

PORT OF NEWPORT BUDGET HEARING
& REGULAR MONTHLY COMMISSION MEETING **AMENDED AGENDA**

Tuesday, May 25, 2021, 6:00 p.m.

This meeting will be virtual by invitation only.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio, <https://www.youtube.com/channel/UCCAo3V9Yt4coXK7pUXAIQ>

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm, Monday, May 24th: [Public Comment Commission Budget Hearing & Regular Meeting 5/25/2021 - Port of Newport](#)

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

Fiscal Year 2020-2021 Budget Hearing (ORS 294.430)

- I. Call to Order
- II. Public Comment (3 minute limit per person)
- III. Resolution 2021-04 Adopting the 2021-2022 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax.3
- IV. Adjournment

Regular Meeting

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment (3-minute limit per person)
- IV. Consent Calendar
 - A. Minutes 2021
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- VI. New Business
 - A. General Manager Performance Evaluation
 - 1. Salary/Benefit Adjustment

VII.	Staff Reports	
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2.	Director of Operations	91
VIII.	Commissioner Reports/Comments	
IX.	Calendar/Future Considerations	2021
	Memorial Day, Port Office Closed	May 31
	Pacific Northwest Waterways Association (PNWA) Summer	
	Conference (Zoom)	Jun 22 - 24
	Regular Commission Meeting	Jun 23
X.	Public Comment (3-minute limit per person)	
XI.	Adjournment	

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

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

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STAFF REPORT

DATE: 25 May, 2021
RE: Budget Hearing
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

Each year Special Districts in Oregon must adopt their budget by June 30th. This year the Port held their budget committee meeting on March 16, 2021, the Budget committee approved the recommended budget. Since the March meeting, we have been continuing to refine the budget, these changes are reflected in the attached budget we are recommending the commission adopt.

DETAIL

The adopted budget has been modified to reflect the most recently known information. All changes and items where additional clarification is needed are cross-referenced by adding a number to the immediate right of the resource or requirement. The Notes and Projects page contains additional details on the resource or requirement. As an example, the feasibility study by the Army Corp is item #16 on form "LB-20 Resources General Operating Fund", the corresponding note on the Notes/Projects page, indicates it was removed as it is not a grant, but a cost share agreement. On form LB-30 requirements for Commercial Marina – Professional Services ⁵, the 5 is cross-referenced on the Notes/ Projects as "Port Dock 7 rebuild planning" and "CM Army Corp feasibility study for dredging".

RECOMMENDATION and Motion

I recommend a **Motion to adopt Resolution 2021-04 Adopting the 2021-2022 Fiscal Year Budget, Making Appropriations, and Imposing & Categorizing the Tax.**

RESOLUTION No. 2021-04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2021-2022 in the total amount of \$20,704,473.

This budget is now on file at **600 S.E Bay Blvd** in Newport, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

<u>General Operating Fund</u>		<u>NOAA Lease Revenue Fund</u>	
Personnel Services	\$ 2,372,838	Personnel Services	205,044
Materials and Services	\$ 3,955,815	Materials and Services	1,168,365
Capital Outlay	\$ 4,862,000	Capital Outlay	191,000
Debt Service and Transfers	\$ 1,086,153	Debt Service and Transf	1,930,950
Contingency	488,153	Contingency	453,241
Total	12,764,959	Total	3,948,600
<u>Bonded Debt Fund</u>		<u>Capital Maintenance Fund NOAA</u>	
Debt Service	831,242	Transfers Out.....	843,886
<u>Facilities Maintenance Fund</u>		Total.....	\$843,886
Transfers	315,334		
Contingency	50,000		
Total.....	365,334		
<u>Construction Fund</u>			
Transfers	1,920,000		
Contingency	30,452		
Total.....	1,950,452		
Total.....	15,911,987	Total.....	4,792,486
		TOTAL ADOPTED BUDGET . . .	\$20,704,473

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-2022 :

- (1) At the rate of \$.0609 per \$1000 of assessed value for permanent rate tax;
- (3) In the amount of \$995,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$.0609/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 995,000

The above resolution statements were approved and declared adopted on 25 May 2021.

X _____
James Burke, President

Walter Chuck, Secretary/Treasurer

FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the Port of Newport Commission will be held virtually via Zoom on May 25 at 6 P.M. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 9:00a.m. and 4:30 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Mark A. Brown, Director of Finance	Telephone: 541-265-7758	Email: mbrown@portofnewport.com
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FINANCIAL SUMMARY - RESOURCES					
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Proposed	Approved	Adopted Budget
	2019-2020	2020-2021	Next Year 2021-22	2021-2022	Next Year 2021-22
1 Beginning Fund Balance/Net Working Capital	9,144,952	9,491,593	7,474,350	7,474,350	8,334,843
2 Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	7,338,680	7,217,300	7,124,873	7,124,873	7,418,148
3 Federal, State and All Other Grants, Gifts, Allocations and Donations	23,408	3,311,679	997,964	997,964	1,057,362
4 Revenue from Bonds and Other Debt	0	2,000,000	3,864,246	3,864,246	2,126,036
5 Interfund Transfers / Internal Service Reimbursements	167,573	4,185,918	3,239,502	3,239,502	3,349,220
6 All Other Resources Except Current Year Property Taxes	166,625	150,000	37,650	37,650	19,150
7 Current Year Property Taxes Estimated to be Received	831,853	921,000	1,045,593	1,045,593	1,045,593
8 Total Resources	17,673,091	27,277,490	23,784,178	23,784,178	23,350,352

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION					
9 Personnel Services	1,705,972	2,330,934	2,593,603	2,593,603	2,577,882
10 Materials and Services	1,888,117	4,189,772	5,369,180	5,369,180	5,124,180
11 Capital Outlay	220,959	6,273,500	4,388,000	4,388,000	5,053,000
12 Debt Service	3,224,798	3,380,454	4,415,704	4,415,704	3,578,345
13 Interfund Transfers	132,924	4,185,918	3,203,466	3,203,466	3,349,220
14 Operating Contingency	0	715,755	1,168,346	1,168,346	1,021,846
15 Special Payments	0	0	-	0	0
16 Unappropriated Ending Balance and Reserved for Future Expenditure	10,500,321	6,201,157	2,645,879	2,645,879	2,645,879
17 Total Requirements	17,673,091	27,277,490	23,784,178	23,784,178	23,350,352

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM					
Name of Organizational Unit or Program FTE for that unit or program			Proposed	Approved	Adopted
NOAA MOC-P Facility	8,096,606	3,638,105	4,347,055	4,347,055	4,198,600
FTE	1.00	1.00	2.00	2.00	2.00
Administration	5,761,575	5,063,149	7,817,878	7,817,878	6,982,633
FTE	8.00	8.00	8.00	8.00	8.00
South Beach Operations	1,149,835	2,605,048	2,219,019	2,219,019	2,294,606
FTE	8.00	9.75	9.33	9.33	9.33
Commercial Marina Operations	688,240	7,581,211	3,350,516	3,350,516	3,650,840
FTE	7.00	7.50	6.83	6.83	6.83
International Terminal Operations	338,307	2,121,114	1,008,671	1,008,671	1,036,880
FTE	2.00	2.50	2.50	2.50	2.50
Non-Departmental / Non-Program	1,638,528	5,268,863	5,041,039	5,041,039	5,186,793
FTE		0.00	0.00	0.00	0.00
Total Requirements	17,673,091	26,277,490	23,784,178	23,784,178	23,350,352
Total FTE	26.0	28.8	28.66	28.66	28.66

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
 In fiscal year 2020-2021, there are no significant changes predicted in the Port's activities. The Port will begin planning for replacement of Port Dock 7 using a combination of Grant Funds and General Operating Funds.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This year 2020-2021	Rate or Amount Approved next year 2021-2022
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	800,000	811,000	995,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$11,645,000	\$0
Other Bonds	\$16,565,000	\$0
Other Borrowings	\$3,951,393	\$0
Total	\$32,161,393	\$0

Facilities Maintenance Reserve Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22			
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	RESOURCES			1
2			2	Cash on Hand (Cash Basis), or			2
3	131,045	261,634	3	Working Capital (Accrual Basis)	265,334	265,334	3
4			4	Previously Levied Taxes Estimated to be Received			4
5	1,406	2,243	5	Interest			5
6	136,820	130,200	6	Transfer In- General Operating Fund	100,000	100,000	6
7			7	Transfer in NOAA Lease Revenue Fund	0	0	7
8	269,271	394,077	8	Total Resources, Except Taxes to be Levied	365,334	365,334	8
9			9	Taxes Estimated to be Received	0	0	9
10	0		10				10
11	269,271	394,077	11	TOTAL RESOURCES	365,334	365,334	11
12			12	REQUIREMENTS			12
13			13	Object Classification			13
14	0	0	14	Materials and Services	0	0	14
15	122,091	17,990	15	Capital Outlay	0	0	15
16			16				16
17		130,120	17	Contingency	50,000	50,000	17
18		300,000	18	Transfer out to General Operating Fund	315,334	315,334	18
19			19				19
20			20				20
21	73,366	376,087	21	Ending Balance (Prior Years)			21
22		0	22	Reserved for Future Expenditure	0	0	22
23		1,471,380	23	Unappropriated Ending Fund Balance (UEFB)	0	0	23
24	195,457	394,077	24	TOTAL REQUIREMENTS	365,334	365,334	24

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
Construction Fund**

(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22		
Actual		Adopted Budget This Year 2020-21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	RESOURCES			1
2			2	Cash on Hand (Cash Basis), or			2
3	42,411	13,070	30,452	3 Working Capital (Accrual Basis)	30,452	30,452	30,452
4			4	Previously Levied Taxes Estimated to be Received			
5	91	16	0	5 Interest	0	0	0
6	0	34,649	0	6 Transfer in - General Operating Fund	0	0	0
7			7	Loan Proceeds ¹¹	1,800,000	1,800,000	1,920,000
8	0		0	8 Intergovernmental Transfer			
9				9 Grants			
10	42,502	47,735	30,452	10 Total Resources, Except Taxes to be Levied	1,830,452	1,830,452	1,950,452
11			0	11 Taxes Estimated to be Received	0	0	0
12	0			12 Taxes Collected in Year Levied			
13	42,502	47,735	30,452	13 TOTAL RESOURCES	1,830,452	1,830,452	1,950,452
14				14 REQUIREMENTS			
15				15 Object Classification			
16	480		0	16 Materials and Services	0	0	0
17	11,685	17,283	0	17 Capital Outlay			
18	0		0	18 Contingency	30,452	30,452	30,452
19	0		30,452	19 Transfer out - General Operating Fund ¹¹	1,800,000	1,800,000	1,920,000
20				20			
21				21			
22	30,337	30,452		22 Ending Balance (Prior Years)			
23			0	23 Unappropriated Ending Fund Balance (UEFB)	0	0	0
24	42,502	47,735	30,452	24 TOTAL REQUIREMENTS	1,830,452	1,830,452	1,950,452

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
NOAA CAPITAL MAINTENANCE FUND**
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22				
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	RESOURCES			1	
2			2	Cash on Hand (Cash Basis), or			2	
3	0	0	2,209,445	3 Working Capital (Accrual Basis)	1,435,500	1,435,500	1,435,500	3
4			0	4 Previously Levied Taxes Estimated to be Received				4
5	0	0	0	5 Interest	15,000	15,000	15,000	5
6				6 Interfund Loan repayment	206,036	206,036	206,036	6
7	0	0	0	7 Transfer in - non loan ³³	144,246	144,246	170,000	7
8	0	0	0	8 Intergovernmental				8
9	0	0	0	9 Grants				9
10	0	0	2,401,411	10 Total Resources, Except Taxes to be Levied	1,800,782	1,800,782	1,826,536	10
11			0	11 Taxes Estimated to be Received	0	0	0	11
12	0	0		12 Taxes Collected in Year Levied				12
13	0	0	2,401,411	13 TOTAL RESOURCES	1,800,782	1,800,782	1,826,536	13
14				14 REQUIREMENTS				14
15				15 Object Classification				15
16	0	0	0	16 Materials and Services	0	0	0	16
17	0	0		17 Capital Outlay				17
18	0		0	18 Contingency				18
19	0		1,334,500	19 Transfer out (NOAA Lease Revenue) ³⁴	818,132	818,132	843,886	19
20			1,000,000	20 Transfer out to General Operating Fund ¹¹	0	0		20
21				21 Total Transfers	818,132	818,132	843,886	21
22	0	0		22 Ending Balance (Prior Years)				22
23			66,911	23 Unappropriated Ending Fund Balance (UEFB)	982,650	982,650	982,650	23
24	0	0	2,401,411	24 TOTAL REQUIREMENTS	1,800,782	1,800,782	1,826,536	24

RESOURCES
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			RESOURCES	FY 2021-22					
Actual		Adopted Budget This Year 2020-21		Proposed Budget	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2018-19	First Preceding Year 2019-20			By Budget Officer					
1			1	Available cash on hand (cash basis) or				1	
2	2,617,336	3,786,459	3,091,591	2	Net working capital (accrual basis) ²⁸	1,720,640	1,720,640	2,581,132	2
3	7,699			3	Previously levied taxes estimated to be received				3
4	35,045	54,025	45,000	4	Interest ²⁹	20,000	20,000	1,500	4
5				5					5
6				6	Interfund Transfers				6
7	0		1,000,000	7	Transfer in, NOAA Leaser Rev Fund	0	0		7
8				8	Transfer in, Bond Debt Fund				8
9	0		30,452	9	Transfer in Construction Fund ¹¹	1,800,000	1,800,000	1,920,000	9
10		2,725	300,000	10	Transfer in Facility Maintenance Fund	315,334	315,334	315,334	10
11		2,725	1,330,452	11	Total Interfund Transfers	2,115,334	2,115,334	2,235,334	11
12				12					12
13				13	OTHER RESOURCES				13
14				14	Operating Revenues				14
15				15	Administration				15
16		500		16	Lease Revenues				16
17		16,451		17	Permit and Misc. Revenues	2,000	2,000	2,000	17
18		16,951		18	Total Administration	2,000	2,000	2,000	18
19				19	Newport International Terminal				19
20	132,115	145,919	172,000	20	Lease Revenues	173,440	173,440	173,440	20
21	97,296	173,002	165,000	21	Moorage	169,125	169,125	169,125	21
22	413,689	595,499	500,000	22	Services				22
23				23	Hoist Dock Equipment Rental	174,085	174,085	174,085	23
24				24	Hoist Dock Services	317,123	317,123	317,123	24
25				25	Shipping Terminal	28,812	28,812	28,812	25
26				26	Misc. Revenues				26
27	643,100	914,420	837,000	27	Total Newport International Terminal	862,585	862,585	862,585	27
28				28	Commercial Marina				28
29	157,164	159,715	186,000	29	Lease Revenues	164,720	164,720	164,720	29
30	464,704	579,217	565,000	30	Moorage	569,125	569,125	569,125	30
31	457,715	474,878	430,000	31	Services				31
32				32	Hoist Dock Equipment Rental	136,002	136,002	136,002	32
33				33	Hoist Dock Services	299,106	299,106	299,106	33
34				34	Misc. Revenues	0	0	0	34
35	1,079,583	1,213,810	1,181,000	35	Total Commercial Marina	1,168,953	1,168,953	1,168,953	35
36				36	Recreational Marina				36
37	441,922	448,695	455,000	37	Lease Revenue	455,000	455,000	455,000	37
38	823,430	946,590	790,000	38	Moorage ¹⁹	834,350	834,350	980,000	38
39	29,553	25,187	24,000	39	Live-aboard Revenue (moved to moorage)				39
40	12,410	7,406	8,400	40	Services				40
41				41	Hoist Dock Equipment Rental	1,000	1,000	1,000	41
42				42	Hoist Dock Services	7,610	7,610	7,610	42
43				43	Misc. Revenues	500	500	500	43
44	0	17,457	35,000	44	Truck Toll				44
45	68,715	69,140	81,000	45	Launch Ramp Revenue/Storage/Parking	86,100	86,100	86,100	45
46	13,530	11,158	10,000	46	Boat and Trailer Storage and Parking				46
47				47	RV Park				47
48	734,497	1,029,128	680,000	48	Main RV Park Site fees ²⁰	1,060,875	1,060,875	1,150,000	48
49	280,884		270,000	49	Annex Site Fees				49
50	81,020		85,000	50	Dry Camping Site Fees				50

51	80,655		45,000	51	Services ³⁵	25,000	25,000	43,500	51
52	4,279	36,987	55,000	52	Surplus Property and Dredge Sales				52
53	80,655	65,185	65,000	53	Miscellaneous Revenue ³⁵	25,000	25,000	65,000	53
54	2,651,549	2,656,932	2,603,400	54	Total RV Park and Recreational Marina	2,495,435	2,495,435	2,788,710	54
55	4,374,232	4,802,112	4,621,400	55	Total Fees, Licenses, Permits, Fines, Assessments	4,528,973	4,528,973	4,822,248	55
56				56					56
57				57	Non-operating Revenues				57
58	1,800			58	Grants and Other				58
59			1,200,000	59	PD 5 Construction EDA Grant ²⁵			290,000	59
60		21,600	1,299,179	60	Grant, Gifts, To be Identified	245,764	245,764	144,369	60
61				61	Fillet tables Grant ¹⁷			100,000	61
62			22,500	62	Expo Center Planning Grant	25,000	25,000	25,000	62
63			22,500	63	Terminal Use Planning Grant	10,000	10,000	10,000	63
64				64	SB Annual Grant	2,200	2,200	2,200	64
65				65	SB OSMB Derelict Vessel Grant ³¹			30,000	65
66				66	SB Seawall Grants ¹⁸	25,000	25,000	40,000	66
67			425,000	67	Dredging Feasibility Study Grant ¹⁶	325,000	325,000		67
68			150,000	68	PD 7 Replacement Planning Grants ³⁶	150,000	150,000	200,000	68
69				69	SDAO Safety Grant	5,000	5,000	5,000	69
70			187,500	70	RV Park Annex Planning and Design	200,000	200,000	200,000	70
71	(8,374)	0		71	Capital Contributions				71
72	(6,574)	21,600	3,306,679	72	Total Grants, Capital and other	987,964	987,964	1,046,569	72
73				73					73
74				74	Debt Funding				74
75	0	0		75	Loan Proceeds				75
76				76	S Beach load centers				76
77			1,920,000	77	Loan for new building ¹⁵	1,920,000	1,920,000		77
78			80,000	78	Forklift lease for Commercial Marina				78
83	0	0	2,000,000	83	Total from Bonds and Other Debt	1,920,000	1,920,000	0	83
84				84					84
85	7,027,739	8,666,921	14,395,122	85	Total resources, except taxes to be levied	11,292,911	11,292,911	10,686,783	85
86			110,000	86	Taxes estimated to be received	115,984	115,984	115,984	86
87		113,286		87	Taxes collected in year levied				87
88	7,027,739	8,780,207	14,505,122	88	TOTAL RESOURCES	11,408,895	11,408,895	10,802,767	88

Historical Data			RESOURCES	FY 2021-22		
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20					
1			1	RESOURCES		
2			2	Cash on Hand (Cash Basis), or		
3	5,957,569	4,635,270	3	3,907,712	3,907,712	3,907,713
4	0	0	4	Previously Levied Taxes Estimated to be Received		
5	62,349	80,711	5	2,500	2,500	2,500
6	0		6	818,132	818,132	843,886
7	2,544,811	2,536,568	7	2,595,900	2,595,900	2,595,900
8	5,159	1,808	8	10,000	10,000	
9		0	9	0	0	0
10	8,569,888	7,254,357	10	7,334,244	7,334,244	7,349,999
11			11	Taxes Estimated to be Received		
12	0		12	Taxes Collected in Year Levied		
13	8,569,888	7,254,357	13	7,334,244	7,334,244	7,349,999

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport

(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION For Administration - Unallocated	FY 2021-22					
Actual		Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20								
1			1	PERSONNEL SERVICES				1	
2	397,037	528,006	2	Permanent Staff Wages and Salaries	8.00	618,760	618,760	627,122	2
3	0	0	3	Seasonal Staff	-	-	-	-	3
4	8,226	3,466	4	Overtime		7,218	7,218	7,218	4
5	36,111	45,463	5	Payroll Tax Expense		53,238	53,238	53,878	5
6	15,798	42,140	6	PERS - Retirement ¹²		104,595	104,595	106,242	6
7	48,619	61,972	7	Health Insurance		107,120	107,120	97,440	7
8	929	8,934	8	Workers' Compensation Insurance ²⁷		5,064	5,064	6,092	8
9	5,167	6,169	9	Employee Incentives and Other		8,664	8,664	8,781	9
10		4,428	10	HRA and Other		4,542	4,542	4,542	10
11	6,297	5,703	11	Relocation		-	-	-	11
12	0	0	12	Contingency		3,625	3,625	3,625	12
13	518,184	706,281	839,069	TOTAL PERSONNEL SERVICES		912,826	912,826	914,940	13
14	7.0		8.0	Total full-time equivalent (FTE)		8	8.00	8.00	14
15				MATERIALS AND SERVICES					15
16	134,485	177,519	221,809	Insurance		85,880	85,880	85,880	16
17	157,355	86,294	174,250	Professional Services ¹		449,700	449,700	449,700	17
18	8,553	3,723	10,200	Marketing and Promotion		10,363	10,363	10,363	18
19	29,357	28,214	33,000	Dues and Subscriptions		33,000	33,000	33,000	19
20	7,971	12,136	18,000	Training and Education		20,000	20,000	20,000	20
21	11,463	17,052	20,000	Travel		2,000	2,000	2,000	21
22	36,263	33,883	69,109	Office and Admin Expense		74,868	74,868	74,868	22
23			8,240	Bad Debt Expense		8,240	8,240	8,240	23
24	7,831	2,606	6,700	Licenses and Permit Fees		6,868	6,868	6,868	24
25	20,712	12,749	17,065	Utilities		39,008	39,008	39,008	25
26	43,673	51,801	107,895	Contract and Support Services		109,100	109,100	109,100	26
27	12	2,694	3,050	Repairs and Maintenance		6,700	6,700	6,700	27
28	81		0	Equipment		-	-	-	28
29	6,611	5,252	4,500	Materials and Operating Supplies		7,396	7,396	7,396	29
30	43,776	16,017	200	DSL and State Land Fees		1,700	1,700	1,700	30
31	13,128	13,128	1,500	Building and Land Leases		8,064	8,064	8,064	31
32				Grant Expenses		500	500	500	32
33	364	600		Misc. Expenses		5,000	5,000	5,000	33
34	521,635	463,668	695,518	TOTAL MATERIALS AND SERVICES		868,387	868,387	868,387	34
35				CAPITAL OUTLAY					35
36	0	0	0	Capital Outlay					36
37	0	0	2,400,000	New Administrative Building		2,400,000	2,400,000	2,400,000	37
38	0	0	150,000	New Financial System(in Prof Services)		-	-	-	38
39	0	0	25,000	Replace Server for port		-	-	-	39
40				Computer Replacements ¹³		5,000	5,000	5,000	40
41				Asset Condition Inspection (Prof Services)					41
42				GIS with EZRI Maps ²²		20,000	20,000	20,000	42
43	0	0	2,575,000	TOTAL CAPITAL OUTLAY		2,425,000	2,425,000	2,425,000	43
44				DEBT SERVICE AND TRANSFERS					44
45	0	0	0	Principal					45
46	200,000	205,000	210,000	2013 Full faith and credit		215,000	215,000	215,000	46
47	5,005	5,305	5,623	State Loan L100012 ** (Paying off)		32,611	32,611	32,611	47
48	62,406	64,304	66,260	State Loan Q10001		68,275	68,275	68,275	48
49	118,860	123,460	128,238	State Loan L120005		133,200	133,200	133,200	49
50	0	0	0	SB Load Centers - Interfund		196,436	196,436	196,436	50
51	40,000	40,000	40,000	OR Loan 6554101		25,000	25,000	25,000	51

