

PORT OF NEWPORT BUDGET HEARING AND REGULAR COMMISSION
MEETING AGENDA

Tuesday, September 28, 2021, 6:00 p.m.
Microsoft Teams
Newport, OR 97365

This will be a virtual meeting, which means you can attend by registering or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2021-09-28-commission-meetings-2021-september-28-2021-6-00-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, September 27, 2021: <https://www.portofnewport.com/2021-09-28-commission-meetings-2021-september-28-2021-6-00-p-m>

Budget Public Hearing

I. Call to Order

II. New Business

- A. Staff Report Budget HearingPage 1
- B. Approval of Resolution No. 2021-06, Adopting a Supplemental Budget for Fiscal Year 2021-2022, and Authorizing the Transfer of Funds. – *Brown*.....Page 2

III. Adjournment

Regular Meeting

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

- A. Minutes 2021
 - 1. Regular Commission Meeting.....August 24, Page 4
 - 2. Special Commission Meeting.....September 16, Page 7
- B. Financial ReportsPage 8
- C. Approval of Purchase of a Tractor for South Beach – *Bretz*.....Page 24
- D. Approval of HDR Contract Extension – *Bretz*Page 25
- E. Appointment of a Budget Officer – *Brown*Page 27

V. Old Business

- A. Items Removed from Consent Calendar
- B. Accounts Paid.....Page 28
- C. Approval of Payment of Property Taxes for 343 SW Bay – *Brown*.....Page 42
- D. Approval of Structural Assessment of Port Dock 7 – *Bretz*Page 43

E. 343 SW Bay Blvd Property Discussion

VI. New Business

A. Approval Grading Plan/International Terminal/PBS Engineering – *Bretz*.....Page 44

VII. Staff Reports

A. General Manager - *Miranda* Page 45

1. Director of Finance & Business Services - *Brown* Page 48

a) August Occupancy Report Page 53

2. Director of Operations - *Bretz*..... Page 55

B. Commissioner Reports/Comments

Former Commissioner Sara Skamser Remembrance

C. Calendar/Future Considerations 2021

PNWA Annual Conference.....Oct. 19-21

APP Annual Conference.....Oct. 25-27

Recommended Change to Regular Commission Meeting Oct. 28

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

XI. Adjournment

STAFF REPORT

DATE: September 28, 2021
RE: Budget Hearing:
NOAA Lease Revenue – Capital Maintenance Funds
NOAA Lease Revenue – Grant Match Funds
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

1. On January 22, 2019, the Port Commission adopted resolution number 2019-02, creating the NOAA Capital Maintenance Fund, and committed \$2,209,445 to the fund.
2. The Port refinanced the 2013 NOAA Lease Revenue bonds in 2019. At that time Port leadership committed to setting aside any savings for use as match for grants.

Details:

NOAA Capital Maintenance Funds Details:

No supplemental budget was created, so no budget hearing was held, and this transfer was not placed into a budget for any fiscal year. Oregon budget law requires the transfer to be approved, either in the primary or a supplemental budget (since it is greater than 10% of the total budget) and a budget hearing be held.

This supplemental budget will comply with all regulatory requirements and allow the NOAA Capital Maintenance Fund to be capitalized as intended.

Grant Match Details:

Port staff have created a General Ledger Account 13007- Committed Grant Match in the NOAA Lease Revenue Fund and in the General Operating fund.

However, the Port will not be able to transfer the funds without a budgeted transfer. Port staff are currently working on several grants that would require matching funds, should the Port receive one of the grants a budget transfer will be necessary.

The Summary of Budget changes is attached.

RECOMMENDATION and Motion

I recommend a commissioner make a Motion to adopt resolution 2021-06 Authorizing Transfers.

**PORT OF NEWPORT
RESOLUTION NO. 2021-06**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-22
AND AUTHORIZING THE TRANSFER OF FUNDS**

WHEREAS, the Port commission authorized the creation of the NOAA Capital Maintenance fund on January 22, 2019 to preserve funds for future use and to maintain or expand the NOAA facilities

WHEREAS, the Port Commission committed \$2,209,445 to the NOAA maintenance fund

WHEREAS, no budget hearing has been held and the total amount of required transfer was not budgeted in FY 2021-22

WHEREAS, the Port commission intended to have the NOAA Capital Maintenance fund balance at or near 2,209,445

WHEREAS, it would violate Oregon Budget law to transfer the funds without budgetary authority

WHEREAS, a commitment was made to set aside savings from the refinancing of the NOAA Bonds

WHEREAS, the Port staff is working on opportunities that may require matching funds

WHEREAS, ORS 293.463 authorizes transfers between funds when authorized by resolution of the governing body. NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Transferring NOAA Lease Revenue Funds to NOAA Capital Reserve Funds and Transferring Funds from the NOAA Lease Revenue Funds to the General Operating Fund.

Fund		Original Budget	Budget adjustment	New Budget
NOAA Lease Revenue Fund (NLRF)	TRANSFERS Out (unappropriated ending balance)		\$2,209,445	
NOAA CAP Maintenance Fund	TRANSFERS IN NLRF	0	\$2,20,445	\$2,209,445
GENERAL OP Fund	TRANS IN FROM NLRF	0	\$667,000	

Section 2. Effective Date. Resolution shall take effect immediately.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 28th day of September, 2021.

ATTEST:

James Burke, President

Walter Chuck, Secretary/Treasurer

NOTICE OF SUPPLEMENTAL BUDGET HEARING

For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed supplemental budget for the Port of Newport

for the current fiscal year will be held at _ Virtually

(Location)

The hearing will take place on September 28, 2021 at _____ 6 AM PM _____
 (Time)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after 09/15/2021 at _____ (Date)

600 Bay Blvd, Newport, Or 97365 between the hours of 9 AM AM PM and _____ 4 PM AM PM
 (Location) (Time) (Time)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: NOAA Lease Revenue Fund

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 _____	_____	1 Transfer out to NOAA Cap Maint fund	\$ 2,209,445
2 _____	_____	2 Transfer Out to General Oper Fund	\$ 667,000
3 _____	_____	3 _____	_____
Revised Total Fund Resources	_____	Revised Total Fund Requirements	\$ 2,876,445

Explanation of change(s):

On January 22, 2019, the commission authorized the setup of NOAA Capital Lease Fund, but no budget hearing was held and no transfer of funds budgeted, this rectifies that situation. The Port refinanced the NOAA Lease Revenue Bonds, Management committed to setting aside the savings to use as match for future grants, the transfer to General Operating Fund to a designated Match account in the General Operating Fund allows the use of these funds.

FUND: NOAA Capital Maintenance Fund

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Transfer in from NOAA Lease Revenue	\$ 2,209,445	1 _____	_____
Revised Total Fund Resources	\$ 2,209,445	Revised Total Fund Requirements	_____

FUND: General Operating Fund

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Transfer In from NOAA Lease Revenue	\$ 667,000	1 _____	_____
Revised Total Fund Resources	\$ 667,000	Revised Total Fund Requirements	_____

Total \$ 2,876,445

August 24, 2021
6:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

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

CHANGES TO THE AGENDA

Burke noted Assignment and Amendment of Lease for Newport Marina Store and Charters was removed from the agenda and maybe be added to a later meeting.

CONSENT CALENDAR

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

OLD BUSINESS

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

Approval of a Sublease for a Hatfield Café (operated by Ultralife) at OSU. Miranda reported Hatfield has built a brand-new building that is not 100 percent fully opened. She stated it will open in the next couple weeks and start getting students. She noted they are trying to bring in a café to serve students. She indicated she knows conversations in the past have brought up increasing charges for subleasing. She added this is not the agreement for that.

Miranda reported the space is very small, and OSU is not making money on the sublease. She stated the business will serve the students and staff. She noted OSU chose Ultralife because they are organic and in tune with OSU. She indicated the sublease will be for a year, with an option to renew for another year. She added if OSU changes this later and adds additional terms, they will come back to the Port. Chuck asked how OSU chose a subletter, if they had to go out for bids. Miranda replied she did not ask that question. She noted they must follow their own state requirements, and it's not the Port's responsibility to oversee their requirements. She added they are still working on finalizing the negotiation. Sylvia noted the University does not need to receive competitive bids if the cost is below a certain amount of expense.

MOTION was made by Sylvia, seconded by Lackey, to authorize the General Manager to provide an approval letter allowing OSU to enter a lease with Ultralife Café. The motion carried unanimously in a voice vote.

NEW BUSINESS

Approval of New Financial System. Brown stated his report summarized the process staff went through to select a vendor. He reported based on cost, the Port would see returns on investment after the second year for the first vendor, KOPIS. He noted the second vendor would provide return on investment in the fifth year. He added independent reviewers ranked both vendors similarly. Burke praised Brown's analysis of the vendors. Miranda stated Brown worked hard on this to analyze who would be the best vendor for the Port in the long run. She noted she watched their presentation, and this would be so much more efficient on the financial side and operations side. She explained the Port does not have a project management system, and everything is written by hand. She emphasized with the new system, the chance of making mistakes is much less. She indicated things that take three to four hours, may go down to one hour. She added this is going to be really good for the Port in the long run.

Brown reported order processing, which is done by hand, has four steps of review and four opportunities for mistakes. He stated that would go down to one step. He overviewed how the moorage license system would be improved as well. Sylvia confirmed Brown did the cost saving estimates. Brown noted this system will create savings by replacing Hercules, ADP, QuickBooks, and staff time. Lackey confirmed the Port will be able to achieve the cost savings. He stated he liked the quality control, efficiency, and modernization. Burke confirmed the staff reduction is an unfilled position at this time.

MOTION was made by Lackey, seconded by Retherford, to authorize the Port General Manager or delegate to enter negotiations and execute a contract with a KOPIS to begin implementing a new financial system, not-to-exceed \$346,706 over a 5-year period, which includes a 10% (\$31,519) contingency. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager. Retherford noted there will be new streetlights at the Port Dock 5 Pier. Burke asked if security cameras will be installed there once the lights are placed. Miranda noted the Port purchases new cameras through a grant every year. Bretz reported the cameras will go back up in that area, but the Port has to wait for a new power box before installing them.

Chuck noted South Beach reaching near full capacity this month. He suggested assigning more security staff for June, July, and August. He also suggested talking to the city about enforcement of traffic near the bridge. Miranda noted the Police patrol the area on a regular basis, but they can certainly talk to the city more about it. She stated additional security is related to the budget. She explained it is not cheap to add temporary security, and it is complicated for TCB to add service. She indicated staff can try to get a budget for next year for additional security that makes sense in the long run. Bretz reported he has requested quotes from TCB for additional security Thursday through Sunday, April through October, to get a ballpark for the budget for next year.

Miranda requested the property subcommittee meet to discuss options for 343 Bay Blvd. Burke noted once they've met, they will bring back next steps to the whole Commission. Burke and Lackey agreed to hold the meeting Tuesday, August 31, at 9:30 a.m.

Miranda emphasized the need for the Port to move forward on developing plans for infrastructure projects. She reported there is all kinds of infrastructure funding coming down the road, but the Port can't apply for it without plans. She noted there may be some funding for recreational buildings. She indicated there is a Connect Oregon grant this year, that could help

with the plan for PD7, but funds would not be available until May of next year, slowing down the project. She added she spoke with ODOT on the plans for Port Dock 7.

Miranda reported if a plan is going to lead to construction, ODOT is willing to consider it. She stated if there is delay in applying for construction funds, the other alternative is Business Oregon. She noted they can provide a \$50,000 grant and 1 percent loan for the remainder of the project cost. She indicated she is leaning towards getting the project done so the Port can move forward. She added she thinks there will be more funds on the federal and state side.

Burke asked what the Commission can do to help. Miranda replied when staff are ready, they will request the Commission to help with support letters. She added staff receive information on 90 percent of the grant opportunities out there, but they still appreciate receiving leads from individuals.

COMMISSIONER REPORTS/COMMENTS

Lackey asked if there is a timeline on the Rogue seawall. Miranda replied the timeline has been delayed, but there should be a report from the consultant sometime this week or next. Retherford asked if there is any plan for Swede's Dock. Miranda replied part of the PD7 inspections may include Swede's Dock. She stated the Port will look at what it can do so it doesn't lose that. Bretz reported Swede's Dock is not very functional to begin with. He stated the plan is to combine its inspection by an engineer with Port Dock 7's inspection. He noted they may throw in some pilings to hold it together for a little while. He indicated there may need to be a limit of use on it. He added he would not be surprised if the bulk of it can no longer be used, but he hopes the engineer will allow some of it to remain open.

Burke asked if there are plans to dredge there. Bretz replied the next round of major dredging will be in Fiscal Year 2022-2023. He stated he believes the situation was created by the city's outfall pipe. He noted he does not know if the city will admit that. He added any funding the Port can get to address that will help. Retherford noted the demand for space in the commercial marina, and the need to keep places for boats to tie up.

