

AMENDED PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, January 25, 2022, 6:00 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/2022-01-25-commission-meetings-2022-january-25-2022-6-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, January 24, 2022: <https://www.portofnewport.com/2022-01-25-commission-meetings-2022-january-25-2022-6-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2021

2022

- A. Minutes.....December 21 and January 13...Page 3
- B. Financial Reports.....Page 16
- C. Accounts Paid.....Page 34

V. Old Business

- A. Items Removed from Consent Calendar
 - ~~B. Approval of Change Order Regarding Swede’s Dock Pilings—Bretz~~
 - B. Adoption of Capital Improvement Plan – Miranda.....Page 55

VI. New Business

- A. Acceptance of Annual Report – Miranda.....Page 65
- B. Approval of Resolution No. 2022-03 Setting Rates, Fees, and Charges – Brown...Page 69

VII. Staff Reports

- A. General Manager - Miranda.....Page 84
 - 1. Director of Finance & Business Services - Brown.....Page 87
 - a) **December Occupancy Report**
 - 2. Director of Operations - Bretz.....Page 94

VIII. Executive Session – Pursuant to ORS 192.660(2)(f) – Exempt Public Records

The Port of Newport Board of Commissioners will go into Executive Session. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

IX. Calendar/Future Considerations 2022

SDAO Annual Conference (Virtual)February 10-12, 2022
Presidents Day (Port Office Closed).....February 21, 2022
Next Commission Meeting.....February 22, 2022

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

XI. Adjournment

December 21, 2021
6:05 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 Lackey, Retherford, and Chuck. Commissioner Burke was excused. Commissioner Sylvia joined the meeting at 6:15 P.M. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel.

CHANGES TO THE AGENDA

Miranda noted Sylvia requested moving Approval of the Affirmative Action Plan and Approval of Pay Practices Update to the next Commission meeting. She requested the Commission also postpone the Goals and Objectives Discussion so that the full Commission can participate. She noted Jack and Lauren Craven and Eric Zehntbauer were attending the meeting and requested their items, Assignment and Amendment to Lease Agreement – Craven Enterprises, LLC and Approval and Acceptance of FY 2020-2021 Audit, be moved ahead for discussion first. The Commission agreed with Miranda's recommendations.

CONSENT CALENDAR

Chuck removed Items D. Approval of Affirmative Action Plan and E. Approval of Pay Practices to the Employee Handbook from the Consent Calendar.

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

NEW BUSINESS

Approval and Acceptance of FY 2020-2021 Audit. Zehntbauer, Kern Thompson Representative, reported a clean audit for the Port of Newport. He presented the governance letter and independent auditor report provided in the packet. Lackey thanked the auditors and staff for their service. Brown reported Commission acceptance of the audit must be submitted to the state before December 31, 2021.

MOTION was made by Retherford, seconded by Lackey, to approve the FY 2020-2021 Audit Report. The motion carried unanimously in a voice vote.

Assignment an Amendment to Lease Agreement – Craven Enterprises, LLC, dba Newport Marina Store. Jack Craven reported Craven Enterprises, LLC bought the Newport Marina Store and turned management to his sister Lauren Craven. Lauren Craven reported she presented a business plan to the Port previously, and she is excited for the opportunity to grow the business. Lackey and Retherford thanked the Cravens for their investment and expressed support moving forward.

MOTION was made by Lackey, seconded by Sylvia, to authorize the General Manager to execute the assignment and amendment to lease, as presented. The motion carried unanimously in a voice vote.

OLD BUSINESS

Items Removed from the Consent Calendar – Affirmative Action Plan. Sylvia reported having worked 32 years for Oregon State University he has seen lots of issues around this topic and learned a couple lessons. He stated he does not think the plan is unreasonable, but he wants to make sure that what the Port is trying to do is to hire the best, most qualified people for the job. He noted it is key for administration and staff to search broadly to fill those positions. He indicated he does worry about reverse discrimination. He added this area does not have a diverse pool of candidates, so it becomes hard to meet requirements of the federal government. He asked if there are any comments from the rest of the Commissioners or the staff.

Miranda reported even though the Port has 25 employees, and a lot of the federal requirements are for employers of 50 and above, the Port does run into situations, especially with federal grants and loans, where they ask if an agency has an Affirmative Action Plan. She explained if they don't have the plan, it is always one less point on the application. She stated it puts the Port in a disadvantageous situation. She noted the intent is to only apply this when there is a situation with multiple candidates who are equally qualified.

Brown reported HR Answers said as a government entity, the Port becomes a depository and, therefore, is required to have an Affirmative Action Plan. He stated he has not fully researched that, but the Port is really close to having the diversity it should have based on community makeup. He noted Operations could use a quarter of a person with a more diverse background. He indicated it's only used when there is a tie. He emphasized the Port should always be looking for the best candidate for the position regardless of anything else. Sylvia noted his other concern is how much extra work this is for staff. He added he doesn't want staff to get bogged down in this.

MOTION was made by Lackey, seconded by Retherford, to adopt Resolution No. 2021-10, adopting the Affirmative Action Plan as presented. The motion carried unanimously in a voice vote.

Items Removed from the Consent Calendar – Pay Practices Update. Sylvia reported he was surprised to see this item on the consent calendar. He stated he didn't know whether the Commissioners were OK with the recommended changes, particularly moving from a bonus tied to an exact amount of money to a bonus tied to the budget and that allows flexibility for staff. Miranda replied this was placed on consent calendar because of the length of the agenda, and if there were questions, she figured the Commission would take it off the consent calendar. She stated staff consider this document as a living document. She noted Brown has been going through the handbook, making sure the Port is meeting all of the general requirements. She indicated trying to make all the changes at once would be difficult to read. She explained staff are trying to take sections and make modifications. She indicated the Port's modifications are in line with what other government agencies and ports do.

Miranda reported for the bonus part, the Port has pay and benefits that are budgeted, and all staff are asking for is that as long as funds are budgeted, the General Manager can make decisions based on how people perform. She noted the Commission is going to see this handbook coming back a few times as staff make sure it is completely updated. Lackey expressed support

for the update. He stated the Port has a good track record, and as long as there is transparency and the Commission can see what's going on, he is OK with the change. Miranda reported she intends to provide one-time bonuses this year because staff have been dealing with two years of COVID. She noted that has been very difficult on employees, and they have been performing top notch. She explained the Port hasn't had many of the celebrations that it normally would. She indicated there was a very tiny summer gathering, but no Christmas parties for two years. She added she would rather take those monies and put it toward employees. She explained it's not an outrageous amount, just something to keep people motivated.

MOTION was made by Lackey, seconded by Retherford, to adopt Resolution No. 2021-11, Updating Pay Practices in the Employee Handbook. The motion carried unanimously in a voice vote.

Goals and Objectives Discussion. Lackey reported the budget process will go from January to June. He requested in January that the meeting packet contain a quick summary of expectations during the goal setting and budgeting timeline, including input or communication with stakeholders, customers, and the Commercial Fishing Users Group. Miranda replied most of the timeline will be based on the budget portion. She explained for the goal setting portion, information has been provided to Commission so that their comments can be addressed at a meeting prior to the budget meeting. She noted Commissioner questions can include where the Port is with funds. She indicated the budget and goals overlap a bit. She added in the capital improvement plan update, there are a lot of items from the strategic business plan followed by items in red.

Miranda reported the red items are all new. She explained those are all things staff have been discussing, projects that need to be addressed that were not in the strategic business plan. She noted the Port is already getting toward the end of the strategic business plan and moving into a new direction. She stated in the next year and a half, the Port will have to start an amendment to the business plan. She indicated, meanwhile, if Commissioners have something to address or bring forward, they can. She added Brown can get timelines ready for the next meeting.

Brown reported inflation reached 6.5 percent. He noted from January to present, it has risen every month. He stated that plays into pricing and salaries. Chuck suggested a work session rather than regular meeting to discuss goals. The Commission agreed to hold a work session for goal setting. Miranda replied she will poll Commissioners for potential dates. Retherford noted previously the Commission looked at different options and placed items in order of importance. She asked if Commission would do that again. Miranda replied she had a hard time getting that information from the Commissioners last time. She noted if that is a process Commission would like to continue, she can entertain that. She added if Commissioners rank items on the lists with their priorities, she can put that together and use it in the discussion. Lackey stated he won't rank items prior to the staff prioritizing what needs to be done and what the Port can afford. He added to him that's where the Commission gets down to discussion. He suggested the staff take the first cut, since they are so close to everything.

Port Dock 7 Update. Bretz reported the report on Port Dock 7 is included in the packet. He stated the main idea is that Port Dock 7 has reached the end of its useful life. He stated it was a facility not designed to be used in the current fashion, and its configuration limits use in addition to age and condition. He noted the report has good visuals on what's above and below the waterline. He indicated the engineers made some recommendations. He added the major

takeaways are the need to limit use of 7E and 7F for vessels greater than 60 feet and adding some pilings. He explained there are some minor hardware repairs, but, overall, the Port is not able to extend the useful life of this facility; the goal is to try to make it safer to use in the interim.

Sylvia asked what's the total cost of replacement, the best estimate. Bretz replied depending on final configuration, the cost would be around \$19 million. He added a lot of that will be determined by the planning phase. Sylvia stated \$19 million is a lot, and it may take a fair amount of time to raise that through grants. He asked how much time does the Port have to raise money. He also asked if it takes five years, will that be an issue. Bretz replied five years is in the realm of possibility. He stated he thinks the Port can squeeze five years out of it if the Port operates in the recommended manner. He emphasized the planning needs to start right now. He indicated a couple of years ago, he said the Port has five years to plan to replace it or lose it. He added that's the mentality needed.

Miranda reported \$20 million is a lot for this port, but in the federal and port world, \$20 million is not much. She stated there are funds out there, and it's a matter of how the Port presents the project and the economics. She noted all the economics are in the Port's favor. She indicated through these reports and economic studies, the Port is in a good position to be able to be in line for good federal and state grants. She added, hopefully, the cost to the Port will be minimal. Bretz noted in talking with the EDA, people get very excited about these projects. He stated this facility is recognized as regional asset, and there's no question of the importance. He indicated it is an extremely good investment for tax dollars. He added \$20 million for infrastructure projects is not big.

Chuck asked if adding pilings will add more stress to the existing infrastructure. Bretz replied the pilings will put wear points on it. He noted the Port will put the pilings where they had previously come off. Chuck asked if there is any temporary docking that could be used. Bretz replied he looked into that, and the cost is prohibitive for the period of use. He explained the in-water work costs half a million to \$5 million to add temporary floats that are not suitable for the need. He recommended keeping the Port's momentum and pursuing grants.

Lackey stated he supports aggressively getting grants. He suggested meeting with the Commercial Fishing Users Group to communicate what's going on in this report. Retherford added she appreciates staff's mentality to get the Port where it should be and praised their efforts on grants.

Authorize Port Grant Submissions. Miranda reported the way the Port's fiscal policy works is that any grant above \$25,000 needs to be approved by the Commission. She stated staff are actively working through several grants. She noted she would like to continue working on them without having to bring them back if the projects are in the budget. She indicated this policy kind of delays applications, and the granting agency requires authorization. She added the Port received an award from the Department of Land Conservation and Development, and one of their requirements is to make sure the public is aware of it, and the Port does outreach.

Miranda reported staff are going to be putting together a Commercial Fishing Users Group meeting to address some of the changes on Port Dock 7. She stated she also received a letter inviting the Port to submit an application with Business Oregon for a grant. She noted she would like to be able to submit that tomorrow. She indicated she is almost done with the EDA application. She explained, typically, if the EDA has a project where they approve the plans, they will approve the construction. She added they like to see things through.

Miranda reported the EDA is most likely the agency with the funds needed for construction. She stated it helps that the Port works with the Army Corps on dredging. She noted they like to see governmental partnerships. Sylvia asked does the Commission have to approve applying for grants or receiving them. He also asked if something is part of the strategic plan, why does the Commission have to approve pursuing grants. Miranda replied she has discussed this with Brown. She stated she recommends a change in the fiscal policy, eventually. She explained to her it makes no sense to delay an application, acceptance, or execution if it is in the budget. She added there are requirements for grant management, but it is the agency's responsibility to do that properly.

Brown stated the Commission needs to either approve applications or awards. He noted one reason for Commission approval is for matching funds. Miranda agreed if there is a match requirement, it is reasonable to bring it to the Commission for approval. Retherford confirmed there is a timeframe that grants must be used within.

MOTION was made by Lackey, seconded by Retherford, to authorize the General Manager to submit all applications and execute all contracts related to Port Dock 7 Reconstruction Plan grants as provided. The motion carried unanimously in a voice vote.

MOTION was made by Lackey, seconded by Sylvia, to authorize the General Manager to apply for a grant with the EDA for the Rogue Seawall Reconstruction. The motion carried unanimously in a voice vote.

MOTION was made by Lackey, seconded by Retherford, to authorize the General Manager to apply to all feasible grants for any item currently budgeted in the 2021-22 Fiscal Year. The motion carried unanimously in a voice vote.

Approval of Swede's Dock Emergency Piling Project. Bretz reported he applied for emergency permits after storm damage to Swede's Dock this fall. He stated the Port got permits and clearance to drive four pilings to shore up Swede's Dock so the facility can be used. He noted the Port budgeted \$50,000 for pilings this year, so there is room in the budget. He indicated he sought quotes, but generally speaking, most marine contractors don't want to mobilize here for this small number of pilings. He explained the Port got several refusals to bid. He added Bergerson is already here and submitted a bid.

Sylvia confirmed Bretz considers the cost reasonable. Bretz added this cost includes disposal of the old pilings. Retherford asked what the timeframe for the project is. Bretz replied work may take a day or two, and the project should be done before January 15. Chuck asked if Port Dock 7 pilings could fit into this. Bretz replied they can't because the Port does not have the permits for those yet.

MOTION was made by Retherford, seconded by Sylvia, to authorize the General Manager to contract with Bergerson Construction, to drive four pilings for emergency storm repair at Swede's Dock in an amount not to exceed \$50,000. The motion carried unanimously in a voice vote.

Approval of Business Oregon Loan – Admin Building. Miranda reported the last meeting, Commission approved entering into contract with Baldwin for construction of the Admin Building, subject to getting the loan with Business Oregon. She stated the Port received the award from Business Oregon, where they will provide two separate loans. She noted Business Oregon has been very short in staff, so they are behind in drafting the contract. She explained the Port has a 45-day window to enter into contract with Baldwin. She indicated the Port will then have to

extend that window or start the process over. She added to avoid that, she is asking for approval in advance. She explained the recommended motions.

MOTION was made by Lackey, seconded by Sylvia, to authorize the General Manager to execute two Business Oregon loan contracts under the terms specified in the Award Letter. The motion carried unanimously in a voice vote.

MOTION was made by Lackey, seconded by Retherford, should the Port not receive loan contracts in time to meet the requirements of the request for quote, as received on November 10, 2021, to authorize the General Manager to execute a contract with Baldwin General Contracting, Inc., providing that construction will not start until the loans have been executed with Business Oregon. The motion carried unanimously in a voice vote.

Janitorial Services Contract Selection. Bretz reported it is time to re-evaluate the current contract. He noted the new contract will expand service to the north side as well as South Beach. He indicated it has been a challenge to keep public restrooms in the state needed, especially with COVID. He explained he evaluated if the Port should staff these positions internally, and clearly, the best option is to continue to outsource this.

Retherford asked where Bay Area Enterprises is located. Bretz replied they are out of Coos Bay. Retherford confirmed they provide service to other businesses in Newport. Bretz explained they will need a little time to staff up the service for the Port, since they will be here every day.

MOTION was made by Retherford, seconded by Lackey, to authorize the General Manager to negotiate a contract with Bay Area Enterprises, to provide cleaning services for one year in an amount not to exceed \$141,000 with consumables billed separately. The motion carried unanimously in a voice vote.

Authorize Lease Agreement – Matheson Marine Services. Bretz reported Matheson Marine has been growing their business in the area for a while, and they are ready to move into a location. He stated he took them to look at the main building at the old cherry plant. He noted the Port does not have a tenant there right now. He explained Matheson specializes in a lot of things, in particular installation and calibration of electronic equipment for vessels. He indicated there is a call for that service in Yaquina Bay, and it's extremely important in the modern maritime world because things are highly dependent on electronics. He added they are looking for a home, and the Port has worked with them before.

Bretz reported they have asked to lease for one year the main building at the plant site. He noted staff are happy to get someone in there, and the use is water-related, so it fits the zoning. Miranda reported the reason the Port is entering a lease for one year is some of those buildings need some work and because it's a new company, and the Port wants to see how they perform. She noted, however, staff love the chance and opportunity to work with a local company. She indicated, hopefully, this will be successful for the Port and Matheson, and the Port can look forward to extending this beyond one year. She explained this will be evaluated after a year and may come back for a longer-term lease.

Chuck asked if the business would affect any overflow parking in South Beach. Bretz replied it will not because they will be inside the gate at the cherry plant. He noted it's a pretty small footprint. He added he is happy to get a tenant, so the Port can invest more into those buildings. Retherford suggested Nebel highlight the new marine service and the take over by the Cravens of the store in a newsletter.

MOTION was made by Retherford, seconded by Sylvia, to authorize the General Manager or designee to execute the lease with Matheson Marine Services under the substantial terms provided. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager. Retherford asked Bretz if his task load has lessened any. Bretz noted the list continues to grow. He stated everyone has been very busy in the whole department. Miranda stated staff are evaluating hiring an assistant for Bretz. She noted most ports have one person in charge of management of leases and real estate. She explained she would like Bretz to focus more on operations. She noted staff are looking at overall budget needs, and if the Port can afford it, that is something to add to the budget. She added if it does not work this year, then it could be next fiscal year.

Retherford asked why the dredging in South Beach for the coming year is the most challenging. Bretz replied permitting agencies go back to the most recent permit, and, unfortunately, the South Beach marina has not been dredged since 1991. He explained he is not talking about the navigable channel, but inside the marina where the berths are. He stated the agencies want the Port to start the permitting from scratch. He noted he asked why the Port can't piggyback on NOAA's dredging and didn't receive an answer. He indicated for the new permit, the Port will have to do a biological opinion. He added his goal is to get the marina back to where it was originally when the Corps created it. He explained he got the surveys of the marina on Friday, and there is a fair amount of dredging needed. He reported it may take a couple of years for the permitting.

Sylvia asked if there are ways to improve the Army Corps efficiency. He stated, obviously, this is a national issue. Miranda replied PNWA works a lot to help the ports and their clients work more efficiently with Army Corps and other agencies. Sylvia added this is where congressional delegation can help. Miranda added bigger ports pay the Army Corps to hire staff to work on their permits.

Chuck noted there may have been some dredging going on in the early 2000s when NOAA came in and the ramp was built. He asked if state dredging was available. Bretz replied the state dredge could work for South Beach. He noted he does not know if that is the most economical option. He indicated there were times where it was more economical, and times where it was more expensive. Miranda stated the hope is as the Port dredges NOAA, to dredge South Beach marina at the same time to save some money. She added Bretz has joined the state's dredge committee.

Retherford reiterated Lackey's comments on goal setting. She suggested staff make recommendations. Miranda noted in capital improvements, the red are additions that came from staff discussions. She stated staff have not created a priority list yet, however. She explained normally that is done during the budget, but it can be brought to the work session.

Miranda added SDAO has their 2022 Annual Conference on February 10-13. She noted the Commission can attend in-person or virtually. She recommended attending in-person. She explained the Port's insurance requires Commissioners to attend educational classes for discounts.

Commission Reports. Chuck announced he served on his last OPAC meeting. He noted he is working with Lackey to take on that role.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:00 P.M.

Jim Burke, President

Walter Chuck, Treasurer/Secretary

January 13, 2022
12:02 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.

SPECIAL MEETING

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

CONSENT CALENDAR

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

OLD BUSINESS

Approval of Resolutions Regarding Business Oregon Loans. Miranda reported two resolutions are required by Business Oregon. She explained she has executed the contract with Baldwin, and they will bring a trailer to the site pretty soon. Retherford asked if the Port wants to have a ground-breaking ceremony. Miranda replied the Port usually focuses on community services for ground-breaking ceremonies, although this project will benefit the community because staff will be able to do a better job in a better building. She noted she thought once the Port finishes the building, to have an open house, but if the Commission wishes to do a ground-breaking, the Port can schedule one. Burke stated the indirect benefits are grand, but the optics would be more appropriate for a grand opening. Retherford agreed.