52	0	0	0	52	First Interstate Bank Loan	54,200	54,200	54,200	52
53	23,236	25,704	27,360	53	Oregon Coast Bank	-	-	-	53
54	6,373	583	3,436	54	2013 Toyota Forklift	-	-	-	54
55	6,639	6,962	7,300	55	Toyota Commercial Finance 2017 CM Forklift	7,654	7,654	7,654	55
56	9,894	10,422	10,978	56	Financial Pacific Leasing 2017 NIT Forklift	11,564	11,564	11,740	56
57	0	0	0	57	New HQ Building (20 year) ³²	-	-	-	57
58	29,950	47,050	64,150	58	Oregon Brewing Company MUA Loan	29,950	29,950	29,950	58
59	10,710	11,307	11,938	59	City of Newport SDC	-	-	-	59
60	0	0	10,000	60	New 2020 Forklift (CM)	-	-	-	60
61	0	0	0	61	New 2021 forklift (CM)	10,978	10,978	10,978	61
62	0	0	0	62	Contingency				62
63	513,073	540,097	585,283	63	Subtotal Principal	784,868	784,868	785,044	63
64				64	Interest				64
65	89,707	82,608	75,357	65	2013 Full faith and credit	68,983	68,983	68,983	65
66	2,215	2,215	1,897	66	State Loan L100012 ** (Paying off)	1,559	1,559	1,559	66
67	31,194	29,296	27,340	67	State Loan Q10001	25,325	25,325	25,325	67
68	99,352	94,752	89,974	68	State Loan L120005	85,011	85,011	85,011	68
69	0	0	0	69	SB Load Centers - Interfund	9,600	9,600	9,600	69
70	0	0	0	70	OR Loan 6554101	-	0	0	70
71	0	0	0	71	First Interstate Bank Loan	7,064	7,064	7,064	71
72	19,059	17,591	15,935	72	Oregon Coast Bank	-	0	0	72
73	583	304	43	73	2013 Toyota Forklift	-	0	0	73
74	1,275	953	615	74	Toyota Commercial Finance 2017 CM Forklift	261	261	261	74
75	2,418	1,890	1,334	75	Financial Pacific Leasing 2017 NIT Forklift	748	748	572	75
76	0	0	0	76	New HQ Building (20 year) 32	837,359	837,359		76
77	0	0	0	77	Oregon Brewing Company MUA Loan	1,400	1,400	1,400	77
78	5,596	4,999	4,368	78	City of Newport SDC	-	0	0	78
79	0	0	2,000	79	New 2020 Forklift (CM)	-	0	0	79
80	0	0	0	80	New 2021 forklift (CM)	1,334	1,334	1,334	80
81	0	0	0	81	Contingency				81
82	251,399	234,608	218,863	82	Subtotal Interest¹⁴	1,038,644	1,038,644	201,109	82
83				83					83
84	764,472	774,705	804,146	84	Total Debt Service	1,823,512	1,823,512	986,153	84
85	160,000	130,200	1,650,000	85	Transfers Out, to Facilities Maintenance Fund	100,000	100,000	100,000	85
86				86	Transfer Out to Bond Debt Fund				86
87				87	Transfer Out to Capital Fund	-			87
88	160,000	130,200	0	88	Total Transfers	100,000	100,000	100,000	88
89				89					89
90	924,472	904,905	804,146	90	Total Debt Service and Transfers	1,923,512	1,923,512	1,086,153	90
91	0	0	335,635	91	Operating Contingency	488,153	488,153	488,153	91
92	1,872,138	3,686,721		92	Ending Balance (Prior Years)				92
93			2,642,907	93	Restricted funds	1,200,000	1,200,000	1,200,000	93
94	3,836,429	5,761,575	7,892,275	94	TOTAL REQUIREMENTS	7,817,878	7,817,878	6,982,633	94

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: South Beach	FY 2021-22					
Actual		Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20								
1			1	PERSONNEL SERVICES			1		
2	277,532	295,129	2	Permanent Staff Wages and Salaries	8.00	388,919	388,919	388,919	2
3	0	0	3	Seasonal Staff	1.33	53,745	53,745	53,745	3
4	7,751	9,092	4	Overtime		17,301	17,301	17,424	4
5	27,597	26,992	5	Payroll Tax Expense		41,233	41,233	41,233	5
6	21,482	24,458	6	PERS - Retirement		67,731	67,731	67,731	6
7	66,048	64,818	7	Health Insurance		108,224	108,224	97,440	7
8	13,093	11,345	8	Workers' Compensation Insurance		15,859	15,859	19,267	8
9	1,632	0	9	Employee Incentives and Other		6,196	6,196	6,196	9
10	3,136	67	10	HRA and Other		4,844	4,844	4,844	10
11	0	0	11	Contingency		11,920	11,920	9,760	11
12	418,271	431,901	642,314	TOTAL PERSONNEL SERVICES		715,972	715,972	706,559	12
13	8.0	8.0	9.75	Total full-time equivalent (FTE)	9.33	9.33	9.33	9.33	13
14				MATERIALS AND SERVICES					14
15	12,251	6,054	5,000	Insurance		34,300	34,300	34,300	15
16	1,585	0	340,000	Professional Services ²		280,000	280,000	310,000	16
17	9,723	7,294	9,000	Marketing and Promotion		9,200	9,200	9,200	17
18		500	0	Dues and Subscriptions		0	0	0	18
19	150	2,751	4,000	Training and Education		4,000	4,000	4,000	19
20	28	810	1,000	Travel		1,000	1,000	1,000	20
21	68,761	63,674	93,750	Office and Admin Expense		95,939	95,939	95,939	21
22	0		2000	Bad Debt Expense		8,000	8,000	8,000	22
23	9,092	3,356	3800	Licenses and Permit Fees		3,500	3,500	3,500	23
24	338,310	299,047	318,950	Utilities		326,924	326,924	326,924	24
25	142,760	144,305	127,600	Contract and Support Services		89,921	89,921	89,921	25
26	59,975	56,586	138,700	Repairs and Maintenance ³		219,550	219,550	219,550	26
27	6,316	2,535	4,500	Equipment		12,500	12,500	12,500	27
28	33,865	30,295	58,500	Materials and Operating Supplies ⁴		65,713	65,713	65,713	28
29	0		0	Shipping Expenses - ILWU Wages (Billed to Ships)		0	0	0	29
30	0	375	6400	DSL and State Land Fees		15,000	15,000	15,000	30
31	2		1000	Building and Land Leases					31
32	2	361	1,800	Grant Expenses		2,500	2,500	2,500	32
33	10,208	11,208	25,000	Misc. expenses		30,000	30,000	30,000	33
34	693,027	629,151	1,141,000	TOTAL MATERIALS AND SERVICES		1,198,047	1,198,047	1,228,047	34
35				CAPITAL OUTLAY					35
36	10,918	88,783		Capital Outlay					36
37	0	0	200,000	Marina Electric Load Center		0	0	-	37
38	0	0	12,000	2 yard containers (equipment)					38
39			15,000	Dryers for South Beach (Equipment)					39
40				Filet tables (2 total) ²⁶		75,000	75,000	130,000	40
41				Acquire Property		30,000	30,000	30,000	41
42			50,000	Re-side restrooms, replace carpets					42
43				Docks repair/replacement (Docks and Piers)		180,000	180,000	180,000	43
44				Equipment - South Beach (Tractor)		20,000	20,000	20,000	44
45	10,918	88,783	277,000	TOTAL CAPITAL OUTLAY		305,000	305,000	360,000	45
46	1,122,216	1,149,835	2,060,314	TOTAL REQUIREMENTS		2,219,019	2,219,019	2,294,606	46

**REQUIREMENTS SUMMARY
General Operating Fund
(Fund)**

Port of Newport
Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: Commercial Marina	FTE	FY 2021-22					
Actual		Adopted Budget This Year 2020-21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2018-19	First Preceding Year 2019-20									
1			1	PERSONNEL SERVICES				1		
2	285,270	231,836	300,787	2	Permanent Staff Wages and Salaries	6.33	309,454	309,454	309,454	2
3	0	0	38,372	3	Seasonal Staff	0.50	20,228	20,228	20,228	3
4	8,610	12,020	8,234	4	Overtime		6,968	6,968	6,968	4
5	28,575	22,224	31,012	5	Payroll Tax Expense		30,489	30,489	30,489	5
6	18,718	14,674	25,633	6	PERS - Retirement		51,395	51,395	51,395	6
7	66,048	34,681	77,454	7	Health Insurance		85,033	85,033	77,140	7
8	20,204	13,280	15,217	8	Workers' Compensation Insurance		15,026	15,026	18,243	8
9	1,632	0	4,513	9	Employee Incentives and Other		4,614	4,614	4,614	9
10	3,136	0	2,808	10	HRA and Other		3,704	3,704	3,704	10
11	0	0	0	11	Contingency		4,096	4,096	4,096	11
12	432,193	328,715	504,030	12	TOTAL PERSONNEL SERVICES		531,007	531,007	526,331	12
13	6.0		7.5	13	Total full-time equivalent (FTE)	6.83	6.83	6.83	6.83	13
14				14	MATERIALS AND SERVICES					14
15	11,821	7,111	21,500	15	Insurance		29,278	29,278	29,278	15
16	0	4,000	1,250,000	16	Professional Services ⁵		900,000	900,000	625,000	16
17	1,437	1,103	2,500	17	Marketing and Promotion		1,500	1,500	1,500	17
18	0		0	18	Dues and Subscriptions		0	0	0	18
19	725	5,597	9,500	19	Training and Education		6,855	6,855	6,855	19
20	3,457	2,166	4,000	20	Travel		4,000	4,000	4,000	20
21	14,626	7,629	15,525	21	Office and Admin Expense		15,671	15,671	15,671	21
22	7,787	(3,191)	10,000	22	Bad Debt Expense		10,000	10,000	10,000	22
23	805	807	3,500	23	Licenses and Permit Fees		4,000	4,000	4,000	23
24	154,216	154,817	165,600	24	Utilities		169,755	169,755	169,755	24
25	31,499	37,741	63,000	25	Contract and Support Services		61,700	61,700	61,700	25
26	34,656	29,141	43,100	26	Repairs and Maintenance		51,000	51,000	51,000	26
27	7,435	2,623	2,800	27	Equipment		3,250	3,250	3,250	27
28	20,337	18,305	24,300	28	Materials and Operating Supplies		24,500	24,500	24,500	28
29	37,717	79,541	65,000	29	DSL and State Land Fees		40,000	40,000	40,000	29
30	0	0	10,000	30	Boat Disposal and Seizures		30,000	30,000	30,000	30
31	0	165	0	31	Misc. expenses ⁶		201,000	201,000	201,000	31
32	326,520	347,555	1,690,325	32	TOTAL MATERIALS AND SERVICES		1,552,509	1,552,509	1,277,509	32
33				33	CAPITAL OUTLAY					33
34	12,981	11,970	0	34	Capital Outlay					34
35	0		80,000	35	Replace Pilings (Port Dock Repairs/Maintenance)		50,000	50,000	50,000	35
36	0		30,000	36	CM Relocate Hoist Dock Electrical		30,000	30,000	30,000	36
37	0		80,000	37	CM Forklift ²¹		38,000	38,000	38,000	37
38	0		25,000	38	PD 5 Electrical Engineering/Power Upgrade (Port Dock Repairs/Maintenance)		646,000	646,000	646,000	38
39	0		2,400,000	39	CM PD 5 Pier rebuild ²⁴		0	0	580,000	39
40	0	0	0	40	Hoist Dock fenders (Port dock repairs/maintenance)		35,000	35,000	35,000	40
41	0	0	37,000	41	PD 3/5 RODS WHALERS, Etc. (Port dock repairs/maintenance)		357,000	357,000	357,000	41
42	0	0	0	42	Truck (Vehicles) ²¹		25,000	25,000	25,000	42
43	0	0	0	43	Oil building upgrades - tanks -(Buildings)		86,000	86,000	86,000	43
44	0	0	150,000	44	Replace manned crane #3 (Vehicles and Equip)		0	0	0	44
45	12,981	11,970	2,802,000	45	TOTAL CAPITAL OUTLAY		1,267,000	1,267,000	1,847,000	45
46	771,694	688,240	4,996,355	46	TOTAL REQUIREMENTS		3,350,516	3,350,516	3,650,840	46

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: International Terminal	FY 2021-22				
Actual		Adopted Budget This Year 2020-21	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20								
1			1	PERSONNEL SERVICES				1	
2	43,212	105,970	2	Permanent Staff Wages and Salaries	2.00	124,531	124,531	124,531	2
3		0	3	Seasonal Staff	0.50	20,228	20,228	20,228	3
4	8,407	7,667	4	Overtime		5,492	5,492	5,492	4
5	4,964	10,528	5	Payroll Tax Expense		13,483	13,483	13,483	5
6	2,518	6,137	6	PERS - Retirement		21,267	21,267	21,267	6
7	8,256	15,033	7	Health Insurance		27,608	27,608	24,360	7
8	3,670	3,348	8	Workers' Compensation Insurance		6,807	6,807	8,264	8
9	204	0	9	Employee Incentives and Other		2,027	2,027	2,027	9
10	392		10	HRA and Other		1,260	1,260	1,260	10
11	0	0	11	Contingency		4,096	4,096	4,096	11
12	71,623	148,683	12	TOTAL PERSONNEL SERVICES		226,799	226,799	225,008	12
13	1.0	2.0	13	Total full-time equivalent (FTE)	2.50	2.50	2.50	2.50	13
14			14	MATERIALS AND SERVICES					14
15	0		15	Insurance		16,700	16,700	16,700	15
16	0		16	Professional Services ⁷		80,000	80,000	80,000	16
17	3,246	873	17	Training and Education		2,000	2,000	2,000	17
18	2,781	12	18	Travel		1,000	1,000	1,000	18
19	2,181	1,434	19	Office and Admin Expense		1,948	1,948	1,948	19
20	0	4,924	20	Bad Debt Expense		1,000	1,000	1,000	20
21	3,169	5,154	21	Licenses and Permit Fees		8,200	8,200	8,200	21
22	52,829	53,229	22	Utilities		54,736	54,736	54,736	22
23	27,972	34,637	23	Contract and Support Services ⁸		299,695	299,695	299,695	23
24	24,454	20,942	24	Repairs and Maintenance		29,943	29,943	29,943	24
25	12,240	11,271	25	Equipment		10,455	10,455	10,455	25
26	14,922	11,311	26	Materials and Operating Supplies		16,195	16,195	16,195	26
27	984	0	27	Shipping Expenses - ILWU Wages (Billed to Ships)		10,000	10,000	10,000	27
28	14,018	21,837	28	DSL and Other		30,000	30,000	30,000	28
29	2,000	24,000	29	Building and Land Leases		0	0	0	29
30			30	Other lease expenses		20,000	20,000	20,000	30
31	160,796	189,624	31	TOTAL MATERIALS AND SERVICES		581,872	581,872	581,872	31
32			32	CAPITAL OUTLAY					32
33	1,200		33	Capital Outlay					33
34			34	NIT Grade 9 acres ³⁰		170,000	170,000	200,000	34
35			35	NIT Asphalt					35
36			36	Procure property at NIT		30,000	30,000	30,000	36
37			37	Mclean Point Beneficial Project (in Prof Services)					37
38	1,200	0	38	TOTAL CAPITAL OUTLAY		200,000	200,000	230,000	38
39	233,619	338,307	39	TOTAL REQUIREMENTS		1,008,671	1,008,671	1,036,880	39

REQUIREMENTS SUMMARY

NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: NOAA Lease		FY 2021-22				
Actual			Adopted Budget This Year 2020-21			FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20									
1				1	PERSONNEL SERVICES					1
2	57,420	62,844	87,167	2	Permanent Staff Wages and Salaries	2.00	127,650	127,650	127,650	2
3	0		22,242	3	Seasonal Staff		0	0	0	3
4	1,155	129	0	4	Overtime		5,991	5,991	5,991	4
5	4,946	5,510	9,520	5	Payroll Tax Expense		11,850	11,850	11,850	5
6	2,588	3,867	5,353	6	PERS - Retirement		21,682	21,682	21,682	6
7	8,946	14,726	23,832	7	Health Insurance		27,608	27,608	24,360	7
8	2,695	3,316	4,791	8	Workers' Compensation Insurance		6,036	6,036	7,329	8
9	0	0	1,307	9	Employee Incentives and Other		1,787	1,787	1,787	9
10	0		864	10	HRA and Other		1,158	1,158	1,158	10
11	0	0	0	11	Contingency		3,237	3,237	3,237	11
12	77,750	90,392	155,075	12	TOTAL PERSONNEL SERVICES		206,999	206,999	205,044	12
13			1.83	13	Total full-time equivalent (FTE)	2.00	2.00	2.00	2.00	13
14				14	MATERIALS AND SERVICES					14
15	120,357	131,161	125,000	15	Insurance		166,757	166,757	166,757	15
16	13,142	11,606	18,500	16	Professional Services ⁹		66,500	66,500	66,500	16
17	215	0	0	17	Marketing and Promotion					17
18	2,591	2,939	2,000	18	Dues and Subscriptions					18
19	1,198	513	1,000	19	Training and Education		1,500	1,500	1,500	19
20		0		20	Travel					20
21	12,940	12,312	16,025	21	Office and Admin Expense		1,400	1,400	1,400	21
22	6,820	805	1,200	22	Licenses and Permit Fees		1,000	1,000	1,000	22
23	14,353	17,385	18,200	23	Utilities		18,200	18,200	18,200	23
24	40,721	54,969	205,650	24	Contract and Support Services ¹⁰		134,500	134,500	134,500	24
25	326,262	0	0	25	Dredging		750,000	750,000	750,000	25
26	794	2,042	2,000	26	Equipment		2,200	2,200	2,200	26
27	19,283	14,188	19,400	27	Materials and Operating Supplies		14,200	14,200	14,200	27
28	424		1,500	28	Fuel		1,500	1,500	1,500	28
29	9,902	10,199	7,000	29	DSL and State Land Fees		10,608	10,608	10,608	29
30	0		0	30	Office Rent and Land Leases					30
31	569,002	258,119	417,475	31	TOTAL MATERIALS AND SERVICES		1,168,365	1,168,365	1,168,365	31
32				32	CAPITAL OUTLAY					32
33	0	14,961	0	33	CAPITAL OUTLAY					33
34	1,166	0	0	34	59513 · Steel Pile Caps					34
35	28,665	24,929	30,000	35	59514 · Camel System Repairs & Mods (Docks)					35
36	0	0	20,000	36	Backup system battery replacement (Bldg. & Equip)					36
37	0	0	75,000	37	NOAA Carpet & Flooring (5 yrs.) (Bldg. & Equip)		100,000	100,000	100,000	37
38	0	0	10,000	38	NOAA Small Boat Dock & Ramp (Docks)					38
39	0	45,043	25,000	39	NOAA Cathodic Protection (Docks)					39
40	0	0	20,000	40	NOAA Electrical (Bldg. & Equip)					40
41	0	0	80,000	41	NOAA Anode Replacement (Docks)					41
42	0	0	9,500	42	NOAA Eel Grass Mitigation					42
43	0	0	20,000	43	NOAA Asphalt Coating/Stripe (Bldg. & Equip)		35,000	35,000	35,000	43
44	0	0	15,000	44	NOAA Concrete Repair /Replace (Bldg. and Equip)					44
45	0	0	10,000	45	NOAA HW Heaters (Bldg. & Equip)					45
46	0	0	10,000	46	NOAA HVAC System(s) (Bldg. & Equip)		20,000	20,000	20,000	46