Lackey confirmed there would not be infrastructure funding grant available for the Port's administration building. Miranda noted the building would have to have recreational uses or create jobs to qualify for infrastructure grants. However, she indicated there may be some savings on the budgeted cost since prices for materials have gone down.

ADJOURNMENT

Having no further business, the meeting adjourned at 6:40 p.m.

ATTESTED

James Burke, President

Walter Chuck, Secretary/Treasurer

September 16, 2021
5:03 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 virtually via Microsoft Teams. In attendance were Commissioners Burke, Sylvia, Retherford, Chuck, and Lackey. Also in attendance were General Manager Paula Miranda, Finance Director Mark Brown, and Administrative Assistant Gloria Tucker.

OLD BUSINESS

Approval of City of Newport Permit Fees for the Administration Building. Miranda reported on April 27, 2021, the Commission approved an additional \$9,000 for development of specifications to be added to the Capri Architecture and DH Goebel Architect contract of \$84,000. She stated the contract with the architects did not include city permit charges, however, permits are necessary before going out for bid. She noted the city sent an invoice for the initial Structural Plan Review fee of \$1,527.76, which was paid under her limitation. She indicated an additional \$23,121.81 will be needed before receiving all the final permits, in order to go out for bid.

Burke clarified the interest rate for the loan is locked for two years. Miranda reported she expects to have the final contract at the same time the bids come in. She stated she would like to present any bids along with the loan documents at the same time, within six weeks or so. Silvia asked how the city calculates fees for building permits. Miranda replied the architect did an estimate on what they thought the fee would be, and it ended up being way less than anticipated. She noted the fee is likely based on the footprint on the building and the amount of time taken to review the application. She indicated the city identified some corrections needed to the design, and the architect had to make some changes. She offered to add a detailed explanation of the building permit fees in her report during the regular Commission meeting on September 28, 2021. Burke noted he is doing a few construction projects, and the fee depends on square footage and the complexity of the project. Sylvia asked if the reduced fee was due to cutting back on the original design. Miranda replied that was not the case since the estimate was based on the latest footprint. Brown added the original estimate was around \$40,000.

MOTION was made by Retherford, seconded by Sylvia, to approve the entire City Permit fees of \$24,649.57 and direct staff to pay the remainder \$23,121.81, as invoiced. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 5:12 P.M.

Port of Newport - General Operating Fund

Balance Sheet

As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	2,573,604	3,860,491	(1,286,887)	(33)%
Total Checking/Savings	2,573,604	3,860,491	(1,286,887)	(33)%
Accounts Receivable				
11200 · Accounts Receivable	401,382	411,032	(9,649)	(2)%
11225 · Grants Receivable	461,960	4,463	457,497	10,251%
Total Accounts Receivable	863,342	415,495	447,848	108%
Other Current Assets				
11250 · Property Tax Receivable	10,663	10,792	(129)	(1)%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	6,330	33,616	(27,287)	(81)%
11300 · Prepaid Expenses	137,263	165,479	(28,216)	(17)%
11400 · Due from Other Funds	30,178	5,539	24,639	445%
11480 · PERS - NPA(L)	(647,914)	(647,914)	0	0%
11485 · PERS - Deferred OF	193,254	193,254	0	0%
11490 · Assets Held For Sale	0	2,126	(2,126)	(100)%
Total Other Current Assets	(300,226)	(267,108)	(33,118)	(12)%
Total Current Assets	3,136,721	4,008,878	(872,157)	(22)%
Fixed Assets				
11500 · Capital Assets	49,229,734	47,143,101	2,086,632	4%
Total Fixed Assets	49,229,734	47,143,101	2,086,632	4%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	0	0	0	0%
Total Other Assets	0	0	0	0%
TOTAL ASSETS	52,366,454	51,151,979	1,214,475	2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	174,249	157,219	17,030	11%
Total Accounts Payable	174,249	157,219	17,030	11%
Credit Cards				
12006 · Dir Ops Credit Card	(561)	0	(561)	(100)%
12008 · Gen Mgr Credit Card	(6,721)	0	(6,721)	(100)%
Total Credit Cards	(7,283)	0	(7,283)	(100)%
Other Current Liabilities				
12016 · Retainage Payable	114,509	11,324	103,185	911%
12018 · Unclaimed Property Payable	4,555	3,234	1,321	41%
12020 · Lodging/Room Tax Payable	20,099	19,533	566	3%
12100 · Payroll Liabilities	139,698	158,858	(19,160)	(12)%
12200 · Due to other Funds	700,000	0	700,000	100%
12250 · Deferred Revenue	170,531	144,852	25,679	18%

Port of Newport - General Operating Fund

Balance Sheet

As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change	% Change
12300 · Accrued Interest Payable	15,147	15,147	0	0%
12320 · Current Portion-Long Term Debt	535,814	535,814	0	0%
Total Other Current Liabilities	1,700,353	888,762	811,591	91%
Total Current Liabilities	1,867,320	1,045,981	821,338	79%
Long Term Liabilities				
12350 · Long Term Debt	5,483,593	6,020,276	(536,683)	(9)%
12800 · Bond Premiums	100,621	100,621	0	0%
12900 · PERS - Deferred IF	246,841	246,841	0	0%
Total Long Term Liabilities	5,831,054	6,367,738	(536,683)	(8)%
Total Liabilities	7,698,374	7,413,719	284,655	4%
Equity				
13010 · GOF - Unassigned FB	37,166,853	36,402,710	764,144	2%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	178,991	0	178,991	100%
Net Income	191,448	204,762	(13,314)	(7)%
Total Equity	44,668,080	43,738,260	929,820	2%
TOTAL LIABILITIES & EQUITY	52,366,454	51,151,979	1,214,475	2%

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	138,218	115,183	23,035	120%
14100 · Moorage	430,966	347,643	83,323	124%
14200 · Hoist Dock & Services	136,571	118,062	18,510	116%
14300 · Shipping Terminal Revenues	1,069	4,802	(3,733)	22%
14400 · RV Parks	392,687	371,730	20,957	106%
14500 · Launch Ramp & Trailer Storage	31,481	25,953	5,528	121%
14600 · Miscellaneous Revenue	22,756	1,583	21,173	1,437%
Total Income	<u>1,153,749</u>	<u>984,956</u>	<u>168,793</u>	<u>117%</u>
Gross Profit	1,153,749	984,956	168,793	117%
Expense				
15000 · Personnel Services	316,984	383,823	(66,840)	83%
16000 · Materials & Services	356,102	755,094	(398,993)	47%
16990 · Depreciation Expense	281,366	281,366	0	100%
17000 · Debt Service	38,340	38,369	(29)	100%
Total Expense	<u>992,791</u>	<u>1,458,653</u>	<u>(465,862)</u>	<u>68%</u>
Net Ordinary Income	160,957	(473,697)	634,654	(34)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	984	1,157	(173)	85%
18200 · Interest Income	1,682	250	1,432	673%
18300 · Grants	30,667	0	30,667	100%
18700 · Property & Dredge Sales	0	7,250	(7,250)	0%
Total Other Income	<u>33,333</u>	<u>8,657</u>	<u>24,676</u>	<u>385%</u>
Other Expense				
19000 · Capital Outlay	66,349	90,000	(23,651)	74%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(551)	(551)	0	100%
Total Other Expense	<u>65,798</u>	<u>189,449</u>	<u>(123,651)</u>	<u>35%</u>
Net Other Income	<u>(32,465)</u>	<u>(180,792)</u>	<u>148,327</u>	<u>18%</u>
Net Income	<u><u>128,493</u></u>	<u><u>(654,489)</u></u>	<u><u>782,982</u></u>	<u><u>(20)%</u></u>

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	(1,229)	0	(1,229)	100%
Total Income	(1,229)	0	(1,229)	100%
Gross Profit	(1,229)	0	(1,229)	100%
Expense				
15000 · Personnel Services	117,733	150,150	(32,417)	78%
16000 · Materials & Services	116,487	128,600	(12,113)	91%
16990 · Depreciation Expense	844	844	0	100%
Total Expense	235,064	279,594	(44,530)	84%
Net Ordinary Income	(236,293)	(279,594)	43,301	85%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	984	1,157	(173)	85%
18200 · Interest Income	1,682	250	1,432	673%
18300 · Grants	10,000	0	10,000	100%
Total Other Income	12,666	1,407	11,259	900%
Other Expense				
19000 · Capital Outlay	848	0	848	100%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	(223,626)	(223,626)	(0)	100%
Total Other Expense	(222,778)	(123,626)	(99,152)	180%
Net Other Income	235,444	125,033	110,411	188%
Net Income	(848)	(154,561)	153,713	1%

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	24,452	28,907	(4,455)	85%
14100 · Moorage	37,374	28,188	9,187	133%
14200 · Hoist Dock & Services	52,692	51,480	1,212	102%
14300 · Shipping Terminal Revenues	1,069	4,802	(3,733)	22%
14600 · Miscellaneous Revenue	50	0	50	100%
Total Income	<u>115,637</u>	<u>113,377</u>	<u>2,261</u>	<u>102%</u>
Gross Profit	115,637	113,377	2,261	102%
Expense				
15000 · Personnel Services	28,486	35,355	(6,870)	81%
16000 · Materials & Services	47,014	102,492	(55,478)	46%
16990 · Depreciation Expense	212,590	212,590	0	100%
17000 · Debt Service	32,029	32,059	(29)	100%
Total Expense	<u>320,119</u>	<u>382,496</u>	<u>(62,377)</u>	<u>84%</u>
Net Ordinary Income	(204,482)	(269,120)	64,638	76%
Other Income/Expense				
Other Income				
18300 · Grants	0	0	0	0%
Total Other Income	0	0	0	0%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	5,835	5,835	0	100%
Total Other Expense	<u>5,835</u>	<u>5,835</u>	<u>0</u>	<u>100%</u>
Net Other Income	(5,835)	(5,835)	(0)	100%
Net Income	<u><u>(210,317)</u></u>	<u><u>(274,955)</u></u>	<u><u>64,638</u></u>	<u><u>76%</u></u>

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	39,718	10,443	29,274	380%
14100 · Moorage	120,659	118,417	2,243	102%
14200 · Hoist Dock & Services	79,286	65,146	14,140	122%
14600 · Miscellaneous Revenue	4,262	0	4,262	100%
Total Income	<u>243,925</u>	<u>194,006</u>	<u>49,919</u>	<u>126%</u>
Gross Profit	243,925	194,006	49,919	126%
Expense				
15000 · Personnel Services	63,631	81,120	(17,489)	78%
16000 · Materials & Services	48,919	261,971	(213,052)	19%
16990 · Depreciation Expense	8,600	8,600	0	100%
17000 · Debt Service	1,319	1,319	(0)	100%
Total Expense	<u>122,470</u>	<u>353,010</u>	<u>(230,540)</u>	<u>35%</u>
Net Ordinary Income	121,455	(159,004)	280,459	(76)%
Other Income/Expense				
Other Income				
18300 · Grants	7,767	0	7,767	100%
Total Other Income	7,767	0	7,767	100%
Other Expense				
19000 · Capital Outlay	24,475	0	24,475	100%
19890 · Overhead Allocation	99,325	99,325	0	100%
Total Other Expense	<u>123,800</u>	<u>99,325</u>	<u>24,475</u>	<u>125%</u>
Net Other Income	(116,033)	(99,325)	(16,708)	117%
Net Income	<u><u>5,422</u></u>	<u><u>(258,329)</u></u>	<u><u>263,751</u></u>	<u><u>(2)%</u></u>

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

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	74,048	75,833	(1,785)	98%
14100 · Moorage	272,932	201,038	71,894	136%
14200 · Hoist Dock & Services	4,593	1,435	3,158	320%
14400 · RV Parks	392,687	371,730	20,957	106%
14500 · Launch Ramp & Trailer Storage	31,481	25,953	5,528	121%
14600 · Miscellaneous Revenue	19,674	1,583	18,090	1,243%
Total Income	<u>795,416</u>	<u>677,573</u>	<u>117,842</u>	<u>117%</u>
Gross Profit	795,416	677,573	117,842	117%
Expense				
15000 · Personnel Services	107,134	117,197	(10,064)	91%
16000 · Materials & Services	143,682	262,032	(118,350)	55%
16990 · Depreciation Expense	59,332	59,332	0	100%
17000 · Debt Service	4,992	4,992	0	100%
Total Expense	<u>315,139</u>	<u>443,553</u>	<u>(128,414)</u>	<u>71%</u>
Net Ordinary Income	480,277	234,020	246,256	205%
Other Income/Expense				
Other Income				
18300 · Grants	12,900	0	12,900	100%
18700 · Property & Dredge Sales	0	7,250	(7,250)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	<u>12,900</u>	<u>7,250</u>	<u>5,650</u>	<u>178%</u>
Other Expense				
19000 · Capital Outlay	41,026	90,000	(48,974)	46%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	117,915	117,915	0	100%
Total Other Expense	<u>158,941</u>	<u>207,915</u>	<u>(48,974)</u>	<u>76%</u>
Net Other Income	<u>(146,041)</u>	<u>(200,665)</u>	<u>54,624</u>	<u>73%</u>
Net Income	<u>334,236</u>	<u>33,355</u>	<u>300,880</u>	<u>1,002%</u>

