

PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, May 23, 2023, 6:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2023-05-23-commission-meetings-2023-may-23-2023-5-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, May 22, 2023: <https://www.portofnewport.com/2023-05-23-commission-meetings-2023-may-23-2023-5-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2023

- A. Minutes.....April 25 and May 15.....Page 3
- B. Financial Reports.....Page 15
- C. Accounts Paid.....Page 33

V. Old Business

- A. Public Hearing and Adoption of Ordinance 2022-02 Regarding Code Changes – *Bretz*Page 35
- B. Authorization to increase the Federal Cost Share Agreement, Commercial Marina Army Corps Project – *Bretz*Page 40

VI. New Business

- A. Employee Recognition – 7 Year Anniversary – Mark Harris – *Miranda*
- B. Approval of Oregon Paid Leave Policy – *Brown*.....Page 44

VII. Staff Reports

- A. General Manager’s Report – *Miranda*Page 55
 - 1. Director of Finance and Business Services – *Brown*Page 59
 - April Occupancy Report.....Page 64
 - 2. Director of Operations – *Bretz*.....Page 65

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2023

- Memorial Day – Port Offices Closed.....May 29, 2023
- Budget Hearing.....May 31, 2023

Juneteenth – Port Offices Closed.....June 19, 2023
PNWA Summer Conference.....June 21-23, 2023
Next Commission Meeting.....June 27, 2023
Association of Pacific Ports Annual Conference.....August 13-16, 2023

X. Public Comment

XI. Adjournment

April 25, 2023
6:04 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

The Port of Newport Commission met on the above date and time at the South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Retherford, Chuck, Lackey, and Sylvia. Also in attendance were General Manager Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, PR Consultant Angela Nebel, Administrative Assistant Gloria Tucker, Fran Matthews, Brandon Matthews, Pat Ruddiman, and Doug Cooper.

CHANGES TO THE AGENDA

Miranda recommended moving agenda item Approval of Purchase and Sale of Real Property (343 SW Bay Blvd) to Ocean's Edge, LLC to the top of New Business. The Commission agreed to move up the item.

PUBLIC COMMENT

Doug Cooper, Hampton Lumber, explained his firm and the importance of lumber supply in Oregon. He stated five years ago the Commission decided not to pursue development of a Port facility for exporting logs out of Oregon. He noted there was a lot of transparency at that time, and the decision was made in part because of congestion concerns and financial risk. He noted now the Port is considering investing in equipment and federal funds for shipping logs. He indicated there has never been information presented about what that plan is, only references to forest industry or logging companies. He stated there is no analysis of financial opportunity, long-term cost, or intentions. He suggested before the Commission spends close to a million, they thoroughly understand what they are investing in.

CONSENT CALENDAR

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

OLD BUSINESS

First Public Hearing on Ordinance 2022-02 Regarding Code Changes. Burke introduced the agenda item. Bretz reported last year Commission talked about selling fish directly off boats in both marinas. He stated the code need to a little more work to make sure it covers everything appropriately. He explained the code used the term buying station incorrectly, which is defined by ODFW. He noted that has been redefined, and the next step is to establish a permit for South Beach and the Commercial Marina. He indicated this would not be approved until May, and, at that point, he will have a draft permit.

Burke asked if the permit reviews applicants case by case or is available to anyone who applies. Bretz replied there will be stipulations in the permit that will be required, and as long as applicants agree to those terms, they get the permit. Burke confirmed with staff there will not be a limit on the number of permits issued. Miranda added last time staff talked about monitoring it, but for the time being, it has not been an issue. Chuck asked if there will be additional insurance requirements. Bretz replied all sellers are moorage holders who are required to have insurance. He stated he did not intend to increase insurance over that. Chuck suggested increasing insurance since there will be more traffic to those vessels. Bretz replied he will look into liability. Miranda noted if buyers are not customers of the Port generally, and only going there to buy fish, that should be covered under recreational immunity.

Sylvia asked if there will be additional liability on food safety. Bretz replied the Port will require them to adhere to all the state food handling requirements, and that's prudent. He stated there should not be any additional liability, but he will confirm that. Sylvia emphasized raw fish carries more risk, and the Port needs to make sure it is not liable.

Retherford asked who monitors sellers, that they are keeping up with all the requirements on these permits. Bretz replied the Port is trying to avoid that. He explained staff are not trained or equipped to be food inspectors or become the health department. He added staff will not monitor their practice. Miranda noted this is not different from current lessees, where the Port asks tenants to abide by all federal, state, and local laws. She explained the Port doesn't check on them. She stated if something goes wrong, it is the city or the state investigating, and they provide the Port cause to kick them out.

Approval of Grant Match Letter to MARAD. Burke introduced the agenda item. Miranda reported the support letter did not have the amounts when it first went out because she was waiting on an update on the cost of equipment. She noted the cost went up from last year's application. She stated the Port intends to finish grading of the nine acres, add three acres of fencing, and buy two loaders. She indicated the total cost is \$4.3 million, almost a million higher than last year. She added it will not get cheaper.

Miranda reported the forest industry market does go up and down. She stated she has been talking with a couple companies for a while. She noted the reason she hasn't made much disclosure is the Port can't entertain them without equipment. She indicated these would be regional customers as well, and possibly importing companies. She explained it is very complicated leasing the equipment or getting drivers. She added if the Port owned the equipment, there would be more interest. She compared it to the chicken or the egg; without equipment the Port won't get customers.

Miranda explained the change in shipping. She reported the fishing use of the Terminal docks cannot sustain them. She stated the Port needs to figure out ways to bring new business. She noted if the Port does not do the investment, the Port will never get customers. She indicated the Port can afford the match, and the budget planned for the grading anyway.

Sylvia asked if the Port gets the equipment, what is the probability of getting customers. Miranda replied there are already customers who would use it. She noted she does not know how much business there would be over time. She indicated if it pencils out for customers, they would slowly use the docks more, which would give staff time to work out scheduling. She added this may not make the Port a lot of money, but the Port will not lose money. She explained the cost is \$4.3 million for the total project, and the 20 percent match is \$861,025. Burke added diversity is key.

Sylvia asked if there is a good used market if the investment doesn't work. Bretz replied the equipment will have depreciated. He noted there is a used market, but the Port has to be careful about using grant funds for equipment and then selling it. Miranda stated if the Port sells it, the Port would have to give the money back.

Sylvia asked if the Army Corps would dredge deeper if there were customers who needed a deeper draft. Miranda replied it took 20 plus years for the Columbia River to dredge three feet deeper, and environmentally, it would be a nightmare to change that. She noted this is a tidal bay, which means the depth can be deeper during high tide. She added customers take that into consideration.

Chuck stated the Port missed out on a lot of money from not having any hint of cargo, especially infrastructure grants. He noted there is talk about reducing the budget for the Army Corps, which would mean less dredging for smaller ports. Miranda noted the Army Corps has maintained dredging in Newport for the safety of fishing vessels, but often they maintain channels based on the amount of cargo. She stated this could come back to bite the Port if they (Army Corps) look at cargo in the future. She indicated a bond was passed for improving the Terminal with the concept the Port would try to bring in cargo.

Retherford stated as the Port tries to get improvements and grants, there may be opportunities for more grants. She noted if the Port doesn't do anything, it might be missing out. She explained making some of these moves is strategic, and the Port needs to promote diversity instead of just commercial fishing. She added there is a bigger picture to consider.

Lackey confirmed with staff the application is due Friday. He noted he would like more time to look at ROI and understand how many loads per year would help pay off the cost over time. Miranda noted she has included in her reports her intent to reapply. She apologized for not having the numbers sooner. Brown replied, off the cuff, if a company shipped 12,000 tons of pulp with a 350 ft vessel, that would generate \$30,000 a day. He stated it would take 30 days of loads to return the cost of the equipment. Miranda stated it could take a couple of years to get that use.

Lackey recommended staff quantify the fishing activity at the terminal. Brown replied the Port does have that information available in the system. Lackey emphasized the importance of planning this out better than last time. Miranda added the Commission should take into consideration when there is a terminal, millions of dollars will have to be invested to keep it usable.

Sylvia stated the Port needs to understand replacement costs and maintenance so there aren't surprises. Miranda replied the goals and objectives should help address that. Lackey noted nothing at the Port can be sustainable without grants, but Commissioners should still do their due diligence as much as possible. He suggested staff meet with current Terminal users. Bretz noted he is very familiar what goes on at the Terminal. Miranda added she, personally, will meet with those users, but she trusts her staff who works with them on a daily basis.

Lackey stated he knows he has to be realistic about how to keep the Port assets. He noted he understands he has to consider what is economically best, even though he is from fishing side, as a Commissioner, he represents the whole Port district. Sylvia confirmed with staff negotiations with these companies won't create more impositions on the Port. Miranda added the Port has a tariff, and this is different than leasing an area.

Lackey asked if the chances are better than not that the Port can get return on this investment of \$800,000. Miranda replied, at this point, she can't. She explained the Port is making an investment to attract customers, and she can't promise that will happen. Burke asked how this is different from last year. Miranda replied the request is scaled back; the Port did not include two-yard trucks. She noted staff think that hurt the application last year because trucks are easy to use

in other areas. She explained MARAD wants something affixed to the ground or hard to move around. Burke noted a lot of infrastructure money the Port does not qualify for or is not ready for, and this is trying to put the Port in a better position.

Chuck stated in his past 11 years on the board, the Port has not created a new revenue source; all they have done is refinance loans and increase fees. He added there is a lot of funding the Port is missing out on.

MOTION was made by Chuck, seconded by Sylvia, to approve the match letter for the PIDP grant to allow the Port President to execute it. The motion passed unanimously in a voice vote.

Approval of DSL Submerged and Submersible Land Lease 62518-ML. Burke introduced the agenda item. Miranda reported on the history of the lease. She explained this is the Port's portion of the lease, and she will bring a second lease (related to the Clearwater side) to next meeting. She noted the cost is \$161 per year for 15 years.

MOTION was made by Lackey, seconded by Chuck, to authorize the General Manager to execute the DSL lease as presented. The motion carried unanimously in a voice vote.

NEW BUSINESS

Approval of Purchase and Sale of Real Property (343 SW Bay Blvd) to Ocean's Edge, LLC. Burke introduced the agenda item. Miranda reported on the history of the property. She noted the neighbors, Fran and Brandon Matthews, are interested in it. She stated they own either side of the property. She indicated she negotiated to sell for the assessed value. She added, in reality, this sale will save the Port money in the long run, as it will save the Port from having to remove infrastructure. She explained she did reach out to other interested parties, but they did not make offers.

Fran Matthews, Marine Discovery Tours owner, invited everyone to experience the programs. She stated she has been approached for years by small schools who suggested an alternative shore-based program, with a lesser cost than the vessel program. She noted the little piece of property seems viable. She explained she wants to stabilize the pilings and docks to add public access. She indicated it's not property that could support additional parking, but she is still working on the development.

MOTION was made by Chuck, seconded by Sylvia, to authorize the General Manager to execute the purchase and sale agreement, as attached, and any closing documents necessary to complete the sales transaction. The motion carried unanimously in a voice vote.

Approval of Fiscal Year 23-24 Rates and Fees. Burke introduced the agenda item. Brown reported these are the proposed rates for next fiscal year. He explained the percentage increases over the last four years are included in the packet. He noted experts believe the inflation rate will be 1.7-3 percent, but the rates are not there yet. He indicated there are staff increases to consider too. He added he budgeted a 6 percent increase this year.

Brown reported in talking to other ports and municipalities throughout the state, they range from 4-8 percent this year. He noted parking rates for the commercial marina are to be determined. He explained once the city sets their rates, staff can come back to the Commission. Miranda added she would like to have a work session on that before the Port sets that rate.

Chuck suggested adding marine renewal energy devices to the rates, so the Port gets credit for it. Brown replied he will come back with that addition. Bretz added the Port will need to develop a charge for setup of large crane equipment for those too.

Sylvia asked if the Port is catching up on its operating costs, other than inflation. Brown replied the Port will never really get there because costs are so high. He stated the Port will always need grants. Sylvia suggested long-term, the Port should have a plan to generate fees that bring in a percentage of fixed costs. He added anything that can be planned for, the Port should catch up.

Brown noted in Oregon, the Port's fees are higher, but beyond Oregon, the fees are on par because those Ports are trying to cover their costs. Burke stated staff have done a nice job presenting and explaining the fees. He asked what percentage of the increase goes into the maintenance fund. Brown replied there is not a specific percentage. He stated from excess revenue he puts aside 1-5 percent into the maintenance reserve.

Lackey confirmed with staff these rate increases cover the increased cost of doing business. Retherford added she knows it is a hard time for everyone because fees are going up everywhere. She stated she also knows it is important to increase fees to continue to improve the Port and keep facilities going. Brown added this increase in revenue will not be seen for another year.

MOTION was made by Sylvia, seconded by Lackey, to adopt Resolution 2023-01 setting Rates, Fees, and Charges. The motion carried unanimously in a voice vote.

Approval of DOR Intergovernmental Agreement. Burke introduced the agenda item. Brown reported if the Port collects tax IDs, the state can withhold tax refunds to allow the Port to get its money back. He explained this agreement potentially increases collections.

MOTION was made by Chuck, seconded by Retherford, the General Manager or designee enter into an Interagency Offset Agreement for uncollectable accounts with the Oregon Department of Revenue. The motion carried unanimously in a voice vote.

Approval of Bergerson Dredging Contract for NOAA. Burke introduced the agenda item. Bretz reported the Port received the variance for the in-water work window, so the permits will not be a problem. He noted the contract is for dredging between August 28 through October 27, 2023. Miranda thanked the captain at NOAA for writing a support letter. She also thanked Representative Gomberg for talking to ODFW. Bretz noted this bid was 50 percent less than the other firm, largely due to mobilization costs. Burke confirmed with staff this will be a one-year variance.

MOTION was made by Lackey, seconded by Chuck, to approve the Bergerson Construction Contract for dredging the NOAA MOC-P Facility. The motion carried unanimously in a voice vote.

Approval of Purchase of Forklift for NIT. Burke introduced the agenda item. Miranda thanked Business Oregon and Melissa Murphy for this grant. She explained squid is an emerging business, and having another forklift helps. She noted this grant also allows the Port to add a couple fish cleaning stations for South Beach. Lackey thanked staff for their work.

