Income	<u>(2,767,448)</u>	<u>(2,114,472)</u>	<u>(652,976)</u>	<u>(31)%</u>
Total Equity	<u>10,253,777</u>	<u>10,744,200</u>	<u>(490,423)</u>	<u>(5)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,879,294</u></u>	<u><u>27,587,004</u></u>	<u><u>(1,707,710)</u></u>	<u><u>(6)%</u></u>

**Port of Newport - NOAA Lease Revenue Fund**

06/23/22

Budget vs. Actual  
July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	2,339,781	2,379,575	(39,794)	98%
14605 · Miscellaneous - Operating	145	0	145	100%
<b>Total Income</b>	<u>2,339,926</u>	<u>2,379,575</u>	<u>(39,649)</u>	<u>98%</u>
<b>Gross Profit</b>	2,339,926	2,379,575	(39,649)	98%
<b>Expense</b>				
15000 · Personnel Services	113,502	188,472	(74,970)	60%
16000 · Materials & Services	247,686	1,141,118	(893,432)	22%
16990 · Depreciation Expense	1,310,050	1,179,045	131,005	111%
17000 · Debt Service	1,760,919	1,760,950	(31)	100%
<b>Total Expense</b>	<u>3,432,157</u>	<u>4,269,586</u>	<u>(837,428)</u>	<u>80%</u>
<b>Net Ordinary Income</b>	(1,092,231)	(1,890,011)	797,779	58%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	9,907	2,292	7,615	432%
18300 · Grants	0	0	0	0%
18900 · Transfers In from Other Funds	0	843,886	(843,886)	0%
<b>Total Other Income</b>	9,907	846,178	(836,271)	1%
<b>Other Expense</b>				
19000 · Capital Outlay	258,471	366,000	(107,529)	71%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,876,445	3,046,445	(170,000)	94%
19890 · Admin Overhead Allocation	4,633	3,441	1,192	135%
<b>Total Other Expense</b>	<u>3,139,549</u>	<u>3,415,886</u>	<u>(276,337)</u>	<u>92%</u>
<b>Net Other Income</b>	(3,129,642)	(2,569,708)	(559,934)	122%
<b>Net Income</b>	<u><u>(4,221,873)</u></u>	<u><u>(4,459,719)</u></u>	<u><u>237,846</u></u>	<u><u>95%</u></u>

**Port of Newport - NOAA Capital Maintenance Fund**

**Balance Sheet - NCMF**

As of May 31, 2022

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11030 · Operating LGIP 6261	180,697	0	180,697	100%
11035 · NOAA - LGIP 6263	1,514,576	1,525,008	(10,432)	(1)%
<b>Total Checking/Savings</b>	1,695,273	1,525,008	170,265	11%
<b>Other Current Assets</b>				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	528,119	700,000	(171,881)	(25)%
<b>Total 11400 · Due from Other Funds</b>	528,119	700,000	(171,881)	(25)%
<b>Total Other Current Assets</b>	528,119	700,000	(171,881)	(25)%
<b>Total Current Assets</b>	2,223,392	2,225,008	(1,616)	(0)%
<b>TOTAL ASSETS</b>	<b><u>2,223,392</u></b>	<b><u>2,225,008</u></b>	<b><u>(1,616)</u></b>	<b><u>(0)%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Net Income	2,223,392	2,225,008	(1,616)	(0)%
<b>Total Equity</b>	2,223,392	2,225,008	(1,616)	(0)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,223,392</u></b>	<b><u>2,225,008</u></b>	<b><u>(1,616)</u></b>	<b><u>(0)%</u></b>

**NOAA Capital Maintenance Fund**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through May 2022**

06/23/22

Accrual Basis

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	13,947	13,750	197	101%
18900 · Transfers In from Other Funds	2,209,445	2,559,727	(350,282)	86%
<b>Total Other Income</b>	<u>2,223,392</u>	<u>2,573,477</u>	<u>(350,085)</u>	<u>86%</u>
<b>Other Expense</b>				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	818,132	(818,132)	0%
<b>Total Other Expense</b>	<u>0</u>	<u>818,132</u>	<u>(818,132)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>2,223,392</u>	<u>1,755,345</u>	<u>468,047</u>	<u>127%</u>
<b>Net Income</b>	<u><u>2,223,392</u></u>	<u><u>1,755,345</u></u>	<u><u>468,047</u></u>	<u><u>127%</u></u>

**Port of Newport - Bonded Debt Fund**

Balance Sheet  
As of May 31, 2022

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
400 · Bonded Debt Fund	296,979	143,276	153,703
<b>Total Checking/Savings</b>	296,979	143,276	153,703
<b>Other Current Assets</b>			
11250 · Property Tax Receivable	60,347	66,194	(5,847)
<b>Total Other Current Assets</b>	60,347	66,194	(5,847)
<b>Total Current Assets</b>	357,326	209,470	147,856
<b>Other Assets</b>			
11800 · Bond Issue costs, net of amort.	153,930	153,930	0
11825 · Advance Refunding Valuation	661,702	661,702	0
<b>Total Other Assets</b>	815,632	815,632	0
<b>TOTAL ASSETS</b>	<b><u>1,172,957</u></b>	<b><u>1,025,102</u></b>	<b><u>147,856</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
12350 · Bonds Payable - Current	410,000	335,000	75,000
<b>Total Other Current Liabilities</b>	410,000	335,000	75,000
<b>Total Current Liabilities</b>	410,000	335,000	75,000
<b>Long Term Liabilities</b>			
12520 · 2016 Series Bonds	6,183,195	6,478,195	(295,000)
12525 · 2019 Series Bonds	5,045,000	5,160,000	(115,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(410,000)	(335,000)	(75,000)
<b>Total Long Term Liabilities</b>	11,522,793	12,007,793	(485,000)
<b>Total Liabilities</b>	11,932,793	12,342,793	(410,000)
<b>Equity</b>			
13000 · BDF - Restricted FB	(11,528,780)	(11,824,095)	295,315
Net Income	768,945	506,404	262,541
<b>Total Equity</b>	(10,759,836)	(11,317,691)	557,856
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,172,957</u></b>	<b><u>1,025,102</u></b>	<b><u>147,856</u></b>

## Port of Newport - Bonded Debt Fund

### Profit & Loss Budget vs. Actual

July 2021 through May 2022

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
18106 · Bond Levy Proceeds	979,279	929,609	49,670	105%
<b>Total Income</b>	979,279	929,609	49,670	105%
<b>Gross Profit</b>	979,279	929,609	49,670	105%
<b>Expense</b>				
17000 · Debt Service	210,371	831,242	(620,872)	25%
<b>Total Expense</b>	210,371	831,242	(620,872)	25%
<b>Net Ordinary Income</b>	768,908	98,367	670,541	782%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Bank Interest Income	36	138	(101)	26%
<b>Total Other Income</b>	36	138	(101)	26%
<b>Net Other Income</b>	36	138	(101)	26%
<b>Net Income</b>	<b>768,945</b>	<b>98,505</b>	<b>670,440</b>	<b>781%</b>



# Port of Newport - Construction Fund

## Balance Sheet

As of May 31, 2022

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	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
300 - Construction Fund	<u>13,072</u>	<u>13,071</u>	<u>1</u>
Total Checking/Savings	<u>13,072</u>	<u>13,071</u>	<u>1</u>
Total Current Assets	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>TOTAL ASSETS</b>	<b><u>13,072</u></b>	<b><u>13,071</u></b>	<b><u>1</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
13010 - CF - Unassigned FB	<u>13,071</u>	<u>13,070</u>	<u>1</u>
Net Income	<u>1</u>	<u>1</u>	<u>0</u>
Total Equity	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,072</u></b>	<b><u>13,071</u></b>	<b><u>1</u></b>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July 2021 through May 2022

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1	0	1	100%
18400 · Loan Proceeds	0	1,600,000	(1,600,000)	0%
<b>Total Other Income</b>	1	1,600,000	(1,599,999)	0%
<b>Other Expense</b>				
19600 · Contingency	0	30,452	(30,452)	0%
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	1,500,000	(1,500,000)	0%
<b>Total 19700 · Transfers Out to Other Funds</b>	0	1,500,000	(1,500,000)	0%
<b>Total Other Expense</b>	0	1,530,452	(1,530,452)	0%
<b>Net Other Income</b>	1	69,548	(69,547)	0%
<b>Net Income</b>	1	69,548	(69,547)	0%

**Port of Newport - Facility Maintenance Reserve Fund**

Balance Sheet

As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
200 · Facility Maintenance Rsrv Fund	526,206	372,979	153,228
<b>Total Checking/Savings</b>	526,206	372,979	153,228
<b>Total Current Assets</b>	526,206	372,979	153,228
<b>TOTAL ASSETS</b>	<b>526,206</b>	<b>372,979</b>	<b>153,228</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
13005 · FMRF - Asgnd-Future Exp.	186,816	186,816	0
13006 · FMRF - Asgnd-CM Elec. Upgrades	238,000	138,000	100,000
13008 · FMRF - Asgnd-PD7 Replacement	51,095	0	51,095
13010 · FMRF - Unassigned FB	(102,796)	(63,182)	(39,613)
Net Income	153,091	111,345	41,746
<b>Total Equity</b>	526,206	372,979	153,228
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>526,206</b>	<b>372,979</b>	<b>153,228</b>

## Port of Newport - Facility Maintenance Reserve Fund

### Profit & Loss Budget vs. Actual

July 2021 through May 2022

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
<b>Total 14600 · Miscellaneous Revenue</b>	51,095			
<b>Total Income</b>	51,095			
<b>Net Ordinary Income</b>	51,095			
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1,995	0	1,995	100%
18900 · Transfers In				
18902 · Transfers In from General Fund	100,000	100,000	0	100%
<b>Total 18900 · Transfers In</b>	100,000	100,000	0	100%
<b>Total Other Income</b>	101,995	100,000	1,995	102%
<b>Other Expense</b>				
19700 · Transfers Out	0	315,334	(315,334)	0%
<b>Total Other Expense</b>	0	315,334	(315,334)	0%
<b>Net Other Income</b>	101,995	(215,334)	317,329	(47)%
<b>Net Income</b>	153,091	(215,334)	368,425	(71)%

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Table with columns: Date, Num, Name, Memo, Class, Paid Amount. It lists multiple transactions for vendors like Alsea Bay Power Products Inc, Amazon Capital Services Inc, Astound/ Wave, Barrelhead Supply Inc, and Dahl & Dahl Inc, including dates, PO numbers, and amounts.