47	0	0	10,000	47	NOAA Critical AC Systems (Bldg. & Equip)					47
48	0	0	0	48	Storm Filter System (Bldg. & Equip)		6,000	6,000	6,000	48
49	0	0	0	49	Fire safety (Bldg. & Equip)		30,000	30,000	30,000	49
50	29,831	84,933	334,500	50	TOTAL CAPITAL OUTLAY		191,000	191,000	191,000	50
51				51	DEBT SERVICE AND TRANSFERS					51
52	1,996,589	1,569,093	1,760,089	52	DEBT SERVICE					52
53				53	Principal		1,320,022	1,320,022	1,320,022	53
54				54	Interest		440,928	440,928	440,928	54
55	1,996,589	1,569,093	1,760,089	55	Total Debt Service		1,760,950	1,760,950	1,760,950	55
56				56						56
57	0	2,724	679,000	57	Transfer Out to General Operating Funds		0	0	0	57
58				58	Transfer Out to Facilities Maintenance Reserves		0	0	0	58
59	0	0	191,966	59	Transfer Out to NOAA Capital Maintenance		170,000	170,000	170,000	59
60	0	2,724	870,966	60	Total Transfers		170,000	170,000	170,000	60
61	1,996,589	1,571,817	2,631,055	61	Total Debt Service and Transfers		1,930,950	1,930,950	1,930,950	61
62	0	0	100,000	62	Operating Contingency		599,741	599,741	453,241	62
63	5,896,716	6,091,345		63	Ending Balance (Prior Years)					63
64				64	Reserved for future Use		0	0	0	64
65			0	65	Unappropriated Ending Fund Balance (UEFB)		250,000	250,000	250,000	65
66	8,569,888	8,096,606	3,638,105	66	TOTAL REQUIREMENTS		4,347,055	4,347,055	4,198,600	66

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bonded Debt Fund

(Fund)

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Newport

(Name of Municipal Corporation)

Historical Data			Adopted Budget This Year 2020-21	DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2021-22			
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	Resources				1
2			2	Cash on Hand (Cash Basis), or				2
3	443,475	448,519	120,000	3 Working Capital (Accrual Basis)	114,712	114,712	114,712	3
4	35,504	29,630		4 Previously Levied Taxes to be Received	0	0	0	4
5	4,605		3,500	5 Interest	150	150	150	5
6		0		6 Transfer from Other Funds	0	0	0	6
7				7 Proceeds from Refunding Bonds				7
8	483,584	478,149	123,500	8 Total Resources, Except Taxes to be Levied	114,862	114,862	114,862	8
9			811,000	9 Taxes Estimated to be Received *	929,609	929,609	929,609	9
10	491,787	718,567		10 Taxes Collected in Year Levied				10
11	975,371	1,196,716	934,500	11 TOTAL RESOURCES	1,044,471	1,044,471	1,044,471	11
12				Requirements				12
				Bond Principal Payments				
				Bond Issue	Budgeted Payment Date			
13	0		0	13 2008	N/A	0	0	0
14	70,000	70,000	0	14 2011	January 1	0	0	0
15	270,000	280,000	285,000	15 2016	July 1, 2021	295,000	295,000	295,000
16	0		50,000	16 2019	January 1, 2022	115,000	115,000	115,000
17				17				17
18	340,000	350,000	335,000	18 Total Principal		410,000	410,000	410,000
19				Bond Interest Payments				19
				Bond Issue	Budgeted Payment Date			
21	265,655	265,000	0	21 2011	July 1 and January 1	0	0	0
22	269,756	266,000	257,400	22 2016 GOB	July 1, 2021	124,425	124,425	124,425
23				23 2016 GOB	January 1, 2022	124,425	124,425	124,425
24	0		172,941	24 2019 GOB	July 1, 2021	85,946	85,946	85,946
25	0			25 2019 GOB	January 1, 2022	86,446	86,446	86,446
26				26				26
27	535,411	531,000	430,341	27 Total Interest		421,242	421,242	421,242
28	875,411	881,000	765,341	28 Total Debt Service		831,242	831,242	831,242
29				29				29
31				31				31
32				32				32
33				33 Transfer Out to GOF				33
34	99,960	315,716		34 Ending Balance (Prior Years)				34
35			169,159	35 Unappropriated Balance	213,229	213,229	213,229	35
36	0	0	0	36 Payment to Refunded Bond Escrow Agent	0	0	0	36
37	975,371	1,196,716	934,500	37 TOTAL REQUIREMENTS	1,044,471	1,044,471	1,044,471	37

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Lincoln County

**FORM LB-50
2021-2022**

Check here if this is an amended form.

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

600 SE Bay Boulevard Newport OR 97365
Mailing Address of District City State ZIP code Date
Mark A. Brown Director of Finance 541-265-7758 dirfin@portofnewport.com
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to		
		General Government Limits		
		Rate	-or-	Dollar Amount
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609		
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			995,000
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.			995,000

Excluded from Measure 5 Limits
Dollar Amount of Bond Levy

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.0609
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.
The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

RESOLUTION No. 2021-04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2021-2022 in the total amount of \$20,704,473.

This budget is now on file at **600 S.E Bay Blvd** in Newport, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

<u>General Operating Fund</u>		<u>NOAA Lease Revenue Fund</u>	
Personnel Services	\$ 2,372,838	Personnel Services	205,044
Materials and Services	\$ 3,955,815	Materials and Services	1,168,365
Capital Outlay	\$ 4,862,000	Capital Outlay	191,000
Debt Service and Transfers	\$ 1,086,153	Debt Service and Transf	1,930,950
Contingency	488,153	Contingency	453,241
Total	12,764,959	Total	3,948,600
<u>Bonded Debt Fund</u>		<u>Capital Maintenance Fund NOAA</u>	
Debt Service	831,242	Transfers Out.....	843,886
<u>Facilities Maintenance Fund</u>		Total.....	\$843,886
Transfers	315,334		
Contingency	50,000		
Total.....	365,334		
<u>Construction Fund</u>			
Transfers	1,920,000		
Contingency	30,452		
Total.....	1,950,452		
Total.....	15,911,987	Total.....	4,792,486
		TOTAL ADOPTED BUDGET	\$20,704,473

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-2022 :

- (1) At the rate of \$.0609 per \$1000 of assessed value for permanent rate tax;
- (3) In the amount of \$995,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$.0609/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 995,000

The above resolution statements were approved and declared adopted on 25 May 2021.

X _____
James Burke, President

Walter Chuck, Secretary/Treasurer

Notes and Projects

LB 20 CF (Construction Fund)		Amount
	Load proceeds, based on a 2.4 million spending plan, this is higher than what the Port expect to spend. However, by asking for a bit more, if the unexpected happens, there is enough budget to cover the expenditure.	
11		\$ 1,920,000
LB 30 Administration		
12	PERS	
27	Tier 1/2 increased from 13.99% to 19.69%,OPSRP increased from 6.14% to 15.56% Information recently received indicates the workers compensation rate will increase slightly versus the current year.	
Professional Services		
Included in Professional Services are:		
1	Financial Software	\$ 175,000
1	Estimated additional cost for a single audit. The audit is required anytime a non-federal entity receives \$750,000 or more in a single federal fiscal year	\$ 34,800
1	Legal fees	\$ 36,000
1	Communications Consultant	\$ 33,900
1	Grant Writing Contractor	\$ 30,000
1	Project Manager	\$ 25,000
1	ERP Consultant	\$ 55,000
1	Asset condition assessment	\$ 60,000
22	Will likely not occur in this fiscal year, but budgeted as a precaution	
Other items of interest		
13	Avoids one-time large cost of replacing all computers at the same time, newer computers will be relocated to other staff, new computers will be Laptops/tablets, allowing staff to easily move them.	
14	During a validation process, a mathematical error was discovered and corrected.	
32	Business Oregon has confirmed no payments will be made until construction of the building is complete and the building can be occupied.	
LB 30 South Beach		
Professional Services		
Included in Professional Services are:		
2	RV Park Reconfiguration and ROI evaluation	\$ 250,000
2	EXPO Center planning	\$ 30,000
2	Seawall review and evaluation	\$ 30,000
3	Repairs and Maintenance	
	Paint Marina Office, Rogue Distillery Building and replace toilets and sinks in the marina restrooms	\$ 100,000
	Purchase of new fiberglass decking for G dock ramp, Purchase of new whalers and brackets and rods, nuts and washers	\$ 50,000
4	Materials and Operating Supplies	
	Container for South Beach	\$ 4,500

26	Added additional Fillet table	\$	75,000
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LB 30 Commercial Marina

Professional Services

Included in Professional Services are:

5	Port Dock 7 rebuild planning and engineering	\$	200,000
5	CM Army Corp Feasibility study for dredging	\$	425,000
21	This expenditure will most likely not occur in Fiscal Year 2022		

Misc. expenses

6	Issues relating to 343 SE Bay Blvd	\$	201,000
24	Due to a delay in receiving the electrical panel, cost carried forward from Fiscal year 2021 for Pier 5, as well as the Grant funds, but the project remains within project budget	\$	580,000

LB 30 International Terminal

Professional Services

Included in Professional Services are:

	Consulting on Use of Facilities	\$	30,000
	McClellan Point project of benefit	\$	50,000

Contract and Support Services

8	Transporting dredge spoils from Rhondys property	\$	262,500
30	Additional tasks have been added to the 9 acres project, which increased the total	\$	30,000

LB 30 NOAA Lease Revenue Fund

Professional Services

Included in Professional Services are:

	Sprinkler system city hook ups	\$	40,000
	Associated Cleaners, Storm Sewer, Metro Access	\$	7,000

Contract and Support Services

	Transporting dredge spoils from Rhondys property	\$	87,500
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LB 20 GOF

15	This amount was a duplicate, the actual funding is located in the Construction fund, the Construction fund is used to control the receipt and expenditure of funds for the new facility.		
16	This is a cost share agreement, not a grant, therefore it has been removed.		
17	The Port did not receive the expected Grant, but is continuing to explore options for Grant Funds for fillet tables with other entities.	\$	100,000
18	Two Grants, Business Oregon/ Lincoln County		
19	In Fiscal Year 2021, the Port should receive a projected \$1,114,000 in Moorage Revenue, the budget was increased because of this projection. This is a very conservative projection.		
20	In Fiscal Year 2021 the Port should receive a projected \$1,117,900 in RV Space Revenue, the budget was increased because of this expectation. We felt it best to be conservative with Revenues		
28	Recalculated Net Working Capital, based on a new estimate of the current fiscal year revenues, and the delay on the Pier 5 construction.		
35	Based on Revenue projections \ for the current year, these were adjusted upwards		

25	The delay of Pier 5 will delay the receipt of some Grant funds, this reflects 50% of the Pier 5 costs the Port will incur in Fiscal Year 2022	\$	290,000
29	Reduced interest income based on current experience		
31	Grant added based on IGA received from OSMB	\$	30,000
37	In addition to Federal monies for planning the replacement of Port Dock 7, the Port expects to receive state money to assist in it's planning effort, therefore covering the full cost of planning for the replacement of PD 7.		

LB 20 NOAA Capital Maintenance Fund

33	Additional Funds were added to transfer, this allows the Port to Pay more towards the repayment of the SB Loan.
34	Increased so resources minus requirements equals 0.

LB 20 NOAA Lease Revenue Fund

38	The Port does not realistically expect to receive grant funding in the upcoming fiscal year, therefore this has been removed.
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PORT OF NEWPORT MINUTES

April 27, 2021

Regular Commission Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, April 27th, to be read into the meeting at the appropriate time.

Agenda Item

**Audio
Time**

I. CALL TO ORDER

0.00

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm.

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

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

Members of the Public and Media: Angela Nebel, Summit Public Relations Strategies; Heather Mann, Midwater Trawlers Cooperative; and Dustin Capri, Capri Architecture.

II. CHANGES TO THE AGENDA

0:08

There were no changes to the Agenda.

III. PUBLIC COMMENT.....

0:15

Heather Mann introduced herself as the Executive Director of the Midwater Trawlers Cooperative, which represents 29 commercial fishing vessels, many homeported in Newport, that fish here and in the Bering Sea. She said she thought it was important to share praise for Miranda, Bretz, Brown, Hewitt, and the Commission. Mann said she met with Miranda, and Mann felt confident the Port is committed to bringing new uses for the International Terminal with minimal disruption to current users. She closed by recognizing Port staff for their accomplishments and thanking the Commission for their dedication to the Port.

IV. CONSENT CALENDAR.....

4:31

- A. Minutes 2021
- 1. Budget Committee MeetingMar 16
- 2. Regular Commission MeetingMar 23
- B. Painting of Marina Showers/Rest Rooms in South Beach
- C. Terminal Asphalt

- D. Contract Renewal – IconiPro Security System
- E. Workers Compensation Reimbursement Program
- F. Business Oregon – Rogue Seawall Grant Award
- G. Financial Reports

A motion was made by Lackey and seconded by Chuck to Accept the Consent Calendar. The motion passed 5 – 0.

V. OLD BUSINESS

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Accounts Paid 4:52

A motion was made by Sylvia and seconded by Lackey to accept the Accounts Paid as presented. The motion passed 5 – 0.

- C. Port of Toledo Invoices 5:28

Miranda introduced the Staff Report included in the Meeting Packet. She commented that the earlier disputed bill was for repairs to the small tug used for services around the marina. The work was done to repair the vessel, but not all of the work was authorized. Miranda said she met with the Toledo Port Manager on issues and concerns over a more recent invoice where the same thing occurred. Miranda said the Toledo crew did additional needed work that was not in the original estimate. So that this doesn't happen again, she is working on an MOU with the Port of Toledo that would contain requirements for both parties and a clause that work could only continue up to a certain percentage beyond the estimate. Miranda commented that the Port may have rethought the work on the Mildred C at the time if the estimate reflected the final cost. There was a lack of communication. Miranda agreed to share the cost of the additional work, so the bill was reduced from over \$20K. Interest charges were also removed. Miranda said the more recent work was needed in order to remove the vessel from the marina. She was requesting authorization from the Commission to make the payments as presented. Chuck asked about interest accruing on the earlier bill for two years. Miranda said all interest was waived. She said initially there was a disagreement between the two parties. She had met with the previous manager at the Port of Toledo, and found there were also charges for another vessel that were included in the Port's bill. The agreement between the parties wasn't reached until meeting with the new manager.

A motion was made by Lackey and seconded by Retherford to approve invoices #2303 in the amount of \$9,560.95 and invoice #7139 in the amount of \$14,580.18 as presented. The motion passed 4 – 1, with Chuck dissenting.

Chuck added that these were two public bodies who had not settled the dispute for two years, and it was not good to have this happen again. He added he appreciated the negotiating, but the Port needs to be responsible for tax payer dollars. Miranda said she considered the Port of Toledo a partner and it would be good to have an agreement to prevent this from happening again.

Miranda introduced the Staff Report included in the Meeting Packet. She commented that it had been discussed at the last Port meeting to hire a consultant to get a better building cost estimate. The original estimate was \$2.5MM, which was greater than what was budgeted. Changes had been made after a meeting with the architect, consultant, and Burke to cut down costs without affecting the integrity of the original plan. The proposed building would provide space for existing staff, space for additional consultants needed from time to time, a Commission room, and rentable space. The lowest estimate came down to \$2,084,000, and Miranda felt the Port could not pass up the opportunity at this point. She added that when the building was planned 5 – 6 years ago, the price tag was less than \$800K with not much less of a footprint. As rules change and material costs increase, construction costs go up. She said the interest rate right now is as low as the Port could expect, and she suggests moving forward with the project. Miranda requested the Commission approve finishing the architectural scope of work and the addendum provided by Capri which would include all specifications. Including the specifications with the documents sent out with the Request for Proposals (RFP) for contractors would avoid change orders and additional cost, and they would provide exactly what was requested.

Lackey asked what the earliest date the project could go out for bid. Capri said value engineering was added that would reduce costs. It would probably take 2 – 3 months to finalize construction documents, at which point the project could go out for contractors and permitting could begin. Capri said he would discuss the public process with Miranda. The turn around time for the bids to be received may be 45 days. Lackey asked when an interest rate for the loan could be locked in with Business Oregon. Miranda suggested providing the current estimate, which includes furniture, to Business Oregon and work with them to move forward and lock in the interest rate. Capri said the construction industry is a dynamic environment right now with something new every day. For example, when the Evergreen got stuck in the Suez Canal it led to an issue with getting interior doors. He said he hoped it would settle in the fall; this is a demand driven spike and a lot of construction goes on in the summer months.

Burke asked what if the RFP was issued and the proposals came back significantly higher than the estimate. Capri said the previous project was not submitted to the City of Newport for permitting. If the permits are issued and the cost comes back higher, the Port can ask for extensions on the permits. Miranda recommended pausing the project if the price comes in higher than anticipated and hope material prices come down. She said she believed the interest rate with Business Oregon can be locked in for up to a year. Capri added they could also work with the contractor on the specifications to bring the price within reason. The addendum submitted was intended to specify every product and how they would be installed. He suggested it is too much risk for the Port to accept a low bid and then get a chain of change orders. Capri added each section of the plan has alternatives which provides some flexibility to work with the contractor to bring the cost down.

Retherford asked if a geotechnical report had been done on the property. Miranda said yes, and the cost was less than expected. Capri added that GRI, who prepared the original and updated report, found the property consistent with the findings in 2014, so the overall recommendation for the foundation did not change. Sylvia asked about the \$2MM vs. \$1.2MM for the cost of construction.

Capri said the \$1.2MM was based on direct construction costs and did not include soft costs such as permitting, contractor overhead and profit, inspection, etc. Sylvia said it seems like a good idea to lock in the interest rate and see what happens with costs in order to manage risk. Chuck asked how likely it would be to get a contractor who was reputable and had experience building on the coast. Capri said that could be set as a condition on the RFP. He added that building in the fall would open the project up for smaller, local firms to compete who had more coastal experience. Burke suggested if the project could be kept local that could save money.

A motion was made by Lackey and seconded by Retherford to direct staff to move forward with the remaining architectural work, including the additional \$9,000 for specifications and Request for Proposal once the work is completed.

Lackey commented that he has been torn because of the money, but recognizes the current building is not a long term solution, the project looks doable while still working on other projects and planning, and the Port might regret it if it doesn't do this now. In a few months the Commission can discuss before taking the next steps.

The motion passed 5 – 0.

E. Additional Conduit to Benefit PD5 Electrical Project 39:21

Bretz introduced the Staff Report included in the Meeting Packet. Retherford commented that she was impressed with the effort that goes into reports and the work to get pricing down and make the project more efficient; she thanked staff for their efforts.

A motion was made by Retherford and seconded by Sylvia approving the General Manager to authorize Advanced American Construction to proceed with installation of conduit on the pier and docks that will benefit the replacement of marine power pedestals and upgrade to 50 amp electrical service on Port Dock 5, not to exceed \$71,078 with an additional \$7,000 contingency. The motion passed 5 – 0.

VI. NEW BUSINESS

A. Annual Goal Setting 41:55

Miranda introduced the Staff Report included in the Meeting Packet. She suggested in the future the Port plan a goal setting meeting in December before the budget process so that staff has a better idea of what the Commission would like to focus on. She added a lot of work had already been done for goal setting this year. She said her report was based on notes from the consultant who prepared the Strategic Business Plan (SBP), which were in black on the report. She said some things had not changed much but a lot has been updated. Her comments on the report represented a summary of what the Port is doing to follow the SBP. One area of focus on the SPB is the Capital Improvement Plan. She referred to the Capital Improvement Plan Update on pages 101 and 102. Some projects were moved from the original year planned because of things like COVID, limits on funding sources, and permitting issues. Miranda said she had received an email from Retherford on the state of commercial fishing. Retherford said at some point the information on commercial fishing in the SBP needs to be updated to reflect the current state of the industry, which is

expanding rather than consolidating. She added that the Port is flourishing and does not have room for the huge industry that is here in Newport: the local fishing fleet, the Alaskan fleet, and transient vessels. Miranda said that could be reviewed in the next plan update, and the plan could be clarified along the way. Sylvia suggested considering what is happening with West Coast fleets overall when updating the plan. Miranda noted that the State requires an update to the SBP every 5 years. Chuck commented that the Port should continue to look for opportunities to address other items not included in the SBP. Miranda agreed and said she would continue to take in Commission ideas, and if something were not working or needed to get done, staff would bring that to the Commission as well – the SBP is a living document. Burke said the Commission would look to complete an Annual Goal Setting before January next year. Miranda suggested starting in the first couple weeks of December, especially since infrastructure priorities have a big impact on the budget. No action was taken.

B. Rogue Brewery Roof Painting

1:05:35

Miranda introduced the Staff Report included in the Meeting Packet. She said Rogue was interested in painting the brewery roof to show people from out of town where they are located. Miranda added that paint would help maintain the roof, and she had discussed including work on the eaves, which would typically be maintained by the Port. She asked the Commission if they preferred either paint color. Sylvia mentioned the red is more intense and asked if there were any broader aesthetic concerns. Miranda said the City of Newport would have to approve, who usually would want to know if the Port approved first. She commented that typically lease requirements would go to staff for approval, but she was bringing this to the Commission because this may be a more controversial and political concern. Miranda said Rogue also was likely to ask for another sign in front of the former House of Spirits, but this proposal was not yet ready. Chuck offered for historical perspective the reddish roofing in Toledo was initially purchased for NOAA, but there were complaints from people across the bay that they did not want to look at a red roof, so he suggested choosing the grey option for Rogue. Burke said it would be good to have the roof painted and include bargaining on working on the gutter as part of the project. Retherford said she preferred the lighter, grey color, which would blend in with the Port but would still stand out well. In response to Sylvia, Miranda said she is not aware of a Port policy regarding aesthetics, but the Port is a political entity and should care about how this would reflect on the community. Retherford further added that if the red would be too much for the community, it would probably be too much for the City. Burke agreed the red is quite a bit.

A motion was made by Chuck to suggest Rogue paint the roof the grey color and not red.

Lackey said he was still processing and wondered how much the Port should direct Rogue and what would be the City’s opinion. Sylvia suggested the Port postpone deciding on Port approval. Chuck withdrew his motion and suggested soliciting public comments in the next newsletter. Miranda added that painting the roof grey would also require less maintenance as red would show chips more readily. Burke asked staff to discuss the issue further and make a recommendation to the Commission. Miranda said she would also discuss this with City officials. Chuck commented that when the recent mural was planned, Rogue wanted to include their logo in red, which the Port requested be changed, so there is a history of asking the Port what is preferred. No action was taken.

