

**UPDATED PORT OF NEWPORT COMMISSION BUDGET HEARING AND
REGULAR MEETING**

Tuesday, May 24, 2022, 6:00 p.m.
South Beach Activity Room
2120 SE Marine Science Dr.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2022-05-24-commission-meetings-2022-may-24-2022-6-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, May 23, 2022: <https://www.portofnewport.com/2022-05-24-commission-meetings-2022-may-24-2022-6-00-p-m>

BUDGET HEARING

I. Call to Order

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

III. Approval of Resolution 2022-04 Adopting the 2022-2023 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax – *Brown*.....Page 3

IV. Adjournment

REGULAR SESSION

I. Call to Order

II. Changes to the Agenda

III. Public Comment (3-minute limit per person).....Page 26

IV. Consent Calendar

2022

- A. Minutes.....March 28 and April 26.....Page 27
- B. Financial Reports.....Page 36
- C. Accounts Paid.....Page 54

V. Old Business

- A. Items Removed from Consent Calendar
- B. Approval of Audit Contract – *Brown*.....Page 69
- C. Approval of Amendment to MOU with the City of Newport – *Miranda*.....Page 70

VI. New Business

- A. Approval of Hoist Dock Rewiring Proposal – *Bretz*.....Page 74

B. Approval of ODOT IGA Amendment for Bridge Inspections – <i>Bretz</i>	Page 75
C. Approval of Resolution No. 2022-05 Regarding Offshore Wind – <i>Miranda</i>	Page 91
D. Public Hearing Regarding Ordinance No. 2022-01 Revisions to Port Facility Code and Addition of Moorage Section – <i>Bretz</i>	Page 93
E. Approval of MARAD’s PIDP Grant match for NIT Equipment – <i>Miranda</i>	Page 96
F. General Manager Performance Evaluation – <i>Miranda</i> a. Salary/Benefit Adjustment	

VII. Staff Reports

A. General Manager – <i>Miranda</i>	Page 98
1. Director of Finance & Business Services – <i>Brown</i>	Page 101
2. Director of Operations – <i>Bretz</i>	Page 106

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2022

Next Commission Meeting	June 28, 2022
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X. Public Comment (3-minute limit per person)

XI. Adjournment



STAFF REPORT

DATE: May 24, 2022
RE: Budget Hearing
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

Each year Special Districts in Oregon must adopt their budget by June 30th. This year the Port held their Budget Committee meeting on March 28, the Budget committee approved the recommended budget.

DETAIL

The budget, as approved by the Budget Committee, is attached. Within the budget document I have included cross references, the cross references can be found on the final 3 pages of the attached budget. These pages show the spread of funds across the Cost Centers.

In the near future, I believe a supplemental budget will be necessary. A grant from MARAD for the International Terminal has been applied for; the amount of this grant request increased by \$1.64 million from the time the original budget was presented.

RECOMMENDATION and Motion

I recommend the Commission adopt the attached budget with the following motion:

I move to adopt the budget for Fiscal Year 2023 as stated in Resolution No. 2022-04.

RESOLUTION No. 2022-04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2022-2023 in the total amount of \$26,435,481.

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

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<u>General Operating Fund</u>		<u>NOAA Lease Revenue Fund</u>	
Personnel Services	\$ 2,592,862	Personnel Services	218,469
Materials and Services	5,359,330	Materials and Services	1,125,822
Capital Outlay	9,023,271	Capital Outlay	40,000
Debt Service	1,076,516	Debt Service	1,760,800
Contingency & Transfers	850,000	Contingency & Trans	378,464
Total	18,901,979	Total	3,523,555
<u>Bonded Debt Fund</u>		<u>Capital Maintenance Fund NOAA</u>	
Debt Service	819,030	Transfers Out.....	0
Contingency	10,000	Contingency.....	1,039,530
Total.....	829,030	Total.....	\$1,039,530
<u>Facilities Maintenance Fund</u>			
Transfers	528,316	Total.....	\$1,039,530
Contingency	0		
Total.....	528,316		
<u>Construction Fund</u>			
Transfers	1,600,000		
Contingency	13,071		
Total.....	1,613,071		
Total.....	21,872,396		4,563,085
		TOTAL APPROPRIATIONS, all Funds ...	26,435,481
		Total Unappropriated and Reserve Amounts, All funds ...	3,219,531
		Total Adopted Budget ...	29,655,012

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023.

- (1) At the rate of \$.0609 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$855,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

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

Subject to the General Government Limitation

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

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 855,000

The above resolution statements were approved and declared adopted on May 24, 2022

X _____
James Burke, Vice-President

Walter Chuck, Secretary/Treasurer

FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the Port of Newport Commission will be held at 2021 SE Marine Science Drive at 6:00 PM and virtually, the virtual link can be found at www.portofnewport.com/. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 9:00a.m. and 4:30 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Mark A. Brown, Director of Finance Telephone: 541-265-7758 Email: dirfin@portofnewport.com

FINANCIAL SUMMARY - RESOURCES					
TOTAL OF ALL FUNDS		Actual Amount	Adopted budget	Proposed	Approved Budget
		2020-21	2021-2022	2022-2023	2022-2023
1	Net Working Capital	9,814,443	8,411,288	9,759,209	9,759,209
2	Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	8,205,648	7,418,148	7,937,134	7,937,134
3	Federal, State and All Other Grants, Gifts, Allocations and Donations	1,050,077	1,057,362	4,551,940	4,551,940
4	Revenue from Bonds and Other Debt	0	2,620,000	3,408,000	3,408,000
5	Interfund Transfers / Internal Service Reimbursements	0	6,431,701	3,055,095	3,055,095
6	All Other Resources Except Current Year Property Taxes	1,105,739	19,150	9,060	9,060
7	Current Year Property Taxes Estimated to be Received	908,169	1,045,593	934,574	934,574
8	Total Resources	21,084,077	27,003,242	29,655,012	29,655,012

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION					
9	Personnel Services	1,996,744	2,577,882	2,811,331	2,811,331
10	Materials and Services	2,266,365	5,124,180	6,485,152	6,485,152
11	Capital Outlay	3,813,805	5,228,000	9,063,271	9,063,271
12	Debt Service	3,233,749	3,578,345	3,656,346	3,656,346
13	Interfund Transfers	112,529	6,925,665	2,868,351	2,868,351
14	Operating Contingency		846,846	1,551,030	1,551,030
15	Special Payments	0	0	0	0
16	Unappropriated Ending Balance and Reserved for Future Expenditure	9,660,885	2,722,324	3,219,531	3,219,531
17	Total Requirements	21,084,077	27,003,242	29,655,012	29,655,012

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *				
Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2020-21	Adopted budget 2021-2022	Proposed 2022-2023	Approved Budget 2022-2023
NOAA Lease Revenue	8,375,093	7,075,045	3,823,555	3,823,555
FTE	1.00	1.50	2.00	2.00
Administration	3,459,134.43	6,985,133	7,021,627	7,021,627
FTE	8.00	8.00	7.75	7.75
South Beach Operations	2,311,982.00	2,294,606	5,123,192	5,123,192
FTE	8.00	9.33	9.75	9.75
Commercial Marina Operations	3,375,278.00	3,650,840	3,734,016	3,734,016
FTE	7.00	7.50	7.00	7.00
International Terminal Operations	507,172.00	1,036,880	4,323,144	4,323,144
FTE	2.00	2.50	2.75	2.75
Non-Departmental / Non-Program	3,555,417	5,960,738	5,629,478	5,629,478
FTE		0.00	0.00	0.00
Total Requirements	21,584,077	27,003,242	29,655,012	29,655,012
Total FTE	26.0	28.8	29.3	29.3

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
combination of Grant Funds and General Operating Funds.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This year 2021-2022	Rate or Amount Approved next year 2022-23
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	1,020,084	995,000	855,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1.
General Obligation Bonds	\$11,235,000	\$0
Other Bonds	\$16,565,000	\$0
Other Borrowings	\$6,108,535	\$1,920,000
Total	\$33,908,535	\$1,920,000

on 23 June 1998 for the following specified purpose:

Repair and replace Port infrastructure and facilities.

Facilities Maintenance Reserve Fund Port of Newport

(Fund)

(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23	
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	
Second Preceding Year 2019-20	First Preceding Year 2020-21					
				RESOURCES		
1			1			1
2	261,634	373,116	265,334	2 Working Capital (Accrual Basis)	527,816	527,816
3			0	3 Previously Levied Taxes Estimated to be Received		
4				4 Transfers In		
5	130,200	1,098,916	100,000	5 General Operating Fund	500,000	500,000
6				6 Facilities Maintenance Fund		
7				7 NOAA Lease Revenue Fund		
8				8 Construction Fund		
9				9 NOAA Capital Maintenance Fund		
10				10 Bond Debt Fund		
11	130,200	1,098,916	100,000	11 Total Transfers In	500,000	500,000
				Other Resources		
12	2,243	1,666		12 Interest	500	500
13				13 Grants		
14	2,243	1,666	0	14 Total Other Resources	500	500
15	394,077	1,473,698	365,334	15 Total Resources, Except Taxes to be Levied	1,028,316	1,028,316
16			0	16 Taxes Estimated to be Received	0	0
	0					
17	394,077	1,473,698	365,334	17 TOTAL RESOURCES	1,028,316	1,028,316
			0	REQUIREMENTS		0
18				18 Object Classification		18
19	0		0	19 Materials and Services	0	0
20	17,990		0	20 Capital Outlay	0	0
21				21		21
22			50,000	22 Operating Contingency		
23				23 TRANSFERS Out		
24			315,334	24 General Operating Fund	528,316	528,316
25				25 Facilities Maintenance Fund		
26				26 NOAA Lease Revenue Fund		
27				27 Construction Fund		
28				28 NOAA Capital Maintenance Fund		
29				29 Bond Debt Fund		
30				30 Contingency		
30	376,087	1,473,698		30 Ending Balance (Prior Years)		
31	0	0	0	31 Reserved for Future Expenditure		
32			0	32 Unappropriated Ending Balance	500,000	500,000
33	394,077	1,473,698	365,334	33 TOTAL REQUIREMENTS	1,028,316	1,028,316

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
Construction Fund**
(Fund)

Port of Newport
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23			
	Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee		
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES				
1				1			1	
2	13,070	13,071	30,452	2	Working Capital (Accrual Basis)	13,071	13,071	2
3				3	Previously Levied Taxes Estimated to be Received			3
4				4				4
5			0	5	Transferred IN			5
6	34,649			6	General Operating Fund			6
7				7	Facilities Maintenance Fund			7
8				8	NOAA Lease Revenue Fund			8
9				9	NOAA Capital Maintenance Fund			9
10				10	Bond Debt Fund			10
11			0	11	Total Transfers in	0	0	11
12				12				12
13			1,920,000	13	Loan Proceeds	1,600,000	1,600,000	13
14	34,649	0	1,920,000	14	Total loans and Transfers	1,600,000	1,600,000	14
15				15	Other Resources			15
16	16	1	0	16	Interest	10	10	16
17				17	Grants			17
18				18	Intergovernmental Transfers			18
19	16	1	0	19	Total Other Resources	10	10	19
20				20				20
21	82,400	13,073	1,950,452	21	Total Resources, Except Taxes to be Levied	1,613,081	1,613,081	21
22			0	22	Taxes Estimated to be Received	0	0	22
23	0			23	Taxes Collected in Year Levied			23
24	82,400	13,073	1,950,452	24	TOTAL RESOURCES	1,613,081	1,613,081	24
					REQUIREMENTS			
25				25	Object Classification			25
26			0	26	Materials and Services			26
27	17,283		0	27	Capital Outlay			27
28			30,452	28	Operating Contingency			28
29				29	Transfers Out			29
30			1,920,000	30	General Operating Fund	1,600,000	1,600,000	30
31				31	Facilities Maintenance Fund			31
32				32	NOAA Lease Revenue Fund			32
33				33	NOAA Capital Maintenance Fund			33
34				34	Bond Debt Fund			34
35				35	Contingency	13,071	13,071	35
36	30,452			36	Ending Balance (Prior Years)			36
37			0	37	Unappropriated Ending Balance	0	0	37
38	47,735	0	1,950,452	38	TOTAL REQUIREMENTS	1,613,071	1,613,071	38

**FORM
LB-10**

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
NOAA CAPITAL MAINTENANCE FUND**

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23			
Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee		
Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES			
			1	NPT97365		1	
	0	0	2	Working Capital (Accrual Basis)	1,888,717	1,888,717	2
		0	3	Previously Levied Taxes Estimated to be Received	0	0	3
			4	Transfers			4
			5	IN			5
		206,036	6	General Operating Fund	186,744	186,744	6
			7	Facilities Maintenance Fund			7
		2,379,445	8	NOAA Lease Revenue Fund			8
			9	Construction Fund			9
			10	NOAA Capital Maintenance Fund			10
			11	Bond Debt Fund			11
		2,585,481	12	Total Transfers In	186,744	186,744	12
			13	Interest and Other Resources			13
	0	0	14	Interest	5,000	5,000	14
	0	0	15	Intergovernmental	0	0	15
	0	0	16	Grants	0	0	16
	0	0	17	Total Other Resources	0	0	17
	0	0	18	Total Resources, Except Taxes to be Levied	2,080,461	2,080,461	18
		0	19	Taxes Estimated to be Received	0	0	19
	0	0	20	Taxes Collected in Year Levied			20
	0	0	21	TOTAL RESOURCES	2,080,461	2,080,461	21
				REQUIREMENTS			
			22	Object Classification			22
	0	0	23	Materials and Services			23
	0	0	24	Capital Outlay			24
	0	0	25	Contingency			25
	0		26	Transfers Out to:			26
			27	Facilities Maintenance Fund			27
		843,886	28	NOAA Lease Revenue Fund			28
			29	Construction Fund			29
			30	NOAA Capital Maintenance Fund			30
			31	Bond Debt Fund			31
		700,000	32	General Operating Fund			32
			33	Contingency	1,039,530	1,039,530	33
	0	0	34	Ending Balance (Prior Years)			34
		1,056,595	35	Unappropriated Ending Balance	1,034,531	1,034,531	35
	0	0	36	TOTAL REQUIREMENTS	2,074,061	2,074,061	36

RESOURCES
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			RESOURCES	FY 2022-23	
Actual		Adopted Budget This Year 2021-22		Proposed Budget	Approved By Budget Committee
Second Preceding Year 2019-20	First Preceding Year 2020-21				
1			1		1
2	4,349,646	5,537,033	4,093,077	2 Working Capital (Accrual Basis)	6,883,958 6,883,958
3			3	Previously levied taxes estimated to be received	
4			4		
5			5	Transfers In From	
6		0	315,334	6 Facilities Maintenance Fund	528,316 528,316
7		0	667,000	7 NOAA Lease Revenue Fund	240,035 240,035
8		0	1,920,000	8 Construction Fund	1,600,000 1,600,000
9	2,725	0		9 NOAA Capital Maintenance Fund	0 0
10				10 Bond Debt Fund	0 0
11	2,725	0	2,902,334	11 Total Transfers In	2,368,351 2,368,351
12					
13				Revenues	
14				14 Operating Revenues	
15				15 Administration	
16	499			16 Lease Revenues	
17	15,780	38,000	2,000	17 Permit and Misc Revenues	4,000 4,000
18	16,279	38,000	2,000	18 Total Administration	
19				19 Newport International Terminal	
20	145,919	139,994	173,440	20 Lease Revenues	171,000 171,000
21	173,002	170,431	169,125	21 Moorage	231,715 231,715
22	531,979	188,220	174,085	22 Hoist Dock Equipment Rental	155,000 155,000
23		310,676	317,123	23 Hoist Dock Services	335,000 335,000
24		0	28,812	24 Shipping Terminal	0 0
25	63,461	17,685		25 Misc Revenues	1,800 1,800
26	914,361	827,006	862,585	26 Total Newport International Terminal	894,515 894,515
27				27 Commercial Marina	
28	159,715	135,722	164,720	28 Lease Revenues	150,000 150,000
29	579,217	661,831	569,125	29 Moorage	638,814 638,814
30	452,565	163,293	136,002	30 Hoist Dock/Equipment Rental	156,174 156,174
31		348,503	299,106	31 Hoist Dock Services	331,900 331,900
32	22,313	27,774		32 Misc Revenues	33,400 33,400
33	1,213,810	1,337,123	1,168,953	33 Total Commercial Marina	1,310,288 1,310,288
34				34 Recreational Marina	
35	432,075	442,490	455,000	35 Lease Revenue	462,000 462,000
36	971,777	1,191,512	980,000	36 Moorage	1,043,700 1,043,700
37	884	1,404	1,000	37 Hoist Dock Equipment Rental	1,000 1,000
38	6,521	14,665	7,610	38 Hoist Dock Services	7,610 7,610
39			500	39 Misc Revenues	500 500
40	17,457			40 Truck Toll	0 0
41	80,298	118,014	86,100	41 Launch Ramp Revenue/Storage/Parking	120,000 120,000
42				42	
43				43 RV Park	

44	1,029,128	1,356,286	1,150,000	44	Main RV Park Site fees	1,437,663	1,437,663	44
45			43,500	45	Services	22,000	22,000	45
46	36,987			46	Surplus Property and Dredge Sales	0	0	46
47	5,444	288,776	65,000	47	Miscellaneous Revenue	65,000	65,000	47
48	2,580,571	3,413,147	2,788,710	48	Total RV Park and Recreational Marina	3,159,473	3,159,473	48
49	4,779,046	5,632,790	4,822,248	49	Total Fees, Licenses, Permits, Fines, Assessments	5,364,276	5,364,276	49
50				50				50
51				51	Non-operating Revenues			51
52	54,025	17,514	1,500	52	Interest	2,500	2,500	52
53	10,423	2,520		53	Grants and Other			53
54		1,043,257	290,000	54	PD 5 Construction EDA Grant			54
55	21,600		155,162	55	Other Grants	2,410,456	2,410,456	55
56			25,000	56	Expo Center Planning Grant	320,000	320,000	56
57			100,000	57	Fillet Tables Grant	27,000	27,000	57
58			10,000	58	Terminal Use Planning Grant	30,000	30,000	58
59		1,800	2,200	59	SB Annual Grant	2,000	2,000	59
60			30,000	60	Derelict Vessel Grant	25,000	25,000	60
61			40,000	61	SB Seawall Grant	1,289,600	1,289,600	61
62			200,000	62	PD 7 Replacement Planning Grants	320,000	320,000	62
63		2,500	5,000	63	SDAO safety Grant (SDOA)	2,500	2,500	63
64			200,000	64	RV Park Annex Planning and Design	120,384	120,384	64
65	0	0		65	Capital Contributions	0	0	65
66	32,023	1,050,077	1,057,362	66	Total Grants, Capital and other	4,546,940	4,546,940	66
67				67				67
68				68	Debt Funding			68
69	0	0		69	Loan Proceeds			69
70				70	Other Loans	1,808,000	1,808,000	70
71			700,000	71	S Beach load Centers			71
72				72	Loan for New Buidling			72
73				73	Forklift lease for Commercial Marina			73
78	0	0	700,000	78	Total from Bonds and Other Debt	1,808,000	1,808,000	78
79		6,700,381		79				79
80	9,217,465	12,237,414	13,576,521	80	Total resources, except taxes to be levied	20,974,025	20,974,025	80
81			115,984	81	Taxes estimated to be received	125,000	125,000	81
82		116,346		82	Taxes collected in year levied			82
83	7,027,739	12,353,760	13,692,505	83	TOTAL RESOURCES	21,099,025	21,099,025	83

Historical Data				RESOURCES	FY 2022-23	
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	
Second Preceding Year 2019-20	First Preceding Year 2020-21					
				RESOURCES		
1			1			
2	4,635,270	4,899,970	3,907,713	2 Working Capital (Accrual Basis)	341,241	341,241
3	0		0	3 Previously Levied Taxes Estimated to be Received		
4	2,536,568	2,572,858	2,595,900	4 Lease Revenue	2,572,858	2,572,858
5				5 Transfers In		
6			843,886	6 NOAA Capital Maintenance Fund		
7	0	0	843,886	7 Total Transfers In	0	0
				Other Resources		
8	80,711	33,593	2,500	8 Interest	6,000	6,000
9	1,808			9 Grants and Other		
10	82,519	33,593	2,500	10 Total Other Resources	0	0
11	0	0	0	11 Revenue Bond Proceeds		
12	7,254,357	7,506,421	7,349,999	12 Total Resources, Except Taxes to be Levied	2,920,099	2,920,099
13			0	13 Taxes Estimated to be Received		
14	0	0		14 Taxes Collected in Year Levied		
15	7,254,357	7,506,421	7,349,999	15 TOTAL RESOURCES	2,920,099	2,920,099

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport

(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION For Administration - Unallocated	FTE	FY 2022-23				
Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee			
Second Preceding Year 2019-20	First Preceding Year 2020-21								
			PERSONNEL SERVICES						
1	524,540	579,801	627,122	1	Permanent Staff Wages and Salaries	7.75	680,050	680,050	1
2	0		0	2	Seasonal Staff	-	-	-	2
3	3,466	802	7,218	3	Overtime		769	769	3
4	43,195	54,073	53,878	4	Payroll Tax Expense		59,304	59,304	4
5	105,185	47,173	106,242	5	PERS - Retirement		113,697	113,697	5
6	61,972	71,521	97,440	6	Health Insurance		105,369	105,369	6
7	8,934	12,350	6,092	7	Workers' Compensation Insurance		7,290	7,290	7
8	6,169	907	8,781	8	Employee Incentives and Other		9,522	9,522	8
9	4,428	2,575	8,167	9	HRA/EAP		8,393	8,393	9
10	5,703		0	10	Relocation				10
11	0			11	Differential Pay		-	-	11
12	763,592	769,202	914,940	12	TOTAL PERSONNEL SERVICES		984,394	984,394	12
13	7.0		8.0	13	Total full-time equivalent (FTE)		7.75	7.75	13
					MATERIALS AND SERVICES	NOTES			
14	177,519	197,593	85,880	14	Insurance		285,250	285,250	14
15	86,294	74,449	449,700	15	Professional Services	36-48, 54	461,800	461,800	15
16	3,723	9,693	10,363	16	Marketing and Promotion		11,000	11,000	16
17	28,214	26,930	33,000	17	Dues and Subscriptions		36,436	36,436	17
18	12,136	7,702	20,000	18	Training and Education		26,000	26,000	18
19	17,052	150	2,000	19	Travel		7,000	7,000	19
20	33,883	44,197	74,868	20	Office and Admin Expense	14	166,600	166,600	20
21		0	8,240	21	Bad Debt Expense		-	-	21
22	2,606	2,665	6,868	22	Licenses and Permit Fees		7,033	7,033	22
23	12,749	13,593	39,008	23	Utilities		32,398	32,398	23
24	51,801	91,309	109,100	24	Contract and Support Services		119,800	119,800	24
25	2,694	-1,314	6,700	25	Repairs and Maintenance		6,100	6,100	25
26		936	0	26	Equipment				26
27	5,252	4,224	7,396	27	Materials and Operating Supplies		9,800	9,800	27
28	16,017	11,099	1,700	28	DSL and State Land Fees		1,000	1,000	28
29	13,128	11,817	8,064	29	Building and Land Leases		6,500	6,500	29
30			500	30	Grant Expenses		3,500	3,500	30
31	600	933	5,000	31	Misc Expenses		5,500	5,500	31
32	463,668	495,976	868,387	32	TOTAL MATERIALS AND SERVICES		1,185,717	1,185,717	32
					CAPITAL OUTLAY				
33	0	144,156	0	33	Capital Outlay				33
34	0		2,400,000	34	Buildings		1,600,000	1,600,000	34
35	0	0	5,000	35	Equipment/IT/Vehicles	18	25,000	25,000	35
36	0	0	20,000	36	Other		-	-	36
37				37	Docks and Piers		-	-	37
38				38					38
39				39					39
40	0	144,156	2,425,000	40	TOTAL CAPITAL OUTLAY		1,625,000	1,625,000	40
				0	DEBT SERVICE AND TRANSFERS				0
41	0	0	0	41	Principal				41
42	205,000	210,000	215,000	42	2013 Full faith and credit		225,000	225,000	42