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Date	Num	Name	Memo	Class	Paid Amount
<b>05/06/2022</b>	<b>47538</b>	<b>Englund Marine Supply Co Inc</b>	<b>Operating supplies</b>		
04/28/2022	994808/6		PO # 710553	01-General Operating Fund:700-South Beach	-79.19
TOTAL					-79.19
<b>05/06/2022</b>	<b>47539</b>	<b>First Interstate Bank MC</b>			
03/31/2022	8643 GT 2022-3		Sign for constraction trailer	01-General Operating Fund:100- Administration	-130.41
			Radios	01-General Operating Fund:100- Administration	-179.90
			Birthday Supplies-Dollar Tree	01-General Operating Fund:100- Administration	-23.75
			Birthday Supplies-Fred Meyer	01-General Operating Fund:100- Administration	-57.52
			FIB MC-GT 2/21/22-3/22/22 charges	01-General Operating Fund:100- Administration	-6.02
04/21/2022	8643 GT 2022-4		Safety Committee Lunch	01-General Operating Fund:100- Administration	-32.59
04/22/2022	1350 MB 2022-4		Ziprecruiter-RV Park Supervisor	01-General Operating Fund:700-South Beach	-120.00
			Ziprecruiter-Extra job posting slot	01-General Operating Fund:100- Administration	-149.00
			Paypal-Bank Fees	01-General Operating Fund:100- Administration	-136.90
			Intuit-IT Services	01-General Operating Fund:100- Administration	-329.94
			Card lock Companies-	01-General Operating Fund:700-South Beach	-1,967.00
			GFAO-Govt finance officers membership	01-General Operating Fund:100- Administration	-150.00
			Testing pinpad readers	01-General Operating Fund:100- Administration	-0.06
			Coffee with new staff	01-General Operating Fund:100- Administration	-14.40
04/22/2022	3459 DM 2022-4		FIB MC - DM charges	01-General Operating Fund:500-International Terminal	-180.02
04/22/2022	1335 PM 2022-4		FIB MC-PM 3/23/22-4/21/22-charges		-205.80
04/22/2022	3434 CU 2022-04		Urbach	01-General Operating Fund:700-South Beach	-88.28
04/22/2022	3426 AB 202/4		US Chef Store	01-General Operating Fund:300-Commercial Marina	-177.81
TOTAL					-3,949.40
<b>05/06/2022</b>	<b>47540</b>	<b>Hyak</b>	<b>IT services</b>		
05/15/2022	31346		IT services - MS 365, web filIT services - MS 365, w...	01-General Operating Fund:100- Administration	-5,032.00
TOTAL					-5,032.00
<b>05/06/2022</b>	<b>47541</b>	<b>Integrity Data</b>	<b>Payroll software</b>		
05/01/2022	CB04476		Monthly Base Fee & Subscription	01-General Operating Fund:100- Administration	-200.00
05/02/2022	CB04489		Proj 21-10-100-02	01-General Operating Fund:100- Administration	-3,600.00
TOTAL					-3,800.00
<b>05/06/2022</b>	<b>47542</b>	<b>Mobile Modular</b>	<b>Modular office rent</b>		
05/01/2022	2271828		Act # R1028034 10x32 Rent 4/24/22-5/23/22	01-General Operating Fund:300-Commercial Marina	-380.00
TOTAL					-380.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>05/06/2022</b>	<b>47543</b>	<b>Newport Marine &amp; RV Service Inc</b>	<b>Operating supplies</b>		
05/04/2022	235223		PO # 710559	01-General Operating Fund:700-South Beach	-118.98
TOTAL					-118.98
<b>05/06/2022</b>	<b>47544</b>	<b>Newport News-Times</b>	<b>Advertising-public notices</b>		
04/06/2022	INV132356		PO # 10241	01-General Operating Fund:100- Administration	-60.00
04/06/2022	INV132533		PO # 10241	01-General Operating Fund:100- Administration	-128.85
04/06/2022	INV136954		PO # 30364	01-General Operating Fund:100- Administration	-2.50
04/06/2022	INV136956		PO # 30364	01-General Operating Fund:100- Administration	-2.50
04/06/2022	INV137805		PO # 30364	01-General Operating Fund:100- Administration	-2.00
04/06/2022	INV137807		PO # 30364	01-General Operating Fund:100- Administration	-83.85
TOTAL					-279.70
<b>05/06/2022</b>	<b>47545</b>	<b>Newport Signs</b>	<b>Operating supplies</b>		
03/09/2022	11314		PO # 710511	01-General Operating Fund:700-South Beach	-584.00
TOTAL					-584.00
<b>05/06/2022</b>	<b>47546</b>	<b>Oregon Department of Human Services</b>	<b>Garnishment payment</b>		
04/30/2022	028505DNS21		Garnishment payment		-304.64
TOTAL					-304.64
<b>05/06/2022</b>	<b>47547</b>	<b>Oregon Department of State Lands</b>	<b>Annual DSL waterway lease fee</b>		
05/02/2022	25445		Annual DSL waterway lease fee APP0011720 (ML10...	01-General Operating Fund:300-Commercial Marina	-13,592.34
TOTAL					-13,592.34
<b>05/06/2022</b>	<b>47548</b>	<b>Orkin</b>	<b>Pest Control</b>		
05/01/2022	227718070		Pest Control	01-General Operating Fund:100- Administration	-53.33
TOTAL					-53.33
<b>05/06/2022</b>	<b>47549</b>	<b>Pacific Coast Lock &amp; Safe LLC</b>	<b>Operating supplies</b>		
04/26/2022	11386		PO # 710549	01-General Operating Fund:700-South Beach	-280.00
05/05/2022	11413		PO # 710548	01-General Operating Fund:700-South Beach	-384.00
05/05/2022	11414		PO # 710560	01-General Operating Fund:700-South Beach	-141.00
TOTAL					-805.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>05/06/2022</b>	<b>47550</b>	<b>Pacific Digital Works Inc</b>	<b>Office supplies</b>		
05/04/2022	24885		PO # 720047	01-General Operating Fund:700-South Beach	-169.00
TOTAL					-169.00
<b>05/06/2022</b>	<b>47551</b>	<b>Pioneer Connect</b>	<b>Telephone</b>		
05/01/2022	113823 05/2022		SB Office phone	01-General Operating Fund:700-South Beach	-221.84
05/01/2022	115083 5/2022		SB shop phone	01-General Operating Fund:700-South Beach	-40.68
TOTAL					-262.52
<b>05/06/2022</b>	<b>47552</b>	<b>Pioneer Printing Inc</b>	<b>Office supplies</b>		
04/21/2022	77767		PO # PO00010	01-General Operating Fund:100- Administration	-277.85
04/27/2022	77724		PO # 720044	01-General Operating Fund:700-South Beach	-28.45
05/04/2022	77994		PO # 72004	01-General Operating Fund:700-South Beach	-18.50
TOTAL					-324.80
<b>05/06/2022</b>	<b>47553</b>	<b>Platt Electric Supply Inc</b>	<b>Operating supplies</b>		
04/22/2022	2S49629		PO # PO00018	01-General Operating Fund:300-Commercial Marina	-58.57
TOTAL					-58.57
<b>05/06/2022</b>	<b>47554</b>	<b>Quadient Finance USA Inc</b>	<b>Postage</b>		
04/22/2022	April 2022		PO # 10223	01-General Operating Fund:100- Administration	-400.00
TOTAL					-400.00
<b>05/06/2022</b>	<b>47556</b>	<b>Spiro Landscaping Inc</b>	<b>RV Park Monthly Maintenance</b>		
04/26/2022	00027065		RV Park Monthly Maintenance	01-General Operating Fund:700-South Beach	-990.00
TOTAL					-990.00
<b>05/06/2022</b>	<b>47557</b>	<b>Streamline</b>	<b>Website monthly fee May 1-Jun 1/22</b>		
04/28/2022	AC7C0FE6-0018		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00



