

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday September 29, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

This meeting will be virtual by invitation only.

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

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm on Monday, August 24, 2020: <https://www.portofnewport.com/public-comment-commission-regular-meeting-9-29-2020>

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

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment (3-minute limit per person)
- IV. Consent Calendar
 - A. Minutes

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1. Regular Commission Meeting	Jul 28.....	3
2. Special Commission Meeting	Aug 6.....	9
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 - B. Financial Reports
 - C. Contracts
 - 1. 2020 NOAA UPS Battery Replacement M.C.Dean (\$14,763).....
 - 2. New Dryers, South Beach Marina R/V Park (\$15,000).....
 - 3. Capri & Goebel Architecture Change Order (\$76.25).....
- V. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid
 - 1. July 2020.....
 - 2. August 2020.....
- VI. New Business
 - A. Emergency Removal Bilge Waste Tank (\$21,708)
 - B. Electrical Engineer work for Port Dock 5 (Information to follow)
- VII. Staff Reports
 - A. General Manager
 - 1. Director of Finance & Business Services
 - a) July Occupancy Report
 - b) August Occupancy Report
 - 2. Director of Operations
- VIII. Commissioner Reports/Comments
- IX. Calendar/Future Considerations
 - Item
 - Oregon Pacific Ports Association Annual Conference

<https://www.oregonports.com/oppa-annual-conference>

Pacific Northwest Waterways Association Annual Convention Oct 06-08
<https://www.pnwa.net/events/2020-pnwa-annual-convention>
 Oregon Economic Development Association Annual Conference..... Oct 27-28
<https://oeda.biz>
 Regular Commission MeetingOct 27

Future Meeting Consideration:

November Regular Commission MeetingNov 24
 Thanksgiving Holiday – Port Office Closed..... Nov 26-27
 December Regular Commission Meeting Dec 22
 Christmas Holiday – Port Office Closed Dec 25

- X. Public Comment (3-minute limit per person)
- XI. Adjournment

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

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

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room:

<https://www.portofnewport.com/recreational-marina-rv-parks-maps>

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PORT OF NEWPORT MINUTES

July 28, 2020

Regular Commission Meeting

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

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

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:02 pm.

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

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

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

II. CHANGES TO THE AGENDA

0:13

There were no changes to the Agenda.

III. PUBLIC COMMENT.....

0:21

There was no public comment at this time.

IV. CONSENT CALENDAR.....

0:43

- A. Minutes
 - 1. Regular Commission Meeting June 23, 2020
- B. Financial Reports
- C. Forklift, Commercial Marina (\$41,626)
- D. Towable Dumpsters, South Beach Marina (\$12,000)
- E. Pacific Northwest Waterways Association (PNWA) Membership
Renewal (\$8,260)

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

V. OLD BUSINESS.....

3:19

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid 3:28

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

C. Procurement Authority..... 3:53

Miranda introduced the Staff Report included in the Meeting Packet. She added that she hoped the Commission recognized she would only spend funds for a good reason, and Brown would keep finances on track. Sylvia asked why not more than \$10K. Chuck commented the General Manager’s procurement authority when he started was \$5K, and it was a matter of having no surprises come to the Commission rather than a lack of trust. He said he would be uncomfortable with more than \$10K. Burke said he supported \$10K and would consider higher. Lackey said that Miranda had earned the trust of the Commission, and he supported incremental increases. Sylvia said the decision to increase was a matter of efficiency and potential delayed procurement, and a further increase could be considered next year. Miranda said staff does report higher spending to the Commission and will continue to do so. She added she would make sure the Commission knows when agreements are entered into for higher amounts or are important agreements. These would be items that have already been discussed and budgeted for. Chuck said since the Meeting Packet included a request for \$10K he recommended not going higher. Burke said this could be revisited as needed.

A motion was made by Lackey and seconded by Sylvia to increase the General Manager procurement authority under Item VI of Purchasing Approvals to \$10,000. All other requirements shall remain the same. The motion passed 5 – 0.

VI. **NEW BUSINESS**..... 13:02

A. Managed Services Provider – IT..... 13:25

Brown introduced the Staff Report included in the Meeting Packet. He said if the Commission approved moving forward, he would post an intent to award and notify the vendors. He added that Hyak, the recommended provider, suggested moving to the cloud rather than replacing the server. Brown said Hyak provided cameras for the Port, and they were located at a reasonable distance in Florence. Sylvia asked when it would be optimal for a company of a certain size to bring in IT expertise as an employee. He added that given the cost proposed the Port could not do that as cheaply now. Brown said it was a matter of infrastructure support needed, and the Port would continue to evaluate if operations grow. Miranda says right now there is not someone in-house with the required knowledge. Brown said the cost of hiring someone is not justified at this time. Burke asked how Hyak’s price compared to the others; Brown said it was midrange. Miranda added that price was also a large factor in the scoring, which included multiple qualifications.

A motion was made by Sylvia and seconded by Chuck to authorize the General Manager or designee to post an Intent to Award, and the General Manager or designee to sign a contract for Managed Services with Hyak not to exceed a one-time fee of \$14,485 and recurring monthly costs of \$4,981. The motion passed 5 – 0.

Miranda introduced Dustin Capri and Dietmar Goebel and referred to the Staff Report included in the Meeting Packet. She commented that the Administration office had 6 staff members when the temporary building was first used, and now there are 8 in the space. There is no space for anyone else, including a potential intern, contractor, or auditor. She added there was only one bathroom, and physical distancing was difficult during the Covid crisis. Miranda said interest rates are the best they can be, and the cost for the building may be less than what was budgeted. She said she approached Goebel who completed the previous design in 2014. She pointed out that while there is a desire to put money in other infrastructure, the Port will have to build an Administration Building eventually. The South Beach Meeting Room currently used for Commission Meetings is very limited in space. The proposed Commission room in a new building could also potentially serve for community use and as rented space. The design also included 800 sq ft of rentable space separate from the public and office spaces. Miranda said she was asking for Commission approval to move to the next step and get a cost estimate for the building. She understands the concerns over Covid and Port finances. Miranda said the Port of Newport is performing better than similar ports in terms of a ratio of revenue to expenses. She said the Port is in good shape to get a loan and she wouldn't want to lose the opportunity to take advantage of low interest rates.

