

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, July 28, 6:00 p.m.

This meeting will be virtual by invitation only.

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

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm on Monday, July 27, 2020: <https://www.portofnewport.com/public-comment-regular-commission-meeting-7-28-2020>.

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

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XI.	Adjournment		

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

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PORT OF NEWPORT MINUTES

June 23, 2020

Regular Commission Meeting

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

This meeting was held virtually only through Zoom. The media and public were invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio, and were invited to participate during public comment. Live chat was not monitored. The public could also submit a comment through a form on our website no later 4:00 pm on Monday, June 22nd. No comments were received in advance of the meeting.

Agenda Item

Audio Time

I. CALL TO ORDER 0:00

Commission Vice-President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm.

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

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

Members of the Public and Media: Sara Skamser; Angela Nebel, Summit Public Relations Strategies.

II. COMMISSIONER RECOGNITION, SARA SKAMSER 0:59

Miranda said she invited Skamser to attend the meeting for a chance to give proper goodbyes. Each Commissioner gave words of thanks to Skamser for her service on the Commission and her contributions to the community. Skamser spoke of her pleasure at seeing the changes in the Port during her tenure. Miranda also expressed gratitude for her guidance, and she said she will be missed by staff. Miranda presented a plaque recognizing Skamser’s service to the Port.

III. COMMISSIONER KELLEY RETHERFORD OATH OF OFFICE 13:59

Retherford recited the oath of office, formally becoming a Port Commissioner.

IV. CHANGES TO THE AGENDA 15:28

There were no changes to the Agenda.

V. PUBLIC COMMENT..... 15:39

There was no public comment at this time.

VI. CONSENT CALENDAR..... 15:45

- A. Minutes
 - 1. Budget Hearing & Regular Commission Meeting May 26, 2020
- B. Resolution 2020-08 Authorizing Engagement of Auditor yrs 2 and 3
- C. Financial Reports
- D. Contracts
 - 1. DSL Waterway Amended Lease 11873-ML, Commercial Marina (\$36,016.23)
 - 2. NOAA Landscape Maintenance – Spiro Landscapes

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

VII. OLD BUSINESS..... 16:29

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Accounts Paid 17:30

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

- C. Resolution 2020-09 Authorizing Check Signers 18:08

Brown introduced the resolution and said this give the Port the ability to change signers when someone leaves Port services or the Commission to avoid the risk of fraudulent activity.

A motion was made by Chuck and seconded by Lackey to adopt Resolution 2020-09 Authorizing Check Signers. The motion passed 5 – 0.

- D. Resolution 2020-10 Setting Rates, Fees & Charges 21:13

Brown introduced the Resolution, which is part of the budget process. He commented that there was generally a 4% increase in rates, with a 10% increase in commercial marina rates per an agreement. He said a utility fee for liveaboards and a parking fee at the Recreational Marina were added. The parking fee would help with replacement of the blacktop when needed. Miranda said a public comment was sent to her from Ray Brant saying he felt there was veteran’s discrimination because discounts were on limited fees. Miranda said Brown had done some research reaching out to other ports. Miranda said veterans discounts were not a requirement, and the Port of Newport currently gives the most discounts for military and veterans. The Commission decided this could be discussed further with next year’s budget process. Chuck asked how the parking fee would apply to

the marina charter office customers. Miranda said customers with leases would be provided with a certain amount of parking and she will look at the Marina Store lease. Miranda said the Port was looking to give warnings the first 2 – 3 months of the new parking fees and no penalty has been set at this point. Chuck suggested designating parking spots for cars vs boats. He also suggested it be clear that the parking fee did not apply to a spot on Marine Science Drive.

A motion was made by Lackey and seconded by Sylvia to approve Resolution 2020-10 Setting Rates, Fees & Charges. The motion passed 5 – 0.

Chuck commented that he supported the rates and fees but didn't think the parking fee was a good idea.

E. Contract, Summit Public Relations Strategies, LLC.....

34:27

Miranda welcomed Angela Nebel and introduced the staff report and materials provided by Nebel. Miranda said she heard from the community that the Port was doing better on outreach with up to date information, largely attributable to Nebel's work. Miranda added she wouldn't want to lose the opportunity to work with a professional and desired to continue this service, which came in under the budgeted amount of \$30,000. Chuck said he had no issue with the service provided, but was concerned about potential budget changes. Sylvia said he thought it was timely to do public relations in this period of transition and was critical to the Port's future. Lackey said he appreciated the work this year and it was hard to put a dollar amount on that. Retherford commented it was important to maintain the position in the community and important to have Nebel on board. Burke said Nebel added a lot of clarity to what the Port does for its constituents, creating allies and explaining decisions. He added this will be a tough budget year but this work was paramount.

A motion was made by Lackey and seconded by Sylvia to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$23,800. The motion passed 4 – 1 with Chuck opposed.

F. Resolution 2020-11 Adopting a Port of Newport Employee Handbook and Replacing the Personnel Manual.....

43:28

Miranda referred to the updated draft sent out earlier in the day. There were a couple of changes requested by SDAO and attorney Pete Gintner, mostly related to harassment. The Port does have a harassment policy in place. She said the new Handbook brought Port policy up to date with current laws. She added this would also simplify changes by doing them at management level. Brown said the handbook was based on a template from HR Answers. He commented that an on-call policy was added, the handbook includes legally mandated requirements from the recent legislative session, and included the requirement for a pre-termination hearing.

Sylvia asked if there were any other major changes besides updating to current law, and if there are any Port specific employment rules. Miranda said the Port looks at public laws and make sure to follow them, including rules governing a public entity. Brown said the old manual was reviewed to make sure nothing was missed in the new handbook. Sylvia asked if employees had reviewed the handbook. Miranda said employees would receive a copy when onboarding and current employees

will get the update. Miranda said the draft was written by Brown, sent for comments to Miranda and Bretz, the sent for review to SDAO and Gintner. Lackey said he appreciated the handbook meeting requirements and providing clarity to staff. Miranda said the employees need to know their rights and obligations and will sign an acknowledgement form.

A motion was made by Chuck and seconded by Lackey to Approve Resolution 2020-11 Adopting a Port of Newport Employee Handbook and Replacing the Personnel Manual. The motion passed 5 – 0.

VIII. NEW BUSINESS

A. Election of Commission Officers.....

53:30

A motion was made by Chuck and seconded by Lackey to hold the election of Commission Officers at the June 23, 2020 Commission Meeting, to be effective July 1, 2020 for Fiscal Year 2020-2021. The motion passed 5 – 0.

Chuck nominated Burke for President, Lackey seconded. Burke was elected President by a vote of 5 – 0.

Lackey nominated Sylvia for Vice-President, Chuck seconded. Sylvia was elected Vice-President by a vote of 5 – 0.

Lackey nominated Chuck for Secretary/Treasurer, Sylvia seconded. Chuck was elected Secretary/Treasurer by a vote of 5 – 0.

B. Commission Liaisons.....

55:51

Miranda said some if the liaison positions carry additional time and obligations. Chuck commented that since he had been on the Commission they had done a good job of distributing these responsibilities rather than leaving them all on the President. He said some of the relationships were very important and needed consistency. With regard to Cascades West Council of Governments and Area Commission on Transportation, Sylvia will serve a liaison to both; often the meetings follow each other. Burke will continue as liaison to the Commercial Fishing Users Group Committee with Retherford as alternate. Chuck asked that another Commissioner serve as liaison to City Council, as BOEM Offshore Wind Task Force was a large time commitment and asked the Lackey serve as an alternate to BOEM. Lackey agreed and was appointed as alternate to BOEM and YBEF. Miranda said City Council met every other week, and staff could serve as alternate. Retherford will serve as liaison to City Council with Miranda as alternate. Chuck will send more information about BOEM.

IX. STAFF REPORTS

- A. General Manager
- 1. Director of Finance & Business Services
 - a) May Occupancy Report
- 2. Director of Operations

1:08:24

Miranda said unfortunately it was another month dealing with COVID-19. She said there were changes every day, and she had been sharing concerns with others in the region. She said SDAO and others were working on requesting funds for Ports. Miranda relayed that the Port of Newport was not hit as hard as some others. Brown projected the loss would be \$70,000 by the end of the fiscal year. Miranda said \$7,000 was recovered through the CARES Act. She added there is a possibility of applying for additional funds for projects in the budget. Miranda said she was working with the county emergency department who may be able to help with a grant application, primarily for replacement of Port Dock 7. Miranda mentioned the new Lincoln County mask requirement, and said the Port was already requiring staff to wear masks and take temperatures daily.

Miranda said the new insurance agent had already saved the Port 10%, \$10,000. She said although the Port had lost some money in the RV Park and Recreational Marina, business was steady. She commented on an article she read that more people are starting to travel by RV. Overall, the recreational side is still making money and more than last year. Miranda said the Port was also making progress on collecting on past due accounts. Miranda said work had begun on the storm sewer at South Beach, and the plan was to finish before the end of the month so it doesn't have to move to next year's budget. She said Bretz was busy providing information to the EDA. The timeline depends on what the Port wants vs. EDA expectations. The grant can be completed in 4 years, and the Port has permits for 2 years, but the Port would ideally complete the project this year. She said that the EDA was currently reviewing the Request for Proposal for a project manager. Staff would like to have the RFP out by July 1, a site visit on July 4, submissions in response to the RFP by July 17, and bring the decision to the Commission at the July Regular Meeting. The Bid Book is prepared, but needs to incorporate requests from EDA. Staff hopes to have that out for bid August 7, a site meeting August 21, and bids due on August 28. Most likely a Special Meeting will be held to approve the selection so it could be awarded by September 4, so that there is time for an EDA review before the intended start date of November 2. The in-water work would take place November to February, but work not in the water could be completed outside that window.

Lackey asked that the Commission get updated each month on the EDA grant and project. Miranda said the goal is to make sure this grant goes without any problems, demonstrating the Port can manage a federal grant. She added that Bretz is doing a great job working with the EDA.

X. COMMISSIONER REPORTS/COMMENTS

1:26:44

Walter reported on the meeting of OCZMA and some concerns about the legislative sessions coming up, particularly the bundling in some of the proposed legislation. The Maritime Task Force, initialed funded by OCZMA, received a scholarship from the Ford Foundation that will fund

the program director for two years. This organization looks to get maritime experience in the community colleges and build up the maritime sector.

Lackey gave a shout out to port staff, fishermen and processors for doing their jobs in this difficult time, contributing to the food supply and employment in the local community.

XI. CALENDAR/FUTURE CONSIDERATIONS 1:30:13

There were no changes to the Calendar/Future Considerations.

XII. PUBLIC COMMENT 1:30:32

Angela Nebel thanked the Commission, and said she was pleased with the work the past year and looked forward to working with the Commission and staff.

XIII. ADJOURNMENT 1:30:58

Having no further business, the meeting adjourned at 7:31 pm.

ATTESTED:

Jim Burke, President

Walter Chuck, Secretary/Treasurer

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

Jul '19 - Jun 20

OPERATING ACTIVITIES

Net Income	-366,949.26
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	9,449.05
11200 · Accounts Receivable:11210 · A/R Commercial Marina	-121,690.83
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-13,805.49
11225 · Grants Receivable	-458.33
11250 · Property Tax Receivable	-1,097.99
11300 · Prepaid Expenses:11310 · General Liab. & Property	-12,103.21
11300 · Prepaid Expenses:11320 · Docks & Marine	-1,480.25
11300 · Prepaid Expenses:11360 · DSL Lease	-351.85
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	-398.18
11400 · Due from Other Funds:11408 · Due From Construction Fund	-1,755.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-239.52
11490 · Assets Held For Sale	-2,125.52
12000 · Accounts Payable	93,542.47
12010 · Unclaimed Property Payable	348.80
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	6,950.16
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	-3,045.53
12100 · Payroll Liabilities:12105 · Accrued Payroll	-30,887.59
12100 · Payroll Liabilities:12110 · Accrued PTO	33,519.62
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	-13,564.20
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-620.54
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withh...	60.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-1,124.53
12250 · Deferred Revenue:12260 · Prepaid Moorage:12265 · Commercial Marina	3,069.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	-10,563.67
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-15,814.76
Net cash provided by Operating Activities	-451,137.15

INVESTING ACTIVITIES

11500 · Capital Assets:11510 · Work in Progress	124,140.51
11500 · Capital Assets:11520 · Land Improvements	8,844,362.00
11500 · Capital Assets:11525 · Buildings	11,555,707.00
11500 · Capital Assets:11530 · Docks & Piers	17,589,709.00
11500 · Capital Assets:11535 · Vehicles & Equipment	-34,229.01
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	-2,180,464.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	-2,950,247.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	-5,710,674.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	52,316.00
11800 · Debt Issue Costs, Net of Amort.:11822 · 2020 FIB Loan Cost (Net Amort.)	-650.00
Net cash provided by Investing Activities	27,289,970.50

FINANCING ACTIVITIES

12380 · 2013 FF&C Bond Premium	-7,187.20
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	-64,283.87
12400 · Long Term Debt:12426 · SPWF-L12005	-123,459.91
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-14,583.31
12400 · Long Term Debt:12442 · 2014 OCB - #10032077	-299,763.78
12400 · Long Term Debt:12443 · 2020 FIB - #129700956	280,273.09
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-6,961.56
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-10,467.22
12400 · Long Term Debt:12470 · 2016 City of Newport SDC	-93,677.62
12400 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-29,950.44
13000 · Fund Balance	458,270.30
13030 · FB-Assigned - Facility Improve	32,254.50
13075 · FB - Prior Period Adj	-34,951.87
13200 · FB - Debt Principal	-525,370.56

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

	<u>Jul '19 - Jun 20</u>
13275 · FB - Accrued Interest	-1,194.00
13300 · FB - Equity Transfers	<u>-25,585,916.00</u>
Net cash provided by Financing Activities	-26,237,274.46
Net cash increase for period	601,558.89
Cash at beginning of period	<u>3,057,649.46</u>
Cash at end of period	<u>3,659,208.35</u>

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

	Jun 20
OPERATING ACTIVITIES	
Net Income	-89,242.94
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	9,468.39
11200 · Accounts Receivable:11210 · A/R Commercial Marina	15,155.14
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	8,976.89
11250 · Property Tax Receivable	1,837.41
11300 · Prepaid Expenses:11310 · General Liab. & Property	19,564.10
11300 · Prepaid Expenses:11320 · Docks & Marine	978.20
11300 · Prepaid Expenses:11340 · Worker's Comp.	3,591.42
11300 · Prepaid Expenses:11360 · DSL Lease	1,038.28
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	810.28
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-239.52
12000 · Accounts Payable	20,899.57
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	5,132.10
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	1,369.46
12100 · Payroll Liabilities:12105 · Accrued Payroll	-37,169.60
12100 · Payroll Liabilities:12110 · Accrued PTO	4,165.84
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	-17,467.27
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-6,421.39
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	125.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12265 · Commercial Marina	3,069.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	-23,660.55
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-22,616.56
Net cash provided by Operating Activities	-100,636.75
INVESTING ACTIVITIES	
11500 · Capital Assets:11510 · Work in Progress	124,140.51
11500 · Capital Assets:11535 · Vehicles & Equipment	-13,257.44
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,363.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,447.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,817.00
Net cash provided by Investing Activities	250,346.07
FINANCING ACTIVITIES	
12400 · Long Term Debt:12425 · SPWF-Q10001	-5,477.70
12400 · Long Term Debt:12426 · SPWF-L12005	-123,459.91
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-2,083.33
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-592.82
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-893.20
12400 · Long Term Debt:12470 · 2016 City of Newport SDC	-88,100.75
12400 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-2,495.87
13200 · FB - Debt Principal	-36,039.76
Net cash provided by Financing Activities	-259,143.34
Net cash increase for period	-109,434.02
Cash at beginning of period	3,768,642.37
Cash at end of period	3,659,208.35

Port of Newport - General Operating Fund

Balance Sheet

As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,627,671	3,026,579	601,091	20%
Total Checking/Savings	3,627,671	3,026,579	601,091	20%
Accounts Receivable				
11200 · Accounts Receivable	469,546	343,499	126,047	37%
11225 · Grants Receivable	458	0	458	100%
Total Accounts Receivable	470,005	343,499	126,506	37%
Other Current Assets				
11250 · Property Tax Receivable	11,433	10,335	1,098	11%
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	31,538	31,070	468	2%
11300 · Prepaid Expenses	141,350	127,017	14,333	11%
11400 · Due from Other Funds	240	(1,755)	1,995	114%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	2,126	0	2,126	100%
Total Other Current Assets	(334,148)	(354,167)	20,019	6%
Total Current Assets	3,763,528	3,015,912	747,616	25%
Fixed Assets				
11500 · Capital Assets	47,197,909	74,488,530	(27,290,621)	(37)%
Total Fixed Assets	47,197,909	74,488,530	(27,290,621)	(37)%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
Total Other Assets	650	0	650	100%
TOTAL ASSETS	<u>50,962,087</u>	<u>77,504,442</u>	<u>(26,542,354)</u>	<u>(34)%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	221,972	128,430	93,542	73%
Total Accounts Payable	221,972	128,430	93,542	73%
Other Current Liabilities				
12010 · Unclaimed Property Payable	3,234	2,885	349	12%
12020 · Lodging/Room Tax Payable	8,693	4,788	3,905	82%
12100 · Payroll Liabilities	91,688	104,305	(12,617)	(12)%
12250 · Deferred Revenue	206,066	229,376	(23,309)	(10)%
12300 · Accrued Interest Payable	16,843	16,843	0	0%
12350 · Current Portion-Long Term Debt	539,514	539,514	0	0%
Total Other Current Liabilities	866,038	897,711	(31,673)	(4)%
Total Current Liabilities	1,088,010	1,026,141	61,869	6%
Long Term Liabilities				
12380 · 2013 FF&C Bond Premium	100,621	107,808	(7,187)	(7)%
12400 · Long Term Debt	6,056,775	6,629,955	(573,180)	(9)%

Port of Newport - General Operating Fund

Balance Sheet

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change	% Change
12900 · PERS - Deferred IF	147,653	147,653	0	0%
Total Long Term Liabilities	6,305,049	6,885,416	(580,367)	(8)%
Total Liabilities	7,393,059	7,911,556	(518,498)	(7)%
Equity				
13000 · Fund Balance	62,429,843	64,181,410	(1,751,567)	(3)%
13030 · FB-Assigned - Facility Improve	32,255	0	32,255	100%
13050 · FB - Contributed Capital	7,130,788	7,130,788	0	0%
13075 · FB - Prior Period Adj	(34,952)	0	(34,952)	(100)%
13200 · FB - Debt Principal	(36,040)	489,331	(525,371)	(107)%
13275 · FB - Accrued Interest	0	1,194	(1,194)	(100)%
13300 · FB - Equity Transfers	(25,585,916)	0	(25,585,916)	(100)%
Net Income	(366,949)	(2,209,837)	1,842,888	83%
Total Equity	43,569,028	69,592,885	(26,023,857)	(37)%
TOTAL LIABILITIES & EQUITY	50,962,087	77,504,442	(26,542,354)	(34)%

Port of Newport
General Operating Fund- Budget vs. Actual
 July 2019 through June 2020

	Jul '19 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	737,035	720,000	17,035	102%
14100 · Moorage	1,720,261	1,547,850	172,411	111%
14200 · Hoist Dock & Services	1,009,533	872,150	137,383	116%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	1,031,416	1,070,000	(38,584)	96%
14500 · Launch Ramp & Trailer Storage	81,098	92,000	(10,902)	88%
14600 · Miscellaneous Revenue	163,424	116,000	47,424	141%
14700 · Permit Revenues	441			
Total Income	<u>4,743,208</u>	<u>4,421,000</u>	<u>322,208</u>	<u>107%</u>
Gross Profit	4,743,208	4,421,000	322,208	107%
Expense				
15000 · Personnel Services	1,636,487	1,735,539	(99,052)	94%
16000 · Materials & Services	1,620,273	2,136,710	(516,437)	76%
16990 · Depreciation Expense	1,670,255	0	1,670,255	100%
17000 · Debt Service	240,407	786,890	(546,483)	31%
Total Expense	<u>5,167,423</u>	<u>4,659,139</u>	<u>508,284</u>	<u>111%</u>
Net Ordinary Income	(424,214)	(238,139)	(186,075)	178%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,930	116,000	(70)	100%
18200 · Interest Income	54,026	60,000	(5,974)	90%
18300 · Grants	21,600	255,300	(233,700)	8%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	36,987	10,000	26,987	370%
Total Other Income	<u>228,966</u>	<u>441,300</u>	<u>(212,334)</u>	<u>52%</u>
Other Expense				
19000 · Capital Outlay	48,737	394,300	(345,563)	12%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(2,724)	374,814	(377,538)	(1)%
Total Other Expense	<u>176,212</u>	<u>1,828,884</u>	<u>(1,652,672)</u>	<u>10%</u>
Net Other Income	52,753	(1,387,584)	1,440,337	(4)%
Net Income	<u><u>(371,461)</u></u>	<u><u>(1,625,723)</u></u>	<u><u>1,254,262</u></u>	<u><u>23%</u></u>

