

**PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA**

Tuesday, March 24, 2020, 6:00 p.m.

Conference Phone Only

Phone Number: 1-877-820-7831

Participant Code: 421575

*When calling in, please announce your arrival and state your name when you join the meeting.*

I.	Call to Order	Page
II.	Changes to the Agenda	
III.	Public Comment (3 minute limit per person)	
IV.	Consent Calendar	
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	Item	2020
	Regular Commission Meeting	Apr 28
	Newport Loyalty Days & Sea Fair Festival.....	May 1 - 3
	Budget Committee Meeting	
	2 <sup>nd</sup> Budget Committee Meeting (if needed	
	Regular Commission Meeting.....	May 26
	Public Budget Hearing & Regular Commission Meeting .....	Jun 23
IX.	Public Comment (3 minutes limit per person)	
X.	Adjournment	

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

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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**PORT OF NEWPORT MINUTES**

February 25, 2020

Regular Commission Meeting

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

**Agenda Item**

**Audio  
Time**  
0:00

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

Commission Vice-President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

**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:** Kenneth Lipp, Newport News-Times; Doug Cooper, Hampton Lumber; Dietmar Goebel, Newport City Council; Evan Hall, Rondys, Inc.; Rex Capri, Newport resident.

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

0:20

There were no changes to the Agenda.

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

0:26

There was no public comment at this time.

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

0:38

- A. Minutes
  - 1. Regular Commission Meeting ..... Jan 28 2020
- B. Financial Reports
- C. Contracts
  - 1. Arthur J. Gallagher Risk Management Services, Inc.  
Marine Liability Renewal & Vessel Coverage (\$11,738.50)
- D. Resolution 2020-01 Adopting a Prevention of Workplace Discrimination, Harassment & Retaliation Policy

**A motion was made by Lackey and seconded by Chuck to approve the Consent Calendar. The motion passed 4 – 0.**

V. OLD BUSINESS..... 0:55

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

**A motion was made by Chuck and seconded by Lackey to approve the Accounts Paid. The motion passed 4 – 0.**

VI. NEW BUSINESS..... 1:20

A. Resolution 2020-xx Adopting a Supplemental Budget for Fiscal Year 2019-2020 and Making Appropriations (Brown) ..... 1:44

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He added the \$100K contingency in reserves for NOAA was budgeted last year in non-capital asset category, which will change next year.

**A motion was made by Lackey and seconded by Chuck to adopt Resolution 2020-02 Adopting a Supplemental Budget for Fiscal Year 2019-2020 and Making Appropriations. The motion passed 4 – 0.**

B. Resolution 2020-xx Authorizing Use of Local Government Investment Pool, Designating Signers, and Authorizing Refinancing of Loans (Brown)..... 3:40

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He added that LGIP was designed for governments to set aside money long term, was not easy to access, and provided a higher rate of return than most financial institutions. There was some discussion about the possible use of this fund and possible return.

**A motion was made by Chuck and seconded by Sylvia to adopt Resolution 2020-03 Authorizing Use of Local Government Investment Pool, Designating Signers, and Authorizing Refinancing of Loans. The motion passed 4 – 0.**

C. Resolution 2020-xx Designating Bank Accounts, Banking Institutions, and Signers (Brown) ..... 7:51

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He reviewed the selection process and the reasons for choosing First Interstate Bank. Miranda added that the Port should look into options for these types of services approximately every 5 years. Sylvia commented that Brown had done a great job managing the process, the scoring and weighting were consistent, and they had done a good job finding the best financial institution.

**A motion was made by Sylvia and seconded by Chuck to adopt Resolution 2020-04 Designating Bank Accounts, Banking Institutions, and Signers. The motion passed 4 – 0.**

D. EDA Grant Award for Port Dock 5 Pier Access Project (Brown) ..... 13:06

Brown introduced the Staff Report, Resolution draft and grant documents included in the Meeting Packet. He said the Port will have the team to oversee the entire grant. Miranda said the goal was to manage the grant very well to show the Port is capable of managing this type of grant as the Port seeks money in the future. She added staff is creating internal systems to check deadlines and verify meeting regulations. Bretz added the Commission can expect to see an RFP for contract management. He reviewed some of the reasons for the contingency numbers. There was some discussion about what would happen if the project came in under budget.

**A motion was made by Chuck and seconded by Chuck to authorize the General Manager to accept the Department of Commerce’s Economic Development Administration Grant in the amount of \$1,195.563.00 requiring a Port match of the same amount. The motion passed 4 – 0.**

E. Clearwater Easement (Bretz) ..... 22:13

Bretz introduced the Staff Report included in the Meeting Packet. He said he had heard from Pete Gintner, the Port’s attorney, who suggested maybe using a license. Miranda said she would talk further with Gintner. She recommended the Commission approve the easement subject to working with the attorney.

**A motion was made by Lackey and seconded by Chuck to authorize the General Manager to record an Easement with Clearwater Restaurant under the above conditions, pending approval by the Port’s attorney. The motion passed 4 - 0.**

F. City of Newport Amended MOU (Miranda) ..... 24:48

Miranda introduced the staff report and draft Memorandum of Understanding (MOU) included in the Meeting Packet. She added that she was waiting for comments from the City, which may result in some amendments to the draft. This agreement clarifies the truck toll and includes indemnification language. She recommended the Commission approve the MOU as substantially presented subject to some amendments that would not change the intent.

**A motion was made by Chuck and seconded by Lackey to authorize the General Manager to execute the amended Memorandum of Understanding as substantially presented. The motion passed 4 – 0.**

**VII. STAFF REPORTS**

A. Director of Finance & Business Services ..... 29:36  
1. January Occupancy Report

Brown introduced the Staff Report included in the Meeting Packet. He highlighted the Port’s positive position compared to budget and prior ytd. He added that there would be an RFP forthcoming addressing the need for information security. He reviewed the efforts to address outstanding accounts receivable. Miranda commented that the positive financial picture was a reflection of staff efforts improving efficiencies and bringing in additional sources of revenue. She added that the collection efforts were motivated by the Port’s need to manage public assets, and those who were behind were encouraged to contact the Port.

B. <u>Director of Operations</u> .....	39:23
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Bretz introduced the Staff Report included in the Meeting Packet. He commented that attendance was down in South Beach this year around the Seafood & Wine Festival. He added that there is still some cleanup work to complete at the South Beach boat ramp repair site. Bretz highlighted the positive response received from the agencies to the Port Dock 7/Public Fishing Pier presentation and the high mitigation value of the pier project. He also talked about the complexities of eel grass.

C. <u>General Manager</u> .....	48:15
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Miranda introduced the Staff Report included in the Meeting Packet. She commented that the staff training funded by the Ford Family Foundation grant went well. She thanked Bretz, legislators and stakeholders for their efforts in securing the EDA Grant. She asked Commissioners to consider attending future SDAO conferences for their value to elected officials. Miranda said she was focused on budget and goal setting, and is working with Bretz and Brown. She reminded the Commissioners about her upcoming schedule. Miranda suggested that the Port should focus on planning for the Port Dock 7/Public Fishing Pier projects for the next fiscal year. The Port will see what comes out of the permitting agencies and may have a good package put together one to two years from now. She referred to the NIT marketing efforts included in the staff report. Chuck suggested verifying the draft was correct, based on dredging in 2016 to 34’9”. Miranda said the 30’ draft was based on the Corps of Engineers approved depth and charts. Miranda said she would be creating a folder for the NIT marketing efforts to keep better track of those efforts over time. She mentioned she was working with Angela Nebel on finalizing a Port newsletter.

<b>VIII. COMMISSIONER REPORTS/COMMENTS</b> .....	1:15:25
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Chuck said he participated in a conference call about wind energy and can forward information to Miranda if Commissioners are interested. He commented that Miranda would be here one year in May and suggested discussing her review at the next meeting. Lackey complemented staff on doing an excellent job on leadership and said the Port was seeing the fruits of their efforts and good decision making. Sylvia said the Lackey had joined a ground fish group looking to advance the marketing of ground fish, and Sylvia commented on the challenges in aquaculture and the white fish markets. Burke said he appreciated the staff training at the Port.

<b>IX. CALENDAR/FUTURE CONSIDERATIONS</b> .....	1:20:15
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- PNWA Mission to Washington.....Mar 1 – 5
- 6<sup>th</sup> Annual Shamrock Run – Ardor Adventures .....Mar 16
- Commission Work Session – Goal Setting/Budget Planning .....Mar 18
- HST Oregon OMSI Bus Training ..... Mar 23 - 27
- Regular Commission Meeting .....Mar 24
- OSU & SBSA Motorboat Operators Training Course.....Mar 24 – 26
- True Wildlife Fishing Pier Cleanup .....Mar 28
- Davis Shows Loyalty Days Carnival .....Apr 30 – May 4

There were no changes to the Calendar/Future Considerations. Miranda said in her absence Bretz will be in charge of the office.

**X. PUBLIC COMMENT**..... 1:20:25

There was no public comment at this time.

**XI. ADJOURNMENT** ..... 1:21:28

Having no further business, the meeting adjourned at 7:21 pm.

ATTESTED:

\_\_\_\_\_  
James Burke, Vice-President

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





**Port of Newport**  
**Statement of Cash Flows**  
For Fiscal Year to Date

	Jul '19 - Jan 20
<b>OPERATING ACTIVITIES</b>	
Net Income	-32,901.81
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	-25,356.18
11200 · Accounts Receivable:11210 · A/R Commercial Marina	-103,000.93
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	12,926.46
11300 · Prepaid Expenses:11310 · General Liab. & Property	73,221.15
11300 · Prepaid Expenses:11320 · Docks & Marine	4,389.00
11300 · Prepaid Expenses:11340 · Worker's Comp.	-17,956.64
11300 · Prepaid Expenses:11350 · Employee Draws	213.31
11300 · Prepaid Expenses:11360 · DSL Lease	7,268.52
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	-5,249.38
11400 · Due from Other Funds:11406 · Due from Fac. Maint. Res. Fund	-2,569.28
11400 · Due from Other Funds:11408 · Due From Construction Fund	-1,755.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-14,315.00
12000 · Accounts Payable	-70,590.27
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	665.94
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	-4,671.27
12100 · Payroll Liabilities:12105 · Accrued Payroll	7,409.55
12100 · Payroll Liabilities:12110 · Accrued PTO	6,390.42
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	4,633.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-501.48
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment With...	0.02
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	678.57
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	12,877.02
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	49,903.30
<b>Net cash provided by Operating Activities</b>	<b>-98,290.98</b>
<b>INVESTING ACTIVITIES</b>	
11500 · Capital Assets:11520 · Land Improvements	8,844,362.00
11500 · Capital Assets:11525 · Buildings	11,576,886.00
11500 · Capital Assets:11530 · Docks & Piers	17,589,709.00
11500 · Capital Assets:11535 · Vehicles & Equipment	9,643.00
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	-2,254,644.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	-3,006,974.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	-6,242,877.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	18,732.00
<b>Net cash provided by Investing Activities</b>	<b>26,534,837.00</b>
<b>FINANCING ACTIVITIES</b>	
12400 · Long Term Debt:12405 · Full Faith & Credit (2013)	-205,000.00
12400 · Long Term Debt:12424 · SPWF-L00012	-5,305.01
12400 · Long Term Debt:12425 · SPWF-Q10001	-37,197.91
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-2,083.33
12400 · Long Term Debt:12442 · OCB - #10032077	-16,911.81
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-4,020.76
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-6,039.66
12400 · Long Term Debt:12470 · City of Newport SDC - 2016	-5,576.87
12400 · Long Term Debt:12471 · Oregon Brewing Co-MUA 2016	-17,471.09
13000 · Fund Balance	-2,587,902.79
13075 · FB - Prior Period Adj	27,658.59
13110 · FB - Capital Asset Additions	-25,020.00
13150 · FB - Depreciation	3,237,352.00
13200 · FB - Debt Principal	-489,330.80
13275 · FB - Accrued Interest	-1,194.00
13300 · FB - Equity Transfers	-25,747,479.00
<b>Net cash provided by Financing Activities</b>	<b>-25,885,522.44</b>
<b>Net cash increase for period</b>	<b>551,023.58</b>
<b>Cash at beginning of period</b>	<b>3,057,665.56</b>
<b>Cash at end of period</b>	<b>3,608,689.14</b>

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

	Feb 20
<b>OPERATING ACTIVITIES</b>	
Net Income	-257,113.24
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	17,859.56
11200 · Accounts Receivable:11210 · A/R Commercial Marina	25,829.70
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-1,286.89
11250 · AR Property Tax	-24,125.65
11300 · Prepaid Expenses:11310 · General Liab. & Property	1,085.91
11300 · Prepaid Expenses:11320 · Docks & Marine	-9,782.08
11300 · Prepaid Expenses:11340 · Worker's Comp.	3,591.30
11300 · Prepaid Expenses:11360 · DSL Lease	1,038.36
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	1,010.23
11400 · Due from Other Funds:11406 · Due from Fac. Maint. Res. Fund	4,641.53
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-496.85
11490 · Assets Held For Sale	-2,125.52
12000 · Accounts Payable	44,642.05
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	3,604.21
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	863.89
12100 · Payroll Liabilities:12105 · Accrued Payroll	-1,473.86
12100 · Payroll Liabilities:12110 · Accrued PTO	1,967.12
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	-1,167.78
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	6,017.58
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment With...	782.40
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-960.07
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	11,128.23
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-11,398.40
<b>Net cash provided by Operating Activities</b>	<b>-185,868.27</b>
<b>INVESTING ACTIVITIES</b>	
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,275.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,439.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,629.00
<b>Net cash provided by Investing Activities</b>	<b>139,179.00</b>
<b>FINANCING ACTIVITIES</b>	
12400 · Long Term Debt:12425 · SPWF-Q10001	-5,503.49
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-4,166.66
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-583.52
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-877.86
12400 · Long Term Debt:12471 · Oregon Brewing Co-MUA 2016	-2,495.87
13000 · Fund Balance	-36,125.50
13030 · FB-Assigned - Facility Improve	36,125.50
<b>Net cash provided by Financing Activities</b>	<b>-13,627.40</b>
<b>Net cash increase for period</b>	<b>-60,316.67</b>
<b>Cash at beginning of period</b>	<b>3,608,689.14</b>
<b>Cash at end of period</b>	<b>3,548,372.47</b>

# Port of Newport - General Operating Fund

## Balance Sheet

As of February 29, 2020

	Feb 29, 20	Feb 28, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11000 · Cash & Equivalents	3,539,916	2,982,490	557,427	19%
<b>Total Checking/Savings</b>	3,539,916	2,982,490	557,427	19%
<b>Accounts Receivable</b>				
11200 · Accounts Receivable	418,797	315,159	103,639	33%
<b>Total Accounts Receivable</b>	418,797	315,159	103,639	33%
<b>Other Current Assets</b>				
11250 · AR Property Tax	34,460	10,335	24,126	234%
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	8,456	0	8,456	100%
11300 · Prepaid Expenses	40,147	174,795	(134,648)	(77)%
11400 · Due from Other Funds	14,799	122,332	(107,534)	(88)%
11480 · PERS - NPA(L)	(1,070,645)	(1,070,645)	0	0%
11485 · PERS - Deferred OF	705,254	705,254	0	0%
11490 · Assets Held For Sale	2,126	0	2,126	100%
<b>Total Other Current Assets</b>	(295,404)	(87,929)	(207,474)	(236)%
<b>Total Current Assets</b>	3,663,310	3,209,719	453,591	14%
<b>Fixed Assets</b>				
11500 · Capital Assets	47,813,516	77,538,301	(29,724,785)	(38)%
<b>Total Fixed Assets</b>	47,813,516	77,538,301	(29,724,785)	(38)%
<b>TOTAL ASSETS</b>	<b>51,476,826</b>	<b>80,748,020</b>	<b>(29,271,194)</b>	<b>(36)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
12000 · Accounts Payable	116,632	251,385	(134,753)	(54)%
<b>Total Accounts Payable</b>	116,632	251,385	(134,753)	(54)%
<b>Other Current Liabilities</b>				
12010 · Unclaimed Property Payable	2,885	0	2,885	100%
12020 · Lodging/Room Tax Payable	5,251	868	4,383	505%
12100 · Payroll Liabilities	128,081	101,703	26,377	26%
12250 · Deferred Revenue	291,886	273,044	18,842	7%
12300 · Accrued Interest Payable	16,843	18,037	(1,194)	(7)%
12350 · Current Portion-Long Term Debt	539,514	528,337	11,177	2%
<b>Total Other Current Liabilities</b>	984,459	921,989	62,470	7%
<b>Total Current Liabilities</b>	1,101,091	1,173,375	(72,284)	(6)%
<b>Long Term Liabilities</b>				
12380 · 2013 FF&C Bond Premium	107,808	107,808	0	0%
12400 · Long Term Debt	6,316,721	7,130,463	(813,742)	(11)%
12900 · PERS - Deferred IF	119,917	119,917	0	0%
<b>Total Long Term Liabilities</b>	6,544,446	7,358,187	(813,742)	(11)%
<b>Total Liabilities</b>	7,645,537	8,531,562	(886,025)	(10)%

