

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Wednesday, October 27, 2021, 5:00 p.m.

Microsoft Teams

Newport, OR 97365

*This will be a virtual meeting, which means you can attend by registering or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2021-10-27-commission-meetings-2021-october-27-2021-5-00-p-m>*

*Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, October 25, 2021: <https://www.portofnewport.com/2021-10-27-commission-meetings-2021-october-27-2021-5-00-p-m>*

**I. Call to Order**

**II. Changes to the Agenda**

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

- A. Public Comment regarding granting liveaboard status.....Page 3

**IV. Consent Calendar**

- A. Minutes 2021
  - 1. Regular Commission Meeting.....September 28.....Page 4
- B. Financial Reports.....Page 11

**V. Old Business**

- A. Items Removed from Consent Calendar
- B. Accounts Paid.....Page 29

**VI. New Business**

- A. Presentation by USFW - *Michele Zwartjes*.....Page 44
- B. Janitorial Services Update - *Bretz*.....Page 46
- C. Approval of Resolution 2021-07, Designated Signature Authority - *Brown*.....Page 47
- D. Authorization of Contract with First Cascade Corporation and Approval of Resolution 2021-08, Transfer of NOAA Contingency - *Bretz, Brown*.....Page 55

**VII. Staff Reports**

- A. General Manager - *Miranda*.....Page 58
  - 1. Director of Finance & Business Services - *Brown*.....Page 61
    - a) September Occupancy Report.....Page 67
  - 2. Director of Operations - *Bretz*.....Page 69

**B. Commissioner Reports/Comments**

- C. **Calendar/Future Considerations** **2021**
  - PNWA Annual Conference.....Oct. 19-21
  - APP Annual Conference.....Oct. 25-27
  - Gibson Retirement Celebration.....Oct. 29

Regular Commission Meeting ..... Nov. 16

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

**XI. Adjournment**

**From:** [noreply@getstreamline.com](mailto:noreply@getstreamline.com)  
**To:** [Gloria Tucker](#)  
**Subject:** New form submission received: Commission Meetings 2021 September 28, 2021 - 6:00 p.m.  
**Date:** Monday, September 27, 2021 10:18:52 AM



## Commission Meetings 2021 September 28, 2021 - 6:00 p.m.

<b>Date:</b>	9/27/2021
<b>Your Name:</b>	Roland
<b>Email:</b>	
<b>Agenda Item:</b>	Granting New Liveboard Status
<b>Public Comment:</b>	Two wooden boats on A dock (large Chris Craft at start of dock & the large wooden ketch sailboat - slip A 55ish) have recently been granted liveboard status. My friend was not allowed to live on his boat this Spring and had to basically give it away to get out of the moorage. Question: If the Commission for the Port of Newport voted to not allow new liveboards at the marina, how were these boats granted new liveboard status while others have been denied?

[Reply / Manage](#)

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September 28, 2021  
6:00 P.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION MINUTES**

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

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

**BUDGET PUBLIC HEARING**

**Call to Order.** Burke called the meeting to order at 6:01 P.M.

**Approval of Resolution No. 2021-06, Adopting a Supplemental Budget for Fiscal Year 2021-2022, and Authorizing the Transfer of Funds.** Brown reported on January 22, 2019, the Port Commission adopted Resolution No. 2019-02, creating the NOAA Capital Maintenance Fund. He stated the first part of this item requires a budget hearing for a transfer. He explained the Port will transfer funds from the NOAA Lease Revenue Fund to the NOAA Capital Maintenance Fund. He indicated for the second part of this item, when the Port refinanced the NOAA bonds, it committed to using the savings for a match. He added the Port wants to transfer funds out of the NOAA Lease Revenue Fund into the General Operating Fund to create a new equity account reserved for matching federal or state grants.

Miranda reported this money was not assigned to any particular projects. She stated as previously discussed, the Port ran into situations in the past where the Port could have applied for grants for projects, even some on the strategic plan, but didn't apply because it didn't have funds to match. She explained the Port is setting money aside, just to be prepared, so when the Port has those opportunities, it doesn't miss them. She indicated staff have not assigned a grant to these funds yet but are working on several grants. She added staff are trying to maximize some of those grants out there.

Miranda reported, for instance, the Port is working on Port Dock 7 planning. She noted the Port set aside \$200,000 in the budget. She indicated the cost may be more \$250,000 to \$300,000. She explained she is working on federal and state grants to meet those costs. She added there's a chance the Port will not need to match, but if there is a match, then those funds are there.

MOTION was made by Sylvia, seconded by Retherford, to adopt Resolution No. 2021-06 Authorizing Transfers. The motion carried unanimously in a voice vote.

**ADJOURNMENT**

Having no further business, the meeting adjourned at 6:06 P.M.

**REGULAR MEETING**

**Call to Order.** Burke called the meeting to order at 6:07 P.M.

## CONSENT CALENDAR

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

## OLD BUSINESS

**Accounts Paid.** MOTION was made by Lackey, seconded by Sylvia, to approve accounts paid as presented. The motion carried unanimously in a voice vote.

**Approval of Payment of Property Taxes for 343 SW Bay Blvd.** Brown reported the previous tenant of this property didn't pay property taxes, and penalties are quite steep. He stated the County has agreed not to impose penalties or foreclose. He recommended paying these property taxes even though they are really owed by the previous tenant. He noted the Port's attorney is working on some judgements against the previous tenant, and it's possible the Port could eventually get its money back.

Miranda reported, typically, the Port is not taxable unless it leases a property or allows use of property by a taxable entity. She explained in general, the County does not come after Ports to make tax payments but creates a lien against the property. She noted if the Port sells the property, all those taxes and all the penalties become due. She indicated after researching, the Port found more properties with unpaid taxes. She added the County did not send statements or notification, so the Port was not aware of it before.

Miranda reported the County can't just write all those taxes off; it must be done through legislation. She stated she is working with OPPA along with the Ports of Coos Bay and Tillamook Bay to include the Port of Newport in legislation. She noted she is working with the County, so they would be in agreement with that. She indicated, meanwhile, this property at 343 SW Bay Blvd, is a bit different, as the Port will be trying to sell it soon.

Sylvia asked if the Port is liable, why is the Port not alerted to that. Miranda replied that was one of the discussions staff had with the tax assessor. She noted they are still working on that process. She explained staff had a meeting with the tax assessor on how to work on tax issues in the future, so there are notifications from both sides. Burke clarified there were not any discounts on this bill. He asked for the Port's obligation at this time. Brown replied the obligation is \$12,304.20 for this property. He explained for all the other areas leased by the Port, it's a little over \$100,000. Burke emphasized tax notification to real property owners needs to happen. Discussion ensued on the need for immediate notification of tenants' failure to pay taxes.

Chuck suggested the Commission continue to review leases and create a mechanism to add an amendment to leases so that the Port gets notified every time taxes are paid. He added this is not the first time this has happened.

MOTION was made by Lackey, seconded by Retherford, to authorize the pay of \$12,304.20 to Lincoln County for property taxes on 343 SW Bay Blvd, Property Tax Lot R194467. The motion carried unanimously in a voice vote.

**Approval of Structural Assessment of Port Dock 7.** Bretz reported Commission discussed having an assessment of Port Dock 7 in the spring, hiring an engineer to examine the state of the dock. He stated the Port received several proposals with HDR best meeting the RFP requirements. He explained HDR will provide a report that shows under certain operational

parameters and weather conditions, the dock can carry certain loads. He noted they will determine how much loading is on the dock, so that the Port can prevent more chunks breaking off in the future. He added the cost is not to exceed \$15,000. Brown suggested amending the motion to authorize GM or designee.

Burke confirmed this report will also evaluate the immediate needs for infrastructure improvement. Bretz noted the Port does not want to underutilize the dock but put as many people (vessels) on it as possible and make sure the dock structure makes it through until it is rebuilt. Burke asked if the timing would allow the Port to take advantage of this report in the November in-water window. Bretz replied that depends on the report. He stated the idea is to get this done as quickly as possible.

Sylvia asked if this report will include longevity of the dock. Bretz replied the Port should get a good idea of the lifespan left in it. Chuck asked if discussions have been had on the possibility of losing usage of the dock. Bretz replied budget discussions have not taken place yet. Miranda stated closure of the dock would create an emergency situation, and the Port would need to involve the state, perhaps Business Oregon, to mitigate the issue. She added short of that, the Port plans to do minor mitigation until it can replace the dock. She indicated that could be one year or a three-year mitigation. She reported this report also includes reviewing Swede's Dock.

Sylvia stated risk assessment can be complex. He asked if HDR will provide in-depth detail or make a blanket recommendation. He also asked if insurance would get involved in this. Bretz replied HDR will give the Port information on how much degradation has occurred since its original state in specific areas. He explained from that, they will give the Port some loading limits given certain wind conditions and sizes of boats. He stated he has not talked with the insurance company yet. He reported his plan was to get this information, and then talk with them. He added this report will not be an end all, be all, and the Port will have to do more work to come up with a good operational strategy.

Retherford asked if this report will be done right away, so the Port can make some decisions before storms and crab season. Bretz replied that is what he is trying to do. He noted the Port has a lot of critical issues and should have this report back at the end of October. Lackey noted there may need to be a special Commission meeting when the report comes back. Miranda added staff will make sure not to delay any solutions. Bretz added the solution that will be ultimately needed will be to replace the dock.

Sylvia asked if the boats themselves bear any shared responsibility for using that dock space. He added transparency with the fleet will be really critical. Miranda replied if the Port allows boats to use a space, it is the Port's responsibility. She noted the report may help the Port's plan to put together a replacement project. She explained when the Port goes out for funds, the Port can show the economic impact of the fleet and the fact the dock is falling apart, and that will expedite the project. She indicated although infrastructure funds are out there right now, the permits may take a couple years. She added she hopes this report will give the Port an opportunity to fix urgent areas and continue using the dock. She emphasized the Port will have to be very meticulous in developing a solution.

MOTION was made by Chuck, seconded by Retherford, to authorize the General Manager or designee to contract with HDR Engineering, to conduct a structural assessment and provide the Port with recommendations for the continued operation of Port Dock 7 in an amount not to exceed \$15,000. The motion carried unanimously in a voice vote.

**343 SW Bay Blvd Property Discussion.** Miranda reported after the Port had to remove the building at 343 SW Bay Blvd, a former Charter office, she met with Commissioners Burke and Lackey and Bretz to discuss options for the site. She stated Bretz did a lot research on the condition of the property and costs associated with it. She noted she has been working with DSL to figure out what they need to provide a lease to the Port. She explained the floating dock at that property was never authorized by DSL. She indicated she tried to work with the upland property owner, but he was not excited about expanding that area and putting fishing vessels there. She added he was concerned with blocked views.

Miranda reported all the Port could fit into the space, once reconfigured, were three vessels. She stated the cost to build that would be at least \$1.6 million. She noted even a 30-year loan wouldn't give the Port the ability to pay one-third of that cost. She indicated while it would be great to have additional spaces, the Port has to be responsible stewards of public money. She added, the portion owned by the Port is a very tiny piece of property.

Miranda reported the property's assessed value is \$171,000. She stated the Port could spend \$1.6 million on the property or spend \$50-80,000 demolishing the rest of dock there and \$100,000 for mobilization. She noted while there are some interested parties, it would almost be awash. She explained permitting is required with the Army Corps of Engineers and DSL for demolition. She indicated options are to sell the property as is, which will affect the price, or remove the dock and then sell the property for not much gain. She summarized the Commissioners did not recommend building there for that price tag. Burke agreed rebuilding is not the right option. He asked the Commission if they want to improve the property and sell or sell as is.

Sylvia asked what is driving the high cost. Miranda replied it's getting more and more expensive to build in the water in general. Bretz replied permitting cost is very high, and mobilization runs in the neighborhood of \$100,000 just to get contractors here. He added cost of mitigation is huge. Sylvia asked if grants could be used. Miranda replied the Port can look into getting some mitigation credits from the property, especially for Port Dock 7. She noted, unfortunately, grants don't want to put money into something that doesn't pay for itself. Discussion ensued on grants. Sylvia suggested considering tying this property into a larger project to average out costs. Miranda replied the Port would be better off trying to create additional space at Port Dock 7 or near the Terminal. She added staff talked about building a connection with Port Dock 1, and the upland owner did not support that idea. Bretz explained it would take a really big project that generates a lot of revenue to offset costs for this property. He added gaining mitigation credits there for Port Dock 7 would be great. Miranda summarized Commission direction is for staff to work with the City to postpone improvements, and then sell the property in the future.

## **NEW BUSINESS**

**Approval Grading Plan/International Terminal/PBS Engineering.** Bretz reported the Port received several proposals with PBS as the best. He stated the area that was jurisdictional wetlands is no longer designated that. He explained the Port is trying to get this lot leveled out so it can be used for storage as well as properly maintained. He noted there is an existing ditch that goes through the property, and the grade will continue heading in that direction. He indicated the Port only needs a grading permit from the City. He added the Port has money in the budget designated for this project this year.

MOTION was made by Lackey, seconded Retherford, to authorize the General Manager to contract with PBS Engineering, to prepare a grading plan for the Port's 9-acre lot so that it can

be graded to drain to the County ditch along the Bay Road in an amount not to exceed \$22,000. The motion carried unanimously in a voice vote.

### **STAFF REPORTS**

**General Manager.** Miranda noted her report included in the packet. Chuck suggested preparing now to address issues in South Beach. He stated the slips, parking, and traffic enforcement are going to keep getting busier. He emphasized he wants it to function well there. Miranda reported one item of note is potential grant funding for an expo center on Port property. She noted parking would have to be addressed with that, since the Port would lose some dry camp space. She explained with infrastructure funds coming in, the Economic Development Agency is focusing on supporting tourism and this project for an expo center came to the top of their list. She indicated the Port could use the land itself as a match. She added the Chamber of Commerce is excited because they would eventually have a home for the Seafood and Wine Festival.

Miranda reported there would have to be an environmental assessment of the area and design. She stated she does not want to move forward on this concept unless the Commission supports it. She indicated there is still outreach to do in the community. Sylvia confirmed the grant would cover the cost of the building, and the Port would put funds into the design. Miranda added in the strategic plan, the Port talks about creating new opportunities to generate funds, in South Beach in particular, and this is one opportunity.

Chuck stated he is uncomfortable with this. He emphasized the need for community outreach. He noted there is community concern about the industrialization of South Beach. Miranda noted there are a couple of months to apply, so outreach could be conducted.

Sylvia asked if folks have alternative ideas on how to use these spaces that are not industrial. Chuck replied people are concerned with the expansion of Rogue, and other industrial uses of the area. He noted they want to make sure Newport does not lose the character of the marina. Burke stated square footage and maximum height would go a long way to help paint picture for the Commission and stakeholders.

Chuck asked if Rogue discussed further expansion. Miranda replied she is aware of discussions on expanding their House of Spirits, but not the warehouse. She added they have been growing, and she would not be surprised if they request more space in the future. She asked if the Commission would like her to spend money on design and conduct outreach, and then apply separately from the County for this grant if response is favorable to that. She added she does not want to hold up the other applicants in the County for this grant funding.

Retherford stated there is not a lot of options out there for big gatherings, and having a place to gather would be nice. She emphasized the importance of finding the right place for it. She indicated she would like to know the vision for the building, its size and footprint. Burke suggested figuring out potential locations and sizes before moving forward. Miranda replied she will spend under her limit to do some more due diligence.

Lackey stated he likes the idea of the center but agrees with Chuck that waterfront property is valuable. He emphasized being methodical and thinking through everything.

**Commissioner Reports/Comments - Former Commissioner Sara Skamser Remembrance.** Miranda reported the passing of Former Commissioner Sara Skamser has been difficult because she has been a mentor to Miranda. She explained Sara showed her around and told her everything about fishing in Newport, and the importance of the Port here. She noted she



did her job as a Port Commissioner without bias. She added Sara was funny. She indicated Sara was great to take to conferences because she engaged with folks and promoted Newport. She added Sara will be greatly missed.

Lackey stated Sara was a friend of his, and they started on the Port Commission at the same time. He noted she ran for Port Commissioner because she cared deeply about the Port itself and the local community. He indicated it was a labor of love for her to be a commissioner. He added she served as President of the Commission, and she was instrumental in hiring Interim General Manager Teri Dresler and General Manager Paula Miranda.