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Date	Num	Name	Memo	Class	Paid Amount
<b>05/06/2022</b>	<b>47558</b>	<b>TCB Security Services Inc.</b>	<b>Monthly Security</b>		
05/02/2022	240867		Monthly Security	01-General Operating Fund:300-Commercial Marina	-2,116.95
			Monthly Security	01-General Operating Fund:700-South Beach	-2,116.95
			Monthly Security	01-General Operating Fund:700-South Beach	-2,116.95
			Monthly Security	01-General Operating Fund:500-International Terminal	-1,121.15
TOTAL					-7,472.00
<b>05/06/2022</b>	<b>47559</b>	<b>Thompson's Nursery LLC</b>	<b>Landscaping</b>		
05/02/2022	371136		PO # 710551	01-General Operating Fund:700-South Beach	-400.00
05/04/2022	371141		PO # 710558	01-General Operating Fund:700-South Beach	-110.00
TOTAL					-510.00
<b>05/06/2022</b>	<b>47560</b>	<b>TWGW Inc NAPA Auto Parts</b>	<b>Operating supplies</b>		
04/28/2022	954161		PO # 50254	01-General Operating Fund:500-International Terminal	-29.16
05/04/2022	955548		PO # 30371	01-General Operating Fund:300-Commercial Marina	-105.98
TOTAL					-135.14
<b>05/06/2022</b>	<b>47562</b>	<b>Special Districts Insurance Services</b>	<b>Monthly health-dental-life insurance</b>		
05/01/2022	Jun Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-5,347.14
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial Marina	-3,584.48
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach	-3,545.04
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach	-2,690.34
			Monthly health-dental-life insurance	01-General Operating Fund:500-International Terminal	-1,792.24
TOTAL					-16,959.24
<b>05/13/2022</b>	<b>47563</b>	<b>Airgas USA LLC</b>	<b>Operating supplies</b>		
04/26/2022	9125237496		PO 50250	01-General Operating Fund:300-Commercial Marina	-128.49
04/27/2022	9125237497		PO 50252	01-General Operating Fund:300-Commercial Marina	-27.70
TOTAL					-156.19
<b>05/13/2022</b>	<b>47564</b>	<b>Alsco Inc</b>	<b>Shop mats</b>		
03/24/2022	LPOR2804493			01-General Operating Fund:500-International Terminal	-32.95
04/07/2022	LPOR2811804			01-General Operating Fund:500-International Terminal	-32.95
04/21/2022	LPOR2819063			01-General Operating Fund:500-International Terminal	-32.95
TOTAL					-98.85

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Date	Num	Name	Memo	Class	Paid Amount
05/13/2022	47565	Alsea Bay Power Products Inc	Lawn-landscaping tools		
05/06/2022	360888		PO # 710517	01-General Operating Fund:700-South Beach	-1,282.82
TOTAL					-1,282.82
05/13/2022	47566	Baldwin General Contracting, Inc	Project # 20033 - PON Admin Building		
04/26/2022	4		Project # 20033 - PON Admin Building 4/1/22-4/30/22	01-General Operating Fund:100- Administration	-212,108.79
TOTAL					-212,108.79
05/13/2022	47567	Barrelhead Supply Inc	Operating supplies		
05/09/2022	319176		PO # 710562	01-General Operating Fund:700-South Beach	-27.54
05/09/2022	319173		PO # 319173	01-General Operating Fund:700-South Beach	-128.62
TOTAL					-156.16
05/13/2022	47568	Bay Area Enterprises, Inc	Janitorial Services - April 2022		
04/30/2022	8265		Janitorial Services - April 2022	01-General Operating Fund:100- Administration	-742.06
			Janitorial Services - April 2022	01-General Operating Fund:300-Commercial Marina	-742.06
			Janitorial Services - April 2022	01-General Operating Fund:500-International Terminal	-742.06
			Janitorial Services - April 2022	01-General Operating Fund:700-South Beach	-8,374.61
TOTAL					-10,600.79
05/13/2022	47569	Burke, Aja	Refund		
04/28/2022	Conference Refund		Pacific Coast Congress of Harbormasters Refund	01-General Operating Fund:300-Commercial Marina	-192.50
TOTAL					-192.50
05/13/2022	47570	Carver Inc	Fuel		
05/03/2022	11590			01-General Operating Fund:700-South Beach	-19.62
TOTAL					-19.62
05/13/2022	47571	Coastal Paper & Supply Inc	Operating supplies		
05/09/2022	606215		PO # 30372	01-General Operating Fund:300-Commercial Marina	-326.38
TOTAL					-326.38

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<b>05/13/2022</b>	<b>47572</b>	<b>Dahl &amp; Dahl Inc</b>	<b>Trash disposal</b>		
05/09/2022	293820		PO # 30373	01-General Operating Fund:500-International Terminal	-285.10
TOTAL					-285.10
<b>05/13/2022</b>	<b>47573</b>	<b>De Lage Landen Financial Services, Inc</b>	<b>Office equipment lease</b>		
05/07/2022	76318296		5/1/2022-5/31/2022 5/1/2022-5/31/2022	01-General Operating Fund:100- Administration 01-General Operating Fund:700-South Beach	-320.00 -320.00
TOTAL					-640.00
<b>05/13/2022</b>	<b>47574</b>	<b>Harvey's Lock &amp; Key</b>	<b>Operating supplies</b>		
04/28/2022	23773		PO # 30365	01-General Operating Fund:300-Commercial Marina	-149.50
TOTAL					-149.50
<b>05/13/2022</b>	<b>47575</b>	<b>HR Answers Inc</b>	<b>Professional Services</b>		
04/01/2022	50967		Professional Services	01-General Operating Fund:100- Administration	-5,760.00
TOTAL					-5,760.00
<b>05/13/2022</b>	<b>47576</b>	<b>KOPIS</b>	<b>Accounting software</b>		
04/30/2022	PCINV05721		BC Implementation/Pacsoft	01-General Operating Fund:100- Administration	-6,191.25
04/30/2022	PCINV05725		Annual Subscription 3/31/22-3/31/23	01-General Operating Fund:100- Administration	-5,790.00
TOTAL					-11,981.25
<b>05/13/2022</b>	<b>47577</b>	<b>Lincoln County Public Works</b>	<b>Fuel for trucks</b>		
05/01/2022	6302		Fuel for trucks -SB Act # 971-Fuel for trucks	01-General Operating Fund:700-South Beach 01-General Operating Fund:500-International Terminal	-178.05 -162.21
TOTAL					-340.26
<b>05/13/2022</b>	<b>47578</b>	<b>MacPherson Gintner &amp; Diaz</b>	<b>Legal services</b>		
04/30/2022	82343		2522.01 General Business-PG	01-General Operating Fund:100- Administration	-937.50
TOTAL					-937.50

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<b>05/13/2022</b>	<b>47579</b>	<b>Pro Training LLC</b>	<b>Crane Operator Safety Training Class</b>		
04/15/2022	22003		Crane Operator Safety Training Class - 4/7/22 Crane Operator Safety Training Class - 4/7/22	01-General Operating Fund:300-Commercial Marina 01-General Operating Fund:500-International Terminal	-1,150.00 -350.00
TOTAL					-1,500.00
<b>05/13/2022</b>	<b>47580</b>	<b>Sequoia Consulting</b>	<b>Grants - 4/20/22 &amp; 4/21/22</b>		
05/05/2022	61		Grants - 4/20/22 & 4/21/22	01-General Operating Fund:100- Administration	-150.00
TOTAL					-150.00
<b>05/13/2022</b>	<b>47581</b>	<b>Suburban Propane</b>	<b>Operating supplies</b>		
04/30/2022	166593		Act # 1568-103888	01-General Operating Fund:700-South Beach	-255.77
TOTAL					-255.77
<b>05/13/2022</b>	<b>47582</b>	<b>Summit Public Relations Strat LLC</b>	<b>Communication support services</b>		
05/02/2022	749		Communication support services/Jan 2022	01-General Operating Fund:100- Administration	-3,825.00
TOTAL					-3,825.00
<b>05/13/2022</b>	<b>47583</b>	<b>Thompson's Sanitary Service Inc</b>	<b>Trash disposal</b>		
04/30/2022	12058 2022-4		Trash disposal - Int'l Terminal	01-General Operating Fund:500-International Terminal	-1,544.24
04/30/2022	13499 2022-4		Trash Compactor - CM Trash disposal	01-General Operating Fund:300-Commercial Marina	-1,633.36
04/30/2022	12514 2022-4		Trash disposal - SBOP	01-General Operating Fund:700-South Beach	-5,024.53
TOTAL					-8,202.13
<b>05/13/2022</b>	<b>47584</b>	<b>Toyota Lift NW</b>	<b>Repair &amp; Maintenance</b>		
04/29/2022	74000245		PO # 710547	01-General Operating Fund:700-South Beach	-933.14
TOTAL					-933.14
<b>05/13/2022</b>	<b>47585</b>	<b>Wells Fargo Financial Leasing</b>	<b>Office equipment lease</b>		
05/02/2022	5020027198		603-0208292 Copier Leases - North Office 603-0208292 Copier Leases - SB Office	01-General Operating Fund:100- Administration 01-General Operating Fund:700-South Beach	-141.50 -141.50
TOTAL					-283.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>05/20/2022</b>	<b>47586</b>	<b>Amazon Capital Services Inc</b>	<b>Office and operating supplies</b>		
05/01/2022	11H1-QYW7-JGQ3		PO # 710544	01-General Operating Fund:700-South Beach	-466.77
05/01/2022	1XGR-33R9-DHT4		PO # 710542	01-General Operating Fund:700-South Beach	-229.85
TOTAL					-696.62
<b>05/20/2022</b>	<b>47587</b>	<b>Business Oregon - IFA</b>	<b>Debt service 655-41-1230000927</b>		
04/01/2022	65541 2022-04		Debt service 655-41-1230000927	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
<b>05/20/2022</b>	<b>47588</b>	<b>Central Lincoln PUD</b>	<b>Work Order 324446-600 SE Bay Blvd</b>		
05/15/2022	324446		Primaary line exension, transformer, meter-600 SE ...	01-General Operating Fund:100- Administration	-6,350.17
TOTAL					-6,350.17
<b>05/20/2022</b>	<b>47589</b>	<b>Century Link</b>	<b>Telephone</b>		
05/17/2022	541-265-4235 840B		May 2022 - Telephone Monthly Charges	01-General Operating Fund:100- Administration	-40.41
TOTAL					-40.41
<b>05/20/2022</b>	<b>47590</b>	<b>Clean Way Environmental Partners Inc</b>	<b>Repair &amp; Maintenance</b>		
05/16/2022	19054945		PO # 50257	01-General Operating Fund:500-International Terminal	-114.00
			PO # 50257	01-General Operating Fund:500-International Terminal	-24.21
TOTAL					-138.21
<b>05/20/2022</b>	<b>47591</b>	<b>Coastal Paper &amp; Supply Inc</b>	<b>Operating supplies</b>		
05/17/2022	606508		PO # 30372	01-General Operating Fund:300-Commercial Marina	-113.80
TOTAL					-113.80
<b>05/20/2022</b>	<b>47592</b>	<b>Coastal Refrigeration Heating &amp; AC, Inc.</b>	<b>Repairs &amp; Maintenance</b>		
05/13/2022	i3418		PO710563: scheduled maintenance	01-General Operating Fund:700-South Beach	-140.00
TOTAL					-140.00
<b>05/20/2022</b>	<b>47593</b>	<b>Copeland Lumber Yards Inc</b>	<b>Operating supplies</b>		
05/11/2022	2205-282976		PO # 30374	01-General Operating Fund:300-Commercial Marina	-35.14
TOTAL					-35.14