# Port of Newport - General Operating Fund

## Balance Sheet

As of February 29, 2020

	Feb 29, 20	Feb 28, 19	\$ Change	% Change
<b>Equity</b>				
13000 · Fund Balance	62,539,411	64,755,409	(2,215,998)	(3)%
13030 · FB-Assigned - Facility Improve	36,126	0	36,126	100%
13050 · FB - Contributed Capital	7,130,788	7,130,788	0	0%
13300 · FB - Equity Transfers	(25,585,916)	0	(25,585,916)	(100)%
13400 · FB - Interfund Loans	0	10,515	(10,515)	(100)%
13600 · FB - Discount/Premium	0	7,338	(7,338)	(100)%
13720 · FB - PERS-Pension Inc/Exp	0	(109,494)	109,494	100%
Net Income	(289,120)	421,902	(711,021)	(169)%
<b>Total Equity</b>	<b>43,831,289</b>	<b>72,216,458</b>	<b>(28,385,169)</b>	<b>(39)%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>51,476,826</b>	<b>80,748,020</b>	<b>(29,271,194)</b>	<b>(36)%</b>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through February 2020

	Jul '19 - Feb...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	517,586	720,000	(202,414)	72%
14100 · Moorage	978,482	1,547,850	(569,368)	63%
14200 · Hoist Dock & Services	669,863	872,150	(202,287)	77%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	731,638	1,080,000	(348,362)	68%
14500 · Launch Ramp & Trailer Storage	61,530	92,000	(30,470)	67%
14600 · Miscellaneous Revenue	75,080	116,000	(40,920)	65%
<b>Total Income</b>	<u>3,034,179</u>	<u>4,431,000</u>	<u>(1,396,821)</u>	<u>68%</u>
<b>Gross Profit</b>	3,034,179	4,431,000	(1,396,821)	68%
<b>Expense</b>				
15000 · Personnel Services	1,063,533	1,735,539	(672,006)	61%
16000 · Materials & Services	1,132,884	2,136,710	(1,003,826)	53%
16990 · Depreciation Expense	1,112,740	0	1,112,740	100%
17000 · Debt Service	85,366	786,890	(701,524)	11%
<b>Total Expense</b>	<u>3,394,523</u>	<u>4,659,139</u>	<u>(1,264,616)</u>	<u>73%</u>
<b>Net Ordinary Income</b>	(360,344)	(228,139)	(132,205)	158%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	110,659	116,000	(5,341)	95%
18200 · Interest Income	44,803	60,000	(15,197)	75%
18300 · Grants	6,600	255,300	(248,700)	3%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	37,190	10,000	27,190	372%
<b>Total Other Income</b>	<u>199,674</u>	<u>441,300</u>	<u>(241,626)</u>	<u>45%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	44,300	(44,300)	0%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,399,770	(1,269,570)	9%
19800 · Transfer-Admin Exp to Programs	(1,750)	0	(1,750)	100%
<b>Total Other Expense</b>	<u>128,450</u>	<u>1,454,070</u>	<u>(1,325,620)</u>	<u>9%</u>
<b>Net Other Income</b>	<u>71,224</u>	<u>(1,012,770)</u>	<u>1,083,994</u>	<u>(7)%</u>
<b>Net Income</b>	<u><u>(289,120)</u></u>	<u><u>(1,240,909)</u></u>	<u><u>951,789</u></u>	<u><u>23%</u></u>

**Port of Newport**  
**Profit & Loss Prev Year Comparison Gen Op Fund**  
**July 2019 through February 2020**

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	517,585.56	473,832.79	43,752.77	9.23%
14100 · Moorage	978,481.94	829,858.63	148,623.31	17.91%
14200 · Hoist Dock & Services	669,863.39	541,990.19	127,873.20	23.59%
14300 · Shipping Terminal Revenues	0.00	1,560.00	-1,560.00	-100.0%
14400 · RV Parks	731,637.81	728,375.90	3,261.91	0.45%
14500 · Launch Ramp & Trailer Storage	61,530.11	57,145.85	4,384.26	7.67%
14600 · Miscellaneous Revenue	75,080.01	82,832.58	-7,752.57	-9.36%
<b>Total Income</b>	<u>3,034,178.82</u>	<u>2,715,595.94</u>	<u>318,582.88</u>	<u>11.73%</u>
<b>Gross Profit</b>	3,034,178.82	2,715,595.94	318,582.88	11.73%
<b>Expense</b>				
15000 · Personnel Services	1,063,532.93	894,630.02	168,902.91	18.88%
16000 · Materials & Services	1,132,884.20	1,144,171.24	-11,287.04	-0.99%
17000 · Debt Service	85,365.52	399,577.70	-314,212.18	-78.64%
<b>Total Expense</b>	<u>2,281,782.65</u>	<u>2,438,378.96</u>	<u>-156,596.31</u>	<u>-6.42%</u>
<b>Net Ordinary Income</b>	752,396.17	277,216.98	475,179.19	171.41%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	110,658.57	106,190.41	4,468.16	4.21%
18200 · Interest Income	44,802.89	15,487.94	29,314.95	189.28%
18300 · Grants	6,600.00	1,800.00	4,800.00	266.67%
18600 · Gain/(Loss) on Sale of Assets	422.96	-8,373.77	8,796.73	105.05%
18700 · Property & Dredge Sales	37,189.60	54,679.08	-17,489.48	-31.99%
<b>Total Other Income</b>	<u>199,674.02</u>	<u>169,783.66</u>	<u>29,890.36</u>	<u>17.61%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	25,099.10	-25,099.10	-100.0%
19700 · Transfers Out to Other Funds	130,200.00	0.00	130,200.00	100.0%
19997 · Suspense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>130,200.00</u>	<u>25,099.10</u>	<u>105,100.90</u>	<u>418.74%</u>
<b>Net Other Income</b>	69,474.02	144,684.56	-75,210.54	-51.98%
<b>Net Income before Depreciation and OH</b>	<u><u>821,870.19</u></u>	<u><u>421,901.54</u></u>	<u><u>399,968.65</u></u>	<u><u>94.8%</u></u>
16990 · Depreciation Expense	1,112,740.00	0.00	1,112,740.00	100.0%
19800 · Transfer-Admin Exp to Programs	-1,750.22	0.00	-1,750.22	-100.0%
<b>Net Income</b>	<u><u>-289,119.59</u></u>	<u><u>421,901.54</u></u>	<u><u>-711,021.13</u></u>	<u><u>-168.5%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Administration**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	11,122	38,000	(26,878)	29%
<b>Total Income</b>	<u>11,122</u>	<u>38,000</u>	<u>(26,878)</u>	<u>29%</u>
<b>Gross Profit</b>	11,122	38,000	(26,878)	29%
<b>Expense</b>				
15000 · Personnel Services	452,105	736,205	(284,100)	61%
16000 · Materials & Services	299,851	525,468	(225,617)	57%
16990 · Depreciation Expense	1,880	0	1,880	100%
<b>Total Expense</b>	<u>753,836</u>	<u>1,261,673</u>	<u>(507,837)</u>	<u>60%</u>
<b>Net Ordinary Income</b>	(742,714)	(1,223,673)	480,959	61%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	110,659	116,000	(5,341)	95%
18200 · Interest Income	44,803	60,000	(15,197)	75%
18300 · Grants	6,600	3,500	3,100	189%
<b>Total Other Income</b>	<u>162,061</u>	<u>179,500</u>	<u>(17,439)</u>	<u>90%</u>
<b>Other Expense</b>				
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,399,770	(1,269,570)	9%
19800 · Transfer-Admin Exp to Programs	(710,853)	0	(710,853)	100%
<b>Total Other Expense</b>	<u>(580,653)</u>	<u>1,409,770</u>	<u>(1,990,423)</u>	<u>(41)%</u>
<b>Net Other Income</b>	<u>742,714</u>	<u>(1,230,270)</u>	<u>1,972,984</u>	<u>(60)%</u>
<b>Net Income</b>	<u><u>0</u></u>	<u><u>(2,453,943)</u></u>	<u><u>2,453,943</u></u>	<u><u>0%</u></u>

**Port of Newport**  
**Profit & Loss Prev Year Comparison ADMIN**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	11,121.76	20,551.45	-9,429.69	-45.88%
<b>Total Income</b>	<u>11,121.76</u>	<u>20,551.45</u>	<u>-9,429.69</u>	<u>-45.88%</u>
<b>Gross Profit</b>	11,121.76	20,551.45	-9,429.69	-45.88%
<b>Expense</b>				
15000 · Personnel Services	452,104.70	322,552.73	129,551.97	40.17%
16000 · Materials & Services	299,851.47	347,891.66	-48,040.19	-13.81%
17000 · Debt Service	0.00	8,926.00	-8,926.00	-100.0%
<b>Total Expense</b>	<u>751,956.17</u>	<u>679,370.39</u>	<u>72,585.78</u>	<u>10.68%</u>
<b>Net Ordinary Income</b>	-740,834.41	-658,818.94	-82,015.47	-12.45%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	110,658.57	106,190.41	4,468.16	4.21%
18200 · Interest Income	44,802.89	15,487.94	29,314.95	189.28%
18300 · Grants	6,600.00	0.00	6,600.00	100.0%
<b>Total Other Income</b>	<u>162,061.46</u>	<u>121,678.35</u>	<u>40,383.11</u>	<u>33.19%</u>
<b>Other Expense</b>				
19700 · Transfers Out to Other Funds	130,200.00	0.00	130,200.00	100.0%
19997 · Suspense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>130,200.00</u>	<u>0.00</u>	<u>130,200.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>31,861.46</u>	<u>121,678.35</u>	<u>-89,816.89</u>	<u>-73.82%</u>
<b>Net Income before Depr and OH</b>	<u><u>-708,972.95</u></u>	<u><u>-537,140.59</u></u>	<u><u>-171,832.36</u></u>	<u><u>-31.99%</u></u>
16990 · Depreciation Expense	1,880.00	0.00	1,880.00	100.0%
19800 · Transfer-Admin Exp to Programs	-710,852.95	0.00	-710,852.95	-100.0%
	<u><u>0.00</u></u>	<u><u>-537,140.59</u></u>	<u><u>537,140.59</u></u>	<u><u>-0.32</u></u>



**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - International Terminal**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	104,456	131,137	(26,681)	80%
14100 · Moorage	103,374	156,000	(52,626)	66%
14200 · Hoist Dock & Services	344,024	416,000	(71,976)	83%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14600 · Miscellaneous Revenue	1,200	0	1,200	100%
<b>Total Income</b>	<u>553,054</u>	<u>706,137</u>	<u>(153,083)</u>	<u>78%</u>
<b>Gross Profit</b>	553,054	706,137	(153,083)	78%
<b>Expense</b>				
15000 · Personnel Services	97,206	84,484	12,722	115%
16000 · Materials & Services	130,480	216,570	(86,090)	60%
16990 · Depreciation Expense	848,208	0	848,208	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	52,612	519,095	(466,483)	10%
<b>Total Expense</b>	<u>1,128,505</u>	<u>820,149</u>	<u>308,356</u>	<u>138%</u>
<b>Net Ordinary Income</b>	(575,451)	(114,012)	(461,439)	505%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
19800 · Transfer-Admin Exp to Programs	21,430	0	21,430	100%
<b>Total Other Expense</b>	<u>21,430</u>	<u>0</u>	<u>21,430</u>	<u>100%</u>
<b>Net Other Income</b>	(21,430)	0	(21,430)	100%
<b>Net Income</b>	<u><u>(596,881)</u></u>	<u><u>(114,012)</u></u>	<u><u>(482,869)</u></u>	<u><u>524%</u></u>

**Port of Newport**  
**Profit & Loss Prev Year Comparison Int Terminal**  
**July 2019 through February 2020**

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	104,455.70	1,497.60	102,958.10	6,874.87%
14100 · Moorage	103,374.30	63,120.80	40,253.50	63.77%
14200 · Hoist Dock & Services	344,024.27	232,086.21	111,938.06	48.23%
14300 · Shipping Terminal Revenues	0.00	1,560.00	-1,560.00	-100.0%
14600 · Miscellaneous Revenue	1,200.00	1,375.19	-175.19	-12.74%
<b>Total Income</b>	<u>553,054.27</u>	<u>299,639.80</u>	<u>253,414.47</u>	<u>84.57%</u>
<b>Gross Profit</b>	553,054.27	299,639.80	253,414.47	84.57%
<b>Expense</b>				
15000 · Personnel Services	97,206.08	54,274.09	42,931.99	79.1%
16000 · Materials & Services	130,479.67	109,864.03	20,615.64	18.77%
17000 · Debt Service	52,611.64	180,218.69	-127,607.05	-70.81%
<b>Total Expense</b>	<u>280,297.39</u>	<u>344,356.81</u>	<u>-64,059.42</u>	<u>-18.6%</u>
<b>Net Ordinary Income</b>	272,756.88	-44,717.01	317,473.89	709.96%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18700 · Property & Dredge Sales	0.00	50,622.88	-50,622.88	-100.0%
<b>Total Other Income</b>	0.00	50,622.88	-50,622.88	-100.0%
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	1,200.00	-1,200.00	-100.0%
<b>Total Other Expense</b>	0.00	1,200.00	-1,200.00	-100.0%
<b>Net Other Income</b>	0.00	49,422.88	-49,422.88	-100.0%
<b>Net Income</b>	<u>272,756.88</u>	<u>4,705.87</u>	<u>268,051.01</u>	<u>5,696.1%</u>
16990 · Depreciation Expense	848,208.00	0.00	848,208.00	100.0%
19800 · Transfer-Admin Exp to Programs	21,430.18	0.00	21,430.18	100.0%
<b>Net Income</b>	<u>-596,881.30</u>	<u>4,705.87</u>	<u>-601,587.17</u>	

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Commercial Marina**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	117,736	150,213	(32,477)	78%
14100 · Moorage	391,035	512,000	(120,965)	76%
14200 · Hoist Dock & Services	295,968	418,000	(122,032)	71%
14600 · Miscellaneous Revenue	15,312	0	15,312	100%
<b>Total Income</b>	<u>820,052</u>	<u>1,080,213</u>	<u>(260,161)</u>	<u>76%</u>
<b>Gross Profit</b>	820,052	1,080,213	(260,161)	76%
<b>Expense</b>				
15000 · Personnel Services	226,299	349,974	(123,675)	65%
16000 · Materials & Services	224,908	608,274	(383,366)	37%
16990 · Depreciation Expense	34,372	0	34,372	100%
17000 · Debt Service	672	7,915	(7,243)	8%
<b>Total Expense</b>	<u>486,252</u>	<u>966,163</u>	<u>(479,911)</u>	<u>50%</u>
<b>Net Ordinary Income</b>	333,800	114,050	219,750	293%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0	250,000	(250,000)	0%
<b>Total Other Income</b>	0	250,000	(250,000)	0%
<b>Other Expense</b>				
19000 · Capital Outlay	0	11,800	(11,800)	0%
19800 · Transfer-Admin Exp to Programs	312,859	0	312,859	100%
<b>Total Other Expense</b>	<u>312,859</u>	<u>11,800</u>	<u>301,059</u>	<u>2,651%</u>
<b>Net Other Income</b>	<u>(312,859)</u>	<u>238,200</u>	<u>(551,059)</u>	<u>(131)%</u>
<b>Net Income</b>	<u><u>20,941</u></u>	<u><u>352,250</u></u>	<u><u>(331,309)</u></u>	<u><u>6%</u></u>