Miranda read a public comment submitted by Pat Ruddiman suggesting it would be better to spend the money on marketing for cargo at the Terminal rather than an Administration Building. Miranda said the Port will always have things in need of repair. She added that the Port has budgeted for a Marketing Plan for the Terminal, which the Port intend to implement, but timing is not the best for seeking cargo at the Terminal as other Ports are reporting cargo is down with the Covid situation. Capri said the design was modified quite a bit from the one submitted in 2014 and is conceptual based on recent information and the current/potential needs of the Port. Miranda commented that adding additional cubicles did not increase cost by much but would allow for growth and temporary use. Chuck said in 2014 the intent was to use unrestricted NOAA funds and pay for the building outright; this construction would require a loan.

Chuck asked Miranda about the proposed location, and Miranda said it would be across from the current building to avoid the need to purchase property. Chuck said there was a concern in 2014 about blocking the view for homeowners on the hill and the effect on home values. He suggested considering a location in South Beach. Capri remarked a story pole or balloon could help the homeowners see how the building height would relate to their view. Chuck asked where Customs would be located. Miranda said she would discuss possible space rental with Customs after the building was complete. Sylvia commented that the proposed building in the 1990s was based on anchor tenants who would provide revenue to support the building. He also noted the Port would need to consider the annual bill for the loan and maintenance of the building. Miranda said the next phase would be design of the building and looking into costs and said there were design elements intended to save money. This phase would allow staff to provide the Commission with a better estimate when requesting to move forward with construction. Capri offered caution in using investment real estate to finance the project in the current market, as price of rent doesn't provide the typical expected return for a new building. Goebel added this was an appealing time for construction.

Burke said it would be good to move forward. There would be lots of questions to come, but there was a need to address efficiency, privacy and health & safety concerns. Lackey said he had mixed feelings in general about the project and compared it to choices made to invest in a fishing vessel on things that bring in revenue. He said he did see it was a good step to get an estimate. He asked

that the Port move with caution and consider critical needs and infrastructure. Retherford said this was a good step in the right direction and it would be important to continue to evaluate as this moves along. Sylvia said he supported this phase. He said this issue will require a high level of public relations to convince the community this was a smart decision. He recommended diligently working with the public to gain community support.

A motion was made by Lackey and seconded by Retherford, in addition to a \$6,500 already approved by the General Manager, to authorize the General Manager to contract with Capri Architecture and DH Goebel Architecture, and move forward with the proposal as presented not to exceed an additional \$13,000. The motion passed 5 – 0.

VII. STAFF REPORTS

55:48

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

Miranda introduced the Staff Reports included in the Meeting Packet. She said there was still a lot of discussion around the Covid issue with organizations, the state and other Ports. She added the Port of Newport is fortunate that it hasn't had as much need as other ports because of the diversity of business. Miranda said the biggest problem was the early restriction on the RV Park, but the RV business has been booming. Brown added that the Recreational Marina was sold out, and the RV Park was sold out on weekends and busy weekdays. Miranda said the Port has been collecting better on debt. She said there are still concerns and uncertainty about the effect on commercial fishing in the long run.

Miranda said the Port was ready to apply again for the annual SDAO security grant. She said she has engaged a consultant for help with grants who has been working with Lincoln County to find budget items where the Port can find grant resources. Right now, the biggest project the Port is working on is the Dock 5 Pier project, but unfortunately the Port did not receive bids for a Project Manager in response to the RFP posted even though five people came to the site meeting. She said the timeline may need to be bumped. She advised that if needed the grant funding and permits would still be good next year if needed, but the Port would need to figure out how to keep the pier safe. Bretz said the main thing was time; the specific requirement of in-water work experience meant fewer firms would be qualified and would require more advance notice to have people available. He also said there were questions about the EDA requirements, and he will work with the EDA on improving the wording.

Bretz provided an update to the status of the Stormwater Drain repair in South Beach. There were additional challenges with the condition of the pipes, but the needed repairs were complete. He said one reason the contractor was selected was they preplanned for this contingency. Miranda said moving forward the Port could implement a better preventative maintenance process including regular scoping on a rotating basis to help avoid facing this kind of emergency.

Miranda commented that financially the Port was in pretty good shape overall. Sylvia asked if there was an expectation of a drop in moorage revenue next year because of what was happening to the fishing fleet. Miranda commented on the revenue currently coming in from services provided. She said she spoke with people in the business about their situations and the stimulus available for the fishing community. It is to be expected that some businesses will be harder hit than others, but there aren't current indicators of a significant drop in revenue. Retherford noted that income is

down in the fishing industry, but people are still making money and moving forward. She added that loans on behalf of fishermen have helped. Lackey said he appreciated the information on potential hiccups with the Port Dock 5 project, and asked staff continue to provide updates.

1:14:20

VIII. COMMISSIONER REPORTS/COMMENTS

Retherford mentioned the Commerce Improvement Act grants reported in the Association of Pacific Ports (APP) news. Miranda said that a lot of the projects it applies to are big projects at cargo terminals. She said the Port is looking for grants including for marketing at the Terminal. Miranda said she attended a meeting with the Maritime Administration (MARAD) regarding grants and loans, which also involved APP and the American Association of Port Authorities (AAPA). She said Business Oregon is also creating a Federal Committee which will have some focus on ports.

Sylvia asked if there is cyclical money targeted to small and midsize Ports. Miranda said there are grants every year, and the Port also benefits from the Pacific Northwest Waterways Association updates. She added some Oregon legislators also seek to make sure funding is available. Miranda said eligibility depended on the project. Most funds were available for dredging and maritime sector infrastructure. Miranda said fishing is not considered cargo. The issue is part of what she and Chuck spoke about in DC. Sylvia suggested bringing this up next time there was a Congressman Schrader round table. Miranda said Schrader and Representative Merkley were in tune with small ports.

Chuck commented that the sport (recreational) marina had a busy 4th of July weekend. He heard that more than half of the file tables were taken up by people fileting for money, which could become an issue. Miranda said the Port was looking into possible grant funding to get more tables, but it would probably not be this summer.

Lackey thanked everyone at the Port for making it a successful year so far in stressful times. Miranda said the Port has good staff, and she is happy with her first year at the Port and with the Commission.

1:26:44

IX. CALENDAR/FUTURE CONSIDERATIONS

There were no changes to the Calendar/Future Considerations.

X. PUBLIC COMMENT

There was no public comment at this time.

1:26:59

XI. ADJOURNMENT

Having no further business, the meeting adjourned at 7:29 pm.