43	5,305	5,623	32,611	43	State Loan L100012		-	-	43
44	64,304	66,414	68,275	44	State Loan Q10001		70,352	70,352	44
45	123,460	128,238	133,200	45	State Loan L120005		135,355	135,355	45
46	0		196,436	46	SB Load Centers - Intrafund		180,344	180,344	46
47	40,000	25,000	25,000	47	OR Loan 6554101		25,000	25,000	47
48	0	52,299	54,200	48	First Interstate Bank Loan		56,155	56,155	48
49	25,704			49	Oregon Coast Bank		-	-	49
50	583			50	2013 Toyota Forklift		-	-	50
50	6,962	7,300	7,654	50	2017 CM Forklift		2,000	2,000	50
51	10,422	11,026	11,740	51	2017 NIT Forklift		5,500	5,500	51
52	0			52	Building loan 810K	14	52,863	52,863	52
53				53	Building loan 950K	14	61,999	61,999	
53	47,050	29,950	29,950	53	Oregon Brewing Company MUA Loan		29,950	29,950	53
54	11,307		0	54	City of Newport SDC		-	-	54
55	0		0	55					55
55	0		10,978	55	CM New 2021 forklift		-	-	55
56	0		0	56					56
57	540,097	535,850	785,044	57	Subtotal Principal		844,518	844,518	57
					Interest				
58	82,608	74,822	68,983	58	2013 Full faith and credit		61,257	61,257	58
59	2,215	1,701	1,559	59	State Loan L100012		-	-	59
60	29,296	27,186	25,325	60	State Loan Q10001		23,248	23,248	60
61	94,752	89,559	85,011	61	State Loan L120005		79,856	79,856	61
62	0		9,600	62	SB Load Centers - Intrafund		6,400	6,400	62
63	0	0	0	63	OR Loan 6554101				63
64	0	8,965	7,064	64	First Interstate Bank Loan		5,109	5,109	64
65	17,591	0	0	65	Oregon Coast Bank		-	-	65
66	304	0	0	66	2013 Toyota Forklift		-	-	66
67	953	615	261	67	2017 CM Forklift		15	15	67
68	1,890	1,286	572	68	2017 NIT Forklift		100	100	68
69	0			69	Building loan 810K	14	34,638	34,638	69
70				70	Building Loan 950K	14	21,375	21,375	70
70	0		1,400	70	Oregon Brewing Company MUA Loan		-	-	70
71	4,999		0	71	City of Newport SDC				71
72	0		0	72	0				72
73	0		1,334	73	CM New 2021 forklift				73
74	0		0	74					74
75	234,608	204,134	201,109	75	Subtotal Interest		231,998	231,998	75
76	774,705	739,984	986,153	76	Total Debt Service		1,076,516	1,076,516	76
					Transfers				
77				77	## OUT TO				
78	130,200	109,816	100,000	78	Facilities Maintenance Fund		500,000	500,000	77
79				79	NOAA Lease Revenue Fund				79
80				80	Construction Fund				80
81				81	NOAA Capital Maintenance Fund				81
82				82	Bond Debt Fund		-	-	82
83	130,200	109,816	100,000	83	Total Transfers Out		500,000	500,000	83
84				84					84
85			488,153	85	Operating Contingency		350,000	350,000	85
86	130,200	109,816	588,153	86	Total Transfers and Contingencies		850,000	850,000	86
87	3,686,721	1,200,000		87	Ending balance				87
88			1,202,500	88	Unappropriated Ending Balance		1,300,000	1,300,000	88
89	5,818,886	3,459,134	6,985,133	89	TOTAL REQUIREMENTS		7,021,627	7,021,627	89

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: South Beach	FTE	FY 2022-23				
Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee			
Second Preceding Year 2019-20	First Preceding Year 2020-21								
				PERSONNEL SERVICES					
1	295,129	356,259	388,919	1	Permanent Staff Wages and Salaries	8.00	414,090	414,090	1
2	0	18,676	53,745	2	Seasonal Staff	1.75	76,274	76,274	2
3	9,092	5,841	17,424	3	Overtime		5,023	5,023	3
4	26,992	35,993	41,233	4	Payroll Tax Expense		46,677	46,677	4
5	24,458	27,373	67,731	5	PERS - Retirement		66,676	66,676	5
6	64,818	66,843	97,440	6	Health Insurance		108,768	108,768	6
7	11,345	14,507	19,267	7	Workers' Compensation Insurance		26,251	26,251	7
8	0	290	15,956	8	Employee Incentives and Other		5,798	5,798	8
9	67	849	4,844	9	HRA/EAP		10,370	10,370	9
10	0			10	Differential Pay		5,798	5,798	10
11	431,901	526,631	706,559	11	TOTAL PERSONNEL SERVICES		765,725	765,725	11
12	8.0	8.0	9.33	12	Total full-time equivalent (FTE)	9.75	9.75	9.75	12
				MATERIALS AND SERVICES		Notes			
13	6,054	6,078	34,300	13	Insurance				13
14	0	1,593	310,000	14	Professional Services	6,22,49	280,000	280,000	14
15	7,294	9,604	9,200	15	Marketing and Promotion		12,000	12,000	15
16	500	107	0	16	Dues and Subscriptions		600	600	16
17	2,751	749	4,000	17	Training and Education		2,500	2,500	17
18	810	0	1,000	18	Travel		800	800	18
19	63,674	72,750	95,939	19	Office and Admin Expense		56,100	56,100	19
20		0	8,000	20	Bad Debt Expense		20,000	20,000	20
21	3,356	2,544	3,500	21	Licenses and Permit Fees		8,000	8,000	21
22	299,047	328,231	326,924	22	Utilities		350,100	350,100	22
23				23	Dredging		0	0	23
24	144,305	111,236	89,921	24	Contract and Support Services		268,070	268,070	24
25	56,586	87,243	219,550	25	Repairs and Maintenance		256,000	256,000	25
26	2,535	13,045	12,500	26	Equipment		14,000	14,000	26
27	30,295	49,202	65,713	27	Materials and Operating Supplies		77,600	77,600	27
28			0	28	Shipping Expenses - ILWU Wages (Billed to Ships)		0	0	28
29	375	12,812	15,000	29	DSL and State Land Fees		15,600	15,600	29
30				30	Building and Land Leases		0	0	30
31	361	2,218	2,500	31	Grant Expenses		0	0	31
32	11,208	15,005	30,000	32	Misc expenses		35,000	35,000	32
33	629,151	712,417	1,228,047	33	TOTAL MATERIALS AND SERVICES		1,396,370	1,396,370	33
				CAPITAL OUTLAY					
34				34	Buildings	2,23,27	395,000	395,000	34
35			150,000	35	Equipment/IT/Vehicles	19,29	50,000	50,000	35
36	88,783	1,072,934	30,000	36	Other	21,28,30,3 1,55	525,000	525,000	36
37			180,000	37	Docks and Piers	4,9,25	1,991,097	1,991,097	37
38				38					38

39	88,783	1,072,934	360,000	39	TOTAL CAPITAL OUTLAY		2,961,097	2,961,097	39
40	1,149,835	2,311,982	2,294,606	40	TOTAL REQUIREMENTS		5,123,192	5,123,192	40

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

**Port of Newport
(Name of Municipal Corporation)**

	Historical Data			REQUIREMENTS DESCRIPTION FOR: Commercial Marina	FTE	FY 2022-23			
	Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee		
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
					PERSONNEL SERVICES				
1	231,836	275,087	309,454	1	Permanent Staff Wages and Salaries	6.00	320,572	320,572	1
2	0	110	20,228	2	Seasonal Staff	1.00	48,194	48,194	2
3	12,020	11,031	6,968	3	Overtime		5,507	5,507	3
4	22,224	27,171	30,489	4	Payroll Tax Expense		35,185	35,185	4
5	14,674	19,621	51,395	5	PERS - Retirement		51,858	51,858	5
6	34,681	57,667	77,140	6	Health Insurance		81,576	81,576	6
7	13,280	16,753	18,243	7	Workers' Compensation Insurance		26,222	26,222	7
8	0	0	4,614	8	Employee Incentives and Other		4,488	4,488	8
9	0	0	7,800	9	HRA/EAP		3,414	3,414	9
10	0			10	Differential Pay		5,000	5,000	10
11	328,715	407,440	526,331	11	TOTAL PERSONNEL SERVICES		582,016	582,016	11
12	6.0		7.5	12	Total full-time equivalent (FTE)	7.00	7.00	7.00	12
					MATERIALS AND SERVICES				
						Notes			
13		5,816	29,278	13	Insurance				13
14	4,000	0	625,000	14	Professional Services	1,15,53	900,000	900,000	14
15	1,103	1039	1,500	15	Marketing and Promotion		1,500	1,500	15
16			0	16	Dues and Subscriptions				16
17	5,597	784	6,855	17	Training and Education		7,500	7,500	17
18	2,166	0	4,000	18	Travel		3,500	3,500	18
19	7,629	9,506	15,671	19	Office and Admin Expense		18,000	18,000	19
20	(3,191)	19,803	10,000	20	Bad Debt Expense		15,000	15,000	20
21	807	985	4,000	21	Licenses and Permit Fees		4,000	4,000	21
22	154,817	168,068	169,755	22	Utilities		175,400	175,400	22
23				23	Dredging		0	0	23
24	37,741	168,414	61,700	24	Contract and Support Services		71,500	71,500	24
25	29,141	80,364	51,000	25	Repairs and Maintenance		63,280	63,280	25
26	2,623	4,442	3,250	26	Equipment		5,375	5,375	26
27	18,305	22,143	24,500	27	Materials and Operating Supplies		29,945	29,945	27
28	79,541	0	40,000	28	Shipping Expenses - ILWU Wages (Billed to Ships)		0	0	28
29	0	18,993	30,000	29	DSL and State Land Fees		30,000	30,000	29
30		241		30	Building and Land Leases		3,000	3,000	30
31		0		31	Grant Expenses		0	0	31
32	165	9,199	201,000	32	Misc expenses		255,000	255,000	32
33	340,444	509,797	1,277,509	33	TOTAL MATERIALS AND SERVICES		1,583,000	1,583,000	33
					CAPITAL OUTLAY				
34				34	Capital Outlay				34
35			86,000	35	Buildings	24	30,000	30,000	35
36		41,626	63,000	36	Equipment/IT/Vehicles	3,16,33	235,000	235,000	36
37	11,970			37	Other	51,56	321,000	321,000	37
38		2,416,415	1,698,000	38	Docks and Piers	7,8,26,50	983,000	983,000	38

39				39					39
40	11,970	2,458,041	1,847,000	40	TOTAL CAPITAL OUTLAY		1,569,000	1,569,000	40
41	681,129	3,375,278	3,650,840	41	TOTAL REQUIREMENTS		3,734,016	3,734,016	41

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: International Terminal	FTE	FY 2022-23				
Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee			
Second Preceding Year 2019-20	First Preceding Year 2020-21								
			PERSONNEL SERVICES						
1	105,970	118,493	124,531	1	Permanent Staff Wages and Salaries	2.00	137,364	137,364	1
2	0	18,904	20,228	2	Seasonal Staff	0.75	36,146	36,146	2
3	7,667	2,737	5,492	3	Overtime		3,680	3,680	3
4	10,528	13,079	13,483	4	Payroll Tax Expense		16,496	16,496	4
5	6,137	7,443	21,267	5	PERS - Retirement		22,989	22,989	5
6	15,033	20,054	24,360	6	Health Insurance		27,192	27,192	6
7	3,348	6,435	8,264	7	Workers' Compensation Insurance		12,579	12,579	7
8	0		2,027	8	Employee Incentives and Other		1,923	1,923	8
9			5,356	9	HRA/EAP		1,158	1,158	9
10	0			10	Differential Pay		1,200	1,200	10
11	148,683	187,145	225,008	11	TOTAL PERSONNEL SERVICES		260,727	260,727	11
12	2.0	2.0	2.50	12	Total full-time equivalent (FTE)	2.75	2.75	2.75	12
					Notes				
13			16,700	13	Insurance				13
14			80,000	14	Professional Services	5,10,12, 13,20	535,000	535,000	14
15	0	245	0	15	Marketing and Promotion		500	500	15
16	873		2,000	16	Dues and Subscriptions		1,000	1,000	16
17	12	1,249	1,000	17	Training and Education		1,300	1,300	17
18	1,434		1,948	18	Travel		150	150	18
19	4,924	7,005	1,000	19	Office and Admin Expense		7,250	7,250	19
20				20	Bad Debt Expense		2,500	2,500	20
21	5,154	1,257	8,200	21	Licenses and Permit Fees		4,500	4,500	21
22	53,229	59,446	54,736	22	Utilities		63,515	63,515	22
23				23	Dredging	34	400,000	400,000	23
23	34,637	26,062	299,695	23	Contract and Support Services		44,000	44,000	23
24	20,942	69,088	29,943	24	Repairs and Maintenance	52	50,850	50,850	24
25	11,271	4,624	10,455	25	Equipment		6,988	6,988	25
26	11,311	10,071	16,195	26	Materials and Operating Supplies		14,690	14,690	26
27	0	0	10,000	27	Shipping Expenses - ILWU Wages (Billed to Ships)		10,000	10,000	27
28	21,837	41,269	30,000	28	DSL and State Land Fees		26,000	26,000	28
29	24,000	22,000	20,000	29	Building and Land Leases		26,000	26,000	29
30				30	Grant Expenses				30
31				31	Misc expenses				31
32	189,624	242,316	581,872	32	TOTAL MATERIALS AND SERVICES		1,194,243	1,194,243	32
			CAPITAL OUTLAY						
33				33	Capital Outlay				33
34				34	Buildings		0	0	34
35				35	Equipment/IT/Vehicles	17,32	2,525,000	2,525,000	35
36		77,711	230,000	36	Other	57	343,174	343,174	36
37				37	Docks and Piers		0	0	37
38	0	77,711	230,000	38	TOTAL CAPITAL OUTLAY		2,868,174	2,868,174	38
39	338,307	507,172	1,036,880	39	TOTAL REQUIREMENTS		4,323,144	4,323,144	39

REQUIREMENTS SUMMARY

NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION FOR: NOAA Lease	FTE	FY 2022-23		
	Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee	
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
				PERSONNEL SERVICES				
1	62,101	78,649	127,650	1 Permanent Staff Wages and Salaries	2.00	141,378	141,378	1
2			0	2 Seasonal Staff		0	0	2
3	0		5,991	3 Overtime		769	769	3
4	5,383	7,221	11,850	4 Payroll Tax Expense		12,995	12,995	4
5	7,185	4,791	21,682	5 PERS - Retirement		22,910	22,910	5
6	14,726	10,027	24,360	6 Health Insurance		27,192	27,192	6
7	3,316	5,538	7,329	7 Workers' Compensation Insurance		10,088	10,088	7
8	0	100	1,787	8 Employee Incentives and Other		1,979	1,979	8
9			4,395	9 HRA/EAP		1,158	1,158	9
10	0			10 Differential Pay		0	0	10
11	92,710	106,326	205,044	11 TOTAL PERSONNEL SERVICES		218,469	218,469	11
12			1.50	12 Total full-time equivalent (FTE)	2.00	2.00	2.00	12
				MATERIALS AND SERVICES	Notes			
13	131,161	152,042	166,757	13 Insurance		182,472	182,472	13
14	11,606	31,184	66,500	14 Professional Services	58	103,410	103,410	14
15	0			15 Marketing and Promotion				15
16	2,939	3,124		16 Dues and Subscriptions		3,000	3,000	16
17	513	350	1,500	17 Training and Education		500	500	17
18	0	0		18 Travel		1,000	1,000	18
19	16,851	846	1,400	19 Office and Admin Expense		5,076	5,076	19
20	805	2,411	1,000	20 Licenses and Permit Fees	35	7,000	7,000	20
21	17,385	15,296	18,200	21 Utilities		11,389	11,389	21
22	54,969	61,440	134,500	22 Contract and Support Services		50,150	50,150	22
23	0	475	750,000	23 Dredging	35	740,000	740,000	23
24	2,042	806	2,200	24 Equipment		2,000	2,000	24
25	14,188	27,381	15,700	25 Materials and Operating Supplies		8,650	8,650	25
26	10,199	10,504	10,608	26 DSL and State Land Fees		11,175	11,175	26
27	0			27 Building and Land Leases				27
28	262,658	305,859	1,168,365	28 TOTAL MATERIALS AND SERVICES		1,125,822	1,125,822	28
				CAPITAL OUTLAY				
29				29 CAPITAL OUTLAY				29
30			325,000	30 Buildings	61	20,000	20,000	30
31				31 Equipment/IT/Vehicles		0	0	31
32	14,961	60,963	41,000	32 Other	60	10,000	10,000	32
33	69,972			33 Docks and Piers	59	10,000	10,000	33
34				34				34
35	84,933	60,963	366,000	35 TOTAL CAPITAL OUTLAY		40,000	40,000	35
				DEBT SERVICE AND TRANSFERS				

36	995,000	1,290,000	1,320,022	36	Principal		1,350,000	1,350,000	36
37	845,722	457,791	440,928	37	Interest		410,800	410,800	37
38	1,840,722	1,747,791	1,760,950	38	Total Debt Service		1,760,800	1,760,800	38
					TRANSFERS OUT				
39	2,724	2,713	667,000	39	General Operating Fund		240,035	240,035	39
40			0	40	Facilities Maintenance Fund				40
41	0	0	2,379,445	41	NOAA Capital Maintenance Fund				41
42				42	Bond Debt Fund				42
43				43	Construction Fund				43
44	2,724	2,713	3,046,445	44	Total Transfers		240,035	240,035	44
45	0	0	278,241	45	Operating Contingency		138,429	138,429	45
46	2,724	2,713	3,324,686	46	Total Transfers and Contingencies		378,464	378,464	46
47	6,091,345	0		47	Ending Fund Balance				47
48				48	Reserved for future Use		0	0	48
49			250,000	49	Unappropriated Ending Balance		300,000	300,000	49
50	8,375,093	2,223,652	7,075,045	50	TOTAL REQUIREMENTS		3,823,555	3,823,555	50

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bonded Debt Fund

(Fund)

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Newport

(Name of Municipal Corporation)

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2022-23		
Actual			Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
1				1	Resources		1
2				2			2
3	448,519	(325,674)	114,712	3	Working Capital (Accrual Basis)	104,406	104,406
4	29,630	20,027	0	4	Previously Levied Taxes to be Received	0	0
5		376	150	5	Interest	50	50
6	0	0	0	6	Transfers In	0	0
7				7	Transfers out	0	0
8				8	Proceeds from Refunding Bonds	0	0
9	478,149	(305,271)	114,862	9	Total Resources, Except Taxes to be Levied	104,456	104,456
10			929,609	10	Taxes estimated to be received	809,574	809,574
11	718,567	771,796		11	Taxes Collected in Year Levied		
12	1,196,716	466,525	1,044,471	12	TOTAL RESOURCES	914,030	914,030
					Requirements		
					Bond Principal Payments		
					Bond Issue	Budgeted Payment Date	
13	70,000	70,000	0	13	2011	January 1	13
14	280,000	285,000	295,000	14	2016	January 1, 2023	310,000
15		50,000	115,000	15	2019	January 1, 2023	110,000
16				16			16
17	350,000	405,000	410,000	17	Total Principal		420,000
					Bond Interest Payments		
				0	Bond Issue	Budgeted Payment Date	0
18	265,000	1,400	0	18	2011	July 1 and January 1	0
19	266,000		124,425	19	2016 GOB	July 1, 2023	118,525
20		253,104	124,425	20	2016 GOB	January 1, 2023	112,325
21	0		85,946	21	2019 GOB	July 1, 2023	83,477
22	0	86,470	86,446	22	2019 GOB	January 1, 2023	84,703
23				23			23
24	531,000	340,974	421,242	24	Total Interest		399,030
##	881,000	745,974	831,242	25	Total Debt Service		819,030
26				26	Contingency		10,000
27	315,716	(279,449)		27	Ending Balance (Prior Years)		
28			213,229	28	Unappropriated Ending Balance	85,000	85,000
29	0	0	0	29	Payment to Refunded Bond Escrow Agent	0	0
30	1,196,716	466,525	1,044,471	30	TOTAL REQUIREMENTS	914,030	914,030

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

FORM LB-50 2021-2022

To assessor of Lincoln County

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

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

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

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

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

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	855,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	855,000	Excluded from Measure 5 Limits Dollar Amount of Bond Levy

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

Projects and Notes

Note	Area	Where in budget		Total Fund	Grant Funds	Loan	% of Fur	Grant	Loans	Brief Description
1	CM	Prof Services	Federal Channel Planning (50/50)	300,000	No	No		-	-	Planning that deepens the channel at the Commercial Marina
2	SB	Buildings	Office Space	35,000	No	No		-	-	Adding office space in the south beach operations center that will allow the Harbormaster to hold confidential meetings
3	CM	Equipment/IT/Vehicles	Forklift	50,000	No	No		-	-	The Current forklift is at it's end of life and needs replacement
4	SB	Docks and Piers	Seawall Service Dock	531,097	Yes	No	90%	495,696	-	The Service wall dock is not usable, after the seawall is rebuilt, rebuilding the Service dock will add revenue to South Beach
5	NIT	Prof Services	Use Planning	30,000	Yes	No	90%	27,000	-	Determine the types of users for the International Terminal, that will allow the Port to export/import
6	SB	Prof Services	RV Park Annex	150,000	Yes	No	80%	120,384	-	The Annex is beginning to show it's age, Parts of the Park have had to shut down for major repairs. This project is planning a new design for the RV Park.
7	CM	Docks and Piers	PD 5 Interim Improvements	500,000	No	No		-	-	This is to keep Port Dock 5 in a state that it will continue to function
8	CM	Docks and Piers	PD 7 Interim Improvements	348,000	No	No		-	-	This is to keep Port Dock 7 in a state that it will continue to function
9	SB	Docks and Piers	Rogue Seawall Repair	1,360,000	Yes	No	95%	1,289,600	-	The hope is to have this fully funded by the state. This would ensure that the wall will support the Rogue brewery structure into the future
10	NIT	Prof Services	9 Acre grading	100,000	No	No		-	-	
11	NIT	Other	Asphalt for storage	268,174	No	No		-	-	By having the Asphalt at NIT, the Port will no longer have to lease property, saving 2,000 per month.
12	NIT	Prof Services	Beneficial Project	50,000	No	No		-	-	This is a contractual obligation
13	NIT	Prof Services	Sand Pile move	125,000	No	No		-	-	This is a contractual obligation
14	AD	Buildings	Port Admin Building	1,600,000	No	Yes	100%	-	1,600,000	Not all of the expenses for the building will have been submitted in the current fiscal year, this is a high estimate. Debt Service is Estimate until Building is completed, once complete a debt schedule will be built.
15	CM	Prof Services	343 SW Bay Blvd removal	200,000	No	No		-	-	In the case the City requires removal of the docks and landing this has been included in the budget.
16	CM	Equipment/IT/Vehicles	Truck	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement
17	NIT	Equipment/IT/Vehicles	Truck	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement
18	AD	Equipment/IT/Vehicles	Truck	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement
19	SB	Equipment/IT/Vehicles	Truck	25,000	No	No		-	-	Many Port vehicles are under consideration for replacement
20	NIT	Prof Services	Assessment of RORO pilings	230,000	No	No		-	-	The old pilings at the International Terminal needs to be inspected to determine any necessary repair work
21	SB	Other	Repair of Outfall	230,000	No	No		-	-	The outfall has needed repair for some time, delaying the repair may increase the cost of repairs in the future.
22	SB	Prof Services	Demolish unsafe Buildings	100,000	No	No		-	-	Some buildings in South Beach are in poor condition and are not repairable, this eliminates the danger and risk associated with these buildings
23	SB	Buildings	Rebuild Buildings for tenant	260,000	No	Yes	80%	-	208,000	Build a new building to a tenant's specifications
24	CM	Buildings	CM Shop Office	30,000	No	No		-	-	Add an area to the shop that can be used for an office by the Harbormaster
25	SB	Docks and Piers	Endtie replacement	100,000	No	No		-	-	
26	CM	Docks and Piers	Piling replacement	100,000	No	No		-	-	
27	SB	Buildings	Gutter Replacement - Rogue Buildir	100,000	No	No		-	-	Failure to replace the gutters may result in damage to other parts of the facility, causing more expensive repairs

