

**AMENDED PORT OF NEWPORT COMMISSION REGULAR MEETING**

Tuesday, December 20, 2022, 6:00 p.m.  
South Beach Activity Room  
2120 SE Marine Science Dr.  
Newport, OR 97365

*This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2022-12-20-commission-meetings-2022-december-20-2022-6-00-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, December 19, 2022: <https://www.portofnewport.com/2022-12-20-commission-meetings-2022-december-20-2022-6-00-p-m>*

**I. Call to Order**

**II. Changes to the Agenda**

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

**IV. Consent Calendar**

**2022**

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B. Financial Reports.....		Page 13
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**V. Old Business**

A. Items Removed from Consent Calendar		
B. Approval of Rondy’s Lease Amendment – <i>Miranda</i> .....		Page 35

**VI. New Business**

A. Appointment of Budget Committee Members – <i>Miranda</i> .....		Page 38
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**VII. Staff Reports**

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1. Director of Finance & Business Services – <i>Brown</i> .....		Page 55
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2. Director of Operations – <i>Bretz</i> .....		Page 65

**VIII. Commissioner Reports**

**IX. Calendar/Future Considerations 2022**

Christmas – Port Offices Closed.....	Dec. 26, 2022
New Years – Port Offices Closed.....	Jan. 2, 2023
Martin Luther King Jr. Day – Port Offices Closed.....	Jan. 16, 2023
Next Commission Meeting.....	Jan. 24, 2023?

**X. 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.**

## **XI. Adjournment**

**PORT OF NEWPORT COMMISSION WORK SESSION MINUTES**

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

The Port of Newport Commission met on the above date and time at the South Beach Activity Room, located at 2120 SE Marine Science Dr. In attendance were Commissioners Burke, Lackey, Sylvia, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Finance Director Mark Brown, Operations Director Aaron Bretz, RV Park Supervisor Neva Rogers, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel. Visitors from the public included Rex Capri, Paul Zellman, and Jim Shaw.

**NEW BUSINESS**

**Discussion on Future of South Beach Marina and RV Park.** Burke introduced the agenda item. Miranda reported there's been a lot of concern from the user-side and the Commissioner-side why certain things happen. She noted staff do have short-term users who complain, asking why people can't get a space and how come the park looks empty. She stated at the RV users group meeting staff spent three hours listening to concerns. She indicated when the Commission looks at the RV Park, they need to ask why does the Port have it.

Miranda reported often ports decide to have RV Parks. She noted ports usually focus on maritime and economic development. She stated at the Port of Newport, the RV Park has a relation to the water and gives access to the marina, which otherwise wouldn't be there. She indicated the RV Park does produce a fair amount of revenue for the Port, which is utilized throughout the Port in order to fulfill its mission. She added it allows folks who have moorage space to stay as well.

Miranda reported throughout the years, the park has been heavily discounted for people who stay long-term. She noted that's why the Port ends up with weeks of empty spaces that can't be double booked. She explained some folks find it's cheaper to have RVs stay for the whole summer and only come on the weekends because of the discount. She indicated the RV Park should provide tourism opportunities.

Miranda reported one part of having long-term stays benefits the marina because some folks who have moorage may want to spend several months here. She stated the Port can create policies so that folks must arrive at a certain time when they book or that people must be with their RV; otherwise, this is becoming storage. She noted short-term stays make more money than the long-term stays. She indicated all the parks around the state are booked full, so the demand is there for the summer. She added during the winter, the Commission might consider giving discounts to encourage people coming to town.

Rogers reported currently (mid-November), the park is at 15-20 percent occupancy. She noted there will be a large crowd for Thanksgiving, and they had a large amount with Veteran's Day. She stated most of June, July, and August are already booked up next year. Retherford clarified with staff advanced reservations procedures. Rogers added the lottery's largest demand was six months. Brown stated the Code doesn't specify the length of time for an RV reservation, but it does for vessels in the marina. He noted staff use the marina for a guideline. Miranda added

staff tried to limit half of the stays to long-term for the lottery and folks were not happy. She explained the more staff allow, the more people want. She indicated they make friends who want to stay longer because it becomes a community. She asked if commissioners want an RV Park or a trailer park.

Sylvia suggested going back to first principles, and framing this as optimization problem. He asked should the Port try to increase economic opportunities to the community subject to the Port covering their costs and providing a good return. He also asked what creating opportunities for everyone means. Miranda replied everyone wants long-term and short-term stays. Sylvia asked starting without the history, how does the Port get to what is in the best interest for the Port. Miranda replied in her perfect world, the Port does not drive away marina users and allows them to have long-term stays. She stated beyond that, the Port should get away from long-term stays in the busy time, allowing that only during the shoulder season. She added Florence, which is the only other public entity offering long term, only allows six month stays during the winter months.

Miranda stated in her perfect world, the Port gets away from 51 percent discounts across the board. She suggested creating a scaled discount and during the winter, increment the discount higher. She noted the Port has no reason to attract people during the summer, even at 70-80 percent full. She indicated the Port's revenue partially comes from the RV Park, covering some of the other services that don't bring in enough revenue. She added staff can also consider a policy to not allow empty spaces.

Burke summarized the idea as to have a couple year approach to incentivize the shoulder season, putting it into action for next year. Miranda stated it does not have to be drastic, the change can be phased. Retherford stated she looked up different stays for different kinds of parks. She suggested the RV Park is more of a resort-type of park because of the marina and the activities available. She noted looking at sport fishing, halibut, salmon, and bottom seasons go through the summer. She added it doesn't make sense to work against what is here as a port.

Rogers stated the Port has many charters who take advantage of the discounts. She noted she thinks the Port can better utilize short-term stays, so it benefits their businesses and the Port. Chuck noted improving the annex is important. Miranda stated part of what the Commission does here might help with the annex. She noted the Port has it in the budget to plan rebuilding the annex. She explained the project is going to cost millions of dollars to be built and add about 10 spaces.

Chuck asked if the Port could fill the annex if it was the same level of service as the RV Park. Rogers replied it would fill during the busy season and holidays. Brown noted there are people who refuse to use the annex as it is. He added this discussion doesn't address landlord tenant issues.

Miranda stated she had a long conversation with the attorney, and once there are 30-day stays, the Port has to follow the landlord-tenant laws, meaning certain notices and using circuit courts for problems. Retherford asked why phase the change rather than make it. Miranda replied in phases, the Port has more time to inform folks and gives them time to adjust. She added there will be a lot of negative feedback if the change is too drastic.

Lackey asked why people refuse to use the annex. Brown replied the condition in general and they don't like to park in grass and gravel because RVs can sink. Miranda noted the utilities are in bad shape, and restrooms are terrible. She added there is a lot of work to be put in it. Bretz explained the sewer is all cast iron. He added cable is another problem.

Lackey stated he thinks a lot of the considerations in the packet are reasonable. He noted he likes incremental change so there aren't unintended consequences. He suggested the nexus between the RV Park and the marina is important to consider. He asked in places that limit stays

to two weeks or a month, how long do people have to stay away in between stays. Brown replied some places have to be gone a minimum of five days. Retherford stated change is part of improving, and, economically, the Port may be coming into a position where it isn't as fluent as it has been in the last ten years. She noted to change is not a bad thing, and the Port has to change with the times too. She added if people want the Port to be better, the Port needs to reflect that behind the scenes.

Sylvia asked if the Port assumes costs are relatively invariant. Miranda replied the costs shouldn't change much, except the cost of enforcement. She noted staff are trying to get an RV Park host to help manage the park. Sylvia asked what the net cash flow is roughly. Brown replied it's a positive cash flow of about \$400,000 to cover operations. Sylvia summarized the changes will generate \$300-500,000 roughly. Miranda added 25 percent of the stays make more than the rest of the stays. Sylvia summarized except for some people being upset, he doesn't see any other downsides.

Retherford asked why long-term stays receive such a deep discount. Miranda replied it has just happened over time. Brown replied it's the same for the marinas. Miranda noted at least there the Port is working with local businesses, with this, the discounts go to out-of-town visitors. Bretz noted everyone wants the Port to compare to other places in Oregon, but all the ports here have these problems.

Chuck recommended setting up a reserve fund for the RV Park with some of the revenues that come from these changes. Miranda agreed and mentioned that some of the additional revenue will stay with the Park. Retherford noted people can see what happens because the Port didn't set up those reserves. She added in order to get the Port back to health, the Commission needs to be good stewards.

Sylvia asked if it is harder to get grants for RV Parks as compared to the Commercial Marina. Miranda replied it is hard for them all. She noted RV Park grants require creating more tourism. She explained when it comes to construction, most of that money comes from loans. She added she has not seen any RV Park improvements paid with grants.

Miranda stated staff need guidance on what to do. Burke suggested a phased approach to maximize revenue within 3 years. Miranda stated the Commission can have another work session to look at different plans, and then come up with best solution to bring to a Commission meeting. Retherford suggested offering options for each needed change. Sylvia suggested laying out plans based on who they are benefiting, the community, the users, the facility. Lackey added a community has developed over the years and that is not lost on him. Retherford suggested showing discount differences too. Miranda added they will show the reserve as well.

### **PUBLIC COMMENT**

Shaw stated he attended the user group meeting and noticed a major problem was parking for cars, not trucks and trailers. He confirmed with staff charters are commercial and range in size between 6 passengers to 40. He suggested part of the parking problem is charters. He added during the RV Park users meeting, not much time was given to marina users to speak. He gave staff a letter from 17 years ago on these issues.

Zellman stated the Port will not be able to say they want to maximize profit but creating a reserve will be good. He noted the Port is bordering on a mobile home park. He suggested stepping back and asking what is the mission. He asked is the mission to provide housing or recreation.

**ADJOURNMENT**

Having no further business, the meeting adjourned at 6:03 p.m.

November 15, 2022  
6:03 P.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION MINUTES**

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

The Port of Newport Commission met on the above date and time at the South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Lackey, Sylvia, Retherford, Burke, and Chuck. Also in attendance were General Manager Paula Miranda, Director of Finance and Business Services Mark Brown, Operations Director Aaron Bretz, RV Park Supervisor Neva Rogers, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel. Visitors from the public included Jim Shaw, Rex Capri, Diane Henkels, and Paul Zellman.

**PUBLIC COMMENT**

Shaw asked staff for clarification on the cost of disposing of nets. Burke replied that topic will be discussed later in the meeting.

**CONSENT CALENDAR**

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

**OLD BUSINESS**

**Procurement Authority Increase.** Burke introduced the agenda item. Brown reported costs are increasing, and he started looking at what does it cost to fund a project and what do other ports do. He stated most ports have quite a bit higher authority for the General Manager, and he recommends \$50,000 procurement authority. Miranda explained emergencies like the waterline leak had to be paid for because if staff waited until the Commission meeting, the leak would continue costing the Port a lot of money. She indicated for the leak, she had to pay for it and then ask for forgiveness, and she does not like to have to do that. She added she is asking for authority for projects already on the budget and for emergencies.

Miranda reported it is a level of trust. She stated she gets enough requests from staff for approvals where the timing would save money, so it just makes sense. Brown stated this is not to say the Commission will not be informed. He noted the information will still be included in reports. Sylvia noted he suggested this at his second meeting, but he got pushback from the staff at that time. He added it's interesting to see the change. Burke stated stabilization of Port staff has been key over the past years.

Retherford noted trust is important. She asked if there is any reason the Commission couldn't change it back if staff changed. She stated it is a big jump from \$10,000 to \$50,000. Sylvia confirmed with staff that Brown would be watching the spending closely. Miranda noted even on emergency items, Brown looks at how that impacts the budget. Lackey stated this seemed like a big number and he hopes Miranda will stay a long time. He confirmed with staff this can reset if the Port gets another manager. He noted the importance of communication for transparency. He

stated the Commission has responsibility for oversight, and staff have made that job of oversight easy because recommendations are very well thought out. He added he does not want to lose any of that background in reports. Chuck stated he winced at the number too. He clarified with staff this authority includes budgeted projects under \$50,000. Retherford agreed with Lackey on the background information. Miranda added next month she will bring the report on projects the Port has done, and what had to be postponed.

Burke suggested amending the motion to include for items have been budgeted or for emergencies.

MOTION was made by Chuck, seconded by Lackey, to give the General Manager a spending or procurement limit of \$50,000 prior to requesting authorization from the Commission for items that have been budgeted or for an emergency. The motion carried unanimously in a voice vote.

### **NEW BUSINESS**

**Approval of Contract with Astound.** Burke introduced the agenda item. Brown reported the Port has a contract with Astound. He explained they have to move fiberoptics to the new building so staff have internet. He stated the other part of the project is wrapping up the Wi-Fi at South Beach. He noted the Port will need more bandwidth. He indicated Hyak wants to go to 1 Gig, but the Port will only go up a half of a Gig. He added the contract increases costs per month, but considering what the Port gets from it, it's not that much.

Chuck asked why he didn't go for 1 Gig. Brown replied the cost would have been substantial. He added another half Gig is basic.

MOTION was made by Lackey, seconded by Sylvia, to authorize the General Manager or designee enter into an agreement with Astound Fiber optics for \$1,775 per month for 36 months, with automatic renewals. The motion carried unanimously in a voice vote.

**Hoist Dock Water Leak Repairs.** Burke introduced the agenda item. Bretz reported staff were mostly concerned about it causing damage under the hoist dock. He noted there was the potential to develop a sink hole, and that is a very bad place for one. He explained the Port needed to get it opened up, the leak fixed, and filled back in, and that's done. He noted it's in the same spot that was opened five to six years ago. He indicated he is waiting on asphalt to finish the repair. He added the cost came in at \$10,600.