**Port of Newport**  
**Profit & Loss Prev Year Comparison Comm Marina**  
**July 2019 through February 2020**

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	117,735.70	8,245.76	109,489.94	1,327.83%
14100 · Moorage	391,035.31	321,439.61	69,595.70	21.65%
14200 · Hoist Dock & Services	295,968.12	303,952.58	-7,984.46	-2.63%
14600 · Miscellaneous Revenue	15,312.47	4,731.64	10,580.83	223.62%
<b>Total Income</b>	<u>820,051.60</u>	<u>638,369.59</u>	<u>181,682.01</u>	<u>28.46%</u>
<b>Gross Profit</b>	820,051.60	638,369.59	181,682.01	28.46%
<b>Expense</b>				
15000 · Personnel Services	226,299.18	205,579.14	20,720.04	10.08%
16000 · Materials & Services	224,908.25	220,480.79	4,427.46	2.01%
17000 · Debt Service	672.12	8,174.65	-7,502.53	-91.78%
<b>Total Expense</b>	<u>451,879.55</u>	<u>434,234.58</u>	<u>17,644.97</u>	<u>4.06%</u>
<b>Net Ordinary Income</b>	368,172.05	204,135.01	164,037.04	80.36%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	12,981.00	-12,981.00	-100.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>12,981.00</u>	<u>-12,981.00</u>	<u>-100.0%</u>
<b>Net Other Income</b>	0.00	-12,981.00	12,981.00	100.0%
<b>Net Income before Depr and OH</b>	<u><u>368,172.05</u></u>	<u><u>191,154.01</u></u>	<u><u>177,018.04</u></u>	<u><u>92.61%</u></u>
16990 · Depreciation Expense	34,372.00	0.00	34,372.00	100.0%
19800 · Transfer-Admin Exp to Programs	312,859.03	0.00	312,859.03	100.0%
<b>Net Income</b>	<u><u>20,941.02</u></u>	<u><u>191,154.01</u></u>	<u><u>-170,212.99</u></u>	

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - South Beach**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	295,394	438,650	(143,256)	67%
14100 · Moorage	484,072	879,850	(395,778)	55%
14200 · Hoist Dock & Services	29,871	38,150	(8,279)	78%
14400 · RV Parks	731,638	1,080,000	(348,362)	68%
14500 · Launch Ramp & Trailer Storage	61,530	92,000	(30,470)	67%
14600 · Miscellaneous Revenue	47,448	78,000	(30,552)	61%
<b>Total Income</b>	<u>1,649,954</u>	<u>2,606,650</u>	<u>(956,696)</u>	<u>63%</u>
<b>Gross Profit</b>	1,649,954	2,606,650	(956,696)	63%
<b>Expense</b>				
15000 · Personnel Services	280,433	451,619	(171,186)	62%
16000 · Materials & Services	477,229	778,398	(301,169)	61%
16990 · Depreciation Expense	228,280	0	228,280	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	32,082	259,880	(227,798)	12%
<b>Total Expense</b>	<u>1,018,024</u>	<u>1,489,897</u>	<u>(471,873)</u>	<u>68%</u>
<b>Net Ordinary Income</b>	631,930	1,116,753	(484,823)	57%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0	1,800	(1,800)	0%
18600 · Gain/(Loss) on Sale of Assets	423			
18700 · Property & Dredge Sales	37,190	10,000	27,190	372%
<b>Total Other Income</b>	<u>37,613</u>	<u>11,800</u>	<u>25,813</u>	<u>319%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0	17,500	(17,500)	0%
19800 · Transfer-Admin Exp to Programs	374,814	0	374,814	100%
<b>Total Other Expense</b>	<u>374,814</u>	<u>17,500</u>	<u>357,314</u>	<u>2,142%</u>
<b>Net Other Income</b>	<u>(337,201)</u>	<u>(5,700)</u>	<u>(331,501)</u>	<u>5,916%</u>
<b>Net Income</b>	<u><b>294,729</b></u>	<u><b>1,111,053</b></u>	<u><b>(816,324)</b></u>	<u><b>27%</b></u>

**Port of Newport**  
**Profit & Loss Prev Year Comparison S Beach**  
**July 2019 through February 2020**

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	295,394.16	6,343.08	289,051.08	4,556.95%
14100 · Moorage	484,072.33	445,298.22	38,774.11	8.71%
14200 · Hoist Dock & Services	29,871.00	5,951.40	23,919.60	401.92%
14400 · RV Parks	731,637.81	728,375.90	3,261.91	0.45%
14500 · Launch Ramp & Trailer Storage	61,530.11	57,145.85	4,384.26	7.67%
14600 · Miscellaneous Revenue	47,448.35	56,138.90	-8,690.55	-15.48%
<b>Total Income</b>	<u>1,649,953.76</u>	<u>1,299,253.35</u>	<u>350,700.41</u>	<u>26.99%</u>
<b>Gross Profit</b>	1,649,953.76	1,299,253.35	350,700.41	26.99%
<b>Expense</b>				
15000 · Personnel Services	280,432.69	263,510.37	16,922.32	6.42%
16000 · Materials & Services	477,229.38	458,662.87	18,566.51	4.05%
17000 · Debt Service	32,081.76	182,291.40	-150,209.64	-82.4%
<b>Total Expense</b>	<u>789,743.83</u>	<u>904,464.64</u>	<u>-114,720.81</u>	<u>-12.68%</u>
<b>Net Ordinary Income</b>	860,209.93	394,788.71	465,421.22	117.89%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0.00	1,800.00	-1,800.00	-100.0%
18600 · Gain/(Loss) on Sale of Assets	422.96	-8,373.77	8,796.73	105.05%
18700 · Property & Dredge Sales	37,189.60	4,056.20	33,133.40	816.86%
<b>Total Other Income</b>	<u>37,612.56</u>	<u>-2,517.57</u>	<u>40,130.13</u>	<u>1,594.0%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	10,918.10	-10,918.10	-100.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>10,918.10</u>	<u>-10,918.10</u>	<u>-100.0%</u>
<b>Net Other Income</b>	<u>37,612.56</u>	<u>-13,435.67</u>	<u>51,048.23</u>	<u>379.95%</u>
<b>Net Income Before Depr and OH</b>	<u><u>897,822.49</u></u>	<u><u>381,353.04</u></u>	<u><u>516,469.45</u></u>	<u><u>135.43%</u></u>
16990 · Depreciation Expense	228,280.00	0.00	228,280.00	100.0%
19800 · Transfer-Admin Exp to Programs	374,813.52	0.00	374,813.52	100.0%
<b>Net Income</b>	<u><u>294,728.97</u></u>	<u><u>381,353.04</u></u>	<u><u>-86,624.07</u></u>	<u><u>-22.72%</u></u>

# Port of Newport - NOAA Fund

## Balance Sheet

As of February 29, 2020

	Feb 29, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
51000 · Cash & Equivalents	5,414,790
Total Checking/Savings	5,414,790
Other Current Assets	
51300 · Prepaid Expenses	82,901
51480 · PERS - NPA(L)	(37,869)
51485 · PERS - Derfered OF	18,144
Total Other Current Assets	63,176
Total Current Assets	5,477,965
Fixed Assets	
51500 · Capital Assets	24,545,324
Total Fixed Assets	24,545,324
<b>TOTAL ASSETS</b>	<b>30,023,289</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
52000 · Accounts Payable	443
Total Accounts Payable	443
Other Current Liabilities	
52110 · Accrued PTO	7,863
52200 · Due to Other Funds	14,799
52300 · Accrued Interest Payable	429,587
52350 · Current Portion Long-Term Debt	995,000
Total Other Current Liabilities	1,447,248
Total Current Liabilities	1,447,691
Long Term Liabilities	
52400 · Long-Term Debt	16,665,157
52800 · Less Current Portion LT Debt	(995,000)
52900 · PERS - Deferred IF	6,474
Total Long Term Liabilities	15,676,631
Total Liabilities	17,124,322
Equity	
53000 · Fund Balance	(16,549,459)
53005 · FB-Restricted - Bond Reserves	1,761,721
53015 · FB-Committed - NOAA Cap Reserve	2,209,445
53300 · FB - Equity Transfers	25,585,916
Net Income	(108,655)
Total Equity	12,898,967
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,023,289</b>

**Port of Newport - NOAA Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
54000 · Lease Revenue	1,685,782	2,545,000	(859,218)	66%
<b>Total Income</b>	<u>1,685,782</u>	<u>2,545,000</u>	<u>(859,218)</u>	<u>66%</u>
<b>Expense</b>				
55000 · Personnel Services	58,322	80,495	(22,173)	72%
56000 · Materials & Services	182,073	365,400	(183,327)	50%
56990 · Depreciation Expense	1,043,712	0	1,043,712	100%
57000 · Debt Service	574,093	2,001,500	(1,427,407)	29%
<b>Total Expense</b>	<u>1,858,201</u>	<u>2,447,395</u>	<u>(589,194)</u>	<u>76%</u>
<b>Net Ordinary Income</b>	<u>(172,419)</u>	<u>97,605</u>	<u>(270,024)</u>	<u>(177)%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
58200 · Interest Income	64,231	100,000	(35,769)	64%
58800 · Miscellaneous Revenue	1,283	1,000	283	128%
<b>Total Other Income</b>	<u>65,514</u>	<u>101,000</u>	<u>(35,486)</u>	<u>65%</u>
<b>Other Expense</b>				
59000 · Capital Outlay	0	100,000	(100,000)	0%
59600 · Contingency	0	0	0	0%
59700 · Transfers Out to Other Funds	0	0	0	0%
59800 · Transfer-Admin Exp to Programs	1,750	0	1,750	100%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,603,605	(5,603,605)	0%
<b>Total Other Expense</b>	<u>1,750</u>	<u>5,853,605</u>	<u>(5,851,855)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>63,764</u>	<u>(5,752,605)</u>	<u>5,816,369</u>	<u>(1)%</u>
<b>Net Income</b>	<u><u>(108,655)</u></u>	<u><u>(5,655,000)</u></u>	<u><u>5,546,345</u></u>	<u><u>2%</u></u>



**Port of Newport - NOAA Fund  
Profit & Loss YTD Comparison  
July 2019 through February 2020**

	<u>Jul '19 - Feb 20</u>	<u>Jul '18 - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
54000 · Lease Revenue	1,685,782.01	1,696,590.43	-10,808.42	-0.64%
<b>Total Income</b>	<u>1,685,782.01</u>	<u>1,696,590.43</u>	<u>-10,808.42</u>	<u>-0.64%</u>
<b>Expense</b>				
55000 · Personnel Services	58,322.23	49,540.72	8,781.51	17.73%
56000 · Materials & Services	182,073.25	539,283.69	-357,210.44	-66.24%
57000 · Debt Service	574,093.30	1,997,271.26	-1,423,177.96	-71.26%
<b>Total Expense</b>	<u>814,488.78</u>	<u>2,586,095.67</u>	<u>-1,771,606.89</u>	<u>-68.51%</u>
<b>Net Ordinary Income</b>	<u>871,293.23</u>	<u>-889,505.24</u>	<u>1,760,798.47</u>	<u>197.95%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
58200 · Interest Income	64,230.77	27,252.39	36,978.38	135.69%
58800 · Miscellaneous Revenue	1,282.98	5,158.73	-3,875.75	-75.13%
<b>Total Other Income</b>	<u>65,513.75</u>	<u>32,411.12</u>	<u>33,102.63</u>	<u>102.13%</u>
<b>Other Expense</b>				
59000 · Capital Outlay	0.00	1,166.00	-1,166.00	-100.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>1,166.00</u>	<u>-1,166.00</u>	<u>-100.0%</u>
<b>Net Other Income</b>	<u>65,513.75</u>	<u>31,245.12</u>	<u>34,268.63</u>	<u>109.68%</u>
<b>Net Income before Deprec and Admin</b>	<u><b>936,806.98</b></u>	<u><b>-858,260.12</b></u>	<u><b>1,795,067.10</b></u>	<u><b>209.15%</b></u>
56990 · Depreciation Expense	1,043,712.00	0.00	1,043,712.00	100.0%
59800 · Transfer-Admin Exp to Programs	1,750.22	0.00	1,750.22	100.0%
<b>Net Income before Deprec and Admin</b>	<u><b>-108,655.24</b></u>	<u><b>-858,260.12</b></u>	<u><b>749,604.88</b></u>	<u><b>87.34%</b></u>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
21000 · Cash & Cash Equivalents	168,540	247,362	(78,822)
<b>Total Checking/Savings</b>	<u>168,540</u>	<u>247,362</u>	<u>(78,822)</u>
<b>Other Current Assets</b>			
21270 · Property Tax Receivable	86,925	86,925	0
<b>Total Other Current Assets</b>	<u>86,925</u>	<u>86,925</u>	<u>0</u>
<b>Total Current Assets</b>	<u>255,465</u>	<u>334,287</u>	<u>(78,822)</u>
<b>Other Assets</b>			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
<b>Total Other Assets</b>	<u>419,066</u>	<u>419,066</u>	<u>0</u>
<b>TOTAL ASSETS</b>	<u><b>674,531</b></u>	<u><b>753,353</b></u>	<u><b>(78,822)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
22350 · Bonds Payable - Current	350,000	340,000	10,000
<b>Total Other Current Liabilities</b>	<u>350,000</u>	<u>340,000</u>	<u>10,000</u>
<b>Total Current Liabilities</b>	<u>350,000</u>	<u>340,000</u>	<u>10,000</u>
<b>Long Term Liabilities</b>			
22515 · 2011 Series Bonds	4,948,669	5,018,669	(70,000)
22520 · 2016 Series Bonds	7,043,195	7,313,195	(270,000)
22590 · Bond Premiums	796,865	796,865	0
22800 · Less Current Portion LTD	(350,000)	(340,000)	(10,000)
22920 · Deferred IF - Refund Valuation	20,808	20,808	0
<b>Total Long Term Liabilities</b>	<u>12,459,537</u>	<u>12,809,537</u>	<u>(350,000)</u>
<b>Total Liabilities</b>	<u>12,809,537</u>	<u>13,149,537</u>	<u>(340,000)</u>
<b>Equity</b>			
23000 · Fund Balance	(12,290,509)	(12,314,927)	24,419
23600 · FB - Discount/Premium	0	48,746	(48,746)
23800 · Adv. Refunding - Amortization	0	(20,808)	20,808
Net Income	155,503	(109,194)	264,697
<b>Total Equity</b>	<u>(12,135,006)</u>	<u>(12,396,184)</u>	<u>261,178</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>674,531</b></u>	<u><b>753,353</b></u>	<u><b>(78,822)</b></u>

## Port of Newport - Bonded Debt Fund

### Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
28100 · Bond Levy Proceeds	750,091	832,500	(82,409)	90%
28190 · Proceeds from Bond Refinance	6,014	0	6,014	100%
<b>Total Income</b>	756,106	832,500	(76,394)	91%
<b>Gross Profit</b>	756,106	832,500	(76,394)	91%
<b>Expense</b>				
27000 · Debt Service	602,506	881,000	(278,495)	68%
<b>Total Expense</b>	602,506	881,000	(278,495)	68%
<b>Net Ordinary Income</b>	153,600	(48,500)	202,100	(317)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
28200 · Bank Interest Income	1,903	6,500	(4,597)	29%
<b>Total Other Income</b>	1,903	6,500	(4,597)	29%
<b>Other Expense</b>				
29902 · UEFB	0	53,000	(53,000)	0%
<b>Total Other Expense</b>	0	53,000	(53,000)	0%
<b>Net Other Income</b>	1,903	(46,500)	48,403	(4)%
<b>Net Income</b>	<b>155,503</b>	<b>(95,000)</b>	<b>250,503</b>	<b>(164)%</b>