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<b>05/20/2022</b>	<b>47594</b>	<b>Dahl &amp; Dahl Inc</b>	<b>Trash disposal</b>		
05/13/2022	294188		PO # 30375	01-General Operating Fund:500-International Terminal	-288.55
TOTAL					-288.55
<b>05/20/2022</b>	<b>47595</b>	<b>Englund Marine Supply Co Inc</b>	<b>Operating supplies</b>		
05/17/2022	995641/6		PO # 30380	01-General Operating Fund:700-South Beach	-104.44
TOTAL					-104.44
<b>05/20/2022</b>	<b>47596</b>	<b>Harris, Jamie</b>	<b>Customer refund</b>		
05/15/2022	Refund		Refund RV65 5/17/22-5/19/22	01-General Operating Fund:700-South Beach	-196.13
TOTAL					-196.13
<b>05/20/2022</b>	<b>47597</b>	<b>MacPherson Gintner &amp; Diaz</b>	<b>Legal services</b>		
05/01/2022	82342		2522.114 CPT RL-PG Svc date 4/30/22	01-General Operating Fund:100- Administration	-1,335.00
TOTAL					-1,335.00
<b>05/20/2022</b>	<b>47598</b>	<b>MASA - Medical Air Services Association</b>	<b>Payroll deductions</b>		
04/30/2022	1256830		May 2022	01-General Operating Fund:100- Administration	-14.00
TOTAL					-14.00
<b>05/20/2022</b>	<b>47599</b>	<b>Mobile Modular</b>	<b>Modular office rent</b>		
05/14/2022	2279444		Act # R1028034 24x60 Rent 5/14/22 - 6/12/22	01-General Operating Fund:300-Commercial Marina	-1,200.00
TOTAL					-1,200.00
<b>05/20/2022</b>	<b>47600</b>	<b>Newport News-Times</b>	<b>Legal notices</b>		
05/13/2022	102501 2022 5		Budget Hearing Notice	01-General Operating Fund:100- Administration	-375.00
TOTAL					-375.00
<b>05/20/2022</b>	<b>47601</b>	<b>Oregon Business Development Dept - OBDD</b>	<b>Loan # 655-36-02 Q1001</b>		
05/20/2022	655-36-02 2022-06		Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-5,768.03
			Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-2,031.97
TOTAL					-7,800.00

**PON - General Operatind Fund  
Accounts Paid Report  
May 2022**

Date	Num	Name	Memo	Class	Paid Amount
05/20/2022	47602	Oregon Department of Agriculture	Fuel Meter Annual Lease SB		
05/20/2022	230255		Fuel Meter Annual Lease SB: Device 1 Fuel Meter Annual Lease SB: Device 2	01-General Operating Fund:700-South Beach 01-General Operating Fund:700-South Beach	-376.00 -135.00
TOTAL					-511.00
05/20/2022	47603	Oregon Department of Human Services	Garnishment payment		
05/15/2022	028505DNS21		Garnishment payment		-286.28
TOTAL					-286.28
05/20/2022	47604	Toyota Industries Commercial Finance Inc	Debt service - 2017 CM Forklift		
05/14/2022	4003482445		2017 CM Forklift - Principal 2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial Marina 01-General Operating Fund:300-Commercial Marina	-649.21 -10.34
TOTAL					-659.55
05/20/2022	47605	Toyota Lift NW	Repair & Maintenance		
05/15/2022	14808634		Serial # 8FGU18-35411	01-General Operating Fund:300-Commercial Marina	-161.09
TOTAL					-161.09
05/20/2022	47606	Tucker, Gloria	Expense reimbursements		
05/20/2022	Refund		Water/Commission Meeting Lunch/Safety Committee	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-15.58 -34.73
TOTAL					-50.31
05/20/2022	47607	TWGW Inc NAPA Auto Parts	Operating supplies		
05/13/2022	957615		PO710567: oil filter, tools	01-General Operating Fund:700-South Beach	-98.25
TOTAL					-98.25
05/23/2022	47608	Voya (State of Oregon Plan)	Employee contributions		
04/29/2022	41		Harris 3/15/22	01-General Operating Fund:100- Administration	-105.00
04/29/2022	46		Durkee 4/15/22	01-General Operating Fund:100- Administration	-25.00
04/29/2022	99		Harris 3/31/22	01-General Operating Fund:100- Administration	-105.00
04/29/2022	45		Harris 4/15/22	01-General Operating Fund:100- Administration	-105.00
04/30/2022	38		Harris 4/30/22 Durke 4/30/22		-105.00 -25.00
TOTAL					-470.00

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**PON - General Operatind Fund  
Accounts Paid Report  
May 2022**

Date	Num	Name	Memo	Class	Paid Amount
<b>05/27/2022</b>	<b>47609</b>	<b>Amazon Capital Services Inc</b>	<b>Office and operating supplies</b>		
04/28/2022	1G6R-XNHD-1WQP		PO # 00016-aCT # 1G6R-XNHD-1WQP	01-General Operating Fund:100- Administration	-84.72
05/02/2022	1RN3-TNMQ-CVYJ		Act # A1FGJV116UT7J7 /PO# 710550	01-General Operating Fund:700-South Beach	-364.39
05/03/2022	11CJ-K6CC-6HDW		Act # A1FGJV116UT7J7	01-General Operating Fund:700-South Beach	-338.03
05/27/2022	1RN3-TNMQ-1GFQ		PO # 00014	01-General Operating Fund:100- Administration	-478.00
TOTAL					-1,265.14
<b>05/27/2022</b>	<b>47610</b>	<b>Barrelhead Supply Inc</b>	<b>Operating supplies</b>		
05/16/2022	319527		PO # 710568	01-General Operating Fund:700-South Beach	-254.83
05/17/2022	319538		PO # 710569	01-General Operating Fund:700-South Beach	-46.99
05/18/2022	319629		PO # 710571	01-General Operating Fund:700-South Beach	-60.47
05/19/2022	319677		PO # 710572	01-General Operating Fund:700-South Beach	-299.39
05/20/2022	319743		PO # 30384	01-General Operating Fund:300-Commercial Marina	-15.96
05/23/2022	319792		PO # 30385	01-General Operating Fund:300-Commercial Marina	-15.96
05/23/2022	319808		PO # 30385	01-General Operating Fund:300-Commercial Marina	-18.15
TOTAL					-711.75
<b>05/27/2022</b>	<b>47611</b>	<b>Carver Inc</b>	<b>Fuel</b>		
05/23/2022	14802		Fuel	01-General Operating Fund:300-Commercial Marina	-118.41
TOTAL					-118.41
<b>05/27/2022</b>	<b>47612</b>	<b>Century Link</b>	<b>Telephone</b>		
05/20/2022	541-574-1053-245B 05		May 2022	01-General Operating Fund:100- Administration	-40.41
TOTAL					-40.41
<b>05/27/2022</b>	<b>47613</b>	<b>City of Newport Room Tax</b>	<b>Transient room tax - April 2022</b>		
05/27/2022	CON Rm Tax 2022-4		Transient room tax - April 2022	01-General Operating Fund:700-South Beach	-6,916.81
TOTAL					-6,916.81
<b>05/27/2022</b>	<b>47614</b>	<b>Dahl &amp; Dahl Inc</b>	<b>Trash disposal</b>		
05/23/2022	294366		PO # 30381	01-General Operating Fund:300-Commercial Marina	-205.18
TOTAL					-205.18
<b>05/27/2022</b>	<b>47615</b>	<b>Englund Marine Supply Co Inc</b>	<b>Operating supplies</b>		
05/19/2022	995749/6		PO # 30383	01-General Operating Fund:300-Commercial Marina	-65.09
TOTAL					-65.09