Retherford asked why it failed five to six years ago. Bretz replied the Port started to lose material underneath the dock, so they opened it up and put in a steel plate in. He added the waterline will be put on the project list since that entire line needs to be replaced. He explained it is all galvanized pipe, and the pipe failed just because corrosion. Burke asked if it was scoped before replumbing. Bretz replied it was too small a section to scope the pipe, so staff decided to leave it a little longer.

Chuck asked if staff looked at the steel plate fix. He noted it was supposed to last ten years. Bretz replied that is holding up OK, but staff did find remnants of a French drain. He stated eventually that will undermine the area. He explained the whole hoist dock needs to be rebuilt at some point. Retherford asked if that is part of the Port Dock 7 rebuild. Bretz replied it's an alternate in the plans.



MOTION was made by Sylvia, seconded by Lackey, to authorize the General Manager to make the payment for services rendered by Port's Construction in an amount not to exceed \$16,280. The motion carried unanimously in a voice vote.

**Port Dock 5A Repair Floats Purchase.** Burke introduced the agenda item. Bretz reported this is all pending adequate reimbursement from insurance. He stated he does not anticipate a problem with that. He explained the purchase will replace the last 80 to 90 feet of dock on 5A. He noted it's such an old dock, no one wants to replace it. He indicated these are modular floats that would not serve as a long-term replacement. He added they have a lot of utility and can be built to the same size as 5A. He stated someday when the Port replaces 5A, staff can move these somewhere else. He noted this is sole source because of the design, and they won't arrive until April.

Chuck asked if the Port could get an extension for the in-water work window. Bretz replied he talked to Army Corps, and they seem receptive. He added if not, then staff will have to push it to the next in-water work window.

MOTION was made by Lackey, seconded by Retherford, to authorize the General Manager or designee to purchase 180 feet of new 6-foot floats from Scottco Distributors not to exceed \$47,000, which includes a 10 percent contingency and shipping. The motion carried unanimously in a voice vote.

**International Terminal Pavement.** Burke introduced the agenda item. Bretz reported this is a small job staff are looking to get done. He explained after staff put a pad out there for gear last year, the heavy traffic driving across the gravel to the pad is wearing a path more and more. He stated they are not doing the whole thing because in the world of stormwater, the concern is what goes into the watershed. He indicated with an impervious surface, staff don't have to worry about that as much. He added staff would rather leave surface as it is now and just pave the access path.

Rutherford asked what changed. Bretz replied extra traffic is going in because the gear wasn't there before. Sylvia confirmed with staff this is an example of an item that wouldn't come to Commission because of the procurement authority increase.

MOTION was made by Sylvia, seconded by Retherford, to authorize the General Manager or designee to contract with Road and Driveway to pave 1,500 square feet adjacent to the terminal buildings in an amount not to exceed \$12,000, which includes an 8 percent contingency. The motion carried unanimously in a voice vote.

## **STAFF REPORTS**

**General Manager.** Miranda reported the RV Park did the lottery and decided to stay status quo this year. She stated the process went smoothly, but not everyone gets spot they want. She noted the Administration Building will not be finished in December because of the electrical parts. She indicated it will be ready the second week of January, and she hopes to have everything in place for the January meeting. She added the project is on budget, and there have been some savings since the Commission increased the funding.

Miranda reported the plan for Port Dock 7 is moving along. She stated the contract is being finalized, and they should start reaching out to the public in December. She noted some repairs have started on Port Dock 5C. She indicated staff are working hard to install sea lion deterrents. She explained the deterrent is made out of resin and works but breaks a little. She added staff are

looking into getting something a little sturdier to use throughout the docks. Discussion ensued on sea lion dangers.

Miranda reported the Bayfront parking district meetings are going on, and Bretz has been attending. She stated most likely the city will be charging a steep fee for folks to park. She noted that means the Commission needs to think about parking at the Port. She explained the Port will be a little lower than the city but needs to tighten requirements. She indicated staff have been talking to the Commercial Fishing Users Group, suggesting a letter for identification.

Bretz reported the main two things the city discusses are the fee structure and potential changes to parking time limits. He noted there may be changes to Port Dock 5 parking. He stated the parking committee does not want week-long parking there. He noted there is a lot of parking behind the new building that provides a 500-yard walk to Port Dock 5. He added there is a loading zone at Port Dock 5 to drop off people and equipment.

Retherford stated there will be two parking permits, one for the city if fishermen park by Port Dock 5 and one for the Port if they want to be on Port property. Bretz stated what it's going to do is focus people's attention on the parking even more. He stated there will be complaints on anyone who uses the lots who isn't supposed to. He indicated when the rates change, more people will fraudulently want a fisherman's pass. He added the Port will need to step up enforcement and what it takes to get a pass.

Miranda reported some parking lots are not within Port property, and the Port leases them. She noted the Port may not be able to keep them, especially the one owned by the Maritime Museum. She added there will be a separation between parking and storage at Port Dock 7. Retherford stated it might not be a bad idea to offer boat owners the ability to buy so many passes, so it's up to them to make sure their crew has it. Bretz replied the city was interested in giving passes to the Port to give to fishermen, but it's better to deal with them directly.

Sylvia asked what the city fee is. Bretz replied he doesn't know yet, but it is looking like \$150 a year. Miranda noted that's quite a difference with the Port, and the Port will need to bump up its fee. Retherford stated the Port can't keep the mentality that it needs to offer the lowest price if it wants to maintain areas. Chuck asked if the city would do enforcement on Port parking. Miranda replied the Port security can go more often if prices increase. Bretz replied the city will not have the officers to give that kind of coverage.

Bretz reported during the budget, he will talk about this more. He stated there are several invisible but highly important things the Port pays for, cleaning, garbage removal, and security. He noted the problem with all of them is they are expensive and don't generate a lot of revenue. He recommended paying for 24-7 security coverage. Retherford stated fencing the long-term parking is a must for security, otherwise the vehicles will be vandalized. Miranda noted that was discussed that during the fishermen's group meeting. She stated staff are looking into the possibility of fencing some areas, and the fishermen were in favor.

Miranda reported the RORO Dock inspection has been mostly completed. She stated staff will share the reports next month. She noted there is some stuff that will need to be addressed. Bretz stated the reports are less bad than expected. He noted the pilings from the splash zone to the ground are in good shape, and the challenge is from the splash zone up.

Miranda reported the Port did not receive the MARAD grant for the equipment or grading nine acres at the Terminal. She stated the only port in Oregon that received that grant was Port of Portland. She noted it is common for the first-time application to be declined. She indicated the nine acres grading was in the budget, so staff are going to proceed with grading and keep trying

the grant for the equipment. She added she is still talking to firms who have interest in the Terminal, and not all of them need that equipment.

Miranda reported the commercial net recycling is provided as a service for the Terminal. She stated instead of just throwing net away, the Port is trying to create a way to recycle. She noted the Port wants to be good stewards of the environment. She added this always has some cost to it, but, overall, it is a good thing for the community. Chuck confirmed with staff NOAA's net recycling program went away.

Sylvia asked how much footage of net is discarded. Bretz replied in terms of forklift hours, it's going to be about a dozen forklift hours a month to move. He noted staff would have to move those nets anyway, and that gets billed to customer. He added the Port is not dealing with a huge amount of net.

Sylvia asked what the recycler firm will do with the nets. He noted there are programs for making other goods out of nets. Bretz replied he will find out what the final products are and put that in his next report.

Miranda reported she has been working with Business Oregon, who is interested in emerging businesses. She noted she applied for a grant for another forklift. She explained an emerging business is squid, and she opted to apply for a forklift. She indicated she should know in December if the Port got the grant. She added staff are still trying to get dredging for NIT and NOAA this year.

Miranda reported Brown is still working on the financial reports and will submit more details on each site at the next meeting. Brown noted the finances are done through August, and the bottom line is correct. He added the specific details need to be transposed.

### **COMMISSIONER REPORTS**

Sylvia stated there will be an emerging industries market analysis in Oregon, and the blue economy is one of those. He explained there is a group working on a report that will go to the Legislature with five or six actionable items. Miranda stated Ports want something tangible to let the Legislature know where to put money. She added she hopes the report translates into funding at the end of the day.

Sylvia stated Renewable Northwest is going to do an economic impact study on offshore wind energy to the Pacific Northwest and put together a technical advisory committee, which is more of a stakeholder group. He noted a few economists are on that group. He indicated it will be interesting to see how that plays out. He added they are looking at a 30-year simulation, including what would be lost. He stated they are doing one at the national level too. He noted he and Heather Mann are on the advisory group. He indicated fishing is well represented, but so is wind energy. He added the group doing the study is a lobbying group and pro-wind and renewable energy, but they want to do this in a professional way with good input from stakeholders.

Burke reported he and Retherford attended the fishermen group meeting. Lackey stated he didn't attend but watched the video. He stated he believes that group serves everyone well. He noted the Port can learn from fishermen, and fishermen can learn from the Port. He suggested they meet at least twice a year. He commended the Port in facilitating that communication.

Miranda stated any time staff get a couple items that are important to share, they reach out to Heather Mann. She noted it works out well, and this year there have been three meetings. Burke stated it's a great proactive approach. Lackey clarified with staff the notification process.

### **PUBLIC COMMENT**

Zellman stated the Port should keep looking forward. He noted Central Lincoln PUD is pretty set in their ways. He suggested incorporating EV charging stations as the Port builds infrastructure. He added there will be electric boats and cars someday. Miranda noted staff have talked about putting a station in front of the new building.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:13 p.m.



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 100

All amounts are in USD.

**General Operating Fund**

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	2,605,432.89
Cash on hand - Petty Cash	550.00
Cash on hand - Cash Drawers	925.00
Accounts Receivable	1,605,245.44
Allowance for Bad Debt	(30,000.00)
Interfund Activity Receivable	287,021.30
Prepaid Expenses	176,256.56
<b>Total Current Assets</b>	<b>4,645,431.19</b>
<b>TOTAL FIXED ASSETS</b>	<b>49,059,997.28</b>
Deferred Outflows of Resources	775,843.00
<b>TOTAL ASSETS</b>	<b>52,929,585.47</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	129,447.37
Credit Cards Payable	17.31
Accrued Lodging Taxes	(8,137.69)
Unclaimed Property	6,357.58
Interfund Activity Payable	806,787.23
Payroll Payable	45,518.47
Compensated Absences	62,787.57
Accrued Payroll Taxes	66,758.50
Retirement Withholdings Payable	23,411.18
Garnishment Withholdings Payable	1,499.06
Benefit Deductions Payable	19,357.79
Accrued Interest	12,564.00
Deferred Revenue	566,564.68
Current Portion - Notes Payable	326,191.00
Current Portion - Bonds Payable	225,000.00
<b>Total Current Liabilities</b>	<b>2,284,124.05</b>
<b>Non-current Liabilities</b>	
Long-term Debt	5,538,718.33
Less Current Portion - Long-term Debt	(551,191.00)
Bond Premiums	83,865.55
<b>Total Non-current Liabilities</b>	<b>5,071,392.88</b>
Deferred Inflows of Resources	219,726.00
<b>Total Liabilities</b>	<b>7,575,242.93</b>
<b>Equity (Fund Balance)</b>	
Restricted Fund Balance	1,140,000.00
Committed Fund Balance	667,000.00
Unrestricted Fund Balance	35,999,201.83



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 100

All amounts are in USD.

Description	Balance
Contributed Capital	7,130,788.00
<b>Total Equity (Fund Balance)</b>	<b>44,936,989.83</b>
Retained Earnings	917,467.89
<b>Net Assets</b>	<b>45,354,342.54</b>
<b>Total Liabilities and Equity</b>	<b>52,929,585.47</b>



PON Summary Inc Statement

12/13/2022  
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MBROWN

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 100

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Lease Revenue	274,282.43	261,000.00	13,282.43
Moorage	1,000,213.61	916,396.32	83,817.29
Services	232,014.82	336,230.24	(104,215.42)
Shipping	2,175.10	0.00	2,175.10
RV Park Space Rentals	1,160,123.56	862,597.80	297,525.76
Fees	180,347.04	72,000.00	108,347.04
Property Tax Revenue	887.27	41,667.00	(40,779.73)
Discounts and Refunds	(4,860.34)	0.00	(4,860.34)
Miscellaneous Operating Revenue	32,002.11	34,900.04	(2,897.93)
<b>Total Operating Revenue</b>	<b>2,877,185.60</b>	<b>2,524,791.40</b>	<b>352,394.20</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	738,488.57	864,287.36	(125,798.79)
Materials, Services	1,397,245.62	1,707,593.96	(310,348.34)
Less Depreciation	(590,087.68)	0.00	(590,087.68)
<b>Total Operating Expenses</b>	<b>1,545,646.51</b>	<b>2,571,881.32</b>	<b>(1,026,234.81)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,331,539.09</b>	<b>(47,089.92)</b>	<b>1,378,629.01</b>
<b>NON-OPERATING REVENUES</b>			
Grants	1,156,484.00	89,148.00	1,067,336.00
Interest	4,219.65	833.36	3,386.29
Transfers In from Other Funds	0.00	789,450.32	(789,450.32)
<b>Total Non-operating Revenues</b>	<b>1,160,703.65</b>	<b>879,431.68</b>	<b>281,271.97</b>
<b>NON-OPERATING EXPENSES</b>			
Debt Service	263,424.77	0.00	263,424.77
Capital Outlays	868,151.15	1,659,612.00	(791,460.85)
<b>Total Non-Operating Expenses</b>	<b>1,131,575.92</b>	<b>1,659,612.00</b>	<b>(528,036.08)</b>
<b>Non-Operating Income (Loss)</b>	<b>29,127.73</b>	<b>(780,180.32)</b>	<b>809,308.05</b>
<b>Net Income (Loss)</b>	<b>1,360,666.82</b>	<b>(827,270.24)</b>	<b>2,187,937.06</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	590,087.68	0.00	590,087.68