MOTION was made by Retherford, seconded by Lackey, to authorize the General Manager to approve Resolutions 2022-01 and 2022-02 as attached. The motion carried unanimously in a voice vote.

NEW BUSINESS

Approval of NOAA Glass Wall and Door Installation. Miranda reported NOAA wants to add another office and needs to put in a glass enclosure. She noted they already have the glass, and they would like to get started.

MOTION was made by Retherford, seconded by Chuck, to authorize the General Manager to sign the Supplemental Lease Agreement – SLA No. 30, authorizing NOAA to proceed with the glass wall and door installation per the attached statement of work. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the special meeting adjourned at 12:09 P.M.

WORK SESSION

The Port of Newport Commission met at 12:09 P.M. on January 13, 2022, virtually via Microsoft Teams. In attendance were Commissioners Burke, Lackey, Retherford, and Chuck. Commissioner Sylvia was excused. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel.

Goals and Objectives Discussion. Miranda reported the budget calendar has been attached to the end of the report. She noted next month staff will bring the rates and fees forward for the Commission. She stated staff are trying to set a meeting on January 24 with the Commercial Fishing Users Group to talk about rates and plans for the coming year. She added she wants to schedule one with South Beach soon.

Miranda explained goal setting is done on an annual basis to see where the Port is and where the Port is going. She noted the Port has a Strategic Business Plan from 2019, which typically last five years, but it is a living document. She stated in the next year or so, staff will start looking at hiring someone to help update that plan to stay on-time for the five-year schedule. She indicated even though it's a five-year plan, in reality, staff look a little beyond that. She added the Port must look 10-20 years ahead because some projects need more planning, and the Port does not want to put too much money into something that will change later.

Miranda reported the Port's values, vision, and mission are included in the packet. She noted those may be changed when the plan is updated. She explained the business plan's summary has been provided with her comments on those items. Burke clarified Miranda's comments are in blue italics. Miranda added she wants to discuss capital improvements, but it's not all about what the Port builds or fixes, but also what does the Commission want the Port to look like.

Miranda explained the capital improvement list, criteria for evaluating projects, and staff priorities. She stated the Port only has so many people and there's only so many projects staff can handle at a time, so that is something to consider. She noted some items staff would like to put into this fiscal year's budget. She indicated some items would be put into next fiscal year, or the following fiscal year.

Retherford asked if the Port will be able to get the federal permitting for Port Dock 5 quickly. Bretz replied those are fairly straightforward permits, so the Port should be able to get them in the coming year. Chuck stated there is talk about doing Port Dock 7 as a separate project from the Fishing Pier. He noted if that happens and the Port does not attach the Fishing Pier improvement to that opportunity, staff need to look at the Fishing Pier as a separate project. He indicated the Port has quite a bit of grant opportunity through the city, county, or state for that. He indicated staff were thinking about banking some of those pilings as mitigation for some of the work inside the marina, and there has been talk in the past of being able to bank some of those mitigation credits by pulling those pilings. He added if staff can pursue that, he thinks it will be beneficial.

Miranda replied staff are trying to tie Port Dock 7 mitigation to the Fishing Pier improvement. She stated the way staff are looking at redoing the pier would remove a lot of pilings. She noted, unfortunately, the Port can bank some mitigation credits on the state level, but that is not possible on the federal level. She explained the major mitigation on Port Dock 7 will be on the

federal level. She indicated staff would like to get through the planning phase for Port Dock 7 and figure out what kind of mitigation is needed, before going too far in improving the Fishing Pier. She added, quite frankly, she would like to tie the Fishing Pier to another project (if it doesn't work for Port Dock 7) because the moment those pilings are removed, the Port loses the opportunity for many, many credits.

Miranda reported there is a lot of work to get done in general in the commercial and recreational marinas that could use some mitigation. She stated there is not much available in Yaquina Bay in general for mitigation work. She noted she does not want to shoot the Port in the foot and take away the one, big opportunity to use the credits by creating a solo project. She indicated she understands the Fishing Pier improvement would be great for the community. She added if the federal government would bank those credits, she would jump into that right now.

Chuck asked what type of federal mitigation is needed for Port Dock 7. Miranda replied the Port lost a lot of Port Dock 7's dock, and when the Port tries to rebuild later, it has to figure out a way to mitigate for adding new piles. She noted that will be the biggest mitigation problem. Burke asked how far apart construction of two projects can be and still be considered one project. Bretz replied it would be addressed in the permit, and permits are about five years. He added it's not impossible to do them at the same time either. He noted NOAA stated the intertidal mitigation the Fishing Pier represents is very valuable and is not easy to find.

Lackey asked if there are any projects that the federal infrastructure funds could go toward. Miranda replied the Rogue seawall is one. She noted the other projects depend on how quickly the Port completes plans. She noted the RV Annex plans may be too late. She added she wished the Port had the plans for Port Dock 7 now, because the Port could get funds for that. She explained the Port is working with the Build Back Better grants. Retherford confirmed the 20-year loan from USDA is still available for the Rogue seawall. Miranda added the project is more about looking into the Port's loan portfolio and making sure the Port can't get grants first. She stated if the Port could not get grants, then staff would look into a loan from USDA or Business Oregon. She explained Business Oregon's loan process.

Burke recommended changing the title of the safety and security item in the capital improvement plan. He noted safety should always have a priority of one. Miranda replied the title came from the original capital improvements list. She explained the reason for priority three is not because it is not important, but because staff could not get those projects moving this year. She stated staff understand the importance of liability issues being addressed. She noted when it comes to security issues, staff have been working with SDAO every year to add cameras. Burke recommended further discussion with the administrative team on the title of that item.

Miranda overviewed projects that have been added to the original capital improvement plan. She stated NIT conditional assessment and repair of RORO dock pilings needs to be addressed. She noted staff don't want this to get worse and cost more down the line. She indicated staff may include this on the coming fiscal year or the following fiscal year. She explained South Beach Marina's outfall has a number one priority because the more staff let it go, the more it will cost. She added the Port just spent \$350,000 fixing the other stormwater outfall that was sinking.

Miranda reported the South Beach buildings (former fruit processing plant) have been neglected, and the buildings need a lot of work. She explained there are new tenants for two of the buildings, but the third building needs to be removed. She stated it's a liability, but, unfortunately, that building contains all the electrical for the other buildings, so the Port will need to build a shed for that. She indicated the Port needs to address the buildings' overall condition, if it expects to keep tenants. She added the lease revenues will help pay some of those costs.

Retherford asked if there is a plan in place for rebuilding any of the buildings. Miranda replied she had some discussion with South Beach maintenance whose shop is quite small for what they need. She explained it's much easier to get a loan to build a building for a tenant rather than the Port. She stated later on, the Port could add a new building for a tenant and have the current building shared between the NOAA Facilities Manager and South Beach maintenance. She added in the next couple fiscal years, staff will look into that.

Miranda reported the Commercial Marina needs new forklift and office space. She noted with the new administration office, they can share the breakroom. She explained in the short-term, they will try to add an office there. She indicated the hoist dock and Swede's dock need to be addressed. She added, hopefully, when the Commercial Marina gets new access, the Port will address dredging at the same time.

Chuck asked what needs to be done at the RORO dock at NIT. Bretz replied it's been 10 years since it has been inspected. He explained the corrosion team checks the condition of the pilings. He noted those pilings were not replaced when pier was rebuilt. He stated there are 55 pilings, and the Port needs to stay on top of them. He added from that inspection, staff will develop a repair plan.

Chuck asked if the forklift will be purchased or leased. Brown replied staff would like to buy it outright and avoid the lease interest rate. Chuck stated staff need to make sure the rates reflect the replacement value. He recommended starting to set up a separate account to put money away for replacement, so equipment pays for itself. Miranda stated, especially, for new assets staff try to set money aside for maintenance and replacement. Retherford noted a forklift is needed for commercial and South Beach. She asked if the Port can get a discount. Brown replied staff often buy off the state, which has a significant discount. Miranda noted the one in South Beach will not be replaced immediately, because staff try to stagger equipment purchases.

Miranda reported the hoist dock fenders can wait. She explained there is some concern that all of Port Dock 3's power and water is hooked up on a neighboring property. She stated the Port needs to eventually find a way to move that onto its own property. She noted the South Beach HVAC system needs to be changed in the next few years. She indicated she would like to include the end-ties at South Beach on this fiscal year. She added more pilings at Swede's Dock are planned in further fiscal years.

Miranda reported, eventually, the Port needs to extend the hoist dock and move the shop. She stated staff are hoping of combining Port Dock 7 with the hoist dock since it is needed for Port Dock 7 to function. She noted South Beach asphalt overlay would be for the following fiscal year. She added the Port would try to charge for parking in South Beach to have funds to help cover that cost.

Bretz reported for the hoist dock project, there is a section of the hoist dock that is old wooden dock and needs to be replaced. He noted that alone is not a good scale for a project, so staff are looking at reconfiguring the dock. Lackey noted the hoist dock item is repeated in the list. He suggested looking at north commercial wholistically. Miranda replied she will remove the duplicate item. She added staff are trying to look at project scales Port-wide, but there is no doubt the commercial marina needs a lot of work. Lackey added the moral of the story is there is no shortage of stuff that needs to be fixed. Miranda replied that's why it is so important as soon as the Port gets a new asset, to set money aside for maintenance.

Miranda added if any Commissioner would like to give a different priority to any of these items, to let staff know. The Commission thanked staff for their efforts. Miranda reported on her

recent Port presentations in the community. She reminded the Commissioners of the upcoming SDAO Conference.

ADJOURNMENT

Having no further business, the meeting adjourned at 1:23 P.M.

James Burke, President

Walter Chuck, Treasurer/Secretary

Port of Newport - General Operating Fund

Balance Sheet

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,630,326	3,757,354	(127,028)	(3)%
Total Checking/Savings	3,630,326	3,757,354	(127,028)	(3)%
Accounts Receivable				
11200 · Accounts Receivable	414,557	514,950	(100,393)	(20)%
11225 · Grants Receivable	2,776	9,920	(7,143)	(72)%
Total Accounts Receivable	417,333	524,870	(107,537)	(21)%
Other Current Assets				
11250 · Property Tax Receivable	6,640	12,866	(6,226)	(48)%
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	3,360	4,117	(758)	(18)%
11300 · Prepaid Expenses	102,045	139,208	(37,163)	(27)%
11400 · Due from Other Funds	80,406	7,971	72,435	909%
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	27,249	2,126	25,123	1,182%
Total Other Current Assets	(264,961)	(318,372)	53,411	17%
Total Current Assets	3,782,698	3,963,852	(181,154)	(5)%
Fixed Assets				
11500 · Capital Assets	48,844,064	46,780,851	2,063,213	4%
Total Fixed Assets	48,844,064	46,780,851	2,063,213	4%
TOTAL ASSETS	52,626,762	50,744,702	1,882,060	4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	82,918	161,715	(78,797)	(49)%
Total Accounts Payable	82,918	161,715	(78,797)	(49)%
Credit Cards				
12004 · Dir Finance Credit Card	(693)	0	(693)	(100)%
12010 · Admin Asst Credit Card	(364)	0	(364)	(100)%
Total Credit Cards	(1,057)	0	(1,057)	(100)%
Other Current Liabilities				
12016 · Retainage Payable	114,509	0	114,509	100%
12018 · Unclaimed Property Payable	4,719	3,564	1,155	32%
12020 · Lodging/Room Tax Payable	1,984	16,581	(14,597)	(88)%
12100 · Payroll Liabilities	143,810	167,091	(23,281)	(14)%
12200 · Due to other Funds	700,145	0	700,145	100%
12250 · Deferred Revenue	312,795	255,040	57,755	23%
12300 · Accrued Interest Payable	14,011	15,147	(1,136)	(8)%
12320 · Current Portion-Long Term Debt	550,980	535,814	15,166	3%
Total Other Current Liabilities	1,842,954	993,237	849,717	86%
Total Current Liabilities	1,924,815	1,154,952	769,863	67%

Port of Newport - General Operating Fund

Balance Sheet

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
Long Term Liabilities				
12350 · Long Term Debt	5,162,107	5,740,905	(578,798)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%
12900 · PERS - Deferred IF	246,841	246,841	0	0%
Total Long Term Liabilities	5,509,569	6,088,367	(578,798)	(10)%
Total Liabilities	7,434,383	7,243,319	191,064	3%
Equity				
13003 · Committed Grant Match Funds	667,000	0	667,000	100%
13010 · GOF - Unassigned FB	36,677,896	36,402,710	275,186	1%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
Net Income	716,695	(32,115)	748,809	2,332%
Total Equity	45,192,379	43,501,383	1,690,995	4%
TOTAL LIABILITIES & EQUITY	52,626,762	50,744,702	1,882,060	4%

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

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	415,013	396,580	18,433	105%
14100 · Moorage	992,648	852,068	140,580	116%
14200 · Hoist Dock & Services	488,877	396,558	92,320	123%
14300 · Shipping Terminal Revenues	2,169	14,406	(12,237)	15%
14400 · RV Parks	786,329	722,873	63,456	109%
14500 · Launch Ramp & Trailer Storage	55,885	49,627	6,258	113%
14600 · Miscellaneous Revenue	77,549	5,750	71,799	1,349%
14700 · Permit Revenues	123	1,000	(877)	12%
Total Income	<u>2,818,593</u>	<u>2,438,861</u>	<u>379,732</u>	<u>116%</u>
Gross Profit	2,818,593	2,438,861	379,732	116%
Expense				
15000 · Personnel Services	1,011,561	1,171,072	(159,511)	86%
16000 · Materials & Services	1,092,963	2,292,510	(1,199,547)	48%
16990 · Depreciation Expense	844,098	844,098	0	100%
17000 · Debt Service	393,342	788,526	(395,184)	50%
Total Expense	<u>3,341,964</u>	<u>5,096,205</u>	<u>(1,754,241)</u>	<u>66%</u>
Net Ordinary Income	(523,371)	(2,657,345)	2,133,974	20%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,756	47,088	68,668	246%
18200 · Interest Income	4,014	750	3,264	535%
18300 · Grants	114,148	0	114,148	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	21,750	(21,750)	0%
18800 · Miscellaneous - Non-operating	126	0	126	100%
18900 · Transfers In from Other Funds	667,000	667,000	0	100%
Total Other Income	<u>899,524</u>	<u>736,588</u>	<u>162,936</u>	<u>122%</u>
Other Expense				
19000 · Capital Outlay	207,662	525,000	(317,338)	40%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(1,875)	(1,875)	0	100%
Total Other Expense	<u>205,788</u>	<u>623,125</u>	<u>(417,337)</u>	<u>33%</u>
Net Other Income	<u>693,736</u>	<u>113,463</u>	<u>580,274</u>	<u>611%</u>
Net Income	<u><u>170,366</u></u>	<u><u>(2,543,882)</u></u>	<u><u>2,714,247</u></u>	<u><u>(7)%</u></u>

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	7,742	1,000	6,742	774%
14700 · Permit Revenues	123	1,000	(877)	12%
Total Income	7,865	2,000	5,865	393%
Gross Profit	7,865	2,000	5,865	393%
Expense				
15000 · Personnel Services	386,792	460,099	(73,306)	84%
16000 · Materials & Services	381,885	635,250	(253,365)	60%
16990 · Depreciation Expense	2,532	2,532	0	100%
17000 · Debt Service	0	540,217	(540,217)	0%
Total Expense	771,209	1,638,097	(866,888)	47%
Net Ordinary Income	(763,344)	(1,636,097)	872,753	47%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,756	47,088	68,668	246%
18200 · Interest Income	4,014	750	3,264	535%
18300 · Grants	10,000	0	10,000	100%
18900 · Transfers In from Other Funds	667,000	667,000	0	100%
Total Other Income	796,770	714,838	81,932	111%
Other Expense				
19000 · Capital Outlay	25,473	175,000	(149,527)	15%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(628,934)	(628,934)	(0)	100%
Total Other Expense	(603,462)	(353,934)	(249,528)	171%
Net Other Income	1,400,232	1,068,772	331,460	131%
Net Income	636,887	(567,325)	1,204,213	(112)%

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

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	78,002	86,720	(8,718)	90%
14100 · Moorage	109,817	84,563	25,255	130%
14200 · Hoist Dock & Services	245,739	211,160	34,579	116%
14300 · Shipping Terminal Revenues	2,175	14,406	(12,231)	15%
14600 · Miscellaneous Revenue	56	0	56	100%
Total Income	<u>435,789</u>	<u>396,848</u>	<u>38,940</u>	<u>110%</u>
Gross Profit	435,789	396,848	38,940	110%
Expense				
15000 · Personnel Services	101,992	110,336	(8,344)	92%
16000 · Materials & Services	129,979	304,047	(174,069)	43%
16990 · Depreciation Expense	637,770	637,770	0	100%
17000 · Debt Service	188,593	229,376	(40,783)	82%
Total Expense	<u>1,058,334</u>	<u>1,281,530</u>	<u>(223,196)</u>	<u>83%</u>
Net Ordinary Income	(622,545)	(884,681)	262,136	70%
Other Income/Expense				
Other Income				
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	126			
Total Other Income	<u>126</u>	<u>0</u>	<u>126</u>	<u>100%</u>
Other Expense				
19000 · Capital Outlay	1,838	0	1,838	100%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	16,155	16,155	0	100%
Total Other Expense	<u>17,993</u>	<u>16,155</u>	<u>1,838</u>	<u>111%</u>
Net Other Income	(17,867)	(16,155)	(1,712)	111%
Net Income	<u><u>(640,412)</u></u>	<u><u>(900,836)</u></u>	<u><u>260,424</u></u>	<u><u>71%</u></u>

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

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	98,238	82,360	15,878	119%
14100 · Moorage	361,859	317,986	43,874	114%
14200 · Hoist Dock & Services	229,662	181,093	48,569	127%
14600 · Miscellaneous Revenue	16,481	0	16,481	100%
Total Income	<u>706,240</u>	<u>581,438</u>	<u>124,801</u>	<u>121%</u>
Gross Profit	706,240	581,438	124,801	121%
Expense				
15000 · Personnel Services	223,617	252,756	(29,139)	88%
16000 · Materials & Services	168,194	695,593	(527,399)	24%
16990 · Depreciation Expense	25,800	25,800	0	100%
17000 · Debt Service	3,957	3,958	(0)	100%
Total Expense	<u>421,568</u>	<u>978,106</u>	<u>(556,538)</u>	<u>43%</u>
Net Ordinary Income	284,672	(396,668)	681,340	(72)%
Other Income/Expense				
Other Income				
18300 · Grants	63,857	0	63,857	100%
Total Other Income	63,857	0	63,857	100%
Other Expense				
19000 · Capital Outlay	139,327	150,000	(10,673)	93%
19890 · Overhead Allocation	252,364	252,364	0	100%
Total Other Expense	<u>391,691</u>	<u>402,364</u>	<u>(10,673)</u>	<u>97%</u>
Net Other Income	<u>(327,834)</u>	<u>(402,364)</u>	<u>74,530</u>	<u>81%</u>
Net Income	<u>(43,162)</u>	<u>(799,032)</u>	<u>755,870</u>	<u>5%</u>

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

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	238,774	227,500	11,274	105%
14100 · Moorage	519,919	449,520	70,400	116%
14200 · Hoist Dock & Services	13,477	4,305	9,172	313%
14300 · Shipping Terminal Revenues	(6)			
14400 · RV Parks	786,329	722,873	63,456	109%
14500 · Launch Ramp & Trailer Storage	55,885	49,627	6,258	113%
14600 · Miscellaneous Revenue	53,270	4,750	48,520	1,121%
Total Income	<u>1,667,648</u>	<u>1,458,574</u>	<u>209,074</u>	<u>114%</u>
Gross Profit	1,667,648	1,458,574	209,074	114%
Expense				
15000 · Personnel Services	299,159	347,882	(48,722)	86%
16000 · Materials & Services	412,906	657,620	(244,714)	63%
16990 · Depreciation Expense	177,996	177,996	0	100%
17000 · Debt Service	200,792	14,975	185,817	1,341%
Total Expense	<u>1,090,853</u>	<u>1,198,473</u>	<u>(107,619)</u>	<u>91%</u>
Net Ordinary Income	576,795	260,102	316,693	222%
Other Income/Expense				
Other Income				
18300 · Grants	40,291	0	40,291	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	21,750	(21,750)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	<u>38,771</u>	<u>21,750</u>	<u>17,021</u>	<u>178%</u>
Other Expense				
19000 · Capital Outlay	41,026	200,000	(158,974)	21%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	358,540	358,540	(0)	100%
Total Other Expense	<u>399,566</u>	<u>558,540</u>	<u>(158,974)</u>	<u>72%</u>
Net Other Income	<u>(360,795)</u>	<u>(536,790)</u>	<u>175,995</u>	<u>67%</u>
Net Income	<u><u>216,000</u></u>	<u><u>(276,688)</u></u>	<u><u>492,689</u></u>	<u><u>(78)%</u></u>