**PON - General Operatind Fund  
Accounts Paid Report  
May 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>05/27/2022</b>	<b>47616</b>	<b>Hyak</b>	<b>IT services</b>		
05/23/2022	31608		Wifi Upgrade	01-General Operating Fund:700-South Beach	-42,977.18
05/23/2022	31602-fd-14040		South Beach Cameras	01-General Operating Fund:700-South Beach	-541.50
TOTAL					-43,518.68
<b>05/27/2022</b>	<b>47617</b>	<b>Idea Print Works Inc</b>	<b>Clothing for Port employees</b>		
05/20/2022	13156		PO10251: Port clothing	01-General Operating Fund:100- Administration	-318.55
			PO10251: Port clothing	01-General Operating Fund:300-Commercial Marina	-1,062.00
			PO10251: Port clothing	01-General Operating Fund:500-International Terminal	-356.70
			PO10251: Port clothing	01-General Operating Fund:700-South Beach	-1,159.50
TOTAL					-2,896.75
<b>05/27/2022</b>	<b>47618</b>	<b>Industrial Welding Supply Inc</b>	<b>Welding suuplies</b>		
05/17/2022	00252459		PO710570: gloves and acetylene exchange	01-General Operating Fund:700-South Beach	-67.42
TOTAL					-67.42
<b>05/27/2022</b>	<b>47619</b>	<b>Mobile Modular</b>	<b>Modular office rent</b>		
05/24/2022	2282805		Act # R1028034 10x32 Rent 5/24/22-6/22/22	01-General Operating Fund:300-Commercial Marina	-380.00
TOTAL					-380.00
<b>05/27/2022</b>	<b>47620</b>	<b>Newport Rental Service</b>	<b>Equipment rental</b>		
05/24/2022	140699		PO50263: equipment rental	01-General Operating Fund:500-International Terminal	-71.96
TOTAL					-71.96
<b>05/27/2022</b>	<b>47621</b>	<b>NW Natural</b>	<b>Natural gas</b>		
05/18/2022	1584562-1 22 6		Natural gas	01-General Operating Fund:100- Administration	-2.78
TOTAL					-2.78
<b>05/27/2022</b>	<b>47622</b>	<b>Pacific Digital Works Inc</b>	<b>Design work</b>		
05/17/2022	24962		PO10255: design work for coin	01-General Operating Fund:100- Administration	-216.00
TOTAL					-216.00

**PON - General Operatind Fund  
Accounts Paid Report  
May 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
05/27/2022	47623	Pioneer Printing Inc	Operating supplies		
05/20/2022	77885		PO10257: ticket books	01-General Operating Fund:100- Administration	-989.70
TOTAL					-989.70
05/27/2022	47624	Platt Electric Supply Inc	Electrical supplies		
05/19/2022	2076922		PO30382: electrical supplies	01-General Operating Fund:300-Commercial Marina	-53.09
TOTAL					-53.09
05/27/2022	47625	Road & Driveway Co Inc	00-PORTNPT-PO # 30370		
05/13/2022	0028873-IN		00-PORTNPT-PO # 30370	01-General Operating Fund:300-Commercial Marina	-439.44
TOTAL					-439.44
05/27/2022	47626	True Cut Engraving			
05/23/2022	3436		PO10258: retirement gift	01-General Operating Fund:100- Administration	-115.00
TOTAL					-115.00
05/27/2022	47627	Verizon Wireless	Port cell phones and MiFi		
05/12/2022	9906339955		Port cell phones and MiFi	01-General Operating Fund:100- Administration	-215.20
			Port cell phones and MiFi	01-General Operating Fund:300-Commercial Marina	-73.72
			Port cell phones and MiFi	01-General Operating Fund:500-International Terminal	-73.72
			Port cell phones and MiFi	01-General Operating Fund:700-South Beach	-86.99
TOTAL					-449.63
05/27/2022	47628	Western States Electrical Const Inc	Temp Power -Job Trailer		
05/18/2022	21540C		SC-006/PON Temp Power -Job Trailer	01-General Operating Fund:100- Administration	-798.00
TOTAL					-798.00
05/27/2022	47681	Barrelhead Supply Inc	Operating supplies		
05/27/2022	320070		PO710576: eye bolts, clips for hainging sign	01-General Operating Fund:700-South Beach	-58.12
TOTAL					-58.12

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**PON - General Operatind Fund**  
**Accounts Paid Report**  
**May 2022**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
05/27/2022	47682	Newport Rental Service	Equipment		
06/15/2022	141029		PO50266: belt 6/1/2022	01-General Operating Fund:700-South Beach	-32.99
TOTAL					-32.99

# OLD BUSINESS

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**DATE:** June 19, 2022  
**RE:** Facilities Code Changes  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

---

## **BACKGROUND**

I have recommended several changes to the Port Facilities Code. Generally, these changes are being recommended so that we can more firmly respond to Port users who outwardly challenge the authority of the Port to require the public to adhere to the code itself.

## **DETAIL**

Particularly over the past two years, we have encountered a large number of people who respond to reasonable requests or requirements within the facilities code with a challenge to our security personnel and staff. We have also had repeated situations, particularly in the Commercial Marina where users have been directed to move under the Port Facilities Code, but refuse to do so and are willing to pay the civil penalty and continue to disregard the direction of staff. They do this because the penalty is not high enough to compel compliance. Under the current penalties, this may become even more common as the Port transitions to assigned moorages.

In response to this issue, I recommend that we re-classify the civil penalty for failure to comply with a relocation order from a Class B to a Class A civil penalty in the code. Additionally, I recommend adding the section giving the Harbormaster the authority to direct vessels to move to the Harbormaster in South Beach (it already exists for the Commercial Marina; I made a few edits and recommend adding it in South Beach as well).

In response to a growing number of Port users who threaten others and who threaten staff and security personnel, I recommend clarifying in the code that those who threaten others may be excluded from Port Property. This is not a change in practice, rather it simply clarifies in the Code what we are doing.

Overall, we are encountering more Port users who refuse to follow the Facilities Code all around the Port and we need to be sure our Code has sufficient enforcement consequences to compel compliance.

## **RECOMMENDATION**

I RECOMMEND A MOTION TO READ BY TITLE ONLY AND ADOPT ORDINANCE NO. 2022-01 REVISIONS TO PORT FACILITY CODE AND ADDITION OF MOORAGE SECTION.

**PORT OF NEWPORT  
ORDINANCE NO. 2022-01  
AN ORDINANCE REGARDING REVISIONS TO THE PORT FACILITY CODE AND  
ADDITION OF MOORAGE SECTION**

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

WHEREAS, it is in the best interest of the citizens of the district of this Port and the public generally to have certain ordinances and regulations regarding and relating to the public process of policy development codified; and

WHEREAS, Ordinance No. 1-2013, adopted on May 28, 2013, created the Port Facilities Code.

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

Amend Section 1.3 Purpose and Scope to

“The purpose of these rules and regulations is to secure the most effective control and management of the harbor properties and facilities of the Port of Newport. **Adherence to these rules and regulations is considered to be a condition of use and access to Port facilities.**”

Amend Section 2.24 Denial of Services to

~~“(i) A person may appeal the denial of services under this section as provided in §7.1 below. Any person who threatens others with physical violence or who disrupts the safety of operations, Port employees, or Port users may be excluded from Port Facilities by the General Manager’s designee.~~

**(j) A person may appeal the denial of services or access under this section as provided in §7.1 below.”**

Amend Section 4.22(d) to

“The Harbor Master **or designee** may instruct any vessel making such contact to moor at a specific location or berth, and the Owner or Operator shall moor the vessel in the assigned location.”

Amend Section 4.22(f) to

“The Harbor Master **or designee** may order the movement and relocation of any vessel moored in the Commercial Marina when necessary for the efficient utilization and/or operation of moorage facilities within the Port.”

Amend Section 4.22(f)(2) to

“It is a ~~Class B~~ **Class A** Violation of this Code for a vessel to fail to comply with a relocation order within four hours of its being orally conveyed to the contact person, Operator or Owner, or posted on the vessel.”

Add Section 5.30 Moorage

### **5.30 Moorage**

- (a) The Harbor Master is responsible for ensuring the efficient use of Port moorage facilities at the Recreational Marina.
- (b) No person may moor any vessel in a location not designated for that vessel's length without the consent of the Harbor Master or prior arrangements with the Marina Office.
- (c) Any vessel not registered with the Port wishing to moor at the Recreational Marina shall attempt to contact the Marina Office prior to arrival and making fast to Port moorage facilities.
- (d) The Harbor Master may instruct any vessel making such contact to moor at a specific location or berth, and the Owner or Operator shall moor the vessel in the assigned location.
- (e) If the Owner or Operator of any unregistered vessel is unable to contact the Port prior to arrival and making fast to Port moorage facilities, the vessel may, subject to the provisions of this Code and Chapter moor at J Dock at a location appropriate for its size.
- (f) The Harbor Master or Marina Office may order the movement and relocation of any vessel moored in the Commercial Marina when necessary for the efficient utilization and/or operation of moorage facilities within the Port.
  - (1) Such order is to be accomplished by contacting the contact person designated in the Moorage License Agreement for the vessel and, if the contact person is unavailable, the Owner or Operator, if different the Owner. If the Port is unable to reach either the contact person, Operator or Owner, the order may be made by posting notice upon the vessel. The contact shall be made by any method designated in the Moorage License Agreement other than by mail.
  - (2) It is a Class A Violation of this Code for a vessel to fail to comply with a relocation order within four hours of its being orally conveyed to the contact person, Operator or Owner, or posted on the vessel.
  - (3) A moorage licensee violates this Code if the Contact Person designated in the MLA is unavailable, regardless if contact is made with the vessel's Operator or Owner.

# OLD BUSINESS

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**DATE:** June 23, 2022  
**RE:** PD5 & 3 Electrical Project  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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## **BACKGROUND**

Just prior to beginning production on the marine power pedestals the Port ordered for the rewiring of Port Docks 5 and 3, a number of Commercial Marina users began to voice concerns about the amperage increasing to 50 amp service. The main concern was that if we increase to 50 amp service at the pedestal, vessel owners would incur considerable cost to change isolation transformers and hardware to be compatible.