MOTION was made by Retherford, seconded by Chuck, to authorize the General Manager to accept a grant from Business Oregon in the amount of \$175K, and to execute the purchase of a Hyster forklift not to exceed \$132K. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager's Report. Miranda welcomed new RV Park hosts, Karly and Tommy Walker. She noted it made a difference not having one last year. She stated staff started working on the planning for the RV Park Annex. She explained the Port put a lot of time and cost into fixing problems, and there are still a lot of complaints. She indicated the Port was hoping to get some grant funds, but it doesn't really fit. She added staff plan to move into the new Administration Building on May 5.

Miranda reported there will be a budget meeting on May 15. She stated Port Dock 7 planning has started, and there will be more meetings. She noted the comment section on the website is still open for the fishing pier. She indicated she met MARAD staff. She added the city is close to implementing paid parking.

Miranda reported it would be good to have a work session to show all the Port's parking lots, and explain what the Port should be doing for enforcement and costs. She overviewed the RORO Dock funding and project status. She added NIT dredging most likely will be postponed, unless a source of funding is found.

Miranda reported the Port is running late with the audit, but it should be OK. She explained the new system and the old system did not communicate well. She stated in a few weeks, the audit should be done. She noted right after the budget meeting, she would like to schedule a Goals and Objective work session.

Miranda reported derelict vessels may be addressed on the state level. She explained there was a house bill to set aside funds to address those problems, but the State has stepped in and a large amount of funds will be made available. She noted this is good news, and the state is trying to get DSL to manage these funds. She added the Port of Toledo should benefit from this too.

Miranda reported the FEMA flood map update is less bad than some ports thought. She explained FEMA has heard the concerns and are addressing them. She noted this will create more requirements when building on floodways. She stated that the State and federal lobbyist were also following up on the issue. Sylvia asked if the mapping takes into consideration historical flooding or anticipates climate changes. Miranda replied it's a mixture of both models. She added she plans to send a second letter to BOEM regarding offshore wind call areas.

Retherford thanked Miranda for doing a follow up letter to BOEM. She stated people need to remember these call areas were placed long before any data or studies. She noted a recent Department of Energy study shows several adverse effects. She emphasized making sure BOEM does this right the first time.

COMMISSIONER REPORTS

Burke noted he attended the meeting with MARAD. Sylvia noted offshore wind is also an issue on the east coast. He stated Maine will have a test site, but he doesn't know BOEM's involvement.

Lackey reported this is the first time the whiting start date has moved to May 1. He noted the Port may see some folks leaving earlier this year. Sylvia asked why it moved earlier, since there is a tradeoff for product quality. Lackey replied this date helps it to fit in better with other fishing seasons.

Miranda reminded the Commission of the PNWA and APP conferences.

PUBLIC COMMENT

Cooper noted Hampton Lumber did an extensive analysis to see if they could take advantage of the Port facility, but it is not cost effective. He noted he is concerned about competition for his mills, and he objects to federal or state money going to support export of logs internationally. Miranda noted any export would stay regionally. Cooper added the Commission has built a lot of trust over the past five years by being thoughtful and making good decisions. He stated the Commission approved a significant expenditure without a backup for uses or expenses to maintain. He urged the Commission to keep up communication, transparency, and planning.

Tucker read public comment submitted by Diane Henkels about the yacht club youth regatta.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:19 p.m.

May 15, 2023
12:00 P.M.
Newport, OR

PORT OF NEWPORT BUDGET COMMITTEE MINUTES

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

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Retherford, Chuck, Lackey, and Sylvia as well as Freeholders Paul Zellman, Rex Capri, Carol DeLong, Larry Osborne, and Jeffrey Johnson. Also in attendance were General Manager Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, PR Consultant Angela Nebel, and Administrative Assistant Gloria Tucker.

INTRODUCTIONS

The Budget Committee members introduced themselves.

SELECTION OF BUDGET COMMITTEE CHAIR

MOTION was made by Chuck, seconded by Retherford, to appoint Rex Capri chair of the meeting. The motion carried unanimously in a voice vote.

BUDGET MESSAGE

Miranda presented the Budget Message included in the packet.

REVIEW PROPOSED BUDGET

Brown reported this is a little more than \$38 million budget. He noted \$3.5 million is in reserves. He explained the terms unappropriated ending balance and reserved funds for future use. He stated he believes with the budget as built that the Port would not have to use those funds. He indicated the budget includes \$947,000 for contingencies, and that's the first place he would go for more funding, or he would push other projects to future years. He explained project notes. He added there are over \$20 million of projects in this budget.

Brown reported the Port won't be able to accomplish all the projects. He stated the Port included more than \$15 million in grant funding. He indicated the Port does not expect to get all that funding, and if an item is budgeted with grant funds, the Port will need to receive grant funds or eliminate other projects in order to do that project. He noted one basic difference between this year and last year is unallocated, which shows any transfers between funds and departments, and any debt that is not a bond. He explained how the Budget Resolution changed with Department of Revenue requirements. Miranda explained projects are included even if they can't be done, so that the Port can be flexible with projects based on funding.

Capri confirmed with staff the total budget is \$8.5 million more than last year. He clarified with staff the construction fund. Retherford requested going through the budget page by page. Brown overviewed the budget page by page. Capri asked why project reserve costs have increased

from last year. Brown replied the projects driving that are dredging and electrical upgrades. He noted he is trying to build up reserves. He stated his goal is 5 percent of any excess money in each division is set aside in the reserve fund. Osborne clarified with staff a transfer. Retherford asked what was the Administration Building final, total cost. Miranda replied, \$2.4 million, and that price includes anything related to this building.

Burke asked if fees are captured differently than last year. Brown replied with the new accounting systems, staff simplified how reporting fees and rentals are captured. He noted the Port is trying to standardize categories across all departments. Capri asked why working capital is down. Brown replied he is trying to reflect what is occurring. He explained last year's revenues were too aggressive, so he has backed off, trying to make sure the Port hits the actual numbers.

Chuck asked in the Commercial Marina, do staff see fees and services going down at all in relation to Steve Webster's business. Bretz replied he has had discussions with them, and they intend to expand their business, but that is all dependent on fisheries. Chuck asked if the Port will try not to undercut them. Bretz replied the Port will pay attention to prices, but the Port is concerned with covering its costs. He added he can't see the Port lowering rates. Miranda noted the Port is not trying to compete with anyone. Brown stated if their prices were above the Port's, the Port would likely raise its prices. Chuck noted in the past, Webster requested the Port not offer the same service and undercut him. Sylvia stated it is fair to say general funds are in their own cost center, and the Port is not trying to make money.

Capri noted the cost of equipment has risen. Brown stated that is partly related to a grant at the Terminal. Osborne asked why derelict vessel grants have two line items. Brown replied that is an error, but the total of \$30,000 is correct. Bretz added it's in the realm of \$10,000 each to get rid of one derelict vessel.

Burke asked regarding the Commercial Marina, what is the health of the hoist dock area. Bretz replied the equipment is approaching the point to be replaced. He noted there is a French drain that is starting to collapse, which moves material around. He added the area is very heavily used with very few days it is not busy. Miranda replied staff are working on a five-year plan. She noted staff had to prioritize certain things, and some of the projects are in the budget. Burke asked if the area could make it through the year. Bretz replied it's always a risk question. He stated the Port will be OK, and the area is included in the Port Dock 7 planning. Miranda added the area is in the plan, which helps with Port liability.

Zellman asked if South Beach revenue and expenses are broken into marina and RV Park. Brown replied it is all one unit with the revenue broken out, but the expenses not. Zellmen asked if Rogue is part of the lease revenue. Brown replied there are four or five tenants including Rogue. Zellman asked what the expo center is. Miranda replied in the past there was desire to have a space to use for entertainment such as the Seafood and Wine Festival or a home show.

Miranda explained every year, the cost for a tent for Seafood and Wine is around \$150,000 to \$170,000. She stated the Port could build a building that could address that need. She noted the Port started a conversation, but then COVID came and the Port put that aside. She indicated the Port would like to reach out to the community, revisit the situation, and eventually create a plan. She added Business Oregon is interested in the concept.

Miranda reported some of the concern is about competing with hotels or fairgrounds. She stated that is not the Port's intent. She noted the Port wants to provide something the area does not have. Osborne noted since COVID, Oregon's tourism dollars are really expanding. He added even with bad weather, the wine festival did very well.

Capri confirmed with staff that NOAA's revenues have been building. He asked how that will be used. Brown replied dredging will be \$1.1 million. Chuck asked if the Port set aside any revenues for taking over those buildings. Brown replied the Port could take it, but the Port's goal is to keep NOAA there. Miranda stated NOAA may want a new building and the Port needs reserve funds for that. She added the Port will always have reserve funds for NOAA because it is a large facility.

Retherford confirmed with staff the First Interstate bank loan replaced the Oregon Coast bank loan, and lowered interest to 4 percent. Chuck clarified with staff the loan from Rogue. Capri asked why there were two loans from Business Oregon. Brown replied there were two funding sources that Business Oregon loaned from for the Admin Building, but they have the same interest rates and terms. Zellman confirmed with staff the Port does not use a line of credit.

Capri asked why capital outlay in administration decreased from last year. Brown replied the Port does not anticipate spending \$5,000 or more on a new asset this coming year. Osborne asked why bad debt expenses jumped. Brown replied that is a recommendation from the CPA. He stated the Port is seeing some issues in South Beach.

Capri confirmed with staff the Port's plan is to postpone dredging at NIT because the need is not pressing. He clarified with staff the 2011 bonds were refinanced to 2019 bonds, and the 2019 bonds and 2016 bonds are for the Terminal. Brown added refinancing reduced the expense to taxpayers by 20 percent.

DEPARTMENT OVERVIEW

Bretz reported professional services such as enforcement of ordinances or parking and cleaning services may cause complaints. He explained for more monitoring of parking or more cleaning that costs extra money. He stated an important project in South Beach will be the Annex redesign. He noted all the utilities need to be redone and the shape of the facility needs to be redesigned. He indicated the Rogue Seawall project doesn't just benefit Rogue. He added there is 550 to 560 feet of moorage space the Port can't use currently, which is a significant amount of moorage. He explained the Port can't put docks in until the wall is addressed.

Bretz reported the Rogue gutters and roof need to be addressed on the old dry moorage building. He noted it is one of the biggest buildings in the area and it's on the water, so it's difficult to access. He stated fillet tables will be coming in. He indicated at the Commercial Marina, Port Dock 7 planning continues. He added interim improvements to Port Dock 7 will cover the gap between now and construction.

Bretz reported the 600 feet of dock on the outside of Port Dock 7 is some of the worst, and the Port is trying to put new on pilings and floats. He stated interim improvements on Port Dock 5 are in the budget. He explained the Port needs to maintain those pilings until the dock can get replaced in the next decade. He indicated the piling assessment and repairs at the RORO Dock is one of the most expensive projects at NIT. He added purchasing a new forklift is part of a state grant.

Bretz reported the NIT crane is getting old and running into more maintenance problems. He explained the crane is a critical piece of equipment. He added the NOAA dredging is coming up in early fall and there will be a big interior painting project at NOAA too.

Johnson asked if there is budget for solar panel installation at NOAA. Miranda replied that would be part of planning for the future. She noted staff watch for funding opportunities.

Osborne praised staff at South Beach for maintenance of the fishing pier. Bretz added replacement of fishing pier is part of the Port Dock 7 rebuild.

Retherford noted she does not see anything about sea lions. Bretz replied those costs are within the maintenance fund. Miranda added that would not be a capital expenditure. Bretz reported staff found a deterrent system that works, but the material is not durable, so they are trying to find a better material. He added staff would rather not have to electrically charge the docks.

Chuck asked if the Port has discussed increasing rates for the new NIT crane. Brown replied the Port would have to change the rate because the cost is going to be so much more. Bretz explained staff want to go up to a 50-ton crane from a 30-ton crane. He noted staff use the current crane at its capacity a lot. He stated staff do a great job maintaining it and they keep it indoors, but the crane is not as reliable because of use and age. He indicated there is a brand new 2019 crane in the valley where the Port could avoid a freight charge. He added it would cost 20-30 percent more for a newer crane plus the freight, around a \$30,000 charge.

Bretz reported with one crane all the Port's eggs are in one basket. He noted the Port could lease one, but it will cost twice as much, and the Port can't just eat that cost. Discussion ensued on service level at the Port and expectations.

Chuck asked if PacWave has reached out about their crane or equipment needs. Bretz replied they will need the bigger crane and other large equipment too. Chuck asked if there will need to be training for a new crane. Bretz replied the crane staff picked out is really similar to the current one. He explained the requirements are not higher for the larger crane. Chuck emphasized the users need to be made aware of the costs. Capri asked where is the crane on the priority list. Bretz replied it is high priority. He added in his opinion it is best to buy it now. Osborne confirmed with staff the valley crane is not on hold for the Port.

CONCLUDING COMMENTS

Miranda thanked the Committee and Commissioners for approving the budget to build the Administration Building. She stated the Port tries to spread improvements to all locations and keep the Port running. She noted staff have done a lot of work to be more efficient using technology. She indicated the staff are cross-trained and there are a lot of ongoing projects.

Bretz added the building was planned in 2014. He stated all of these replacement projects talked about are actively worked every day. He noted it's just not visible.

Retherford thanked staff for providing project updates, their transparency, doing a superb job on maintenance, finances, and oversight.

Zellmen asked if there will be changes to short-term and long-term stays at the RV Park. Miranda replied staff are putting together a plan. She explained this year is pretty set in stone with the lottery. She stated staff are working on a plan on how to implement changes, and they will bring that to Commission. She indicated it has been problematic to an extent that short-term users cannot find space at the park. She added a lot of the park is long-term, which is heavily discounted. Osborne noted many RV parks are full because of remote work and vacationing trends. Miranda stated there will be a work session sometime in the fall to discuss changes.

Lackey stated he supports this budget for a few reasons. He noted when he looks at a budget, he looks, first, for fixing, repairing, and investing, second, the debt level, and, third, the buffer. He indicated the \$3.5 million buffer answers that question. He added as far as projects, he has been very impressed with staff and their bandwidth.

Lackey stated staff have been proactive and aggressive in projects they are pursuing. He noted debt has been coming down overall. He indicated it was a bigger issue years ago with NIT debt at half what it was 10 years ago. He commended everyone on the job that has been done.