NOAA Lease Revenue Fund
Balance Sheet
As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	1,070,583	949,418	121,165	13%
11025 · NLRF MM Savings - FIB 9604	800,088	500,014	300,075	60%
11035 · NLRF - LGIP 6263	2,699,854	1,233,783	1,466,071	119%
11092 · Assignment of Deposit - OCB	63,703	63,208	495	1%
Total Checking/Savings	4,634,228	2,746,421	1,887,806	69%
Accounts Receivable				
11200 · Accounts Receivable	232	127	105	83%
Total Accounts Receivable	232	127	105	83%
Other Current Assets				
11300 · Prepaid Expenses	64,074	52,236	11,839	23%
11400 · Due from Other Funds	700,000	0	700,000	100%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	740,144	28,306	711,839	2,515%
Total Current Assets	5,374,604	2,774,854	2,599,750	94%
Fixed Assets				
11500 · Capital Assets	22,337,237	23,848,302	(1,511,065)	(6)%
Total Fixed Assets	22,337,237	23,848,302	(1,511,065)	(6)%
Other Assets				
11800 · Bond Issue Costs, Net of Amort.	230,454	230,454	0	0%
11825 · Advance Refunding Valuation	459,546	459,546	0	0%
Total Other Assets	690,000	690,000	0	0%
TOTAL ASSETS	28,401,841	27,313,156	1,088,685	4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	15,064	1,348	13,715	1,017%
Total Accounts Payable	15,064	1,348	13,715	1,017%
Other Current Liabilities				
12100 · Payroll Liabilities	9,876	11,089	(1,212)	(11)%
12200 · Due to Other Funds	30,178	5,539	24,639	445%
12300 · Accrued Interest Payable	201,373	201,373	0	0%
12350 · Current Portion-Long Term ...	1,290,000	1,290,000	0	0%
Total Other Current Liabilities	1,531,428	1,508,001	23,427	2%
Total Current Liabilities	1,546,491	1,509,349	37,142	3%
Long Term Liabilities				
12400 · Long Term Debt	15,245,000	16,565,000	(1,320,000)	(8)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(1,290,000)	0	0%
12900 · PERS - Deferred IF	12,992	12,992	0	0%
Total Long Term Liabilities	13,967,992	15,287,992	(1,320,000)	(9)%
Total Liabilities	15,514,483	16,797,341	(1,282,858)	(8)%

NOAA Lease Revenue Fund

Balance Sheet

As of August 31, 2021

	<u>Aug 31, 21</u>	<u>Aug 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,766,260	(4,539)	(0)%
13003 · NLRF - Committed FB-Cap. Res.	2,225,771	0	2,225,771	100%
13007 · Committed Grant Match Funds	432,000	0	432,000	100%
13010 · NLRF - Unassigned FB	8,590,145	11,092,412	(2,502,267)	(23)%
Net Income	<u>(122,279)</u>	<u>(2,342,858)</u>	<u>2,220,579</u>	<u>95%</u>
Total Equity	<u>12,887,358</u>	<u>10,515,815</u>	<u>2,371,543</u>	<u>23%</u>
TOTAL LIABILITIES & EQUITY	<u>28,401,841</u>	<u>27,313,156</u>	<u>1,088,685</u>	<u>4%</u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual
July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	425,415	432,650	(7,235)	98%
14605 · Miscellaneous - Operating	0	0	0	0%
Total Income	425,415	432,650	(7,235)	98%
Gross Profit	425,415	432,650	(7,235)	98%
Expense				
15000 · Personnel Services	19,471	33,470	(13,999)	58%
16000 · Materials & Services	41,004	54,993	(13,988)	75%
16990 · Depreciation Expense	262,010	262,010	0	100%
17000 · Debt Service	1,547,741	1,760,950	(213,209)	88%
Total Expense	1,870,226	2,111,422	(241,197)	89%
Net Ordinary Income	(1,444,811)	(1,678,772)	233,961	86%
Other Income/Expense				
Other Income				
18200 · Interest Income	3,083	417	2,666	740%
18300 · Grants	0	0	0	0%
Total Other Income	3,083	417	2,666	740%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	170,000	(170,000)	0%
19890 · Admin Overhead Allocation	551	551	0	100%
Total Other Expense	551	170,551	(170,000)	0%
Net Other Income	2,532	(170,134)	172,666	(1)%
Net Income	(1,442,279)	(1,848,906)	406,628	78%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>	<u>Jun 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	(49,348)	(18,380)	(30,968)
Total Checking/Savings	(49,348)	(18,380)	(30,968)
Other Current Assets			
11270 · Property Tax Receivable	54,871	56,446	(1,575)
11300 · Prepaid Expenses	85,945	0	85,945
Total Other Current Assets	140,816	56,446	84,370
Total Current Assets	91,468	38,066	53,402
Other Assets			
11800 · Bond Issue costs, net of amort.	153,930	153,930	0
11825 · Advance Refunding Valuation	661,702	661,702	0
Total Other Assets	815,632	815,632	0
TOTAL ASSETS	<u>907,100</u>	<u>853,698</u>	<u>53,402</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	335,000	335,000	0
Total Other Current Liabilities	335,000	335,000	0
Total Current Liabilities	335,000	335,000	0
Long Term Liabilities			
12515 · 2011 Series Bonds	(70,000)	0	(70,000)
12520 · 2016 Series Bonds	6,478,195	6,763,195	(285,000)
12525 · 2019 Series Bonds	5,160,000	5,210,000	(50,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(335,000)	(335,000)	0
Total Long Term Liabilities	11,937,793	12,342,793	(405,000)
Total Liabilities	12,272,793	12,677,793	(405,000)
Equity			
13000 · BDF - Restricted FB	(12,052,349)	(12,290,511)	238,162
13220 · BDF - Bond Costs (65)	153,930	0	153,930
13999 · Retained Earnings	74,324	0	74,324
Net Income	458,402	466,415	(8,013)
Total Equity	(11,365,693)	(11,824,095)	458,402
TOTAL LIABILITIES & EQUITY	<u>907,100</u>	<u>853,698</u>	<u>53,402</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	6,563	0	6,563	100%
Total Income	<u>6,563</u>	<u>0</u>	<u>6,563</u>	<u>100%</u>
Gross Profit	6,563	0	6,563	100%
Expense				
17000 · Debt Service	85,945	505,371	(419,426)	17%
Total Expense	<u>85,945</u>	<u>505,371</u>	<u>(419,426)</u>	<u>17%</u>
Net Ordinary Income	(79,382)	(505,371)	425,989	16%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	4	25	(21)	16%
Total Other Income	<u>4</u>	<u>25</u>	<u>(21)</u>	<u>16%</u>
Net Other Income	4	25	(21)	16%
Net Income	<u><u>(79,378)</u></u>	<u><u>(505,346)</u></u>	<u><u>425,968</u></u>	<u><u>16%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of August 31, 2021

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

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July through August 2021

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

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of August 31, 2021

	<u>Aug 31, 21</u>	<u>Aug 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	424,470	261,924	162,546
Total Checking/Savings	<u>424,470</u>	<u>261,924</u>	<u>162,546</u>
Total Current Assets	<u>424,470</u>	<u>261,924</u>	<u>162,546</u>
TOTAL ASSETS	<u>424,470</u>	<u>261,924</u>	<u>162,546</u>
LIABILITIES & EQUITY			
Equity			
13005 · FMRF - Asgnd-Future Exp.	186,816	215,000	(28,184)
13006 · FMRF - Asgnd-CM Elec. Upgrades	138,000	0	138,000
13008 · FMRF - Asgnd-PD7 Replacement	51,095	0	51,095
13010 · FMRF - Unassigned FB	(2,796)	46,634	(49,429)
Net Income	51,355	290	51,064
Total Equity	<u>424,470</u>	<u>261,924</u>	<u>162,546</u>
TOTAL LIABILITIES & EQUITY	<u>424,470</u>	<u>261,924</u>	<u>162,546</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
Total 14600 · Miscellaneous Revenue	51,095			
Total Income	51,095			
Net Ordinary Income	51,095			
Other Income/Expense				
Other Income				
18200 · Interest Income	260	0	260	100%
Total Other Income	260	0	260	100%
Net Other Income	260	0	260	100%
Net Income	51,355	0	51,355	100%

CONSENT CALENDAR ITEM

DATE: September 16, 2021
RE: Utility Tractor
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Our old Mitsubishi tractor has failed, and given the year, make, and model it makes no sense to continue to invest in a piece of equipment that is no longer serviceable. This year, we budgeted \$20K to replace the old tractor.

DETAIL

Particularly in South Beach, a small tractor with a bucket and the capability of running various implements by PTO is frequently used. Additionally, we can make use of having a small tractor capable of running a brush hog in other parts of the Port to keep overgrowth at a minimum (such as our 9 acre industrial lot).

We received a quote under an approved state-wide price agreement that has already been competitively bid. We verified this price to be sure that the price of this tractor is the best one we could find.

BUDGET IMPLICATIONS

This purchase was approved in the budget, and is under what we budgeted for.

RECOMMENDATIONS

I RECOMMEND A MOTION BY A COMMISSIONER TO AUTHORIZE THE GM TO PURCHASE A JOHN DEERE 2025R COMPACT UTILITY TRACTOR UTILIZING A STATE PRICE AGREEMENT IN AN AMOUNT NOT TO EXCEED \$19,000.

CONSENT CALENDAR ITEM

DATE: September 16, 2021
RE: HDR Contract Extension
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Due to an extremely slow supply chain in the electrical industry, we are still waiting for the light poles for the street lights on the new PD5 Pier. Installation of the poles is part of all our contracts, and this will cost us nothing more additionally, but the expiration date of our contract with HDR needs to be extended until 31 OCT to be sure they're still under contract when the light poles come in

BUDGET IMPLICATIONS

There is no change to the cost of the contract, this is not a change in authorization for funding.

RECOMMENDATIONS

I RECOMMEND A MOTION BY A COMMISSIONER TO AUTHORIZE THE GM TO EXTEND THE PROJECT MANAGEMENT CONTRACT WITH HDR UNTIL 31 OCT 2021.

STAFF REPORT

DATE: 28 Sept 2021
RE: Appointment of Budget Officer
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

ORS 294.331 requires a governing body of a municipal corporation to appoint or designate one individual to serve as a budget officer each fiscal year. The budget officer acts under the direction of the executive officer for the municipal corporation.

Discussion

Since the Budget officer acts under the direction of the General Manager, it would not make sense for the General Manager to act as the budget officer. The Director of Finance and business service is responsible for preparing (or supervising the preparation of) the annual budget and for disseminating budget to actual information to Departments Heads. Since the responsibility of the budget office is: "shall prepare or supervise the preparation of the budget document" (ORS 294.331). It is logical that the Director of Finance and Business Services should serve as the Budget Officer.

RECOMMENDATION

As part of the Consent Calendar, appoint the Director of Finance and Business Services, Mark Brown, as the Budget officer for Fiscal Year 2021-2022.