Lackey stated Sara felt good about the gains the Port made in the last few years. He noted the Port is better off for her service. He indicated she was active in the community with Fishermen's Wives, and she was a member of the fishing community from California to Alaska. He added for decades she supplied fishing nets and excluders that were a combination of her innovations and others.

Lackey stated a friend in the industry noted to him how she would be missed in the fishing world. He explained Sara was the kind of person who saw a need or opportunity and went after it. He indicated she was a leader in her industry, fishing community, local community, and Port community. He added Sara will be missed.

Burke stated Sara encouraged him to run for the Commission. He explained he had worked with Sara on the environmental side. He noted he had a quite an affection for her as a colleague and business owner. He indicated they had a lot of long talks before he came onboard with the Port. He added he thinks she would be proud of the Port today.

Burke stated Sara will be missed. He noted she was sarcastic, entertaining, strong, witty, and not biased. He indicated he was proud to sit with her. He explained she would evaluate issues based on their merit. He added he will miss her, and he appreciated her as a mentor. He noted there is a little bit of a void at the Terminal.

Retherford stated Sara helped raise all her kids. She noted Sara was a part of her life from the beginning. She indicated Sara is very missed. She added Sara loved Mexico, life, and people. She stated Sara was a mentor to a lot of people, and she was all you could want in a friend or worker.

Sylvia stated he knew Sara more in relation to science and net projects, rather than the Commission. He noted he always thought she symbolized this community, as friendly, outgoing, extremely intelligent, and dedicated to advancing the community. He indicated there are not many people like that. He added she will be sorely missed as mentor, friend, and such a unique personality.

Chuck stated he was sorry to hear of Sara's passing. He noted the first time he met her was 15 years ago when Onno Husing was making a movie about the fishing industry. He emphasized the importance of her work on the innovations in the gear with fishermen and ODFW to make the industry sustainable. He indicated she brought to the forefront innovation and technology. He stated the impact that she has had on the fishing industry and community is great. He noted he enjoyed serving with her on the Commission, but those innovations can't be mentioned enough. He added she left a great legacy.

**Calendar/Future Considerations 2021.** The Commission agreed to move the next meetings to October 27, November 16, and December 21, 2021.

## **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:48 P.M.

# Port of Newport - General Operating Fund

## Balance Sheet

As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
100 · General Operating Funds	3,697,653	3,954,163	(256,511)	(7)%
<b>Total Checking/Savings</b>	3,697,653	3,954,163	(256,511)	(7)%
<b>Accounts Receivable</b>				
11200 · Accounts Receivable	431,079	452,245	(21,167)	(5)%
11225 · Grants Receivable	15,062	9,578	5,484	57%
<b>Total Accounts Receivable</b>	446,141	461,823	(15,683)	(3)%
<b>Other Current Assets</b>				
11250 · Property Tax Receivable	8,506	10,571	(2,065)	(20)%
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	(2,702)	9,721	(12,423)	(128)%
11300 · Prepaid Expenses	109,161	140,027	(30,866)	(22)%
11400 · Due from Other Funds	39,189	1	39,188	7,394,025%
11480 · PERS - NPA(L)	(647,914)	(647,914)	0	0%
11485 · PERS - Deferred OF	193,254	193,254	0	0%
11490 · Assets Held For Sale	0	2,126	(2,126)	(100)%
<b>Total Other Current Assets</b>	(330,506)	(322,215)	(8,291)	(3)%
<b>Total Current Assets</b>	3,813,287	4,093,772	(280,484)	(7)%
<b>Fixed Assets</b>				
11500 · Capital Assets	49,148,496	47,017,659	2,130,837	5%
<b>Total Fixed Assets</b>	49,148,496	47,017,659	2,130,837	5%
<b>TOTAL ASSETS</b>	<b>52,961,783</b>	<b>51,111,431</b>	<b>1,850,352</b>	<b>4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
12000 · Accounts Payable	147,454	92,990	54,464	59%
<b>Total Accounts Payable</b>	147,454	92,990	54,464	59%
<b>Other Current Liabilities</b>				
12016 · Retainage Payable	114,509	11,324	103,185	911%
12018 · Unclaimed Property Payable	4,555	3,564	991	28%
12020 · Lodging/Room Tax Payable	21,534	21,566	(32)	(0)%
12100 · Payroll Liabilities	146,192	157,191	(10,999)	(7)%
12200 · Due to other Funds	700,000	0	700,000	100%
12250 · Deferred Revenue	127,916	91,274	36,642	40%
12300 · Accrued Interest Payable	14,011	15,147	(1,136)	(8)%
12320 · Current Portion-Long Term Debt	550,980	535,814	15,166	3%
<b>Total Other Current Liabilities</b>	1,679,697	835,880	843,818	101%
<b>Total Current Liabilities</b>	1,827,151	928,870	898,282	97%
<b>Long Term Liabilities</b>				
12350 · Long Term Debt	5,426,195	6,004,322	(578,126)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%

# Port of Newport - General Operating Fund

## Balance Sheet

As of September 30, 2021

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	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	246,841	246,841	0	0%
<b>Total Long Term Liabilities</b>	<u>5,773,657</u>	<u>6,351,783</u>	<u>(578,126)</u>	<u>(9)%</u>
<b>Total Liabilities</b>	<u>7,600,808</u>	<u>7,280,653</u>	<u>320,155</u>	<u>4%</u>
<b>Equity</b>				
13003 · Committed Grant Match Funds	667,000	0	667,000	100%
13010 · GOF - Unassigned FB	36,675,896	36,402,710	273,186	1%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
<b>Net Income</b>	<u>887,291</u>	<u>297,280</u>	<u>590,012</u>	<u>199%</u>
<b>Total Equity</b>	<u>45,360,975</u>	<u>43,830,778</u>	<u>1,530,197</u>	<u>4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>52,961,783</b></u>	<u><b>51,111,431</b></u>	<u><b>1,850,352</b></u>	<u><b>4%</b></u>

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

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	212,848	195,007	17,841	109%
14100 · Moorage	613,436	500,822	112,614	122%
14200 · Hoist Dock & Services	175,699	168,752	6,947	104%
14300 · Shipping Terminal Revenues	2,175	7,203	(5,028)	30%
14400 · RV Parks	574,800	535,888	38,912	107%
14500 · Launch Ramp & Trailer Storage	43,399	35,725	7,674	121%
14600 · Miscellaneous Revenue	50,291	2,375	47,916	2,118%
<b>Total Income</b>	<u>1,672,648</u>	<u>1,445,771</u>	<u>226,877</u>	<u>116%</u>
<b>Gross Profit</b>	1,672,648	1,445,771	226,877	116%
<b>Expense</b>				
15000 · Personnel Services	486,153	591,984	(105,831)	82%
16000 · Materials & Services	573,182	1,133,848	(560,666)	51%
16990 · Depreciation Expense	422,049	422,049	0	100%
17000 · Debt Service	84,728	57,554	27,174	147%
<b>Total Expense</b>	<u>1,566,112</u>	<u>2,205,435</u>	<u>(639,323)</u>	<u>71%</u>
<b>Net Ordinary Income</b>	106,536	(759,664)	866,200	(14)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	2,850	12,640	(9,790)	23%
18200 · Interest Income	2,467	375	2,092	658%
18300 · Grants	32,829	0	32,829	100%
18700 · Property & Dredge Sales	0	10,875	(10,875)	0%
18800 · Miscellaneous - Non-operating	126	0	126	100%
18900 · Transfers In from Other Funds	667,000	667,000	0	100%
<b>Total Other Income</b>	<u>705,272</u>	<u>690,890</u>	<u>14,383</u>	<u>102%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	90,045	110,000	(19,955)	82%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(904)	(905)	1	100%
<b>Total Other Expense</b>	<u>89,141</u>	<u>209,095</u>	<u>(119,954)</u>	<u>43%</u>
<b>Net Other Income</b>	<u>616,132</u>	<u>481,795</u>	<u>134,337</u>	<u>128%</u>
<b>Net Income</b>	<u><u>722,668</u></u>	<u><u>(277,870)</u></u>	<u><u>1,000,537</u></u>	<u><u>(260)%</u></u>

**Port of Newport - General Operating Fund**  
**Administration - Budget vs. Actual**  
 July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	777	0	777	100%
<b>Total Income</b>	777	0	777	100%
<b>Gross Profit</b>	777	0	777	100%
<b>Expense</b>				
15000 · Personnel Services	184,004	231,248	(47,244)	80%
16000 · Materials & Services	197,798	254,329	(56,531)	78%
16990 · Depreciation Expense	1,266	1,266	0	100%
<b>Total Expense</b>	383,069	486,843	(103,775)	79%
<b>Net Ordinary Income</b>	(382,292)	(486,843)	104,551	79%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	2,850	12,640	(9,790)	23%
18200 · Interest Income	2,467	375	2,092	658%
18300 · Grants	10,000	0	10,000	100%
18900 · Transfers In from Other Funds	667,000	667,000	0	100%
<b>Total Other Income</b>	682,317	680,015	2,303	100%
<b>Other Expense</b>				
19000 · Capital Outlay	23,970	0	23,970	100%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(366,975)	(366,975)	0	100%
<b>Total Other Expense</b>	(343,005)	(266,975)	(76,030)	128%
<b>Net Other Income</b>	1,025,322	946,990	78,332	108%
<b>Net Income</b>	<b>643,030</b>	<b>460,147</b>	<b>182,883</b>	<b>140%</b>

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

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	37,096	43,360	(6,264)	86%
14100 · Moorage	60,237	42,281	17,956	142%
14200 · Hoist Dock & Services	67,037	77,731	(10,694)	86%
14300 · Shipping Terminal Revenues	2,175	7,203	(5,028)	30%
14600 · Miscellaneous Revenue	50	0	50	100%
<b>Total Income</b>	<u>166,595</u>	<u>170,576</u>	<u>(3,981)</u>	<u>98%</u>
<b>Gross Profit</b>	166,595	170,576	(3,981)	98%
<b>Expense</b>				
15000 · Personnel Services	43,416	54,557	(11,141)	80%
16000 · Materials & Services	88,141	146,898	(58,758)	60%
16990 · Depreciation Expense	318,885	318,885	0	100%
17000 · Debt Service	75,262	48,088	27,174	157%
<b>Total Expense</b>	<u>525,703</u>	<u>568,428</u>	<u>(42,725)</u>	<u>92%</u>
<b>Net Ordinary Income</b>	(359,108)	(397,853)	38,745	90%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	126			
<b>Total Other Income</b>	<u>126</u>	<u>0</u>	<u>126</u>	<u>100%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	9,537	9,537	0	100%
<b>Total Other Expense</b>	<u>9,537</u>	<u>9,537</u>	<u>0</u>	<u>100%</u>
<b>Net Other Income</b>	<u>(9,411)</u>	<u>(9,537)</u>	<u>126</u>	<u>99%</u>
<b>Net Income</b>	<u><b>(368,519)</b></u>	<u><b>(407,390)</b></u>	<u><b>38,870</b></u>	<u><b>90%</b></u>

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

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	48,058	37,897	10,161	127%
<b>14100 · Moorage</b>	181,804	165,132	16,672	110%
<b>14200 · Hoist Dock &amp; Services</b>	102,561	88,868	13,693	115%
<b>14600 · Miscellaneous Revenue</b>	8,326	0	8,326	100%
<b>Total Income</b>	<u>340,749</u>	<u>291,897</u>	<u>48,852</u>	<u>117%</u>
<b>Gross Profit</b>	340,749	291,897	48,852	117%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	101,532	125,381	(23,849)	81%
<b>16000 · Materials &amp; Services</b>	83,813	351,598	(267,786)	24%
<b>16990 · Depreciation Expense</b>	12,900	12,900	0	100%
<b>17000 · Debt Service</b>	1,319	1,979	(660)	67%
<b>Total Expense</b>	<u>199,564</u>	<u>491,858</u>	<u>(292,294)</u>	<u>41%</u>
<b>Net Ordinary Income</b>	141,184	(199,962)	341,146	(71)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18300 · Grants</b>	9,929	0	9,929	100%
<b>Total Other Income</b>	9,929	0	9,929	100%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	25,049	0	25,049	100%
<b>19890 · Overhead Allocation</b>	163,028	163,028	0	100%
<b>Total Other Expense</b>	<u>188,078</u>	<u>163,028</u>	<u>25,050</u>	<u>115%</u>
<b>Net Other Income</b>	(178,148)	(163,028)	(15,120)	109%
<b>Net Income</b>	<u><b>(36,964)</b></u>	<u><b>(362,990)</b></u>	<u><b>326,025</b></u>	<u><b>10%</b></u>



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

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	127,695	113,750	13,945	112%
14100 · Moorage	371,394	293,408	77,986	127%
14200 · Hoist Dock & Services	6,101	2,152	3,948	283%
14400 · RV Parks	574,800	535,888	38,912	107%
14500 · Launch Ramp & Trailer Storage	43,399	35,725	7,674	121%
14600 · Miscellaneous Revenue	41,139	2,375	38,764	1,732%
<b>Total Income</b>	<u>1,164,528</u>	<u>983,299</u>	<u>181,229</u>	<u>118%</u>
<b>Gross Profit</b>	1,164,528	983,299	181,229	118%
<b>Expense</b>				
15000 · Personnel Services	157,201	180,798	(23,597)	87%
16000 · Materials & Services	203,430	381,022	(177,592)	53%
16990 · Depreciation Expense	88,998	88,998	0	100%
17000 · Debt Service	8,147	7,487	660	109%
<b>Total Expense</b>	<u>457,776</u>	<u>658,305</u>	<u>(200,529)</u>	<u>70%</u>
<b>Net Ordinary Income</b>	706,752	324,993	381,759	217%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	12,900	0	12,900	100%
18700 · Property & Dredge Sales	0	10,875	(10,875)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
<b>Total Other Income</b>	<u>12,900</u>	<u>10,875</u>	<u>2,025</u>	<u>119%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	41,026	110,000	(68,974)	37%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	193,505	193,505	(0)	100%
<b>Total Other Expense</b>	<u>234,530</u>	<u>303,505</u>	<u>(68,975)</u>	<u>77%</u>
<b>Net Other Income</b>	<u>(221,630)</u>	<u>(292,630)</u>	<u>71,000</u>	<u>76%</u>
<b>Net Income</b>	<u><b>485,121</b></u>	<u><b>32,363</b></u>	<u><b>452,758</b></u>	<u><b>1,499%</b></u>

# NOAA Lease Revenue Fund

## Balance Sheet

As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	466,345	1,136,842	(670,497)	(59)%
11025 · NLRF MM Savings - FIB 9604	933,098	500,018	433,081	87%
11035 · NLRF - LGIP 6263	1,191,590	1,234,794	(43,203)	(4)%
11092 · Assignment of Deposit - OCB	63,703	63,208	495	1%
Total Checking/Savings	2,654,736	2,934,861	(280,125)	(10)%
Accounts Receivable				
11200 · Accounts Receivable	0	127	(127)	(100)%
Total Accounts Receivable	0	127	(127)	(100)%
Other Current Assets				
11300 · Prepaid Expenses	48,510	50,048	(1,538)	(3)%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	24,580	26,118	(1,538)	(6)%
Total Current Assets	2,679,315	2,961,106	(281,790)	(10)%
Fixed Assets				
11500 · Capital Assets	22,206,232	23,717,707	(1,511,475)	(6)%
Total Fixed Assets	22,206,232	23,717,707	(1,511,475)	(6)%
Other Assets				
11800 · Bond Issue Costs, Net of Amort.	230,454	230,454	0	0%
11825 · Advance Refunding Valuation	459,546	459,546	0	0%
Total Other Assets	690,000	690,000	0	0%
<b>TOTAL ASSETS</b>	<b>25,575,547</b>	<b>27,368,812</b>	<b>(1,793,265)</b>	<b>(7)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	1,957	4,794	(2,837)	(59)%
Total Accounts Payable	1,957	4,794	(2,837)	(59)%
Other Current Liabilities				
12100 · Payroll Liabilities	10,084	11,781	(1,697)	(14)%
12200 · Due to Other Funds	39,189	1	39,188	7,394,025%
12300 · Accrued Interest Payable	189,784	201,373	(11,589)	(6)%
12350 · Current Portion-Long Term ...	1,320,000	1,290,000	30,000	2%
Total Other Current Liabilities	1,559,057	1,503,155	55,902	4%
Total Current Liabilities	1,561,014	1,507,949	53,065	4%
Long Term Liabilities				
12400 · Long Term Debt	15,245,000	16,565,000	(1,320,000)	(8)%
12800 · Less Current Portion-LT Debt	(1,320,000)	(1,290,000)	(30,000)	(2)%
12900 · PERS - Deferred IF	12,992	12,992	0	0%
Total Long Term Liabilities	13,937,992	15,287,992	(1,350,000)	(9)%
Total Liabilities	15,499,006	16,795,941	(1,296,935)	(8)%