Chuck thanked the Committee for attending. He also thanked staff. He added he is glad to see the investments in the budgeting software starting to pay off. Capri thanked staff for their work.

MOTION was made by Johnson, seconded by DeLong, to approve the budget for Fiscal Year 2023-2024 in the amount of \$38,190,229. The motion carried unanimously in a voice vote.

MOTION was made by Johnson, seconded by Osborne, to approve property taxes for Fiscal Year 2023-2024 at the rate of .0609 per 1000 of Assessed Value for the Permanent Rate Tax Levy, and in the amount of \$855,000 for the General Obligation Bond Levy. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:17 p.m.



PON BALANCE SHEET

Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds

All amounts are in USD.

Description	Balance
Assets	
Current Assets	
Cash Deposits	2,202,423.12
Cash on hand - Petty Cash	604.34
Cash on hand - Cash Drawers	825.00
Accounts Receivable	777,973.17
Property Tax Receivable	0.00
Grants Receivable	0.00
Allowance for Bad Debt	(30,000.00)
Interfund Activity Receivable	495,236.72
Prepaid Expenses	440,358.37
Total Current Assets	3,887,420.72
TOTAL FIXED ASSETS	48,500,567.17
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	(1,038,515.00)
PERS Deferred Outflow	262,672.00
Deferred Outflows of Resources, Total	(775,843.00)
TOTAL ASSETS	51,612,144.89
LIABILITIES	
Current Liabilities	
Accounts Payable	111,259.57
Credit Cards Payable	(18,819.46)
Accrued Retainage	(5,219.54)
Accrued Lodging Taxes	(18,795.73)
Unclaimed Property	6,357.58
Interfund Activity Payable	1,114,983.40
Payroll Payable	45,772.65
Compensated Absences	71,030.89
Accrued Payroll Taxes	118,986.75
Retirement Payable	20,548.74
Garnishment Payable	239.56
Benefit Payable	59,076.79
Accrued Interest	12,564.00
Deposits	247,934.00
Deferred Revenue	853,773.84
Current Portion - Notes Payable	326,191.00
Current Portion - Bonds Payable	224,900.00
Construction Line of Credit	(699,795.00)
Total Current Liabilities	3,870,579.04



PON BALANCE SHEET

Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds

All amounts are in USD.

Description	Balance
Non-current Liabilities	
Long-term Debt	5,395,291.31
Less Current Portion - Long-term Debt	(551,191.00)
Bond Premiums	77,397.55
Total Non-current Liabilities	4,921,497.86
Deferred Inflows of Resources	219,726.00
Total Liabilities	9,011,802.90
Equity (Fund Balance)	
Restricted Fund Balance	1,140,000.00
Committed Fund Balance	667,000.00
Unrestricted Fund Balance	35,053,893.95
Contributed Capital	7,130,788.00
Total Equity (Fund Balance)	43,994,804.83
Retained Earnings	(5,748,190.64)
Net Assets	42,600,341.99
Total Liabilities and Equity	51,612,144.89

PON Summary Inc Statement



Period: 07/01/22..04/30/23

Port of Newport

Fiscal Start Date: 07/01/22

General Operating Fund - All Departments

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	598,468.98	652,500.00	(54,031.02)
Moorage	1,728,164.49	1,694,586.84	33,577.65
Services	404,380.19	840,569.08	(436,188.89)
Shipping	6,904.38	0.00	6,904.38
RV Park Space Rentals	1,043,773.51	1,334,972.80	(291,199.29)
Fees	523,662.18	111,428.00	412,234.18
Property Tax Revenue	117,226.00	125,000.00	(7,774.00)
Discounts and Refunds	(10,855.41)	0.00	(10,855.41)
Miscellaneous Operating Revenue	168,461.62	87,250.08	81,211.54
Total Operating Revenue	4,580,185.94	4,846,306.80	(266,120.86)
OPERATING EXPENSES			
Personnel Services	2,101,459	2,160,718.40	(59,259)
Materials, Services	3,565,879.93	4,474,033.50	(908,153.57)
Less Depreciation	(1,622,080.19)	0.00	(1,622,080.19)
Total Materials and Services	1,943,799.74	4,474,033.50	(2,530,233.76)
Total Operating Expenses	3,583,869.06	6,634,751.90	(3,050,882.84)
OPERATING INCOME (LOSS)	534,948	(1,788,445.1)	2,784,762
NON-OPERATING REVENUES			
Grant Revenue	1,156,484.00	(4,516,649.00)	5,673,133.00
Loans	959,225.71	1,808,000.00	(848,774.29)
Interest	16,144.60	2,083.34	14,061.26
Gain/Loss on Sale of Assets	0.00	0.00	0.00
Transfers In from Other Funds	0.00	1,973,625.76	(1,973,625.76)
Miscellaneous Non-operating Revenue	0.00	0.00	0.00
Total Non-operating Revenues	2,131,854.31	(732,939.90)	2,864,794.21
NON-OPERATING EXPENSES			
Debt Service	562,170.64	1,076,516.00	(514,345.36)
Capital Outlays	1,856,689.37	8,040,271.00	(6,183,581.63)
Transfers Out to Other Funds	0.00	500,000.00	(500,000.00)
Total Non-Operating Expenses	2,418,860.01	9,616,787.00	(7,197,926.99)
Non-Operating Income (Loss)	(287,005.70)	(1,316,428.90)	1,029,424
Net Income (Loss)	532,078	(3,104,874.00)	3,636,952



Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds, Administration

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	783.72	0.00	783.72
Fees	594.46	0.00	594.46
Property Tax Revenue	117,226.00	125,000.00	(7,774.00)
Miscellaneous Operating Revenue	66,505.47	3,333.34	63,172.13
Total Operating Revenue	185,109.65	128,333.34	56,776.31
OPERATING EXPENSES			
Personnel Services	715,534.82	820,328.40	(104,793.58)
Materials, Services	956,518.95	985,347.62	(28,828.67)
Less Depreciation	(446,216.42)	0.00	(446,216.42)
Total Materials and Services	510,302.53	985,347.62	(475,045.09)
Total Operating Expenses	1,225,837.35	1,805,676.02	(579,838.67)
OPERATING INCOME (LOSS)	(1,040,727.70)	(1,677,342.68)	636,614.98
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Loans	260,410.00	1,808,000.00	(1,547,590.00)
Interest	16,144.60	2,083.34	14,061.26
Transfers In from Other Funds	0.00	1,973,625.76	(1,973,625.76)
Total Non-operating Revenues	276,554.60	3,783,709.10	(3,507,154.50)
NON-OPERATING EXPENSES			
Debt Service	182,387.96	730,443.18	(548,055.22)
Capital Outlays	1,634,834.57	1,625,000.00	9,834.57
Transfers Out to Other Funds	0.00	500,000.00	(500,000.00)
Total Non-Operating Expenses	1,817,222.53	2,855,443.18	(1,038,220.65)
Non-Operating Income (Loss)	(1,540,667.93)	928,265.92	(2,468,933.85)
Net Income (Loss)	(2,581,395.63)	(749,076.76)	(1,832,318.87)
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	446,216.42	0.00	446,216.42



Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds, International Terminal

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	130,123.55	142,500.00	(12,376.45)
Moorage	78,733.87	193,091.84	(114,357.97)
Services	102,302.26	408,332.34	(306,030.08)
Shipping	2,175.10	0.00	2,175.10
Fees	115,614.97	0.00	115,614.97
Discounts and Refunds	1,193.19	0.00	1,193.19
Miscellaneous Operating Revenue	73,851.05	1,500.00	72,351.05
Total Operating Revenue	503,993.99	745,424.18	(241,430.19)
OPERATING EXPENSES			
Personnel Services	224,045.48	217,272.50	6,772.98
Materials, Services	979,201.20	1,001,644.24	(22,443.04)
Less Depreciation	(830,256.91)	0.00	(830,256.91)
Total Materials and Services	148,944.29	1,001,644.24	(852,699.95)
Total Operating Expenses	372,989.77	1,218,916.74	(845,926.97)
OPERATING INCOME (LOSS)	131,004.22	(473,492.56)	604,496.78
NON-OPERATING REVENUES			
Grant Revenue	0.00	(30,000.00)	30,000.00
Total Non-operating Revenues	0.00	30,000.00	(30,000.00)
NON-OPERATING EXPENSES			
Debt Service	128,392.91	94,683.05	33,709.86
Capital Outlays	69,602.89	2,868,174.00	(2,798,571.11)
Total Non-Operating Expenses	197,995.80	2,962,857.05	(2,764,861.25)
Non-Operating Income (Loss)	(197,995.80)	(2,932,857.05)	2,734,861.25
Net Income (Loss)	(66,991.58)	(3,406,349.61)	3,339,358.03
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	830,256.91	0.00	830,256.91

Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds, Commercial Marina

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	107,557.54	125,000.00	(17,442.46)
Moorage	385,176.71	532,345.00	(147,168.29)
Services	301,546.48	406,728.34	(105,181.86)
Shipping	4,729.28	0.00	4,729.28
Fees	177,020.51	0.00	177,020.51
Discounts and Refunds	(4,119.91)	0.00	(4,119.91)
Miscellaneous Operating Revenue	8,597.06	27,833.34	(19,236.28)
Total Operating Revenue	980,507.67	1,091,906.68	(111,399.01)
OPERATING EXPENSES			
Personnel Services	371,647.13	485,013.34	(113,366.21)
Materials, Services	457,889.16	1,326,666.66	(868,777.50)
Less Depreciation	(76,841.16)	0.00	(76,841.16)
Total Materials and Services	381,048.00	1,326,666.66	(945,618.66)
Total Operating Expenses	752,695.13	1,811,680.00	(1,058,984.87)
OPERATING INCOME (LOSS)	227,812.54	(719,773.32)	947,585.86
NON-OPERATING REVENUES			
Grant Revenue	0.00	(322,500.00)	322,500.00
Total Non-operating Revenues	0.00	322,500.00	(322,500.00)
NON-OPERATING EXPENSES			
Debt Service	659.55	659.55	0.00
Capital Outlays	129,051.76	586,000.00	(456,948.24)
Total Non-Operating Expenses	129,711.31	586,659.55	(456,948.24)
Non-Operating Income (Loss)	(129,711.31)	(264,159.55)	134,448.24
Net Income (Loss)	98,101.23	(983,932.87)	1,082,034.10
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	76,841.16	0.00	76,841.16

Period: 07/01/22..04/30/23

Port of Newport

General Operating Funds, South Beach

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	360,004.17	385,000.00	(24,995.83)
Moorage	1,264,253.91	969,150.00	295,103.91
Services	531.45	25,508.40	(24,976.95)
RV Park Space Rentals	1,043,773.51	1,334,972.80	(291,199.29)
Fees	230,432.24	111,428.00	119,004.24
Discounts and Refunds	(7,928.69)	0.00	(7,928.69)
Miscellaneous Operating Revenue	19,508.04	54,583.40	(35,075.36)
Total Operating Revenue	2,910,574.63	2,880,642.60	29,932.03
OPERATING EXPENSES			
Personnel Services	516,130.04	638,104.16	(121,974.12)
Materials, Services	1,172,250.62	1,160,374.98	11,875.64
Less Depreciation	(268,765.70)	0.00	(268,765.70)
Total Materials and Services	903,484.92	1,160,374.98	(256,890.06)
Total Operating Expenses	1,419,614.96	1,798,479.14	(378,864.18)
OPERATING INCOME (LOSS)	1,490,959.67	1,082,163.46	408,796.21
NON-OPERATING REVENUES			
Grant Revenue	(1,156,484.00)	(4,164,149.00)	3,007,665.00
Loans	(979.29)	0.00	(979.29)
Total Non-operating Revenues	1,155,504.71	4,164,149.00	(3,008,644.29)
NON-OPERATING EXPENSES			
Debt Service	250,730.22	250,730.22	0.00
Capital Outlays	23,200.15	2,961,097.00	(2,937,896.85)
Total Non-Operating Expenses	273,930.37	3,211,827.22	(2,937,896.85)
Non-Operating Income (Loss)	881,574.34	952,321.78	(70,747.44)
Net Income (Loss)	2,372,534.01	2,034,485.24	338,048.77
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	268,765.70	0.00	268,765.70



PON BALANCE SHEET

Period: 07/01/22..04/30/23

Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	3,584,853.53
Accounts Receivable	429,541.46
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	667,690.60
Prepaid Expenses	63,581.06
Total Current Assets	4,745,666.65
TOTAL FIXED ASSETS	20,421,034.95
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	(45,954.00)
PERS NPA(L)	(54,658.00)
PERS Deferred Outflow	13,824.00
Deferred Outflows of Resources, Total	(86,788.00)
TOTAL ASSETS	25,079,913.60
LIABILITIES	
Current Liabilities	
Accounts Payable	(458,619.24)
Interfund Activity Payable	910,262.03
Compensated Absences	13,657.27
Accrued Payroll Taxes	1,235.93
Retirement Payable	2,907.44
Benefit Payable	1,802.48
Accrued Interest	166,062.00
Current Portion - Bonds Payable	1,350,000.00
Total Current Liabilities	1,987,307.91
Non-current Liabilities	
Long-term Debt	13,895,000.00
Less Current Portion - Long-term Debt	(30,000.00)
Bond Premiums	(1,320,000.00)
Total Non-current Liabilities	12,545,000.00
Deferred Inflows of Resources	11,565.00
Total Liabilities	14,543,872.91
Equity (Fund Balance)	
Restricted Fund Balance	3,987,491.61
Committed Fund Balance	(1,793,770.61)
Unrestricted Fund Balance	7,947,069.21
Total Equity (Fund Balance)	10,140,790.21
Retained Earnings	(2,330,820.80)



PON BALANCE SHEET

5/18/2023
Page 2 / 2
MBROWN

Period: 07/01/22..04/30/23
Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Net Assets	10,536,040.69
Total Liabilities and Equity	25,079,913.60