# Port of Newport - Construction Fund

## Balance Sheet

As of February 29, 2020

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	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
41000 · Cash & Cash Equivalentents	<u>14,393</u>	<u>31,134</u>	<u>(16,741)</u>
<b>Total Checking/Savings</b>	<u>14,393</u>	<u>31,134</u>	<u>(16,741)</u>
<b>Total Current Assets</b>	<u>14,393</u>	<u>31,134</u>	<u>(16,741)</u>
<b>TOTAL ASSETS</b>	<u><b>14,393</b></u>	<u><b>31,134</b></u>	<u><b>(16,741)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
43000 · Fund Balance	<u>30,337</u>	<u>41,932</u>	<u>(11,595)</u>
Net Income	<u>(15,944)</u>	<u>(10,798)</u>	<u>(5,145)</u>
<b>Total Equity</b>	<u>14,393</u>	<u>31,134</u>	<u>(16,741)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>14,393</b></u>	<u><b>31,134</b></u>	<u><b>(16,741)</b></u>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
48200 · Interest Income	13	30	(17)	44%
48300 · Grants	0	1,200,000	(1,200,000)	0%
<b>48900 · Transfers In from Other Funds</b>				
48902 · Transfers In from General Fund	0	1,194,970	(1,194,970)	0%
<b>Total 48900 · Transfers In from Other Funds</b>	<u>0</u>	<u>1,194,970</u>	<u>(1,194,970)</u>	<u>0%</u>
<b>Total Other Income</b>	13	2,395,000	(2,394,987)	0%
<b>Other Expense</b>				
49000 · Capital Outlay				
49303 · PD5 Pier Construction	14,552	2,410,000	(2,395,448)	1%
49440 · Licenses, Permits & Fees	435	0	435	100%
49480 · Terminal WIP				
49484 · Terminal WIP Const & Management	970	0	970	100%
<b>Total 49480 · Terminal WIP</b>	<u>970</u>	<u>0</u>	<u>970</u>	<u>100%</u>
<b>Total 49000 · Capital Outlay</b>	15,957	2,410,000	(2,394,043)	1%
49600 · Contingency	0	10,000	(10,000)	0%
<b>Total Other Expense</b>	<u>15,957</u>	<u>2,420,000</u>	<u>(2,404,043)</u>	<u>1%</u>
<b>Net Other Income</b>	<u>(15,944)</u>	<u>(25,000)</u>	<u>9,057</u>	<u>64%</u>
<b>Net Income</b>	<u><b>(15,944)</b></u>	<u><b>(25,000)</b></u>	<u><b>9,057</b></u>	<u><b>64%</b></u>

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

**Balance Sheet**

As of February 29, 2020

	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
31000 · Cash & Cash Equivalents	260,890	131,570	129,320
<b>Total Checking/Savings</b>	<u>260,890</u>	<u>131,570</u>	<u>129,320</u>
<b>Total Current Assets</b>	<u>260,890</u>	<u>131,570</u>	<u>129,320</u>
<b>TOTAL ASSETS</b>	<u><b>260,890</b></u>	<u><b>131,570</b></u>	<u><b>129,320</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
32000 · Accounts Payable	0	118,409	(118,409)
<b>Total Accounts Payable</b>	<u>0</u>	<u>118,409</u>	<u>(118,409)</u>
<b>Total Current Liabilities</b>	<u>0</u>	<u>118,409</u>	<u>(118,409)</u>
<b>Total Liabilities</b>	0	118,409	(118,409)
<b>Equity</b>			
33000 · Fund Balance	(67,015)	31,045	(98,060)
33020 · FB - Assigned for Future Expend	215,000	100,000	115,000
Net Income	112,905	(117,885)	230,789
<b>Total Equity</b>	<u>260,890</u>	<u>13,161</u>	<u>247,729</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>260,890</b></u>	<u><b>131,570</b></u>	<u><b>129,320</b></u>

## Port of Newport - Facility Maintenance Reserve Fund

### Profit & Loss Budget vs. Actual

July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
38200 · Interest Income	1,500	2,700	(1,200)	56%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
<b>Total 38900 · Transfers In</b>	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
<b>Total Other Income</b>	<u>131,700</u>	<u>207,500</u>	<u>(75,800)</u>	<u>63%</u>
<b>Other Expense</b>				
39000 · Capital Outlay				
39306 · PD5 & 7 Pile Replacement	805	120,000	(119,195)	1%
39309 · SB Boat Ramp Toe Repair	<u>17,990</u>	<u>0</u>	<u>17,990</u>	<u>100%</u>
<b>Total 39000 · Capital Outlay</b>	<u>18,795</u>	<u>120,000</u>	<u>(101,205)</u>	<u>16%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	0	65,000	(65,000)	0%
39902 · UEFB	<u>0</u>	<u>150,000</u>	<u>(150,000)</u>	<u>0%</u>
<b>Total Other Expense</b>	<u>18,795</u>	<u>345,000</u>	<u>(326,205)</u>	<u>5%</u>
<b>Net Other Income</b>	<u>112,905</u>	<u>(137,500)</u>	<u>250,405</u>	<u>(82)%</u>
<b>Net Income</b>	<u><b>112,905</b></u>	<u><b>(137,500)</b></u>	<u><b>250,405</b></u>	<u><b>(82)%</b></u>







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

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**DATE:**            March 16, 2020  
**RE:**                South Beach Security Cameras  
**TO:**                Paula Miranda, General Manager  
**ISSUED BY:**    Aaron Bretz, Director of Operations

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### **BACKGROUND**

South Beach has a serious need to add security cameras to increase our ability to monitor the facility.

### **DETAIL**

Among other issues we've had recently in South Beach, someone recently broke into the pay station at the boat ramp and stole the contents of the cash box. Fortunately, they struck during the off season, but nonetheless, we have experienced a number of incidents similar to this one.

We got three quotes from camera providers, and Hyak came in with the best proposal and the lowest cost. Each of the camera providers visited the site and have a good understanding of the Port's needs. This system will certainly have an impact on the security and management of our facility in South Beach.

### **BUDGET IMPLICATIONS**

We have budgeted \$25K for this expenditure and we received a \$6,000 grant from SDAO this year for this project.

### **RECOMMENDATIONS**

**I RECOMMEND A MOTION TO AUTHORIZE THE GENERAL MANAGER TO CONTRACT WITH HYAK FOR SECURITY CAMERAS IN SOUTH BEACH, NOT TO EXCEED \$26,514.44.**



3115 Kingwood St  
 Florence, OR 97439  
<https://hyak.co>  
 (541)902-5101

APPROVED



Port of Newport  
 600 SE Bay Boulevard  
 Newport, Oregon 97365

Estimate #	13072
Estimate Date	11-04-19
<b>Total</b>	<b>\$26,514.44</b>

Item	Description	Unit Cost	Quantity	Line Total
UVC-G3-AF	1080p Indoor/Outdoor IP Camera with Infrared Serials:	\$199.99	15.0	\$2,999.85
UVC-G3-LED	Ubiquiti UVC-G3-LED UniFi Video LED IR Range Extender Serials:	\$119.99	15.0	\$1,799.85
UVC-G4-Pro	4K Indoor/Outdoor IP Camera with Infrared 3x optical zoom. Serials:	\$549.99	10.0	\$5,499.90
UVC-G3-DOME	1080p Indoor IP Camera with Infrared Serials:	\$199.99	1.0	\$199.99
UBNT-CKGen2 Plus	UniFi Cloud Key Gen2 Plus Serials:	\$299.00	2.0	\$598.00
LBE-5AC-16-120-US	Lite Beam AC 120deg Serials:	\$0.00	2.0	\$0.00
ups - APC 850VA	APC UPS Battery Backup & Surge Protector, 850VA, APC Back-UPS	\$129.99	2.0	\$259.98
NS-5ACL-US	Nanostation 5AC Loco Serials:	\$89.99	3.0	\$269.97
US-16-150	Unifi switch 16 port 150W Serials:	\$374.99	1.0	\$374.99
us-8-60	Unifi switch 8 port 60W Serials:	\$149.00	3.0	\$447.00
us-8-150	Unifi switch 8 port 150W Serials:	\$249.99	3.0	\$749.97
INS-8023af-O	The INS-8023af-O is an Instant 802.3af Adapter	\$29.99	5.0	\$149.95
svc-cblgrp	Cat5e/Cat6/RG6 Wall plate on 1 or both ends (drywall cut-in) or termination to rack patch panel/jack (rack and panel not included)	\$150.00	22.0	\$3,300.00
Hardware;Network	Fiber SFP	\$99.99	1.0	\$99.99
lbr-engineer2	Level 2 engineer labor- HOS connection	\$90.00	32.0	\$2,880.00
Hardware;Cables	Fiber Link 2f	\$1.50	350.0	\$525.00
svc-smallParts3	Small Parts f-connector, rj45/rj11 tips, tape, zips, lags, conduit. misc	\$200.00	3.0	\$600.00
svc-smallParts3	Small Parts	\$75.00	4.0	\$300.00

f-connector, rj45/rj11 tips, tape, zips, lags, conduit misc

lbr-engineer2	Level 2 engineer labor Camera/switch/network/NVR configurations.	\$90.00	34.0	\$3,060.00
lbr-engineer1	Level 1 engineer labor Install time	\$75.00	32.0	\$2,400.00

## THIS IS AN ESTIMATE

### Disclaimer

Hyak will only perform and provide services, repairs, and upgrades as requested by the Client. Hyak will conduct honest, reasonable, and considerate services. This is only an estimate and the final total may differ. Hyak tries to provide the best estimate possible however extenuating circumstances can arise. Estimates are only valid for the time frame stated on the estimate. Signed approval is needed to move forward with quoted services/products and a 50% deposit will be billed at time of acceptance.

<b>Subtotal</b>	<b>\$26,514.44</b>
Tax	\$0.00
<b>Estimate Total</b>	<b>\$26,514.44</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





March 6, 2020

Port of Newport  
C/O General Manager  
600 SE Bay Boulevard  
Newport, OR 97365

Project: **Port of Newport – NOAA MOC-P Installation of Camel System Backer Pipes**  
RE: **Backer Pipe Replacement Proposal**

Bergerson Construction is pleased to provide this **Proposal** for materials, equipment, labor and required insurance for the following scope of work on the above-referenced project.

**Installation of Camel System Backer Pipes**

<b>1. Mobilization</b>	<b>(1 LS)</b>	<b>\$ 12,500</b>
a. Includes Mob and Demob of Crane Barge, Work Boat, Skiff, and Misc. Tools required to perform the Camel System Repairs.		
b. Includes picking up new Owner Furnished Materials from the International Terminal for installation and offloading removed materials for handling and disposal by owner.		
c. Includes compliance with Project Specific Safety Requirements and Environmental Protection Measures during construction on site.		
<b>2. Install Camel Backer Pipes &amp; Chains</b>	<b>(28 EA)</b>	<b>\$ 750/EA \$ 21,000</b>
a. Includes removing existing chains, backer pipes and misc. connections as needed to install new backer pipes and hardware.		
b. Includes installing new 10”dia HDPE Backer pipes on the back side of the existing fender pile along the NOAA Pier. Includes installing all associated chain and shackles from the backer pipes around the fender piles and through the hawser pipes in the existing Mooring Camels Logs.		
<b>3. Surcharge for Oregon CAT</b>	<b>(1 LS)</b>	<b>\$ 191</b>
<b>Project Total</b>		<b>\$ 33,691.00</b>

**Notes:**

- Work is expected to take place while Bergerson’s Equipment is located in Yaquina Bay
- All Permanent Materials are to be Furnished by Owner. Owner to transfer materials to dock side at International Terminal for loading on barge.
- All existing materials removed are to be offloaded at the International Terminal for handling and disposal by owner.

**EXCLUSIONS:**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 1. Engineering unless identified | 6. Above Pier Deck Fencing & Signage |
| 2. Bond (add 1.3% if required)   | 7. Load Testing                      |
| 3. Utilities                     | 8. Labor Agreements                  |
| 4. Permits                       | 9. Survey / Layout                   |
| 5. Special Inspection / Testing  | 10. Weekend Work                     |

Thank you for the opportunity to provide this construction proposal. Please feel free to contact me personally with any questions, or if I am not available please contact Greg Morrill at 503-325-7130.

Respectfully,

Adam Neahring  
Project Manager/Estimator



Aaron,

After further review, Bergerson Construction would be willing to perform the scope of work described in the RFP for a Lump Sum Total of \$20,000.00. The Port of Newport would be required to deliver the Port Furnished Materials Dock Side for loading of Materials on Barge by Bergerson Construction and would also be responsible for receiving the removed materials at dock side and for any handling or disposal required. No diving services are included for any salvage or removal of hardware from river bed.

Please let us know how the Port would like us to proceed,

Best Regards,

**Adam Neahring**  
Project Manager / Estimator



**Bergerson Construction, Inc.**  
Marine & Heavy Civil Construction  
55 Portway • Astoria, OR 97103  
(503) 325-7130 • CCB# 63328  
[www.bergerson-const.com](http://www.bergerson-const.com)



**Property / Casualty Statement**

**Statement Date:** 3/4/2020  
**Payment Due:** End of Month  
**Customer Number:** 01-0016278

Port of Newport  
 600 SE Bay Blvd  
 Newport, OR 97365

PayneWest Insurance-Newport  
 811 North Coast Highway  
 Newport, OR 97365

Date	Description	Debits	Credits	Balance
	Balance Forward			0.00
1/1/2020	Auto Liability	1,872.00		1,872.00
1/1/2020	Auto Physical Damage	735.00		2,607.00
1/1/2020	Boiler & Machinery	33,613.00		36,220.00
1/1/2020	Crime	1,320.00		37,540.00
1/1/2020	Excess	2,994.00		40,534.00
1/1/2020	Flood	2,670.00		43,204.00
1/1/2020	General Liability	67,402.00		110,606.00
1/1/2020	N/O Auto Liability	175.00		110,781.00
1/1/2020	Property	152,033.00		262,814.00
1/1/2020	Earthquake	5,377.00		268,191.00

RECEIVED

MAR 09 2020

PORT OF NEWPORT

**Balance Due** 268,191.00

727 Center Street NE Salem, Oregon 97301 P.O. Box 12613 Salem, Oregon 97309-0613  
 Phone: (503) 371-8667 1-800-285-5461 Fax: (503) 371-4781

