

**PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING**

**REVISED AGENDA**

Tuesday, October 27, 2020, 6:00 p.m.

This meeting will be virtual by invitation only.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio, <https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ/videos>.

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm on Monday, October 26, 2020: <https://www.portofnewport.com/public-comment-commission-regular-meeting-10-27-2020>

Your comment, up to 3 minutes, will be read into the meeting at the appropriate time.

I.	Call to Order	
II.	Changes to the Agenda	
III.	Public Comment (3-minute limit per person)	
IV.	Consent Calendar	Page
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Regular Commission Meeting (3<sup>rd</sup> Tuesday)..... Dec 15

Christmas Holiday – Port Office Closed ..... Dec 25

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

X. Adjournment

- EXECUTIVE SESSION: The Port of Newport Board of Commissioners may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Regular Monthly Meetings are scheduled for the fourth Tuesday of every month at 6:00 pm.

**PORT OF NEWPORT MINUTES**

September 29, 2020

Regular Commission Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, July 27th, which was read into the meeting at the appropriate time.

**Agenda Item**

**Audio Time**

**I. CALL TO ORDER .....**

0:00

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm

**Commissioners Present:** Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

**Management and Staff:** Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Angela Nebel, Summit Public Relations Strategies; Dustin Capri, Capri Architecture, LLC; Dietmar Goebel, DH Goebel Architect.

**II. CHANGES TO THE AGENDA .....**

0:15

Miranda made a correction to the Calendar/Future Considerations: Oregon Pacific Ports Association should be Oregon Public Ports Association.

**III. PUBLIC COMMENT.....**

1:16

No public comment was submitted.

**IV. CONSENT CALENDAR.....**

1:20

- A. Minutes 2020
  - 1. Regular Commission Meeting .....Jul 28
  - 2. Special Commission Meeting ..... Aug 6
  - 3. Special Commission Meeting ..... Aug 13
- B. Financial Reports
- C. Contracts
  - 1. 2020 NOAA UPS Battery Replacement M.C.Dean (\$14,763)
  - 2. New Dryers, South Beach Marina RV Park (\$15,000)
  - 3. Capri & Goebel Architecture Change Order (\$76.25)

**A motion was made by Chuck and seconded by Lackey to approve the Consent Calendar as presented. The motion passed 5 – 0.**

V. OLD BUSINESS..... 1:55

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar

B. Accounts Paid ..... 2:06

- 1. July 2020
- 2. August 2020

**A motion was made by Chuck and seconded by Lackey to approve the Accounts Paid. The motion passed 5 – 0.**

VI. NEW BUSINESS

A. Emergency Removal Bilge Waste Tank (\$21,708)..... 2:23

Bretz introduced the Staff Report included in the Meeting Packet. He added that only one vendor said they could remove the tank without removing the roof, which was built over the tanks after they were lowered into the structure. Bretz said the vendor, Alpha Environmental, was already paid to clean the area. The next step was to remove the old tank and the other contaminated material. He clarified the amount in the recommended motion was in addition to the \$5,840 already spent, which was in Miranda’s authority. Bretz said it was too early to estimate the cost to replace the tanks, as there were several options to consider. Miranda added that this was not included in the budget but could fall within contingencies. She added the drainage project did run over budget because of delays and new findings, which had taken an amount out of budgeted contingencies. Burke said costs may add up as a new building was constructed.

**A motion was made by Lackey and seconded by Retherford to authorize the General Manager to contract with Alpha Environmental to remove the old bilge waste tank and clean the facility in an amount not to exceed \$21,708.00 which includes a 10% contingency.**

B. Electrical Engineer Work for Port Dock 5 ..... 8:51

Bretz introduced the Staff Report which was submitted as an Addendum to the Meeting Packet. He commented it had taken longer to get bids as the two most qualified companies were impacted by fires. The two proposals were evaluated, and management determined Alliance was the best option. They were well qualified and had completed work at the terminals in the Port of Seattle. They submitted a thorough proposal on new pedestals and upgrading to 50-amp service. Their proposal was within the budgeted \$25,000.

**A motion was made by Retherford and seconded by Sylvia to authorize the General Manager to negotiate a contract with Alliance Consulting Engineers in an amount not to exceed \$25,000. The motion passed 5 – 0.**

VII. STAFF REPORTS

A. General Manager ..... 11:27

- 1. Director of Finance & Business Services
  - a) July Occupancy Report
  - b) August Occupancy Report

## 2. Director of Operations

Miranda introduced the reports included in the Meeting Packet. She added there were a lot of cancellations at the RV Park during the smoke, but beyond that the recreational facilities have been doing quite well. They are still busy for this time of year, but it should start slowing down. Regarding the Port Dock 5 Pier Project, Miranda commented that there was a wait for the EDA to approve the HDR Engineering contract. HDR is now reviewing the information for developing an RFP to move forward with the construction work, which should go out in the next two to three weeks. She added there about 5 days of in-water work. She said the Port would request an extension from the Army Corps of Engineers (ACOE) if more time were needed. Miranda said pricing would probably be presented at the next Regular Commission Meeting. She commented the Port is still looking for grant opportunities for this year and she had a good conversation with MARAD. Miranda said it has been difficult to find new businesses during the pandemic, but she has been talking with some possible opportunities.

Miranda said the Port is switching IT support to HYAK and will start to move to Office 365 and storage in the cloud starting September 30<sup>th</sup>. She mentioned some seized vessels were sold; the Port would prefer to negotiate with those who are behind on their bills. The Port as a public entity cannot allow public assets to be used without payment. She gave kudos to Brown for his work on decreasing debt owed to the Port. Miranda said the Port has also worked with the County to address drainage on the 9-acre property that was the County's responsibility but was leading some people to consider areas as wetlands. She said a wetlands delineation was completed and a report would be done soon. She added it was important for the Port to have as much developable land as possible.

Miranda praised Bretz for his work with the ACOE regarding dredging in the Commercial Marina. If ACOE decides to move forward, the next step will be the completion of a feasibility study, for which the Port would pay 50%. Miranda said she read the draft Economic Analysis report prepared by the ACOE, which she believed would help moving forward with replacing Port Dock 7. The dredging would provide proper depth for larger vessels entering the marina.

Miranda advised the OPPA Conference would now be virtual, held on October 1<sup>st</sup>. There would be an annual meeting, there may be presentations from the Department of State Lands and the Oregon State Marine Board, along with Friends of the Port awards being presented to Arnie Roblan and Caddy McKeown as they leave office. Miranda said she was invited to be on the OPPA Board as Secretary, which would be good for the Port.

Chuck asked if the only in-water work on the Port Dock 5 Pier Project would involve pilings and suggested requesting an extension now. Bretz confirmed it would be removal and driving of new piles. Chuck also commented that he heard the new dumpsters at South Beach were being roughly handled by Thompson's Sanitary. Bretz said he would speak with Chris Urbach about his conversations with Thompson's. Sylvia asked how often dredging was needed in the commercial marina and about the difference between initial and maintenance dredging. Bretz said initial dredging would establish a depth and maintenance dredging would keep it. He added the water flow at the Commercial Marina was different than at NOAA, and a federal project at the South Beach Marina worked similarly to what would happen at the Commercial Marina. The ACOE would maintain the federal channel and the Port would maintain around the berths and docks.

Miranda asked if the Commission would approve signing approvals and documents electronically; there was no objection from the Commissioners.

**VIII. COMMISSIONER REPORTS/COMMENTS** ..... 35:46

Retherford asked if missing the in-water work period for the Port Dock 5 Pier Project would mean waiting for another year and if it would affect other projects. Miranda said if the in-water work period was missed and an extension was not granted, the project would have to wait until next year, but the grant and permits would still be good for another year. The Port would need to secure the pier so that it wouldn't become a liability for the Port. Chuck expressed concern if the pilings were pulled out in November at the start of the crab season. Bretz stated the intent was to have as little impact as possible and would include a temporary structure for access down to the boats. Chuck suggested notifying the fishing community as soon as possible. Bretz said the plan included at least two Commercial Fishing Users Group Committee meetings to work with them.

**IX. CALENDAR/FUTURE CONSIDERATIONS** ..... 41:20

Chuck commented that in the past the Commission had avoided holidays for Regular Meetings. There was consensus to change the November meeting to the 17<sup>th</sup> and the December meeting to the 15<sup>th</sup>. Miranda asked if any Commissioners wanted to attend the OEDA or PNWA Conference, which would be virtual and free this year, they could sign up themselves or contact Miranda or Hewitt to sign them up.

**X. PUBLIC COMMENT** ..... 44:14

There was no public comment submitted.

**XI. ADJOURNMENT** ..... 44:16

Having no further business, the meeting adjourned at **6:46 pm**.

ATTESTED:

\_\_\_\_\_  
Jim Burke, President

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

**PORT OF NEWPORT MINUTES**

September 29, 2020  
Commission Work Session

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, July 27th, which was read into the meeting at the appropriate time.

**Agenda Item**

**Audio  
Time**  
0.00

**I. CALL TO ORDER .....**

Commission President called the Commission Work Session of the Port of Newport Board of Commissioners to order at 6:46 pm.

**Commissioners Present:** Walter Chuck (Pos. #1), Secretary/Treasurer; Kelley Retherford (Pos. #2); Gil Sylvia, Vice-President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

**Management and Staff:** Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Angela Nebel, Summit Public Relations Strategies; Dustin Capri, Capri Architecture, LLC; Dietmar Goebel, DH Goebel Architect.

0:27

**II. NEW ADMINISTRATON BUILDING .....**

Miranda introduced the Staff Reports included in the Meeting Packet and said she invited Dustin Capri and Dietmar Goebel to attend the meeting to answer any questions the Commission had for them. Miranda said there was high interest in this project since starting to discuss it during the budget process. She reviewed some of the needs for a new building and the estimated costs. She said a cash flow report had been added to the packet to answer some Commissioners’ questions and provide a picture of what it would look like with or without grants for other projects. She commented that the project would only put the Port in the red in the short term if other projects were completed without anticipated grants, which the Port would pursue. She discussed the possibility of a loan or bond to finance the construction of the Administration building. Miranda added staff was still looking at the costs of running the new building, with insurance costs going up the most.

Lackey thanked Miranda for the additional information and asked about what she was looking into for loans. Miranda said she was speaking with USDA and Business Oregon, with current interest rates at 2.19%. She added she would seek a fixed rate rather than variable rate loan. Miranda said she is also working with SDAO on a possibility for a bond issue, although that would mean higher monthly payments. Miranda said she would not want to put the Port in the position where it could not complete other projects or pay debt, but the Admin building project was doable. She commented that the building would have to be constructed eventually, and the Port would likely face higher interest rates and increased costs. Lackey said he had heard there were currently

significant increases in the cost of building materials. Miranda said the Port would know more about that when an RFP for construction was done. Capri said he was dealing with that on every project and spoke about some alternatives that could be considered. Miranda said one consideration was using material from the current dock at Port Dock 5 for the Admin building decking, which would save money on disposing of the material and would be good environmentally. This would mean the contractor would have to be more careful when dismantling the pier.

Lackey asked if the cost of building materials could also affect the Port Dock 5 Pier Project. Miranda said the Port would find out more about that when the construction bids came in. There is a need to maintain a balance between the cost of materials and the currently low interest rates. Goebel said he expected there to be a lag soon with the availability of contractors. People are currently jumping on projects with unused vacation dollars, but prices will stabilize over time. Sylvia commented that he appreciated the functionality and clean lines of the design.

Miranda also talked about the location of the building and addressing the concerns with an interrupted view for residents on the hill. Goebel commented on the value of constructing on a crawl space rather than slab on grade. Chuck said he thought South Beach would be a better location because of the use that can be made of the proposed space at the Commercial Marina, perhaps as part of renovations to the RV Park Annex to tie it to a revenue generating project. He also commented on the public perception if other projects were delayed and the Admin building was constructed. Miranda reviewed reasons outlined in the report addressing the location of the proposed building, and reviewed the projects and planning included in this year's budget.

Burke said the building looked great and was a necessity. He commented that getting in front of public perception would be important. He also thought perception of other staff should be considered. He said he saw arguments for both sides of the bay for the location. Miranda said that Nebel, the Port's PR person, would help get the proper message out to the public. Miranda said the intent today was to provide the Commission with information and to get guidance with moving forward. She said if the Commission felt this was headed in the right direction, then the Port could consider moving to the next step in preparing documents to go out for bid. She added that if there were still too many questions then she needed to understand what they were. Lackey said he thought the location proposed made sense for the outlined reasons. He proposed moving forward if other projects can move forward also and reserves would not be drained. Sylvia asked how much additional space the new building would take of Port property. Capri said the current lay out was inefficient in the use of space, especially how parking was laid out, so the new building may not take up more usable space. Miranda said once the building was built the current space would be taken back, which was valuable because it is paved. Goebel added there would also be additional parking with the new building layout. Bretz said the proposed space did generate some revenue with gear storage, but the areas would be swapped, and the paved area used for storage.

Burke said there would be more conversations moving forward and it would be helpful to have cost estimates from the architects. Capri suggested that GRI be engaged to update the geological report to reduce contingencies moving forward. Miranda added staff may need to bring another proposal back to the Commission and will keep moving forward. Capri also suggested preparing a full proposal for architectural services for the entire building, and if different requirements or emergencies arose, the project could be paused.

Chuck asked Capri and Goebel to provide information about what the new configuration would look like from the driveway to Englund Marine. Miranda said she would not want to go through the planning and then not complete the building. She asked the Commission to consider before moving forward with additional expenses. Lackey said as long as other projects like the Rogue Sea Wall



and the electrical improvements at the Commercial Marina and at South Beach can get done, he would support the project. Retherford, Burke and Sylvia agreed.

**III. PUBLIC COMMENT**

No public comment was submitted.

**IV. ADJOURNMENT .....**

56:10

Having no further business, the meeting adjourned at 7:42 pm.

ATTESTED:

\_\_\_\_\_  
Jim Burke, President

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





PO Box 12613  
Salem, OR 97309-0613  
503-371-8667 or 800-285-5461

Statement Date: 10/7/2020

Payment Due: 12/31/2020

Port of Newport  
Paula Miranda  
600 SE Bay Blvd  
Newport, OR 97365

Description	Amount Due
SDAO Membership Dues	\$4,125.00
OPPA Annual Dues	\$11,541.00
<b>Total</b>	<b>\$15,666.00</b>

**Important Note:** Membership in SDAO, with dues paid in full, is a requirement for participating in any of the Special Districts Insurance Services (SDIS) insurance programs.

Please make checks payable to SDAO and enclose the bottom portion of your statement with your check to help us apply your payment correctly. Your payment can be mailed to the address above.

If you have any questions, please contact SDAO Member Services at 503-371-8667 or toll-free at 800-285-5461.

*Please keep the top portion for your records and return bottom portion with your payment.*

16278

1208

**2021 SDAO Membership Dues**

Please remit payment to:

**District:** Port of Newport

**SDAO**

**Total Due:** 15,666.00

**PO Box 12613**

**Salem, OR 97309**

**Total Enclosed:** \_\_\_\_\_

*Do you have a change of address or contact person? Please indicate new information on the back.*



**Port of Newport  
Statement of Cash Flows  
For Fiscal Month**

	Sep 20
<b>OPERATING ACTIVITIES</b>	
Net Income	253,720.20
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	-32,762.51
11200 · Accounts Receivable:11210 · A/R Commercial Marina	25,026.36
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-9,005.99
11225 · Grants Receivable	-5,115.14
11250 · Property Tax Receivable	220.86
11300 · Prepaid Expenses:11310 · General Liab. & Property	19,128.18
11300 · Prepaid Expenses:11320 · Docks & Marine	978.21
11300 · Prepaid Expenses:11340 · Worker's Comp.	3,268.11
11300 · Prepaid Expenses:11360 · DSL Lease	1,067.68
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	1,010.24
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-7,136.18
12000 · Accounts Payable	-64,229.59
12010 · Unclaimed Property Payable	330.00
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	26.32
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	2,006.25
12100 · Payroll Liabilities:12105 · Accrued Payroll	-1,008.05
12100 · Payroll Liabilities:12110 · Accrued PTO	-833.75
12100 · Payroll Liabilities:12112 · Accrued Comp Time	53.38
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	-437.66
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	927.72
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-421.68
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12168 · MASA MTS	53.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	-17,008.47
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-36,569.35
	133,288.14
Net cash provided by Operating Activities	133,288.14
<b>INVESTING ACTIVITIES</b>	-54,398.95
<b>FINANCING ACTIVITIES</b>	-15,954.73
Net cash increase for period	62,934.46
Cash at beginning of period	3,894,099.63
Cash at end of period	<b>3,957,034.09</b>

# Port of Newport - General Operating Fund

## Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
100 · General Operating Funds	3,947,313	3,427,936	519,377	15%
<b>Total Checking/Savings</b>	3,947,313	3,427,936	519,377	15%
<b>Accounts Receivable</b>				
11200 · Accounts Receivable	428,044	448,269	(20,226)	(5)%
11225 · Grants Receivable	9,578	0	9,578	100%
<b>Total Accounts Receivable</b>	437,622	448,269	(10,648)	(2)%
<b>Other Current Assets</b>				
11250 · Property Tax Receivable	7,927	10,335	(2,408)	(23)%
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	9,721	4,528	5,193	115%
11300 · Prepaid Expenses	104,010	95,241	8,769	9%
11400 · Due from Other Funds	12,675	16,637	(3,962)	(24)%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	2,126	0	2,126	100%
<b>Total Other Current Assets</b>	(384,374)	(394,092)	9,717	3%
<b>Total Current Assets</b>	4,000,560	3,482,114	518,447	15%
<b>Fixed Assets</b>				
11500 · Capital Assets	47,008,569	48,485,559	(1,476,990)	(3)%
<b>Total Fixed Assets</b>	47,008,569	48,485,559	(1,476,990)	(3)%
<b>Other Assets</b>				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
<b>Total Other Assets</b>	650	0	650	100%
<b>TOTAL ASSETS</b>	<b>51,009,779</b>	<b>51,967,672</b>	<b>(957,893)</b>	<b>(2)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
12000 · Accounts Payable	92,970	159,190	(66,221)	(42)%
<b>Total Accounts Payable</b>	92,970	159,190	(66,221)	(42)%
<b>Other Current Liabilities</b>				
12005 · Retainage Payable	11,324	0	11,324	100%
12010 · Unclaimed Property Payable	3,564	2,885	679	24%
12020 · Lodging/Room Tax Payable	21,566	(25)	21,591	86,885%
12100 · Payroll Liabilities	157,191	57,948	99,243	171%
12200 · Due to other Funds	0	2,745	(2,745)	(100)%
12250 · Deferred Revenue	91,274	170,878	(79,604)	(47)%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
<b>Total Other Current Liabilities</b>	835,880	790,789	45,091	6%
<b>Total Current Liabilities</b>	928,850	949,979	(21,129)	(2)%
<b>Long Term Liabilities</b>				
12350 · Long Term Debt	6,004,322	6,629,955	(625,633)	(9)%
12800 · Bond Premiums	100,621	100,621	0	0%