Projects and Notes

Note	Area	Where in budget		Total Fund	Grant Funds	Loan	% of Fur	Grant	Loans	Brief Description
28	SB	Other	RV Park Privacy Fence	25,000	No	No		-	-	Add a fence to the North Side of the main RV park to keep, this should help assure that no one from the Marina parking area walks through the campsites
29	SB	Equipment/IT/Vehicles	Gater	25,000	No	No		-	-	The gater in South Beach is at it's end of life, this is used to haul equipment and materials
30	SB	Other	Washdown	50,000	No	No		-	-	Repair the Blacktop in the washdown area of South Beach
31	SB	Other	Fillet Tables	130,000	Yes	No	80%	104,000	-	Purchase additional fillet tables for South Beach to alleviate overcrowding
32	NIT	Equipment/IT/Vehicles	NIT Crane replacement Building	2,500,000	Yes	No		1,841,400	-	Add a building at NIT to store equipment and export
33	CM	Equipment/IT/Vehicles	Crane replacement	160,000	Yes	No	80%	128,000	-	The Crane at NIT is running at full capacity, purchase a large crane to alleviate the stress off the current equipment
34	NIT	Dredging	Dredging	400,000	No	No		-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
35	NOAA	Dredging	Dredging	740,000	No	No		-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
36	AD	Prof Services	Campbell Lawsuit	10,000	No	No		-	-	We anticipate settling or paying out, this is the deductible
37	AD	Prof Services	Removal of PON Admin Building	12,000	No	No	0%	-	-	We anticipate there will some cost associated with the moving of the temporary facility.
38	AD	Prof Services	GIS Software	30,000	No	No		-	-	Software that will allow us to map out the location of all underground utility and support networks
39	AD	Prof Services	State of the Port - Review Facilities	60,000	No	No		-	-	Allows the Port to pick a specific area and hire appropriate vendor to perform an inspection to determine the life expectancy.
40	AD	Prof Services	Audit & Accounting	46,000	No	No		-	-	
41	AD	Prof Services	Legal	25,000	No	No		-	-	
42	AD	Prof Services	Other	13,000	No	No		-	-	
43	AD	Prof Services	Strategic Business Plan	10,000	Yes	No	100%	10,000	-	Begin rewriting of the strategic Business Plan
44	AD	Prof Services	Communications Consultant	25,800	No	No		-	-	
45	AD	Prof Services	Grant Writing	35,000	No	No		-	-	
46	AD	Prof Services	Project Manager	100,000	No	No		-	-	Hire a technical team to assist in getting all the projects the Port is undertaking completed
47	AD	Prof Services	ERP Consultant	45,000	No	No		-	-	Build the interface between PacSoft and Business Central that fully integrates the two systems
48	AD	Prof Services	Mitigation plan	25,000	No	No		-	-	
49	SB	Prof Services	Expo Center	30,000	Yes	No	90%	27,000	-	Preliminary planning to build a new facility in South Beach
50	CM	Docks and Piers	CM Hoist Dock Fenders	35,000	No	No		-	-	Replace worn out fenders
51	CM	Other	Oil Tank building and upgrade	286,000	Yes	No	80%	183,860	-	The Oil tanks developed a leak in 2020, this would provide a facility to properly handle and dispose of oil
52	NIT	Repairs and Maint	Grounds Maintenance - Brush clear	10,000	No	No		-	-	Clear brush from the 9 acre lot at NIT
53	CM	Prof Services	Port Dock 7 Rebuild Planning	400,000	Yes	No	80%	320,000	-	Continue planning the PD 7 Rebuild
54	AD	Prof Services	Mitigation plan	25,000	No	No		-	-	
55	SB	Other	WIFI Upgrade	90,000	No	No		-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
56	CM	Other	WIFI upgrade	35,000	No	No		-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
57	NIT	Other	WIFI Upgrade	75,000	No	No		-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
58	NOAA	Prof Services	Interior painting	85,000	No	No		-	-	as required by contract
59	NOAA	Docks and Piers	Bouys and Floats	10,000	No	No		-	-	as required by contract
60	NOAA	Other	UPS Battery	10,000	No	No		-	-	as required by contract
61	NOAA	Buildings	Electrical	20,000	No	No		-	-	as required by contract
62										Additional Increase caused by current inflation
63										
64										

Projects and Notes

Note	Area	Where in budget	Total Fund	Grant Funds	Loan	% of Fur	Grant	Loans	Brief Description																																																																																																														
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From: noreply@getstreamline.com
To: [Gloria Tucker](#); [Paula Miranda](#)
Subject: New form submission received: Commission Meetings 2022 May 24 2022 - 6:00 p.m.
Date: Friday, May 20, 2022 1:31:32 PM



Commission Meetings 2022 May 24 2022 - 6:00 p.m.

Date:	05/20/2022
Name:	Kenneth W Lindstrom
Email:	
Agenda Item:	Annex Boats, Boat Trailers, and Storage Trailers
Public Comment:	<p>Prior to this year boats, boat trailers, and storage trailers were permitted in the RV Park Annex. This year we are being told that we cannot have these additional items. Most of the Annex RV spaces can easily accommodate additional vehicles without interfering with adjoining spaces. Does the Commission intend to change this long standing policy? It should be noted the RV Park Rate Schedule includes storage trailers in the fees for a fourth vehicles.</p>

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March 28, 2022
6:12 P.M.
Newport, OR

BUDGET COMMITTEE MINUTES

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

The Port of Newport Budget Committee met on the above date and time virtually via Microsoft Teams. In attendance were Commissioners Burke, Sylvia, Retherford, Lackey, and Chuck and Freeholders Rex Capri and Dave Smith. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Finance Director Mark Brown, and Administrative Assistant Gloria Tucker.

INTRODUCTIONS

The Budget Committee members introduced themselves.

SELECTION OF BUDGET COMMITTEE CHAIR

MOTION was made by Chuck, seconded by Lackey, to appoint Capri as the Chair. The motion carried unanimously in a voice vote. Due to technical issues, Chuck and Lackey withdrew their motion.

MOTION was made by Chuck, seconded by Sylvia, to appoint Smith as the Chair. The motion carried unanimously in a voice vote.

BUDGET MESSAGE

Smith introduced the agenda item. Miranda presented the Budget Message included in the packet. Sylvia noted the anticipated cost for some items are up to 13 percent. He asked what those are besides oil-related products. Brown replied they are repair- and maintenance-type budget items. He noted the cost is based on staff experience, and where they currently see increases. He added a lot of the items include petroleum-type products.

REVIEW PROPOSED BUDGET

Smith introduced the agenda item. Brown presented the Proposed Budget included in the packet. Lackey asked if the increase in personnel services is an extra hire. Brown replied it's an extra half-time person in the NOAA Lease Revenue Fund. Miranda stated there are positions that the Port had before that the Port decided not to replace. She explained the Port may switch certain staff positions. She noted staff are looking forward to hiring someone to help with lease management. She indicated some positions were not filled in finance, and there are some half positions that help on the maintenance side.

Lackey noted the increase in staffing at NOAA. He asked if that is that a reflection of increased project work at NOAA. Bretz replied for a long time NOAA had one person, and in the NOAA lease, there is a requirement to respond to many types of issues 24/7. He explained attempting to staff that with one person is not realistic. He noted what happens is gap fill and

running the risk of something happening and no one knowing what to do. He indicated his predecessor came from NOAA, so there were two people with all that experience. He added when he left, the Port lost that.

Bretz stated the question becomes should that be added to him, or should the Port bring in another person who can move into that position once the current employee retires. He noted it's adding redundancy in there so people can respond to alarms at 2 a.m. He indicated the Port can't have employees in perpetual on-call status. He added the Port needs to be able to rotate people. Miranda added Jim Durkee should be allowed to take vacation as well.

Lackey noted the Commercial Marina personnel decreased. He asked if that is related to the terminal. He indicated the terminal has different busy periods than the past. Bretz replied some of this is moving positions around. He stated the Port is trying to get a sizeable bank of seasonal employees to handle surges in services more easily. He indicated this makes sense because there is more product that is charged through wharfage. He added there is room in the budget for a wharfinger at the Commercial Marina.

Bretz stated the Port needs to more directly manage vessels that are coming in and walk the docks more. Brown explained the difference in positions at the Commercial Marina. Bretz noted the Port wants the seasonal employees to be able to go to any department.

Lackey asked why the busy period seems to have changed at the terminal. Bretz replied squid has been a part of that. He noted disruptions because of COVID has messed with busy dates as well. He stated folks are offloading more crab through the hoist for the cooked crab market too. Brown explained the budget is for two full-time employees and one seasonal employee at the terminal. Lackey confirmed with staff the new financial system will be able track billable hours by service over time.

Sylvia asked why the South Beach office and administrative expenses are lower than in the past. Brown replied that is the result of switching banks. Capri asked why contract and support services jumped up. Brown replied that is related to the new janitorial services. Bretz noted the Port stepped up in the level of cleaning, which is the result of public input.

Retherford stated she knows there was extra cleaning with COVID. She asked if the Port will be able to drop any of that back down. Bretz replied there are times of the year where the Port was already cleaning twice. He noted some of that may be able to drop back down, but staff are going to see how things go. Brown stated what happened with COVID was the Port had to send some of its staff to the restrooms to clean them. He noted with the new contract, the Port no longer has to do that.

Smith clarified with staff bad debt expense is payments owed to the Port that have to be written off. Sylvia noted a minor correction to the notes.

Burke asked if the NOAA increase in permitting and licensing fees is due to new dredging or different dredging. Bretz replied that increase is due to dredging this year. He noted the Port has not had to dredge there in the last three years. Miranda stated typically the Port would have done that last year, but the survey showed it was not necessary. Capri confirmed with staff the dredging is a cycle for every two to three years. Bretz explained the Port used a cutterhead during the last dredge, which cost a little more money but dredged a little deeper and extended use. He stated it was definitely worth the cost and moving ahead that is what the Port will continue to do.

Lackey asked in general, as far as the budget goes in expenses and revenues, except for grants, are there any areas where the staff confidence level is lower. Miranda replied the most uncertain areas are related to major projects because those are the ones where the Port goes after grants. She provided the example of purchasing equipment at NIT. She stated regardless of grants,

the Port should still try to move forward with PD7 and the RV Annex plans. She noted other items are related to major maintenance that has to get done. She indicated the Port has old assets, and there are always emergencies, and that's why there are contingencies. Brown stated in materials, services, and personnel, he is very confident in those numbers. He stated he believes revenues will be within 5 percent of the amounts proposed.

Chuck asked if PERS will remain the same or fluctuate. Brown replied the Tier I is the least expensive withholding for PERS. He stated from what he has read, PERS costs will continue to rise for a few more years and then start to drop off. Chuck asked for Brown's opinion of the effect of fuel prices on South Beach. Brown replied he is watching closely, and right now as soon as there is a cancellation, someone fills in behind. He added the Port is seeing more people from Lebanon or Corvallis, and less people from out of state.

Capri asked if the bonded debt is made up of a number of different projects. Brown replied the one outstanding GO Bond Debt was refinanced over two years ago and is primarily for the terminal. Capri clarified with staff the debt should be closed out in 2041.

MAJOR PROJECTS OVERVIEW

Smith introduced the agenda item. Miranda overviewed the major projects included in the packet. Smith asked if the forklifts have been leased or purchased. Miranda replied the Port has done both. Brown stated in the Proposed Budget the Port will purchase the forklifts.

Sylvia asked if all these projects will be spent this fiscal year. Miranda replied there are a few things that rely on permits, which adds an uncertainty. Brown noted the total funds are what it would cost if the Port were to do the projects. He stated some projects will not be done because the Port doesn't have the staffing or time. Miranda noted there's only so many projects a person can manage in one year. She stated staff try to add them as they believe they can accomplish. She indicated, overall, the projects that are not relying on grants, she believes the Port can get them done. Brown pointed out 343 Bay Blvd is a project that the Port hopes to delay for mitigation.

Sylvia stated there are a lot of projects, and the Port is planning, except for those with very large grants, to complete 80 to 90 percent of them in the next fiscal year. Miranda replied that is the intent. Bretz stated what he can accomplish relies on funding, when it becomes available, and how much of his time is spent on response to customers or internal challenges. He indicated this is a full plate, and 80 to 90 percent is optimistic. He added there will be a lot of operational changes coming up this year. Miranda stated the Port tries to spread some projects to others, but many are related to Bretz' work. She noted the Port has to list projects here if there is a slim chance to get through them. Bretz added the list of projects can't be moved across the whole year. He noted all the in-water work has to be done at the same time. Miranda added it takes time to manage grants properly too. Brown added he provided a summary of how much of these projects would be general funded, grant funded, loan funded, and NOAA funded.

Sylvia stated the Port has to be relatively ambitious and has to plan but will never complete all these projects for a variety of reasons in a given year. He noted 50 to 75 percent may be more in range. He indicated this is a good list. He added he hopes the public is impressed by all the things the Port is working on. Miranda stated it is common to see a lot of projects that sometimes don't make it through the year at ports. She noted staff try to be optimistic, and she thinks they have done a great job on streamlining. She added the Port can't do a project if it is not on the list.

Retherford stated Commissioners were provided with list of projects that got done last year and all the things that were accomplished. She noted it takes good management and good people

to get those projects done. She indicated she thinks there is a track record going here. She added she is looking forward to 80 to 85 percent.

PUBLIC COMMENT

Paul Zellman was given the opportunity to provide public comment. He did not respond.

RECOMMENDED MOTIONS

Smith introduced the agenda item. Brown provided the recommended motions.

MOTION was made by Retherford, seconded by Lackey, to approve the budget for Fiscal Year 2022-2023 with \$26,425,481 in allocated funds and \$ 3,219,531 in unappropriated funds for a total of \$29,655,012. The motion carried unanimously in a voice vote.

MOTION was made by Retherford, seconded by Lackey, to approve property taxes for Fiscal Year 2022-2023 at the rate of \$0.0609 per \$1000 of Assessed Value for the Permanent Rate Tax Levy, and in the amount of \$855,000 for the General Obligation Bond Levy. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:02 p.m.

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, Lackey, Sylvia, Retherford, and Chuck. 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.

PUBLIC COMMENT

Tucker read Dave Morgan's public comment into the record.

CONSENT CALENDAR

Chuck requested moving Item B. Disposal of FV Sylvia from the Consent Calendar. Burke removed the item.

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

OLD BUSINESS

Items Removed from Consent Calendar – Disposal of FV Sylvia. Burke introduced the agenda item. Chuck asked what would be the complete cost for disposal. He noted the cost has gone over budget in the past at the Port of Toledo. Miranda replied the Port has an IGA with the Port of Toledo to ensure that does not happen again. She stated if they feel like costs will go over, they are supposed to call the Port and get approval to proceed. Brown stated the Port tried to sell the vessel without success. He explained the owner opted to sign it over to the Port, and staff were told the title was free and clear, and it was not. He added the lienholder went ahead and signed off on the title. Miranda stated if the Port does not do something about it, the chances of getting anything out of the owner are none. She indicated the Port could keep on postponing it, but, eventually, it will sink. She added it is taking up precious moorage space someone else could use.

MOTION was made by Chuck, seconded by Sylvia, to authorize staff to contract with the Port of Toledo to dispose of FV Sylvia for an amount not to exceed \$23,000, which includes towing by the Port of Toledo or a third party. The motion carried unanimously in a voice vote.

NEW BUSINESS

Approval of Newport Fab Shop Lease. Burke introduced the agenda item. Bretz reported this is another former Yaquina Bay fruit processor's building, which is referred to as the old cherry plant. He stated the potential tenant has been doing fabrication business in the area for several months, and he needs a shop because he's getting too big to do it out of this truck. He explained the tenant works on boats and anything needing fabrication. He indicated included in the draft

lease are provisions for tax payment. Lackey stated the lease looks good, and he is glad to see new activity.

MOTION was made by Lackey, seconded by Retherford, to approve the draft lease and terms with Newport Fab Shop. The motion carried unanimously in a voice vote.

Approval of Forklift Purchase. Burke introduced the agenda item. Bretz reported this purchase has been deferred a couple of times. He stated the forklift is at 6,700-6,900 hours, and the Port generally replaces them at 6,000 hours. He noted the Port put a little money into breaks to get it by until a new forklift comes in. He indicated the new one could get here in November or January because of supply chain issues. He added the longer the Port waits, the more expensive they get.

Bretz reported the Port had some money in the budget this year, and Brown approved the purchase. Brown stated, based on when this arrives, the purchase lands in next year's budget, and there is a line item in next year's budget. Burke confirmed with staff the Port will not have to put 50 percent down first. He added this will be great to have for the crab season.

Sylvia asked if there is any value on the old forklift. Bretz replied it will have some residual value and be disposed of as excess property. He explained this is a state contract which did not include trade in. He added the last old forklift is being used at the terminal.

Retherford stated it's nice to get this cheaper than the \$50,000 budgeted.

MOTION was made by Retherford, seconded by Chuck, to authorize purchase of a new forklift through Toyota Lift in the amount of \$43,730. The motion carried unanimously in a voice vote.

Approval of Resurface of PD7 Lot. Burke introduced the agenda item. Bretz reported this one is a project staff are trying to squeeze in because it makes sense to get it done right now for several reasons. He stated the first reason is the terrible shape the lot is in currently. He noted the second is this will get the Port ready to put asphalt down a lot faster once the Admin Building is done. He explained the heavy use of the parking lot. He added he wants to get this done while construction work is going on in the area.

Lackey stated he does not know if there is a definition of when a pothole becomes a crater, but many there have crossed the threshold. He noted the rationale makes perfect sense. Miranda agreed on the state of the lot. Chuck asked if there are any thoughts of adding speed bumps. Bretz replied he has a quote on speed humps, rather than bumps. He stated the Port will put those in and does not plan to continue storing equipment or gear there.

Sylvia confirmed with staff that the Port owns the property. Miranda added that's where the Port plans to have the seafood cookoff as well.

MOTION was made by Sylvia, seconded by Lackey, to authorize staff to contract with Road and Driveway in an amount not to exceed \$40,000 to resurface and recompact the lot at Port Dock 7. The motion carried unanimously in a voice vote.

Commercial Fishing Users Group Letter. Burke introduced the item. Miranda reported she added this as a regular item rather than public comment, because the Commercial Fishing Users Group is an official committee of the Port. She stated during the last meeting, they had some concerns regarding offshore wind. She noted there is a lot of development going on down south by Coos Bay that affects fishermen everywhere. She indicated the letter is included in the packet.

She added it would be best to add a work session in order for the Port to discuss what position to take, if any, in regard to offshore wind.

Burke suggested May 17 at 6 p.m. for the work session. Miranda confirmed with the Commission to have the meeting in person. Burke suggested bringing in certain guests like ODFW's Caren Brady and other stakeholders from the area. Miranda stated she would work with Heather Mann to invite folks. She noted if there any other guests, the Commission can send her names. The Commission also agreed to hold an Executive Session on May 19 at noon for her evaluation in-person.

Chuck noted he viewed the letter before it was submitted, but he did not make any comments. He suggested Flaxen Conway be included in the meeting as well. Sylvia asked if the Oregon fishing industry collectively has asked all the ports to take positions, or if there is a larger scale effort. Retherford replied the Port of Port Orford took a position. She explained the fishermen are concerned about the call sites. She indicated this is not focused on wave energy at all. She added she thinks it's important the Port have some kind of stance.

Lackey stated this is a major deal. He noted he is from the fishing industry, but the health of fisheries goes a long way toward the health of the Port in the community. He indicated this is talking about call areas in some of the best fishing grounds off the coast of Oregon and the western coast. He added there could potentially be an impact forever. He stated he will rely on Miranda's expertise on the appropriate voice and tact for the Port. He noted the issue is very serious.

Retherford stated the user group is not against offshore wind power but are asking to move them outside the call areas and not take fishing areas away. Sylvia noted the letter asks specifically to prioritize existing ocean users over offshore wind developers. He indicated it does not discuss renegotiating the call areas.

Miranda stated the reason to have a work session is to clarify the recommendations, bring in some experts, and to discuss a potential position. She noted it's good to eventually define what the Port thinks. She indicated when she meets with the Oregon Public Ports Association, she can tell them what the Port's position is and, together, the ports can come up with a position. She added since this has been talked about so much, it's good to brainstorm.

Chuck stated one of the reasons they are asking the Commission to do this, is the federal process is very top down. He explained users have two opportunities to engage, at the beginning or the end. He noted they put these call areas out with no consideration of current uses, no prioritization of current uses. He emphasized current users need to be consulted. He indicated the fishermen have come up with ideas for other areas, and the pushback is it will add another mile to cable. He added there are talks about the environmental regulations being written off.

Sylvia stated he likes the use of the word consulted as compared to prioritize. He noted this process seems upside down with lack of consulting. Lackey stated when the call areas came out, there was a little bit of surprise. He explained all the fisheries provided input on their important grounds, and BOEM (Bureau of Ocean Energy Management) acted as if nothing had been provided. He added there is a lot of suspicion on the fishery-side that this group will do whatever they want.

STAFF REPORTS

General Manager Report. Miranda reported there have been staff shortages again. She noted this is not unique to the Port; it's a problem everywhere. She stated cross-training has been very important, and the Port is trying to work as one Port rather than individual departments. She

asked everyone to have patience. She indicated the recreational side has been especially short, but she is happy to welcome Neva Rogers as the new RV Park Supervisor.