ATTESTED:

Jim Burke, Vice-President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

August 6, 2020

Commission Special Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 12:00 pm on Thursday, August 6, 2020.

Agenda Item

**Audio
Time**

I. CALL TO ORDER

0:00

Commission President Jim Burke called the Commission Special Meeting of the Port of Newport Board of Commissioners to order at 5:07 pm.

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

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

Members of the Public and Media: None.

II. PUBLIC COMMENT

0:10

No public comment was submitted.

III. DAS OREGON COVID GRANT – AMENDED AGREEMENT

0:18

Brown introduced the staff report and grant agreement included in the Meeting Packet. He said a revised document was required by the State to take advantage of a second opportunity for COVID-19 expense reimbursements, with a not-to-exceed amount of \$257,048. Brown said he anticipated the Port would have expenses below that amount. Burke said it was a good idea to have this in place.

A motion was made by Lackey and seconded by Sylvia to authorize the General Manager to accept the Amended Grant Agreement and the award available under Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief and Economic Security Act, for an amount not to exceed \$257,048. The motion passed 4 – 0.

IV. EMERGENCY REPAIRS – NIT CRANE

2:20

Bretz introduced the Staff Report and estimate included in the Meeting Packet. He said the crane passed the annual inspection for weight handling equipment, but the examiner recommended having the crane looked at by a Grove technician for possible wear on the retraction gear. The

Grove technician confirmed the retraction gear was outside of tolerances. Bretz said the budget for maintenance was \$6,000, but there was room in the budget to cover the additional corrective maintenance needed.

Chuck asked about the remaining life on the crane. Bretz said there was a maximum of 5 years of useful life. He added the Port tends to use the crane at the upper limits of capacity, so there is some accelerated degradation. Bretz said the crane is stored inside but is used very regularly. Burke asked what the cost of a new crane would be. Bretz said he had gotten a previous quote for \$350K for a slightly larger crane. Retherford asked if was less expensive to bring the crane to Clackamas for repair. Bretz said it was marginally less expensive but had the added benefit of available parts and crew at the Critical Repairs shop.

A motion was made by Sylvia and seconded by Retherford to authorize the General Manager to contract with Critical Repairs to repair the crane in an amount not to exceed \$27,000, which includes a 10% contingency. The motion passed 5 – 0.

Miranda said she found out today there may be a contender for a Project Manager for the Port Dock 5 Pier project. There are details to be worked out, but there may be a need for another Special Meeting to avoid delaying the project, if possible. The Commission agreed to meet Tuesday at noon if needed. Miranda said notice would be sent if all goes accordingly.

7:35

V. ADJOURNMENT

11:30

Having no further business, the meeting adjourned at 5:18 pm.

ATTESTED:

Jim Burke, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

August 13, 2020

Commission Special Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 12:00 pm on Thursday, August 13, 2020.

Agenda Item

Audio Time

I. CALL TO ORDER

0:00

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:01 pm.

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

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

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

II. PUBLIC COMMENT

0:13

No public comment was submitted.

III. PORT DOCK 5 PIER PROJECT MANAGEMENT

0:20

Bretz introduced the Staff Report and proposal from HDR Engineering, Inc. (HDR) included in the Meeting Packet. Bretz said this proposal represented the best effort to bring as many qualified management candidates to the table. Because of the compressed timeline and highly specified nature of the project, only one proposal was submitted. Bretz said that HDR is a well-qualified firm with a great deal of experience with railways and bridges, including in-water work. Bretz added that details were still being worked out with the Economic Development Administration (EDA) before a contract would be ready to sign. He said staff was asking for authorization for the General Manager to negotiate a contract. Bretz said the Port’s attorney also has reviewed a draft contract and submitted notes. Miranda commented that she had experience working with HDR on rail projects and said they were an extremely qualified company with many areas of expertise, and their proposal was within budget. She said she is confident that it will be good to work with HDR. Bretz responded to Lackey’s question that the overall project budget was \$2.4MM with a \$1.2MM fund share for the Port, and the EDA grant breakdown includes \$220K for legal, inspection, architect and engineer services; the EDA anticipated this would be for Project Management for this project since A & E was already done. Miranda added this would not take away from project construction funds. Bretz added further that this does not touch the \$434K in contingency. Both Miranda and Brown said they did not currently anticipate any surprises for the Port’s budget. Lackey asked if

HDR’s bridge experience would cross-over to the pier project. Bretz said the Port Dock 5 Pier is like a bridge because nothing moors to it or lays alongside of it, so it translates particularly well, including electrical conduit, stormwater drainage, and driving piles. Sylvia asked if HDR looked at the estimate for the proposal ahead of time. Bretz said their initial proposal was higher, and he worked with them to get a more reasonable estimate of needed hours on the project resulting in the proposal within budget.

Bretz commented that he met with representatives from Hart Crowser earlier in the day. The Portland firm that does a lot of mitigation work and in-water construction with an environmental focus is in transition, so they were weeks out of being able to submit a proposal for the PD5 Pier Project. He did discuss with them the possibility for future projects, including mitigation and permitting. Miranda said she knew of Hart Crowser through the Pacific Northwest Waterways Association.

A motion was made by Lackey and seconded by Retherford to adopt Resolution 2020-12 Authorizing a Contract with HDR Engineering for Project Management for the Port Dock 5 Pier Project not to exceed \$220,000, pending further approval by the EDA and to specifically authorize the General Manager to negotiate that contract with HDR. The motion passed 4 – 0.

IV. ADJOURNMENT

16:14

Having no further business, the meeting adjourned at 12:17 pm.