# Port of Newport - General Operating Fund

## Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
12900 · PERS - Deferred IF	147,653	147,653	0	0%
<b>Total Long Term Liabilities</b>	<b>6,252,595</b>	<b>6,878,228</b>	<b>(625,633)</b>	<b>(9)%</b>
<b>Total Liabilities</b>	<b>7,181,445</b>	<b>7,828,207</b>	<b>(646,763)</b>	<b>(8)%</b>
<b>Equity</b>				
13010 · GOF - Unassigned FB	36,450,979	62,462,097	(26,011,118)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	0	(34,952)	34,952	100%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
Net Income	233,816	167,448	66,368	40%
<b>Total Equity</b>	<b>43,828,335</b>	<b>44,139,465</b>	<b>(311,131)</b>	<b>(1)%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>51,009,779</b>	<b>51,967,672</b>	<b>(957,893)</b>	<b>(2)%</b>

**Port of Newport**  
**General Operating Fund - Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	168,341	203,250	(34,909)	83%
14100 · Moorage	565,222	395,929	169,294	143%
14200 · Hoist Dock & Services	167,637	196,300	(28,663)	85%
14300 · Shipping Terminal Revenues	0	4,375	(4,375)	0%
14400 · RV Parks	557,303	487,472	69,830	114%
14500 · Launch Ramp & Trailer Storage	36,921	23,079	13,842	160%
14600 · Miscellaneous Revenue	47,760	29,339	18,421	163%
14700 · Permit Revenues	(441)	0	(441)	100%
<b>Total Income</b>	<u>1,542,742</u>	<u>1,339,742</u>	<u>203,000</u>	<u>115%</u>
<b>Gross Profit</b>	1,542,742	1,339,742	203,000	115%
<b>Expense</b>				
15000 · Personnel Services	457,813	557,169	(99,356)	82%
16000 · Materials & Services	449,252	887,114	(437,863)	51%
16990 · Depreciation Expense	418,389	418,389	0	100%
17000 · Debt Service	10,042	501,026	(490,984)	2%
<b>Total Expense</b>	<u>1,335,496</u>	<u>2,363,698</u>	<u>(1,028,202)</u>	<u>57%</u>
<b>Net Ordinary Income</b>	207,246	(1,023,956)	1,231,202	(20)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	1,409	713	696	198%
18200 · Interest Income	5,123	0	5,123	100%
18300 · Grants	2,520	0	2,520	100%
18700 · Property & Dredge Sales	10,998	10,000	998	110%
18800 · Miscellaneous - Non-operating	3,200	0	3,200	100%
<b>Total Other Income</b>	<u>23,250</u>	<u>10,713</u>	<u>12,538</u>	<u>217%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	0	0	0%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19800 · Transfer- Overhead	(52,639)	(838,195)	785,556	6%
<b>Total Other Expense</b>	<u>(52,639)</u>	<u>(788,195)</u>	<u>735,556</u>	<u>7%</u>
<b>Net Other Income</b>	<u>75,889</u>	<u>798,908</u>	<u>(723,018)</u>	<u>9%</u>
<b>Net Income</b>	<u><u>283,136</u></u>	<u><u>(225,048)</u></u>	<u><u>508,184</u></u>	<u><u>(126)%</u></u>



**Port of Newport - General Operating Fund**  
**Administration - Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14600 · Miscellaneous Revenue</b>	4,521	0	4,521	100%
<b>Total Income</b>	4,521	0	4,521	100%
<b>Gross Profit</b>	4,521	0	4,521	100%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	185,774	209,767	(23,993)	89%
<b>16000 · Materials &amp; Services</b>	145,970	178,921	(32,950)	82%
<b>16990 · Depreciation Expense</b>	1,266	1,266	0	100%
<b>Total Expense</b>	333,011	389,954	(56,943)	85%
<b>Net Ordinary Income</b>	(328,489)	(389,954)	61,465	84%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18100 · Property Tax Revenue</b>	1,409	713	696	198%
<b>18200 · Interest Income</b>	5,123	0	5,123	100%
<b>Total Other Income</b>	6,532	713	5,820	917%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	0	0	0	0%
<b>19800 · Transfer- Overhead</b>	(321,679)	(321,679)	0	100%
<b>Total Other Expense</b>	(321,679)	(321,679)	0	100%
<b>Net Other Income</b>	328,211	322,392	5,819	102%
<b>Net Income</b>	<u>(278)</u>	<u>(67,562)</u>	<u>67,284</u>	<u>0%</u>

**Port of Newport**  
**International Terminal - Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	34,056	43,000	(8,944)	79%
<b>14100 · Moorage</b>	36,199	30,020	6,179	121%
<b>14200 · Hoist Dock &amp; Services</b>	66,299	95,395	(29,096)	69%
<b>14300 · Shipping Terminal Revenues</b>	0	4,375	(4,375)	0%
<b>14600 · Miscellaneous Revenue</b>	277	0	277	100%
<b>Total Income</b>	<u>136,831</u>	<u>172,789</u>	<u>(35,958)</u>	<u>79%</u>
<b>Gross Profit</b>	136,831	172,789	(35,958)	79%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	39,748	47,612	(7,863)	83%
<b>16000 · Materials &amp; Services</b>	56,415	39,075	17,340	144%
<b>16990 · Depreciation Expense</b>	318,078	318,078	0	100%
<b>17000 · Debt Service</b>	9,856	462,847	(452,991)	2%
<b>Total Expense</b>	<u>424,097</u>	<u>867,612</u>	<u>(443,515)</u>	<u>49%</u>
<b>Net Ordinary Income</b>	(287,266)	(694,822)	407,556	41%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18700 · Property &amp; Dredge Sales</b>	10,914	0	10,914	100%
<b>Total Other Income</b>	10,914	0	10,914	100%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	0	0	0	0%
<b>19700 · Transfers Out to Other Funds</b>	0	50,000	(50,000)	0%
<b>19800 · Transfer- Overhead</b>	8,316	8,316	(0)	100%
<b>Total Other Expense</b>	<u>8,316</u>	<u>58,316</u>	<u>(50,000)</u>	<u>14%</u>
<b>Net Other Income</b>	2,598	(58,316)	60,914	(4)%
<b>Net Income</b>	<u>(284,668)</u>	<u>(753,138)</u>	<u>468,470</u>	<u>38%</u>

**Port of Newport**  
**Commercial Marina - Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	22,352	46,500	(24,148)	48%
<b>14100 · Moorage</b>	182,788	177,844	4,944	103%
<b>14200 · Hoist Dock &amp; Services</b>	98,366	92,155	6,211	107%
<b>14600 · Miscellaneous Revenue</b>	5,109	0	5,109	100%
<b>14700 · Permit Revenues</b>	(441)	0	(441)	100%
<b>Total Income</b>	<u>308,173</u>	<u>316,499</u>	<u>(8,325)</u>	<u>97%</u>
<b>Gross Profit</b>	308,173	316,499	(8,325)	97%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	98,437	126,008	(27,571)	78%
<b>16000 · Materials &amp; Services</b>	72,344	422,581	(350,237)	17%
<b>16990 · Depreciation Expense</b>	13,074	13,074	0	100%
<b>17000 · Debt Service</b>	186	8,229	(8,043)	2%
<b>Total Expense</b>	<u>184,041</u>	<u>569,891</u>	<u>(385,851)</u>	<u>32%</u>
<b>Net Ordinary Income</b>	124,132	(253,393)	377,525	(49)%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	0	0	0	0%
<b>19800 · Transfer- Overhead</b>	142,945	142,945	0	100%
<b>Total Other Expense</b>	<u>142,945</u>	<u>142,945</u>	<u>0</u>	<u>100%</u>
<b>Net Other Income</b>	(142,945)	(142,945)	(0)	100%
<b>Net Income</b>	<u><b>(18,813)</b></u>	<u><b>(396,338)</b></u>	<u><b>377,525</b></u>	<u><b>5%</b></u>

**Port of Newport**  
**South Beach - Budget vs. Actual**  
 July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	111,933	113,750	(1,817)	98%
14100 · Moorage	346,236	188,065	158,171	184%
14200 · Hoist Dock & Services	2,972	8,750	(5,778)	34%
14400 · RV Parks	557,303	487,472	69,830	114%
14500 · Launch Ramp & Trailer Storage	39,447	23,079	16,368	171%
14600 · Miscellaneous Revenue	37,852	29,339	8,514	129%
<b>Total Income</b>	<u>1,095,742</u>	<u>850,454</u>	<u>245,288</u>	<u>129%</u>
<b>Gross Profit</b>	1,095,742	850,454	245,288	129%
<b>Expense</b>				
15000 · Personnel Services	133,853	173,783	(39,929)	77%
16000 · Materials & Services	174,523	246,538	(72,015)	71%
16990 · Depreciation Expense	85,971	85,971	0	100%
17000 · Debt Service	0	29,950	(29,950)	0%
<b>Total Expense</b>	<u>394,347</u>	<u>536,241</u>	<u>(141,894)</u>	<u>74%</u>
<b>Net Ordinary Income</b>	701,395	314,213	387,182	223%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	2,520	0	2,520	100%
18600 · Gain/(Loss) on Sale of Assets	0	0	0	0%
18700 · Property & Dredge Sales	85	10,000	(9,915)	1%
18800 · Miscellaneous - Non-operating	3,200	0	3,200	100%
<b>Total Other Income</b>	<u>5,805</u>	<u>10,000</u>	<u>(4,195)</u>	<u>58%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19800 · Transfer- Overhead	169,625	169,625	(0)	100%
<b>Total Other Expense</b>	<u>169,625</u>	<u>169,625</u>	<u>(0)</u>	<u>100%</u>
<b>Net Other Income</b>	<u>(163,820)</u>	<u>(159,625)</u>	<u>(4,195)</u>	<u>103%</u>
<b>Net Income</b>	<u><u>537,575</u></u>	<u><u>154,588</u></u>	<u><u>382,987</u></u>	<u><u>348%</u></u>

# NOAA Lease Revenue Fund

## Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	1,149,517	0	1,149,517	100%
11025 · NLRF MM Savings - FIB 9604	500,018	0	500,018	100%
11035 · NLRF - LGIP 6263	1,234,794	0	1,234,794	100%
11080 · NLRF Checking - OCB 7827	0	472,218	(472,218)	(100)%
11085 · NOAA Money Market - Umpqua	0	1,789,208	(1,789,208)	(100)%
11087 · NOAA Capital Reserve - OCB	0	500,444	(500,444)	(100)%
11091 · NOAA Revenue Bond Reserve - ...	0	2,104,863	(2,104,863)	(100)%
11092 · Assignment of Deposit - OCB	63,208	62,077	1,130	2%
Total Checking/Savings	2,947,536	4,928,810	(1,981,275)	(40)%
Accounts Receivable				
11200 · Accounts Receivable	127	0	127	100%
Total Accounts Receivable	127	0	127	100%
Other Current Assets				
11300 · Prepaid Expenses	50,048	45,771	4,277	9%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	24,215	19,938	4,277	22%
Total Current Assets	2,971,878	4,948,748	(1,976,871)	(40)%
Fixed Assets				
11500 · Capital Assets	23,717,323	25,194,524	(1,477,201)	(6)%
Total Fixed Assets	23,717,323	25,194,524	(1,477,201)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
<b>TOTAL ASSETS</b>	<b>27,651,615</b>	<b>30,143,272</b>	<b>(2,491,657)</b>	<b>(8)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	4,794	6,683	(1,888)	(28)%
Total Accounts Payable	4,794	6,683	(1,888)	(28)%
Other Current Liabilities				
12100 · Payroll Liabilities	11,781	8,639	3,143	36%
12200 · Due to Other Funds	12,374	12,355	19	0%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	1,515,528	1,445,581	69,947	5%
Total Current Liabilities	1,520,322	1,452,263	68,059	5%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	16,924,954	17,479,480	(554,526)	(3)%

# NOAA Lease Revenue Fund

## Balance Sheet

As of September 30, 2020

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	<u>Sep 30, 20</u>	<u>Sep 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	0	1,761,721	100%
13010 · NLRF - Unassigned FB	11,250,823	(14,317,905)	25,568,728	179%
13075 · NLRF - Prior Period Adj	0	(9,776)	9,776	100%
13300 · NLRF - Equity Transfers	0	25,585,916	(25,585,916)	(100)%
32000 · Unrestricted Net Assets	0	1,741,983	(1,741,983)	(100)%
Net Income	<u>(2,285,883)</u>	<u>(336,425)</u>	<u>(1,949,458)</u>	<u>(580)%</u>
Total Equity	<u>10,726,661</u>	<u>12,663,792</u>	<u>(1,937,131)</u>	<u>(15)%</u>
TOTAL LIABILITIES & EQUITY	<u>27,651,615</u>	<u>30,143,272</u>	<u>(2,491,657)</u>	<u>(8)%</u>

## Port of Newport - NOAA Lease Revenue Fund

### Budget vs. Actual

July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	638,090	648,975	(10,885)	98%
14605 · Miscellaneous - Operating	2,001	0	2,001	100%
<b>Total Income</b>	<u>640,091</u>	<u>648,975</u>	<u>(8,884)</u>	<u>99%</u>
<b>Expense</b>				
15000 · Personnel Services	26,879	38,769	(11,890)	69%
16000 · Materials & Services	60,257	112,619	(52,361)	54%
16990 · Depreciation Expense	392,169	392,169	0	100%
17000 · Debt Service	241,640	241,640	0	100%
<b>Total Expense</b>	<u>720,945</u>	<u>785,197</u>	<u>(64,251)</u>	<u>92%</u>
<b>Net Ordinary Income</b>	<u>(80,855)</u>	<u>(136,222)</u>	<u>55,367</u>	<u>59%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	4,934	25,000	(20,066)	20%
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	21			
18900 · Transfers In from Other Funds	0	0	0	0%
<b>Total Other Income</b>	<u>4,955</u>	<u>25,000</u>	<u>(20,045)</u>	<u>20%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,209,445	0	2,209,445	100%
19800 · Transfer-Admin Exp to Programs	538			
<b>Total Other Expense</b>	<u>2,209,983</u>	<u>0</u>	<u>2,209,983</u>	<u>100%</u>
<b>Net Other Income</b>	<u>(2,205,028)</u>	<u>25,000</u>	<u>(2,230,028)</u>	<u>(8,820)%</u>
<b>Net Income</b>	<u><b>(2,285,883)</b></u>	<u><b>(111,222)</b></u>	<u><b>(2,174,661)</b></u>	<u><b>2,055%</b></u>

**NOAA Capital Maintenance Fund**  
**Profit & Loss Budget vs. Actual**  
 July 1 through October 20, 2020

	Jul 1 - Oct 20, ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
66000 · Payroll Expenses	0	0	0	0%
<b>Total Expense</b>	0	0	0	0%
<b>Net Ordinary Income</b>	0	0	0	0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	5,994	0	5,994	100%
18900 · Transfers In from Other Funds	0	191,966	(191,966)	0%
<b>Total Other Income</b>	5,994	191,966	(185,972)	3%
<b>Other Expense</b>				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out	0	334,500	(334,500)	0%
<b>Total Other Expense</b>	0	484,500	(484,500)	0%
<b>Net Other Income</b>	5,994	(292,534)	298,528	(2)%
<b>Net Income</b>	<b>5,994</b>	<b>(292,534)</b>	<b>298,528</b>	<b>(2)%</b>



## Port of Newport - NOAA Capital Maintenance Fund

## Balance Sheet - NCMF

10/20/20

As of October 20, 2020

Accrual Basis

	<u>Oct 20, 20</u>	<u>Oct 20, 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
11035 · NCMF - LGIP 6263	2,215,439	0	2,215,439	100%
Total Checking/Savings	2,215,439	0	2,215,439	100%
Total Current Assets	2,215,439	0	2,215,439	100%
<b>TOTAL ASSETS</b>	<b>2,215,439</b>	<b>0</b>	<b>2,215,439</b>	<b>100%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
13003 · NCMF - Committed FB-Cap. Res.	2,209,445	0	2,209,445	100%
Net Income	5,994	0	5,994	100%
Total Equity	2,215,439	0	2,215,439	100%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,215,439</b>	<b>0</b>	<b>2,215,439</b>	<b>100%</b>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of September 30, 2020