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	737,035	725,371	11,665	2%
14100 · Moorage	1,720,261	1,418,902	301,358	21%
14200 · Hoist Dock & Services	1,009,533	875,329	134,204	15%
14300 · Shipping Terminal Revenues	0	1,560	-1,560	-100%
14400 · RV Parks	1,031,416	1,086,125	-54,709	-5%
14500 · Launch Ramp & Trailer Storage	81,098	82,244	-1,146	-1%
14600 · Miscellaneous Revenue	163,424	113,916	49,508	44%
14700 · Permit Revenues	441	0	441	100%
Total Income	<u>4,743,208</u>	<u>4,303,447</u>	<u>439,761</u>	<u>10%</u>
Gross Profit	4,743,208	4,303,447	439,761	10%
Expense				
15000 · Personnel Services	1,636,487	1,555,164	81,323	5%
16000 · Materials & Services	1,620,273	1,691,811	-71,538	-4%
16990 · Depreciation Expense	1,670,255	3,237,352	-1,567,097	-48%
17000 · Debt Service	240,407	249,183	-8,776	-4%
Total Expense	<u>5,167,423</u>	<u>6,733,510</u>	<u>-1,566,087</u>	<u>-23%</u>
Net Ordinary Income	-424,214	-2,430,062	2,005,848	83%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,930	111,416	4,514	4%
18200 · Interest Income	54,026	35,045	18,981	54%
18300 · Grants	21,600	1,800	19,800	1,100%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	36,987	54,679	-17,692	-32%
Total Other Income	<u>228,966</u>	<u>194,566</u>	<u>34,399</u>	<u>18%</u>
Other Expense				
19000 · Capital Outlay	48,737	-162,479	211,216	130%
19700 · Transfers Out to Other Funds	130,200	136,820	-6,620	-5%
19800 · Transfer-Admin Exp to Programs	-2,724	0	-2,724	-100%
19997 · Suspense	0	0	0	0%
Total Other Expense	<u>176,212</u>	<u>-25,659</u>	<u>201,871</u>	<u>787%</u>
Net Other Income	52,753	220,225	-167,472	-76%
Net Income	<u><u>-371,461</u></u>	<u><u>-2,209,837</u></u>	<u><u>1,838,376</u></u>	<u><u>83%</u></u>

**Port of Newport
General Operating Fund- Budget vs. Actual
July 2019 through June 2020
No Depreciation**

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	737,035	720,000	17,035	102%
14100 · Moorage	1,720,261	1,547,850	172,411	111%
14200 · Hoist Dock & Services	1,009,533	872,150	137,383	116%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	1,031,416	1,070,000	(38,584)	96%
14500 · Launch Ramp & Trailer Storage	81,098	92,000	(10,902)	88%
14600 · Miscellaneous Revenue	163,424	116,000	47,424	141%
14700 · Permit Revenues	441			
Total Income	4,743,208	4,421,000	322,208	107%
Gross Profit	4,743,208	4,421,000	322,208	107%
Expense				
15000 · Personnel Services	1,636,487	1,735,539	(99,052)	94%
16000 · Materials & Services	1,620,273	2,136,710	(516,437)	76%
17000 · Debt Service	240,407	786,890	(546,483)	31%
Total Expense	3,497,167	4,659,139	(1,161,972)	75%
Net Ordinary Income	1,246,041	(238,139)	1,484,180	(523%)
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,930	116,000	(70)	100%
18200 · Interest Income	54,026	60,000	(5,974)	90%
18300 · Grants	21,600	255,300	(233,700)	8%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	36,987	10,000	26,987	370%
Total Other Income	228,966	441,300	(212,334)	52%
Other Expense				
19000 · Capital Outlay	48,737	394,300	(345,563)	12%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(2,724)	374,814	(377,538)	(1%)
Total Other Expense	176,213	1,828,884	(1,652,671)	10%
Net Other Income	52,753	(1,387,584)	1,440,337	(4%)
Net Income	1,298,794	(1,625,723)	2,924,517	(80%)

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	14,014	38,000	(23,986)	37%
14700 · Permit Revenues	441			
Total Income	<u>14,455</u>	<u>38,000</u>	<u>(23,545)</u>	<u>38%</u>
Gross Profit	14,455	38,000	(23,545)	38%
Expense				
15000 · Personnel Services	701,387	736,205	(34,818)	95%
16000 · Materials & Services	463,142	525,468	(62,326)	88%
16990 · Depreciation Expense	3,258	0	3,258	100%
Total Expense	<u>1,167,787</u>	<u>1,261,673</u>	<u>(93,886)</u>	<u>93%</u>
Net Ordinary Income	(1,153,331)	(1,223,673)	70,342	94%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,930	116,000	(70)	100%
18200 · Interest Income	54,026	60,000	(5,974)	90%
18300 · Grants	6,600	3,500	3,100	189%
Total Other Income	<u>176,556</u>	<u>179,500</u>	<u>(2,944)</u>	<u>98%</u>
Other Expense				
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(1,106,975)	0	(1,106,975)	100%
Total Other Expense	<u>(976,775)</u>	<u>1,059,770</u>	<u>(2,036,545)</u>	<u>(92)%</u>
Net Other Income	<u>1,153,331</u>	<u>(880,270)</u>	<u>2,033,601</u>	<u>(131)%</u>
Net Income	<u>0</u>	<u>(2,103,943)</u>	<u>2,103,943</u>	<u>0%</u>

Port of Newport
P & L Prev Year Comparison Administration
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	14,014	25,980	-11,966	-46%
14700 · Permit Revenues	441	0	441	100%
Total Income	<u>14,455</u>	<u>25,980</u>	<u>-11,525</u>	<u>-44%</u>
Gross Profit	14,455	25,980	-11,525	-44%
Expense				
15000 · Personnel Services	701,387	680,357	21,029	3%
16000 · Materials & Services	463,142	509,227	-46,085	-9%
16990 · Depreciation Expense	3,258	3,237,352	-3,234,094	-100%
17000 · Debt Service	0	-473,490	473,490	100%
Total Expense	<u>1,167,787</u>	<u>3,953,447</u>	<u>-2,785,660</u>	<u>-71%</u>
Net Ordinary Income	-1,153,331	-3,927,467	2,774,135	71%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	115,930	111,416	4,514	4%
18200 · Interest Income	54,026	35,045	18,981	54%
18300 · Grants	6,600	0	6,600	100%
18700 · Property & Dredge Sales	0	-223	223	100%
Total Other Income	<u>176,556</u>	<u>146,239</u>	<u>30,318</u>	<u>21%</u>
Other Expense				
19000 · Capital Outlay	0	-187,578	187,578	100%
19700 · Transfers Out to Other Funds	130,200	136,820	-6,620	-5%
19800 · Transfer-Admin Exp to Programs	-1,106,975	0	-1,106,975	-100%
19997 · Suspense	0	0	0	0%
Total Other Expense	<u>-976,775</u>	<u>-50,758</u>	<u>-926,017</u>	<u>-1,824%</u>
Net Other Income	<u>1,153,331</u>	<u>196,996</u>	<u>956,335</u>	<u>486%</u>
Net Income	<u><u>0</u></u>	<u><u>-3,730,470</u></u>	<u><u>3,730,470</u></u>	<u><u>100%</u></u>

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	145,919	131,137	14,782	111%
14100 · Moorage	173,002	156,000	17,002	111%
14200 · Hoist Dock & Services	531,995	416,000	115,995	128%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14600 · Miscellaneous Revenue	63,251	0	63,251	100%
Total Income	<u>914,167</u>	<u>706,137</u>	<u>208,030</u>	<u>129%</u>
Gross Profit	914,167	706,137	208,030	129%
Expense				
15000 · Personnel Services	153,354	149,851	3,503	102%
16000 · Materials & Services	188,361	216,570	(28,209)	87%
16990 · Depreciation Expense	1,272,312	0	1,272,312	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	178,329	519,095	(340,766)	34%
Total Expense	<u>1,792,357</u>	<u>885,516</u>	<u>906,841</u>	<u>202%</u>
Net Ordinary Income	(878,190)	(179,379)	(698,811)	490%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	0	0	0%
Total Other Income	0	0	0	0%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	32,429	0	32,429	100%
Total Other Expense	<u>32,429</u>	<u>0</u>	<u>32,429</u>	<u>100%</u>
Net Other Income	(32,429)	0	(32,429)	100%
Net Income	<u><u>(910,619)</u></u>	<u><u>(179,379)</u></u>	<u><u>(731,240)</u></u>	<u><u>508%</u></u>

Port of Newport
Profit & Loss Prev Year Comparison International Terminal
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	145,919	4,493	141,427	3,148%
14100 · Moorage	173,002	97,296	75,706	78%
14200 · Hoist Dock & Services	531,995	409,825	122,169	30%
14300 · Shipping Terminal Revenues	0	1,572	-1,572	-100%
14600 · Miscellaneous Revenue	63,251	1,851	61,400	3,317%
Total Income	914,167	515,037	399,129	78%
Gross Profit	914,167	515,037	399,129	78%
Expense				
15000 · Personnel Services	153,354	80,350	73,004	91%
16000 · Materials & Services	188,361	161,059	27,302	17%
16990 · Depreciation Expense	1,272,312	0	1,272,312	100%
17000 · Debt Service	178,329	467,577	-289,248	-62%
Total Expense	1,792,357	708,986	1,083,371	153%
Net Ordinary Income	-878,190	-193,948	-684,242	-353%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	50,623	-50,623	-100%
Total Other Income	0	50,623	-50,623	-100%
Other Expense				
19000 · Capital Outlay	0	1,200	-1,200	-100%
19800 · Transfer-Admin Exp to Programs	32,429	0	32,429	100%
Total Other Expense	32,429	1,200	31,229	2,602%
Net Other Income	-32,429	49,423	-81,852	-166%
Net Income	-910,619	-144,525	-766,094	-530%

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	143,595	150,213	(6,618)	96%
14100 · Moorage	577,689	512,000	65,689	113%
14200 · Hoist Dock & Services	452,676	418,000	34,676	108%
14600 · Miscellaneous Revenue	22,465	0	22,465	100%
Total Income	<u>1,196,424</u>	<u>1,080,213</u>	<u>116,211</u>	<u>111%</u>
Gross Profit	1,196,424	1,080,213	116,211	111%
Expense				
15000 · Personnel Services	338,051	349,974	(11,923)	97%
16000 · Materials & Services	343,554	608,274	(264,720)	56%
16990 · Depreciation Expense	51,777	0	51,777	100%
17000 · Debt Service	953	7,915	(6,962)	12%
Total Expense	<u>734,335</u>	<u>966,163</u>	<u>(231,828)</u>	<u>76%</u>
Net Ordinary Income	462,089	114,050	348,039	405%
Other Income/Expense				
Other Income				
18300 · Grants	5,000	250,000	(245,000)	2%
Total Other Income	5,000	250,000	(245,000)	2%
Other Expense				
19000 · Capital Outlay	3,570	11,800	(8,230)	30%
19800 · Transfer-Admin Exp to Programs	488,201	0	488,201	100%
Total Other Expense	<u>491,771</u>	<u>11,800</u>	<u>479,971</u>	<u>4,168%</u>
Net Other Income	<u>(486,771)</u>	<u>238,200</u>	<u>(724,971)</u>	<u>(204)%</u>
Net Income	<u>(24,682)</u>	<u>352,250</u>	<u>(376,932)</u>	<u>(7)%</u>

Port of Newport
Profit & Loss Prev Year Comparison Commercial Marina
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	143,595	12,369	131,226	1,061%
14100 · Moorage	577,689	464,704	112,985	24%
14200 · Hoist Dock & Services	452,676	457,715	-5,039	-1%
14600 · Miscellaneous Revenue	22,465	5,395	17,070	316%
Total Income	<u>1,196,424</u>	<u>940,182</u>	<u>256,242</u>	<u>27%</u>
Gross Profit	1,196,424	940,182	256,242	27%
Expense				
15000 · Personnel Services	338,051	302,110	35,940	12%
16000 · Materials & Services	343,554	318,507	25,047	8%
16990 · Depreciation Expense	51,777	0	51,777	100%
17000 · Debt Service	953	10,813	-9,860	-91%
Total Expense	<u>734,335</u>	<u>631,431</u>	<u>102,904</u>	<u>16%</u>
Net Ordinary Income	462,089	308,751	153,338	50%
Other Income/Expense				
Other Income				
18300 · Grants	5,000	0	5,000	100%
Total Other Income	5,000	0	5,000	100%
Other Expense				
19000 · Capital Outlay	3,570	12,981	-9,411	-73%
19800 · Transfer-Admin Exp to Programs	488,201	0	488,201	100%
Total Other Expense	<u>491,771</u>	<u>12,981</u>	<u>478,790</u>	<u>3,688%</u>
Net Other Income	-486,771	-12,981	-473,790	-3,650%
Net Income	<u><u>-24,682</u></u>	<u><u>295,770</u></u>	<u><u>-320,452</u></u>	<u><u>-108%</u></u>

Port of Newport
South Beach Budget vs. Actual
 July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	447,521	438,650	8,871	102%
14100 · Moorage	969,571	879,850	89,721	110%
14200 · Hoist Dock & Services	24,862	38,150	(13,288)	65%
14400 · RV Parks	1,031,416	1,070,000	(38,584)	96%
14500 · Launch Ramp & Trailer Storage	81,098	92,000	(10,902)	88%
14600 · Miscellaneous Revenue	64,184	78,000	(13,816)	82%
Total Income	<u>2,618,652</u>	<u>2,596,650</u>	<u>22,002</u>	<u>101%</u>
Gross Profit	2,618,652	2,596,650	22,002	101%
Expense				
15000 · Personnel Services	434,754	451,619	(16,865)	96%
16000 · Materials & Services	622,277	778,398	(156,121)	80%
16990 · Depreciation Expense	342,908	0	342,908	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	61,125	259,880	(198,755)	24%
Total Expense	<u>1,461,064</u>	<u>1,489,897</u>	<u>(28,833)</u>	<u>98%</u>
Net Ordinary Income	1,157,588	1,106,753	50,835	105%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	556%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	36,987	10,000	26,987	370%
18800 · Miscellaneous - Non-operating	0	0	0	0%
Total Other Income	<u>47,410</u>	<u>11,800</u>	<u>35,610</u>	<u>402%</u>
Other Expense				
19000 · Capital Outlay	45,167	367,500	(322,333)	12%
19700 · Transfers Out to Other Funds	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	583,621	374,814	208,807	156%
Total Other Expense	<u>628,788</u>	<u>742,314</u>	<u>(113,526)</u>	<u>85%</u>
Net Other Income	<u>(581,378)</u>	<u>(730,514)</u>	<u>149,136</u>	<u>80%</u>
Net Income	<u><u>576,210</u></u>	<u><u>376,239</u></u>	<u><u>199,971</u></u>	<u><u>153%</u></u>

Port of Newport
South Beach Prev Year Comparison
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	447,521	18,818	428,703	2,278%
14100 · Moorage	969,571	857,708	111,863	13%
14200 · Hoist Dock & Services	24,862	7,685	17,178	224%
14400 · RV Parks	1,031,416	1,086,075	-54,659	-5%
14500 · Launch Ramp & Trailer Storage	81,098	82,244	-1,146	-1%
14600 · Miscellaneous Revenue	64,184	80,655	-16,471	-20%
Total Income	<u>2,618,652</u>	<u>2,133,185</u>	<u>485,468</u>	<u>23%</u>
Gross Profit	2,618,652	2,133,185	485,468	23%
Expense				
15000 · Personnel Services	434,754	418,529	16,225	4%
16000 · Materials & Services	622,277	693,536	-71,260	-10%
16990 · Depreciation Expense	342,908	0	342,908	100%
17000 · Debt Service	61,125	214,333	-153,208	-72%
Total Expense	<u>1,461,064</u>	<u>1,326,398</u>	<u>134,666</u>	<u>10%</u>
Net Ordinary Income	1,157,588	806,787	350,802	44%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	456%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	36,987	4,279	32,708	764%
Total Other Income	<u>47,410</u>	<u>-2,295</u>	<u>49,705</u>	<u>2,166%</u>
Other Expense				
19000 · Capital Outlay	45,167	10,918	34,249	314%
19800 · Transfer-Admin Exp to Programs	583,621	0	583,621	100%
Total Other Expense	<u>628,788</u>	<u>10,918</u>	<u>617,870</u>	<u>5,659%</u>
Net Other Income	<u>-581,378</u>	<u>-13,213</u>	<u>-568,165</u>	<u>-4,300%</u>
Net Income	<u><u>576,210</u></u>	<u><u>793,574</u></u>	<u><u>-217,363</u></u>	<u><u>-27%</u></u>

Port of Newport - NOAA Fund
Balance Sheet
As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
500 · NOAA Lease Revenue Fund	6,091,345
Total Checking/Savings	6,091,345
Other Current Assets	
11300 · Prepaid Expenses	72,289
11480 · PERS - NPA(L)	(42,919)
11485 · PERS - Deferred OF	17,086
Total Other Current Assets	46,456
Total Current Assets	6,137,800
Fixed Assets	
11500 · Capital Assets	24,104,245
Total Fixed Assets	24,104,245
TOTAL ASSETS	30,242,045
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
12000 · Accounts Payable	2,443
Total Accounts Payable	2,443
Other Current Liabilities	
12110 · Accrued PTO	9,712
12200 · Due to Other Funds	240
12300 · Accrued Interest Payable	429,587
12350 · Current Portion-Long Term Debt	995,000
Total Other Current Liabilities	1,434,539
Total Current Liabilities	1,436,982
Long Term Liabilities	
12400 · Long Term Debt	16,665,157
12800 · Less Current Portion-LT Debt	(995,000)
12900 · PERS - Deferred IF	7,771
Total Long Term Liabilities	15,677,928
Total Liabilities	17,114,909
Equity	
13000 · Fund Balance	(16,547,089)
13005 · FB-Restricted - Bond Reserves	1,761,721
13015 · FB-Committed - NOAA Cap Reserve	2,209,445
13075 · FB - Prior Period Adj	(9,776)
13300 · FB - Equity Transfers	25,585,916
Net Income	126,918
Total Equity	13,127,136
TOTAL LIABILITIES & EQUITY	30,242,045

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,536,568	2,545,000	(8,432)	100%
Total Income	2,536,568	2,545,000	(8,432)	100%
Expense				
15000 · Personnel Services	91,043	90,495	548	101%
16000 · Materials & Services	257,705	365,400	(107,695)	71%
16990 · Depreciation Expense	1,566,604	0	1,566,604	100%
17000 · Debt Service	574,093	2,001,500	(1,427,407)	29%
Total Expense	2,489,445	2,457,395	32,050	101%
Net Ordinary Income	47,123	87,605	(40,482)	54%
Other Income/Expense				
Other Income				
18200 · Interest Income	80,711	100,000	(19,289)	81%
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	1,808	1,000	808	181%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	82,519	101,000	(18,481)	82%
Other Expense				
19000 · Capital Outlay	0	100,000	(100,000)	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	2,724	0	2,724	100%
Total Other Expense	2,724	100,000	(97,276)	3%
Net Other Income	79,795	1,000	78,795	7,980%
Net Income	126,918	88,605	38,313	143%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	(18,380)	13,037	(31,417)
Total Checking/Savings	(18,380)	13,037	(31,417)
Other Current Assets			
11270 · Property Tax Receivable	94,901	86,925	7,976
Total Other Current Assets	94,901	86,925	7,976
Total Current Assets	76,521	99,962	(23,441)
Other Assets			
11800 · Bond Issue costs, net of amort.	2,916	2,916	0
11825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	419,066	419,066	0
TOTAL ASSETS	<u>495,587</u>	<u>519,028</u>	<u>(23,441)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	350,000	350,000	0
Total Other Current Liabilities	350,000	350,000	0
Total Current Liabilities	350,000	350,000	0
Long Term Liabilities			
12515 · 2011 Series Bonds	4,878,669	4,948,669	(70,000)
12520 · 2016 Series Bonds	6,763,195	7,043,195	(280,000)
12525 · 2019 Series Bonds	(110,000)	0	(110,000)
12590 · Bond Premiums	796,865	796,865	0
12800 · Less Current Portion LTD	(350,000)	(350,000)	0
12920 · Deferred IF - Refund Valuation	20,808	20,808	0
Total Long Term Liabilities	11,999,537	12,459,537	(460,000)
Total Liabilities	12,349,537	12,809,537	(460,000)
Equity			
13000 · Fund Balance	(12,290,511)	(12,286,989)	(3,521)
Net Income	436,561	(3,519)	440,080
Total Equity	(11,853,950)	(12,290,509)	436,559
TOTAL LIABILITIES & EQUITY	<u>495,587</u>	<u>519,028</u>	<u>(23,441)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18100 · Bond Levy Proceeds	787,196	832,500	(45,304)	95%
18190 · Proceeds from Bond Refinance	6,014	0	6,014	100%
Total Income	<u>793,210</u>	<u>832,500</u>	<u>(39,290)</u>	<u>95%</u>
Gross Profit	793,210	832,500	(39,290)	95%
Expense				
17000 · Debt Service	359,075	881,000	(521,925)	41%
Total Expense	<u>359,075</u>	<u>881,000</u>	<u>(521,925)</u>	<u>41%</u>
Net Ordinary Income	434,135	(48,500)	482,635	(895)%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	2,426	6,500	(4,074)	37%
Total Other Income	<u>2,426</u>	<u>6,500</u>	<u>(4,074)</u>	<u>37%</u>
Net Other Income	2,426	6,500	(4,074)	37%
Net Income	<u><u>436,561</u></u>	<u><u>(42,000)</u></u>	<u><u>478,561</u></u>	<u><u>(1,039)%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
300 · Construction Fund	13,070	28,582	(15,512)
Total Checking/Savings	13,070	28,582	(15,512)
Other Current Assets			
11400 · Due from Other Funds	0	1,755	(1,755)
Total Other Current Assets	0	1,755	(1,755)
Total Current Assets	13,070	30,337	(17,267)
TOTAL ASSETS	13,070	30,337	(17,267)
LIABILITIES & EQUITY			
Equity			
13000 · Fund Balance	30,337	41,932	(11,595)
13110 · FB - Capital Asset Additions	0	10,807	(10,807)
13300 · FB - Equity Transfers	0	(10,807)	10,807
Net Income	(17,267)	(11,595)	(5,672)
Total Equity	13,070	30,337	(17,267)
TOTAL LIABILITIES & EQUITY	13,070	30,337	(17,267)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	16	30	(14)	53%
18300 · Grants	0	1,200,000	(1,200,000)	0%
18900 · Transfers In from Other Funds				
18902 · Transfers In from General Fund	0	844,970	(844,970)	0%
Total 18900 · Transfers In from Other Funds	<u>0</u>	<u>844,970</u>	<u>(844,970)</u>	<u>0%</u>
Total Other Income	16	2,045,000	(2,044,984)	0%
Other Expense				
19000 · Capital Outlay				
19303 · PD5 Pier Construction	15,878	2,410,000	(2,394,122)	1%
19440 · Licenses, Permits & Fees	435	0	435	100%
19480 · Terminal WIP				
19484 · Terminal WIP Const & Management	970	0	970	100%
Total 19480 · Terminal WIP	<u>970</u>	<u>0</u>	<u>970</u>	<u>100%</u>
Total 19000 · Capital Outlay	17,283	2,410,000	(2,392,717)	1%
19600 · Contingency	0	10,000	(10,000)	0%
Total Other Expense	<u>17,283</u>	<u>2,420,000</u>	<u>(2,402,717)</u>	<u>1%</u>
Net Other Income	<u>(17,267)</u>	<u>(375,000)</u>	<u>357,733</u>	<u>5%</u>
Net Income	<u>(17,267)</u>	<u>(375,000)</u>	<u>357,733</u>	<u>5%</u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	261,634	150,057	111,576
Total Checking/Savings	<u>261,634</u>	<u>150,057</u>	<u>111,576</u>
Total Current Assets	<u>261,634</u>	<u>150,057</u>	<u>111,576</u>
TOTAL ASSETS	<u>261,634</u>	<u>150,057</u>	<u>111,576</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	2,877	(2,877)
Total Accounts Payable	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
Total Current Liabilities	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
Total Liabilities	0	2,877	(2,877)
Equity			
13000 · Fund Balance	(67,820)	(18,955)	(48,865)
13020 · FB - Assigned for Future Expend	215,000	150,000	65,000
13110 · FB - Capital Asset Additions	0	122,091	(122,091)
13300 · FB - Equity Transfers	0	(122,091)	122,091
Net Income	114,453	16,135	98,319
Total Equity	<u>261,634</u>	<u>147,180</u>	<u>114,453</u>
TOTAL LIABILITIES & EQUITY	<u>261,634</u>	<u>150,057</u>	<u>111,576</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	2,244	2,700	(456)	83%
18900 · Transfers In				
18902 · Transfers In from General Fund	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total 18900 · Transfers In	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total Other Income	<u>132,444</u>	<u>207,500</u>	<u>(75,056)</u>	<u>64%</u>
Other Expense				
19000 · Capital Outlay				
19306 · PD5 & 7 Pile Replacement	0	120,000	(120,000)	0%
19309 · SB Boat Ramp Toe Repair	<u>17,990</u>	<u>0</u>	<u>17,990</u>	<u>100%</u>
Total 19000 · Capital Outlay	<u>17,990</u>	<u>120,000</u>	<u>(102,010)</u>	<u>15%</u>
Total Other Expense	<u>17,990</u>	<u>120,000</u>	<u>(102,010)</u>	<u>15%</u>
Net Other Income	<u>114,453</u>	<u>87,500</u>	<u>26,953</u>	<u>131%</u>
Net Income	<u>114,453</u>	<u>87,500</u>	<u>26,953</u>	<u>131%</u>

CONSENT CALENDAR ITEM

DATE: June 24, 2020
RE: Forklift, Commercial Marina
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Last fiscal year, we deferred the purchase of a new forklift for the Commercial Marina. The forklift we need to replace is now 13 years old and has about 5,000 hours on it.