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

Date	Num	Name	Memo	Class	Paid Amount
08/09/2021	46547	Advanced Remediation Technologies Inc	PO50135-Update SWPCP to new permit conditions and requireme...		
08/05/2021	2225		PO50135-Update SWPCP to new permit conditions and requirements	01-General Operating Fund:500-International Terminal	-2,290.00
TOTAL					-2,290.00
08/09/2021	46548	Ann Tarr	Employee reimbursement - safety committee lunch		
08/06/2021	Reimburse		Employee reimbursement - safety committee lunch	01-General Operating Fund:100- Administration	-55.63
TOTAL					-55.63
08/09/2021	46549	Business Oregon - IFA	Debt service 655-41-1230000927		
08/01/2021	65541 08/21		Debt service 655-41-1230000927	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
08/09/2021	46550	CoastCom By Wave	Internet Service		
08/01/2021	121313501-0008963		Internet Service Internet Service	01-General Operating Fund:700-South Beach:710-SB Customer Service 01-General Operating Fund:100- Administration	-1,016.08 -500.00
TOTAL					-1,516.08
08/09/2021	46551	Copeland Lumber Yards Inc			
08/06/2021	2018-122375		PO50165 - toilet flapper	01-General Operating Fund:500-International Terminal	-4.29
08/06/2021	2108-122403		PO50166-toilet repair kit	01-General Operating Fund:500-International Terminal	-25.17
08/06/2021	2108-122407		PO50166-5 gal bucket, sponge for toilet repair	01-General Operating Fund:500-International Terminal	-12.47
TOTAL					-41.93
08/09/2021	46552	FIB MasterCard AB	FIB MC-AB 6/2021 charges		
08/08/2021	FIB MC-AB 7/2021		CPR Train the Trainer- SB CPR Train the Trainer- CM CPR Train the Trainer-Admin Monthly Zoom subscription	01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration 01-General Operating Fund:100- Administration	-350.00 -350.00 -350.00 -29.98
TOTAL					-1,079.98
08/09/2021	46553	Hyak	IT services - MS 365, web filtering, desktop support 8/15/21-9/14/21		
08/01/2021	27451		IT services - MS 365, web filtering, desktop support 8/15/21-9/14/21	01-General Operating Fund:100- Administration	-4,841.00
TOTAL					-4,841.00
08/09/2021	46554	Int'l Institute of Municipal Clerks	Annual membership renewal FY 2021-22- Gloria Tucker		
07/06/2021	31527 21-22		Annual membership renewal FY 2021-22 - Gloria Tucker	01-General Operating Fund:100- Administration	-140.00
TOTAL					-140.00

PON - General Operatind Fund
Accounts Paid Report
August 2021

Date	Num	Name	Memo	Class	Paid Amount
08/09/2021	46555	Lincoln County Public Works	Fuel for trucks		
08/01/2021	6222		Fuel for trucks - CM	01-General Operating Fund:300-Commercial Marina	-256.55
			Fuel for trucks - NIT	01-General Operating Fund:500-International Terminal	-137.25
			Fuel for trucks - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-90.66
TOTAL					-484.46
08/09/2021	46556	MacPherson Gintner & Diaz	Legal services		
08/04/2021	82001 2522.01		Legal services	01-General Operating Fund:100- Administration	-2,662.50
TOTAL					-2,662.50
08/09/2021	46557	Oregon Association of Municipal Recorders	OAMR Associate Membership for 2021		
08/03/2021	OAMR Assoc Member		OAMR Associate Membership for 2021	01-General Operating Fund:100- Administration	-60.00
TOTAL					-60.00
08/09/2021	46558	PacificSource Administrators Inc			
08/05/2021	33479		8/05/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			8/05/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			8/05/2021 HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
08/20/2021	33480		8/05/2021 HRE Insurance Withholding	01-General Operating Fund:500-International Terminal	-50.00
			8/20/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			8/20/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			8/20/2021 HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
08/31/2021	14412		8/20/2021 HRE Insurance Withholding	01-General Operating Fund:500-International Terminal	-50.00
			Flat monthly fee	01-General Operating Fund:100- Administration	-85.00
TOTAL					-474.50
08/09/2021	46559	PBS Engineering and Environmental Inc.	Rogue Brewery Ssawall phase 2 investigation		
07/22/2021	0074183.000-3		Rogue Brewery Ssawall phase 2 investigation	01-General Operating Fund:100- Administration	-7,432.71
TOTAL					-7,432.71
08/09/2021	46560	Pioneer Connect			
08/01/2021	113823 7/2021		SB Office phone	01-General Operating Fund:700-South Beach:710-SB Customer Service	-181.68
08/01/2021	115083 7/2021		SB shop phone	01-General Operating Fund:700-South Beach:760-SB Operations	-41.68
TOTAL					-223.36
08/09/2021	46561	Quadient Finance USA Inc	Postage		
07/27/2021	July 2021		Postage	01-General Operating Fund:100- Administration	-444.96
TOTAL					-444.96
08/09/2021	46562	RentPrep Enterprise	Background checks		
08/01/2021	6915		Background checks	01-General Operating Fund:700-South Beach:710-SB Customer Service	-14.95
TOTAL					-14.95

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Date	Num	Name	Memo	Class	Paid Amount
08/09/2021	46563	Spiro Landscaping Inc	PO710240: weekly mowing		
07/27/2021	00026419		PO710240: weekly mowing	01-General Operating Fund:700-South Beach:760-SB Operations	-1,220.00
TOTAL					-1,220.00
08/09/2021	46564	Streamline	Website monthly fee		
08/01/2021	AC7C0FE6-0009		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00
08/09/2021	46565	TCB Security Services Inc.	Monthly security		
08/01/2021	231847		Monthly security	01-General Operating Fund:300-Commercial Marina	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:710-SB Customer Service	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:760-SB Operations	-2,116.95
			Monthly security	01-General Operating Fund:500-International Terminal	-1,121.15
TOTAL					-7,472.00
08/09/2021	46566	Thompson's Sanitary Service Inc			
07/31/2021	12514 2021-07		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-8,278.70
07/31/2021	13499 2021-07		Trash disposal - PD7	01-General Operating Fund:300-Commercial Marina	-1,779.01
07/31/2021	12058 2021-07		Trash disposal - Int'l Terminal	01-General Operating Fund:500-International Terminal	-1,822.36
TOTAL					-11,880.07
08/09/2021	46568	US Foods - ChefStore	Port dock #5 celebration		
07/01/2021	10301		Port dock #5 celebration	01-General Operating Fund:100- Administration	-11.05
TOTAL					-11.05
08/16/2021	46569	Marly - Old Owners	Prorated annual moorage refund		
08/03/2021			Credit Memos, Discounts, Refunds -10 months of unused moorage	01-General Operating Fund:300-Commercial Marina	-1,107.35
TOTAL					-1,107.35
08/16/2021	46570	AlSCO Inc			
05/31/2021	LPOR2656391		SB mats and rags	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72.06
05/31/2021	LPOR2662349		SB mats and rags	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72.06
06/01/2021	LPOR2668427		SB mats and rags	01-General Operating Fund:700-South Beach:710-SB Customer Service	-72.06
06/03/2021	LPOR2669609		Towels and mats	01-General Operating Fund:500-International Terminal	-33.44
06/17/2021	LPOR2675946		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
06/26/2021	LPOR2666003		Shop towels	01-General Operating Fund:100- Administration	-34.75
07/01/2021	LPOR2682142		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
07/07/2021	LPOR2684992		Towels and mats	01-General Operating Fund:300-Commercial Marina	-0.52
07/15/2021	LPOR2688239		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
07/29/2021	LPOR2694627		Towels and mats	01-General Operating Fund:500-International Terminal	-32.95
TOTAL					-416.69

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Date	Num	Name	Memo	Class	Paid Amount
08/16/2021	46571	Amazon Capital Services Inc			
08/06/2021	1PTL-D4T4-9X1J		PO710360-SanDisk memory card with adapter	01-General Operating Fund:700-South Beach:760-SB Operations	-290.18
08/11/2021	1L9X-1V4M-DNM6		PO710364-GoPro Camera Mount	01-General Operating Fund:700-South Beach:760-SB Operations	-25.68
08/11/2021	1KFW-Q1VJ-D7ND		PO10152- Spiral steno notebook, desk file/sorter	01-General Operating Fund:100- Administration	-29.69
08/11/2021	1RKM-K16D-DTR6		PO 50167-tank to toilet gasket, Gerber toilet	01-General Operating Fund:300-Commercial Marina	-7.18
			PO 50167-tank to toilet gasket, Gerber toilet	01-General Operating Fund:300-Commercial Marina	-9.99
TOTAL					-362.72
08/16/2021	46572	American Red Cross	Adult and pediatric First Aid/CPR/AED training		
08/16/2021	22353825		Adult and pediatric First Aid/CPR/AED training -7 students-per student ...	01-General Operating Fund:100- Administration	-1,090.00
TOTAL					-1,090.00
08/16/2021	46573	Arxcis, Inc.	Test and certify dock hoists		
07/30/2021	1001989		Test and certify silent hoist #1	01-General Operating Fund:300-Commercial Marina	-440.00
			Test and certify dock crane #2	01-General Operating Fund:300-Commercial Marina	-440.00
			Test and certify pettibone #3	01-General Operating Fund:300-Commercial Marina	-440.00
			Test and certify dick crane #4	01-General Operating Fund:300-Commercial Marina	-440.00
			Test and certify NIT Hoist	01-General Operating Fund:500-International Terminal	-440.00
			Test and certify Hydraulic crane	01-General Operating Fund:500-International Terminal	-440.00
			Travel expenses	01-General Operating Fund:300-Commercial Marina	-306.90
			Travel expenses	01-General Operating Fund:500-International Terminal	-306.90
TOTAL					-3,253.80
08/16/2021	46574	Barrelhead Supply Inc	PO710359 - 3 3/4" ball valve		
07/30/2021	307861		PO710359 - 3 3/4" ball valve	01-General Operating Fund:700-South Beach:760-SB Operations	-2.58
TOTAL					-2.58
08/16/2021	46575	Carver Inc			
04/09/2021	10645		PO 710265 - gas	01-General Operating Fund:700-South Beach:760-SB Operations	-93.11
04/19/2021	10674		PO 710265 - gas	01-General Operating Fund:700-South Beach:760-SB Operations	-58.50
04/21/2021	10684		PO 710265 - gas	01-General Operating Fund:700-South Beach:760-SB Operations	-87.86
05/03/2021	10722		PO 710265 - gas	01-General Operating Fund:700-South Beach:760-SB Operations	-185.55
06/07/2021	10830		PO 710265 - gas	01-General Operating Fund:700-South Beach:760-SB Operations	-204.03
TOTAL					-629.05
08/16/2021	46576	Cedar Creek Quarries Inc	PO710342- delivery of 30 tons of landscape rock		
07/23/2021	0121513-IN		PO710342- delivery of 30 tons of landscape rock	01-General Operating Fund:700-South Beach:760-SB Operations	-643.70
TOTAL					-643.70
08/16/2021	46577	City of Newport Room Tax	Transient room tax - July 2021		
07/31/2021	CON Rm Tax 2021-07		Transient room tax - July 2021	01-General Operating Fund:700-South Beach:710-SB Customer Service	-10,082.99
TOTAL					-10,082.99

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Date	Num	Name	Memo	Class	Paid Amount
08/16/2021	46578	City of Newport Water/Sewer	Water and Sewer 2000A SE Marina Science Dr - Anderson Lot		
07/31/2021	170851.01-07-21		Water and Sewer 2000A SE Marina Science Dr - Anderson Lot	01-General Operating Fund:700-South Beach:760-SB Operations	-266.94
TOTAL					-266.94
08/16/2021	46579	Coast Range Equipment & Repair	PO50160 -Float switch		
08/02/2021	7178		PO50160 -Float switch	01-General Operating Fund:500-International Terminal	-40.00
TOTAL					-40.00
08/16/2021	46580	Englund Marine Supply Co Inc			
07/28/2021	983830/6		PO50159-3" cup brushes	01-General Operating Fund:500-International Terminal	-31.17
07/30/2021	983920/6		PO35005-wire hydraulic hose, fittings	01-General Operating Fund:300-Commercial Marina	-19.54
08/02/2021	984016/6		PO535006-Sika Flex blk sealant	01-General Operating Fund:300-Commercial Marina	-12.87
TOTAL					-63.58
08/16/2021	46581	Fastenal Company Inc	PO35004-SS truebolt 5/8x6, 1/2x5 concrete screw		
07/28/2021	ORNEW145765		PO35004-SS truebolt 5/8x6, 1/2x5 concrete screw	01-General Operating Fund:300-Commercial Marina	-37.17
TOTAL					-37.17
08/16/2021	46582	IconiPro Security Alarms Inc	VOID: Cellular security monitoring services (7/1/21-9/30/21)		
TOTAL					0.00
08/16/2021	46583	Industrial Welding Supply Inc			
07/29/2021	00982143-00		PO710357-Acetylene & small grinder	01-General Operating Fund:700-South Beach:760-SB Operations	-138.46
07/31/2021	00195514		Cylinder 1-year lease	01-General Operating Fund:700-South Beach:760-SB Operations	-52.00
TOTAL					-190.46
08/16/2021	46584	Lee Advertising	PO10137-Job Openings Advertisements - SB RV Park		
08/01/2021	138-60032723		PO10137-Job Openings Advertisements - SB RV Park	01-General Operating Fund:100- Administration	-187.48
TOTAL					-187.48
08/16/2021	46585	Les Schwab Tire Center Inc			
07/29/2021	72500469370		PO710346-Forklift Tires	01-General Operating Fund:700-South Beach:760-SB Operations	-414.48
08/04/2021	72500471084		PO710362-Service call-FL tire installation	01-General Operating Fund:700-South Beach:760-SB Operations	-180.00
TOTAL					-594.48
08/16/2021	46586	Lincoln Plumbing Inc			
08/04/2021	22608		PO 35008- Installed wall hung toilet	01-General Operating Fund:300-Commercial Marina	-335.07
08/04/2021	22607		PO710319-Delta faucets, water heaters	01-General Operating Fund:700-South Beach:760-SB Operations	-2,166.96
TOTAL					-2,502.03