# NOAA Lease Revenue Fund

## Balance Sheet

As of September 30, 2021

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	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,766,260	(4,539)	(0)%
13003 · Committed Grant Match Funds	432,000	0	432,000	100%
13010 · NLRF - Unassigned FB	10,827,504	11,092,412	(264,908)	(2)%
Net Income	<u>(2,944,684)</u>	<u>(2,285,801)</u>	<u>(658,884)</u>	<u>(29)%</u>
Total Equity	<u>10,076,541</u>	<u>10,572,871</u>	<u>(496,331)</u>	<u>(5)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,575,547</u></u>	<u><u>27,368,812</u></u>	<u><u>(1,793,265)</u></u>	<u><u>(7)%</u></u>

## Port of Newport - NOAA Lease Revenue Fund

### Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	638,122	648,975	(10,853)	98%
14605 · Miscellaneous - Operating	0	0	0	0%
<b>Total Income</b>	638,122	648,975	(10,853)	98%
<b>Gross Profit</b>	638,122	648,975	(10,853)	98%
<b>Expense</b>				
15000 · Personnel Services	29,992	50,204	(20,212)	60%
16000 · Materials & Services	58,915	82,239	(23,324)	72%
16990 · Depreciation Expense	393,015	393,015	0	100%
17000 · Debt Service	1,547,741	1,760,950	(213,209)	88%
<b>Total Expense</b>	2,029,663	2,286,409	(256,746)	89%
<b>Net Ordinary Income</b>	(1,391,541)	(1,637,434)	245,893	85%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	4,215	625	3,590	674%
18300 · Grants	0	0	0	0%
<b>Total Other Income</b>	4,215	625	3,590	674%
<b>Other Expense</b>				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,876,445	3,046,445	(170,000)	94%
19890 · Admin Overhead Allocation	914	914	(0)	100%
<b>Total Other Expense</b>	2,877,359	3,047,359	(170,000)	94%
<b>Net Other Income</b>	(2,873,144)	(3,046,734)	173,590	94%
<b>Net Income</b>	<b>(4,264,684)</b>	<b>(4,684,167)</b>	<b>419,483</b>	<b>91%</b>

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## Port of Newport - NOAA Capital Maintenance Fund

10/15/21

## Balance Sheet - NCMF

Accrual Basis

As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11035 · NOAA - LGIP 6263	1,509,445	2,215,439	(705,994)	(32)%
<b>Total Checking/Savings</b>	1,509,445	2,215,439	(705,994)	(32)%
<b>Other Current Assets</b>				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	700,000	0	700,000	100%
<b>Total 11400 · Due from Other Funds</b>	700,000	0	700,000	100%
<b>Total Other Current Assets</b>	700,000	0	700,000	100%
<b>Total Current Assets</b>	2,209,445	2,215,439	(5,994)	(0)%
<b>TOTAL ASSETS</b>	<b>2,209,445</b>	<b>2,215,439</b>	<b>(5,994)</b>	<b>(0)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Net Income	2,209,445	2,215,439	(5,994)	(0)%
<b>Total Equity</b>	2,209,445	2,215,439	(5,994)	(0)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,209,445</b>	<b>2,215,439</b>	<b>(5,994)</b>	<b>(0)%</b>

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	0	0	0	0%
18900 · Transfers In from Other Funds	2,209,445	0	2,209,445	100%
<b>Total Other Income</b>	2,209,445	0	2,209,445	100%
<b>Other Expense</b>				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
<b>Total Other Expense</b>	0	0	0	0%
<b>Net Other Income</b>	2,209,445	0	2,209,445	100%
<b>Net Income</b>	<b>2,209,445</b>	<b>0</b>	<b>2,209,445</b>	<b>100%</b>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
400 · Bonded Debt Fund	(36,379)	(1,963)	(34,416)
<b>Total Checking/Savings</b>	(36,379)	(1,963)	(34,416)
<b>Other Current Assets</b>			
11270 · Property Tax Receivable	57,491	50,077	7,414
<b>Total Other Current Assets</b>	57,491	50,077	7,414
<b>Total Current Assets</b>	21,111	48,114	(27,003)
<b>Other Assets</b>			
11800 · Bond Issue costs, net of amort.	153,930	153,930	0
11825 · Advance Refunding Valuation	661,702	661,702	0
<b>Total Other Assets</b>	815,632	815,632	0
<b>TOTAL ASSETS</b>	<b><u>836,743</u></b>	<b><u>863,746</u></b>	<b><u>(27,003)</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
12350 · Bonds Payable - Current	410,000	335,000	75,000
<b>Total Other Current Liabilities</b>	410,000	335,000	75,000
<b>Total Current Liabilities</b>	410,000	335,000	75,000
<b>Long Term Liabilities</b>			
12520 · 2016 Series Bonds	6,478,195	6,763,195	(285,000)
12525 · 2019 Series Bonds	5,160,000	5,210,000	(50,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(410,000)	(335,000)	(75,000)
<b>Total Long Term Liabilities</b>	11,932,793	12,342,793	(410,000)
<b>Total Liabilities</b>	12,342,793	12,677,793	(335,000)
<b>Equity</b>			
13000 · BDF - Restricted FB	(11,824,095)	(11,824,095)	0
13999 · Retained Earnings	381,260	0	381,260
Net Income	(63,215)	10,048	(73,263)
<b>Total Equity</b>	(11,506,050)	(11,814,047)	307,997
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>836,743</u></b>	<b><u>863,746</u></b>	<b><u>(27,003)</u></b>

**Port of Newport - Bonded Debt Fund**

**Profit & Loss Budget vs. Actual**

July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
18106 · Bond Levy Proceeds	22,725	0	22,725	100%
<b>Total Income</b>	<u>22,725</u>	<u>0</u>	<u>22,725</u>	<u>100%</u>
<b>Gross Profit</b>	22,725	0	22,725	100%
<b>Expense</b>				
17000 · Debt Service	85,945	505,371	(419,426)	17%
<b>Total Expense</b>	<u>85,945</u>	<u>505,371</u>	<u>(419,426)</u>	<u>17%</u>
<b>Net Ordinary Income</b>	(63,220)	(505,371)	442,151	13%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Bank Interest Income	5	38	(32)	14%
<b>Total Other Income</b>	<u>5</u>	<u>38</u>	<u>(32)</u>	<u>14%</u>
<b>Net Other Income</b>	5	38	(32)	14%
<b>Net Income</b>	<u><u>(63,215)</u></u>	<u><u>(505,334)</u></u>	<u><u>442,119</u></u>	<u><u>13%</u></u>



# Port of Newport - Construction Fund

## Balance Sheet

As of September 30, 2021

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	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
300 - Construction Fund	13,071	13,070	1
<b>Total Checking/Savings</b>	<u>13,071</u>	<u>13,070</u>	<u>1</u>
<b>Total Current Assets</b>	<u>13,071</u>	<u>13,070</u>	<u>1</u>
<b>TOTAL ASSETS</b>	<u><b>13,071</b></u>	<u><b>13,070</b></u>	<u><b>1</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
13010 - CF - Unassigned FB	13,071	13,070	1
Net Income	0	0	0
<b>Total Equity</b>	<u>13,071</u>	<u>13,070</u>	<u>1</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,071</b></u>	<u><b>13,070</b></u>	<u><b>1</b></u>

**Port of Newport - Construction Fund**

**Profit & Loss Budget vs. Actual**

July through September 2021

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	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	0	0	0	100%
18400 · Loan Proceeds	0	1,920,000	(1,920,000)	0%
<b>Total Other Income</b>	<u>0</u>	<u>1,920,000</u>	<u>(1,920,000)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>0</u>	<u>1,920,000</u>	<u>(1,920,000)</u>	<u>0%</u>
<b>Net Income</b>	<u><b>0</b></u>	<u><b>1,920,000</b></u>	<u><b>(1,920,000)</b></u>	<u><b>0%</b></u>

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

**Balance Sheet**

As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
200 · Facility Maintenance Rsrv Fund	424,590	262,037	162,553
<b>Total Checking/Savings</b>	<u>424,590</u>	<u>262,037</u>	<u>162,553</u>
<b>Total Current Assets</b>	<u>424,590</u>	<u>262,037</u>	<u>162,553</u>
<b>TOTAL ASSETS</b>	<b><u>424,590</u></b>	<b><u>262,037</u></b>	<b><u>162,553</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
13005 · FMRF - Asgnd-Future Exp.	186,816	215,000	(28,184)
13006 · FMRF - Asgnd-CM Elec. Upgrades	138,000	0	138,000
13008 · FMRF - Asgnd-PD7 Replacement	51,095	0	51,095
13010 · FMRF - Unassigned FB	(2,796)	46,634	(49,429)
Net Income	51,475	404	51,071
<b>Total Equity</b>	<u>424,590</u>	<u>262,037</u>	<u>162,553</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>424,590</u></b>	<b><u>262,037</u></b>	<b><u>162,553</u></b>

## Port of Newport - Facility Maintenance Reserve Fund

### Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
<b>Total 14600 · Miscellaneous Revenue</b>	51,095			
<b>Total Income</b>	51,095			
<b>Net Ordinary Income</b>	51,095			
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	380	0	380	100%
<b>Total Other Income</b>	380	0	380	100%
<b>Net Other Income</b>	380	0	380	100%
<b>Net Income</b>	51,475	0	51,475	100%

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/03/2021</b>	<b>46648</b>	<b>Alsco Inc</b>	<b>Towels and mats</b>		
08/26/2021	LPOR2707083		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
TOTAL					-32.95
<b>09/03/2021</b>	<b>46649</b>	<b>Amazon Capital Services Inc</b>			
08/27/2021	1YG3-YKLH-7HYL		PO35014-LED Forklift Safety Lights	01-General Operating Fund:300-Commercial Marina	-52.99
08/28/2021	17W1-YT6W-JWM7		PO10156-Labeling supplies	01-General Operating Fund:100- Administration	-123.45
09/01/2021	139P-W1QX-K46F		PO720024: copier paper	01-General Operating Fund:700-South Beach:710-SB Customer Service	-94.47
TOTAL					-270.91
<b>09/03/2021</b>	<b>46650</b>	<b>Barrelhead Supply Inc</b>	<b>PO 35020- Barn door tracks, electrical tape</b>		
08/30/2021	309036		PO 35020- Barn door tracks electrical tape	01-General Operating Fund:300-Commercial Marina 01-General Operating Fund:300-Commercial Marina	-83.98 -9.90
TOTAL					-93.88
<b>09/03/2021</b>	<b>46651</b>	<b>Business Oregon - IFA</b>	<b>Debt service 655-41-1230000927</b>		
09/01/2021	65541 09/21		Debt service 655-41-1230000927	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
<b>09/03/2021</b>	<b>46652</b>	<b>Central Lincoln PUD</b>	<b>SBM temp dock</b>		
08/27/2021	302612071-08-21		SBM temp dock	01-General Operating Fund:500-International Terminal	-52.57
TOTAL					-52.57
<b>09/03/2021</b>	<b>46653</b>	<b>CenturyLink - Business Service</b>	<b>Telephone</b>		
08/20/2021	239050257		Telephone	01-General Operating Fund:100- Administration	-0.51
TOTAL					-0.51
<b>09/03/2021</b>	<b>46654</b>	<b>Coastal Paper &amp; Supply Inc</b>			
08/31/2021	595838 A		PO710361-cleaning supplies, remaining items	01-General Operating Fund:700-South Beach:760-SB Operations	-163.08
08/31/2021	595792		PO710374-cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-1,651.28
TOTAL					-1,814.36
<b>09/03/2021</b>	<b>46655</b>	<b>Copeland Lumber Yards Inc</b>			
08/27/2021	2108-137247		PO 30313 - hole saws	01-General Operating Fund:300-Commercial Marina	-51.35
08/30/2021	2108-138356		PO 35019- Plywood, self tapping screws	01-General Operating Fund:300-Commercial Marina	-315.55
TOTAL					-366.90
<b>09/03/2021</b>	<b>46656</b>	<b>Englund Marine Supply Co Inc</b>	<b>PO 50171- safety yellow paint</b>		
08/30/2021	985008/6		PO 50171- safety yellow paint	01-General Operating Fund:500-International Terminal	-41.18
TOTAL					-41.18

**PON - General Operatind Fund**  
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Date	Num	Name	Memo	Class	Paid Amount
<b>09/03/2021</b>	<b>46657</b>	<b>First Interstate Bank MC</b>	<b>FIB MC-MB 7/2021 charges</b>		
08/22/2021	FIB MC-MB 7/2021		NW Natural	01-General Operating Fund:700-South Beach:760-SB Operations	-171.12
			GFAO memebership renewal	01-General Operating Fund:100- Administration	-160.00
			CC fees	01-General Operating Fund:100- Administration	-532.40
			iboat- D. Erickson	01-General Operating Fund:100- Administration	-69.50
			iboat- M. Washington	01-General Operating Fund:100- Administration	-69.50
			credit report	01-General Operating Fund:700-South Beach:710-SB Customer Service	-39.95
			Erica Breece Training	01-General Operating Fund:700-South Beach:710-SB Customer Service	-599.00
			ORCA title abstract	01-General Operating Fund:300-Commercial Marina	-75.00
			ADOBE Annual Licensing	01-General Operating Fund:100- Administration	-1,427.16
TOTAL					-3,143.63
<b>09/03/2021</b>	<b>46658</b>	<b>G &amp; K Floors</b>	<b>Janitorial services - Port office and SB</b>		
08/25/2021	090121		Janitorial services - SB	01-General Operating Fund:700-South Beach:710-SB Customer Service	-3,760.00
			Janitorial services - Port office	01-General Operating Fund:100- Administration	-200.00
TOTAL					-3,960.00
<b>09/03/2021</b>	<b>46659</b>	<b>Hyak</b>			
09/01/2021	27849		IT services - MS 365, web filtering, desktop support 8/31/2021-9/30/2021	01-General Operating Fund:100- Administration	-144.00
09/01/2021	27847		MS License audit correction. Teams, MS, common area phone. EMSE...	01-General Operating Fund:100- Administration	-1,172.00
09/01/2021	27877		IT services - MS 365, web filtering, desktop support 9/15/2021-10/14/2...	01-General Operating Fund:100- Administration	-5,001.00
09/01/2021	27886		Microsoft Teams Room Standard 9/15/2021-10/14/2021	01-General Operating Fund:100- Administration	-15.00
TOTAL					-6,332.00
<b>09/03/2021</b>	<b>46660</b>	<b>Jeff Russell</b>	<b>Res # 9894138 - cxl refund</b>		
08/28/2021	9894138		Res # 9894138 - cxl refund	01-General Operating Fund:700-South Beach	-49.20
TOTAL					-49.20
<b>09/03/2021</b>	<b>46661</b>	<b>Mobile Modular</b>	<b>Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20699 8/27/21-9/26/21</b>		
08/30/2021	2183783		Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20699 8/27/21-9/26/21	01-General Operating Fund:100- Administration	-217.00
TOTAL					-217.00
<b>09/03/2021</b>	<b>46662</b>	<b>PBS Engineering and Environmental Inc.</b>	<b>Rogue Brewery Seawall phase 2 investigation</b>		
08/24/2021	0074183.000-4		Rogue Brewery Seawall phase 2 investigation	01-General Operating Fund:700-South Beach:760-SB Operations	-7,475.00
TOTAL					-7,475.00
<b>09/03/2021</b>	<b>46663</b>	<b>Peggy Wurdinger</b>	<b>Refund for Res # 9143638</b>		
08/30/2021	Res # 9143638		Refund for Res # 9143638	01-General Operating Fund:700-South Beach	-75.09
TOTAL					-75.09
<b>09/03/2021</b>	<b>46664</b>	<b>Pioneer Connect</b>			
09/01/2021	113823 8/2021		SB Office phone	01-General Operating Fund:700-South Beach:710-SB Customer Service	-268.48
09/01/2021	115083 8/2021		SB shop phone	01-General Operating Fund:700-South Beach:760-SB Operations	-41.68
TOTAL					-310.16