DETAIL

We generally keep newer and more dependable forklifts at the Commercial Marina because light forklifts for services are critical to keep the dock operating. This forklift has passed the point we would normally replace it, but due to budget implications last year we chose not to purchase a new forklift.

We plan to keep the old forklift and transfer it out to the Terminal so that we can reduce the need to short-term rent forklifts for squid or other uses. The old forklift will be used less, and the usage will not be as time critical, which is an ideal use for an older, less dependable forklift.

We have obtained three quotes for comparable forklifts, and by using a state-procured contract we were able to get a lower price at the recommended vendor than any other business. The contract we used is a State of Washington contract that the State of Oregon is authorized to make use of, and we found this source of supply through ORPIN.

BUDGET IMPLICATIONS

We have budgeted \$50K for this expenditure in this fiscal year's budget.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO PURCHASE A NEW TOYOTA MODEL 8FGU30 FROM TOYOTA LIFT NORTHWEST NTE \$41,626.00.



Toyota Lift Northwest
12001 SE Jennifer St
Clackamas, OR 97015-9014
Phone: 503-657-6900
Fax: 503-657-7281
www.toyotaliftnw.com

May 20, 2020

Kent Gibson
Port of Newport
600 SE Bay Blvd
Newport, OR 97365-4338

Dear Kent:

We are pleased to submit the attached Toyota Internal Combustion Lift Truck quotation for your review and approval.

As an authorized Toyota dealer, Toyota Lift Northwest can provide the high-quality equipment and service you would expect from the world's leading forklift manufacturer. This quotation reflects our understanding of your forklift needs, combined with a careful configuration of the appropriate equipment and options.

To place your order, please sign and date the quotation where indicated and return to me. If you have any questions, please contact me.

Thank you for your interest in our company and our Toyota products. We look forward to being of valuable service to you for your material handling needs.

Sincerely,

Don Haefner
Territory Manager
Phone: 503-657-6900
Fax: 503-657-7281
E-mail: dhaefner@toyotaliftnw.com

**UPGRADE TO
TOYOTA 360 SUPPORT PLUS!**
Includes 1 year of scheduled planned maintenance (up to 4) and additional product assurance.

*Not applicable to all models. See here for more details: www.ToyotaForklift.com/360-support



Toyota Lift Northwest
 12001 SE Jennifer St
 Clackamas, OR 97015-9014
 Phone: 503-657-6900
 Fax: 503-657-7281
 www.toyotaliftnw.com

To: Port of Newport
 600 SE Bay Blvd
 Newport, OR 97365-4338
 Attn: Kent Gibson

Date: May 20, 2020
 Our Ref: 40947975
 Phone: 541-265-7758 Ext.121

State of WA Contract # 06115

We respectfully submit this quotation for the following NEW Toyota Internal Combustion Lift Truck (1 each):

Toyota...Proud to be the world's #1 forklift manufacturer!

TOYOTA MODEL 8FGU30, Internal Combustion Lift Truck, quality engineered with the following specification:

- Pneumatic Tires
- LP Gas Powered - UL Type "LP" Rating

This forklift is equipped with a 3-Way Catalytic Muffler System as standard equipment, and conforms to current Federal EPA and California ARB regulations for off-road large spark ignited engines.

SYSTEM OF ACTIVE STABILITY™ (SAS)

Toyota's industry exclusive System of Active Stability (SAS) helps reduce lift truck instability by electronically monitoring and controlling various functions of the lift truck.

- **Active Control Rear Stabilizer:** Various lift truck sensors simultaneously monitor vehicle speed, fork height, load weight, and vehicle yaw (or angular acceleration). Should the operator inadvertently place the truck in a potentially unstable lateral condition, the sensors trigger the SAS controller to activate the Active Control Rear Stabilizer to help reduce the likelihood of a lateral tip over. (Note: Does not apply to dual drive configured models)
- **Active Mast Function Controller (AMC):** Should the operator inadvertently place the lift truck in a potentially unstable longitudinal condition, these same sensors trigger the SAS controller to activate the AMC, which limits forward tilt and/or tilt back speed to help reduce the likelihood of a longitudinal tip over.



Photo may portray optional equipment not included in your quotation.

AUTOMATIC FORK LEVELING

Toyota's Automatic Fork Leveling feature increases productivity while reducing damage with a push of a button. By depressing the Automatic Fork Leveling button during forward tilt, operators are quickly and easily able to level the forks.

TOYOTA ENGINE

Engineered to the highest standards of quality, durability, and reliability, your Toyota 8-Series lift truck is outfitted with the industry's most respected industrial engines.

ULTRA COMFORT 4-WAY ADJUSTABLE, FULL SUSPENSION SEAT WITH NON CINCHING SEAT BELT

Operator comfort is taken to a new level with Toyota's Ultra Comfort 4-way adjustable, full suspension vinyl seat. With lumbar, weight, tilt, and almost 6 inches of fore/aft adjustability, your operators will be comfortable and productive throughout their shift. Standard Non-cinching seat belts provide additional comfort in applications requiring frequent reverse travel.

LCD MULTI-FUNCTION DISPLAY II

Features on the new MFD II include data log functions, fuel information, & operation data log all with QR code output; fuel gauge (excluding LP); and password protected administrator level access that can manipulate functions such as travel, vehicle management, and operation data log functions.

Mast 2-Stage (V) mast with limited free lift provides excellent visibility to load and fork tips, while providing smooth, quiet and consistent operation. Mast specifications:
Maximum Fork Height - **131.5"**
Overall Lowered Height - 85.0" (Overhead Guard Height - 85.50")
Free Lift - 5.3" with standard Load Backrest

Lifting Capacity **Base Model Capacity - 6,000 lbs. @ 24" load center**
Actual Capacity, based on quoted specifications, - 5,550 lbs. @24" load center to 131.5" MFH

Actual capacity ratings stated above are based on standard features, options, and attachments available through Toyota at the time of quoting. Non-standard features, options, and attachments may affect actual capacity ratings. Please contact your Toyota sales representative for additional information.

Tilt 6 degrees forward and 6 degrees backwards

Carriage ITA Hook Type, 42" Carriage

Load Backrest 48" High Load Backrest

Attachments **4 Way Valve (With 3rd & 4th Function Internal Hosing)**
Cascade Hang-on Sideshifting Fork Positoner (Requires 4-Way Valve w/ 3rd and 4th Function Hydraulics)

Speeds Travel Speed: 11.50 mph Lift Speed: 108 fpm

Engine Toyota 2.2L 4Y-ECS Industrial Gasoline Engine
136 cubic inch displacement, 4 cylinder, overhead valve (OHV)
Net Torque Rating: 118 @ 2200 rpm SAE ft-lb (LP Only)
Net Torque Rating: 118 @ 2100 rpm SAE ft-lb (LP/G, GS, G/CNG)
Net Horsepower Rating: 57 @ 2570 rpm SAE HP (LP Only)
Net Horsepower Rating: 51 @ 2570 rpm SAE HP (LP/G, GS, G/CNG)

Transmission Automatic Transmission
1 speed forward, 1 speed reverse standard.

Steering Load Sensing Hydrostatic Power Steering with Tilt Steering Column

Wheels and Tires Front Tires: 28x9-15-12PR (Pneumatic)
Rear Tires: 6.50-10-10PR (Pneumatic)

Additional Equipment **Toyota 360 Support Plus 5**
LED STROBE LIGHT (AMBER)
LED Rear Combination Lights
4Y-ECS Hi-Power Engine
12 Volt Power Supply
Steering Wheel with Knob
Deluxe Steel Cabin
Adjustable Volume Back-up Alarm (Smart Alarm)
Rear Assist Grip with Horn Button
Solid Pneumatic Tires - Front
Rear Solid Pneumatic Tires - Including Rear Side Ring Wheels
UL Approved Model Type "LP"
33# LP Tank
48 x 5 x 1.75 Class III Forks
Brine Coating

Other Outstanding Toyota Features

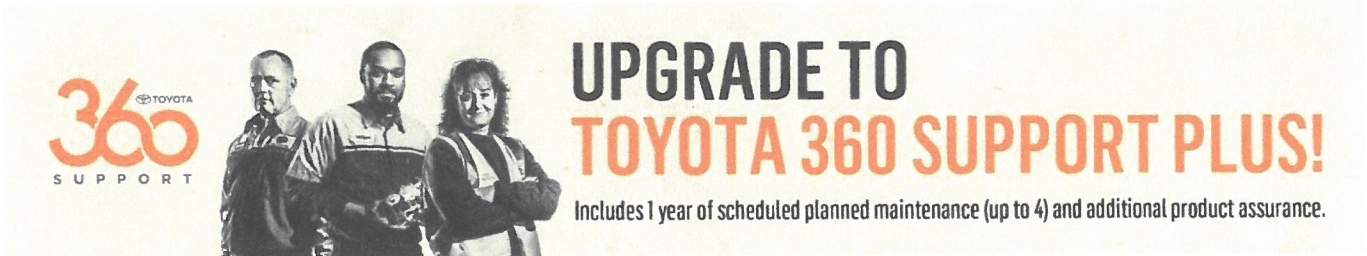
- EPA/CARB Certified Engine with 3-Way Closed loop catalytic muffler system
- Operator Presence Sensing System (OPSS)
- Fully Stamped Steel Side Panels
- Electronic Speed Control
- Weather Protected Electrical System
- Unparalleled Fork Tip Visibility
- Foot Activated Park Brake with High Mount Release
- Electronic Shift Control
- 7" Cyclone Air Cleaner
- Fully Insulated Stamped Steel Engine Hood
- Dual Operator Assist Grips
- Oversized Cup Holder
- Heavy Duty, Non-Slip Rubber Floor Mat
- LED Headlights
- Key Off/Headlight Off System

Some standard items listed within this quotation may be replaced or altered due to optional equipment.

Warranty 12 Months or 2,000 hours whichever occurs first: Basic
36 Months or 6,000 hours whichever occurs first: Powertrain

Warranty coverage for non-standard option components will be covered by the manufacturer of that component and not covered under the Toyota forklift standard or powertrain warranty.

We offer a Toyota factory authorized warranty on all new Toyota Industrial Equipment.



*Not applicable to all models. See here for more details: www.ToyotaForklift.com/360-support

360 Support Carriage-to-Counterweight Service Agreement \$1,199.00
 T360 Class V 5yr or 10000hr Carriage to Counterweight - With 1 Yr PM
 schedule

All applications for enrollment into the Extra Care program are subject to TMH's discretion. TMH reserves the right to accept or decline any application for enrollment into the Extra Care program.

Investment	Price-Toyota Model 8FGU30 as specified above:	\$41,626	Each
	Net Price:	\$41,626	Each

Financing and Maintenance A broad range of competitive and flexible financing options are available through Toyota. Financing requires credit approval. Terms and conditions are subject to change.

In addition, Full Maintenance and Planned Maintenance programs are available.

Terms and Conditions

Payment: COD/Cash or Financed. Payment is expected upon delivery of equipment unless financing is secured in advance.

All lease offers noted are subject to credit approval outside of TLNW control.

Credit Card payments for equipment purchases are subject to a 3% service charge.

Delivery: Dates fluctuate constantly and are not secured until order is placed in TLNW system.

F.O.B.: Shipping Point (Factory or TLNW) unless otherwise noted.

Prices exclude sales or used taxes of any federal, state, or local governments.

Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.

Some options and configurations may void UL.

Quote is valid 30 days from issue date noted on the quotation.

Once ordered, equipment cannot be cancelled and are subject to cancellation charges.

Cancellation charges will vary depending on base model and exact specifications and in some cases these charges may equal to 30% of the equipment's quote value.

Toyota Lift Northwest is committed to the timely delivery of our products. However, we are not liable for any delays or undelivered products that are beyond the direct control of our company. This includes manufacturing delays, natural disasters, or interruptions in transportation.

Please contact your Toyota sales representative for additional information.

Sincerely,
Toyota Lift Northwest

Accepted:
Port of Newport

Cash Price \$ _____
Financed Payment \$ _____ Per Month _____ Months

By: _____

By: _____

Name: Don Haefner

Name: _____

Title: Territory Manager

Title: _____

Date: _____

CONSENT CALENDAR ITEM

DATE: July 15, 2020
RE: New towable dumpsters, South Beach Marina
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The towable dumpsters in South Beach are heavily corroded in the bottom, and will soon start to fail. We use these dumpsters to gather trash from various locations around South Beach, and tow them to a compactor daily where the garbage is collected twice weekly during the busy season. We use towable dumpsters to reduce the fees charged by the sanitary service for each dumpster they empty.

DETAIL

We are replacing the worst of our towable dumpsters as they corrode; this request is to replace the worst of the 23 towable dumpsters we currently have.

We collected three quotes from vendors that fabricate dumpsters. The lowest cost was quoted by Rule Steel Container in Caldwell, ID at \$11,946 including shipping.

BUDGET IMPLICATIONS

This year we budgeted to purchase new dumpsters at a cost of \$12,000.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO PURCHASE 6 NEW TOWABLE DUMPSTERS NTE \$12,000.00.

11299 BASS LANE
CALDWELL, ID 83605

"Quality Products for over 50 Years"

PHONE: 1-800-769-5636



RULE STEEL CONTAINER



ATTENTION: Chris Urbach
COMPANY: Port of Newport
EMAIL: chris@portofnewport.com
BILL TO: 600 SE Bay Blvd
 Newport, OR 97365
SHIP TO: SAME AS BILLING
PHONE: 541-867-6657
CELL: 541-270-5558
FAX: NA

DATE: June 15, 2020
TERMS: NET 30
SALES REP: HALLIE SLAYTER
CELL: 1-541-990-7531
FAX: 1-541-926-2997

Steerable Containers

PROPOSAL #

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:
 (Circle item numbers to select. Line out unwanted items.) All pricing in U.S. funds.

C-20-327

ITEM #	QTY	DESCRIPTION	PRICE/EA	PRICE/LINE
1	6	2 CuYd Steerable and Trainable Containers. Flat-Top. 12ga body, 10ga floor, w/ 8"x2" Balloon casters (2 swivel - 2 fixed). 2ea - DuraFlex Single-Wall lids w/ bungees. No lid props. 6"x4"x1/2" angle lift mechanism under floor. 2" drain on receiver end. Fold-down steerable tongue sits out front to match customers supplied design with rear stud "hitch" and bungee to keep tongue in up position when stationary. New design on steering assembly. Container will galvanized.	\$1,791.00	\$10,746.00
2	1	FREIGHT: 1/2 a 48' flat to galvanizers@ \$750 then 1/2 a 48' flat from galvanizers to Newport, Or. 97365	\$1,200.00	\$1,200.00

IN STATE: NO TAXABLE: No TAX 0.00% \$0.00

WE PROPOSE TO FURNISH MATERIAL AND LABOR IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: \$11,946.00

NOTE: Please expect some paint to rub off the containers during handling and shipping. We will provide touch up paint.

determined at time of order	to be determined
DELIVERED ON OR BEFORE	SHIP VIA

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above.

The above prices, specifications, terms and conditions and the Terms of Sale (as set forth on the opposite side of this Proposal, attached to this Proposal, or as provided on our website at www.rulesteel.com) are satisfactory and are hereby accepted. The Terms of Sale are integrated into this Proposal, and acceptance of this Proposal is acceptance of all of the terms and conditions of the Terms of Sale.

Rule Steel is authorized to do the work as specified. Payment will be made as outlined above and as set forth in the Terms of Sale. Buyer shall not hold Rule Steel responsible for any liability greater than amount of this Proposal, as amended from time to time.

SIGNATURE:	
THIS PROPOSAL MAY BE WITHDRAWN BY RULE STEEL IF NOT ACCEPTED WITHIN 30 DAYS.	
SIGNATURE	DATE
FAX OR EMAIL	

THANK YOU! WE LOOK FORWARD TO THE OPPORTUNITY OF WORKING WITH YOU ON THIS AND FUTURE PROJECTS.

12k in books



June 15, 2020

Paula Miranda
Port of Newport
600 S.E. Bay Boulevard
Newport, OR 97365

Dear Paula,

Thank you for your membership in PNWA. Your dues enable us to maintain, strengthen and build our partnerships with federal agencies, Members of Congress and their staff, and many national, state and local partners and stakeholders. It also allows us to be everywhere we need to be, both here in the region and in Washington DC, to make the biggest impact on your behalf and represent a membership whose breadth and depth continues to grow.

With the global COVID-19 pandemic that has hit our region particularly hard, PNWA has demonstrated organizational agility in meeting the needs of its membership. PNWA has been a clear leader in the Northwest, especially in our work with our Congressional delegation and fellow trade associations to collaboratively identify relief measures that meet the needs of our diverse membership. We've also looked beyond the immediate crisis, partnering with agencies like the Corps of Engineers to determine what kinds of projects might fit any future infrastructure or other stimulus type effort. Finally, all of these coronavirus-related activities have been pursued without our staff missing a beat on all of the usual project and policy advocacy our PNWA membership expects from the association.

We invite you and your staff to be as active as possible in PNWA. Your participation and communication is a critical component in our ability to advocate for your needs. We have numerous opportunities to engage, including our monthly membership calls as well as special interest groups, such as our Environment Committee. Though our in-person meetings are on hold right now, the PNWA team has nimbly switched gears to provide webinars exclusively to our membership and agency partners on topics of interest to our group. You'll also "see" PNWA staff guest speaking remotely to groups and facilitating important regional discussions. If you would like us to do "virtual visit" for your organization, or you know of a group that should hear from PNWA, please give us a call.

We look forward to partnering with you to make the coming year productive and successful. Your invoice for 2020-2021 dues is enclosed. The PNWA staff has worked hard to minimize costs, such that our Board has once again kept this year's dues adjustment to just 3%. If you have any questions about your membership, or how PNWA works for you, please don't hesitate to get in touch. We appreciate your support!

Sincerely,

Dave Harlan
PNWA President/Port of Toledo

Kristin Meira
Executive Director, PNWA

Pacific Northwest Waterways Association
 4224 NE Halsey Street, Suite 325
 Portland, OR 97213
 (503) 234-8550
 www.pnwa.net



INVOICE

BILL TO

Paula Miranda
 Port of Newport
 600 S.E. Bay Boulevard
 Newport, OR 97365

INVOICE # 5975
DATE 07/01/2020
DUE DATE 07/31/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
2020/2021 Membership Dues PNWA 2020 PNWA Membership Dues (covering 7/1/2020 to 6/30/2021)We appreciate your support!	1	8,260.00	8,260.00

Substitute W-9: For tax purposes, PNWA is exempt from withholding as a not-for-profit 501(c)(6) corporation, federal tax ID #91-0267335.

The Omnibus Budget Reconciliation Act of 1993 requires that we notify our members that dues paid to PNWA on or after January 1, 1994 will only be partially deductible if you pay federal income tax and deduct PNWA dues as a business expense. Dues supporting certain lobbying activities are not deductible. PNWA estimates that 10% of PNWA dues associated with this invoice are not deductible.