**Please include a copy of statement to help us apply your payment correctly.**





**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41844</b>	<b>Employee</b>			
02/11/2020	Reimbursement 0120		Employee reimbursement - work clothing	Commercial Marina	170.05
					<u>170.05</u>
<b>02/12/2020</b>	<b>41845</b>	<b>Alsco</b>			
01/31/2020	LPOR2463399		SB mats	SB Admin & Overhead	72.06
02/05/2020	LPOR2465546		Shop towels, shirt, and mats	Administration	34.54
					<u>106.60</u>
<b>02/12/2020</b>	<b>41846</b>	<b>Amazon Capital Services</b>			
02/02/2020	113T-W9FK-KV7R		Laundry soap	SB Admin & Overhead	222.60
			Freight	SB Admin & Overhead	5.98
			Hose repair kits for roof	SB Operations	109.90
			Freight	SB Operations	2.95
02/02/2020	11CW-V333-JHVQ		Office supplies - binders, pocket dividers, notebooks, and notepads	Administration	59.36
			HDMI cable	Administration	11.79
			Room spray	Administration	58.18
02/02/2020	1FMF-NJ3D-YJGV		Design of Marine Facilities book	Commercial Marina	187.74
02/04/2020	1F61-LC19-FNMF		Refund for item not received - Mutual 3200 Type 1 Turbidity Barrier for SB Launch Ramp repairs	SB Marina	-389.64
02/07/2020	119T-H319-YR4V		Toilet seat	Commercial Marina	28.85
02/09/2020	1YYL-JC64-RLVC		Restroom supplies - hand soap	Administration	11.82
			Office supplies - first aid kit pain reliever refills, dividers, and notebooks	Administration	50.47
					<u>360.00</u>
<b>02/12/2020</b>	<b>41847</b>	<b>Barrelhead Supply</b>			
02/05/2020	282829		Master locks	SB Operations	226.68
02/06/2020	282886		Pik Stik grabbers	SB Operations	96.80
					<u>323.48</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41848</b>	<b>Ben's Diving</b>			
01/23/2020	738514		Diving - salvage of the 31' Silver Dollar	SB Operations	6,200.00
					<u>6,200.00</u>
<b>02/12/2020</b>	<b>41849</b>	<b>Bio-Med Testing Services</b>			
01/13/2020	75939		Pre-employment background checks	Commercial Marina	58.00
					<u>58.00</u>
<b>02/12/2020</b>	<b>41850</b>	<b>Business Oregon - IFA</b>	<b>Loan payment</b>		
02/01/2020	65541 02/20		Principal - Feb 2020	International Terminal	2,083.33
					<u>2,083.33</u>
<b>02/12/2020</b>	<b>41851</b>	<b>Cameron McCarthy</b>			
02/01/2020	2020.02.2002M		Conceptual planning for new PD7 and replacement fishing pier	Commercial Marina	4,000.00
					<u>4,000.00</u>
<b>02/12/2020</b>	<b>41852</b>	<b>Cedar Creek Quarries</b>			
01/31/2020	0117836-IN		1 1/2 x 3/4" drain rock	International Terminal	293.75
					<u>293.75</u>
<b>02/12/2020</b>	<b>41853</b>	<b>CenturyLink - Business Service</b>			
01/19/2020	1484755647		Telephone	Administration	12.93
					<u>12.93</u>
<b>02/12/2020</b>	<b>41854</b>	<b>City of Newport Room Tax</b>			
02/01/2020	Jan 2020 Room Tax		Transient room tax - January 2020	Main RV Park	910.19
					<u>910.19</u>
<b>02/12/2020</b>	<b>41855</b>	<b>City of Newport Water/Sewer</b>			
01/31/2020	172421.00-01-20		Water and sewer for RV dump station	Main RV Park	63.38
01/31/2020	94861.00-01-20		Water for G and H Docks	SB Marina	141.61
					<u>204.99</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41856</b>	<b>Coastal Paper &amp; Supply</b>			
01/28/2020	570755		Paper products and cleaning supplies	Commercial Marina	1,003.23
			Shipping	Commercial Marina	4.00
02/04/2020	570762		Paper products and cleaning supplies	SB Operations	397.20
			Shipping	SB Operations	4.00
02/11/2020	571038		Paper products and cleaning supplies	SB Operations	422.82
			Shipping	SB Operations	4.00
					<u>1,835.25</u>
<b>02/12/2020</b>	<b>41857</b>	<b>Dahl &amp; Dahl</b>			
01/24/2020	248257		Take load of garbage to dump	Commercial Marina	189.24
02/03/2020	248643	Judy - 548600	Take load of garbage to dump - charge to F/V Judy	Commercial Marina	260.29
					<u>449.53</u>
<b>02/12/2020</b>	<b>41858</b>	<b>Doug's Electric</b>			
01/31/2020	C34973F		Replace 175 amp breaker on PD3	Commercial Marina	1,165.50
					<u>1,165.50</u>
<b>02/12/2020</b>	<b>41859</b>	<b>Englund Marine Supply Co</b>			
01/31/2020	961590/6		Hoist cable replacement	Commercial Marina	81.14
02/04/2020	961692/6		Spool of 1/4" rope for boat launch ramp toe repair	SB Operations	210.00
					<u>291.14</u>
<b>02/12/2020</b>	<b>41860</b>	<b>Fred Meyer Customer Charges</b>			
02/06/2020	166928		Employee work clothes	International Terminal	104.25
					<u>104.25</u>
<b>02/12/2020</b>	<b>41861</b>	<b>Industrial Welding Supply</b>			
02/07/2020	855155		Welding jacket and respirators	Commercial Marina	222.88
			Paint pens	Commercial Marina	71.55
					<u>294.43</u>
<b>02/12/2020</b>	<b>41862</b>	<b>Jim Burke</b>			
01/28/2020	Reimbursement 0220		Reimbursement - APP Conference travel and expenses	Administration	2,836.49
					<u>2,836.49</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41863</b>	<b>Employee</b>			
02/03/2020	Reimbursement 0220		Employee reimbursement - Winter Forum training mileage/meals	Administration	387.01
					<u>387.01</u>
<b>02/12/2020</b>	<b>41864</b>	<b>Lawrence Ridgley Consulting</b>			
01/31/2020	200101		Analysis of operations and systems - consulting hours	Administration	2,600.00
			Analysis of operations and systems - mileage	Administration	127.08
			Analysis of operations and systems - travel expenses	Administration	144.97
					<u>2,872.05</u>
<b>02/12/2020</b>	<b>41865</b>	<b>Lincoln County Public Works</b>			
02/01/2020	6044		Fuel for trucks	Commercial Marina	175.03
			Fuel for trucks	SB Operations	103.42
			Fuel for trucks	Maintenance Dept	29.42
					<u>307.87</u>
<b>02/12/2020</b>	<b>41866</b>	<b>MacPherson Gintner &amp; Diaz</b>			
01/13/2020	81166		Professional services	Administration	1,162.50
					<u>1,162.50</u>
<b>02/12/2020</b>	<b>41867</b>	<b>National Business Solutions</b>			
01/31/2020	IN70293		Copier lease - Port office	Administration	42.00
			Copier lease - SB office	SB Admin & Overhead	42.00
			Copier print charges - Port office	Administration	289.53
			Copier print charges - SB office	SB Admin & Overhead	289.50
					<u>663.03</u>





**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41868</b>	<b>Newport News-Times</b>			
01/17/2020	346651		RFP notification for SB storm drain project	Administration	190.55
01/17/2020	346652		RFP notification for SB storm drain project	Administration	2.00
01/21/2020	346669		RFP notification for SB storm drain project	Administration	2.50
01/21/2020	346683		RFP notification for SB storm drain project	Administration	2.50
01/28/2020	346777		RFP notification for SB storm drain project	Administration	2.50
01/28/2020	346792		RFP notification for SB storm drain project	Administration	2.50
01/31/2020	346971		2020 Discover Newport - Newport Chamber directory	Administration	299.00
					<u>501.55</u>
<b>02/12/2020</b>	<b>41869</b>	<b>Orkin</b>			
02/07/2020	193698788		February pest control	Administration	45.00
					<u>45.00</u>
<b>02/12/2020</b>	<b>41870</b>	<b>Pacific Coast Lock &amp; Safe</b>			
02/04/2020	8766		Rekey office doors - SB RV park office	SB Operations	166.60
					<u>166.60</u>
<b>02/12/2020</b>	<b>41871</b>	<b>Pacific Digital Works</b>			
02/06/2020	20252		Scanning, printing, and binding - 1980 photos of dock	Administration	24.10
					<u>24.10</u>
<b>02/12/2020</b>	<b>41872</b>	<b>Pacific Habitat Services</b>			
01/24/2020	1-6859-02		SB stormwater outfall repair - coordination with agencies	SB Operations	262.50
					<u>262.50</u>
<b>02/12/2020</b>	<b>41873</b>	<b>Pioneer Connect</b>			
02/01/2020	Office 0220		Telephone	SB Admin & Overhead	229.50
02/01/2020	Shop 0220		Telephone	SB Operations	40.99
					<u>270.49</u>
<b>02/12/2020</b>	<b>41874</b>	<b>Pioneer Printing</b>			
02/05/2020	71874		Business cards	Administration	37.75
					<u>37.75</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41875</b>	<b>RentPrep Enterprise</b>			
02/01/2020	5522		Background checks	SB Admin & Overhead	89.70
					<u>89.70</u>
<b>02/12/2020</b>	<b>41876</b>	<b>Secretary of State - Division of Audits</b>			
02/10/2020	2018-19 Audit Fee		FY 2018-19 audit report filing fee	Administration	300.00
					<u>300.00</u>
<b>02/12/2020</b>	<b>41877</b>	<b>Special Districts Association of Oregon</b>			
12/19/2019	20AC-122019-1571		2020 SDAO Annual Conference	Administration	330.00
					<u>330.00</u>
<b>02/12/2020</b>	<b>41878</b>	<b>Special Districts Insurance Services</b>			
02/01/2020	Mar Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,219.13
			Monthly health-dental-life insurance	Commercial Marina	3,017.88
			Monthly health-dental-life insurance	SB Admin & Overhead	1,491.18
			Monthly health-dental-life insurance	SB Operations	3,727.95
			Monthly health-dental-life insurance	International Terminal	1,491.18
					<u>14,947.32</u>
<b>02/12/2020</b>	<b>41879</b>	<b>Staples</b>			
01/11/2020	2422084611		Restroom supplies - tp and paper towels	Administration	106.99
01/22/2020	2428205151		Copy paper	Administration	59.98
01/29/2020	FC 0120		Credit plan finance charge	Administration	2.18
					<u>169.15</u>
<b>02/12/2020</b>	<b>41880</b>	<b>Summit Public Relations Strat</b>			
02/03/2020	686		Communication support services for Dec 2019 and Jan 2020	Administration	2,118.75
					<u>2,118.75</u>
<b>02/12/2020</b>	<b>41881</b>	<b>Sunbelt Rentals</b>			
01/21/2020	96038485-0003		Forklift rentals for crab push	International Terminal	1,188.81
					<u>1,188.81</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>41882</b>	<b>T &amp; L Septic Tank Service</b>			
12/26/2019	148171		Chemical toilet rental - Bay Front	Commercial Marina	260.00
12/26/2019	148172		Chemical toilet rental - Bay Front	Commercial Marina	250.00
12/26/2019	148173		Chemical toilet rental - SB South Restroom	SB Operations	80.00
12/26/2019	148174		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
12/26/2019	148175		Chemical toilet rental - NIT	International Terminal	80.00
12/26/2019	148176		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
					<u>830.00</u>
<b>02/12/2020</b>	<b>41883</b>	<b>Thompson's Sanitary Service</b>			
01/31/2020	13499 01-2020		Trash disposal	Commercial Marina	1,968.57
01/31/2020	12514 01-2020		Trash disposal	SB Admin & Overhead	1,393.92
01/31/2020	12058 01-2020		Trash disposal	International Terminal	1,798.91
					<u>5,161.40</u>
<b>02/12/2020</b>	<b>41884</b>	<b>TWGW NAPA Auto Parts</b>			
01/30/2020	782435		Battery for tractor and cable connectors	SB Operations	144.87
01/31/2020	782679		5-gal diesel can and oil filters for pickup	Commercial Marina	40.86
02/07/2020	783958		Vehicle maintenance supplies - oil, distilled water, oil filters, antifreeze, and window cleaner	SB Operations	140.89
					<u>326.62</u>
<b>02/12/2020</b>	<b>41885</b>	<b>Voya (State of Oregon Plan)</b>			
02/01/2020	Feb - 2020		Monthly employee contributions	Administration	50.00
					<u>50.00</u>
<b>02/26/2020</b>	<b>41886</b>	<b>Allstart Auto Electric</b>			
02/20/2020	62317		Rim and tire for electric golf cart	SB Operations	75.00
					<u>75.00</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>41887</b>	<b>Alsco</b>			
02/12/2020	LPOR2469461		Shop towels, shirt, and mats	Administration	34.54
02/13/2020	LPOR2470156		NIT towels	International Terminal	32.97
02/14/2020	LPOR2470935		SB mats	SB Admin & Overhead	72.06
02/19/2020	LPOR2473089		Shop towels, shirt, and mats	Administration	34.54
02/26/2020	LPOR2476932		Shop towels, shirt, and mats	Administration	34.54
					<u>208.65</u>
<b>02/26/2020</b>	<b>41888</b>	<b>Alsea Bay Power Products</b>			
02/04/2020	305563		Hookaroon	SB Operations	64.99
			Spark plugs	SB Operations	31.96
					<u>96.95</u>
<b>02/26/2020</b>	<b>41889</b>	<b>Amazon Capital Services</b>			
02/16/2020	2GTP-7HD7-MGNY		Restroom supplies - room spray	Administration	18.84
			Office supplies - Post-it tabs	Administration	9.36
02/22/2020	149T-4QTR-HWML		Computer monitor with mounting adapter	Administration	180.74
					<u>208.94</u>
<b>02/26/2020</b>	<b>41890</b>	<b>Business Oregon - IFA</b>	<b>Loan Payment</b>		
02/15/2020	65541 03/20		Principal - Mar 2020	International Terminal	2,083.33
					<u>2,083.33</u>
<b>02/26/2020</b>	<b>41891</b>	<b>Business Oregon - OBDD</b>	<b>Loan Payment</b>		
02/18/2020	655-36-02Q1001 3-20		Principal - Mar 2020	International Terminal	5,503.49
			Interest - Mar 2020	International Terminal	2,296.51
					<u>7,800.00</u>
<b>02/26/2020</b>	<b>41892</b>	<b>Century Link</b>			
02/05/2020	5412657758840B-02/20		Telephone	Administration	215.02
02/05/2020	5412659651245B-02/20		Telephone	International Terminal	201.46
					<u>416.48</u>
<b>02/26/2020</b>	<b>41893</b>	<b>CenturyLink - Business Service</b>			
01/31/2020	1485507921		Telephone	Administration	26.63
					<u>26.63</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>41894</b>	<b>Coastal Paper &amp; Supply</b>			
02/25/2020	571632		Paper products & cleaning supplies	SB Operations	415.36
			Shipping	SB Operations	4.00
					<u>419.36</u>
<b>02/26/2020</b>	<b>41895</b>	<b>Dahl &amp; Dahl</b>			
02/13/2020	249076		Take load of garbage to dump	Commercial Marina	150.06
02/14/2020	249121		Take load of garbage to dump	Commercial Marina	227.09
					<u>377.15</u>
<b>02/26/2020</b>	<b>41896</b>	<b>Design Space</b>			
02/07/2020	1118587-IN		Temporary office rental	Administration	877.00
02/14/2020	1119787-IN		Customs office lease	Administration	217.00
					<u>1,094.00</u>
<b>02/26/2020</b>	<b>41897</b>	<b>Digital Deployment</b>			
02/14/2020	103664		Website monthly fee	Administration	450.00
					<u>450.00</u>
<b>02/26/2020</b>	<b>41898</b>	<b>Doug's Electric</b>			
02/01/2020	C34926PI		Found and replaced bad wire between pedestals on D Dock	SB Operations	3,490.75
02/17/2020	C35062F		Repair pump coupler on hydro side of #4 hoist	Commercial Marina	176.25
02/20/2020	C34998F		Run new cord under D Dock	SB Operations	1,070.40
					<u>4,737.40</u>
<b>02/26/2020</b>	<b>41899</b>	<b>Englund Marine Supply Co</b>			
02/13/2020	962037/6		Hose and electrical tape for pump house oil pump	Commercial Marina	172.06
					<u>172.06</u>
<b>02/26/2020</b>	<b>41900</b>	<b>G &amp; K Floors</b>	<b>Janitorial services - Port office, SB and customs trailer</b>		
02/20/2020	030120		Janitorial services - SB	SB Admin & Overhead	1,880.00
			Janitorial services - Customs trailer	Administration	120.00
			Janitorial services - Port office	Administration	200.00
			Janitorial services - Port carpets	Administration	80.00
					<u>2,280.00</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>41901</b>	<b>Gallagher Risk Management Services</b>			
02/01/2020	3305686		Marine Insurance Renewal 2020	Administration	11,738.50
					<u>11,738.50</u>
<b>02/26/2020</b>	<b>41902</b>	<b>Hyak</b>			
02/17/2020	20217		Web filtering	Administration	200.00
					<u>200.00</u>
<b>02/26/2020</b>	<b>41903</b>	<b>Jalene Case</b>			
02/25/2020	PORTNEWPORT.2.2020		Professional development consultant	Administration	1,400.00
					<u>1,400.00</u>
<b>02/26/2020</b>	<b>41904</b>	<b>Employee</b>			
02/11/2020	02/20 Reimburse		Employee reimbursement - SDAO Conf mileage and travel exp	Administration	159.29
					<u>159.29</u>
<b>02/26/2020</b>	<b>41905</b>	<b>National Business Solutions</b>			
02/01/2020	IN70446		Discount	Administration	-21.72
			Dell OptiPlex PC	Administration	789.00
			Lenovo ThinkCentre PC	SB Admin & Overhead	649.00
02/05/2020	IN70485		IT contract charge plus Symantec	Administration	1,086.09
					<u>2,502.37</u>
<b>02/26/2020</b>	<b>41906</b>	<b>NW Natural</b>			
02/18/2020	1584562-1 02-20		SB gas	Main RV Park	217.42
02/18/2020	1584561-3 02-20		SB gas for shop	SB Operations	163.24
					<u>380.66</u>
<b>02/26/2020</b>	<b>41907</b>	<b>Oregon Cascades West - COG</b>			
02/07/2020	FY20-21DUES		Annual membership dues	Administration	4,091.64
					<u>4,091.64</u>
<b>02/26/2020</b>	<b>41908</b>	<b>Oregon Department of State Lands</b>			
02/13/2020	Dredge Spoil 11865		Royalties due on sale of dredge spoils	Administration	157.50
02/21/2020	11720 ML App Fee		Application fee - lease modification for flat rate change	SB Marina	375.00
02/24/2020	PD1 ML App Fee		PD1 waterway lease application fee - new	Commercial Marina	750.00
					<u>1,282.50</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>41909</b>	<b>Overton Safety Training</b>			
02/21/2020	20-0312		Aerial and scissor lift operator qualification training	International Terminal	145.00
			Aerial and scissor lift operator qualification training	Commercial Marina	145.00
					<u>290.00</u>
<b>02/26/2020</b>	<b>41910</b>	<b>Pacific Coast Congress HMPM</b>			
02/11/2020	Registration 2020		Conference registration	Commercial Marina	385.00
					<u>385.00</u>
<b>02/26/2020</b>	<b>41911</b>	<b>Pacific Coast Lock &amp; Safe</b>			
02/07/2020	8770		Doorknobs	SB Operations	390.00
					<u>390.00</u>
<b>02/26/2020</b>	<b>41912</b>	<b>Pro Training</b>			
04/16/2019	19006		Crane certifications - Crane Operator New Training	Commercial Marina	725.00
			Crane certification - Crane Operator Refresher Training	International Terminal	262.50
			Crane certifications - Crane Operator New Training	Maintenance Dept	362.50
					<u>1,350.00</u>
<b>02/26/2020</b>	<b>41913</b>	<b>Rau Plumbing</b>			
02/04/2020	32539		Cleaned 3 on-demand water heater screens and inspected check valve in RV Office	SB Operations	201.25
					<u>201.25</u>
<b>02/26/2020</b>	<b>41914</b>	<b>Road &amp; Driveway Co</b>			
02/04/2020	0027447-IN		Sweep boat trailer lot	SB Operations	617.50
02/10/2020	0027450-IN		Boat launch ramp toe repair - fill boat launch ramp end with rock	SB Operations	16,155.71
					<u>16,773.21</u>
<b>02/26/2020</b>	<b>41915</b>	<b>Rondys</b>			
02/25/2020	Lease 0220		Gear storage lease	International Terminal	2,000.00
					<u>2,000.00</u>
<b>02/26/2020</b>	<b>41916</b>	<b>Rydin Decal</b>			
02/13/2020	366600		"Fisherman Only" parking permits	Commercial Marina	248.50
					<u>248.50</u>