Miranda reported moving forward with the Admin Building, the Commission previously approved \$2.31 million for the project, a 10 percent contingency, and \$120,000 for furnishings. She stated that did not include finishing the rentable space. She explained now the project is past the foundation work and there are very few change orders, she asked for a proposal to make the rentable space finished. She indicated the cost would be \$131,000 to make that space completely ready. She added the contingency is about \$203,000, and after discussing with Burke, she instructed the contractor to finish the space. She stated this is within the budget, but she wants to make sure the Commission is aware. She explained there are four offices within that space that can be reconfigured.

Miranda reported during the Commercial Fishing Users Group meeting, staff talked about Port Dock 3 and 5 electrical upgrades. She noted the discussion goes back and forth on 30 or 50 amps. Bretz stated he has not had time to talk to J. Lamb yet. He noted he is more focused on getting prices on different options. He indicated the Port will go with the option that gives Port the most flexibility, doesn't cost a significant amount more, and makes it difficult to overload the system.

Miranda reported the user group also discussed assigned moorages. She noted the implementation is on hold because of staff shortages. She stated the Port has started ordering signs and plans to make a change to the policy regarding fines. She explained in the budget for next year is a wharfinger who will work on the docks and handle moorage issues. She indicated the plan is to implement the assignments at the first of the new fiscal year. She added she accepted the invitation to represent Oregon Public Ports on the Special Districts Board.

Sylvia asked if staff know the schedule for boats that have annual moorage. Miranda replied from her understanding, most people are willing to let staff know when they are gone for an extended amount of time. She noted the Port is pretty much 110 percent sold out, so the Port depends on using space for multiple people. Bretz replied it will be a change, but there is not a lack of willingness. He noted staff will need to work better with the shipyard in Toledo to find out when folks have a haul-out. He indicated the folks who will provide pushback are those that don't have an agreement with the Port and won't get one in the near future because of the size of their vessel. He added there will still be problems right before crab and right before shrimp seasons, but the Port will get there. He noted there is going to be growing pains.

Sylvia confirmed with staff that the Port does not need to provide incentives to move forward. Burke stated the fishermen are excited and have been asking for this for a long time. He noted the wharfinger position is critical to making it successful quickly.

Lackey stated with so many boats coming and going, that this may solve some issues and create others. He explained there's more boats than spaces, and any system will require a lot of communication and coordination and a lot of managing. He indicated he does not anticipate any system being smooth. He added he wishes the Port good luck.

Sylvia asked if the rentable area of the Admin Building will be redesigned or custom-designed. Miranda replied the way it was designed, the Port was not going to put in walls but included space for a hallway and four offices. She noted the Port will put in walls, but there are still a lot of configuration options. She added if someone comes before the space is finished, then the Port could keep out a wall, but if not, then they can remove it and it will be a cost for them. She indicated the tenant would have to enter into a long-term lease. Sylvia confirmed with staff

that the space has not been advertised yet. Burke stated the additional expense would be paid off within a few years, and then rent will be money toward the loan after that.

Lackey requested if there is some major news or a determination made on the PD3 and PD5 electrical upgrades well before a Commission meeting, staff would notify Commission by email.

COMMISSIONER REPORTS

Chuck stated he will be moderating a discussion at Pacific Northwest Waterways Association on behalf of Miranda. Burke stated the evaluations for Miranda will be sent out soon. He noted the Commission will be using a standard SDAO form that with more narrative style.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:07 p.m.

Port of Newport - General Operating Fund
Balance Sheet
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	2,319,480	3,544,923	(1,225,442)	(35)%
Total Checking/Savings	2,319,480	3,544,923	(1,225,442)	(35)%
Accounts Receivable				
11200 · Accounts Receivable	646,762	511,327	135,435	27%
11225 · Grants Receivable	2,776	233,141	(230,365)	(99)%
Total Accounts Receivable	649,538	744,468	(94,931)	(13)%
Other Current Assets				
11250 · Property Tax Receivable	6,640	11,179	(4,539)	(41)%
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	45,759	6,138	39,621	646%
11300 · Prepaid Expenses	224,196	189,431	34,766	18%
11400 · Due from Other Funds	125,575	25,346	100,229	396%
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	31,887	0	31,887	100%
Total Other Current Assets	(50,603)	(252,566)	201,963	80%
Total Current Assets	2,918,415	4,036,826	(1,118,410)	(28)%
Fixed Assets				
11500 · Capital Assets	48,942,085	47,922,741	1,019,344	2%
Total Fixed Assets	48,942,085	47,922,741	1,019,344	2%
TOTAL ASSETS	51,860,501	51,959,566	(99,066)	(0)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	387,743	391,932	(4,189)	(1)%
Total Accounts Payable	387,743	391,932	(4,189)	(1)%
Credit Cards				
12008 · Gen Mgr Credit Card	(206)	0	(206)	(100)%
12010 · Admin Asst Credit Card	(180)	0	(180)	(100)%
Total Credit Cards	(386)	0	(386)	(100)%
Other Current Liabilities				
12016 · Retainage Payable	5,220	42,983	(37,764)	(88)%
12018 · Unclaimed Property Payable	6,484	3,933	2,551	65%
12020 · Lodging/Room Tax Payable	4,075	17,557	(13,482)	(77)%
12100 · Payroll Liabilities	141,831	165,719	(23,888)	(14)%
12200 · Due to other Funds	528,264	700,000	(171,736)	(25)%
12250 · Deferred Revenue	521,858	455,121	66,736	15%
12300 · Accrued Interest Payable	14,011	15,147	(1,136)	(8)%
12320 · Current Portion-Long Term Debt	550,980	535,814	15,166	3%
Total Other Current Liabilities	1,772,722	1,936,275	(163,553)	(9)%
Total Current Liabilities	2,160,079	2,328,207	(168,128)	(7)%

Port of Newport - General Operating Fund

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
12350 · Long Term Debt	5,110,683	5,676,498	(565,815)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%
12900 · PERS - Deferred IF	246,841	246,841	0	0%
Total Long Term Liabilities	<u>5,458,144</u>	<u>6,023,959</u>	<u>(565,815)</u>	<u>(9)%</u>
Total Liabilities	7,618,223	8,352,166	(733,943)	(9)%
Equity				
13003 · Committed Grant Match Funds	667,000	0	667,000	100%
13010 · GOF - Unassigned FB	36,677,896	36,402,710	275,186	1%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	0	(21,009)	21,009	100%
Net Income	<u>(233,406)</u>	<u>94,912</u>	<u>(328,317)</u>	<u>(346)%</u>
Total Equity	<u>44,242,278</u>	<u>43,607,400</u>	<u>634,878</u>	<u>2%</u>
TOTAL LIABILITIES & EQUITY	<u>51,860,501</u>	<u>51,959,566</u>	<u>(99,066)</u>	<u>(0)%</u>

Port of Newport
General Operating Fund - Budget vs. Actual
July 2021 through April 2022

	Jul '21 - Apr ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	628,934	660,967	(32,033)	95%
14100 · Moorage	1,519,682	1,333,661	186,021	114%
14200 · Hoist Dock & Services	829,679	797,632	32,046	104%
14300 · Shipping Terminal Revenues	2,172	24,010	(21,838)	9%
14400 · RV Parks	1,047,628	929,642	117,986	113%
14500 · Launch Ramp & Trailer Storage	77,386	65,869	11,517	117%
14600 · Miscellaneous Revenue	125,362	8,917	116,445	1,406%
14700 · Permit Revenues	0	1,000	(1,000)	0%
Total Income	<u>4,230,843</u>	<u>3,821,698</u>	<u>409,145</u>	<u>111%</u>
Gross Profit	4,230,843	3,821,698	409,145	111%
Expense				
15000 · Personnel Services	1,656,238	1,961,692	(305,454)	84%
16000 · Materials & Services	2,042,535	3,531,450	(1,488,915)	58%
16990 · Depreciation Expense	1,266,147	1,266,147	0	100%
17000 · Debt Service	472,817	878,977	(406,159)	54%
Total Expense	<u>5,437,737</u>	<u>7,638,265</u>	<u>(2,200,528)</u>	<u>71%</u>
Net Ordinary Income	(1,206,894)	(3,816,567)	2,609,673	32%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	121,792	93,019	28,773	131%
18200 · Interest Income	5,904	1,250	4,654	472%
18300 · Grants	114,148	0	114,148	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	36,250	(36,250)	0%
18800 · Miscellaneous - Non-operating	126	0	126	100%
18900 · Transfers In from Other Funds	667,000	1,947,000	(1,280,000)	34%
Total Other Income	<u>907,450</u>	<u>2,077,519</u>	<u>(1,170,069)</u>	<u>44%</u>
Other Expense				
19000 · Capital Outlay	955,217	3,662,000	(2,706,783)	26%
19700 · Transfers Out to Other Funds	100,000	100,000	0	100%
19890 · Overhead Allocation	(3,431)	(3,431)	(0)	100%
Total Other Expense	<u>1,051,786</u>	<u>3,758,569</u>	<u>(2,706,783)</u>	<u>28%</u>
Net Other Income	(144,336)	(1,681,050)	1,536,714	9%
Net Income	<u>(1,351,230)</u>	<u>(5,497,617)</u>	<u>4,146,387</u>	<u>25%</u>

Port of Newport - General Operating Fund
Administration - Budget vs. Actual
 July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	3,882	1,000	2,882	388%
14700 · Permit Revenues	0	1,000	(1,000)	0%
Total Income	<u>3,882</u>	<u>2,000</u>	<u>1,882</u>	<u>194%</u>
Gross Profit	3,882	2,000	1,882	194%
Expense				
15000 · Personnel Services	654,789	764,790	(110,001)	86%
16000 · Materials & Services	584,556	930,966	(346,410)	63%
16990 · Depreciation Expense	3,798	3,798	0	100%
17000 · Debt Service	8,400	553,929	(545,529)	2%
Total Expense	<u>1,251,543</u>	<u>2,253,483</u>	<u>(1,001,940)</u>	<u>56%</u>
Net Ordinary Income	(1,247,661)	(2,251,483)	1,003,821	55%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	121,792	93,019	28,773	131%
18200 · Interest Income	5,904	1,250	4,654	472%
18300 · Grants	10,000	0	10,000	100%
18900 · Transfers In from Other Funds	667,000	1,947,000	(1,280,000)	34%
Total Other Income	<u>804,696</u>	<u>2,041,269</u>	<u>(1,236,573)</u>	<u>39%</u>
Other Expense				
19000 · Capital Outlay	726,869	1,225,000	(498,131)	59%
19700 · Transfers Out to Other Funds	100,000	100,000	0	100%
19890 · Overhead Allocation	(977,542)	(977,542)	0	100%
Total Other Expense	<u>(150,673)</u>	<u>347,458</u>	<u>(498,131)</u>	<u>(43)%</u>
Net Other Income	<u>955,369</u>	<u>1,693,811</u>	<u>(738,442)</u>	<u>56%</u>
Net Income	<u><u>(292,292)</u></u>	<u><u>(557,672)</u></u>	<u><u>265,380</u></u>	<u><u>52%</u></u>

Port of Newport
International Terminal - Budget vs. Actual
July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	120,559	144,533	(23,974)	83%
14100 · Moorage	168,289	140,938	27,352	119%
14200 · Hoist Dock & Services	454,736	416,915	37,821	109%
14300 · Shipping Terminal Revenues	2,175	24,010	(21,835)	9%
14600 · Miscellaneous Revenue	859	0	859	100%
Total Income	<u>746,619</u>	<u>726,396</u>	<u>20,223</u>	<u>103%</u>
Gross Profit	746,619	726,396	20,223	103%
Expense				
15000 · Personnel Services	175,057	184,807	(9,749)	95%
16000 · Materials & Services	199,852	493,910	(294,058)	40%
16990 · Depreciation Expense	956,655	956,655	0	100%
17000 · Debt Service	249,542	293,493	(43,951)	85%
Total Expense	<u>1,581,106</u>	<u>1,928,865</u>	<u>(347,759)</u>	<u>82%</u>
Net Ordinary Income	(834,487)	(1,202,469)	367,982	69%
Other Income/Expense				
Other Income				
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	126			
Total Other Income	<u>126</u>	<u>0</u>	<u>126</u>	<u>100%</u>
Other Expense				
19000 · Capital Outlay	2,469	230,000	(227,531)	1%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	21,447	21,447	(0)	100%
Total Other Expense	<u>23,916</u>	<u>251,447</u>	<u>(227,531)</u>	<u>10%</u>
Net Other Income	<u>(23,790)</u>	<u>(251,447)</u>	<u>227,657</u>	<u>9%</u>
Net Income	<u>(858,277)</u>	<u>(1,453,916)</u>	<u>595,639</u>	<u>59%</u>

Port of Newport
Commercial Marina - Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	150,737	164,720	(13,983)	92%
14100 · Moorage	553,317	569,125	(15,808)	97%
14200 · Hoist Dock & Services	356,827	435,108	(78,281)	82%
14600 · Miscellaneous Revenue	26,754	0	26,754	100%
Total Income	<u>1,087,635</u>	<u>1,168,953</u>	<u>(81,318)</u>	<u>93%</u>
Gross Profit	1,087,635	1,168,953	(81,318)	93%
Expense				
15000 · Personnel Services	368,706	526,331	(157,625)	70%
16000 · Materials & Services	620,468	1,277,509	(657,041)	49%
16990 · Depreciation Expense	38,700	38,700	0	100%
17000 · Debt Service	6,596	7,915	(1,320)	83%
Total Expense	<u>1,034,469</u>	<u>1,850,455</u>	<u>(815,986)</u>	<u>56%</u>
Net Ordinary Income	53,165	(681,502)	734,667	(8)%
Other Income/Expense				
Other Income				
18300 · Grants	63,857	0	63,857	100%
Total Other Income	63,857	0	63,857	100%
Other Expense				
19000 · Capital Outlay	157,538	1,847,000	(1,689,462)	9%
19890 · Overhead Allocation	354,768	354,768	(0)	100%
Total Other Expense	<u>512,306</u>	<u>2,201,768</u>	<u>(1,689,462)</u>	<u>23%</u>
Net Other Income	(448,449)	(2,201,768)	1,753,319	20%
Net Income	<u>(395,284)</u>	<u>(2,883,270)</u>	<u>2,487,986</u>	<u>14%</u>

Port of Newport
South Beach - Budget vs. Actual
July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	357,638	379,167	(21,528)	94%
14100 · Moorage	798,076	707,106	90,969	113%
14200 · Hoist Dock & Services	18,167	7,175	10,992	253%
14300 · Shipping Terminal Revenues	(3)			
14400 · RV Parks	1,047,628	929,642	117,986	113%
14500 · Launch Ramp & Trailer Storage	77,386	65,869	11,517	117%
14600 · Miscellaneous Revenue	93,840	7,917	85,923	1,185%
Total Income	<u>2,392,733</u>	<u>2,096,876</u>	<u>295,857</u>	<u>114%</u>
Gross Profit	2,392,733	2,096,876	295,857	114%
Expense				
15000 · Personnel Services	460,218	576,662	(116,444)	80%
16000 · Materials & Services	646,048	1,028,400	(382,352)	63%
16990 · Depreciation Expense	266,994	266,994	0	100%
17000 · Debt Service	208,280	24,958	183,321	835%
Total Expense	<u>1,581,540</u>	<u>1,897,014</u>	<u>(315,475)</u>	<u>83%</u>
Net Ordinary Income	811,193	199,862	611,331	406%
Other Income/Expense				
Other Income				
18300 · Grants	40,291	0	40,291	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	36,250	(36,250)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	<u>38,771</u>	<u>36,250</u>	<u>2,521</u>	<u>107%</u>
Other Expense				
19000 · Capital Outlay	68,341	360,000	(291,659)	19%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	597,896	597,896	0	100%
Total Other Expense	<u>666,237</u>	<u>957,896</u>	<u>(291,659)</u>	<u>70%</u>
Net Other Income	<u>(627,466)</u>	<u>(921,646)</u>	<u>294,180</u>	<u>68%</u>
Net Income	<u>183,727</u>	<u>(721,784)</u>	<u>905,511</u>	<u>(25)%</u>

NOAA Lease Revenue Fund
Balance Sheet
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	1,475,515	294,102	1,181,413	402%
11020 · Operating MM - FIB 9596	85,949	0	85,949	100%
11025 · NLRF MM Savings - FIB 9604	133,140	800,061	(666,922)	(83)%
11035 · NLRF - LGIP 6263	1,696,902	2,716,125	(1,019,224)	(38)%
11092 · Assignment of Deposit - OCB	63,839	63,631	208	0%
Total Checking/Savings	3,455,344	3,873,920	(418,576)	(11)%
Accounts Receivable				
11200 · Accounts Receivable	0	173	(173)	(100)%
Total Accounts Receivable	0	173	(173)	(100)%
Other Current Assets				
11300 · Prepaid Expenses	142,688	118,896	23,792	20%
11400 · Due from Other Funds	145	0	145	100%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	118,903	94,966	23,937	25%
Total Current Assets	3,574,247	3,969,058	(394,812)	(10)%
Fixed Assets				
11500 · Capital Assets	21,554,627	22,864,505	(1,309,878)	(6)%
Total Fixed Assets	21,554,627	22,864,505	(1,309,878)	(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	25,818,873	27,523,563	(1,704,690)	(6)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	25,620	22,134	3,486	16%
Total Accounts Payable	25,620	22,134	3,486	16%
Other Current Liabilities				
12100 · Payroll Liabilities	11,424	9,149	2,275	25%
12200 · Due to Other Funds	125,575	25,355	100,220	395%
12300 · Accrued Interest Payable	189,784	201,373	(11,589)	(6)%
12350 · Current Portion-Long Term ...	1,320,000	1,290,000	30,000	2%
Total Other Current Liabilities	1,646,783	1,525,877	120,906	8%
Total Current Liabilities	1,672,403	1,548,011	124,392	8%
Long Term Liabilities				
12400 · Long Term Debt	15,245,000	16,565,000	(1,320,000)	(8)%
12800 · Less Current Portion-LT Debt	(1,320,000)	(1,290,000)	(30,000)	(2)%
12900 · PERS - Deferred IF	12,992	12,992	0	0%
Total Long Term Liabilities	13,937,992	15,287,992	(1,350,000)	(9)%
Total Liabilities	15,610,395	16,836,003	(1,225,608)	(7)%

NOAA Lease Revenue Fund

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,766,260	(4,539)	(0)%
13003 · Committed Grant Match Funds	432,000	0	432,000	100%
13010 · NLRF - Unassigned FB	10,827,504	11,092,412	(264,908)	(2)%
Net Income	<u>(2,812,747)</u>	<u>(2,171,113)</u>	<u>(641,634)</u>	<u>(30)%</u>
Total Equity	<u>10,208,478</u>	<u>10,687,559</u>	<u>(479,081)</u>	<u>(5)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,818,873</u></u>	<u><u>27,523,563</u></u>	<u><u>(1,704,690)</u></u>	<u><u>(6)%</u></u>

05/16/22

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual

July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,127,074	2,163,250	(36,176)	98%
14605 · Miscellaneous - Operating	145	0	145	100%
Total Income	<u>2,127,219</u>	<u>2,163,250</u>	<u>(36,031)</u>	<u>98%</u>
Gross Profit	2,127,219	2,163,250	(36,031)	98%
Expense				
15000 · Personnel Services	103,259	171,900	(68,642)	60%
16000 · Materials & Services	221,643	1,113,872	(892,229)	20%
16990 · Depreciation Expense	1,179,045	1,179,045	0	100%
17000 · Debt Service	1,760,919	1,760,950	(31)	100%
Total Expense	<u>3,264,865</u>	<u>4,225,767</u>	<u>(960,902)</u>	<u>77%</u>
Net Ordinary Income	(1,137,647)	(2,062,517)	924,871	55%
Other Income/Expense				
Other Income				
18200 · Interest Income	8,831	2,083	6,748	424%
18300 · Grants	0	0	0	0%
18900 · Transfers In from Other Funds	0	843,886	(843,886)	0%
Total Other Income	8,831	845,969	(837,138)	1%
Other Expense				
19000 · Capital Outlay	258,471	366,000	(107,529)	71%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,876,445	3,046,445	(170,000)	94%
19890 · Admin Overhead Allocation	3,441	3,441	0	100%
Total Other Expense	<u>3,138,357</u>	<u>3,415,886</u>	<u>(277,529)</u>	<u>92%</u>
Net Other Income	(3,129,526)	(2,569,916)	(559,609)	122%
Net Income	<u>(4,267,172)</u>	<u>(4,632,434)</u>	<u>365,262</u>	<u>92%</u>

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Port of Newport - NOAA Capital Maintenance Fund

05/16/22

Balance Sheet - NCMF

Accrual Basis

As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11030 · Operating LGIP 6261	180,583	0	180,583	100%
11035 · NOAA - LGIP 6263	1,513,618	1,524,231	(10,613)	(1)%
Total Checking/Savings	1,694,201	1,524,231	169,970	11%
Other Current Assets				
11400 · Due from Other Funds				
11402 · Due from General Operating Fund	528,119	700,000	(171,881)	(25)%
Total 11400 · Due from Other Funds	528,119	700,000	(171,881)	(25)%
Total Other Current Assets	528,119	700,000	(171,881)	(25)%
Total Current Assets	2,222,320	2,224,231	(1,911)	(0)%
TOTAL ASSETS	2,222,320	2,224,231	(1,911)	(0)%
LIABILITIES & EQUITY				
Equity				
Net Income	2,222,320	2,224,231	(1,911)	(0)%
Total Equity	2,222,320	2,224,231	(1,911)	(0)%
TOTAL LIABILITIES & EQUITY	2,222,320	2,224,231	(1,911)	(0)%

NOAA Capital Maintenance Fund
Profit & Loss Budget vs. Actual
July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	12,875	12,500	375	103%
18900 · Transfers In from Other Funds	2,209,445	2,559,727	(350,282)	86%
Total Other Income	<u>2,222,320</u>	<u>2,572,227</u>	<u>(349,907)</u>	<u>86%</u>
Other Expense				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	818,132	(818,132)	0%
Total Other Expense	<u>0</u>	<u>818,132</u>	<u>(818,132)</u>	<u>0%</u>
Net Other Income	<u>2,222,320</u>	<u>1,754,095</u>	<u>468,225</u>	<u>127%</u>
Net Income	<u><u>2,222,320</u></u>	<u><u>1,754,095</u></u>	<u><u>468,225</u></u>	<u><u>127%</u></u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	293,480	137,512	155,968
Total Checking/Savings	293,480	137,512	155,968
Other Current Assets			
11250 · Property Tax Receivable	41,328	54,233	(12,905)
Total Other Current Assets	41,328	54,233	(12,905)
Total Current Assets	334,808	191,745	143,063
Other Assets			
11800 · Bond Issue costs, net of amort.	153,930	153,930	0
11825 · Advance Refunding Valuation	661,702	661,702	0
Total Other Assets	815,632	815,632	0
TOTAL ASSETS	<u>1,150,439</u>	<u>1,007,377</u>	<u>143,063</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	410,000	335,000	75,000
Total Other Current Liabilities	410,000	335,000	75,000
Total Current Liabilities	410,000	335,000	75,000
Long Term Liabilities			
12520 · 2016 Series Bonds	6,183,195	6,478,195	(295,000)
12525 · 2019 Series Bonds	5,045,000	5,160,000	(115,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(410,000)	(335,000)	(75,000)
Total Long Term Liabilities	11,522,793	12,007,793	(485,000)
Total Liabilities	11,932,793	12,342,793	(410,000)
Equity			
13000 · BDF - Restricted FB	(11,528,780)	(11,824,095)	295,315
Net Income	746,427	488,679	257,748
Total Equity	(10,782,354)	(11,335,416)	553,062
TOTAL LIABILITIES & EQUITY	<u>1,150,439</u>	<u>1,007,377</u>	<u>143,063</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	956,764	928,069	28,695	103%
Total Income	956,764	928,069	28,695	103%
Gross Profit	956,764	928,069	28,695	103%
Expense				
17000 · Debt Service	210,371	831,242	(620,872)	25%
Total Expense	210,371	831,242	(620,872)	25%
Net Ordinary Income	746,393	96,827	649,566	771%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	34	125	(91)	27%
Total Other Income	34	125	(91)	27%
Net Other Income	34	125	(91)	27%
Net Income	<u>746,427</u>	<u>96,952</u>	<u>649,475</u>	<u>770%</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	1	0	1	100%
18400 · Loan Proceeds	0	1,280,000	(1,280,000)	0%
Total Other Income	1	1,280,000	(1,279,999)	0%
Other Expense				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	1,200,000	(1,200,000)	0%
Total 19700 · Transfers Out to Other Funds	0	1,200,000	(1,200,000)	0%
Total Other Expense	0	1,200,000	(1,200,000)	0%
Net Other Income	1	80,000	(79,999)	0%
Net Income	1	80,000	(79,999)	0%