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/03/2021</b>	<b>46665</b>	<b>Pioneer Printing Inc</b>	<b>PO10158- business cards- G. Tucker</b>		
08/31/2021	75821		PO10158- business cards- G. Tucker	01-General Operating Fund:100- Administration	-42.35
TOTAL					-42.35
<b>09/03/2021</b>	<b>46667</b>	<b>Streamline</b>	<b>Website monthly fee</b>		
09/01/2021	AC7C0FE6-0010		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00
<b>09/03/2021</b>	<b>46668</b>	<b>T &amp; L Septic Tank Service</b>			
08/01/2021	154215		Chemical toilet rental - Bay Front 7/26/21-8/25/21	01-General Operating Fund:300-Commercial Marina	-280.00
			Vandalism cleanup	01-General Operating Fund:300-Commercial Marina	-25.00
08/01/2021	154216		Special Service 4 Toilets on 7/29, 8/5, 8/12, 8/19	01-General Operating Fund:300-Commercial Marina	-200.00
08/01/2021	154217		Chemical toilet rental - Marina Store 7/26/21-8/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-180.00
08/01/2021	154218		Chemical toilet rental -South Beach-South Restroom 7/26/21-8/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-180.00
08/01/2021	154219		Chemical toilet rental - Marina & RV Park 7/26/21-8/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-180.00
08/01/2021	154220		Chemical toilet rental- NIT 7/26/21 to 8/25/21	01-General Operating Fund:500-International Terminal	-80.00
08/01/2021	154221		Chemical toilet rental -South Beach-Dry camp/boat lunch 7/26/21-8/25/...	01-General Operating Fund:700-South Beach:760-SB Operations	-180.00
TOTAL					-1,305.00
<b>09/03/2021</b>	<b>46669</b>	<b>True Cut Engraving</b>	<b>PO10157 Name plates and tag - G. Tucker</b>		
08/11/2021	3116		PO 10157 -Name plates and tag - G. Tucker	01-General Operating Fund:100- Administration	-19.50
TOTAL					-19.50
<b>09/03/2021</b>	<b>46670</b>	<b>US Foods - ChefStore</b>	<b>PO710377- breakroom supplies, TP, water, creamer</b>		
08/27/2021	0098		PO710377- breakroom supplies, TP, water, creamer	01-General Operating Fund:700-South Beach:760-SB Operations	-122.40
TOTAL					-122.40
<b>09/13/2021</b>	<b>46671</b>	<b>Amazon Capital Services Inc</b>	<b>PO720025: office supplies</b>		
09/05/2021	1TMF-9K7K-XD9F		PO720025: office supplies	01-General Operating Fund:700-South Beach:710-SB Customer Service	-39.20
TOTAL					-39.20
<b>09/13/2021</b>	<b>46672</b>	<b>Ann Dawson</b>	<b>SB RV Park Refund</b>		
08/07/2021	SBRV Refund		SB RV Park Refund	01-General Operating Fund:700-South Beach	-50.12
TOTAL					-50.12
<b>09/13/2021</b>	<b>46673</b>	<b>Barrelhead Supply Inc</b>	<b>PO710376: electrical and fence parts</b>		
09/01/2021	309178		PO710376: electrical and fence parts	01-General Operating Fund:700-South Beach:760-SB Operations	-92.64
TOTAL					-92.64
<b>09/13/2021</b>	<b>46674</b>	<b>CenturyLink - Business Service</b>	<b>Telephone</b>		
09/01/2021	242486541		Telephone	01-General Operating Fund:100- Administration	-225.00
TOTAL					-225.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/13/2021</b>	<b>46675</b>	<b>City of Newport Room Tax</b>	<b>Transient room tax - August 2021</b>		
08/31/2021	CON Rm Tax 2021-08		Transient room tax - August 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-9,258.18
TOTAL					-9,258.18
<b>09/13/2021</b>	<b>46676</b>	<b>Coastal Paper &amp; Supply Inc</b>			
08/30/2021	418252		PO 35021- restroom & cleaning supplies fuel surcharge	01-General Operating Fund:300-Commercial Marina 01-General Operating Fund:300-Commercial Marina	-748.93 -4.00
09/03/2021	596006		PO710374: cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-742.66
TOTAL					-1,495.59
<b>09/13/2021</b>	<b>46677</b>	<b>CoastCom By Wave</b>	<b>Internet Service</b>		
09/01/2021	121313501-0009020		Internet Service Internet Service	01-General Operating Fund:700-South Beach:710-SB Customer Service 01-General Operating Fund:100- Administration	-1,016.08 -500.00
TOTAL					-1,516.08
<b>09/13/2021</b>	<b>46678</b>	<b>Copeland Lumber Yards Inc</b>			
09/02/2021	2109-140908		PO35022: Boring bits 1"x6", 7/8"x6".	01-General Operating Fund:300-Commercial Marina	-12.08
09/07/2021	2109-144577		PO35026: 9" Holdzit Strap	01-General Operating Fund:300-Commercial Marina	-19.80
TOTAL					-31.88
<b>09/13/2021</b>	<b>46679</b>	<b>CXT Incorporated</b>	<b>PO 30286-toilet</b>		
06/23/2021	12781		PO 30286-toilet PO 30286-toilet	01-General Operating Fund:700-South Beach:760-SB Operations 01-General Operating Fund:700-South Beach:760-SB Operations	-178.53 -67.40
TOTAL					-245.93
<b>09/13/2021</b>	<b>46680</b>	<b>Dahl &amp; Dahl Inc</b>	<b>PO35010: trash disposal</b>		
09/02/2021	13739		PO35010: trash disposal	01-General Operating Fund:300-Commercial Marina	-240.12
TOTAL					-240.12
<b>09/13/2021</b>	<b>46681</b>	<b>Englund Marine Supply Co Inc</b>			
09/08/2021	985303/6		P35027: screw pin shakle	01-General Operating Fund:300-Commercial Marina	-6.04
09/08/2021	K85305/6		P35027: screw pin shakle	01-General Operating Fund:300-Commercial Marina	-6.04
TOTAL					-12.08
<b>09/13/2021</b>	<b>46682</b>	<b>Fastenal Company Inc</b>			
09/08/2021	ORNEW146164		PO710384: Bolts for Pagoda lights	01-General Operating Fund:700-South Beach:760-SB Operations	-14.49
09/08/2021	ORNEW146166		PO710384: Bolts for Pagoda lights PO35029: flat washers	01-General Operating Fund:700-South Beach:760-SB Operations 01-General Operating Fund:300-Commercial Marina	-31.32 -35.47
TOTAL					-81.28



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Date	Num	Name	Memo	Class	Paid Amount
<b>09/13/2021</b>	<b>46683</b>	<b>Harvey's Lock &amp; Key</b>	<b>PO35023: Lockset</b>		
09/07/2021	23367		PO35023: Lockset	01-General Operating Fund:300-Commercial Marina	-133.85
TOTAL					-133.85
<b>09/13/2021</b>	<b>46684</b>	<b>HDR Engineering Inc</b>	<b>PD5 Pier Replacement #3400-20-03 EDA project number 07-01-075...</b>		
09/10/2021	1200373729		PD5 Pier Replacement #3400-20-03 EDA project number 07-01-07523	01-General Operating Fund:300-Commercial Marina	-574.18
TOTAL					-574.18
<b>09/13/2021</b>	<b>46685</b>	<b>Industrial Welding Supply Inc</b>	<b>PO30297: oxygen tank refill, safety glasses</b>		
08/01/2021	00192638		PO30297: oxygen tank refill, safety glasses	01-General Operating Fund:300-Commercial Marina	-18.00
			PO30297: oxygen tank refill, safety glasses	01-General Operating Fund:300-Commercial Marina	-40.70
TOTAL					-58.70
<b>09/13/2021</b>	<b>46686</b>	<b>Integrity Data</b>	<b>Payroll now Proj 1000-22-01</b>		
09/09/2021	CB02267		Proj #1000-22-01	01-General Operating Fund:100- Administration	-200.00
TOTAL					-200.00
<b>09/13/2021</b>	<b>46687</b>	<b>Keller Supply Company</b>			
08/26/2021	S015870102.001		PO710375: parts for urinals	01-General Operating Fund:700-South Beach:760-SB Operations	-136.50
08/26/2021	S015870102.002		PO710375: parts for urinals	01-General Operating Fund:700-South Beach:760-SB Operations	-646.62
08/31/2021	S015870102.003		PO710375: parts for urinals	01-General Operating Fund:700-South Beach:760-SB Operations	-597.29
TOTAL					-1,380.41
<b>09/13/2021</b>	<b>46688</b>	<b>Lincoln County Public Works</b>	<b>Fuel for trucks</b>		
09/01/2021	6230		Fuel for trucks - CM	01-General Operating Fund:300-Commercial Marina	-85.75
			Fuel for trucks -SB	01-General Operating Fund:700-South Beach:760-SB Operations	-144.11
TOTAL					-229.86
<b>09/13/2021</b>	<b>46689</b>	<b>MacPherson Gintner &amp; Diaz</b>	<b>Legal services</b>		
08/31/2021	82036		Legal services	01-General Operating Fund:100- Administration	-3,450.00
TOTAL					-3,450.00
<b>09/13/2021</b>	<b>46690</b>	<b>Northwest Parking Equipment</b>	<b>PO710380: Paystation AFM battery w/ quick disconnect</b>		
08/26/2021	710380		PO710380: Paystation AFM battery w/ quick disconnect	01-General Operating Fund:700-South Beach:760-SB Operations	-143.00
			PO710380: Paystation AFM battery w/ quick disconnect	01-General Operating Fund:700-South Beach:760-SB Operations	-26.38
TOTAL					-169.38
<b>09/13/2021</b>	<b>46691</b>	<b>Orkin</b>	<b>Pest control</b>		
09/01/2021	33231305 9/21		Pest control	01-General Operating Fund:100- Administration	-45.00
TOTAL					-45.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/13/2021</b>	<b>46692</b>	<b>Platt Electric Supply Inc</b>	<b>PO710378: fuses for trash compactor</b>		
08/31/2021	1X64349		PO710378: fuses for trash compactor	01-General Operating Fund:700-South Beach	-93.48
TOTAL					-93.48
<b>09/13/2021</b>	<b>46693</b>	<b>Quadient Finance USA Inc</b>			
08/27/2021	Aug 2021		Postage	01-General Operating Fund:100- Administration	-172.32
08/31/2021	N9026239		Annual equipment Lease pmt 30-Aug-2021 to 29-Aug-2022	01-General Operating Fund:100- Administration	-701.28
TOTAL					-873.60
<b>09/13/2021</b>	<b>46694</b>	<b>Renee Buell</b>	<b>SB RV Park Refund - #9712419, #9712443</b>		
09/03/2021	SBRV Refund		SB RV Park Refund - #9712419, #9712443	01-General Operating Fund:700-South Beach	-95.10
TOTAL					-95.10
<b>09/13/2021</b>	<b>46695</b>	<b>RentPrep Enterprise</b>	<b>Background checks</b>		
09/01/2021	7000		Background checks	01-General Operating Fund:700-South Beach:710-SB Customer Service	-74.75
TOTAL					-74.75
<b>09/13/2021</b>	<b>46696</b>	<b>Special Districts Insurance Services</b>	<b>Monthly health-dental-life insurance</b>		
09/01/2021	Oct Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-6,233.40
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial Marina	-4,480.60
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Service	-3,554.90
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-4,460.88
			Monthly health-dental-life insurance	01-General Operating Fund:500-International Terminal	-1,792.24
TOTAL					-20,522.02
<b>09/13/2021</b>	<b>46697</b>	<b>Staples</b>			
08/17/2021	2906186211		Staples Plus Membership	01-General Operating Fund:100- Administration	-49.00
08/31/2021	8063428187		PO10149: sticky notes, paper plates, forks, napkins, paper clips	01-General Operating Fund:100- Administration	-116.59
			PO10149: sticky notes, paper plates, forks, napkins, paper clips	01-General Operating Fund:100- Administration	-48.81
TOTAL					-214.40
<b>09/13/2021</b>	<b>46698</b>	<b>Suburban Propane</b>			
08/31/2021	1568-103903 8/21		Propane - Acct #1568-103903 CM	01-General Operating Fund:300-Commercial Marina	-471.50
08/31/2021	1568-103888 8/2021		Propane - Acct #1568-103888 SB	01-General Operating Fund:700-South Beach:760-SB Operations	-284.15
09/02/2021	28215		P710386: maintenance on tank	01-General Operating Fund:700-South Beach	-100.00
TOTAL					-855.65
<b>09/13/2021</b>	<b>46699</b>	<b>TCB Security Services Inc.</b>	<b>Monthly security</b>		
09/01/2021	232168		Monthly security	01-General Operating Fund:300-Commercial Marina	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:710-SB Customer Service	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:760-SB Operations	-2,116.95
			Monthly security	01-General Operating Fund:500-International Terminal	-1,121.15
TOTAL					-7,472.00