ATTESTED:

Jim Burke, President

Gil Sylvia, Vice-President

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

Jul - Aug 20

OPERATING ACTIVITIES	
Net Income	-19,487.21
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable	-100.48
11200 · Accounts Receivable:11205 · A/R Leases & Other	-106,208.11
11200 · Accounts Receivable:11210 · A/R Commercial Marina	-232,139.75
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-562,444.50
11225 · Grants Receivable	-10,802.54
11250 · Property Tax Receivable	1,097.99
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	200.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-619.69
12000 · Accounts Payable	8,222.64
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	7,388.00
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	3,452.45
12100 · Payroll Liabilities:12110 · Accrued PTO	-7,058.12
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withholding	-300.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-125.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12155 · 457b-OR Growth Savings	-100.00
12200 · Due to other Funds:12210 · Due To NOAA Fund	-1,523.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12265 · Commercial Marina	-3,069.00
Net cash provided by Operating Activities	-923,616.32
INVESTING ACTIVITIES	
11500 · Capital Assets:11510 · Work in Progress	-6,195.75
Net cash provided by Investing Activities	-6,195.75
Net cash increase for period	-929,812.07
Cash at beginning of period	4,312,532.43
Cash at end of period	<u>3,382,720.36</u>

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

	Jul 20
OPERATING ACTIVITIES	
Net Income	139,578.39
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	26,328.59
11200 · Accounts Receivable:11210 · A/R Commercial Marina	35,761.73
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-19,640.13
11225 · Grants Receivable	-7,299.24
11250 · Property Tax Receivable	383.04
11300 · Prepaid Expenses:11310 · General Liab. & Property	19,128.18
11300 · Prepaid Expenses:11320 · Docks & Marine	978.21
11300 · Prepaid Expenses:11340 · Worker's Comp.	-44,755.94
11300 · Prepaid Expenses:11360 · DSL Lease	1,067.68
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	2,695.04
11400 · Due from Other Funds:11410 · Due from NOAA Fund	239.94
12000 · Accounts Payable	-11,175.15
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	7,409.28
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	1,605.04
12100 · Payroll Liabilities:12105 · Accrued Payroll	6,112.47
12100 · Payroll Liabilities:12110 · Accrued PTO	-3,399.52
12100 · Payroll Liabilities:12112 · Accrued Comp Time	-790.16
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	3,349.44
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	9,005.78
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withholding	-60.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	296.68
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12168 · MASA MTS	53.00
12200 · Due to other Funds:12210 · Due To NOAA Fund	-1,650.19
12250 · Deferred Revenue:12255 · Prepaid Lease Revenue	-32,608.35
12250 · Deferred Revenue:12260 · Prepaid Moorage:12265 · Commercial Marina	-8,675.34
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	-12,576.26
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-34,661.12
Net cash provided by Operating Activities	76,701.09
INVESTING ACTIVITIES	
11500 · Capital Assets:11510 · Work in Progress	-6,195.75
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,363.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,447.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,817.00
Net cash provided by Investing Activities	133,267.25
FINANCING ACTIVITIES	
12350 · Long Term Debt:12425 · SPWF-Q10001	-5,414.55
12350 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-2,083.33
12350 · Long Term Debt:12443 · 2020 FIB - #129700956	-4,286.40
12350 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-595.16
12350 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-897.08
12350 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-2,495.87
13010 · GOF - Unassigned FB	-25,638,363.92
13075 · GOF - Prior Period Adj	34,951.87
13200 · GOF - Debt Principal	36,039.76
13275 · GOF - Accrued Interest	-1,696.00
13300 · GOF - Equity Transfers	25,569,068.29
Net cash provided by Financing Activities	-15,772.39
Net cash increase for period	194,195.95
Cash at beginning of period	3,722,742.96
Cash at end of period	3,916,938.91

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

	Aug 20
OPERATING ACTIVITIES	
Net Income	-159,065.60
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	27,506.05
11200 · Accounts Receivable:11210 · A/R Commercial Marina	23,435.07
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	8,688.54
11225 · Grants Receivable	-3,503.30
11250 · Property Tax Receivable	257.56
11300 · Prepaid Expenses:11310 · General Liab. & Property	19,128.18
11300 · Prepaid Expenses:11320 · Docks & Marine	978.21
11300 · Prepaid Expenses:11360 · DSL Lease	1,067.68
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	1,010.23
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-0.42
12000 · Accounts Payable	-65,034.28
12005 · Retainage Payable	11,323.85
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	-21.28
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	1,847.41
12100 · Payroll Liabilities:12105 · Accrued Payroll	-2,574.74
12100 · Payroll Liabilities:12110 · Accrued PTO	-51.58
12100 · Payroll Liabilities:12112 · Accrued Comp Time	-388.92
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	-1,381.48
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-349.38
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	421.68
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12168 · MASA MTS	53.00
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	10,487.34
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-21,395.07
	-147,561.25
Net cash provided by Operating Activities	
INVESTING ACTIVITIES	
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,363.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,447.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,817.00
	139,463.00
Net cash provided by Investing Activities	
FINANCING ACTIVITIES	
12350 · Long Term Debt:12425 · SPWF-Q10001	-5,428.19
12350 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-2,083.33
12350 · Long Term Debt:12443 · 2020 FIB - #129700956	-4,235.15
12350 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-597.52
12350 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-900.97
12350 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-2,495.87
	-15,741.03
Net cash provided by Financing Activities	
Net cash increase for period	-23,839.28
Cash at beginning of period	3,916,938.91
Cash at end of period	3,893,099.63

Port of Newport - General Operating Fund

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,860,483	3,320,394	540,089	16%
Total Checking/Savings	3,860,483	3,320,394	540,089	16%
Accounts Receivable				
11200 · Accounts Receivable	406,182	386,329	19,853	5%
11225 · Grants Receivable	4,463	0	4,463	100%
Total Accounts Receivable	410,645	386,329	24,316	6%
Other Current Assets				
11250 · Property Tax Receivable	10,792	10,335	457	4%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	32,616	9,978	22,639	227%
11300 · Prepaid Expenses	141,538	97,136	44,402	46%
11400 · Due from Other Funds	0	9,669	(9,669)	(100)%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	2,126	0	2,126	100%
Total Other Current Assets	(333,762)	(393,716)	59,954	15%
Total Current Assets	3,937,367	3,313,007	624,360	19%
Fixed Assets				
11500 · Capital Assets	46,954,170	48,624,668	(1,670,498)	(3)%
Total Fixed Assets	46,954,170	48,624,668	(1,670,498)	(3)%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
Total Other Assets	650	0	650	100%
TOTAL ASSETS	<u>50,892,187</u>	<u>51,937,675</u>	<u>(1,045,488)</u>	<u>(2)%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	157,199	114,653	42,546	37%
Total Accounts Payable	157,199	114,653	42,546	37%
Other Current Liabilities				
12005 · Retainage Payable	11,324	0	11,324	100%
12010 · Unclaimed Property Payable	3,234	2,885	349	12%
12020 · Lodging/Room Tax Payable	19,533	3,918	15,615	399%
12100 · Payroll Liabilities	158,858	119,231	39,627	33%
12250 · Deferred Revenue	144,852	137,065	7,787	6%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
Total Other Current Liabilities	888,762	819,457	69,305	9%
Total Current Liabilities	1,045,961	934,110	111,852	12%
Long Term Liabilities				
12350 · Long Term Debt	6,020,276	6,629,955	(609,679)	(9)%
12800 · Bond Premiums	100,621	100,621	0	0%