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	1	0	1	100%
18400 · Loan Proceeds	0	1,280,000	(1,280,000)	0%
Total Other Income	1	1,280,000	(1,279,999)	0%
Other Expense				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	1,200,000	(1,200,000)	0%
Total 19700 · Transfers Out to Other Funds	0	1,200,000	(1,200,000)	0%
Total Other Expense	0	1,200,000	(1,200,000)	0%
Net Other Income	1	80,000	(79,999)	0%
Net Income	1	80,000	(79,999)	0%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	525,974	372,844	153,130
Total Checking/Savings	525,974	372,844	153,130
Total Current Assets	525,974	372,844	153,130
TOTAL ASSETS	525,974	372,844	153,130
LIABILITIES & EQUITY			
Equity			
13005 · FMRF - Asgned-Future Exp.	186,816	186,816	0
13006 · FMRF - Asgned-CM Elec. Upgrades	238,000	138,000	100,000
13008 · FMRF - Asgned-PD7 Replacement	51,095	0	51,095
13010 · FMRF - Unassigned FB	(102,796)	(63,182)	(39,613)
Net Income	152,858	111,210	41,648
Total Equity	525,974	372,844	153,130
TOTAL LIABILITIES & EQUITY	525,974	372,844	153,130

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
Total 14600 · Miscellaneous Revenue	<u>51,095</u>			
Total Income	<u>51,095</u>			
Net Ordinary Income	51,095			
Other Income/Expense				
Other Income				
18200 · Interest Income	1,763	0	1,763	100%
18900 · Transfers In				
18902 · Transfers In from General Fund	100,000	100,000	0	100%
Total 18900 · Transfers In	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>100%</u>
Total Other Income	101,763	100,000	1,763	102%
Other Expense				
19700 · Transfers Out	0	315,334	(315,334)	0%
Total Other Expense	<u>0</u>	<u>315,334</u>	<u>(315,334)</u>	<u>0%</u>
Net Other Income	101,763	(215,334)	317,097	(47)%
Net Income	<u><u>152,858</u></u>	<u><u>(215,334)</u></u>	<u><u>368,192</u></u>	<u><u>(71)%</u></u>

PON - General Operatind Fund
Accounts Paid Report
April 2022

Date	Num	Name	Memo	Class	Paid Amount
04/11/2022	47435	Amazon Capital Services Inc			
03/22/2022	1QD1-9PJT-MD74		PO # 35090	01-General Operating Fund:300-Commercial Marina	-184.99
03/24/2022	1WFW-14DD-H4JT		PO # 35089	01-General Operating Fund:300-Commercial Marina	-232.81
03/30/2022	1PHF-1YDK-D14G		PO # 10240	01-General Operating Fund:100- Administration	-71.98
TOTAL					-489.78
04/11/2022	47436	Astound/ Wave	Internet Service		
04/07/2022	121313501-0009419		Internet Service	01-General Operating Fund:700-South Beach:710-SB Customer Service	-1,016.03
			Internet Service	01-General Operating Fund:100- Administration	-500.00
TOTAL					-1,516.03
04/11/2022	47437	Barrelhead Supply Inc	PO # 710531		
04/05/2022	317767		PO # 710531	01-General Operating Fund:700-South Beach	-262.80
TOTAL					-262.80
04/11/2022	47438	Bay Area Enterprises, Inc	Janitorial Services - March 2022		
03/30/2022	8119		Janitorial Services - March 2022	01-General Operating Fund:100- Administration	-724.76
			Janitorial Services - March 2022	01-General Operating Fund:300-Commercial Marina	-724.76
			Janitorial Services - March 2022	01-General Operating Fund:500-International Terminal	-724.76
			Janitorial Services - March 2022	01-General Operating Fund:700-South Beach	-8,179.45
TOTAL					-10,353.73
04/11/2022	47439	Business Oregon - IFA	Debt service 655-41-123000927		
03/01/2022	65541 2022-03		bal 345,833.42	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
04/11/2022	47440	Oregon Business Development Dept - OBDD	Loan # 655-36-02 Q1001		
03/18/2022	655-36-02 2022-04		Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-5,739.30
			Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-2,060.70
TOTAL					-7,800.00
04/11/2022	47441	Carson Oil Co Inc	Act # 7410263		
03/31/2022	CP-00370424		Act # 7410263	01-General Operating Fund:500-International Terminal	-152.20
TOTAL					-152.20
04/11/2022	47442	Carver Inc			
03/17/2022	31037		PO # 35088	01-General Operating Fund:300-Commercial Marina	-501.00
04/02/2022	Trans # 14573		Trans # 14573	01-General Operating Fund:300-Commercial Marina	-138.38
04/05/2022	Trans # 14577		Trans # 14577	01-General Operating Fund:300-Commercial Marina	-46.04
TOTAL					-685.42

PON - General Operatind Fund
Accounts Paid Report
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Date	Num	Name	Memo	Class	Paid Amount
04/11/2022	47443	Critical Repairs LLC	PO # 50225		
03/01/2022	1132		PO # 50225 - Invoice Date 1/24/22	01-General Operating Fund:500-International Terminal	-2,588.43
TOTAL					-2,588.43
04/11/2022	47444	Dahl & Dahl Inc	PO # 30360		
04/04/2022	291836		PO # 30360	01-General Operating Fund:300-Commercial Marina	-367.58
TOTAL					-367.58
04/11/2022	47445	Deere & Company	PO # 710406		
03/27/2022	117289549		PO # 710406	01-General Operating Fund:700-South Beach	-18,955.80
TOTAL					-18,955.80
04/11/2022	47446	DOWL	PD5 Project - Engineering services July 4, 2021 - January 29, 2022		
04/08/2022	0860-0003.50-9		PD5 Project - Engineering services July 4, 2021 - January 29, 2022	01-General Operating Fund:300-Commercial Marina	-3,691.40
TOTAL					-3,691.40
04/11/2022	47447	Englund Marine Supply Co Inc			
03/30/2022	K93405/6		PO # 50238	01-General Operating Fund:500-International Terminal	-1.62
03/30/2022	993420/6		PO # 1.50	01-General Operating Fund:500-International Terminal	-1.50
04/04/2022	993622/6		PO # 50240	01-General Operating Fund:500-International Terminal	-17.82
04/04/2022	993628/6		PO # 50239	01-General Operating Fund:500-International Terminal	-287.39
TOTAL					-308.33
04/11/2022	47448	First Interstate Bank MC			
03/22/2022	3434 CU 03 2022		C. Urbach	01-General Operating Fund:700-South Beach:760-SB Operations	-139.77
04/07/2022	1350 MB 2022-3		FIB MC - MB 1/2021 charges	01-General Operating Fund:100- Administration	-611.24
04/07/2022	1335 PM 2022-3		FIB MC-PM 1/24-2/20/2022 charges		-178.60
04/07/2022	3459 DM 2022-3		FIB MC - DM charges	01-General Operating Fund:500-International Terminal	-73.95
TOTAL					-1,003.56
04/11/2022	47449	HDR Engineering Inc	PD 5 Pier Replacement 3200-16-01/Proj # 3400-20-03/EDA Proj # 0...		
04/05/2022	1200421475		Professional Services - Project Accountant	01-General Operating Fund:300-Commercial Marina	-1,725.07
TOTAL					-1,725.07
04/11/2022	47450	Hyak			
03/18/2022	30676		IT services - MS 365, web filtering, desktop support 4/1/22-4/30/22	01-General Operating Fund:100- Administration	-159.00
03/30/2022	28010		Dock 7 camera relocation/PD 5 pier camers	01-General Operating Fund:300-Commercial Marina	-4,843.78
04/01/2022	30926		IT services - MS 365, web filtering, desktop support 4/15/22-5/14/22	01-General Operating Fund:100- Administration	-4,996.00
TOTAL					-9,998.78

PON - General Operatind Fund
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Date	Num	Name	Memo	Class	Paid Amount
04/11/2022	47451	IconiPro Security Alarms Inc	NIT/FWT fire & security monitoring (05/1/22-7/31/22)		
04/01/2022	39244		NIT - fire & security monitoring FWT fire & security monitoring	01-General Operating Fund:500-International Terminal 01-General Operating Fund:500-International Terminal	-125.97 -125.97
TOTAL					-251.94
04/11/2022	47452	Integrity Data	Monthly Subscription		
04/01/2022	CB04179		Monthly Subscription Fee 4/1-4/30/2022	01-General Operating Fund:100- Administration	-200.00
TOTAL					-200.00
04/11/2022	47453	Keller Supply Company	PO # 710488		
03/09/2022	S020141465.005		PO # 710488	01-General Operating Fund:700-South Beach	-18.08
TOTAL					-18.08
04/11/2022	47454	KOPIS			
03/01/2022	PCINV05326		Consulting	01-General Operating Fund:100- Administration	-3,997.50
TOTAL					-3,997.50
04/11/2022	47455	MacPherson Gintner & Diaz	2522.01 General Business-PG		
03/31/2022	82311		2522.01 General Business-PG	01-General Operating Fund:100- Administration	-487.50
TOTAL					-487.50
04/11/2022	47456	Newport Rental Service	PO # 50241		
04/04/2022	138671		PO # 50241	01-General Operating Fund:500-International Terminal	-34.50
TOTAL					-34.50
04/11/2022	47457	Newport Signs	PO # 30358		
03/31/2022	11300		PO # 30358	01-General Operating Fund:300-Commercial Marina	-740.00
TOTAL					-740.00
04/11/2022	47458	Oregon Department of Human Services	028505DNS1 - Swenson, Jennifer		
03/11/2022	028505DNS21		028505DNS1 - Swenson, Jennifer		-339.89
TOTAL					-339.89
04/11/2022	47459	Oregon Department of State Lands	Application Fee Clearwater/Goplen		
04/08/2022	APP -CW Goplen		Application Fee Clearwater/Goplen	01-General Operating Fund:300-Commercial Marina	-750.00
TOTAL					-750.00

**PON - General Operatind Fund
Accounts Paid Report
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Date	Num	Name	Memo	Class	Paid Amount
04/11/2022	47460	Orkin	Act # 33231305-Pest Control		
04/01/2022	226589982		Pest Control	01-General Operating Fund:100- Administration	-53.33
TOTAL					-53.33
04/11/2022	47461	PacificSource Administrators Inc			
04/05/2022	5946		HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
			HRE Insurance Withholding	01-General Operating Fund:500-International Terminal	-50.00
04/20/2022	59465		HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
			HRE Insurance Withholding	01-General Operating Fund:500-International Terminal	-50.00
04/30/2022	23462		Flat Monthly Fee	01-General Operating Fund:100- Administration	-85.00
TOTAL					-474.50
04/11/2022	47462	Pioneer Connect			
04/01/2022	113823 04/2022		SB Office phone	01-General Operating Fund:700-South Beach:710-SB Customer Service	-221.84
04/01/2022	115083 4/2022		SB shop phone	01-General Operating Fund:700-South Beach:760-SB Operations	-40.68
TOTAL					-262.52
04/11/2022	47463	Platt Electric Supply Inc			
03/11/2022	2P03374		PO # 30360	01-General Operating Fund:300-Commercial Marina	-10.16
03/25/2022	2P03339		PO # 30361	01-General Operating Fund:300-Commercial Marina	-111.04
TOTAL					-121.20
04/11/2022	47464	RentPrep Enterprise	Background checks		
04/01/2022	7610		Background checks	01-General Operating Fund:700-South Beach:710-SB Customer Service	-14.95
TOTAL					-14.95
04/11/2022	47465	Sierra Springs			
03/31/2022	21798087 040222			01-General Operating Fund:100- Administration	-20.82
TOTAL					-20.82
04/11/2022	47466	Solmar Hydro Inc	PO # 50212, 710470		
03/31/2022	PON 01 22		PO # 50212, 710470	01-General Operating Fund:500-International Terminal	-2,000.00
			PO # 50212, 710470	01-General Operating Fund:700-South Beach	-2,500.00
TOTAL					-4,500.00
04/11/2022	47467	Streamline	Website monthly fee		
04/01/2022	AC7C0FE6-0017		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00

**PON - General Operatind Fund
Accounts Paid Report
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Date	Num	Name	Memo	Class	Paid Amount
04/11/2022	47468	TCB Security Services Inc.	Monthly Security		
04/01/2022	240646		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
04/11/2022	47469	TWGW Inc NAPA Auto Parts			
03/30/2022	948124		PO # 30359	01-General Operating Fund:300-Commercial Marina	-27.99
04/05/2022	949377		PO # 50242	01-General Operating Fund:300-Commercial Marina	-151.96
04/05/2022	949197		PO # 50242	01-General Operating Fund:500-International Terminal	-19.99
04/06/2022	949628		PO # 710534	01-General Operating Fund:700-South Beach	-152.59
TOTAL					-352.53
04/11/2022	47470	Valley Fire Control Inc			
03/30/2022	101037		Annual Extinguisher Service	01-General Operating Fund:300-Commercial Marina	-417.50
03/30/2022	101036		PO # 50235	01-General Operating Fund:500-International Terminal	-542.50
03/30/2022	101063		South Beach	01-General Operating Fund:700-South Beach	-282.50
TOTAL					-1,242.50
04/11/2022	47471	Oregon Department of State Lands	Port of Newport/Application Fee		
04/11/2022	PON - App Fee		Port of Newport/Application Fee	01-General Operating Fund:100- Administration	-750.00
TOTAL					-750.00
04/11/2022	47472	Special Districts Insurance Services	Monthly health-dental-life insurance/03-0016278		
04/01/2022	Apr Health-Dental-Lf		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-5,347.14
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial Marina	-7,129.52
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Service	-3,545.04
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-2,690.34
			Monthly health-dental-life insurance	01-General Operating Fund:500-International Terminal	-1,792.24
TOTAL					-20,504.28
04/15/2022	47473	Alsea Bay Power Products Inc	Customer # 1515		
04/05/2022	358789		Customer # 1515	01-General Operating Fund:700-South Beach	-451.94
TOTAL					-451.94
04/15/2022	47474	Amazon Capital Services Inc			
03/24/2022	1NJG-XHVV-3G9G		ACT # A1FGJV116UT7J7/ PO # 710521	01-General Operating Fund:700-South Beach	-115.00
03/28/2022	19H3-GNJL-174R		Account # A1FGJV116UT7J7-PO #710523	01-General Operating Fund:700-South Beach	-493.15
04/03/2022	1GV4-NLQR-X3V7		ACT # A1FGJV116UT7J7 PO # 710530	01-General Operating Fund:700-South Beach	-49.98
TOTAL					-658.13

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Date	Num	Name	Memo	Class	Paid Amount
04/15/2022	47475	Barrelhead Supply Inc			
04/11/2022	318010		PO # 710536	01-General Operating Fund:700-South Beach	-199.99
04/12/2022	318059		CUST # 43321- PO # 50243	01-General Operating Fund:500-International Terminal	-74.97
TOTAL					-274.96
04/15/2022	47476	Cedar Creek Quarries Inc	PO # 710519		
03/18/2022	0123201-IN		PO # 710519	01-General Operating Fund:700-South Beach	-1,220.59
TOTAL					-1,220.59
04/15/2022	47477	Century Link	Apr 2022		
04/05/2022	541-265-4235 840B		Apr 2022	01-General Operating Fund:100- Administration	-40.41
TOTAL					-40.41
04/15/2022	47478	City of Newport Room Tax	Transient room tax - March 2022		
04/11/2022	CON Rm Tax 2022-3		Transient room tax - March 2022	01-General Operating Fund:700-South Beach	-5,079.34
TOTAL					-5,079.34
04/15/2022	47479	Dahl & Dahl Inc	PO # 710540		
04/14/2022	292441		PO # 710540	01-General Operating Fund:700-South Beach	-315.25
TOTAL					-315.25
04/15/2022	47480	Edge Analytical Inc	PO # 50224		
03/31/2022	22-06743		PO # 50224	01-General Operating Fund:500-International Terminal	-564.00
TOTAL					-564.00
04/15/2022	47481	HR Answers Inc	Professional Services		
04/10/2022	50848		Professional Services	01-General Operating Fund:100- Administration	-198.00
TOTAL					-198.00
04/15/2022	47482	Idea Print Works Inc			
03/01/2022	12448		PO # 710463	01-General Operating Fund:700-South Beach	-499.25
03/23/2022	12629		PO # 710520	01-General Operating Fund:700-South Beach	-183.00
TOTAL					-682.25
04/15/2022	47483	KOPIS			
04/15/2022	PCINV05560		March Subscription	01-General Operating Fund:100- Administration	-500.00
04/15/2022	PCINV05458		BC Implementation/Pacsoft	01-General Operating Fund:100- Administration	-12,577.50
TOTAL					-13,077.50

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Date	Num	Name	Memo	Class	Paid Amount
04/15/2022	47484	Lincoln County Public Works	Act # 971		
04/01/2022	6293		Act # 971	01-General Operating Fund:300-Commercial Marina	-254.17
			Act # 971	01-General Operating Fund:700-South Beach	-160.40
TOTAL					-414.57
04/15/2022	47485	Lincoln Plumbing Inc	PO# 710529		
03/01/2022	23911		PO# 710529	01-General Operating Fund:700-South Beach	-320.00
TOTAL					-320.00
04/15/2022	47486	Newport News-Times	PO # 10236		
03/25/2022	102501 2022-4		PO # 10236	01-General Operating Fund:100- Administration	-30.00
TOTAL					-30.00
04/15/2022	47487	NW Natural			
03/21/2022	1584561-3 22-04		SB gas - shop	01-General Operating Fund:700-South Beach:760-SB Operations	-103.29
03/21/2022	1584562-1 22-04		SB natural gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-270.70
TOTAL					-373.99
04/15/2022	47488	Pacific Coast Lock & Safe LLC	PO # 710528		
04/13/2022	11362		PO # 710528	01-General Operating Fund:700-South Beach	-2,882.50
TOTAL					-2,882.50
04/15/2022	47489	Platt Electric Supply Inc			
04/11/2022	2R61539		PO # 710538	01-General Operating Fund:700-South Beach	-63.03
04/12/2022	2R55714		PO # 710538-Partial Order	01-General Operating Fund:700-South Beach	-3.54
TOTAL					-66.57
04/15/2022	47490	Sherwin-Williams	PO # 710533		
04/06/2022	3768-0		PO # 710533	01-General Operating Fund:700-South Beach	-153.26
TOTAL					-153.26
04/15/2022	47492	Suburban Propane			
03/31/2022	166284		ACT # 1568-103903	01-General Operating Fund:300-Commercial Marina	-495.23
03/31/2022	166403		Act # 1568-103888	01-General Operating Fund:700-South Beach	-165.09
04/13/2022	107064		ACT # 1568-103903	01-General Operating Fund:300-Commercial Marina	-895.37
TOTAL					-1,555.69
04/15/2022	47493	Thompson's Sanitary Service Inc			
03/31/2022	12058 2022-3		Trash disposal - Int'l Terminal	01-General Operating Fund:500-International Terminal	-1,858.62
03/31/2022	13499 2022-3		Trash Compactor - CM Trash disposal	01-General Operating Fund:300-Commercial Marina	-1,880.74
03/31/2022	12514 2022-3		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-3,252.77
TOTAL					-6,992.13!