C. <u>MOU with Newport Police Dept. Regarding Sharing of Security Camera Footage</u>	1:24:26
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Bretz introduced the Staff Report included in the Meeting Packet. He said he was working with the Newport Police Chief to streamline the process for police access to Port security videos, since there was a shared interest in security on Port grounds. Bretz said the agreement was reviewed by the Port’s lawyer and the City’s lawyer, and shared a screen shot of the recently suggested changes, including changing the title to an Intergovernmental Agreement (saved as a Meeting Packet Addendum.) He said the substance of the agreement was to allow the Newport Police to have access when conducting an investigation when there was reasonable suspicion that a crime occurred, without having to submit a public records request. The agreement was set to go before City Council on May 3rd, pending approval by the Port Commission. Sylvia asked how the police were currently involved in providing security for the Port. Bretz explained that the police frequent the area in South Beach more often than the Commercial Marina or the International Terminal. The Port contracted security company patrols Port grounds after hours. Bretz added that Port properties are relatively open to the public, and the police come in fairly frequently but not as a regular patrol. He said the Newport Police has similar agreements with other larger properties, such as the school district.

A motion was made by Retherford and seconded by Sylvia to approve the Intergovernmental Agreement with the Newport Police Department regarding access to the Port’s security camera footage. The motion passed 5 – 0.

D. <u>City of Newport Street Vacation</u>	1:31:50
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Miranda introduced the Staff Report included in the Meeting Packet, and said she was notified by the City Planner that Oregon Statute required approval of a vacation by the Port Commission if it was within 500 feet of a harbor. She said this proposed vacation does not pose any problems to the Port or transportation to the Port.

A motion was made by Sylvia and seconded by Lackey to approve the vacation as requested. The motion passed 5 – 0.

VII. STAFF REPORTS

A. General Manager	1:33:53
1. Director of Finance & Business Services	
a) March Occupancy Report	
2. Director of Operations	

Miranda introduced the Staff Reports included in the Meeting Packet. She thanked Heather Mann for her positive comments for Miranda and Port staff. Miranda commented that there are a lot of Finance and Operations team members that do amazing jobs, and Port staff is working hard in COVID conditions while still trying to serve the community.

Miranda said she was looking to get going on the Rogue Seawall grant on Monday. Waiting for the grant has delayed the work a bit, which would be reflected on the budget presented next month as the cost of the project would be shared in the 2020-21 and 2021-22 budgets. Miranda said she was

waiting to hear from Travel Oregon about the grant application for the fillet tables. She added the difference in the costs of the two tables was due to a difference in utilities installation requirements. Miranda said the contract with the Army Corps of Engineers (ACOE) for the feasibility study has already been signed.

Miranda said that the removal of the building at 343 SE Bay was complete. The property issues were complicated; she is still working with the OR Department of State Lands (DSL) and would like to contact the adjacent property owner. Lackey said the information provided at the committee meeting by Miranda and Bretz was thorough, and Burke commented he appreciated Bretz's presentation. Miranda said Bretz has done a lot of research and staff was looking at all options. Miranda said there may be some hiccups in the timeline for materials for the Port Dock 5 project, and a design for additional work on the landing and flotation under the landing will be shared with the Commission when finalized. Bretz said a challenge for the new float with less of an incline was to have the needed buoyancy while staying in line. Bretz said the contractor submitted plans had been worked out and added the shallower angle would be better for users.

Miranda said the South Beach electrical load centers project was mostly complete. The Port was waiting for a contractor estimate for additional circuits that were needed, which may be brought back to the Commission for approval. She said staff was working to identify boats that may have issues with amperage not matching so they can be contacted to fix any problems. Miranda stated she was still waiting for feedback from Clearwater on an MOU regarding Port Dock 1. The issue was there was not an existing Port lease of the dock area from DSL. The property deed when sold to Clearwater from the previous owner included the Port's reservation of rights to the lease with DSL, but DSL does not recognize that right. Miranda said she has included legislators on this issue. She is preparing documents for Clearwater to receive the lease from DSL and assign it to the Port, but there is still some language to clarify. She commented the Port had the pier there prior to the existence of DSL and should not have to go through this process. Miranda will continue to work with the Oregon Public Ports Association and the Oregon Legislature, and has involved the Port's attorney.

Miranda said she had been discussing having a joint meeting with the Port Commission and the Newport City Council, maybe in June. Burke commented it would be good to try to have this as a live meeting. Miranda suggested holding this in City facilities. Miranda will contact City Manager Spencer Nebel regarding scheduling and possible topics of joint interest, and she asked Commissioners to contact her with any suggested topics. Miranda said she had also spoken with Lorna Davis, Port Manager for the Port of Toledo, about having a joint meeting in July or August when the new MOU was presented.

Miranda said Port Finances are looking good and Brown continues to find ways to save money. An RFP for Financial Systems Software is out, and a proposal should be brought to the Commission soon.

Retherford mentioned Sara Skamser's comment on the Port's Facebook page about whether there would be a ribbon cutting for the Port Dock 5 Pier when complete. Miranda said she is considering that and will plan as the project gets closer to completion. She said this could be discussed at the May Commission Meeting, and perhaps would include invitations to federal and local legislators.

VIII. COMMISSIONER REPORTS/COMMENTS

1:53:39

Chuck said that he and Sylvia had attended the South Beach Users Meeting, which was very informative and a good opportunity for feedback. He added that South Beach was bracing for a very busy summer. Sylvia added that a take-away was the concern that the Port consistently enforce policies. Retherford asked if there were policies and rules that needed to be reviewed. Sylvia said that staff has more information, but the ordinances and rules about insurance, parking, and fillet permits were discussed. He added there will be future South Beach Users meeting, perhaps once a year. Miranda remarked there were a lot of ordinances and regulations that have been approved by the Commission over time and it would be good for staff to review these periodically. Brown commented that financial and human resources policies now match current requirements. Miranda said there was discussion at the users meeting about the insurance requirements, and staff is talking with the Port’s insurance agent and attorney about possible grouping and what should be required. She suggested if a user asks for an insurance requirements variance that this would be presented to the Commission with the insurance agent and attorney recommendations for Commission review and possible approval. Miranda added that the requirements are not new, but the Port now has enough staff to work on enforcement. Chuck commented that the enforcement of the Charter Boat policy was also discussed. He said this was very important with small trailer boats bringing customers to the Port who could potentially sue if injured.

IX. CALENDAR/FUTURE CONSIDERATIONS

2:02:35

	2021
Executive Session – GM Evaluation.....	May 3
Budget Hearing & Regular Commission Meeting	May 25
Memorial Day, Port Office Closed	May 31

There were no changes to the Calendar/Future Considerations.

X. PUBLIC COMMENT

There was no public comment at this time.

XI. ADJOURNMENT

2:02:57

Having no further business, the meeting adjourned at 8:04 pm.

ATTESTED:

James Burke, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

May 12, 2021

Commission Work Session

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 10:00 am, Wednesday, May 12th, to be read into the meeting at the appropriate time.

Agenda Item

Audio Time

I. CALL TO ORDER

0:000

Commission President Jim Burke called the Commission Work Session of the Port of Newport Board of Commissioners to order at 12:03 pm.

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

Management and Staff: Paula J. Miranda, General Manager; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: None

II. PUBLIC COMMENT.....

0:10

There was no public comment.

III. GENERAL MANAGER CONTRACT NEGOTIATIONS.....

0:13

Burke said the goal of the Work Session was to discuss any type of merit salary increase and contract adjustments, with a possible recommendation to add to the upcoming Regular Meeting on May 25th. No specifics were to be discussed from the Executive Session, but rather the outcome of the appraisal and next steps. Chuck commented he thought the evaluation went well and all were basically in agreement around what needs to be done or addressed, and all were on the same page regarding priorities. Chuck added he looked forward to having the priorities as part of a goal setting session in the winter, to allow the Commission to discuss ideas to address the needs and issues of the Port. Burke suggested considering the proper increase compared to increases for the rest of the staff and how it would affect the budget, etc.

Lackey shared five reasons he thought the Commission should give Miranda more than a nominal increase: years of experience, excellent job performance and dedication, the salary range for North West port general managers is higher than many may realize, there are a lot of important decisions and projects coming up in the next several years, and most importantly, stability, good leadership

and good decision making are worth a lot to the Port. He added a 6th reason, that a more than nominal increase would show the Commission was committed to Miranda, show appreciation for her work, and wanted to continue the trajectory into the future. He asked to hear from others before sharing his suggested salary increase. Burke said he appreciated and agreed with those points. Retherford said she agreed with Lackey on all six reasons. Chuck asked about the increase given to the rest of the employees this year. Miranda said there is a target rate of 5%, based on performance. Chuck said he reiterated the need for the Port to bring in new revenue sources. He said he agreed with an increase and was willing to discuss something greater than the rest of staff. Chuck suggested the Commission does need to be aware of public perception; the Port needs to keep good management, but a new revenue source has not been generated in quite a while, and a new Administration Building is also under consideration along with other projects.

Miranda thanked the Commission for their comments and appraisal. She said she felt good about what has been accomplished at the Port. The COVID pandemic did make it harder to bring in new sources of revenue. Miranda commented that through her years here staff has found ways to save the Port money. She added a major project could potentially generate new revenue. She has discussed some possibilities with potential users, and she hoped to bring something new. Miranda commented that, particularly over the past year, the Port of Newport has out-performed most ports in Oregon. Many had to apply for assistance from funds available for losses due to COVID; the Port of Newport did not have many such losses. Miranda said she is looking forward to next year which promised a lot of opportunities and projects. Not all projects were revenue generating but were necessary for continuing proper operations of the Port. Communication has been good for the Port. Miranda said she has heard positive comments from many people that the Port is viewed differently by the community than it has been in the past. The work accomplished has been a team effort with management, and they are a good resource to make things even better.

Lackey said he understands Chuck's comment and the value of community perception. He suggested the community values a well-functioning Port. Lackey said Miranda brings experience dealing with entities at various levels, and she has increased the financial well-being of the Port along with staff. It is difficult to put a dollar value on that contribution. Lackey said that information is limited but the range of pay for Port General Managers is higher than one might think. Lackey said Miranda may have options in the future, and he wanted Miranda to say "no" to those options because she had a dedicated Port and Commission, and more here than somewhere else. Although an increase this year might not yet be in the ballpark of similar Ports, it was important to be both competitive and prudent. He added that the recent announcement of inflation reaching the highest rate in more than a decade also puts things in perspective. Lackey suggested a salary increase of about 9% this year to \$153,600, which would be a total of a 20% increase over the past two years. He suggested this would show the Commission was committed to moving toward a more competitive salary. Lackey added a salary survey could be considered in future years.

Burke said he agreed retention was paramount, and it was important to show progress and completion of projects to the Port's constituents. He added it was also important in the future to look at staff salaries across the board to make sure they are keeping up with inflation. Retherford said the public needs to know why the Commission supports an increase, which includes the reasons listed by Lackey, along with Miranda's professionalism and management's work to save the Port money and better the Port. Retherford added that Miranda is also heavily involved in the

community locally and at the state level, beyond the scope of her job. Chuck said he supports an increase, and suggested 7%. He commented Miranda was initially hired at the highest advertised amount for the position and received a 10% increase last year. He suggested a 3 year contract that would include moving incrementally toward a more competitive salary. Miranda said she is not opposed to setting up a longer term contract, but the current contract does already include an auto-renew clause, and makes an easier exit for herself or the Port. Miranda remarked that she accepted the initial salary after looking at the Port's budget, but figured she could change things at the Port that would allow for a better salary in subsequent years. She added that she came from a lower position at her prior port, but received about the same take-home pay as her initial salary with the Port of Newport. Miranda said the Port of Newport is comparable to the Port of Astoria, and she would like at one point to stay at least level with that and other coastal port's salary ranges. Lackey said he liked the current contract.

Lackey said he had found information online about port manager salaries, and commented the salaries were comparable to or higher than state level public officials in Washington. This was because ports are public entities but also competitive businesses – the person at the helm can make the difference in hundreds of thousands of dollars. A competitive salary pays for itself if the right person is in the leadership position. Lackey commented the Port of Newport can't compete with Coos Bay, and he was unable to verify current information about the General Manager's salary at the Port of Astoria, which is probably the most comparable with the Port of Newport. He said it would behoove the Commission, acting on behalf of the people of the Port District, to retain Miranda, who brought stability to the Port for the first time in a while. He asked for Miranda's patience in bringing the General Manager salary in line, and commented he wouldn't want to offer less than a 9% increase. Retherford said it was important to have a goal to get Miranda's salary competitive sooner rather than later, but in a reasonable way. She suggested a salary increase of \$10-12K. She commented that salary increases can change the performance by a leader. Lackey said he was open to a higher increase than he had proposed. Burke said a motion wasn't needed at this Work Session, and Sylvia could be included in the conversation at the Regular Meeting when a motion can be made. He added that keeping a General Manager was fiscally responsible. Retherford suggested there was enough of a range to make a recommendation for the Regular Meeting, and proposed a salary increase of \$15K. Lackey said that would be just under 12%, and he could agree to that. Miranda said she did not expect a jump to the salary level of the General Manager in Astoria right away, but she did not always want to be catching up. She said the Port had a hard time finding applicants during the previous General Manager search, probably in part because the salary was not competitive. Miranda recommended that the Port keep the salary at a competitive level and work to get there and stay there in the next two years. Burke said he supported that logic and expects great things in coming years.

Lackey said he would like to have a validated salary number for Port of Astoria. Miranda said she was able to get the revenue and asset information from their published budget from last year, but only has inside information as to the salary. She will share anything she may find with the Commission. Miranda said she would be willing to work on a longer term contract if the Commission wanted that, which would include work on the departure clause. Burke commented that a revised contract might take some time to draft and would need attorney input. Paula said she could make some suggestions and perhaps look at revising the contract next year. A vote on the current salary and contract will take place at the Regular Meeting. No action was taken.

IV. ADJOURNMENT

Having no further business, the meeting adjourned at 12:50 pm.

ATTESTED

James Burke, President

Walter Chuck, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,519,925	3,557,240	(37,315)	(1)%
Total Checking/Savings	3,519,925	3,557,240	(37,315)	(1)%
Accounts Receivable				
11200 · Accounts Receivable	467,517	511,268	(43,750)	(9)%
11225 · Grants Receivable	230,400	0	230,400	100%
Total Accounts Receivable	697,917	511,268	186,650	37%
Other Current Assets				
11250 · Property Tax Receivable	7,690	15,868	(8,178)	(52)%
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	37,415	4,601	32,814	713%
11300 · Prepaid Expenses	189,431	180,703	8,728	5%
11400 · Due from Other Funds	25,093	732	24,361	3,326%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	0	2,126	(2,126)	(100)%
Total Other Current Assets	(261,204)	(316,804)	55,600	18%
Total Current Assets	3,956,638	3,751,704	204,935	6%
Fixed Assets				
11500 · Capital Assets	47,901,291	47,536,156	365,135	1%
Total Fixed Assets	47,901,291	47,536,156	365,135	1%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
Total Other Assets	650	0	650	100%
TOTAL ASSETS	51,858,579	51,287,860	570,719	1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	337,174	206,373	130,801	63%
Total Accounts Payable	337,174	206,373	130,801	63%
Other Current Liabilities				
12005 · Retainage Payable	41,722	0	41,722	100%
12010 · Unclaimed Property Payable	3,933	3,234	700	22%
12020 · Lodging/Room Tax Payable	17,557	100	17,458	17,505%
12100 · Payroll Liabilities	165,719	141,824	23,894	17%
12200 · Due to other Funds	700,000	0	700,000	100%
12250 · Deferred Revenue	455,121	306,229	148,892	49%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
Total Other Current Liabilities	1,935,014	1,007,744	927,270	92%
Total Current Liabilities	2,272,188	1,214,117	1,058,071	87%
Long Term Liabilities				
12350 · Long Term Debt	5,676,498	6,285,211	(608,713)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%

Port of Newport - General Operating Fund

Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	147,653	147,653	0	0%
Total Long Term Liabilities	5,924,771	6,533,485	(608,713)	(9)%
Total Liabilities	8,196,959	7,747,602	449,357	6%
Equity				
13005 · GOF - Assigned FB-Improvements	0	53,082	(53,082)	(100)%
13010 · GOF - Unassigned FB	36,503,625	62,409,015	(25,905,391)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	(21,009)	(34,952)	13,942	40%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
Net Income	35,465	(431,760)	467,225	108%
Total Equity	43,661,620	43,540,258	121,362	0%
TOTAL LIABILITIES & EQUITY	51,858,579	51,287,860	570,719	1%

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

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

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	18,027	0	18,027	100%
Total Income	18,027	0	18,027	100%
Gross Profit	18,027	0	18,027	100%
Expense				
15000 · Personnel Services	645,257	699,224	(53,967)	92%
16000 · Materials & Services	419,667	588,732	(169,065)	71%
16990 · Depreciation Expense	4,220	4,220	0	100%
Total Expense	1,069,144	1,292,176	(223,032)	83%
Net Ordinary Income	(1,051,117)	(1,292,176)	241,059	81%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,614	109,525	6,089	106%
18200 · Interest Income	15,659	0	15,659	100%
18300 · Grants	0	1,299,179	(1,299,179)	0%
18800 · Miscellaneous - Non-operating	7,394			
Total Other Income	138,668	1,408,704	(1,270,036)	10%
Other Expense				
19000 · Capital Outlay	90,211	2,575,000	(2,484,789)	4%
19890 · Overhead Allocation	(810,007)	(810,007)	(0)	100%
Total Other Expense	(719,796)	1,764,993	(2,484,789)	(41)%
Net Other Income	858,463	(356,289)	1,214,752	(241)%
Net Income	(192,653)	(1,648,465)	1,455,812	12%

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

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	115,582	143,333	(27,751)	81%
14100 · Moorage	134,791	132,129	2,662	102%
14200 · Hoist Dock & Services	405,915	392,148	13,767	104%
14300 · Shipping Terminal Revenues	0	17,290	(17,290)	0%
14600 · Miscellaneous Revenue	17,685	0	17,685	100%
Total Income	<u>673,973</u>	<u>684,900</u>	<u>(10,927)</u>	<u>98%</u>
Gross Profit	673,973	684,900	(10,927)	98%
Expense				
15000 · Personnel Services	160,000	158,705	1,295	101%
16000 · Materials & Services	211,390	165,129	46,261	128%
16990 · Depreciation Expense	1,059,088	1,059,088	0	100%
17000 · Debt Service	232,472	498,584	(266,112)	47%
Total Expense	<u>1,662,951</u>	<u>1,881,506</u>	<u>(218,555)</u>	<u>88%</u>
Net Ordinary Income	(988,978)	(1,196,606)	207,628	83%
Other Income/Expense				
Other Income				
18300 · Grants	2,500	22,500	(20,000)	11%
18700 · Property & Dredge Sales	10,914	0	10,914	100%
Total Other Income	<u>13,414</u>	<u>22,500</u>	<u>(9,086)</u>	<u>60%</u>
Other Expense				
19000 · Capital Outlay	6,818	285,000	(278,182)	2%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19890 · Overhead Allocation	22,748	22,748	(0)	100%
Total Other Expense	<u>29,565</u>	<u>357,748</u>	<u>(328,183)</u>	<u>8%</u>
Net Other Income	<u>(16,152)</u>	<u>(335,248)</u>	<u>319,096</u>	<u>5%</u>
Net Income	<u>(1,005,129)</u>	<u>(1,531,854)</u>	<u>526,724</u>	<u>66%</u>

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

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	125,407	155,000	(29,593)	81%
14100 · Moorage	520,943	475,329	45,614	110%
14200 · Hoist Dock & Services	427,833	349,022	78,811	123%
14600 · Miscellaneous Revenue	21,174	0	21,174	100%
14700 · Permit Revenues	(441)	0	(441)	100%
Total Income	<u>1,094,916</u>	<u>979,351</u>	<u>115,565</u>	<u>112%</u>
Gross Profit	1,094,916	979,351	115,565	112%
Expense				
15000 · Personnel Services	341,694	420,025	(78,331)	81%
16000 · Materials & Services	375,882	1,408,604	(1,032,722)	27%
16990 · Depreciation Expense	43,584	43,584	0	100%
17000 · Debt Service	6,596	32,915	(26,320)	20%
Total Expense	<u>767,755</u>	<u>1,905,128</u>	<u>(1,137,373)</u>	<u>40%</u>
Net Ordinary Income	327,160	(925,777)	1,252,937	(35)%
Other Income/Expense				
Other Income				
18300 · Grants	394,678	143,634	251,044	275%
18600 · Gain/(Loss) on Sale of Assets	(2,126)			
18800 · Miscellaneous - Non-operating	684			
18900 · Transfers In from Other Funds	0	1,009,452	(1,009,452)	0%
Total Other Income	<u>393,236</u>	<u>1,153,086</u>	<u>(759,850)</u>	<u>34%</u>
Other Expense				
19000 · Capital Outlay	925,963	2,802,000	(1,876,037)	33%
19600 · Contingency	0	151,941	(151,941)	0%
19700 · Transfers Out to Other Funds	109,816	1,500,000	(1,390,184)	7%
19890 · Overhead Allocation	358,333	358,333	0	100%
Total Other Expense	<u>1,394,112</u>	<u>4,812,274</u>	<u>(3,418,162)</u>	<u>29%</u>
Net Other Income	<u>(1,000,876)</u>	<u>(3,659,188)</u>	<u>2,658,312</u>	<u>27%</u>
Net Income	<u>(673,715)</u>	<u>(4,584,965)</u>	<u>3,911,250</u>	<u>15%</u>