## **DETAIL**

The manufacturer was at an advantageous point to make some simple changes in the order, so after consulting with our engineer and getting him in touch with local users, they determined that we could move forward with increasing capacity to the docks but install 30 amp breakers and receptacles. The manufacturer will provide us with the 50 amp breakers and hardware to keep on hand so that those who want to upgrade to 50 amp service at the receptacle have the option to do that. The Port will install those at the pedestal upon request. With assigned moorages, those who make that choice will be able to have the service they request. The new pedestals have the capability to be remotely secured or energized by computer at the Port Office. This will also increase motivation for Port users to move to their assigned places in the Marina.

There are many different ways the Port could reconfigure the docks, and different people have very different opinions on what is best. I believe that using this configuration presents the highest degree of flexibility and will present the most options to users while protecting the Port's assets. It's the best balance of providing what various users want while upgrading our pedestals. This will be a change in our order with Eaton, but there are cost savings that will benefit the project because we will have to replace fewer conductors.

After a season of delays due to supply chain issues and accommodating the timeline needs of the supplier, we are ready to change our order to reflect this design change.

## **BUDGET IMPACTS**

The change to the pedestals will cost the Port an additional \$10,345.06 to purchase the 30 amp breakers and receptacles, but we are gaining the capability to switch the hardware based on the needs of the moorage holder. The cost of the new order of pedestals will be \$113,938.66.

**RECOMMENDATION**

I RECOMMEND A MOTION AUTHORIZING THE GM TO INCREASE THE POWER PEDESTAL ORDER WITH EATON BY \$11,500 (includes contingency) TO COVER THE COST OF 30 AMP BREAKERS AND RECEPTACLES.



# STAFF REPORT

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**DATE:** June 28, 2022  
**RE:** Strategic Communications Contract with Summit *Public Relations Strategies, LLC*  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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## **BACKGROUND**

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

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

We have enough fund budgeted under Professional Services for additional communication work for this year, as approved by the Commission. Our budget for this year is only \$2,000 higher than last year, which is reasonable considering the additional amount of work and inflation. There is still a lot of work to be done in maintaining our outreach with the community. I would like to continue to engage Summit in providing communications for the Port, as provided on the attached proposal.

## **RECOMMENDATIONS**

I recommend "a motion to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$25,800 plus another 10% contingency."

# Communication Update: Port of Newport 2021-2022

By Angela Nebel, Summit Public Relations Strategies LLC June 16, 2022

Thank you for the opportunity to share the important work of the Port of Newport with stakeholders, port district residents, and the community at large. In the report that follows, I have outlined some of the outreach performed on behalf of the Port. In order to share these messages, I have visited various Port facilities, taken photographs, interviewed individuals, and gathered and disseminated information to build what I hope is a solid base of information for Port District residents.

Additionally, I have provided other creative support. For instance, we created some advertising for the Pacific Maritime Expo publication this year, as well as a flyer for distribution at the event. Both of these items promoted the International Terminal as a multi-use shipping facility. On occasion, Summit coordinates media opportunities for the Port and throughout the year provides consultation to the Port staff whenever needed regarding communication and building public awareness of Port efforts.

The following is a snapshot of the work performed by Summit on behalf of the Port of Newport over the past year.

## NEWS RELEASES

Since June 1, 2021, Summit has generated **17 press releases** covering a variety of topics. Most of these releases were sent to local media within the Port District, with one written for the Pacific Maritime Expo publication. Media outlets continue to be receptive to our submissions. An overwhelming majority are published in the Newport News-Times and NewsLincolnCounty.com. With a new person handling the news broadcasts for YBC radio stations, our representation on those stations has also grown stronger over the past year.



## COMMUNITY NEWSLETTER

The Port's community newsletter (Harbor News) was produced in October of 2021 and again in June of 2022, and sent out via US Mail. The circulation was increased to include Seal Rock and Otter Rock areas, which means the most recent edition went to **8,781 households**. The twice-annual publication allows the Port to reach district residents who don't follow local media and otherwise get very little information about the Port's activities. Once again, our focus was on updating the community on projects around the Port campus, sharing changes in policy that might impact local users, and sharing some of the growth experienced by Port leaseholders.



## SOCIAL MEDIA

We continue to utilize your social media accounts to share information about the Port and your following continues to grow. Over the past year, we have added nearly 1,000 new followers. Here is a brief snapshot of the growth experienced by Facebook.com/PortofNewport

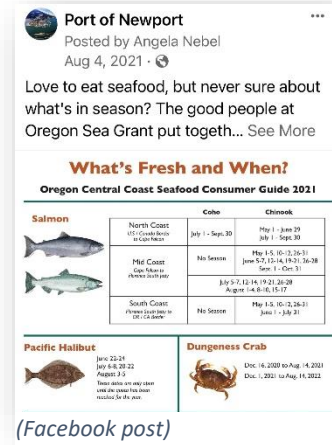
June 1, 2019 702 likes  
 March 23, 2020 1,685 likes  
 June 14, 2021 3,401 likes (3,722 followers)  
**June 16, 2022 4,207 likes (4,701 followers)**

Over the past year, we have begun to track followers, since Facebook has announced it will be phasing away from “likes” for business pages and track only “followers” in the future.

As you can see, our following has grown by 26% in the past year alone. We continue to see a healthy page reach and engagement among those who follow the Port’s page. All reach and growth is organic, since we have not invested any advertising dollars into boosting any posts.

The Port’s social media not only helps district residents and visitors understand the work of the Port, but it also provides a public service. The post with the largest reach in the past year was a simple post that promoted the Oregon Sea Grant flyer explaining the seasons for Oregon coast fish. That post reached nearly 30,000 unique visitors, and more than 1,100 of those visitors liked, commented, or shared the post.

The Port also operates a secondary Facebook page specific to the RV Park and Marina. (Facebook.com/PortofNewportRVandMarina) That page has a different target audience, appealing more to the seasonal visitors to the RV park and out-of-towners who utilize the marina. Although it has a considerably smaller reach than the main Port page, it, too, has experienced growth.



March 2020 161 likes  
 June 2021 237 likes (257 followers)  
**June 2022 307 likes (329 followers)**

Similarly, your Instagram presence continues to grow, logging a 51% increase in followers over the past year.

June 1, 2019 less than 50 followers  
 March 23, 2020 148 followers  
 June 14, 2021 827 followers  
**June 16, 2022 1,249 followers**

(Instagram Posts)



## **WEBSITE: PORTOFNEWPORT.COM**

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

## **LOOKING FORWARD**

As we look forward into the coming year, it is clear that the Port is pursuing a variety of important projects. The possibility of new endeavors at the International Terminal, the pursuit of funding for Port Dock 7, the grand opening of a new administration building, and a variety of other organizational goals will all lend themselves to consistent, informative outreach. The Port of Newport leadership has made transparency and openness a high priority and it is my goal to continue to help in those efforts in whatever way possible.

Again, thank you for your business and for the opportunity to share the positive progress of the Port of Newport. I look forward to the coming year.

*Agreement for Contract Services*

**Port of Newport**  
*Public Relations Consulting & Support*

effective July 1, 2022

**SUMMIT**   
Public Relations Strategies, LLC

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

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

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### Scope of Services:

Summit is engaged to continue the communication strategies outlined in the attached Communication Update. This includes writing and coordinating the production of a community newsletter, writing monthly press releases, pitching and/or writing special interest stories, providing social media support, utilizing email to update stakeholders and community partners, and generally providing communication consultation as needed.

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

### Financial Arrangement:

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

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

The budget cap for this contract is set at \$25,800, which includes the engagement of outside services as necessary. Total invoicing related to the scope of work outlined during the duration of this agreement shall not exceed that amount, unless mutually agreed upon in advance by both parties.

The estimated breakdown of expenditures is:

Summit ongoing consulting - \$15,000  
Printing & Postage (2 newsletters) - \$8,000  
Design (newsletters plus misc additional hand-outs) \$2,300  
Email Marketing Vendor (ex: Constant Contact) - \$200  
Miscellaneous photography - \$300

In the event that outside services are directly billed to the Client, the invoiced amount will be deducted from this financial agreement and no overhead markup will be charged. If Summit pays third party vendors, a 10% markup will apply.

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

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

### Agreement Timeline:

This agreement shall be effective from July 1, 2022 through June 30, 2023. In the event that either party wishes to cancel this agreement, written notice of 30 days is expected. Notice shall be between the parties executing this agreement.

### Terms & Conditions:

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

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

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

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

Acceptance:

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

*For Summit Public Relations Strategies:*



\_\_\_\_\_  
Angela B. Nebel, Principal

Date: June 28, 2022

*For Port of Newport:*

\_\_\_\_\_  
Paula Miranda, General Manager

Date: \_\_\_\_\_



# STAFF REPORT

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**DATE:** *June 28, 2022*  
**RE:** *Rondys' Second Addendum to Lease*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

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## **BACKGROUND**

The Port currently leases property from Rondys to store dredge material for \$1.00 per year. The lease expires on June 24, 2022. Rondys agreed to continue to lease the property to the Port for an additional 6 months until the Port is able to remove the remaining material. Rondys has also agreed to allow the Port to store trailers on 10,000 sf of the leased premises until expiration date.

## **RECOMMENDATION**

I recommend "A MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE SECOND ADDENDUM TO LEASE AS PRESENTED."

**SECOND ADDENDUM TO LEASE**

This Addendum to Lease made this \_\_\_ day of \_\_\_\_\_, 2022, by and between Rondys, Inc., a Washington corporation, hereinafter called "Lessor" or "Rondys", and the Port of Newport, a municipal corporation of the State of Oregon, hereinafter called "Lessee" or "Port".