NOAA Lease Revenue Fund

Balance Sheet

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	945,317	719,331	225,985	31%
11025 · NLRF MM Savings - FIB 9604	133,135	500,031	(366,895)	(73)%
11035 · NLRF - LGIP 6263	1,993,145	2,239,047	(245,902)	(11)%
11092 · Assignment of Deposit - OCB	63,776	63,489	286	1%
Total Checking/Savings	3,135,373	3,521,899	(386,526)	(11)%
Accounts Receivable				
11200 · Accounts Receivable	0	173	(173)	(100)%
Total Accounts Receivable	0	173	(173)	(100)%
Other Current Assets				
11300 · Prepaid Expenses	156,181	14,313	141,867	991%
11400 · Due from Other Funds	145	0	145	100%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	132,396	(9,617)	142,012	1,477%
Total Current Assets	3,267,768	3,512,455	(244,686)	(7)%
Fixed Assets				
11500 · Capital Assets	21,813,217	23,325,922	(1,512,705)	(7)%
Total Fixed Assets	21,813,217	23,325,922	(1,512,705)	(7)%
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%
TOTAL ASSETS	25,770,985	27,528,376	(1,757,391)	(6)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	213,041	267,784	(54,742)	(20)%
Total Accounts Payable	213,041	267,784	(54,742)	(20)%
Other Current Liabilities				
12100 · Payroll Liabilities	10,224	11,643	(1,418)	(12)%
12200 · Due to Other Funds	80,406	8,071	72,335	896%
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	1,600,414	1,511,086	89,328	6%
Total Current Liabilities	1,813,455	1,778,870	34,585	2%
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	15,751,447	17,066,862	(1,315,415)	(8)%

NOAA Lease Revenue Fund

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 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>(3,001,688)</u>	<u>(2,397,158)</u>	<u>(604,530)</u>	<u>(25)%</u>
Total Equity	<u>10,019,538</u>	<u>10,461,514</u>	<u>(441,977)</u>	<u>(4)%</u>
TOTAL LIABILITIES & EQUITY	<u>25,770,985</u>	<u>27,528,376</u>	<u>(1,757,391)</u>	<u>(6)%</u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	1,276,244	1,297,950	(21,706)	98%
14605 · Miscellaneous - Operating	145	0	145	100%
Total Income	1,276,389	1,297,950	(21,561)	98%
Gross Profit	1,276,389	1,297,950	(21,561)	98%
Expense				
15000 · Personnel Services	61,162	105,613	(44,451)	58%
16000 · Materials & Services	117,516	225,986	(108,471)	52%
16990 · Depreciation Expense	786,030	786,030	0	100%
17000 · Debt Service	1,760,919	1,760,950	(31)	100%
Total Expense	2,725,627	2,878,579	(152,952)	95%
Net Ordinary Income	(1,449,238)	(1,580,629)	131,391	92%
Other Income/Expense				
Other Income				
18200 · Interest Income	5,880	1,250	4,630	470%
18300 · Grants	0	0	0	0%
Total Other Income	5,880	1,250	4,630	470%
Other Expense				
19000 · Capital Outlay	0	366,000	(366,000)	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,876,445	3,046,445	(170,000)	94%
19890 · Admin Overhead Allocation	1,885	1,885	(0)	100%
Total Other Expense	2,878,330	3,414,330	(536,000)	84%
Net Other Income	(2,872,450)	(3,413,080)	540,630	84%
Net Income	(4,321,688)	(4,993,709)	672,022	87%

Port of Newport - NOAA Capital Maintenance Fund

01/12/22

Balance Sheet - NCMF

Accrual Basis

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11035 · NOAA - LGIP 6263	1,511,091	2,219,655	(708,564)	(32)%
Total Checking/Savings	1,511,091	2,219,655	(708,564)	(32)%
Other Current Assets				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	700,000	0	700,000	100%
Total 11400 · Due from Other Funds	700,000	0	700,000	100%
Total Other Current Assets	700,000	0	700,000	100%
Total Current Assets	2,211,091	2,219,655	(8,564)	(0)%
TOTAL ASSETS	2,211,091	2,219,655	(8,564)	(0)%
LIABILITIES & EQUITY				
Equity				
Net Income	2,211,091	2,219,655	(8,564)	(0)%
Total Equity	2,211,091	2,219,655	(8,564)	(0)%
TOTAL LIABILITIES & EQUITY	2,211,091	2,219,655	(8,564)	(0)%

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

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	1,646	7,500	(5,854)	22%
18900 · Transfers In from Other Funds	2,209,445	2,353,691	(144,246)	94%
Total Other Income	2,211,091	2,361,191	(150,100)	94%
Other Expense				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	818,132	(818,132)	0%
Total Other Expense	0	818,132	(818,132)	0%
Net Other Income	2,211,091	1,543,059	668,032	143%
Net Income	2,211,091	1,543,059	668,032	143%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	251,748	96,326	155,422
Total Checking/Savings	251,748	96,326	155,422
Other Current Assets			
11250 · Property Tax Receivable	41,328	59,657	(18,329)
Total Other Current Assets	41,328	59,657	(18,329)
Total Current Assets	293,077	155,983	137,093
Other Assets			
11800 · Bond Issue costs, net of amort.	153,930	153,930	0
11825 · Advance Refunding Valuation	661,702	661,702	0
Total Other Assets	815,632	815,632	0
TOTAL ASSETS	<u>1,108,708</u>	<u>971,615</u>	<u>137,093</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	410,000	335,000	75,000
Total Other Current Liabilities	410,000	335,000	75,000
Total Current Liabilities	410,000	335,000	75,000
Long Term Liabilities			
12520 · 2016 Series Bonds	6,183,195	6,478,195	(295,000)
12525 · 2019 Series Bonds	5,045,000	5,160,000	(115,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(410,000)	(335,000)	(75,000)
Total Long Term Liabilities	11,522,793	12,007,793	(485,000)
Total Liabilities	11,932,793	12,342,793	(410,000)
Equity			
13000 · BDF - Restricted FB	(11,528,780)	(11,824,095)	295,315
Net Income	704,695	452,917	251,778
Total Equity	(10,824,085)	(11,371,178)	547,093
TOTAL LIABILITIES & EQUITY	<u>1,108,708</u>	<u>971,615</u>	<u>137,093</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	915,043	743,507	171,536	123%
Total Income	<u>915,043</u>	<u>743,507</u>	<u>171,536</u>	<u>123%</u>
Gross Profit	915,043	743,507	171,536	123%
Expense				
17000 · Debt Service	210,371	505,371	(295,001)	42%
Total Expense	<u>210,371</u>	<u>505,371</u>	<u>(295,001)</u>	<u>42%</u>
Net Ordinary Income	704,673	238,136	466,536	296%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	23	75	(52)	30%
Total Other Income	<u>23</u>	<u>75</u>	<u>(52)</u>	<u>30%</u>
Net Other Income	23	75	(52)	30%
Net Income	<u><u>704,695</u></u>	<u><u>238,211</u></u>	<u><u>466,484</u></u>	<u><u>296%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
300 · Construction Fund	13,072	13,070	1
Total Checking/Savings	<u>13,072</u>	<u>13,070</u>	<u>1</u>
Total Current Assets	<u>13,072</u>	<u>13,070</u>	<u>1</u>
TOTAL ASSETS	<u>13,072</u>	<u>13,070</u>	<u>1</u>
LIABILITIES & EQUITY			
Equity			
13010 · CF - Unassigned FB	13,071	13,070	1
Net Income	1	1	0
Total Equity	<u>13,072</u>	<u>13,070</u>	<u>1</u>
TOTAL LIABILITIES & EQUITY	<u>13,072</u>	<u>13,070</u>	<u>1</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 - Interest Income	<u>1</u>	<u>0</u>	<u>1</u>	<u>100%</u>
Total Other Income	<u>1</u>	<u>0</u>	<u>1</u>	<u>100%</u>
Net Other Income	<u>1</u>	<u>0</u>	<u>1</u>	<u>100%</u>
Net Income	<u><u>1</u></u>	<u><u>0</u></u>	<u><u>1</u></u>	<u><u>100%</u></u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	425,358	372,246	53,111
Total Checking/Savings	425,358	372,246	53,111
Total Current Assets	425,358	372,246	53,111
TOTAL ASSETS	425,358	372,246	53,111
LIABILITIES & EQUITY			
Equity			
13005 · FMRF - Asgned-Future Exp.	186,816	186,816	0
13006 · FMRF - Asgned-CM Elec. Upgrades	138,000	138,000	0
13008 · FMRF - Asgned-PD7 Replacement	51,095	0	51,095
13010 · FMRF - Unassigned FB	(2,796)	(63,182)	60,387
Net Income	52,242	110,613	(58,371)
Total Equity	425,358	372,246	53,111
TOTAL LIABILITIES & EQUITY	425,358	372,246	53,111

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
Total 14600 · Miscellaneous Revenue	<u>51,095</u>			
Total Income	<u>51,095</u>			
Net Ordinary Income	51,095			
Other Income/Expense				
Other Income				
18200 · Interest Income	1,147	0	1,147	100%
Total Other Income	<u>1,147</u>	<u>0</u>	<u>1,147</u>	<u>100%</u>
Other Expense				
19700 · Transfers Out	0	315,334	(315,334)	0%
Total Other Expense	<u>0</u>	<u>315,334</u>	<u>(315,334)</u>	<u>0%</u>
Net Other Income	<u>1,147</u>	<u>(315,334)</u>	<u>316,481</u>	<u>(0)%</u>
Net Income	<u>52,242</u>	<u>(315,334)</u>	<u>367,576</u>	<u>(17)%</u>

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

Date	Num	Name	Memo	Class	Paid Amount
12/01/2021	47085	Dahl & Dahl Inc			
12/01/2021	268178		original receipt 2/17/21	01-General Operating Fund:700-South Beach	-282.88
12/01/2021	268513		Original receipt dated 2/24/21	01-General Operating Fund:300-Commercial Marina	-328.44
12/01/2021	268617		Original receipt dated 2/26/21	01-General Operating Fund:300-Commercial Marina	-285.66
12/01/2021	268627		Original receipt dated 2/26/21	01-General Operating Fund:300-Commercial Marina	-294.63
12/13/2021	285793			01-General Operating Fund:300-Commercial Marina	-246.33
TOTAL					-1,437.94
12/01/2021	47086	Englund Marine Supply Co Inc	PO # 35065		
12/15/2021	989386/6		PO # 35065	01-General Operating Fund:300-Commercial Marina	-247.87
TOTAL					-247.87
12/01/2021	47087	Hippo Facility Management Inc	License Fee 1/1/2022-12/31/2022		
11/01/2021	29385		License Fee 1/1/22-12/31/22	01-General Operating Fund:300-Commercial Marina	-1,049.17
			License Fee 1/1/2022-12/31/2022	01-General Operating Fund:500-International Terminal	-1,049.17
			License Fee 1/1/2022-12/31/2022	01-General Operating Fund:700-South Beach	-1,049.17
TOTAL					-3,147.51
12/01/2021	47088	Kern & Thompson LLC	Client # 16614		
11/30/2021	25608		Progress billing on audit of financial statement - Year ending 6/30/21	01-General Operating Fund:100- Administration	-9,000.00
TOTAL					-9,000.00
12/01/2021	47089	MASA - Medical Air Services Association			
12/01/2021	1134082		November 2021	01-General Operating Fund:100- Administration	-14.00
12/01/2021	1151147		Dec 2021	01-General Operating Fund:100- Administration	-14.00
12/01/2021	1134080		October 2021	01-General Operating Fund:100- Administration	-14.00
TOTAL					-42.00
12/01/2021	47090	Newport Ace Hardware & Outdoor	PO # 35064		
12/13/2021	6514/1		PO # 35064	01-General Operating Fund:300-Commercial Marina	-134.96
TOTAL					-134.96
12/01/2021	47091	Suburban Propane	ACT # 1568-103903		
12/07/2021	1568-127806		ACT # 1568-103903	01-General Operating Fund:300-Commercial Marina	-701.30
TOTAL					-701.30
12/01/2021	47092	Wells Fargo Financial Leasing	603-0208292		
12/04/2021	5017941043		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

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

Date	Num	Name	Memo	Class	Paid Amount
12/02/2021	46987	Advance Backflow Testing LLC			
12/01/2021	7771			01-General Operating Fund:500-International Terminal	-90.00
TOTAL					-90.00
12/02/2021	46988	Amazon Capital Services Inc	Act #- A1FGJV116UT7J7		
11/24/2021	1RQK-CKMN-HGDP		Act #- A1FGJV116UT7J7	01-General Operating Fund:300-Commercial Marina	-25.00
TOTAL					-25.00
12/02/2021	46989	Barrelhead Supply Inc	PO # 710439		
11/30/2021	312567		312567	01-General Operating Fund:700-South Beach	-34.36
TOTAL					-34.36
12/02/2021	46990	bio-Med Testing Services Inc			
12/01/2021	87569			01-General Operating Fund:100- Administration	-29.00
TOTAL					-29.00
12/02/2021	46991	Century Link	541-574-1053 245B		
11/24/2021	Nov 2021		541-574-1053 245B	01-General Operating Fund:100- Administration	-39.90
TOTAL					-39.90
12/02/2021	46992	Coastal Refrigeration Heating & AC, Inc.			
12/01/2021	i2615		PO # 710442	01-General Operating Fund:700-South Beach	-140.00
12/01/2021	i2614		PO # 710442	01-General Operating Fund:700-South Beach	-140.00
12/02/2021	i2561		PO # 710433	01-General Operating Fund:300-Commercial Marina	-405.09
TOTAL					-685.09
12/02/2021	46993	Creditors Collection Service Inc	J Swenson #09-60578 R 11/20/2021		
11/15/2021	0960578 R-JS		J Swenson #09-60578 R 11/20/2021		-302.34
TOTAL					-302.34
12/02/2021	46994	Critical Repairs LLC			
12/01/2021	1118		PO # 50205	01-General Operating Fund:500-International Terminal	-1,875.50
TOTAL					-1,875.50
12/02/2021	46995	Englund Marine Supply Co Inc	PO # 710443		
11/30/2021	988223/6		PO # 710443	01-General Operating Fund:700-South Beach	-358.02
TOTAL					-358.02

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PON - General Operatind Fund
Accounts Paid Report
December 2021

Date	Num	Name	Memo	Class	Paid Amount
12/02/2021	46996	First Interstate Bank MC			
11/10/2021	1343 AB 2021-11				-1,291.33
11/10/2021	8643 GT 2021-11				-294.84
12/01/2021	1350 MB 2021-11				-1,862.74
11/30/2021	1335 PM 2012-11				-4,824.52
TOTAL					-8,273.43
12/02/2021	46997	G & K Floors			
11/18/2021	120121			01-General Operating Fund:100- Administration 01-General Operating Fund:700-South Beach	-200.00 -2,580.00
TOTAL					-2,780.00
12/02/2021	46998	Hyak			
12/02/2021	29236			01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-2,509.00 -2,307.00
TOTAL					-4,816.00
12/02/2021	46999	IconiPro Security Alarms Inc			
12/02/2021	38044			01-General Operating Fund:700-South Beach	-130.14
TOTAL					-130.14
12/02/2021	47000	Industrial Welding Supply Inc	PO # 710441		
11/30/2021	00218422		PO # 710441	01-General Operating Fund:700-South Beach	-447.89
TOTAL					-447.89
12/02/2021	47001	Integrity Data			
12/02/2021	CB02885			01-General Operating Fund:100- Administration	-200.00
TOTAL					-200.00
12/02/2021	47002	KOPIS			
12/01/2021	PCINV04736			01-General Operating Fund:100- Administration	-500.00
TOTAL					-500.00
12/02/2021	47003	Mobile Modular			
12/01/2021	2217386			01-General Operating Fund:300-Commercial Marina	-217.00
TOTAL					-217.00
12/02/2021	47004	Newport Gutter Cleaning	PO # 710438		
11/30/2021	1747		PO # 710438	01-General Operating Fund:700-South Beach	-1,033.00
TOTAL					-1,033.00

PON - General Operatind Fund
Accounts Paid Report
December 2021

Date	Num	Name	Memo	Class	Paid Amount
12/02/2021	47005	PacificSource Administrators Inc			
12/03/2021	46999			01-General Operating Fund:100- Administration	-81.75
				01-General Operating Fund:300-Commercial Marina	-13.00
				01-General Operating Fund:500-International Terminal	-50.00
				01-General Operating Fund:700-South Beach	-50.00
12/20/2021	47000			01-General Operating Fund:100- Administration	-81.75
				01-General Operating Fund:300-Commercial Marina	-13.00
				01-General Operating Fund:500-International Terminal	-50.00
				01-General Operating Fund:700-South Beach	-50.00
12/31/2021	19157			01-General Operating Fund:100- Administration	-85.00
TOTAL					-474.50
12/02/2021	47006	Pioneer Connect			
12/01/2021	113823 2021-12			01-General Operating Fund:700-South Beach	-225.13
TOTAL					-225.13
12/02/2021	47007	RentPrep Enterprise			
12/02/2021	7281			01-General Operating Fund:700-South Beach	-44.85
TOTAL					-44.85
12/02/2021	47008	Sequoia Consulting			
11/23/2021	6			01-General Operating Fund:100- Administration	-656.25
TOTAL					-656.25
12/02/2021	47009	Streamline			
12/02/2021	AC7C0FE6-0013			01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00
12/02/2021	47010	T & L Chemical Toilet Service			
12/01/2021	155250			01-General Operating Fund:300-Commercial Marina	-300.00
12/01/2021	155251			01-General Operating Fund:300-Commercial Marina	-240.00
12/01/2021	155252			01-General Operating Fund:700-South Beach	-80.00
12/01/2021	155253			01-General Operating Fund:700-South Beach	-80.00
12/01/2021	155254			01-General Operating Fund:700-South Beach	-80.00
12/01/2021	155255			01-General Operating Fund:500-International Terminal	-80.00
12/01/2021	155256			01-General Operating Fund:700-South Beach	-80.00
TOTAL					-940.00
12/02/2021	47011	TCB Security Services Inc.			
12/02/2021	232643			01-General Operating Fund:300-Commercial Marina	-2,116.95
				01-General Operating Fund:700-South Beach	-2,116.95
				01-General Operating Fund:700-South Beach	-2,116.95
				01-General Operating Fund:500-International Terminal	-1,121.15
TOTAL					-7,472.00

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

Date	Num	Name	Memo	Class	Paid Amount
12/02/2021	47012	Toyota Lift NW			
11/24/2021	14524578		514022559	01-General Operating Fund:300-Commercial Marina	-6,588.47
12/01/2021	14149077		PO # 710429	01-General Operating Fund:700-South Beach	-433.92
TOTAL					-7,022.39
12/02/2021	47013	Troyer's Marine Supply			
12/01/2021	255208		PO # 710399	01-General Operating Fund:700-South Beach	-283.29
TOTAL					-283.29
12/02/2021	47014	US Foods - Chef'Store	PO # 50207		
11/30/2021	9302		PO # 50207	01-General Operating Fund:500-International Terminal	-148.82
TOTAL					-148.82
12/02/2021	47015	Verizon Wireless	270503146-00001		
11/24/2021	9892688634		270503146-00001	01-General Operating Fund:100- Administration	-192.78
			270503146-00001	01-General Operating Fund:300-Commercial Marina	-33.58
			270503146-00001	01-General Operating Fund:500-International Terminal	-53.75
			270503146-00001	01-General Operating Fund:700-South Beach	-87.13
TOTAL					-367.24
12/08/2021	47038	AlSCO Inc			
10/21/2021	LPOR2731993			01-General Operating Fund:500-International Terminal	-32.95
11/04/2021	LPOR2738052			01-General Operating Fund:500-International Terminal	-41.13
11/18/2021	LPOR2744190			01-General Operating Fund:500-International Terminal	-32.95
12/02/2021	LPOR2750247			01-General Operating Fund:500-International Terminal	-32.95
TOTAL					-139.98
12/08/2021	47039	Amazon Capital Services Inc			
11/22/2021	1W9V-THK6-T7MP	Amazon Capital Services Inc			0.00
12/01/2021	1FD7-N7VG-J1WP		PO # 10186	01-General Operating Fund:100- Administration	-101.12
TOTAL					-101.12
12/08/2021	47040	Barrelhead Supply Inc	PO # 710447		
12/01/2021	312947		PO # 710447	01-General Operating Fund:700-South Beach	-54.96
TOTAL					-54.96
12/08/2021	47041	CoastCom By Wave			
11/30/2021	121313501-0009187			01-General Operating Fund:700-South Beach	-1,016.08
				01-General Operating Fund:100- Administration	-500.00
TOTAL					-1,516.08