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<b>09/13/2021</b>	<b>46700</b>	<b>Thompson's Sanitary Service Inc</b>			
08/31/2021	12058 2021-08		Trash disposal - NIT	01-General Operating Fund:500-International Terminal	-1,104.97
08/31/2021	13499 2021-08		Trash Compactor - CM Trash disposal	01-General Operating Fund:300-Commercial Marina	-1,806.76
08/31/2021	12514 2021-08		Trash disposal - SBM	01-General Operating Fund:700-South Beach:760-SB Operations	-8,219.65
TOTAL					-11,131.38
<b>09/13/2021</b>	<b>46701</b>	<b>Toyota Lift NW</b>			
08/31/2021	14803401		PO35013: PM service with brake adjust and cleaning	01-General Operating Fund:700-South Beach:760-SB Operations	-90.00
08/31/2021	14803405		PO35013: PM service with brake adjust and cleaning	01-General Operating Fund:300-Commercial Marina	-157.28
TOTAL					-247.28
<b>09/13/2021</b>	<b>46703</b>	<b>TWGW Inc NAPA Auto Parts</b>			
09/02/2021	903761		PO50172: gasket maker	01-General Operating Fund:500-International Terminal	-29.99
09/02/2021	903760		PO50172: hydraulic filter	01-General Operating Fund:500-International Terminal	-43.98
09/02/2021	903832		PO50172: breather filter	01-General Operating Fund:500-International Terminal	-68.00
09/07/2021	904615		PO35024: battery for steam cleaner	01-General Operating Fund:300-Commercial Marina	-103.99
09/09/2021	905200		PO50173: fuel filter for steam cleaner	01-General Operating Fund:500-International Terminal	-6.99
TOTAL					-252.95
<b>09/13/2021</b>	<b>46704</b>	<b>Washington State Support Registry</b>	<b>Remit ID# IN6593788, Pay Dates 8/20 &amp; 9/3/2021</b>		
08/31/2021	IN6593788 DM 08-31		Remit ID# IN 6593788, Pay Dates 8/20 & 9/3/2021		-400.00
TOTAL					-400.00
<b>09/13/2021</b>	<b>46705</b>	<b>Spiro Landscaping Inc</b>	<b>PO710240: weekly mowing</b>		
09/13/2021	GF22-137	Spiro Landscaping Inc	Record stop payment on check lost in mail - #46268, dtd 5/7/21, Spiro ...		-1,300.00
TOTAL					-1,300.00
<b>09/17/2021</b>	<b>46706</b>	<b>Newport Ace Hardware &amp; Outdoor</b>			
09/08/2021	5869/1		P710385: soil and fertilizer	01-General Operating Fund:700-South Beach:760-SB Operations	-10.36
09/08/2021	5870/1		PO710385: soil and fertilizer	01-General Operating Fund:700-South Beach:760-SB Operations	-374.75
TOTAL					-385.11
<b>09/17/2021</b>	<b>46707</b>	<b>Alsco Inc</b>			
09/09/2021	LPOR2713252		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
TOTAL					-32.95
<b>09/17/2021</b>	<b>46708</b>	<b>Alsea Bay Power Products Inc</b>			
09/11/2021	347990		PO710382: 2000 Honda generator	01-General Operating Fund:700-South Beach:760-SB Operations	-1,099.00
TOTAL					-1,099.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/17/2021</b>	<b>46709</b>	<b>Amazon Capital Services Inc</b>			
09/07/2021	1LR1-JDGY-CCNY		PO35025: sharps containers and liners	01-General Operating Fund:300-Commercial Marina	-28.04
09/11/2021	1JGY-7KLV-N3WX		PO35028: wall mount fan	01-General Operating Fund:300-Commercial Marina	-314.30
09/13/2021	1LR1-JDGY-4DGT		PO10160: first aid supplies	01-General Operating Fund:100- Administration	-12.09
09/13/2021	1PY3-3P4K-34HX		PO10159: office supplies	01-General Operating Fund:100- Administration	-35.13
09/14/2021	1NXW-91D4-HFKF		PO10161: printer ink	01-General Operating Fund:100- Administration	-254.39
TOTAL					-643.95
<b>09/17/2021</b>	<b>46710</b>	<b>City of Newport</b>	<b>Proj # 3200-21-01</b>		
09/17/2021	625-21-000410-STR		Admin Building - permit	01-General Operating Fund:100- Administration	-23,121.81
TOTAL					-23,121.81
<b>09/17/2021</b>	<b>46711</b>	<b>Coastal Marine &amp; Hydraulic LLC</b>			
09/09/2021	2233		PO50174: tubing	01-General Operating Fund:500-International Terminal	-302.80
TOTAL					-302.80
<b>09/17/2021</b>	<b>46712</b>	<b>Coastal Paper &amp; Supply Inc</b>			
09/14/2021	596465		PO50175: restroom and cleaning supplies	01-General Operating Fund:500-International Terminal	-231.68
TOTAL					-231.68
<b>09/17/2021</b>	<b>46713</b>	<b>Copeland Lumber Yards Inc</b>			
09/10/2021	2019-146742		PO50176: cement	01-General Operating Fund:500-International Terminal	-17.10
TOTAL					-17.10
<b>09/17/2021</b>	<b>46714</b>	<b>EARTH2O</b>			
09/14/2021	871003		Bottled water	01-General Operating Fund:300-Commercial Marina	-59.40
TOTAL					-59.40
<b>09/17/2021</b>	<b>46715</b>	<b>Fastenal Company Inc</b>			
09/09/2021	ORNEW146178		PO35031: operating supplies	01-General Operating Fund:300-Commercial Marina	-19.48
09/10/2021	ORNEW146193		PO35031: operating supplies	01-General Operating Fund:300-Commercial Marina	-18.54
TOTAL					-38.02
<b>09/17/2021</b>	<b>46716</b>	<b>First Interstate Bank MC</b>			
08/22/2021	1343 07/23-08/22		A.Bretz		-561.21
TOTAL					-561.21
<b>09/17/2021</b>	<b>46717</b>	<b>First Interstate Bank MC</b>			
08/22/2021	1315 07/23-08/22		P.Miranda		-6,721.38
TOTAL					-6,721.38

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/17/2021</b>	<b>46718</b>	<b>IconiPro Security Alarms Inc</b>			
09/01/2021	37092		RV Park office security monitoring services	01-General Operating Fund:700-South Beach:710-SB Customer Service	-121.14
TOTAL					-121.14
<b>09/17/2021</b>	<b>46719</b>	<b>Jamad Bishop</b>			
09/14/2021	SBRV Refund		SB Annex refund	01-General Operating Fund:700-South Beach	-34.42
TOTAL					-34.42
<b>09/17/2021</b>	<b>46720</b>	<b>Marney Roddick</b>	<b>Refund</b>		
09/15/2021	9801165 Reservation		Refund for reservation - Annex not acceptable	01-General Operating Fund:700-South Beach	-820.87
TOTAL					-820.87
<b>09/17/2021</b>	<b>46721</b>	<b>Newport Signs</b>			
09/08/2021	11029		PO710383: Glass for COVID relief	01-General Operating Fund:700-South Beach:760-SB Operations	-293.00
TOTAL					-293.00
<b>09/17/2021</b>	<b>46722</b>	<b>Suburban Propane</b>			
09/14/2021	1568-105382		Propane	01-General Operating Fund:300-Commercial Marina	-120.59
TOTAL					-120.59
<b>09/17/2021</b>	<b>46723</b>	<b>TWGW Inc NAPA Auto Parts</b>			
09/14/2021	906414		PO50178: wiper blades	01-General Operating Fund:500-International Terminal	-27.98
TOTAL					-27.98
<b>09/17/2021</b>	<b>46724</b>	<b>Wells Fargo Financial Leasing</b>	<b>603-0208292</b>		
09/04/2021	5016210138		603-0208292 Copier Leases - North Office	01-General Operating Fund:100- Administration	-141.50
			603-0208292 Copier Leases - SB Office	01-General Operating Fund:700-South Beach:710-SB Customer Service	-141.50
TOTAL					-283.00
<b>09/17/2021</b>	<b>46725</b>	<b>Western States Electrical Const Inc</b>	<b>PROJ #3900-17-04</b>		
08/31/2021	149400d		SB Marina electric load centers	01-General Operating Fund:700-South Beach:760-SB Operations	-35,749.00
TOTAL					-35,749.00
<b>09/22/2021</b>	<b>46747</b>	<b>Never Again IX -Boat Sink</b>	<b>OR140AFR</b>		
		Never Again IX -Boat Sink	OR140AFR	01-General Operating Fund:300-Commercial Marina	-609.84
TOTAL					-609.84
<b>09/22/2021</b>	<b>46748</b>	<b>Maggie (Saltybros) - OR001UA</b>	<b>VOID: F/V Maggie - Refund</b>		
TOTAL					0.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/24/2021</b>	<b>46726</b>	<b>Newport Ace Hardware &amp; Outdoor</b>			
09/22/2021	5956/1			01-General Operating Fund:300-Commercial Marina	-99.99
TOTAL					-99.99
<b>09/24/2021</b>	<b>46727</b>	<b>Amazon Capital Services Inc</b>			
09/20/2021	1G69-6PXF-HLLL			01-General Operating Fund:300-Commercial Marina	-90.48
09/20/2021	19XL-YYMP-KYT4			01-General Operating Fund:100- Administration	-33.54
09/22/2021	1KGT-FTDG-KJX7			01-General Operating Fund:700-South Beach	-140.37
09/23/2021	1JLY-X93V-CTL3			01-General Operating Fund:100- Administration	-39.99
09/23/2021	1JLY-X93V-6YFM			01-General Operating Fund:100- Administration	-41.97
TOTAL					-346.35
<b>09/24/2021</b>	<b>46728</b>	<b>Barrelhead Supply Inc</b>			
09/14/2021	39704			01-General Operating Fund:500-International Terminal	-92.70
09/21/2021	309996			01-General Operating Fund:700-South Beach	-214.85
09/22/2021	310068	hinges		01-General Operating Fund:700-South Beach	-276.00
TOTAL					-583.55
<b>09/24/2021</b>	<b>46729</b>	<b>Business Oregon - OBDD</b>	<b>Loan 655-36-02 Q10001</b>		
09/17/2021	Loan 655-36-02		Loan 655-36-02 Q10001	01-General Operating Fund:500-International Terminal	-5,597.76
			Loan 655-36-02 Q10001	01-General Operating Fund:500-International Terminal	-2,202.24
TOTAL					-7,800.00
<b>09/24/2021</b>	<b>46730</b>	<b>Century Link</b>			
09/13/2021	541-574-1053 245B			01-General Operating Fund:100- Administration	-40.16
TOTAL					-40.16
<b>09/24/2021</b>	<b>46731</b>	<b>Coastal Paper &amp; Supply Inc</b>			
09/14/2021	596763			01-General Operating Fund:700-South Beach	-1,708.68
TOTAL					-1,708.68
<b>09/24/2021</b>	<b>46732</b>	<b>Copeland Lumber Yards Inc</b>			
09/20/2021	2109-153692			01-General Operating Fund:500-International Terminal	-19.49
09/21/2021	2109-154214			01-General Operating Fund:300-Commercial Marina	-53.08
09/23/2021	2109-155660			01-General Operating Fund:500-International Terminal	-46.64
09/23/2021	2109-156375			01-General Operating Fund:300-Commercial Marina	-37.75
				01-General Operating Fund:300-Commercial Marina	-16.09
TOTAL					-173.05
<b>09/24/2021</b>	<b>46733</b>	<b>Ecolube Recovery LLC</b>	<b>USED OIL</b>		
09/15/2021	9865091521		USED OIL	01-General Operating Fund:300-Commercial Marina	-218.20
TOTAL					-218.20

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Date	Num	Name	Memo	Class	Paid Amount
<b>09/24/2021</b>	<b>46734</b>	<b>Englund Marine Supply Co Inc</b>			
09/22/2021	985751/6			01-General Operating Fund:700-South Beach	-205.66
TOTAL					-205.66
<b>09/24/2021</b>	<b>46735</b>	<b>G &amp; K Floors</b>			
09/20/2021	100121			01-General Operating Fund:700-South Beach 01-General Operating Fund:100- Administration	-3,760.00 -200.00
TOTAL					-3,960.00
<b>09/24/2021</b>	<b>46736</b>	<b>Hyak</b>			
09/17/2021	28081			01-General Operating Fund:100- Administration	-159.00
TOTAL					-159.00
<b>09/24/2021</b>	<b>46737</b>	<b>Keller Supply Company</b>			
09/02/2021	S0158970102.004			01-General Operating Fund:700-South Beach	-315.93
09/09/2021	S015884424.001			01-General Operating Fund:700-South Beach	-620.78
09/09/2021	S015870102.005			01-General Operating Fund:700-South Beach	-72.36
TOTAL					-1,009.07
<b>09/24/2021</b>	<b>46738</b>	<b>Mobile Modular</b>			
09/16/2021	2191425			01-General Operating Fund:100- Administration	-877.00
TOTAL					-877.00
<b>09/24/2021</b>	<b>46740</b>	<b>NW Natural</b>			
09/20/2021	1584562-1 10/4/21			01-General Operating Fund:700-South Beach	-123.07
TOTAL					-123.07
<b>09/24/2021</b>	<b>46741</b>	<b>Rondys Inc dba Yaquina Industrial Park</b>	<b>Gear storage lease</b>		
09/01/2021	Lease 2021-09		Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
<b>09/24/2021</b>	<b>46742</b>	<b>Special Districts Insurance Services</b>	<b>Quarterly general liability/property insurance - Q4</b>		
01/01/2021	36P16278-191 Q4		Quarterly general liability/property insurance - Q4 - Policy #36P16278 ...	01-General Operating Fund:100- Administration	-41,518.37
TOTAL					-41,518.37
<b>09/24/2021</b>	<b>46743</b>	<b>Summit Public Relations Strat LLC</b>			
09/17/2021	730			01-General Operating Fund:100- Administration	-1,575.00
TOTAL					-1,575.00

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**PON - General Operatind Fund**  
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Date	Num	Name	Memo	Class	Paid Amount
09/24/2021	46744	Toyota Industries Commercial Finance Inc			
09/03/2021	4003257720			01-General Operating Fund:700-South Beach	-629.01
				01-General Operating Fund:700-South Beach	-30.54
TOTAL					-659.55
09/24/2021	46745	TWGW Inc NAPA Auto Parts			
09/23/2021	908631			01-General Operating Fund:300-Commercial Marina	-167.84
TOTAL					-167.84
09/24/2021	46746	Yaquina Boat Equipment Inc			
09/15/2021	40302			01-General Operating Fund:300-Commercial Marina	-37.50
TOTAL					-37.50
09/29/2021	46749	Lincoln County Assessor	343 Bay Blvd, Newport, OR 97365		
09/29/2021	R194467		343 Bay Blvd, Newport, OR 97365	01-General Operating Fund:100- Administration	-12,284.09
TOTAL					-12,284.09



**NOAA Lease Revenue Fund  
Check Detail  
September 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>09/28/2021</b>	<b>EFT</b>	<b>Central Lincoln PUD</b>	<b>302612069</b>	
09/08/2021	302612069 21-08		302612069-07-21 - Electric-Lease Property (Formerly Yaquina Bay Fruit ...	-398.19
TOTAL				-398.19
<b>09/03/2021</b>	<b>15198</b>	<b>Advanced Backflow Testing LLC</b>	<b>Annual testing and certification of backflow devices</b>	
08/29/2021	7536		Annual testing and certification of backflow devices	-620.00
TOTAL				-620.00
<b>09/03/2021</b>	<b>15199</b>	<b>Associated Cleaning Services Inc</b>	<b>Clean windows, doors, and gutters</b>	
08/26/2021	50555		Clean windows, doors, and gutters	-1,345.50
TOTAL				-1,345.50
<b>09/03/2021</b>	<b>15200</b>	<b>Englund Marine Supply Co Inc</b>	<b>PO60068-safety yellow paint, brush</b>	
08/30/2021	985006/6		PO60068-safety yellow paint, brush	-48.96
TOTAL				-48.96
<b>09/03/2021</b>	<b>15201</b>	<b>IconiPro Security &amp; Alarms Inc</b>	<b>Quarterly fire alarm monitoring service - 10/01/2021-12/31/2021</b>	
09/01/2021	37092		Quarterly fire alarm monitoring service - 10/01/2021-12/31/2021	-85.17
TOTAL				-85.17
<b>09/03/2021</b>	<b>15202</b>	<b>Pioneer Connect</b>	<b>bus-159375</b>	
09/01/2021	159375 8/2021		Phone	-180.98
TOTAL				-180.98
<b>09/13/2021</b>	<b>15203</b>	<b>Coastal Refrigeration Heating &amp; AC...</b>	<b>PO60065: annual HVAC systems inspection</b>	
08/31/2021	2242		PO60065: annual HVAC systems inspection	-2,185.00
TOTAL				-2,185.00

**NOAA Lease Revenue Fund**  
**Check Detail**  
**September 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>09/13/2021</b>	<b>15204</b>	<b>Lincoln County Public Works</b>	<b>Fuel for truck</b>	
09/01/2021	6230		Fuel for truck	-34.11
TOTAL				-34.11
<b>09/13/2021</b>	<b>15205</b>	<b>Newport Rental Service</b>	<b>4257</b>	
08/31/2021	130322		PO60067: scissor lift	-390.48
TOTAL				-390.48
<b>09/13/2021</b>	<b>15206</b>	<b>Special Districts Insurance Services</b>	<b>Monthly health-dental-life insurance</b>	
09/01/2021	Oct Health-Dental-Lf		Monthly health-dental-life insurance	-896.12
TOTAL				-896.12
<b>09/13/2021</b>	<b>15207</b>	<b>Spiro Landscapes Inc</b>	<b>Landscape maintenance</b>	
08/25/2021	00026467		Landscape maintenance - monthly service	-455.00
TOTAL				-455.00
<b>09/13/2021</b>	<b>15208</b>	<b>Thompsons Sanitary Service</b>	<b>Trash disposal</b>	
08/31/2021	22644 2021-08		Trash disposal	-424.80
TOTAL				-424.80
<b>09/24/2021</b>	<b>15209</b>	<b>Amazon Capital Services Inc</b>	<b>A1FGJV116UT7J7</b>	
09/20/2021	1KGT-FTDG-69DK			-7.74
TOTAL				-7.74
<b>09/24/2021</b>	<b>15210</b>	<b>Bill's Pest Control LLC</b>	<b>2-0111</b>	
09/13/2021	17606			-135.00
TOTAL				-135.00

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**NOAA Lease Revenue Fund**  
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September 2021

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
09/24/2021	15211	Special Districts Insurance Services	Quarterly general liability/property insurance - Q4	
01/01/2021	36P16278-191 Q4		Quarterly general liability/property insurance - Q4 - Policy #36P16278 01...	-9,738.88
TOTAL				-9,738.88

## **Sea Otter Reintroduction on the Pacific Coast**

### **Questions and Answers**

#### **I've started hearing talk in the news lately about possible sea otter reintroductions. What's this all about?**

A couple of years ago an Oregon based non-profit organization, the Elakha Alliance, started to discuss the possibility of restoring sea otters to the Oregon coast. Their organization has been working on a study assessing the potential feasibility of reintroducing sea otters in Oregon, which was released for public review in late August 2021.