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Date	Num	Name	Memo	Class	Paid Amount
04/15/2022	47494	Toyota Industries Commercial Finance Inc	Debt service - 2017 CM Forklift		
04/04/2022	4003460766		2017 CM Forklift - Principal	01-General Operating Fund:300-Commercial Marina	-646.65
			2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial Marina	-12.90
TOTAL					-659.55
04/15/2022	47495	Ultrex Business Solutions	Kyocera Printer Equipment		
03/28/2022	INV109226		Kyocera Printer Equipment	01-General Operating Fund:100- Administration	-16.67
TOTAL					-16.67
04/15/2022	47496	Voya (State of Oregon Plan)	Monthly Employee Contributions		
04/01/2022			Durkee, James (8024)	01-General Operating Fund:100- Administration	-50.00
TOTAL					-50.00
04/15/2022	47497	Wells Fargo Financial Leasing	603-0208292 3/30/22-4/29/22		
04/15/2022	501963036		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
04/15/2022	47498	WHA Insurance Agency Inc	Policy # STP417872 4/5/22-4/5/23		
04/12/2022	843647		Policy # STP417872 4/5/22-4/5/23	01-General Operating Fund:700-South Beach	-10,797.54
TOTAL					-10,797.54
04/28/2022	47500	4 imprint	PO # 720046		
04/18/2022	22753345		PO # 720046	01-General Operating Fund:700-South Beach	-493.13
TOTAL					-493.13
04/28/2022	47501	Amazon Capital Services Inc			
04/17/2022	1R3Q-R9KR-V19T			01-General Operating Fund:100- Administration	-107.99
TOTAL					-107.99
04/28/2022	47502	Barrelhead Supply Inc			
04/15/2022	318245		PO # 10541	01-General Operating Fund:700-South Beach	-48.35
04/18/2022	318286		PO # 710543	01-General Operating Fund:700-South Beach	-171.78
04/18/2022	318392		PO # 710546	01-General Operating Fund:700-South Beach	-4.59
TOTAL					-224.72
04/28/2022	47503	Carlson Testing, Inc	Project # 2201866		
04/02/2022	127249		Concrete Testing/Baldwin General Contracting	01-General Operating Fund:100- Administration	-1,600.00
TOTAL					-1,600.00

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Date	Num	Name	Memo	Class	Paid Amount
04/28/2022	47504	Carver Inc	SB Fuel Dock		
04/28/2022	14671		SB Fuel Dock	01-General Operating Fund:700-South Beach	-85.45
TOTAL					-85.45
04/28/2022	47505	Cedar Creek Quarries Inc	PO # 710535		
04/15/2022	0123370-IN		PO # 710535	01-General Operating Fund:700-South Beach	-721.52
TOTAL					-721.52
04/28/2022	47506	Century Link	Apr 2022		
04/13/2022	541-574-1053-245B 04		Apr 2022	01-General Operating Fund:100- Administration	-40.41
TOTAL					-40.41
04/28/2022	47507	Cooper, Casey	Truck Repair Reimbursement-Wilson Motors		
04/01/2022	654097		Truck Repair Reimbursement-Wilson Motors	01-General Operating Fund:300-Commercial Marina	-3,657.29
TOTAL					-3,657.29
04/28/2022	47508	Dahl & Dahl Inc	PO # 50248		
04/18/2022	292617		PO # 50248	01-General Operating Fund:500-International Terminal	-249.40
TOTAL					-249.40
04/28/2022	47509	De Lage Landen Financial Services, Inc	Act # 119919/Contract # 500-50369481		
04/09/2022	75983055		4/1/2022-4/30/2022	01-General Operating Fund:100- Administration	-320.00
			4/1/2022-4/30/2022	01-General Operating Fund:700-South Beach	-320.00
TOTAL					-640.00
04/28/2022	47510	Doug's Electric Inc	PO # 710518		
04/01/2022	C36578F		Old Cherry Plant Building	01-General Operating Fund:700-South Beach	-8,359.00
TOTAL					-8,359.00
04/28/2022	47511	Harvey's Lock & Key			
04/08/2022	23561		PO # 30357	01-General Operating Fund:300-Commercial Marina	-628.45
04/08/2022	23575		PO # 30363	01-General Operating Fund:300-Commercial Marina	-122.70
TOTAL					-751.15
04/28/2022	47512	Hyak	IT services - MS 365, web filtering, desktop support 5/1/2022-5/31/...		
05/15/2022	31102		IT services - MS 365, web filtering, desktop support 5/1/2022-5/31/2022	01-General Operating Fund:100- Administration	-159.00
TOTAL					-159.00

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05/16/22

**PON - General Operatind Fund
Accounts Paid Report
April 2022**

Date	Num	Name	Memo	Class	Paid Amount
04/28/2022	47513	Keller Supply Company	PO # 710488		
03/29/2022	S020141465.006		PO # 710488	01-General Operating Fund:700-South Beach	-580.88
TOTAL					-580.88
04/28/2022	47514	MASA - Medical Air Services Association	Group B2BPOP/Member ID 2083219/Tucker		
04/19/2022	1235127		April 2022	01-General Operating Fund:100- Administration	-14.00
TOTAL					-14.00
04/28/2022	47515	Mobile Modular	Act # R1028034 24x60 Rent 4/14/22 - 5/13/22		
04/14/2022	2268678		Act # R1028034 24x60 Rent 4/14/22 - 5/13/22	01-General Operating Fund:300-Commercial Marina	-1,200.00
TOTAL					-1,200.00
04/28/2022	47516	Newport Fishermen's Wives	Blessing of the Fleet Sponsorship		
04/28/2022	Sponser		Blessing of the Fleet Sponsorship	01-General Operating Fund:100- Administration	-500.00
TOTAL					-500.00
04/28/2022	47517	NW Natural			
04/19/2022	1584561-3 22-05		SB gas - shop	01-General Operating Fund:700-South Beach:760-SB Operations	-579.01
04/19/2022	1584562-1 22-05		SB natural gas	01-General Operating Fund:700-South Beach:710-SB Customer Service	-225.31
TOTAL					-804.32
04/28/2022	47518	Oregon Business Development Dept - OBDD	Loan # 655-36-02 Q1001		
04/25/2022	655-36-02 2022-05		Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-5,753.65
			Loan # 655-36-02 Q1001	01-General Operating Fund:500-International Terminal	-2,046.35
TOTAL					-7,800.00
04/28/2022	47519	Oregon Department of Human Services	028505DNS1 - Swenson, Jennifer - 4/15/22		
04/15/2022	028505DNS21		028505DNS1 - Swenson, Jennifer - 4/15/22		-330.17
TOTAL					-330.17
04/28/2022	47520	Pacific Northwest Waterways Assoc.	2022 Virtual Mission to Washington DC		
03/31/2022	6446		2022 Virtual Mission to Washington DC	01-General Operating Fund:700-South Beach	-150.00
TOTAL					-150.00

PON - General Operatind Fund
Accounts Paid Report
April 2022

Date	Num	Name	Memo	Class	Paid Amount
04/28/2022	47521	PacificSource Administrators Inc			
05/05/2022	62234		HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
05/05/2022	62235		HRE Insurance Withholding	01-General Operating Fund:500-International Terminal	-50.00
			HRE Insurance Withholding	01-General Operating Fund:100- Administration	-81.75
			HRE Insurance Withholding	01-General Operating Fund:700-South Beach:760-SB Operations	-50.00
			HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-13.00
05/31/2022	24491		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
04/28/2022	47522	Papé Material Handling Exchange Inc			
04/14/2022	8751630		PO # 50227	01-General Operating Fund:500-International Terminal	-758.48
04/14/2022	8751631		PO # 50244	01-General Operating Fund:500-International Terminal	-937.69
TOTAL					-1,696.17
04/28/2022	47523	Peace, John	Adtl refund from cancelled reservation		
04/25/2022	Refund 08 2022		Adtl refund from cancelled reservation	01-General Operating Fund:700-South Beach	-80.00
TOTAL					-80.00
04/28/2022	47524	Pioneer Printing Inc	PO # 720044		
04/12/2022	77723		PO # 720044	01-General Operating Fund:700-South Beach	-28.20
TOTAL					-28.20
04/28/2022	47525	Platt Electric Supply Inc	PO # 30352		
04/14/2022	2R29834		PO # 30352	01-General Operating Fund:300-Commercial Marina	-338.88
TOTAL					-338.88
04/28/2022	47526	Rau Plumbing Inc	PO # 50253		
04/28/2022	36259		PO # 50253	01-General Operating Fund:500-International Terminal	-163.00
TOTAL					-163.00
04/28/2022	47527	Rondys Inc dba Yaquina Industrial Park	Gear storage lease		
04/25/2022			Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
04/28/2022	47528	Sequoia Consulting	Grants - 3/28/2022 & 4/6/2022		
04/22/2022	44		Grants - 3/28/2022 & 4/6/2022	01-General Operating Fund:100- Administration	-187.50
TOTAL					-187.50

PON - General Operatind Fund
Accounts Paid Report
April 2022

Date	Num	Name	Memo	Class	Paid Amount
04/28/2022	47529	T & L Chemical Toilet Service			
03/26/2022	156929		Chemical Toilet Rental:Newport-Bay Front:3/26/22 to 4/25/22	01-General Operating Fund:300-Commercial Marina	-340.00
03/26/2022	156930		Special Service Toilets, 3/31,4/7,4/14,4/1	01-General Operating Fund:300-Commercial Marina	-320.00
03/26/2022	156931		Chemical Toilet Rental : Marina Store: 3/26-4/25	01-General Operating Fund:700-South Beach:760-SB Operations	-85.00
03/26/2022	156932		Chemical Toilet Rental: South Beach South Restroom 3/26/22-4/25/22	01-General Operating Fund:700-South Beach:760-SB Operations	-85.00
03/26/2022	156933		Chemical Toilet Rental Marina & RV Park 3/26-4/25/22	01-General Operating Fund:700-South Beach:760-SB Operations	-85.00
03/26/2022	156934		Chemical Toilet Rental: NIT 3/26/25/22	01-General Operating Fund:500-International Terminal	-85.00
03/26/2022	156935		Chemical Toilet Rental SB Marina-Dry Camp/Boat Launch 3/26-4/25/22	01-General Operating Fund:700-South Beach	-85.00
04/21/2022	169825		PO # 50249	01-General Operating Fund:500-International Terminal	-450.00
TOTAL					-1,535.00
04/28/2022	47530	Toyota Lift NW			
04/19/2022	1488636		PO # 30362	01-General Operating Fund:300-Commercial Marina	-161.09
04/22/2022	74700169		PO # 710547	01-General Operating Fund:700-South Beach	-147.87
TOTAL					-308.96
04/28/2022	47531	Verizon Wireless	Port cell phones and MiFi		
04/13/2022	9904001499		Port cell phones and MiFi	01-General Operating Fund:100- Administration	-215.20
			Port cell phones and MiFi	01-General Operating Fund:300-Commercial Marina	-73.72
			Port cell phones and MiFi	01-General Operating Fund:500-International Terminal	-73.72
			Port cell phones and MiFi	01-General Operating Fund:700-South Beach	-86.99
TOTAL					-449.63
04/28/2022	47532	Windcave, Inc	Proj-Finance System - Customer ID # 100031/Service Fee		
03/31/2022	1941128		Proj-Finance System - Customer ID # 100031/Service Fee	01-General Operating Fund:100- Administration	-123.82
04/03/2022	1927387	Windcave, Inc	Proj-Finance System - Customer ID # 100031- Setup Fee		0.00
04/03/2022	1927388	Windcave, Inc	Proj-Finance System - Customer ID # 100031/Service Fee - Setup Fee...		0.00
04/03/2022	1927398		Proj-Finance System - Customer ID # 100031 - Service Fee	01-General Operating Fund:100- Administration	-1,845.72
TOTAL					-1,969.54

**NOAA Lease Revenue Fund
Check Detail
April 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
04/26/2022	EFT	Central Lincoln PUD	302612069	
04/08/2022	302612069 22-4		Electric-Lease Property (Formerly Yaquina Bay Fruit Proc)	-539.31
TOTAL				-539.31
04/11/2022	15294	Pioneer Connect	bus-159375	
04/07/2022	159375 2022-04			-177.98
TOTAL				-177.98
04/11/2022	15295	Solmar Hydro Inc	PO # 60079	
03/01/2022	PON 1 22		PO # 60079	-4,500.00
TOTAL				-4,500.00
04/11/2022	15296	Special Districts Insurance Services	March Health, Dental and Life Premium	
04/07/2022	Apr 03-0016278		March Health, Dental and Life Premium	-896.12
TOTAL				-896.12
04/11/2022	15297	Spiro Landscapes Inc		
03/28/2022	00026989		Monthly Landscape Maintenance	-455.00
04/08/2022	00027034		Monthly Landscape Maintenance	-990.00
TOTAL				-1,445.00
04/11/2022	15299	First Cascade Corporation	NOAA Flooring	
04/07/2022	22005-3		NOAA Flooring/remainder of contracted amount	-124,046.00
TOTAL				-124,046.00
04/15/2022	15300	Bill's Pest Control LLC	2-0111	
04/15/2022	23425		Monthly Service	-135.00
TOTAL				-135.00

**NOAA Lease Revenue Fund
Check Detail
April 2022**

Date	Num	Name	Memo	Paid Amount
04/15/2022	15301	Lincoln County Public Works	3/1/22-3/31/22	
04/01/2022	6293		3/1/22-3/31/22	-44.51
TOTAL				-44.51
04/15/2022	15302	Thompsons Sanitary Service		
03/31/2022	22644 2022-3			-637.00
TOTAL				-637.00
04/28/2022	15303	Bill's Pest Control LLC	2-0111	
04/13/2022	25000		Monthly Service Account # 2-0111	-270.00
TOTAL				-270.00
04/28/2022	15305	MC Dean Inc	PO60088: service contract for APC battery back-up systems	
04/28/2022	B06955B01001		PO60061: service contract for APC battery back-up systems	-4,205.00
TOTAL				-4,205.00
04/28/2022	15306	Northwest Fire Suppression Inc	PO # 60091	
04/14/2022	32299		Semi-Annual Inspection on the Clean Agent System	-5,845.00
TOTAL				-5,845.00
04/28/2022	15307	Road & Driveway Co	PO # 60095	
04/15/2022	0028839-IN		PO # 60095	-585.92
TOTAL				-585.92
04/28/2022	15308	Verizon Wireless	Mar 13 - Apr 12	
04/25/2022	9904001499		Mar 13 - Apr 12	-26.88
TOTAL				-26.88

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05/16/22

NOAA Lease Revenue Fund
Check Detail
April 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
04/28/2022	15309	Coastal Refrigeration Heating & AC...	PO # 60095	
04/13/2022	i3302		PO # 60095	-874.71
TOTAL				-874.71



Staff Report – Auditor

DATE: May 24, 2022
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance & Business Services

Overview

State law requires local government entities, whose spending exceeds \$500,000 annually, to have a qualified firm prepare an annual audit report. This report must be filed with the Secretary of State Audits Division within six months after the close of the municipality's fiscal year, December 31st for the Port. The current audit contract ended when Kern-Thompson filed the Audit report with the Secretary of State Audit Division in 2021.

Details

Earlier this year an Audit RFP was sent out to seven (7) CPA firms that are qualified to perform municipal audits, some were local to Newport, others were not. The RFP closed on May 12, 2022. The Port received a single response, this response was from the Port's current audit firm, Kern-Thompson. Considering inflation, the pricing proposed from Kern-Thompson was in-line with previous years.

Additionally, Port staff have been generally pleased with the services provided and the responsiveness of Kern-Thompson when asking questions outside of the audit. The additional questions have been responded to at no additional cost to the Port.

Based on current inflation and Kern-Thompson not wanting to outpace the consumer price Index (CPI), Kern Thompson has proposed that future cost increases for auditing be limited to a maximum of the CPI index for the year.

Recommendation

I recommend the following motion, if not included in the consent calendar:

I move to authorize the Port General Manager or designee contract with Kern-Thompson for a 5 year period for audit services. The contract for the first year shall not exceed \$30,000, plus an additional \$7,000, if a single audit is required. For the additional 4 years, the cost for each year of the contract shall not exceed the previous years cost plus the CPI for the year.

###



S T A F F R E P O R T

DATE: *05/26/22*
RE: *City of Newport Amended MOU regarding use of Port sand*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

Back in 02/25/20 the Port of Newport Commission approved an Amended Memorandum of Understanding between the Port and the City of Newport regarding use of Port sand for fill material in exchange for using the airport for disposal of clean fill material.

The amendment was never signed by the City and the Port has been working with the City since on additional language to be added to the agreement.

The attached Amended Memorandum of Understanding now reflects additional language requested by the City.

RECOMMENDATION

I recommend the Commission make a Motion. **“I move to approve the Amended Memorandum of Understanding to include the additional language, as requested by the City of Newport.”**

AMENDED MEMORANDUM OF UNDERSTANDING

This AMENDED MEMORANDUM OF UNDERSTANDING (this "Amendment"), dated effective this ____ day of _____, 2020 (the "Effective Date"), is by and between the Port of Newport (the "Port") and the City of Newport (the "City").

RECITALS

WHEREAS, on the 15th of June 2016, the Port and the City entered into a Memorandum of Understanding (the "Original Agreement") where the Port and the City agreed the Port would dispose of clean fill material in exchange to provide the city clean buildable material during the term of the Original Agreement, and

WHEREAS, the Port and the City now desire to extend and amend certain provisions of the Original Agreement as follows.

AGREEMENT

1. ACKNOWLEDGMENT

Section 3 of the Original Agreement shall be deleted in its entirety and replaced with the following:

"The parties acknowledge that the "clean buildable material" is obtained and is owned by the State of Oregon. The said material to be supplied to the City will be acquired by the Port from the State of Oregon at no cost to the City. The Port will pay the charge for such materials at the current rate as established by the State of Oregon. The City shall allow the Port to access the Airport site to dispose "clean ~~unbuildable fill~~ material" ~~as at~~ reasonable times and places. ~~Port will coordinate placement with the Airport Director.~~ "clean buildable material" will be provided to the City as described herein and will be transported at the sole cost of the City to locations/projects and at times as determined by the City. The Port may be entitled to charge the City a Truck Toll as set by the Port Rates. The current rate set for vehicles with a Commercial Motor Vehicle Classification of Class 6 Or higher (GVWR of 19,501 lbs or above) is at \$7.00 per axle. The City rate will follow the Port's most current rate, which may be revised on an annual basis. Increase to the rate will not exceed annual cost of living index. The Port agrees to discount the rate by \$2.00 per axle should the City move more than 6,000 cubic yard in a single month.

Material Disposal – The Port will coordinate placement of material with the Airport Director prior to each haul event. The Port will obtain any applicable permits related to haul/disposal activities. Site will be graded to a relatively flat/level condition; to allow proper drainage of stormwater and prevent ponding. Port shall implement appropriate erosion control measures on placed materials to avoid erosion or migration of sediment (i.e. seeding, etc.).

Haul Road – prior to hauling material, the haul road will be inspected by both the City and Port to document condition. The Port shall make any improvements deemed necessary to safely access the material disposal location. Within 5 business days of any hauling activity, the City and Port will re-inspect the haul road condition. Port will restore the haul-road to pre-haul condition at the Port’s expense.

2. DURATION AND TERMINATION OF AGREEMENT

Section 5 of the Original Agreement shall be deleted in its entirety and replaced with the following:

“This Agreement shall continue for a period of 10 years from the date of execution, and shall continue in effect until terminated by either party with written notice of such intent to terminate to the other party.”

3. MUTUAL INDEMNIFICATIONS

If there are any third party claims against either parties caused by either parties removal or deposit of materials, either party will indemnify, defend (by counsel reasonably acceptable to the other party) protect and hold the other party harmless for, from, and against any and all claims, liabilities, penalties, forfeitures, losses, or expenses (including attorneys’ fees) arising therefrom. “Third party claims” are defined as any claims or rights of recovery by any person or entity (including governmental agencies): (1) which result from injury, damage, or loss to or of any person or property; or (2) for cost recovery, removal, or remedial action. Third party claims will also include any costs paid or payable by either party for damage, loss, injury, investigation, removal, remediation, or other liability in response to any third party claim or in anticipation of any enforcement or remedial action undertaken or threatened by any governmental agency or private party.

The indemnification obligation under this paragraph with respect to any liability or expenses of whatever kind or nature, arising out of or in connection with the performance or non-performance of either party's respective obligation under this agreement, shall be no greater than that prescribed by the provisions of ORS 30.260 to 30.302. this limitation on either party's indemnification obligation shall be the same whether the actions or damages being indemnified are characterized as tortious or contractual in nature.

4. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and undertakings, both written and oral, among the parties hereto with respect to the subject matter hereof. Any Schedules and Exhibits identified in this Agreement are incorporated herein by reference and made part hereof.

IN WITNESS WHEREOF, the parties hereto have subscribed their names effective as of the date first set forth above.

Port of Newport

By: _____
Paula J. Miranda, General Manager

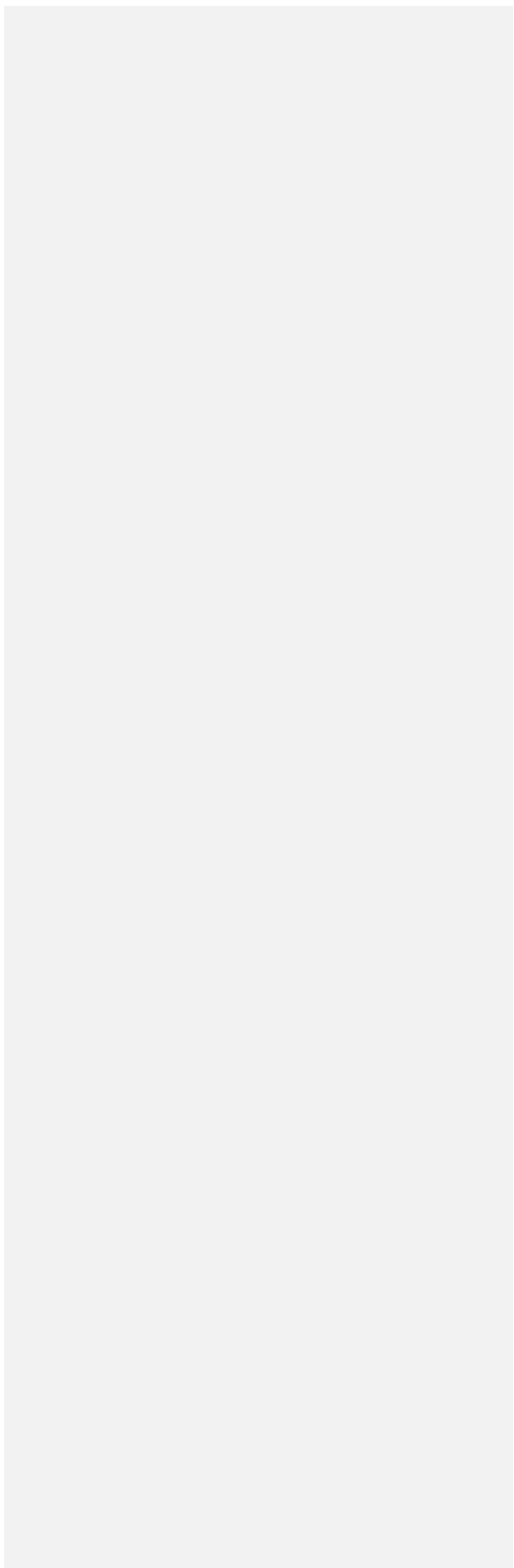
Dated: _____

City of Newport

By: _____

Dated: _____

As Its: _____





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

DATE: **May 19, 2022**
RE: **Hoist Dock Electrical Rewire**
TO: **Paula Miranda, General Manager**
ISSUED BY: **Aaron Bretz, Director of Operations**

BACKGROUND

The electrical conductors that power the hoists and cranes at the Hoist Dock are at low enough of an elevation that they get wet during storm events. We need to move the conductors and junction boxes out of that area and make them more easily accessible for maintenance.

DETAIL

This reconfiguration of the wiring at the Hoist Dock will permanently fix the wiring problems at the Hoist Dock, and will last through the end of the service life of the dock and hoists. The lowest of three quotes for the work was Western States at \$28,958.

The work is made more complex by the location, which will require the contractor to work from a float positioned underneath the pier to give them access to the existing wiring. We will also have to maintain power to a portion of the dock to keep it in operation through the work, which will have to be scheduled around tides.

BUDGET IMPACTS

We budgeted for this work for this fiscal year and in next fiscal year, so there is and will be room in the budget, regardless of the completion date.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM OR DESIGNEE TO CONTRACT WITH WESTERN STATES TO RELOCATE THE ELECTRICAL CONDUCTORS AT THE HOIST DOCK AT A COST NTE \$32,000 WHICH INCLUDES A 10% CONTINGENCY.



NEW BUSINESS

DATE: May 19, 2022
RE: ODOT Bridge Inspection IGA
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

I have attached an amendment to the existing inter-governmental agreement (IGA) with ODOT for bridge inspection services that the Port maintains for inspection of the NOAA MOC-P Pier. This amendment adds the same services for the new Port Dock 5 Pier.

DETAIL

The Port maintains an inter-governmental agreement (IGA) with ODOT for annual inspection services on the NOAA MOC-P Pier. Through this agreement, we get an annual inspection and report completed by an ODOT bridge inspector on the condition of the pier at no cost to the Port. Although we look at the pier primarily as a structure for mooring ships, because it is constructed for vehicles to drive on, ODOT views it as a bridge. From ODOT's perspective, the Port Dock 5 Pier is another structure that they consider to be a bridge that is connected to the roadway.

We benefit from this agreement because we gain the services of a highly trained and experienced inspector who scrutinizes our infrastructure and provides recommendations at the first sign of corrosion or degradation of the pier. This allows us to take early action to avoid serious repair costs as a problem grows to become more expensive and less manageable.