**Operating Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>41917</b>	<b>Smart Foodservice - Cash &amp; Carry</b>			
02/13/2020	18719		Paper towels	International Terminal	43.50
02/20/2020	172		Water	Commercial Marina	65.52
					<u>109.02</u>
<b>02/26/2020</b>	<b>41918</b>	<b>Suburban Propane</b>			
01/07/2020	130699		Propane	Commercial Marina	399.06
01/14/2020	130786		Propane	SB Operations	277.63
01/28/2020	130873		Propane	Commercial Marina	457.21
					<u>1,133.90</u>
<b>02/26/2020</b>	<b>41919</b>	<b>Sunbelt Rentals</b>			
02/03/2020	96038485-0004		Gas and propane	International Terminal	82.68
					<u>82.68</u>
<b>02/26/2020</b>	<b>41920</b>	<b>T &amp; L Septic Tank Service</b>			
02/19/2020	167792		Pump out FWT holding tank	NIT Leased Prop	225.00
			Pump out NIT holding tank	International Terminal	225.00
					<u>450.00</u>
<b>02/26/2020</b>	<b>41921</b>	<b>Toyota Industries Commercial Finance</b>			
02/05/2020	4002666017-17		2017 CM forklift - principal	Commercial Marina	583.52
			2017 CM forklift - interest	Commercial Marina	76.03
					<u>659.55</u>
<b>02/26/2020</b>	<b>41922</b>	<b>Toyota Lift NW</b>			
02/19/2020	14134680		Field service - replace LP filter, injector, and fuel line - 4423P	Commercial Marina	1,043.05
					<u>1,043.05</u>
<b>02/26/2020</b>	<b>41923</b>	<b>TWGW NAPA Auto Parts</b>			
02/11/2020	784640		Serpentine belt for dump truck	Commercial Marina	54.49
02/25/2020	787226		White touch-up paint for truck	International Terminal	10.09
					<u>64.58</u>





# Port of Newport

## Operating Fund February 2020

Date	Num	Name	Memo	Class	Amount
<b>02/26/2020</b>	<b>41924</b>	<b>Verizon Wireless</b>			
02/12/2020	9848247731		Monthly cell phone - Admin	Administration	70.78
			Monthly cell phone - CM	Commercial Marina	54.06
			Monthly cell phone - NIT	International Terminal	37.34
			Monthly cell phone - SB	SB Operations	67.34
			Monthly MiFi - SB Admin	SB Admin & Overhead	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - Maint	Maintenance Dept	16.72
					<u>392.76</u>
<b>02/26/2020</b>	<b>41925</b>	<b>VISA - A Bretz</b>			
01/15/2020	Abby's Pizza		Banking services RFP meeting lunch	Administration	54.30
01/21/2020	Walmart		Window blinds	Administration	115.94
01/22/2020	Best Western		Lodging for Winter Records Forum	Administration	255.90
01/29/2020	Domino's Pizza		Jalene Case Communication Training lunch	Administration	92.49
02/08/2020	McDonald's		Travel lunch	Administration	9.87
					<u>528.50</u>
<b>02/26/2020</b>	<b>41926</b>	<b>VISA - P Miranda</b>			
01/09/2020	Salem Parking Meters		Parking	Administration	2.00
01/16/2020	Nana's Irish Pub		Lunch meeting with Heather Mann from Midwater Trawlers	Administration	41.50
01/17/2020	Hawaiian Airlines		Luggage fees for Honolulu APP Conference	Administration	60.00
01/25/2020	Four Seasons Resort		Lodging for Honolulu APP Conference	Administration	874.54
02/05/2020	River Inn at Seaside		Lodging for Seaside SDAO Conference	Administration	983.60
					<u>1,961.64</u>
<b>02/26/2020</b>	<b>41927</b>	<b>Wells Fargo Financial Leasing</b>			
02/04/2020	5009085520		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Admin & Overhead	141.50
					<u>283.00</u>
				<b>Total</b>	<b>\$ 124,459.66</b>



**NOAA Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>02/12/2020</b>	<b>13652</b>	<b>All-Ways Painting</b>		
02/03/2020	2/20 Remainder		Interior painting - remaining balance	11,235.00
02/03/2020	2/3/2020		Interior painting - extra spackle and paint	150.00
				<u>11,385.00</u>
<b>02/12/2020</b>	<b>13653</b>	<b>Kings III of America</b>		
02/01/2020	1768685		Elevator emergency phone connection	129.00
				<u>129.00</u>
<b>02/12/2020</b>	<b>13654</b>	<b>Lincoln County Public Works</b>		
02/01/2020	6044		Gas for truck	29.09
				<u>29.09</u>
<b>02/12/2020</b>	<b>13655</b>	<b>Pacific Habitat Services</b>		
01/24/2020	1-4549-70		Eelgrass monitoring - report preparation	489.25
				<u>489.25</u>
<b>02/12/2020</b>	<b>13656</b>	<b>Pioneer Connect</b>		
02/01/2020	February 2020		Telephone	239.90
				<u>239.90</u>
<b>02/12/2020</b>	<b>13657</b>	<b>Special Districts Insurance Services</b>		
02/01/2020	Mar Health-Dental-Lf		Monthly health-dental-life insurance	745.59
				<u>745.59</u>
<b>02/12/2020</b>	<b>13658</b>	<b>Thompsons Sanitary Service</b>		
01/31/2020	22644 01-2020		January service	728.95
				<u>728.95</u>
<b>02/26/2020</b>	<b>13659</b>	<b>Bill's Pest Control</b>		
02/12/2020	10948		Pest control	135.00
				<u>135.00</u>



**NOAA Fund  
February 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>02/26/2020</b>	<b>13660</b>	<b>Ground FX Landscape Management</b>		
02/20/2020	21162		Landscaping services	2,700.00
				<u>2,700.00</u>
<b>02/26/2020</b>	<b>13661</b>	<b>Overton Safety Training</b>		
02/21/2020	20-0312		Aerial and scissor lift operator qualification training	145.00
				<u>145.00</u>
<b>02/26/2020</b>	<b>13662</b>	<b>Pacific Habitat Services</b>		
02/21/2020	1-6898-02		NOAA Dock Anode Repair - app finalization and submittal; coordination with Corps	1,200.00
02/21/2020	1-4549-71		Eelgrass monitoring - report preparation and communication	206.00
				<u>1,406.00</u>
<b>02/26/2020</b>	<b>13663</b>	<b>Road &amp; Driveway Co</b>		
01/29/2020	0027444-IN		Sweep entire NOAA facility	432.25
				<u>432.25</u>
<b>02/26/2020</b>	<b>13664</b>	<b>Verizon Wireless</b>		
02/12/2020	9848247731		Phone charges and Mifi	26.74
				<u>26.74</u>
			<b>Total</b>	<b><u>\$ 18,591.77</u></b>



**PORT OF NEWPORT  
RESOLUTION NO. 2020-05**

**A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATED FUNDS WITHIN THE  
2019-2020 FISCAL YEAR BUDGET**

**WHEREAS**, The Port of Newport Board of Commissioners finds that circumstances exist that were not known at the time the current 2019-2020 fiscal year budget was prepared requiring transfers of appropriated funds between the General Operating Fund and the Construction Fund,

**WHEREAS**, the Pier on Port Dock 5 will not be replaced in fiscal year 2019-2020,

**WHEREAS**, a sinkhole in South Beach RV Park and Marina creates an emergency situation,

**WHEREAS**, a fuel tank is in close proximity to the sink hole, and movement in the ground around the sinkhole could occur, which may likely cause a fuel pipe (or tank) to break creating an imminent environmental risk to Yaquina Bay,

**WHEREAS**, ORS 294.463 Transfers of Appropriations within Fund or Between Funds authorizes the Commission to transfer appropriations within a fund by resolution; NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS  
FOLLOWS:**

**Section 1. Intrafund transfer within the General Operating Fund, reduce “Transfers In” in the Construction Fund.** Authorizes a \$350,000 intrafund transfer from “Transfers out, to Other Funds” to “Capital Outlay” and authorizes the reduction of Construction fund “Transfers IN, from other Funds” budget item by \$350,000 to cover the remaining costs for the sink hole and drainage system repair required in South Beach.

Fund		Original Budget	Budget adjustment	New Budget
General Operating Fund	Transfers out, to Other Funds	\$1,399,770	-\$350,000	\$1,049,770
General Operating Fund	Capital Outlay	\$44,300	+\$350,000	\$394,300
Construction Fund	Transferred IN, from Other Funds	\$1,194,970	-\$350,000	\$844,970

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

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 24th day of March, 2020.

ATTEST:

\_\_\_\_\_  
Sara Skamsner, President

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



**REVISION 2**

Bid Date: 12/16/2019

Time: 5:00PM

**Quote Number:** BO405R1

**Port Of Newport, OR**

**Proposal for:**

**Copy of South Beach Storm Drain Pipe Repair**

from

**Enterprises N. W. Inc. Dba Earth Works Excavation**

24675 Hwy 101 South, Cloverdale, OR 97112

(503) 398-2814 Fax: (503) 398-2815

License: 141765 Type: CCB

Item	Description	Quantity	Unit	Unit Price	Total Price
<b>BASE BID South Beach Stormwater Drain Pipe Repair</b>					
01	Mobilization	1.00	LS	16,060.00	16,060.00
02	Erosion Control	1.00	LS	723.00	723.00
03	Demolition	1.00	LS	6,993.00	6,993.00
04	30" Storm Pipe Cleanup	380.00	LF	15.00	5,700.00
05	Pipe Video	380.00	LF	4.00	1,520.00
06	Open Up Sink Hole (12ft X 12ft X 14ft = 2,016 Cf)	101.00	CY	48.00	4,848.00
07	Repairs To Damaged 30" CMP Pipe	20.00	LF	585.00	11,700.00
08	Install 24" HDPE SDR32.5 Pipe	380.00	LF	164.00	62,320.00
09	Install 24" X 8" SDR17 Pipe Saddles	6.00	EA	14,413.00	86,478.00
10	Install Flowable Grout	30.00	CY	673.00	20,190.00
11	Replace Curb & Gutter	32.00	LF	102.00	3,264.00
12	Replace Sidewalk	192.00	SF	28.00	5,376.00
13	AC Pave 4" Thick (32 X 40 = 1,280 sf)	32.00	TON	467.00	14,944.00
14	AC Pave 6" Thick (6plcs X 100 sf ea = 600 sf)	23.00	TON	307.00	7,061.00
15	Install Tidal Flap Gate (Steel)	1.00	EA	7,840.00	7,840.00
Total:					255,017.00
<b>Total w/o Alternates:</b>					<b>255,017.00</b>

**ALTERNATE 1 Add For Crushed Pipe Between MH 3/B1 & MH 2/B1**

01	Repair To 30" CMP Pipe (MH 3/B1 - 2/B1)	52.00	LF	822.00	42,744.00
Total:					42,744.00

√ = Locked Bid-Item

! = Zero Total Price

2/19/2020 9:33 am

Run by: Bill Howard

Estimator: Raymond Gardener

Attachment Enclosed



Generated by a SharpeSoft Product

## Job Conditions - Attachment 'A'

Copy of South Beach Storm Drain Pipe Repair

## PORT OF NEWPORT, OR SOUTH BEACH STORMWATER DRAIN PIPE REPAIR

### PROPOSAL

Enterprises NW Inc. dba Earthworks Excavation is pleased to provide the Port of Newport, OR a proposal regarding the South Beach Stormwater Drain Pipe Repairs per the drawings and specifications provided by the Port of Newport, the Mandatory Prebid and Addendum No. 1. Earthworks Excavation is providing the Port of Newport the required bid form and our detailed proposal as well for your review.

EWE will provide all the labor, materials equipment and safety supplies for a complete 30" CMP lined storm pipe w/ a 24" SnapTite SDR 32.5 culvert liner pipe per our scope of work.

### SCOPE OF WORK

- 1. Mobilization:** of equipment, shoring boxes, and misc. pieces of equipment necessary to start and finish scope of work
- 2. Erosion Control:** consists of silf fence around the premiter of the site area (approx. 200 lf)
- 3. Demolition:** of existing CMP pipe as needed, AC sawcutting, existing sidewalks and curbs, and AC pavement.
- 4. 30" CMP Pipe Cleaning:** Before we can start to line the existing CMP pipe, the existing storm pipe must be cleaned.
- 5. Pipe Video:** video the interior of the 30" CMP pipe to determine if there are any other repairs to existing pipe required prior to pulling in 24" HDPE pipe liner.
- 6. Open up Sink Hole** and make the necessary reparis to both the ground and to the pipe. Backfill the hole with 3/4" crushed rock and road fabric.
- 7. 24" Liner:** install 24"Snap-Tite DR32.5 up through 30" CMP sleeve. Pipe will be pulled from the bay side up to MH 3/B1 and terminated at that point.
- 8. Laterals:** Sawcut existing AC and excavate a hole approx. 12ft x 12ft to bottom of existing 30" CMP pipe and install new 24" x 8" Inserta tee and connect existing steel pipe to pipe saddles with rubber fernco couplings.
- 9. Flowable Grout:** Once the pipe laterals are connected to the 24" HDPE pipe and the 30" CMP is repaired and the manholes are pugged per run and the end of the 30" CMP is capped off the process will begin. Starting from MH 3/B1 to MH 2/B1, then from MH 2/B1 to MH 1/B1, then from MH 1/B1 to end of pipe.
- 10. Curb & Gutter:** Prep area to receive curb & gutter and install 32lf of new curb & gutter.
- 11. 4" Sidewalk:** Prep area to receive new 4" Sidewalk (32lf x 6ft) and install new 4" sidewalk (192 sf)
- 12. AC Pavement:** Prep area to receive new AC Pavememt at sink hole area (4"), and the patches in street (6") due to installation of laterals.
- 13. Tide Gate:** Install New HDPE DR 17 flange connector and new 24" Tide Gate supplied by Nehalem Marine.