	<u>Sep 30, 20</u>	<u>Sep 30, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
400 · Bonded Debt Fund	(1,963)	22,453	(24,415)
<b>Total Checking/Savings</b>	(1,963)	22,453	(24,415)
<b>Other Current Assets</b>			
11270 · Property Tax Receivable	50,077	86,925	(36,848)
11400 · Due from Other Funds	0	2,745	(2,745)
<b>Total Other Current Assets</b>	50,077	89,670	(39,593)
<b>Total Current Assets</b>	48,114	112,123	(64,008)
<b>Other Assets</b>			
11800 · Bond Issue costs, net of amort.	0	2,916	(2,916)
11825 · Advance Refunding Valuation	700,453	416,150	284,303
<b>Total Other Assets</b>	700,453	419,066	281,387
<b>TOTAL ASSETS</b>	<b><u>748,567</u></b>	<b><u>531,189</u></b>	<b><u>217,378</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
<b>Total Other Current Liabilities</b>	335,000	350,000	(15,000)
<b>Total Current Liabilities</b>	335,000	350,000	(15,000)
<b>Long Term Liabilities</b>			
12515 · 2011 Series Bonds	0	4,948,669	(4,948,669)
12520 · 2016 Series Bonds	6,763,195	7,043,195	(280,000)
12525 · 2019 Series Bonds	5,210,000	0	5,210,000
12590 · Bond Premiums	796,865	796,865	0
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	20,808	20,808	0
<b>Total Long Term Liabilities</b>	12,455,868	12,459,537	(3,669)
<b>Total Liabilities</b>	12,790,868	12,809,537	(18,669)
<b>Equity</b>			
13000 · BDF - Restricted FB	(12,013,894)	(12,290,511)	276,616
13999 · Retained Earnings	(38,455)	0	(38,455)
Net Income	10,048	12,163	(2,115)
<b>Total Equity</b>	(12,042,301)	(12,278,348)	236,047
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>748,567</u></b>	<b><u>531,189</u></b>	<b><u>217,378</u></b>

## Port of Newport - Bonded Debt Fund

### Profit & Loss Budget vs. Actual

July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
18100 · Bond Levy Proceeds	10,047	567,700	(557,653)	2%
<b>Total Income</b>	<u>10,047</u>	<u>567,700</u>	<u>(557,653)</u>	<u>2%</u>
<b>Gross Profit</b>	10,047	567,700	(557,653)	2%
<b>Expense</b>				
17000 · Debt Service	0	215,271	(215,271)	0%
<b>Total Expense</b>	<u>0</u>	<u>215,271</u>	<u>(215,271)</u>	<u>0%</u>
<b>Net Ordinary Income</b>	10,047	352,430	(342,382)	3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Bank Interest Income	1	875	(874)	0%
<b>Total Other Income</b>	<u>1</u>	<u>875</u>	<u>(874)</u>	<u>0%</u>
<b>Net Other Income</b>	1	875	(874)	0%
<b>Net Income</b>	<u><u>10,048</u></u>	<u><u>353,304</u></u>	<u><u>(343,256)</u></u>	<u><u>3%</u></u>

# Port of Newport - Construction Fund

## Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
300 · Construction Fund	13,070	19,291	(6,221)
<b>Total Checking/Savings</b>	13,070	19,291	(6,221)
<b>Total Current Assets</b>	13,070	19,291	(6,221)
<b>TOTAL ASSETS</b>	<b>13,070</b>	<b>19,291</b>	<b>(6,221)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	1,405	(1,405)
<b>Total Accounts Payable</b>	0	1,405	(1,405)
<b>Total Current Liabilities</b>	0	1,405	(1,405)
<b>Total Liabilities</b>	0	1,405	(1,405)
Equity			
13010 · CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	0	(12,450)	12,451
<b>Total Equity</b>	13,070	17,886	(4,816)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,070</b>	<b>19,291</b>	<b>(6,221)</b>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	0	0	0	100%
<b>Total Other Income</b>	0	0	0	100%
<b>Other Expense</b>				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	30,452	(30,452)	0%
<b>Total 19700 · Transfers Out to Other Funds</b>	0	30,452	(30,452)	0%
<b>Total Other Expense</b>	0	30,452	(30,452)	0%
<b>Net Other Income</b>	0	(30,452)	30,452	(0)%
<b>Net Income</b>	<b>0</b>	<b>(30,452)</b>	<b>30,452</b>	<b>(0)%</b>

# Port of Newport - Facility Maintenance Reserve Fund

## Balance Sheet

As of September 30, 2020

	<u>Sep 30, 20</u>	<u>Sep 30, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
200 · Facility Maintenance Rsrv Fund	262,037	150,740	111,297
<b>Total Checking/Savings</b>	<u>262,037</u>	<u>150,740</u>	<u>111,297</u>
<b>Total Current Assets</b>	<u>262,037</u>	<u>150,740</u>	<u>111,297</u>
<b>TOTAL ASSETS</b>	<b><u>262,037</u></b>	<b><u>150,740</u></b>	<b><u>111,297</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
12000 · Accounts Payable	0	2,877	(2,877)
<b>Total Accounts Payable</b>	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
<b>Total Current Liabilities</b>	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
<b>Total Liabilities</b>	0	2,877	(2,877)
<b>Equity</b>			
13005 · FMRF - Assigned for Future Exp	215,000	150,000	65,000
13010 · FMRF - Unassigned FB	46,634	(2,820)	49,453
Net Income	404	682	(279)
<b>Total Equity</b>	<u>262,037</u>	<u>147,863</u>	<u>114,175</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>262,037</u></b>	<b><u>150,740</u></b>	<b><u>111,297</u></b>

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

**Profit & Loss Budget vs. Actual**

July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	404	375	29	108%
18900 · Transfers In	0	412,500	(412,500)	0%
<b>Total Other Income</b>	<u>404</u>	<u>412,875</u>	<u>(412,471)</u>	<u>0%</u>
<b>Other Expense</b>				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	0	300,000	(300,000)	0%
<b>Total 19700 · Transfers Out</b>	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
<b>Total Other Expense</b>	<u>0</u>	<u>430,120</u>	<u>(430,120)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>404</u>	<u>(17,245)</u>	<u>17,649</u>	<u>(2)%</u>
<b>Net Income</b>	<u><u>404</u></u>	<u><u>(17,245)</u></u>	<u><u>17,649</u></u>	<u><u>(2)%</u></u>





## PORT OF NEWPORT LICENSE

This License, effective November 1, 2020 through November 11, 2023, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", Community Ice, LLC, hereinafter referred to as "Licensee."

The Port hereby grants permission to Licensee to install water lines that will connect to the Port's potable water line, meter, and valve at approximate position 44 37' 33.08"N, 124 01' 55.46"W, which is located approximately 10 feet from the southwest corner of the Port's Cathodic Protection Shed (depicted in EXHIBIT A). The Port grants access to the water flowing through the pipe and will allow that access to the extent that it does not detrimentally affect water usage or access to Port users at other points in the water line. If the Licensee reduces access to water to other Port users as a result of the Licensee's water consumption, this license will be revoked. Use of this water access by Licensee is limited to Community Ice operations. City water fees will be passed through the Port to the Licensee. Use of any additional property at the Port of Newport International Terminal is not covered under this agreement and requires express written permission in advance from the Port of Newport. At all times, Licensee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Licensee's period of occupancy. Upon such termination, the Licensee shall return the water line to its current configuration (EXHIBIT B). The Port shall have unrestricted access to the water valves that Licensee installs, and to the Port's existing water valves.

License is subject to the rules, regulations, and ordinances of the Port of Newport, which can be found on the Port's website [portofnewport.com](http://portofnewport.com), and subject to the following terms and conditions:

- Usage Fee:** Annual administrative fee of \$1,200 is due on October 15, 2020. Consumption fees shall be based upon the gallons that have passed through the Licensee's installed meter as interpreted by the Port, to be read and recorded on or about the 10<sup>th</sup> of each month, and shall be charged at the city rate to include stormwater fees from the meter feeding the water line. Licensee will be charged a percentage of the city stormwater fee equivalent to the percentage of water from the main 2" line used by Licensee.
- Reservation of Rights:** Port reserves the right to alter or amend the terms and conditions of this License.
- Liability, indemnity of Port:** Licensee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Licensee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Licensee's use of Port facilities. Licensee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella on top of \$1 million per occurrence will be acceptable. Licensee will provide the Port with a Certificate of Insurance naming the Port as an additional insured. The certificate must be received prior to operations commencing.
- Condition of Premises.** Licensee acknowledges that Licensee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This License is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Licensee and notify Licensee of conditions requiring Licensee's attention, but Port assumes no responsibility for Licensee's use

of the Port's facilities. At all times, Licensee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Licensee's period of occupancy. Licensee agrees, excepting only acts of God and other conditions and occurrences beyond the control of the Licensee, that Licensee will leave the premises in a condition substantially equivalent or better than they were found.

5. **Nontransferability/Term.** This License is nontransferable. This License expires at 11:59 pm on November 1, 2023. *This license may be renewable on an annual basis for up to 2 additional years, at Port's reasonable discretion.*

IN WITNESS WHEREOF, the Port has caused this License to be issued on the date indicated above.  
Port of Newport:

Accepted By:

\_\_\_\_\_  
Paula Miranda , General Manager

\_\_\_\_\_  
Edward H. Backas  
Manager


ATTACHMENT: Exhibit A, Exhibit B

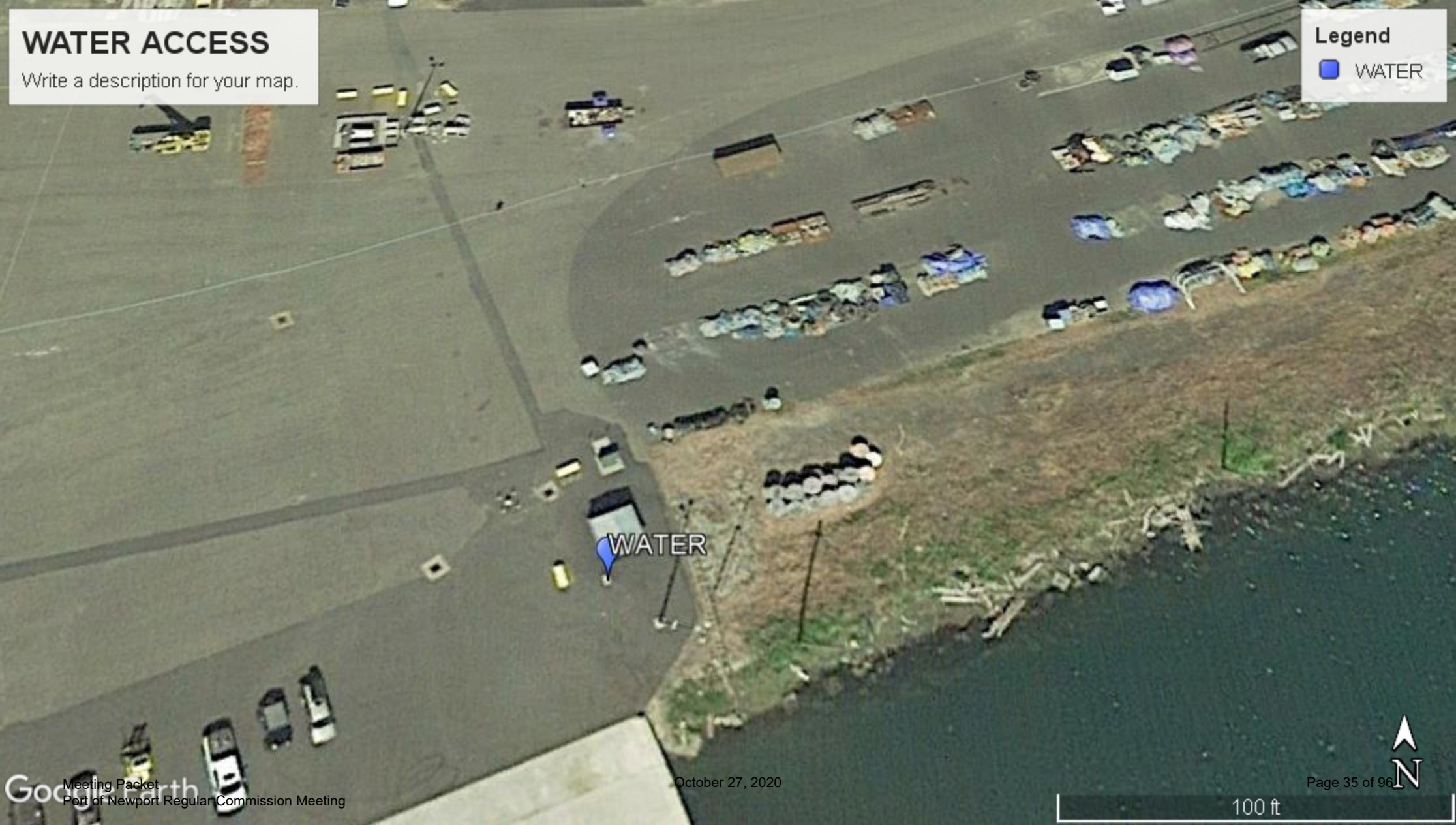
DRAFT

# WATER ACCESS

Write a description for your map.

## Legend

 WATER



WATER





**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/09/2020</b>	<b>45372</b>	<b>G &amp; K Floors</b>			
08/20/2020	090120		Janitorial services - SB	SB Customer Service	3,760.00
			Janitorial services - Port office	Administration	200.00
					<u>3,960.00</u>
<b>09/04/2020</b>	<b>45373</b>	<b>ACE Hardware</b>			
08/31/2020	2928/1		Saw blade and flap discs	Commercial Marina	97.51
					<u>97.51</u>
<b>09/04/2020</b>	<b>45374</b>	<b>Alsco</b>			
08/26/2020	LPOR2552331		Shop towels, shirt, and mats	Administration	34.75
08/27/2020	LPOR2552941		NIT towels	International Terminal	37.32
08/28/2020	LPOR2553603		SB mats	SB Customer Service	72.06
09/02/2020	LPOR2555489		Shop towels, shirt, and mats	Administration	34.75
					<u>178.88</u>
<b>09/04/2020</b>	<b>45375</b>	<b>Alesea Bay Power Products</b>			
08/31/2020	321827		Repair and maintenance on Stihl backpack blower	International Terminal	154.37
					<u>154.37</u>
<b>09/04/2020</b>	<b>45376</b>	<b>Amazon Capital Services</b>			
08/23/2020	146N-NQGH-N43H		Office supplies - mini staplers, envelope sealers, paper clips, and gel highlighters	Administration	37.34
08/25/2020	1TDW-3TD3-R47D		OtterBox case	SB Operations	39.49
			Freight	SB Operations	12.09
08/28/2020	161W-4G9Q-DVX3		Office supplies - DYMO LabelWriter 450 and address and file labels	Administration	98.31
08/29/2020	1T7K-QHLC-4HXP		Office supplies - calculator paper and canned air	Administration	28.00
			Cleaning supplies	Administration	4.99
			Freight	Administration	6.99
09/01/2020	1M4R-RDQJ-7DDL		Prong fasteners	Administration	11.30
			Hand soap	Administration	37.99
					<u>276.50</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>45377</b>	<b>CenturyLink - Business Service</b>			
08/20/2020	141509764		Telephone	Administration	181.65
					<u>181.65</u>
<b>09/04/2020</b>	<b>45378</b>	<b>Coastal Paper &amp; Supply</b>			
08/25/2020	580104		Paper products and cleaning supplies	SB Operations	337.62
			Shipping	SB Operations	4.00
09/01/2020	580440		Paper products and cleaning supplies	SB Operations	487.14
			Shipping	SB Operations	4.00
09/01/2020	580431		Hand soap	SB Operations	186.84
					<u>1,019.60</u>
<b>09/04/2020</b>	<b>45379</b>	<b>CoastCom By Wave</b>			
09/01/2020	121313501-0008360		Internet - August 2020	SB Customer Service	1,036.04
			Internet - August 2020	Administration	500.00
					<u>1,536.04</u>
<b>09/04/2020</b>	<b>45380</b>	<b>Copeland Lumber Yards</b>			
08/31/2020	2008-211794		4x8 20' treated wood for docks	Commercial Marina	402.00
					<u>402.00</u>
<b>09/04/2020</b>	<b>45381</b>	<b>EARTH2O</b>			
09/03/2020	365292		10 bottles of water package - 9	Commercial Marina	53.46
			10 bottles of water package - 1	Administration	5.94
					<u>59.40</u>
<b>09/04/2020</b>	<b>45382</b>	<b>Ecolube Recovery</b>			
08/05/2020	9865080520		Used oil recovery	SB Operations	289.75
					<u>289.75</u>
<b>09/04/2020</b>	<b>45383</b>	<b>Englund Marine Supply Co</b>			
09/02/2020	970512/6		25ft 5/8 chain and hooks for dragging trees on 9-acre lot	International Terminal	146.06
					<u>146.06</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>45384</b>	<b>FIB MasterCard KH</b>			
08/23/2020	Walmart		07/23/2020 - Frame and office candy	Administration	34.15
08/23/2020	Perforated Paper		08/10/2020 - Perforated cardstock for parking passes	SB Customer Service	79.18
08/23/2020	Rubber Stamp		08/10/2020 - Custom date stamp for parking passes	SB Customer Service	52.10
					<u>165.43</u>
<b>09/04/2020</b>	<b>45385</b>	<b>Fred Meyer Customer Charges</b>			
08/31/2020	0209122		Office supplies - certificate frames and electronic air dusters	International Terminal	42.76
			Cleaning supplies	International Terminal	20.36
09/01/2020	0209127		Water cooler	International Terminal	19.99
					<u>83.11</u>
<b>09/04/2020</b>	<b>45386</b>	<b>Hyak</b>			
09/01/2020	22544-fd-4658		Access point for SB internet access	SB Customer Service	199.00
					<u>199.00</u>
<b>09/04/2020</b>	<b>45387</b>	<b>IconiPro Security Alarms</b>			
09/01/2020	33384		Cellular security monitoring services	SB Customer Service	136.14
					<u>136.14</u>
<b>09/04/2020</b>	<b>45388</b>	<b>Industrial Welding Supply</b>			
08/28/2020	903764-00		Exchange CO2 20lb tank	Commercial Marina	29.50
					<u>29.50</u>
<b>09/04/2020</b>	<b>45389</b>	<b>Newport Rental Service</b>			
09/01/2020	118016		455 Rancher chainsaw and file	International Terminal	451.70
			Chaps	International Terminal	99.95
			Chain	International Terminal	27.99
					<u>579.64</u>
<b>09/04/2020</b>	<b>45390</b>	<b>Newport Signs</b>			
09/01/2020	10526		Video and audio entrance signs	SB Operations	308.00
					<u>308.00</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>45391</b>	<b>OCZMA</b>			
08/31/2020	Annual 2020-2021		OCZMA membership 2020-2021	Administration	<u>800.00</u>
					800.00
<b>09/04/2020</b>	<b>45392</b>	<b>Orkin</b>			
08/26/2020	202162464		September pest control	Administration	<u>45.00</u>
					45.00
<b>09/04/2020</b>	<b>45393</b>	<b>Pacific Digital Works</b>			
08/26/2020	21365		Scan oversize PD3 and 5 float plans	Administration	<u>55.00</u>
					55.00
<b>09/04/2020</b>	<b>45394</b>	<b>Papé Material Handling Exchange</b>			
08/26/2020	4723298		Annual forklift maintenance for H90	International Terminal	<u>378.53</u>
					378.53
<b>09/04/2020</b>	<b>45395</b>	<b>Phil Burkum</b>			
08/26/2020	8969407		Refund moorage - cancelled reservations	SB Customer Service	<u>283.62</u>
					283.62
<b>09/04/2020</b>	<b>45396</b>	<b>Pioneer Connect</b>			
09/01/2020	Shop 0920		Telephone	SB Operations	41.63
09/01/2020	Office 0920		Telephone	SB Customer Service	<u>232.72</u>
					274.35
<b>09/04/2020</b>	<b>45397</b>	<b>Platt Electric Supply</b>			
08/24/2020	0R41111		LC33N7 electric pedestal parts for PD7	Commercial Marina	94.30
			Freight	Commercial Marina	<u>64.20</u>
					158.50
<b>09/04/2020</b>	<b>45398</b>	<b>Power Motors</b>			
09/02/2020	FOCS241275		Replace Ford Ranger oxygen sensor	SB Operations	<u>454.82</u>
					454.82
<b>09/04/2020</b>	<b>45399</b>	<b>RentPrep Enterprise</b>			
09/01/2020	6043		Background checks	SB Customer Service	<u>59.80</u>
					59.80