More recently, the U.S. Fish and Wildlife Service was separately tasked by the U.S. Congress with taking a look at the feasibility and cost of reintroducing sea otters on the Pacific coast of the contiguous United States. This directive stems from language that was included in the Consolidated Appropriations Act for 2021, passed on December 27, 2020. This Congressional directive requires the U.S. Fish and Wildlife Service to present a report back to Congress within one year of enactment, by the end of 2021. The scope of this directive expands beyond the Oregon Coast, to include the coasts of California and Washington as well.

#### **Why would we need to reintroduce sea otters?**

Sea otters once inhabited the nearshore marine environment of the entire Pacific rim, from Baja California Mexico to the islands of Japan. This includes the entire Pacific coast, although sea otters were likely not continuously distributed, and indications are that populations were limited to areas of suitable habitat. Hunting of sea otters for the fur trade resulted in the near extinction of the species by the late 1800s/early 1900s. By the time sea otters were protected under the International Fur Seal Treaty in 1911, likely fewer than 2,000 animals remained, most of these in isolated pockets in remote areas of Alaska. The only sea otters that survived on the contiguous Pacific coast of the U.S. were in one small group off the California coast, near Big Sur.

Thanks to conservation efforts, including reintroductions in Southeast Alaska, British Columbia, Washington, and Oregon in the late 1960s and early 1970s, today sea otters have begun to recover in many areas of their historical range. However, the Oregon reintroduction failed for unknown reasons, although sea otters persisted for at least 10 years and even produced pups. In California, range expansion of the southern sea otter has been slow, and range expansion to the north and south of the central California range appears to be limited by shark bite mortality. As a result, sea otters remain absent from northern California across the entire coast of Oregon to central Washington (about 930 mi [1,500 km]) and from Southern California to central Baja California, Mexico (500 mi [800 km]).

#### **Why consider the reintroduction of sea otters?**

The Congressional mandate to the U.S. Fish and Wildlife Service points to the sea otter's "critical ecological role in the marine environment as a keystone species that significantly affects the structure and function of the surrounding ecosystem."

The sea otter is considered a classic example of a keystone species because of its role as a predator at the top of multiple "trophic cascades" that result in the creation and maintenance of healthy kelp forests and seagrass beds. A "keystone" species is a species that has an effect on its environment

disproportionate to its abundance—in other words, the presence of only a few individuals can have a big impact.

The sea otter functions as a keystone species in the environment through its role as a top predator in the nearshore marine ecosystem. Sea urchins are a favorite food of the sea otter if they are locally abundant. By preying on sea urchins, a voracious consumer of kelp, sea otters keep urchin populations in check, which allows kelp forests to thrive. Healthy kelp forests in turn support greater species diversity (rockfishes are one example) and are highly efficient at sequestering carbon, which helps reduce ocean warming and acidification.

Bringing back sea otters could result in benefits to ecosystem services and local ecotourism, and also have cultural significance for coastal native peoples. But not everyone may see the potential reintroduction of sea otters in a positive light. Sea otters could have negative impacts on some commercial and recreational shellfish fisheries.

Carefully laying out all of the potential costs and benefits for consideration will be an important component of the U.S. Fish and Wildlife Service's reintroduction assessment and report back to Congress.

#### **When would reintroductions start?**

There is no active proposal to reintroduce sea otters to the Pacific coast—it is just a concept that is under consideration and up for discussion. Our report back to Congress will focus on summarizing known information and stakeholder perspectives and identifying key data gaps.

In the future, should there be a move to formally propose the reintroduction of sea otters, the U.S. Fish and Wildlife Service would initiate a public review process under the National Environmental Policy Act; this process would include opportunities for the public to review and comment prior to any final Record of Decision.

#### **So what's next?**

U.S. Fish and Wildlife Service staff are working on developing the key components for a preliminary assessment of the feasibility of reintroduction for our report to Congress following the Guidelines for Reintroductions and Other Conservation Translocations, developed by the IUCN's Species Survival Commission (IUCN is the International Union for the Conservation of Nature, a global organization).

We are currently working to convene discussions and solicit feedback from stakeholder groups, scientists, and the public on the possible reintroduction of sea otters to the Pacific coast to ensure that we are able to capture the full range of viewpoints in our report back to Congress.

Our report will include the consideration of reintroduction feasibility from an ecological standpoint as well as from a socioeconomic perspective. The assessment will be limited to a fact-based report on the feasibility of reintroduction; we will not be making any recommendation as to whether reintroduction should take place.

# **NEW BUSINESS ITEM**

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**DATE:** October 13, 2021  
**RE:** Price Increase, Janitorial  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

---

## **BACKGROUND**

G & K Flooring has requested a price increase for this FY, and they are well overdue for one particularly in this labor market. I negotiated with them over the past few weeks and after getting clarification on their monthly rate, I recommend that we extend this price increase to them at the same time we research to ensure that we're getting the best service for the Port at the most affordable price. I need a few more weeks to continue that process, but in the meantime, I recommend that we go ahead and pay the increased rate in order to continue cleaning services while we make a determination.

## **DETAIL**

The cost of cleaning services will increase this year. The outsourcing question is one that we should continually evaluate as the labor market and regulatory environment change. With significant changes in the labor market and changes in state requirements, the question of whether or not to continue outsourcing cleaning services at the Port needs to be looked at carefully. We know for certain that the cost of contracting cleaning services is going up, but we need determine how high they will go and compare that to the cost of hiring our own staff to perform the work.

This evaluation must be done considering the incumbered cost of full-time or part-time labor along with the utility of our own workforce and the potential benefit that direct control and availability of our own workforce might bring.

We also need to evaluate all available options if contracting the work out still remains the best option. We need a little more time to consider all of these questions properly, but in the interim we also should respond to our current contractor's request for a long-overdue price increase. This request is certainly not unreasonable, and if we continue contracting this work, we will enter into a new contract. I expect to be ready to have a new permanent plan/contract on January 1st; I am seeking an authorization to adjust our current pricing and keep the current service going at least until then.

## **RECOMMENDATION**

I RECOMMEND A MOTION TO APPROVE AUTHORIZE A \$700.00 MONTHLY INCREASE IN CLEANING COST FOR G & K FLOORING, RETROACTIVE TO 01 JUL 2021.

# STAFF REPORT

---

**DATE:** 27 October 2021  
**RE:** Delegated Signature Authority  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark A. Brown, Director of Finance and Business Services

---

## **BACKGROUND**

The Commission adopted a Fiscal Management Policies Manual in 2019, with Resolution 2019-08. The Fiscal Management Policies manual includes a procurement authority, and grant authority, but does include payment or invoice approval authorities.

The policy includes limits to purchases, therefore each time a limit is modified, the Fiscal Management Policies Manual should be modified. The General Manager's limit has already been modified. These assigned limits do not consider special projects that may be ongoing, the abilities of the individual, or inflation which happens each year. The current limits are Port-wide, not by department.

This policy, if adopted, would be included in any new fiscal manual.

## **DETAIL**

The Fiscal Policy Manual covers two specific types of authorities, Grant, and Purchase. It is important to set limits on delegated authority, by individual, for each authority and by department. By setting the limits independently of the handbook, the need to update the handbook, each time a limit is modified, is eliminated. It also gives the Port flexibility to continue operations in an uncertain time.

The policy allows the General Manager and Directors to delegate authorities, up to the limit of their authority. This is important when a Supervisor/Manager/Director leaves for Paid Time Off and allows for further limitation based on the department. It also allows delegation of authority based on the confidence of an individual, rather than granting general authority with no consideration of abilities.

This new policy will clearly identify the authorities given to each person on staff, the amount of that authority, and where that authority applies. Since both the supervisor and subordinate will sign a form indicating the authorized authority, the limits to the authority will be clear to all parties.

## **RECOMMENDATION and Motion**

I recommend the following motion: I move the Port Commission adopt Resolution 2021-07, Delegated Signature Authority.

**PORT OF NEWPORT  
RESOLUTION NO. 2021-07**

**A RESOLUTION**

**WHEREAS**, the Port of Commissioners By-Laws states that the Board of Commissioners shall adopt policies for the governance of the Port; and

**WHEREAS**, the Port of Newport Board of Commissioners has a responsibility to ensure the Port of Newport handles public funds appropriately; and

**WHEREAS**, there are various types of signature authorities, and it is important to delegate those authorities independently of each other; and

**WHEREAS**, NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1.** The Port of Newport Delegated signature policy, attached hereto is hereby adopted by reference.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 27th day of October, 2021.

ATTEST:

\_\_\_\_\_  
James Burke, President

\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer





Port of Newport

# Signature Authority Policy

*Adopted by Resolution 2021-07  
10-27-2021*

Signature Authority Rev. 10-18-21

# PORT OF NEWPORT SIGNATURE AUTHORITY POLICY

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## Chapter 1. General Provisions

**1.1 Title.** This Policy and any amendments hereto shall be called, collectively, the Port of Newport Signature Authority Policy.

### **1.2 Definitions.**

- (a) "Entitlements, Awards, and Grants Approval" means that the "grantee" meets the criteria for the award, that provision for payment of the award is by law and appropriation, and that the current disbursement complies with the provisions of the grant or contract and any related federal requirements.
- (b) "Fraud" is intentional material misrepresentation or omission when there is a duty to disclose a loss or unlawful diversion of public funds. Theft is intentional diversion of port property to personal use. The penalties for fraud and theft may include personal liability; disciplinary action up to and including dismissal; and criminal sanctions.
- (c) "Gross negligence" is wanton or reckless disregard of one's duty of due care. The penalty for gross negligence may include personal financial responsibility and disciplinary action up to and including dismissal.
- (d) "Invoices and Credit Card Charges Approval" means the materials, services, or other expenses covered by the claim have been furnished, rendered, or expended on behalf of the port. Approval means the provision for payment is by law and appropriation and the obligation or expenditure is authorized by law. The claim has been approved for payment in a specific amount.
- (e) "Negligence" is failure to act reasonably under existing circumstances. An employee may incur disciplinary action for expenditures that are negligent or contrary to policy.
- (f) "Other Claims Approval" means the expenditure is legally authorized and is a responsible and appropriate use of the funds, provision for payment is by law and appropriation, and the approval is by an authorized employee of the port.
- (g) "Payroll Actions and Personnel Action Forms Approval" means the person named on the form is an employee of the port in a permanent or temporary position authorized by the approved budget, that provision for payment is by law and appropriation to pay the salary and benefits indicated, and that the approval signature is that of the designated appointing authority.
- (h) "Purchase Order or Contract Release Order Approval" means the items purchased are authorized by or comply with the port policies and procedures and that provision for payment is by law and appropriation to cover this purchase. In addition, approval means this purchase is a responsible and appropriate use of these funds.
- (i) "Simple error" is an unintentional action that was thought at the time to be proper but discovered later to be inappropriate. There is no penalty for a simple error if it is not part of a pattern of simple errors. Such a pattern may move the action to the negligence category.

(j) "Travel Claims" mean after the traveler certifies the accuracy and appropriateness of the claim, the approving officer should approve the claim. The Port Commission President or Delegate will approve the General Manager's travel claims. The approval signature means that expenses claimed are valid and authorized "duty required" expenses, the expenses comply with current travel policies.

**1.3 Purpose and Scope.** The purpose of this policy is to ensure that the Port of Newport (the "issuer") designates and authorizes signatures as part of its financial practices.

**1.4 Variances.** The General Manager shall have the discretion to vary or modify the strict application of the provisions of the policy in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.

**1.5 Interpretation.** If any section or part of this policy is found to be inconsistent with any laws of the State of Oregon or of the United States, or any rule, regulation or standard established pursuant thereto, such section, or part thereof shall be interpreted in the manner most consistent with its original intent that is not inconsistent with any laws of the State of Oregon or the United States or any rules, regulations or standards established pursuant thereto. Nothing contained in this policy shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws or as a limitation of the powers of the Port Commission or management.

**1.6 Severability.** Should any portion or the application thereof to any person or property be found invalid for any reason, the validity of the remainder of these provisions or the application of such remainder to other persons or property shall not be affected.

## **Chapter 2. Signature Authority**

**2.1 Designation of Signature Authority.** The Port Commission authorizes expenditure for the operation of the Port through the adopted annual operating budget. The Port Commission may delegate expenditure decision authority to the General Manager, who may further delegate expenditure decision authority to his/her subordinates. All delegation of authority must be in writing.

Any person who exercises expenditure decision authority will be legally responsible and accountable for the expenditure. The individual delegating authority can be held responsible or accountable for another's expenditure, especially when he or she knows the expenditure is unlawful or contrary to Port policy. If the person exercising expenditure decision authority directs another person to make a purchase or incur an expenditure, the person following this direction will not be held responsible or accountable for the expenditure unless the person being directed clearly knows the expenditure is unlawful.

Each employee authorized to make an expenditure decision involving state funds is responsible for the "good judgment" and "lawfulness" of the expenditure. He or she must ensure that the transaction is for authorized purposes and is a responsible and appropriate use of the funds. A

negligent or fraudulent expenditure can result in personal financial responsibility and disciplinary action up to and including dismissal.

The General Manager should initiate and complete appropriate corrective action when subordinates violate policy. He or she should maintain appropriate documentation supporting delegated authority, approved payments, and corrective actions.

The Director of Finance and Business Services may assist the General Manager in monitoring compliance with the Port accountability policy. Periodic reviews of Port expenditures by the General Manager helps to assure appropriateness. Agency management should ensure that adequate internal management controls exist to give reasonable assurance of compliance.

Finance office personnel without delegated expenditure decision authority or any pre-audit responsibility are responsible for the accuracy of their actions in processing Accounts Payable claims based upon the information available to them. Accounts Payable processors should exercise reasonable care in performing the duties assigned to them. Likewise, employees who execute payment documents do not have expenditure decision authority unless specifically designated.

Inappropriate actions by people authorized to expend state funds may result in penalties. In some cases, there could be denial of the state's insurance protection for employees when purchases were not for appropriate purposes. The following are typical examples of inappropriate expenditures: a simple error, negligence, gross negligence, and fraud.

In addition to the preceding section, the port may refer instances of abuse that violate other statutes to the appropriate law enforcement authority. These referrals may include, but are not limited to, criminal prosecutions for theft (ORS 164.015 - 164.125) or abuse of public office (ORS 162.415) and proceedings for violations of the Oregon Ethics in Government Act (ORS chapter 244).

The Code of Ethics for Port employees (ORS 244.040) provides that no employee can gain personally from his or her employment. Courts have declared that public office is a trust for the benefit of the public that the government serves. It is the duty of all public officers and employees to exercise good judgment and common sense in obligating and expending the resources of the port. Each employee must take responsibility for the wise use of Port resources.

**2.2 *Accountability for Payment Processes.*** The General Manager must document the delegation of expenditure decision authority to specific individuals. Required documentation must be maintained for audit purposes.

Payment documents used to authorize expenditures include invoices, entitlements, awards and grants, grant disbursement requests, vouchers, check requests, insurance claims, purchase orders, contract release orders, travel claims, personnel actions for payroll transactions, and other similar forms. When an approving officer with sufficient delegated authority approves these or similar documents, claim processors make the payment in a timely way consistent with good cash management practices. Claim processors can rely on the approval as the only necessary authorization to make payment.

Employees independent of the claims and payables process should review claim payments internally for accuracy and appropriateness.

**2.3 Authorization of Obligation.** Contracts, purchases, invoices, grants and expenditure claims are approved by an approving officer who authorizes the Port obligation.

The signature or electronic approval of the approving officer means that adequate funds are available with existing budgetary authority, that this is an appropriate and authorized expenditure of port resources, that personal financial liability could be assessed if later determined to be an inappropriate expenditure of port funds, and the person authorizing the expenditure is authorized to make it. The following are a list of typical approvals: Purchase Order or Contract Release Order, Invoices and Credit Card Charges, Travel Claims, Payroll Actions and Personnel Action Forms, Entitlements, Awards, and Grants, and Other Claims.

The Port Commission has, and will continue to, delegate check signing authority separately.