PON Summary Inc Statement

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 100 Administration

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Property Tax Revenue	887.27	41,667.00	(40,779.73)
Miscellaneous Operating Revenue	1,333.32	1,333.32	0.00
<b>Total Operating Revenue</b>	<b>2,220.59</b>	<b>43,000.32</b>	<b>(40,779.73)</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	294,559.95	328,131.36	(33,571.41)
Materials, Services	802,516.60	393,739.32	408,777.28
Less Depreciation	(590,087.68)	0.00	(590,087.68)
<b>Total Operating Expenses</b>	<b>506,988.87</b>	<b>721,870.68</b>	<b>(214,881.81)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(504,768.28)</b>	<b>(678,870.36)</b>	<b>174,102.08</b>
<b>NON-OPERATING REVENUES</b>			
Interest	4,219.65	833.36	3,386.29
Transfers In from Other Funds	0.00	789,450.32	(789,450.32)
<b>Total Non-operating Revenues</b>	<b>4,219.65</b>	<b>790,283.68</b>	<b>(786,064.03)</b>
<b>NON-OPERATING EXPENSES</b>			
Debt Service	178,221.30	0.00	178,221.30
Capital Outlays	847,696.79	1,625,000.00	(777,303.21)
<b>Total Non-Operating Expenses</b>	<b>1,025,918.09</b>	<b>1,625,000.00</b>	<b>(599,081.91)</b>
<b>Non-Operating Income (Loss)</b>	<b>(1,021,698.44)</b>	<b>(834,716.32)</b>	<b>(186,982.12)</b>
<b>Net Income (Loss)</b>	<b>(1,526,466.72)</b>	<b>(1,513,586.68)</b>	<b>(12,880.04)</b>
<hr/> <hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	590,087.68	0.00	590,087.68





PON Summary Inc Statement

12/13/2022

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MBROWN

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 500 International Terminal

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Lease Revenue	57,191.80	57,000.00	191.80
Moorage	67,506.67	77,238.32	(9,731.65)
Services	85,726.84	163,335.32	(77,608.48)
Shipping	2,175.10	0.00	2,175.10
Fees	1,634.58	0.00	1,634.58
Miscellaneous Operating Revenue	937.60	600.00	337.60
<b>Total Operating Revenue</b>	<b>215,172.59</b>	<b>298,173.64</b>	<b>(83,001.05)</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	97,101.89	86,909.00	10,192.89
Materials, Services	93,774.77	385,198.04	(291,423.27)
<b>Total Operating Expenses</b>	<b>190,876.66</b>	<b>472,107.04</b>	<b>(281,230.38)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>24,295.93</b>	<b>(173,933.40)</b>	<b>198,229.33</b>
<b>NON-OPERATING REVENUES</b>			
<b>NON-OPERATING EXPENSES</b>			
Debt Service	20,477.26	0.00	20,477.26
Capital Outlays	5,778.75	2,469.00	3,309.75
<b>Total Non-Operating Expenses</b>	<b>26,256.01</b>	<b>2,469.00</b>	<b>23,787.01</b>
<b>Non-Operating Income (Loss)</b>	<b>(26,256.01)</b>	<b>(2,469.00)</b>	<b>(23,787.01)</b>
<b>Net Income (Loss)</b>	<b>(1,960.08)</b>	<b>(176,402.40)</b>	<b>174,442.32</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON Summary Inc Statement

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 300 Commercial Marina

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Lease Revenue	51,065.69	50,000.00	1,065.69
Moorage	91,143.55	212,938.00	(121,794.45)
Services	145,578.18	162,691.32	(17,113.14)
Fees	8,474.96	0.00	8,474.96
Miscellaneous Operating Revenue	10,196.54	11,133.36	(936.82)
<b>Total Operating Revenue</b>	<b>306,458.92</b>	<b>436,762.68</b>	<b>(130,303.76)</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	136,930.28	194,005.36	(57,075.08)
Materials, Services	179,972.58	512,666.60	(332,694.02)
<b>Total Operating Expenses</b>	<b>316,902.86</b>	<b>706,671.96</b>	<b>(389,769.10)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(10,443.94)</b>	<b>(269,909.28)</b>	<b>259,465.34</b>
<b>NON-OPERATING REVENUES</b>			
Grants	0.00	58,857.00	(58,857.00)
<b>Total Non-operating Revenues</b>	<b>0.00</b>	<b>58,857.00</b>	<b>(58,857.00)</b>
<b>NON-OPERATING EXPENSES</b>			
Debt Service	659.55	0.00	659.55
Capital Outlays	(4,574.54)	32,143.00	(36,717.54)
<b>Total Non-Operating Expenses</b>	<b>(3,914.99)</b>	<b>32,143.00</b>	<b>(36,057.99)</b>
<b>Non-Operating Income (Loss)</b>	<b>3,914.99</b>	<b>26,714.00</b>	<b>(22,799.01)</b>
<b>Net Income (Loss)</b>	<b>(6,528.95)</b>	<b>(243,195.28)</b>	<b>236,666.33</b>
<b>Non Budget Expenditures</b>			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON Summary Inc Statement

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 700 South Beach

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Lease Revenue	166,024.94	154,000.00	12,024.94
Moorage	841,563.39	626,220.00	215,343.39
Services	0.00	10,203.60	(10,203.60)
RV Park Space Rentals	1,160,123.56	862,597.80	297,525.76
Fees	169,651.94	72,000.00	97,651.94
Discounts and Refunds	(4,209.75)	0.00	(4,209.75)
Miscellaneous Operating Revenue	19,534.65	21,833.36	(2,298.71)
<b>Total Operating Revenue</b>	<b>2,352,688.73</b>	<b>1,746,854.76</b>	<b>605,833.97</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	200,246.54	255,241.64	(54,995.10)
Materials, Services	314,495.59	415,990.00	(101,494.41)
<b>Total Operating Expenses</b>	<b>514,742.13</b>	<b>671,231.64</b>	<b>(156,489.51)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,837,946.60</b>	<b>1,075,623.12</b>	<b>762,323.48</b>
<b>NON-OPERATING REVENUES</b>			
Grants	1,156,484.00	30,291.00	1,126,193.00
<b>Total Non-operating Revenues</b>	<b>1,156,484.00</b>	<b>30,291.00</b>	<b>1,126,193.00</b>
<b>NON-OPERATING EXPENSES</b>			
Debt Service	61,983.33	0.00	61,983.33
Capital Outlays	19,250.15	0.00	19,250.15
<b>Total Non-Operating Expenses</b>	<b>81,233.48</b>	<b>0.00</b>	<b>81,233.48</b>
<b>Non-Operating Income (Loss)</b>	<b>1,075,250.52</b>	<b>30,291.00</b>	<b>1,044,959.52</b>
<b>Net Income (Loss)</b>	<b>2,913,197.12</b>	<b>1,105,914.12</b>	<b>1,807,283.00</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 500

**NOAA LEASE REVENUE FUND**

All amounts are in USD.

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	3,470,544.79
Interfund Activity Receivable	278,813.54
Prepaid Expenses	70,960.49
<b>Total Current Assets</b>	<b>3,820,318.82</b>
<b>TOTAL FIXED ASSETS</b>	<b>21,013,636.19</b>
Deferred Outflows of Resources	(395,735.04)
<b>TOTAL ASSETS</b>	<b>25,229,690.05</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	21,412.59
Interfund Activity Payable	842,025.59
Compensated Absences	10,865.05
Accrued Payroll Taxes	301.13
Retirement Withholdings Payable	491.30
Benefit Deductions Payable	682.41
Accrued Interest	177,651.00
Current Portion - Bonds Payable	1,350,000.00
<b>Total Current Liabilities</b>	<b>2,403,429.07</b>
<b>Non-current Liabilities</b>	
Long-term Debt	13,895,000.00
Less Current Portion - Long-term Debt	(1,350,000.00)
<b>Total Non-current Liabilities</b>	<b>12,545,000.00</b>
Deferred Inflows of Resources	11,565.00
<b>Total Liabilities</b>	<b>14,959,994.07</b>
<b>Equity (Fund Balance)</b>	
Restricted Fund Balance	1,761,721.00
Committed Fund Balance	432,000.00
Unrestricted Fund Balance	8,109,621.64
<b>Total Equity (Fund Balance)</b>	<b>10,303,342.64</b>
Retained Earnings	(1,392,667.67)
<b>Net Assets</b>	<b>10,269,695.98</b>
<b>Total Liabilities and Equity</b>	<b>25,229,690.05</b>



PON Summary Inc Statement

12/13/2022

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Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 500

**NOAA LEASE REVENUE FUND**

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Lease Revenue	850,829.52	857,619.32	(6,789.80)
Shipping	(157.50)	0.00	(157.50)
<b>Total Operating Revenue</b>	<b>850,672.02</b>	<b>857,619.32</b>	<b>(6,947.30)</b>
<b>OPERATING EXPENSES</b>			
Personnel Services	42,156.24	72,823.00	(30,666.76)
Materials, Services	611,238.47	124,715.76	486,522.71
Less Depreciation	(490,539.40)	0.00	(490,539.40)
<b>Total Operating Expenses</b>	<b>162,855.31</b>	<b>197,538.76</b>	<b>(34,683.45)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>687,816.71</b>	<b>660,080.56</b>	<b>27,736.15</b>
<b>NON-OPERATING REVENUES</b>			
Interest	1,756.43	2,000.00	(243.57)
<b>Total Non-operating Revenues</b>	<b>1,756.43</b>	<b>2,000.00</b>	<b>(243.57)</b>
<b>NON-OPERATING EXPENSES</b>			
Debt Service	1,563,181.40	0.00	1,563,181.40
Capital Outlays	28,520.01	0.00	28,520.01
<b>Total Non-Operating Expenses</b>	<b>1,591,701.41</b>	<b>0.00</b>	<b>1,591,701.41</b>
<b>Non-Operating Income (Loss)</b>	<b>(1,589,944.98)</b>	<b>2,000.00</b>	<b>(1,591,944.98)</b>
<b>Net Income (Loss)</b>	<b>(902,128.27)</b>	<b>662,080.56</b>	<b>(1,564,208.83)</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	490,539.40	0.00	490,539.40



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 600

**NOAA CAPITAL RESERVES**

All amounts are in USD.

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	1,703,326.78
Interfund Activity Receivable	528,118.69
<b>Total Current Assets</b>	<b>2,231,445.47</b>
<b>TOTAL ASSETS</b>	<b>2,231,445.47</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>0.00</b>
<b>Non-current Liabilities</b>	
<b>Total Non-current Liabilities</b>	<b>0.00</b>
Deferred Inflows of Resources	0.00
<b>Total Liabilities</b>	<b>0.00</b>
<b>Equity (Fund Balance)</b>	
Restricted Fund Balance	2,224,706.37
<b>Total Equity (Fund Balance)</b>	<b>2,224,706.37</b>
Retained Earnings	6,739.10
<b>Net Assets</b>	<b>2,231,445.47</b>
<b>Total Liabilities and Equity</b>	<b>2,231,445.47</b>



PON Summary Inc Statement

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 600

**NOAA CAPITAL RESERVES**

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
<b>OPERATING EXPENSES</b>			
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME (LOSS)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NON-OPERATING REVENUES</b>			
Interest	6,739.10	(1,666.68)	8,405.78
<b>Total Non-operating Revenues</b>	<b>6,739.10</b>	<b>(1,666.68)</b>	<b>8,405.78</b>
<b>NON-OPERATING EXPENSES</b>			
<b>Non-Operating Income (Loss)</b>	<b>6,739.10</b>	<b>(1,666.68)</b>	<b>8,405.78</b>
<b>Net Income (Loss)</b>	<b>6,739.10</b>	<b>(1,666.68)</b>	<b>8,405.78</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 400

**BONDED DEBT FUND**

All amounts are in USD.

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	124,968.46
Accounts Receivable	41,328.02
<b>Total Current Assets</b>	<b>166,296.48</b>
<b>TOTAL FIXED ASSETS</b>	<b>153,738.00</b>
Deferred Outflows of Resources	(625,495.64)
<b>TOTAL ASSETS</b>	<b>945,530.12</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Current Portion - Bonds Payable	420,000.00
<b>Total Current Liabilities</b>	<b>420,000.00</b>
<b>Non-current Liabilities</b>	
Long-term Debt	11,235,000.25
Less Current Portion - Long-term Debt	(420,000.00)
Bond Premiums	660,561.00
<b>Total Non-current Liabilities</b>	<b>11,475,561.25</b>
Deferred Inflows of Resources	0.00
<b>Total Liabilities</b>	<b>11,895,561.25</b>
<b>Equity (Fund Balance)</b>	
Restricted Fund Balance	(10,956,591.17)
<b>Total Equity (Fund Balance)</b>	<b>(10,956,591.17)</b>
Retained Earnings	6,560.04
<b>Net Assets</b>	<b>(10,950,031.13)</b>
<b>Total Liabilities and Equity</b>	<b>945,530.12</b>





PON Summary Inc Statement

12/13/2022  
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Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 400

**BONDED DEBT FUND**

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
Property Tax Revenue	6,207.92	0.00	6,207.92
<b>Total Operating Revenue</b>	<b>6,207.92</b>	<b>0.00</b>	<b>6,207.92</b>
<b>OPERATING EXPENSES</b>			
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME (LOSS)</b>	<b>6,207.92</b>	<b>0.00</b>	<b>6,207.92</b>
<b>NON-OPERATING REVENUES</b>			
Interest	352.12	(16.64)	368.76
<b>Total Non-operating Revenues</b>	<b>352.12</b>	<b>(16.64)</b>	<b>368.76</b>
<b>NON-OPERATING EXPENSES</b>			
<b>Non-Operating Income (Loss)</b>	<b>352.12</b>	<b>(16.64)</b>	<b>368.76</b>
<b>Net Income (Loss)</b>	<b>6,560.04</b>	<b>(16.64)</b>	<b>6,576.68</b>
<hr/> <hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 300

All amounts are in USD.