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

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	368,446	379,167	(10,720)	97%
14100 · Moorage	850,322	566,727	283,595	150%
14200 · Hoist Dock & Services	10,114	29,167	(19,053)	35%
14400 · RV Parks	1,007,316	817,426	189,890	123%
14500 · Launch Ramp & Trailer Storage	79,546	63,010	16,536	126%
14600 · Miscellaneous Revenue	68,732	49,197	19,535	140%
14700 · Permit Revenues	120			
Total Income	<u>2,384,595</u>	<u>1,904,693</u>	<u>479,902</u>	<u>125%</u>
Gross Profit	2,384,595	1,904,693	479,902	125%
Expense				
15000 · Personnel Services	434,389	526,459	(92,071)	83%
16000 · Materials & Services	548,001	1,015,842	(467,841)	54%
16990 · Depreciation Expense	272,070	272,070	0	100%
17000 · Debt Service	209,406	241,114	(31,708)	87%
Total Expense	<u>1,463,866</u>	<u>2,055,485</u>	<u>(591,619)</u>	<u>71%</u>
Net Ordinary Income	920,729	(150,792)	1,071,521	(611)%
Other Income/Expense				
Other Income				
18300 · Grants	4,320	187,500	(183,180)	2%
18600 · Gain/(Loss) on Sale of Assets	3,200	0	3,200	100%
18700 · Property & Dredge Sales	513	55,000	(54,487)	1%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	8,033	242,500	(234,467)	3%
Other Expense				
19000 · Capital Outlay	1,045,086	277,000	768,086	377%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	426,945	426,945	0	100%
Total Other Expense	<u>1,472,031</u>	<u>803,945</u>	<u>668,086</u>	<u>183%</u>
Net Other Income	(1,463,998)	(561,445)	(902,553)	261%
Net Income	<u>(543,268)</u>	<u>(712,237)</u>	<u>168,969</u>	<u>76%</u>

NOAA Lease Revenue Fund
Balance Sheet
As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	294,102	(6,559)	300,662	4,584%
11025 · NLRF MM Savings - FIB 9604	800,061	0	800,061	100%
11035 · NLRF - LGIP 6263	2,716,125	4,011,152	(1,295,027)	(32)%
11080 · NLRF Checking - OCB 7827	0	752,519	(752,519)	(100)%
11087 · NOAA Capital Reserve - OCB	0	525,831	(525,831)	(100)%
11091 · NOAA Revenue Bond Reserve - ...	0	371,109	(371,109)	(100)%
11092 · Assignment of Deposit - OCB	63,631	62,933	698	1%
Total Checking/Savings	3,873,920	5,716,984	(1,843,065)	(32)%
Accounts Receivable				
11200 · Accounts Receivable	173	0	173	100%
Total Accounts Receivable	173	0	173	100%
Other Current Assets				
11300 · Prepaid Expenses	118,896	97,795	21,101	22%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	93,063	71,962	21,101	29%
Total Current Assets	3,967,155	5,788,947	(1,821,791)	(32)%
Fixed Assets				
11500 · Capital Assets	22,864,505	24,284,396	(1,419,891)	(6)%
Total Fixed Assets	22,864,505	24,284,396	(1,419,891)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
TOTAL ASSETS	27,794,075	30,073,343	(2,279,268)	(8)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	21,771	495	21,276	4,297%
Total Accounts Payable	21,771	495	21,276	4,297%
Other Current Liabilities				
12100 · Payroll Liabilities	9,149	9,029	120	1%
12200 · Due to Other Funds	25,093	230	24,863	10,806%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	1,525,615	1,433,846	91,769	6%
Total Current Liabilities	1,547,386	1,434,341	113,045	8%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	16,952,018	17,461,558	(509,540)	(3)%

NOAA Lease Revenue Fund

Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,761,721	0	0%
13010 · NLRF - Unassigned FB	11,250,823	(16,079,626)	27,330,449	170%
13075 · NLRF - Prior Period Adj	0	(9,776)	9,776	100%
13220 · NLRF - Bond Costs (65)	0	(349,289)	349,289	100%
13300 · NLRF - Equity Transfers	0	25,585,916	(25,585,916)	(100)%
32000 · Unrestricted Net Assets	0	1,741,983	(1,741,983)	(100)%
Net Income	(2,170,488)	(39,144)	(2,131,344)	(5,445)%
Total Equity	<u>10,842,057</u>	<u>12,611,784</u>	<u>(1,769,728)</u>	<u>(14)%</u>
TOTAL LIABILITIES & EQUITY	<u>27,794,075</u>	<u>30,073,343</u>	<u>(2,279,268)</u>	<u>(8)%</u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual

July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,145,382	2,163,250	(17,868)	99%
14605 · Miscellaneous - Operating	2,061	0	2,061	100%
Total Income	2,147,443	2,163,250	(15,807)	99%
Expense				
15000 · Personnel Services	86,598	129,230	(42,632)	67%
16000 · Materials & Services	259,072	349,729	(90,657)	74%
16990 · Depreciation Expense	1,305,950	1,305,950	0	100%
17000 · Debt Service	1,759,380	1,760,089	(709)	100%
Total Expense	3,411,000	3,544,998	(133,998)	96%
Net Ordinary Income	(1,263,558)	(1,381,748)	118,191	91%
Other Income/Expense				
Other Income				
18200 · Interest Income	14,473	83,333	(68,860)	17%
18300 · Grants	0	5,000	(5,000)	0%
18800 · Miscellaneous - Non-operating	21			
18900 · Transfers In from Other Funds	0	334,500	(334,500)	0%
Total Other Income	14,494	422,833	(408,340)	3%
Other Expense				
19000 · Capital Outlay	60,963	334,500	(273,537)	18%
19600 · Contingency	0	100,000	(100,000)	0%
19700 · Transfers Out	2,209,445	3,080,411	(870,966)	72%
19890 · Admin Overhead Allocation	1,979	1,979	(0)	100%
Total Other Expense	2,272,387	3,516,890	(1,244,503)	65%
Net Other Income	(2,257,893)	(3,094,057)	836,164	73%
Net Income	(3,521,451)	(4,475,805)	954,354	79%

Port of Newport - NOAA Capital Maintenance Fund

05/10/21

Balance Sheet - NCMF

Accrual Basis

As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11035 · NOAA - LGIP 6263	1,524,231	0	1,524,231	100%
Total Checking/Savings	1,524,231	0	1,524,231	100%
Other Current Assets				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	700,000	0	700,000	100%
Total 11400 · Due from Other Funds	700,000	0	700,000	100%
Total Other Current Assets	700,000	0	700,000	100%
Total Current Assets	2,224,231	0	2,224,231	100%
TOTAL ASSETS	2,224,231	0	2,224,231	100%
LIABILITIES & EQUITY				
Equity				
Net Income	2,224,231	0	2,224,231	100%
Total Equity	2,224,231	0	2,224,231	100%
TOTAL LIABILITIES & EQUITY	2,224,231	0	2,224,231	100%

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

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	14,786	0	14,786	100%
18900 · Transfers In from Other Funds	2,209,445	191,966	2,017,479	1,151%
Total Other Income	<u>2,224,231</u>	<u>191,966</u>	<u>2,032,265</u>	<u>1,159%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out	0	1,334,500	(1,334,500)	0%
Total Other Expense	<u>0</u>	<u>1,484,500</u>	<u>(1,484,500)</u>	<u>0%</u>
Net Other Income	<u>2,224,231</u>	<u>(1,292,534)</u>	<u>3,516,765</u>	<u>(172)%</u>
Net Income	<u><u>2,224,231</u></u>	<u><u>(1,292,534)</u></u>	<u><u>3,516,765</u></u>	<u><u>(172)%</u></u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	137,512	177,482	(39,970)
Total Checking/Savings	<u>137,512</u>	<u>177,482</u>	<u>(39,970)</u>
Other Current Assets			
11270 · Property Tax Receivable	48,470	86,925	(38,455)
Total Other Current Assets	<u>48,470</u>	<u>86,925</u>	<u>(38,455)</u>
Total Current Assets	<u>185,982</u>	<u>264,408</u>	<u>(78,425)</u>
Other Assets			
11800 · Bond Issue costs, net of amort.	153,930	2,916	151,014
11825 · Advance Refunding Valuation	661,702	416,150	245,552
Total Other Assets	<u>815,632</u>	<u>419,066</u>	<u>396,566</u>
TOTAL ASSETS	<u>1,001,614</u>	<u>683,474</u>	<u>318,140</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
Total Other Current Liabilities	<u>335,000</u>	<u>350,000</u>	<u>(15,000)</u>
Total Current Liabilities	<u>335,000</u>	<u>350,000</u>	<u>(15,000)</u>
Long Term Liabilities			
12515 · 2011 Series Bonds	(70,000)	4,948,669	(5,018,669)
12520 · 2016 Series Bonds	6,478,195	7,043,195	(565,000)
12525 · 2019 Series Bonds	5,160,000	0	5,160,000
12590 · Bond Premiums	704,598	796,865	(92,267)
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	0	20,808	(20,808)
Total Long Term Liabilities	<u>11,937,793</u>	<u>12,459,537</u>	<u>(521,744)</u>
Total Liabilities	<u>12,272,793</u>	<u>12,809,537</u>	<u>(536,744)</u>
Equity			
13000 · BDF - Restricted FB	(12,052,349)	(12,290,511)	238,162
13220 · BDF - Bond Costs (65)	153,930	6,014	147,916
13999 · Retained Earnings	74,324	0	74,324
Net Income	552,916	158,433	394,483
Total Equity	<u>(11,271,179)</u>	<u>(12,126,063)</u>	<u>854,884</u>
TOTAL LIABILITIES & EQUITY	<u>1,001,614</u>	<u>683,474</u>	<u>318,140</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	769,454	811,000	(41,546)	95%
Total Income	769,454	811,000	(41,546)	95%
Gross Profit	769,454	811,000	(41,546)	95%
Expense				
17000 · Debt Service	621,570	765,541	(143,971)	81%
Total Expense	621,570	765,541	(143,971)	81%
Net Ordinary Income	147,884	45,459	102,425	325%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	32	2,917	(2,884)	1%
Total Other Income	32	2,917	(2,884)	1%
Other Expense				
19830 · GAAP - D/S Principal Pmts	(405,000)	(405,000)	0	100%
Total Other Expense	(405,000)	(405,000)	0	100%
Net Other Income	405,032	407,917	(2,884)	99%
Net Income	552,916	453,376	99,540	122%

Port of Newport - Construction Fund

Balance Sheet

As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
300 · Construction Fund	13,071	13,570	(499)
Total Checking/Savings	13,071	13,570	(499)
Total Current Assets	13,071	13,570	(499)
TOTAL ASSETS	13,071	13,570	(499)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12200 · Due To Other funds	0	500	(500)
Total Other Current Liabilities	0	500	(500)
Total Current Liabilities	0	500	(500)
Total Liabilities	0	500	(500)
Equity			
13010 · CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	1	(17,267)	17,268
Total Equity	13,071	13,070	1
TOTAL LIABILITIES & EQUITY	13,071	13,570	(499)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2020 through April 2021

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

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	372,844	261,280	111,564
Total Checking/Savings	<u>372,844</u>	<u>261,280</u>	<u>111,564</u>
Total Current Assets	<u>372,844</u>	<u>261,280</u>	<u>111,564</u>
TOTAL ASSETS	<u>372,844</u>	<u>261,280</u>	<u>111,564</u>
LIABILITIES & EQUITY			
Equity			
13005 · FMRF - Asgned-Future Exp.	186,816	215,000	(28,184)
13006 · FMRF - Asgned-CM Elec. Upgrades	138,000	0	138,000
13010 · FMRF - Unassigned FB	(63,182)	(67,820)	4,637
Net Income	<u>111,210</u>	<u>114,100</u>	<u>(2,890)</u>
Total Equity	<u>372,844</u>	<u>261,280</u>	<u>111,564</u>
TOTAL LIABILITIES & EQUITY	<u>372,844</u>	<u>261,280</u>	<u>111,564</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	1,394	1,250	144	112%
18900 · Transfers In				
18902 · Transfers In from General Fund	109,816			
18900 · Transfers In - Other	<u>0</u>	<u>1,375,000</u>	<u>(1,375,000)</u>	<u>0%</u>
Total 18900 · Transfers In	<u>109,816</u>	<u>1,375,000</u>	<u>(1,265,184)</u>	<u>8%</u>
Total Other Income	<u>111,210</u>	<u>1,376,250</u>	<u>(1,265,040)</u>	<u>8%</u>
Other Expense				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
Total 19700 · Transfers Out	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>430,120</u>	<u>(430,120)</u>	<u>0%</u>
Net Other Income	<u>111,210</u>	<u>946,130</u>	<u>(834,920)</u>	<u>12%</u>
Net Income	<u><u>111,210</u></u>	<u><u>946,130</u></u>	<u><u>(834,920)</u></u>	<u><u>12%</u></u>

CONSENT CALENDAR ITEM

DATE: May 17, 2021
RE: Catch Basin Repair South Beach
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The pipe that ties a catch basin on the fuel dock access road in South Beach to the main storm drain has failed due to corrosion. The failure of the pipe has caused a small pothole in the asphalt near the storm drain repair that we performed last year. The catch basin line was not part of last year's project, but that line has suffered the same fate of the 30" corrugated metal pipe that we sleeved.

DETAIL

This is a relatively small repair; the pipe has a short run to the nearby manhole (less than 50'), and we're not going to access the old pipe. We will plug the catch basin drain where it enters the manhole and grout-fill the old pipe and void. We will then excavate a shallower trench, and access the manhole through the side. Performing the repair in this manner is faster and less complicated than excavating the entire pipe.

We got four quotes for the work, and Central Coast Excavating presented the most economical option.

BUDGET IMPACTS

There is plenty of room in the Capital budget to accomplish this repair.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM TO CONTRACT WITH CENTRAL COAST EXCAVATING FOR THE REPAIR OF A CATCH BASIN IN SOUTH BEACH IN AN AMOUNT NTE \$13,828.00 PLUS \$1,400 IN CONTINGENCY.

CONSENT CALENDAR ITEM

DATE: May 20, 2021
RE: HDR Project Management Contract Extension
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The contract for HDR expires in May and needs to be extended through the end of the Port Dock 5 Pier Project. Due to supply chain issues, we will not receive the electrical panel for the Port Dock 5 Pier until August. While other parts of the project will be wrapped up, we cannot call the project complete and end our contracts until the electrical panel is installed.

DETAIL

HDR is the Port's project manager for the PD5 Pier Project. This contract extension is intended to be enough to complete the project.

BUDGET IMPACTS

There are no changes being made to the contract amount at this time. The quantity of tasks being performed has not changed.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM TO EXTEND THE CONTRACT WITH HDR FROM MAY 15, 2021 UNTIL AUGUST 31, 2021. THERE IS NO CHANGE TO THE COST OF THE CONTRACT.

Amendment & Addendum to Services Agreement
Between
Port of Newport (Port)
and
HDR Engineering Inc. (Contractor)

Whereas the parties entered into an agreement for project and construction management on the Port Dock 5 Pier Construction Project (the "Project") dated September 9, 2020 and amended dated February 28, 2021 (the "Agreement").

Whereas Section 4.02.A. of the Agreement indicates the Project completion date is May 15, 2021.

Whereas the project is currently ongoing, on schedule, and projected to continue through the end of August.

Therefore, the parties agree to amend their services agreement as follows:

Section 4.02.A. of the Agreement is hereby amended to replace the May 15, 2021 completion date with a completion date of August 31, 2021.

Except as amended herein, the Agreement remains unchanged.

Dated this _____ day of May 2021.

HDR Engineering, Inc.
Tracy Ellwein, PE, Vice President

Date

Port of Newport
Paula J. Miranda

Date

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

Date	Num	Name	Memo	Class	Paid Amount
04/01/2021	46086	Alpha Environmental Services Inc	343 SW Bay Blvd- PO30213 Asbestos abatement for Captain's Re...		
02/25/2021	58369		343 SW Bay Blvd- PO30213: Asbestos abatement for Captain's Reel ...	01-General Operating Fund 300-Commercial Marina	-6,710 00
TOTAL					-6,710 00
04/01/2021	46087	AlSCO Inc	Shop towels and mats		
03/23/2021	LPOR2638275		SB mats	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72 06
03/24/2021	LPOR2638878		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
03/25/2021	LPOR2639454		Towels and mats	01-General Operating Fund 300-Commercial Marina	-32 95
03/31/2021	LPOR2641796		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-174 51
04/01/2021	46088	Alsea Bay Power Products Inc	Equipment, small tools and operating supplies		
03/20/2021	333391		PO710245: week eater and loopers	01-General Operating Fund:700-South Beach:760-SB Operations	-433 98
03/22/2021	333392		PO710198: hand held blower, saw chains, hedge trimmer, chain saw,	01-General Operating Fund:700-South Beach:760-SB Operations	-1,271.77
03/26/2021	333826		PO710252: Shears, grease, blades	01-General Operating Fund:700-South Beach:760-SB Operations	-110 98
03/26/2021	333825		PO710198: riding lawn mower and double bag	01-General Operating Fund:700-South Beach:760-SB Operations	-2,852 98
TOTAL					-4,669.71
04/01/2021	46089	Amazon Capital Services Inc	Operating and office supplies		
02/25/2021	1GY3-PHPT-MNT9		PO710220: Roundup and Prefrence	01-General Operating Fund:700-South Beach:760-SB Operations	-386.78
03/20/2021	1VXC-3GYX-MTC9		PO10098: pens, file folders, graph paper pads	01-General Operating Fund:100- Administration	-40 25
03/23/2021	1HTH-9NRW-3GT1		PO710244: surficant to add to Roundup	01-General Operating Fund:700-South Beach:760-SB Operations	-63 88
03/27/2021	1W3G-36XH-HRJP		PO50102: vehicle inspection mirror	01-General Operating Fund 500-International Terminal	-74 90
03/30/2021	1F9H-W3JR-DNY7		PO710253: jetter head assembly	01-General Operating Fund:700-South Beach:760-SB Operations	-74 99
TOTAL					-640 80
04/01/2021	46090	Barrelhead Supply Inc	Drill bits, PVC fittings, nuts and bolts		
03/23/2021	302185		PO710248: Drill bits, PVC fittings, nuts and bolts	01-General Operating Fund:700-South Beach:760-SB Operations	-107 35
TOTAL					-107 35
04/01/2021	46091	City of Newport	PON recording fee paid by CON		
03/23/2021	5369		PON recording fee paid by CON	01-General Operating Fund:100- Administration	-108 00
TOTAL					-108 00
04/01/2021	46092	Design Space Modular Buildings PNW LP	US Customs office lease		
03/28/2021	1182083-IN		Customs office lease	01-General Operating Fund:100- Administration	-217 00
TOTAL					-217 00
04/01/2021	46093	EARTH2O	Bottled water		
03/29/2021	742534		Bottled water	01-General Operating Fund 300-Commercial Marina	-93.70
TOTAL					-93.70

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

Date	Num	Name	Memo	Class	Paid Amount
04/01/2021	46094	Englund Marine Supply Co Inc	Operating supplies		
03/24/2021	978261/6		PO710249: Rain gear and boots	01-General Operating Fund:700-South Beach:760-SB Operations	-228.19
03/24/2021	978276/6		P50101: Shore power plub 30 amp	01-General Operating Fund 500-International Terminal	-28.01
03/27/2021	175173/6		PO50105: cable for hoist	01-General Operating Fund 500-International Terminal	-49.70
03/31/2021	978617/6		PO30239: cotter pins, cable ties, pliers	01-General Operating Fund 300-Commercial Marina	-75.51
TOTAL					-381.41
04/01/2021	46095	FIB MasterCard AB	Plumbing shower timer		
03/22/2021	F B MC-AB 3/2021		Reliable Parts: shower timer	01-General Operating Fund:700-South Beach:760-SB Operations	-1,171.28
TOTAL					-1,171.28
04/01/2021	46096	FIB MasterCard KH	Postage		
03/22/2021	F B MC-KH 3/2021		USPS: overnight mail to USDA	01-General Operating Fund:100- Administration	-27.55
TOTAL					-27.55
04/01/2021	46097	FIB MasterCard MB	Staff recruitment, IT and office supplies		
03/22/2021	F B MC-MB 3/2021		Ziprecruiter: recruitment of staff	01-General Operating Fund:100- Administration	-119.00
			PayPal: credit card processing	01-General Operating Fund 300-Commercial Marina	-113.60
			Dominos Pizza: farewll for Becca Bishop	01-General Operating Fund:100- Administration	-138.73
			Vista Print: stamps for coding expenses	01-General Operating Fund:100- Administration	-113.99
			Intuit: hosting for QuickBooks	01-General Operating Fund:100- Administration	-280.45
			GFOA: gov't funding/grants	01-General Operating Fund:100- Administration	-150.00
			Ziprecruiter: recruitment of staff	01-General Operating Fund:700-South Beach:760-SB Operations	-107.00
TOTAL					-1,022.77
04/01/2021	46098	FIB MasterCard PM	Employee farewell supplies		
03/22/2021	F B MC-PM 3/2021		Fred Meyer: beverages and cupcakes for Becca Bishop's farewell lunch	01-General Operating Fund:100- Administration	-29.41
TOTAL					-29.41
04/01/2021	46099	G & K Floors	Janitorial services - Port office and SB		
03/24/2021	040121		Janitorial services - Port office and SB	01-General Operating Fund:700-South Beach:760-SB Operations	-3,760.00
			Janitorial services - Port office and SB	01-General Operating Fund:100- Administration	-200.00
TOTAL					-3,960.00
04/01/2021	46100	Harvey's Lock & Key	50 CM restroom keys		
03/10/2021	23043		PO10092: CM restroom keys	01-General Operating Fund 300-Commercial Marina	-742.50
TOTAL					-742.50
04/01/2021	46101	IconiPro Security Alarms Inc	NIT/FWT fire & security monitoring (05/01/2021-07/31/2021)		
04/01/2021	35417		NIT/FWT fire & security monitoring (05/01/2021-07/31/2021)	01-General Operating Fund 500-International Terminal	-125.97
			NIT/FWT fire & security monitoring (05/01/2021-07/31/2021)	01-General Operating Fund 500-International Terminal	-125.97
TOTAL					-251.94