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

Date	Num	Name	Memo	Class	Paid Amount
12/08/2021	47042	Countryside Electric, Inc.			
12/07/2021	5377		PO # 710434	01-General Operating Fund:700-South Beach	-534.99
TOTAL					-534.99
12/08/2021	47043	Creditors Collection Service Inc	J Swenson #09-60578 R 12/03/2021		
11/30/2021	0960578 R-JS		J Swenson #09-60578 R 12/03/2021		-261.74
TOTAL					-261.74
12/08/2021	47044	Englund Marine Supply Co Inc			
11/24/2021	9882966			01-General Operating Fund:700-South Beach	-40.68
				01-General Operating Fund:700-South Beach	-18.22
TOTAL					-58.90
12/08/2021	47045	HDR Engineering Inc			
11/30/2021	1200392683		Dock 7 Evaluation - Professional Services	01-General Operating Fund:300-Commercial Marina	-5,080.55
12/06/2021	1200394380		PD5 Pier Replacement #3400-20-03 EDA project number 07-01-07523	01-General Operating Fund:300-Commercial Marina	-933.30
TOTAL					-6,013.85
12/08/2021	47046	KOPIS			
12/01/2021	PCINV04744		Tangicloud Fundamentals Annual Subscription 12/1/21-11/30/22	01-General Operating Fund:100- Administration	-8,880.00
12/09/2021	PCINV04780		Project # 21-10-100-02	01-General Operating Fund:100- Administration	-14,250.67
TOTAL					-23,130.67
12/08/2021	47047	Lincoln County Public Works			
12/01/2021	6257			01-General Operating Fund:300-Commercial Marina	-84.63
				01-General Operating Fund:700-South Beach	-116.23
TOTAL					-200.86
12/08/2021	47048	MacPherson Gintner & Diaz			
10/31/2021	82120			01-General Operating Fund:100- Administration	-5,220.00
10/31/2021	82119			01-General Operating Fund:100- Administration	-525.00
11/30/2021	82160			01-General Operating Fund:100- Administration	-1,814.50
11/30/2021	82161			01-General Operating Fund:100- Administration	-2,512.50
TOTAL					-10,072.00
12/08/2021	47049	Oregon Government Ethics Commission			
12/01/2021	AIE15353		Gov Ethics Assessment FY22	01-General Operating Fund:100- Administration	-658.59
TOTAL					-658.59

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

Date	Num	Name	Memo	Class	Paid Amount
12/08/2021	47050	Orkin			
12/01/2021	22142457			01-General Operating Fund:100- Administration	-45.00
TOTAL					-45.00
12/08/2021	47051	Overton Safety Training Inc			
11/01/2021	21-1147		Original Invoice was for 8/19/21 Crane operator training	01-General Operating Fund:500-International Terminal	-6,765.00
TOTAL					-6,765.00
12/08/2021	47052	Pacific Coast Congress HMPM			
12/01/2021	2013067			01-General Operating Fund:100- Administration	-265.00
TOTAL					-265.00
12/08/2021	47053	Pacific Coast Lock & Safe LLC	PO # 710401		
11/30/2021	11000		PO # 710401	01-General Operating Fund:700-South Beach	-205.00
TOTAL					-205.00
12/08/2021	47054	Miranda, Paula J	VOID:		
TOTAL					0.00
12/08/2021	47055	Port of Toledo Boat Yard			
11/24/2021	22452		Ntl Fisherman ExpoNew split 50/50	01-General Operating Fund:100- Administration	-750.00
TOTAL					-750.00
12/08/2021	47056	Quadient Finance USA Inc			
11/26/2021	7900 0440 6036 8887		PO # 10185	01-General Operating Fund:100- Administration	-400.00
TOTAL					-400.00
12/08/2021	47058	Staples			
10/30/2021	2956090351		Inv # 2958862431 Inv # 2956090351	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-62.24 -102.45
TOTAL					-164.69
12/08/2021	47059	Thompson's Sanitary Service Inc			
11/30/2021	12058 2021-11		Trash disposal - Int'l Terminal	01-General Operating Fund:500-International Terminal	-1,865.57
11/30/2021	13499 2021-11		Trash Compactor - CM Trash disposal	01-General Operating Fund:300-Commercial Marina	-2,069.62
11/30/2021	12514 2021-11		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-2,714.22
TOTAL					-6,649.41

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Date	Num	Name	Memo	Class	Paid Amount
12/08/2021	47060	Coastal Paper & Supply Inc			
11/30/2021	599712		PO # 710440	01-General Operating Fund:700-South Beach	-247.96
11/30/2021	599889		PO # 710440	01-General Operating Fund:700-South Beach	-95.70
TOTAL					-343.66
12/09/2021	47057	Special Districts Insurance Services	Cust # 03-0016278		
12/01/2021	Jan Health-Dental-Lf		Cust # 03-0016278	01-General Operating Fund:100- Administration	-4,451.02
			Cust # 03-0016278	01-General Operating Fund:300-Commercial Marina	-1,792.24
			Cust # 03-0016278	01-General Operating Fund:500-International Terminal	-1,792.24
			Cust # 03-0016278	01-General Operating Fund:700-South Beach	-2,660.76
TOTAL					-10,696.26
12/15/2021	47061	Amazon Capital Services Inc			
11/23/2021	1C3L-1PG3-6RC7		PO # 720032	01-General Operating Fund:700-South Beach	-37.29
12/12/2021	1KJ1-Q976-XR7K			01-General Operating Fund:100- Administration	-87.71
TOTAL					-125.00
12/15/2021	47062	Barrelhead Supply Inc			
12/06/2021	313150		PO # 710449	01-General Operating Fund:700-South Beach	-109.96
12/08/2021	313252		PO # 710451	01-General Operating Fund:700-South Beach	-95.04
TOTAL					-205.00
12/15/2021	47063	Business Oregon - IFA			
12/09/2021	65541 2021-12		bal 350,000.08	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
12/15/2021	47066	Central Lincoln PUD	SBM temp dock		
11/29/2021	302612071-11-21		SBM temp dock	01-General Operating Fund:500-International Terminal	-53.67
TOTAL					-53.67
12/15/2021	47067	City of Newport Room Tax	Transient room tax - November 2021		
12/10/2021	CON Rm Tax 2021-11		Transient room tax - November 2021	01-General Operating Fund:700-South Beach	-3,922.49
TOTAL					-3,922.49
12/15/2021	47068	Coastal Paper & Supply Inc	Order # 422321/PO # 710453		
12/08/2021	600484		Order # 422321/PO # 710453	01-General Operating Fund:700-South Beach	-927.38
TOTAL					-927.38

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Date	Num	Name	Memo	Class	Paid Amount
12/15/2021	47069	Creditors Collection Service Inc	J Swenson #09-60578 R 11/05/2021		
10/31/2021	0960578 R-JS		J Swenson #09-60578 R 11/05/2021		-276.72
TOTAL					-276.72
12/15/2021	47070	Dahl & Dahl Inc			
11/01/2021	35033		Orig Invoice date 9/14/21	01-General Operating Fund:300-Commercial Marina	-213.90
11/01/2021	280955		Orig Invoice Date 9/13/21	01-General Operating Fund:300-Commercial Marina	-141.45
11/01/2021	282676		PO # 35042	01-General Operating Fund:300-Commercial Marina	-191.13
11/01/2021	282699		Orig invoice date 10/12/2021	01-General Operating Fund:300-Commercial Marina	-176.64
11/10/2021	284156		PO # 35050	01-General Operating Fund:300-Commercial Marina	-258.75
12/01/2021	285197		PO # 35059	01-General Operating Fund:300-Commercial Marina	-200.79
12/01/2021	285220		PO # 35059	01-General Operating Fund:300-Commercial Marina	-231.15
12/01/2021	285204		PO # 35059	01-General Operating Fund:300-Commercial Marina	-209.07
12/10/2021	Late Fees		Late Fees 4/30-8/31/21	01-General Operating Fund:100- Administration	-48.16
TOTAL					-1,671.04
12/15/2021	47072	Englund Marine Supply Co Inc			
12/08/2021	K26794/6		PO # 35057	01-General Operating Fund:300-Commercial Marina	-69.98
12/08/2021	226794/6		PO # 35057	01-General Operating Fund:300-Commercial Marina	-139.96
12/08/2021	989084/6		PO # 35061	01-General Operating Fund:300-Commercial Marina	-85.65
12/09/2021	232066/6		PO # 35062	01-General Operating Fund:300-Commercial Marina	-241.26
12/09/2021	989110/6		PO # 50213	01-General Operating Fund:500-International Terminal	-85.46
TOTAL					-622.31
12/15/2021	47073	Garage Door Sales			
12/06/2021	31006		PO # 50211	01-General Operating Fund:500-International Terminal	-70.00
TOTAL					-70.00
12/15/2021	47074	Industrial Welding Supply Inc	01006005-00		
11/23/2021	01006005-00		01006005-00	01-General Operating Fund:700-South Beach	-11.00
TOTAL					-11.00
12/15/2021	47075	Papé Material Handling Exchange Inc	PO # 50210		
12/08/2021	8682771		PO # 50210	01-General Operating Fund:500-International Terminal	-378.09
TOTAL					-378.09
12/15/2021	47076	Petty Cash	Petty Cash CM		
12/14/2021	Petty Cash CM		Admin - Candy for office	01-General Operating Fund:100- Administration	-17.60
			NIT - Drill bits	01-General Operating Fund:500-International Terminal	-28.28
			NIT - Office Supplies	01-General Operating Fund:500-International Terminal	-13.23
			Admin - Postage	01-General Operating Fund:100- Administration	-5.77
TOTAL					-64.88

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Date	Num	Name	Memo	Class	Paid Amount
12/15/2021	47077	Road & Driveway Co Inc			
12/06/2021	0028664-IN			01-General Operating Fund:700-South Beach	-1,940.86
TOTAL					-1,940.86
12/15/2021	47078	Rondys Inc dba Yaquina Industrial Park	Gear storage lease		
12/01/2021	Lease 2021-12		Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
12/15/2021	47080	Sequoia Consulting			
12/09/2021	12			01-General Operating Fund:100- Administration	-62.50
TOTAL					-62.50
12/15/2021	47081	Sierra Springs			
12/11/2021	21798087 121121			01-General Operating Fund:300-Commercial Marina	-34.70
TOTAL					-34.70
12/15/2021	47082	Toyota Industries Commercial Finance Inc	Debt service - 2017 CM Forklift		
12/03/2021	403351076		2017 CM Forklift - Principal	01-General Operating Fund:300-Commercial Marina	-636.51
			2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial Marina	-23.04
TOTAL					-659.55
12/15/2021	47083	TWGW Inc NAPA Auto Parts			
12/09/2021	924804			01-General Operating Fund:700-South Beach	-82.14
TOTAL					-82.14
12/15/2021	47084	Voya (State of Oregon Plan)	Monthly Employee Contributions		
11/30/2021	2021-11		Durkee, James (8024)	01-General Operating Fund:100- Administration	-50.00
TOTAL					-50.00
12/16/2021	47079	Wessco			
11/01/2021	0066118-IN		Orig invoice date 9/30/2021	01-General Operating Fund:700-South Beach	-3,825.00
11/01/2021	0063423-IN		Original invoice 8/20/2020	01-General Operating Fund:700-South Beach	-1,500.00
TOTAL					-5,325.00
12/16/2021	47093	KOPIS			
12/01/2021	PCINV04637		Project # 21-10-100-02	01-General Operating Fund:100- Administration	-6,093.75
TOTAL					-6,093.75

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Date	Num	Name	Memo	Class	Paid Amount
12/22/2021	47094	Bretz, Aaron	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-1,000.00
TOTAL					-1,000.00
12/22/2021	47095	Brockway, Cameron	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-250.00
TOTAL					-250.00
12/22/2021	47096	Bromley, Al	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00
12/22/2021	47097	Brown, Erica	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-500.00
TOTAL					-500.00
12/22/2021	47098	Brown, Mark	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-1,000.00
TOTAL					-1,000.00
12/22/2021	47099	Burke, Aja	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-500.00
TOTAL					-500.00
12/22/2021	47100	Cronin, Shannon	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:500-International Terminal	-250.00
TOTAL					-250.00
12/22/2021	47101	Davis, Deanna K	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-250.00
TOTAL					-250.00
12/22/2021	47102	Durkee, Jim	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus		-500.00
TOTAL					-500.00

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Date	Num	Name	Memo	Class	Paid Amount
12/22/2021	47103	Erickson, Danny	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-250.00
TOTAL					-250.00
12/22/2021	47104	Harris, Mark	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-500.00
TOTAL					-500.00
12/22/2021	47105	Little, Steven David	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-250.00
TOTAL					-250.00
12/22/2021	47106	Mayes, Hannah	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00
12/22/2021	47107	Meats, Andrew	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00
12/22/2021	47108	Miranda, Paula J	VOID: Year-end Bonus		
TOTAL					0.00
12/22/2021	47109	Moon, Donald	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:500-International Terminal	-500.00
TOTAL					-500.00
12/22/2021	47110	Ripka, Robin	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:500-International Terminal	-250.00
TOTAL					-250.00
12/22/2021	47111	Robinson, Kody	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00
12/22/2021	47112	Scarborough, Wyman	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00

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Date	Num	Name	Memo	Class	Paid Amount
12/22/2021	47113	Swenson, Jennifer	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-250.00
TOTAL					-250.00
12/22/2021	47114	Taylor, Susan	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-250.00
TOTAL					-250.00
12/22/2021	47115	Tucker, Gloria	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:100- Administration	-250.00
TOTAL					-250.00
12/22/2021	47116	Urbach, Chris	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:700-South Beach	-500.00
TOTAL					-500.00
12/22/2021	47117	Washington, Mark	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-250.00
TOTAL					-250.00
12/22/2021	47118	Wilson, Joel	Year-end Bonus		
12/21/2021	Bonus		Year-end Bonus	01-General Operating Fund:300-Commercial Marina	-250.00
TOTAL					-250.00
12/22/2021	47119	Bromley, Al	Reimbursement for work boots		
12/15/2021	102621		Reimbursement for work boots	01-General Operating Fund:500-International Terminal	-154.99
TOTAL					-154.99
12/22/2021	47120	Business Oregon - OBDD	Loan # 655-36-02 Q1001		
12/22/2021	655-36-02 2022-01		Loan # 655-36-02 Q1001 Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal 01-General Operating Fund:500-International Terminal	-5,655.42 -2,144.58
TOTAL					-7,800.00
12/22/2021	47121	CenturyLink - Lumen			
11/20/2021	251087917		Act # 82197054	01-General Operating Fund:100- Administration	-0.25
12/01/2021	254364839		Act # 8200860	01-General Operating Fund:700-South Beach	-67.02
TOTAL					-67.27

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Date	Num	Name	Memo	Class	Paid Amount
12/22/2021	47122	Creditors Collection Service Inc	Jennifer Swenson #09-60578 R 12/17/2021		
12/15/2021	0960578 R-JS		Jennifer Swenson #09-60578 R 12/17/2021		-265.00
TOTAL					-265.00
12/22/2021	47123	Dahl & Dahl Inc			
12/15/2021	285929		PO # 35066	01-General Operating Fund:300-Commercial Marina	-186.99
12/20/2021	286141		PO # 35067	01-General Operating Fund:300-Commercial Marina	-198.72
TOTAL					-385.71
12/22/2021	47124	Doug's Electric Inc	PO # 710427		
12/17/2021	C36252F		PO # 71427	01-General Operating Fund:700-South Beach	-2,865.00
TOTAL					-2,865.00
12/22/2021	47125	Ecolube Recovery LLC	PO # 710454		
12/08/2021	986512821		PO # 710454	01-General Operating Fund:700-South Beach	-132.40
TOTAL					-132.40
12/22/2021	47126	Englund Marine Supply Co Inc	PO # 710458		
12/15/2021	989402/6		PO # 710458	01-General Operating Fund:700-South Beach	-321.71
TOTAL					-321.71
12/22/2021	47127	G & K Floors	Dec 2021		
12/20/2021	010122		12/1-12/31/21	01-General Operating Fund:700-South Beach	-2,580.00
			12/1-12/31/21	01-General Operating Fund:100- Administration	-200.00
TOTAL					-2,780.00
12/22/2021	47128	Hyak			
12/18/2021	29434			01-General Operating Fund:100- Administration	-159.00
TOTAL					-159.00
12/22/2021	47129	Industrial Welding Supply Inc	PO # 710460		
12/16/2021	00223237		PO # 710460	01-General Operating Fund:700-South Beach	-51.00
TOTAL					-51.00
12/22/2021	47130	Mobile Modular	Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20223 12/15-1/13/22		
12/15/2021	222454		Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20223 8/17-9/15/21	01-General Operating Fund:100- Administration	-877.00
TOTAL					-877.00

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Date	Num	Name	Memo	Class	Paid Amount
12/22/2021	47131	Newport Ace Hardware & Outdoor	PO # 710459		
12/15/2021	6538/1		PO # 710459	01-General Operating Fund:700-South Beach	-25.97
TOTAL					-25.97
12/22/2021	47132	Oregon Department of State Lands			
12/01/2021	APP011870			01-General Operating Fund:300-Commercial Marina	-457.51
TOTAL					-457.51
12/22/2021	47133	PBS Engineering and Environmental Inc.	Project # 21-09-500-0		
12/15/2021	0074074.000-2		Project # 21-09-500-0	01-General Operating Fund:500-International Terminal	-2,799.92
TOTAL					-2,799.92
12/22/2021	47134	Platt Electric Supply Inc	PO # 35058		
11/17/2021	2G27260		PO # 35058	01-General Operating Fund:300-Commercial Marina	-10.10
TOTAL					-10.10
12/22/2021	47135	Suburban Propane			
11/09/2021	127627		Act # 1568-103888	01-General Operating Fund:700-South Beach	-272.33
11/16/2021	127669		Act # 1568-103888	01-General Operating Fund:700-South Beach	-168.67
TOTAL					-441.00
12/22/2021	47136	Urbach, Chris	Reimbursement - Work Boots		
12/16/2021	12/16/21 Claim		Work Boots	01-General Operating Fund:700-South Beach	-124.99
TOTAL					-124.99
12/30/2021	47137	Advanced American Construction Inc	Contract 1121-815 PON -PD 5 Pier Replacement/Proj # 3200-16-01		
12/17/2021	8642		1121-815 Port of Newport - PD 5 Pier Replacement	01-General Operating Fund:300-Commercial Marina	-105,694.15
TOTAL					-105,694.15
12/30/2021	47138	Amazon Capital Services Inc			
12/17/2021	A1FGJV116UT7J7		PO # 10194	01-General Operating Fund:100- Administration	-329.00
12/23/2021	19FMJM6P-JTP3		Act # A1FGJV116UT7J7/ PO # 10198	01-General Operating Fund:100- Administration	-59.96
TOTAL					-388.96
12/30/2021	47139	Barrelhead Supply Inc	PO # 710467		
12/28/2021	313853		PO # 710467	01-General Operating Fund:700-South Beach	-96.89
TOTAL					-96.89