Port of Newport - General Operating Fund

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	147,653	147,653	0	0%
Total Long Term Liabilities	6,268,550	6,878,228	(609,679)	(9)%
Total Liabilities	7,314,511	7,812,338	(497,827)	(6)%
Equity				
13010 · GOF - Unassigned FB	36,453,624	62,462,097	(26,008,474)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	0	(34,952)	34,952	100%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
Net Income	(19,487)	153,319	(172,807)	(113)%
Total Equity	43,577,676	44,125,337	(547,661)	(1)%
TOTAL LIABILITIES & EQUITY	<u>50,892,187</u>	<u>51,937,675</u>	<u>(1,045,488)</u>	<u>(2)%</u>

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

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	111,154	135,500	(24,346)	82%
14100 · Moorage	370,623	250,449	120,174	148%
14200 · Hoist Dock & Services	120,908	136,565	(15,656)	89%
14300 · Shipping Terminal Revenues	0	2,693	(2,693)	0%
14400 · RV Parks	379,599	334,314	45,285	114%
14500 · Launch Ramp & Trailer Storage	28,674	13,241	15,433	217%
14600 · Miscellaneous Revenue	31,102	20,121	10,981	155%
14700 · Permit Revenues	(441)	0	(441)	100%
Total Income	<u>1,041,619</u>	<u>892,882</u>	<u>148,737</u>	<u>117%</u>
Gross Profit	1,041,619	892,882	148,737	117%
Expense				
15000 · Personnel Services	297,088	371,446	(74,358)	80%
16000 · Materials & Services	313,300	608,987	(295,686)	51%
16990 · Depreciation Expense	278,926	278,926	0	100%
17000 · Debt Service	6,827	463,227	(456,401)	1%
Total Expense	<u>896,142</u>	<u>1,722,586</u>	<u>(826,445)</u>	<u>52%</u>
Net Ordinary Income	145,477	(829,704)	975,181	(18)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	1,172	475	697	247%
18200 · Interest Income	3,424	0	3,424	100%
18700 · Property & Dredge Sales	10,998	10,000	998	110%
18800 · Miscellaneous - Non-operating	1,000	0	1,000	100%
Total Other Income	<u>16,595</u>	<u>10,475</u>	<u>6,120</u>	<u>158%</u>
Other Expense				
19000 · Capital Outlay	182,098	0	182,098	100%
19700 · Transfers Out to Other Funds	0	400,000	(400,000)	0%
19800 · Transfer-Admin Exp to Programs	(538)			
Total Other Expense	<u>181,560</u>	<u>400,000</u>	<u>(218,440)</u>	<u>45%</u>
Net Other Income	<u>(164,965)</u>	<u>(389,525)</u>	<u>224,560</u>	<u>42%</u>
Net Income	<u>(19,487)</u>	<u>(1,219,229)</u>	<u>1,199,742</u>	<u>2%</u>

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

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	937	0	937	100%
Total Income	<u>937</u>	<u>0</u>	<u>937</u>	<u>100%</u>
Gross Profit	937	0	937	100%
Expense				
15000 · Personnel Services	124,032	139,845	(15,813)	89%
16000 · Materials & Services	98,841	116,257	(17,417)	85%
16990 · Depreciation Expense	844	844	0	100%
Total Expense	<u>223,717</u>	<u>256,946</u>	<u>(33,229)</u>	<u>87%</u>
Net Ordinary Income	(222,780)	(256,946)	34,166	87%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	1,172	475	697	247%
18200 · Interest Income	3,424	0	3,424	100%
Total Other Income	<u>4,597</u>	<u>475</u>	<u>4,122</u>	<u>968%</u>
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	(218,183)	(843,858)	625,675	26%
Total Other Expense	<u>(218,183)</u>	<u>(843,858)</u>	<u>625,675</u>	<u>26%</u>
Net Other Income	<u>222,780</u>	<u>844,333</u>	<u>(621,553)</u>	<u>26%</u>
Net Income	<u>0</u>	<u>587,387</u>	<u>(587,387)</u>	<u>0%</u>

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

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	22,704	28,667	(5,962)	79%
14100 · Moorage	21,447	18,985	2,462	113%
14200 · Hoist Dock & Services	46,082	65,856	(19,773)	70%
14300 · Shipping Terminal Revenues	0	2,693	(2,693)	0%
14600 · Miscellaneous Revenue	0	0	0	0%
Total Income	<u>90,234</u>	<u>116,201</u>	<u>(25,967)</u>	<u>78%</u>
Gross Profit	90,234	116,201	(25,967)	78%
Expense				
15000 · Personnel Services	24,830	31,741	(6,911)	78%
16000 · Materials & Services	45,225	26,050	19,175	174%
16990 · Depreciation Expense	212,052	212,052	0	100%
17000 · Debt Service	6,700	457,742	(451,041)	1%
Total Expense	<u>288,807</u>	<u>727,585</u>	<u>(438,777)</u>	<u>40%</u>
Net Ordinary Income	(198,574)	(611,384)	412,810	32%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	10,914	0	10,914	100%
Total Other Income	10,914	0	10,914	100%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19800 · Transfer-Admin Exp to Programs	5,612			
Total Other Expense	<u>5,612</u>	<u>50,000</u>	<u>(44,388)</u>	<u>11%</u>
Net Other Income	5,302	(50,000)	55,302	(11)%
Net Income	<u>(193,272)</u>	<u>(661,384)</u>	<u>468,112</u>	<u>29%</u>