Please note our new address:
 4224 NE Halsey St., Ste. 325
 Portland, OR 97213

BALANCE DUE **\$8,260.00**



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/30/2020	42086	Port of Newport			
06/29/2020	OCB Transfer		OCB Account Transfer to FIB	Administration	225,000.00
					<u>225,000.00</u>
06/05/2020	45084	ACE Hardware			
05/28/2020	2299/1		Blade kits for trimmers	International Terminal	80.46
					<u>80.46</u>
06/05/2020	45085	Alsco			
06/03/2020	LPOR2512928		Shop towels, shirt, and mats	Administration	34.54
					<u>34.54</u>
06/05/2020	45086	Alsea Bay Power Products			
06/03/2020	313963		Weed trimmer	SB Operations	365.45
					<u>365.45</u>
06/05/2020	45087	Amazon Capital Services			
05/27/2020	1KYD-N617-3GCQ		Window blind	Commercial Marina	35.63
					<u>35.63</u>
06/05/2020	45088	Builders FirstSource			
05/21/2020	46248371	State of Oregon CRF	Wood for Admin office desk CV19 partition	Administration	19.04
					<u>19.04</u>
06/05/2020	45089	Business Oregon - IFA	Loan payment		
06/03/2020	65541 07/20		Principal - June 2020	International Terminal	2,083.33
06/03/2020	L12005 2020		Principal - 2020	International Terminal	123,459.91
			Interest - 2020	International Terminal	94,751.74
					<u>220,294.98</u>
06/05/2020	45090	CenturyLink - Business Service			
05/19/2020	1492108645		Telephone	Administration	55.03
					<u>55.03</u>
06/05/2020	45091	Coastal Paper & Supply			
06/02/2020	576049		Paper products	SB Operations	439.00
			Shipping	SB Operations	4.00
					<u>443.00</u>



Port of Newport

**Operating Fund
June 2020**

Date	Num	Name	Memo	Class	Amount
06/05/2020	45092	CoastCom By Wave			
05/31/2020	121313501-0008171		Internet - May 2020	SB Customer Service	1,036.04
			Internet - May 2020	Administration	500.00
					1,536.04
06/05/2020	45093	Dahl & Dahl			
06/01/2020	254313		Take load of garbage to dump	Commercial Marina	199.86
					199.86
06/05/2020	45094	Ecolube Recovery			
05/28/2020	9865052820		Used oil recovery	SB Operations	107.00
					107.00
06/05/2020	45095	Englund Marine Supply Co			
05/27/2020	966487/6	State of Oregon CRF	SS hardware for Admin office plexiglass partition	Administration	0.86
06/01/2020	114079/6		Rain gear and rubber boots	Commercial Marina	454.85
					455.71
06/05/2020	45096	FIB MasterCard AB			
05/22/2020	OR Dept of Ag		05/21/2020 - Renewal fee for SB fuel pumps	SB Operations	511.00
					511.00
06/05/2020	45097	Garage Door Sales			
05/26/2020	28744		Garage door remote openers	International Terminal	70.00
					70.00
06/05/2020	45098	IconiPro Security Alarms			
06/01/2020	32378		Cellular security monitoring services	SB Customer Service	136.14
					136.14
06/05/2020	45099	National Business Solutions			
		National Business Solutions	HD web cameras for teleconferencing	Administration	-6.39
05/28/2020	IN74582		HD web cameras for teleconferencing	Administration	319.44
					313.05
06/05/2020	45100	Orkin			
06/01/2020	198544888		June pest control	Administration	45.00
					45.00



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/05/2020	45101	Pioneer Connect			
06/01/2020	Shop 0620		Telephone	SB Operations	40.79
06/01/2020	Office 0620		Telephone	SB Customer Service	228.51
					269.30
06/05/2020	45102	Quadient Finance USA			
05/13/2020	57588880		Postage machine rental	Administration	172.32
					172.32
06/05/2020	45103	RentPrep Enterprise			
06/01/2020	5813		Background checks	SB Customer Service	74.75
					74.75
06/05/2020	45104	Rondys			
06/01/2020	Lease 0620		Gear storage lease	International Terminal	2,000.00
					2,000.00
06/05/2020	45105	Solmar Hydro			
05/01/2020	PON_1_20_V2		Hydrographic survey for pier	International Terminal	2,500.00
06/03/2020	PON_2_20		Hydrographic surveys for Swede's Dock	Commercial Marina	1,535.00
			Hydrographic surveys for SB Marina	SB Operations	1,535.00
					5,570.00
06/05/2020	45106	Special Districts Insurance Services			
03/04/2020	Gen Liab/Property Q3		Q3 - Quarterly general liability/property insurance	Administration	54,927.35
			Q3 - Quarterly general liability/property insurance	Administration	12,120.40
					67,047.75




Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/05/2020	45107	T & L Septic Tank Service			
05/01/2020	149144		Chemical toilet rental - Bay Front	Commercial Marina	260.00
05/01/2020	149145		Chemical toilet rental - Bay Front	Commercial Marina	200.00
05/01/2020	149146		Chemical toilet rental - SB South Restroom	SB Operations	80.00
05/01/2020	149147		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
05/01/2020	149148		Chemical toilet rental - NIT	International Terminal	80.00
05/01/2020	149149		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
05/04/2020	148997		Chemical toilet - Bay Front - clean up vandalism	Commercial Marina	15.00
					795.00
06/05/2020	45108	TCB Security Services	Monthly security contract w/ extra COVID coverage		
06/01/2020	229367		Monthly security contract - SB Marina	SB Marina	2,576.87
			Monthly security contract - SB RV	Main RV Park	2,576.87
			Monthly security contract - CM	Commercial Marina	2,576.87
			Monthly security contract - NIT	International Terminal	1,381.39
					9,112.00
06/05/2020	45109	Toyota Lift NW			
05/29/2020	14793355		Preventative maintenance for forklift - 40334	Commercial Marina	124.83
05/29/2020	14793353		Preventative maintenance for forklift - 65199	Commercial Marina	139.83
05/29/2020	14793352		Preventative maintenance for forklift - 4423P	Commercial Marina	124.83
					389.49
06/05/2020	45110	TWGW NAPA Auto Parts			
06/01/2020	804852		Tarp straps for dumpster lids	SB Operations	99.50
06/03/2020	805290		Die grinder, ratchets, and center punch	Commercial Marina	163.76
			Mounted point and rotary file kit	Commercial Marina	83.96
			Air tool and compress oil	Commercial Marina	22.28
					369.50
06/05/2020	45111	Voya (State of Oregon Plan)			
06/01/2020	June - 2020		Monthly employee contributions	Administration	50.00
					50.00




Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/05/2020	45112	Western Pacific Crane & Equipment			
05/19/2020	U04978		Latch kit for crane hook	International Terminal	356.05
			Freight	International Terminal	16.98
					373.03
06/05/2020	45113	Wiggins Hauling Works			
05/23/2020	2719		Brush cutting	International Terminal	3,000.00
					3,000.00
06/12/2020	45114	AA Rowleys Towing			
06/04/2020	25597		Tow car from PD5 gravel lot due to lot repairs	Commercial Marina	125.00
					125.00
06/12/2020	45115	ACE Hardware			
06/04/2020	2324/1		20 V Max combo kit, sledge hammers, and hammers	Commercial Marina	353.95
06/09/2020	2349/1		Propane cylinders	Commercial Marina	11.97
			Cutoff wheels and trimmer air filter	Commercial Marina	30.92
			Ratcheting wrench set	Commercial Marina	49.99
					446.83
06/12/2020	45116	Alan Brown Tire Center			
06/10/2020	72500410326		Dumpster tires	Commercial Marina	550.00
					550.00
06/12/2020	45117	Alsco			
05/27/2020	LPOR2510414		Shop towels, shirt, and mats	Administration	34.54
06/05/2020	LPOR2514381		SB mats	SB Customer Service	72.06
					106.60




Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/12/2020	45118	Alesea Bay Power Products			
05/29/2020	313507		Oil	SB Operations	19.80
			Trimmer string	SB Operations	79.97
06/05/2020	314172		Weed trimmer	Commercial Marina	169.95
			Motor flush	Commercial Marina	13.29
			Brush knife and trimmer string	Commercial Marina	101.97
06/08/2020	314463		Mower parts	SB Operations	167.85
					<u>552.83</u>
06/12/2020	45119	Amazon Capital Services			
06/06/2020	1VCX-HDYV-M91H		Office supplies	Administration	89.46
			Breakroom supplies	Administration	16.59
			Freight	Administration	1.50
06/08/2020	11WN-NQPD-F36Y		Wheelbarrow tires	Commercial Marina	124.95
06/11/2020	1MJF-MLN9-9HRL		Paper shredder with oil and lubricant sheets	Commercial Marina	105.52
					<u>338.02</u>
06/12/2020	45120	Barrelhead Supply			
06/05/2020	288874		PVC glue for docks	SB Operations	27.95
06/09/2020	288971		Electrical tape	Commercial Marina	9.90
			Gloves	Commercial Marina	83.88
					<u>121.73</u>
06/12/2020	45121	CenturyLink - Business Service			
05/31/2020	1492846205		Telephone	Administration	64.00
					<u>64.00</u>
06/12/2020	45122	City of Newport Room Tax			
05/31/2020	May 2020 Room Tax		Transient room tax - May 2020	Main RV Park	80.96
					<u>80.96</u>
06/12/2020	45123	Coastal Paper & Supply			
06/09/2020	576352		Paper products and cleaning supplies	SB Operations	423.80
			Shipping	SB Operations	4.00
					<u>427.80</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/12/2020	45124	EARTH20			
06/10/2020	771162		Water service	Commercial Marina	78.66
			Water service	Administration	8.74
					87.40
06/12/2020	45125	Lincoln County Public Works			
06/01/2020	6085		Fuel for trucks - CM	Commercial Marina	26.07
			Fuel for trucks - SB	SB Operations	139.24
					165.31
06/12/2020	45126	Employee			
06/10/2020	06/20 Reimbursement		Employee reimbursement - coffee	Administration	73.98
					73.98
06/12/2020	45127	Meryllyn Trapero			
06/08/2020	8296978/8296969		Refund RV - cancelled reservations due to COVID-19	SB Customer Service	195.71
					195.71
06/12/2020	45128	National Business Solutions			
		National Business Solutions	IT contract charge plus Symantec - 6/20	Administration	-24.00
06/04/2020	IN74828		IT contract charge plus Symantec - 6/20	Administration	1,199.80
					1,175.80
06/12/2020	45129	Newport News-Times			
05/06/2020	348850		Budget meeting notice	Administration	72.68
05/15/2020	348983		Notice for Commission vacancy	Administration	38.76
05/20/2020	349076		Employment ad - Maintenance III	SB Operations	2.00
05/20/2020	349081		Employment ad - Maintenance III	SB Operations	41.44
05/20/2020	349084		Employment ad - Maintenance III	SB Operations	100.00
05/22/2020	349122		Employment ad - Maintenance III	SB Operations	41.44
05/26/2020	349143		Employment ad - Maintenance III	SB Operations	2.50
05/26/2020	349155		Employment ad - Maintenance III	SB Operations	2.50
05/27/2020	349188		Employment ad - Maintenance III	SB Operations	41.44
05/29/2020	349246		Employment ad - Maintenance III	SB Operations	41.44
					384.20




Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/12/2020	45130	Rau Plumbing			
06/04/2020	33233		Clear filters on water heater and clear line debris in RV office	SB Operations	115.00
					<u>115.00</u>
06/12/2020	45131	Special Districts Insurance Services			
06/01/2020	Jul Health-Dental-Lf		Monthly health-dental-life insurance	Administration	6,120.97
			Monthly health-dental-life insurance	Commercial Marina	2,018.50
			Monthly health-dental-life insurance	SB Customer Service	1,748.92
			Monthly health-dental-life insurance	SB Operations	4,372.30
			Monthly health-dental-life insurance	International Terminal	1,748.92
					<u>16,009.61</u>
06/12/2020	45132	Staples			
05/22/2020	2536335441		Copy paper	Administration	69.98
05/29/2020	FC 0520		Credit plan finance charge	Administration	7.54
					<u>77.52</u>
06/12/2020	45133	Suburban Propane			
05/31/2020	161301		Propane	Commercial Marina	109.86
					<u>109.86</u>
06/12/2020	45134	Thompson's Sanitary Service			
05/31/2020	13499 05-2020		Trash disposal - PD7	Commercial Marina	1,149.03
05/31/2020	12514 05-2020		Trash disposal - SB	SB Customer Service	3,202.91
05/31/2020	12058 05-2020		Trash disposal - Int'l Terminal	International Terminal	1,927.80
					<u>6,279.74</u>
06/12/2020	45135	TWGW NAPA Auto Parts			
06/09/2020	806549		Silicone gasket maker	Commercial Marina	8.29
			Socket rails	Commercial Marina	11.98
06/09/2020	806547		Rubber mallet	Commercial Marina	16.49
					<u>36.76</u>
06/12/2020	45136	US Bank			
05/22/2020	5748765 GO Bond 2011		GO Bonds 2011 Administration Fees	Administration	495.00
					<u>495.00</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/12/2020	45137	Valley Fire Control			
06/08/2020	89883		Recharge 5lb ABC fire extinguisher	SB Operations	16.50
					<u>16.50</u>
06/18/2020	45138	AlSCO			
06/10/2020	LPOR2516563		Shop towels, shirt, and mats	Administration	34.54
06/17/2020	LPOR2519609		Shop towels, shirt, and mats	Administration	34.54
					<u>69.08</u>
06/18/2020	45139	Amazon Capital Services			
06/16/2020	1663-DFWK-9WPQ		30 amp receptacles and pushbutton pendant station	Commercial Marina	499.38
06/17/2020	11QF-3YMX-9VMM		Hand soap	Administration	39.99
					<u>539.37</u>
06/18/2020	45140	Barbara Cavarno			
06/13/2020	8304518		Refund RV - cancelled reservation	Main RV Park	44.35
					<u>44.35</u>
06/18/2020	45141	Business Oregon - OBDD			
06/17/2020	655-36-02Q1001 7-20		Principal	International Terminal	5,477.70
			Interest	International Terminal	2,322.30
					<u>7,800.00</u>
06/18/2020	45142	Century Link			
06/05/2020	5412657758840B-06/20		Telephone	Administration	211.29
06/05/2020	5412659651245B-06/20		Telephone	International Terminal	195.73
					<u>407.02</u>
06/18/2020	45143	Coastal Paper & Supply			
06/16/2020	576648		Paper products and cleaning supplies	SB Operations	485.64
			Shipping	SB Operations	4.00
					<u>489.64</u>
06/18/2020	45144	Design Space			
06/05/2020	1136656-IN		Temporary office rental	Administration	877.00
					<u>877.00</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/18/2020	45145	Digital Deployment			
06/14/2020	105526		Website monthly fee	Administration	450.00
					<u>450.00</u>
06/18/2020	45146	Hyak			
06/18/2020	21538		Web filtering	Administration	200.00
					<u>200.00</u>
06/18/2020	45147	Jeff Pollard			
06/11/2020	8256048		Refund Annex RV - cancelled reservation due to change of plans	SB Customer Service	849.75
					<u>849.75</u>
06/18/2020	45148	Northwestern Bus Nuts			
06/16/2020	16472		Refund Group RV - cancelled reservation due to COVID-19	Main RV Park	2,000.00
					<u>2,000.00</u>
06/18/2020	45149	Pacific Coast Lock & Safe			
06/13/2020	13593		Marina shower door knob	SB Operations	293.00
					<u>293.00</u>
06/18/2020	45150	Ronald Riberal			
06/15/2020	8429483		Refund RV - cancelled reservation due to COVID-19	Main RV Park	60.10
					<u>60.10</u>
06/18/2020	45151	Toyota Industries Commercial Finance			
06/08/2020	4002781744-17		2017 CM forklift - principal	Commercial Marina	592.82
			2017 CM forklift - interest	Commercial Marina	66.73
					<u>659.55</u>
06/18/2020	45152	Toyota Lift NW			
06/15/2020	14136893		Forklift bearing replacement - 65199	Commercial Marina	1,841.00
					<u>1,841.00</u>
06/18/2020	45153	True Cut Engraving			
06/08/2020	2016		Name plates and tag - K Retherford	Administration	19.50
					<u>19.50</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/18/2020	45154	Valley Fire Control			
06/05/2020	89872		Annual inspection and service	SB Operations	184.50
					<u>184.50</u>
06/18/2020	45155	VISA - A Bretz			
06/08/2020	Zoom.us		05/22/2020 - Online meeting software	Administration	29.98
					<u>29.98</u>
06/18/2020	45156	Wells Fargo Financial Leasing			
06/04/2020	5010645534		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Customer Service	141.50
					<u>283.00</u>
06/18/2020	45157	OR Department of State Lands			
06/18/2020	Dredge Spoil 11865		Royalties due on sale of dredge spoils - 11865-SG	Administration	84.00
					<u>84.00</u>
06/30/2020	45158	Airgas USA			
06/01/2020	9094886748		Welding wire	Commercial Marina	50.75
					<u>50.75</u>
06/30/2020	45159	Alsco			
06/19/2020	LPOR2520826		SB mats	SB Customer Service	72.06
06/24/2020	LPOR2522698		Shop towels, shirt, and mats	Administration	34.54
06/24/2020	LPOR2523168		Price increase - shop towels	Administration	6.07
					<u>112.67</u>
06/30/2020	45160	Amazon Capital Services			
06/22/2020	196X-3DFX-61JK		Office supplies	Administration	33.28
			Breakroom supplies	Administration	15.99
			Cleaning supplies	Administration	9.99
06/24/2020	1XRV-6GRH-7KPX		Replacement calculator	Administration	79.14
			Shipping	Administration	13.41
					<u>151.81</u>




Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/30/2020	45161	Barrelhead Supply			
06/25/2020	289734		Water line repair parts for the docks	SB Operations	27.40
					<u>27.40</u>
06/30/2020	45162	Ben's Diving			
06/23/2020	738535		Assist Doug's Electric on installing cable	SB Operations	75.00
					<u>75.00</u>
06/30/2020	45163	Coastal Paper & Supply			
06/23/2020	577019		Paper products and cleaning supplies	SB Operations	461.78
			Shipping	SB Operations	4.00
06/23/2020	577009		Hand sanitizer	SB Operations	184.44
06/30/2020	577355		Paper products and cleaning supplies	SB Operations	356.58
			Shipping	SB Operations	4.00
					<u>1,010.80</u>
06/30/2020	45164	Dahl & Dahl			
06/22/2020	255404		Take load of garbage to dump	Commercial Marina	282.20
06/26/2020	255736		Take load of garbage to dump	Commercial Marina	132.14
					<u>414.34</u>
06/30/2020	45165	Design Space			
06/19/2020	1138578-IN		Customs office lease	Administration	217.00
					<u>217.00</u>
06/30/2020	45166	Englund Marine Supply Co			
06/25/2020	967806/6		Drill bits	Commercial Marina	7.62
			SS hardware for electrical installation	Commercial Marina	19.80
06/26/2020	967850/6		SS hardware for electrical installation	Commercial Marina	3.80
					<u>31.22</u>
06/30/2020	45167	Fastenal Company			
06/26/2020	ORNEW140859		SS hardware for electrical installation	Commercial Marina	4.68
					<u>4.68</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/30/2020	45168	Global Equipment Company			
06/12/2020	116102195		Tyvek shipping tags with wire	Commercial Marina	85.15
					<u>85.15</u>
06/30/2020	45169	Harvey's Lock & Key			
06/27/2020	21556		Key for fire safe	Commercial Marina	21.50
					<u>21.50</u>
06/30/2020	45170	HR Answers			
06/15/2020	Just Cause/Due Proce		Just Cause - Due Process webinar	Administration	49.00
06/16/2020	Sup Series2		Summer 2020 Supervisory Series	Administration	675.00
					<u>724.00</u>
06/30/2020	45171	Industrial Welding Supply			
06/29/2020	889248-00		Argon/CO2 gas refill and small oxygen tank	Commercial Marina	66.00
					<u>66.00</u>
06/30/2020	45172	NW Natural			
06/16/2020	1584562-1 06-20		SB gas	Main RV Park	68.77
06/16/2020	1584561-3 06-20		SB gas - shop	SB Operations	42.34
					<u>111.11</u>
06/30/2020	45173	Petty Cash			
06/30/2020	Petty Cash CM		Walgreens - card	Administration	4.98
			Napa - hood catch for pickup	Commercial Marina	5.69
			USPS - postage for DEQ reporting	International Terminal	5.15
			Copeland - "No Trespassing" and "Private Property" signs	International Terminal	7.15
			Walmart - long connector cable for QB cc reader	Administration	6.87
			Walmart - document frame	Administration	9.09
			Cash refund disbursed in error - F/V Norma M for RR key	Administration	18.89
			Dollar Tree - plastic bags for masks	Administration	2.00
			Replenish CM cash till due to cash pay out of a RR key refund	Administration	18.89
			Replenish CM cash till due to cash pay out of a RR key refund	Administration	0.60
					<u>79.31</u>



Port of Newport
Operating Fund
June 2020

Date	Num	Name	Memo	Class	Amount
06/30/2020	45174	Pioneer Printing			
06/18/2020	72766		Business cards - K Retherford	Administration	51.70
					<u>51.70</u>
06/30/2020	45175	Platt Electric Supply			
06/25/2020	0L93163		Electrical supplies	SB Operations	43.97
					<u>43.97</u>
06/30/2020	45176	Smart Foodservice - Cash & Carry			
06/24/2020	4601		Water	SB Operations	65.52
					<u>65.52</u>
06/30/2020	45177	T & L Septic Tank Service			
06/04/2020	149272		Chemical toilet - Bay Front - clean up vandalism	Commercial Marina	15.00
06/25/2020	149388		Chemical toilet rental - SB South Restroom	SB Operations	80.00
06/25/2020	149389		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
06/25/2020	149390		Chemical toilet rental - NIT	International Terminal	80.00
06/25/2020	149391		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
06/25/2020	149392		Chemical toilet rental - Bay Front	Commercial Marina	260.00
06/25/2020	149393		Chemical toilet rental - Bay Front	Commercial Marina	250.00
06/25/2020	149263		Chemical toilet rental - Marina Store	SB Operations	110.00
					<u>955.00</u>
06/30/2020	45178	TWGW NAPA Auto Parts			
06/29/2020	810523		Fuse kit for skiff	Commercial Marina	25.74
					<u>25.74</u>
06/30/2020	45179	Verizon Wireless			
06/12/2020	9856524040		Monthly cell phone - Admin	Administration	70.61
			Monthly cell phone - CM	Commercial Marina	53.93
			Monthly cell phone - NIT	International Terminal	16.68
			Monthly cell phone - SB	SB Operations	47.99
			Monthly MiFi - SB Admin	SB Customer Service	10.02
			Monthly cell phone plan - Admin	Administration	136.50
					<u>335.73</u>