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Date	Num	Name	Memo	Class	Paid Amount
12/30/2021	47140	Century Link			
12/05/2021	541-265-4265 840B 12			01-General Operating Fund:100- Administration	-39.90
12/13/2021	541-574-1053-245B 12		Dec 2021	01-General Operating Fund:100- Administration	-39.90
TOTAL					-79.80
12/30/2021	47141	Copeland Lumber Yards Inc	PO # 35071		
12/23/2021	2112-207185		PO # 35071	01-General Operating Fund:300-Commercial Marina	-12.33
TOTAL					-12.33
12/30/2021	47142	Greater Newport Chamber of Commerce	2022 Membership Renewal and Kiosk Brochure Advertising		
12/25/2021	101258		2020 Membership Renewal	01-General Operating Fund:100- Administration	-394.00
			Kiosk Brochure Advertising	01-General Operating Fund:100- Administration	-150.00
TOTAL					-544.00
12/30/2021	47143	Harvey's Lock & Key			
12/07/2021	23429		PO # 35060	01-General Operating Fund:300-Commercial Marina	-75.00
12/28/2021	23474		PO # 35068	01-General Operating Fund:300-Commercial Marina	-398.75
TOTAL					-473.75
12/30/2021	47144	Lincoln Plumbing Inc	PO # 710456		
12/20/2021	23409		PO # 710456	01-General Operating Fund:700-South Beach	-280.00
TOTAL					-280.00
12/30/2021	47145	McMaster-Carr	PO # 35047		
12/01/2021	67727903		PO # 35047	01-General Operating Fund:300-Commercial Marina	-23.66
			PO # 35047	01-General Operating Fund:300-Commercial Marina	-9.29
TOTAL					-32.95
12/30/2021	47146	Mobile Modular	Act # R1028034		
12/25/2021	2227845		Act # R1028034	01-General Operating Fund:300-Commercial Marina	-217.00
TOTAL					-217.00
12/30/2021	47147	NW Natural			
12/16/2021	1584561-3 12/2021			01-General Operating Fund:700-South Beach	-193.87
12/16/2021	1584562-1 12/2021			01-General Operating Fund:700-South Beach	-342.22
TOTAL					-536.09

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Date	Num	Name	Memo	Class	Paid Amount
12/30/2021	47148	PacificSource Administrators Inc			
01/05/2022	49172			01-General Operating Fund:100- Administration	-81.75
				01-General Operating Fund:300-Commercial Marina	-13.00
				01-General Operating Fund:500-International Terminal	-50.00
01/20/2022	49173			01-General Operating Fund:700-South Beach	-50.00
				01-General Operating Fund:100- Administration	-81.75
				01-General Operating Fund:300-Commercial Marina	-13.00
				01-General Operating Fund:500-International Terminal	-50.00
01/31/2022	20189			01-General Operating Fund:700-South Beach	-50.00
				01-General Operating Fund:100- Administration	-85.00
TOTAL					-474.50
12/30/2021	47149	Pioneer Printing Inc	PO # 10188		
12/22/2021	76816		PO # 10188	01-General Operating Fund:300-Commercial Marina	-301.60
TOTAL					-301.60
12/30/2021	47150	Platt Electric Supply Inc	PO # 71457		
12/14/2021	2127209		PO # 71457	01-General Operating Fund:700-South Beach	-69.37
TOTAL					-69.37
12/30/2021	47151	Rondys Inc dba Yaquina Industrial Park	Gear storage lease		
12/29/2021	Lease 2022-01		Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
12/30/2021	47152	Rydin	PO # 720035		
12/14/2021	387742		2022 Launch Pass and Parking Permit	01-General Operating Fund:700-South Beach	-733.78
TOTAL					-733.78
12/30/2021	47153	Scarborough, Wyman	Reimbursement Boots		
12/21/2021	Reimbursement/12 202		Reimbursement Boots	01-General Operating Fund:500-International Terminal	-129.99
TOTAL					-129.99
12/30/2021	47154	Suburban Propane			
12/01/2021	1568-105380		Original Invoice 9/14/21	01-General Operating Fund:700-South Beach	-122.38
12/14/2021	269288		PON Marine & RV Bulk Tank Rent	01-General Operating Fund:700-South Beach	-80.00
12/14/2021	269289		PON Marine & RV Bulk Tank Rent	01-General Operating Fund:700-South Beach	-1.00
TOTAL					-203.38

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

Date	Num	Name	Memo	Class	Paid Amount
12/30/2021	47155	T & L Chemical Toilet Service			
11/26/2021	155626		Chemical Toilet Rental:Newport-Bay Front: 11/26/21 to 12/25/21	01-General Operating Fund:300-Commercial Marina	-300.00
11/26/2021	155627		Special Service Toilets, 12/1, 12/8, 12/15, 12/22/21	01-General Operating Fund:300-Commercial Marina	-240.00
11/26/2021	155628		Chemical Toilet Rental : Marina Store: 11/26 to 12/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
11/26/2021	155629		Chemical Toilet Rental: South Beach South Restroom 11/26-12/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
11/26/2021	155630		Chemical Toilet Rental Marina & RV Park 11/26to 12/25/21	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
11/26/2021	155631		Chemical Toilet Rental: NIT 11/26-12/25/21	01-General Operating Fund:500-International Terminal	-80.00
11/26/2021	155632		Chemical Toilet Rental SB Marina-Dry Camp/Boat Launch	01-General Operating Fund:700-South Beach	-80.00
TOTAL					-940.00
12/30/2021	47156	US Foods - Chef'Store	PO # 710448		
12/02/2021	10802		PO # 710448	01-General Operating Fund:700-South Beach	-234.84
TOTAL					-234.84
12/30/2021	47157	Verizon Wireless			
12/12/2021	9894918875			01-General Operating Fund:100- Administration	-215.48
				01-General Operating Fund:300-Commercial Marina	-33.58
				01-General Operating Fund:500-International Terminal	-53.75
				01-General Operating Fund:700-South Beach	-67.13
TOTAL					-369.94

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
12/28/2021	EFT	Central Lincoln PUD	302612069	
12/08/2021	302612069 21-12		302612069-07-21 - Electric-Lease Property (Formerly Yaquina Bay Fruit...	-603.57
TOTAL				-603.57
12/02/2021	15239	Fastenal Company		
12/02/2021	ORNEW146413			-362.96
TOTAL				-362.96
12/02/2021	15240	IconiPro Security & Alarms Inc		
12/02/2021	38044			-85.17
TOTAL				-85.17
12/02/2021	15241	Pioneer Connect	bus-159375	
12/01/2021	159375 2021-12			-179.93
TOTAL				-179.93
12/02/2021	15242	Spiro Landscapes Inc		
12/01/2021	00026699			-455.00
TOTAL				-455.00
12/02/2021	15243	Verizon Wireless	270503146-00001	
11/29/2021	9892688634		270503146-00001	-29.68
TOTAL				-29.68
12/01/2021	15244	Special Districts Insurance Services	Cust # 03-0016278	
12/01/2021	Jan Health-Dental-LF		Cust # 03-0016278	-896.12
TOTAL				-896.12

NOAA Lease Revenue Fund
Check Detail
December 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
12/01/2021	15245	Thompsons Sanitary Service		
11/30/2021	22644 2021-11			-424.80
TOTAL				-424.80
12/15/2021	15246	Copeland Lumber Yards		
12/14/2021	2112-202935			-81.80
TOTAL				-81.80
12/15/2021	15247	Petty Cash	Petty Cash	
12/15/2021	Petty Cash		Fastenal - Stainless Steel Bolts	-9.91
TOTAL				-9.91
12/16/2021	15248	Amazon Capital Services Inc	A1FGJV116UT7J7	
12/11/2021	1T6K-RRTG-QFXK		PO # 60080	-23.87
TOTAL				-23.87
12/16/2021	15249	Hippo Facility Management Techol...		
11/01/2021	29385			-1,049.17
TOTAL				-1,049.17
12/22/2021	15250	Amazon Capital Services Inc	A1FGJV116UT7J7	
12/14/2021	1VDQ-MCD6-XWLV		PO # 60082	-329.99
TOTAL				-329.99
12/22/2021	15251	ASCO Power Services Inc	253447	
12/10/2021	1607287		PO # 60081	-1,428.80
TOTAL				-1,428.80

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

Date	Num	Name	Memo	Paid Amount
12/22/2021	15252	Copeland Lumber Yards	PO # 60084	
12/15/2021	2112-203334		PO # 60084	-15.36
TOTAL				-15.36
12/22/2021	15253	WHA Insurance Agency Inc	23087	
12/14/2021	832494		Policy # LHQ427929 01/06/2022-01/06/2023	-140,672.50
TOTAL				-140,672.50
12/30/2021	15254	Bill's Pest Control LLC	2-0111	
12/15/2021	20294			-135.00
TOTAL				-135.00
12/30/2021	15255	Moody's Investors Service, Inc.	Cust # 9000006240	
12/29/2021	P0360071		Cust # 9000006240	-500.00
TOTAL				-500.00
12/30/2021	15256	Spiro Landscapes Inc		
12/26/2021	00026770			-455.00
TOTAL				-455.00
12/30/2021	15257	Verizon Wireless	Act # 270503146	
12/12/2021	9894918875		Act # 270503146	-26.98
TOTAL				-26.98



OLD BUSINESS STAFF REPORT

DATE: 01/25/22
RE: Capital Improvement Plan
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

INTRODUCTION

On January 13th, 2022, the Board of Commissioners met to discuss Goals and Objectives from the coming year. Part of the discussion involved the Capital Improvement Plan, included in the Port Strategic Business Plan.

As discussed, there are many projects that were not originally included in the Port Strategic Business Plan.

The attached Capital Improvement Plan includes the original items as listed on the Strategic Business Plan and additional items Port Staff foresee having to address in the coming years.

Typically, when grants and loans are requested from the State and Federal government, they want to make sure the project funded is currently part of our Strategic Business Plan.

RECOMMENDATION

I recommend a "A MOTION AUTHORIZING THE CAPITAL IMPROVEMENT PLAN, AS AMENDED, TO BE ADOPTED AND REPLACE THE CAPITAL IMPROVEMENT PLAN LISTED UNDER THE CURRENT PORT OF NEWPORT STRATEGIC BUSINESS PLAN."

Criteria Used to evaluate and group Projects:							
	0. Project Underway, continuation or completed						
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district						
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district						
	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs						
	4. No impact to operations, does not generate revenue						
CAPITAL IMPROVEMENT PLAN							
	<u>Capital Improvements</u>	<u>Cost Estimate</u>	<u>Original Timeline</u>	<u>Budget Year</u>	<u>Criteria</u>	<u>Rationale for group</u>	<u>Funding Source (Grant, Loan, OP Funds)</u>
NIT	Planning project to identify a mix of uses/opportunities that will maximize use of the terminal and adjacent vacant port-owned properties, and increase net revenues to the Port. Project completion primarily by Port staff	Original: \$15,000 Current: \$30,000	2,019	2021-22	1	This may or may not help improve the marketability of the site.	OP FUNDS, Potential Grant
Mitigation Plan	Planning project to address mitigation needs of future capital projects and potential inventory of mitigation sites. Anticipated to be completed by Port staff in partnership with the Port of Toledo, Yaquina Bay users, NOAA, ODFW, and the USACE. Project completion primarily by Port staff	\$25,000	2019-2021	As needed	0	We are unable to bank for mitigations on a federal level. Therefore, mitigation plans should be done on a needed basis based on projects, but the Port should budget some amounts to cover for consultants.	OP FUNDS, Potential Grant
RV Park Annex Plan	Planning and conceptual design project to redesign and reconfigure the RV Park	\$120,000	2019-21	2022-23	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	Potential Grant Funds

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	4. No impact to operations, does not generate revenue						
Port Dock 5 Interim Improvements	Interim improvements to replace pier and improve dock. Approach pier replacement; replace 6 pilings; replace rods, whalers, rub boards, bumpers and triangles (PD 5C); replace rods, bumpers, rub boards and 6 whalers (PD 5B); replace rods and rub boards (PD 5x); new power pedestals	\$3,500,000	2019-22	2021-24	1	There are still some projects left to complete, and they are crucial to the Port operations and should be finished as soon as practical.	OP FUNDS
Port dock 7 Interim Improvements	Interim improvements prior to reconfiguration /replacement: Miscellaneous float and pile improvements	\$348,000	2019-22	2022-23	1	Some of the repairs are crucial to keep PD7 in operations until replacement.	OP FUNDS
Reconfiguration and Reconstruction of Marina	Complete reconstruction and reconfiguration of commercial marina, including Port Docks 3 and 7, Upland Improvements, Swede's Dock and Commercial Marina channel	Original Budget: \$14,75,000 New budget: \$20,000,000 Plus Channel \$5,000,000	2019-24	2024-2025	1	PD7 is at end of life, high wage earners will move elsewhere, major economic impact to Port and community	Grant (s)/Op Fund

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	0. Project Underway, continuation or completed						
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district						
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Fishing Pier Improvement	Identify replacement strategy and design new fishing pier	\$2,900,000	2,022	2024-2027	4	Although we recognize the fishing pier has great value for the community, it does not improve the overall operations or revenues of the Port, it does not create jobs or impact the overall economy of the community. This project will provide greater value by combining it with the replacement of PD7 where it will support mitigation opportunity and possible use of grants.	Grants
Rogue Seawall Repair	Repair Rogue seawall based on Engineers Report	\$1,360,000	2019-21	2022-24	1	Major economic loss, Rogue brewery could move, causing large loss to community and revenue to the Port. Many come to community to visit Rogue.	Grant Potential

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Electric Work, Fuel Tanks and Security Cameras Replacements and Upgrades (Safety and Security)	South Beach Marina electric load centers; South Beach fuel tank replacement; relocate/replace hoist dock electrical lines; consolidate and upgrade total security camera network port-wide.	\$2,560,000	2019-2024	2021-24	3	These projects mostly affect the operations of the Port and the functionality of its assets. Because of that it is hard to obtain grants other than security cameras and lighting.	OP-Funds/Some grants
NIT Improvements	Grading of Port's 9-acre lot (does not include wetland mitigation); asphalt lot west of shop, behind shop, and near the east entrance; asphalt nw corner of laydown area; installation of waste oil collection tank; mutually beneficial project, as required by development agreement with McLean Point developer	Grading: \$153,000; Asphalt: \$234,000; Tank; \$45,000, Other: \$50,000. Total NIT \$482,000 Plus removal of dredge Material \$200,000	2019-2023	2021-2022	0	We are currently finishing the grading work and have not much choice on completing some projects that have been agreed under the agreement with Rondy.	OP Funds
RV Annex	Final plans, new RV Annex; New RV Annex construction	\$2,620,000	2019-2022	2023-25	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	OP Funds/Grants

Criteria Used to evaluate and group Projects:						
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	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district					
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district					
	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs					
	4. No impact to operations, does not generate revenue					

NEW PROJECTS SINCE STRATEGIC BUSINESS PLAN

Port Admin Building	Build a new building for administrative staff and commission meetings	\$2,400,000	N/A	2021-23	0	Although this was not originally included on the Strategic Business Plan, the project has been discussed and even planned in a couple occasions, because the need to replace a temporary building that is now almost 10 years old.	Loan/Op Funds
343 SW Bay Blvd Removal	Emergency Building and Dock Removal	\$200,000	N/A	2021-23	0	The building was removed due to safety issues. We are hoping to remove the dock as a mitigation project.	Op Funds
North Commercial Oil Tank Removal	Emergency Commercial Oil Tank Removal and Upgrade	Tank: \$200000 Building \$86,000	N/A	2021-23	0	Old Tank was removed due to leaking issue. We are researching on a replacement	Op Funds
CM Forklift Replacement	1 Forklift has passed it's replacement cycle based on hours used.	\$46,000	N/A	2022-23	1	We deferred purchase of a new lift for 2 years; our forklifts in the Marina are heavily used and they must be reliable to keep the hoist dock working. We are well over the 6,000 limit for replacement on two forklifts	Op Funds

Criteria Used to evaluate and group Projects:								
	0. Project Underway, continuation or completed							
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district							
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district							
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	4. No impact to operations, does not generate revenue							
CM Shop Expansion	Expand shop at Commercial Office	\$30,000	N/A	2022-23	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	Op Funds	
Dredge Swedes Dock	Dredge Swedes Dock	\$150,000	N/A	2023-25	3	It hasn't been dredged in over 33 years and it is starting to show.	Op Funds	
CM HOIST Dock Fenders	Replace Hoist Dock Fenders	\$35,000	N/A	2023-24	3		Op Funds	
CM PD 3 Access Power and Water	Remove PD 3 Power and Water Access from Neighboring Property	\$250,000	N/A	2025-27	3	Current Power and Water is attached to the neighboring building. We don't know the condition of the pilings.	Op Funds	
CM Swedes Ddock 12-14 Pilings	Replace pilings at Swedes Dock	\$215,000	N/A	2024-24	1	The Dock is at the end of its service life and in need of replacement	Op Funds	
CM Hoist Reconfiguration	Reconfigure Hoist Dock and Move CM Building with Loading Dock plus small mobile crane	\$4,000,000	N/A	2024-27	1	A reconfiguration of the hoist dock would eventually make more sense for overall operations	Op Funds/Grants	
North Commercial Cranes Replacement		\$160,000	N/A	2024-26	3	We need to consider replacing North Commercial cranes within the next 2-3 years	Op Funds	
South Beach Marina Storm Water	Emergency Storm Water Work	\$345,000	N/A	2020-2021	0	This was an emergency project that was completely unexpected.	Op Funds	

Criteria Used to evaluate and group Projects:							
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	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district						
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	4. No impact to operations, does not generate revenue						
South Beach Marina Improvements	Repair to South Beach Marina Buildings		N/A	2021-22	0	These major maintenance items were never added to Strategic Business Plan	Op Funds
South Beach Marina GFI Breaker Installation	The GFI Breakers have all been purchased, moving towards installation	\$115,000	N/A	2021-22	0	The supply chain has caused some issues, but project is currently underway.	OP Funds
South Beach Marina Outfall Sleaving	Repair/Maintenance of Outfall at South Beach Marina	\$230,000	N/A	2022-23	3	The outfall at the marina needs to be addressed to avoid future issues (sinking).	Op Funds
South Beach Buildings (previous fruit processing facility)	Demolishing, rebuilding, new roofs, new siding	\$360,000	N/A	2022-23	2	South Beach buildings are in pretty bad shape. We are in the process of leasing two of the buildings, but they need new roof and sidings. We also should demolish the unhabitable building and instead build a smaller building to house all the power to the property.	Op Funds
SB End ties A-E docks	Replace Rods and Whalers at end ties A-E in SB Docks	\$100,000	N/A	2022-24	3	The end ties are the largest single berths in South Beach. They "re used for the bigger vessels that use the marina, and are in need of rods and whalers to stay in operation	Op Funds

Criteria Used to evaluate and group Projects:							
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Rogue Gutter Replacement	Replace Gutters at Rogue Building	\$100,000	N/A	2022-24	1	There are currently holes in the eves on the building. These need to be repaired to prevent impacts to the walls.	Op Funds
South Beach Marina Service Dock near the Rogue Seawall needs repairs	The current dock is not useable	\$180,000	N/A	2022-23	1	The South Beach Marina service dock needs some major repairs. We spoke to the Oregon State Marine Board, but they are unlikely to fund this project, unless the majority of the dock is to service transient boats, which it is not the case here. We are hoping to complete this work in parallel with the Rogue Seawall Repairs.	Op Funds
Fillet Tables		\$130,000	N/A	2022-23	3	Tables are over crowded and we need to add capacity	Op Funds/Grants
SB Expo Center		\$30,000	N/A	2022-23	2	Facility to enhance the recreational theme of South Beach and add attractions for tourists. Would bolster hotel business and tourism in the region.	Op Fund/Grants
South Beach Marina Dredging	Dredge South Beach Marina	\$200,000	N/A	2022-24	1	South Beach Marina will need to be dredged within the next 1-2 years. Coordinated efforts will be made to dredge the marina at the same time as we dredge NOAA if we are able to obtain permits in time.	Op Funds/OSMB

Criteria Used to evaluate and group Projects:							
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	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs						
	4. No impact to operations, does not generate revenue						
SB Forklift replacement	Purchase New Forklift for SB	\$40,000	N/A	2022-24	3	Current forklift is reaching the top end of operating hours	
SB Asphalt Overlay	Asphalt Overlay at SB	\$100,000	N/A	2023-24	3	The asphalt in the area where Seafood & Wine is held along with other festivals has been patched again and again due to the impact of tent stakes and concrete curbing. It needs to be repaved.	Op Funds
South Beach Operations	Expand shop at SB	\$30,000	N/A	2023-24	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	OP Funds
SB HVAC system	Replace HVAC System at SB Shop	\$15,000	N/A	2024-25	3	HVAC systems are old and soon in need of repair	Op Funds

2022 ANNUAL REPORT TO THE

PORT OF NEWPORT BOARD OF COMMISSIONERS

This Annual Report is filed with the Port of Newport Board of Commissioners by the President, Vice-President, and Secretary/Treasurer