**CONSTRUCTION FUND**

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	13,084.04
<b>Total Current Assets</b>	<b>13,084.04</b>
<b>TOTAL ASSETS</b>	<b>13,084.04</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>0.00</b>
<b>Non-current Liabilities</b>	
<b>Total Non-current Liabilities</b>	<b>0.00</b>
Deferred Inflows of Resources	0.00
<b>Total Liabilities</b>	<b>0.00</b>
<b>Equity (Fund Balance)</b>	
Unrestricted Fund Balance	13,072.51
<b>Total Equity (Fund Balance)</b>	<b>13,072.51</b>
Retained Earnings	11.53
<b>Net Assets</b>	<b>13,084.04</b>
<b>Total Liabilities and Equity</b>	<b>13,084.04</b>



PON Summary Inc Statement

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 300

**CONSTRUCTION FUND**

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
<b>OPERATING EXPENSES</b>			
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME (LOSS)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NON-OPERATING REVENUES</b>			
Interest	11.53	0.00	11.53
<b>Total Non-operating Revenues</b>	<b>11.53</b>	<b>0.00</b>	<b>11.53</b>
<b>NON-OPERATING EXPENSES</b>			
<b>Non-Operating Income (Loss)</b>	<b>11.53</b>	<b>0.00</b>	<b>11.53</b>
<b>Net Income (Loss)</b>	<b>11.53</b>	<b>0.00</b>	<b>11.53</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 200

**FACILITIES MAINTENANCE FUND**

All amounts are in USD.

Description	Balance
<b>Assets</b>	
<b>Current Assets</b>	
Cash Deposits	528,091.27
<b>Total Current Assets</b>	<b>528,091.27</b>
<b>TOTAL ASSETS</b>	<b>528,091.27</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>0.00</b>
<b>Non-current Liabilities</b>	
<b>Total Non-current Liabilities</b>	<b>0.00</b>
Deferred Inflows of Resources	0.00
<b>Total Liabilities</b>	<b>0.00</b>
<b>Equity (Fund Balance)</b>	
Assigned Fund Balance	475,911.12
Unrestricted Fund Balance	50,605.29
<b>Total Equity (Fund Balance)</b>	<b>526,516.41</b>
Retained Earnings	1,574.86
<b>Net Assets</b>	<b>528,091.27</b>
<b>Total Liabilities and Equity</b>	<b>528,091.27</b>



PON Summary Inc Statement

12/13/2022  
Page 1 / 1  
MBROWN

Period: 07/01/22..10/30/22

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2023, Fund Filter: 200

**FACILITY MAINTENANCE FUND**

All amounts are in USD.

Description	Actual	Budget	Variance
<b>OPERATING REVENUE</b>			
<b>OPERATING EXPENSES</b>			
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME (LOSS)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NON-OPERATING REVENUES</b>			
Interest	1,574.86	166.68	1,408.18
<b>Total Non-operating Revenues</b>	<b>1,574.86</b>	<b>166.68</b>	<b>1,408.18</b>
<b>NON-OPERATING EXPENSES</b>			
Transfers Out to Other Funds	0.00	528,316.00	(528,316.00)
<b>Total Non-Operating Expenses</b>	<b>0.00</b>	<b>528,316.00</b>	<b>(528,316.00)</b>
<b>Non-Operating Income (Loss)</b>	<b>1,574.86</b>	<b>(528,149.32)</b>	<b>529,724.18</b>
<b>Net Income (Loss)</b>	<b>1,574.86</b>	<b>(528,149.32)</b>	<b>529,724.18</b>
<hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00

Reference #	Vendor Name	description	Fund	Department	Amount
EFT 0114	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	Office Expense	General Funds	300 Commercial Marina	640.00
EFT0132	Carson Oil Co Inc**EFT**	Operating Supplies	General Funds	500 International Terminal	262.15
10717	AlSCO Inc	Contract and Support Services	General Funds	500 International Terminal	32.95
10717	AlSCO Inc	Contract and Support Services	General Funds	500 International Terminal	32.95
10718	Alsea Bay Power Products Inc	Equipment	General Funds	600 NOAA	1,572.47
10719	Amazon Capital Services Inc	Otter box case- cell phone	General Funds	500 International Terminal	303.98
10719	Amazon Capital Services Inc	Otter box case- cell phone	General Funds	500 International Terminal	99.96
10719	Amazon Capital Services Inc	Otter box case- cell phone	General Funds	500 International Terminal	46.17
10719	Amazon Capital Services Inc	Otter box case- cell phone	General Funds	500 International Terminal	614.46
10719	Amazon Capital Services Inc	Otter box case- cell phone	General Funds	500 International Terminal	44.88
10720	Associated Cleaning Services Inc	Repairs and Maintenance	General Funds	600 NOAA	1,503.00
10722	Curry Marine	Install Emergency Stop Switch	General Funds	500 International Terminal	801.65
10723	Ecolube Recovery LLC	Utilities	General Funds	700 South Beach	35.49
10725	Ground FX Landscape Management LLC	Contract and Support Services	General Funds	300 Commercial Marina	345.00
10726	Hyak	Contract and Support Services	General Funds	100 Administration	5,114.00
10727	Integrity Data	IT Hardware and Software	General Funds	100 Administration	941.00
10728	Pacific Source Administrators Inc	Payroll Taxes and Benefits	General Funds	100 Administration	135.00
10729	Pioneer Connect	113823-SB Office Phone	General Funds	700 South Beach	179.87
10729	Pioneer Connect	113823-SB Office Phone	General Funds	700 South Beach	41.31
10729	Pioneer Connect	113823-SB Office Phone	General Funds	700 South Beach	224.91
10730	Special Districts Insurance Services	NOAA	General Funds	600 NOAA	23,611.86
10731	Staples Advantage	Copy paper	General Funds	100 Administration	91.14
10731	Staples Advantage	Copy paper	General Funds	100 Administration	28.49
10731	Staples Advantage	Copy paper	General Funds	100 Administration	137.98
10731	Staples Advantage	Copy paper	General Funds	100 Administration	107.90
10731	Staples Advantage	Copy paper	General Funds	100 Administration	69.88
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	340.00
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	320.00
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	165.00
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	165.00
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	85.00
10732	T & L Septic & Chemical Toilet Service	Chemical Toilet Rental-SB Marina-Dry Camp/Boat Launch	General Funds	700 South Beach	165.00
10733	TCB Security Services Inc.	SB	General Funds	700 South Beach	12,309.00
EFT0133	Direct TV**EFT**	SB RV Park	General Funds	700 South Beach	798.06
EFT0135	OR Dept of Revenue-Garnishments		General Funds	100 Administration	599.52
EFT0136	OR Dept of Revenue-Garnishments		General Funds	700 South Beach	50.00
10721	AVS Elevator LLC	Contract and Support Services	NOAA FUNDS	600 NOAA	595.75
EFT0137	Washington State Support Registry		General Funds	100 Administration	200.00
EFT0138	VOYA-OREGON SAVINGS GROWTH PLAN		General Funds	300 Commercial Marina	1,755.00
EFT0140	Carson Oil Co Inc**EFT**	Operating Supplies	General Funds	500 International Terminal	1,576.42
10734	Cherish Fisher	Advance PPE 11/15/2022	General Funds	700 South Beach	500.00
10735	Advanced Remediation Technologies Inc	Licenses and Permits	General Funds	300 Commercial Marina	3,760.00
10736	AKS Engineering & Forestry, LLC	Dredge Volumes	General Funds	600 NOAA	5,250.00
10737	AlSCO Inc	Contract and Support Services	General Funds	500 International Terminal	32.95
10738	Alsea Bay Power Products Inc	Equipment	General Funds	700 South Beach	75.26
10739	Amazon Capital Services Inc	Office Expense	General Funds	100 Administration	110.94
10739	Amazon Capital Services Inc	Office Expense	General Funds	100 Administration	46.86
10739	Amazon Capital Services Inc	Office Expense	General Funds	100 Administration	75.94
10740	Barrelhead Supply Inc	Repairs and Maintenance	General Funds	300 Commercial Marina	88.07
10741	Bay Area Enterprises Inc	SB - 79%	General Funds	700 South Beach	15,399.30
10743	Carver Inc	Operating Supplies	General Funds	700 South Beach	133.08
10744	Coastal Paper & Supply Inc	Operating Supplies	General Funds	700 South Beach	792.95
10745	Civil West Engineering Services, Inc	22-10-710-38	General Funds	700 South Beach	205.00
10746	Copeland Lumber Yards Inc	Repairs and Maintenance	General Funds	300 Commercial Marina	45.98
10747	Dan's Leak Detection LLC	Contract and Support Services	General Funds	300 Commercial Marina	525.00
10748	Doug's Electric Inc	Repairs and Maintenance	General Funds	300 Commercial Marina	314.00
10749	Englund Marine Supply Co Inc	Operating Supplies	General Funds	300 Commercial Marina	3,283.50
10749	Englund Marine Supply Co Inc	Operating Supplies	General Funds	300 Commercial Marina	44.90
10749	Englund Marine Supply Co Inc	Operating Supplies	General Funds	300 Commercial Marina	791.39
10749	Englund Marine Supply Co Inc	Operating Supplies	General Funds	300 Commercial Marina	27.15
10750	Hippo Facility Management Inc	IT Hardware and Software	General Funds	700 South Beach	4,490.45
10751	Industrial Welding Supply, Inc.	Equipment	General Funds	300 Commercial Marina	364.00
10752	KOPIS	IT Hardware and Software	General Funds	100 Administration	22,560.00
10752	KOPIS	IT Hardware and Software	General Funds	100 Administration	1,755.00
10753	Lincoln County Public Works	Operating Supplies	General Funds	700 South Beach	198.59
10755	Pacific Coast Lock & Safe LLC	Repairs and Maintenance	General Funds	700 South Beach	215.00
10756	Pacific Habitat Services Inc	Capital Outlay - Land Improvements	General Funds	600 NOAA	2,480.00
10756	Pacific Habitat Services Inc	Capital Outlay - Land Improvements	General Funds	600 NOAA	1,192.00
10757	OR Dept of Forestry	State Land Fees	General Funds	500 International Terminal	18.05
10758	Summit Public Relations Strat LLC	Professional Fees	General Funds	100 Administration	2,100.00
10759	Thompson's Sanitary Service Inc	Utilities	General Funds	600 NOAA	5,044.55
10759	Thompson's Sanitary Service Inc	Utilities	General Funds	600 NOAA	1,649.19

10759	Thompson's Sanitary Service Inc	Utilities	General Funds	600	NOAA	797.24
10759	Thompson's Sanitary Service Inc	Utilities	General Funds	600	NOAA	731.55
10760	TWGW Inc NAPA Auto Parts	Operating Supplies	General Funds	300	Commercial Marina	261.31
10761	MacPherson, Gintner & Diaz	Professional Fees	General Funds	100	Adminstration	2,137.50
10764	Orkin	Contract and Support Services	General Funds	700	South Beach	53.33
10765	Orkin	2120 SE Marine Science Dr	General Funds	700	South Beach	75.00
10742	Bill's Pest Control LLC	Contract and Support Services	NOAA FUNDS	600	NOAA	135.00
EFT0141	Direct TV**EFT**	RV Park Annex	General Funds	700	South Beach	441.48
EFT0130	City of Newport Water**EFT**	172421.00 - PON RV Dump	General Funds	700	South Beach	15,373.95
EFT0131	Central Lincoln PUD**EFT**	302612072 - 2591 SE Pacific Way	General Funds	700	South Beach	18,911.73
10770	Advanced Remediation Technologies Inc	PON Admin Bldg Parking & Strm	General Funds	300	Commercial Marina	4,403.50
10770	Advanced Remediation Technologies Inc	PON Admin Bldg Parking & Strm	General Funds	300	Commercial Marina	4,660.00
10770	Advanced Remediation Technologies Inc	PON Admin Bldg Parking & Strm	General Funds	300	Commercial Marina	4,472.00
10770	Advanced Remediation Technologies Inc	PON Admin Bldg Parking & Strm	General Funds	300	Commercial Marina	1,715.00
10771	Amazon Capital Services Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	250.87
10771	Amazon Capital Services Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	68.85
10771	Amazon Capital Services Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	883.70
10771	Amazon Capital Services Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	407.33
10772	Associated Cleaning Services Inc	Repairs and Maintenance	General Funds	600	NOAA	1,377.00
10773	Business Oregon - IFA	Debt Service - Principal	General Funds	700	South Beach	2,083.33
10774	Central Coast Excavating Inc	Capital Outlay - Land Improvements	General Funds	300	Commercial Marina	17,082.00
10775	Century Link	541-265-4235 840 B	General Funds	100	Adminstration	40.82
10776	Copeland Lumber Yards Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	91.51
10776	Copeland Lumber Yards Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	117.41
10777	Englund Marine Supply Co Inc	Repairs and Maintenance	General Funds	300	Commercial Marina	113.04
10778	Connected Solutions Group	IT Hardware and Software	General Funds	100	Adminstration	1,522.84
10779	MASA	Ripka	General Funds	100	Adminstration	154.00
10780	Mobile Modular	Lease Expense	General Funds	100	Adminstration	1,200.00
10781	Newport Sign Shop	Repairs and Maintenance	General Funds	300	Commercial Marina	544.00
10782	Platt Electric Supply Inc	Operating Supplies	General Funds	600	NOAA	136.62
10783	Port's Contracting, LLC	Repairs and Maintenance	General Funds	300	Commercial Marina	10,680.00
10784	Special Districts Association of Oregon	2023 OPPA Annual Dues	General Funds	100	Adminstration	16,656.13
10785	Sealstop	Repairs and Maintenance	General Funds	300	Commercial Marina	3,186.36
10786	Sierra Springs	Contract and Support Services	General Funds	100	Adminstration	30.88
10787	Smile-A-Mile Painting	Repairs and Maintenance	General Funds	700	South Beach	19,695.00
10788	Special Districts Insurance Services	Liability/Property Insurance - Q4 NOAA	General Funds	600	NOAA	61,017.75
10789	Spiro Landscapes Inc	Contract and Support Services	General Funds	600	NOAA	990.00
10789	Spiro Landscapes Inc	Contract and Support Services	General Funds	600	NOAA	460.00
10790	Westech Rigging Supply	Operating Supplies	General Funds	500	International Terminal	200.35
10791	OR Dept of Environmental Quality	Terminal Pier- 118173 7/1/22-6/30/23	General Funds	500	International Terminal	1,484.08
10792	OR Government Ethics Commission	Annual OR Ethics Commission Fee	General Funds	100	Adminstration	658.59
10793	Suburban Propane	Operating Supplies	General Funds	300	Commercial Marina	250.12
10793	Suburban Propane	Operating Supplies	General Funds	300	Commercial Marina	64.52
EFT0142	VOYA-OREGON SAVINGS GROWTH PLAN	Laver-Holencik	General Funds	300	Commercial Marina	1,755.00
EFT0143	Washington State Support Registry		General Funds	500	International Terminal	200.00
10794	Rondys Inc dba Yaquina Industrial Park	December 2022	General Funds	100	Adminstration	6,000.00
10795	Industrial Credit Service		General Funds	700	South Beach	385.28
10796		32 Hours PTO-PPE 11/18/22	General Funds	700	South Beach	517.98
EFT0124	Windcave	Contract and Support Services	General Funds	100	Adminstration	148.74
EFT0144	OR Dept of Revenue-Garnishments		General Funds	100	Adminstration	50.00
EFT0145	OR Dept of Revenue-Garnishments	Garnishment Withholdings Payable	General Funds	100	Adminstration	358.54
EFT0129	Windcave	Contract and Support Services	General Funds	100	Adminstration	148.72
EFT0139	Windcave	IT Hardware and Software	General Funds	100	Adminstration	175.00
EFT0159	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	Office Expense	General Funds	100	Adminstration	640.00