**Operating Fund
June 2020**

Date	Num	Name	Memo	Class	Amount
06/30/2020	45180	Walt Ell			
06/29/2020	8296848		Refund Annex RV - cancelled reservation	SB Customer Service	49.92
06/29/2020	8296859		Refund Annex RV - cancelled reservation	SB Customer Service	49.92
					<u>99.84</u>
06/30/2020	45181	Hyak			
06/30/2020	21720		Remaining payment on SB camera project	SB Operations	13,257.44
					<u>13,257.44</u>
Total					\$ 602,159.75



**NOAA Fund
June 2020**

Date	Num	Name	Memo	Amount
06/30/2020	13702	Port of Newport		
06/29/2020	OCB Transfer		OCB Account Transfer to FIB	63,000.00
				<u>63,000.00</u>
06/05/2020	15011	Amazon Capital Services		
05/19/2020	169M-R7P4-9146		Lubricant spray	27.22
			Air filters	1,130.00
05/29/2020	14QG-Q697-349F		Silicone lubricant	32.12
				<u>1,189.34</u>
06/05/2020	15012	IconiPro Security & Alarms		
06/01/2020	32378		Quarterly fire alarm monitoring service	85.17
				<u>85.17</u>
06/05/2020	15013	Pacific Habitat Services		
05/25/2020	1-4549-73		Eelgrass monitoring - report preparation	296.75
				<u>296.75</u>
06/05/2020	15014	Pioneer Connect		
06/01/2020	June 2020		Telephone	239.10
				<u>239.10</u>
06/05/2020	15015	Solmar Hydro		
05/01/2020	PON_1_20_V2		Hydrographic survey for NOAA pier	4,000.00
				<u>4,000.00</u>
06/12/2020	15016	Bergerson Construction		
05/28/2020	220.505		Installation of camel system backer pipes	20,000.00
				<u>20,000.00</u>
06/12/2020	15017	Lincoln County Public Works		
06/01/2020	6085		Gas for truck	7.67
			Car wash	1.00
				<u>8.67</u>



**NOAA Fund
June 2020**

Date	Num	Name	Memo	Amount
06/12/2020	15018	Newport Rental Service		
05/30/2020	113168		Scissor lift rental for overhead door and HVAC service	167.20
				<u>167.20</u>
06/12/2020	15019	Northwest Fire Suppression		
05/21/2020	28899		Semi-annual FM-200 suppression system inspection	1,479.00
				<u>1,479.00</u>
06/12/2020	15020	Special Districts Insurance Services		
06/01/2020	Jul Health-Dental-Lf		Monthly health-dental-life insurance	874.46
				<u>874.46</u>
06/12/2020	15021	Thompsons Sanitary Service		
05/31/2020	22644 05-2020		May service	410.20
				<u>410.20</u>
06/30/2020	15022	Amazon Capital Services		
06/18/2020	1WDN-LC1V-1KPV		Document box and high noise danger sign	72.45
06/18/2020	17C9-KWLH-QNJP		Electrical and automatic equipment danger signs	23.70
				<u>96.15</u>
06/30/2020	15023	ASCO Power Services		
06/23/2020	1491298		Annual maint and service inspection	1,428.84
				<u>1,428.84</u>
06/30/2020	15024	Pacific Habitat Services		
06/23/2020	1-4549-74		Eelgrass monitoring - monitoring reports	187.00
				<u>187.00</u>
06/30/2020	15025	Verizon Wireless		
06/12/2020	9856524040		Phone charges and Mifi	63.95
				<u>63.95</u>
			Total	<u>\$ 93,525.83</u>

STAFF REPORT

DATE: *July 21, 2020*
RE: *Procurement Authority*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

Under the FISCAL MANAGEMENT POLICIES, the General Manager is currently only authorized to spend \$6,500; even if the purchase is reasonable, necessary for the operations of the port and within the current year's budget.

Here is what our current policy says:

“PROCUREMENT.

- (a) **Authority.** The Port Commission shall authorize all purchases necessary for the operation of the Port as included in the annual operating budget. The General Manager may enter into a contract or agreement to purchase goods and services, and may enter into an intergovernmental agreement provided the contract has received proper approval and is a budgeted item.
- (b) **Purchasing Approvals.** Program managers, as designated by the General Manager, may approve purchases that meet the following definitions:
 - i. The purchase is within the budgetary restrictions as outlined in a grant/contract or the annual Port operating budget.
 - ii. The purchase is necessary for the execution of the grant/contract or department operation.
 - iii. The purchase is reasonable, allocable and allowable to the grants/contract or indirectly to the Port, as per federal guidelines and/or terms of the agreement.
 - iv. The purchase represents a best value option to the Port, as determined through general market inquiries or a formal bidding process, as deemed necessary, and according to policy.
 - v. The appropriate Commission action has been taken.
 - vi. The purchase may not exceed \$500 for Department Managers, \$2,500 for Directors and may not exceed \$6,500 for the General Manager.

All purchases that do not meet the above definitions must be approved by the Port Commission, and in accordance with Local Contract Review Board Rules as adopted by the Commission.”

We have been adding more and more items to the consent calendar and at times delaying projects due to the requirements.

After consulting with similar Ports (Columbia County, Astoria and Coos Bay), we learned that their director's authorities were at \$10K, \$25K and \$125K), sequentially.

RECOMMENDATION

I recommend A MOTION TO INCREASE THE GENERAL MANAGER PROCUREMENT AUTHORITY UNDER ITEM vi of PURCHASING APPROVALS TO \$10,000. ALL OTHER REQUIREMENTS SHALL REMAIN THE SAME.

STAFF REPORT

DATE: 28-July-2020
RE: Managed Service Provider
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

The Port of Newport uses a Managed Services Provider (National Business Solutions) to provide a variety of IT services to the Port of Newport. These services include, but are not limited to: updating the servers, monitoring server performance, providing email services, troubleshoot the Server desktop computers remotely and onsite, manage network and network performance as well as overall Infrastructure, purchase IT hardware and certain software.

DETAIL

The current agreement was signed on July 1, 2016, in line with our 5 year review of agreements, the Port issued a competitive Request for Proposal (RFP) for a Managed Services Provider (MSP) on May 27, 2020. At that time, we reached out to local and regional vendors via email letting them know the RFP was available, requesting their response. The Port received five (5) responses from potential service providers.

Prior to submitting a proposal, potential respondents had the opportunity to ask questions and on June 16, 2020 were given the opportunity to view the Ports IT configuration and all sites that may have any IT needs (Main Office, Commercial Operations Center, International Terminal, RV Park Office, and Recreational marina Operations Center). The Port desires a relationship with a MSP that has multiple staff available at all times to respond to the needs of the Port, and one that is responsive to the needs and acts as a CIO (Chief Information Officer) when needed.

Those that responded were:

- Hyak
- National Business Solutions (current service provider)
- Oregon Coast Technologies
- Pacific Office Automation
- Step-UP IT Services

The respondents RFP's were evaluated based on the following criteria:

- **Proven Experience, Certifications, expertise and references (100 pts – 20%)**
- **Service Level and Response Time (100 pts – 20%)**
- **Industry Experience (50 pts - 10%)**
- **Pricing (200 pts – 40%)**
- **Management (change control, Monitoring, documentation) (50 pts - 10%)**

The Director of Operations, the Director of Finance and the General Manager evaluated each of the responses independently. The scores were then tallied and rolled up; 1,500 points were available. Hyak was the higher scorer with 1,295 points.

Hyak's knowledge of coastal communities, and experience with other Port systems gave them an edge. As the overall contract value is in excess of the signature authority of the General Manager.

RECOMMENDATION and MOTION

I RECOMMEND A MOTION TO AUTHORIZE THE GENERAL MANAGER OR DESIGNEE TO POST AN INTENT TO AWARD, AND THE GENERAL MANAGER OR DESIGNEE TO SIGN A CONTRACT FOR MANAGED SERVICES WITH HYAK NOT TO EXCEED A ONE TIME FEE OF \$14,485 AND RECURRING MONTHLY COSTS OF \$4,981.



Managed Services with Voice

Managed Services Agreement

Created by:

Robbie Wright at Hyak

Prepared for:

Mark Brown at Port of Newport

Introduction Video

The Hyak Executive Team

Robbie Wright | CEO

Neil Ecker | COO

About Hyak

Project Summary

Strategic Vision

Making It Happen

Consolidation of Services and Vendors

Managed Services

Secure First Cloud Services & Migration to Microsoft 365

Microsoft Teams

Microsoft 365 Business Voice

Managed IP Video System

Managed Network Services

What devices are managed?

Redundant Internet

Network monitoring, testing & configuration

Technical Support

Hyak Managed Help Desk

Hardware Requisition

Ticketing System - Receiving Support

Remote Monitoring & Management (RMM)

Microsoft Endpoint Manager/Intune

Ninja RMM

Hyak's RMM Service

RMM Features

Pricing

One-time Charges

Recurring Monthly Charges

Who, What, When, Where, Why & How aka Legal

The Who

The What

The When

The Where

The Why

The How

Billing

Force Majeure

Indemnification

Service Level Agreements

Hyak Products and Services

Definitions

Third Party Service Level Agreements

Signature Page

Introduction Video



The Hyak Executive Team

Robbie Wright | CEO

Robbie's primary job is removing friction from our clients' lives and our employees' duties. His passion revolves around the intersection of financial and regulated industries, telecommunications, and information security. He has his CISSP and wishes he was nerdy enough for an OSCP.



Neil Ecker | COO

Neil oversees day to day operations for Hyak and has more variety in his job than a ringmaster at a circus. Our fiber/outside plant team reports to him, in addition to our service technicians and office staff. Neil meddles with home automation, great dane puppies, curses printers and is a soon-to-be Microsoft 365 Security Expert.



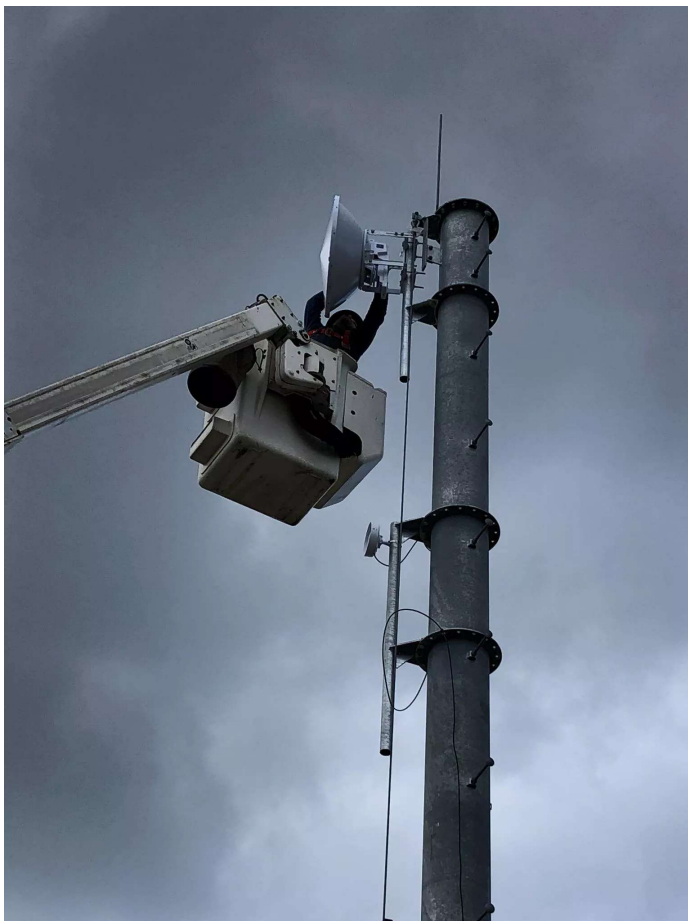
About Hyak



Like kayak, with an "h". Formed by the merger of Siuslaw Broadband and Full Spectrum Computers in 2017, Hyak is the leading technology services provider on the central Oregon coast since 2010. Based in Florence, Hyak serves clients nationwide with information security services around Office 365, Azure, and security-first modern workplace initiatives.

Locally in Florence, they were an early adopter of gigabit-to-the-home fiber networks and are currently constructing more fiber in their home town. In 2019, they won the Stu Johnson Business of the Year award and were voted best Internet Service Provider by the readers of the Siuslaw News. Hyak is also the only ISP to have ever won the Excellence in Customer Service Award from the Florence Area Chamber of Commerce. We continue to be involved in the community and volunteers on several boards, including the Chamber of Commerce, Economic Development, and Habitat for Humanity.

With a broad range of skillsets, Hyak's 8 employees cover a range of IT services primarily with Microsoft 365 offerings, information security, and advanced networking.



Project Summary

Located in Newport, Oregon, the Port of Newport employs roughly 24 employees spread across both sides of Yaquina Bay. Currently, the Port of Newport is searching for a new managed service and voice-over-IP provider to meet the unique needs of a diverse staff, in multiple buildings with a large campus.

Hyak's multi-year history with the Port of Newport has put both companies in a unique spot to grow their relationship together with knowledgeable partners. While historically the Port has used Hyak for some smaller networking, wireless, and camera projects, Hyak's skillset in other areas can dramatically help the Port increase its technical capabilities, lower operating costs, provide a higher level of business continuity, and a much stronger information security stance.

Strategic Vision

Hyak helps numerous entities migrate to a "modern workplace", one in which staff are no longer tied to specific physical locations, are able to perform their duties on the go, all while maintaining industry-leading security. To this end, Hyak will be transition the Port of Newport into a full cloud environment, powered by Microsoft 365.

The Port already uses numerous cloud providers for critical services, such as Hercules for reservations and Hippo CMMS. As many of these services are already hosted in the cloud, Hyak's proposal to move email, phones, and messaging into a fully hosted unified communications platform in the cloud fits perfectly into the Port's existing software acquisition strategy.

Pacific Northwest coastal communities have numerous challenges, most recently with Covid19 and more long term with a Cascadia subduction zone event. By securely migrating services to the cloud, Hyak will enable better technology resiliency for the Port in the event of a disaster. Removing the anchor of on-premise hardware that needs continual replacement and maintenance and requirements of remote access to on-premise software, can free up staff's time to better service the Port's customers.

In addition to resiliency initiatives, Hyak will seek to mature the Port's existing compliance policies and procedures. This would include proper email and communication journaling to meet regulatory requirements of public special districts, security measures such as email encryption and multi-factor authentication, and proper data loss prevention toolsets.

Making It Happen

Moving all critical services into the cloud does not happen overnight and not without an appropriate level of planning and preparation. At a high level, the project for the Port of Newport would consist of a few steps:

- Detailed assessment of current IT infrastructure
- Needs assessment of staff and workflows
- Development of detailed project plan
- IAM (Identity and Access Management) Setup in Azure AD and Microsoft 365
- Staff training in Outlook, Teams, and OneDrive
- Migration of Email to Office 365
- Migration of QuickBooks Enterprise to Intuit-hosted version
- Phone Migration to Microsoft Teams
- Transition to Support
- Strategic Planning

Consolidation of Services and Vendors

In secure-first cloud projects managed by Hyak, we generally see numerous vendors and software partners that get consolidated, ultimately saving soft dollars in vendor management and staff time and hard dollars in licensing costs and capital expenditures.

In our proposal to the Port, we expect the following items to be consolidated into the Hyak/Microsoft environment:

Item Removed	Functionality Replaced With
On-premise phone hardware/software/licensing	Microsoft Teams - Hosted Unified Communications
On-premise server(s) and backups	Intuit-hosted QuickBooks Enterprise and OneDrive
Multiple Phone Bills	Significant cost savings, replaced with one vendor
Analog Fax Solution	Send and receive faxes via email
Third-party hosted email	Microsoft 365 hosted email
Outdated Office licensing/Capital Expense	Reliable operating expense and up-to-date software
Reliance on single ISP	Addition of backup-ISP, managed by Hyak
Multi-vendor solutions for IT infrastructure	One throat to choke

Managed Services

Secure First Cloud Services & Migration to Microsoft 365

The Port of Newport has several different types of job roles in the organization, from maintenance techs, to harbor masters, to financial professionals. Even with a diverse group of employees, the Port employs numerous pieces of technology that all must work together to ensure work gets done in a timely manner and a safe and secure fashion. Hyak will utilize the latest in the Microsoft 365 environment to deliver these services to the Port.

With a cloud-first approach, the Port is no longer reliant on on-premise hardware. Specifically for the Port, the on-premise server would not be replaced in this coming fiscal year. Currently the only real piece of software left running on it is QuickBooks Enterprise and some network file shares. Hyak would move all of the files shares into OneDrive, making the files available to employees securely on numerous devices. QuickBooks would be migrated to [Intuit's hosted version of QBE](#) and represent both a total cost-of-ownership savings to the Port as well as increasing resiliency and availability.

Telephone service would be migrated to Microsoft for delivery through Microsoft Teams. Using traditional desk phones or headsets, users can communicate easily to as they would with any normal phone system or use more advanced functionality for integrated web conferencing, messaging, and screen sharing.

Existing Hyak services for network management and IP video management would be combined into this project, providing one monthly bill and consolidated support options.

Customer Testimonial



Chris Saltmarsh | VP of IT | ~130 Users

"Neil and his team were a huge help assisting us with our Microsoft Teams and getting the most out of our Office 365 environment. They were very knowledgeable, responsive and a pleasure to work with."

Products/Services Delivered

Azure AD Security Configuration
Teams Phone System

Microsoft Teams

The hub for teamwork in Microsoft 365

Invite everyone you work with to chat, meet, call, and collaborate all in one place, no matter where you are.

Microsoft Teams is the all in one unified communication platform your business needs. Have the ability to reach anyone at any time on any device. Schedule meetings, chat, call and collaborate on work from anywhere.



Meet from anywhere

Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they're in.



Chat from anywhere

Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.



Call from anywhere

Never yell “who just joined?!” ever again. Use Teams calling, Phone System, Calling Plan, or Direct Routing to take the stress out of conference calls.

Collaborate from anywhere

Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time.

Microsoft 365 Business Voice

Microsoft continues to mature the 365 environment rapidly, enabling organizations of 1 to organizations of more than 100,000 to securely access company resources and collaborate from any location with their peers. Utilizing Microsoft Teams, organizations can have a fully integrated and unified communications platform, enabling staffing to discuss projects on the phone, via instant message, in a group meeting or through joint file editing. With Business Voice from Microsoft, your phone system lives in the Microsoft cloud utilizing software your staff is already familiar with.

Business Voice for Teams runs on your computer, laptop, smart phone, or physical desk phones and has all of the team functions as a traditional phone system, but with many more benefits. In addition to Business Voice, Audio Conferencing enables global conference calls, replacing free conference bridges, Zoom, GoToMeeting, etc, once again, completely integrated into the Teams application.

Most organizations move to Business Voice for Teams to unify the employees access to work, a term Microsoft has dubbed the "Modern Workplace". Aside from helping to enable digital transformations, generally Business Voice represents a cost savings versus current phones systems and per-minute billing from traditional phone companies.

What's included



Enterprise-grade phone system

Reliable and secure calling delivered from Microsoft's trusted cloud.



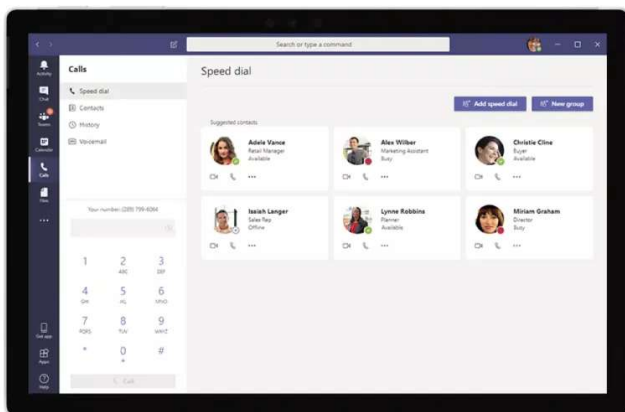
Built-in audio conferencing

Add flexibility to your meetings with a dial-in number, integrated into every online meeting.



Calling plan

Get new phone numbers or migrate existing ones. Make and receive PSTN calls to any number.



Calling, chat, and meetings in a single app

Simplify your communications by unifying calling with chat and meetings in Microsoft Teams. Your contacts and calendar are connected across Teams and Outlook. And take collaboration to the next level by using Word, Excel, and PowerPoint within calls and meetings.

Microsoft 365 Business Voice includes:

- Cloud-based phone system with advanced features including call transfer, multi-level auto attendants, and call queues.
- Includes a domestic calling plan with 3,000 minutes per user, per month within the US and Canada.
- Dial-in audio conferencing for up to 250 people per meeting.
- Call from anywhere, on any device through the Microsoft Teams app on desktop, mobile, web, and desk phones.



No need for standalone third-party add-ons to improve collaboration.

Can your company work in real time on files anywhere from any device? Microsoft 365 offers always-up-to-date productivity apps that you've used for years combined with a hub for teamwork that helps your company stay productive on the go. With our comprehensive solution, teams can view, edit, and share files on Windows phones, iPhones, and Android phones, as well as PCs and tablets from Windows or macOS. Give workers access to greater collaboration features like Microsoft Teams, an interactive cloud platform with chat, video meetings, and file storage that integrates with trusted and familiar apps like Word, Excel, PowerPoint, and Outlook.

Learn more about the collaborative benefits of Microsoft 365.



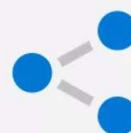
One comprehensive solution—not ten.

Your company doesn't need to buy additional add-on solutions to improve business processes. All you need is one productivity solution with fully integrated teamwork and world-class security for a low cost.



Applications you already know and trust.

Microsoft 365 includes the same productivity apps you've used for years. But with this business-class solution, you can now unlock all the benefits of the cloud that let your organization stay connected from anywhere.



Improve collaboration with no security risk.

Give your company the flexibility and choice in how they connect, share, and communicate without worrying about data breaches. Effectively secure and manage your company's devices with built-in protection.