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**DATE:** October 18, 2021  
**RE:** 2021 NOAA Carpets and Flooring  
**TO:** Director of Operations  
**ISSUED BY:** Jim Durkee– NOAA Facilities Manager

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### **BACKGROUND**

1. NOAA Facility Manager developed RFQ for flooring work in the facility.
2. The RFQ was put on the state website and delivered by hand to three contractors in Newport.
3. Four contracting companies visited the site.
4. Two bids were received, only one for the entire job.

### **PURPOSE, SCOPE AND DETAIL**

The recarpeting and refinishing of floors in the NOAA facility is mandated every five years per the SFO. NOAA requested a skip on year five as the flooring was still in good condition and to avoid the inconvenience. Year ten ended June 30<sup>th</sup>.

The bid is for recarpeting of approximately 13,000 square feet, resealing the warehouse concrete floors and some tile work. Removal and replacement of furnishings and other items as necessary are also required per the SFO. This is a large amount of labor for the cubicle areas and offices.

In order to complete the process, the facility manager is requesting that a contract be approved with First Cascade Corporation for approximately \$275,000.00 and that the budget be adjusted accordingly. The price will be adjusted after the final products are selected. The bid contains a discount for selecting carpet tiles, which the Facility Manager recommends. The current style is rolled carpet, carpet tiles would eliminate the need to move furnishings in five years for the next carpet replacement, only high traffic areas and damaged areas would need replacement.

### **BUDGET IMPLICATIONS**

The budget needs to be adjusted to reflect the costs. The budget was set using an outdated estimate and the labor and material costs have risen considerably.

### **RECOMMENDATION and MOTION**

I recommend a Commissioner make the following motion: **I MOTION to authorize the General Manager to enter a contract with First Cascade Corporation for up to \$275,000 to complete the 10th year re-carpeting, concrete refinishing, and tile work at the NOAA facility.**

# STAFF REPORT

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**DATE:** 27 Oct 2021  
**RE:** Transfer of Contingency funds  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark A. Brown, Director of Finance and Business Services

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## **BACKGROUND**

The contract for NOAA requires the replacement of carpet on a periodic basis. The carpeting and installation will cost significantly more than budgeted, as outlined in a separate memo by the Director of Operations.

## **DETAIL**

In each operating budget the Port is allowed one appropriation for a contingency. The Port budgeted \$599,471 as a contingency for NOAA for this fiscal year. Statute limits the amount that can be transferred from a contingency by resolution of the course of a year to 15% of the amount appropriated in the fund. This fiscal year the Port appropriated \$4,198,500 for NOAA, 15% is \$629,775, therefore the Port can, by resolution, transfer \$175,000 for the carpet at the NOAA facility from the contingency appropriation to the capital outlay appropriation.

## **RECOMMENDATION and MOTION**

I recommend a Commissioner make the following motion: **I MOTION to adopt Resolution No. 2021-08, Transfer from NOAA Contingency to NOAA Capital Outlay.**



**PORT OF NEWPORT  
RESOLUTION NO. 2021- 08**

**A RESOLUTION**

**WHEREAS**, the NOAA Operating Budget contains a contingency of \$599,741.

**WHEREAS**, The Port may legally transfer up to 15% (\$629,775) of the appropriated budget for a fund by resolution

**WHEREAS**, money budgeted and appropriated as contingency must be transferred to another appropriation category before it can be expended

**WHEREAS**, the Port is obligated to replace the carpet at the NOAA facility this year

**WHEREAS**, because of COVID-19 and supply chain issues the cost of the installation of the carpet increased by \$175,000

**WHEREAS**, NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1.** The Port of Newport commission authorizes the transfer of \$175,000 from the NOAA Fund Contingency appropriation to the NOAA Fund Capital outlay appropriation.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 27th day of October, 2021.

ATTEST:

\_\_\_\_\_  
James Burke, President

\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer

# GENERAL MANAGER MONTHLY REPORT

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**DATE:** 10/27/21  
**PERIOD:** 09/23/21 – 10/18/21  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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## OVERVIEW

The busy streak continues all throughout the Port. Even the RV Park is still staying almost full over the weekends as we reached the end of October.

The Chamber announced they will be doing the Seafood and Wine again this coming year on February 24-27, using Port property at South Beach.

Streetlights at Port Dock 5 Pier was delayed due to a damaged light pole. We expect to get that done soon.

The electrical pedestals project for Port Dock 5 and 3 is still underway. Currently, work is being done on the RFQ.

As approved by the Commission, work is also underway for the Assessment of Port Dock 7. We should have the report soon.

I have a meeting scheduled with the City to further discuss the fate of the 343 SW Bay Blvd removal, amongst other things, as we expect to delay the project in hopes we can use it as mitigation for the PD7 reconstruction project.

Work is moving forward on the new financial system with Kopis. Staff work on this process as it affects them.

The Finance Department has also been super busy as they are short staffed and looking to fill a position. They recently completed their in-house audit work. Auditors will complete their work by the end of the year. Mark is also starting to work on the new budget.

The grant chase continues, as we are working with Sequoia (grant writers) in our pursuit of funds to complete many projects. We are still pursuing several grants through Business Oregon, Connect Oregon, ODFW, DLCD, OSMB, EPA and the EDA.

We just received the report on the Rogue Seawall. We were given two options to address the issue, one for about \$1.5 Million and one for \$2.5 Million. According to the consultant, there is not much difference on the outcome, as both would extend the life of the wall by another 20 years. Therefore, the \$1.5 fix is

most likely what we will pursue. We are working on possible funding opportunities. Preferably we will try to see if we can get a grant, but if not, I already talked to the USDA and they are able to fund a loan for 100% of the project at 2.15% interest. Finance already said that is very feasible and we will include that on the upcoming budget.

The bid packet for the Administration Building is out. We expect to receive bids by November 10<sup>th</sup>.

October is typically a very heavy conference month, so I am getting ready to attend the Pacific Northwest Waterways Association (PNWA) conference, for which I am on the executive board, and the Association of Pacific Ports (APP) Conference. Aaron and I are also scheduled to go to the Pacific Maritime Expo in November where we will be sharing a booth with the Port of Toledo.

I have been selected for jury duty and will be randomly unavailable on Tuesdays during the months of November and December.

The Port and Summit Communications just completed the Port Fall Newsletter. The community should be getting them in their mailboxes the first week of November.

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

- 09/24/21 - O2IH (Blue Economy) Meeting
- 09/28/21 - Commission Meeting
- 09/29/21 - Yaquina Bay Economic Foundation (YBEF) Meeting
- 09/30/21 - Cascades West Economic Development District Board Meeting
- 10/05/21 - Business Oregon (Maritime Minds Session)
- 10/07/21 - Meeting with Capri/Goebel on Admin. Building
- 10/07/21 - Meeting with USDA on Funding
- 10/07/21 - Economic Development of Lincoln County (EDALC) Board Meeting
- 10/08/21 - Meeting with School District on File Storage Space
- 10/08/21 - Communications Meeting
- 10/08/21 - O2IH (Blue Economy) Meeting
- 10/14/21 - Business Oregon - Federal Legislative Update
- 10/14/21 - Vision 2040
- 10/18/21 - Director's Meeting
- 10/19-21 - PNWA Annual Conference
- 10/22/21 - Department Heads Monthly Meeting
- 10/22/21 - O2IH (Blue Economy) Meeting
- 10/22/21 - Meeting with OSMB - Grant Funding Opportunities
- 10/25-27/21 - APP Annual Conference

## **Upcoming Schedule:**

- 10/28/21 - Meeting with Fishermen's Wives and Jim Myers to discuss Seafood Cookoff
- 10/28/21 - 2040 Vision Work Group
- 10/29/21 - Northwest Oregon Works Meeting
- 11/04/21 - Business Oregon - DSL Presentation
- 11/05/21 - Communications Meeting
- 11/05/21 - O2IH (Blue Economy) Meeting
- 11/10/21 - Fishermen Appreciation Day
- 11/10/21 - Vision 2040
- 11/11/21 - Veteran's Day
- 11/16/21 - Commission Meeting
- 11/18-19/21 - Pacific Maritime Expo
- 11/21-12/05/21 - Vacation



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** October 27, 2021  
**PERIOD:** July 01, 2021 to September 30, 2021  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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

### Issues of Importance

#### Financial/ERP System

- Staff have met with KOPIS to determine the correct implementation of the new financial, payroll, and reservation systems. The two-hour meetings are attended by those specifically affected by the discussed area. All of the investigatory meetings are complete. An instance of Business Central is set up with a single port user having access. It is more than likely that the Port reservation system will go live on or before February 1 (Order Entry of Hoist Dock services would remain in the front office until the busy season is complete). Currently, the Accounting and Payroll systems are set to go live in April. Our target is a complete switchover by July 1, 2022.

#### Affirmative Action Plan

- As a depository of public funds, the Port should have an Affirmative Action Plan in place. This becomes more important as the Port continues to seek out more federal grants. The statistical information has been gathered, put into spreadsheets, and moved to the plan; this includes the current staff makeup versus recruitment areas. Then next step is to determine actions to correct any deficiencies, but this will be done in coordination with Department Heads.

#### Fiscal Manual

- A new fiscal manual is being written. The level of detail will be much greater, and more policies and procedures will be included in the manual. The goal is to write down the policies and procedure in detail, allowing a newly hired accounting staff member to understand the Port's accounting methodology, and act as a reference manual to look to when a question arises.

#### Employee Handbook

- It has been a year since the Employee Handbook was updated. After the Employee Handbook was adopted, suggested revisions were tracked, those changes will be included in the update, as well as any legislatively mandated changes. These updates are underway but are taking a second priority to the Affirmative Action Plan and the fiscal manual.

#### Audit

- Port staff have provided all documents to the auditors so the 2020-2021 fiscal year audit can be completed. The goal is to complete and submit the audit by

December 31, 2021.

- The Auditor was onsite for three (3) days, to assist them in understanding how the Port does business and keeps its records.
- The current audit contract was for a three-year term with no provision for extensions. A first draft of an RFP for an auditor is written. I will be recommending a 5-year term with an option to renew options for a 1-year period (upon agreement by both parties). Having a 5-year engagement allows the auditors to better know the port business model and accounting practices.

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

- The cash balance as of September 30, 2021 is \$3,697,653 a 7% (\$256,511) decline from September 30, 2020. This was expected as we paid approximately \$1.2 million for the Pier 5 project. I would expect the cash balance to decline, prior to rising, once the Port begins the Electrical upgrade project on Pier 3/5.
- Accounts Receivable declined 3% (includes all facilities) as compared to September 30, 2020.
- The Port seized Fishing Vessel ORCA for non-payment.
- The Port seized the outriggers for Fishing Vessel Wide West (BSC Fisheries) for non-payment.
- The Port seized F/V Sylvia for non-payment, in exchange for the Past Due, the owner of the vessel has given the title to the Sylvia to the Port.
- A grant matching funds account was created in the equity section of the balance sheet and funded with 667,000 from the NOAA Lease Revenue Fund.

## **Profit and Loss -**

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

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

### **Budget vs. Actuals**

- **Operating income** is favorable by \$226,877- 116% of budget.
- **Operating expenses** are favorable by \$693,323 - 71% of budget.
- **Other income** is favorable by \$14,383 - 102% of budget.
- **Overall, Net income** is favorable by \$1,000,537 - 260% of budget.
- \$667,000 was transferred from the NOAA Lease Revenue Fund, and place into a reserve equity account - Grant Match, this inflates overall net income by the same.

## **Breakdown of programs**

### **Administrative Budget**

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

- **Expenses** are favorable by \$47,244 (79% of Budget)
- **Overall**, Administration budget is favorable.

### **International Terminal**

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

- **Revenues** are slightly unfavorable (\$3,981), 98% of budget
- **Expenses** are favorable (\$42,725), 92% of budget.
- **Operating Income** is favorable (\$38,745), 90% of budget.
- **Net Income** is favorable by \$38,870

### **Commercial Marina**

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

- **Operating Revenues** are favorable by \$48,852 (117%).
- **Operating expenses** are favorable by \$292,294 (41%).

- **Net income** is favorable by \$326,025 (10%)
- When the new dock on Bay Blvd begins to load and unload vessels, we are unsure of the effect this will have on the hoist dock and services revenues.

### **South Beach**

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

- **Operating Revenues** are favorable by \$181,229 (118%).
- **Operating Expenses** are favorable by \$200,529 (70%)
- **Net Income** is favorable by \$452,758.

### **NOAA Lease Revenue Fund**

#### **Balance Sheet**

As of September 30, the Port had a cash balance of \$2,654,736 with an available balance of \$217,771; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in bond documents. The NOAA Capital Fund is funded and the transfer to General Operating Funds for grant match is complete.

### **Income Statement**

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

- Revenues are slightly unfavorable.
- Expenses are favorable by \$256,746.
- Net income is favorable (419,483).

#### **NOAA Capital Maintenance Fund**

- Funds were transferred from the NOAA lease revenue fund as specified. The General Operating fund owes the NOAA Capital Maintenance Fund for the loan for the South Beach Load Center project, this will be completed in October.

### **Bonded Debt Fund:**

- The balance sheet indicates a negative cash balance for last year and this year, The previous budgets did not include funds to pay for the July 1 bond payment. The July bond payment was included in the budget for the current fiscal year to avoid a negative cash balance.

### **Income statement**

- A bond interest payment was made in July.

### **Construction Fund.**

No changes to report.

### **Facility Reserve Fund.**

- Once the Port Dock 3/5 Electrical upgrade project begins, \$138,000 will be transferred to the General Operating funds to cover some of the costs associated with the upgrade.



## Accounts Receivable:

The port continues to work on outstanding balances. Staff continue to make calls, send emails, and certified return receipt letters were sent to vessel owners with past due balances. The Port of Astoria has had some vessel owners charged with “Theft of Services” when they have a past due balance and refuse to pay. We are researching how this is accomplished and if we also desire to pursue this.

The following accounts are being sent to collections, as their vessel is not in the Port and they have failed to respond to repeated requests for payment:

Lili Anne – Corey Sample; Toby J – Marvin Warman; Litte J, Nina Beth Gienger; Joyce Marie – Mark Taraboshia; Longshot – Ryan Kowalski. In addition, if these vessels show up in Port they could be seized.

Comments on specific accounts receivable customers:

- IDA May has an agreed upon repayment plan, and is making his payments.
- Granville Corey Feldner - –his son will be taking over the fishing this fall. He is making small payments until crabbing season, then will pay the Port as he get’s paid, paying the Port is a priority for him.
- Western Hunter paid their entire balance.
- Oregon Maricultures credit has been suspended.
- The Harbormasters and Operations Director are now included conversations on past due accounts, in the Commerical and Recreational Marina. The Harbormaster is critical to collection of these accounts.
- Angela June has made 2 recent payments and is working to get caught up.