## **C O N S E N T   C A L E N D A R**

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**DATE:** December 13, 2022  
**RE:** South Beach Marina Float Repair  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

---

### **BACKGROUND**

Bergerson Construction repaired a float in South Beach this year, and the work was approved by the Port Commission in an amount not to exceed \$24,500. The work exceeded that cost, and I am seeking authorization to pay them an additional \$3,337.78. The discrepancy was the result of extra time that it took to complete the repair, which was completed on a time and material basis.

### **DETAIL**

The work was satisfactorily completed, but it took longer than expected.

### **BUDGET IMPACTS**

There is plenty of room in the maintenance budget for the South Beach Marina to make this payment for work that was completed.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM OR DESIGNEE TO MAKE A \$3,337.78 PAYMENT TO BERGERSON CONSTRUCTION FOR WORK COMPLETED ON THE DOCKS IN THE SOUTH BEACH MARINA.





## **C O N S E N T   C A L E N D A R**

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**DATE:**            December 16, 2022  
**RE:**                Smile a Mile Painting  
**TO:**                Paula Miranda, General Manager  
**ISSUED BY:**    Aaron Bretz, Director of Operations

---

### **BACKGROUND**

This is a report to fix a \$393.00 error.

I originally filed this report for \$39,000 even, but the correct amount was 39,393.00. I request approval of this contract amount NTE 39,393.

We have worked diligently for months to get quotes from painters on work that is in this year's budget in the South Beach Marina. Unfortunately, all but two painting contractors have been unresponsive.

Smile A Mile Painting is the best value of the two responsive contractors, and we had three "no bids" from other contractors.

### **DETAIL**

We budgeted in our buildings and maintenance budget item this year \$256K. We planned to get this painting done in this fiscal year as part of the year's building maintenance.

### **RECOMMENDATION**

I RECOMMEND A MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CONTRACT WITH SMILE A MILE TO PAINT THE RV PARK OFFICE AND DISTILLERY BUILDINGS IN AN AMOUNT NTE \$39,393 WHICH INCLUDES CONTINGENCY.



## **CONSENT CALENDAR**

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**DATE:** December 16, 2022  
**RE:** Commercial Marina  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

---

### **BACKGROUND**

This report is to fix a \$375.00 error. I originally requested \$20,000 for approval of the purchase of dumpsters for the Commercial Marina, but the actual purchase amounted to \$20,375. I am requesting an authorization for an additional \$375.00 to pay Rule Steel for the purchase of rolling dumpsters.

### **DETAIL**

After considering quotes from three companies and conducting thorough market research, we have determined that Rule Steel offers the best value to the Port to supply new refuse carts for the Commercial Marina Operations. We've purchased carts from them in the past, so we have compatible replacement parts already in stock for these carts and we know the quality of Rule Steel carts are very good and they lasted long past what we expected. The carts we currently use are getting towards the end of their life, requiring constant maintenance to keep in safe working condition. Refuse carts sit at the top of every dock and some on the piers all day and night for our fisherman and public to use. Most of the refuse carts we currently use at the commercial marina are upwards of 18 years old and have reached the end of their usable life.

The quoted cost for the Port to purchase 10 new refuse carts is \$38,775 and that includes the shipping cost. That quote for brand-new refuse carts shipped to us that have been hot dip galvanized to extend the life of the carts.

At this time, we're only looking to purchase half the new refuse carts with maintenance funding.

### **BUDGET IMPACTS**

We have money in the maintenance budget for use toward replacement of refuse carts, but we are only requesting five because it's still early in the fiscal year.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM OR DESIGNEE TO PURCHASE REFUSE CARTS FROM RULE STEEL IN AN AMOUNT NOT TO EXCEED \$20,375.



## **STAFF REPORT**

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**DATE:** *December 20, 2022*  
**RE:** *Rondys' Third Lease Amendment*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

The Port currently leases property from Rondys to store dredge material for \$1.00 per year. The lease expires on December 24, 2022. Unfortunately, the Port has not yet been able to remove the dredge sediments from the site. Rondys agreed to extend the lease for an additional 6 months until the Port is able to remove the remaining material.

### **RECOMMENDATION**

I recommend "A MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE THIRD LEASE AMENDMENT AS PRESENTED."

**THIRD ADDENDUM TO LEASE**

This Addendum to Lease made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Rondys, Inc., a Washington corporation, hereinafter called "Lessor" or "Rondys", and the Port of Newport, a municipal corporation of the State of Oregon, hereinafter called "Lessee" or "Port".

**RECITALS:**

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

**AGREEMENT TO EXTEND**

- 1. The parties agree to extend the term of the lease until June 24, 2023. Beyond that date, no additional lease extensions or renewals are contemplated or expected by the parties.
- 2. Base rent remains \$1.00 per year.
- 3. Except as specifically modified above, the Lease Agreement dated June 25, 2012 and the Addendum dated October 17, 2018 are ratified and reaffirmed in all other respects.

PORT OF NEWPORT

RONDYS, INC.

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

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

Its: General Manager

Its: President

STATE OF OREGON            )  
   ) ss:  
 County of Lincoln            )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ by Paula Miranda, General Manager of the Port of Newport, an ORS 777 Municipal Corporation, on behalf of the corporation.

\_\_\_\_\_  
 Notary Public for Oregon  
 My commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss:  
County of \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_ by Evan Hall, President of Rondys, Inc., on behalf of the corporation.

\_\_\_\_\_  
Notary Public for  
My commission expires: \_\_\_\_\_



## Staff Report –Budget Committee Membership

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**DATE:** December 20, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance & Business Services

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### Overview

The Port, by law, has five electors on the Budget Committee. There are exceptions granted when an agency cannot find a sufficient number of registered voters who desire to serve on the committee. Last year this occurred as we were unable to fill one slot on the Budget Committee.

Budget Committee members serve three year terms, with equal numbers expiring each year. However, the Budget Committee membership may be renewed at the discretion of the Commission.

The Budget Committee is the Port's fiscal planning advisory committee. To be qualified to serve on the committee, the individual must have the right to vote for a ballot measure submitted by the Port.

### Details

The Port has received three applications to serve as a Budget Committee member. These applications are attached for your review.

The applicants are: Larry Osborne, Carol DeLong, and Paul Zellman.

Each of these applicants is qualified to sit on the Budget Committee. The applicants will be joining Rex Capri (term expires: 2025) and Jeffrey Johnson (term expires: 2024) to form a new budget committee.

Port staff have queried the current Budget Committee membership. One Budget Committee member has asked to step down, a second did not respond, and there is one vacant position.

If these three individuals are appointed, a welcome packet will be sent to each of them, introducing the Port's budgeting process and their role in the process.

### Recommendation

I recommend that the Commission appoint Larry Osborne and Carol DeLong, for terms expiring in 2024, and Paul Zellman, for a term expiring in 2025, to the Port of Newport Budget Committee.

###

19 November 2022

**Budget Committee Vacancy Letter of Interest**

This letter is to express my interest in being considered for appointment to the Port of Newport's Budget Committee vacancy. I am a new resident and registered voter of Newport, since August 2022, having moved back to Oregon, after being a resident of Carson City, Nevada for the past several years. Prior to moving to Nevada, I lived in Eugene, Oregon, 1986 – 1988. Before that, I was a resident of Coos Bay / North Bend, 1980 – 1986. I attended Portland State University, 1968 -1971, where I majored in Business Administration. As a youngster, I also lived in Seal Rock, Oregon with my grandparents, during the years my dad was in the Pacific during WWII, and again while he was in Korea.


In Carson City I was CEO of the Carson City Area Chamber of Commerce, where I supervised and managed the daily operations of the non-profit business organization, 1988 – 2006. I also served as the Chamber's registered lobbyist during the state legislative sessions. While in Carson City, I served as a volunteer on several local and state governmental commissions and boards, including the city's Debt Management Committee for 6 years, 2 years as Chairman. I also served on the city Parks & Recreation Committee for several years, including a term as Chairman.

In Eugene, I was on the staff of the Eugene Area Chamber of Commerce as Communications and Economic Development Director. In Coos Bay / North Bend, I was General Manager of the Bon Marche department store, 1980 - 1986. I also served on the Bay Area Chamber of Commerce Board of Directors, including as Chamber President in 1985. As a Chamber member, I actively participated in various committees and projects including, the North Bend Air Show, The Ambassadors, and the Maiden Voyage Committee, which welcomed those ships and crew visiting the Port of Coos Bay for the first time.

My years of living in Oregon and my time on the Oregon coast has acquainted me somewhat, with the recreational and commercial activities of our coastal ports and their importance to the state and our local economy.

As a retired senior, I have the time and availability to perform the required duties and responsibilities of this position, and as an anticipated long-term resident of Newport, I would like to become active in my community and help contribute to our future growth. Through my various public service positions, I am familiar with Open Meeting law requirements. I have reviewed the Oregon Department of Revenue publication, Local Budgeting in Oregon, and if appointed would commit to becoming familiar with the budgeting process of the port and of the city. I believe my knowledge, experiences, and personal interest qualify me to serve on this committee and I would appreciate the opportunity to be considered for the appointment.

Sincerely,



Larry M. Osborne  
540 NE 58<sup>th</sup> Street  
Newport, Oregon 97365

From: Carol Margot DeLong  
PO Box 443  
629 SW Abbey Street  
Newport, OR 97365

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November 22, 2022

Date: Mr. Mark A. Brown  
To: Director of Finance and Business Services  
Port of Newport  
600 SE Bay Blvd,  
Newport, OR, 97365

RE: Budget Committee public service opportunity

Dear Mr. Brown,

I am interested in serving on the Port of Newport Budget Committee.

I have been a resident of Newport, Oregon and a registered voter here for more than ten years.

In 2013, I held a temporary position at the Newport Marina and RV park, which piqued my interest in the Port of Newport.

Since 2015, I have been working as a contract Technical Editor for the US Environmental Protection Agency at the USEPA Newport lab in the Hatfield Marine Science complex.

I have been the Treasurer for the Home-Owner Association of Abbey Terraces Condo's since 2012; and also served two years (2015-2017) as the Treasurer for Somewhat Serene, a non-profit Recovery organization in Newport.

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Sincerely,



Carol Margot DeLong



**Mark Brown**

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**From:**  
**Sent:** Wednesday, November 16, 2022 3:51 PM  
**To:** Mark Brown  
**Subject:** Budget Committee Vacancy - Port of Newport

Hello Mr. Brown

I am interested in serving on the Port of Newport's Budget Committee.

Paul F Zellman

Physical: 1049 SW Elizabeth St, Newport, OR 97365

Mailing: 1049 SW Elizabeth St, Newport, OR 97365

I have lived at the above address since November 15, 2021 (yes just one year!)

I believe it is important to give back and provide service to my community. I served on elected boards in California for 16 years: Russian River Flood Control and Water Conservation District and Mission Resource Conservation District.

I work in agriculture, winegrapes, and have served on statewide trade industry organizations in California.

The Port of Newport Budget Committee would provide me the opportunity to serve and introduce me to one of Lincoln's County's most important industries.

Thank you for your consideration.