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Date	Num	Name	Memo	Class	Paid Amount
08/16/2021	46587	National Business Solutions Inc	Copier lease and print charges - Port and SB offices		
07/31/2021	IN90921		Copier print fees Port office - B/W	01-General Operating Fund:100- Administration	-40.98
			Copier print fees Port office - color	01-General Operating Fund:100- Administration	-305.81
			Copier print fees SB office - color	01-General Operating Fund:700-South Beach:710-SB Customer Service	-486.75
			Copier lease payment - Port office	01-General Operating Fund:100- Administration	-45.42
			Copier lease payment - SB	01-General Operating Fund:700-South Beach:710-SB Customer Service	-45.42
TOTAL					-924.38
08/16/2021	46588	Newport Signs			
04/07/2021	EMT-10797		PO710262- laminated filet signs	01-General Operating Fund:700-South Beach	-90.00
			PO710262-filet signs	01-General Operating Fund:700-South Beach	-258.00
07/27/2021	10961		PO 710332-Price change decals for "Fee Area" signs	01-General Operating Fund:700-South Beach:760-SB Operations	-125.00
TOTAL					-473.00
08/16/2021	46589	Orkin	Pest control		
08/01/2021	33231305 8/21		Pest control	01-General Operating Fund:100- Administration	-45.00
TOTAL					-45.00
08/16/2021	46590	Pacific Digital Works Inc	5 color copies		
07/02/2021	23176		5 color copies	01-General Operating Fund:100- Administration	-93.75
TOTAL					-93.75
08/16/2021	46591	Special Districts Insurance Services	Monthly health-dental-life insurance		
08/11/2021	Aug Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-4,460.88
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial Marina	-4,480.60
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Service	-1,782.38
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-4,460.88
			Monthly health-dental-life insurance	01-General Operating Fund:500-International Terminal	-1,792.24
TOTAL					-16,976.98
08/16/2021	46592	Staples	PO720016-3 pak of clipboards		
07/31/2021	8063088734		PO720016-3 pak of clipboards	01-General Operating Fund:100- Administration	-10.98
TOTAL					-10.98
08/16/2021	46593	T & L Septic Tank Service	PO50163-pump out		
08/06/2021	169286		PO50163-pump out	01-General Operating Fund:500-International Terminal	-450.00
TOTAL					-450.00
08/16/2021	46594	Toyota Lift NW			
07/30/2021	15125469		PO30309-glass front wiper motor bracket, seal kit	01-General Operating Fund:300-Commercial Marina	-1,668.71
08/05/2021	15125681		PO710358-new propane tank for forklift	01-General Operating Fund:300-Commercial Marina	-265.61
TOTAL					-1,934.32

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Date	Num	Name	Memo	Class	Paid Amount
08/16/2021	46595	TWGW Inc NAPA Auto Parts			
08/04/2021	896801		PO50162-Rain-X fluid and treatment	01-General Operating Fund:500-International Terminal	-13.98
08/11/2021	898558		PO 35007- mirror glue	01-General Operating Fund:300-Commercial Marina	-5.99
TOTAL					-19.97
08/16/2021	46596	Wells Fargo Financial Leasing	603-0208292 Copier Leases		
08/04/2021	5016210138		603-0208292 Copier Leases - North Office	01-General Operating Fund:100- Administration	-141.50
			603-0208292 Copier Leases - SB Office	01-General Operating Fund:700-South Beach:710-SB Customer Service	-141.50
TOTAL					-283.00
08/27/2021	46597	Agate Beach Supply Inc	PO35009-5 gal paint bucket		
08/13/2021	83950		PO35009-5 gal paint bucket	01-General Operating Fund:300-Commercial Marina	-27.80
TOTAL					-27.80
08/27/2021	46598	Allstart Auto Electric Inc	PO710363 - Battery for electric golf cart		
08/06/2021	65098		PO710363 - Battery for electric golf cart	01-General Operating Fund:700-South Beach:760-SB Operations	-1,158.00
TOTAL					-1,158.00
08/27/2021	46599	Alsco Inc	Towels and mats		
08/12/2021	LPOR2700989		Towels and mats	01-General Operating Fund:500-International Terminal	-33.94
TOTAL					-33.94
08/27/2021	46600	Amazon Capital Services Inc			
08/14/2021	11KK-MG1X-XQRC		PO710367-face masks	01-General Operating Fund:700-South Beach:760-SB Operations	-59.64
08/21/2021	1KY4-W9QY-TM1V		PO10155-5 slot mesh organizer	01-General Operating Fund:100- Administration	-25.97
08/22/2021	1XKJ-R34H-4QMF		PO720023- speakers, first aid kit, compressed air, clorox wipes	01-General Operating Fund:700-South Beach:710-SB Customer Service	-47.55
TOTAL					-133.16
08/27/2021	46601	Association of Pacific Ports	2021-2022 levy on port member dues		
08/10/2021	2021-66		2021-2022 levy on port member dues	01-General Operating Fund:100- Administration	-2,995.00
TOTAL					-2,995.00
08/27/2021	46602	Barrelhead Supply Inc			
08/19/2021	308649		PO710372-galvanized pipe, fittings	01-General Operating Fund:700-South Beach:760-SB Operations	-147.92
08/19/2021	308645		PO50169 - 6 gate rails	01-General Operating Fund:500-International Terminal	-179.99
TOTAL					-327.91
08/27/2021	46603	bio-Med Testing Services Inc	Pre-employment background checks - W. Scarborough, G. Tucker		
08/09/2021	86094		Pre-employment background checks - W. Scarborough, G. Tucker	01-General Operating Fund:300-Commercial Marina	-58.00
TOTAL					-58.00

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Date	Num	Name	Memo	Class	Paid Amount
08/27/2021	46604	Builders FirstSource Inc	PO 50170- gorilla glue, locking door handle, seallant		
08/23/2021	56220852	State of Oregon CRF:Business Oregon	PO 50170- gorilla glue, locking door handle, seallant	01-General Operating Fund:500-International Terminal	-72.97
TOTAL					-72.97
08/27/2021	46605	Business Oregon - OBDD	Loan 655-36-02, Q10001		
08/16/2021	655-36-02 Sept 2021		Loan 655-36-02, Q10001 Loan 655-36-02, Q10001	01-General Operating Fund:500-International Terminal 01-General Operating Fund:500-International Terminal	-5,597.76 -2,202.24
TOTAL					-7,800.00
08/27/2021	46606	Cedar Creek Quarries Inc	PO710342- delivery of 30 tons of landscape rock		
08/13/2021	0121655-IN		PO710342- delivery of 30 tons of landscape rock	01-General Operating Fund:700-South Beach:760-SB Operations	-565.88
TOTAL					-565.88
08/27/2021	46607	Central Lincoln PUD			
07/28/2021	302612070-07-21		Schedule 190T-Small Gen Service- Temporary	01-General Operating Fund:700-South Beach:710-SB Customer Service	-65.75
07/28/2021	302612071-07-21		SBM temp dock	01-General Operating Fund:500-International Terminal	-55.43
TOTAL					-121.18
08/27/2021	46608	CenturyLink - Business Service	Telephone		
08/01/2021	238303049		Telephone	01-General Operating Fund:100- Administration	-187.66
TOTAL					-187.66
08/27/2021	46609	Coastal Paper & Supply Inc	PO71061-cleaning supplies		
08/10/2021	594799		PO710361-cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-2,127.88
TOTAL					-2,127.88
08/27/2021	46610	Corporation Division	Notary renewal application fee - G. Tucker		
08/20/2021	Notary Renewal		Notary renewal application fee - G. Tucker	01-General Operating Fund:100- Administration	-40.00
TOTAL					-40.00
08/27/2021	46611	Critical Repairs LLC	PO 50161 - Annual crane service and maintenance		
08/20/2021	1097		PO 50161 - Annual crane service and maintenance	01-General Operating Fund:500-International Terminal	-6,605.50
TOTAL					-6,605.50
08/27/2021	46612	Dahl & Dahl Inc			
06/15/2021	274754		NIT dump run	01-General Operating Fund:500-International Terminal	-146.28
06/17/2021	274871		NIT dump run	01-General Operating Fund:500-International Terminal	-156.63
08/19/2021	279292		PO35010- dump run	01-General Operating Fund:500-International Terminal	-240.12
TOTAL					-543.03

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Date	Num	Name	Memo	Class	Paid Amount
08/27/2021	46613	Deborah Benton	RV Park site rental refund		
08/24/2021	SBRV Refund		RV Park site rental refund	01-General Operating Fund:700-South Beach	-40.03
TOTAL					-40.03
08/27/2021	46614	DH Goebel, Architect	Reimbursables-prints		
08/23/2021	2021-08-23		Reimbursables-prints	01-General Operating Fund:100- Administration	-848.28
TOTAL					-848.28
08/27/2021	46615	Doug's Electric Inc	PO710349- Repair elec line on dock B		
08/16/2021	C35962F		PO710349- Repair elec line on dock B	01-General Operating Fund:700-South Beach:760-SB Operations	-1,700.00
TOTAL					-1,700.00
08/27/2021	46616	EARTH20	Bottled water		
08/18/2021	710041		Bottled water	01-General Operating Fund:300-Commercial Marina	-59.40
TOTAL					-59.40
08/27/2021	46617	Englund Marine Supply Co Inc			
08/10/2021	984303/6		PO710366- LED flashlight	01-General Operating Fund:700-South Beach:760-SB Operations	-41.99
08/24/2021	984817/6		PO35011-Commercial life vests 1-med, 3-xl	01-General Operating Fund:300-Commercial Marina	-89.70
TOTAL					-131.69
08/27/2021	46618	HDR Engineering Inc	PD5 Pier Replacement #3400-20-03 EDA project number 07-01-075...		
08/13/2021	1200367792		PD5 Approach Pier - Professional services -construction inspector	01-General Operating Fund:300-Commercial Marina	-1,755.00
		US Dept. of Commerce Grants	PD5 Approach Pier - Professional services-project accountant	01-General Operating Fund:300-Commercial Marina	-180.00
			PD5 Approach Pier - Professional services-project coordinator	01-General Operating Fund:300-Commercial Marina	-202.50
			PD5 Approach Pier - Professional services-project manager	01-General Operating Fund:300-Commercial Marina	-1,935.45
			PD5 Approach Pier - Lodging expenses	01-General Operating Fund:300-Commercial Marina	-250.94
TOTAL					-4,323.89
08/27/2021	46619	HR Answers Inc	PO35012-Supervisory Success - Aja Burke		
08/20/2021	Sup Success Q321		PO35012-Supervisory Success - Aja Burke	01-General Operating Fund:300-Commercial Marina	-599.00
TOTAL					-599.00
08/27/2021	46620	Idea Print Works Inc	PO720019-Port clothing		
08/19/2021	11479		PO720019-PON clothing - CM	01-General Operating Fund:300-Commercial Marina	-376.40
			PO720019-PON clothing - SB Ops	01-General Operating Fund:700-South Beach:760-SB Operations	-266.70
			PO720019-PON clothing - SB CS	01-General Operating Fund:700-South Beach:710-SB Customer Service	-36.00
			PO720019-PON clothing - NIT	01-General Operating Fund:500-International Terminal	-175.00
			PO720019-Embriodery fees	01-General Operating Fund:100- Administration	-146.20
TOTAL					-1,000.30