PON Summary Inc Statement



Period: 07/01/22..04/30/23

Port of Newport

NOAA Lease Revenue Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	2,160,113	2,144,048	16,064
Discounts and Refunds	60	-	60
Miscellaneous Operating Revenue	2,001	-	2,001
Total Operating Revenue	2,162,173	2,144,048	18,125
OPERATING EXPENSES			
Personnel Services	200,261	182,058	18,203
Materials, Services	3,197,638	1,063,464	2,134,173
Less Depreciation	(2,663,575)	-	(2,663,575)
Total Materials and Services	534,063	1,063,464	(529,401)
Total Operating Expenses	734,324	1,245,522	(511,198)
OPERATING INCOME (LOSS)	1,427,850	898,527	529,323
NON-OPERATING REVENUES			
Grant Revenue	-	-	-
Interest	36,339	5,000	31,339
Miscellaneous Non-operating Revenue	21	-	21
Total Non-operating Revenues	36,360	5,000	31,360
NON-OPERATING EXPENSES			
Debt Service	213,181	1,760,800	(1,547,619)
Capital Outlays	9,021	40,000	(30,979)
Transfers Out to Other Funds	-	240,035	(240,035)
Total Non-Operating Expenses	222,202	2,040,835	(1,818,633)
Non-Operating Income (Loss)	(185,843)	(2,035,835)	1,849,992
Net Income (Loss)	1,242,007	(1,137,308)	2,379,315



PON BALANCE SHEET

5/18/2023
Page 1 / 1
MBROWN

Period: 07/01/22..04/30/23
Port of Newport

NOAA Capital Reserve Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	1,723,349.05
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	541,915.46
Total Current Assets	2,265,264.51
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	2,265,264.51
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	16,277.49
Accrued Payroll Taxes	238.77
Retirement Payable	386.00
Total Current Liabilities	16,902.26
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	16,902.26
Equity (Fund Balance)	
Restricted Fund Balance	2,224,706.37
Total Equity (Fund Balance)	2,224,706.37
Retained Earnings	23,655.88
Net Assets	2,248,362.25
Total Liabilities and Equity	2,265,264.51



Period: 07/01/22..04/30/23

Port of Newport

NOAA Capital Reserve Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	3,105.49	0.00	3,105.49
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	3,105.49	0.00	3,105.49
OPERATING INCOME (LOSS)	(3,105.49)	0.00	(3,105.49)
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	26,761.37	(4,166.66)	30,928.03
Total Non-operating Revenues	26,761.37	(4,166.66)	30,928.03
NON-OPERATING EXPENSES			
Non-Operating Income (Loss)	26,761.37	(4,166.66)	30,928.03
Net Income (Loss)	23,655.88	(4,166.66)	27,822.54
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..04/30/23

Port of Newport

Bond Debt Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	393,195.88
Accounts Receivable	(11,446.35)
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	(53,393.86)
Total Current Assets	328,355.67
TOTAL FIXED ASSETS	146,742.00
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	589,289.64
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	589,289.64
TOTAL ASSETS	1,064,387.31
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	(16,419.54)
Accrued Interest	295,000.00
Current Portion - Bonds Payable	125,000.00
Total Current Liabilities	403,580.46
Non-current Liabilities	
Long-term Debt	11,235,000.25
Less Current Portion - Long-term Debt	(420,000.00)
Bond Premiums	(88,074.00)
Total Non-current Liabilities	10,726,926.25
Deferred Inflows of Resources	0.00
Total Liabilities	11,130,506.71
Equity (Fund Balance)	
Restricted Fund Balance	(11,251,906.05)
Unrestricted Fund Balance	999,912.88
Total Equity (Fund Balance)	(10,251,993.17)
Retained Earnings	185,873.77
Net Assets	(10,066,119.40)
Total Liabilities and Equity	1,064,387.31



PON Summary Inc Statement

5/18/2023
Page 1 / 1
MBROWN

Period: 07/01/22..04/30/23

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2022-23, Fund Filter: 400

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Property Tax Revenue	803,901.73	809,574.00	(5,672.27)
Total Operating Revenue	803,901.73	809,574.00	(5,672.27)
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	803,901.73	809,574.00	(5,672.27)
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	4,365.32	(41.66)	4,406.98
Total Non-operating Revenues	4,365.32	(41.66)	4,406.98
NON-OPERATING EXPENSES			
Debt Service	622,393.28	617,028.00	5,365.28
Total Non-Operating Expenses	622,393.28	617,028.00	5,365.28
Non-Operating Income (Loss)	(618,027.96)	(617,069.66)	(958.30)
Net Income (Loss)	185,873.77	192,504.34	(6,630.57)
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

5/18/2023
Page 1 / 1
MBROWN

Period: 07/01/22..04/30/23

Port of Newport

Construction Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	13,126.95
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	30.75
Total Current Assets	13,157.70
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	13,157.70
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	30.75
Total Current Liabilities	30.75
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	30.75
Equity (Fund Balance)	
Unrestricted Fund Balance	13,071.18
Total Equity (Fund Balance)	13,071.18
Retained Earnings	55.77
Net Assets	13,126.95
Total Liabilities and Equity	13,157.70



Period: 07/01/22..04/30/23

Port of Newport

Construction Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	0.00	0.00	0.00
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	55.77	(10.00)	65.77
Total Non-operating Revenues	55.77	(10.00)	65.77
NON-OPERATING EXPENSES			
Non-Operating Income (Loss)	55.77	(10.00)	65.77
Net Income (Loss)	55.77	(10.00)	65.77
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..04/30/23
Port of Newport

Facilities Maintenance Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	486,124.61
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	2,938.69
Total Current Assets	489,063.30
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	489,063.30
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	2,938.69
Total Current Liabilities	2,938.69
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	2,938.69
Equity (Fund Balance)	
Assigned Fund Balance	475,911.12
Unrestricted Fund Balance	2,305.74
Total Equity (Fund Balance)	478,216.86
Retained Earnings	7,907.75
Net Assets	486,124.61
Total Liabilities and Equity	489,063.30



Period: 07/01/22..04/30/23

Port of Newport

Facilities Maintenance Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	0.00	0.00	0.00
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	7,907.75	416.66	7,491.09
Transfers In from Other Funds	0.00	500,000.00	(500,000.00)
Total Non-operating Revenues	7,907.75	500,416.66	(492,508.91)
NON-OPERATING EXPENSES			
Transfers Out to Other Funds	0.00	528,316.00	(528,316.00)
Total Non-Operating Expenses	0.00	528,316.00	(528,316.00)
Non-Operating Income (Loss)	7,907.75	(27,899.34)	35,807.09
Net Income (Loss)	7,907.75	(27,899.34)	35,807.09
<hr/> <hr/>			
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00

4/20/2023	Invoice	F/V Heritage Inc	Vend#: V01710 - Inv#: REF REFUND	100				-1,391.86	1,391.86
4/7/2023	Invoice	Walter Chuck	Vend#: V01700 - Inv#: TRA TRAVEL - PNWA MISSION TC	100				-2,649.39	2,649.39
4/25/2023	Invoice	Gladsion, Inc	Order P000632 S11012586	100	600			-1,677.40	1,677.40
4/18/2023	Invoice	Surf Town Coffee Co.	Order P000600 8653	100				-120.00	120.00
4/6/2023	Invoice	ISCO Industries, Inc	Vend#: V01510 - Inv#: 340 34030524	100				-4,644.00	4,644.00
4/6/2023	Invoice	Civil West Engineering Services, Inc	Vend#: V01170 - Inv#: 220 2204.254.006	100				-999.00	999.00
4/20/2023	Invoice	Security Monster	Vend#: V01010 - Inv#: 209 209278.	100				-3,580.25	3,580.25
4/20/2023	Invoice	Security Monster	Vend#: V01010 - Inv#: 209 209278	100				-3,580.25	3,580.25
4/6/2023	Invoice	Ultrex	Vend#: V00870 - Inv#: INV INV126173	100				-46.88	46.88
4/13/2023	Invoice	Paula Miranda	Vend#: V00680 - Inv#: TRA TRAVEL PER DIEM/REIMBUR	100				-2,293.33	2,293.33
4/6/2023	Invoice	Gloria Tucker	Vend#: V00650 - Inv#: 3/2 3/27/23	100				-34.95	34.95
4/6/2023	Invoice	Mark Harris	Vend#: V00590 - Inv#: 3/2 3/24/23	100				-68.46	68.46
4/7/2023	Invoice	Kody Robinson	Vend#: V00570 - Inv#: TRA TRAVEL - 4/11/23	100				-563.19	563.19
4/30/2023	Invoice	Windcave	Vend#: V00450 - Inv#: 221 2214036	100				-175.00	175.00
4/25/2023	Invoice	Baldwin General Contracting, Inc	Vend#: V00440 - Inv#: 16 16	100				-58,890.20	58,890.20
4/20/2023	Invoice	MASA	Vend#: V00430 - Inv#: 151 1515907	100				-154.00	154.00
4/24/2023	Invoice	Newport Fab Shop	Order P000617 1186	100				-5,524.80	5,524.80
4/30/2023	Invoice	Washington State Support Registry	Vend#: V00369 - Inv#: PPE PPE20230430	100				-136.00	136.00
4/20/2023	Invoice	Washington State Support Registry	Vend#: V00369 - Inv#: PPE PPE 20230415	100				-136.00	136.00
4/7/2023	Invoice	Washington State Support Registry	Vend#: V00369 - Inv#: PPE PPE 03/31/2023	100				-136.00	136.00
4/20/2023	Invoice	VOYA-OREGON SAVINGS GROWTH PLAN	Vend#: V00366 - Inv#: PPE PPE 041523 - ROTH	100				-525.00	525.00
4/20/2023	Invoice	VOYA-OREGON SAVINGS GROWTH PLAN	Vend#: V00366 - Inv#: PPE PPE 041523	100				-630.00	630.00
4/7/2023	Invoice	VOYA-OREGON SAVINGS GROWTH PLAN	Vend#: V00366 - Inv#: PPE PPE 03/31/2023 ROTH	100				-525.00	525.00
4/7/2023	Invoice	VOYA-OREGON SAVINGS GROWTH PLAN	Vend#: V00366 - Inv#: PPE PPE 03/31/2023	100				-630.00	630.00
4/27/2023	Invoice	Verizon Wireless	Vend#: V00361 - Inv#: 993 9932349803	100				-529.85	529.85
4/12/2023	Invoice	Valley Fire Control Inc	Vend#: V00359 - Inv#: 106 106522 (B)	100				-554.00	554.00
4/7/2023	Invoice	ULINE	Order P000583 162146983	100				-993.66	993.66
4/4/2023	Invoice	ULINE	Order P000565 162013159	100	300			-1,211.64	1,211.64
4/27/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000638 025521	100	500			-41.07	41.07
4/25/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000630 025099	100	500			-70.75	70.75
4/24/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000620 024775	100	500			-34.05	34.05
4/20/2023	Invoice	TWGW Inc NAPA Auto Parts	Vend#: V00345 - Inv#: SVC SVC FEE	100				-6.85	6.85
4/19/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000604 023984	100				-77.93	77.93
4/17/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000599 023516	100	300			-238.19	238.19
4/14/2023	Invoice	TWGW Inc NAPA Auto Parts	Order P000595 022933	100	500			-229.88	229.88
4/6/2023	Invoice	Toyota Lift Northwest	Order P000578 74000949	100	300			-2,422.09	2,422.09
4/11/2023	Invoice	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 125 12514 - MARCH 2023	100				-4,107.87	4,107.87
4/11/2023	Invoice	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: APF APRIL 2023	100				-675.30	675.30
4/6/2023	Invoice	TCB Security Services Inc.	Vend#: V00333 - Inv#: 243 243026	100				-12,309.00	12,309.00
4/27/2023	Invoice	T & L Chemical Toilet Service LLC	Vend#: V00331 - Inv#: 161 161448	100				-85.00	85.00
4/27/2023	Invoice	T & L Chemical Toilet Service LLC	Vend#: V00331 - Inv#: 161 161447	100				-85.00	85.00
4/27/2023	Invoice	T & L Chemical Toilet Service LLC	Vend#: V00331 - Inv#: 161 161446	100				-85.00	85.00
4/27/2023	Invoice	T & L Chemical Toilet Service LLC	Vend#: V00331 - Inv#: 161 161444	100				-320.00	320.00
4/27/2023	Invoice	T & L Chemical Toilet Service LLC	Vend#: V00331 - Inv#: 161 161443	100				-340.00	340.00
4/6/2023	Invoice	T & L Septic & Chemical Toilet Service	Vend#: V00331 - Inv#: 161 161106	100				-85.00	85.00
4/6/2023	Invoice	T & L Septic & Chemical Toilet Service	Vend#: V00331 - Inv#: 161 161105	100				-85.00	85.00
4/6/2023	Invoice	T & L Septic & Chemical Toilet Service	Vend#: V00331 - Inv#: 161 161104	100				-85.00	85.00
4/6/2023	Invoice	T & L Septic & Chemical Toilet Service	Vend#: V00331 - Inv#: 161 161103	100				-85.00	85.00
4/6/2023	Invoice	T & L Septic & Chemical Toilet Service	Vend#: V00331 - Inv#: 161 161102	100				-320.00	320.00
4/6/2023	Invoice	Summit Public Relations Strat LLC	Vend#: V00328 - Inv#: 773 773	100				-2,274.50	2,274.50
4/20/2023	Invoice	Suburban Propane	Vend#: V00327 - Inv#: 169 169345	100				-121.38	121.38
4/20/2023	Invoice	Suburban Propane	Vend#: V00327 - Inv#: 169 169331	100				-491.67	491.67
4/6/2023	Invoice	Suburban Propane	Vend#: V00327 - Inv#: 156 1568-169344	100				-529.59	529.59
4/6/2023	Invoice	Streamline	Vend#: V00326 - Inv#: AC7 COFEE-0029	100				-450.00	450.00
4/20/2023	Invoice	Staples Advantage	Order P000609 3537063326	100	700			-64.82	64.82
4/3/2023	Invoice	Staples Advantage	Order P000558 3537063321	100				-109.35	109.35
4/28/2023	Invoice	Spiro Landscapes Inc	Vend#: V00319 - Inv#: 000 00028018	100				-495.00	495.00
4/7/2023	Invoice	Special Districts Insurance Services	Vend#: V00318 - Inv#: 03-1 03-0016278 4/1/2023	100				-22,802.01	22,802.01
4/13/2023	Invoice	Special Districts Association of Oregon	Vend#: V00317 - Inv#: 062 062022-1607	100				-75.00	75.00
4/29/2023	Invoice	Sierra Springs	Vend#: V00313 - Inv#: 217 21798087 042923	100				-113.40	113.40
4/6/2023	Invoice	Sierra Springs	Vend#: V00313 - Inv#: 217 21798087 040123	100				-21.20	21.20
4/6/2023	Invoice	Sierra Springs	Vend#: V00313 - Inv#: 225 22502915 040123	100				-33.76	33.76
4/27/2023	Invoice	Rondys Inc dba Yaquina Industrial Park	Vend#: V00299 - Inv#: 05 : 05 2023	100				-2,000.00	2,000.00
4/24/2023	Invoice	Road & Driveway Co Inc	Order P000626 0029488-IN	500	600			-402.82	402.82
4/6/2023	Invoice	RentPrep Enterprise	Vend#: V00295 - Inv#: 870 8706	100				-29.90	29.90
4/5/2023	Invoice	Quadient Finance USA Inc	Order P000568 8887 03/27/23	100				-403.00	403.00
4/12/2023	Invoice	Proctor Sales Inc	Order P000591 0346664-IN	500	600			-2,400.50	2,400.50
4/12/2023	Invoice	Portland Bolt & Manufacturing Co Inc	Order P000590 161728	100	300			-458.50	458.50
4/12/2023	Invoice	Platt Electric Supply Inc	Order P000588 3W21116	100	500			-95.55	95.55
4/5/2023	Invoice	Platt Electric Supply Inc	Vend#: V00284 - Inv#: 370 3706446	100				-355.84	355.84
4/6/2023	Invoice	Pioneer Connect	Vend#: V00282 - Inv#: 113 113823 04 2023	100				-452.12	452.12
4/6/2023	Invoice	Pioneer Connect	Vend#: V00282 - Inv#: 115 115083 04 2023	100				-41.32	41.32
4/6/2023	Invoice	Pioneer Connect	Vend#: V00282 - Inv#: 159 159375 4/1/2023	100				-179.90	179.90
4/4/2023	Invoice	Performance System Integration LLC	Order P000563 12521055	500	600			-340.00	340.00
4/20/2023	Invoice	Papé Material Handling, Inc	Vend#: V00273 - Inv#: 893 8934433.	100				-154.99	154.99
4/20/2023	Invoice	Pacific Northwest Waterways Assoc.	Vend#: V00270 - Inv#: 675 6755	100				-2,250.00	2,250.00
4/3/2023	Invoice	Pacific Coast Lock & Safe LLC	Order P000560 10163	100	700			-115.00	115.00
4/20/2023	Invoice	Orkin	Vend#: V00260 - Inv#: 243 243710904	100				-62.99	62.99
4/20/2023	Invoice	Orkin	Vend#: V00260 - Inv#: 242 242504124	100				-62.99	62.99
4/28/2023	Invoice	OR Dept of Revenue	Vend#: V00258 - Inv#: 202 2023 Q1	100				-3,958.12	3,958.12
4/25/2023	Invoice	OR Dept of State Lands	Vend#: V00245 - Inv#: 266 26634	100				-471.00	471.00
4/27/2023	Invoice	NW Natural	Vend#: V00237 - Inv#: 158 1584562-1 202304	100				-361.02	361.02
4/27/2023	Invoice	NW Natural	Vend#: V00237 - Inv#: 158 1584561- 202304	100				-182.23	182.23
4/6/2023	Invoice	NW Natural	Vend#: V00237 - Inv#: 158 1584561-3 3/21/23	100				-214.55	214.55
4/28/2023	Invoice	Newport News Times	Order P000642 102501 53-21	100				-275.00	275.00
4/28/2023	Invoice	Newport News Times	Order P000641 102501 52-21	100				-275.00	275.00
4/13/2023	Invoice	Newport News Times	Vend#: V00228 - Inv#: INV INV208372	100				-46.43	46.43
4/13/2023	Invoice	Newport News Times	Vend#: V00228 - Inv#: INV INV208168	100				-46.43	46.43
4/13/2023	Invoice	Newport News Times	Vend#: V00228 - Inv#: INV INV208165	100				-2.00	2.00
4/6/2023	Invoice	Newport News Times	Order P000572 INV224488	100				-275.00	275.00
4/6/2023	Invoice	Newport News Times	Order P000571 INV223616	100				-61.88	61.88
4/6/2023	Invoice	Newport News Times	Order P000571 INV221885	100				-61.88	61.88
4/6/2023	Invoice	Newport News Times	Order P000571 INV221883	100				-2.00	2.00
4/25/2023	Invoice	Mobile Modular, Inc	Vend#: V00214 - Inv#: 241 2410650	100				-495.00	495.00
4/20/2023	Invoice	Mobile Modular, Inc	Vend#: V00214 - Inv#: 240 2407276	100				-1,375.00	1,375.00
4/13/2023	Invoice	MacPherson, Gintner & Diaz	Inv#: 82674 82674	100				-2,362.50	2,362.50
4/20/2023	Invoice	Lincoln County Public Works	Vend#: V00194 - Inv#: 640 6408	100				-130.44	130.44
4/6/2023	Invoice	Lincoln County Historical Society	Order P000580 6743	100				-60.00	60.00