Paul Zellman  
November 16, 2022

*Siempre mejor*

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Paul Zellman



## GENERAL MANAGER MONTHLY REPORT

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**DATE:** 12/16/22  
**PERIOD:** 11/10/22 – 12/16/22  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

This was a short month due to the Thanksgiving Holiday plus having our meeting a week earlier.

Here are some of the highlights for the month:

#### **South Beach**

Staff has completed several repairs to the docks, including replacement of the fiberglass grating leading into the docks, and a 40' finger that broke during the last big storm, amongst other things.

Seafood and Wine Festival: I executed the permit allowing the Chamber to once again conduct the Festival at South Beach. The event will take place between Feb. 23<sup>rd</sup>-26<sup>th</sup>, 2023.

Ardor Adventures: I also executed a permit for several races throughout the year, including marathons running through our properties, mostly South Beach.

NOAA Dredging: We have received some of the permit, but still waiting for others. Once all permits are received, then we will need to go out for bid. We still anticipate being able to complete the work by this in-water work.

#### **North Commercial**

Administration Building: The inside the building is now coming together with a lot of flooring, cabinets, etc. installed. The new commissioners table is in place. We have also started ordering and receiving several of our furniture items. Staff will try to recycle whatever we feel it makes sense to keep. The Administration building is scheduled to be completed before the end of the 3<sup>rd</sup> week in January. The office is scheduled to move in into the new building on the 20<sup>th</sup> of January.

We are hoping to change our Commission meeting from the 24<sup>th</sup> to the 31<sup>st</sup> of that month. That will give us more time to get the room ready at the new building, as well as schedule an open house.

Dock Assignment: Most of the coordination has been completed. Word has been out through many methods advising visitors to notify the Port. Things are moving forward well, although things have been slow at the docks at this time.

Port Dock 7 Plan: A meeting the Army Corps and consultant was underway to coordinate some of the work that needs to be done due to the Section 107 dredge work that the Army Corps is already doing.

Port Dock 5A Repairs: We estimate another 30 days to complete the emergency permit in order to start the work necessary to complete the repairs.

Port Dock 5C Repairs: We are starting on repairs of damages caused by the sealions. One finger has been completed the other is underway.

### **Newport International Terminal**

RORO Dock Piling Assessment: We have received the repair plan and we are now waiting for cost estimates to address any work necessary. Those repairs will most likely be included in our next budget year.

Dredging: We have received some of the permits, but still waiting for others. Once all permits are received, then we will need to go out for bid. We still anticipate being able to complete the work by this in-water work.

### **Miscellaneous:**

Dredging: We are still working on acquiring permits for dredging NOAA and NIT this year and the Marinas next year.

Finances: We finally have been able to issue proper reports, now that some glitches have been corrected on the new system. As you can see, our financials still look pretty good.

Purchase Authorizations: As commissioners requested, I wanted to keep you aware of authorized expenses above \$10K. This month I authorized the following expenses, all which are included on this year's budget:

\$43,500 - Sunrise Custom for siding, windows, doors and trim work at the old Cherry Plant (South Beach) building. The building needed a lot of work.

\$22,643 - Stutzman and Kropf for roof repairs at the brewery building

2022-2023 Budget Update: As requested by Commissioners, I have attached a copy of the current 2022-23 budget for your information, including items we have removed or move to the following year.

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

- 11/14/22 - Operations Recurring Meeting
- 11/14/22 - Finance Recurring Meeting
- 11/14/22 - CFUG Meeting
- 11/15/22 - Emerging Industry Analysis - Blue Economy/Ocean Resources
- 11/15/22 - Work Session
- 11/15/22 - Commission Meeting
- 11/16/22 - SDAO Board Meeting
- 11/17/22 - PNWA Monthly Meeting
- 11/18/22 - PNWA Strategic Planning Meeting
- 11/21/22 - Operations Recurring Meeting

- 11/21/22 - Finance Recurring Meeting
- 11/21/22 - Communications Meeting
- 11/22/22 - Directors Monthly Meeting
- 11/24-25/22 - Thanksgiving Holiday
- 11/28-30/22 - PTO
- 12/01/22 - Vision 2040
- 12/02/22 - Communications Meeting
- 12/05/22 - Operations Recurring Meeting
- 12/05/22 - Finance Recurring Meeting
- 12/06/22 - OPPA - Port Anti-Trust Legislations
- 12/06/22 - Chamber Monthly Meeting
- 12/07/22 - Yaquina Bay Economic Foundation
- 12/09/22 - Chamber Lunch Meeting
- 12/12/22 - Operations Recurring Meeting
- 12/12/22 - Finance Recurring Meeting
- 12/12/22 - Business Oregon - OR Ocean Resources Interview
- 12/13/22 - Departments Heads Meeting - ODFW and Merchants Exchange Presentations
- 12/13/22 - Business Oregon Maritime Minds
- 12/14/22 - Oregon Boating Foundation
- 12/15/22 - OPPA Monthly Meeting
- 12/15/22 - PNWA Monthly Meeting
- 12/16/22 - Communications Meeting
- 12/16/22 - PNWA Strategic Plan Meeting
- 12/19/22 - Operations Recurring Meeting
- 12/19/22 - Finance Recurring Meeting
- 12/20/22 - Directors Monthly Meeting

### **Upcoming Schedule:**

- 12/22/22 - Vision 2040
- 12/26/22 - Christmas Holiday
- 12/27/22 - Blue Economy (State)
- 12/30/22 - PTO
- 12/02/23 - New Year's Holiday
- 12/03/23 - PTO
- 01/06/23 - Administration Building Meeting
- 01/09/23 - Operations Recurring Meeting
- 01/09/23 - Finance Recurring Meeting
- 01/10/23 - Department Heads Meeting
- 01/10/23 - Blue Economy (State)
- 01/12/23 - South Beach Staff Meeting

- 01/13/23 - Communications Meeting
- 01/13/23 - Airport Related Meeting with City
- 01/16/23 - MLK Holiday
- 01/17/23 - Directors Monthly Meeting
- 01/20/23 - Moving to New Building - Office will be closed
- 01/23/23 - American Leadership Forum (Port Presentation)
- 01/23/23 - Operations Recurring Meeting
- 01/23/23 - Finance Recurring Meeting
- 01/24/23 - Blue Economy (State)
- 01/24/23 - Scheduled Commission Meeting (Maybe changing to 01/31)
- 01/25/23 - Yaquina Bay Economic Foundation (YBEF)

Note	Area	Status	Where in budget		Budgeted Funds	Revised or actual	Grant Funds	Loan	% of Funds	Grant	Loans	Brief Description
3	CM	Ordered	Equipment/IT/Vehicles	Forklift	50,000	46,000	No	No		-	-	The Current forklift is at it's end of life and needs replacement
6	SB		Prof Services	RV Park Annex	150,000	150,000	Yes	No	80%	120,384	-	The Annex is beginning to show it's age, Parts of the Park have had to shut down for major repairs. This project is planning a new design for the RV Park.
7	CM		Docks and Piers	PD 5 Interim Improvements	500,000	500,000	No	No		-	-	This is to keep Port Dock 5 in a state that it will continue to function
8	CM		Docks and Piers	PD 7 Interim Improvements	348,000	348,000	No	No		-	-	This is to keep Port Dock 7 in a state that it will continue to function
9	SB	Waiting for Permit	Docks and Piers	Rogue Seawall Repair	1,360,000	1,360,000	Yes	No	95%	1,289,600	-	The hope is to have this fully funded by the state. This would ensure that the wall will support the Rogue brewery structure into the future
10	NIT		Prof Services	9 Acre grading	100,000	100,000	No	No		-	-	
11	NIT		Other	Asphalt for storage	268,174	268,174	No	No		-	-	By having the Asphalt at NIT, the Port will no longer have to lease property, saving 2,000 per month.
12	NIT		Prof Services	Beneficial Project	50,000	50,000	No	No		-	-	This is a contractual obligation
13	NIT		Prof Services	Sand Pile move	125,000	125,000	No	No		-	-	This is a contractual obligation
14	AD	in Process	Buildings	Port Admin Building	1,600,000	1,600,000	No	Yes	100%	-	1,600,000	Not all of the expenses for the building will have been submitted in the current fiscal year, this is a high estimate. Debt Service is Estimate until Building is completed, once complete a debt schedule will be built.
16	SB	Ordered	Equipment/IT/Vehicles	Truck	25,000	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement

17	CM	Ordered	Equipment/IT/Vehicles	Truck	25,000	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement
20	NIT	Started	Prof Services	Assessment of RORO pilings	230,000	230,000	No	No		-	-	The old pilings at the International Terminal needs to be inspected to determine any necessary repair work
21	SB	Trying to get in	Other	Repair of Outfall	230,000	230,000	No	No		-	-	The outfall has needed repair for some time, delaying the repair may increase the cost of repairs in the future.
22	SB		Prof Services	Demolish unsafe Buildings	100,000	100,000	No	No		-	-	Some buildings in South Beach are in poor condition and are not repairable, this eliminates the danger and risk associated with these buildings
24	CM		Buildings	CM Shop Office	30,000	30,000	No	No		-	-	Add an area to the shop that can be used for an office by the Harbormaster
25	SB	Partially Done	Docks and Piers	Endtie replacement	100,000	100,000	No	No		-	-	
26	CM		Docks and Piers	Piling replacement	100,000	100,000	No	No		-	-	
27	SB		Buildings	Gutter Replacement - Rogue Building	100,000	100,000	No	No		-	-	Failure to replace the gutters may result in damage to other parts of the facility, causing more expensive repairs
28	SB		Other	RV Park Privacy Fence	25,000	25,000	No	No		-	-	Add a fence to the North Side of the main RV park to keep, this should help assure that no one from the Marina parking area walks through the campsites
29	SB		Equipment/IT/Vehicles	Gater	25,000	25,000	No	No		-	-	The gater in South Beach is at it's end of life, this is used to haul equipment and materials
30	SB		Other	Washdown	50,000	50,000	No	No		-	-	Repair the Blacktop in the washdown area of South Beach
31	SB	Possible Grant	Other	Fillet Tables	130,000	50,000	Yes	No	80%	104,000	-	Purchase additional fillet tables for South Beach to alleviate overcrowding



32	NIT		Equipment/IT/Vehicles	NIT Crane replacement Building	2,500,000	2,500,000	Yes	No		1,841,400	-	Add a building at NIT to store equipment and export
34	NIT		Dredging	Dredging	400,000	400,000	No	No		-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
35	NOAA		Dredging	Dredging	740,000	740,000	No	No		-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
36	AD	Setttled, not paid	Prof Services	Campbell Lawsuit	10,000	10,000	No	No		-	-	We anticipate settling or paying out, this is the deductible
37	AD		Prof Services	Removal of PON Admin Building	12,000	12,000	No	No	0%	-	-	We anticipate there will some cost associated with the moving of the temporary facility.
38	AD		Prof Services	GIS Software	30,000	30,000	No	No		-	-	Software that will allow us to map out the location of all underground utility and support networks
39	AD		Prof Services	State of the Port - Review Facilities	60,000	60,000	No	No		-	-	Allows the Port to pick a specific area and hire appropriate vendor to perform an inspection to determine the life expectancy.
40	AD		Prof Services	Audit & Accounting	46,000	46,000	No	No		-	-	
41	AD		Prof Services	Legal	25,000	25,000	No	No		-	-	
42	AD		Prof Services	Other	13,000	13,000	No	No		-	-	
44	AD		Prof Services	Communications Consultant	25,800	25,800	No	No		-	-	
45	AD		Prof Services	Grant Writing	35,000	35,000	No	No		-	-	
47	AD		Prof Services	ERP Consultant	45,000	45,000	No	No		-	-	Build the interface between PacSoft and Business Central that fully integrates the two systems
49	SB		Prof Services	Expo Center	30,000	30,000	Yes	No	90%	27,000	-	Preliminary planning to build a new facility in South Beach
51	CM	New tank, not whole building	Other	Oil Tank building and upgrade	286,000	15,000	Yes	No	80%	183,860	-	The Oil tanks developed a leak in 2020, this would provide a facility to properly handle and dispose of oil
52	NIT		Repairs and Maint	Grounds Maintenance - Brush clearing	10,000	10,000	No	No		-	-	Clear brush from the 9 acre lot at NIT

53	CM		Prof Services	Port Dock 7 Rebuild Planning	400,000	400,000	Yes	No	80%	320,000	-	Continue planning the PD 7 Rebuild
55	SB	In Progress	Other	WIFI Upgrade	90,000	90,000	No	No		-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
57	NIT		Other	WIFI Upgrade	75,000	75,000	No	No		-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
58	NOAA		Prof Services	Interior paintng	85,000	85,000	No	No		-	-	as required by contract
59	NOAA		Docks and Piers	Bouys and Floats	10,000	10,000	No	No				as required by contract
60	NOAA		Other	UPS Battery	10,000	10,000	No	No				as required by contract
61	NOAA		Buildings	Electrical	20,000	20,000	No	No				as required by contract
62												Additional Increase caused by current inflation
63												
64												
65												
										3,886,244	1,600,000	
Total Funds					10,678,974	10,323,974						

					Reduction (2024 Projects)	Removed Projects #REF!	#REF!
Less	Total GOF	9,813,974	355,000				
	Grant funding	(3,886,244)			Budget Plug Number	2,410,456	
	Loan Funding	(1,600,000)			Variance	#REF!	
	Total from GOF	4,327,730					
	CF	-					
	NOAA	865,000					
	Total	5,192,730					