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

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	12,823	31,000	(18,177)	41%
14100 · Moorage	115,970	127,515	(11,544)	91%
14200 · Hoist Dock & Services	72,276	64,876	7,400	111%
14600 · Miscellaneous Revenue	2,799	0	2,799	100%
14700 · Permit Revenues	(441)	0	(441)	100%
Total Income	<u>203,428</u>	<u>223,390</u>	<u>(19,963)</u>	<u>91%</u>
Gross Profit	203,428	223,390	(19,963)	91%
Expense				
15000 · Personnel Services	62,348	84,005	(21,657)	74%
16000 · Materials & Services	46,148	281,721	(235,573)	16%
16990 · Depreciation Expense	8,716	8,716	0	100%
17000 · Debt Service	126	5,486	(5,359)	2%
Total Expense	<u>117,339</u>	<u>379,928</u>	<u>(262,589)</u>	<u>31%</u>
Net Ordinary Income	86,089	(156,537)	242,626	(55)%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	788	0	788	100%
19800 · Transfer-Admin Exp to Programs	96,980	96,980	(0)	100%
Total Other Expense	<u>97,767</u>	<u>96,980</u>	<u>787</u>	<u>101%</u>
Net Other Income	<u>(97,767)</u>	<u>(96,980)</u>	<u>(787)</u>	<u>101%</u>
Net Income	<u>(11,679)</u>	<u>(253,517)</u>	<u>241,839</u>	<u>5%</u>

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

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	75,627	75,833	(206)	100%
14100 · Moorage	233,205	103,948	129,257	224%
14200 · Hoist Dock & Services	2,550	5,833	(3,283)	44%
14400 · RV Parks	379,599	334,314	45,285	114%
14500 · Launch Ramp & Trailer Storage	28,674	13,241	15,433	217%
14600 · Miscellaneous Revenue	27,365	20,121	7,245	136%
Total Income	<u>747,020</u>	<u>553,291</u>	<u>193,729</u>	<u>135%</u>
Gross Profit	747,020	553,291	193,729	135%
Expense				
15000 · Personnel Services	85,877	115,855	(29,978)	74%
16000 · Materials & Services	123,087	184,958	(61,872)	67%
16990 · Depreciation Expense	57,314	57,314	0	100%
17000 · Debt Service	0	0	0	0%
Total Expense	<u>266,278</u>	<u>358,128</u>	<u>(91,849)</u>	<u>74%</u>
Net Ordinary Income	480,742	195,163	285,579	246%
Other Income/Expense				
Other Income				
18300 · Grants	0	0	0	0%
18600 · Gain/(Loss) on Sale of Assets	0	0	0	0%
18700 · Property & Dredge Sales	85	10,000	(9,915)	1%
18800 · Miscellaneous - Non-operating	1,000	0	1,000	100%
Total Other Income	<u>1,085</u>	<u>10,000</u>	<u>(8,915)</u>	<u>11%</u>
Other Expense				
19000 · Capital Outlay	181,310	0	181,310	100%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19800 · Transfer-Admin Exp to Programs	115,053	115,013	40	100%
Total Other Expense	<u>296,363</u>	<u>215,013</u>	<u>81,350</u>	<u>138%</u>
Net Other Income	<u>(295,279)</u>	<u>(205,013)</u>	<u>(90,266)</u>	<u>144%</u>
Net Income	<u>185,463</u>	<u>(9,850)</u>	<u>195,313</u>	<u>(1,883)%</u>

NOAA Lease Revenue Fund
Balance Sheet
As of July 31, 2020

	Jul 31, 20	Jul 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB	759,171	0	759,171	100%
11025 · NLRF MM Savings - FIB	500,009	0	500,009	100%
11035 · NLRF - LGIP	3,444,490	0	3,444,490	100%
11080 · NLRF Checking - OCB 7827	0	111,185	(111,185)	(100)%
11085 · NOAA Money Market - Umpqua	0	1,784,133	(1,784,133)	(100)%
11087 · NOAA Capital Reserve - OCB	0	492,629	(492,629)	(100)%
11091 · NOAA Revenue Bond Reserve - ...	0	2,090,565	(2,090,565)	(100)%
11092 · Assignment of Deposit - OCB	63,208	62,077	1,130	2%
Total Checking/Savings	4,766,877	4,540,590	226,287	5%
Accounts Receivable				
11200 · Accounts Receivable	78	0	78	100%
Total Accounts Receivable	78	0	78	100%
Other Current Assets				
11300 · Prepaid Expenses	60,099	58,555	1,544	3%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	34,266	32,722	1,544	5%
Total Current Assets	4,801,221	4,573,312	227,909	5%
Fixed Assets				
11500 · Capital Assets	23,978,769	25,455,452	(1,476,683)	(6)%
Total Fixed Assets	23,978,769	25,455,452	(1,476,683)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
TOTAL ASSETS	29,742,405	30,028,764	(286,359)	(1)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	7,603	16,649	(9,046)	(54)%
Total Accounts Payable	7,603	16,649	(9,046)	(54)%
Other Current Liabilities				
12100 · Payroll Liabilities	10,673	8,639	2,034	24%
12200 · Due to Other Funds	2,209,445	9,184	2,200,261	23,958%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	3,711,491	1,442,409	2,269,081	157%
Total Current Liabilities	3,719,094	1,459,058	2,260,036	155%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	19,123,726	17,486,275	1,637,451	9%

NOAA Lease Revenue Fund
Balance Sheet
As of July 31, 2020

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	0	1,761,721	100%
13010 · NLRF - Unassigned FB	9,036,004	(14,317,905)	23,353,909	163%
13075 · NLRF - Prior Period Adj	0	(9,776)	9,776	100%
13300 · NLRF - Equity Transfers	5,239	25,585,916	(25,580,677)	(100)%
32000 · Unrestricted Net Assets	135	1,741,983	(1,741,848)	(100)%
Net Income	(184,420)	(457,729)	273,309	60%
Total Equity	<u>10,618,679</u>	<u>12,542,489</u>	<u>(1,923,810)</u>	<u>(15)%</u>
TOTAL LIABILITIES & EQUITY	<u>29,742,405</u>	<u>30,028,764</u>	<u>(286,359)</u>	<u>(1)%</u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual
July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	425,393	432,650	(7,257)	98%
14605 · Miscellaneous - Operating	1	0	1	100%
Total Income	<u>425,394</u>	<u>432,650</u>	<u>(7,256)</u>	<u>98%</u>
Expense				
15000 · Personnel Services	16,476	25,846	(9,370)	64%
16000 · Materials & Services	28,966	78,746	(49,779)	37%
16990 · Depreciation Expense	261,446	261,446	0	100%
17000 · Debt Service				
17100 · Principal	0	0	0	0%
17600 · Interest Expense	241,640	241,640	0	100%
Total 17000 · Debt Service	<u>241,640</u>	<u>241,640</u>	<u>0</u>	<u>100%</u>
Total Expense	<u>548,528</u>	<u>607,678</u>	<u>(59,149)</u>	<u>90%</u>
Net Ordinary Income	(123,134)	(175,028)	51,893	70%
Other Income/Expense				
Other Income				
18200 · Interest Income	2,871	16,667	(13,796)	17%
18300 · Grants	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	<u>2,871</u>	<u>16,667</u>	<u>(13,796)</u>	<u>17%</u>
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	256			
Total Other Expense	<u>256</u>	<u>0</u>	<u>256</u>	<u>100%</u>
Net Other Income	<u>2,614</u>	<u>16,667</u>	<u>(14,053)</u>	<u>16%</u>
Net Income	<u><u>(120,520)</u></u>	<u><u>(158,361)</u></u>	<u><u>37,841</u></u>	<u><u>76%</u></u>