Customer Testimonial

THE FINANCIAL BRAND

Jeffry Pilcher | Founder, CEO
The Financial Brand | ~10 Users

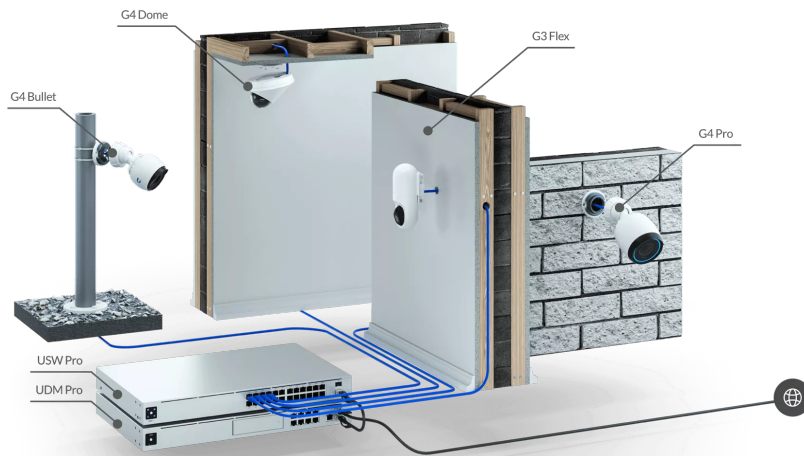
Products

Microsoft 365 | Hosting | Managed Services

"Hyak helps keep my online and event business model running on all cylinders with numerous remote staff around the country. They take care of the IT needs of my group so I can focus on growing my business and better serving my customers."

Managed IP Video System

Today's network video systems are feature rich, plug right into the network, and allow you to get running quickly. However maintaining, managing, and ensuring all the equipment is configured optimally can be a significant undertaking. Hyak Managed IP video services make sure the settings for each device are optimal, security updates applied, and best practices are followed.



Features

- Night vision optimization
- Motion detection configuration
- Motion zone setup
- Bitrate/FPS settings
- Notification Configuration
- User management
- System updates
- Device security patching
- Change requests
- more

Managed Network Services

Some people think a network is just a closet with blinking lights that make the computers work. Others have been neck deep in troubleshooting them and know the challenges that can arise from management challenges, hardware deficiencies or failures.



Hyak Managed Network Services takes over the role of network engineer for our customers. We recommend best practices, we help configure firewalls, and ensure switches are appropriately configured. A commonly overlooked aspect of information security is the backup of a known, good config and proper patching of network devices, which are commonly overlooked. While each hardware manufacturer has a slightly different solution set, we ensure they are configured with a balance of industry best practices and end user performance.

What devices are managed?

Networks services generally entails management of layer 2 and layer 3 devices and commonly includes:

- Switches
- Routers
- Firewalls
- Wireless access point

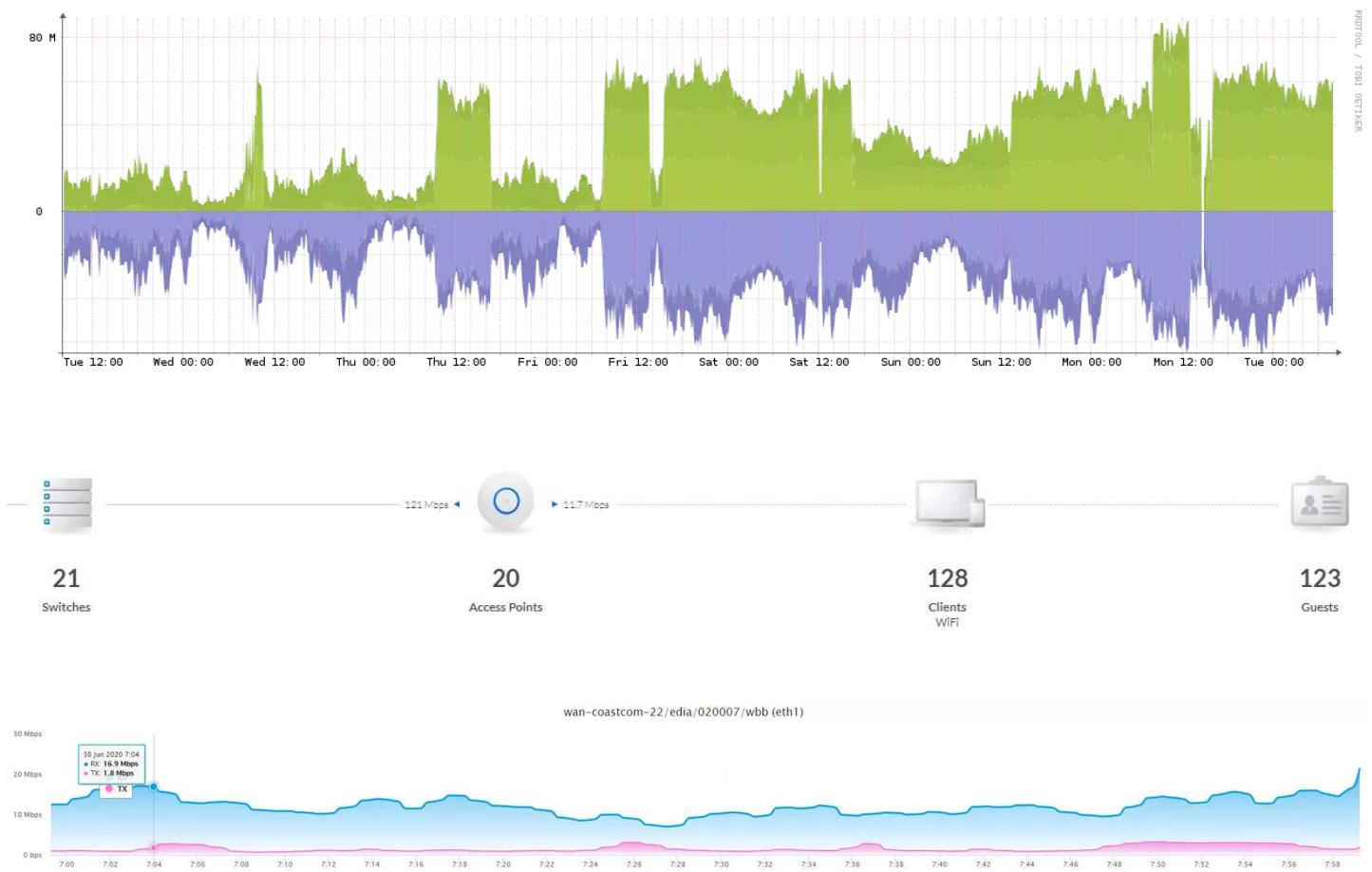
Redundant Internet

Hyak will order, provision, and manage a secondary internet connection for the Port of Newport to ensure connectivity at all times. This connection is independent of the primary Wave Broadband/CoastCom fiber internet connectivity and is designed for failover purposes as well as out-of-band access. Should the Wave fiber internet connection drop, network traffic will attempt to fail over to the Spectrum connection, ensure employees are able to perform and guests are able to access the internet.

Network monitoring, testing & configuration

- VLAN configuration
- Network utilization monitoring
- Network capacity monitoring
- QoS configuration
- Network segregation
- Firewall / DDOS attack monitoring
- Configuration Backup

Hyak uses numerous tools to monitor and alert on our infrastructure as well as our clients'. This tracking is critical to supporting our clients' infrastructure and alerts us to over-utilization, performance issues, and ultimately increases the level of support our clients receive.



Technical Support

Hyak Managed Help Desk

Sometimes, handling your users' numerous requests for technical support can get overwhelming. Why doesn't this printer work? How do I get my work email on my phone? All of these questions can lead to distractions in your day to day operations, slowing down your ability to deliver on your strategic projects. Hyak's help desk is designed to relive this issue for you. Rather than calling an internal resource for support, your staff calls, emails, or DM's Hyak's support staff.



Common Help Desk Requests

- Email Configurations
- Printer assistance
- Software usage questions
- Device issues
- WiFi questions/issues
- New device acquisition
- Security configuration issues
- Connectivity issue
- Phone system issue
- Software updates
- System Settings
- Missing Files
- Network support
- User account changes

Hardware Requisition

Hyak knows hardware and where to find it. Upon your request for a piece of hardware, whether its a computer, phone, or switch, Hyak will recommend the correct item for the job, create a PO, requisition the item, configure and bill saving the Port of Newport time and money.



Ticketing System - Receiving Support

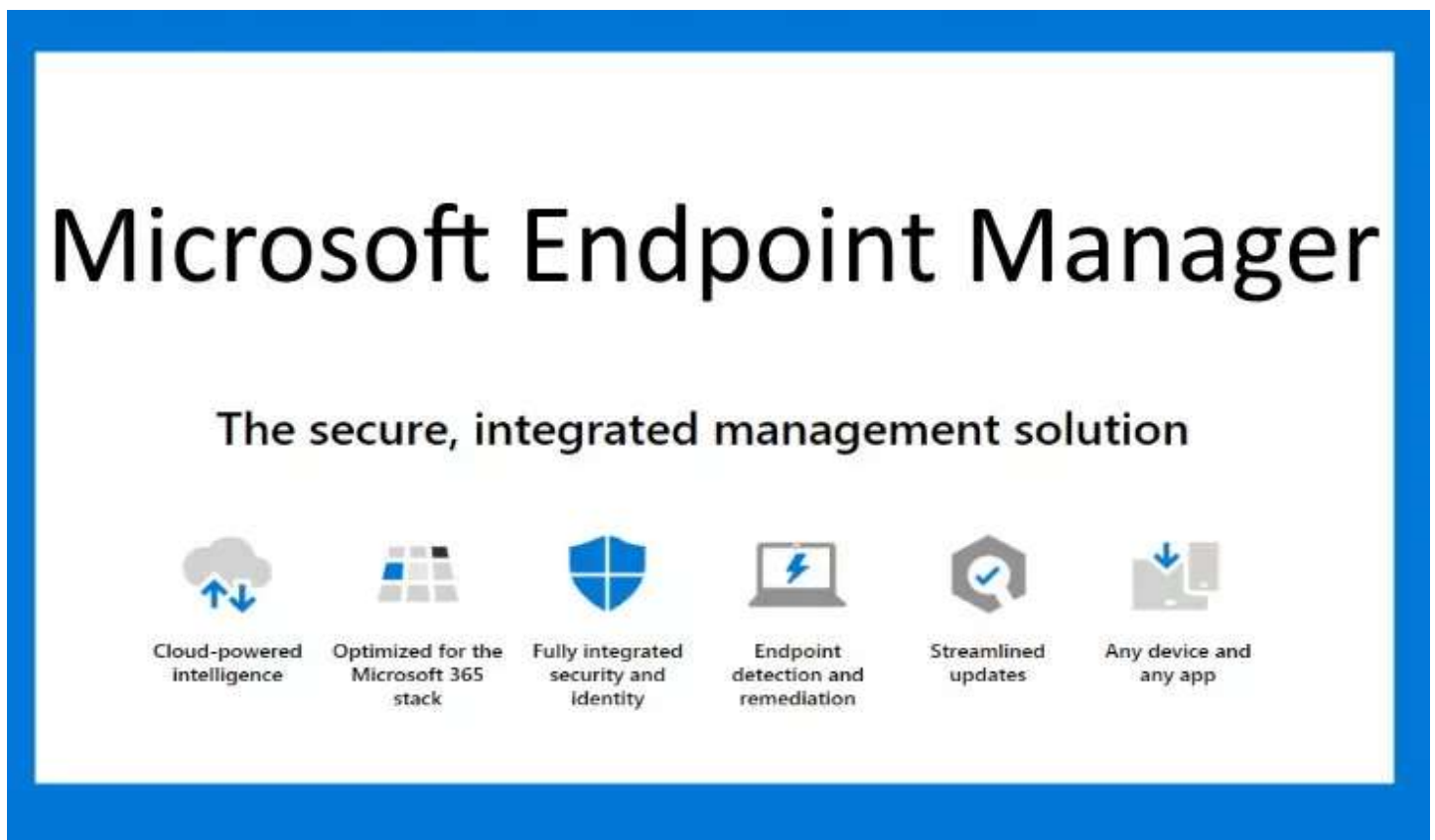
Remote Monitoring & Management (RMM)

RMM is the documented process of managing endpoints within an organization's network. Generally speaking, RMM encompasses desktops, servers, network devices, and mobile devices such as iPad's, iPhone's, and Android devices.

Hyak commonly uses numerous Microsoft 365 toolsets to deliver our vision of a secure-first, modern workplace. A combination of tools are used to deliver our services, depending on the level of service being provided. For most customers, this includes Microsoft Intune (recently renamed to Endpoint Manager) and Ninja RMM.

Microsoft Endpoint Manager/Intune






Endpoint Manager performs numerous critical functions, including IAM (identity and access management) through conditional access policies, device management through compliance policies (think minimum versions of Android OS or requiring BitLocker drive encryption on Windows 10 devices), and Windows and application updating.



The banner features a blue border and contains the following text and icons:

Microsoft Endpoint Manager

The secure, integrated management solution

-  Cloud-powered intelligence
-  Optimized for the Microsoft 365 stack
-  Fully integrated security and identity
-  Endpoint detection and remediation
-  Streamlined updates
-  Any device and any app

Ninja RMM



Ninja RMM performs many critical services for Hyak and our customers, including:

- Health Status
- Uptime Monitoring
- Device hardware Status
- Tools for remote service management
- Automated self-healing of processes
- Patch Management
- Reporting
- Inventory

Hyak's RMM Service

Hyak uses these tools, and others, to deliver a managed desktop experience commonly provided when we also provide Tier 1 help desk services. When clients call in for support, our help desk is able to remotely diagnose most issues. Many issues, either on desktops with end users, or on servers or networking devices are commonly alerted and resolved before our clients are aware of an issue.

Our RMM service enables us to provide expedited service to our customers when there are issues. It also enables us to maintain appropriate configurations, managing patching in a timely manner, and troubleshoot issues without client involvement in many circumstances.

RMM Features

Workstation & Server Monitoring

- Monitor & Alerting
 - Running processes
 - Memory Utilization
 - CPU Utilization
 - Software Inventory
 - Network Utilization
- Patch Management
- Managed Antivirus protection

Cloud Monitoring

- Ping Latency and Availability
- Port Compliance on inbound ports
- DNS Resolution & response times
- HTTP get/post requests

Network Monitoring

- Real-time polling and monitoring
- Hardware performance data

- Asset Management
- Event Logging
- Software updates
- Remote support

- SNMP v1, v2, v3 support
- Netflow traffic data
- WAN gateway uptime

The screenshot displays the Ninja RMM dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Search, Configuration, and Recent. The main content area is titled 'Sales Demo' and includes a search bar, tabs for Overview, Location (3), Software, and OS Patches, and 'Edit' and 'Delete' buttons. A table lists 19 devices, including NMS Switch, RAID Server, WIN-MJ2RSJV1VNV, #Schmaudinis Zauberschloss, WIN10PRO_01, Yorks Playground, 192.168.0.1, and Admins-Mac-mini-A.local. A central panel shows software update details for '7-zip File Archiver 19.00 for Windows' and 'Update for Microsoft Silverlight (KB4481252)', both with a 'RECOMMENDED' impact. Below this, a table shows update attempts for MS16-136 Security Update for SQL Server 2012 Service Pack 2 GDR (KB3194719) and SQL Server 2012 Service Pack 4 (KB4018079), with columns for status (Active, Quarantined, Failed, Pending) and counts. On the right, a 'Devices Running Actions' section features a donut chart with a legend for Action, Antivirus, OS Patch Management, TeamViewer, and Software Patch Management. Below the chart is a 'System Events for the Last Month' section listing various device registration and update events.

Pricing

One-time Charges

	Price	QTY	Subtotal
Labor			
Microsoft 365 AAD Configuration Azure AD is the central of IAM for the Microsoft 365 and Azure world. Configuration of AAD is critical for security of the 365 tenant. Configuration will include Intune/Endpoint Management, Conditional Access policies, Devices Compliance policies, and self-service password reset with MFA.	\$65.00	24	\$1,560.00
Microsoft 365 Migration Service Hyak will provide migration from the previous email host, such as GSuite or on-premise Exchange, into Microsoft 365. This includes mailbox synchronization and file migration into SharePoint/OneDrive. Also included in Microsoft Teams configuration to support the file migration.	\$79.00	24	\$1,896.00
Microsoft 365 Office ATP Setup and configure Office ATP for Safe Link, attachment scanning, and other features.	\$25.00	24	\$600.00

	Price	QTY	Subtotal
Microsoft 365 Teams Business Voice Configuration Looking to replace your existing outdated phone system or move to a completely integrated system? Look no further than Teams Business Voice. Hyak will port your existing phone numbers into Microsoft and configure Teams call queues and auto-attendants to support your business.	\$135.00	24	\$3,240.00
Microsoft 365 Teams Configuration Looking to consolidate multiple tools into one unified communications platform? Microsoft Teams is the hub of your modern workplace. Hyak will setup and configure the Microsoft Teams environment around existing client working groups, creating specific Teams and Channels to support internal and external communication with our client's tenant.	\$35.00	24	\$840.00
Microsoft 365 Training for Staff 1 Day of Training for Staff in North Beach 1 Day for Training of Staff in South Beach	\$1,000.00	2	\$2,000.00
			\$10,136.00
Hardware			
Yealink T55A Teams-enabled VOIP Desk Phone	\$225.00	12	\$2,700.00
Yealink T58A Teams-enabled VOIP Executive Desk Phone	\$275.00	4	\$1,100.00

	Price	QTY	Subtotal
Yealink CP960 Enterprise-grade conference phone	\$549.00	1	\$549.00
			\$4,349.00

Subtotal	\$14,485.00
Discount	\$0.00
Tax	\$0.00
Total	\$14,485.00

Recurring Monthly Charges

Name	Price	QTY	Subtotal
<p>Microsoft 365 Business Premium Includes products such as Exchange Online for email, OneDrive and SharePoint for document storage, locally-installed Office software such as Word and Excel, Microsoft Teams, and many other services. Priced per user.</p>	\$20.00	24	\$480.00
<p>Microsoft 365 Business Voice Microsoft 365 Business Voice is a modern cloud-based telephony solution in Microsoft Teams. Together they deliver an all-in-one communication solution bringing together calling, chat, and meetings into a single application. Priced per user. International calling options available for an additional fee.</p>	\$20.00	24	\$480.00
<p>OpenDNS Web Filtering Per Wireless Access Point</p> <p>*Existing Hyak service that will be consolidated from annual billing into this agreement. Increase includes new equipment recently installed.</p>	\$15.00	20	\$300.00
<p>Help Desk Tier 1 Hyak's Tier 1 help desk enables organizations to focus on the services they can be best in the world at while leaning on Hyak to support their end users for IT assistance. Priced per user.</p>	\$50.00	24	\$1,200.00

Name	Price	QTY	Subtotal
Managed Network Services Infrastructure management of network devices, which includes routers, firewalls, switches, wireless access points, etc. If it has a mac address and IP address and is not a computer or server, let Hyak handle it. Priced per device. *Existing Hyak service that will be consolidated from annual billing into this agreement. Increase includes new equipment recently installed.	\$18.00	41	\$738.00
Remote Monitoring & Management - Desktops Priced per device	\$20.00	20	\$400.00
Journaling for Microsoft 365	\$16.00	24	\$384.00
Microsoft 365 Backup Hyak's backup service for Microsoft 365 backs up all of your data inside of Exchange, Teams, OneDrive, and SharePoint.	\$6.00	24	\$144.00
Managed IP Video Management of IP Video System, priced per camera. . *Existing Hyak service that will be consolidated from annual billing into this agreement. Increase includes new equipment recently installed.	\$10.00	58	\$580.00
E-Fax Service Digital fax platform	\$20.00	5	\$100.00

Name	Price	QTY	Subtotal
DMARC Monitoring Domain-based Message Authentication, Reporting and Conformance (DMARC) is protocol for email authentication that helps an organization to prevent cyber criminals from illegitimately using its domain name to initiate email spoofing or impersonation attacks.	\$50.00	1	\$50.00
Charter Spectrum Cable Internet Connection Business class coax internet circuit for redundant, high-availability backup internet connectivity	\$125.00	1	\$125.00
			\$4,981.00

Subtotal	\$4,981.00
Discount	\$0.00
Tax	\$0.00
Total	\$4,981.00

Who, What, When, Where, Why & How aka Legal

Master Service Agreement

The Who

This agreement is entered into on August 1st, 2020 between Hyak and the Port of Newport.

At Hyak, the primary point of contact for account related inquiries is Robbie Wright who's email address is robbie@hyak.co. All support requests should be emailed to help@hyak.co or a call placed to the office at 541-902-5101.

The primary point of contact at Port of Newport for Hyak for service or project related issues for this MSA is Mark Brown. The authorized signed for Port of Newport is Paula Miranda.

The What

Port of Newport and Hyak will be working together on Managed Services with Voice as detailed in the project summary.

The When

This agreement is considered executed and in effect on August 1st, 2020. The contract term for services is 36 months, beginning on August 1st, 2020.

The Where

Hyak is located at 3115 Kingwood St, Florence, OR 97439.

Port of Newport is located at 600 SE Bay Blvd, Newport, OR 97365.

Port of Newport agrees to allow Hyak adequate and timely access to facilities in order to deliver services. Services may be delivered on-site or remotely depending on the nature of the service.

The Why

As detailed in the project summary and RFP documents.

The How

Hyak uses a combination of technology to deliver services to our customers. Work will primarily be accomplished remotely when possible. Should travel be required outside of a signed scope of work or this MSA, it will be passed through to Port of Newport at cost plus 10%.

Billing

Port of Newport agrees to pay all charges associated with the service, including, but not limited to, installation charges, monthly service charges, equipment charges, and any applicable local, state, or federal taxes.

How We Bill

Unless you are subject to a minimum term agreement, Hyak's services are rendered on a month-to-month basis. In general, you will be billed monthly for recurring service and/or equipment charges, and any other fees. Your first bill will include any prorated charges from your first month of service in addition to the following month of service. Payment is due 14 days after the invoice date.