	SB	CM	AD	NIT	NOAA
Buildings	100,000	30,000	1,600,000	-	20,000
Equipment/ IT/ Vehicles	-	-	-	-	-
Other	525,000	286,000	-	343,174	10,000
Docks and Piers	1,460,000	948,000	-	-	10,000
Prof Services	280,000	400,000	301,800	505,000	85,000
Repairs and Maint	-	-	-	10,000	-
Dredging	-	-	-	400,000	740,000

Totals	2,365,000	1,664,000	1,901,800	1,258,174	865,000	8,053,974
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FUNDING SYNOPSIS

Gen Op fund	4,327,730
Grants	3,886,244
Loans	1,600,000
NOAA	865,000
<b>Total</b>	<b>10,678,974</b>

**PROJECT**

1	CM	Prof Services	Federal Channel Planning (50/50)	300,000	-
2	SB	Buildings	Office Space	35,000	
4	SB	Docks and Piers	Seawall Service Dock	531,097	
5	NIT	Prof Services	Use Planning	30,000	
15	CM	Prof Services	343 SW Bay Blvd removal	200,000	
18	AD	Equipment/IT/Vehicles	Truck	25,000	
19	NIT	Equipment/IT/Vehicles	Truck	25,000	
23	SB	Buildings	Rebuild Buildings for tenant	260,000	
33	CM	Equipment/IT/Vehicles	Crane replacement	160,000	
43	AD	Prof Services	Strategic Business Plan	10,000	
46	AD	Prof Services	Project Manager	100,000	
48	AD	Prof Services	Mitigation plan	25,000	
50	CM	Docks and Piers	CM Hoist Dock Fenders	35,000	
56	CM	Other	WIFI upgrade	35,000	
<b>removed From Project List</b>				<b>1,771,097</b>	

**TS REMOVED FROM 2022-2023 BUDGET**

No	No		-	-	
No	No		-	-	Buildings
Yes	No	90%	495,696	-	Docks and Piers
Yes	No	90%	27,000	-	
No	No		-	-	
No	No		-	-	Equipment/IT/Vehicles
No	No		-	-	Equipment/IT/Vehicles
No	Yes	80%	-	208,000	Buildings
Yes	No	80%	128,000	-	Buildings
Yes	No	100%	10,000	-	
No	No		-	-	
No	No		-	-	
No	No		-	-	Docks and Piers
No	No		-	-	Equipment/IT/Vehicles

<p>Planning that deepens the channel at the Commercial Marina. This will not be charged until the next budget season.</p>
<p>Adding office space in the south beach operations center that will allow the Harbormaster to hold confidential meetings. Pushed the the next budget season.</p>
<p>The Service wall dock is not usable, after the seawall is rebuilt, rebuilding the Service dock will add revenue to South Beach. We haven't been able to locate a grant for this project yet.</p>
<p>Determine the types of users for the International Terminal, that will allow the Port to export/import. This will be moved to the next budget season, as we have been working with prospects.</p>
<p>In the case the City requires removal of the docks and landing this has been included in the budget. This property may be sold. I have been able to obtain an extension from the City.</p>
<p>Many Port vehicles are under consideration for replacement. We are moving this to the next budget season due to availability.</p>
<p>Many Port vehicles are under consideration for replacement</p>
<p>Build a new building to a tenant's specifications</p>
<p>The Crane at NIT is running at full capacity, purchase a large crane to alleviate the stress off the current equipment</p>
<p>Begin rewriting of the strategic Business Plan</p>
<p>Hire a technical team to assist in getting all the projects the Port is undertaking completed</p>
<p>We have been doing mitigation plans based on each needed project. There is no need to have a separate mitigation plan budget.</p>
<p>Replace worn out fenders</p>
<p>Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation</p>



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** 20 December, 2022  
**PERIOD:** July 1 to November 30, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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Final Financial Reports are included through October of 2022. We should have final reports through December at the January Commission meeting.

### Issues of Importance

#### Financial/ERP System/PacSoft

- Business Central Purchase Orders is rolled out to all Supervisors. We are in the process of rolling out and training on how to pull budget to actuals for each division.
- Staff continues to identify ways to save time on data entry.
- The Commercial Marina has started processing boat loading and unloading using tablets.
- There are three issues to be resolved prior to March 1:
  - Email stops working at some point during the day, PacSoft and Hyak are aware of the issue, Hyak is taking the lead on this issue and with their knowledge is tackling PacSoft on this issue.
  - Online Reservations – if a customer makes a reservation and stops at as they are about to input their Credit Card, the reservation remains in the system (the reservation should be cancelled at this point). Although we have developed a report to catch this, they customer should pay their entire balance owed at the time the Online reservation is made.
  - (Resolved) When someone switches to the training environment that typically is in the live environment, it may cause others to switch to the training environment. This is corrected by having a second instance of PacSoft that only points to the training database – so this is resolved.
  - Last issue – PacSoft exports data that is to be imported into Business Central. When the Journal entry is developed it does not balance correctly, the unearned revenue posts at the end of the month, the remainder of the income on the ending date of the stay with the Port. This causes Port staff to adjust the dates prior to posting. This should be corrected prior to 12/16/2022.
- A review of processes and procedures is underway at the RV park based on industry standards and system operations.
- Business Central is up running, the issues reported are being resolved rather quickly and are generally process related.

- Reviews have been implemented in Payroll Now, after an employee has been with the Port for six months a reminder to prepare a review will be sent to the Supervisor.
- To give an example of time savings. In the previous system, to develop and post the entries related to depreciation took 1 day if there were not errors, if errors were uncovered the entries would take 2-3 days. We posted 5 months of depreciation in Business Central in less than 15 minutes. Future depreciation will take no more than 5 minutes to post.

### **Fiscal Manual**

- The development of a new Fiscal Manual is delayed until PacSoft, Business Central are fully implemented and stable. The new fiscal manual will incorporate changes brought about by the new system, but also provide greater detail than the current manual. More policies and procedures will be included in the manual as well. 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**

- I am beginning work on merging two handbooks into one. This will be completed in the upcoming weeks. The next step is a final review and then a Departmental Head review. Prior to bringing the Handbook to the commission a work session will be held and the Handbook will be sent to the Port attorney and HRAnswers for legal review, only then will the Handbook be brought to the commission for approval.

### **RV Park and Reservations**

- Reservations in the RV park have slowed
- Next summer the RV Park and Marina are looking really full
- A plan is being developed to reduce the number of long-term campers (summer) as well as the discount rate received by these campers.
- As of December 20, the RV Park will have a full staff for the first time in over 1 year
- RV park staff are developing an advertisement for a RV Park host for next summer, the park has been without a host since Clay retired.

### **Profit and Loss -**

*The Financial reports through October 2022 are attached for your review and are included in the commission packet.*

*The month-to-month budget is based on a straight line forecast of revenues and expenditures. Revenue is recognized differently in the Commercial Marina. Revenue is spread across the term of the Moorage License agreement instead of immediately recognized. This means lower revenues during the transition period.*



## **General Operating Fund Balance Sheet**

As of October 31, the Port General Fund had a cash balance of \$2,605,432.89, \$1,140,000 is restricted and can be used only for the Rogue Seawall (State of Oregon Grant), leaving an available cash balance of \$1,205,432.89, in addition, Business Oregon owes the Port \$960,205 in reimbursements.

### **General Operating Funds (GOF) FY 2023– Budget Vs Actual:**

#### **All Departments**

- **Operating Revenue** is favorable by \$352,394
- **Operating expenses** are favorable by \$1,026,235
- **Operating Income** is favorable by \$1,378,629
- **Non-Operating Revenue** is favorable by \$281,272
- **Non-Operating Expenses** are favorable by \$528,036
- **Non-Operating Income** is favorable by \$809,308
- **Net income** is favorable by \$2,187,937

#### **Administration**

- **Operating Revenue** is unfavorable by \$40,780
- **Operating expenses** are favorable by \$214,882
- **Operating Income** is favorable by \$174,102
- **Non-Operating Revenue** is unfavorable by \$786,064
- **Non-Operating Expenses** are favorable by \$599,082
- **Non-Operating Income** is unfavorable by \$186,982
- **Net income** is unfavorable by \$12,880

#### **International Terminal**

- **Operating Revenue** is unfavorable by \$83,001
- **Operating expenses** are favorable by \$281,230
- **Operating Income** is favorable by \$198,229
- **Non-Operating Revenue** is neutral
- **Non-Operating Expenses** are unfavorable by \$23,787
- **Non-Operating Income** is unfavorable by \$23,787
- **Overall, Net income** is unfavorable by \$174,442

#### **Commercial Marina**

- **Operating Revenue** is unfavorable by \$130,304
- **Operating expenses** are favorable by \$389,769
- **Operating Income** is favorable by \$259,465
- **Non-Operating Revenue** is unfavorable by \$58,857
- **Non-Operating Expenses** are favorable by \$36,060
- **Non-Operating Income** is unfavorable by \$22,799
- **Overall, Net income** is favorable by \$236,666

#### **South Beach**

- **Operating Revenue** is favorable by \$605,834
- **Operating expenses** are favorable by \$156,490
- **Operating Income** is favorable by \$762,323
- **Non-Operating Revenue** is favorable by \$1,126,196
- **Non-Operating Expenses** are unfavorable by \$81,233
- **Non-Operating Income** is favorable by \$1,044,960
- **Overall, Net income** is favorable by \$1,807,283

**NOAA Lease Revenue Fund  
Balance Sheet**

As of August 31, the NOAA Lease revenue Fund had a cash balance of \$3,470,545 with an available balance of \$1,708,824; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contracts.

**Income Statement**

**Budget vs. Actuals**

- **Operating Revenue** is unfavorable by \$6,790
- **Operating expenses** are favorable by \$34,683
- **Operating Income** is favorable by \$27,736
- **Non-Operating Revenue** is slightly unfavorable
- **Non-Operating Expenses** are unfavorable by \$1,591,701
- **Non-Operating Income** is favorable by \$809,308
- **Net income** is unfavorable by \$2,187,937

**NOAA Capital Maintenance Fund**

- Cash available \$1,703,327

**Bonded Debt Fund:**

- Cash available \$124,968

**Construction Fund:**

- Cash available \$13,084

**Facility Reserve Fund.**

- Cash available \$529,091

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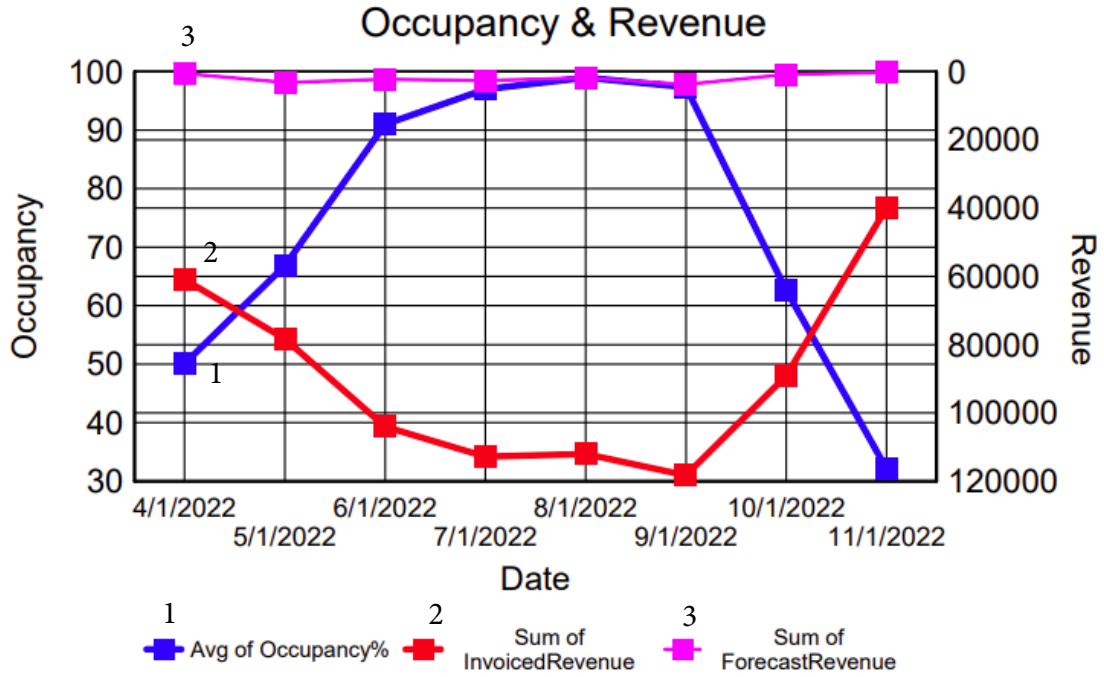
## **RV Park & Recreational Marina Occupancy Report**