Port of Newport - NOAA Capital Maintenance Fund

Balance Sheet

As of July 31, 2020

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
11035 · NOAA LGIP 6263	<u>2,211,751</u>
Total Checking/Savings	<u>2,211,751</u>
Total Current Assets	<u>2,211,751</u>
TOTAL ASSETS	<u><u>2,211,751</u></u>
LIABILITIES & EQUITY	
Equity	
13910 · NCMF Committed FB	2,209,445
Net Income	<u>2,306</u>
Total Equity	<u>2,211,751</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,211,751</u></u>

NOAA Capital Maintenance Fund Profit & Loss Budget vs. Actual August 2020

	Aug 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	4,179	0	4,179	100%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	4,179	0	4,179	100%
Other Expense				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	4,179	0	4,179	100%
Net Income	4,179	0	4,179	100%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	(5,292)	22,402	(27,694)
Total Checking/Savings	(5,292)	22,402	(27,694)
Other Current Assets			
11270 · Property Tax Receivable	90,254	86,925	3,329
Total Other Current Assets	90,254	86,925	3,329
Total Current Assets	84,962	109,327	(24,365)
Other Assets			
11800 · Bond Issue costs, net of amort.	0	2,916	(2,916)
11825 · Advance Refunding Valuation	700,453	416,150	284,303
Total Other Assets	700,453	419,066	281,387
TOTAL ASSETS	<u>785,415</u>	<u>528,393</u>	<u>257,021</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
Total Other Current Liabilities	335,000	350,000	(15,000)
Total Current Liabilities	335,000	350,000	(15,000)
Long Term Liabilities			
12515 · 2011 Series Bonds	0	4,948,669	(4,948,669)
12520 · 2016 Series Bonds	6,763,195	7,043,195	(280,000)
12525 · 2019 Series Bonds	5,210,000	0	5,210,000
12590 · Bond Premiums	796,865	796,865	0
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	20,808	20,808	0
Total Long Term Liabilities	12,455,868	12,459,537	(3,669)
Total Liabilities	12,790,868	12,809,537	(18,669)
Equity			
13000 · BDF - Restricted FB	(12,013,894)	(12,290,511)	276,616
Net Income	8,441	9,367	(926)
Total Equity	(12,005,453)	(12,281,144)	275,690
TOTAL LIABILITIES & EQUITY	<u>785,415</u>	<u>528,393</u>	<u>257,021</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18100 · Bond Levy Proceeds	8,440	0	8,440	100%
Total Income	<u>8,440</u>	<u>0</u>	<u>8,440</u>	<u>100%</u>
Gross Profit	8,440	0	8,440	100%
Expense				
17000 · Debt Service	0	215,271	(215,271)	0%
Total Expense	<u>0</u>	<u>215,271</u>	<u>(215,271)</u>	<u>0%</u>
Net Ordinary Income	8,440	(215,271)	223,711	(4)%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	1	583	(583)	0%
Total Other Income	<u>1</u>	<u>583</u>	<u>(583)</u>	<u>0%</u>
Net Other Income	<u>1</u>	<u>583</u>	<u>(583)</u>	<u>0%</u>
Net Income	<u><u>8,441</u></u>	<u><u>(214,687)</u></u>	<u><u>223,128</u></u>	<u><u>(4)%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
300 · Construction Fund	13,070	19,290	(6,220)
Total Checking/Savings	13,070	19,290	(6,220)
Total Current Assets	13,070	19,290	(6,220)
TOTAL ASSETS	13,070	19,290	(6,220)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	970	(970)
Total Accounts Payable	0	970	(970)
Total Current Liabilities	0	970	(970)
Total Liabilities	0	970	(970)
Equity			
13010 · CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	0	(12,017)	12,017
Total Equity	13,070	18,320	(5,250)
TOTAL LIABILITIES & EQUITY	13,070	19,290	(6,220)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July through August 2020

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

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	261,924	150,536	111,388
Total Checking/Savings	<u>261,924</u>	<u>150,536</u>	<u>111,388</u>
Total Current Assets	<u>261,924</u>	<u>150,536</u>	<u>111,388</u>
TOTAL ASSETS	<u>261,924</u>	<u>150,536</u>	<u>111,388</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	2,877	(2,877)
Total Accounts Payable	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
Total Current Liabilities	<u>0</u>	<u>2,877</u>	<u>(2,877)</u>
Total Liabilities	0	2,877	(2,877)
Equity			
13005 · FMRF - Assigned for Future Exp	215,000	150,000	65,000
13010 · FMRF - Unassigned FB	46,634	(2,820)	49,453
Net Income	290	478	(188)
Total Equity	<u>261,924</u>	<u>147,658</u>	<u>114,266</u>
TOTAL LIABILITIES & EQUITY	<u>261,924</u>	<u>150,536</u>	<u>111,388</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July through August 2020

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	290	250	40	116%
18900 · Transfers In	0	275,000	(275,000)	0%
Total Other Income	290	275,250	(274,960)	0%
Other Expense				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	0	300,000	(300,000)	0%
Total 19700 · Transfers Out	0	300,000	(300,000)	0%
Total Other Expense	0	430,120	(430,120)	0%
Net Other Income	290	(154,870)	155,160	(0)%
Net Income	290	(154,870)	155,160	(0)%



CONSENT CALENDAR ITEM

DATE: August 19, 2020
RE: 2020 NOAA UPS Battery Replacement
TO: Director of Operations
ISSUED BY: Jim Durkee– NOAA Facilities Manager

BACKGROUND

1. The Port maintains two APC UPS Battery Back-Up systems protecting the Data Rooms in the NOAA MOC-P Facility.
2. This will be the second time we have replaced the batteries in these systems. These batteries have a three to five year life expectancy and we are on year five.