**RECITALS:**

- A. Previously, the parties hereto entered into a Lease Agreement dated June 25, 2012. The current lease expires June 24, 2022.
- B. The parties hereto also entered into an addendum of that lease agreement dated October 17, 2018.

**AGREEMENT TO EXTEND**

- 1. The parties agree to extend the term of the lease until December 24, 2022. Beyond that date, no additional lease extensions or renewals are contemplated or expected by the parties.
- 2. Base rent remains \$1.00 per year.
- 3. The Port is allowed to use an approximate 10,000 square feet of the lease premises to store trailers in addition to the current use.
- 4. Except as specifically modified above, the Lease Agreement dated June 25, 2012, and the Addendum dated October 17, 2018 are ratified and reaffirmed in all other respects.

PORT OF NEWPORT

RONDYS, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: General Manager

Its: President

STATE OF OREGON            )  
   ) ss:  
 County of Lincoln            )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 by Paula Miranda, General Manager of the Port of Newport, an ORS 777 Municipal Corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public for Oregon



# GENERAL MANAGER MONTHLY REPORT

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**DATE:** 06/28/22  
**PERIOD:** 05/19/22 – 06/24/22  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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## OVERVIEW

This has been a very challenging month as we had a combination of folks being on vacation, loss of employees and some COVID exposures. We also had two sunken vessels, one on each side of the marina. I appreciate our staff working together to get through the challenges.

In both sunken vessels' situation, the responsibility and liability lied entirely on the vessels' owners. However, Port staff still had to respond and take some actions, including cutting part of the dock at Port Dock 5. In both situations the vessels were refloated and taken out of the marina for repairs. We have hired a contractor to do inspections to assess the state of the dock. We are currently waiting for the report, but we have been told the dock is repairable, but we don't know yet how much it will costs. We expect all costs associated with this incident to be charged to the owner's insurance, including our staff time.

Our new reservation system is online. However, we are still having all kinds of issues, which staff is diligently trying to correct it with the help of the consultant.

We learned that we would know if we received the MARAD grant by early Fall. We just learned that renting equipment that longshoremen can operate is quite challenging, which shows more than ever how important it is that we have our own equipment. The Port may end up having to rent the equipment until we have our own and pass that on to the customer. We should have something to the commission on this soon. We may need an approval for the rental equipment if we want to move forward with our cargo trial this Summer.

The Admin Building continues to move along on budget. We are moving forward with the rentable space, which should be completed with the rest of the building by the end of the year. The worst-case scenario is to be completed by December, but we hope that we will stay close to schedule and be completed sometime in October/November. If commissioners wish to get a tour of the building as it stands, please let me know and I will try to schedule it.

Regarding the Commercial Marina Channel Dredging, design work is getting down to specifics and an eelgrass survey will commence shortly in the Commercial Marina.

An RFQ was sent out to start work on PD7 Planning. We are still awaiting qualifications from engineers. After further discussions with EDA, it doesn't seem like we would be able to obtain a technical grant for the time anticipated, unless we decide to delay the project for another year, which is not ideal. Plus, we

don't want to lose the two grants we already received. That means the Port may have to match the remainder \$200K.

You have a staff report on Port Dock 5 & 3 regarding the pedestals.

We completed the PD7 resurfacing, which looks quite nice and will also provide for a nice space for the Seafood Cookoff on July 23rd. Paving is expected by Fall.

As discussed before, lot storage continues to be a challenge at our commercial docks, especially with some loss of space during the construction of the Admin Building. We will need to evaluate our spaces, if demand continues to increase.

The assigned moorage at the Commercial Marina is on hold until we handle the vacancy of the harbormaster and hire a wharfinger.

RFQs went out for the RORO Dock Piling Assessment at NIT. The port received qualifications from four interested engineering firms and we are now evaluating.

We have completed the repair to the end tie at B Dock at South Beach Marina.

OSMB has completed removal of the 12 derelict vessels at South Beach Marina.

The Port has created a new boat trailer storage area, which seems to be working for customers. We will continue to improve the lot and add a fence for future use.

We are also trying to add additional parking spaces near the dredge spoils. Meanwhile, we are set to start the process of incorporating paid parking. We discussed the issue with Rogue and came up with a plan that seems to work.

We have been trying to address the South Beach totes as much as possible with halibut fishing being allowed 7 days a week, which creates bigger loads and more work to empty it and clean it.

Financials are overall favorable. We are continuing to monitor inflation impacts, but so far it has not majorly impacted the Port. We are still busy; RV park is still full and customers are still looking for Port services.

### **Meetings/Trainings/Summits:**

- 05/20/22 - Call with PNWA
- 05/24/22 - Call with Hampton
- 05/24/22 - Commission Meeting
- 05/25/22 - YBEF Board Meeting
- 05/26/22 - OPPA Meeting
- 05/27/22 - Administration Building Contractor Meeting
- 05/30/22 - Memorial Day - Office Closed
- 06/01/22 - Meeting with Recreational Marina Customer
- 06/02/22 - Economic Development Alliance of Lincoln County (EDALC) Board Meeting
- 06/03/22 - Communications Meeting

- 06/03/22 - Administration Building Contractor Meeting
- 06/07/22 - Meeting on Seafood Cookoff
- 06/07/22 - Meeting with SDAO
- 06/07/22 - PEO Port Presentation
- 06/10/22 - Administration Building Contractor Meeting
- 06/14/22 - Dept. Heads Monthly Meeting
- 06/14/22 - Coastal Managers Meeting - OCWCOG
- 06/14/22 - Business Oregon Maritime Minds - MARAD
- 06/14/22 - PNWA Board Meeting
- 06/17/22 - Communications Meeting
- 06/17/22 - O2IH (Blue Economy) Standing Meeting
- 06/21-06/23 - PNWA Summer Conference (Spokane, WA)
- 06/21/22 - PNWA Executive Committee Meeting
- 06/23/22 - PNWA Board of Directors Meeting
- 06/24/22 - Northwest Oregon Works Board Meeting
- 06/24/22 - Administration Building Contractor Meeting

#### **Upcoming Schedule:**

- 06/27/22 - Interview with Kiera Morgan
- 06/28/22 - Commission Meeting
- 07/01/22 - Communications Meeting
- 07/01/22 - Administration Building Contractor Meeting
- 07/04/22 - Fourth of July Holiday
- 07/08/22 - Administration Building Contractor Meeting
- 07/11/22 - Radio Program with YBC Radio
- 07/12/22 - Department Heads
- 07/12/22 - COG Coastal Meeting
- 07/14/22 - Vision 2040
- 07/15/22 - Communications Meeting
- 07/15/22 - Administration Building Contractor Meeting
- 07/22/22 - Administration Building Contractor Meeting



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** June 21, 2022  
**PERIOD:** July 1, 2021 to May 31, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

---

Financial reports reporting through May 31, 2022 are included in the commission packet and a copy is attached for your convenience.

### Issues of Importance

#### Financial/ERP System

- PacSoft has been configured, the online reservation system has been tested, we are ready to bring this back online.
- Users have had some difficulty adapting to PacSoft, but they are beginning to understand the system and its capabilities.
- Finance staff are in the process of auditing the financial side of the reservations.
- A review of processes and procedures is underway at the RV park based on industry standards and system operations.
- PacSoft has made configuration changes which has improved the program response in many areas, however speed is still a concern, as is being able to work offsite.
- A direct connection is being established which will speed up the application and allow users to work remotely. This will be under the same contract, without additional cost to the Port.
- Information from PacSoft will automatically process and pass over to Business Central each evening. Within the next year, PacSoft will be deploying a Web Based version, at that time, the Port should have the information transfer immediately upon entry. I have requested pricing for this option.

#### Fiscal Manual

- This has been delayed until the PacSoft and Business Central are fully implemented, and staff is comfortable with the systems. A new fiscal manual is being written. The level of detail is much greater than the current manual, and more policies and procedures are included in the manual. The goal is to clarify and keep a written document on the policies and procedures in detail, this will allow newly hired accounting staff to understand the Port's accounting methodology and will also act as a reference manual to when a question arises.

#### Employee Handbook

- Departments Heads are in the process of reviewing the Handbook as it is re-written, once reviewed and accepted it will be sent for review to the

Port's attorney and/or HR answers, only then will it be brought forward to approval.

**GOF Balance Sheet (year to year comparison)**

- The cash balance as of May 31, 2022 is \$3,114,272 a 3% (\$104,446) decline from May 31, 2021.
- Accounts Receivable is 14% higher than last year.
- Accounts Payable is 128% higher compared to May 2021.

**Profit and Loss -**

The Financial Reports as of May 31, 2022 are attached for your review and are included in the commissions packet.

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

**General Operating Funds (GOF) – all divisions:**

**Budget vs. Actuals**

- Operating income is favorable by \$750,414 (117%).
- Operating expenses are favorable by \$1,967,842 (76%).
- Other income is unfavorable by \$801,891 (67%).
- Other expenses are favorable by \$3,657,225 (26%).
- Overall net income is favorable.

**Breakdown of programs**

**Administrative Budget**

**Budget vs. Actuals**

- Income is favorable by \$6,892 (445%).
- Expenses are favorable by \$1,002,510 (58%).
- Capital Outlays are favorable.
- Net income is favorable.

**International Terminal**

**Budget vs. Actuals**

- Operating revenues are favorable by \$42,527 (105%).
- Operating Expenses are favorable by \$150,348 (93%).
- Net income is favorable.

**Commercial Marina**

**Budget vs. Actuals**

- Operating revenues are favorable by \$140,813 (113%).
- Operating expenses are favorable by \$586,386 (65%).
- Net income is favorable.