2/19/2020 9:33AM

Run by: Bill Howard Estimator: Raymond Gardener  
For Job: Copy of South Beach Storm Drain Pipe Repair

 Generated by a SharpeSoft Product



**Job Conditions - Attachment 'A'**

Copy of South Beach Storm Drain Pipe Repair

**INCLUSIONS:**

- A. 24" Snap-tite Culvert Liner Pipe instead of HDPE 24" SDR32.5
- B. Sawcutting AC Pavement as needed
- C. Compaction Tests in deep excavated areas
- D. Dewatering w/ 3" Pumps and Baker Tank (only)
- E. Bonding - 100% materials when 100% labor - (No bid bond)
- F. Schedule included - please note that this schedule could be impacted by the AC paving due to unfavorable paving conditions, which impact the completion date or extremely heavy rains.
- G. Night Work for 24" HDPE Slip Liner and 24" Saddles
- H. Instra Tees 24'x 8" for Storm laterals

**EXCLUSIONS:**

- AA. Landscaping
- BB. Pavement Markings (if any)
- CC. Over Excavation of trench to stabilize under pipe due to unacceptable existing soils or backfill materials used prior.
- DD. Hazardous materials and the handling of those materials.
- EE. Survey
- FF. Dewatering that requires well points will be at an additional cost.
- GG. Permits of any kind

**Alternate 1**

Alternate No. 1 is to repair crushed pipe from MH 3/B1 to MH 1/B1. We included this due to the fact that there is numerous AC pavement patches of this area and it seems it has settled on top of the 30" CMP pipe causing the top of pipe to be crushed, and this is the repair to that issue. The total distance is approx. 205lf but, the video provided by the Port showed only 153lf of pipe. We have gone ahead and calculated the next 52lf of pipe possibly being damaged. If there is more than 52 lf then just use the lineal footage price as quoted for the 52lf.

If you have any questions please feel free to contact me at your earliest convenience.

Thank you,

Bill Howard  
Pres.

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2/19/2020 9:33AM

Run by: Bill Howard Estimator: Raymond Gardener  
For Job: Copy of South Beach Storm Drain Pipe Repair

 Generated by a SharpeSoft Product

**Enterprises N. W. Inc. Dba Earth Works Excavation**  
**Job Conditions - Attachment 'A'**

Copy of South Beach Storm Drain Pipe Repair

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2/19/2020 9:33AM

Run by: Bill Howard Estimator: Raymond Gardener  
For Job: Copy of South Beach Storm Drain Pipe Repair



**Proposal Evaluation Summary**  
**South Beach Storm Drain Repair Project**

Criteria	Points Available
<b>Approach and Evaluation of Scope</b>	25
Degree to which proposal fulfills the requirements and scope in the RFP	
<b>Evaluation of Past Experience</b>	15
Degree to which proposer's past experience is relatable to this project	
<b>Results of Reference Checks</b>	15
Degree to which references were listed and previous relevant projects thoroughly explained	
<b>Responsiveness to Proposal Specs</b>	25
Degree to which proposal meets conditions in Section 3 of the RFP and all aspects of the Scope of Work	
<b>Fee for Services Provided</b>	20
Degree to which per unit and overall costs present the best value to the Port of Newport	
<b>TOTAL</b>	<b>100</b>

*Evaluator 1*

Contractor	Points Available	Points Awarded
American Underground	100	80
CG Contractors	100	43
DBA Earthworks	100	83
Mocon	100	82
Runions	100	71

*Evaluator 2*

Contractor	Points Available	Points Awarded
American Underground	100	47
CG Contractors	100	16
DBA Earthworks	100	68
Mocon	100	68
Runions	100	42

*Evaluator 3*

Contractor	Points Available	Points Awarded
American Underground	100	63
CG Contractors	100	73
DBA Earthworks	100	72
Mocon	100	75
Runions	100	31





## **FINANCE DEPARTMENT**

### **MONTHLY REPORT**

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**DATE:** March 24 , 2020  
**PERIOD:** February 2020  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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#### **February 2020 Financial Reports**

Financial reports as of February, 2020 are included in your packet, You will also find an aging report listing included in this report for those with balances over 90 days past due and the current year to date reports as compared to last year.

#### **Preliminaries and General Comments:**

- We have completed the eighth (8<sup>th</sup>) month of the fiscal year, the year is 67% complete.
- Budget - as we left the Goal Setting meeting yesterday, we did not set up a date and time for the budget hearing, Please advise Karen, Paula, or I of your availability so we can set the first budget hearing.
- Corona Virus RV Park impact:
- The takeaway from the chart below; The number of cancellations are similar to previous years, however some of those cancelling were planning on staying longer at the park, resulting in greater revenue loss.

Cancellations by year for January 1 to March 20

Year	Quantity	Revenue	Cancellation fee
2018	117	\$5,954	\$1,276
2019	159	\$8,623	\$870
2020*	158	\$20,297	\$1,578

\*Cancellation fees are being waived.

- The Port began tracking cancellations due to Corona virus in January 2020:
  - 32 have cancelled due to the current situation
  - The check-in dates for the cancellations started 03/13
    - 2 reservations were 60-62 days in length,
    - 30 are 1-8 nights in length,
      - Total of 223 nights.
    - The potential revenue loss is above \$9,800, at this point.
    - Reservations are still being made, so this number will be offset by others making reservations
  - Reviewing forward, June and July appear to be nearly fully booked, however that could change.
- Marina reservations do not appear to be affected as of the date of this report.

Upcoming Tasks (not in any particular order):

- RFP for Voice over IP telephony system (Final review stage)
- RFP for Managed Service Provider (provides IT services to Port)
- 5 year financial statements and cash flow
- Implementing reserves structure (started)
- Pay Equity Policy
- Budget

### **Statement of Cash flows**

The Commission has been provided two (2) cash flow statements, the first is year to date;

- The Port had a net positive cash flow of \$490,707 for the year to date.

The second cash flow is for the month of February:

- The Port had a negative cash flow of \$60,317.

In a typical year, this trend would reverse itself in March, however this is not a typical year and I cannot say with any level of confidence what will occur next month.

### **GOF Balance Sheet**

- As we move to consolidate bank accounts the balance sheet become more important. Specifically the equity section. On the 2<sup>nd</sup> page: 13030 FB-Assigned – Facility Improvements \$36,126. This money has been set aside for infrastructure improvements, based on truck tolls. The designations are:
  - Assigned                      Director or General Manager assignment
  - Committed                    Commission via adopted resolution
  - Restricted                      External party restricted fund usage
- This is being currently tracked in a spreadsheet, we are transitioning this tracking to QuickBooks.

**Profit and Loss -**

**General Operating Funds (GOF):**

- **Income.**

Any number above 67% is ahead of budget.

- **Expenses.**

Any number below 67% is ahead of budget. The expenditure category includes depreciation.

Depreciation expense is not included in the budget but is included in these Profit and Loss statements. If depreciation expense was included in the budget it would be difficult to balance the budget, and depreciation is not a cash expense, required under GAAP, but not GASB.

- **Overall – General Operating Funds**

- **Budget vs Actuals**

- UEFB (unappropriated Ending Fund Balance) has been removed, it is not an expenditure. Based on current income, and after reviewing historical data, the port should end the year with a profit before depreciation. Other Income already exceeds the annual budgeted amount, and other expenses are only 9% of budgeted.

- **YTD comparison**

- Income for the General Operating Fund increased 94.8% versus last year with a net income YTD of \$821,870, excluding depreciation.

- **General Operating income** (income before expenses/depreciation) by Profit/Cost center is shown below:

	Administr ation	Commercial Marina	International Terminal	South Beach	TOTAL
Total Income	\$11,122	\$820,052	\$553,054	\$1,649,954	\$3,034,179

- **Administration Expenses.**

- **Budget vs Actuals**

- **Expenses** are below budget in all areas, Admin receives a small amount of revenue from copier use and the like, the port is only at 9% of budget for these items, but the amount of revenue expected in minimal. Overall, the Admin budget is 41% (32% excluding depreciation) percent of budgeted, so performing better than expectations.

- **YTD**
  - As expected more staff means more salary and wages expense. However, materials and services expenses are lower than last year. As a result of a fully staffed program the total cost of admin is higher than the previous year's results.
  
- **International Terminal.**
  - **Income.**
    - **Budget vs Actuals**
      - **Income** remains ahead of expectations
      - **Expenses.** Salaries and wages are above budget, due to an additional staff member at the International Terminal, this should cause an increase in revenues. All other expenses are below budget.
      - **Net Income.** The International terminal is contributing to positive cash flow, and would be showing a profit of \$272,757 without depreciation and much of the debt service found in the Bond Debt Service fund.
    - **YTD comparison**
      - Income is up 85% over last year (an increase of \$253,414), a positive net income of \$272,756 prior to Depreciation and Overhead.
      - Expenses declined 18.6%.
  
- **Commercial Marina.**
  - **Budget vs Actuals**
    - **Income** is 8% above budget, all income areas have shown growth.
    - **Expenses** are lower than budgeted using 50% of budget, both Salaries and Wages and Materials and Services are below budget.
    - **Net Income**, is \$368,172 (excluding depreciation and administration), which exceeds the budgeted amount by \$15,922.
  - **YTD comparison**
    - Income is up 28% as compared to last year (an increase of \$181,682).
    - Expenses declined 4.06% (\$17,644.97), due to lower Materials and Services expenses and debt service.
  
- **South Beach.**
  - **Budget vs Actuals**
    - **Income** is below target by 4% (\$395,778), specifically moorage revenue is below expectations by 12%
    - **Expenses** are lower than budgeted using only 53% of budget, both Personnel Services and Materials and Services are below budget.
    - **Net Income**, excluding depreciation and administration, is 80% (897,822) of budget (\$1,111,053). Based on historical records, total net income should be in the \$1.6 to \$1.7 million for South Beach this fiscal year. However, this a highly volatile number, based on current events. The park is seeing increased reservation as a result of other campground shutdowns. The park is currently limiting occupancy in a response to current events. Net income typically is the lowest in November and remains low through March, and begins rises dramatically in April, and reaches its peak in May. Again, depending



on the duration of current events, our income may be dramatically reduced during summer months.

- **YTD comparison**
  - Income is up almost 27% over last year, much of this is due to the leases being removed from admin and moved to profit centers South Beach. Most tracked income sources are seeing increased revenues.
  - Expenses declined due to debt spending decreases.

## **NOAA.**

- Only after reserves are set aside for bond payments and capital reserves can excess funds be used for any other purposes.
- **Balance Sheet.**
  - In the Equity section of the balance sheet two new accounts have been create. NOAA FB-Restricted - Bond Reserves and NOAA Capital reserve Fund. Creating the Funds within the Balance sheet enables staff to handle fund transfers quickly and easily should the need arise.
  - To determine available cash to spend, do the following:  
51000 Cash & Equivalents less  
53005 · FB-Restricted - Bond Reserves less  
53015 · FB-Committed - NOAA Cap Reserve  
( $\$5,414,790 - \$1,761,721 - \$2,209,445 = \$1,170,624$ )

## **Income Statement**

- **Budget vs Actuals**
  - **Income** is at target.
  - **Expenses** are 33% of budgeted, much of this due to refinancing the Revenue bonds. Personnel Services are above budget due to Wage increases, Our HSA program creates a liability to the Port. In this case an employee used the HSA program causing this increase, which how the benefit should be used. We will have to closely monitor Personnel services, but initial calculations indicate we should stay within budget. Profitability – NOAA is showing profitability prior to depreciation and OH. I hope to create a Fund FB allocated for future replacement at NOAA.
- **YTD comparison**
  - Materials and services expenditures are significantly less than last year, as there is no need to dredge in the current and next year and debt service is lower due to the bond refinance.
- **Bonded Debt:** No changes to report.  
*At some point in the near future this fund will be reported on the Balance Sheet of GENERAL OPERATING FUNDS, as a FB-RESTRICTED Bonded Debt Account. By doing so, it saves accounting staff time when transferring funds, and makes reconciliation of accounts easier.*

- **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. Current funds*
- **Facility Reserve Fund.** The fund balances have risen as we begin to put money aside for future projects.  
*At some point in the near future this fund will be reported on the Balance Sheet of GENERAL OPERATING FUNDS, as a FB- Committed FMR Fund Account. By doing so, it saves accounting staff time when transferring funds, and makes reconciliation of accounts easier.*

## Accounts Receivable:

The Port has two separate Accounts Receivable collection points, South Beach (Hercules) and QuickBooks. Hercules does not integrate with QuickBooks, so a separate report must be run for South Beach customers.

### Commercial Marina

Significant progress is being made on receivables, Here is the current summary past due balances. Outstanding 90 days+ dropped from 22.34% to 18.4%; 61-90 days increased from 3.13%; 31-60 days increased from 5.37%; and 1-30 days increased from 10.89%, total outstanding dropped from \$334,977.

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
TOTAL	145,840	58,380	51,221	14,970	60,982	331,392
Percentage of Receivables	44.01%	17.62%	15.46%	4.52%	18.40%	

Below is a listing of all receivable accounts with balances outstanding 90 days or more. When we contact the Vessel owners we urge them to keep in contact with the Port, many are in contact with the front office, working to pay down what is owed. Some notes for your reference:

- Sylvia owed nearly \$14,000 last month, progress is being made;
- Orca is expecting to pay sometime early April;
- Albatross is logging land to pay down the amounts owed and made a payment, and will remove the vessel at that time;
- Captains Reel Deep paid \$3,000, and promised titles to a Mercedes and Toyota, but has not kept the promise;
- Custom Cold Semi Trailer has been seized and will be sold at auction
- Oregon Mariculture and Western Hunter have suffered from lack of exports (Slime Eels) to China, as well as initial repairs to the Western Hunter but exports and orders from china appear to be increasing;
- Luna may have a purchaser for Vessel and will pay upon sale;
- Many on the list have made payment to reduce total outstanding.

Customer	Days Past Due					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Oregon Mariculture LLC	5,952	2,283	2,347	2,107	3,786	16,475
Sylvia - 226282	1,068	807	678	746	6,586	9,884
Orca - 295549	332	3,275	183	183	5,884	9,857
Ocean Force - 538936	1,223	4,085	0	0	4,401	9,709
Albatross - 980072	962	481	481	481	5,581	7,986
First Hope I - 953627	1,309	633	611	741	3,534	6,828
Captain's Reel Deep Sea Fishing LLC	0	1,665	1,586	1,266	1,997	6,513
Angela June - 581478	1,159	579	0	579	3,845	6,162
Western Hunter - OR936AFK	818	1,150	764	691	2,110	5,534
Valor III - 245645	504	339	284	263	3,898	5,287
Pacific Rose - 554504	678	678	678	678	2,064	4,775
Custom Cold - Semi Trailers	1,031	0	236	118	3,214	4,599
Tauny Ann- 578389	2,048	333	824	0	300	3,505
Kathleen - 943407	557	1,115	557	557	406	3,193
Gracie Arlene - 563679	0	2,471	200	177	72	2,919
Coastal Catch Seafoods	0	0	0	0	2,572	2,572
Aquarius - 581510 Novelli	50	25	25	25	2,263	2,389
Luna - 532150 New Owner	393	393	393	393	787	2,361
Sea Wolf - 270816	546	503	503	503	116	2,170
Glass Slipper - 541256	369	650	255	255	476	2,005
Billie Marie - 261145	0	116	327	414	853	1,710
Morning Star II - I509427	25	596	236	228	203	1,287
Melville - OR495AAX	270	552	102	102	156	1,182
Caremi - 262161	0	0	0	0	751	751
Northern Refrigeration	0	367	0	0	367	734
Lili-Anne - OR956AFD	160	76	86	86	246	654
Instigator - 978135	0	0	0	0	608	608
Robin Ann - 550432	87	43	43	259	126	558
Nancy - 253247	0	0	0	0	535	535
Captain's Charters - 23826 - Long Fin	0	0	0	0	523	523
Buxtub Too - 974256	0	0	0	0	475	475
Desire - 516518	0	0	0	0	406	406
Oregon Brewing Company	0	0	0	0	314	314
Toby J - 274577	0	0	0	0	273	273
Brea -OR620ADW	50	25	25	25	144	270
Marne - Doug Caesar	0	0	0	0	242	242
Chapter II - OR033LR	0	0	0	0	198	198
Silver Sea - 252737	0	0	0	0	130	130
Long Shot - OR818HC	0	0	0	0	120	120
Oceanic Logistics - 1344	0	0	0	0	101	101
Cormorant Isle - WN5436RL	0	0	0	0	97	97
Pursuit -Vanderpool	0	0	0	0	84	84
Midnite -250210	0	0	0	0	84	84
Malahat II - 393610	0	0	0	0	29	29
Pacific Bounty - 603105	0	0	0	0	28	28
<b>Total</b>	<b>19,590</b>	<b>23,240</b>	<b>11,426</b>	<b>10,876</b>	<b>60,982</b>	<b>126,115</b>

## **RV Park and Marina**

Collection issues in the RV Park and Marina are all Marina related. The port has seized three vessels in South Beach, a fourth vessel we are working on evicting an individual who refuses to carry insurance, but also has not paid moorage, on their vessel.