4/6/2023	Invoice	Les Schwab Tire Center Inc	Order P000577	72500552871	100			-88.99	88.99
4/4/2023	Invoice	Les Schwab Tire Center Inc	Order P000561	72500552735	100	300		-2,314.04	2,314.04
4/20/2023	Invoice	KOPIS	Vend#: V00183 - Inv#: PCI PCINV07842		100			-682.50	682.50
4/20/2023	Invoice	Kings Ill of America LLC	Vend#: V00181 - Inv#: 242 2426394		100			-157.83	157.83
4/6/2023	Invoice	Kern & Thompson LLC	Vend#: V00179 - Inv#: 273 27324		100			-28,000.00	28,000.00
4/27/2023	Invoice	Keller Supply Company	Vend#: V00178 - Inv#: 502 5021615327.002A		100			-301.92	301.92
4/25/2023	Invoice	Keller Supply Company	Vend#: V00178 - Inv#: 502 5021615327.002		100			-301.92	301.92
4/5/2023	Invoice	Keller Supply Company	Order P000569	5021615327.001	100			-501.12	501.12
4/20/2023	Invoice	Integrity Data	Vend#: V00167 - Inv#: CB1 CB12715		100			-1,212.00	1,212.00
4/6/2023	Invoice	Integrity Data	Vend#: V00167 - Inv#: CB1 CB11639		100			-884.00	884.00
4/6/2023	Invoice	Integrity Data	Vend#: V00167 - Inv#: CB1 CB11456		100			-200.00	200.00
4/24/2023	Invoice	Idea Print Works	Order P000625	14982	100			-198.80	198.80
4/25/2023	Invoice	IcniPro Security Alarms Inc	Order P000627	42145	100	500		-325.00	325.00
4/6/2023	Invoice	IcniPro Security Alarms Inc	Vend#: V00162 - Inv#: 431 43147		100			-261.96	261.96
4/6/2023	Invoice	Hyak	Vend#: V00161 - Inv#: 365 36569		100			-6,828.00	6,828.00
4/26/2023	Invoice	Harvey's Lock & Key Service	Order P000635	24061	100	300		-100.95	100.95
4/6/2023	Invoice	Ground FX Landscape Management LLC	Vend#: V00152 - Inv#: 338 33842		100			-345.00	345.00
4/27/2023	Invoice	First Interstate Bank**EFT**Debt Svc	Vend#: V00136 - Inv#: 129 129700956 202305		100			-5,105.31	5,105.31
4/11/2023	Invoice	First Interstate Bank**EFT**Debt Svc	Vend#: V00136 - Inv#: 095 0956 MARCH 2023		100			-5,105.31	5,105.31
4/21/2023	Invoice	First Interstate Bank MC	Vend#: V00135 - Inv#: 133 1335 20230322		100			-506.47	506.47
4/21/2023	Invoice	First Interstate Bank MC	Vend#: V00135 - Inv#: 135 1350 20230322		100			-3,514.16	3,514.16
4/21/2023	Invoice	First Interstate Bank MC	Vend#: V00135 - Inv#: 345 3459 20230322		100			-183.03	183.03
4/11/2023	Invoice	First Interstate Bank MC	Vend#: V00135 - Inv#: 134 1343 202303		100			-430.00	430.00
4/7/2023	Invoice	First Interstate Bank MC	Vend#: V00135 - Inv#: 864 8643 GT 03/22/2023		100			-270.99	270.99
4/26/2023	Invoice	Englund Marine Supply Co Inc	Order P000636	7665/6	100	500		-7.66	7.66
4/21/2023	Invoice	Englund Marine Supply Co Inc	Order P000613	327710/6	100	500		-58.42	58.42
4/20/2023	Invoice	Englund Marine Supply Co Inc	Order P000610	7426/6	100	300		-225.58	225.58
4/20/2023	Invoice	Englund Marine Supply Co Inc	Order P000606	7405/6	100	700		-320.70	320.70
4/17/2023	Invoice	Englund Marine Supply Co Inc	Order P000598	7232/6	100	500		-172.89	172.89
4/13/2023	Invoice	Englund Marine Supply Co Inc	Vend#: V00124 - Inv#: 643 6437/6		100			-1,193.19	1,193.19
4/20/2023	Invoice	Economic Development Alliance of LC	Vend#: V00121 - Inv#: 230 2304068		100			-5,000.00	5,000.00
4/27/2023	Invoice	DOWL	Vend#: V00113 - Inv#: 262 2621.80022.01-4		100			-467.50	467.50
4/5/2023	Invoice	Doug's Electric Inc	Order P000567	C37557F	100			-253.00	253.00
4/29/2023	Invoice	Direct TV**EFT**	Vend#: V00108 - Inv#: 046 046543116X230430		100			-447.20	447.20
4/26/2023	Invoice	Direct TV**EFT**	Vend#: V00108 - Inv#: 050 05033293X230426		100			-808.40	808.40
4/11/2023	Invoice	Direct TV**EFT**	Vend#: V00108 - Inv#: 050 05033293X230326		100			-808.40	808.40
4/14/2023	Invoice	Cummins Inc	Order P000596	179257	500	600		-2,747.90	2,747.90
4/13/2023	Invoice	Copeland Lumber Yards Inc	Order P000592	23004-187370	100	300		-38.79	38.79
4/11/2023	Invoice	Copeland Lumber Yards Inc	Order P000587	2304-185574	100	500		-45.61	45.61
4/6/2023	Invoice	Astound CoastCom By Wave	Vend#: V00082 - Inv#: 121 121313501-0010079		100			-1,515.97	1,515.97
4/12/2023	Invoice	Coastal Paper & Supply Inc	Vend#: V00080 - Inv#: 619 619234		100			-85.00	85.00
4/6/2023	Invoice	Coastal Paper & Supply Inc	Vend#: V00080 - Inv#: 618 618991		100			-1,948.88	1,948.88
4/11/2023	Invoice	City of Newport Water**EFT**	Vend#: V00070 - Inv#: APF APRIL 2023		100			-9,977.89	9,977.89
4/28/2023	Invoice	City of Newport Room Tax	Vend#: V00069 - Inv#: 03/ 03/31/2023 TRANSIENT TAX		100			-11,424.92	11,424.92
4/20/2023	Invoice	Century Link	Vend#: V00063 - Inv#: 541 5415741053 245 B 04 2023		100			-40.84	40.84
4/20/2023	Invoice	Century Link	Vend#: V00063 - Inv#: 541 5412654235 8408 2023 4		100			-40.84	40.84
4/21/2023	Invoice	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: 302 302612074 202304		100			-315.00	315.00
4/11/2023	Invoice	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: MA MARCH 2023.		100			-24,154.69	24,154.69
4/11/2023	Invoice	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: 69- 69-APRIL 2023		100			-701.20	701.20
4/11/2023	Invoice	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: APF APRIL 2023		100			-290,003.00	290,003.00
4/21/2023	Invoice	Central Coast Excavating Inc	Order P000614	141442	500	600		-3,000.00	3,000.00
4/5/2023	Invoice	Cascade Nut & Bolt	Vend#: V00059 - Inv#: 516 51653203.002		100			-20.00	20.00
4/14/2023	Invoice	Carver Inc	Vend#: V00058 - Inv#: 126 12618		100			-24.40	24.40
4/14/2023	Invoice	Carver Inc	Vend#: V00058 - Inv#: 125 12596		100			-226.74	226.74
4/28/2023	Invoice	Carson Oil Co Inc**EFT**	Vend#: V00057 - Inv#: CP- CP-00452689		100			-289.17	289.17
4/11/2023	Invoice	Carson Oil Co Inc**EFT**	Vend#: V00057 - Inv#: CP- CP-00447691		100			-357.17	357.17
4/27/2023	Invoice	Business Oregon - IFA	Vend#: V00053 - Inv#: 655 65541 20230501		100			-2,083.33	2,083.33
4/6/2023	Invoice	Business Oregon - IFA	Vend#: V00053 - Inv#: 655 65541 04/01/2023		100			-2,083.33	2,083.33
4/1/2023	Invoice	Business Oregon - IFA	Vend#: V00053 - Inv#: 655 65541 04/1/2023		100			-2,083.33	2,083.33
4/27/2023	Invoice	Bill's Pest Control LLC	Vend#: V00043 - Inv#: 363 36325		500			-135.00	135.00
4/26/2023	Invoice	Barrelhead Supply Inc	Order P000633	333522	100			-458.79	458.79
4/25/2023	Invoice	Barrelhead Supply Inc	Order P000629	333494	100	300		-608.70	608.70
4/24/2023	Invoice	Barrelhead Supply Inc	Order P000622	333403	100			-97.29	97.29
4/21/2023	Invoice	Barrelhead Supply Inc	Order P000612	333342	100			-144.60	144.60
4/20/2023	Invoice	Barrelhead Supply Inc	Order P000607	333302	100	700		-102.58	102.58
4/19/2023	Invoice	Barrelhead Supply Inc	Order P000603	333254	100	700		-137.87	137.87
4/18/2023	Invoice	Barrelhead Supply Inc	Order P000601	333210	100			-1,017.56	1,017.56
4/5/2023	Invoice	Barrelhead Supply Inc	Order P000570	332683	100	700		-122.39	122.39
4/4/2023	Invoice	Barrelhead Supply Inc	Order P000564	332629	100			-118.88	118.88
4/28/2023	Invoice	Amazon Capital Services Inc	Order P000645	1WJ3-YPCN-6DNM	500	600		-120.38	120.38
4/26/2023	Invoice	Amazon Capital Services Inc	Order P000634	1FPM-3WTJ-77K6	500	600		-49.30	49.30
4/26/2023	Invoice	Amazon Capital Services Inc	Order P000634	1FPM-3WTJ-77K6	500	600		-24.65	24.65
4/25/2023	Invoice	Amazon Capital Services Inc	Order P000628	166T-DCKW-1CT9	100	500		-477.62	477.62
4/25/2023	Invoice	Amazon Capital Services Inc	Order P000631	1P1Q-FYM9-3WQ7	100			-309.95	309.95
4/24/2023	Invoice	Amazon Capital Services Inc	Order P000623	1CLM-6YRR-RCNJ	100			-497.67	497.67
4/24/2023	Invoice	Amazon Capital Services Inc	Order P000624	1749-GLGD-6QFK	500	600		-99.72	99.72
4/21/2023	Invoice	Amazon Capital Services Inc	Order P000611	1KKY-RKIT-JG3D	100			-48.34	48.34
4/20/2023	Invoice	Amazon Capital Services Inc	Order P000608	1C6H-YFF3-K3LW	100			-956.13	956.13
4/19/2023	Invoice	Amazon Capital Services Inc	Order P000602	1UJH-KFY6-33JQ	100	300		-127.96	127.96
4/14/2023	Invoice	Amazon Capital Services Inc	Order P000597	1NM6-VHD7-4FPD	100			-84.15	84.15
4/14/2023	Invoice	Amazon Capital Services Inc	Order P000594	1L9X-M37X-CDH1	100	500		-386.66	386.66
4/10/2023	Invoice	Amazon Capital Services Inc	Order P000586	1P61-9JM6-33HX	100	500		-85.99	85.99
4/7/2023	Invoice	Amazon Capital Services Inc	Order P000584	149Y-6PWT-JH3N	100			-248.84	248.84
4/6/2023	Invoice	Amazon Capital Services Inc	Order P000574	1Q6K-V6M7-1916	100	700		-57.94	57.94
4/4/2023	Invoice	Amazon Capital Services Inc	Order P000566	1D1N-Y9G9-DYKG	500	600		-24.54	24.54
4/3/2023	Invoice	Amazon Capital Services Inc	Order P000559	1FTR-617D-49MV	100			-53.77	53.77
4/24/2023	Invoice	Alsea Bay Power Products Inc	Order P000619	RENTAL AGREEMENT-38266	100			-612.80	612.80
4/24/2023	Invoice	Alsea Bay Power Products Inc	Order P000618	382397	100			-712.65	712.65
4/4/2023	Invoice	Alsea Bay Power Products Inc	Order P000562	383222	100			-3,465.00	3,465.00
4/6/2023	Invoice	AlSCO Inc	Vend#: V00022 - Inv#: LPC LPOR2996628		100			-32.95	32.95
4/6/2023	Invoice	AlSCO Inc	Vend#: V00022 - Inv#: LPC LPOR292907		100			-32.95	32.95
4/25/2023	Invoice	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	Vend#: V00020 - Inv#: 795 79544479		100			-647.50	647.50
4/11/2023	Invoice	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	Vend#: V00020 - Inv#: 792 79240882		100			-647.50	647.50
4/6/2023	Invoice	Advanced Remediation Technologies Inc	Vend#: V00012 - Inv#: 242 2422		100			-2,025.50	2,025.50