Some customers may elect to have their payments automatically charged to their credit or debit card. Setup of auto-pay may be accomplished over the phone or by accepting the auto-pay terms in the online control panel. Auto-pay customers will have their account debited 10 days before the due date of the invoice.

Alternative Billing Arrangements

On occasion, Hyak, at its sole discretion, may elect an alternative method of collecting payments. Any such alternative billing method will be detailed in an additional exhibit to this Master Service Agreement.

Late Fees and Interest

You may be billed charges or fees in relation to late payments or non-payments if for any reason Hyak does not receive payment by the payment due date detailed on the invoice or less than the full amount due is paid.

Account/Services Suspension

If no payment is made to the account within 30 days after the due date, all services will be suspended. Fees and other charges may apply to have the service reinstated. You give Hyak the right to attempt any and all collections efforts to recoup outstanding balances.

Termination for Non-Payment

If no payment is made to the account within 45 days after the due date, all services will be terminated. Any equipment not expressly sold to you is considered the property of Hyak and as such, must be returned. Failure to comply will result in additional fees and charges.

Collection Expense

On occasion, Hyak may elect to use a collection agency or attorney to collect money owed. The fees may include attorney's fees, collection agency fees, and court costs and you agree to pay the reasonable costs of collection.

Credit Inquiries

You authorize Hyak, at its sole discretion, to make inquiries and receive information about your credit experience from others, to submit information to credit bureaus, and to disclose this information to appropriate third parties for reasonable business purposes.

Refund Policy

Hyak bills in advance of the month of use for the service. Unless you are subject to a minimum term agreement, you may cancel your account at any time. Your service will terminate the month of your request and no further monthly invoices will be sent. We do not pro-rate the final month of service.

Force Majeure

Notwithstanding the above, either party may choose to be excused of any further performance obligations in the event of a disastrous occurrence outside the control of either party, such as, but not limited to:

- A natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms or infestation); or
- War, Invasion, Act of Foreign Enemies, Embargo, or other Hostility (whether declared or not); or
- Any hazardous situation created outside the control of either party such as a riot, disorder, nuclear leak or explosion, or act or threat of terrorism.

Indemnification

The Port of Newport will defend, indemnify and hold Hyak harmless from any and all claims, losses, liabilities, damages, expenses and costs (including attorneys' fees and court costs) arising from or relating to any claims regarding elements or materials provided by the Port of Newport and incorporated into this MSA.

Service Level Agreements

Hyak Products and Services

The service Level Agreements (SLAs) between Port of Newport and Hyak is set to ensure that response times for Hyak products and services are consistently met. Hyak's SLA agreement is designed with quarterly reviews to create an open forum for communication.

Below is a list of Hyak products and services and their corresponding SLA priority levels and response time.

Definitions

Low

A low severity issue is defined as a minor loss of system functionality or performance or an item that will need support in the future. Typical types of requests that fall into this category are questions around functionality of a piece of hardware or software, enhancement requests, documentation questions, or items not bound to a specific time frame. They generally have no impact on operations in a current time frame.

Medium

Support requests defined as a medium priority typically have some impact on operations but not one that is impact current business. Similar to low priority tickets, but generally time-bound. Common issues would be a low-toner warning on a printer, a hard drive nearing capacity on a laptop, or another item that might not be broken today, but when it breaks in the future would cause direct operational issues for a user.

High

Support requests submitted as high priority generally represent a situation in which a significant amount of operational ability is restricted impact a minority of users. Typical examples of this would situations in which one location was offline affecting a subset of users, printing was not functioning for the organization, or an imminent event will take place in the near future such as an emergency power cut to a building or a scheduled employee departure.

Urgent

Support requests of an urgent nature generally impact the entire business and affect the majority of employees. These situations commonly arise from an internet outage without redundancy in carriers, a hardware malfunction in a non-high-availability firewall configuration, or most other technology related events that affect all employees and their ability to perform their duties.

Service Type	Priority	Acknowledgment	Response Time/ Up Time	Estimated Resolution*
Help Desk Response Time	Low	5 Minutes	12 Hours	5 Business Days
	Medium	5 Minutes	8 Hours	3 Business Days
	High	5 Minutes	4 Hours	1 Business Day
	Urgent	5 Minutes	1 Hours	4 Hours
Internet	Residential	5 Minutes	Best Effort	
	Business Basic	5 Minutes	99%	
	Business Active Ethernet	5 Minutes	99.9%	
	Business Enterprise	5 Minutes	99.99%	
VoIP	Residential SIP	5 Minutes	Best Effort	
	Business Basic	5 Minutes	99%	

*Estimated resolution times can vary depending on the nature of the support issue. Support issues involving third party services such as an ISP, Microsoft, or another software vendor may be unable to meet the requirements for this estimated resolution time. While Hyak commits to meeting these SLA's for our products and services, we are not liable for third party or fourth party vendors and their support or hardware replacement policies.

Third Party Service Level Agreements

Hyak supports numerous 3rd party vendors and services. These vendors have their own service level agreements that Port of Newport and Hyak are subject to. While Hyak's SLA for support response is controllable there may be instances that technicians are waiting for 3rd party responses that are subject to that company's SLA for service.

Company	Link to SLA Agreements
Microsoft	https://www.microsoft.com/licensing/Download.aspx?DocumentId=17583
Spectrum	https://business.spectrum.com/terms
Webroot	https://www.webroot.com/us/en/legal/service-terms-and-conditions
TeamViewer	https://www.teamviewer.com/en-us/support/
Cisco Meraki	https://meraki.cisco.com/trust

Signature Page

Paula Miranda
on behalf of the Port of Newport

Robbie Wright
on behalf of Hyak

STAFF REPORT

DATE: *July 21, 2020*
RE: *ADMINISTRATIVE BUILDING - Architectural Schematic Design Phase 2*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

In 2014 the Port contracted with Capri Architecture and DH Goebel Architecture to design a new administration building for the Port. At the time the Port decided not to proceed with the construction of the building.

The Port has since budgeted \$2.4 million for the construction of the building for the year 2020/21, although we anticipate costs will not exceed \$1.5 million.

Due to safety issues, the original Port building was demolished several years ago. The Port at the time rented a trailer building to use as a temporary office building. After over 8 years, the temporary office hasn't appeared to be so temporary anymore. The original permit to house the temporary building was supposed to be for 2 years with a possible extension of another year. The City has renewed the permit several times and the current permit is again expired. The building is also starting to be in constant need of repairs.

Although it may seem to be tough times to engage in this type of building. It seems more necessary than ever. During these COVID-19 times in particular, the current building has presented itself to be quite inadequate for both employees and customers, especially in keeping self-distancing. It has also been a challenge to work without a proper meeting space, only one bathroom and no break room.

Although we have looked for existing buildings to buy or rent, we were unable to find anything suitable to the Port's needs due to location and costs.

I have run the numbers with the Finance Department and the Port is in good financial position to construct a building now. Although we would rather spend the funds for something more profitable to the Port and the community, it is also necessary for the Port to have a functional building in order to continue our operations. If we don't build it now costs will continue to rise and interest rates are at its lowest right now.

So, the Port has again engaged with Capri Architecture and DH Goebel Architecture to modify the original design for something more suitable to our today's needs. The original design wouldn't quite support today's existing staff and would definitely not provide for any additional growth.

RECOMMENDATION

In addition to a \$6,500 already approved by the General Manager, I recommend a motion to authorize the General Manager to contract with Capri Architecture and DH Goebel Architecture, and move forward with the proposal as presented not to exceed an additional \$13,000.

ADMINISTRATIVE BUILDING - Architectural Schematic Design Phase 2 Proposal

Dear Ms. Paula Miranda,

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

Our discussions with you, as well as the plans and images you provided have helped us establish a preliminary picture of your vision for this new building. The first step will be to develop a detailed building program. This will require further discussions with you and your staff to review your ideas. We plan to complete an extensive redesign of the conceptual design work that was completed in 2014. Per our discussions, the needs and requirements of the Port of Newport have changed since the previous design concept was completed and a revision is needed. We will then use the program to develop an initial design for your review, comment and approval. Once the initial design has been approved, additional discussions and reviews with you will be necessary to finalize the schematic design.

SCOPE OF PROJECT

The project will encompass the design of a new administrative building in Newport, Oregon. The intent is to develop a schematic design for your use in determining the overall aesthetics of the new building and for commissioner review and approval. The initial guidance you provided was very helpful and we will work diligently to ensure we meet the goals of your project. Our notes are as follows:

1. Revise the 2014 Design Concept
2. Add an Additional Private Office
3. Add Space for 2 Additional Cubicles
4. Need Graphics and Presentation Boards for Presentation to the Port of Newport Commissioners
5. Schematic Design will be further refined and defined in subsequent phases
6. Design should take advantage of Natural Light
7. Plan to Move Forward with Construction in 2020
8. Develop Preliminary Budget with Local Contractor

SCOPE OF SERVICES

The proposed architectural services will include all services to complete the schematic design for planning purposes. No other services, beyond those identified below, will be provided as a part of this schematic design phase.

TIME TABLE

The conceptual design would start with the approval of this proposal and be completed within 1-2 months.

ARCHITECTURAL SERVICES

The proposed architectural fee will be an hourly rate of \$125/hour with a guaranteed maximum price of \$13,000.00.

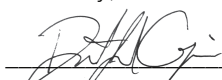
The deliverables included are as follows:

- Review Meetings
- Meetings with the City of Newport
- Floor Plans
- Promotional Renderings of Design
- Estimated Project Budget (Cost/SF)
- 3D Computer Model (SketchUp)
- Conceptual Site Plan
- Preliminary Building Program

Upon approval of this proposal, we request a non-refundable retainer of 10% of the fee, \$1,300.00, which will be credited to the final billing. Reimbursable items necessary to complete the project, such as printing fees, are billed on a direct reimbursement basis. Services of a geotechnical engineer, or any other additional consultants (services not identified above), are additional to the A/E fee and will be billed at a direct cost basis. The owner will be responsible for all project costs, including required permit fees. All graphic renderings and final photography of the project will be used as promotional material.

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

Sincerely,



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



Dietmar Goebel, AIA
Principal – DHGoebel, Architect

Accepted By:

Ms. Paula Miranda

A Collaborative Team of Architects Specializing in Oregon Coast Architecture

 capriarchitecture

Port of Newport Regular Commission Meeting
Meeting Room 1541.961.0503 info@capriarchitecture.com

July 28, 2020

 DHGoebel, Architect

541.270.2758 dietmar@dhgoebel.com

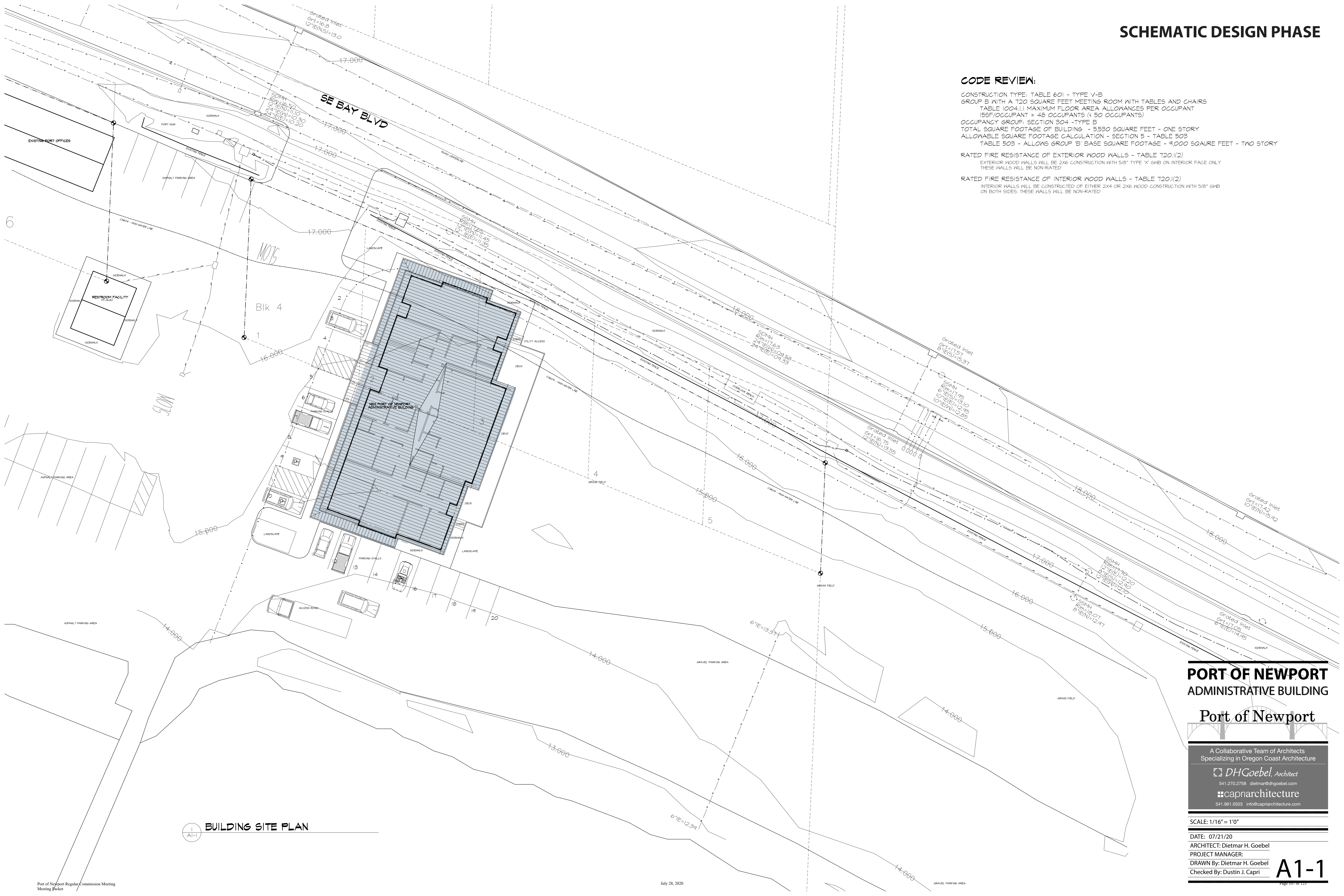
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CODE REVIEW:

CONSTRUCTION TYPE: TABLE 601 - TYPE V-B
 GROUP B WITH A 120 SQUARE FEET MEETING ROOM WITH TABLES AND CHAIRS
 TABLE 1004.1.1 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT
 155SF/OCCUPANT = 48 OCCUPANTS (X 50 OCCUPANTS)
 OCCUPANCY GROUP: SECTION 304 -TYPE B
 TOTAL SQUARE FOOTAGE OF BUILDING - 5,530 SQUARE FEET - ONE STORY
 ALLOWABLE SQUARE FOOTAGE CALCULATION - SECTION 5 - TABLE 503
 TABLE 503 - ALLOWS GROUP 'B' BASE SQUARE FOOTAGE - 9,000 SQUARE FEET - TWO STORY

RATED FIRE RESISTANCE OF EXTERIOR WOOD WALLS - TABLE T20.1(2)
 EXTERIOR WOOD WALLS WILL BE 2X6 CONSTRUCTION WITH 5/8" TYPE 'X' GNB ON INTERIOR FACE ONLY
 THESE WALLS WILL BE NON-RATED

RATED FIRE RESISTANCE OF INTERIOR WOOD WALLS - TABLE T20.1(2)
 INTERIOR WALLS WILL BE CONSTRUCTED OF EITHER 2X4 OR 2X6 WOOD CONSTRUCTION WITH 5/8" 6#B
 ON BOTH SIDES. THESE WALLS WILL BE NON-RATED



BUILDING SITE PLAN

**PORT OF NEWPORT
 ADMINISTRATIVE BUILDING**



A Collaborative Team of Architects
 Specializing in Oregon Coast Architecture

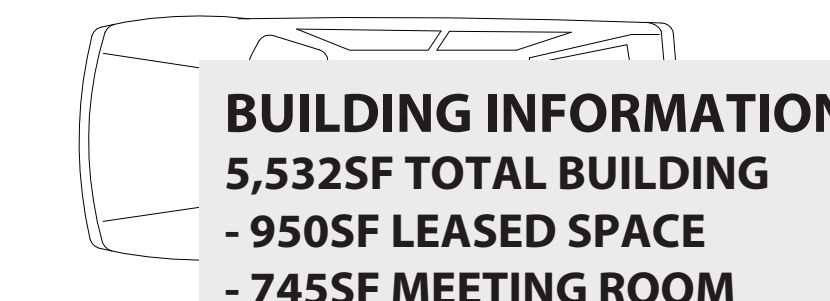
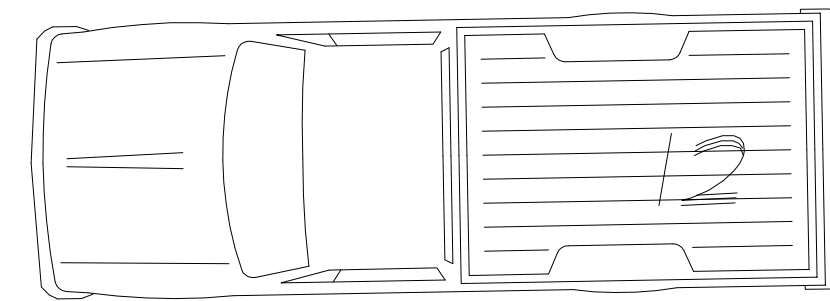
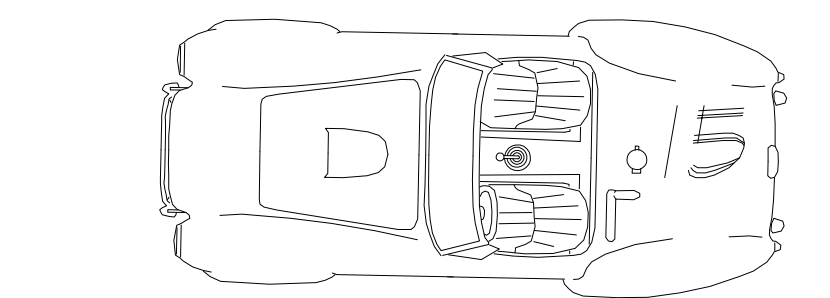
DHGoebel Architect
 541.270.2758 dietmar@dhgoebel.com

capriarchitecture
 541.961.0503 info@capriarchitecture.com

SCALE: 1/16" = 1'0"

DATE: 07/21/20
 ARCHITECT: Dietmar H. Goebel
 PROJECT MANAGER:
 DRAWN By: Dietmar H. Goebel
 Checked By: Dustin J. Capri

A1-1



BUILDING INFORMATION
 5,532SF TOTAL BUILDING
 - 950SF LEASED SPACE
 - 745SF MEETING ROOM
 - 280SF OVERFLOW MEETING

**PORT OF NEWPORT
 ADMINISTRATIVE BUILDING**



A Collaborative Team of Architects
 Specializing in Oregon Coast Architecture
DHGoebel, Architect
 541.270.2758 dietmar@dhgoebel.com
capriarchitecture
 541.961.0503 info@capriarchitecture.com

SCALE: 1/4" = 1'0"
 DATE: 07/21/20
 ARCHITECT: Dietmar H. Goebel
 PROJECT MANAGER:
 DRAWN By: Dietmar H. Goebel
 Checked By: Dustin J. Capri

GENERAL MANAGER MONTHLY REPORT

DATE: 07/23/2020
PERIOD: 06/19/20 – 07/23/20
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

Our operations continue to be much the same as we are still challenged with COVID-19. Most of our meetings continue to be conducted remotely. Our offices continue to be closed only allowing one person from the public to enter at time. We are now requiring all staff and visitors to our facilities to wear masks, as required by the Governor's guidelines. Gatherings/Meetings of only 10 people are now allowed. We will continue to monitor the situation and will make changes as required.

With full personnel and security in place our operations seemed to be running smoothly at the recreational facilities. We will continue monitoring people's behavior to assure safety. We are starting to process for paid parking. We will keep you apprised as we fully start implementing it. Our financial impact has started to be minimized as the RV Park has been pretty much full during this past month. With recreational operations getting back to normal I anticipate very little to no losses. Though we have looked for some reimbursements for some costs directly related to COVID provided by few available grants. There was more work than anticipated to complete the storm water project at South Beach. The line is mostly completed and we don't anticipate any additional problems. We have installed new security cameras at the marina and will continue to use SDAO grant moneys to add more every year. The grant is again available as of right now.

We continue to work with the EDA on the Dock 5 Pier project. The project is currently on track. We should be making a decision (staff level) on the Dock 5 Pier Project Manager this week. We most likely will ask the Commission to conduct a Special Meeting to make that selection soon thereafter in order to avoid delays to the project.

We have engaged with Rachael Maddock-Hughes of Sequoia Consulting in helping us with our fund raising effort for all of our budget projects. Rachael has been working with Lincoln County as well.

I have been appointed to the Board of the Greater Newport Chamber. I believe our first meeting will be sometime in August. I have also been elected as the First Vice-President for the Yaquina Bay Economic Foundation. Anne Armstrong of OMSI will be this year's President and Spencer Nebel the Vice-President.

Meetings/Trainings/Summits:

- 06/23/20 - Vision 2040 Meeting
- 06/24/20 - YBEF
- 06/25/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 06/25/20 - NW Oregon Outdoor Recreation Committee meeting
- 06/29/20 - Meeting with Goebel/Capri
- 07/07/20 - Geospatial Tools For Managing Commercial Leases
- 07/07/20 - Call with SSA regarding Cable Loading
- 07/08/20 - Meeting with Goebel/Capri
- 07/14/20 - Oregon Public Ports Federal Coordinating Committee
- 07/16/20 - Grants Management Process Overview by MARAD
- 07/16/20 - Meeting with US Army Corps
- 07/20/20 - PNWA COVID-19 impacts on regional trade and economic development
- 07/20/20 - Meeting with Goebel/Capri
- 07/22/20 - Oregon Prospector & Business Recruitment Training OR Ports
- 07/22/20 - YBEF
- 07/23/20 - NW Oregon Outdoor Recreation check-in

- **Upcoming Schedule:**
- 07/28/20 - Vision 2040 Meeting
- 07/30/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 08/11/20 - APP - Annual General Meeting
- 08/13/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 08/20/20 - Oregon Public Ports Association Meeting (OPPA)
- 08/25/20 - Vision 2040 Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: July 27, 2020
PERIOD: July 1, 2019 to June 30, 2020
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of June 30, 2020 are included in the commissioner's packet, these reports will have some adjustments to wrap up year end. Also included, is a listing of those accounts with balances 90 days or more past due.