**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>45400</b>	<b>Rowley's Towing</b>			
08/28/2020	1802		Tow Ford Ranger to shop	SB Operations	100.00
					<u>100.00</u>
<b>09/04/2020</b>	<b>45401</b>	<b>Russell Diede</b>			
08/25/2020	8497348		Refund moorage - sold boat and cancelled reservation	SB Customer Service	1,287.30
					<u>1,287.30</u>
<b>09/04/2020</b>	<b>45402</b>	<b>Smart Foodservice - Cash &amp; Carry</b>			
08/27/2020	14701		Cleaning supplies	Administration	9.79
		State of Oregon CRF	Safety supplies - gloves and sandwich bags for masks	Administration	14.10
			Office candy	Administration	39.32
					<u>63.21</u>
<b>09/04/2020</b>	<b>45403</b>	<b>Staples</b>			
08/05/2020	2601668271		Office supplies - packing tape, postit notes, and laminating pouches	Administration	53.87
08/14/2020	2611484331		Markers	SB Customer Service	35.60
08/14/2020	2611484711		Office supplies - Stapler, color paper, laminating pouches, and color card stock	SB Customer Service	229.45
08/17/2020	2613592241		Staples Plus membership	Administration	49.00
08/21/2020	2619169761		Cash handling bags	Administration	24.63
			Cash handling bags	SB Customer Service	24.63
					<u>417.18</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>45404</b>	<b>T &amp; L Septic Tank Service</b>			
08/25/2020	150160		Chemical toilet rental - Bay Front	Commercial Marina	260.00
08/25/2020	150161		Chemical toilet rental - Bay Front	Commercial Marina	200.00
08/25/2020	150162		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
08/25/2020	150163		Chemical toilet rental - SB south restroom	SB Operations	80.00
08/25/2020	149912		Chemical toilet rental - SB south restroom damage	SB Operations	100.00
08/25/2020	150164		Chemical toilet rental - NIT	International Terminal	80.00
08/25/2020	150165		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
08/25/2020	150166		Chemical toilet rental - Marina Store	SB Operations	80.00
					<u>80.00</u>
					960.00
<b>09/04/2020</b>	<b>45405</b>	<b>Toyota Lift NW</b>			
08/31/2020	14138741		Replace forklift tilt cylinders	Commercial Marina	4,796.63
					<u>4,796.63</u>
<b>09/04/2020</b>	<b>45406</b>	<b>TWGW NAPA Auto Parts</b>			
09/01/2020	824808		Battery for Ford Ranger	International Terminal	139.99
09/01/2020	824782		Jumper cables	Commercial Marina	51.99
					<u>191.98</u>
<b>09/04/2020</b>	<b>45407</b>	<b>Voya (State of Oregon Plan)</b>			
09/01/2020	September - 2020		Monthly Employee Contributions	Administration	50.00
					<u>50.00</u>
<b>09/04/2020</b>	<b>45408</b>	<b>Yaquina Bay Economic Foundation</b>			
08/31/2020	Annual Dues		Annual Dues 2020-2021	Administration	200.00
					<u>200.00</u>
<b>09/18/2020</b>	<b>45409</b>	<b>Alan Brown Tire Center</b>			
09/03/2020	72500422764		Lawnmower tires	SB Operations	82.98
					<u>82.98</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>45410</b>	<b>Alsco</b>			
09/09/2020	LPOR2558602		Shop towels, shirt, and mats	Administration	34.75
09/11/2020	LPOR2559884		SB mats	SB Customer Service	72.06
09/16/2020	LPOR2561739		Shop towels, shirt, and mats	Administration	34.75
					<u>141.56</u>
<b>09/18/2020</b>	<b>45411</b>	<b>Amazon Capital Services</b>			
09/14/2020	1HQR-DKNR-7P9V		Quarter wrappers	SB Operations	21.89
			Freight	SB Operations	5.99
09/14/2020	1VNH-RXGW-1GFF		Plantronics Online Busy Light	SB Operations	30.98
					<u>58.86</u>
<b>09/18/2020</b>	<b>45412</b>	<b>Business Oregon - IFA</b>			
09/15/2020	65541 10/20		Loan payment - principal	International Terminal	2,083.33
					<u>2,083.33</u>
<b>09/18/2020</b>	<b>45413</b>	<b>Century Link</b>			
09/05/2020	5412659651245B-09/20		Telephone	International Terminal	200.53
09/05/2020	5412657758840B-09/20		Telephone	Administration	219.17
					<u>419.70</u>
<b>09/18/2020</b>	<b>45414</b>	<b>CenturyLink - Business Service</b>			
09/01/2020	150393635		Telephone	Administration	67.19
					<u>67.19</u>
<b>09/18/2020</b>	<b>45415</b>	<b>City of Newport Room Tax</b>			
08/31/2020	August 2020 Room Tax		Transient room tax - August 2020	SB Customer Service	10,644.06
					<u>10,644.06</u>
<b>09/18/2020</b>	<b>45416</b>	<b>Coastal Paper &amp; Supply</b>			
09/09/2020	580790		Paper products and cleaning supplies	SB Operations	600.08
			Shipping	SB Operations	4.00
					<u>604.08</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>45417</b>	<b>Design Space</b>			
09/04/2020	1150555-IN		Temporary office rental	Administration	<u>877.00</u>
					877.00
<b>09/18/2020</b>	<b>45418</b>	<b>DH Goebel, Architect</b>			
09/04/2020	200904		Schematic Design - phase 2 of new Admin Bldg	Administration	<u>11,688.00</u>
					11,688.00
<b>09/18/2020</b>	<b>45419</b>	<b>FIB MasterCard MB</b>			
08/23/2020	PayPal		08/03/2020 - Credit card fees	SB Customer Service	264.60
08/23/2020	GFOA		08/05/2020 - Training books	Administration	<u>92.63</u>
					357.23
<b>09/18/2020</b>	<b>45420</b>	<b>Gregory Savelly</b>			
09/12/2020	8297496		Refund RV - cancelled reservation due to fires	SB Customer Service	<u>60.10</u>
					60.10
<b>09/18/2020</b>	<b>45421</b>	<b>Harvey's Lock &amp; Key</b>			
08/31/2020	20935		25 CM restroom keys	Administration	<u>371.25</u>
					371.25
<b>09/18/2020</b>	<b>45422</b>	<b>Hyak</b>			
09/06/2020	22661		Annual domain renewal	Administration	20.00
09/18/2020	22787		Web filtering	Administration	<u>200.00</u>
					220.00
<b>09/18/2020</b>	<b>45423</b>	<b>Jean Dumas</b>			
09/05/2020	8575981		Refund RV - cancelled reservation	SB Customer Service	<u>47.72</u>
					47.72
<b>09/18/2020</b>	<b>45424</b>	<b>Lincoln County Public Works</b>			
09/01/2020	6115		Fuel for trucks - CM	Commercial Marina	66.31
			Fuel for trucks - SB	SB Operations	158.57
			Fuel for trucks - MD	Administration	<u>21.84</u>
					246.72



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>45425</b>	<b>Lincoln Plumbing</b>			
09/01/2020	20799		Repair clogged shower drain for Marina showers	SB Operations	<u>180.00</u>
					180.00
<b>09/18/2020</b>	<b>45426</b>	<b>MacPherson Gintner &amp; Diaz</b>			
08/31/2020	81536		Professional services	Administration	2,250.00
08/31/2020	81535 EDA		Professional services for EDA Grant	Commercial Marina	787.50
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	<u>787.50</u>
					3,825.00
<b>09/18/2020</b>	<b>45427</b>	<b>National Business Solutions</b>			
09/03/2020	IN78078		IT contract charge - 9/20	Administration	<u>759.20</u>
					759.20
<b>09/18/2020</b>	<b>45428</b>	<b>Newport News-Times</b>			
08/28/2020	351019		Newport map	Administration	199.00
08/28/2020	351020		Newport map	Administration	199.00
08/28/2020	351021		Newport map	Administration	<u>199.00</u>
					597.00
<b>09/18/2020</b>	<b>45429</b>	<b>OR Department of State Lands</b>			
09/04/2020	23093		2020 Base Fee Fill Renewal Fee - PD5 & 7 pile replacement	Commercial Marina	<u>826.00</u>
					826.00
<b>09/18/2020</b>	<b>45430</b>	<b>OR DMV</b>			
08/31/2020	60364-083120		Vehicle records	SB Customer Service	<u>4.00</u>
					4.00
<b>09/18/2020</b>	<b>45431</b>	<b>Pacific Digital Works</b>			
09/01/2020	21242		Print Facility Code booklets	Administration	212.25
09/16/2020	21478		Hard and electronic copies of PD5 Plans binder	Administration	99.15
		US Dept. of Commerce Grants	Hard and electronic copies of PD5 Plans binder	Administration	<u>99.14</u>
					410.54



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>45432</b>	<b>Quadient Finance USA</b>			
08/27/2020	57806605		Postage machine rental	Administration	<u>172.32</u>
					172.32
<b>09/18/2020</b>	<b>45433</b>	<b>Special Districts Insurance Services</b>			
03/04/2020	Gen Liab/Property Q4		Quarterly general liability/property insurance - 4th Q GF	Administration	54,927.60
			Quarterly general liability/property insurance - 4th Q NOAA	Administration	12,120.40
09/01/2020	Oct Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,800.99
			Monthly health-dental-life insurance	Commercial Marina	5,002.62
			Monthly health-dental-life insurance	SB Customer Service	1,667.54
			Monthly health-dental-life insurance	SB Operations	2,501.31
			Monthly health-dental-life insurance	International Terminal	<u>1,667.54</u>
					83,688.00
<b>09/18/2020</b>	<b>45434</b>	<b>Suburban Propane</b>			
08/31/2020	102279		Propane	Commercial Marina	119.80
08/31/2020	102399		Propane	Commercial Marina	<u>111.30</u>
					231.10
<b>09/18/2020</b>	<b>45435</b>	<b>Summit Public Relations Strat</b>			
09/08/2020	703		Communication support services for July and August 2020	Administration	<u>1,050.00</u>
					1,050.00
<b>09/18/2020</b>	<b>45436</b>	<b>T &amp; L Septic Tank Service</b>			
08/29/2020	168282		Pump out FWT holding tank	International Terminal	225.00
			Pump out NIT holding tank	International Terminal	<u>225.00</u>
					450.00



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>45437</b>	<b>TCB Security Services</b>			
09/01/2020	229889		Monthly security contract - SB Marina	SB Operations	2,116.35
			Monthly security contract - SB RV	SB Customer Service	2,116.35
			Monthly security contract - CM	Commercial Marina	2,116.35
			Monthly security contract - NIT	International Terminal	1,122.95
		State of Oregon CRF	Extra COVID coverage	Administration	2,496.00
					<u>9,968.00</u>
<b>09/18/2020</b>	<b>45438</b>	<b>Thompson's Sanitary Service</b>			
08/31/2020	12058 08-2020		Trash disposal - Int'l Terminal	International Terminal	990.99
08/31/2020	12514 08-2020		Trash disposal - SB	SB Customer Service	8,148.07
08/31/2020	13499 08-2020		Trash disposal - PD7	Commercial Marina	1,908.31
					<u>11,047.37</u>
<b>09/18/2020</b>	<b>45439</b>	<b>Toyota Industries Commercial Finance</b>			
09/07/2020	4002861379-17		2017 CM forklift - principal	Commercial Marina	599.89
			2017 CM forklift - interest	Commercial Marina	59.66
					<u>659.55</u>
<b>09/18/2020</b>	<b>45440</b>	<b>Wells Fargo Financial Leasing</b>			
09/05/2020	5011833304		Copier Lease - North Office	Administration	141.50
			Copier Lease - SB Office	SB Customer Service	141.50
					<u>283.00</u>
<b>09/18/2020</b>	<b>45441</b>	<b>Yaquina Boat Equipment</b>			
09/11/2020	38852		1/2" mild steel pipe and cutting	Commercial Marina	17.60
					<u>17.60</u>
<b>09/23/2020</b>	<b>45442</b>	<b>Alpha Environmental Services</b>	<b>VOID</b>		0.00
<b>09/23/2020</b>	<b>45443</b>	<b>Alpha Environmental Services</b>			
09/22/2020	PO 30078		Clean up oil building - deposit	Commercial Marina	3,000.00
					<u>3,000.00</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45444</b>	<b>ACE Hardware</b>			
09/16/2020	3036/1		Furnace filter for office	Commercial Marina	4.99
					<u>4.99</u>
<b>09/25/2020</b>	<b>45445</b>	<b>Amazon Capital Services</b>			
09/19/2020	1PQ1-7F34-YHVY		Laminating pouches	Commercial Marina	34.50
					<u>34.50</u>
<b>09/25/2020</b>	<b>45446</b>	<b>Barrelhead Supply</b>			
09/16/2020	293766		White Gorilla tape	SB Operations	19.98
09/18/2020	293912		PVC fittings and screws	SB Operations	23.34
					<u>43.32</u>
<b>09/25/2020</b>	<b>45447</b>	<b>Business Oregon - OBDD</b>	<b>Loan payment</b>		
09/18/2020	655-36-02Q1001 10-20		Principal - October 2020	International Terminal	5,518.20
			Interest - October 2020	International Terminal	2,281.80
					<u>7,800.00</u>
<b>09/25/2020</b>	<b>45448</b>	<b>Coastal Paper &amp; Supply</b>			
09/15/2020	581075		Paper products and cleaning supplies	SB Operations	498.87
			Shipping	SB Operations	4.00
09/22/2020	581408		Paper products and cleaning supplies	SB Operations	636.15
			Shipping	SB Operations	4.00
					<u>1,143.02</u>
<b>09/25/2020</b>	<b>45449</b>	<b>Cynthia Needs</b>			
09/09/2020	8257353		Refund RV - cancelled reservation due to fires	SB Customer Service	950.00
					<u>950.00</u>