Days Outstanding	Amounts Owed and Days outstanding					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Amount owed as of October 15, 2020	44,532	61,652	42,681	33,177	158,724	340,767
Amount owed as of November 12, 2020	52,121	81,679	32,794	30,034	159,803	356,431
Amount owed as of December 09, 2020	136,421	61,541	42,665	26,480	167,951	435,057
Amount Owed as of January 20, 2021	73,344	146,674	27,940	28,515	153,204	429,677
Amount Owed as of February 23, 2021	1,261	133,112	88,800	18,588	146,702	388,463
Amount Owed as of March 17, 2021	31,486	81,857	48,396	39,085	104,962	305,785
Amount Owed as of April 16, 2021	30,895	121,002	153,815	31,206	130,122	467,040
Amount Owed as of May 10, 2021	14,481	86,044	125,917	26,372	133,776	386,590
Amount Owed as of June 15, 2021	1,524	96,683	95,663	53,075	121,217	368,162
Amount Owed as of July 17, 2021	160	46,982	66,546	48,533	138,295	300,516
Amount Owed as of August 17, 2021	5,351	80,915	50,491	45,669	151,897	334,323
Amount Owed as of September 21, 2021	11,340	38,568	83,299	23,991	147,412	304,609
Amount Owed as of October 15, 2021	956	49,500	48,967	32,191	147,847	279,462

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

Sylvia 226282	-	-	448	442	26,359	27,249
Orca - 295549	-	447	1,704	3,555	19,332	25,037
Oregon Mariculture LLC	-	460	871	1,182	17,366	19,879
Angela June	-	-	220	216	12,933	13,369
Pacific Rose - 554504	-	-	193	190	11,341	11,723
Seawater Seafoods Co	-	1,535	9,700	5,135	9,829	26,199
Ocean Force - 538936	-	27	171	167	8,487	8,851
Eclipse	-	-	3,387	134	7,540	11,061
Granville	-	169	291	370	7,180	8,010
Luna	-	-	108	218	6,334	6,660
Pacific Rim - OR126YH	-	576	676	605	5,412	7,269
Valor III - 245645	-	221	318	305	5,274	6,119
Trondhjem - 241924	-	290	163	69	3,882	4,404
Topaz - 573234	-	-	-	199	3,339	3,537
Ida May - 665118	-	471	528	483	2,950	4,433
Joyce Marie - 295021	-	1,004	116	79	2,523	3,721
Albatross	-	-	40	39	2,364	2,443
Little J	-	329	357	352	1,670	2,708
Lili-Anne	-	-	22	22	1,309	1,353
Lone Eagle	-	-	22	21	1,271	1,314
Roggy - 574577	-	706	139	21	1,235	2,101
First Hope I	-	103	122	120	1,126	1,471
Over Cast	-	166	185	192	1,125	1,668
Saltybros LLC Boathouse Lease	160	160	160	180	1,011	1,672
Gooney Bird	-	-	164	573	993	1,729
Gracie Arlene	-	288	309	304	981	1,882
Sea Chase	-	-	15	13	868	896
Leisure Lee II - OR337LF	-	-	455	377	665	1,497
Toby J - 274577	-	-	-	6	390	396
Royal Mariner - OR535AGZ	-	45	35	35	289	404
Wide West - 535690	27	102	32	30	278	467
Dawn Treader	-	318	326	629	242	1,514
Oceanic Logistics - 1344	-	-	3	3	201	208
Pursuit - OR541ZM	-	352	439	796	168	1,754
Tempo	-	452	575	1,012	122	2,161
Morning Star II	-	250	252	385	116	1,002
Robin Ann - 550432	-	306	625	416	101	1,448
Alliance - 637848	-	201	3	-	90	293
Chapter II	-	-	51	22	65	138
Dawn Venture	-	45	-	-	45	90
Lillian Margit	-	-	1	-	35	36
Irish Miss	-	-	1	-	32	33
Blue Pacific Ocean	-	27	533	27	26	612
Norma M - 599982	-	27	28	827	26	907
Nomad - OR486MG	-	-	1	1	25	27
Darandy	-	-	5	4	9	18

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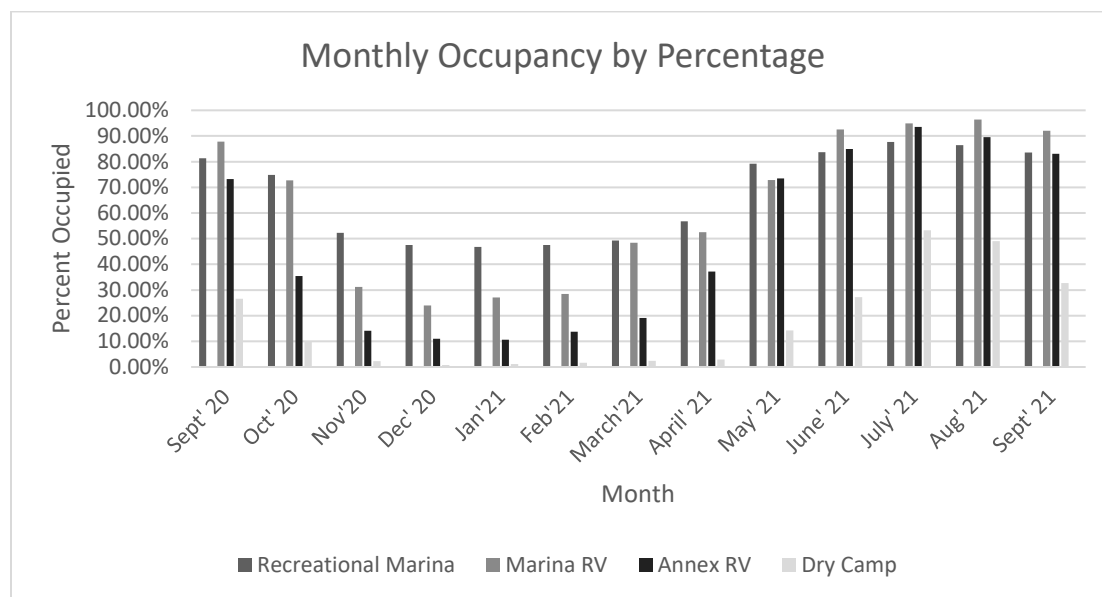
## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

**DATE:** 14 October 2021  
**RE:** Month Ending 30 September 2021  
**TO:** Mark Brown, Director of Finance  
**ISSUED BY:** Erica Breece, RV Park and Marina Supervisor

September 2021 was a lively month at the Port of Newport South Beach Facilities. Numbers in the South Beach Marina and RV parks showed a substantial increase from last year. Even after Labor Day, all RV facilities continued to run at a high capacity throughout the rest of the month.

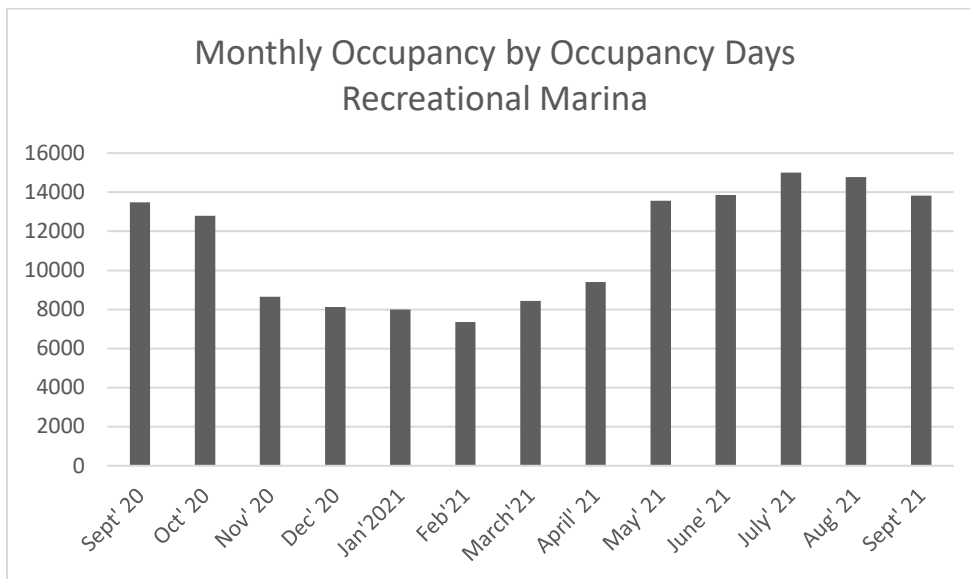
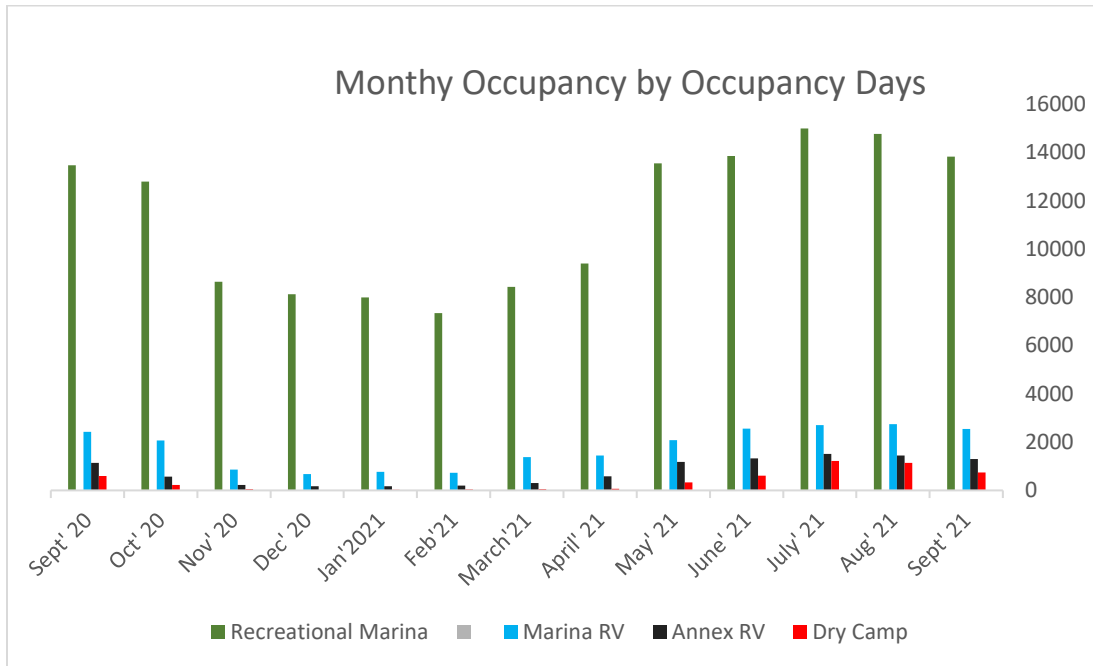
### OCCUPANCY PERCENT MONTH & YTD

Sept' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
<b>Recreational Marina</b>	81.36%	83.52%	2.65%	64.95%	68.82%	5.96%
<b>Marina RV</b>	87.82%	92.10%	4.88%	53.02%	67.17%	26.69%
<b>Annex RV</b>	73.27%	83.08%	13.40%	48.66%	56.41%	15.92%
<b>Dry Camp</b>	<b>26.53%</b>	<b>32.75%</b>	<b>23.44%</b>	15.02%	<b>20.76%</b>	<b>38.21%</b>



**OCCUPANCY DAYS MONTH & YTD**

Sept' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
<b>Recreational Marina</b>	13,472	13,831	2.66%	98,229	103,703	5.58%
<b>Marina RV</b>	2,424	2,542	4.87%	13,366	16,871	26.22%
<b>Annex RV</b>	1,143	1,296	13.39%	6,934	8,008	15.49%
<b>Dry Camp</b>	<b>597</b>	<b>737</b>	<b>23.45%</b>	<b>3087</b>	<b>4252</b>	<b>37.73%</b>





## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 10/18/2021  
**PERIOD:** September-October 2021  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

We've been starting up projects at the same time we're trying to get several wrapped up. Operations are beginning to slow in South Beach, and we are looking ahead to crab season in the Commercial Marina. We've had a couple calls at the Terminal by research vessels that were tending to logistical needs.

#### **Detail:**

- **Port Dock 7**  
Structural analysis is picking up the week of the 18<sup>th</sup> of October. Details to follow on the outcome.
- **Port Dock 5 Electrical Engineering**  
UTL listing is expected to be completed during the month of October. After legal review, we determined to re-write the RFQ for the project.
- **Port Dock 5 Project**  
The new light poles arrived, but one was damaged. We are awaiting the new light pole to get the installation completed; at that point, the project will be totally finished.
- **Army Corps Feasibility Study, Federal Project for dredging in the Commercial Marina**  
Attending regularly scheduled meetings weekly. The Corps has begun engagement with other permitting agencies (ODFW and NOAA) on the project. We are establishing the design vessel criteria. This is a determination of what size/type of vessel any project will be based upon, and the decision is based upon economic data in the region along with future predictions about trends. The Army Corps has assigned their economists to help, and they are using state and federal resources (NOAA and ODFW data) to make this determination.
- **343 SW Bay:** Standing by for final decision on how to proceed with the property.
- **Training:** HAZWOPER continues.

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

**Billable Services Performed this Period (SEP)**

- Forklift – 19 hrs
- 30 Ton Hydraulic Crane – 9 hrs
- Labor – 26hrs
- Other Overtime Billed 3hrs
- Moorage – 114 Days
- Hoist Dock Tie Up – 21hrs
- 120V power – 0 hrs
- 208V power – 108 Days

**Two research vessels called at the Terminal and loaded/offloaded research equipment.**

**Commercial Marina- Aja Burke, Harbormaster**

**Billable Services Performed this Period:**

- Forklift – 34Hrs
- Hoist Dock Crane(s) – 6Hrs
- 30 Ton Hydraulic Crane - Enter #.
- Dock Tie Up – 85Hrs
- Launch Tickets - Enter #.
- Other (Axles) – 48

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

- Completed  In Progress      Dock #5 Ledger Board Replacement
- Completed  In Progress      Dump Truck PTO Replacement
- Completed  In Progress      Repair Swede’s Dock Ramp & Barn Doors
- Completed  In Progress      Use Old Dock #5 Floats to Elevate Swede’s Shop

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

- Hoist dock tie-up time was down 69% from last month.
- Forklift usage was down 75% from last month.
- Crane usage was down 48% from last month.
- Axle counts were down 69% from last month.

**Challenges:**

- I have been in contact with a material handling company for quotes on a new forklift. We are running into major supply chain issues for obtaining a new forklift for this crab season. The estimated delivery time after an order is placed is about 30 weeks, which puts the new lift arriving in June of next year. We may need to consider leasing a forklift that is safe and reliable for this busy crab season.
- We are working on getting some old Dock #5 floats installed on the base of the Swede’s Dock work building to level it out. Diver Ben is scoping out attachment points underwater. Hopefully the floats will do the trick.

- Our limited office space at the Commercial Marina continues to be a challenge. I have attached a drawing that Kent created as one possible idea to give us a breakroom/kitchen area and more workspace for additional computers for the crew. We are sharing 2 computers between 6 staff members in a very small space. Another viable option would be to purchase another Conex Container to store items from the back of our shop, clean that area out, and make a breakroom in that back area. We could set up the microwave back there with some tables to eat at. Ideally, we would have a computer back there for timecards, maintenance research, etc. I will get some estimates on the building addition, as well as a Conex Container to see what costs look like.

### **Opportunities:**

- I hope to have the Maintenance Level 2 Position filled soon. We had a couple of good candidates and are just waiting on approval and hire date for the person I selected.
- It has been a slow time of the year at our facility, so we have started cutting dock boards for the electrical pedestal installation this coming Spring. We will be receiving one of the pedestals in the coming weeks which we can use as a template. We should have all the boards cut, painted, and ready to install when the project resumes next year.
- I will be participating in an on-site visit next week with a representative from Pacsoft, our new software company. I look forward to giving them a good lay of the land and an accurate representation of our daily needs at the Commercial Marina.

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

Vessels Using the Facility Since My Last Report – NOAA vessels Hi’ialikai, Bell M. Shimada, Rainier. R/V Thomas G. Thompson. ACOE Dredge Yaquina.

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

Annual inspection fire alarms, sprinklers, and hydrants by Performance Systems Integration, with help from AVS Elevator service and myself.

AVS performed quarterly elevator inspection while on-site.

Replaced the ‘Man-Gate’ electric latch mechanism

I disassembled the safety railing around the warehouse roof access and brought it down for painting, then reassembled it.

I continue coordinating with NOAA staff on the upcoming flooring project and assisting them with their power pedestal project.

### **South Beach Marina, Chris Urbach, Harbormaster**

**We had 1325 launches for a total of 7,950 dollars.**

**The City of Newport scoped the outfall line for us and the video is excellent. I really think it is best to wait and do a bigger repair next year and go from manhole to manhole and budget it for next year.**

**We are going to put a power pedestal on the service dock, Doug’s Elec. Is going to be doing the installation.**

**We have stated the long task of installing the GFI breakers on the dock.**

**We have started installing new restroom fixtures in the marina restrooms.**

**We had Ballater Marine Construction come down and look at the reconstruction of the service dock and hopefully they will get us a quote, they were the only company that responded to our request for bids. They probably won't be able to start the construction for quite some time. That is if we go with them.**

**I have been waiting for the Port of Toledo to get me a quote to haul out our 6 derelict boats but have not heard from them in a couple weeks.**

**We have been having more and more problems with the electrical lines on all the docks they are really starting to show their age.**

**We really need to start thinking about what we are going to do for are janitorial service. Same for security.**

**Had to have one of the washers in the RV laundry taken in to be repaired because one of our guest washed a down comforter and it clogged everything with feathers.**

**There was no sand movement out of MT NOAA**