OLD BUSINESS

DATE: May 18, 2023
RE: Facilities Code Changes/Fish Seller Permit
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Last month, we did the first reading of Code changes for the purpose of clarifying the rules regarding retail sales of fish directly from the boats in the marinas. At that time, I was asked about increases of liability to the Port if we issue permits for this activity. We had discussions with both our attorney and our insurance company about that, and I drafted an actual permit, which was reviewed by our attorney.

DETAIL

Our attorney's advice was to narrow the activity being permitted and to define it well. In the permit, I linked it to the term "limited fish buyer", which is a license issued by ODFW with criteria and standards, etc. We also placed the onus on the licensee to attain and comply with the terms of the applicable licenses to qualify for a Port permit to sell directly from the boat in the marinas.

RECOMMENDATION

I RECOMMEND A MOTION TO ADOPT ORDINANCE 2022-02 REGARDING CODE CHANGES BY TITLE ONLY.

**After Recording Return To:
Port of Newport
600 SE Bay Blvd
Newport, OR 97365**

**PORT OF NEWPORT
ORDINANCE NO. 2022-02
AN ORDINANCE REGARDING ADDITIONS TO THE PORT FACILITY CODE**

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

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

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

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

Add to Section 1.2 Definitions:

“Retail Sales: Sales of goods that are made directly to the consumer. For the purposes of this definition, a consumer is a person who purchases goods for personal use, and services do not apply.”

“Retail Sales Business: A business whose primary purpose is to conduct retail sales”

“Wholesale: Sales of goods that are made to retailers, or to industrial, commercial, institutional, or other professional business users, or to other wholesalers and the like.”

“Buying Station: a location other than the licensed premises of a wholesale fish dealer or food fish canner at which such wholesale fish dealer or food fish canner purchases or receives food fish or shellfish from commercial fishers.”

Add to Chapter 5 Recreational Marina:

“**5.31 Seafood Product Sale or Purchase.** Retail sales on the marina premises are prohibited except by tenants that operate under an active lease from the Port. Moorage holders shall not operate a retail sales business in the marina unless they are a tenant under a lease that specifically covers the retail sales business.”

Edit Section 2.41 to read:

“No person may set up a retail sales business~~buying station~~ without first obtaining all required licenses and permits and leasing form the Port, on terms provided by the Port, the area at which any retail sales business~~buying station~~ is to be established.”

Add to Section 2.42:

“(c) Retail sales of fish/seafood”

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23 day of
May, 2023.**

James Burke, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT LICENSE

This License, effective 01 January, 2023 through 31 December, 2023 from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", is granted to [LICENSEE], hereinafter referred to as "Licensee."

The Port hereby grants permission to Licensee to sell fish or shellfish under a limited fish seller permit issued by Oregon Department of Wildlife (ODFW). The Port grants permission for the LICENSEE to operate at Port of Newport facilities as a limited fish seller as that term is defined in ODFW regulations. At all times LICENSEE shall operate in accordance with Oregon Department of Agriculture regulations, and any or all other local, state, and federal regulations for that activity. At all times, LICENSEE shall operate in accordance with local, state, and federal law and keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of LICENSEE's period of use. LICENSEE shall follow the Port Facilities Code (available on the Port's website), established rules for usage of the facility, and the direction of Port Staff while operating as a limited fish seller. LICENSEE is not permitted to sell products not included in the ODFW limited seller permit. Port Staff may direct LICENSEE to relocate at any point if it is in the PORT's interest to relocate LICENSEE's business activity. This license does not provide priority, nor guarantee LICENSEE access or rights to moor a vessel or use any of the adjacent facilities, and it does not supersede the Moorage License Agreement. This license only pertains to activities as a licensed limited fish seller; attainment of the proper local, state, and federal licenses are a prerequisite for this license. LICENSEE is liable for the safety and conduct of their customers, and all people attending their business. The Port reserves the right to terminate this license upon 15 days' written notice for continuing or repeated violations of the Port's ordinances, rules, or regulations. The administrative fee for licensing is non-refundable and shall not be pro-rated. Exhibit B is the Port's Limited Fish Seller Certificate, which shall be displayed AT ALL TIMES at the location where the LICENSEE is selling fish or shellfish. If the certificate is not displayed, LICENSEE is subject to fines in accordance with Port Ordinance and/or termination. This license shall automatically terminate at the time when LICENSEE's ODFW limited fish seller permit terminates, is revoked, or suspended in any way.

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

1. **Administrative Fee:** \$100, which covers the calendar year of the license 01JAN-31DEC, not pro-rated.
2. **Reservation of Rights:** Port reserves the right to alter or amend terms & conditions of License.
3. **Liability, indemnity of Port:** Licensee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations, and ordinances. Licensee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from, or connected with Licensee's use of Port facilities. Licensee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella on top of \$1 million per occurrence will be acceptable. Licensee will provide the Port with a Certificate of Insurance naming the Port as an additional insured. The certificate must

be received prior to operations commencing.

4. **Condition of Premises.** Licensee acknowledges that Licensee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This License is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Licensee and notify Licensee of conditions requiring Licensee's attention, but Port assumes no responsibility for Licensee's use of the Port's facilities. At all times, Licensee shall keep the area in and about the premises free and clear of rubbish, debris, and obstructions of every kind during and upon termination of Licensee's period of occupancy. Licensee agrees that Licensee will leave the premises in a condition substantially equivalent or better than they were found.

5. **Nontransferability/Term.** This License is nontransferable. This License expires at 11:59 pm on 31 December, 2023.

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

Port of Newport:

Accepted By:

Paula J. Miranda , General Manager

SIGNER
TITLE

ATTACHMENTS: Exhibit A: License Display Certificate



OLD BUSINESS ITEM

DATE: May 18, 2023
RE: Federal Cost Share Agreement-Commercial Marina Dredging, PD7 Planning
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The Port of Newport entered into a Federal Cost Share Agreement with the US Army Corps of Engineers in April of 2021 to complete the feasibility study phase for a project to establish a deeper channel to Port Dock 7 through the Commercial Marina. This will benefit the plan to build a new dock that will accommodate large, modern fishing vessels. At that time, given the scope of the feasibility phase, the estimate for the work was \$950,000, for which the Port was responsible to provide half (\$475,000), either by work-in-kind or by cash.

The feasibility phase as it was originally scoped did not include sediment sampling, which would have been included in the construction phase. However, the presumed existence of a particular type of hard pan, and the fact that it has neither been confirmed nor tested for petroleum hydrocarbons, is causing the Army Corps' risk model for the budget of the project to go up. Nye Mudstone (as the hardpan in the vicinity of PD7 is assumed to be) is at an elevated risk to have petroleum hydrocarbons present as a part of the natural geological system. If the material beneath the fine sediment in the area is Nye Mudstone, and if it happens to contain petroleum hydrocarbons, then the cost of disposal of that material if it's dredged would be much more. The Army Corps' risk model then requires that the worst case scenario be considered in determining the risk of the project rapidly elevating in cost.

To address this risk, the best approach is to reduce the uncertainty, and develop plans accordingly. If Nye Mudstone is present, and then if that Nye Mudstone actually does contain petroleum hydrocarbons, we would likely change the shape of the design to build around those areas to reduce dredging. This would then lower the "risk" of the cost of the project skyrocketing. If there is little or no risk of Nye Mudstone, or if there is Nye Mudstone and it contains no petroleum hydrocarbons, then that scenario would also lower the "risk" of the cost jumping over the budget during construction. Addressing this risk in this way helps to ensure that our project will clear the feasibility phase and move into construction.

Aside from reducing the risk of the construction of the project growing over the budget, the Port needs to do similar sampling work within the new Port Dock 7 area so that we can attain permits for our new docks, and so that we can design around those same potential scenarios. This means that by sampling now, there are benefits to both the Port and the Corps because this significant core sampling (drilling) can be combined and the mobilization cost spread between the two separate but adjacent projects. The Port needs to complete this sampling so that we can determine the proper shape of the docks, which will also determine potential capacity. In short, this sampling needs to be done as soon as possible to progress our project past a broad concept.

DETAIL

The Army Corps has approval to roll the sediment sampling and testing into the feasibility phase, but that will increase the total feasibility budget from \$950,000 to \$1,350,000. These figures are “not to exceed” numbers. The cost share for the feasibility phase is 50%, so the Port’s new share would total \$675,000 in contributions. To date, the Port has already contributed \$370,000 since the Federal Cost Share Agreement was signed. The Port will also be able to count the sampling as work in-kind (including administrative effort), but that work itself will also benefit the Port’s project because the sampling is in the same area in the Commercial Marina. The details of the actual cost of sampling have not been finalized; we don’t have completed specifications yet, but are basing these costs on very solid estimates. The Corps will use their financial model to ground-truth the final quote to ensure the numbers are accurate and that their specifications are met.

BUDGET IMPACTS

For this Fiscal year, we budgeted \$400,000 for Port Dock 7 planning. Our current contract with DOWL was negotiated \$102,000 under budget; we included \$400,000 in the FY 2023-24 budget for PD7 planning that can also be applied to this project. This provides more than enough room in the budget to commit to this cost share agreement amendment for the purpose of sediment sampling in the Commercial Marina. Depending on when we can execute a contract amendment to get this work completed by DOWL, we may get the cores drilled between June and August.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE GM TO AMEND THE FEDERAL COST SHARE AGREEMENT WITH THE ARMY CORPS OF ENGINEERS FOR THIS PROJECT NTE \$675K FOR THE PORT’S SHARE.

AMENDMENT NO. 1
TO THE
AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
THE PORT OF NEWPORT
FOR THE
PORT OF NEWPORT NAVIGATION IMPROVEMENTS FEASIBILITY STUDY
DATED APRIL 23, 2021

THIS AMENDMENT NO. 1 hereby amends the Agreement between the Department of the Army (hereinafter the "Government"), represented by the District Commander for the Portland District (hereinafter the "District Commander"), and the Port of Newport (hereinafter the "Non-Federal Sponsor"), represented by the General Manager, dated April 23, 2021 by replacing Article III.A. with the following:

"A. As of the effective date of this Agreement, shared study costs are projected to be \$1,350,000, with the Government's share of such costs projected to be \$675,000 and the Non-Federal Sponsor's share of such costs projected to be \$675,000. These amounts are estimates only that are subject to adjustment by the Government and are not to be construed as the total financial responsibilities of the Government and the Non-Federal Sponsor."

All other terms and conditions of the Agreement are unchanged by this Amendment No. 1.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1, which shall become effective upon the date it is signed by the District Engineer.

DEPARTMENT OF THE ARMY

BY: _____
Michael D. Helton
Colonel, U.S. Army
District Commander

DATE: _____

PORT OF NEWPORT

BY: _____
Paula Miranda
Port of Newport
General Manager

DATE: _____



Staff Report – Paid Leave Oregon

DATE: **May 23, 2023**
TO: **Paula Miranda, General Manager**
ISSUED BY: **Mark Brown, Director of Finance and Business Services**

Background

Paid Leave Oregon (PLO) is a new program passed into law in 2019 and provides employees easy access to paid leave benefits for events that impact their families, health, and safety. To date the Port has focused on the deduction/contributions and the mechanism for reporting. Equally as important are the internal policies and discretionary decisions each employer will need to evaluate and determine if change is needed. As with any policy, the goal is to balance the needs of employees and the needs of the organization, while meeting compliance with related laws.