**Operating Fund  
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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45450</b>	<b>Dahl &amp; Dahl</b>			
09/11/2020	260203		Take load of tree debris from wind storm to dump	SB Operations	110.67
09/15/2020	260467		Take load of tree debris from wind storm to dump	SB Operations	122.57
09/16/2020	260517		Take load of tree debris from wind storm to dump	SB Operations	111.27
09/17/2020	260555		Take load of tree debris from wind storm to dump	SB Operations	113.05
09/17/2020	260591		Take load of garbage to dump	Commercial Marina	171.31
09/17/2020	260578		Take load of garbage to dump	Commercial Marina	177.29
					<u>806.16</u>
<b>09/25/2020</b>	<b>45451</b>	<b>Design Space</b>			
09/18/2020	1152818-IN		Customs office lease	Administration	217.00
					<u>217.00</u>
<b>09/25/2020</b>	<b>45452</b>	<b>Digital Deployment</b>			
09/14/2020	106935		Website monthly fee	Administration	450.00
					<u>450.00</u>
<b>09/25/2020</b>	<b>45453</b>	<b>Ecolube Recovery</b>			
09/02/2020	9865090220		Used oil recovery	SB Operations	163.00
09/21/2020	9311082120		Used oil recovery	Commercial Marina	308.70
					<u>471.70</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45454</b>	<b>Englund Marine Supply Co</b>			
09/15/2020	970887/6		Rain gear	SB Operations	149.07
09/17/2020	138611/6		Rain gear and boots	Commercial Marina	361.64
09/17/2020	139179/6		6' hydraulic hose	International Terminal	46.32
09/17/2020	970960/6		QC hose brass	Commercial Marina	9.36
09/18/2020	970989/6		Victorinox paring knives	International Terminal	106.40
			Nitrile gloves	International Terminal	70.49
09/18/2020	970992/6		T-bolt clamps, female coupler, male camlock, and 2" clear suction hose	Commercial Marina	104.12
09/18/2020	K70983/6		Atlas gloves - medium and XL	Commercial Marina	13.60
09/18/2020	970980/6		Cleaner degreaser and Splash Zone epoxy	Commercial Marina	227.58
09/18/2020	971004/6		Male coupler 2"	Commercial Marina	14.06
					<u>1,102.64</u>
<b>09/25/2020</b>	<b>45455</b>	<b>FIB MasterCard AB</b>			
09/01/2020	Garland		07/29/2020 - Washers for dumpster wheels	SB Operations	134.14
09/01/2020	OR DAS SPO		08/06/2020 - Fundamentals of Procurement training	Administration	175.00
					<u>309.14</u>
<b>09/25/2020</b>	<b>45456</b>	<b>Hyak</b>			
09/19/2020	22804		Microsoft 365	Administration	552.00
					<u>552.00</u>
<b>09/25/2020</b>	<b>45457</b>	<b>NW Natural</b>			
09/17/2020	1584562-1 09-20		SB gas	SB Customer Service	116.90
09/17/2020	1584561-3 09-20		SB gas - shop	SB Operations	26.01
					<u>142.91</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45458</b>	<b>PacificSource Administrators</b>			
09/03/2020	359308		September HRE member fees	Administration	85.00
09/03/2020	357030		August HRE member fees	Administration	85.00
09/03/2020	356087		8/5/2020 HRE insurance withholding	Administration	160.84
			8/5/2020 HRE insurance withholding	SB Customer Service	50.00
09/03/2020	357031		8/20/2020 HRE insurance withholding	Administration	160.84
			8/20/2020 HRE insurance withholding	SB Customer Service	50.00
09/03/2020	357949		9/5/2020 HRE insurance withholding	Administration	160.84
			9/5/2020 HRE insurance withholding	SB Customer Service	50.00
09/03/2020	359309		9/20/2020 HRE insurance withholding	Administration	160.84
			9/20/2020 HRE insurance withholding	SB Customer Service	50.00
					<u>1,013.36</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45459</b>	<b>Petty Cash</b>			
09/09/2020	Petty Cash - SB		Barrelhead Supply - screws	SB Operations	10.02
			Fred Meyer- boat flags tape	SB Customer Service	15.98
			Barrelhead Supply - paint for dumpsters	SB Operations	4.99
			Fred Meyer - boat flags tape	SB Customer Service	7.99
			Launch fee refund	South Beach	6.00
			Laundry refund	South Beach	4.00
			Barrelhead screws	SB Operations	5.39
			Shower refund	South Beach	1.50
			Barrelhead Supply - keys for shop and shack for S & W Fest	SB Operations	4.05
			WalMart - boats flags tape	SB Customer Service	7.76
			Laundry refund	South Beach	2.00
			Copeland - hardware for fish table repairs	SB Operations	82.04
			Walmart - boat flags tape	SB Customer Service	9.68
			Barrelhead - keys	SB Operations	13.50
09/11/2020	Petty Cash CM		Fred Meyer - charger for CM phone	Commercial Marina	18.42
			Replenished CM Admin cash drawer due to duplicate deposit	Administration	74.80
			Dollar Tree - spray bottle for disinfectant	Administration	0.92
					<u>269.04</u>
<b>09/25/2020</b>	<b>45460</b>	<b>Sequoia Consulting</b>			
09/18/2020	01		Resource development - 3.5 hrs @125/hr	Administration	437.50
					<u>437.50</u>
<b>09/25/2020</b>	<b>45461</b>	<b>Toyota Lift NW</b>			
09/01/2020	14138588		Transmission service for forklift	SB Operations	618.86
					<u>618.86</u>
<b>09/25/2020</b>	<b>45462</b>	<b>TWGW NAPA Auto Parts</b>			
09/16/2020	828126		Air filters for vehicles	Commercial Marina	57.23
					<u>57.23</u>



**Operating Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/25/2020</b>	<b>45463</b>	<b>Verizon Wireless</b>			
09/12/2020	9862695363		Monthly cell phone - Admin	Administration	69.48
			Monthly cell phone - CM	Commercial Marina	28.39
			Monthly cell phone - NIT	International Terminal	16.46
			Monthly cell phone - SB	SB Operations	84.40
			Monthly MiFi - SB Admin	SB Customer Service	10.13
			Monthly cell phone plan - Admin	Administration	136.50
					<u>345.36</u>
<b>09/25/2020</b>	<b>45464</b>	<b>VISA - A Bretz</b>			
09/08/2020	Zoom.us		08/22/2020 - Online meeting software	Administration	29.98
09/08/2020	Adobe Acropro		08/17/2020 - Adobe Acrobat Pro DC renewal	Administration	1,427.16
					<u>1,457.14</u>
<b>09/25/2020</b>	<b>45465</b>	<b>VISA - P Miranda</b>			
09/08/2020	Constant Contact		08/14/2020 - Managing software for email updates and blasts	Administration	168.00
					<u>168.00</u>
<b>Total</b>					<b>\$ 183,910.83</b>



**NOAA Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>09/04/2020</b>	<b>15052</b>	<b>IconiPro Security &amp; Alarms</b>		
09/01/2020	33384		Quarterly fire alarm monitoring service	85.17
				<u>85.17</u>
<b>09/04/2020</b>	<b>15053</b>	<b>OR Dept of State Lands</b>		
09/01/2020	23065		Annual DSL waterway lease fee	10,607.68
				<u>10,607.68</u>
<b>09/04/2020</b>	<b>15054</b>	<b>Pioneer Connect</b>		
09/01/2020	September 2020		Telephone	228.46
				<u>228.46</u>
<b>09/04/2020</b>	<b>15055</b>	<b>Spiro Landscapes</b>		
08/24/2020	11125556		Landscape maintenance	450.00
				<u>450.00</u>
<b>09/18/2020</b>	<b>15056</b>	<b>ACE Hardware</b>		
09/16/2020	3042/1		Shop vac, filter, broom, and sprayer	152.34
				<u>152.34</u>
<b>09/18/2020</b>	<b>15057</b>	<b>Bill's Pest Control</b>		
09/16/2020	6320		Pest control	135.00
				<u>135.00</u>
<b>09/18/2020</b>	<b>15058</b>	<b>FIB MasterCard MB</b>		
08/23/2020	RBA Door		Solenoid for door opener	158.04
				<u>158.04</u>
<b>09/18/2020</b>	<b>15059</b>	<b>Special Districts Insurance Services</b>		
09/01/2020	Oct Health-Dental-Lf		Monthly health-dental-life insurance	833.77
				<u>833.77</u>



**NOAA Fund  
September 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>09/18/2020</b>	<b>15060</b>	<b>Stability Engineering</b>	<b>Revised dredge pile design</b>	
08/05/2020	6965		Civil engineering consulting	300.00
			Drafting plans	175.00
				<u>475.00</u>
<b>09/18/2020</b>	<b>15061</b>	<b>Thompsons Sanitary Service</b>		
08/31/2020	22644 08-2020		August service	410.20
				<u>410.20</u>
<b>09/25/2020</b>	<b>15062</b>	<b>Advanced Backflow Testing</b>	<b>VOID</b>	
				0.00
<b>09/25/2020</b>	<b>15063</b>	<b>Power Motors</b>	<b>VOID</b>	
				0.00
<b>09/25/2020</b>	<b>15064</b>	<b>Verizon Wireless</b>	<b>VOID</b>	
				0.00
<b>09/25/2020</b>	<b>15065</b>	<b>Advanced Backflow Testing</b>		
09/20/2020	6385		Annual testing and certification of backflow devices	525.00
				<u>525.00</u>
<b>09/25/2020</b>	<b>15066</b>	<b>Power Motors</b>		
09/16/2020	FOCS241617		Oil change - 2008 Ford Ranger	43.65
				<u>43.65</u>
<b>09/25/2020</b>	<b>15067</b>	<b>Verizon Wireless</b>		
09/12/2020	9862695363		Phone charges and Mifi	63.15
				<u>63.15</u>
			<b>Total</b>	<b><u>\$ 14,167.46</u></b>







## **STAFF REPORT**

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**DATE:** *October 22, 2020*

**RE:** *ADMINISTRATIVE BUILDING - Architectural Final Design Phase 3*

**TO:** *Port of Newport Board of Commissioners*

**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Per our discussion during the last commission meeting, in order to have enough design information and be able to prepare a Request for Proposal (RFP) for a building construction, additional work will be needed from the architect which include additional design development, some construction development for RFP and final construction development.

To complete a level of drawings necessary to obtain a more detailed cost estimate and then consult with a cost estimator prior to finalizing the Construction Drawings, it was determined that 100% of the Design Development Phase (\$37,800.00), 50% of the Structural Engineering Phase (\$9,000.00) and \$500.00 of the Printing Budget would be required to complete a deliverable that would be useful to the cost estimator.

As it was discussed, in name of efficiency it would be easier to get the entire Architectural Final Design Phase 3 approved. If construction cost estimate exceeds the expected amount, we will evaluate the project with the Commission prior to proceeding any further.

In addition to this contract, the Port will also need to enter into a contract with GRI for a geotech report update in the amount of \$8,500, which is under the general manager's authority.

For your information, I have also included a draft schedule for this project.

### **RECOMMENDATION**

I recommend a motion to authorize the General Manager to enter into a contract with Capri Architecture and DH Goebel Architect in an amount not to exceed \$107,000 as per attached proposal attached.



## ADMINISTRATIVE BUILDING - Architectural Final Design Phase 3 Proposal

Dear Ms. Paula Miranda,

We are pleased to submit this proposal regarding providing you with professional architectural services to complete the design development and construction document phase of a new administrative building for the Port of Newport located at 600 SE Bay Boulevard in Newport, OR.

### SCOPE OF PROJECT

The project will encompass the design of a new administrative building in Newport, Oregon. The intent is to develop a design development phase and construction document phase for the new administrative building for the Port of Newport. We will continue to work diligently to ensure we meet the goals of your project.

### SCOPE OF SERVICES

The proposed architectural services will include all architectural services to complete the design, construction drawings, structural engineering, building permitting consulting work, and construction observation of the building. The scope of service includes all architectural work, construction observation, meetings with the contractor during the construction phase, observing the construction as necessary to for general compliance with the drawings, and reviewing and approving all payment requests from the contractor.

### COST OF CONSTRUCTION

The construction cost for the new building for the purposes of this proposal is estimated at \$1,200,000.00. The Architectural Team worked collaboratively with the Port of Newport to develop this working budget and project estimate. The cost of the project is an estimate and can be lower or higher depending on the final design of the building, market conditions, and owner specifications. The architectural fee will be a fixed fee of \$84,000.00 (7%) and the structural engineering fee will be a fixed fee of \$18,000.00 (1.5%). Lastly, there is a \$5,000.00 printing budget that will be invoiced as it is utilized. We anticipate this full printing budget will not be exhausted but have included it in this proposal as a not to exceed for the duration of the project. These costs are consistent with the project budget.

### ARCHITECTURAL SERVICES

The proposed architectural fee will be a fixed fee of \$84,000.00. This fee is broken down as follows:

Design Development Phase 45%	\$37,800.00		
<ul style="list-style-type: none"><li>• Site Planning / Code Review</li><li>• Investigate Code Restrictions</li><li>• Design Site Plan</li><li>• Design Floor Plans</li><li>• Design 3D Model</li><li>• Preliminary Structural Layout</li></ul>		<ul style="list-style-type: none"><li>• Design Roof Plan</li><li>• Design Exterior Elevations</li><li>• Review Meeting(s) with Owner</li><li>• Exterior Building Material Selection</li><li>• Design Building Sections</li><li>• Meetings with City of Newport</li></ul>	
Construction Document Phase 45%	\$37,800.00		
<ul style="list-style-type: none"><li>• Final Site Plan &amp; Floor Plans</li><li>• Final Floor Plans</li><li>• Final Roof Plan</li><li>• Final Exterior Elevations</li><li>• Wall Details</li><li>• Foundation Plan</li><li>• Interior Elevations</li><li>• Architectural Details</li><li>• Interior Material Selection</li><li>• COMCheck Envelope</li></ul>		<ul style="list-style-type: none"><li>• Envelope Details</li><li>• Floor and Roof Framing Plan Coordination</li><li>• Shear Wall Plan Coordination</li><li>• Reflected Ceiling Plan</li><li>• Final 3D Model</li><li>• Final Renderings</li><li>• Final Code Review</li><li>• Prepare Final Permit Set</li><li>• Equipment and Fixtures Products</li><li>• Lighting and Electrical Products</li></ul>	
Construction Phase 10%	\$8,400.00		
<ul style="list-style-type: none"><li>• Contractor Interviews and Selection</li><li>• Contract Development</li><li>• Prepare Building Permit/Submit/Respond</li><li>• Final Material and Product Selections</li><li>• Respond to Contractor RFI</li><li>• Pay Application Review and Approval</li></ul>		<ul style="list-style-type: none"><li>• Review Proposed and Final Change Orders / Recommendations to Owner</li><li>• Observe Construction for General Compliance with Construction Drawing</li><li>• Substantial Completion Walk-Through</li><li>• Final Completion Walk-Through</li></ul>	
Total Fee (7% Estimated Construction Costs)	\$84,000.00		

\* Our scope of work does not include the following items, which the owner may be responsible for providing if required:

- Geotechnical, surveying, civil, mechanical, electrical, plumbing, sprinkler, or any other design services outside of the scope of work identified.
- Formal Specifications. In an effort to save costs on the design of the project, we will identify limited specifications on the drawings only and will not be developing a formal specification book. We will rely on the contractor and owner to aide in the selection of products. If these services are desired, please let us know and we can adjust our proposal to accommodate this service.

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 capriarchitecture

 DHGoebel, Architect

**STRUCTURAL ENGINEERING SERVICES**

The proposed architectural fee will be a fixed fee of \$18,000.00. This fee is broken down as follows:

- Structural Framing Plans
- Shear Wall Plans
- Roof Framing Plans
- Lateral Structural Calculations
- Vertical Structural Calculations
- Foundation Design

**PRINTING BUDGET**

\$5,000.00 Printing Budget will be invoiced directly on an as needed base throughout the duration of the project. We anticipate this full printing budget will not be exhausted but have included it in this proposal as a not to exceed budget for the duration of the project.

**NEXT STEPS**

Upon approval of this proposal, we request a non-refundable retainer of 10% of the total architectural and structural fee, \$10,200.00, which will be credited to the final billing. Reimbursable items necessary to complete the project, such as printing fees, are billed on a direct reimbursement basis. Services of a geotechnical engineer, or any other additional consultants (services not identified above), are additional to the A/E fee and will be billed at a direct cost basis. The owner will be responsible for all project costs, including required permit fees. All graphic renderings and final photography of the project will be used as promotional material.

**COMPLETING THE SCOPE IN PORTIONS**

After speaking with the Port of Newport on October 14, 2020 it was determined that it would be in the Port of Newport’s best interest to complete a level of drawings necessary to obtain a more detailed cost estimate and then consult with a cost estimator prior to finalizing the Construction Drawings. It was determined that 100% of the Design Development Phase (\$37,800.00), 50% of the Structural Engineering Phase (\$9,000.00) and \$500.00 of the Printing Budget would be required to complete a deliverable that would be useful to the cost estimator. The Architectural team recommends the Port of Newport proceeds with the Geotechnical Report update as a part of this initial Scope of Work as well. Once this phase of the project is completed, the Port of Newport or the Architectural Team (as an additional scope of work) will engage with a cost estimator to receive a formal cost estimate before completing the remaining scope of this proposal.

We are pleased to submit this proposal and look forward to working with you on this project. If you have any questions prior to your acceptance of this proposal, please do not hesitate to contact us.

Sincerely,



Dustin Capri, AIA, NCARB, LEED AP ND  
Principal – Capri Architecture, LLC



Dietmar Goebel, AIA  
Principal – DHGoebel, Architect

Accepted By:

Ms. Paula Miranda

# PORT OF NEWPORT

15 OCTOBER 2020

## ADMINISTRATIVE BUILDING - DRAFT PROJECT SCHEDULE

		* Estimated Schedule - Can be accelerated or decelerated as the project necessitates.
2020	OCT	<b>Design Development Phase / Geotechnical Report Update</b> End of Oct 2020 - End of Dec 2020
	NOV	
	DEC	
2021	JAN	<b>Design Development Cost Estimating / Approval of Construction Document Phase</b> Early Jan 2021 - Early Feb 2021
	FEB	
	MAR	<b>Construction Documents Phase</b> Early Feb 2021 - End of Apr 2021
	APR	
	MAY	
	JUN	<b>Permitting with City of Newport / RFP Solicitation for General Contractors / Interview General Contractors / Contractor Selection and Contract Award</b> Early May 2021 - Mid June 2021
	JUL	
	AUG	<b>Construction Period</b> Mid June 2021 - Mid May 2022
	SEP	
	OCT	
	NOV	
	DEC	
2022	JAN	
DEC		
JAN		
FEB		
MAR		
APR		
MAY		
JUN	<b>Substantial Completion / Final Completion</b> Mid May 2022 - June 2022	
JUL		
AUG		
SEP		

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## OLD BUSINESS ITEM

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**DATE:** October 22, 2020  
**RE:** Bilge Waste Facility Commercial Marina  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

The removal of the old tank is complete as well as cleanup of the containment area. By the time this report is covered at the Commission Meeting, Alpha will have removed all material and waste from the Port and disposed of it at an approved collection facility. We now need to chart a path ahead for accepting bilge waste.

### **DETAIL**

Every year, we receive and dispose of around 17,000-20,000 gallons of waste at the Commercial Marina. Previously we used two 5,000 gallon tanks to settle the waste and allow water to separate to the top before picked up by an oil recycler. Because of the time that it takes to naturally separate, large tanks were required. In the future, the best way for us to accept waste with reduced risk to the Port and to the environment is to lower the quantity on hand, and the effective way to do that is to install a centrifuge to separate the water from petroleum products.

We have three main options to contemplate.

1. We could get through the rest of the fiscal year with just one tank. There will probably be an additional cost to us of about \$5,000 because we will have to schedule more pickups and each one will be more expensive because the contents will likely not be settled. There is a risk of problems with this tank because it's exactly the same age as the one we just removed.
2. We could purchase and install an additional tank, which *might* reduce the cost and frequency of pickups, but will require us to remove and replace the roof on the containment building now to put the tank in. Estimated cost of a tank is about \$14,000, estimated cost of the roof work is around \$14,000. We will also have to plumb the two tanks together to transfer between the two.
3. We could purchase a centrifuge for about \$50,000 and replace one or both tanks now, which would also involve replacing the roof.