## **Grant Received**

You have a staff report on the Economic Development Administration (EDA) grant the Port has received.

###





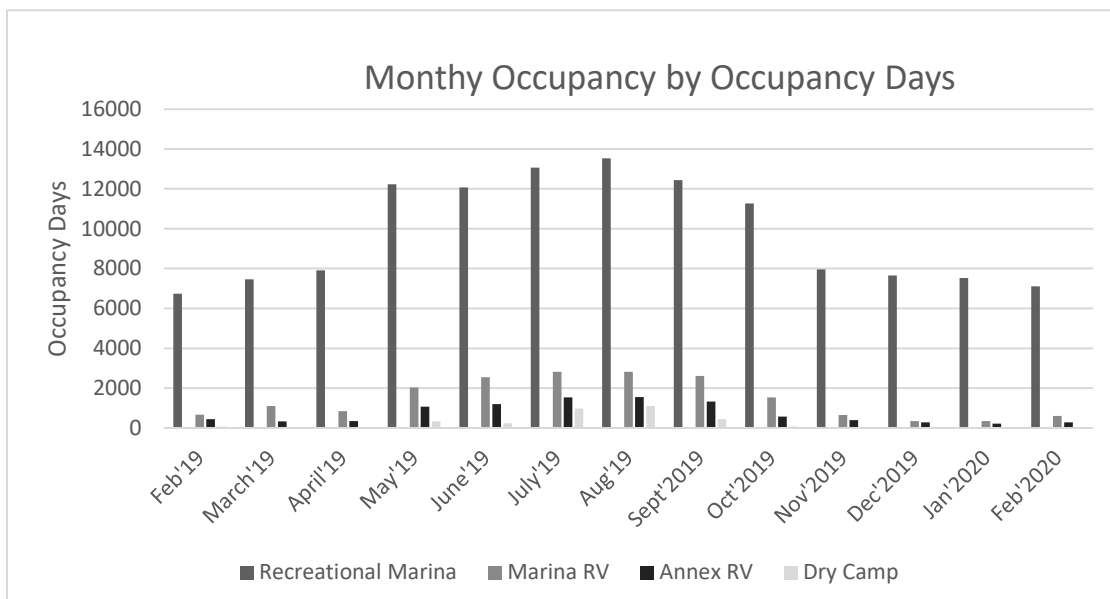
## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

**DATE:** 06 March 2020  
**RE:** Month Ending 29 February 2020  
**TO:** Mark Brown, Director of Finance  
**ISSUED BY:** Bill Hewitt, RV and Marina Supervisor

The South Beach numbers for February 2020 were a repeat of January 2020 numbers. The Marina RV Park is slightly off from last February, down 65 days for the month and 518 days for the year. We had a lot of rain in January and February and that may explain the drop. The Annex was 159 days behind Feb. 2019 and 367 days for the year. Dry camping was down 44 days in Feb. 2020 versus 2019 and year to date down 50 days. The dry camping decline is due to the lack of dry camping during the Wine and Seafood event. Even with good weather dry camping was down over 50%. Customers are balking at paying 53 dollars per night to dry camp for Wine and Seafood. The Marina continues to generate more revenue and continues its growth versus previous years. The Marina is up in Feb. versus 2019 and up year to date. What is baffling is why is Marina business growing and RV business declining? What I think is happening is if we get behind in the slow winter months in the Annex and Marina RV Park we are unable to make it up in the summer because we are so close to maximum occupancy in the summer. We have not had that problem yet in the Marina because we still have plenty of slips available to sell in the summer.

### OCCUPANCY DAYS MONTH & YTD

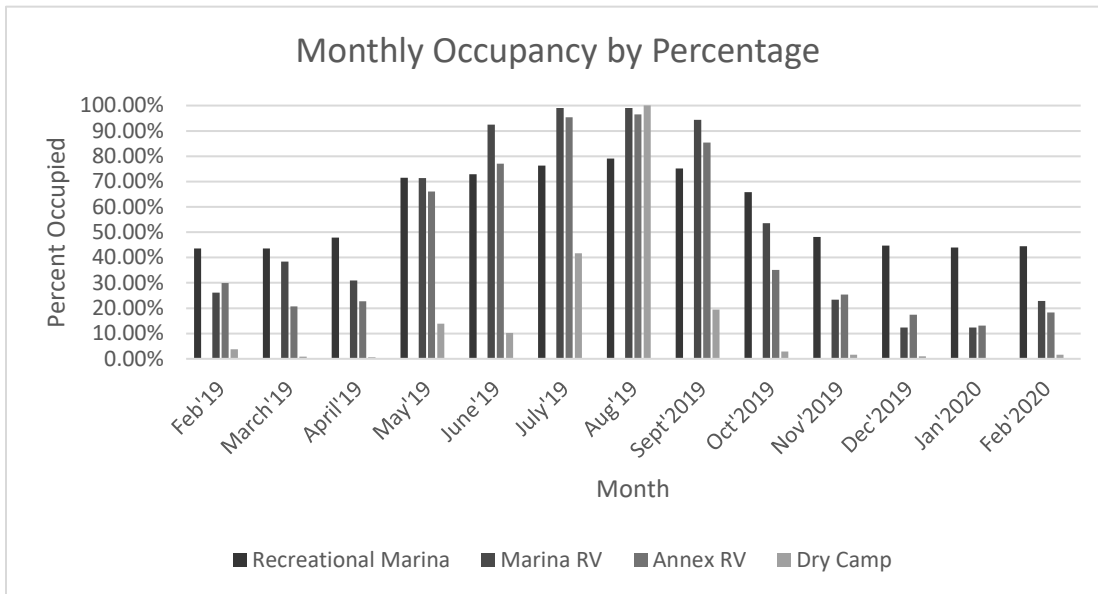
Feb' 2020	2019	2020	Change	YTD 2019	YTD 2020	Change
<b>Recreational Marina</b>	6739	7112	5.53%	14170	14637	3.30%
<b>Marina RV</b>	674	609	-9.64%	1480	962	-35.00%
<b>Annex RV</b>	436	277	-36.47%	856	489	-42.87%
<b>Dry Camp</b>	<b>80</b>	<b>36</b>	<b>-55.00%</b>	<b>92</b>	<b>42</b>	<b>-54.35%</b>





**OCCUPANCY PERCENT MONTH & YTD**

<b>Feb' 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>	43.60%	44.43%	0.83%	43.51%	44.30%	0.79%
<b>Marina RV</b>	26.16%	22.82%	-3.34%	27.26%	17.42%	-9.84%
<b>Annex RV</b>	29.94%	18.36%	-11.58%	27.89%	15.67%	-12.22%
<b>Dry Camp</b>	<b>3.81%</b>	<b>1.65%</b>	<b>-2.16%</b>	2.08%	<b>0.93%</b>	<b>-1.15%</b>







## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 03/17/2020  
**PERIOD:** January 2019 – February 2020  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

The month has been a little slower with the natural winding down of crab season coupled with fewer travelers due to COVID-19. We're still seeing crab offloads, but pots have started to come in and we've had a few cancellations in South Beach. There has been much going on in the realm of grant compliance for our EDA funding, and preparing for the coming fiscal year. My Report will be short and to the point; I've spent a lot of time out and around the Port in recent days trying to stay aware of how the COVID Situation is affecting us and our users.

#### **Detail:**

- **Southbeach Storm Sewer**

Proposals are in and tabulated; I've made a recommendation to the GM on the contract.

- **Port Dock 5 Project**

We submitted the grant acceptance documents, and had a conference call with the EDA project manager for the project. We learned more about what we're going to need to do for compliance with EDA requirements on the project. Prior to beginning contracting, we need to finish the cite certification documents, which have to be verified and completed by the project engineer and our lawyer. I've received the documents back from the engineers, but we are waiting for our lawyer to get back in town to complete his portion of the documents. After that is done, I can turn in the cite certification and begin contract solicitations. I've already submitted compliance documents on several portions of the project, which include environmental and archaeological requirements.

- **Casdades West Economic Development District**

Attended a teleconference on the update of the Comprehensive Economic Development Strategy.

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

I spoke with the project manager from the Corps, and they have assigned the economist and environmental specialist to the project. The next milestone will be the Federal Interest Determination, and the economist already has a great deal of information to work with. This month, I expect to talk more with the engineers about geological and environmental issues in relation to the establishment of the Federal Nav Project in the Commercial Marina. The first two parts of the feasibility study will likely include an eelgrass survey and geotechnical samples.

- **Personnel**

We've had two supervisors who experienced serious medical situations that are setbacks. We are training up an alternate for the NOAA facility to help out with maintenance work upstairs and out on the pier.

- **Overall Operations**

The situation with COVID-19 has been evolving daily, some of this may be outdated by the time of the meeting. The State of Oregon just announced the closing of their campgrounds starting 02 April. We conducted a quick survey with other parks and all except Pacific Shores are remaining open for now. A notable difference is that the Port has longer-term campers, and we are subject to landlord tenant laws when it comes to removing people from the park. We have been able to maintain sanitary standards, and have monitored more closely. Usage across the board has naturally decreased because of the greatly reduced travel. We are exploring options available but are trying to maintain a prudent balance between multiple factors in order to contribute to the effort to limit the spread of the virus. Essential services elsewhere remain; both in the RV Park and elsewhere, interaction with the public is undertaken carefully, and we are following the State's requirements and recommendations on limiting groups of people. We can achieve normal service in all locations and still follow those guidelines.

## **Newport International Terminal- Don Moon, Supervisor**

### **Billable Services Performed this Period (February)**

Forklift – 145hrs

Moorage – 119days

30 Ton Hydraulic Crane – 43.5

Hoist Dock Tie Up – 74hrs

Labor – 167.5

120V power – 0

Other Overtime Billed 69.5 hrs

208V power – 114days

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

**Other:** *No special projects to report.*

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

Forklift – 365.25Hrs

Hoist Dock Crane(s) - 2Hrs

30 Ton Hydraulic Crane - Enter #. Hrs

Dock Tie Up – 516.75Hrs

Launch Tickets - Enter #. passes sold

Other (Labor) – Hrs

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

Completed In Progress

Completed In Progress

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Completed In Progress

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Completed In Progress

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

*The hoist dock tie-up time was down 38% from last month but up 43% over February 2019. February forklift usage was down 23% from last month but up 34% over February of last year. Crane usage was down 60% from last month but up 100% over last year in February.*

*Axle counts were down 69% over last month with a total of 191 axles counted compared to the 623 axles in January. This puts us at 1,432 axles counted since implementing the fee in July of last year.*

**NOAA MOC-P Jim Durkee, Maintenance Supervisor**

**Special Projects:**

**Other:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Rainier, and Bell M. Shimada, OSU Vessel Oceanus.

Received, reviewed and filed Oregon Department of Transportation Underwater Inspection Report for the pier.

Oregon State Elevator inspector visited and checked elevator and records. Noted that we are due for five year weight test which was already scheduled.

I had Aboveboard Electric come in and troubleshoot the lighting circuits on the pier. They found a few blown wires in the poles and re-pulled them. They also ordered a few replacement lamps to install later. They gave me a bid to replace all of the existing fixtures with the LED fixtures that I had intended to install myself and have on hand.

Groth Gates installed the new outside unit I had purchased for the Liebert AC in the office data room. That is up and seems to be running fine.

I received an "important notice" from Kone Elevator regarding possible hacking into the elevator's emergency phone but we have already removed that phone and switched service.

NOAA vessels have been recalled to nearby ports and staff are working from home or on reduced schedules as much as possible to help reduce exposure to COVID-19.

Andrew Meats passed his background check and now has his CAC card from NOAA and a master key.

Other jobs to be completed in this fiscal year (July-June)

- Replacement of remaining backer pipes in the pier fender system

- Replacement of pier lights with LED's

Annuals Completed-

- Boiler

- Liebert air conditioner (Data room)

- Eelgrass survey

- Backflow devices

- Fire extinguishers

- HVAC

- Elevator

- FM200 Fire Suppression Systems

- Fire alarms and sprinklers

- Automatic Transfer Switch (emergency power system)

- Storm-water systems

- Battery back-up systems

- Overhead doors

- Cathodic protection systems (pier)

Annuals yet to be completed-

- Generator

### **Port Mates Volunteers**

New and smaller group is just getting started



## **GENERAL MANAGER MONTHLY REPORT**

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**DATE:** 03/20/20  
**PERIOD:** 02/22/2020 – 03/  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

#### **Summary:**

I have been out of the office good part of this month. I attended the Pacific Northwest Waterways Association Mission to Washington alongside Commissioner Chuck held in Washington, DC between March 1-5. We believe this to be a successful effort as we met with folks from US Army Corps of Engineers, Office of Management and Budget, NOAA and heard from every single federal legislator representing Oregon, Washington and Idaho. We also heard from several other partners from the federal government or those working towards improving the navigation system. I was out of the office on vacation from March 6 through March 16<sup>th</sup>. I returned to the office on the 17<sup>th</sup> just in time to start addressing the issue of the challenge with the Covid-19 (coronavirus). I thank Director of Operations Aaron Bretz for the work he has done while I was away. We were able to attend our Goal Setting meeting as scheduled with the public attending via telephonic. It would still be helpful to obtain some priorities from each commissioner moving forward. I can then organize those priorities as provided.

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

- Meeting with YBEF – 02/26/2020
- Meeting with Charles Toombs of DulsEnergy – 02/28/2020
- Mission to Washington – 03/01/2020
- Goal Setting – 03/18/2020

#### **Upcoming Schedule:**

Due to the virus issue, most meetings have either been cancelled or changed to via telecommunication meetings.

#### **Permits and Licenses**

The following permits/licenses have been rescheduled for a foreseeing date due to the coronavirus:

- HST Oregon OMNI bus driver training;

- U-DA-Man Fishing Tournament;
- True Wildlife Fishing Pier Cleanup;
- SOLVE, Newport Marathon.

**COVID-19 (Coronavirus) status:**

There are still a lot of uncertainty regarding the spreading of the virus currently. The Port has been following closely the Governor's directives of keeping meetings to no more than 25 people, preferably no more than 10, as we will run our future meetings via telecommunications until otherwise advised. We have also cancelled future meetings/gatherings at our South Beach conference room until further notice. We have also incorporated a 6 feet distancing and allow some of the administration workers to work from home. Most of our employees work out in the field. There are not many gatherings out in either location. We found the service we provide essential work as it affects the livelihood of the community. There are still a lot of fishermen dependent on the Port. The RV Park and Marina also don't include gatherings. We are continuing to see folks using those areas and we have been taking precaution such as only leasing every other space and adding additional sanitary protection. There are a lot of RV and boat residents. By closing the areas we will just be adding to the problem.

The state of how much this issue has impacted the Port's finance at this moment is not fully realized. We have seen some cancellations at the RV Park while other people are still making reservations. We have seen some impact on the Commercial Marina side, but at this time is difficult to translate that into dollars. Some of the Port's tenants and Newport businesses have been impacted for many reasons, including soft market and lack of employees. We will continue to monitoring the situation and posting information as needed.