It is important to remember that PLO is an insurance benefit. The legislation allows the Port to first, choose how to provide the insurance, through a) the state of Oregon, b) a third-party insurer, or c) to self-insure the program. Secondly, the Port can detail how the PLO benefit will interact with other leaves and benefits. Based on cost the Port chose to use the State of Oregon as it's insurer.

Details

Every employer with employees in Oregon is required to provide this insurance benefit to their Oregon employees., PLO, in whichever form provided, is a protected leave with certain rights and responsibilities. Employees may pay up to 60% of 1% of their gross wages. Employers will pay at least 40% of 1% of each employee's gross wages. Except small employers (under 25 employees), who have a choice. Employees may file a claim on their first day of employment, and if qualified, receive benefits. Employers must not take any action to prevent or discourage an employee from using or trying to use this benefit. Employers must return an employee to their previous role, without change (if not eliminated), if the employee has been employed for at least 90 days prior to the start of leave. Unless self-insuring, an employer will not make the eligibility determination for the employee. Rather, notice will be given to the employer from the insurer. Employers cannot require an employee to use PLO. Employers cannot require an employee to use other leave balances (PTO, Vacation, Sick Time, Compensatory Time, etc.) before using PLO. Employers may allow an employee to make up the difference between the PLO benefit and regular rate of pay through use of other paid leave balances. However, an employer cannot require the use of other paid leave balances. PLO may or may not run concurrently with Oregon Family Leave Act (OFLA) or the Federal Family Medical Leave Act (FMLA). The qualifying instances, definition of family, timelines, and interactions with other leave balances have some differences.

Recommendation:

I RECOMMEND A MOTION TO APPROVE THE PAID LEAVE OREGON POLICY.

PAID LEAVE OREGON

Policy

Policy or Handbook Sample2

 Cost2

 Eligibility.....2

 Length of leave2

 Reasons for leave.....2

 Insurance benefit while on leave.....3

 Notification of the need for leave3

 Filing a Claim for coverage.....3

 Job and Benefit Protection while on leave3

 Complaints Procedure4

Other Leave and Benefits Considerations5

 Leaves:5

 Benefits.....5

Chart of Leave and Benefit Options.....6

POLICY

PAID LEAVE OREGON INSURANCE

The Port of Newport provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

COST

Employees will see a *up to .006%* deduction from gross wages for each paycheck. The employer will contribute *no less than .004%* of the employee's gross wages for each paycheck.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

ELIGIBILITY

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

LENGTH OF LEAVE

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day segments.

REASONS FOR LEAVE

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

INSURANCE BENEFIT WHILE ON LEAVE

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. No employee will receive less than the equivalent of \$540.00 per week and no employee will receive more than the equivalent of \$1,469.78 per week. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

Employees may make up the difference between the PLO benefit amount and their regular rate of pay. The following leave bank is available for this purpose: PTO.

NOTIFICATION OF THE NEED FOR LEAVE

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Notice Form found within Integrity data to notify the Port of the intention to take leave. The employee may also contact the Director of Finance and Business Services for a copy.

FILING A CLAIM FOR COVERAGE

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

JOB AND BENEFIT PROTECTION WHILE ON LEAVE

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums while on leave.

COMPLAINTS PROCEDURE

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to your supervisor promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

OTHER LEAVE AND BENEFITS

LEAVES:

- The Port uses a 12-month rolling calendar to measure any eligible leave time under Oregon Family Medical Leave Act (OFLA) and the Family and Medical Leave Act (FMLA), effective with the passage of this policy, the Port will change this to a 12-month period measured forward from the date of the employee's eligible leave.
- The Port currently **requires** Port employees to use Paid Time Off (PTO) off for any eligible leave under OFLA or FLMA, with the passage of this Policy the Port will make it **optional** for employees to use their PTO for any eligible leave.
- PLO, OFLA, and FMLA will run concurrently where employees qualify for eligible leave.

BENEFITS

1. Health benefits will continue while an employee is receiving a PLO benefit. If you are newly hired and not yet eligible for benefits, on the eligibility date benefits will begin.
2. If an employee is responsible paying any portion of a benefit, you will be responsible for that same Portion while on leave. They will need to pay the Port their portion by the First of every month.

CHART OF LEAVE AND BENEFIT OPTIONS

The following chart outlines the different types of leave and benefits offered to employees in our organization. Below we summarize the eligibility requirements, reasons for use, and pay, if any, for each leave and benefit. Some of these leaves or benefits will run concurrently, others will not. If an employee is planning to use any of these leaves or benefits, it is important to notify your supervisor as soon as possible. We support the use of these leaves and want to coordinate coverage for the employee's time away when possible.

ELIGIBILITY	Paid Leave Oregon Insurance	OFLA	FMLA	PTO leave
Wages required to be eligible for leave	\$1,000 in wages the previous year working in Oregon.	n/a	n/a	n/a
Required length of employment	n/a	180 days	12 months	90-days
Required hours worked for employee to be eligible for leave	n/a	25 hours/week in the past 180 days. Does not apply to parental leave	1,250 hours in previous 12 months	32

QUALIFYING PURPOSES	Paid Leave Oregon Insurance	OFLA	FMLA	PTO leave
Birth, adoption, foster, or placement	Yes	Yes	Yes	Yes
Family member's serious health condition	Yes	Yes	Yes	Yes
Employee's own serious health Condition	Yes	Yes	Yes	Yes
Domestic violence, sexual assault, harassment, or stalking	Yes	No <i>Serious health condition and reasonable safety accommodations under ORS 659A may include leave.</i>	No	Yes
Extended leave for a pregnancy* *In addition to leave for serious health condition	Yes	Yes	No	Yes

QUALIFYING PURPOSES continued	Paid Leave Oregon Insurance	OFLA	FMLA	<i>PTO leave</i>
Sick child leave	No	Yes	No	Yes
Military family leave	No	Yes	Yes	Yes
Bereavement leave	No	Yes	No	Yes
Public health emergency	No	Yes Active Public Health Emergency allows for sick child leave for school or childcare closure only	No	Yes
Rest/Relaxation	No	No	No	Yes

LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon Insurance	OFLA	FMLA	Oregon Sick Leave	PTO leave
Leave duration (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period	Varies by employment length
Maximum leave duration (in most cases)	12 weeks in a one-year period; 14 weeks due to pregnancy in one-year period	12 weeks in a one-year period	12 weeks in a one-year period	Employers may cap use at 40 hours per year	Varies by employment length
Payment	Paid benefit amount/PTO	Unpaid Leave/PTO	Unpaid Leave/PTO	Paid Leave for employers with 10 or more employees	At regular Salary
Benefit amount	Varies based on employee's average weekly wage.	n/a	n/a	100% of regular wages	100% of regular wages, until used



GENERAL MANAGER MONTHLY REPORT

DATE: 05/23/23
PERIOD: 04/20/23 – 05/19/23
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Our excitement of the month has been our move to our new headquarters. We had an open house ribbon cutting on May 12th and heard several nice comments about our new building.

Here are some of the highlights for the month:

South Beach

RV Park Annex Plan: With the ongoing non ending number of repairs to the RV Park Annex, it is no news that we need to come up with a better plan to address the issues. An RFP for the plan is out and hopefully we will bring a selection to the next commission meeting, depending on scheduled interviews with consultants.

RV Park: As usual at this time of the year, we are nearly sold out. We are still trying to hire one more person at that location, so staff is very busy. Having the new camp host does help.

NOAA Dredging: We were able to receive an approval for a variance to dredge NOAA off the in-water work, but again, it proved to be a challenge working with the State agencies to obtain the change while we had no issues with the federal agencies. We sent a letter to ODFW regarding our concerns about the change in the in-water work window with little notice, but the response was less than satisfactory.

Derelict Vessels: We continue to have issues with derelict vessels. We currently have 6 of them on hold. We have been trying to dispose of the one our crew can handle. Otherwise, we may need to wait for the State's assistance in some of them, as they are quite expensive to get rid of.

North Commercial

Administration Building: We moved in on the 5th. There are still a couple of items we are working with the contractor to fix, but they are very minor at this point. We are happy in the new building and appreciate it. The old modular building has been removed as of May 18th.

Port Dock 7 Plan: We are trying to schedule sediment sampling around the same time as the dredging project. We will add this to Dahl's Scope of Work.

Commercial Marina Channel Dredging: The next step is to conduct and additional sediment sampling, which is included as an amendment request at this meeting. This process was originally scheduled to be conducted on a later phase but doing it now will bring more certainty to the project.

Commercial Marina Parking: Although we have discussed bringing this item as a commission work session in May or June, it looks like the City prefer to push it to August, as there are still work to be done.

343 SW Bay Blvd: Commission approved the sale of the property to Ocean's Edge LLC during the last commission meeting. Buyers have until July 1st to complete their due diligence.

Newport International Terminal

RORO Dock Piling Assessment: We are still waiting to hear rather our project has been chosen for the Congressionally Directed Spending funds, which is currently listed as one of the projects for Congresswoman Val Hoyle.

MARAD Grant: We have completed the grant application for the MARAD grant for the Ports Improvement Development Program (PIDP). Response may not be until end of Summer or Fall.

Business Oregon Grant: We were just awarded \$175K from Business Oregon for emerging business. Part of the funds will be utilized to purchase a new forklift and part to build a couple additional cleaning stations (fillet tables) at South Beach. We are very appreciative of Business Oregon working with us on obtaining those funds to invest in our port.

Tariff: Tariffs for Wave Energy components have been researched and we settled on \$14 per metric ton for wharfage, and \$12 per metric ton for S&F charges for wave equipment. We look into rearranging our tariffs to make it more legible to customers and then we can bring it to commission for adoption during the next meeting.

Heavy Equipment: As mentioned during budget, we have had some unscheduled maintenance to the crane and also to the forklift at NIT, which cause some delay in service, since we don't have backup equipment. We try our best to keep customers informed if we know ahead of time.

Miscellaneous:

Finances: Issues with the software that caused our audit to be late are being address. We are now finalizing it and should bring it to commission by next month. The overall state of port finances are healthy, as you can see per reports.

Budget: Our budget has been approved by the budget committee. A hearing will take place on May 31st for final approval by the Commission.

FEMA Flood Maps Update: There is an ongoing concern from Oregon Ports regarding the new FEMA flood map update, which seem to interfere with all future development within those mapped areas, which include all port's properties. The proposed maps would prevent the development of waterfront, maintenance of channels, and existing infrastructure amongst other things. OPPA, SDAO, Business Oregon and our federal relations folks are all monitoring this issue. More to come.

Goals and Objectives: It's that time of the year and I would like to schedule a work session to present our goals and objectives for the year. I would encourage us to do this right in sync with the budget, so a May meeting would be ideal.

HB 3382: This bill originally contained Newport, Astoria and Coos Bay, which are the ports with estuaries. The issue was mostly addressing constraints listed under Goal 16 regarding construction, which includes dredging on estuaries. After 7 different versions, it looks like the committee adopted the last version, which only included the Port of Coos Bay. Of course, that doesn't address some of our ongoing issues in how to maintain and modernize our port in the future, as those constraints seem to get more difficult every year. We will need to continue working with legislators and State agencies to address those problems.

Meetings/Trainings/Summits:

- 04/21/23 - Communications meeting
- 04/22/23 - Oregon Coast Aquarium Board Meeting
- 04/24/23 - Operations Recurring Meeting
- 04/24/23 - Finance Recurring Meeting
- 04/24/23 - Yaquina Bay Estuary Management Steering Committee
- 04/25/23 - Visit with MARAD
- 04/25/23 - Regular Commission Meeting
- 04/26/23 - Business Oregon - Ports Capital Facilities Plan Listening Session
- 04/26/23 - YBEF Meeting
- 04/27/23 - Business Oregon - Oregon Public Ports Federal Coordinating Committee
- 04/27/23 - Meeting with Heather Mann
- 05/01/23 - Operations Recurring Meeting
- 05/02/23 - Business Oregon - Ports Capital Facilities Plan Listening Session
- 05/02/23 - PNWA Dues Committee Meeting
- 05/04/23 - Meeting with OSU ref. Cascadia Subduction Zone earthquake and tsunami preparedness
- 05/04/23 - PNWA Executive Committee Meeting
- 05/04/23 - EDALC Board meeting
- 05/05/23 - Moving Day
- 05/08/23 - PNWA Executive Committee Meeting
- 05/08/23 - Operations Recurring Meeting
- 05/09/23 - Dept. Heads Meeting
- 05/09/23 - Finance Recurring Meeting
- 05/11/23 - Business Oregon - Meeting with funder - Building walk through
- 05/11/23 - PNWA Dues Subcommittee
- 05/12/23 - Ribbon Cutting/Open House
- 05/15/23 - Operations Recurring Meeting
- 05/15/23 - Budget Meeting
- 05/16/23 - Directors Monthly Meeting
- 05/16/23 - Meeting with Insurance agents
- 05/17/23 - Finance Recurring Meeting
- 05/19/23 - Communications Meeting

Upcoming Schedule:

- 05/22/23 - Operations Recurring Meeting
- 05/22/23 - Finance Recurring Meeting
- 05/23/23 - Lincoln County Sustaining our Future Through Innovation Tour
- 05/23/23 - Yaquina Bay Estuary Management Steering Committee
- 05/23/23 - YBEF Meeting
- 05/25-30/23 - Knee Surgery (will try to be back for budget hearing on the 31st)
- 05/31/23 - Budget hearing
- 06/05/23 - Operations Recurring Meeting
- 06/05/23 - Finance Recurring Meeting
- 06/12/23 - Operations Recurring Meeting
- 06/13/23 - Dept. Heads Monthly Meeting
- 06/13/23 - OCWCOG Meeting
- 06/14/23 - Finance Recurring Meeting
- 06/15/23 - SDAO Board Meeting in Salem
- 06/16/23 - Communications Meeting
- 06/17/23 - Meeting with OSU ref. Cascadia Subduction Zone earthquake and tsunami preparedness
- 06/19/23 - Juneteen Holiday (Office Closed)
- 06/20/23 - Directors Monthly Meeting
- 06/21-23/23 - PNWA Summer Conference
- 06/26/23 - Operations Recurring Meeting
- 06/26/23 - Finance Recurring Meeting
- 06/27/23 - Regular Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: 30 April, 2023
PERIOD: July 1 to April 30, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Preliminary Financial Reports are included through April of 2023.