Action	Date	Type	Vote Y/N
Approved Invoices for the International Terminal DSL Waterway Lease (\$25,480.16 and \$20,715.66).....	1/26/2021	Lease	5 - 0
Accept the Audit Report for Fiscal Year ended June 30, 2020.....	1/26/2021	Finance	5 - 0
Adopted Resolution 2021-01 Authorizing the Port of Newport to Enter Into a Lease Agreement with the Secretary of the Army for the South Beach Day Use Area	1/26/2021	Lease	5 - 0
Authorized an amendment with G & K Floors for additional cleaning services.....	1/26/2021	Contract	5 - 0
Authorized a contract with Advanced American Constructions NTE \$21,650 to remove old piling and replace with a new one for the boat basin warning marker	1/26/2021	Contract	5 - 0
Approved additional services from CRUX Diving NTE \$11,000 for installation of new conduit on the NOAA Pier	2/23/2021	Contract	5 - 0
Approved payment to ServPro for repairs at NIT due to water damage (\$17,309.19).....	2/23/2021	Contract	5 - 0
Approved purchase of electrical supplies from Platt Electric for SB Load Centers project NTE \$27,000.....	2/23/2021	Contract	5 - 0
Adopted Resolution 2021-02 Setting Rates, Fees & Charges.....	2/23/2021	Finance	5 - 0
Adopted a discount for Seniors & Veterans for Recreational Moorage.....	2/23/2021	Finance	5 - 0
Authorized the General Manager to negotiate and enter into a Federal Cost Share Agreement with the Army Corps of Engineers for a Feasibility Study for Commercial Marina navigational improvements NTE \$475K for the Port's share ..	2/23/2021	Contract	5 - 0
Authorized the General Manager to pay \$19,216.82 to Central Lincoln PUD to retain two transformers for the Port Dock 5 Electrical Upgrade and Marine Power Pedestal project	2/23/2021	Contract	5 - 0
Authorized the General Manager to contract with PBS Engineering for Rogue Seawall Phase II Assessment NTE an additional \$58,500	2/23/2021	Contract	5 - 0
Adopted Resolution 2021-03 Authorizing the Port of Newport to apply for a Business Oregon Grant for the Rogue Seawall Phase II Assessment	2/23/2021	Finance	5 - 0
Commissioners Burke and Lackey appointed to meet with staff regarding outcome of property at 343 SW Bay Blvd.....	3/23/2021	Other	
Commissioners Chuck and Sylvia appointed to meet with the South Beach Users Group.....	3/23/2021	Other	
Authorized the General Manager to add to the South Beach Load Centers contract an amount of \$108,344 plus a \$10,000 contingency for the purpose of supplying temporary power to the docks while replacing the load centers in South Beach	3/23/2021	Contract	5 - 0
Authorized the General Manager to negotiate a contract with Road & Driveway to demolish the building at 343 SW Bay Blvd for a cost NTE \$23,160.12 plus a \$2,300 contingency.....	3/23/2021	Contract	5 - 0
Authorized the GM to contract with Road and Driveway for 19,000 square feet of asphalt northwest of the terminal shop in an amount NTE \$95,109.62 plus \$9,500 in contingency.	4/27/2021	Contract	5 - 0

Action	Date	Type	Vote Y/N
Authorized GM to contract with Fitzpatrick Painting and Construction to paint the south restrooms, marina store, and maintenance shop in south beach in an amount NTE \$17,440 plus \$1,800 in contingency. In the event that Fitzpatrick is unavailable to complete the work prior to 01 July 2021, the GM is authorized to contract with VMW Construction for \$17,900 plus \$1,800 in contingency.	4/27/2021	Contract	5 - 0
Approved contract with Road and Driveway for 19,000 square feet of asphalt northwest of the terminal shop in an amount NTE \$95,109.62 plus \$9,500 in contingency.	4/27/2021	Contract	5 - 0
Approved reimbursement to SDIS for up to 3-years of non-disabling Workers Compensation claims for a total Not-To-Exceed of 11,970.	4/27/2021	Contract	5 - 0
Authorized the GM to contract for the Rogue Seawall Grant from Business Oregon once received and properly reviewed by the Port attorney	4/27/2021	Contract	5 - 0
Authorized payment to Port of Toledo invoices #2303 in the amount of \$9,560.95 and invoice #7139 in the amount of \$14,580.18	4/27/2021	Contract	4 - 1
Approved moving forward with Capri Architecture & DH Goebel Architect for the remaining architectural work, including the additional \$9,000 for specifications and Request for Proposal once the work is completed.	4/27/2021	Contract	5 - 0
Authorize Advanced American Construction to proceed with installation of conduit on the pier and docks that will benefit the replacement of marine power pedestals and upgrade to 50 amp electrical service on Port Dock 5, not to exceed \$71,078 with an additional \$7,000 contingency.	4/27/2021	Contract	5 - 0
Approved an Intergovernmental Agreement with the Newport Police Department regarding access to the Port's security camera footage	4/27/2021	Contract	5 - 0
Approved City of Newport Street Vacation for a property located at SW 2nd and Pacific Coast Hwy.....	4/27/2021	Other	5 - 0
Approved contract renewal with IconiPro for RV Park Office alarm system.....	4/27/2021	Contract	5 - 0
Adopted Resolution 2021-04 Adopting the 2021-2022 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax	5/25/2021	Finance	5 - 0
Approved the General Manager to Contract with Central Coast Excavating for the Repair of a Catch Basin in South Beach in an amount not to exceed \$13,828.00 plus \$1,400 in contingency.....	5/25/2021	Contract	5 - 0
Approved the General Manager to extend the Contract with HDR Engineering from May 15, 2021 until August 31, 2021. There is no change to the cost of the Contract	5/25/2021	Contract	5 - 0
Approved the General Manager to Authorize West States to perform work additional to the original scope of the South Beach Load Center Replacement project as stated in the report (on page 77)	5/25/2021	Contract	5 - 0
..... increase)	5/25/2021	Personnel	4 - 1
Approved contract extension for Alliance Engineers -- PD 5 and 3 Electrical.....	6/28/2021	Contract	5-0
Authorized a contract with Summit Public Relations Strategies, LLC, not to exceed \$23,800.....	6/28/2021	Contract	5-0
Adopted Resolution No. 2021-05, a Resolution Authorizing Application for Renewal of an Enterprize Zone.....	6/28/2021	Policy	5-0
Authorized a lease amendment and extension with Foulweather Trawl, LLC.....	7/30/2021	Lease	4-0

Action	Date	Type	Vote Y/N
Authorized a Memorandum of Agreement with Hans and Jannell Goplen.....	7/30/2021	Contract	4-0
Authorized a contract with Eaton to purchase 58 power pedestals not to exceed \$114,630.40.....	7/30/2021	Contract	4-0
Approved an intergovernmental agreement with Oregon State Marine Board for derelict vessel removal.....	7/30/2021	Contract	4-0
Approved an intergovernmental agreement with the Port of Toledo	7/30/2021	Contract	4-0
Authorized the General Manager to sign the Supplemental Lease Agreement - SLA No. 27 for NOAA Power Pedestals.....	8/24/2021	Contract	5-0
Approved an OSU sublease to Ultralife Café.....	8/24/2021	Letter	5-0
Authorized a contract with KOPIS to implement a new financial system.....	8/24/2021	Contract	5-0
Authorized payment to the City of Newport in the amount of \$23,121.81 for Permit Fees	9/16/2021	Fees	5-0
Adopted Resolution No. 2021-06 Authorizing Transfers.....	9/28/2021	Finance	5-0
Authorized payment of \$12,304.20 to Lincoln County for property taxes on 343 SW Bay Blvd.....	9/28/2021	Fees	5-0
Authorized the General Manager to enter into a contract with HDR Engineering for Port Dock 7 Assessment.....	9/28/2021	Contract	5-0
Authorized the General Manager to enter into a contract with PBS Engineering to prepare a grading plan for the Port's 9-acre lot.....	9/28/2021	Contract	5-0
Authorized a \$700 monthly increase in cleaning payment for G and K Flooring.....	10/27/2021	Contract	4-0
Adopted Resolution 2021-07 Delegated Signature Authority...	10/27/2021	Finance	4-0
Authorized the General Manager to enter a contract with First Cascade Corporation for up to \$275,000 for NOAA Lease.....	10/27/2021	Contract	4-0
Adopted Resolution No. 2021-08 Transfer from NOAA Contingency to NOAA Capital Outlay.....	10/27/2021	Contract	4-0
Authorized General Manager to enter into a contract with Baldwin General Contracting, Inc. in an amount not to exceed \$2,031,000 plus a 10% contingency for the Administration Building Project.....	11/16/2021	Contract	4-0
Approved additional expenditure in the amount of \$120,000 for additional costs related to the Administration Building.....	11/16/2021	Contract	4-0
Adopted Resolution No. 2021-09 Liveaboard Policy	11/16/2021	Admin	4-0
Declared 14 dryers in South Beach as surplus property.....	12/21/2021	Admin	3-0
Executed a lease agreement with Ultrex for a new multiuse copier/printer.....	12/21/2021	Contract	3-0
Approved HDR Contract Extension to close out PD5 Pier Project.....	12/21/2021	Contract	3-0
Approved the FY 2020-2021 Audit Report.....	12/21/2021	Finance	3-0
Authorized the General Manager to execute the assignment and amendment of the lease with Craven Enterprises, LLC, dba Newport Marina Store.....	12/21/2021	Contract	4-0
Adopted Resolution No. 2021-10, adopting the Affirmative Action Plan	12/21/2021	Admin	4-0
Adopted Resolution No. 2021-11, Updating Pay Practices in the Employee Handbook.....	12/21/2021	Admin	4-0
Authorized the General Manager to submit all applications and execute all contracts related to Port Dock 7 Reconstruction Plan grants.....	12/21/2021	Admin	4-0
Authorized the General Manager to apply for a grant with the EDA for the Rogue Seawall Reconstruction.....	12/21/2021	Admin	4-0

Action	Date	Type	Vote Y/N
Authorized the General Manager to apply to all feasible grants for any item currently budgeted in the 2021-22 Fiscal Year	12/21/2021	Admin	4-0
Contracted with Bergerson Construction to drive four pilings for emergency storm repair at Swede's Dock in an amount not to exceed \$50,000	12/21/2021	Contract	4-0
Authorized the General Manager to execute two Business Oregon loan contracts under the terms specified in the Award Letter	12/21/2021	Admin	4-0
Authorized the General Manager to negotiate a contract with Bay Area Enterprises, to provide cleaning services for one year in an amount not to exceed \$141,000 with consumables billed separately	12/21/2021	Contract	4-0
Executed a lease with Matheson Marine Services	12/21/2021	Contract	4-0

2021 was another challenging year, as the COVID-19 pandemic continued to affect the region's residents and businesses both personally and economically. Fortunately, the Port was able to work through the challenges, and we are proud of the work accomplished by our Commission and staff in supporting the essential industries served by the Port and continuing to move forward with needed projects. We look forward to a successful 2022. This Annual Report is submitted to the Port of Newport by:

James Burke, President

Walter Chuck, Secretary/Treasurer

at their January 25, 2022 Regular Board Meeting.



S T A F F R E P O R T

DATE: 25 Jan 2022
RE: 2022-2023 Rates and Fees
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

Each budget year the Port Commission is required to approve rates and fees, prior to the budget presentation.

DETAIL

Included in your commission packet are the proposed rates for the fiscal year 2022-2023.

To determine an appropriate increase, I reviewed the Consumer Price Index for the period of January 2021 to December 2021. I found that in each month, the inflation rate increased over the previous month. In December 2021, the inflation rate reached 7% as compared to December 2020.

Next, I reviewed the expected inflation rate for the upcoming year. The Fed projects inflation for calendar year 2022 to be the highest since 2007. Based on these two factors, I felt that an increase of 7% was appropriate for the following reason.

An increase of 7% keeps the Port from losing purchasing power. This allows the Port to continue to maintain its facilities and grounds, any less than 7% means the Port must scale back on these two activities, and as we all know, maintenance is critical to the continuing operations of the Port.

On page 13 of the rates and fees document, you will find exceptions to the 7% increase and a summary of changes made to the rates and fees.

RECOMMENDATION and MOTION

I recommend a commissioner make **a Motion to adopt resolution 2022-03 setting Rates, Fees, and Charges.**

PORT OF NEWPORT RESOLUTION NO. 2022-03

A RESOLUTION SETTING RATES, FEES AND CHARGES

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

WHEREAS, Port of Newport Facilities Code Sec. 1.2(f) requires the Commission to set moorage and other appropriate rates, fees and charges by the adoption of a "fee schedule" by resolution; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Resolution 2021-02 on February 23, 2021; and

WHEREAS, the Port is a single enterprise similar to a commercial entity; and

WHEREAS, the Port Commission intends that user fees should cover the costs of the Port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Unless otherwise noted, all Rates, Fees & Charges are effective July 1, 2022.

SECTION 1. RATES & FEES.

The attached document "Rates & Fees Fiscal Year 2022" is incorporated herein by reference.

SECTION 2. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND SUNDRIES.

Commission delegates to the General Manager the ability to set prices.

SECTION 3. DELEGATION OF RESPONSIBILITY.

The Commission delegates to the General Manager the ability to adjust these rates to better manage services at the Port.

SECTION 4. ANNUAL REVIEW.

The Commission, through Port staff, shall annually review and adopt a new Rate, Fees and Charges Resolution prior to the budget's adoption.

SECTION 5. REPEALER. On the effective date of "Rates, Fees, & Charges Fiscal Year 2022", all previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners this 25th day of January 2022.

ATTESTED:

James Burke, President

Walter Chuck, Secretary/Treasurer

Section 1
Portwide Rates and Fees
Effective July 1, 2022

FY 2023

A. <u>Hoist Docks.</u>	
Tie up fee, per hour, includes use of hoist	
1. one hour minimum, up to 3hr	\$48.42
2. after 3 hours	\$57.89
B. <u>Hoist Dock Cranes.</u>	
In addition to hoist dock rate.	
1. Large Capacity. Includes equipment and labor. Per Hour	\$118.07
2. Launch Sail Boats. Includes recovery, per launch	\$55.48
C. <u>Water, city rate + % Fee</u>	7.50%
D. <u>Service Fee Reimbursement.</u>	\$119.79
For electric pedestal amperage overloads, and GFCI trips (2 or more in a 60 day period) Emergency call out may also apply	
E. <u>Personnel Lift.</u>	cost + 5% + labor
F. <u>Pump/Line Service. Per hour</u>	\$76.77
Includes one Port employee. Additional staff will be billed at the established hourly labor rate.	
G. <u>Storage.</u>	
1. Outside Lot Storage.	
Any Port of Newport lot except Newport International Terminal, Per Sq Ft Daily Rate	
a. Per square foot, monthly charge.	\$0.32
b. Minimum monthly charge.	\$28.36
c. Boat trailer only, per night.	\$3.16
d. Boat on trailer, per night, 10 days limit.	\$10.06
2. Emergency Storage Fee.	
Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245).	
1st day free. Each additional day.	\$35.42
3. Charge for improper use of parking lot, per day.	\$28.36
H. <u>Work Barge.</u>	
Includes equipment and labor.	
1. Work Barge (w/o labor).	\$31.14
2. Skiff, per hour w/ labor.	\$83.25
I. <u>Clean-up.</u>	
Fees will be charged for each man-hour at the established labor rate. Equipment charges are extra.	
1. Clean-up Fee, per hour plus disposal fee.	\$66.46 + \$.25/lb
2. Spill cleanup, per hour.	\$120.43
Regardless of type, HAZWOPER trained staff.	

<p>Section 1</p> <p>Portwide Rates and Fees</p> <p>Effective July 1, 2022</p>
--

FY 2023

J. Disposal Fees.

- | | |
|--|--------|
| 1. Recycle Fees | \$3.00 |
| <i>Includes bilge water, anti freeze, fuels, and oil</i> | |
| 2. Net Disposal and/or Related Gear, per pound | \$0.27 |
| 3. Garbage, per pound | \$0.21 |

K. Port Labor.

Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.

- | | |
|---|----------|
| 1. Regular Hours | \$66.13 |
| 2. Overtime. | \$99.19 |
| <i>Any services required outside the established working hours, unless otherwise posted.</i> | |
| 3. Emergency Call-out | \$125.14 |
| <i>Any services requiring a port employee not currently on duty to report to duty after hours, travel time to and from Port will be charged</i> | |

L. Pallet Charge, Per pallet.

Any Port owned pallet leaving yard

\$7.70

M. Dredge Spoils.

Includes state fees; (may be waived for public agencies) per Cubic Yard.

\$3.26

N. Truck Toll, per axle

Vehicles with a Commercial Motor Vehicle Classification of Class 6 Or higher (GVWR of 19,501 lbs or above).

\$7.92

O. Vessel Disposal, Cost plus

Vessel owner is responsible for vessel disposal, if Port is required to dispose of a vessel, the vessel owner will be charged.

cost plus 25%

Section 2 Commercial Marina Rates and Fees Effective July 1, 2022
--

	<u>FY 2023</u>
A. <u>Moorage Per Foot</u>	
Transient (Daily)	\$ 0.78
<i>Monthly</i>	\$ 13.99
<i>Semi Annual</i>	\$ 51.27
<i>Annual</i>	\$ 68.36
B. <u>Service Docks.</u>	
1. Swede's Dock. In addition to moorage. Per day, per linear foot	\$ 1.56
C. <u>Parking Permits</u>	\$ 27.81
Commercial Fisherman only, valid April 1 to May 30.	
D. <u>Forklift</u>	
1. Small. Toyotas. (equipment only)	\$ 15.73
1a. Labor for Small Forklift	\$ 67.09
Forklift and Labor have a 1/2 hour minimum, are billed in 1/2 increments the first hour, thereafter are billed in 15 minute increments. For after hours work, travel time and/or overtime charges may apply.	
E. <u>Electricity.</u> Per day charge.	
1. Swede's Dock (regardless of voltage)	\$ 20.65
2. 120v, not on Port Docks	\$ 8.93
3. PD 7 Service Dock	\$ 8.93
4. PD 7 Yard Charge, trucks	\$ 14.98
F. <u>Net & Gear Maintenance.</u>	\$ 25.89
Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate + garbage disposal rate	
G. <u>Keys/Cards.</u>	
1. Bay Front Facilities. Keys.	
a. Original (1st one)	\$ 25.00
b. Replacement/additional	\$ 45.00
H. <u>Storage.</u>	
1. Outside Lot Storage. Any Port of Newport lot except Newport	
a. Per square foot, monthly charge	\$0.32
b. Minimum monthly charge	\$28.36
c. Boat trailer only, per night	\$3.16
d. Boat on trailer, per night, 10 days limit	\$10.06
I. <u>Annual MLA Wait List Fee - Initial</u>	
Renewal of annual wait list fee (charged annually on July 1 of each year)	
J. <u>Wharfage, per pound</u>	
Squid	\$ 0.0428
K. <u>Annual MLA Wait List Fee - Initial</u>	\$25.00
Renewal of annual wait list fee (charged annually on July 1 of each year)	\$10.00

<p>Section 3</p> <p>International Terminal Rates and Fees</p> <p>Effective July 1, 2022</p>
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FY 2023

A. Forklift

- | | |
|--|----------|
| 1. Small. Toyotas. (equipment only) | \$15.73 |
| 1a. Labor for Small Forklift (billed with Forklift) | \$67.09 |
| <i>Forklift and Labor have a 1 hour minimum, thereafter are billed in 30 minute increments. For after hours work, travel time and/or overtime charges may apply.</i> | |
| 2. Large. (per Hour) | \$105.07 |
| <i>Forklift and Labor have a 1 hour minimum, thereafter are billed in 30 minute increments. For after hours work, travel time and/or overtime charges may apply.</i> | |

B. Hydraulic Crane.

- | | |
|--|----------|
| Equipment and labor. 30-ton capacity, per hour, 1 hour minimum | \$241.50 |
|--|----------|

C. Wharfage Fees

- | | |
|--------------------------|---------|
| Live Crab | \$0.040 |
| Crab for Cooked market* | \$0.035 |
| Squid | \$0.045 |
| Other Non-Cargo Products | |

* Dependant on Market Conditions

D. Electricity.

- | | |
|-------------------------------------|---------|
| Per day charge. | |
| 1. NIT Dock (regardless of voltage) | \$20.65 |
| 2. 120v, not on Port Docks | \$8.93 |

E. Storage.

- | | |
|---|---------|
| 1. NIT Lot Storage | |
| a. Per Square foot, monthly Charge | \$0.37 |
| b. Minimum monthly Charges | \$34.88 |
| 2. Emergency Storage Fee. Per day, billed as guest. | \$36.81 |
| <i>1st day free, for vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245).</i> | |
| 3. Charge for improper use of parking lot, per day | \$27.64 |

F. International Terminal Meeting Room.

- | | |
|-------------|---------|
| 1. Half day | \$47.94 |
| 2. Full day | \$95.82 |

Keys must be obtained and returned. Certain waivers by management.