Issues of Importance:

- Three vessels in South Beach and the cold storage Semi-Trailer at the International Terminal are currently being auctioned off via silent sealed bid auction for past due balances. One bid has been received to date.
- Corona Virus RV Park impact:
The current estimated impact to the RV Park and Marina through June 30, 2020 is approximately \$83,156.
- The Port applied for a grant to defray the costs related to COVID-19 in the amount of \$4,885, included are limited personnel costs.
- We continue to track lost revenue and hope to recapture these losses at a later time via a grants.
- The Port received 5 (five) responses to an RFP for Managed Services Provider MSP and is evaluating the responses, to select the top vendor.
- The Port received 10 responses for a VOIP over IP system, which will pay for itself in less than one year. We are evaluating these responses, once we complete the evaluating the MSP responses.

Statement of Cash flows

The Commission has been provided two (2) cash flow statements.

- The Port has a General Operating Fund positive cash flow of over 600K for the year but a negative cash flow for June due the write off of a capital asset (WIP) as the result of the cancellation of the permit (\$124,460) at the International Terminal.

GOF Balance Sheet (yr to yr comparison)

- Cash is up 601K
- Receivables increased \$126,047
- Accounts Payable outstanding are down 94K this is due to payables being processed weekly.

Profit and Loss -

General Operating Funds (GOF):

Budget vs. Actuals

- Income exceeded budget and expenses are below budget. Net Income from Operations is 107% of budget, expenses 75% of budget, Net income is 104% of budget.

YTD comparison

- Income is 10% higher, expenses 23% lower, but depreciation from NOAA is included in the last year, but not this year. Net income was 104% higher, excluding depreciation.

Administrative Budget

Budget vs. Actuals

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

YTD Comparison

- Performed well versus last year.

International Terminal

Budget vs Actuals

- **Total Income** is 220% of budget, Net income is 202% of budget, excluding depreciation.
- **Expenses.** Under budget.
- **Net Income.** The International terminal is contributing to positive cash flow.

YTD comparison

- Moorage and Hoist and Dock income is up 78% and 30% respectively. Personal Services is up 91%, and Materials and Services are up 17%. The increase in Personal Services has contributed to increased revenues. Net income is up 36%.

Commercial Marina

Budget vs. Actuals

- **Total Income** is 111% above budget.
- **Expenses** are 76% of budget, both Personnel Services and Materials and Services are below budget.
- **Net Income** is up \$160,548

South Beach

Budget vs. Actuals

- Income 101% of budget
- Expenses are 98% of budget
- Net Income, excluding depreciation and administration, is \$920,641, 245% of budget (excluding depreciation)

YTD comparison

- Income is up 23% over last year, much of this is due to the leases being removed from the admin budget and moved to profit centers, RV park revenue is down 5%, Misc Revenue is down 20%.
- Expenses declined due to debt spending decreases.
- Net Income increased \$1,504,262 (excluding depreciation and Overhead)

NOAA

Balance Sheet.

No significant changes

Income Statement

Budget vs. Actuals

- **Income** is at target.
- Expenses are at or below budget when depreciation is removed.

Bonded Debt Fund:

No changes to report.

Construction Fund.

(No changes to report)

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

Facility Reserve Fund.

- The fund balances have risen as money is set aside for future projects.

Accounts Receivable:

The port continues to work on outstanding balances owed, a letter went out to customers with balances owing of 90 days or more, requesting a repayment plan.

Days Outstanding	Amounts Owed and Days outstanding					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Amount owed as of Feb 29, 2020	295,532	36,962	16,528	4,753	75,713	429,488
Amount owed as of March 31, 2020	199,489	69,966	53,309	2,048	83,326	408,139
Amount owed as of April 30, 2020	208,425	100,515	34,674	47,474	61,737	452,825
Amount owed as of May 31, 2020	86,693	131,622	55,251	42,569	86,467	402,602
Amount owed as of June 30, 2020	94,068	59,108	80,131	38,649	137,365	409,320

Port of Newport A/R Aging Summary As of June 30, 2020						3:27 PM 07/15/2020
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Seawater Seafoods Co	447.69	1,175.27	2,452.45	9,630.21	14,395.80	28,101.42
Sylvia - 226282	677.66	188.99	911.65	1,192.71	10,883.12	13,854.13
Orca - 295549	168.75	312.75	159.50	337.75	10,809.40	11,788.15
Ocean Force - 538936	837.34	347.97	269.95	648.17	10,263.32	12,366.75
Angela June - 581478	579.29	116.46	579.29	671.57	6,856.68	8,803.29
Captain's Reel Deep Sea Fishing LLC	588.38	1,762.18	1,265.57	2,011.52	6,655.09	12,282.74
Dusk - 550418 New Owner	251.55	267.14	749.35	1,561.11	6,493.35	9,322.50
Oregon Mariculture LLC	2,071.96	2,681.69	1,479.09	3,809.97	6,405.84	16,448.55
Valor III - 245645	32.00	77.83	2,311.00	374.87	4,582.44	7,378.14
Pacific Rose - 554504	677.66	75.41	677.66	751.92	4,439.82	6,622.47
Western Hunter - OR936AFK	933.85	276.94	966.13	785.23	4,431.11	7,393.26
Albatross - 980072	0.00	0.00	0.00	480.92	3,419.04	3,899.96
First Hope I - 953627	2,833.48	231.49	654.46	776.74	3,405.86	7,902.03
Condor II	25.20	2,475.37	610.79	688.65	3,227.93	7,027.94
Coastal Catch Seafoods	0.00	50.66	0.00	48.19	2,982.17	3,081.02
Luna - 532150 New Owner	393.48	48.46	393.48	427.03	2,854.61	4,117.06
Aquarius - 581510 Novelli	0.00	47.17	0.00	69.19	2,775.87	2,892.23
Sea Wolf - 270816	502.78	45.26	502.78	572.76	2,664.35	4,287.93
Dusk - OLD OWNER	0.00	42.84	0.00	40.87	2,522.63	2,606.34
Glass Slipper - 541256	366.69	236.54	25.20	138.36	2,051.54	2,818.33
Trondhjem - 241924	0.00	32.98	0.00	34.10	1,941.67	2,008.75
Gracie Arlene - 563679	68.25	32.52	0.00	43.76	1,914.52	2,059.05
Cleora - 242041	0.00	31.80	0.00	61.55	1,872.20	1,965.55
Das Bug - 565814	86.10	31.51	0.00	140.45	1,856.73	2,114.79
Legend - OR503AAM	0.00	29.16	0.00	27.75	1,716.53	1,773.44
Granville - 241539	0.00	28.86	0.00	27.06	1,699.06	1,754.98
Eclipse - 226744 Eel Boat	1,108.23	116.17	901.89	990.81	1,540.29	4,657.39
Progress - 565349	0.00	48.38	0.00	0.00	1,447.43	1,495.81
Melville - OR495AAX	25.20	20.35	3,078.80	159.15	1,198.10	4,481.60
Aurora Maid - 556255	0.00	42.69	222.60	760.20	1,169.49	2,194.98
Topaz - 573234	0.00	15.59	0.00	129.85	917.69	1,063.13
Oregon Brewing Company	0.00	0.00	0.00	0.00	906.58	906.58
Joyce Marie - 295021	144.00	29.36	919.23	546.50	870.00	2,509.09
Smith Bros No 2 - 223373	358.80	15.15	1,025.02	779.31	849.58	3,027.86
Caremi - 262161	0.00	14.38	0.00	13.68	846.16	874.22
Billie Marie - 261145	0.00	13.29	0.00	12.55	782.30	808.14
Instigator - 978135	0.00	11.95	0.00	11.37	703.14	726.46
Lili-Anne - OR956AFD	96.00	11.55	96.00	92.41	678.57	974.53
Nancy - 253247	0.00	10.67	0.00	10.17	628.31	649.15
Robin Ann - 550432	25.25	2,894.01	43.25	51.22	578.16	3,591.89
Captain's Charters - 23826 - Long Fin	0.00	18.79	0.00	0.00	570.61	589.40
Wide West - 535690 New Owner	25.20	9.29	25.20	41.79	546.76	648.24
Buxtub Too - 974256	0.00	17.74	0.00	0.00	530.98	548.72
Sea Chase -584117	524.64	554.64	524.64	524.64	524.64	2,653.20
Maggie (Saltybros) - OR001UA	306.04	17.22	306.04	306.04	510.07	1,445.41
Morning Star II - I509427	25.20	5.27	25.20	46.14	310.43	412.24
Toby J - 274577	0.00	5.26	0.00	5.02	309.74	320.02
Over Cast - 259524	150.25	2,905.97	43.05	231.10	188.05	3,518.42
Silver Sea - 252737	0.00	2.47	0.00	2.35	145.56	150.38
Long Shot - OR818HC	0.00	2.37	0.00	2.24	138.85	143.46
Oceanic Logistics - 1344	0.00	1.86	0.00	1.76	109.02	112.64
Brea -OR620ADW	25.20	0.00	25.20	29.16	96.75	176.31
Pursuit -Vanderpool	0.00	1.63	0.00	1.53	95.94	99.10

Midnite - OLD OWNER	0.00	1.59	0.00	1.49	93.36	96.44
Dawn Venture - WN2904RR	25.20	1.70	25.20	25.20	50.40	127.70
Evie - 593510	1,498.90	1.22	40.00	36.00	36.00	1,612.12
Pacific Bounty - 603105	58.80	2.77	0.00	0.00	27.60	89.17
Cayman Isle-OR611AEZ	272.75	9.59	830.75	689.80	25.20	1,828.09

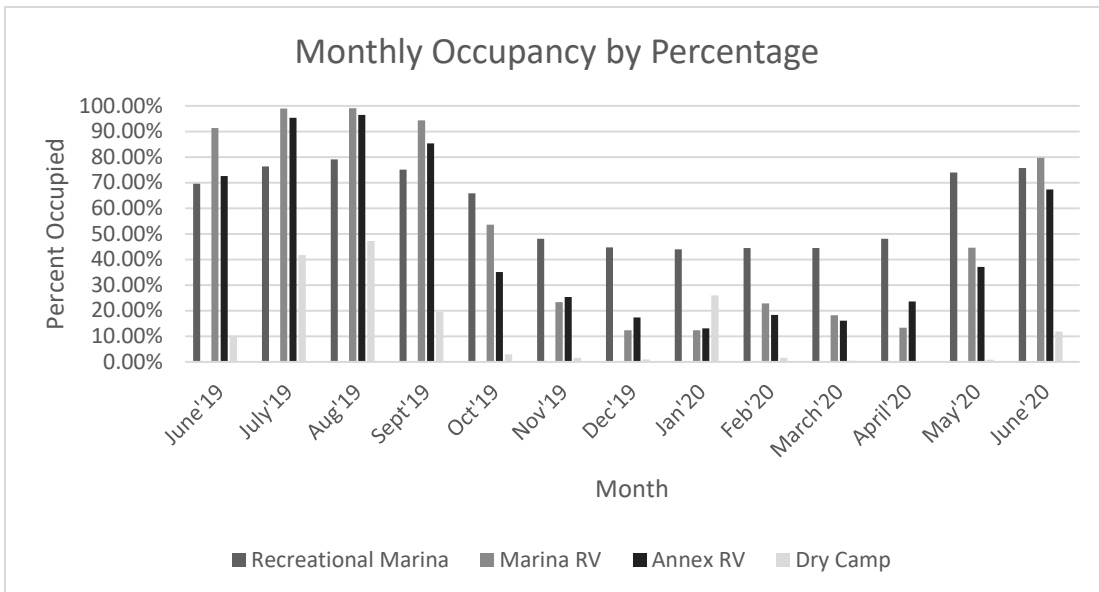
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RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

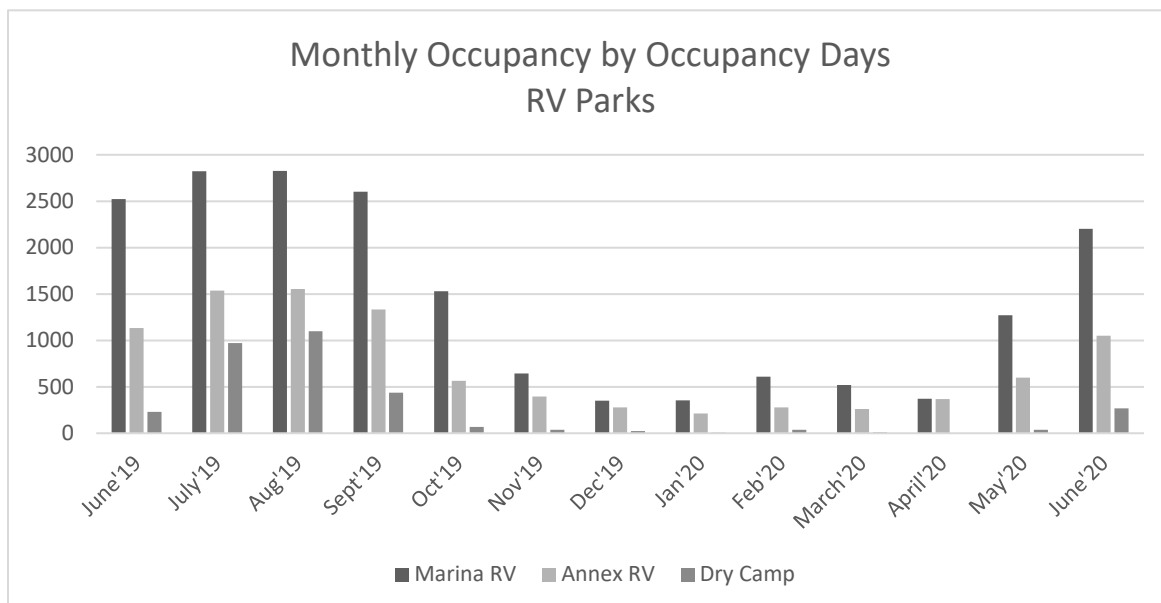
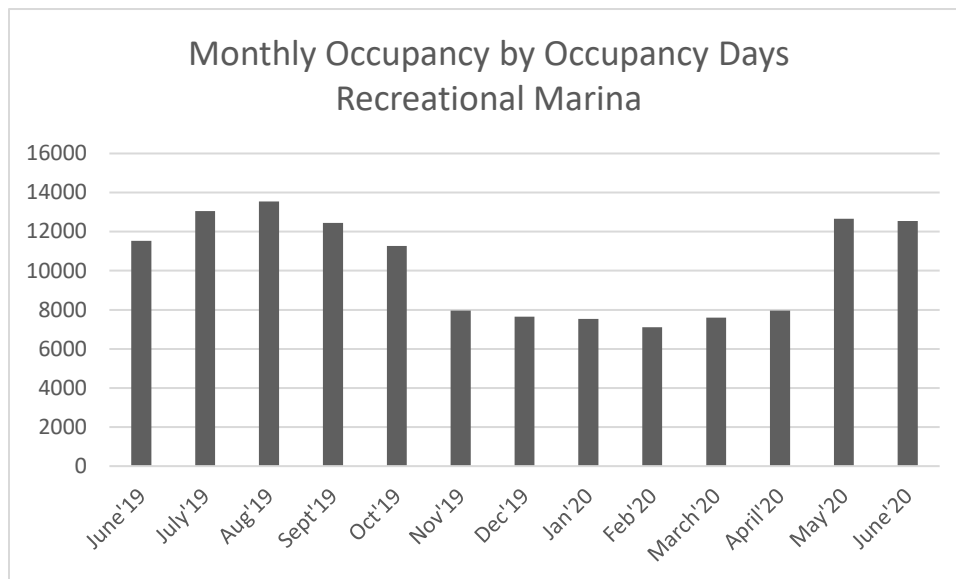
DATE: 16 July 2020
RE: Month Ending 30 June 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV and Marina Supervisor

The South Beach Marina continues to excel. The Marina is ahead of last June 2019 by a nice margin and also ahead year to date. The Marina RV Park is down slightly from June 2019 and also down YTD. The Annex was also down from last June and also YTD. Dry camping was ahead of last June and down YTD. July has been extremely busy with the 4th of July holiday and Halibut fishing every weekend in July. We have pretty much resold all our covid-19 cancellations.

OCCUPANCY PERCENT MONTH & YTD						
June' 19	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	69.60%	75.75%	6.15%	53.66%	55.80%	2.14%
Marina RV	91.37%	79.74%	-11.63%	48.06%	32.66%	-15.40%
Annex RV	72.63%	67.31%	-5.32%	40.22%	30.44%	-9.78%
Dry Camp	10.18%	11.91%	1.73%	5.00%	2.63%	-2.37%



OCCUPANCY DAYS MONTH & YTD						
June '19	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	11,526	12,545	8.84%	53,610	56,058	4.57%
Marina RV	2,522	2,201	-12.73%	8,003	5,470	-31.65%
Annex RV	1,133	1,050	-7.33%	3,786	2,881	-23.90%
Dry Camp	229	268	17.03%	679	360	-46.98%





DIRECTOR OF OPERATIONS REPORT

DATE: 07/22/2020
PERIOD: June 2020 – July 2020
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The rain has finally stopped, which is allowing the South Beach Maintenance Personnel to catch up a little bit with the mowing, etc. in South Beach. Extra security in South Beach for the fillet tables has been very helpful in numerous ways, they have been a big help to the facility in general. Commercial activity has been slower than usual.

Detail:

- **Southbeach Storm Sewer**

Clearing out the debris from the line was particularly difficult. Near the sinkhole, we found a pipe that (in some places) had collapsed completely and had no bottom left. The entire line has been scoped and is clear, and the worst part of the pipe has been accessed and removed.

- **New Fish Dumpsters South Beach**

Because small dumpsters have been phased out by the sanitation company, we have new garbage totes in South Beach that are made to be picked up by a side-loading garbage truck. We tried out the totes last fall and have identified and worked out some problems with them; the new totes are in place and were provided by the sanitation company. These are different from the Port-owned towable dumpsters on the consent calendar, which we still use and tip into a compactor to reduce the number of pickups (and cost).

- **Port Dock 5 Project**

The RFP for project management has been issued, site meeting completed, awaiting completion submissions.

- **PAC Wave Project at Terminal next summer**

We had more talk with a contractor who's competing for the contract on the work; we reached out to a Stevedore to help identify the cost of the operation more accurately for the company.

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

I've been helping the project team to compile information for the feasibility study; had conference call with the economic specialist and project manager. Reviewed a draft fact sheet that will go up the Corps chain of command, and I have one more call scheduled this month to review recent drafts of the information used internally by the Corps.

- **Permit Work**

I have new site diagrams for the SB dredge disposal site that are updated to properly reflect usage, and a new erosion and sediment control plan will be complete this week.

- **South Beach Cameras**

Cameras are installed and operational; we are ordering proper signage to let Port users know the premises are under video and audio surveillance.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (May)

Forklift – 21 hrs

Moorage – 89 Days

30 Ton Hydraulic Crane – 16 hrs

Hoist Dock Tie Up – 15hrs

Labor – 25.5hrs

120V power – 0 hrs

Other Overtime Billed 1hrs

208V power – 70 Days

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

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Completed in Progress

Other: *Getting ready to start paving project in gravel lot and annual crane maintenance.*

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

Forklift – 121.50Hrs

Hoist Dock Crane(s) - 15Hrs

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up – 217.75Hrs

Launch Tickets - Enter #. passes sold

Other (Axles) – 29

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

Completed In Progress

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

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

The hoist dock tie-up time was down 11% from last month and down 24% over June 2019. June forklift usage was down 27% from last month and also down 10% over June of last year. Crane usage was up 66% from last month and up 20% over last year in June. We should start seeing some Albacore landings starting in the next month to

Axle counts were down 61% over last month with a total of 29 axles counted compared to the 75 axles in May. This puts us at 1,686 axles counted since implementing the fee in July of last year. This is the first full year of this Axle charge which brought us a total of \$11,802 new dollars to be used for lot repair.

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

Other:

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

Office Occupancy -

NOAA facility is restricted for Covid 19, with only a half dozen staff regularly working in the offices and the rest telecommuting as much as possible. They are beginning to bring in contractors to get the vessels ready so more support staff are showing up intermittently.

AVS made a repair to the elevator and performed the state required five year safety test.

I received inquiries from NOAA staff regarding Covid 19 and the HVAC filters. The systems require a specific amount of air flow over the heating and cooling coils so upgraded filters were not an option. Using the building automation system I have locked the intake and exhaust air dampers open and the mixing dampers closed in order to provide only fresh air to most of the offices for now. I may have to address this issue again after the weather changes if the heating systems have trouble keeping up.

South Beach Marina- Chris Urbach, Harbormaster

☒ We had 900 hundred launches in June for a total of 5,400.00 dollars.

We had Newport Gutter Cleaning clean the Roque gutters.

Work started on the north out fall and work is moving along slowly but steady.

Working on getting bids for painting the marina shower buildings.

We have officially retired the old steel fish dumpsters and Thompsons Sanitary has provided us with 30 new fish tubes we hope things go well with this switch.

The Fourth of July weekend was no problem just a small amount of clean up but not bad.

We hired a new temp worker; he has a lot of skills that we have been looking for great to have him on board.

Fishing has been ok with catches of Halibut, Salmon, Rockfish and Tuna, crab has also been good.

The staff have been working hard on keeping things running smoothly.

RE: Public Meeting Notice

Please publish and / announce the following Public Meeting Notice before July 28, 2020. If you have any questions, please call the Port Administrative office at 541-265-7758.

The Port of Newport Board of Commissioners will meet for a Regular Meeting at 6:00 pm on Tuesday, July 28, 2020. In compliance with the Governor’s Executive Order, this meeting will be held virtually by invitation only. The public may view a live stream of this meeting on our YouTube channel, and may submit public comment prior to the meeting through a form on our website. See the Port’s website www.portofnewport.com for more details.