BUDGET IMPACTS

This agreement is of no cost to the Port.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE ODOT IGA AMENDMENT FOR THE PORT DOCK 5 PIER.

**AMENDMENT NUMBER 01
INTERGOVERNMENTAL AGREEMENT
Statewide Bridge Inspections
*Port of Newport***

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as “State” or “ODOT,” and **Port of Newport**, acting by and through its Board of Commissioners, hereinafter referred to as “Agency,” entered into on September 1, 2015.

It has now been determined by ODOT and Agency that the Agreement referenced above shall be amended to add a new bridge inspection, update language, and update contacts.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

a. **Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to “Exhibit A” shall hereinafter be referred to as “Revised Exhibit A.”**

b. **ODOT Obligations, Paragraph 2, Page 3, which reads:**

2. Following the completion of work tasks, ODOT will place official hard copies of the bridge inventory, inspection and load rating reports in the bridge file. The inspection report will be signed by the designated bridge inspection team leader and the load rating report will be signed and stamped by the designated engineer of record.

Shall be deleted in its entirety and replaced with the following:

2. Following the completion of work tasks, ODOT will place official copies of the bridge inventory, inspection and load rating reports in the bridge file. The inspection report will be signed by the designated bridge inspection team leader and the load rating report will be signed and stamped by the designated engineer of record.

c. **ODOT Obligations, Paragraph 8, Page 4, which reads:**

8. ODOT’s Project Manager for this Agreement is Craig Shike, ODOT Bridge Operations and Standards Managing Engineer, 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3323, Craig.L.SHIKE@odot.state.or.us, or assigned designee upon individual’s absence.

Shall be deleted in its entirety and replaced with the following:

8. ODOT's Project Manager for this Agreement is Joel Boothe, ODOT Bridge Operations Manager, 4040 Fairview Industrial Dr. SE MS#4, Salem, OR 97302, 503-986-3337, Joel.E.BOOTHE@odot.oregon.gov, or assigned designee upon individual's absence.

d. ODOT Obligations, Paragraph 9, Page 4, which reads:

9. ODOT's Team Leader for this Agreement is Jeff Swanstrom, Senior Bridge Inspector; 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3337, Jeff.SWANSTROM@odot.state.or.us, or assigned designee upon individual's absence.

Shall be deleted in its entirety and replaced with the following:

9. ODOT's Team Leader for this Agreement is Michael Goff, ODOT Senior Bridge Inspector, 4040 Fairview Industrial Dr. SE MS#4, Salem, OR 97302, 503-930-7808, Michael.goff@odot.oregon.gov, or assigned designee upon individual's absence.

3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

PORT OF NEWPORT, by and through
its Board of Commissioners

By _____

Date _____

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY (If required in
Agency's process)**

By _____
Counsel

Date _____

Agency Contact:

Point of Contact
Aja Burke
600 SE Bay Blvd.
Newport, Oregon 97365
541-270-5557
aburke@portofnewport.com

Manager
Aaron Bretz, Director of Operations
600 SE Bay Blvd.
Newport, Oregon 97365
(541) 406-0217
abretz@portofnewport.com

STATE OF OREGON, by and through
its Department of Transportation

By _____
Delivery & Operations Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Technical Services Manager/ Chief
Engineer

Date _____

By _____
State Bridge Engineer

Date _____

By _____
Bridge Operations Manager

Date _____

ODOT Contact:

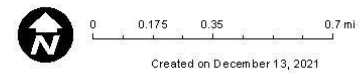
Michael Goff, ODOT Senior Bridge
Inspector
4040 Fairview Industrial Dr. SE MS#4
Salem, Oregon 97302
503-930-7808
michael.goff@odot.oregon.gov

Yaquina Bay Structures



BR# 22453 - Yaquina Bay, Port of Newport, Pier
1831' Pre-Stressed Slab Structure
48 Spans
Limited Access for Vehicular Traffic
Occupied by NOAA as of 2022

BR# 24156 - Yaquina Bay, Port of Newport, Pier
5 168' Pre-Stressed Slab
8 spans
Open to Public Vehicular Access



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

ODOT - Geographic Information Services

This product is for informational purposes and may not be suitable for legal, engineering, or surveying purposes. Users of this product should review and consult the primary data sources to determine the usability

Port of Newport - NOAA MOC-P Pier



BR# 22543 - Yaquina Bay, Port of Newport, NOAA Pier
Lincoln County
2002 SE Marine Science Drive
Newport, Oregon 97365
GPS: 44.62623889, -124.0490111



0 0.0175 0.035 0.07 mi

Created on February 18, 2022

Source: Esri, Maxar, GeoEye, Earthstar, GeoGraphics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

ODOT - Geographic Information Services

This product is for informational purposes and may not be suitable for legal, engineering, or surveying purposes. Users of this product should review and consult the primary data sources to determine the usability

Port of Newport - Pier 5



BR# 24156 - Yaquina Bay, Port of Newport, Pier 5
Lincoln County
~318 SE Bay Blvd
Newport, Oregon 97365
GPS: 44.63184941189822, -124.0481737090648



0 0.0225 0.045 0.09 mi

Created on December 13, 2021

Source: Esri, Maxar, GeoEye, Earthstar, GeoGraphics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

ODOT - Geographic Information Services

This product is for informational purposes and may not be suitable for legal, engineering, or surveying purposes. Users of this product should review and consult the primary data sources to determine the usability

**INTERGOVERNMENTAL AGREEMENT
STATEWIDE BRIDGE INSPECTIONS**

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON acting by and through its Oregon Department of Transportation, hereinafter referred to as "ODOT;" and PORT OF NEWPORT, acting by and through its Board of Commissioners, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110 and 283.110 state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. The Code of Federal Regulations (CFR), Title 23 – Highways, Part 650 – Bridges, Structures, and Hydraulics, Subpart C – National Bridge Inspection Standards (NBIS), Section 650.307(a) makes each State Transportation Department responsible for inspecting, reporting, and load rating all highway bridges that are located on a public road within the boundaries of the State. The terms of this Agreement apply specifically to the Bridge Docks shown in Leased Port of Newport Property (1).
3. As used in this Agreement, NBIS criteria is defined as a bridge twenty (20) feet or longer and located on a public road.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. In order to ensure that the State of Oregon remains in full compliance with the NBIS criteria, ODOT shall perform bridge inventory, inspection, load rating, and reporting tasks to FHWA on behalf of Agency, hereinafter referred to as "work tasks," at the following locations shown on Exhibit A, attached hereto and by this reference made a part hereof.
2. ODOT will use Surface Transportation Program (STP) funds (Federal funds) and shall be responsible for the required matching funds. ODOT will inventory, inspect, load rate and report on the entire length of each structure, at no cost to Agency.
3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate 10 years from the date of final execution. This Agreement may be modified by mutual consent of the Parties and upon execution of amendments to this Agreement stating said modifications.

AGENCY OBLIGATIONS

ODOT/Agency
Agreement No.30677

1. Agency hereby grants ODOT the right to enter onto and occupy Agency right of way within the Project limits for the performance of work tasks.
2. Agency shall continue to maintain responsibility for monitoring the condition of their bridges and determining the appropriate course of action associated with the administration of their bridge program.
3. Agency shall be responsible for the review of the inventory, inspection, and maintenance recommendation reports (reports) located on ODOT's Internet Bridge Inspection Web Site.
4. Agency shall be responsible for handling deficiencies identified in reports as requiring urgent action, as defined in the ODOT Element Coding Guide.
5. Based upon the bridge maintenance recommendations and the load rating calculations identified in the reports, it will be Agency's full responsibility to decide upon the corrective actions to be taken regarding repair or rehabilitation.
6. Agency shall provide ODOT with a repair report that is a clear narrative description of all structural repairs performed on the bridge and supported by photo documentation, if repair is readily accessible and visible, in an electronic format, within ninety (90) days of completion of the repair work. It will not be necessary for Agency to provide ODOT with a description of or documentation about minor repairs or preventative bridge maintenance activities.
7. Agency is required to provide a staff member to work directly in the field with ODOT Bridge Section personnel, so the bridges that meet the NBIS criteria can be located, and the work tasks performed by ODOT.
8. Agency shall, when possible, locate and provide a copy of original bridge plans.
9. In addition to maintaining a bridge file that contains a hard copy of each previous bridge inspection, Agency will also create a bridge maintenance file that will contain records for all repair work performed over the lifetime of the bridge. The bridge maintenance file will be retained through the lifetime of the bridge.
10. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project -- if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.
11. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including,

but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.

12. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from ODOT.
13. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
14. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
15. Agency's Project Manager for this Project is (Rick Fuller, Facilities Manager NOAA MOC-P, 600 SE Bay Blvd. Newport, Oregon 97365, 541-961-3904, rfuller@portofnewport.com) , or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

ODOT OBLIGATIONS

1. ODOT shall perform the work tasks on bridges under the jurisdiction of Agency that meet the NBIS criteria.
2. Following the completion of work tasks, ODOT will place official hard copies of the bridge inventory, inspection and load rating reports in the bridge file. The inspection report will be signed by the designated bridge inspection team leader and the load rating report will be signed and stamped by the designated engineer of record.
3. ODOT or the assigned bridge inspection consultant company will notify the Agency Contact at least 10 days prior to the work tasks being performed, so Agency staff is available to actively participate in the work tasks. ODOT will obtain an access permit from Agency before entering onto any bridges or Agency right of way.
4. ODOT will provide Agency with a security code access to the Internet Bridge Inspection Web Site, so that Agency can obtain copies of inventory, inspection, and maintenance recommendation reports. ODOT will provide official training in a classroom setting for Agency to learn how to access the Internet Bridge Inspection Web Site, and how to interpret inspection reports and the load rating summary sheet.

5. ODOT will be responsible for ensuring that the work task data is correct, prior to compiling and submitting the work task data to FHWA.
6. ODOT will be responsible for performing a Quality Assurance Review of the work tasks in accordance with the NBIS provisions and ODOT's bridge inspection and load rating guidelines.
7. ODOT shall provide recommendations, as contained in the body of the routine bridge inspection report, to Agency for maintenance, repairs or follow-up inspections. Recommendations shall be recorded on the Bridge Inspection Report. Maintenance and repair recommendations shall identify the deficient bridge element or problem, an action for its correction or monitoring and a priority. Deficiencies identified as substantially endangering the load capacity of the bridge or public safety shall be identified as requiring urgent action and must be handled by Agency in accordance with the instructions under "Bridges with Critical Structural Deficiencies".
8. ODOT's Project Manager for this Agreement is Craig Shike, ODOT Bridge Operations and Standards Managing Engineer, 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3323, Craig.L.SHIKE@odot.state.or.us, or assigned designee upon individual's absence.
9. ODOT's Team Leader for this Agreement is Jeff Swanstrom, Senior Bridge Inspector; 4040 Fairview Industrial Dr. SE MS #4, Salem, OR 97302; 503-986-3337, Jeff.SWANSTROM@odot.state.or.us, or assigned designee upon individual's absence.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual consent of both Parties. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
2. ODOT may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by ODOT, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within 10 days or such longer period as ODOT may authorize.

- c. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant

equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. Both Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof; Without limiting the generality of the foregoing, both Parties expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
10. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

PORT OF NEWPORT, by and through its
Board of Commissioners

By John Clark

Date 8/7/15

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY** (If required in Agency's
process)

By 
Counsel

Date 8/7/15

Agency Contact:

Rick Fuller, Facilities Manager NOAA-
MOC-P
600 SE Bay Blvd. Newport, OR 97365
541-961-3904
rfuller@portofnewport.com

ODOT Contact:

Jeff Swanstrom
4040 Fairview Industrial Dr. SE MS #4,
Salem, OR 97302
503-986-3337
Jeff.SWANSTROM@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Technical Services Manager/Chief
Engineer

Date _____

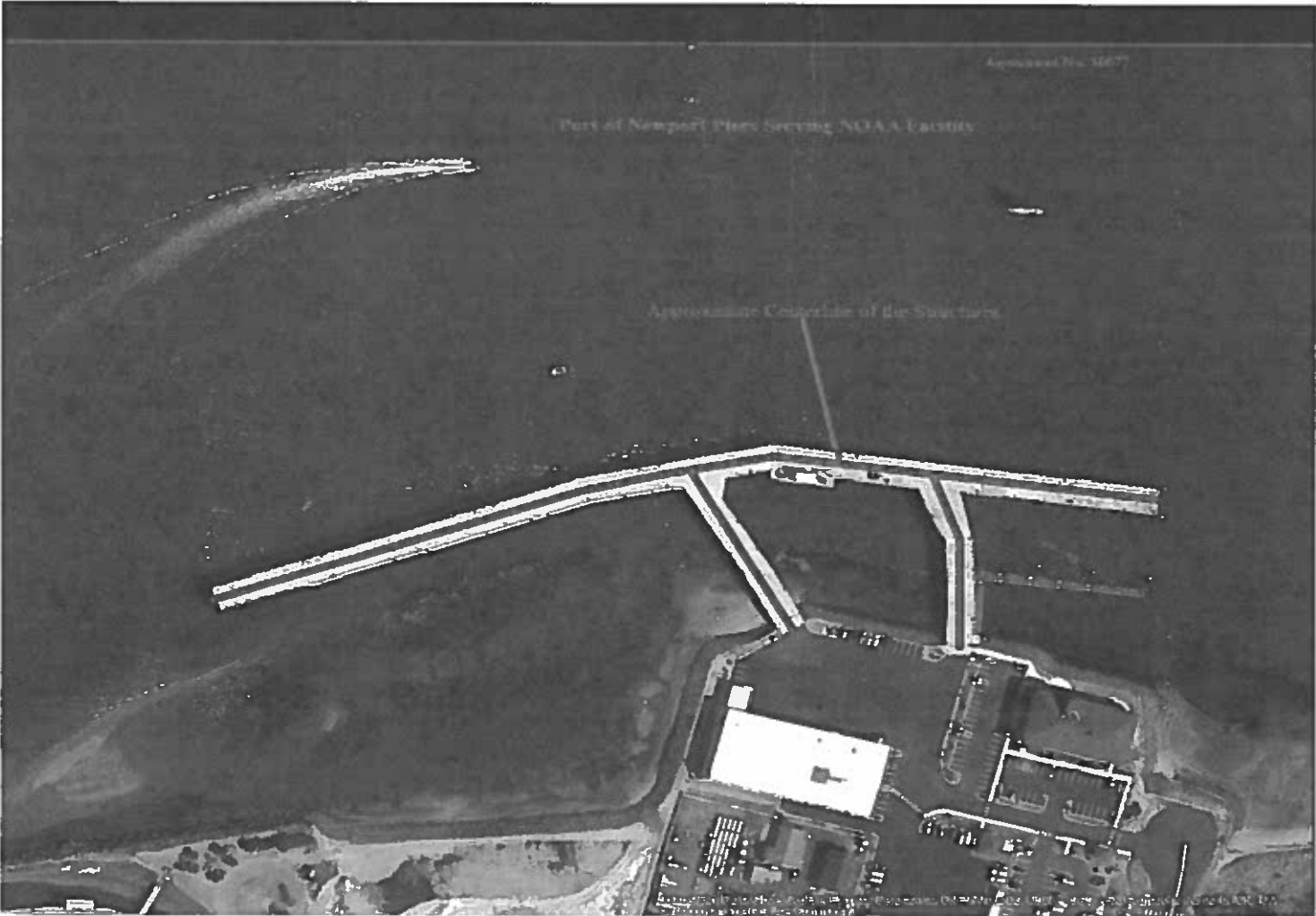
By _____
State Bridge Engineer

Date _____

By _____
ODOT Bridge Operations and Standards
Managing Engineer

Date _____

EXHIBIT A - LOCATION MAP



**PORT OF NEWPORT
RESOLUTION 2022-05**

**A RESOLUTION AUTHORIZING THE PORT OF NEWPORT
TO SEND THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)
AND THE OREGON DEPARTMENT OF ENERGY (ODOE) A LETTER WITH
RECOMMENDATIONS REGARDING OFFSHORE WIND ENERGY**

WHEREAS the Port of Newport Commission recognizes that offshore wind energy may be an important component to our state’s transition to cleaner energy; and

WHEREAS the Port of Newport also values the commercial and recreational fishing fleets, as well as the science research vessels from NOAA and OSU, and recognizes their significant economic contributions to the national, state, regional and local economy as well as the Port of Newport; and

WHEREAS harvesters, processors, marine suppliers and more all benefit from Oregon’s sustainable fisheries. Fishing-related jobs can make up as much as 18-20% of the earned income in Lincoln County annually and the seafood industry supports thousands of jobs in rural Oregon. A fishing dollar turns over many times in the community and an authentic working waterfront is also a tremendous draw for the tourism industry; and

WHEREAS the Port of Newport believes certain steps should be taken to ensure that existing ocean users and stakeholders are protected in the process with the following recommendations:

1. Throughout any development process require state and federal agencies to be transparent about the process of identifying and implementing offshore wind developments by embracing the “Oregon Way” public process that includes the Oregon fishing industry, environmentalists, coastal communities, and our state and federal political and congressional delegations, sit down with BOEM as equal partners, develop a rational process with authentic discussion, conduct the requisite EIS analysis, analyze the real costs and benefits, evaluate test sites, and develop a rational decision that minimize costs and maximize benefits to Oregon and the nation.
2. Move all Oregon call areas outside of 1,300 meters to avoid displacing current sustainable fishery activities – these fisheries have great importance to Lincoln County and Oregon’s economies.
3. Enact a moratorium on developing large scale wind turbine farms until all the risks to marine mammals, sea birds, fisheries and the marine environment are clearly understood.
4. Meet all NEPA requirements and conduct a comprehensive programmatic EIS before leases are granted instead of at the end of the process. This includes cumulative impacts and transmission line impacts. Include an analysis of the transmission lines that will bring

the energy to shore and examine the cumulative impacts to current ocean users from adjacent wind energy developments in Northern California and Washington.

5. In the absence of a comprehensive peer reviewed economic analysis (as part of an EIS) there is no real understanding of the potential economic impacts to coastal communities and the state of Oregon, and relevant tradeoffs. If we assumed that the Call areas were completely developed the loss of Oregon fishing revenues may total 10-20% or more of today's value. That would equate to an annual loss of \$18-\$35 million in exvessel value and \$45-\$90 million in local and state household income. Over thirty years (the equivalent of the life expectancy of a windmill) that would equate to the loss of more than a \$500 million to \$1 billion in exvessel value and \$1.4 to \$2.7 billion in household income.
6. Given the considerable fishery values generated from the call areas, the productivity of the California Current System, and the potential impacts to marine species and ecosystems/habitats, we slow down the process because of significant risks and uncertainties.
7. Consider a small demonstration site (like PacWave) to test the technology. Floating offshore wind does not currently exist in operation in the United States, and it is unclear whether the technology can withstand the harsh elements of the Pacific Ocean.

NOW THEREFORE, THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

The General Manager of the Port is directed to send a letter to the Bureau of Ocean Energy Management (BOEM) and to the Oregon Department of Energy (ODOE) highlighting the above listed recommendations.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this May 19th, 2022.

ATTEST:

James Burke, President

Walter Chuck, Secretary



NEW BUSINESS

DATE: May 19, 2022
RE: Facilities Code Changes
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

I have recommended several changes to the Port Facilities Code. Generally, these changes are being recommended so that we can more firmly respond to Port users who outwardly challenge the authority of the Port to require the public to adhere to the code itself.

DETAIL

Particularly over the past two years, we have encountered a large number of people who respond to reasonable requests or requirements within the facilities code with a challenge to our security personnel and staff. We have also had repeated situations, particularly in the Commercial Marina where users have been directed to move under the Port Facilities Code, but refuse to do so and are willing to pay the civil penalty and continue to disregard the direction of staff. They do this because the penalty is not high enough to compel compliance. Under the current penalties, this may become even more common as the Port transitions to assigned moorages.

In response to this issue, I recommend that we re-classify the civil penalty for failure to comply with a relocation order from a Class B to a Class A civil penalty in the code. Additionally, I recommend adding the section giving the Harbormaster the authority to direct vessels to move to the Harbormaster in South Beach (it already exists for the Commercial Marina; I made a few edits and recommend adding it in South Beach as well).

In response to a growing number of Port users who threaten others and who threaten staff and security personnel, I recommend clarifying in the code that those who threaten others may be excluded from Port Property. This is not a change in practice, rather it simply clarifies in the Code what we are doing.

Overall, we are encountering more Port users who refuse to follow the Facilities Code all around the Port and we need to be sure our Code has sufficient enforcement consequences to compel compliance.

RECOMMENDATION

I RECOMMEND THE PORT COMMISSION REVIEW THESE CHANGES AND PROVIDE FEEDBACK.

**PORT OF NEWPORT
ORDINANCE NO. 2022-01
AN ORDINANCE REGARDING REVISIONS TO THE PORT FACILITY CODE AND
ADDITION OF MOORAGE SECTION**

WHEREAS, the Port of Newport is a duly organized municipal corporation of Lincoln County, Oregon (ORS 777); and

WHEREAS, it is in the best interest of the citizens of the district of this Port and the public generally to have certain ordinances and regulations regarding and relating to the public process of policy development codified; and

WHEREAS, Ordinance No. 1-2013, adopted on May 28, 2013, created the Port Facilities Code.

**NOW THEREFORE, THE PORT OF NEWPORT BOARD OF COMMISSIONERS
ORDAINS AS FOLLOWS:**

Amend Section 1.3 Purpose and Scope to

“The purpose of these rules and regulations is to secure the most effective control and management of the harbor properties and facilities of the Port of Newport. **Adherence to these rules and regulations is considered to be a condition of use and access to Port facilities.**”

Amend Section 2.24 Denial of Services to

“(i) ~~A person may appeal the denial of services under this section as provided in §7.1 below.~~ **Any person who threatens others with physical violence or who disrupts the safety of operations, Port employees, or Port users may be excluded from Port Facilities by the General Manager’s designee.**

(j) A person may appeal the denial of services or access under this section as provided in §7.1 below.”

Amend Section 4.22(d) to

“The Harbor Master **or designee** may instruct any vessel making such contact to moor at a specific location or berth, and the Owner or Operator shall moor the vessel in the assigned location.”

Amend Section 4.22(f) to

“The Harbor Master **or designee** may order the movement and relocation of any vessel moored in the Commercial Marina when necessary for the efficient utilization and/or operation of moorage facilities within the Port.”

Amend Section 4.22(f)(2) to

“It is a ~~Class B~~ **Class A** Violation of this Code for a vessel to fail to comply with a relocation order within four hours of its being orally conveyed to the contact person, Operator or Owner, or posted on the vessel.”