G. Per Gallon Fuel Surcharge. \$0.05

H. Per Day Port Security Fee. (§1.13). \$1,020.89

I. Materials & Supplies. (§1.31) (cost plus) 32%

J. Net & Gear Maintenance. \$28.14

Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate + garbage disposal rate (7-Day Max)

<p>Section 3</p> <p>International Terminal Rates and Fees</p> <p>Effective July 1, 2022</p>
--

FY 2023

K. Dockage Charges. (§III.13). Rate per day, by length.

1. 000.00 – 351.05 ft	\$1,948.65
2. 351.05 – 371.02 ft	\$2,146.25
3. 371.02 – 400.26 ft	\$2,372.60
4. 400.26 – 426.51 ft	\$2,638.50
5. 426.51 – 449.48 ft	\$2,842.05
6. 449.48 – 475.72 f	\$3,118.75
7. 475.72 – 498.69 ft	\$3,545.10
8. 498.69 – 524.93 ft	\$4,224.15
9. 524.93 – 551.18 ft	\$4,358.30
10. 551.18 – 574.15 ft	\$4,577.50
11. 574.15 – 600.39 ft	\$5,237.35
12. 600.39 – 626.64 ft	\$6,098.50
13. 626.64 – 649.99 ft	\$6,930.85
14. Above 650 ft., added on top of above rate, per ft	\$10.70
15 Exceptions for certain vessels. (§II.14), per ft. per day	\$1.60

L. Service and Facility Charges. (§III.2). Per 1000 board feet, unless noted

1. Logs. Scribner scale, ex dock	\$9.31
2. Cants.	\$7.22
3. Lumber. Packaged rough.	\$6.26
4. Lumber. Packaged surfaced	\$5.56
5. Plywood, Veneer, corestock & hardboard, /1000 kilos	\$7.06
6. Pulp, Linerboard, bales or rolls, 2000 kilos	\$4.23
7. Other commodities, per metric ton or 1000 bf	\$8.19
8. Other commodities, per cubic meter	\$6.85

Section 3 International Terminal Rates and Fees Effective July 1, 2022

	<u>FY 2023</u>
M. <u>Wharfage Assessment.</u> (§III.6). Minimum charge for any single bill of lading	\$11.98
N. <u>Wharf Charges.</u> (§III.7). Per 1000 board feet, unless noted. In addition to Service and Facility Charges.	
Logs. Scribner scale, ex dock	\$11.40
Cants	\$7.22
Lumber. Packaged rough	\$5.46
Lumber. Packaged surfaced	\$4.87
Plywood, Veneer, corestock and hardboard, per 1000 kilos	\$4.76
Pulp, Linerboard, bales or rolls	\$3.26
Other commodities, per 1000 kilos	\$6.69
Other commodities, per cubic meter	\$5.51
O. <u>Cargo Staging Area.</u> (§IV.2). Base rent for surge area.	
1. per week, seven days	\$2,395.35
2. per day, less than seven days	\$359.35
p. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract. Rate schedule per day	
1. 2 men	\$656.00 - \$0.00
2. 4 men	\$1,317.00 - \$0.00
3. 6 men	\$1,973.00 - \$0.00
4. 8 men	\$2,631.00 - \$0.00

Section 4 South Beach Recreational Marina Rates and Fees Effective July 1, 2022
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FY 2023

A. Moorage Rates Per linear foot.

Charge based on boat or slip length, whichever is greater. Charge at F-Dock based on boat length, for boats 24' or longer.

Daily	\$0.96
Weekly	\$5.96
Monthly	\$17.79
SemiAnnual	\$55.70
Annual	\$87.38

Cancellation Fee for Semi-Annual or Annual Moorage

30 days or more before check-in date	\$63.21
Less than 30 days before check-in, or early check-out	\$125.19

Live aboard Per Person, requires pre authorization and contract

Monthly Live aboard Electrical surcharge

Moorage Discounts

only one discount per customer

Those over 65, Veterans that are currently active, honorably discharged or retired military in good standing* with the Port (South Beach only)	5.0%
--	------

* Must have a current signed Moorage License agreement, Insurance must be up to date, Vessel Registration must be current, Vessel must navigable, and moorage prepaid with no past due amounts.

B. South Beach Charter Rates.

Annual Moorage, per linear foot (PONFC) \$77.53

Charter License \$417.27

C. Dock Box.

\$447.03

D. Service Fee Reimbursement.

See Portwide

For electric pedestal amperage overloads, and GFCI trips (2 or more in a 60 day period)

Emergency call out may also apply

E. Electrical Upgrade.

\$119.23

From 20 to 30 amp. One time

F. Line Replacement. Per foot, per time

\$1.81

G. Launch Fee

1. Daily

\$9.00

2. Annual

a. Resident \$117.60

b. Resident Senior (60+) \$80.00

c. Non-resident \$167.92

d. Non-resident Senior (60+) \$142.72

e. Military Veterans, Disabled, Retired or Active Duty; with ID proof \$80.00

H. Parking

a. Daily \$5.00

b. Annual Pass \$45.00

I. Net & Gear Maintenance.

\$24.71

Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate + current garbage disposal rate

J. Keys/Cards.

1. South Beach Facilities. Cards

a. First card (and/or Original) free

b. Replacement/additional \$20.00

K. Annual MLA Wait List Fee - Initial

\$25.00

Renewal of annual wait list fee (charged annually on July 1 of each year) \$10.00

<p>Section 5</p> <p>South Beach RV Parks Rates and Fees</p> <p>Effective July 1, 2022</p>
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FY 2023

A. High Traffic Surcharge.

Per night (2 night min.) Added to all RV Park stays in Marina RV Park, RV Park Annex,

- | | |
|---|---------|
| 1. Memorial Day, Labor Day, 4 th of July | \$21.30 |
| 2. Seafood & Wine Festival | \$53.25 |
| 3. Seafood & Wine Festival, Dry Camping | \$21.30 |
| 4. Other Special Events | varies |

B. Marina Park Sites

Peak Season (Summer). May 1 – October 31

Main Park

- | | |
|--------------|------------|
| a. Daily | |
| i. Regular | \$68.16 |
| ii. Good Sam | \$61.34 |
| b. Monthly | \$1,078.53 |

The Annex

- | | |
|------------|----------|
| a. Daily | \$50.00 |
| b. Monthly | \$930.97 |

Dry Camping, daily \$30.67

C. Marina Park Sites

Off Season (Winter). November 1 – April 30. No discounts during Seafood and Wine Festival.

Main Park

- | | |
|--------------|----------|
| a. Daily | |
| i. Regular | \$61.34 |
| ii. Good Sam | \$55.22 |
| b. Monthly | \$965.00 |

The Annex

- | | |
|------------|----------|
| a. Daily | \$48.83 |
| b. Monthly | \$908.23 |

Dry Camping, daily \$28.38

D. South Beach Meeting Room

Must be pre-arranged and authorized. Keys must be obtained and returned.

- | | |
|-------------|----------|
| 1. Half Day | \$47.71 |
| 2. Full Day | \$119.23 |

E. Pet Fee.

Daily. First pet free; each additional	\$4.58
Monthly. Charge per pet including first	\$12.51

F. Extra Persons Fee.

First two included; each additional person charged.

- | | |
|---------|---------|
| Daily | \$4.79 |
| Monthly | \$50.11 |

G. Extra Vehicle Fee.

Any combination of three axle pieces of equipment (i.e. trailer, Fifth wheel, truck/car, storage trailer.) Charged for fourth piece, must fit within parking area of site, no parking is allowed on the grass.

- | | |
|---------|---------|
| Daily | \$11.93 |
| Monthly | \$59.64 |

<p>Section 5</p> <p>South Beach RV Parks Rates and Fees</p> <p>Effective July 1, 2022</p>
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FY 2023

H. <u>Reservation Deposit.</u>	first night's rate
Payable at booking. Deposits applied to actual stay, subject to cancellation fee.	
I. <u>Non-refundable portion of Reservation Fee.</u>	
Daily reservation, except holiday or special event.	
72 hours or more before check-in date	\$17.89
Less than 72 hours before check-in date	first night's rate
Holiday or special events.	
14 days or more before check-in date	\$63.21
Less than 14 days before check-in date	first night's rate
Monthly reservations.	
30 days or more before check-in date	\$63.21
Less than 30 days before check-in, or early check-out	\$125.19
J. <u>Service Fee Reimbursement.</u>	
For electric pedestal amperage overloads, First service call included in base rate.	
	Cost + 25%
K. <u>Laundry</u>	
Washing Machines	\$2.50
Dryers	\$2.50
L. <u>Showers.</u>	
1. Marina RV Park and Annex RV Sites	
2. Marina Slips & Dry Camping, per 5 minutes	\$1.50
M. <u>Service Fees.</u>	
A. <u>Storage.</u>	
1. Outside Lot Storage	
a. Boat trailer only, per night	\$3.14
b. Boat on trailer, per night, 10 days limit	\$10.01
2. Emergency Storage Fee.	\$35.25
Per day. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245). 1st day free. Each additional day	
N. <u>Dredge Spoils.</u>	See Portwide
O. <u>Forklift</u>	
1. Small Toyotas. (equipment only)	\$15.73
1a. Labor for Small Forklift	\$67.09
<i>Forklift and Labor have a 1/2 hour minimum, are billed in 1/2 increments the first hour, thereafter are billed in 15 minute increments For after hours work, travel time and/or overtime charges may apply.</i>	
P. <u>Fillet License</u>	
<i>A fillet license is valid for the calendar year in which it is issued</i>	
<i>There is no prorating of the license.</i>	
	\$200.00

Section 6 Civil Penalties Effective July 1, 2022

FY 2023

Class A Violation

0-14 days, per day	\$377.28
15-29 days, per day	\$754.56
30+ days, per day	\$1,257.57

Class B Violation

0-14 days, per day	\$189.23
15-29 days, per day	\$377.28
30+ days, per day	\$628.79

Class C Violation

0-14 days, per day	\$38.36
15-29 days, per day	\$75.49
30+ days, per day	\$125.78

Class D Violation

0-14 days, per day	\$19.21
15-29 days, per day	\$38.36
30+ days, per day	\$63.50

Parking Violation. Per event, both vehicles and trailers

0-10 days, paid within	\$50.34
11-20 days, paid within	\$106.63
21+ days	\$156.92

Dumping Violation. Per Event

\$628.79

Section 7
Administrative Fees
Effective July 1, 2022

	FY 2023
A. <u>Public Records Request Fee Schedule</u>	
Copies of Public Records, per page	\$0.64
Copies of Nonstandard documents	\$25.20
Copies of Sound Recordings (Each)	\$14.39
Full cost of employee	***
B. <u>Notice Posting. For non-payment of lease or moorage</u>	\$89.83
C. <u>Returned Check Fee. Plus bank fees</u>	\$59.92
D. <u>Per Annum Interest Rate applied to past due accounts</u>	21%
E. <u>Collection Agency Mark-up. Added to past due amount (ORS 697.105)</u>	
F. <u>Impound Seizure Fee</u>	
Vessel	\$1,018.05
Car/Truck/Trailer	\$149.75
Towing	cost plus 10%
G. <u>Copies</u>	\$0.37
H. <u>Process Fees.</u>	
Any additional fees incurred by the Port as part of an eviction process.	
Notice	\$88.54
FED Complaint	\$295.11
Court Hearing	\$236.10
Writ of Execution	\$188.91
I. <u>Special Use Permit Fee.</u>	
GM has authority to adjust usage fee based upon non-profit status and other criteria	
1. Application Fee	\$131.77
2. Usage Fee	
Number of Participants, Attendees, Contestants and Volunteers at Event	
a. 1-200	\$503.06
b. 201-500	\$818.02
c. 501-1000	\$1,131.79
d. 1001-5000	\$1,760.58
e. 5001-10,000	\$2,389.36
f. 10,001-20,000	\$3,018.10
g. More than 20,000	\$6,287.37
3. Vendors, per each	\$59.92
4. Insurance Certificate Limits	
a. General Liability, per occurrence	Event Dependent
b. General Liability, in aggregate	Event Dependent
J. <u>Security</u>	Cost + 5 %
K. <u>Background Check.</u>	\$47.94
L. <u>Credit Check</u>	\$47.94

*** Charged at fully costed labor of impacted employees, which includes wages, taxes, and benefits

Section 8
Insurance Certificate Limits
Effective July 1, 2022

Limits are subject to review and risk assessment by management and/or the Port's insurance agent of record. Subject to periodic review by Insurance Agent, and subsequent changes by the Port's Management and/or the Board of Commissioners.

A certificate naming the Port of Newport as an additional insured is required.

A. <u>Leases/Tenants General Liability, Each Occurrence</u>	\$2MM
1. Damage to Rented Premises (each occurrence)	\$300K
2. Medical Expenses (any one person)	\$5K
3. Personal and Adverse Injury	\$2MM
4. General Aggregate	\$2MM
5. Products – Comp/Op Aggregate	\$2MM
B. <u>Commercial Vessels, Liability Coverage Requirements.</u>	
1. Protection and Indemnity, must not exclude Wreck Removal	\$250K
2. Pollution Liability	\$300K
3. If Pollution and Indemnity Combined	\$600K
C. <u>Recreational Vessels, Liability Coverage Requirements</u>	
1. Protection & Indemnity, must not exclude Wreck Removal	\$250K
2. Pollution Liability	\$300K
3. –or- Water Craft Liability, must include both wreck removal and pollution liability coverage.	\$500K
Umbrella clauses must identify boats exceeding 25 ft.	
D. <u>Charter/Guide Vessels.</u>	
1. General Liability	\$2MM
E. <u>International Terminal Vessels (Tariff No. 1(\$17))</u>	
1. Maritime Employer's Liability (Jones Act)	\$1MM
2. Commercial and/or Comprehensive Marine General Liability	\$5MM
F. <u>Vendors. (reserved)</u>	

Changes in Rates and Fees

1 Generally rates were increased 7% to match CPI as of December 2021

2 Exceptions

- a. Recycling fees
Increased fee to match Port of Toledo's cost.
Much of the increase will be reserved in FMRF for upgrade of Oil Recycling facility.
- b. Keys Commercial Marina
The cost of a key is now \$16, increased cost to help cover labor cost for issuing a new key.
Increased cost of replacement key is alignment with cost of a new key.
- c. Increased Launch fee
After comparing the Launch fee with other Marinas, we determined an increase from \$6 to \$9 was appropriate, increased annual launch passes proportionately.
- d. Replacement key cards
With the increasing vandalism in South Beach, increased the cost of the card to \$25.
- e. Parking was increased from \$3.00 to \$5.00 to cover the cost of App based parking.

3 New Fees

- a. As the Port has had recent requests to take vessel from their owner and dispose of them, a fee of cost + 25% was added to dispose of a vessel for the owner.
- b. added squid wharfage as a cost to price list for the commercial marina.
- c. Added wharfage fees for Crab and Squid to International Terminal price list.
- d. Added a fee to request to request to be placed on the Annual MLA Waitlist (SB and CM).
- e. Added a recurring fee to remain on the Annual MLA waitlist (SB and CM).
- f. Added Fillet fee to South Beach.
- g. Considering a "Premium" Fee for the slips in South Beach that are in high demand.

4 Other

- a. Changed wording for South Beach RV Parks, to Non-refundable reservation fee.
- b. Removed Notary fees, as we only notarize for Port staff or for internal purposes.
- c. Moved package & handling fees to South Beach.
- d. Removed Fax, lamination and outbound calling fees, this is something we no longer offer.



GENERAL MANAGER MONTHLY REPORT

DATE: 01/25/22
PERIOD: 12/17/21 – 01/24/22
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

We started the year with several staff shortages due to injuries and illness, which made us have to shuffle people around to cover the most needed areas. We appreciate our staff willingness to step up and cover the needed areas and apologize to our customers as we are trying our best to provide services during this time.

We have spent a good part of December/January evaluating our Capital Improvement Plan, which we presented during our Work Session, but which also help as we get ready to next budget season.

We are currently working with our contractor on getting things moving on the Admin Building. They are working in bringing in a work trailer and construction should start soon.

We are wrapping up the Port Dock 5 Pier Project with a couple corrections from the contractor. We will then get ready to submit the last EDA request.

We are about 45% completed on the commercial channel feasibility study with the US Army Corps. The outcome on this project may assist in procuring funds for Port Dock 7 Replacement.

The work on Swede's dock (pilings) has mostly been completed with some adjustment that will be presented to Commission.

We are waiting on a permit to complete the grading of the 9 acres.

Our Finance Director is plugging along with the new financial system, which should be implemented by March. He has also been working on updates to the fiscal manual and employee handbook

Staff have also been diligently working on the 2022-23 budget, which should be completed ahead of time this year.

As you may see per our financial reports, things are still steady, but we have to make sure we address inflation issues before it becomes a concern.

At this point, not much has changed on the grant application status. We are still plugging away and trying to obtain as many opportunities as possible to address many issues you may have seen in our Capital Improvement Plan during our Goals and Objectives Session, and it is also included on today's agenda.

One more reminder that the SDAO conference is from February 10th through the 13th. The Port does get credits on our insurance for attendance to certain trainings. The specific trainings as previously provided need to be attended by “all” the commissioners in order for it to apply.

This year PNWA Mission to Washington has again gone fully virtual. The Convention will be March 14th through the 17th. Unfortunately, I have a conflict as I have already moved an overseas trip from October of last year to this year to accommodate other Port responsibilities. At the time PNWA Mission was yet to be scheduled. At this point, I would rather not move it again. I ran this by our President, and he is okay with that. That would leave a hole on making sure someone attend on behalf of the Port. Those are typically attended by managers/directors and commissioners, as we get to directly interact with our federal legislators. I would appreciate if one or two volunteers from the Commission could attend this year’s virtual convention.

Meetings/Trainings/Summits:

- 12/21/21 - Jury Duty
- 12/24/21 - Christmas Holiday
- 01/12/22 - Presentation to OSU- Resource Education and Agricultural Leadership (REAL)
- 01/12/22 - Presentation to the Yacht Club
- 01/13/22 - Port of Newport Work Session
- 01/13/22 - City of Newport Vision 2040 Committee Meeting
- 01/14/22 - Communications Meeting
- 01/14/22 - O2IH Meeting (Blue Economy)
- 01/17/22 - MLK Holiday
- 01/18/22 - Business Oregon - Derelict Vessels Presentation
- 01/18/22 - Directors Meeting
- 01/19/22 - PNWA Executive Board
- 01/19/22 - RV Annex Consultant Discussion

Upcoming Schedule:

- 01/22/22 - Oregon Coast Aquarium Board Meeting
- 01/24/22 - Commercial Fishermen Users Group Meeting
- 01/24/22 - PNWA Director Search Interviews
- 01/26/22 - YBEF Board Meeting
- 01/28/22 - NW Oregon Works Board Meeting
- 02/01/22 - Oregon Cascades West Council of Governments (OCWCOG) Meeting
- 02/10/22 - City of Newport Vision 2040
- 02/10 - 02/13 - SDAO Annual Conference
- 02/15/22 - Regional Solutions Team Meeting

- 02/15/22 - Director's Meeting
- 02/15/22 - Business Oregon - Ports Training: Lessons Learned - Recovering from Asset Loss
- 02/16/22 - Business Oregon - Oregon Incentives & Taxes Training
- 02/18/22 - OCWCOG - Coastal/Valley Quarterly Meeting
- 02/21/22 - Presidents' Day - Office Closed
- 02/22/22 - OEDA Membership Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: January 25, 2022
PERIOD: July 01, 2021 to December 31, 2021
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports reporting through December 31, 2021 are included in the commission packet and a copy is attached for your convenience.