**DATE: 12/06/22**

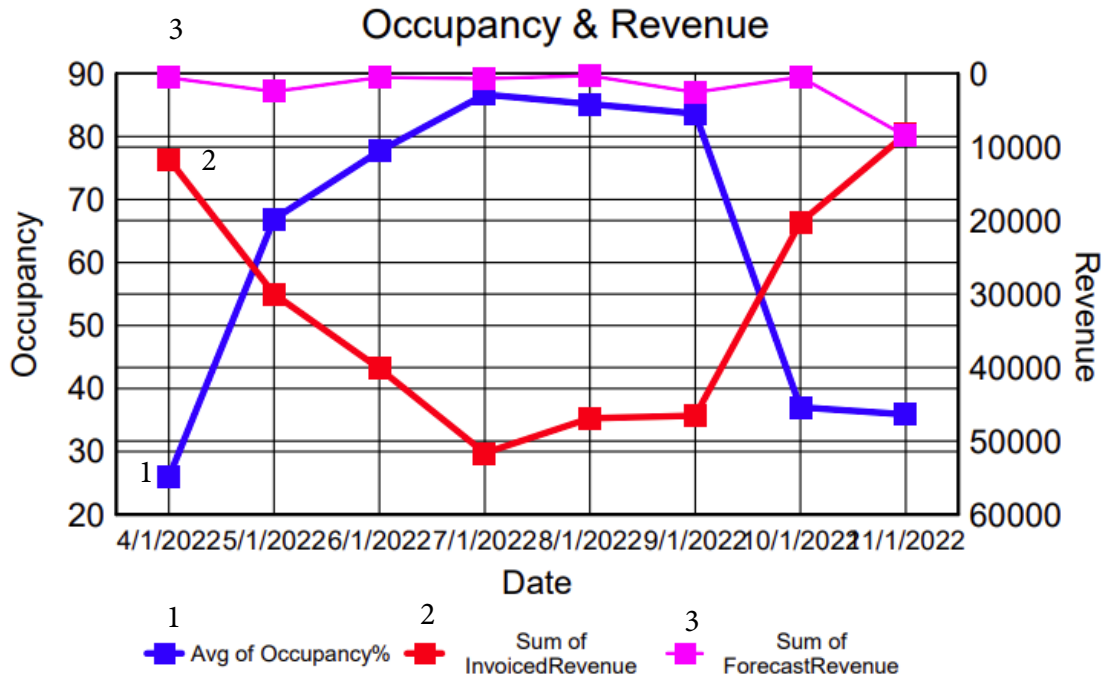
**RE: November**

**ISSUED BY: Neva Rogers, RV Park and Marina Supervisor**

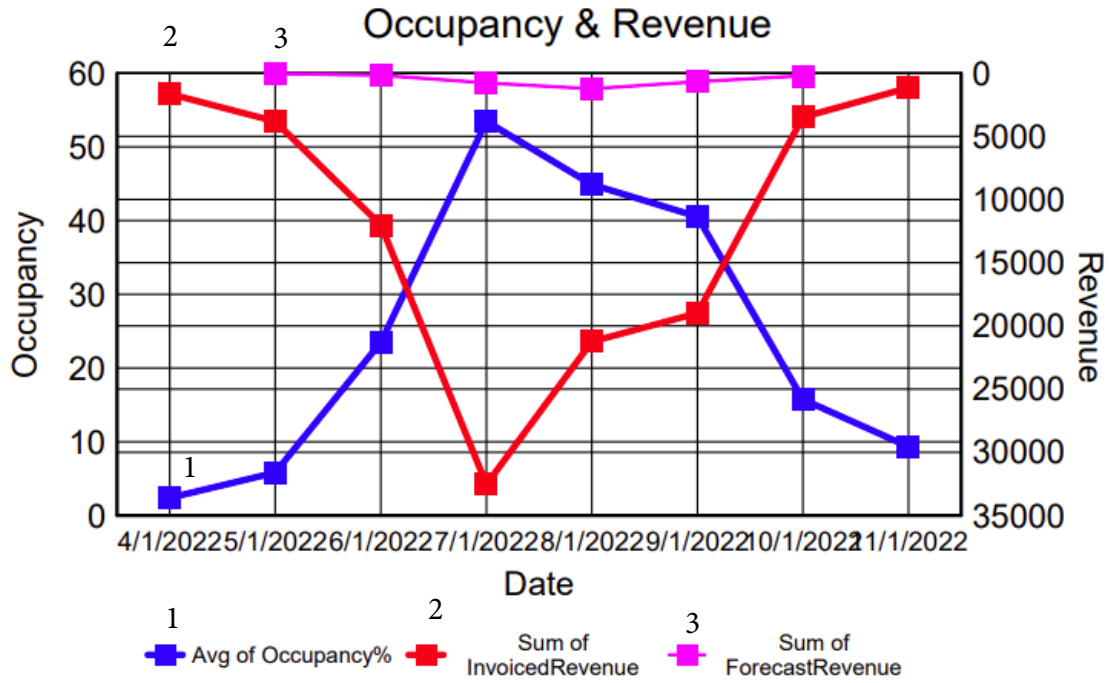
Closing out November with some unexpected boost in reservations for Veterans Day and Thanksgiving. All areas did increase during these time frames. Reservations were steady for the early part of the month but have tapered off since the holiday. We are seeing a few long-term rentals coming through for the RV parks and some walk-in business as well. The marina is seeing some daily launches as well as some overnight stays with crabbing season and bottom fishing but overall has been seeing less activity due to weather. The park staff is taking deposits for lottery deposits being made in the RV parks and semi-annual and annual moorage for the coming 2023 season.



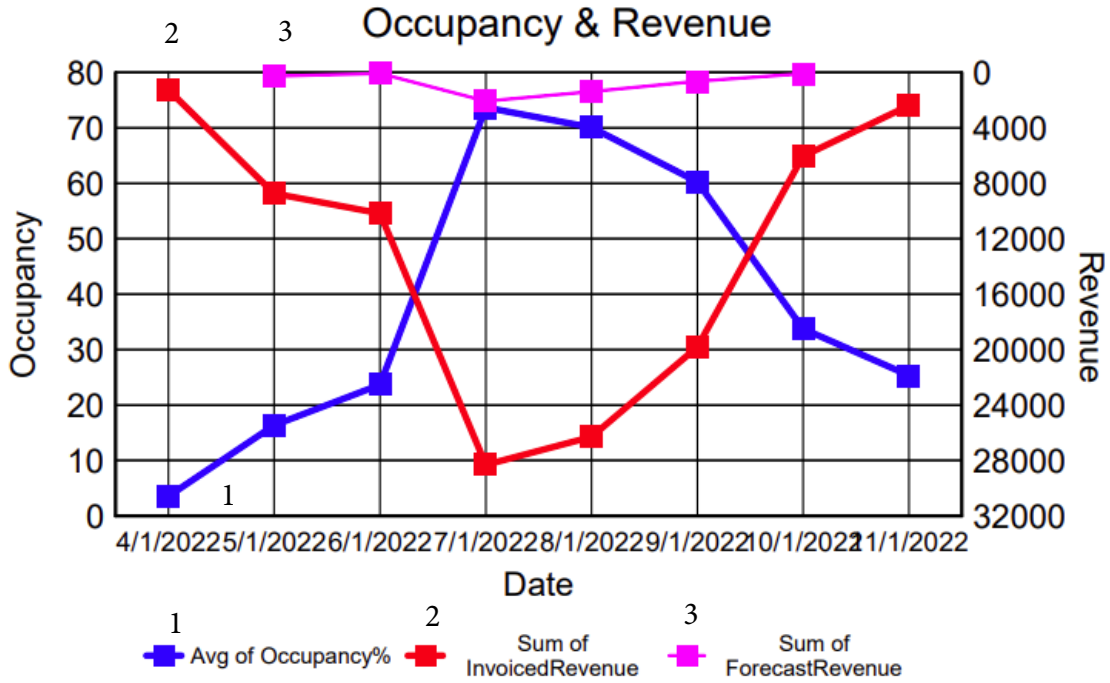
	Occupancy%	OccByVessel%	Invoiced Revenue
<b>South Beach</b>			
.RV Main Park Rental			
	32.00	68.63	57.00
	34.00	86.68	79.65
	35.00	66.47	49.85
	37.00	63.06	45.25
	50.00	72.71	45.92
	62.00	76.28	35.60
<hr/>			
.RV Main Park Rental	74.54	46.41	715,473.42
<hr/>			
South Beach	74.54	46.41	715,473.42
<hr/>			
Grand Total:	74.54	46.41	715,473.42



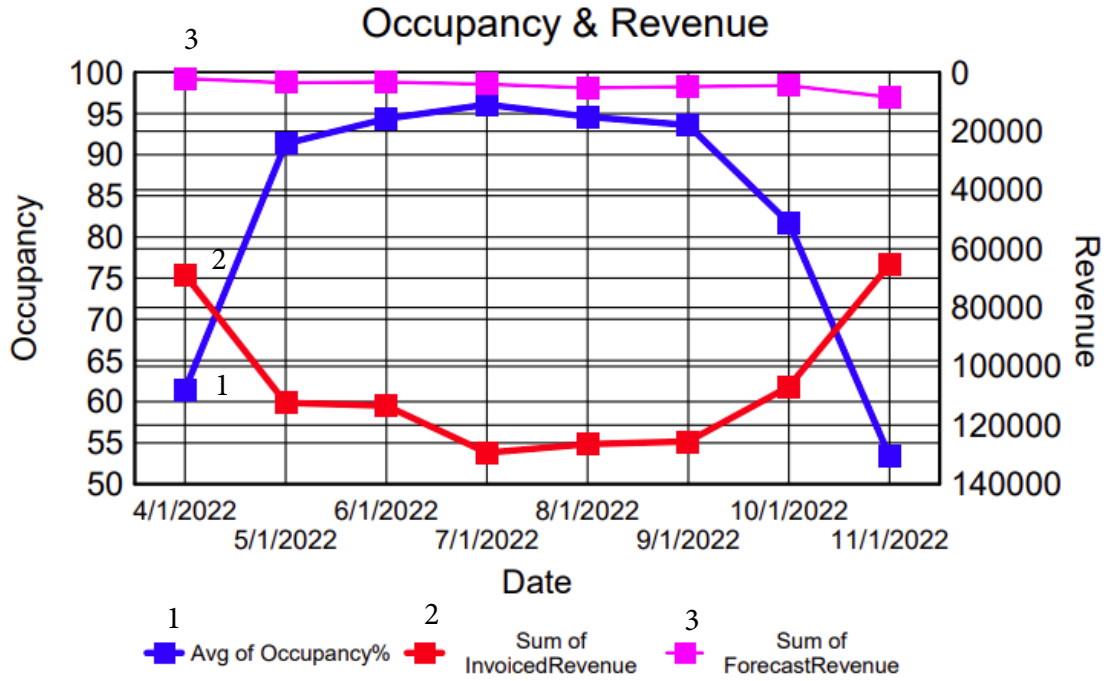
	Occupancy%	OccByVessel%	Invoiced Revenue
<b>South Beach</b>			
.RV Park Annex Rer	28.00	27.11	32,300.29
	35.00	44.90	106,905.30
	38.00	49.63	4,604.85
	42.00	85.40	10,529.89
	45.00	40.95	101,037.32
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.RV Park Annex Rental	62.39	42.26	255,377.65
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South Beach	62.39	42.26	255,377.65
<hr/>			
Grand Total:	62.39	42.26	255,377.65



	Occupancy%	OccByVessel%	Invoiced Revenue
<b>South Beach</b>			
.RV Dry Camp Rental	45.00	8.70	94,880.66
.RV Dry Camp Rental	24.45	8.70	94,880.66
South Beach	24.45	8.70	94,880.66
<b>Grand Total:</b>	<b>24.45</b>	<b>8.70</b>	<b>94,880.66</b>



	Occupancy%	OccByVessel%	Invoiced Revenue
<b>South Beach</b>			
.Vessel-Boat Slip Re	20.00	15.59	5.75
	25.00	9.06	2.54
	32.00	36.71	16.12
	40.00	76.60	46.88
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.Vessel-Boat Slip Rental	38.32	19.70	102,985.17
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South Beach	38.32	19.70	102,985.17
<hr/>			
Grand Total:	38.32	19.70	102,985.17



	Occupancy%	OccByVessel%	Invoiced Revenue
<b>South Beach</b>			
Moorage Internal Staff use	83.33	72.75	848,071.75
South Beach	83.33	72.75	848,071.75
<b>Grand Total:</b>	<b>83.33</b>	<b>72.75</b>	<b>848,071.75</b>





## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 12/15/2022  
**PERIOD:** November-December 2022  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

Another busy but shortened month. We worked to get contracts off the ground and finish up projects we started this fall. Commercial Marina is busy, South Beach Crew has performed several repairs to the docks, including commencement of replacing the grating on the ramps going down to several of the docks. Had a surprise visit and spot check from the Coast Guard at the Terminal, auditing our Facility Security Plan; all went well.

#### **Detail:**

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

Still on track to finish up the work on the feasibility portion of this project this winter. Working now to assess risk in budgeting and project planning. Sediment sampling (or currently lack thereof) will be a huge variable in the project cost. Right now, the entire Port Dock 7 project is difficult to assess depending on what types of material are present to be dredged. This issue exists both in the Marina and at the Fishing Pier, so the cost of sampling will be a big factor in the project and a very important detail that will determine design characteristics.

- **Admin Building**

Flooring is basically in. Finish work, electrical panel installation, asphalt, and fiber provision are the main parts of the project left.

- **RORO Dock Piling Assessment**

Repair plan is in hand, awaiting cost estimates pending the designers options for addressing corrosion to the pilings.

- **Port Dock 7 Planning**

Held meeting today with Corps team to bring the PD7 Planning contractors up to speed on the work they've done so far. Beginning selection of the advisory team for the planning of the dock design.

- **Commercial Marina**

Assigned slips have been in place; the fleet hasn't started fishing yet, but we have nearly everyone where they are supposed to be. This year, demand has been a little lower for space on the docks, which may or may not be because the word got out regarding slip assignments.

- **Port Dock 5C Repair**

One finger has already been fixed, anticipate the other to be finished tomorrow.

- **Admin Building Tennants**

Have identified two possible tenants who are interested in office space in the new Admin Building. Working to see if we can bring them aboard shortly after the building is finished.

- **Dredging**

Collecting bids currently on NOAA maintenance dredging.

- **South Beach Dock Repairs**

A 40' finger broke during the first real storm of the season on A Dock. The crew had it repaired within a week. They also have replaced dock rings and several triangles in the marina, still more work to be done this winter during the down season. They ordered and are replacing fiberglass grating on the ramps to several of the docks. The surfaces were worn smooth on some of the ramps heading to the docks.