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

Date	Num	Name	Memo	Class	Paid Amount
04/01/2021	46102	Newport Signs	PD5 sign rehab		
03/29/2021	10775		PO30221: PD5 sign rehab	01-General Operating Fund 300-Commercial Marina	-300 00
TOTAL					-300 00
04/01/2021	46103	NW Natural	Natural gas		
03/19/2021	1584562-1 3-21		SB gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-253 01
03/19/2021	1584561-3 3-21		SB gas - shop	01-General Operating Fund:700-South Beach:760-SB Operations	-142 92
TOTAL					-395 93
04/01/2021	46104	Pacific Northwest Waterways Assoc.	2021 Virtual Mission to Washington DC		
03/25/2021	6168		2021 Virtual Mission to Washington DC	01-General Operating Fund:100- Administration	-150 00
TOTAL					-150 00
04/01/2021	46105	PacificSource Administrators Inc	Employee health insurance benefits		
03/22/2021	19471		4/5/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160 84
			4/5/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50 00
			4/5/2021 HRE Insurance Withholding	01-General Operating Fund 300-Commercial Marina	-17 50
03/22/2021	19472		4/20/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160 84
			4/20/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50 00
			4/20/2021 HRE Insurance Withholding	01-General Operating Fund 300-Commercial Marina	-17 50
03/22/2021	9565		HRE member fees	01-General Operating Fund:100- Administration	-85 00
03/22/2021	16386		1/5/2021 HRE Insurance - [REDACTED]	01-General Operating Fund 300-Commercial Marina	-17 50
03/22/2021	16387		1/20/2021 HRE Insurance - [REDACTED]	01-General Operating Fund 300-Commercial Marina	-17 50
03/22/2021	16388		2/5/2021 HRE Insurance - [REDACTED]	01-General Operating Fund 300-Commercial Marina	-17 50
03/22/2021	16389		2/20/2021 HRE Insurance - [REDACTED]	01-General Operating Fund 300-Commercial Marina	-17 50
TOTAL					-611 68
04/01/2021	46106	Pioneer Connect	Telephone		
03/31/2021	115083 3/2021		SB shop phone	01-General Operating Fund:700-South Beach:760-SB Operations	-41 63
03/31/2021	113823 3/2021		SB Office phone	01-General Operating Fund:700-South Beach:710-SB Customer Service	-232 52
TOTAL					-274.15
04/01/2021	46107	Platt Electric Supply Inc	Lead test set		
03/23/2021	1k53250		PO30236: lead test set	01-General Operating Fund 300-Commercial Marina	-27 99
TOTAL					-27 99
04/01/2021	46108	Rushing Marine Service LLC	Facility security officer training		
03/24/2021	21-143		PO50100: facility security officer training	01-General Operating Fund 500-International Terminal	-350 00
TOTAL					-350 00
04/01/2021	46109	Simon Bosley	SB Marina refund		
03/25/2021	SBMRefund		SBM refund	01-General Operating Fund:700-South Beach	-911 62
TOTAL					-911 62

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

Date	Num	Name	Memo	Class	Paid Amount
04/01/2021	46110	Solmar Hydro Inc	Hydrographic survey		
03/30/2021	PON_1_21		Hydrographic survey	01-General Operating Fund 500-International Terminal	-2,000 00
TOTAL					-2,000 00
04/01/2021	46111	Suburban Propane	Propane		
03/23/2021	1568-103980		Propane - Acct #1568-103903 CM	01-General Operating Fund 300-Commercial Marina	-286 55
TOTAL					-286 55
04/01/2021	46112	T & L Septic Tank Service	Portable restrooms		
02/26/2021	152330		Chemical toilet rental - Bay Front	01-General Operating Fund 300-Commercial Marina	-260 00
02/26/2021	152331		Chemical toilet rental - Bay Front	01-General Operating Fund 300-Commercial Marina	-350 00
02/26/2021	152332		Chemical toilet rental - Marina Store	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
02/26/2021	152333		Chemical toilet rental - SB Restrooms	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
02/26/2021	152334		Chemical toilet rental - SB Marina & RV Park	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
02/26/2021	152335		Chemical toilet rental - SB Dry Camp	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
02/26/2021	152336		Chemical toilet rental - NIT	01-General Operating Fund 500-International Terminal	-80 00
TOTAL					-1,010 00
04/01/2021	46113	Thompson's Nursery LLC	Soil and tree spikes		
03/13/2021	853488		PO710238: Soil and tree spikes	01-General Operating Fund:700-South Beach:760-SB Operations	-236 00
TOTAL					-236 00
04/01/2021	46114	Tom Richardson	Diagnostic on motor for freezer trailer		
03/26/2021	811500		PO50104: diagnostic on motor for freezer trailer	01-General Operating Fund 500-International Terminal	-500 00
TOTAL					-500 00
04/08/2021	46115	ACE Hardware Inc	PO30241 wheel barrows, tape measures		
03/31/2021	4531/1		PO30241: wheel barrows, tape measures	01-General Operating Fund 300-Commercial Marina	-319 98
			PO30241: wheel barrows, tape measures	01-General Operating Fund 300-Commercial Marina	-29 98
TOTAL					-349 96
04/08/2021	46116	Advanced American Construction Inc	PD5 Pier Construction - March 2021		
03/31/2021	Pay Estimate 3		PD5 Pier Construction - March 2021	01-General Operating Fund 300-Commercial Marina	-104,312 34
		US Dept. of Commerce Grants	PD5 Pier Construction - March 2021	01-General Operating Fund 300-Commercial Marina	-104,312 34
TOTAL					-208,624 68
04/08/2021	46117	AlSCO Inc	Towels and mats		
03/11/2021	LPOR2633508		Towels and mats	01-General Operating Fund 300-Commercial Marina	-33.44
04/06/2021	LPOR2644281		SB mats	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72 06
04/07/2021	LPOR2644940		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-140 25

PON - General Operatind Fund
Accounts Paid Report
April 2021

Date	Num	Name	Memo	Class	Paid Amount
04/08/2021	46118	Amazon Capital Services Inc	PO10110 Office chair, wireless keyboard & mouse		
04/05/2021	1P1G-TTTG-H6LJ		PO10110: Office chair, wireless keyboard & mouse PO10110: Office chair, wireless keyboard & mouse	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-179 99 -39 98
TOTAL					-219 97
04/08/2021	46119	Business Oregon - IFA	Debt service 655-41-01/11-13-576		
04/01/2021	65541 5/21		Loan 655-41-01/11-13-576	01-General Operating Fund 500-International Terminal	-2,083 33
TOTAL					-2,083 33
04/08/2021	46120	Buzy Bee Services	PO50102 small building removal - NIT		
04/02/2021	2114110		PO50102: small building removal - NIT	01-General Operating Fund 500-International Terminal	-803 00
TOTAL					-803 00
04/08/2021	46121	Carson Oil Co Inc	Fuel for vehicles		
03/31/2021	CP-00307614		Fuel for vehicles - Ranger E274498	01-General Operating Fund 500-International Terminal	-266 02
TOTAL					-266 02
04/08/2021	46122	CoastCom By Wave	Internet - March 2021		
04/01/2021	121313501-0008745		Internet - March 2021 Internet - March 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service 01-General Operating Fund:100- Administration	-1,008 08 -500 00
TOTAL					-1,508 08
04/08/2021	46123	Conrad Forrest Products Inc	PO710213 lumber for B-Dock end tie		
04/01/2021	00196345		PO710213: lumber for B-Dock end tie	01-General Operating Fund:700-South Beach:760-SB Operations	-8,125 08
TOTAL					-8,125 08
04/08/2021	46124	Dahl & Dahl Inc	PO30243 load of garbage to dump		
04/05/2021	270721		PO30243: load of garbage to dump	01-General Operating Fund 300-Commercial Marina	-200.10
TOTAL					-200.10
04/08/2021	46125	Englund Marine Supply Co Inc	PO50111 rubber boots		
04/06/2021	978901/6		PO50111: rubber boots	01-General Operating Fund 500-International Terminal	-84.41
TOTAL					-84.41
04/08/2021	46126	Fred Meyer Customer Charges	PO710246 microwave for shop		
03/13/2021	0218488		PO710246: microwave for shop	01-General Operating Fund:700-South Beach:760-SB Operations	-179 99
TOTAL					-179 99

PON - General Operatind Fund
Accounts Paid Report
April 2021

Date	Num	Name	Memo	Class	Paid Amount
04/08/2021	46127	Harvey's Lock & Key	PO30244 NW restroom repair		
04/05/2021	23199		PO30244: NW restroom repair	01-General Operating Fund 300-Commercial Marina	-65 00
TOTAL					-65 00
04/08/2021	46128	Hummingbird Auto Glass	P30233 forklift glass replacement labor		
03/19/2021	1059321		P30233: forklift glass replacement labor	01-General Operating Fund 300-Commercial Marina	-125 00
TOTAL					-125 00
04/08/2021	46129	Hyak	IT services - MS 365, web filtering, desktop support 4/15/21-5/14/21		
04/01/2021	25668		IT services - MS 365, web filtering, desktop support 4/15/21-5/14/21	01-General Operating Fund:100- Administration	-4,625 00
TOTAL					-4,625 00
04/08/2021	46130	Jane Wallukait	SB RV Park refund		
04/05/2021	RV Park Refund		RV Park refund	01-General Operating Fund:700-South Beach	-50.12
TOTAL					-50.12
04/08/2021	46131	MacPherson Gintner & Diaz	Legal services		
03/31/2021	81804 2021-03		Legal services	01-General Operating Fund:100- Administration	-1,987 50
TOTAL					-1,987 50
04/08/2021	46132	Newport News-Times	Public notices		
03/26/2021	07-26 Pub Notice		Notice of Possessory Lien	01-General Operating Fund:700-South Beach:760-SB Operations	-147 29
03/26/2021	08-26 public notice		Notice of Possessory Lien	01-General Operating Fund:700-South Beach:760-SB Operations	-143.41
03/17/2021	93-17 budg Mtg		Notice of Budget Committee Meeting	01-General Operating Fund:100- Administration	-29 07
TOTAL					-319.77
04/08/2021	46133	Orkin	Pest control		
03/26/2021	211090085		Pest control	01-General Operating Fund:100- Administration	-45 00
TOTAL					-45 00
04/08/2021	46134	Platt Electric Supply Inc	PO710251 20, 30 amp breakers and screw driver		
03/30/2021	1K84764		PO710251: 20, 30 amp breakers and screw driver	01-General Operating Fund:700-South Beach:760-SB Operations	-93 60
TOTAL					-93 60
04/08/2021	46135	Quadient Finance USA Inc	Postage		
02/26/2021	Feb 2021		Postage	01-General Operating Fund:100- Administration	-400 00
TOTAL					-400 00

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

Date	Num	Name	Memo	Class	Paid Amount
04/08/2021	46136	Sherwin-Williams	PO710255 white marking paint		
04/01/2021	1386-3		PO710255: white marking paint	01-General Operating Fund:700-South Beach:760-SB Operations	-122 60
TOTAL					-122 60
04/08/2021	46137	Staples	Operating and office supplies		
11/30/2020	3463348342	State of Oregon CRF	PO10063: Face masks PO10063: Clorox wipes PO10063: Reinforcement labels PO10063: Bottled water	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-97 90 -31 95 -2.77 -5 55
11/30/2020	3463348345		PO10057: Paper towels and alcohol wipes	01-General Operating Fund:100- Administration	-59 88
11/30/2020	3463348346		PO10057: Office supplies - copy paper, Sharpies, highlighters, batterie... PO10057: Hand soap	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-192 21 -13 86
11/30/2020	3463348349	State of Oregon CRF	PO10064: Face masks	01-General Operating Fund:100- Administration	-39.16
11/30/2020	3463348348		PO10065: Office supplies - Staple removers PO10065: Cleaning supplies - Ajax and tp PO10065: Safety supplies - disposable masks - Admin 10 boxes PO10065: Safety supplies - disposable masks - SB CS 10 boxes	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:700-South Beach:710-SB Customer Service	-5.10 -48.40 -129 90 -129 90
12/31/2020	3465616883		PO10065: Office supplies - postage machine ink	01-General Operating Fund:100- Administration	-65 00
12/31/2020	3465616885		PO10075: Office supplies - Post-it notes	01-General Operating Fund:100- Administration	-22.48
03/31/2021	3473304985		PO720011: chair mat	01-General Operating Fund:700-South Beach:710-SB Customer Service	-201 56
03/31/2021	3473304979		COV D19 - PO10099: disposable face masks	01-General Operating Fund:100- Administration	-379 99
03/31/2021	3473304983		PO10097: copy paper, moistener pens, gel highlighters	01-General Operating Fund:100- Administration	-75 31
TOTAL					-1,500 92
04/08/2021	46138	Streamline	Website monthly fee		
04/01/2021	AC7C0FE6-0005		Website monthly fee	01-General Operating Fund:100- Administration	-450 00
TOTAL					-450 00
04/08/2021	46139	Suburban Propane	Propane - Acct #1568-103888 SB		
03/09/2021	1568-103777		Propane - Acct #1568-103888 SB	01-General Operating Fund:700-South Beach:760-SB Operations	-246 23
TOTAL					-246 23
04/08/2021	46140	Summit Public Relations Strat LLC	Communication support services - Feb-Mar 2021		
04/01/2021	715		Communication support services - Feb-Mar 2021	01-General Operating Fund:100- Administration	-3,348.75
TOTAL					-3,348.75
04/08/2021	46141	TCB Security Services Inc.	Monthly security		
04/01/2021	231114		Monthly security Monthly security Monthly security Monthly security	01-General Operating Fund 300-Commercial Marina 01-General Operating Fund:700-South Beach:710-SB Customer Service 01-General Operating Fund:700-South Beach:760-SB Operations 01-General Operating Fund 500-International Terminal	-2,116 95 -2,116 95 -2,116 95 -1,121.15
TOTAL					-7,472 00

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Date	Num	Name	Memo	Class	Paid Amount
04/08/2021	46142	Thompson's Sanitary Service Inc	Trash disposal		
03/31/2021	12058 2021-03		Trash disposal - NIT	01-General Operating Fund 500-International Terminal	-1,450 31
03/31/2021	13499 2021-03		Trash disposal - PD7	01-General Operating Fund 300-Commercial Marina	-1,053 55
03/31/2021	12514 2021-03		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-2,907 32
TOTAL					-5,411.18
04/08/2021	46143	US Foods - ChefStore	Cleaning and breakroom supplies		
03/01/2021	5410540006701		PO50093: paper towels	01-General Operating Fund 500-International Terminal	-25 90
03/12/2021	5410540011902		PO710239: TP, distilled water, drinking water	01-General Operating Fund:700-South Beach:760-SB Operations	-116 20
03/13/2021	5410540001101		PO50097: Pine-sol cleaner, breakroom supplies	01-General Operating Fund 500-International Terminal	-49 97
03/13/2021	5410540001201		PO50098: scrub brushes	01-General Operating Fund 500-International Terminal	-8 30
03/17/2021	10540011301		PO30235: cleaning and breakroom supplies	01-General Operating Fund 300-Commercial Marina	-186.14
TOTAL					-386 51
04/08/2021	46144	Western States Electrical Const Inc	SB Marina electric load centers progress billing to 3/30/2021		
03/03/2021	19400B		SB Marina electric load centers progress billing to 3/30/2021	01-General Operating Fund:700-South Beach:760-SB Operations	-336,000 00
TOTAL					-336,000 00
04/14/2021	46159	Amazon Capital Services Inc			
04/10/2021	1D4Q-XXQ9-DP J9		PO10101: office supplies	01-General Operating Fund:100- Administration	-75 24
04/12/2021	1VGP-LP76-D74M		PO10103: office supplies	01-General Operating Fund:100- Administration	-65 96
TOTAL					-141 20
04/14/2021	46158	CenturyLink - Business Service	Telephone		
04/01/2021	220358923		Telephone	01-General Operating Fund:100- Administration	-34 00
TOTAL					-34 00
04/14/2021	46157	Copeland Lumber Yards Inc	Treated lumber		
04/08/2021	2104-044387		PO30246: Treated lumber	01-General Operating Fund 300-Commercial Marina	-109 34
TOTAL					-109 34
04/14/2021	46156	Edge Analytical Inc	Storm water testing		
04/05/2021	21-06049		PO50095: storm water testing	01-General Operating Fund 500-International Terminal	-338 00
TOTAL					-338 00
04/14/2021	46155	Lincoln County Public Works	Fuel for trucks		
04/01/2021	6185		Fuel for trucks - CM	01-General Operating Fund 300-Commercial Marina	-65.15
			Fuel for trucks - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-58 98
			Fuel for trucks - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-155.46
TOTAL					-279 59

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Date	Num	Name	Memo	Class	Paid Amount
04/14/2021	46154	Newport News-Times	Travel Newport, Harbor Newsletter		
03/31/2021	355446,503 LF		Travel Newport, Harbor Newsletter	01-General Operating Fund:100- Administration	-3,207.49
TOTAL					-3,207.49
04/14/2021	46153	Northwest Parking Equipment	Printer paper for boat launch paystation		
04/07/2021	710261		PO710261: Printer paper for boat launch paystation	01-General Operating Fund:700-South Beach:760-SB Operations	-304.20
TOTAL					-304.20
04/14/2021	46152	Road & Driveway Co Inc	343 SW Bay Blvd demolition, Grade Port Dock 7 Area		
03/29/2021	0028193-IN		PO30237: Grade Port Dock 7 Approach Area	01-General Operating Fund 300-Commercial Marina	-2,459.67
04/06/2021	0028206-IN		343 SW Bay Blvd demolition	01-General Operating Fund 300-Commercial Marina	-23,160.12
TOTAL					-25,619.79
04/14/2021	46151	Suburban Propane	Annual propane tank rental		
04/13/2021	1568-103903CM 04 21		Propane delivery	01-General Operating Fund 300-Commercial Marina	-223.04
TOTAL					-223.04
04/14/2021	46150	Ted Lettkeman	Reimbursement to customer for damaged TV		
03/12/2021	Reimbursement		Reimbursement to customer for damaged TV	01-General Operating Fund:700-South Beach:760-SB Operations	-299.99
TOTAL					-299.99
04/14/2021	46149	Toyota Industries Commercial Finance Inc	2017 CM Forklift		
04/06/2021	4003094965		2017 CM Forklift - Principal	01-General Operating Fund 300-Commercial Marina	-616.71
			2017 CM Forklift - Interest	01-General Operating Fund 300-Commercial Marina	-42.84
TOTAL					-659.55
04/14/2021	46148	WHA Insurance Agency Inc	Policy #STP413134 SB pollution liability 4/5/2021-4/5/2022		
04/06/2021	808733		Policy #STP413134 SB pollution liability policy 4/5/2021-4/5/2022	01-General Operating Fund:700-South Beach:760-SB Operations	-10,619.53
TOTAL					-10,619.53
04/15/2021	46172	Rondys Inc dba Yaquina Industrial Park	Gear storage lease		
03/15/2021	Lease 2021-04		Gear storage lease	01-General Operating Fund 500-International Terminal	-2,000.00
TOTAL					-2,000.00
04/15/2021	46173	Alsco Inc	Towels and mats		
04/14/2021	LPOR2647972		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-34.75

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Date	Num	Name	Memo	Class	Paid Amount
04/15/2021	46174	Century Link			
04/05/2021	5412659651245B-4/21		Telephone-Monthly Charges Acct #541-265-9651 245B	01-General Operating Fund 500-International Terminal	-199 52
04/05/2021	5412657758840B-4/21		Telephone-Monthly Charges Acct #541-265-7758 840B includes 3/21 ...	01-General Operating Fund:100- Administration	-444 22
TOTAL					-643.74
04/15/2021	46175	Coastal Paper & Supply Inc			
04/06/2021	589453		PO710221: Orange hand cleaner	01-General Operating Fund:700-South Beach:760-SB Operations	-120.18
04/13/2021	589698		PO710260: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-2,292 25
TOTAL					-2,412.43
04/15/2021	46176	Dahl & Dahl Inc			
03/31/2021	270422		PO30240: load of garbage to dump	01-General Operating Fund 300-Commercial Marina	-184 23
04/12/2021	271089		PO30247: load of garbage to dump	01-General Operating Fund 300-Commercial Marina	-184 92
TOTAL					-369.15
04/15/2021	46177	Englund Marine Supply Co Inc			
04/07/2021	K78959/6		PO710259: hardware - SS Reducer 3/8x1/4, SS ball valve 1/4	01-General Operating Fund:700-South Beach:760-SB Operations	-28 02
04/13/2021	979269/6		PO30248: hardware - 1/2 male adapter, 5/8x3/4 coupler, brass ball valve	01-General Operating Fund 300-Commercial Marina	-35.44
TOTAL					-63.46
04/15/2021	46178	Mark Brown	Employee reimbursement - coffee		
04/11/2021	04/21 Reimbursement		Employee reimbursement - coffee	01-General Operating Fund:100- Administration	-73 98
TOTAL					-73 98
04/15/2021	46179	Newport Plumbing Inc.	343 SW Bay Blvd demolision - capped water & sewer lines		
04/08/2021	442977		PO30238: 343 SW Bay Blvd demolision - capped water & sewer lines	01-General Operating Fund 300-Commercial Marina	-207 50
TOTAL					-207 50
04/15/2021	46180	Rau Plumbing Inc	Service call- clean filters of circulating pump		
04/05/2021	35074		PO710235: service call- clean filters of circulating pump	01-General Operating Fund:700-South Beach:760-SB Operations	-287 50
TOTAL					-287 50
04/15/2021	46181	Special Districts Insurance Services			
01/01/2021	36P16278-191 Q2		Quarterly general liability/property insurance - Q2 - Policy #36P16278 ...	01-General Operating Fund:100- Administration	-41,518 37
04/01/2021	May Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-5,800 99
			Monthly health-dental-life insurance	01-General Operating Fund 300-Commercial Marina	-4,168 85
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Service	-1,667 54
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-3,335 08
			Monthly health-dental-life insurance	01-General Operating Fund 500-International Terminal	-1,667 54
TOTAL					-58,158 37