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Date	Num	Name	Memo	Class	Paid Amount
08/27/2021	46621	Industrial Welding Supply Inc	PO710370- New welder and supplies		
08/17/2021	00199894		PO710370- New welder and supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-2,048.81
TOTAL					-2,048.81
08/27/2021	46622	Joseph Jacobs	SB Res # 917293 refund		
08/24/2021	SB Res # 917293		SB Res # 917293 refund	01-General Operating Fund:700-South Beach	-1,253.02
TOTAL					-1,253.02
08/27/2021	46623	Keller Supply Company			
08/03/2021	S015784046.001		PO710350 -3/4 MIP Boiler Drain	01-General Operating Fund:700-South Beach:760-SB Operations	-39.92
08/05/2021	S015789289.001		PO710350-3/4 cxc LF brs lead free	01-General Operating Fund:700-South Beach:760-SB Operations	-8.53
			PO710350 -Brass no kink hose bib	01-General Operating Fund:700-South Beach:760-SB Operations	-128.04
TOTAL					-176.49
08/27/2021	46624	Les Schwab Tire Center Inc	PO 35016-wheelbarrow tire tube		
08/24/2021	72500474115		PO 35016-wheelbarrow tire tube	01-General Operating Fund:700-South Beach:760-SB Operations	-9.20
TOTAL					-9.20
08/27/2021	46625	Lincoln County Public Works	PO50169 - 10 gallons yellow traffic paint		
08/19/2021	324390		PO50169 - 10 gallons yellow traffic paint	01-General Operating Fund:500-International Terminal	-102.10
TOTAL					-102.10
08/27/2021	46626	Mobile Modular	Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20223 8/17-9/15/21		
08/17/2021	2180400		Acct - R1028034 - Rent 24x60 WMS Bldg ID # 20223 8/17-9/15/21	01-General Operating Fund:100- Administration	-877.00
TOTAL					-877.00
08/27/2021	46627	Newport Signs	PO50145- Repair internaional Port Sign		
06/30/2021	10935		PO50145- Repair internaional Port Sign	01-General Operating Fund:500-International Terminal	-985.00
TOTAL					-985.00
08/27/2021	46628	NW Natural	SB natural gas		
08/17/2021	1584562-1 21-08		SB natural gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-118.04
TOTAL					-118.04
08/27/2021	46629	Oregon Association of Municipal Recorders	OAMR Annual Academy & Conference 2021		
08/13/2021	OAMR Assoc Member		OAMR Annual Academy & Conference 2021	01-General Operating Fund:100- Administration	-500.00
TOTAL					-500.00

PON - General Operatind Fund
Accounts Paid Report
August 2021

Date	Num	Name	Memo	Class	Paid Amount
08/27/2021	46630	Rick Kruse	RV Park space rental refund		
08/25/2021	SBRV Refund		RV Park space rental refund	01-General Operating Fund:700-South Beach	-35.73
TOTAL					-35.73
08/27/2021	46631	Robert Cate	RV Park space rental refund		
08/04/2021	SBRV Refund		RV Park space rental refund	01-General Operating Fund:700-South Beach	-52.89
TOTAL					-52.89
08/27/2021	46632	Ron Ogg	SB Marina moorage refund		
08/11/2021	SBM Refund		SB Marina moorage refund	01-General Operating Fund:700-South Beach	-116.85
TOTAL					-116.85
08/27/2021	46633	Ron Wiser 1	Collision settlement		
08/18/2021	YGB489		Collision settlement	01-General Operating Fund:100- Administration	-1,650.00
TOTAL					-1,650.00
08/27/2021	46634	Rondys Inc dba Yaquina Industrial Park	Gear storage lease		
08/01/2021	Lease 2021-08		Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
08/27/2021	46635	Sequoia Consulting			
08/17/2021	1026		June - 1 hr @ \$125.	01-General Operating Fund:100- Administration	-125.00
08/17/2021	1032		July 14.5 hrs@ \$125.	01-General Operating Fund:100- Administration	-1,812.50
TOTAL					-1,937.50
08/27/2021	46636	Stover, Evey and Jackson Inc	PO710371-Speed Queen coin op electric dryer		
08/19/2021	28632		PO710371-Speed Queen coin op electric dryer	01-General Operating Fund:700-South Beach:760-SB Operations	-1,455.00
TOTAL					-1,455.00
08/27/2021	46637	Suburban Propane	CM Propane		
08/24/2021	1568-105246		CM Propane	01-General Operating Fund:300-Commercial Marina	-471.50
TOTAL					-471.50
08/27/2021	46638	Sue Laber			
08/13/2021	SB Res #9194577		SB Res #9194577-cxl refund	01-General Operating Fund:700-South Beach	-34.42
08/13/2021	SB Res #9194610		SB Res #9194610-cxl refund	01-General Operating Fund:700-South Beach	-34.42
TOTAL					-68.84

PON - General Operatind Fund
Accounts Paid Report
August 2021

Date	Num	Name	Memo	Class	Paid Amount
08/27/2021	46639	T & L Septic Tank Service	PO50168-pump out		
08/19/2021	54368		PO50168-pump out	01-General Operating Fund:500-International Terminal	-450.00
TOTAL					-450.00
08/27/2021	46640	Toyota Industries Commercial Finance Inc	Debt service - 2017 CM Forklift		
08/05/2021	4003227102		2017 CM Forklift - Principal	01-General Operating Fund:300-Commercial Marina	-626.53
			2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial Marina	-33.02
TOTAL					-659.55
08/27/2021	46641	TWGW Inc NAPA Auto Parts			
08/17/2021	899981		PO710368- mud flap cleaner, brake pads for ecart, carburator clener f...	01-General Operating Fund:700-South Beach:760-SB Operations	-106.46
08/24/2021	901663		PO35015- forklift battery	01-General Operating Fund:300-Commercial Marina	-153.98
TOTAL					-260.44
08/27/2021	46642	ULINE	PO10155- Brother compact label printer, labels		
08/20/2021	59691339		PO10155- Brother compact label printer	01-General Operating Fund:100- Administration	-292.29
TOTAL					-292.29
08/27/2021	46643	US Foods - ChefStore	PO35018 - cleaning supplies		
08/25/2021	0139		PO35018 - cleaning supplies	01-General Operating Fund:300-Commercial Marina	-43.50
TOTAL					-43.50
08/27/2021	46644	Verizon Wireless	Port cell phones and MiFi		
08/12/2021	9886117068		Monthly cell phone - Admin	01-General Operating Fund:100- Administration	-80.98
			Monthly cell phone - CM	01-General Operating Fund:300-Commercial Marina	-53.91
			Monthly cell phone - NIT	01-General Operating Fund:500-International Terminal	-51.31
			Monthly cell phone - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-67.44
			Monthly plan	01-General Operating Fund:100- Administration	-134.75
TOTAL					-388.39
08/27/2021	46645	Voya (State of Oregon Plan)	Monthly Employee Contributions		
08/01/2021	2021-08		Durkee, James (8024)	01-General Operating Fund:100- Administration	-50.00
TOTAL					-50.00
08/27/2021	46646	Western States Electrical Const Inc	SB Marina electric load centers progress billing to 4/29/2021		
08/17/2021	19984		SB Marina electric load centers progress billing to 4/29/2021	01-General Operating Fund:700-South Beach:760-SB Operations	-1,000.00
TOTAL					-1,000.00
08/30/2021	46647	Randall Meilke	SB Marina refund - sold boat		
08/30/2021	SBM Refund		SB Marina refund - sold boat	01-General Operating Fund:700-South Beach	-2,580.42
TOTAL					-2,580.42

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
08/26/2021	EFT	Central Lincoln PUD	302612069-07-21 - Electric-Lease Property (Formerly Yaquina Bay F...	
08/06/2021	302612069-08-21		302612069-07-21 - Electric-Lease Property (Formerly Yaquina Bay Fruit ...	-367.13
TOTAL				-367.13
08/09/2021	15186	Bill's Pest Control LLC	2-0111	
07/14/2021	15639		Pest control	-135.00
TOTAL				-135.00
08/09/2021	15187	Pioneer Connect	bus-159375	
08/01/2021	159375 7/2021		Phone	-180.98
TOTAL				-180.98
08/09/2021	15188	Spiro Landscapes Inc	Landscape maintenance	
07/25/2021	00026384		Landscape maintenance - monthly service	-450.00
TOTAL				-450.00
08/09/2021	15189	Thompsons Sanitary Service	Trash disposal	
07/31/2021	22644 2021-07		Trash disposal	-477.85
TOTAL				-477.85
08/16/2021	15190	American Bankers Ins Co of FL Inc	Policy #69001275272020 (Admin Bldg Flood Ins)	
07/28/2021	69001275272020		Policy #69001275272020 (Admin Bldg Flood Ins)	-780.00
TOTAL				-780.00
08/16/2021	15191	Special Districts Insurance Services	Monthly health-dental-life insurance	
08/02/2021	Aug Health-Dental-Lf		Monthly health-dental-life insurance	-896.12
TOTAL				-896.12

NOAA Lease Revenue Fund
Check Detail
August 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
08/27/2021	15192	American Bankers Ins Co of FL Inc	Policy #69001275282020 (Warehouse Flood Ins)	
08/14/2021	69001275282020		Policy #69001275282020 (Warehouse Flood Ins)	-1,019.00
TOTAL				-1,019.00
08/27/2021	15193	Bill's Pest Control LLC	2-0111	
08/11/2021	16846		Pest control	-135.00
TOTAL				-135.00
08/27/2021	15194	Idea Print Works	PO720019-Port clothing	
08/19/2021	11479		PO720019-Port clothing	-71.55
TOTAL				-71.55
08/27/2021	15195	Valley Fire Control Inc	Annual fire extinguisher inspections and maintenance	
08/18/2021	96745		Annual fire extinguisher inspections and maintenance	-276.00
TOTAL				-276.00
08/27/2021	15196	Verizon Wireless	Phone Charges and Mifi	
08/12/2021	9886117068		Phone Charges and Mifi	-27.07
TOTAL				-27.07
08/27/2021	15197	Vertiv Corporation	PO60055 - Liebert AC annual maint inspection	
08/01/2021	13015975		PO60055 - Liebert AC annual maint inspection	-1,035.00
TOTAL				-1,035.00



343 Bay Blvd – Property Taxes

DATE: September 28, 2021
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Background

The Port of Newport, as a municipal corporation, is exempt from Property and other taxes. However, when a entity for-profit enterprise rents (or leases) on a long-term basis (not month to month) from the Port, the portion of property rented or leased becomes taxable to the leasor/renter. When an leasor/renter fails to pay the property taxes the property tax owed reverts back to the Port. Per an agreement with the Port, the county will not foreclose on the property.

Situation:

Captains Reel Deep Sea reel did not pay the most recent 3 years of property taxes, just as we had difficulty in collecting lease payments. Since the Property taxes were not paid, the county will put a lien on the property, as mentioned earlier, the county will not foreclose, but if and/or when the property is sold, the taxes will have to be paid in full, including any past due interest and penalties (both can be substantial).

Pete Gintner, the port's attorney, is in the process of placing a judgement on Barbara Powell, the owner of Captains Reel Deep Sea for all amounts owed. If and when property, including her vessels and home, are sold any amounts owed must be paid to the port from the proceeds.

Recommendation:

I recommend the Commission authorize the pay of \$12,304.20 to Lincoln county for property taxes on 343 Bay Blvd, Property Tax Lot R194467.

####

OLD BUSINESS

DATE: September 17, 2021
RE: PD7 Structural Assessment
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Port Staff has reported on the degradation of Port Dock 7, and we've been asked to quantify the deterioration as well as set some parameters for the future use of the facility. To do this task accurately requires a level of engineering knowledge and inspection capability that is beyond the expertise of Port staff.

DETAIL

As the structure on Port Dock 7 ages and continues to degrade, we need to move past anecdotal reports by Port staff to quantify the level of deterioration on the structure so that we can make accurate determinations on the safest and best way ahead for the structure.

I contacted several engineering firms, and HDR put forth the best qualifications and proposal to conduct a structural assessment from which they will generate some operational recommendations for the Port. This report will help us determine how many vessels under what weather conditions can be moored on the dock safely.

At this point, we don't know if we will see any recommended reductions in use; the purpose of this report is to determine if we can continue operations safely as we currently are.

BUDGET IMPACTS

We budgeted for \$50K to conduct an assessment of the PD7 structure.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM TO CONTRACT WITH HDR ENGINEERING, TO CONDUCT A STRUCTURAL ASSESSMENT AND PROVIDE THE PORT WITH RECOMMENDATIONS FOR THE CONTINUED OPERATION OF PORT DOCK 7 IN AN AMOUNT NTE \$15,000.

NEW BUSINESS

DATE: September 20, 2021
RE: Grading Plan 9-Acre Lot
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The Army Corps of Engineers recently reconsidered their decision on the status of old drainage ditches on the Port's 9-acre heavy industrial lot at McLean Point, and determined that there are no jurisdictional wetlands there. Previously, the Oregon Department of State Lands ruled that the ditches were not their jurisdiction either. Drainage on this lot has been a significant problem for the Port in recent years, and it presents challenges in the future development of the site.

DETAIL

Now that the Army Corps has declared the drainage ditches to be outside their jurisdiction, the Port can grade the 9-acre lot to a manageable and usable level that drains properly, making use of the existing ditch along the Bay Road.

The amount of grading work that would be necessary to configure the land in this way triggers the requirement for a grading permit from the City of Newport. A grading permit requires a plan to be submitted that is stamped by an engineer. There are also several other statements that must be made that require an engineer's opinion and a survey on the permit application.

It is in the Port's best interest as a property owner of this lot to get the property graded so that it will properly drain and prevent wetlands from forming or from impacting the neighboring properties.

BUDGET IMPACTS

We budgeted \$200K for the grading of the 9-acre lot this fiscal year; permitting and planning is necessarily a part of the project.