Add Section 5.30 Moorage

5.30 Moorage

- (a) The Harbor Master is responsible for ensuring the efficient use of Port moorage facilities at the Recreational Marina.
- (b) No person may moor any vessel in a location not designated for that vessel's length without the consent of the Harbor Master or prior arrangements with the Marina Office.
- (c) Any vessel not registered with the Port wishing to moor at the Recreational Marina shall attempt to contact the Marina Office prior to arrival and making fast to Port moorage facilities.
- (d) The Harbor Master may instruct any vessel making such contact to moor at a specific location or berth, and the Owner or Operator shall moor the vessel in the assigned location.
- (e) If the Owner or Operator of any unregistered vessel is unable to contact the Port prior to arrival and making fast to Port moorage facilities, the vessel may, subject to the provisions of this Code and Chapter moor at J Dock at a location appropriate for its size.
- (f) The Harbor Master or Marina Office may order the movement and relocation of any vessel moored in the Commercial Marina when necessary for the efficient utilization and/or operation of moorage facilities within the Port.
 - (1) Such order is to be accomplished by contacting the contact person designated in the Moorage License Agreement for the vessel and, if the contact person is unavailable, the Owner or Operator, if different the Owner. If the Port is unable to reach either the contact person, Operator or Owner, the order may be made by posting notice upon the vessel. The contact shall be made by any method designated in the Moorage License Agreement other than by mail.
 - (2) It is a Class A Violation of this Code for a vessel to fail to comply with a relocation order within four hours of its being orally conveyed to the contact person, Operator or Owner, or posted on the vessel.
 - (3) A moorage licensee violates this Code if the Contact Person designated in the MLA is unavailable, regardless if contact is made with the vessel's Operator or Owner.



STAFF REPORT

DATE: *05/26/22*
RE: *Letter to MARAD Regarding matching funds*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

Last year we applied for grant funds with MARAD for the purchase of equipment for NIT. We were not successful at the time, but there is a chance we may be able to obtain the same grant this year through their Port Infrastructure Development Grant (PIDP). This will make the Port more competitive as far as recruiting new customers for the use of the International Terminal, as we currently have a couple prospects in the forest industry. The two equipment are log handlers, so we can transfer logs from the Terminal to the 9 acres in an efficient manner.

The grant required the Port to provide a letter indicating the Port would commit 20% of the funds for the total project.

I requested our President to sign the attached letter as the application was due on May 16th, and we didn't have time to assemble a meeting, with the concept that if Commission does not approve the match, the grant application will be pulled out. The same letter was approved last year, but the amount has slightly increased as we increased our request for the total grant.

RECOMMENDATION

I recommend the Commission make a Motion. **"I move to ratify and approve the match letter for the PIDP grant as it was signed by the Port President Commission."**



600 S.E. BAY BOULEVARD NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com

May 16th, 2022

This letter is to indicate the Port of Newport's authority to undertake the application for the 2021 Port Infrastructure Development Program through the Department of Transportation Maritime Administration. The Port of Newport was established in 1910 and is a special district under ORS [198.010](#) and [198.335](#).

The Port is committing 20% match of the total project cost of \$3,439,700, for a total match amount of \$687,940. These funds are being sourced from the Port's General Fund and are non-federal.

Sincerely,

James Burke, Commission President



GENERAL MANAGER MONTHLY REPORT

DATE: 05/26/22
PERIOD: 04/20/22 – 05/19/22
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

We are starting out our Spring at a very busy pace at the RV Park despite price of gas going up. Things are also picking up on the boat launch at South Beach. Commercial fishermen have been switching from crabs to shrimp while still requiring some attention from our crew.

Our new reservation system is online. The financial system is aimed to go online by June 1. This has not been an easy transition and I commend our Director of Finance and his staff for their work and patience on getting this transition done.

Our consultant has started moving forward in obtaining the permit for the Rogue Seawall improvement, so we can get the work done during the in-water work window between November and mid-February.

You will notice that most of the derelict vessels at South Beach are gone, as OSMB's contractor is halfway through their work.

The MARAD grant was submitted on May 16th. As we ended up requesting to fund equipment, the match requirement was slightly higher than last year. You will see a letter from our President regarding that match attached.

The Admin Building continues to move along on schedule and on budget. If you drive by or into our site, you will see that walls are now moving up. Soon we will also complete the resurfacing on the lot next to it. It should be ready in time for the Seafood Cookoff.

Things are still looking good regarding the Commercial Marina Channel Dredging and our work with the US Army Corps, and it seems like we may be able to obtain the desired depth. The project is still ongoing, and confirmation will come later to be established by the US Army Corps.

We ask users for patience regarding lot storage at Port Dock 7, as we complete construction of our Admin Building. Eventually things will be shifted to reduce conflicts between storage and parking spaces. Our trailer building eventually will also be removed providing for more storage areas.

Costs were just obtained for Port Dock 5 & 3 electrical. Staff will now start the evaluation in order to move forward with pedestals and the rest of the work.

An RFQ is being prepared to start work on PD7 Planning. Discussions with EDA indicates that there may be funds available for technical work.

A Work Session was conducted on the 17th to address a letter from the Commercial Fishermen Users Group regarding Offshore Wind Energy. The outcome of that meeting is a resolution attached for your review and approval. Some of us also attended another session regarding the same subject moderated by Rep. Gomberg at the Best Western. There was a good turnout for that meeting.

RFQs are out for the RORO Dock Piling Assessment at NIT. We are also working with a forest industry company on a possibility of getting a couple barges at NIT this Summer. We haven't pinpointed a date yet, but maybe sometime in July. As soon as we have better dates, we will coordinate with MTC.

We foresee coming back to Commission soon to address another amendment to our cleaning services, as the original agreement was flexible enough to benefit both parties. Unfortunately, because inflation, we may have to address this issue again soon.

Commission Gil Sylvia and I met with Ryan Vogt, the Executive Director for the Oregon Cascades West Council of Governments (OCWCOG). I invited Ryan to attend our June meeting and provide some introduction and quick information on OCWCOG.

We are still plugging along for the Seafood Cookoff event that is targeted for July 23rd. We have a fair number of sponsors and look forward to the event.

Meetings/Trainings/Summits:

- 04/22/22 - Communications Meeting
- 04/22/22 - NW Oregon Works Board Meeting
- 04/25-05/9 - PTO
- 04/26/22 - Commission Meeting
- 05/11/22 - Meeting with Ryan Vogt - OCWCOG
- 05/12/22 - Director's Meeting
- 05/13/22 - Administration Building Contractor Meeting
- 05/16/22 - Meeting with NIT prospect
- 05/16/22 - Meeting with OPPA Executive Board
- 05/17/22 - Commission Work Session on Offshore Wind Energy
- 05/18/22 - Meeting on Offshore Energy lead by Rep. Gomberg
- 05/19/22 - Commission Executive Session
- 05/20/22 - Administration Building Contractor Meeting

Upcoming Schedule:

- 05/25/22 - YBEF Board Meeting
- 05/26/22 - OPPA Meeting
- 05/27/22 - Administration Building Contractor Meeting
- 05/30/22 - Memorial Day - Office Closed
- 06/03/22 - O2IH (Blue Economy) Standing Meeting
- 06/07/22 - PEO Port Presentation
- 06/09/22 - Vision 2040 - Port Presentation

- 06/10/22 - Administration Building Contractor Meeting
- 06/14/22 Dept. Heads Monthly Meeting
- 06/14/22 - Coastal Managers Meeting - OCWCOG
- 06/14/22 - Business Oregon Maritime Minds - Fishing Season Debrief
- 06/17/22 - Communications Meeting
- 06/17/22 - O2IH (Blue Economy) Standing Meeting
- 06/21-06/23 - PNWA Summer Conference (Spokane, WA)
- 06/21/22 - PNWA Executive Committee Meeting
- 06/23/22 - PNWA Board of Directors Meeting
- 06/24/22 - NW Oregon Works Board Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: March 22, 2022
PERIOD: July 1, 2021 to April 30, 2022
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports reporting through April 30, 2022 are included in the commission packet and a copy is attached for your convenience.

Issues of Importance

Financial/ERP System

- Online reservations are online, 10-15 reservations are made per day using this system.
- Internally, one issue needs to be resolved to have PacSoft working to its full potential, a meeting is scheduled to determine the best fix.
- Every record in PacSoft is being audited to confirm that the reservations and finance (including A/R) information is correct.
- A review of processes and procedures is underway at the RV park based on industry standards and system operations.
- Systems, processes, and procedures are being written put in place to standardize how tasks are accomplished.
- Initially, employees will review the entry generated from PacSoft then, runs an automated process to post the entry, once Port staff is convinced everything is running smoothly this process will be automated, with no staff intervention.
- Business Central launch was delayed until June 1, 2022.
- A representative from Tangicloud (enables Fund Accounting) will be onsite prior to the Launch to work with staff and confirm the configuration of the system.

PayrollNow/HR

- Information is being passed on to integrated data to allow the integration and setup for these two systems.

Fiscal Manual

- This has been delayed until the PacSoft and Business Central are fully implemented, and staff is comfortable with the systems. A new fiscal manual is being written. The level of detail is much greater than the current manual, and more policies and procedures are included in the manual. The goal is to clarify and keep a written document on the policies and procedures in detail, this will allow newly hired accounting staff to understand the Port's accounting methodology and will also act as a reference

manual to when a question arises.

Employee Handbook

- Departments Heads are in the process of reviewing the Handbook as it is re-written, once reviewed and accepted it will be sent for review to the Port's attorney and/or HR answers, only then will it be brought forward to approval.

Budget

- A Budget Hearing is being held prior to the Commission Meeting; this will enable us to submit the paperwork to the county prior to the July deadlines.

GOF Balance Sheet (year to year comparison)

- The cash balance as of April 30, 2022 is \$2,319,480 a 35% (\$1,225,442), decline from April 30, 2020. This decline was expected as the Port paid approximately \$1.2 million for the Pier 5 project, \$270,000 to the Army Corp for the dredging feasibility study and has issued checks for \$736,627 for the new administrative building.
 - The Port's cash position is still very good.
 - The Port can expect to see reimbursement from Business Oregon in the very near future, the cash will increase to \$3,056,107, which is a decline of \$488,816 (13%).
 - Accounts Receivable is 27% higher than last year, a focus has been placed on collecting past due balances, specifically in the Commercial marina.
- Accounts Payable is about the same as last year.

Profit and Loss -

The Financial Reports are attached for your review and are included in the commissions packet. Due to illness, these are preliminary reports.

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

General Operating Funds (GOF) – all divisions:

Budget vs. Actuals

- **Operating income** is favorable by \$409,145 (111%).
- **Operating expenses** are favorable by \$2,200,528 (71%).
- **Other income** is unfavorable by \$1,170,069 (44%).
 - Much of other income is incoming transfers, including transfers for the administrative building, which accounts for the shortage.
- **Other expenses** are favorable by \$2,706,783(22%).
 - Other Expenses for Capital outlay are significantly lower than budgeted.
- Overall, Net income is favorable.

Breakdown of programs

Administrative Budget

Budget vs. Actuals

- **Income** is favorable by \$1,882 (194%)
- **Expenses** are favorable by \$1,003,821 (55%).
- Capital Outlays are favorable.
- **Overall**, Administration budget is favorable.

International Terminal

Budget vs, Actuals

- **Revenues** are unfavorable by \$20,223 (103%).
- **Operating Expenses** are favorable by \$367,759 (69%).
- **Net Income** is favorable by \$595,639 (59%)

Commercial Marina

Budget vs. Actuals

- **Operating Revenues** are unfavorable by \$13,983 (92%)
- **Operating expenses** are favorable by \$815,986 (56%).
- **Net income** is favorable by \$2,487,986 (14%)
 - This is primarily due to capital outlays being \$1,689,462 less than budget, at this time.

South Beach

Budget vs. Actuals

- **Operating Revenues** are favorable by \$295,857 (114 %).
- Port RV Park staff have reported cancellations due to the high price of fuel; this is being monitored closely to determine if any action is necessary. At this point, reservations continue to come in, no action is necessary. July and August have virtually no availability.
- **Operating Expenses** are favorable by 315,475 (83%).
- **Net Income** is favorable by \$905,511 (25%).

NOAA Lease Revenue Fund

Balance Sheet

As of April 30, the Port had a cash balance of \$3,455,344 with an available balance of \$1,693,623; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contracts.

Income Statement

Budget vs. Actuals

- Revenues are slightly unfavorable.
- Expenses are favorable by \$924,871 (55%).
- Net income is favorable by \$365,262 (92%)

NOAA Capital Maintenance Fund

- The General Operating fund has paid the first installment to the NOAA Capital Maintenance Fund for the loan for the South Beach Load Center project. The fund has \$1,694,201 of cash available.

Bonded Debt Fund:

Balance Sheet

- The current cash available in the Bond Debt fund is \$293,480, an increase of \$155,968 versus April 2021, this balance will be used

to fund the Bond Debt interest payment of \$203,229 on July 1, 2022.

Income statement

- Revenues are favorable by \$28,695 (103%).

Construction Fund:

- No changes to report.
- All reimbursements from the State for the Administration building will come into this fund, then transferred to the General Operating Fund.

Facility Reserve Fund.

- No changes to report, once the Port Dock 3/5 Electrical upgrade project begins, \$138,000 will be transferred to the General Operating funds to cover a portion of the upgrade.
- The current cash balance in this fund is \$525,974.

Accounts Receivable:

The Port continues to work to collect outstanding balances, some focus has been on South Beach, particularly annual moorages. For tenants that have applied for rental assistance, and can show evidence, they will have until September 30, 2022 or until their application is cancelled or denied. The financial staff is focusing on Commercial Marina. 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.

- ORCA was flooded while in Port possession, we are therefore going to have a requested a full engine inspection of the vessel to determine the damage, if any, prior to the sale.
- Seawater Seafoods has agreed to pay \$5000 per week until paid in full.
- We have began collections on any liveboards past due in the South Beach Marina
- Final Collection letters were being sent to vessel owners who have not made contact with the Port or have not paid the port any money or have not followed through on an agreement. Ida May has been seized.
- Oregon Mariculture continues to work on paying down their balance.
- This is the last month receivables will be reported out of QuickBooks.

Vessel	Current	30-Jan	31 - 60	61 - 90	> 90
Orca - 295549	0	0	900.54	710.59	28273.78
Seawater Seafoods Co	0	863.08	1788.91	2588	18805.63
Angela June	0	0	0	2463.07	15730.84
Eclipse - 226744	0	2299.73	181	189.56	15380.36
Pacific Rose - 554504	0	0	0	230.85	14763.43
Oregon Mariculture LLC	0	677.75	1075.15	226.38	14481.35
Granville	0	0	38.4	263.89	11003.05
Valor III - 245645	0	0	72	269.06	7760.63
Trondhjem - 241924	0	241.88	338.65	112.58	7198.65
Ida May - 665118	0	0	470.88	575.94	7181.67
Int'l Provider	0	3813.62	6472.37	1498.48	6574.72
Luna	0	0	0	106.57	6537.31
Dawn Treader	0	0	149	190.66	5607.08
Topaz - 573234	0	0	0	173.05	5062.11
Albatross - 980072	0	0	0	76.12	4867.46
Leisure Lee II - OR337LF	0	0	366.24	403.6	3486.83
First Hope I	0	0	341.45	510.06	3449.7
Lone Eagle	0	0	0	40.48	2588.34
Sea Wolf - 270816	0	0	0	36.01	2302.16
Aurora Maid	0	45.25	196.45	325.06	1818.09
Roggy - 574577	0	0	0	31.75	1735.87
Western Hunter - OR936AFK	0	135.75	181	112.79	1670.8
Saltybros LLC Boathouse Lease	0	0	160.22	160.22	1652.22
Sea Pro - OR400ADS	0	0	0	0	1150.08
Das Bug	0	0	0	33.9	1048.83
Eclipse - 503045	0	129.2	45	277.65	923.35
Hawk II	0	0	0	447.6	654
Northern Ram - 979437	0	347.87	77.4	0	542.74
Faith II - 238244	0	0	0	7.66	489.48
Andy Sea	0	336.95	1057.64	1173.34	458.21
Jen-C - OR899ZJ	0	0	457.8	457.8	457.8
Molly - 260045	0	517.6	54.9	59.38	292.55
Pacific Rim II - WN2355SW	0	510.25	513.9	144.9	275.4
Gracie Arlene	0	0	81.6	2635.3	260.25
Evie - 593510	0	0	0	3.1	226.25
Little J	0	213.15	128.9	84.69	175.7
Chapter II	0	0	0	2.34	148.84
Teresa Lee -603289	0	0	672.55	26.5	122.35
Pacific Cloud - 549931	0	0	0	27.8	109
Sylvia 226282	0	0	0	0	96.75
Umatilla II	0	0	155.6	1.39	90.1
Norma M - 599982	0	122.65	256.03	27.6	64.37
Ocean Force	0	0	26.5	27.53	63.95
Robin Ann - 550432	0	0	52.2	31.6	61.2
Condor II	0	0	26.5	27.5	53
Ocean Captain- 291167	0	0	0	0	45.25
Over Cast	0	129.2	359.9	94.14	45.25
Gooney Bird	0	0	163.1	131.05	43.2
Irish Miss	0	0	0	1	37.68
Morning Star II	0	0	0	0	27.36
Dawn Venture	0	0	71.75	26.5	26.5
Heidi Sue	0	453.76	26.5	26.5	26.5
Lodestar - 616610	0	0	175.55	2093.38	26.5



DIRECTOR OF OPERATIONS REPORT

DATE: 5/19/2022
PERIOD: April-May 2022
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

On the commercial side there has been a lot of time spent getting shrimp boats ready to fish and bringing crab gear back into storage. On the recreational side, more RV's are coming into the park, and recreational fishermen are heading out on the weekends when the weather has cooperated.

Detail:

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

We have been working on establishing channel geometry and trying to locate it between existing infrastructure and future projects (like the new PD7). So far, all indications are that everything will fit, and we can attain a design depth that will accommodate vessels in the 80' range.

- **Admin Building**

The location for utility access was changed and we no longer anticipate an impact to the entrance of the Port's lot during installation. Walls are starting to go up, and we are working with the contractor to schedule excavation for drainage tie-ins. The resurfacing of the PD7 lot is revolving around that work.

- **RORO Dock Piling Assessment**

I released the request for qualifications for the assessment of the RORO dock pilings at the International Terminal. I should have a recommendation on engineers for the project at the next meeting.

- **Port Dock 5 & 3 Electrical**

I just received updated cost estimates from Eaton. They took quite a while to get back to us, still evaluating, then moving forward with acquiring the pedestals and bidding the work.

- **Port Dock 7 Planning**

By the time of the commission meeting, I will have released the RFQ for engineers for the new

Port Dock 7. My intent is to bring aboard a firm that can undertake planning, design, permitting, and project management efforts from start to the finish of construction. The RFQ is written with that goal in mind. I plan to come to the July meeting with a recommendation for an engineering firm.

- **PD7 Lot Resurfacing**

We waiting to start on this job for the excavators on the Admin Building project. We are currently slated to start the project on Tuesday, May 24th (commission meeting day). Work will take about two and a half days.

- **Lot Storage**

We have been getting some complaints about the placement of gear in the lot in the Commercial Marina. For the remainder of the calendar year, I anticipate some challenges in the lot. We are effectively holding space currently for two admin offices while the construction of the new building takes place. Additionally, we are carving out parking between the Yacht Club and the new admin building, so gear that we stored in that area had to be moved into the western end of the lot, which further cramps the available space. We anticipate shifting all lot storage to the west end and all parking to the east end to reduce conflicts in the area and risk of forklift collisions with vehicles. Until everything in the lot is sufficiently shifted, however, things are going to be very crowded.

- **End Tie Repair, B Dock**

We are currently in the process of having a cracked end tie removed at B Dock in South Beach so that our staff can repair it, and reinstalling that float. Additionally, we just experienced problems with the landing float on A Dock. It seems there has been some shoaling there relative to previous years, and the dock suffered some damage during a -2' tide. Those were temporarily repaired, but we have some tides closer to -3' in June and we're working to establish some fixes that will withstand those tides.

- **Derelict Vessel Removal**

OSMB is underway on their contracted vessel removal from South Beach. They are about halfway finished.

- **Assigned Moorage**

On hold until the Commercial Marina Harbormaster can move this forward.

- **Cleaning Services**

By all accounts our cleaners have been doing an exceptional job. They contacted me and said that unfortunately, they are having significant trouble keeping staff on the site and providing qualified personnel to contend with the frequency of biohazards they are exposed to. This has been a challenge for the Port as well in the past. The contract we negotiated was highly flexible and allowed us the opportunity to end the contract relatively easily, but that same accommodation was afforded the contractor as well. We foresee a price increase coming due to inflation and qualified personnel. We are working with the contractor to keep them on site, but it looks like I will have to rebid the job in a few weeks. Cleaning

Commercial Marina Harbormaster- On Leave
Billable Services Performed this Period:

Forklift – 72Hrs

Hoist Dock Crane(s) – 10 Hrs

30 Ton Hydraulic Crane - Enter #.

Dock Tie Up – 219 Hrs

Launch Tickets - Enter #.

Other (Axles) – 9

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

Completed In Progress

Dock 5c repairs

Completed In Progress

Hoist dock electrical repair

Completed In Progress

Cleaning and reorganizing storage lot

Completed In Progress

Getting the sylvia on the books to be destroyed

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

- Hoist dock parts are on order.
- A new forklift was ordered.
- Getting quotes for landscapers.
- Getting quotes for re-surfacing dock 5 parking.
- Working with Patriot to get oily bilge water disposed of properly.

Challenges:

- The tugboat has gotten to the point of needing a haul out, I will get started on a quote for that.
- Dealing with squid boats was a bit of a challenge this season but I think it went well and will be a bit better in the future. I'm having everyone including local guys checking in and out with me which is helping with the efficient utilization of port facilities and docks.
- Being new to this position has been a challenge, but I think it's going well for the port and the fisherman making this transition smoother and keeping customers happy.

Opportunities:

- Working on getting the assigned slips is a good opportunity to the smooth operation of the docks.
- We are hiring a new crewman and it would be a good idea to budget for at least 1 more employee for the commercial maintenance side. Dock 7 needs a lot of work and I need to be able to send at least 3 guys on those projects.

- We're running out of room for pot storage on our lot so it might be time to think about upping the rates on lot storage or building an indoor 2 floor storage building that we can lease space for at a premium.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this (March)

Billable Services Performed this (April)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Forklift – hrs 101.75 | <input checked="" type="checkbox"/> Moorage – 89 days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane- 67.5 | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 86 hrs |
| <input checked="" type="checkbox"/> Labor – 1151 hrs | <input checked="" type="checkbox"/> 120V power – 0 days |
| <input checked="" type="checkbox"/> Other (over time) – 11.5 hrs | <input checked="" type="checkbox"/> 208V power – 90 days |

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'iialikai, R/V Marcus Langseth, USCG Elm.

NOAA Staff are back in the office.

The electric pedestals were installed for the small boats in the storage lot.

Work crews have begun rebuilding the Director's office.

South Beach Marina, Kody Robinson, Harbormaster

- We had 425 launches for a total of \$2553

1: Took delivery of the new Newport Marina RV Park sign

Action: Installed sign will landscape accordingly

2: Multiple GFI's have been installed in various pedestals in the marina.

Action: Continue every month installing GFI's when time is available.

3. Lots of Landscape projects in the works for the remainder of the year

Action: Continue working with Spiro and crew to maintain grounds and plant new trees

4. We are starting to prep new boat trailer/trailer storage yard at cherry plant

Action: We have completed this and it is ready for use as we are entering the busy time

5. Planning faze of 10 additional single car parking located by dredge spoils

Action: Have rock delivered, spread, compact and open for vehicles.

Project 5 on hold at the moment due to other pressing projects

6. End Tie on B is failing and in need of repair

Action: We have contracted Bergerson to do the needed repairs

7. Other repairs are needed on multiple docks

Action: Address repairs on days we are appropriately staffed