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Date	Num	Name	Memo	Class	Paid Amount
04/15/2021	46182	T & L Septic Tank Service	Pump out FWT & NIT holding tank		
04/06/2021	168934		PO50110: Pump out FWT & NIT holding tank PO50110: Pump out FWT & NIT holding tank	01-General Operating Fund 500-International Terminal 01-General Operating Fund 500-International Terminal	-225 00 -225 00
TOTAL					-450 00
04/15/2021	46183	Tom Barr Inc Truck & Trailer Repair	Forklift fuel line repair		
04/02/2021	6231		PO50109: Forklift fuel line repair	01-General Operating Fund 500-International Terminal	-95 00
TOTAL					-95 00
04/15/2021	46184	Wells Fargo Financial Leasing	603-0208292 Copier Leases		
04/03/2021	5014520518		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:710-SB Customer Service	-141 50 -141 50
TOTAL					-283 00
04/15/2021	46185	City of Newport Room Tax	Transient room tax - March 2021		
03/31/2021	CON Rm Tax 2021-03		Transient room tax - March 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-4,859 82
TOTAL					-4,859 82
04/22/2021	46186	ACE Hardware Inc	PO710267 misc tools		
04/14/2021	4648/1		PO710267: misc tools	01-General Operating Fund:700-South Beach:760-SB Operations	-100 97
TOTAL					-100 97
04/22/2021	46187	Alsco Inc			
04/20/2021	LPOR2650387		SB mats and rags	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72 06
04/21/2021	LPOR2650952		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-106 81
04/22/2021	46188	Alsea Bay Power Products Inc	PO710263 lawn mower Parts		
04/09/2021	335097		PO710263: lawn mower Parts	01-General Operating Fund:700-South Beach:760-SB Operations	-109 86
TOTAL					-109 86
04/22/2021	46189	Amazon Capital Services Inc	PO10105-office supplies		
04/19/2021	1K73-FN9X-KG9P		PO10105: office supplies	01-General Operating Fund:100- Administration	-111 53
TOTAL					-111 53
04/22/2021	46190	Association of Pacific Ports	Half page ad		
04/13/2021	2021-112		Half page ad	01-General Operating Fund:100- Administration	-1,215 00
TOTAL					-1,215 00

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Date	Num	Name	Memo	Class	Paid Amount
04/22/2021	46191	Barrelhead Supply Inc	PO710257 Cleanout 30 secds Gallon, quickset connector, door st...		
04/06/2021	302835		Cleanout 30 secds Gallon, quickset connector, door stops	01-General Operating Fund:700-South Beach:760-SB Operations	-64 03
TOTAL					-64 03
04/22/2021	46192	Carrot-Top Industries, Inc.	PO30212-POW-MIA flags		
04/01/2021	280320		PO30212-POW-MIA flags	01-General Operating Fund 300-Commercial Marina	-130 90
TOTAL					-130 90
04/22/2021	46193	Coastal Marine & Hydraulic LLC	PO30234 hydraulic pump rebuild		
04/14/2021	2148		PO30234: hydraulic pump rebuild	01-General Operating Fund 300-Commercial Marina	-188.45
TOTAL					-188.45
04/22/2021	46194	Copeland Lumber Yards Inc	PO30230 Treated lumber		
04/22/2021	2104-053708		PO30230: Treated lumber - 3/4 x 10 strap, galv	01-General Operating Fund 300-Commercial Marina	-11.16
TOTAL					-11.16
04/22/2021	46195	Design Space Modular Buildings PNW LP	Customs office lease		
04/16/2021	1187394-IN		Customs office lease	01-General Operating Fund:100- Administration	-217 00
TOTAL					-217 00
04/22/2021	46196	DOWL	PD5 Project - Engineering services		
04/16/2021	0860-0003 50-5		PD5 Project - Engineering services	01-General Operating Fund 300-Commercial Marina	-9,888.75
TOTAL					-9,888.75
04/22/2021	46197	Englund Marine Supply Co Inc	PO710269-hardware		
04/20/2021	979596/6		PO710269-hardware	01-General Operating Fund:700-South Beach:760-SB Operations	-17 95
TOTAL					-17 95
04/22/2021	46198	Pacific Marine Expo	Booth space at Pacific Marine Expo Seattle - 2021		
04/21/2021	PME484		Booth space at Pacific Marine Expo Seattle - 2021	01-General Operating Fund:100- Administration	-1,512 50
TOTAL					-1,512 50
04/22/2021	46199	Patrick Bishop	PO50106 labor on trailer repair		
04/01/2021	50106		PO50106: labor on trailer repair - Gary Ripka	01-General Operating Fund 500-International Terminal	-1,125 00
TOTAL					-1,125 00

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Date	Num	Name	Memo	Class	Paid Amount
04/22/2021	46200	Petty Cash	Petty Cash - SB Marina & RV Park		
04/19/2021	Petty Cash - SB		Ace Hardware - clear coat and application tools	01-General Operating Fund:700-South Beach:760-SB Operations	-29.42
			Shipping Solutions - COD for Northwest Parking Solutions equipment	01-General Operating Fund:700-South Beach:760-SB Operations	-15.78
			Pacific Coast Key - extra office keys	01-General Operating Fund:700-South Beach:760-SB Operations	-19.75
			Pacific Coast Key - key caps	01-General Operating Fund:700-South Beach:760-SB Operations	-10.00
			Barrelhead Supply - 2 keys	01-General Operating Fund:700-South Beach:760-SB Operations	-2.70
			Barrelhead Supply - 6 outlet surge protection power strip	01-General Operating Fund:700-South Beach:760-SB Operations	-18.99
			WalMart - radio	01-General Operating Fund:700-South Beach:710-SB Customer Service	-24.88
			Carver - diesel fuel	01-General Operating Fund:700-South Beach:760-SB Operations	-20.37
			Shipping Solutions - return shipping charges for Northwest Parking equi...	01-General Operating Fund:700-South Beach:760-SB Operations	-13.52
			Walmart - calculators	01-General Operating Fund:700-South Beach:710-SB Customer Service	-14.54
			Walmart - broom & dust pan	01-General Operating Fund:700-South Beach:710-SB Customer Service	-9.97
TOTAL					-179.92
04/22/2021	46201	Quality Concrete Construction CO	Cost to prepare estimate to construct new Port office building		
04/21/2021	5346		Cost to prepare estimate to construct new Port office building	01-General Operating Fund:100- Administration	-5,500.00
TOTAL					-5,500.00
04/22/2021	46202	Rau Plumbing Inc	PO710235 boiler drain install		
04/12/2021	35156		PO710235: boiler drain install	01-General Operating Fund:700-South Beach:760-SB Operations	-138.25
TOTAL					-138.25
04/22/2021	46203	RPD Services LLC	PO50113 Repair chassis/instrument & controls		
04/15/2021	SO-T-7833		PO50113: Repair chassis/instrument & controls	01-General Operating Fund 500-International Terminal	-1,760.76
TOTAL					-1,760.76
04/22/2021	46204	Sequoia Consulting	Resource development		
04/18/2021	1008		February-March 7.75hrs@ \$125.	01-General Operating Fund:100- Administration	-968.75
TOTAL					-968.75
04/22/2021	46205	TWGW Inc NAPA Auto Parts			
04/14/2021	871131		PO710266-ATV oil, brake cleaner, contact cleaner	01-General Operating Fund:700-South Beach:760-SB Operations	-127.50
04/16/2021	871787		PO30250 - Silicone Spray	01-General Operating Fund 300-Commercial Marina	-11.98
TOTAL					-139.48
04/22/2021	46206	Verizon Wireless	Port cell phones and MiFi		
04/12/2021	9877499889		Monthly cell phone - Admin	01-General Operating Fund:100- Administration	-60.78
			Monthly cell phone - CM	01-General Operating Fund 300-Commercial Marina	-53.90
			Monthly cell phone - NIT	01-General Operating Fund 500-International Terminal	-74.08
			Monthly cell phone - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-87.62
			Monthly plan	01-General Operating Fund:100- Administration	-136.50
TOTAL					-412.88

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Date	Num	Name	Memo	Class	Paid Amount
04/22/2021	46207	Voya (State of Oregon Plan)	Monthly Employee Contributions		
04/15/2021	2021-04		Durkee, James (8024)	01-General Operating Fund:100- Administration	-50 00
TOTAL					-50 00
04/22/2021	46208	Yaquina Boat Equipment Inc	PO710258 3/4 round stock-4'		
04/06/2021	39597		PO710258 : 3/4 round stock-4'	01-General Operating Fund:700-South Beach:760-SB Operations	-22 53
TOTAL					-22 53
04/26/2021	46210	Gal - 239949	Refund of Annual Moorage overpayment		
		Gal - 239949	Refund of Annual Moorage overpayment	01-General Operating Fund 300-Commercial Marina	-126 80
TOTAL					-126 80
04/27/2021	46209	Oregon Department of Justice	#410000000012181, Jennifer R. Swenson, Pay Date 4/15/2021		
04/15/2021	410000000012181		Remittance of income withholding for support #410000000012181	01-General Operating Fund:700-South Beach:710-SB Customer Service	-50 00
TOTAL					-50 00
04/29/2021	46211	Alsco Inc	Towels and mats		
04/28/2021	LPOR2654022		Towels and mats	01-General Operating Fund 300-Commercial Marina	-34.75
TOTAL					-34.75
04/29/2021	46212	Barrelhead Supply Inc			
04/22/2021	303588		PO710272-Pick up sticks	01-General Operating Fund:700-South Beach:760-SB Operations	-145 65
04/26/2021	303724		PO710274-Concrete and wire mesh	01-General Operating Fund:700-South Beach:760-SB Operations	-134.14
TOTAL					-279.79
04/29/2021	46213	Business Oregon - OBDD	Loan 655-36-02, Q10001 April 2021		
04/26/2021	655-36-02Q1001 05-21		Loan 655-36-02, Q10001	01-General Operating Fund 500-International Terminal	-5,613 60
			Loan 655-36-02, Q10001	01-General Operating Fund 500-International Terminal	-2,186.40
TOTAL					-7,800 00
04/29/2021	46214	[REDACTED]	HRA expense reimbursement		
04/22/2021	HRA Reimbursement		HRA expense reimbursement	01-General Operating Fund:700-South Beach:760-SB Operations	-538 94
TOTAL					-538 94
04/29/2021	46215	Conrad Forrest Products Inc	PO30249 treated plywood		
04/23/2021	00197164		PO30249: treated plywood	01-General Operating Fund 300-Commercial Marina	-1,404 00
TOTAL					-1,404 00

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Date	Num	Name	Memo	Class	Paid Amount
04/29/2021	46216	EARTH20	Bottled water		
04/26/2021	947180		Bottled water	01-General Operating Fund 300-Commercial Marina	-7 00
TOTAL					-7 00
04/29/2021	46217	Englund Marine Supply Co Inc			
04/22/2021	180559/6		PO30251-Jacket, Bib Pants, Steel-toed boots	01-General Operating Fund 300-Commercial Marina	-390.79
04/27/2021	979896/6		PO50114-Paint primer, rollers & trays	01-General Operating Fund 500-International Terminal	-26.44
TOTAL					-417 23
04/29/2021	46218	G & K Floors	Janitorial services - Port office and SB		
04/21/2021	040121		Janitorial services - Port office and SB	01-General Operating Fund:700-South Beach:760-SB Operations	-3,680 00
			Janitorial services - Port office and SB	01-General Operating Fund:100- Administration	-200 00
TOTAL					-3,880 00
04/29/2021	46219	HDR Engineering Inc	PD5 Pier Replacement-Professional Services - 90% of total invoice		
04/12/2021	1200340846		PD5 Pier Replacement-Professional Services - 90% of total invoice	01-General Operating Fund 300-Commercial Marina	-5,676.14
		US Dept. of Commerce Grants	PD5 Pier Replacement-Professional Services - 90% of total invoice	01-General Operating Fund 300-Commercial Marina	-5,676.14
TOTAL					-11,352 28
04/29/2021	46220	Les Schwab Tire Center Inc	PO30229-Forklift Tires		
04/14/2021	72500454599		PO30229-Forklift Tires	01-General Operating Fund 300-Commercial Marina	-298 90
TOTAL					-298 90
04/29/2021	46221	Newport Signs	PO30252-Parking Permit Sign		
04/20/2021	10813		PO30252-Parking Permit Sign	01-General Operating Fund 300-Commercial Marina	-360 00
TOTAL					-360 00
04/29/2021	46222	NW Natural			
04/19/2021	1584562-1 4-21		SB gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-277.48
04/19/2021	1584561-3 4-21		SB gas - shop	01-General Operating Fund:700-South Beach:760-SB Operations	-130 20
TOTAL					-407 68
04/29/2021	46223	Pacific Habitat Services, Inc			
04/01/2021	1-7008-03		Prep of wetland delineation report and field work for 9-acre lot at McLe...	01-General Operating Fund 500-International Terminal	-897 25
04/23/2021	1-7008-04		Prep of wetland delineation report and field work for 9-acre lot at McLe...	01-General Operating Fund 500-International Terminal	-133 00
TOTAL					-1,030 25
04/29/2021	46224	Platt Electric Supply Inc	PO710273-Flu fluke clamp meter		
04/22/2021	1N00308		PO710273-Flu fluke clamp meter	01-General Operating Fund:700-South Beach:760-SB Operations	-394 99
TOTAL					-394 99

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Date	Num	Name	Memo	Class	Paid Amount
04/29/2021	46225	Special Districts Insurance Services	Workers' Compensation Medical Reimbursement Program claim r...		
04/28/2021	WCMRP		Workers' Compensation Medical Reimbursement Program claim reimb...	01-General Operating Fund:100- Administration	-10,826.72
TOTAL					-10,826.72
04/29/2021	46226	T & L Septic Tank Service			
03/26/2021	152680		Chemical toilet rental - Bay Front	01-General Operating Fund 300-Commercial Marina	-260 00
03/26/2021	152681		Chemical toilet rental - special services	01-General Operating Fund 300-Commercial Marina	-387 50
03/26/2021	152682		Chemical toilet rental - Marina Store	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
03/26/2021	152683		Chemical toilet rental - SB Restrooms	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
03/26/2021	152684		Chemical toilet rental - SB Marina & RV Park	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
03/26/2021	152685		Chemical toilet rental - NIT	01-General Operating Fund 500-International Terminal	-80 00
03/26/2021	152686		Chemical toilet rental - SB dry camp/boat launch	01-General Operating Fund:700-South Beach:760-SB Operations	-80 00
TOTAL					-1,047 50
04/29/2021	46227	Toyota Lift NW			
04/10/2021	14800153/55		PO30242-FL 8FGU18-35411-Oil, filter, brake adjustment	01-General Operating Fund 300-Commercial Marina	-149 37
			PO30242-FL 8FGU18-64053-Oil, Filter	01-General Operating Fund 300-Commercial Marina	-134 37
04/22/2021	11009016		PO30240: Train the Trainer forklift operation class	01-General Operating Fund 300-Commercial Marina	-749 00
04/22/2021	11009009		PO30240: Train the Trainer forklift operation class	01-General Operating Fund 500-International Terminal	-749 00
04/22/2021	11009015		PO30240: Train the Trainer forklift operation class	01-General Operating Fund:700-South Beach:760-SB Operations	-749 00
TOTAL					-2,530.74
04/29/2021	46228	TWGW Inc NAPA Auto Parts	PO 30255-Adapter		
04/21/2021	872897		PO30255-Adapter	01-General Operating Fund 300-Commercial Marina	-7 99
TOTAL					-7 99
04/29/2021	46229	VMW Construction LLC	PO710167 paint men's and women's shower building		
04/26/2021	001348		PO710167: paint men's and women's shower building	01-General Operating Fund:700-South Beach:760-SB Operations	-7,300 00
TOTAL					-7,300 00

OLD BUSINESS ITEM

DATE: May 21, 2021
RE: Additional Circuits and Work, South Beach Load Centers
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

During the course of the load center replacement in South Beach, we discovered several situations that need to be addressed. These remedies fall outside the scope of the original project and require authorization to make changes to the scope

DETAIL

New electrical service to the Newport Belle Bed and Breakfast:
The existing meter box and service were installed using mild steel equipment. Corrosion has made the boxes unsafe to use and they need to be replaced with stainless steel. After reviewing the lease wording, the Port is required to provide this equipment



Total for new service to Newport Belle: \$1,624.00

Additional circuits to continue service that was added during Port projects:

Over the years after construction, circuits were added in South Beach to the electrical system; these were not in the original scope for the project in part because of the manner in which they were spliced in. Also, these circuits were not added to Port plans when they were installed. We need these circuits to

continue functioning, and they need to be rewired to correctly interface with our system. They include the Coast Guard AUX shack, power for the boat ramp pay station, and additional fuel dock circuits.

Circuit breakers will cost \$6,750, labor to install with cost \$1,512.

Total to replace and properly install aftermarket circuits: \$9,915.00

Retaining wall for "A" Dock load center:

After inspecting the installed load center at "A" Dock, the electrical inspector has required the installation of a small retaining wall above the cabinet to prevent erosion of the hillside and collapse of the sidewalk area where the fish cleaning tables are. This requirement is consistent with design features at other load centers, and staff agrees that this is a prudent measure

Total to install retaining wall to protect load center at "A" Dock: \$3,771.00

BUDGET IMPACTS

The original authorization for the project from the Port Commission did not include contingency funding. This authorization is for funding in the amount of \$15,310.00. Generally, when recommending funding we use 10% of the project total (or a similar figure) for contingency. The project total was originally \$667,583 so this additional cost fits well within what would have been contingency.

We have room in the project budget for this additional work.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM TO AUTHORIZE WESTERN STATES TO PERFORM WORK ADDITIONAL TO THE ORIGINAL SCOPE OF THE SOUTH BEACH LOAD CENTER REPLACEMENT PROJECT AS STATED ABOVE NTE \$15,310.

GENERAL MANAGER MONTHLY REPORT

DATE: 05/21/2021
PERIOD: 04/23/21 – 05/21/21
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

This month we still have some projects underway and some wrapping up.

We will be starting meetings with the US Army Corps of Engineers (USACE) to kick off the dredging feasibility study for the commercial docks this coming week.

The electrical Engineering plan at Port Dock 5 and 3 is completed. Commissioners should see an early request by next month's commission meeting to order pedestals in advance in order to avoid supply demand issues for work to be initiated this Fall.

The overall Port Dock 5 Pier Project should be mostly completed by mid-June. However, due to electrical supply demand issues, there has been a delay in some electrical parts. Contractor will need to come back sometime in August to install electrical cabinets. Meanwhile, most of the current work at the dock should be wrapped up as scheduled and the pier should be usable at that time.

The South Beach Marina Load Centers' replacement is completed, except for some circuits that were added recently. You should see in this packet a request for additional work, which was not originally included on the bid. Those are important issues to address that we found throughout the project.

The engineer has started work on the Rogue seawall. Some excavation work will be started on the back of the Rogue building in order to reach the deadman. We appreciate Rogue's cooperation and the City's willingness to use their equipment for the excavation.

We are continued to work on the faith of the 343 SW Bay Blvd property. As we look at alternatives, I have met with the next door neighbor to discuss future DSL lease needs. He is open to work with the Port. Should we decide to rebuild the dock infrastructure we will need to move soon due to timeline needed to get permits from the USACE. We should have a few alternatives to Commission soon.

I am still working with Clearwater on a Memorandum of Understanding to address an assignment of the DSL lease from Clearwater to the Port. I hope to bring this to commission soon.

The City suggested June 28 at 5pm for our combined meeting. Please let me know if that works for you.

We continue to stay on track on our Financials. As you may see, we had to make some modifications to our budget to address some items we already completed during this budget year and some items we had to postpone slightly. Mark has addressed those changes on the budget packet.

Although I was quite optimistic about our Travel Oregon grant application for the two fillet tables at South Beach, unfortunately we have not received the grant. Apparently, the grant was quite competitive with 400 applicants and \$18.5 requests. However, I have already started working with ODFW on another opportunity for the same. I will be putting in a request for a grant that is due in July. If awarded the funds will be available in January.

Our RV Park is basically sold out for this Summer and the South Beach Marina is busier than ever.

We have also started conversations with MARAD on a possible grant for the development of the 9 acres near NTT.

We will most likely be bringing the new financial system to commission on the June Commission meeting. Mark is working on a potential grant source of \$10,000 to help reduce the cost.

We are continuing to work on finalizing the architect and engineering work for the Admin Building bid. Business Oregon should be sending us loan documents with a final loan rate soon. After further conversation with them, apparently once the loan rate is locked, we have three years to finalize the project.

Mark continues to make headways with overdue accounts.

Meetings/Trainings/Summits:

- 04/26/21 - Annual Coastal Meeting with USACE
- 04/27/21 - Commission Meeting
- 04/28/21 - Regional Solutions Team Meeting
- 04/28/21 - Lincoln County Leaders/Lincoln County School Meeting
- 04/29/21 - Annual USACE Dredging Meeting
- 04/29/21 - Meeting with Rep. Gombert
- 04/29/21 - Meeting with Prospect
- 04/30/21 - Coastal Ports meeting with Senator Merkley
- 04/30/21 - Oregon Blue Economy Hub (MIC)
- 04/30/21 - Meeting with Oregon Rain
- 05/03/21 - Rogue Seawall Kickoff Meeting
- 05/03/21 - Commission Executive Session
- 05/04/21 - Business Oregon - Tide Gates Program
- 05/04/21 - Association of Pacific Ports Board Meeting
- 05/04/21 - Vision 2040 Committee
- 05/05/21 - Business Oregon - Special Public Works Fund
- 05/05/21 - Meeting with Capri and Goebel Architects

- 05/05/21 - YBEF Meeting
- 05/06/21 - MARAD Seminar - The PIDP 2021 "Economic Vitality: (Small Projects at Small Ports)"
- 05/07/21 - Communications Meeting
- 05/10/21 - PNWA meeting with USACE
- 05/11/21 - Department Heads Meeting
- 05/11/21 - Yaquina Bay EMP Steering Committee
- 05/12/21 - Commission Work Session
- 05/12/21 - BOEM - Offshore Energy Planning
- 05/13/21 - Cascades West Economic Development District Board Meeting
- 05/17/21 - Meeting with Jalene Case
- 05/18/21 - Director's Monthly Meeting
- 05/18/21 - Meeting with Foulweather Trawl (Lease renegotiation)
- 05/19/21 - Meeting with Oregon Rain
- 05/19/21 - APP Seminar: What is your Port worth? By NOAA
- 05/20/21 - Meeting with Stan Pickens re: 343 SW Bay Blvd
- 05/20/21 - Meeting with MARA re: PIDT grants
- 05/21/21 - Fishermen's Roundtable with Kurt Schrader

Upcoming Schedule:

- 05/25/21 - USACE Planning Meeting (Dredging)
- 05/25/21 - Economic Development Alliance of Lincoln County Annual Meeting
- 05/25/21 - Commission Meeting
- 05/26/21 - YBEF Meeting
- 05/27/21 - Vision 2040 Meeting
- 05/28/21 - PTO
- 06/02/21 - Business Oregon Seminar - Maritime Minds with MARAD
- 06/04/21 - Communications Meeting
- 06/04/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 06/07/21 - 06/11/21 - Vacation
- 06/15/21 - Directors Meeting
- 06/18/21 - Communications Meeting
- 06/18/21 - Oregon Ocean Innovations Hub (O2IH) Standing Meeting (formerly MIC)
- 06/22/21 - Communications Meeting
- 06/22/21 - 06/24/21 - PNWA Summer Conference



FINANCE DEPARTMENT MONTHLY REPORT

DATE: May 25, 2021
PERIOD: July 1, 2020 to April 30, 2021
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of April 30, 2021 are included in the commission packet. A copy of the financial reports attached for your convenience.