For all these options, we need to keep in mind that at some point in the next 5-10 years the containment building should be replaced, and we are also planning to replace PD7, which will affect the way the Port's lot works and is laid out.

### **BUDGET IMPLICATIONS**

Any option we choose is not budgeted for.

## **RECOMMENDATIONS**

There are multiple ways to go about this that make sense. If we plan to install a bilge pumpout station on the new Port Dock 7, and if we can get that project done in about 5 years, it may make the most sense to employ stop-gap measures now to get us to that point so that we don't invest a large amount in a facility that will be removed and/or changed significantly when Port Dock 7 is replaced.

I prefer not to remove the roof of the facility at the beginning of the rainy season. I recommend at least waiting until spring to do anything with the building. We could look at next year's budget to plan a longer-term solution or a one that will just bridge the gap until we can build a new facility as part of a new Port Dock 7.

If we don't install a centrifuge, the cost to the Port is going to certainly rise for removal of waste. We may need to increase the disposal fees we charge to cover the cost of pickups; certainly I recommend increasing that rate to offset some of the cost of replacement equipment in the coming years. I'm gathering comparisons currently. Either way, we generally seek only to cover costs in waste collection because we want to make that process as easy for the customer as possible so that they choose to properly dispose of their waste. We may also be able to get a Port Planning grant to help us plan a new bilge waste facility; we're obligated by MARPOL to accept waste from vessels that attend the Port.





## **S T A F F   R E P O R T**

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**DATE:**            *October 22, 2020*  
**RE:**              *Rogue Distillery Fourth Amendment to Lease Agreement*  
**TO:**               *Port of Newport Board of Commissioners*  
**ISSUED BY:**    *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Rogue has requested the Port add one of its subsidiary to the Lease with the Port. The attached Fourth Amendment reflects the new Lessee to include Rogue River Brewing Company.

### **RECOMMENDATION**

I recommend a motion to authorize the General Manager to execute the attached Fourth Amendment to Lease Agreement as presented.



**FOURTH AMENDMENT TO LEASE AGREEMENT**

**DATE:** September 1, 2020

**LESSOR:** Port of Newport  
A Port District duly authorized and existing under ORS 777.  
600 SE Bay Boulevard  
Newport, OR 97365

**LESSEE:** Oregon Brewing Company  
An Oregon Corporation  
2320 SE OSU Drive  
Newport, OR 97365

This amendment (the "Amendment") to the Commercial Lease Agreement for 2160 SE Marine Science Drive dated April 25, 2006 (the "Lease") is by and between Oregon Brewing Company, an Oregon corporation ("Lessee"), and the Port of Newport, a municipal corporation of the State of Oregon ("Lessor").

Lessor and Lessee previously amended the Lease on July 1, 2008, March 25, 2014, and November 21, 2019. Lessee also exercised its option to extend the lease and their terms on February 22, 2016.

Lessee wishes to add a related entity, Rogue River Brewing Company ("RRBC"), as a Lessee to the Lease. RRBC is a wholly-owned subsidiary of OBC and will be subject to all of the same Lease obligations as OBC. Lessor agrees that RRBC may be added as a Lessee, and page 1 of the Lease is thus amended as follows:

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**Lessees: Oregon Brewing Company, an Oregon corporation  
Rogue River Brewing Company, an Oregon corporation**

**(collectively, "Lessees")**

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Except as expressly modified by this Amendment, all other provisions of the Lease remain in full force and effect as written. The amount of rent owed by Lessees will not change as a result of this Amendment.

In witness, Lessor and Lessees have executed the Amendment to Lease as of the day, month and year first written above.

**LESSOR: Port of Newport**

**LESSEE: Oregon Brewing Company**

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

  
Matthew Merritt  
General Counsel/Secretary

Title:

**LESSEE: Rogue River Brewing Company**

  
Matthew Merritt  
General Counsel/Secretary





## **S T A F F   R E P O R T**

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**DATE:**                    *October 22, 2020*  
**RE:**                        *Rogue Second Amendment to Lease Agreement (House of Spirits)*  
**TO:**                        *Port of Newport Board of Commissioners*  
**ISSUED BY:**            *Paula J. Miranda, General Manager*

---

### **BACKGROUND**

Back in April 2019, the Port approved an amendment for temporary use (six months) for an area outside the House of Spirits as a test expansion free of charge. The term has since expired.

Rogue is now requesting the area be made permanent. The attached Second Amendment includes the changes along with the appropriate lease charges for the addition.

### **RECOMMENDATION**

I recommend a motion to authorize the General Manager to execute the attached Second Amendment to Lease Agreement as presented.



## SECOND AMMENDMENT TO COMMERCIAL LEASE AGREEMENT

**DATE:** October 27, 2020

**LESSOR:** Port of Newport  
A Port District duly authorized and existing under ORS 777.  
600 SE Bay Boulevard  
Newport, OR 97365

**LESSEE:** Oregon Brewing Company  
An Oregon Corporation  
2320 SE OSU Drive  
Newport, OR 97365

This Second Amendment (the “Second Amendment”) to the Commercial Lease Agreement dated April 25, 2006 (the “Lease”) is by and between Oregon Brewing Company, an Oregon Corporation (“Lessee”) and the Port of Newport, a municipal corporation of the State of Oregon (“Lessor”).

Lessor and Lessee entered into a lease dated April 25, 2006, for the real property and improvements including a property located at 2122 SE Marine Science Drive, a/k/a the “House of Spirits.”

Lessor and Lessee amended the Lease on July 1, 2008 and on March 25, 2014; neither of those amendments affected the House of Spirits portion of the leased area. Lessee exercised its option to extend the lease and their terms on February 22, 2016.

Lessor and Lessee amended the Lease on April 8, 2019. Such Amendment was null and void after six months of the date of the Amendment.

Lessee wishes to add a permanent outdoor seating area to the House of Spirits as part of its retail operations licensed through the Oregon Liquor Control Commission (“OLCC”).

NOW THEREFORE, the Lease is amended as follows:

**Premises shall include an additional 950 total square feet of outdoor area located to the west of the House of Spirits, as shown on Exhibit A-2 attached. The outdoor area is comprised of two separate parcels: approximately 300 square feet adjacent to the west side of the House of Spirits, and approximately 650 square feet across the walkway from the west side of the House of Spirits.**

**Lessor agrees to the modification of one window on the west side of the building to create a service window. The modification will include a small counter added to the window.**

**Rent: Additional rent in the amount of \$285.00 (Two Hundred Eighty-Five) Dollars shall be included in the total monthly Rent, effective as of the date of this Lease.**

Any additional liability exposure due to the increase in size of the premises shall be borne solely by Lessee, whether through purchase of additional insurance coverage or reimbursement to Lessor of any additional cost to Lessor.

The duty to maintain the landscape in the additional premises in a clean and orderly condition shall be solely the responsibility of Lessee. In the event of disagreement or concern about the extent of the level of maintenance, Lessor shall have the right to perform or cause to be performed any maintenance Lessor deems necessary to maintain the additional premises and any costs incurred shall be added to the amounts due and owing to Lessor by Lessee.

A default under this Second Amendment to Lease shall be deemed a default of the underlying Lease.

Except as expressly modified by this Second Amendment, all other provisions of the Lease remain in full force and effect as written.

In witness, Lessor and Lessee have executed the Second Amendment to Lease as of the day, month and year first written above.

**LESSOR: Port of Newport  
Company**

**LESSEE: Oregon Brewing**

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

\_\_\_\_\_  
Matthew Merritt  
General Counsel



EXHIBIT A-2







TO: Aaron Bretz, Port of Newport  
 FROM: Nick Robertson, PE, SE  
 DATE: 10/17/2020  
 SUBJECT: Dock 5 Pier Replacement Construction Services Amendment

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DOWL appreciates the opportunity to assist The Port of Newport in constructing the replacement of the Dock 5 pier. This document contains DOWL's proposed scope, schedule, and fee to support the Contract Administration and Construction Engineering and Inspection (CA/CEI) necessary to complete construction of the replacement facilities.

**PROJECT BACKGROUND AND UNDERSTANDING**

The Port of Newport is replacing the existing pier structure along the Yaquina Bay waterfront in the City of Newport. The existing pier consists predominately of timber that has reached the end of its design life.

**AMENDMENT 2 SCOPE OF WORK**

This scope outlines additional tasks needed to perform construction engineering support. This Scope of Work does not supersede or revise any tasks from the previous contract or amendments unless specifically noted herein. DOWL understands that HDR, Inc. will be providing primary construction contract administration and inspection support services for this project. Our scope of work is to support those efforts and provide services necessary to complete our obligations as engineer of record for the pier replacement.

**STATEMENT OF WORK**

**Task 12 – Construction Project Management and Coordination**

**Task 12.1 Management & Coordination**

The major objective of this task is to establish and maintain the lines of communication and set forth the priorities between the Port and the DOWL team. As the work progresses, the objective will be to coordinate DOWL team, keep the Port informed of work progress, and perform day-to-day management tasks of the team.

Assumptions: Assume 3 hours per month for the PM and 3 hours per month for the Project Controller. The Project duration is anticipated to last 4 months.

***Deliverables:***

DOWL shall:

- Provide invoices and progress reports.  
Schedule: Monthly in normal billing cycle.

**Task 12.2 Design Modifications**

The purpose of this task is to update plans and technical specifications to prepare them for advertisement. This work includes modifications and clarifications to the construction sequencing, updating title blocks, and addressing miscellaneous changes to the plans and

specifications as requested by HDR. Task includes design coordination between DOWL, HDR and the Port necessary to prepare bid documents.

***Deliverables:***

- Provide updated signed plans and specifications in .pdf format.

### **Task 12.3 Bid Support**

During the bidding process DOWL shall provide technical support. Up to twelve (12) hours of engineering and up to one (1) addendum and two (2) plan changes are assumed in our scope of work.

Assumptions:

Up to one site visit for one (1) DOWL staff is assumed for the preproposal meeting

***Deliverables:***

- Up to one addendum in .pdf format will be provided during the bidding process

### **Task 13 – Construction Engineering**

#### **Task 13.1 – Review of Construction Submittals**

DOWL shall perform review of technical submittals related to the items constructed under the construction contract. DOWL shall review submittal drawings in a timely manner to avoid delay of the contractor's operations.

Assumptions:

DOWL assumes the review of 16 submittals (and up to 8 resubmittals), 8 hours of total staff time per submittal (4 hours per resubmittal).

***Deliverables:***

DOWL shall:

- Provide submittal review and approval.
- Schedule: Review and process within the 21-day period identified in ODOT 2018 Standard Specifications for Highway Construction. The goal of all submittal reviews is to be returned within 3 to 5 days.

#### **Task 13.2 – Design Consultation during Construction**

DOWL shall provide consultation and technical services regarding design issues raised during construction of the project. DOWL shall clarify construction contract documents, respond to field inquiries (RFI's), and monitor design assumptions.

In conjunction with the above, DOWL shall provide written responses to RFI's as well as prepare design modifications and issue plan changes as required to assure conformance of the final product with the intent of the design. The design consultation will occur only as required and may be ongoing throughout the contract.

Assumptions for Budgeting: It is assumed that ten (10) RFIs will be reviewed and responded to, and two design modifications revising up to eight total (8) plan sheets and/or

the specifications will be submitted to the CC by the DOWL. Assume 20 hours of staff time per design modification and 6 hours of staff time per RFI.

***Deliverables:***

DOWL shall:

- Responses to RFI's.
- Schedule: Complete and submit within three (3) business days of request.
- Design modifications and plan changes.
- Schedule: As required to eliminate or minimize impacts to contractor's schedule, but no later than ten (10) business days after it is determined that a plan change is required.

### **Task 14 – Marine Mammal Monitoring (CONTINGENCY TASK)**

This Contingency Task will only be completed if authorized by written agreement from the Port.

#### **Task 14.1 – Monitoring and Reporting**

DOWL shall monitor marine mammal presence within the calculated exclusion zones during construction activities to avoid injury to marine mammals. Monitoring will be conducted by protected species observers that meet NMFS qualifications.

Monitoring will be required during in-water activities. For pile driving and removal activities, a minimum of one protected species observer shall be positioned to achieve optimal monitoring of the 15-meter (vibratory hammer use) and 70-meter (diesel hammer use) exclusion zones. If a marine mammal enters the exclusion zones, DOWL shall coordinate with the onsite inspector and/or contractor to temporarily stop work activities until the mammal exits the exclusion zone. DOWL shall record the number and species of all marine mammals that enter the exclusion zone during monitoring. DOWL shall provide the Port with weekly monitoring summary emails during the duration of the monitoring.

Assumptions for Budgeting: This task assumes no more than eight (8) monitoring site visits during pile driving and removal activities. Assume up to ten (10) hours for each day for a qualified protected species observer, with no more than eight (8) hours of reporting time.

***Deliverables:***

DOWL shall:

- Weekly Monitoring Summary Emails (4 maximum) that describe site conditions, species counts within the exclusion zones, and any recommended measures to be implemented to ensure that marine mammals are not injured during construction.

### **Task 15 – Project Closeout**

#### **Task 15.1 – Final Inspection and Documentation**

DOWL shall attend a final inspection with the Port and HDR. This inspection shall follow substantial completion to confirm all work was completed in conformance with the design documents.

DOWL shall make corrections to existing plans based on redlines provided by others and prepare final "As-Constructed" contract drawings for final records.

***Deliverables:***

DOWL shall provide:

- Recommendation of Project Acceptance.
- PDF of "As-Constructed" contract drawings
- Schedule: Within 90 days after all contract related work is complete (Second Notification).

**ESTIMATED FEE AND SCHEDULE**

DOWL proposes to perform this scope of services on a time-and-materials basis for a not-to-exceed (NTE) amount of \$90,673.00 as shown in the attached spreadsheet (Exhibit A) showing estimated labor costs and expenses. A contingency task has been included for Marine Mammal Monitoring with a NTE of \$14,440.00. Services will be billed using DOWL's 2020 rates, also enclosed.

DOWL is prepared to start work immediately upon NTP.

Please do not hesitate to call me if you have questions or need additional information. We look forward to working with you on this project.

Sincerely,

Nick Robertson, PE, SE  
Senior Project Manager

TASK	Environmental Specialist II	Environmental Specialist IX	Project Controller	Project Manager II	Engineer III	Engineer VI	Senior Manager II	CAD Drafter IV	Engineer V	Senior Manager I	Professional Land Surveyor IX	Survey Technician III	TOTAL HOURS	DKS	REYES	GRI	TASK BUDGET	
		Bloom			Alldritt	Burnham	Robertson		Wewerka	Colton	Sibernagel							
<b>TASK 12 Construction Project Management and Coordination</b>																		
12.1 Management & Coordination			12				12						24	\$1,400.00	\$0.00	\$500.00	\$6,040.00	
12.2 Design Modifications					12	20	20	20					72	\$2,000.00	\$2,000.00	\$0.00	\$15,820.00	
12.3 Bid Support			2			12	12	8					34	\$0.00	\$0.00	\$0.00	\$5,930.00	
<b>Task Subtotal</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>32</b>	<b>44</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>\$3,400.00</b>	<b>\$2,000.00</b>	<b>\$500.00</b>	<b>\$27,790.00</b>	
<b>TASK 13 Construction Contract Administration</b>																		
13.1 Review of Construction Submittals			24	20	44	60	4		10				162	\$2,100.00	\$0.00	\$2,500.00	\$29,670.00	
13.2 Design Consultation During Construction			8		20	32	4	20					84	\$8,000.00	\$2,000.00	\$2,000.00	\$24,540.00	
<b>Task Subtotal</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>20</b>	<b>64</b>	<b>92</b>	<b>8</b>	<b>20</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>246</b>	<b>\$10,100.00</b>	<b>\$2,000.00</b>	<b>\$4,500.00</b>	<b>\$54,210.00</b>	
<b>TASK 15 Project Closeout</b>																		
15.1 Final Inspection and Documentation			8		4	8	2	24	2				48	\$0.00	\$0.00	\$0.00	\$6,390.00	
<b>Task Subtotal</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>2</b>	<b>24</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,390.00</b>	
<b>TOTAL HOURS</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>20</b>	<b>80</b>	<b>132</b>	<b>54</b>	<b>72</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>424</b>					
<b>AVERAGE HOURLY RATES</b>	<b>\$105.00</b>	<b>\$215.00</b>	<b>\$125.00</b>	<b>\$140.00</b>	<b>\$135.00</b>	<b>\$180.00</b>	<b>\$220.00</b>	<b>\$110.00</b>	<b>\$165.00</b>	<b>\$200.00</b>	<b>\$170.00</b>	<b>\$75.00</b>						
<b>TOTAL LABOR ESTIMATE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,750.00</b>	<b>\$2,800.00</b>	<b>\$10,800.00</b>	<b>\$23,760.00</b>	<b>\$11,880.00</b>	<b>\$7,920.00</b>	<b>\$1,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$13,500.00</b>	<b>\$4,000.00</b>	<b>\$5,000.00</b>	<b>\$88,390.00</b>	
																	<b>Miscellaneous Expenses</b>	
																		<b>\$2,283.00</b>
																		<b>TOTAL PROJECT ESTIMATE =</b>
																		<b>\$90,673.00</b>

**CONTINGENCIES**

TASK	Environmental Specialist II	Environmental Specialist IX	Project Controller	Project Manager II	Engineer III	Engineer VI	Senior Manager II	CAD Drafter IV	Engineer V	Senior Manager I	Professional Land Surveyor IX	Survey Technician III	TOTAL HOURS	DKS	REYES	GRI	TASK BUDGET
<b>TASK 14 Marine Mammal Monitoring</b>																	
14.1 Monitoring and Reporting	48	40				2	2						92				\$14,440.00
<b>Task Subtotal</b>	<b>48</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,440.00</b>
<b>TOTAL LABOR ESTIMATE</b>	<b>\$5,040.00</b>	<b>\$8,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$360.00</b>	<b>\$440.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					

<b>TOTAL BASE ESTIMATED COSTS =</b>	<b>\$90,673.00</b>
<b>TOTAL CONTINGENCY ESTIMATED COSTS =</b>	<b>\$14,440.00</b>
<b>TOTAL ESTIMATED COSTS =</b>	<b>\$105,113.00</b>

**EXPENSES**

Company and Expense	Design	Construction
Task 14.1 Lodging/ Per Diem	8	\$144.00/day
Mileage (all tasks) from LO	4 trips	\$0.58/mile
Mileage (all tasks) from Eugene	5 trips	\$0.58/mile
<b>Totals =</b>	<b>\$0</b>	<b>\$2,283.00</b>



**OREGON FEE SCHEDULE**

**Personnel Billing Rates**

Personnel are identified on our invoices by name and/or labor category.