Issues of Importance

Audit

- Because of the switchover to Business Central the audit has taken longer than usual, staff has submitted all information requested by the Auditors, we are now waiting to see if there are additional requests.
- The Port was incorrectly calculating deferred revenue (overstating it), we have correcting entries, and we are modifying processes to fix this starting July 1, 2023.

Financial/ERP System/PacSoft

- There are three known PacSoft issues:
 - This is a simple workaround: Online Reservations – if a customer makes a reservation and stops at as they are about to input their Credit Card, the reservation remains in the system (the reservation should be cancelled at this point). Although we have developed a report to catch this, they customer should pay their entire balance owed at the time the Online reservation is made.
 - Online reservation charge tax on every transaction, Moorage Holders should not be charged room taxes, we issue a credit when someone makes a moorage reservation online.
 - Because PacSoft is a Client-Server (not Web based) application passing a lot of information to/from the server, we are using a Virtual environment to run PacSoft. There have been numerous configuration issues, the latest is “Auto Processing” Credit Card payments. A service ticket is into PacSoft to determine how to resolve the issue.
- Business Central is up running, no current issues have been reported.
- Cash reconciliations are being worked on and should be complete in the next few weeks.
- Reviews have been implemented in Payroll Now, after an employee has been with the Port for six months a reminder to prepare a review will be sent to the Supervisor.

RV Park and Marina

- The RV Park spaces are nearly sold out through the summer months.
- Rather than rent all marina spaces to 6 month or annual moorages, spaces have been set aside for reservations that are 1 month or less in order to maximize revenues.
- Calls have picked up in the RV park for those looking for reservations throughout the summer (through August). However, we are only taking bookings six (6) months in advance, this stays in line with the policy for the Marina.
- We are one person short in the RV park office, we are actively recruiting for a new staff member, we have some qualified applicants, but have not yet found the right person.
- A plan is being developed to reduce the number of long-term campers (summer) as well as the discount rate received by these campers.

Budget Update

- The 2023-24 Budget work is complete, a hearing will be held May 31, then, assuming the budget is approved, the paperwork filed with the County.

Employee Handbook

This is being delayed, there is a new law - Oregon Paid Leave, which needs to be incorporated and the legislature is in session, new laws may be passed that would need to be incorporated into the manual, after session, we will take another look at updating the Handbook.

Fiscal Manual

- The development of a new Fiscal Manual is delayed until the Employee handbook is complete.

Profit and Loss -

The preliminary financial reports through April 2023 are attached for your review and are included in the commission packet.

The month-to-month budget is based on a straight line forecast of revenues and expenditures. Revenue is recognized differently in the Commercial Marina from previous years. Revenue is spread across the term of the Moorage License agreement instead of immediately recognized. This means lower revenues during the transition period. However, in an estimated 6 months, revenue will be fairly level month to month.

**General Operating Fund
Balance Sheet**

As of March 31, the Port General Fund had a cash balance of **\$2,202,423; \$1,140,000 is restricted and can be used only for the Rogue Seawall (State of Oregon Grant), leaving an available cash balance of \$1,062,423. Business Oregon will be reimbursing the Port for \$100,000 related to the new building.

** All checks are being written out of the General Operating Fund, the NOAA Lease Revenue Fund owes the General Operating Fund for those expenses, once the audit is complete this will be handled.

General Operating Funds (GOF) FY 2022-23– Budget Vs Actual:

All Departments

- **Operating Revenue** is unfavorable by \$266,121
- **Operating expenses** are favorable by \$3,050,883
- **Operating Income** is favorable by \$2,784,762
- **Non-Operating Revenue** is unfavorable by \$2,864,794
- **Non-Operating Expenses** are favorable by \$7,197,927
- **Non-Operating Income** is unfavorable by \$1,029,424
- **Net income** is favorable by \$3,636,952

Operating revenue is due to space rentals being spread across 12 months evenly, instead of loading the busy season with the revenues.

Non-Operating Revenue is unfavorable due to the budget spread of Grant moneys, I would also expect the Port not to receive all the expected grant money. In that case, projects with expected grant funds are also delayed until grant funds can be found.

Overall Net Income is unfavorable due to Grant funds not being received. Overall, the Port has a positive Net income for the year to date.

Administration

- **Operating Revenue** is favorable by \$56,776
- **Personal Services** are favorable by \$104,792
- **Materials and Services** are favorable by \$475,045
- **Operating Income** is favorable by \$636,615
- **Non-Operating Revenue** is favorable by \$3,507,155
- **Non-Operating Expenses** are favorable by \$1,038,221
- **Non-Operating Income** is unfavorable by \$2,468,934
- **Net income** is unfavorable by \$1,831,319

International Terminal

- **Operating Revenue** is unfavorable by \$241,430
- **Operating expenses** are favorable by \$845,927
- **Operating Income** is favorable by \$604,497
- **Non-Operating Revenue** is unfavorable by \$30,000
- **Non-Operating Expenses** are favorable by \$2,734,861
- **Non-Operating Income** is favorable by \$2,734,861
- **Overall, Net income** is favorable by \$3,339,358

Non-Operating expenses are favorable as expected capital expenditures have not and will not occur this fiscal year.

Commercial Marina

• Operating Revenue is unfavorable by	\$111,399
• Operating expenses are favorable by	\$1,058,985
• Operating Income is favorable by	\$947,586
• Non-Operating Revenue is unfavorable by	\$322,500
• Non-Operating Expenses are favorable by	\$456,948
• Non-Operating Income is unfavorable by	\$134,448
• Overall, Net income is favorable by	\$1,082,034

South Beach

• Operating Revenue is favorable by	\$29,932
• Operating expenses are favorable by	\$378,864
• Operating Income is favorable by	\$408,796
• Non-Operating Revenue is unfavorable by	\$3,008,644
• Non-Operating Expenses are favorable by	\$2,937,897
• Non-Operating Income is unfavorable by	\$70,747
• Overall, Net income is favorable by	\$338,049

Non-Operating Revenues are unfavorable due to budgeted grant funds not being awarded or received.

NOAA Lease Revenue Fund Balance Sheet

As of March 31, the NOAA Lease revenue Fund had a cash balance of **\$3,584,854 (see note in Gen Operating Fund) with an available balance of \$1,823,133; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract. Once cash receipts are reconciled this number will change.

Income Statement

Budget vs. Actuals

• Operating Revenue is favorable by	\$18,125
• Operating expenses are favorable by	\$511,198
• Operating Income is favorable by	\$529,323
• Non-Operating Revenue is favorable by	\$31,360
• Non-Operating Expenses are favorable by	\$1,818,633
• Non-Operating Income is favorable by	\$1,849,992
• Net income is favorable by	\$2,379,315

NOAA Capital Maintenance Fund

• Cash available	\$1,723,349
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Bonded Debt Fund:

Balance Sheet

• Cash available	\$393,196
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Income Statement

Budget vs. Actuals

- **Operating Revenue** is favorable by \$803,901

Construction Fund:

- Cash available \$13,126

Facility Maintenance Fund:

- Cash available \$486,125

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RV Park & Recreational Marina Occupancy Report

Date: May 10, 2023

RE: Month ending April 30, 2023

To: Mark Brown, Director of Finance

Issued By: Neva Rogers, RV Park and Marina Supervisor

April was a good month for the RV Parks and Marina. Good weather has given opportunities for fishing, so we have seen steady occupancy in the Marina. Steady sales are being done with Annual Launch passes and Parking passes for the season. The Marina is ready for the big launch date with semi annual moorage and documents and payment coming in all during the month. Reservation in the RV parks are continuing to increase as well as walk in reservations on a daily basis. Although we are almost completely book for the summer we are seeing online reservations coming in for the limited days we have and Dry Camp.



DIRECTOR OF OPERATIONS REPORT

DATE: 5/18/2023
PERIOD: April 2023-May 2023
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

Derelict boats continue to be a challenge; we've pulled several out and are completing hazardous material assessments for disposal. The crews have been extremely busy all around the Port with several absences. It's been a challenging month responding to electrical outages, needs on the docks for services, and trying to stay in front of the rapidly growing grass at the same time we had to move offices and prepare the mobile office for its departure.

Detail:

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

See my report on the FCSA Amendment for details. Corps engineers have been working on sampling specs so that I can get those to our engineers on the PD7 rebuild and combine them with specs for our sampling work. We will then amend our planning contract and get the sampling completed. This is crucial to shaping the design criteria for the new dock.

- **Admin Building**

We got moved into the new building and the last unit of the old modular office departed today (May 18th).

- **RORO Dock Piling Assessment**

Have indicated to the engineers which pilings we will conduct repair work to, all pilings will be wrapped, and a plan to repair concrete spalling has been completed. We are pressing forward to attain permits so we can do the piling wraps on the RORO Dock pilings at the International Terminal this winter.

- **Wave Energy Component Tariff Modifications**

Conducted research to establish International Terminal Tariff rates and facility charges for "wave components", which will apply to equipment crossing the dock that will be used in the wave energy test sites offshore. It looks like we will be going with \$14 per metric ton for wharfage, and \$12 per metric ton for S&F charges for wave equipment. I intended to just put this rate into the Tariff, but after looking at the structure of the document again, I'd prefer to pull

all rates out of the text and get them into the rate section, which will require an edit to the overall tariff. I will have that ready for next meeting.

- **Port Dock 7 Planning**

See other reports and sections on sediment sampling. City of Newport issued a decision on our Estuarine Permit for the temporary floats on PD7E & F, and we will wait for the public comment period of 30 days to get the actual permit.

- **Port Dock 5C Repair / Port Dock 5 Rewiring**

Grating was ordered.

- **Dredging**

Drafted a letter for ODFW requesting to reinstate the two weeks they pulled off the in-water work window. They further expounded that their concerns for shortening the season were not only herring, but eulachon (smelt) because of their spawning season. Eulachon is a listed species. I still maintain that there's been no change to warrant the shortening of the in-water work window, which basically precludes ALL in-water work, even that which would have negligible impact on those species of concern. Aside from that, ODFW has not reduced the 25lbs per person per day bag limit on herring at least going back to 2008 (probably longer), so I maintain that prior to impacting all in-water construction, if there were a concern that involved herring the significant impact the recreational fishery has on herring should have been reduced before the department lined out all projects on the grounds of impact to herring.

- **RV Park Annex Water**

As of the time of this writing, I've received no further questions from potential interested firms but I have spoken with a number of them who will be submitting their qualifications for the project. They are set to submit qualifications shortly after I return during the second week of June.

- **Derelict Vessels**

We now have six vessels we've removed from the marinas this spring and will be disposing of. Several more are lined up and need to be removed. Two on the commercial side will be a significant cost to the Port.

- **Heavy Forklift at International Terminal**

Forklift repairs are nearly complete. The crane also underwent repairs to the rear outrigger hydraulics.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (JAN)

Forklift – 63.5 hrs

Moorage – 41 Days

30 Ton Hydraulic Crane – 60.5 hrs

Hoist Dock Tie Up – 90.0hrs

Labor – 92.5hrs

120V power – 0 hrs

Other Overtime Billed 0hrs

208V power – 39 Days

Commercial Marina / South Beach Marina Harbormaster- Kody Robinson
Billable Services Performed this Period:

South Beach Marina:

We had 930 launches for a total of \$8372

'A' dock is complete with new lighting. Will try again in the coming weeks when fully staffed to begin on other docks.

Dock lighting installation has begun at the head of B, C, D, E. Will be doing another large section of docks in the next couple of weeks.

Planning for multiple projects that include, Island removal, washdown lane extension, major dock repairs, all docks included. Will hopefully be in the 2023-2024 budget.

Ordered Backhoe and Sweeper attachments for tractor.

Will be installing new patio light poles when time allows. Poles have been installed.

Will be installing new post and chain/cable across the maintenance entrance with reflector.

We are still trying to source more 30 amp GFI breakers and it is becoming extremely difficult.

Scheduling with contractor to have the wind damaged flashing on the west end of stage 1 at the rouge facility.

Painters are scheduled for the week of the 26th of June for the cooperage building, and the marina office.

Port is still waiting on sweeper and backhoe attachment for tractor.

Commercial Marina:

A lot of crew time from both marinas has been spent on working on various things at the new office to get things squared away and finished.

Waiting on materials to repair the end of 5A. floats, frames and hardware have arrived, waiting on grating. In the process of getting quotes to replace outdated waste oil tank, looking at doing one 6000 gallon tank or two 4000 gallon tanks. Have received quotes for larger tanks. More expensive than anticipated. We received a 4th quote on 2/6/23 and we feel it will be adequate. Assistant Harbormaster Cameron Brockway will be putting a purchase packet together for commission/GM approval.

Will be getting bids for the oil room roof, shop roof and windows, and public bathroom roof repair. One contractor has shown up and given a quote. Have received second quote for commercial marina roofs. Waiting on one more. We are also working on better scheduling for both north and south maintenance staff. We have change a couple of schedules around to try and accommodate the ports needs at different hours and so far it is working to our benefit. With Crab Season slowly winding down, hopefully we can get back on task with maintenance duties and dock work. We are also planning the replacement of the hydraulic lines on all hoist and cranes one at a time so we can still accommodate our customers. We are currently waiting on hydraulic contractor to get us the quote to get this started.

Every week when time allows we have the crew working on getting the storage yard cleaned up and better organized. The yard is shaping up and with the old office being removed, will allow us to better organize and more rentable space.

Staffing:

Waiting to fill the a maintenance position in the commercial marina. Interviews are being scheduled for the week of the 22nd of June

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, R/V Sally Ride, USCG Elm.

Cleaning up landscaping along fence perimeter & parking areas.

Concrete repair on berth 4 by Central Coast Excavating.

Storm system annual, basins cleaned, 11 pier filters replaced, also by Central Coast Ex. Cleaned out used filters for return to ConTech.

Liebert Air Conditioner semiannual pm by Vertiv.

Seagull nesting prevention patrols on the pier again.

Wrapped up deficiency corrections from the fire marshals survey.

Replaced wind damaged life ring cabinet on floating dock.

Cummins NW performed annual PM and service on the emergency generator.