Issues of Importance

Financial/ERP System

- Kopis has imported a chart of accounts and 23 months of summarized general ledger information into Business Central (BC). Monthly, we export additional general ledger data from QuickBooks to prepare for the switch to BC. Certain port staff are now testing and training on BC. Once all users are set up in Business Central, all users will have the opportunity learn BC prior to going live. We will also have initial approvals and workflows set up.
- Pacsoft is under configuration. We are in the process of data validation. Users should be able to start testing the week of 01/17 or 01/24. The estimated go-live is Mid-February. All billing will be done in PacSoft, this creates a central location for all accounts receivables. PacSoft has imported all customers (and associated vessels) from QuickBooks into PacSoft.
- Information from PacSoft will process and transfer to BC each evening. In the next year or two the Port should consider having the information transfer immediately upon entry between the two systems. I have requested pricing for this option.
- BC is estimated to go-live March 1, with payroll following shortly.

Fiscal Manual

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

Employee Handbook

- 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. Each week sections of the Handbook are reviewed.

Audit RFP

- The current audit contract had a three-year term with no provision for extensions and has expired. A first draft of an RFP for an auditor is written. I will

be recommending a 5-year term with an option to renew 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.

Budget

- A new rate sheet is included for Commission approval.
- A schedule of the budget activities is enclosed as promised last commission meeting.

GOF Balance Sheet (year to year comparison)

- The cash balance as of December 31, 2021, is \$3,630,326 a 3% (\$127,028), decline from December 31, 2020. This slight decline was expected as the Port paid approximately \$1.2 million for the Pier 5 project. Last month the difference was 4%.
- Accounts Receivable is lower as compared to December 31, 2020.
- Accounts Payable is lower as compared to December 31, 2020.

Profit and Loss -

The Financial Reports are attached for your review and are included in the commissions packet. These are the December final reports.

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 \$379,732 (116%).
- **Operating expenses** are favorable by \$1,754,241 (66%).
- **Other income** is favorable by \$162,936 (122%).
- **Other expenses** are favorable by \$417,337 (33%)
- **Overall, Net income** is favorable.

Breakdown of programs

Administrative Budget

Budget vs. Actuals

- **Income** is favorable by \$5,865.
- **Expenses** are favorable by \$866,888 (47%).
- **Capital Outlays** are favorable.
- **Overall**, Administration budget is favorable.

International Terminal

Budget vs, Actuals

- **Revenues** are favorable by \$38,940 (110%).
- **Operating Expenses** are favorable by \$223,196 (83%).
- **Operating Income** is favorable by \$262,136 (70%).
- **Net Income** is favorable.

Commercial Marina

Budget vs. Actuals

- **Operating Revenues** are favorable by \$124,801 (121%).

- **Operating expenses** are favorable by \$556,538 (43%).
- **Net income** is favorable (\$755,870).
- 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 \$209,074 (114%).
- **Operating Expenses** are favorable by 107,619 (91%).
- **Net Income** is favorable by \$492,689 (78%).

NOAA Lease Revenue Fund

Balance Sheet

As of December 31, the Port had a cash balance of \$3,135,373 with an available balance of \$1,373,652; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required.

Income Statement

Budget vs. Actuals

- Revenues are slightly unfavorable.
- Expenses are favorable by 152,952 (95%).
- Net income is favorable by 672,022 (87%).

NOAA Capital Maintenance Fund

- 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 the month of January.

Bonded Debt Fund:

Balance Sheet

- The current available in the Bond Debt fund is \$251,748, an increase of \$155,422 versus December 31, 2020, this balance will be used to fund the Bond Debt payment on July 1, 2022.

Income statement

- The first payment from the county has been received, the Port received \$915,043.
- The Port paid bond payment in December 2021.
- The total is \$620,370, the Port has a sufficient cash balance in the Bond Debt

Construction Fund:

- No changes to report.

Facility Reserve Fund.

No changes to report, once the Port Dock 3/5 Electrical upgrade project begins, \$138,000 will be transferred to the General Operating funds to cover a portion of the upgrade.

Accounts Receivable:

The port continues to work to collect outstanding balances, some focus has been on

South Beach, particularly annual moorages, we are unable to do any collection activities on Live Aboard Vessels as there is a moratorium until March 2022. 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. Theft of Services is defined under ORS 164.125 (3) and becomes a felony if the amounts exceeds \$1000.00.

- 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.
- Discussions have been ongoing with the ORCA. The outcome is they are selling the 300-pot crab license, crab pots, and vessel. The balance owed will be paid in full. The vessel will not be released until payment-in-full has been received.
- The owner of the Pacific Rose made a payment shortly (prior to Christmas) and will set up a payment plan, the vessel will be eventually moving to the Port of Siuslaw.
- The owner of Leisure Lee II indicated he would stop by the office, but has not done so. Since they have not followed through, I will be recommending the next step in the collections process.
- The Port is in the process of seizing a 1997 Bayliner, owned by Roger Meacham for non payment in South Beach.
- Two other vessels in South Beach are behind on payments, however, since they have liveaboards on them, they are considered a tenant. The Port cannot do any collection activities until at least March 1, 2022.
- The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, as of **January 19, 2022**.

	Current	1-30	31 - 60	61 - 90	> 90	TOTAL
Orca - 295549	-	272.70	684.22	1,096.15	25,037.01	27,090.08
Oregon Mariculture LLC	-	-	-	-	15,644.50	15,644.50
Seawater Seafoods Co	1,397.25	13,499.43	6,073.14	324.09	13,283.01	34,576.92
Angela June	-	-	223.28	227.09	12,585.39	13,035.76
Eclipse - 226744	-	-	306.55	187.89	11,187.38	11,681.82
Pacific Rose - 554504	-	-	195.84	3,170.17	10,912.35	14,278.36
Granville	-	30.00	340.72	302.12	8,134.46	8,807.30
Luna	-	-	111.26	113.10	6,567.49	6,791.85
Valor III - 245645	-	150.00	693.76	320.98	6,210.75	7,375.49
Albatross - 980072	-	-	75.46	41.48	4,590.60	4,707.54
Trondhjem - 241924	-	-	2,135.72	344.45	4,516.89	6,997.06
Ida May - 665118	-	470.88	544.67	1,009.02	4,489.17	6,513.74
Joyce Marie - 295021	-	-	-	62.34	3,764.17	3,826.51
Topaz - 573234	-	1,773.04	251.85	-	3,537.22	5,562.11
Little J	-	225.75	430.14	369.20	2,741.48	3,766.57
Roggy - 574577	-	-	34.87	102.54	2,121.74	2,259.15
Leisure Lee II - OR337LF	-	-	-	391.67	1,881.83	2,273.50
Pursuit - OR541ZM	-	45.25	202.53	375.45	1,771.53	2,394.76
Dawn Treader	-	2,781.70	665.53	415.43	1,528.50	5,391.16
Saltybros LLC Boathouse Lease	160.22	160.22	160.22	160.22	1,511.34	2,152.22
First Hope I	-	243.75	591.05	125.83	1,491.32	2,451.95
Gracie Arlene	-	52.80	380.03	315.08	1,403.25	2,151.16
Buccaneer - 558467	-	-	28.64	-	916.94	945.58
Midnite - 250210	-	457.80	472.86	931.15	915.60	2,777.41
Misty - 636457 (Dustin Blake)	-	179.60	480.12	184.76	886.20	1,730.68
Lone Eagle	-	-	1,690.79	13.83	827.12	2,531.74
Northern Ram - 979437	-	77.40	-	-	542.74	620.14
Wide West - 535690	-	-	-	60.08	445.67	505.75
Toby J - 274577	-	-	-	19.96	396.05	416.01
Nordic Valor - 1151469	-	-	691.85	87.50	363.34	1,142.69
Phoenix III - 214847	-	-	320.05	182.29	352.61	854.95
Norma M - 599982	-	(4.29)	732.85	41.47	328.09	1,098.12
Oceanic Logistics - 1344	-	-	3.48	3.52	211.19	218.19
Chapter II	-	-	2.28	2.34	139.33	143.95
BITE ME LLC	-	-	2.10	1.69	127.78	131.57
LeAnn	-	-	3.82	2.33	90.52	96.67
Western Hunter - OR936AFK	-	45.25	936.16	339.06	90.50	1,410.97
Das Bug	-	219.70	746.08	1.00	80.59	1,047.37
Seadawn - 548685	-	696.43	-	-	55.20	751.63
Lodestar - 616610	-	65.20	27.50	27.50	53.00	173.20
Gretchen - 533052	-	-	1.00	1.18	42.34	44.52
Irish Miss	-	-	1.00	1.00	33.68	35.68
Linda - 253269	-	-	1.00	26.50	26.50	54.00
Pacific Cloud - 549931	-	26.50	1.00	26.50	26.50	80.50
Darandy	-	-	1.00	-	18.85	19.85
Miss Heidi - 514371	-	-	1.00	-	14.60	15.60
Delma Ann - 291458	-	45.25	-	-	0.12	45.37



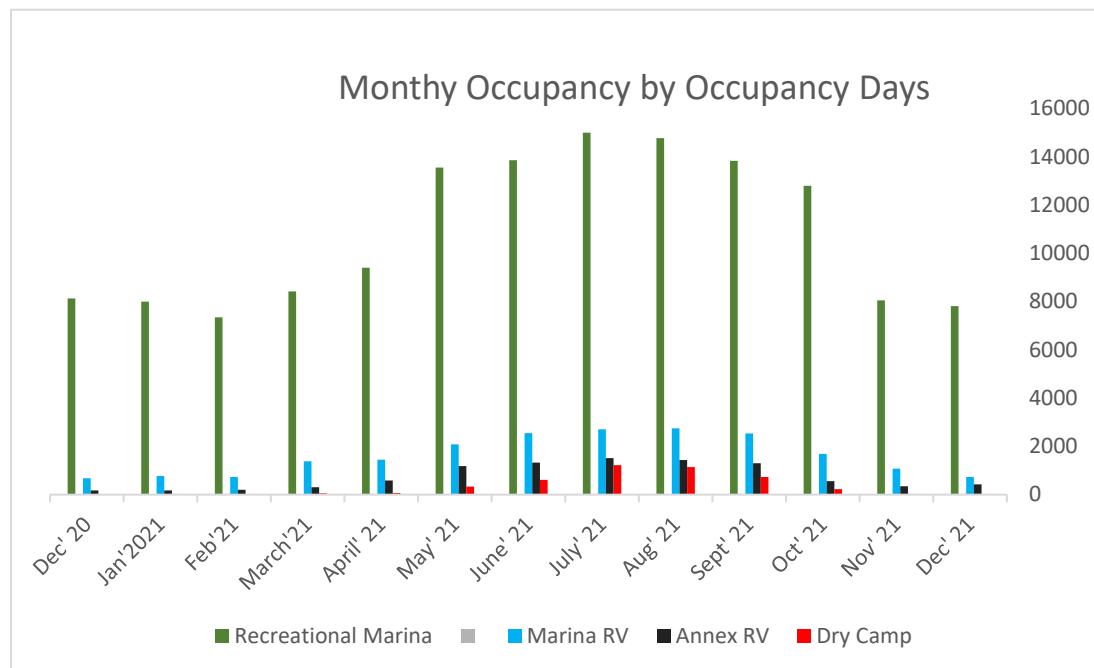
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 3 January 2022
RE: Month Ending 31 December 2021
TO: Mark Brown, Director of Finance
ISSUED BY: Erica Breece, RV Park and Marina Supervisor

Closing out the year of 2021, we see strong year to date numbers for the entirety of 2021. December 2021 stayed busy in the first half of the month in the South Beach Facilities. However, at the end of the month, adverse weather and storms pushed numbers down slightly in the marina.

OCCUPANCY DAYS MONTH & YTD

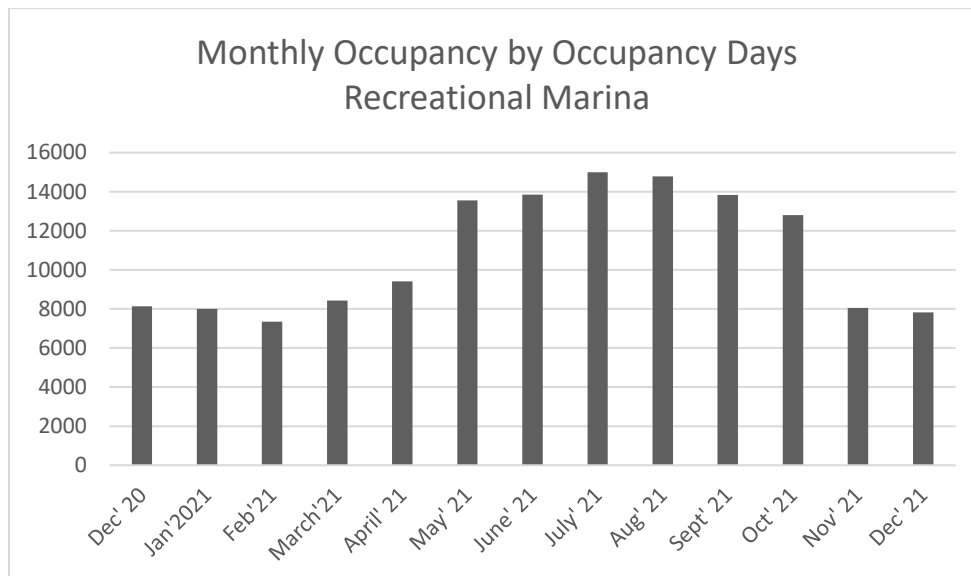
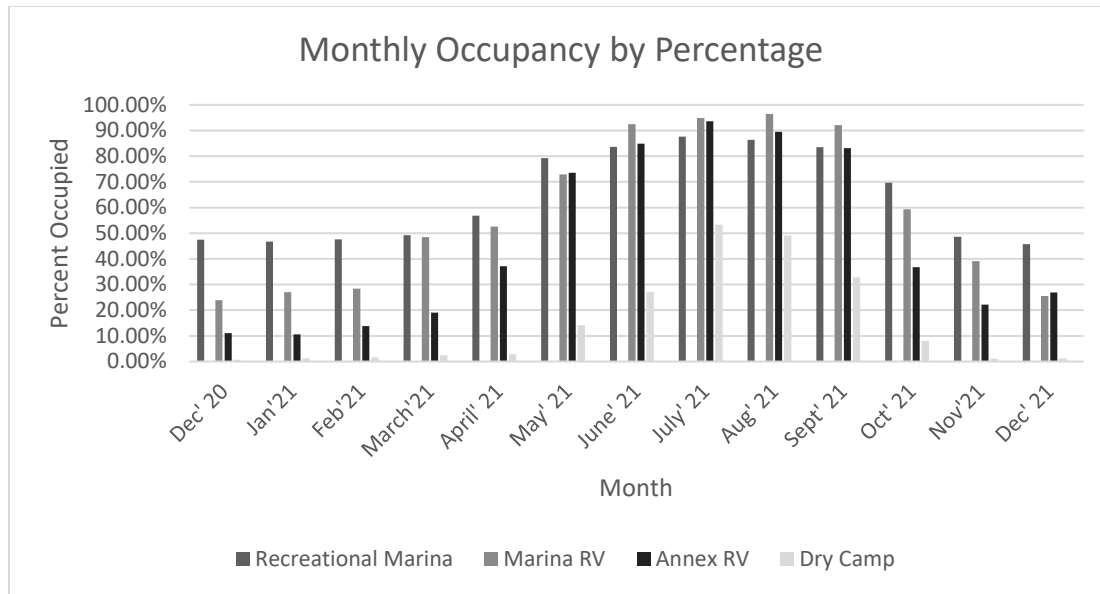
Dec' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	8,126	7,817	-0.03%	127,781	131,346	2.80%
Marina RV	683	729	6.74%	18,796	20,370	8.40%
Annex RV	178	433	143.25%	9,467	9,391	-0.08%
Dry Camp	18	29	61.10%	3311	4495	35.76%





OCCUPANCY PERCENT MONTH & YTD

Dec' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	47.49%	45.68%	-3.80%	63.25%	65.19%	3.06%
Marina RV	12.31%	25.56%	107.64%	50.43%	60.66%	2.39%
Annex RV	17.71%	26.86%	51.66%	41.52%	48.54%	2.81%
Dry Camp	0.95%	1.25%	138.50%	12.32%	16.42%	10.81%





DIRECTOR OF OPERATIONS REPORT

DATE: 1/20/2022
PERIOD: December-January 2022
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The distant water fleet left the Terminal through the beginning of January. The hoists have been operating regularly, and the South Beach crew is working on projects and getting quotes for upcoming work in the spring. We have some prolonged authorized absences that have put some pressure on us operationally, but we are managing and continually evaluating the need to increase short term staff if need be.

Detail:

- **Port Dock 5 Pier Project**

The contractor is finishing up corrections to a couple discrepancies following the building inspector's visit. Electrical inspection is still pending. We also experienced a problem with the alignment of the gangway and the rollers contacting the structural supports. That has been repaired.

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

We are about 45% complete with the feasibility study; a detailed bathymetric survey was just completed in the marina. Still providing information regarding the conceptual design of the new PD7 to the planners to work on dimensions of the Army Corps channel leading to the new dock complex.

- **Storm Damage Swede's Dock**

We drove new pilings to shore up Swede's Dock following the storm damage that was suffered this fall. The dock was out of operation during that work, but can once again be used. Still need to install piling hoops on the new pilings and mount to the dock. I am working on an authorization for some minor additional work that was necessary.

- **Admin Building**

Baldwin has communicated to me their logistical needs for the upcoming admin building construction project. They will be delivering construction fencing and a temporary office building on the 21st of JAN. We have been rearranging the lot accommodate their needs in the meantime.

- **9 Acre Industrial Lot**

I have a grading plan and erosion and sediment control plan, but not yet a permit.

Newport International Terminal- Don Moon, Supervisor

Report will be issued next month.

Billable Services Performed this Period:

Forklift – 274.5 Hrs

Hoist Dock Crane(s) – 5 Hrs

30 Ton Hydraulic Crane - Enter #.

Dock Tie Up – 415.75 Hrs

Launch Tickets - Enter #.

Other (Axles) – 279

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

Completed In Progress **Crab Push**

Completed In Progress **Hiring Good Employees**

Completed In Progress **Making Sure All of the Crew Gets Good Rest Periods**

Completed In Progress **Clean Up Lot Storage, Organize Pallets**

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

- Hoist dock tie-up time was up 11% from last month.
- Forklift usage was up 77% from last month.
- Crane usage was down 83% from last month.
- Axle counts were up 200% from last month.

Challenges:

- The weather has been rough, but we've all been showing up for work, which is what's expected. Storms and King Tides have been harsh on the docks.
- I think we may need another employee for the Commercial Marina, we have so much maintenance to get done and we basically end up just running the Pier and not getting the preventative maintenance done while we provide services.
- Over population of large vessels. As Harbormaster, I know it is my job to say, "No". We are overflowing at the Commercial Marina and our annual moorage holders can't get a slip when needed. I will work on this and make sure that our "regulars" have a slip to tie up to.

Opportunities:

- Cameron has been helping at NIT while Don Moon is out, he is getting some valuable experience on the big crane while Don is out.
- Crab is slowing down a bit, we will now be able to resume more maintenance tasks that are very important to the Port
- Our new CM employee, Joel Wilson, is doing very well. He has a flexible work schedule, and I will get him trained up ASAP.
- I will start focusing on important budget items for the next fiscal year. We need a new forklift and have many electrical issues on the Pier that need to be addressed.
- I'm happy that the holiday season has passed (bah humbug) and that myself and the crew can now refocus on work and prioritize projects.

- Happy New Year, and I look forward to making the most of it!
- I'd like to talk about fees for moorage holders that don't react or respond to requests from the Harbormasters. For example, "Please move your small vessel to an appropriate slip, so that larger vessels can utilize this space". If there is no fee for ignoring the request, then there is no incentive to oblige.

Opportunities:

- I may investigate the possibility of a seasonal employee. We are spread thin at the Commercial Marina during crab push and could use some extra help keeping the staff rested and safe.
- Crab Season is going well, and we are very busy. I have been putting in many extra hours, as necessary, and my staff has been wonderful covering the extra hours needed this time of the year.

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.

NOAA Staff are still primarily operating on minimal crew and work from home. Rainier and Shimada are in for the season

Patched a hole in the gypsum board behind the main door into the warehouse.

Reprogrammed the pier lighting timer per NOAA request to turn them on a little sooner and shut off a little later due to the dark days and extra traffic from contractors.

Went through the freeze valves and irrigation system again before our winter storms.

Metro Access replaced the chain and motherboard on the main gate opener. They are getting me a quote on an electric eye replacement.

Quarterly elevator inspection and maintenance with AVS.

South Beach Marina, Chris Urbach, Harbormaster

Report will be issued next month.