Description	Rate	Description	Rate
Accounting Manager	\$155	Engineer VI	\$180
Accounting Technician	\$85	Engineer VII	\$190
Administrative Assistant	\$70	Engineer VIII	\$195
Administrative Manager	\$95	Engineer IX	\$215
Biologist I	\$100	Engineer X	\$230
Biologist II	\$110	Engineering Technician I	\$80
Biologist III	\$120	Engineering Technician II	\$90
Biologist IV	\$130	Engineering Technician III	\$100
Biologist V	\$175	Engineering Technician IV	\$115
CAD Drafter I	\$75	Engineering Technician V	\$130
CAD Drafter II	\$90	Engineering Technician VI	\$145
CAD Drafter III	\$100	Environmental Specialist I	\$90
CAD Drafter IV	\$110	Environmental Specialist II	\$105
CAD Drafter V	\$120	Environmental Specialist III	\$110
Civil and Transportation Designer	\$95	Environmental Specialist IV	\$135
Contract Administrator I	\$130	Environmental Specialist V	\$150
Contract Administrator II	\$155	Environmental Specialist VI	\$170
Corporate Development Manager	\$180	Environmental Specialist VII	\$180
Crew Chief I	\$90	Environmental Specialist VIII	\$190
Crew Chief II	\$100	Environmental Specialist IX	\$215
Crew Chief III	\$105	Environmental Specialist X	\$225
Crew Chief IV	\$115	Field Project Representative I	\$100
Crew Chief V	\$125	Field Project Representative II	\$110
Cultural Resources Specialist I	\$90	Field Project Representative III	\$140
Cultural Resources Specialist II	\$105	Geologist I	\$100
Cultural Resources Specialist III	\$115	Geologist II	\$110
Cultural Resources Specialist IV	\$135	Geologist III	\$120
Cultural Resources Specialist V	\$165	Geologist IV	\$140
Document Production Supervisor	\$120	Geologist V	\$165
Engineer I	\$95	GIS Technician	\$75
Engineer II	\$110	GIS Specialist	\$90
Engineer III	\$135	GIS Coordinator	\$140
Engineer IV	\$155	Graphics Designer	\$120
Engineer V	\$165	Inspector I	\$90





Inspector II	\$100
Inspector III	\$105
Inspector - Supervisor	\$130
Intern I	\$60
Intern II	\$75
Laboratory Supervisor	\$80
Laboratory Manager	\$95
Landscape Architect I	\$100
Landscape Architect II	\$115
Landscape Architect III	\$130
Landscape Architect IV	\$145
Landscape Architect V	\$160
Landscape Architect VI	\$170
Landscape Architect VII	\$180
Landscape Planner	\$105
Landscape Designer	\$85
Lead Materials Technician	\$85
Marketing & Administrative Manager	\$180
Marketing Assistant	\$75
Marketing Coordinator	\$125
Materials Technician	\$65
Materials Technician II	\$75
Materials Manager	\$100
Planner I	\$90
Planner II	\$105
Planner III	\$130
Planner IV	\$150
Planner V	\$160
Planner VI	\$170
Planner VII	\$180
Planner VIII	\$190
Planner IX	\$210
Planner X	\$250
Professional Land Surveyor I	\$90
Professional Land Surveyor II	\$100
Professional Land Surveyor III	\$110
Professional Land Surveyor IV	\$120
Professional Land Surveyor V	\$130
Professional Land Surveyor VI	\$135
Professional Land Surveyor VII	\$145

Professional Land Surveyor VIII	\$155
Professional Land Surveyor IX	\$170
Professional Land Surveyor X	\$190
Project Assistant I	\$85
Project Assistant II	\$100
Project Administrator	\$100
Project Controller	\$125
Project Manager I	\$125
Project Manager II	\$140
Project Manager III	\$155
Project Manager IV	\$165
Project Manager V	\$185
Project Manager VI	\$200
Project Manager VII	\$215
Proposal Manager	\$110
Public Involvement Assistant	\$85
Public Involvement Planner	\$105
Public Involvement Coordinator	\$115
Public Involvement Program Manager	\$170
Real Estate Services Manager	\$150
Right of Way Assistant	\$85
Right of Way Agent I	\$95
Right of Way Agent II	\$110
Right of Way Agent III	\$125
Right of Way Agent IV	\$135
Right of Way Agent V	\$150
Right of Way Agent VI	\$185
Risk Manager	\$170
Senior CAD Drafter	\$135
Senior Civil and Transportation Designer	\$140
Senior Manager I	\$200
Senior Manager II	\$220
Senior Manager III	\$230
Senior Manager IV	\$265
Senior Manager V	\$275
Senior Manager VI	\$295
Senior Materials Technician	\$85
Senior Proposal Manager	\$155
Survey Crew Surveyor I	\$60
Survey Crew Surveyor II	\$70

Survey Crew Surveyor III	\$80	Survey Technician VI	\$105
Survey Crew Surveyor IV	\$90	Survey Technician VII	\$110
Survey Crew Surveyor V	\$100	Survey Technician VIII	\$120
Survey Technician I	\$55	Survey Technician IX	\$140
Survey Technician II	\$65	Survey Technician -- Supervisor	\$120
Survey Technician III	\$75	Systems Administrator	\$125
Survey Technician IV	\$85	Technical Coordinator	\$150
Survey Technician V	\$95		

**Survey Crews**

One-Person Survey Crew	=	\$120/hour
One-Person Survey Crew GPS/ Robotics	=	\$130/hour
Two-Person Survey Crew (Non-GPS)	=	\$160/hour
Two-Person Survey Crew	=	\$180/hour
Two-Person Survey Crew GPS/ Robotics	=	\$190/hour
Two-Person Survey Crew (PLS + LSIT)	=	\$225/hour
Three-Person Survey Crew	=	\$260/hour

**Travel, Mileage, & Miscellaneous**

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	0.85/mile
Vehicle Usage – Trucks & SUV's	=	1.05/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

**Per Diem**

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10 am), lunch (10 am – 3 pm) and dinner (3 pm to midnight).

	Breakfast	Lunch	Dinner	Incidentals	GSA Per Diem Rate
<b>Bend</b>	\$14.00	\$16.00	\$26.00	\$5.00	\$61.00
<b>Portland</b>	\$16.00	\$17.00	\$28.00	\$5.00	\$66.00
<b>Eugene</b>	\$14.00	\$16.00	\$26.00	\$5.00	\$61.00
<b>Lake Oswego</b>	\$13.00	\$15.00	\$23.00	\$5.00	\$56.00
<b>Medford</b>	\$13.00	\$14.00	\$23.00	\$5.00	\$55.00
<b>Salem</b>	\$13.00	\$14.00	\$23.00	\$5.00	\$55.00

All other cities not listed above, please use the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please use the following link for the meal breakdown: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>



## **GENERAL MANAGER MONTHLY REPORT**

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**DATE:** 10/22/2020  
**PERIOD:** 09/24/2020 – 10/22/2020  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

#### **Summary:**

This has been a quiet month with mostly regular ongoing work and few virtual conferences and meetings.

We are still chasing grants in order to get some of the budgeted projects completed. Our consultant had meetings with EDA a couple weeks ago. We are in the process of sharing more information to see if there is a match for the Marketing Plan for NIT and the Dock 7 replacement Plan. We shall know more soon.

Things are starting to slow down at South Beach, but for this time of the year, we are still quite busy.

Work is underway on the electrical panels for Port Dock 5 and Port Dock 3. We will continue to report on it as we hear more from our contractor.

Things are looking quite positive as for possible future dredging at the Commercial Docks. The US Army Corps completed their initial study and should provide us an answer very soon as to moving into the Feasibility Study Phase.

We have made some outreach to the US Army Corps to see if we can extend our inward work window in the event we can't get a contractor to complete the work within the allow window. There are still a lot of details to be worked out between the engineers and the project manager that may not allow us to get an RFP out until next month, which could delay the in-water work.

We are also looking into the possibility of replacing all 9 panels at South Beach all at once instead of 3 at each budget year. Perhaps there are some savings on that if we get a short term loan to pay for it. That would also speed up the replacement that is badly needed and save a lot of prep time for our staff. There may be room in the budget with the Admin building estimate coming under budget. We are doing some research and will get back to the Board should we feel it's worth pursuing it.

The Port is still looking good financially, in spite of some emergency projects. We have been making huge headways on back payments thanks to our Financial Director's ongoing efforts. Same applies to some of the seizure boats.

I have been talking to Jim Myers, a gentleman who has helped the Port in past events, such as the Seafood Cook-off. We discussed future events, but with COVID is difficult to consider any event for the next few months. However, we talked about some possible events a year from now. As some of those events take time to put together, we discussed forming an event team in order to distribute the work. We thought it would be good to have a commissioner or two included in the group. Let me know if you are interested in participating.

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

- 09/25/20 - Meeting with Tax Assessor's Office
- 09/25/20 - Meeting with Jim Myers regarding future Port celebrations
- 09/25/20 - Port Communications Meeting
- 09/30/20 - Tour of Cherry Plant Buildings with prospect
- 10/01/20 - OPPA Meeting
- 10/01/20 - NW Oregon Outdoor Recreational Committee
- 10/02/20 - Meeting with Dharma Tamm - Rogue
- 10/05/20 - Meeting with WSP (Consultant)
- 10/06 -10/08/20 - PNWA Conference (Virtual)
- 10/09/20 - Port Communications Meeting
- 10/13/20 - Oregon Business Plan Virtual Leadership Summit
- 10/20/20 - Chamber Board Meeting
- 10/21/20 - PNWA Coastal Ports Infrastructure Needs
- 10/21/20 - Oregon Business Plan - Recovery for Shared Prosperity Virtual Leadership Summit
- 10/22/20 - Maritime Innovations Center Concept Introduction Virtual Meeting
- 09/21/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 09/22/20 - Vision 2040
- 09/23/20 - Yaquina Bay Economic Foundation (YBEF) Meeting
- 07/20/20 - PNWA COVID-19 impacts on regional trade and economic development
- 07/20/20 - Meeting with Goebel/Capri
- 07/22/20 - Oregon Prospector & Business Recruitment Training OR Ports
- 07/22/20 - YBEF
- 07/23/20 - NW Oregon Outdoor Recreation check-in
  
- **Upcoming Schedule:**
- 10/26/20 - Leadership Training
- 10/27/20 - Regular Commission Meeting
- 10/27/20 - Vision 2040
- 10/26/20 - 10/28/20 - OEDA Annual Conference: Resilient Economic Recovery (Virtual)
- 10/28/20 - YBEF Meeting



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** October 27, 2020  
**PERIOD:** July 1, 2020 to September 30, 2020  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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Financial reports as of September 30, 2020 are included in the commission packet (and a copy attached for your convenience, a listing of those accounts with balances 90 days or more past due is included at the bottom of this report.

### Issues of Importance

- **RV Park impact – COVID-19 and Smoke:**

The RV main park continues to be relatively full on weekends, this is an extension of the busy season which is typically complete in Mid to late September.

- **Managed Service Provider update**

- The Port switched to Hyak for support services effective 08/01/2020
- The Port did an uneventful switch to a new email server on October 14, 2020 including Office 365 installation on all office computers.
  - “Teams” has been installed on all equipment
  - Continue full transition from an onsite server to a Cloud based server
- The Port is in the process of installing Internet via Spectrum Cable services at the international Terminal to stabilize network services
- Within 90 days, the Port will move to Voice over IP (VOIP) Service, this will save \$4-500 per month in phone services costs.

### Statement of Cash flows

You have been provided with a cash flow statement for the current month for General Operating Funds only.

- The General Operating Fund had a positive cash flow for September of \$62,934.

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

- As of August 31, The Port has \$3.95 (a slight increase from last month) million in savings (GOF ONLY).

- Accounts receivables are down 5% versus last year for the same period.
- Equity is down 2% because of depreciation and moving NOAA assets to the NOAA Fund (and balance sheet).

**Profit and Loss -**

*The month to month budget based on a 4-year average spending or revenue trends (i.e.... the budget is not a straight-line budget), which should give the Port a better picture of how it is performing against the adopted budget.*

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

**Budget vs. Actuals**

- **Total Income** exceeds budget by \$203,000 (115%)
- **Expenses** are below budget by \$1.0 million (Long term debt accounts for \$490,000 of this).
- Net income is over budget by \$508,487 (126% of budget).

**Administrative Budget**

**Budget vs. Actuals**

- **Expenses** are below budget in all areas.
- Overall, Administration is performing better than budget.

**International Terminal**

- **Budget vs Actuals**
- **Income** is slightly below budget, however, this a slow time of year for the International Terminal.
- **Expenses** are less than budgeted as a debt service payment is not yet reflected.

**Commercial Marina**

**Budget vs. Actuals**

- **Revenues** are below budget by \$8,325 (97% of budget)
- **Expenses** are \$385,000 below (31%) budget
- **Net income** is 377,525 over budget, 5% higher than anticipated.

**South Beach**

**Budget vs. Actuals**

- **Revenues** are over budget \$245,288 (129% of budget)
- **Expenses** are under budget \$141,894 (74% of budget)
- **Net Income** is significantly higher than anticipated.

**NOAA Lease Revenue Fund**

**Balance Sheet**

As of September 30, 2020, the Port has \$2,947,536 million in the bank, of this \$1,761,721 is reserved (see Equity 13000 – NLRFB – Restricted FB-Bond Res.) for the annual maximum debt service payment, as required, leaving an available balance of \$1,185,815.

**Income Statement  
Budget vs. Actuals**

- Revenue is at target.
- Expenses are below budget.

**NOAA Capital Maintenance Fund**

This fund was added by the commission on 22, January 2019. The Port currently has \$2,213,624 million in this fund.

**Bonded Debt Fund:**

The Port is beginning to see money come in from Bond Levy proceeds.

**Construction Fund.  
(No changes to report)**

*This fund was established for the construction of the International Terminal, The resolution indicated it was receiving Bond Funds to spend on the International Terminal, therefore I may recommend it's dissolution.*

**Facility Reserve Fund.  
(No changes to report)**

**Accounts Receivable:**

The port continues to work on outstanding balances, a letter went out to customers with balances owing of 90 days or more, requesting a repayment plan. The Port received many calls and payment plans. However, there were 2 vessel owners who did not respond. The Port therefore seized F/V SeaWolf, only recently have the owners contacted the Port.

The amount outstanding continues to decline due to increased collection efforts as reflected in the days outstanding chart.

Days Outstanding	Amounts Owed and Days outstanding					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Amount owed as of Feb 29, 2020	295,532	36,962	16,528	4,753	75,713	429,488
Amount owed as of March 31, 2020	199,489	69,966	53,309	2,048	83,326	408,139
Amount owed as of April 30, 2020	208,425	100,515	34,674	47,474	61,737	452,825
Amount owed as of May 31, 2020	86,693	131,622	55,251	42,569	86,467	402,602
Amount owed as of June 30, 2020	94,068	59,108	80,131	38,649	137,365	409,320
Amount owed as of July 31, 2020	72,442	55,759	21,976	56,807	131,978	338,963
Amount owed as of August 31, 2020	17,450	78,338	33,187	13,942	156,637	299,555
Amount owed as of October 15, 2020	44,532	105,512	42,681	33,177	158,724	340,767

The list below represents those vessels (Vessel owners) or leaseholders with amounts outstanding 90 days or more, since many vessel owners paid after October 1, the reporting is as of **October 20, 2020**.