RECOMMENDATION

I RECOMMEND A MOTION AUTHORIZING THE GM TO CONTRACT WITH PBS ENGINEERING, TO PREPARE A GRADING PLAN FOR THE PORT'S 9-ACRE LOT SO THAT IT CAN BE GRADED TO DRAIN TO THE COUNTY DITCH ALONG THE BAY ROAD IN AN AMOUNT NTE \$22,000.

GENERAL MANAGER MONTHLY REPORT

DATE: 09/23/2021
PERIOD: 08/19/21- 09/23/21
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

High usage continues at South Beach, which comes with a lot of problems to deal with. Staff has been busy trying to address ongoing issues.

The electrical cabinet has been installed at Port Dock 5 Pier. Unfortunately, due to material delay they still haven't been able to install the streetlights to the pier, which may be another month or so.

There has also been some delay on the electrical pedestals for Port Dock 5 and 3, which means we most likely will not be able to get that done this Fall.

We have received quotes for the conditional assessment of Port Dock 7 and have made a selection, as included on today's agenda. Hopefully, this will provide us a clearer picture of the state of the dock, as I understand commissioners were concerned with the last year's loss due to stormy weather.

We have budgeted additional funds for other assessments throughout the Port, which this year will also include looking into the issue at the storm drain (sink holes) at South Beach Marina. Depending on the condition, we may bring this to commission for a possible correction.

At further consideration after looking into the budget (cost) to bring the Tall Ships to town, we found that it may cost more than we are ready to afford at this time. Therefore, I suggest we postpone the use of Tall Ships into our celebrations. However, we are still working with Oregon Rain and the Blue Economy team, as well as Mr. Jim Myers on a possible maritime celebration for next Summer that will include a seafood cookoff and bringing together representatives of the blue economy from the area. Oregon Rain has put together a grant application, which was signed by the Port to obtain funds to help with the celebrations.

The Port financials are still on target. We have started working with Kopsis on the new Financial System and we are very excited with our possibilities.

Financial staff are now working on the audit process for the 2020-21 fiscal year, which is expected to be completed by the end of December.

Prior to this regular meeting there will be a budget hearing to make the changes to our NOAA budget as previously suggested. That will transfer funds from the NOAA account, as being used for some of our projects. When we refinanced the NOAA Bonds, we also talked about creating a pool of funds for grant matches with the savings created by the refinance. This Supplemental Budget also addresses that.

We are still pursuing several grants through Business Oregon, Connect Oregon, ODFW, DLCD and the EDA. We have also applied for an EPA grant for equipment replacement.

One of the grants currently available is an EDA (Economic Development Agency) grant addressing Travel/Recreational business. As we discussed this with the Oregon Ocean Innovation Hub (O2IH) folks, they are trying to find a couple projects for the area that could fit under one single umbrella, as a package. Since Lincoln City, the Siletz Tribes and the Port all have been looking into covered areas for winter events, they thought it would be good to get one single application out for all three projects. After discussions with the EDA, they thought this would be a great idea, and it would increase the chances of being successful. What that would mean is to bring our Expo Center project at South Beach to a possible earlier start. I understand there has been some controversial issues related to a past event center, but what we are trying to accomplish here is slightly different. The main idea started by trying to find a more permanent space for the Seafood and Wine Festival, which the Chamber spends annually an average of \$130K just to address winter cover protection. The original intent of having the Seafood and Wine Festival during the winter was to promote visitors during difficult weather related months. What we would be looking at is an outdoor covered building that would allow not only for the Seafood and Wine Festival, but future events Newport can't currently support. This building would not look to compete with Fair Grounds neither the local hotels. On the contrary, having a place to have outdoor events in the winter could promote more visitors and more businesses for hotels, restaurants, etc. As this building was discussed during our meeting, most stakeholders were quite excited with the possibility of having such building. In order to be able to apply we will need to prepare an environmental assessment and a preliminary building concept. We have budgeted \$25K for planning this year and I should be able to accomplish those two things under my current financial authority. However, I don't want to apply for such a grant without our commissioner's support.

Now that we have received the City permits, we are currently working on a bid packet for the Administration Building, which we expect to be out by the week of the 27th.

Meetings/Trainings/Summits:

- 08/27/21 - Communications Meeting
- 08/27/21 - Meeting with Yaquina Bay Charters
- 08/27/21 - O2IH (Blue Economy) Recurring Meeting
- 08/31/21 - Call with Oregon Rain about Maritime Celebration Grant
- 09/01/21 - 343 SW Bay Blvd Committee Meeting
- 09/02/21 - SDIS Insurance Renewal
- 09/02/21 - EDALC Monthly Meeting
- 09/09/21 - Meeting with Willamette Partnership regarding the Yaquina Bay EMP
- 09/09/21 - Vision 2040 Meeting

- 09/10/21 - Communications Meeting
- 09/10/21 - EDA Travel Grant Discussion
- 09/10/21 - O2IH (Blue Economy) Recurring Meeting
- 09/10/21 - Chamber Luncheon Meeting
- 09/10/21 - DLCDC Grant Discussion
- 09/13-14/21 - Infrastructure Summit
- 09/15/21 - Dept. Heads Monthly Meeting
- 09/15/21 - Meeting with Englund Marine
- 09/16/21 - Meeting with Capri and Goebel on Admin Building
- 09/16/21 - Special Commission Meeting
- 09/17/21 - Lunch Meeting with Fran Matthews/Discovery
- 09/20/21 - OPPA Executive Committee Meeting
- 09/20/21 - OPPA Meeting to Discuss Derelict Vessels
- 09/21/21 - Meeting with Newport Belle
- 09/21/21 - EDA Travel Grant Discussion
- 09/21/21 - Yaquina Bay EMP Steering Committee
- 09/22/21 - Director's Monthly Meeting
- 09/22/21 - Regional Solutions Meeting
- 09/22/21 - Meeting with Courtney Flathers of Merkley's Office

- **Upcoming Schedule:**
- 09/24/21 - O2IH (Blue Economy) Meeting
- 09/29/21 - Yaquina Bay Economic Foundation (YBEF) Meeting
- 09/30/21 - Cascades West Economic Development District Board Meeting
- 10/05/21 - Business Oregon (Maritime Minds Session)
- 10/08/21 - Communications Meeting
- 10/08/21 - O2IH (Blue Economy) Meeting
- 10/12/21 - Department Heads Monthly Meeting
- 10/14/21 - Vision 2040
- 10/19-21 - PNWA Annual Conference
- 10/22/21 - O2IH (Blue Economy) Meeting
- 10/25-27/21 - APP Annual Conference



FINANCE DEPARTMENT MONTHLY REPORT

DATE: September 28, 2021
PERIOD: August 1, 2021 to August 31, 2021
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of August 31, 2021, are included in the commission packet. A copy of the financial reports is attached for your convenience.

Issues of Importance

Financial/ERP System

- Staff have started meeting with KOPIS to determine the correct implementation of the new financial system, payroll, and Port reservation systems. Meetings are two hours in length and those specifically affected by the discussed area are involved in the conversation.

Employee Handbook

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

Affirmative Action Plan

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

Audit

- Port staff are providing documents to the auditors so the 2020-2021 fiscal year audit can be completed. The goal is to complete and submit the audit by December 31, 2021.
- The current audit contract was for a three-year term with no provision for extensions. A first draft of an RFP for an auditor has been written. I will be recommending 1 5-year term with 1 renewal option for an additional 1-year period (upon agreement by both parties).

GOF Balance Sheet (year to year comparison)

- The cash balance as of August 31, 2021 is \$2,573,604 a 33% (\$1,286,887) decline from August 31, 2020. This was expected as we paid for the Pier 5 project.
- Accounts Receivable declined 2% (includes all facilities) as compared to August 31, 2020.
- The Port seized Fishing Vessel ORCA for non-payment.
- The Port seized the outriggers for Fishing Vessel Wide West (BSC Fisheries) for non-payment.
- The Port seized F/V Sylvia for non-payment.
- Accounts payable increased 11%.

Profit and Loss -

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

General Operating Funds (GOF) – all divisions:

Budget vs. Actuals

- **Operating income** was favorable by \$168,793 - 117% of budget.
- **Operating expenses** were favorable by \$465,862 - 68% of budget.
- **Other income** was favorable – 385% of budget.
- **Overall, Net income** is favorable by \$782,982 - 20% of budget.

Breakdown of programs

Administrative Budget

Budget vs. Actuals

- **Expenses** were favorable.
- **Property taxes** were at budget.
- **Overall**, Administration budget is favorable.

International Terminal

Budget vs. Actuals

- **Revenues** were favorable (\$2,261), 102% of budget
- **Expenses** were favorable (\$62,377), 84% of budget.
- **Operating Income** was favorable (\$64,638), 76% of budget.
- **Net Income** was favorable by \$64,638.

Commercial Marina

Budget vs. Actuals

- **Operating Revenues** were favorable by \$49,919 (126%).
- **Operating expenses** were favorable by \$230,540 (35%).
- **Net income** is favorable by \$263,751.

South Beach

Budget vs. Actuals

- **Operating Revenues** were favorable by \$117,842 (117%).
- **Operating Expenses** are favorable by \$128,414. (71%)
- **Net Income** is favorable by \$300,880.

NOAA Lease Revenue Fund

Balance Sheet

As of August 31, the Port had a cash balance of \$4,634,228 with an available balance of \$2,872,507; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in bond documents.

We have set up a “GOF Match” account on the balance sheet (see the equity section). Each year, savings from the refinancing of the NOAA bonds will be set aside in this account. In the first year and second year after the refinancing, the Port saved (rounded) \$432,000 and \$235,000 respectively, this money will be moved to this “Match” account. This will leave approximately \$470,00 for current operations.

Income Statement

Budget vs. Actuals

- Revenues were slightly unfavorable.
- Expenses were favorable by \$241,197.
- Net income was favorable by \$406,628.

Bonded Debt Fund:

No significant changes.

Construction Fund.

No changes to report.

Facility Reserve Fund.

No changes to report.

Accounts Receivable:

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

The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, as of **September 21, 2021**.

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

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

Comments on specific accounts receivable customers:

- IDA May has an agreed upon repayment plan, and is making his payments.
- Granville Corey Feldner – his son will be taking over the fishing this fall. He is making small payments until crabbing season, then will pay the Port as he get's paid, paying the Port is a priority for him.
- Valor III is planning on a large payment shortly.
- DAS BUG paid off his entire past due balance
- Oregon Mariculture/Western Hunter have some financing and should be paying off/down their bill.
- The Harbormasters and Operations Director are now included conversations on past due accounts, in the Commerical and recreational Marina. The Harbormaster is critical to collection of these accounts.
- Angela June has made 2 recent payments and is working to get caught up.

Vessel	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL
Sylvia 226282	-	-	441.71	567.81	25,791.55	26,801.07
Orca - 295549	-	447.00	4,482.89	790.21	18,541.52	24,261.62
Oregon Mariculture LLC	-	271.00	1,181.58	712.56	16,653.46	18,818.60
Angela June	-	-	216.20	205.61	12,727.77	13,149.58
Pacific Rose - 554504	-	-	189.56	181.23	11,159.37	11,530.16
Ocean Force - 538936	-	26.50	167.45	187.03	8,299.78	8,680.76
Eclipse	-	3,258.56	134.41	128.00	7,412.18	10,933.15
Granville	-	168.90	370.48	256.09	6,924.00	7,719.47
Seawater Seafoods Co	-	3,029.48	8,267.10	3,621.46	6,785.00	21,703.04
Luna	-	-	218.38	-	6,333.83	6,552.21
Western Hunter - OR936AFK	-	999.03	1,117.68	1,519.76	5,562.89	9,199.36
Valor III - 245645	-	228.90	305.38	432.50	4,841.85	5,808.63
Pacific Rim - OR126YH	575.52	575.52	604.60	592.19	4,820.22	7,168.05
Trondhjem - 241924	-	-	68.88	177.13	4,054.62	4,300.63
Ida May - 665118	470.88	470.88	483.31	473.88	2,476.43	4,375.38
Joyce Marie - 295021	52.80	72.00	78.81	88.68	2,434.16	2,726.45
Albatross	-	-	38.96	69.44	2,294.09	2,402.49
Over Cast - 259524	-	165.90	192.19	176.22	1,548.28	2,082.59
Judy - 548600	-	1,921.01	511.91	334.21	1,479.23	4,246.36
Little J	-	328.80	352.03	301.58	1,368.65	2,351.06
Tommy John - 629818	-	-	93.15	-	1,354.68	1,447.83
Constitution	-	-	22.97	21.86	1,351.60	1,396.43
Lili-Anne	-	-	21.90	20.92	1,287.81	1,330.63
Lone Eagle	-	-	21.26	19.18	1,252.06	1,292.50
Topaz - 573234	-	-	198.68	1,872.49	1,235.59	3,306.76
Roggy - 574577	706.32	118.26	20.65	19.66	1,215.23	2,080.12
Melville - OR495AAX	-	700.80	712.26	410.93	1,195.80	3,019.79
Gracie Arlene	-	288.00	304.37	266.39	964.46	1,823.22
Ms Nicani- 589958	-	-	15.10	157.81	889.25	1,062.16
First Hope I	-	102.60	120.04	332.30	794.08	1,349.02
Sea Chase -584117	-	-	13.19	91.76	776.00	880.95
Linda	-	117.00	71.75	35.98	630.05	854.78
Saltybros LLC Boathouse Lease	160.22	160.22	179.78	179.14	601.52	1,280.88
Gooney Bird	-	137.24	573.11	558.36	434.28	1,702.99
Toby J - 274577	-	-	6.40	12.61	377.04	396.05
Sequel - 1240646	-	-	11.70	650.76	344.52	1,006.98
Leisure Lee II - OR339LF	-	366.24	454.36	332.64	332.64	1,485.88
Northern Ram - 979437	-	1,700.79	114.80	1,091.90	276.65	3,184.14
Darandy	-	-	4.43	8.84	260.70	273.97
Wide West - 535690	26.50	101.50	29.72	43.07	234.64	435.43
Oceanic Logistics - 1344	-	-	3.35	3.23	197.85	204.43
Long Shot - OR818HC	-	-	-	5.73	171.57	177.30
Royal Mariner - OR535AGZ	-	(3,670.62)	35.00	199.34	89.54	(3,346.74)
Morning Star II - 509427	-	249.60	385.04	42.60	73.11	750.35
Nomad - OR486MG	-	-	1.00	-	25.12	26.12