**South Beach**

**Budget vs. Actuals**

- Operating revenues are favorable by \$560,184 (123%).  
Port RV Park staff have reported cancellations due to the high price of fuel; this is being monitored closely to determine if any action is necessary. At this point, reservations continue to come in, so no action is necessary.



- Operating Expenses are favorable by 228,598 (89%).
- Net Income is favorable by \$834,141 (62%).

### **NOAA Lease Revenue Fund**

#### **Balance Sheet**

As of May 31, this fund had a cash balance of \$3,664,837 with an available balance of \$1,903,116. The remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contracts.

### **Income Statement**

#### **Budget vs. Actuals**

- Revenues are slightly unfavorable.
- Expenses are favorable by \$837,428 (80%).
- Net income is favorable by \$237,846 (95%).

### **NOAA Capital Maintenance Fund**

- The General Operating fund has paid the first installment to the NOAA Capital Maintenance Fund for the loan for the South Beach Load Center project. The fund has \$1,695,273 of cash available.

### **Bonded Debt Fund:**

#### **Balance Sheet**

- The current available in the Bond Debt fund is \$296,979, an increase of \$153,703 from May 2021. This balance will be used to fund the Bond Debt interest payment of \$203,229 on July 1, 2022.

#### **Income statement**

- Revenues are favorable by \$49,670 (105%).

### **Construction Fund:**

- No changes to report.
- All reimbursements from the State for the Administration building will come into this fund, then transferred to the General Operating Fund.

### **Facility Reserve Fund:**

- No changes to report, once the Port Dock 3/5 Electrical upgrade project begins, \$138,000 will be transferred to the General Operating funds to cover a portion of the upgrade.
- The current cash balance in this fund is \$526,206.

###



## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 6/23/2022  
**PERIOD:** May-June 2022  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

The start to shrimp season has been slow and more spread out over time. The recreational marina has maintained its pace even through elevated fuel prices. I had some time off over the end of May/beginning of June, and have been working to get caught back up

#### **Detail:**

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging)**

Design work is getting down to specifics and an eelgrass survey will commence shortly in the Commercial Marina.

- **Admin Building**

Drainage for the building's rain drains has been completed and the sign has been ordered for the building. Siding will commence in the coming weeks and will take about four weeks.

- **RORO Dock Piling Assessment**

I received qualifications from four interested engineering firms, and we are evaluating.

- **Port Dock 5 & 3 Electrical**

See report in meeting packet.

- **Port Dock 7 Planning**

I anticipate a fair amount of interest; still awaiting qualifications from engineers.

- **PD7 Lot Resurfacing**

Completed; I do recommend that we consider paving this area in the fall. This was not budgeted, but we do have an opportunity to complete this work and make the eastern end of the lot a much easier place for port users to work. Managing the potholes every year is a real challenge for us.

- **Lot Storage**  
Another reminder that lot storage is getting more full than usual. This is made worse by the reduction in available space due to the Admin building project. We may need to consider either policy changes, rate changes, or future projects to address storage needs if demand continues to go up in the Commercial Marina.
- **End Tie Repair, B Dock**  
Complete.
- **Derelict Vessel Removal**  
OSMB finished removing the 12 vessels we got funding to remove from the South Beach Marina.
- **Assigned Moorage**  
On hold until the Commercial Marina Harbormaster vacancy can be addressed.

**Commercial Marina Harbormaster- Vacant Billable Services Performed this Period:**

- Forklift – 70Hrs
- Hoist Dock Crane(s) – 6 Hrs
- 30 Ton Hydraulic Crane - Enter #.
- Dock Tie Up – 217 Hrs
- Launch Tickets - Enter #.
- Other (Axles) – 45

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

- Completed In Progress      Dock 5c repairs
- Completed In Progress      Hoist dock electrical repair
- Completed In Progress      Cleaning and reorganizing storage lot
- Completed In Progress      Getting the sylvia dismantled

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

- The Newport marathon went well.
- Getting work done on the F150 work truck.
- Getting quotes for dock 3 parking.
- Got some work done on the forklifts to keep them in safe working order.
- Working on getting a wastewater tank for bilge water.

**Challenges:**

- The tugboat has gotten to the point of needing a haul out.

- Dealing with another round of Covid again, we are now to be wearing mask's in offices which can be a challenge.

### **Opportunities:**

- I think it would be a good idea to budget for at least 1 more employee for the commercial maintenance side. Dock 7 needs a lot of work and I need to be able to send at least 3 guys on those projects with our current workload that's not possible and the situation becomes worse with just one person out sick or on PTO.
- We're running out of room for pot storage on our lot so it might be time to think about upping the rates on lot storage or building an indoor 2 floor storage building that we can lease space for at a premium.

### **NOAA MOC-P Jim Durkee, Maintenance Supervisor**

#### **Special Projects:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada, & Fairweather, R/V Thomas G. Thompson, USACOE Dredge Yaquina

NOAA Staff are back in the office.

Office building roof cleaned and treated for moss, gutters cleaned out.

Cummins diesel performed annual maintenance and some troubleshooting on the emergency generator.

Removed the old fire suppression tank from the Hazmat Container for service and replaced the old cabinet with a stainless steel one while it was down. Replaced other components on the system as needed. The tank will be out for a few weeks.

I replaced the seals in the office building boiler circulation pump. (I had found it dripping during regular inspection)

I received a building Automation System alarm that the hot water temperature in the warehouse was low. I found the gas hot water heater was not lighting. I replaced the igniter per recommendations, but it still fails to light. Contractor will be on-site tomorrow.

Received a midnight call from security that the gate was not functioning. The next morning I found the drive belt broken, I replaced it, reconnected the chain and put it back in service, I picked up another belt to keep on hand.

#### **South Beach Marina, Kody Robinson, Harbormaster**

**We had 652 launches for a total of \$3912**

**1: Scheduled Emergency Repair on the end tie on B dock**

**Action: Bergerson finished repairs and is ready for vessels to tie up**

**2: Multiple GFI's have been installed in various pedestals in the marina.**

**Action: Continue every month installing GFI's when time is available.**

**3. With the wet then dry weather we are having, grass mowing is at its peak**

**Action: Try to maintain and mow all areas needed**

**4. New boat trailer storage is working and have customers**

**Action: continue to improve lot and fence for future use**

**5. Planning faze of 10 additional single car parking located by dredge spoils**

**Action: Have rock delivered, spread, compact and open for vehicles.**

**Project 5 on hold at the moment due to other pressing projects**

**6. Multiple piling hoops are failing, along with dock triangles**

**Action: Repair what we can when time and crewing allows**

**7. Multiple staff members have been out due to Covid**

**Action: Try to maintain things as best as possible**

**8. Trying to keep up with code enforcement in all parts of the facility when time allows**

**Action: We have written a few tickets and red tagged a few vehicles and it helps**

**9. With Halibut 7 days a week our trash and fish tote load has more than doubled**

**Action: Accommodate as best as we can and keep up with the cleaning and emptying of receptacles.**

**From:** [noreply@getstreamline.com](mailto:noreply@getstreamline.com)  
**To:** [Gloria Tucker](#); [Paula Miranda](#)  
**Subject:** New form submission received: Commission Meetings 2022 June 28 2022 - 6:00 p.m.  
**Date:** Monday, June 27, 2022 10:45:41 AM



## Commission Meetings 2022 June 28 2022 - 6:00 p.m.

<b>Date:</b>	27 June 2022
<b>Name:</b>	Kenneth W. Lindstrom
<b>Email:</b>	
<b>Agenda Item:</b>	Annex Parking Restrictions
<b>Public Comment:</b>	<p>At the May 24 meeting, I brought up the issue of parking boat trailers, boats on trailers, and storage trailers in RV spaces at the Annex. These trailers have been allowed in Annex RV spaces for the 10 years that I stayed in the annex. To my knowledge this has not been an issue. The facilities code paragraph 6.25(a) does not restrict trailers, and South Beach Rates and Fees paragraph 4G includes charges for storage trailers. I believe boat trailers, boats on trailers, and storage trailers should be allowed where the RV space has enough room. Has the Commission made a decision on this issue?</p>

[Reply / Manage](#)

**From:** [Gloria Tucker](#)  
**To:** [Paula Miranda](#)  
**Subject:** FW: Shared Voicemail (CQ Exec)  
**Date:** Wednesday, June 22, 2022 1:55:00 PM  
**Attachments:** [audio.mp3](#)

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Hi,

Let me know if you'd rather I forward this to Commission.

Best,

**Gloria Tucker, CMC**  
Administrative Assistant  
Port of Newport  
541.265.7758  
[gtucker@portofnewport.com](mailto:gtucker@portofnewport.com)

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**From:**  
**Sent:** Wednesday, June 22, 2022 12:04 PM  
**To:** Admin Office Voicemail <[AdminOfficeVoicemail@portofnewport.com](mailto:AdminOfficeVoicemail@portofnewport.com)>  
**Subject:** Shared Voicemail (CQ Exec)

Yes, I'd like to leave a message for the Commissioners over South Beach Marina. We found out that all the mortgage is going to be now paid in November on the 1st. And I just think this is a really bad month time of the year because of people having to pay property taxes at the same time and wondering if you can please reconsider doing it to another month of the year. Uhm, totally away from tax time. Pre Christmas. That type thing? Uhm, it's just a lot of money for people to have to come up with when they gotta pay property taxes at the same time. I think June or March or another month like that might be better when it's totally away from that time of the year. But please reconsider a phone number,  
--- Thank you. Bye. I don't care. Thank you. Call me.