Port of Newport A/R Aging Summary As of October 20, 2020						
	Current	1-30	31 - 60	61 - 90	> 90	TOTAL
Seawater Seafoods Co	5,618.78	2,332.06	9,334.15	1,094.45	14,703.59	33,083.03
Southern Cal Seafood, Inc	-	-	-	-	29,818.64	29,818.64
Sylvia - 226282	-	736.56	986.79	921.09	14,056.45	16,700.89
Captain's Reel Deep Sea Fishing LLC	-	1,265.57	1,265.57	1,265.57	11,717.37	15,514.08
Oregon Mariculture LLC	1,610.66	1,563.33	2,557.81	2,138.72	6,262.45	14,132.97
Orca - 295549	-	186.42	395.32	366.11	10,971.35	11,919.20
Angela June - 581478	-	2,308.68	845.34	1,135.21	5,548.28	9,837.51
Pacific Rose - 554504	-	736.56	862.00	778.63	6,707.82	9,085.01
Ocean Force - 538936	-	25.70	377.56	1,090.42	7,144.67	8,638.35
Sea Wolf - 270816	-	546.48	628.76	567.08	4,341.10	6,083.42
Tempo - 555742	-	579.14	442.68	4,522.95	355.68	5,900.45
Eclipse - 226744 Eel Boat	-	852.61	874.67	922.27	3,193.39	5,842.94
Luna - 532150 New Owner	-	427.68	505.17	456.69	4,171.02	5,560.56
Kraken - 991843	-	807.84	877.83	3,412.17	148.05	5,245.89
Das Bug - 565814	-	-	538.49	2,447.17	2,147.61	5,133.27
Widgeon - 1067330	-	-	2,276.56	479.82	1,551.21	4,307.59
Albatross - 980072	-	-	-	-	3,899.96	3,899.96
Condor II	37.73	25.70	87.05	135.63	3,586.02	3,872.13
Western Hunter - OR936AFK	100.73	963.16	1,266.21	1,042.71	203.72	3,576.53
Norma M - 599982	-	137.63	148.36	2,560.34	445.53	3,291.86
Coastal Catch Seafoods	-	-	53.19	52.34	3,130.81	3,236.34
Joyce Marie - 295021	-	124.80	170.01	165.17	2,536.52	2,996.50
US Dept. of Commerce Grants	-	-	886.64	168.75	1,785.00	2,840.39
Dusk - OLD OWNER	-	-	44.98	44.26	2,648.48	2,737.72
Pacific Rim - OR126YH	-	522.72	547.23	497.26	961.84	2,529.05
Granville - 241539	-	381.62	30.29	29.81	1,783.35	2,225.07
Robin Ann - 550432	258.86	265.07	476.92	61.37	1,102.24	2,164.46
Over Cast - 259524	-	156.26	175.49	225.27	981.62	1,538.64
Misty - 636457 (Dustin Blake)	-	174.72	288.76	207.89	811.51	1,482.88
Trondhjem - 241924	-	-	21.42	91.35	1,261.23	1,374.00
Topaz - 573234	-	-	320.62	13.98	840.35	1,174.95
Gracie Arlene - 563679	-	208.00	218.99	80.82	583.02	1,090.83
Lili-Anne - OR956AFD	-	-	16.80	14.95	987.21	1,018.96
Caremi - 262161	-	-	15.09	14.85	888.35	918.29
Saltybros LLC Boathouse Lease	160.22	160.22	160.22	160.22	250.66	891.54
Billie Marie - 261145	-	-	13.95	13.73	821.21	848.89
Instigator - 978135	-	-	12.54	12.34	738.21	763.09
Valor III - 245645	-	126.88	162.78	171.36	297.07	758.09
Tommy John - 629818	-	198.00	15.95	-	479.62	693.57
Linda - 253269	100.73	115.24	140.98	152.78	172.20	681.93
Nancy - 253247	-	-	11.20	11.02	659.66	681.88
Captain's Charters - 23826 - Long Fin	-	-	54.78	9.85	598.64	663.27
Defender 589002	-	-	-	-	612.08	612.08
Helen i - 663011	-	-	9.72	19.01	572.43	601.16
Buxtub Too - 974256	-	-	9.47	9.32	557.44	576.23
Cape Cleare - 261032	-	132.60	138.72	127.50	114.30	513.12
Ms Nicani- 589958	-	25.70	34.15	113.02	255.21	428.08
Jessica A -OR348ZC	-	-	5.87	34.36	319.90	360.13
Toby J - 274577	-	-	5.53	5.44	325.20	336.17
Brea -OR620ADW	-	-	3.01	7.22	176.31	186.54
Long Shot - OR818HC	-	-	2.49	2.45	145.78	150.72
Oceanic Logistics - 1344	-	-	1.95	1.92	114.46	118.33
Pursuit -Vanderpool	-	-	1.72	1.69	100.69	104.10
Hickory Wind - 594154	-	-	-	-	95.80	95.80
Mickey - 229826	-	-	1.00	-	24.15	25.15
Larry Boy - 539184	-	-	1.00	-	18.00	19.00



ORCA and LUNA are paying a set amount each month, Captains Reel Deep has sold a vessel and will be using the proceeds to pay off or down the port debt.

For some accounts where the Port has been unable to collect on the debts, who have no payment plans, and/or have no vessel at the Port we sent the debt to either CSO Financial or Southern Oregon Credit Services for collection.

Any charges owed as a result of this collection effort will be added to the debtors amount owed, therefore there is no cost to the Port.

Those sent to collections agencies are:

David Wilson – Caremi	\$ 918.29
F/V Dusk – old owners	\$2,737.72
Buxtub too Jimmy Sydensticker	\$ 576.23
Coastal Catch - Gina Hamrick	\$3,236.34
Tiburn Fisheries – Instigator	\$ 763.09

###



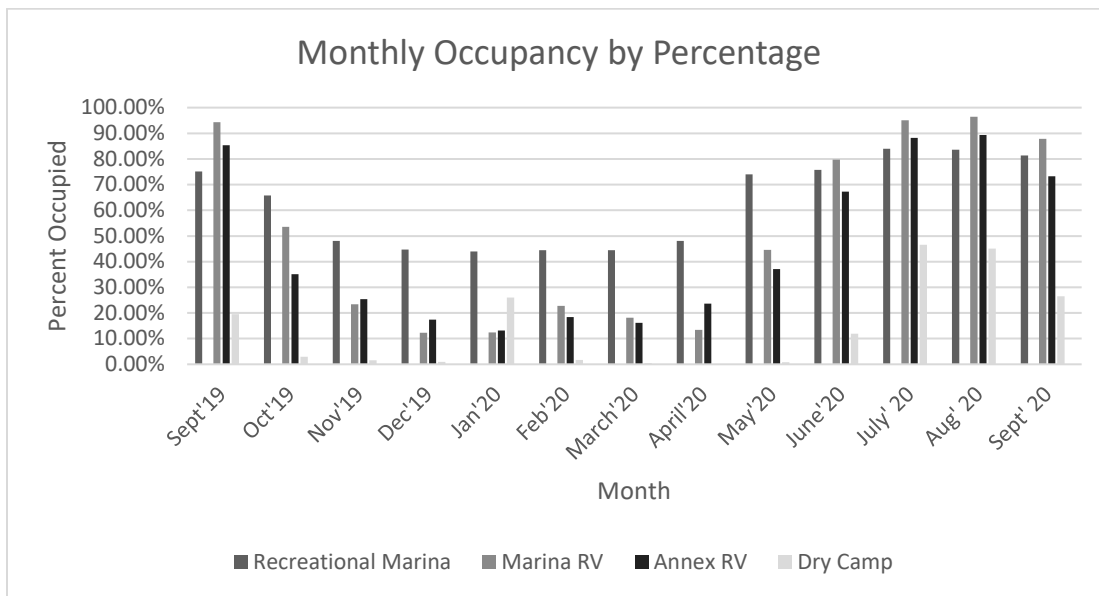


## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

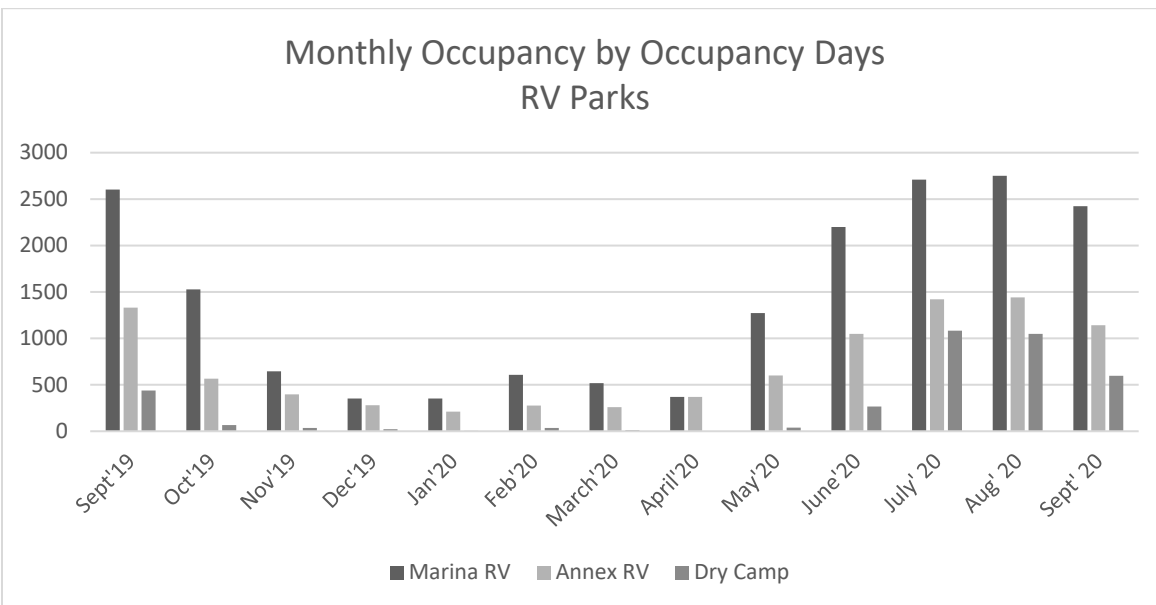
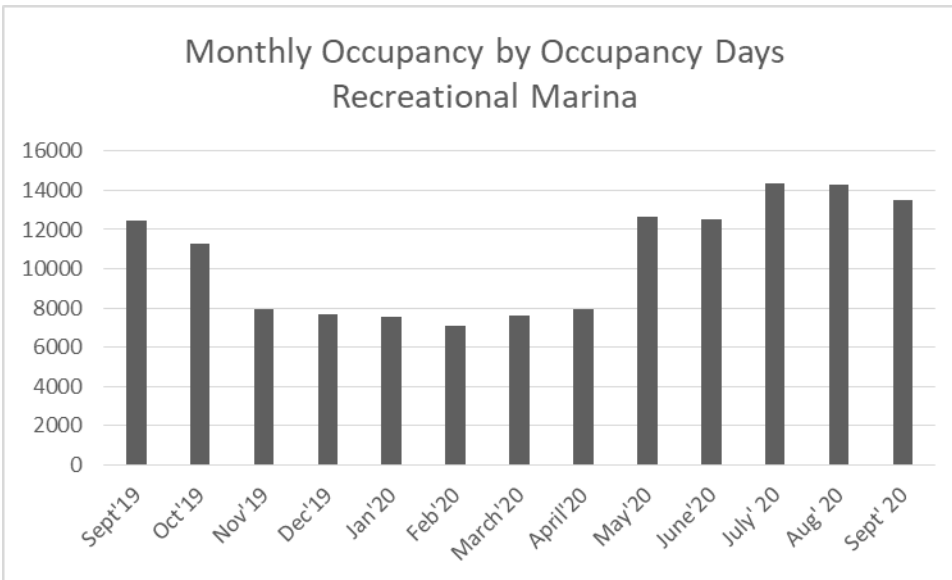
**DATE:** 13 October 2020  
**RE:** Month Ending 30 September 2020  
**TO:** Mark Brown, Director of Finance  
**ISSUED BY:** Bill Hewitt, RV Park and Marina Supervisor

September was another nice month for the recreational marina. The Marina was ahead of September 2019 and YTD. The Marina RV Park was down in September and YTD. The Annex was down versus September 2019 and YTD. Dry camping had a nice September and was ahead of 2019 and almost equal to 2019 in YTD numbers. October is still busy on weekends in the Marina RV Park. Hopefully with good weather we can extend our season and add to our 2020 numbers.

<b>OCCUPANCY PERCENT MONTH &amp; YTD</b>						
<b>Sept' 2020</b>	<b>2019</b>	<b>2020</b>	<b>Change</b>	<b>YTD 2019</b>	<b>YTD 2020</b>	<b>Change</b>
<b>Recreational Marina</b>	75.31%	81.36%	6.05%	61.60%	64.95%	3.35%
<b>Marina RV</b>	94.20%	87.82%	-6.38%	64.78%	53.02%	-11.76%
<b>Annex RV</b>	85.38%	73.27%	-12.11%	57.93%	48.66%	-9.27%
<b>Dry Camp</b>	<b>19.46%</b>	<b>26.53%</b>	<b>7.07%</b>	15.55%	<b>15.02%</b>	<b>-0.53%</b>



<b>OCCUPANCY DAYS MONTH &amp; YTD</b>						
<b>Sept' 2020</b>	<b>2019</b>	<b>2020</b>	<b>Change</b>	<b>YTD 2019</b>	<b>YTD 2020</b>	<b>Change</b>
<b>Recreational Marina</b>	12,472	13,474	8.03%	92,832	98,229	5.81%
<b>Marina RV</b>	2,600	2,424	-6.77%	16,272	13,366	-17.86%
<b>Annex RV</b>	1,332	1,143	-14.18%	8,225	6,934	-15.70%
<b>Dry Camp</b>	<b>438</b>	<b>597</b>	<b>36.30%</b>	<b>3185</b>	<b>3087</b>	<b>-3.08%</b>





## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 10/22/2020  
**PERIOD:** October 2020 – November 2020  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

We are transitioning into the fall, and the pace is shifting from South Beach to the Commercial Marina. We have several projects ongoing, and it's been a very busy month for me.

#### **Detail:**

- **Port Dock 5 Electrical Engineering**

Alliance came to inspect Port Dock 5 and the upland electrical system with PUD on October 19<sup>th</sup>. We opened all the electrical panels, and he spent the day going through pedestals and getting a good idea of what we have. We also went to South Beach so that he could look at our load centers to get more information on that project.

- **Port Dock 5 Pier Project**

We have determined the level of assistance that will be necessary from the design engineers through the project. We received an updated time estimate from the engineers on the Pier project; we are on the edge of needing to get an extension and are working with DOWL and the Corps to explore that possibility. Everyone is moving as quickly as possible, but we're also very concerned about getting everything right.

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

Provided some feedback to the team preparing the federal interest determination. They are still going through peer review on the document and had additional questions. They intend to be able to send those documents off to Washington around the end of October. It is important that we consider that the Corps will likely come back to us with a cost-share agreement for the feasibility study in the next couple months.

- **Property Maintenance 9 Acre Lot, McLean Point**

Water is flowing into the ditch along the Bay Road, and we've been effectively capturing the runoff from the hill before it goes into our 9 acre lot.

- **Wetland Delineation 9 Acre Lot, McLean Point**

We completed a wetlands delineation and are awaiting the written report. It doesn't look like there was significant growth in the delineated area, although there was a slight increase. Once we have the written report, we can request a determination from the Corps and from DSL regarding the previously delineated wetlands. As I mentioned before, under the new rules these should no longer be regulated wetlands and I would like to have that area graded so that it will properly drain and we can avoid problems with wetlands on our industrial property in the future.

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

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

**Commercial Marina- Kent Gibson, Harbormaster**  
**Billable Services Performed this Period:**

- Forklift – 84.5Hrs
- Hoist Dock Crane(s) – 3Hrs
- 30 Ton Hydraulic Crane - *Enter #.Hrs*
- Dock Tie Up – 129.5Hrs
- Launch Tickets - *Enter #. passes sold*
- Other (axles) – 56

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

- Completed  In Progress
- Completed  In Progress
- Completed  In Progress
- Completed  In Progress
- Completed  In Progress
- Completed  In Progress

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

*The hoist dock tie-up time was down 49% from last month and down 9% over September 2019. September forklift usage was down 43% from last month but up 31% over September of last year. Crane usage was down 25% from last month down 62% over last year in September.*

*Axle counts were down 39% over last month with a total of 56 axles counted and down 54% from last year in September. I would expect October to start picking back up as September has historically been our slowest month at the hoist dock.*

*Our crew has replaced 180 feet of new whaler/rub boards on Dock 7F and replaced deck boards where needed in that area. Also, several cleats in that area have been installed or replaced to make the end of 7F more boat friendly.*

*On Friday the 18<sup>th</sup> one of our 5000 gallon used oil tanks with approximately 3600 gallons of oil/water and sludge in it failed at a fitting on the back side of the tank, dumping the contents inside our containment area. There was also a small amount of seepage through the grout on the block wall into the outside gravel. We immediately took action and pumped the oil out of the containment area into the 2<sup>nd</sup> 5000 gallon tank. We were able to pump all but about 215 gallons out of it. We made arrangements for the 3600 gallons to be pumped the following day by Eco Lube and to have a crew from Alpha Environmental come in to clean the containment area. The containment area was cleaned, and we are now waiting for them to come back and clean and remove the tank as well as clean up the area outside the building.*

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

### **Other:**

Vessels Using the Facility Since My Last Report – R/V Thomas G. Thompson, USCGC Alert, NOAA vessels Hi'ialikai, Rainier, Bell M. Shimada, and Oscar Dyson

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

Annual inspection and service of Fire alarms, hydrants, and sprinklers with Performance Systems Inc.

Annual inspection and testing of Backflow Devices with Advance Backflow Testing.

I had the HVAC systems set to bring in outside air and exhaust inside air in hopes of preventing the circulation of Covid since late spring. We had a smell of smoke in the air and a red sunset on Monday September 7<sup>th</sup>, so I shut all the external dampers and switched to recycle air only. Unfortunately, there was still some smoke pulled into the buildings. The air was so thick with smoke the next few days that it ended up permeating everything anyway. Since the air has cleared up, I opened up all the external dampers to clear out the buildings again.

I found that the main office building heating system is not able to keep up with heating the colder outside air and so I was forced to go back to the automatic operation and mixing air.

I did have to go through all of the air handlers and change filters except for the data room, which remained clean. I will bring in a lift and do an early quarterly service on the high air handlers in the warehouse as I'm sure those filters are bad too.

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

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

Exterior cleaning of the gutters, soffits, fascia, and windows by Associated Cleaners.

Completed NOAA 2020 IT Security Awareness Training.

Office Building was closed temporarily as a precaution until a negative test for Covid came back on a person with possible symptoms.

Annual service and inspection of Automatic Transfer Switch by ASCO Power.

Prepared RFQ for replacement of east zone anodes on the pier cathodic protection system.  
Prepared & Distributed RFQ for this year's painting in the offices and warehouse.  
Coastal Refrigeration responded for a malfunctioning heat pump on the guard shack, ordered two computer boards for the unit to be installed soon.

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

We had 1,310 boat launches for a total of 7,862.00 dollars

The final clean up work and check list items for the outfall line have been completed.

We had to have one camera replaced it was a warranty item.

I have had two painting contractors look at the marina shower building paint project and only one of them has given a quote and they would not be able to start the project until springtime.

ODOT has taken over the picnic area under bridge for the resurfacing project the project is scheduled to last four years.

We have been removing shore pines throughout the marina most have been blown down in the recent windstorms. And doing lots of clean up.

All and All it was a pretty good summer not too many problems.

## **Port Mates**

We just got an application from Jim Meyers to be added to the Port Mates. More plans forthcoming.