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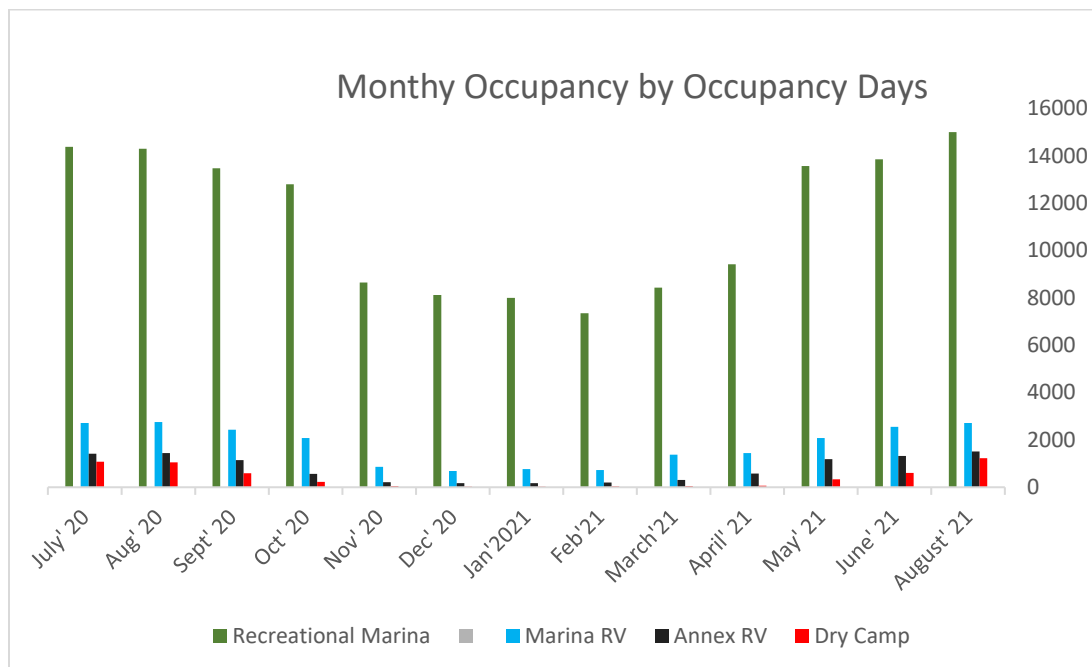
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 20 September 2021
RE: Month Ending 31 August 2021
TO: Mark Brown, Director of Finance
ISSUED BY: Erica Breece, RV Park and Marina Supervisor

August 2021 has been a busy month in the Port of Newport South Beach facilities. In almost both RV parks and the marina, numbers were up considerably from 2020. Continuing the trend, we look forward to September being slam packed.

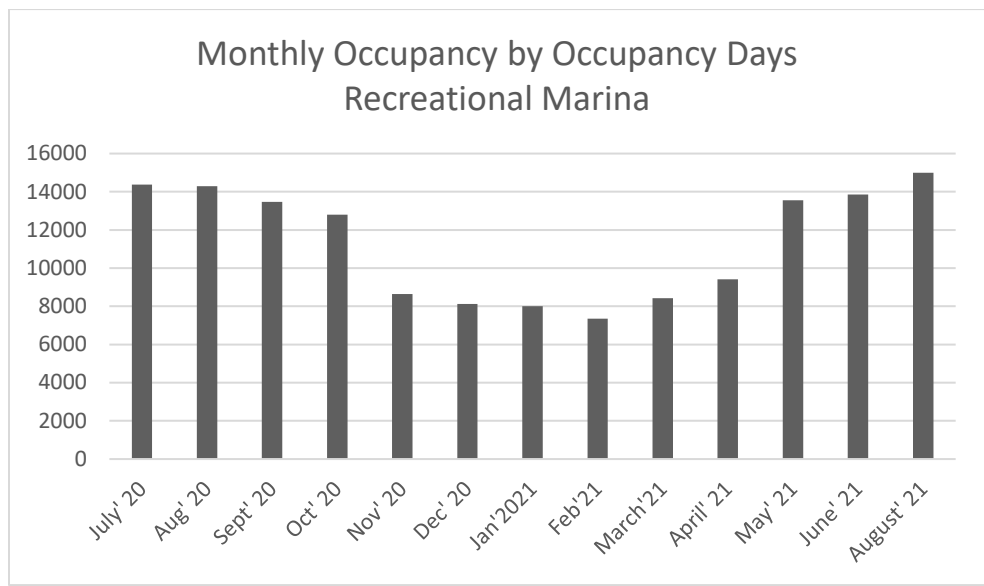
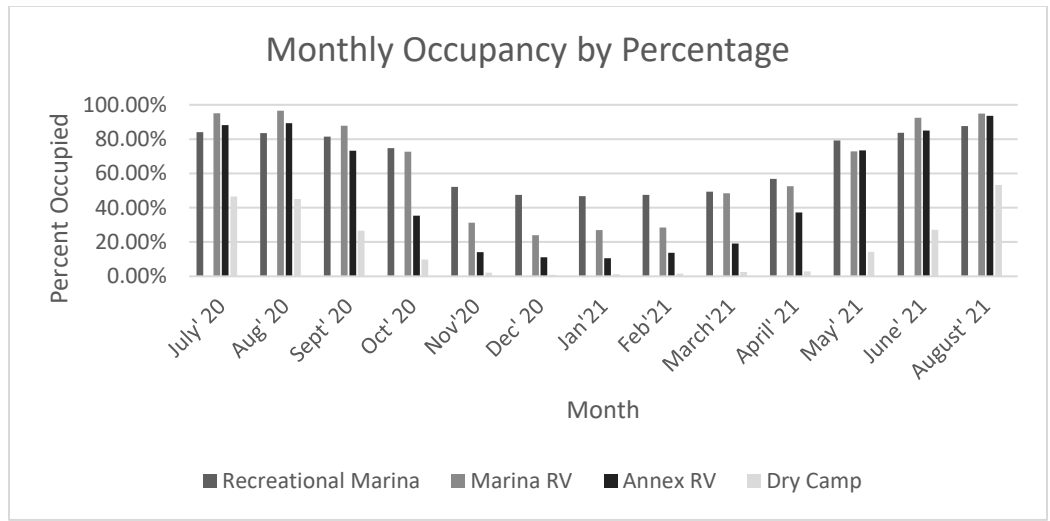
OCCUPANCY DAYS MONTH & YTD

August' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	14,298	14,782	3.38%	84,758	89,925	6.09%
Marina RV	2,752	2,750	-0.07%	10,942	14,420	31.79%
Annex RV	1,440	1,441	-0.06%	5,791	6,712	15.90%
Dry Camp	1048	1141	8.87%	2490	3515	41.16%



OCCUPANCY PERCENT MONTH & YTD

August' 21	2020	2021	Change	YTD 2020	YTD 2021	Change
Recreational Marina	83.56%	86.38%	3.37%	62.93%	67.04%	6.50%
Marina RV	96.49%	96.42%	-0.07%	48.74%	64.50%	32.30%
Annex RV	89.33%	89.49%	0.01%	45.64%	53.11%	1.60%
Dry Camp	45.07%	49.07%	8.80%	13.60%	19.28%	4.70%





DIRECTOR OF OPERATIONS REPORT

DATE: 9/21/2021
PERIOD: August-September 2021
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

Summer has continued, and we have been dealing with various challenges for conflicting uses at the Port. We've taken a number of calls about the overloading of the traffic network on select weekends in South Beach, and various users struggling to work together during busy times. Additionally, we've had several exclusions as a result of the conduct of people accessing the Port. This summer has been characterized by a higher degree of problems related to the conduct of Port users.

Detail:

- **Port Dock 7**

Structural analysis recommendation is in the meeting packet material. I met once again with three different engineering firms to scrutinize our budget estimate for the planning effort on the PD7 replacement. If we can't identify planning funding prior to January, we may not be able to complete the plans and permit applications this fiscal year.

- **Port Dock 5 Electrical Engineering**

Eaton has decided to apply for a listing with ETL rather than UL because they are displeased with the progress that UL was (or wasn't) making. We expect the new pedestals to earn a listing this fall. With the supply chain issues, we don't expect them to be able to complete manufacture of the new pedestals until spring. I am working through the specifications and bid documents again to be sure we have everything we need and will be putting the work out for bid with a job walk scheduled for next month.

- **Port Dock 5 Project**

The new electrical panel was installed; our new light poles still have not arrived to the contractor; they are actively pursuing the supplier, but slow downs in the supply chain are the main factor that the supplier cites, and we are not interested in switching to different light poles. As soon as the poles come in, they can be installed and the cameras can go back up. Hyak is in communication with the Port and Advanced American Construction to install the equipment at the same time the light poles go up.

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

Attending regularly scheduled meetings weekly. The Corps has begun engagement with other

Challenges:

- I will continue to research Forklift options to replace our oldest forklift before crab push. It's a bit frustrating to not have all Toyota Lifts for ease of maintenance, but I don't think we will have a choice due to an emissions issue with Toyota brand forklifts.
- We lost a piling on the Westside of our Hoist Pier a couple of weeks ago. I had Diver Ben check on the breakoff point, and it is not a hazard to navigation. We will have to start planning to survey and repair many of the pilings that support the Hoist Pier, as well as pilings on Swede's Dock.
- Lack of parking in the Fisherman's Lots. We have been as active as we can with posting violation stickers but there are only so many hours in the day we can spend monitoring our parking facilities. I have asked TCB to check the parking lots more often, but they are suffering from short staffing. Our tow truck company is also very busy, and I have had multiple occasions where they have not been available to tow vehicles.

Opportunities:

- Cameron Brockway has accepted the Maintenance Level 1 Position. I am excited about his enthusiasm, and I think that he will be a great leader for the crew.
- I would like to fill the Maintenance Level 2 Position as soon as possible so that we have a full staff when Crab Season gets into full swing. We have many maintenance projects to accomplish before that time as well.
- I will be meeting with three different security companies over the next few weeks to get quotes for a fire/security system for our Commercial Maintenance Shop. This is a great opportunity to utilize a grant to help protect our assets.
- The possibility of a new and more reliable Dump Truck will increase safety while transporting pallets and refuse in and around our property.

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

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

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

Annual inspection of all facility HVAC systems with Coastal Refrigeration.

Annual inspection of all facility backflow devices with Advance Backflow.

Conducted walkthroughs with flooring contractors.

Quarterly inspection and service of overhead doors.

Cleaning of office gutters, fascia, windows, waiting station, warehouse windows, and guard shack windows by Associated Cleaners.

South Beach Marina, Chris Urbach, Harbormaster

☐Launch Tickets We had 1,899 launches for a total of 11,398.00 dollars for the month of August.

We had a quest in the marina RV park wash a down comforter in one of our new washers and it burned out the motor. I'm going to take it and the dryer that got vandalized a couple months ago in for repair.

All electrical repairs are done on B dock.

It was a very busy month in the marina fishing was good and there was a lot of people around.

The guys have had all kinds of calls to deal with both RV parks and marina the end of summer will be nice.

All and all it were a very busy month but a good one for the record books with trucks and trailers parked clear to almost Barrelhead.