Issues of Importance

Managed Service Provider update

- The Port was scheduled to move to Voice Over IP, in the very near future, there is one issue with the lines in South Beach that needs resolution prior to the switch.

Financial/ERP System

- The RFP for a new financial system has been posted on the Port's web site and on ORPIN. The RFP will close on May 30, 2021. A potential grant source (\$10,000) has been identified to help reduce the cost.

Information Technology

- After attending a cybersecurity workshop via Zoom, I will begin creating a new cybersecurity plan, Hyak will be a major player in its development as well as upkeep of the plan. The workshop recommended testing and modifying the plan annually, which will be included in the plan.

Human Resources

- It has been a year since the Employee Handbook was updated. After the Legislative session is complete, changes in Law need to be evaluated, new requirements added, and current sections of the handbook updated. The handbook will be updated using the "Government Sample" employee handbook provided by SDAO via HR Resources.

Finance:

The Port has submitted its third reimbursement request to the EDA for Pier 5, for the amount of \$109,988.48. A total of \$376,935.46 has been submitted and \$143,794.09 received, we will continue to submit requests as necessary.

GOF Balance Sheet (year to year comparison)

- As of April 30, the Port is 10 months into the fiscal year and has 3.52 million in savings, this is down 1% (\$37,315) from last year. The

decline is a result of Port paying \$753,870.94 towards the pier (as of April 30), the decline in saving was expected since the Port has large capital projects underway.

- The Quick/Current Ratio is: 1.74
 - This ratio indicates the General Fund can cover its current expenses 1.74 times and can change daily.

Profit and Loss -

The month-to-month budget is based on a 4-year average spending-revenue average. Revenues and expense budgets are allocated based on historical data; this should give the Port a better picture of how it is performing against the adopted budget.

General Operating Funds (GOF) – all divisions combined:

Budget vs. Actuals

- Operating income is 117% of budget (\$602,541 over)
- Operating expenses are 70% of budget
- Other income is 20% of budget, due to lower than budgeted grant revenue and lower than expected dredge spoil sales.
- Other Expenses are below budget, as the building of an administrative facility did not occur in the current fiscal year.
- Overall, the Ports General Operating Fund is ahead of budget.

Breakdown of programs

Administrative Budget

Budget vs. Actuals

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

International Terminal

Budget vs, Actuals

- **Revenues** are slightly behind budget at 98% of budget.
- **Expenses** are less than budgeted, due to debt service being under budget. Materials and Services is over budget, due to large expenditures on equipment repairs.
- **Other Income** is below budget due to a grant income.
- **Other expenses** are below budget. As paving occurs, NIT should remain below budget in other expenses, but the gap will narrow.
- **Net Income** is ahead budget.

Commercial Marina

Budget vs. Actuals

- **Operating Revenues** are ahead of budget by \$115,565 (112%); moorage income is ahead of budget by 110%, and hoist dock services are ahead of budget by 123%, we had anticipated a drop off in hoist dock revenue, that has not occurred.
- **Operating expenses** are \$1,137,373 (35%) below budget, as some expected spending on planning activities did not occur.

- **Net income** is ahead of budget.

South Beach

Budget vs. Actuals

- **Operating Revenues** are ahead of budget by \$479,902 (125%).
- **Operating Expenses** are under budget by \$591,619 (71%), some activities, like painting, are just starting.
- **Net Income** is ahead of budget.

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

NOAA Lease Revenue Fund

Balance Sheet

As of April 30 , the Port has a total cash balance of \$3,873,920, with an available balance of \$2,112,199 The remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in bond documents. On the balance sheet, the total cash is down \$1.84 million versus last year. This is a result of moving \$2.1 million to the NOAA Capital Reserve account.

Income Statement

Budget vs. Actuals

- Revenue is at target
- Expenses are slightly (\$133,998) below budget
- Capital outlays are below budget
- Net income is ahead of budget.

NOAA Capital Maintenance Fund

This fund was added by the commission on January 22, 2019. The Port currently has \$1,524,231 in this fund. A loan of \$700,000 has been made to the General Operating fund for the South Beach Load Center project. This will be repaid over a maximum of four year period.

Bonded Debt Fund:

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

The Port has \$137,512 in savings, these funds will be used to pay bond interest payments due on July 1, 2021. This fiscal year the Port has received \$769,454 to date and hopes to receive an additional \$41,546.

Construction Fund.

No changes to report

Facility Reserve Fund.

In January 2021, \$109,816 was added to this fund to set aside electrical upgrade

funds for Port Docks 3 and 5 bringing the total reserve for this project to \$138,000. On June 30 or near that date, an additional transfer will be made. This transfer will be an estimate of the additional revenue raised as a result of the larger than normal Moorage rate increase. We continue to look for ways to set aside funds for other critical projects.

Accounts Receivable:

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

The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, the reporting is as of **May 10, 2021**.

Comments on Specific Accounts Receivable customers:

- Angela June has committed to paying with Tuna proceeds.
- The HarborMaster and Operations Director are now included conversations on past due accounts, the Harbormaster is critical to collection of these accounts.
- The ORCA (Rocky) continues to pay, and as soon as his mother's estate has been settled, plans to pay the balance owed.

Name	Current	1-30	31 - 60	61 - 90	> 90	TOTAL
Sylvia - 226282	-	737	737	737	20,879	23,089
Orca - 295549	-	-	538	119	15,954	16,612
Oregon Mariculture LLC	-	1,117	1,205	488	14,273	17,083
Angela June - 581478	-	-	2,309	-	10,510	12,819
Ocean Force - 538936	-	993	108	299	8,648	10,049
Das Bug - 565814	-	-	309	-	8,174	8,483
Pacific Rose - 554504	-	2,701	-	-	7,937	10,637
Seawater Seafoods Co	-	2,453	5,242	12,136	7,444	27,275
Luna - 532150 New Owner	-	-	-	-	6,934	6,934
Granville - 241539	-	83	-	26	5,955	6,063
Eclipse - 226744 Eel Boat	-	-	-	2,962	4,907	7,869
Western Hunter - OR936AFK	-	851	90	112	3,741	4,793
Pacific Rim - OR126YH	-	523	523	523	3,085	4,653
Dawn Treader - 609228 New Owner	-	303	109	59	3,006	3,476
Pegasus - 565120	-	-	384	459	2,496	3,340
Melville - OR495AAX	-	3,709	307	286	2,361	6,662
Albatross - 980072	-	-	1,917	-	2,200	4,117
Topaz - 573234	-	-	-	-	2,127	2,127
Joyce Marie - 295021	-	67	58	58	2,073	2,257
Lone Eagle - 232734	-	-	-	-	2,033	2,033
Valor III - 245645	-	-	2,827	123	1,963	4,913
Ida May - 665118	-	428	428	428	1,920	3,203
Trondhjem - 241924	-	-	-	-	1,786	1,786
Sea Wolf - 270816	2,004	-	-	-	1,683	3,687
Over Cast - 259524	-	120	112	-	1,401	1,633
Lili-Anne - OR956AFD	-	-	100	100	1,306	1,505
Constitution - 211928	-	-	-	-	1,268	1,268
Pacific Cloud - 549931	-	-	26	26	1,209	1,260
Roggy - 574577	-	-	-	-	1,140	1,140
Saltybros LLC Boathouse Lease	160	160	160	160	861	1,502
Nancy - 253247	-	-	-	-	740	740
Captain's Charters - 23826 - Long Fin	-	-	-	-	719	719
Pacific Rim II - WN2355SW	-	578	-	-	697	1,275
Pacific Ram - 589115	-	-	-	320	509	829
Toby J - 274577	-	-	-	-	365	365
Molly - 260045	-	731	471	160	296	1,658
Western Sea 2 - WN5888SA	-	-	-	-	294	294
Phoenix III - 214847	-	165	111	-	294	569
Venture II - 250111	-	-	-	-	235	235
Mystic Isle - OR312AEL	-	-	116	124	208	448
Petra Marie - 296325	-	-	-	-	194	194
Kristen Gail - 596708	-	268	175	110	165	717
Long Shot - OR818HC	-	-	-	-	164	164
Wide West - 535690	-	26	26	-	158	209
Misty - 636457 (Dustin Blake)	-	-	26	26	141	193
Columbian - 602145	-	-	-	-	133	133
Brea -OR620ADW	-	-	-	-	96	96
Judy - 548600	-	120	211	240	88	659
Maggie (Saltybros) - OR001UA	-	-	-	-	39	39
Pursuit - OR541ZM	-	83	26	26	26	160
Morning Star II - I509427	-	83	26	26	9	143

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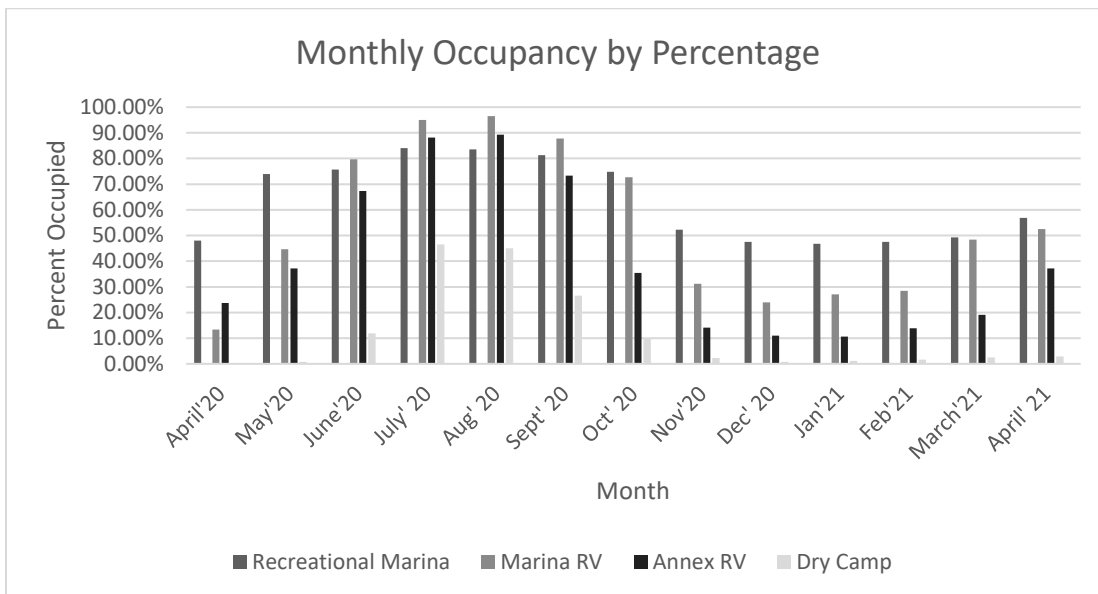
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 7 May, 2021
RE: Month Ending 30 April 2021
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV Park and Marina Supervisor

Once again we had a very nice month at all four South Beach facilities. The Marina, Marina RV, Annex and dry camping were all ahead of April 2020. All four entities are ahead year to date. We are currently sold out of semi-annual and annual boat slips and monthly RV site rentals.

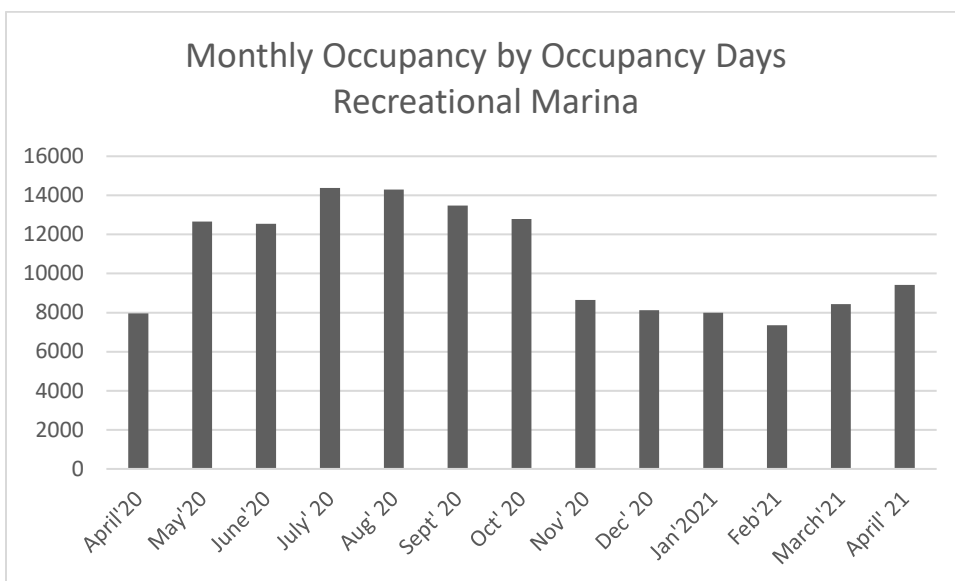
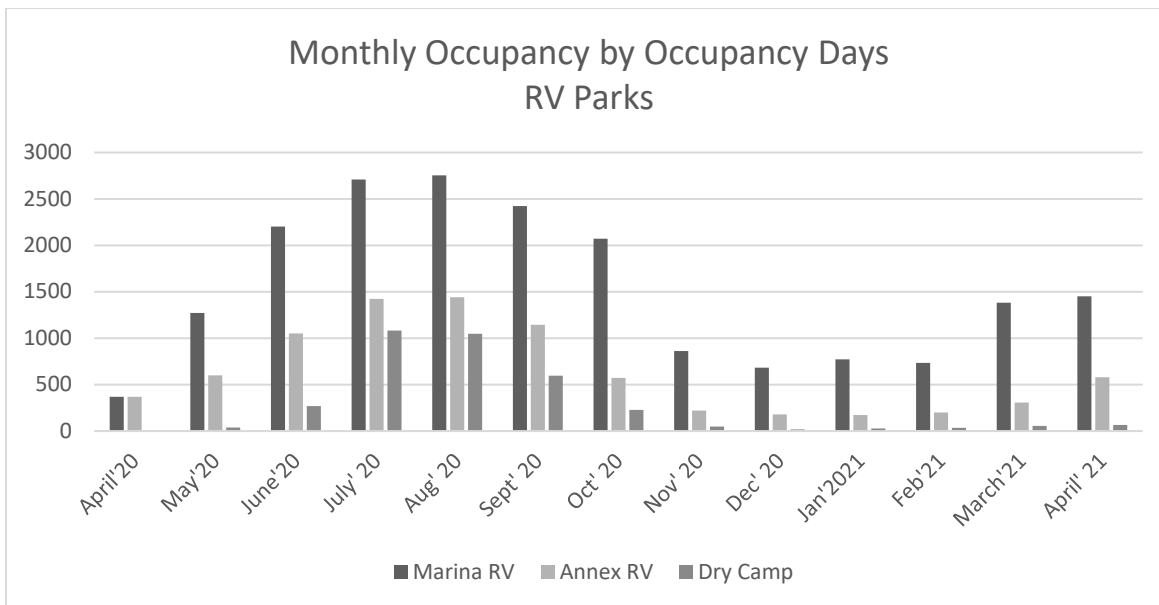
OCCUPANCY PERCENT MONTH & YTD

April' 2021	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	47.66%	56.82%	9.16%	45.19%	49.97%	4.78%
Marina RV	13.15%	52.53%	39.38%	16.56%	39.24%	22.68%
Annex RV	17.76%	20.19%	2.43%	17.76%	20.19%	2.43%
Dry Camp	0.00%	2.84%	2.84%	0.58%	2.03%	1.45%



OCCUPANCY DAYS MONTH & YTD

April '21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	7,893	9,410	19.22%	30,181	33,098	9.66%
Marina RV	363	1,450	299.45%	1,844	4,332	134.92%
Annex RV	369	580	57.18%	1,118	1,260	12.70%
Dry Camp	11	57	418.18%	53	183	245.28%





DIRECTOR OF OPERATIONS REPORT

DATE: 5/18/2021
PERIOD: April-May 2021
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The Port Dock 5 Pier continues, and the load centers have been installed in the South Beach Marina. The distant water fleet returned late due to delays in seasons from COVID, and quickly turned around to commence the hake fishery. There have been several projects ongoing and just starting up, and South Beach has definitely begun to get busy for the season.

Detail:

- **Port Dock 7**

Our insurance adjuster is still confirming costs on repair and is now processing the claim for loss of revenue on the segment of dock that was lost this winter.

- **Port Dock 5 Electrical Engineering**

We met with representatives from Eaton, who manufactures the marine power pedestals that we intend to install on Port Dock 5 in the coming fiscal year. Once again, we can expect to encounter supply chain problems on this upgrade due to interruptions from COVID over the past year.

- **South Beach Load Centers**

The South Beach load centers have been installed. The Port's infrastructure has been tested and is working within specs. If we have any troubles with boats not getting power at this point, it's highly likely that the boat itself is the source of the problem. Marina staff has purchased the necessary leak testing equipment and is trained in its operation.

- **Port Dock 5 Project**

Since last month, installation of the concrete girders has been completed, seams were grouted, and the concrete for the deck was poured. Concrete was also poured for all the curbs. The manhole and catch basin for the new pier's stormwater collection system was installed in the City's right of way. Cross bracing was completed, and the passive cathodic protection system

was put into place. Completion of the marine wrap on the upper portions of the pilings will commence in the next week. We've learned that the electrical panel's arrival has been delayed due to supply chain issues coupled with a lengthy submittal process for design approval. The rest of the pier will be completed, but installation of the new power panel will take place sometime in August. We anticipate that there will be a power outage from 21-26 June while the utilities are relocated to the new pier. We are putting out notices currently to alert users of Port Dock 5 of this cutover period. The final major work will be to install the gangway and landing float.

- **Army Corps Feasibility Study, Federal Project for dredging in the Commercial Marina**

We are taking part in a 3 day planning meeting starting on the 25th to kick off the feasibility study effort. Members from the Army Corps of Engineers team will be present along with other government agencies.

- **343 SW Bay:** Awaiting decision on disposition of the property so that I can proceed with permitting and contracting.

- **Rogue Sink Hole:** The study will proceed in early June, lined up the City's vac truck to assist in the effort and reduce cost.

- **Wetlands on Port's 9 Acre Lot:** The Department of State Lands has approved the wetlands delineation report we most recently submitted regarding Wetland "A" on the Port's heavy industrial property at McLean Point. This means that the area delineated is exempted from removal/fill requirements; it is not subject to state permit requirements. We are awaiting a determination from the Army Corps of Engineers to see if they will take jurisdiction. If they don't, we will be able to grade the area and keep the property maintained properly.

- **International Terminal Hoist:** The swing hoist at the Terminal has been out of plumb for some time. This presents a problem for operation of the hoist when it has a load on. After consultation with the original design engineer, we've disassembled the hoist and are performing repairs so that it can be adjusted properly.

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

-
☒ Forklift –86 hrs **☒ Moorage – 44 days**

-
☒ 30 Ton Hydraulic Crane – 48.25 hrs **☒ Hoist Dock Tie Up – 117hrs**

-
☒ Labor – 142.25hrs **☒ 120V power – 2.5 days**

-
☒ Other (over time) – 9 hrs **☒ 208V power – 23 days**

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

Forklift – 243.75Hrs

Hoist Dock Crane(s) – 20Hrs

Dock Tie Up – 394.75Hrs

Other (Axles) – 185

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

The hoist dock tie-up time was up only 1.6% from last month but up 19.8% over April 2020. April forklift usage was up 8.3% over last month and up 22.8% over April of last year. Crane usage was up 128% from last month and also up 122% over last year in April.

Axle counts were up 30% from last month with a total of 185 axles counted in April compared to 142 the previous month. Compared to last year we were up 140% with 77 counted last year in April.

The Port Dock 5 pier project is still underway with the crew grouting the seams between the concrete slabs today in preparation for the monolithic pour slated for next week.

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

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada. R/V Oceanus, R/V Bluefin.

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

I performed quarterly maintenance and inspections on the warehouse overhead doors and high HVAC equipment from a scissor lift.

Air filter inventory and resupply.

I cleaned out the gutters on the office building.

Norton Corrosion completed the final set-up on the East Anodes that were replaced. While they were here we took advantage of a cost savings and had them perform the annual inspection and maintenance on the entire pier cathodic protection and the NIT system.

South Beach Marina, Chris Urbach, Harbormaster

☐Launch Tickets – 785 = \$4710.00

We have started on the painting on the south restroom, marina store and the operations shop. It should be done before the 1st of July.

We have identified a contractor to fix the catch basin pipe.

The twice-yearly HVAC repair has been completed.

The twice-yearly moss control on all the three-tab roofs has been completed.

The hired mowing in the marina RV park.

Had another electrical leg go out on A dock waiting on Doug's to get wire in to fix problem.

Had to hire Doug's to trouble shoot electric problem on B dock.

The first halibut season was a blow out hopefully the next one will be okay.

We had to trespass a person because of his aggressive behavior.

The guys have been working hard to keep ahead of the grass and our guests.