PURPOSE, SCOPE AND DETAIL

The battery back-up systems protect the data rooms at the facility from power failures and surges. The power to the servers runs through the APC UPS at all times. If power fails the staff would have enough battery time to shut the systems down properly to protect the servers and prevent data loss. There are 72 drawers containing a total of 576 batteries.

The batteries in these systems have a three to five year life expectancy and were replaced in the fall of 2015. Rick Fuller was managing the facility when the previous battery replacement order was placed but Jim Durkee oversaw the installation. That purchase was \$18,165.00. We used Stay-N-Power, now M.C. Dean, to perform the work. This is the same company we have been using to perform annual service and maintenance of the APCs as well as the lighting inverter on the pier.

The facility manager is requesting that a purchase order be authorized for M.C. Dean in the amount of \$14,763.00. The lower price reflects a drop in the price of the raw materials in the batteries themselves. The other prices obtained were for shipping complete replacements of new or rebuilt drawers with the Port performing the replacement in house. M.C. Dean will be rebuilding the drawers with new batteries and testing and installing them while they are on-site for the regular annual service, as they did last time, with satisfactory results.

BUDGET IMPLICATIONS

\$20,000 was allocated in the 2012/2021 budget for this project and the final price is well within expectations.

RECOMMENDATION

Recommend approval of a purchase order for NOAA APC UPS Battery Replacement – M.C. Dean in the amount of \$14,763.00.

Best Value Analysis: 72 replacement batteries for APC UPS units

Company	M.C. Dean	Facility Gateway Corp	CDW	Interstate battery	Integrated Power	LDP Inc.
Contact	Austin Finch					
Criteria						
Purchase amount	72 ea	72 ea	72 ea	72ea	72ea	72ea
Total Price	\$14,763.00	\$21,599.28	\$40,031.28	\$29,862.00	\$34,344.00	\$25,920.00
Delivery	No	No	Yes	Yes	Yes	Yes
Recycling	Yes	No	No	Yes	No	No
Installation	Yes	No	No	No	No	No
Warranty	1 yr		1 yr	1 yr	1 yr	1 yr
Notes	Refurbished	Refurbished	New	New	New	New
				Included these previous bids just for reference		



1765 Greensboro Station Place, Tysons, VA 22102
 800-972-9778 - Option 5 for Emergency Dispatch

QUOTE

DATE: Aug 17, 2020
 NUMBER: MCDQ8682
 NAME: Port Of Newport - Noaa - Multi

SOLD TO:

Jim Durkee
 Port Of Newport - Noaa
 2002 SE Marine Science Dr
 Newport, OR 97365

(541) 265-7758
 jim@portofnewport.com

SERVICE LOCATION:

Jim Durkee
 Port Of Newport - Noaa
 2002 SE Marine Science Dr
 Newport, OR 97365

(541) 265-7758
 jim@portofnewport.com

M.C. DEAN, INC. CONTACT:

Austin Finch

16570 SW 72nd AVE
 Tigard, OR 97224

425-356-9661
 austin.finch@mcdean.com

SCOPE OF WORK:

S104051 - Admin UPS

S100222 - Warehouse UPS

Full battery replacement in (2) APC Symmetra PX UPS Systems (72 Battery Packs)
 Replacements performed in Admin IT UPS and Warehouse Electrical Room UPS
 Services to be performed during regular business hours Mon-Fri between 8am-5pm
 Services to include:

- (576) CSB HRL1234W2FR Batteries
- Batteries carry a 1 year manufacturer warranty
- Labor for installation and EPA approved removal and disposal
- Customer to receive chain of custody of disposed batteries
- Shipping and delivery to site
- Reports to follow

QUOTE DESCRIPTION

Description	Qty	Unit Price	Ext. Price
Full Battery replacement - 72 Battery Packs	1	\$14,763.00	\$14,763.00

Quote Valid for 60 Days

TOTAL \$14,763.00

REMIT PAYMENT TO:
 M.C.DEAN, INC.
 P O BOX 532232
 ATLANTA, GA 30353-2232

The price included herein reflects a 3% discount to payment by cash, check, or wire transfer. This discount will not apply if the customer pays using a credit card or debit card.

The price in this proposal does not include applicable Taxes or Shipping & Handling charges unless specified as separate line items. Purchaser will pay any Municipal, County, State, excise or other taxes which may be levied upon the service or materials provided pursuant to this Agreement and shall be responsible all additional costs associated with Purchaser required union labor or transportation.

[Signatures on next Page]

PROPRIETARY NOTICE

All information in this document is deemed confidential and proprietary to M.C. Dean, Inc. By accepting delivery of this document, the recipient agrees to maintain the information contained herein in strictest confidence and shall not disclose to any third-party except upon prior written consent of M.C. Dean, Inc. or as otherwise required by law.

Created on 08/17/20 20:23:57 by M.C. Dean, Inc.

This Quote # MCDQ8682 the "Agreement", in the amount of \$14,763.00 , is accepted by Port Of Newport - Noaa , as evidenced by the Purchaser authorized representative's signature below. By acceptance of this Agreement, Purchaser agrees to be bound to M.C. Dean, Inc.'s Terms and Conditions, and all M.C. Dean, Inc. attachments applicable to this agreement, which are fully incorporated herein by this reference and are the sole and exclusive terms and conditions applicable to this transaction.

Purchaser

Print Name: _____

Signature: _____

Title: _____

Date: _____

PO (if applicable) _____

If not electronically accepted, please send the signed Agreement. including M.C. Dean, Inc. Terms and Conditions, and all M.C. Dean, Inc. attachments to cpppo@mcdean.com.

PROPRIETARY NOTICE

All information in this document is deemed confidential and proprietary to M.C. Dean, Inc. By accepting delivery of this document, the recipient agrees to maintain the information contained herein in strictest confidence and shall not disclose to any third-party except upon prior written consent of M.C. Dean, Inc. or as otherwise required by law.

Created on 08/17/20 20:23:57 by M.C. Dean, Inc.



M.C. DEAN, INC. TERMS AND CONDITIONS SERVICES

- 1. ACCEPTANCE OF TERMS:** By accepting, electronically or otherwise a Proposal/Quote/Quotation ("Proposal") from M.C. Dean, Inc., ("Seller") for the products and/or services described therein, you, Purchaser, incorporates, accepts, and agrees to be bound by these Standard Terms and Conditions as part of the signed Proposal, the Proposal and these Standard Terms and Conditions, with the contained applicable service agreements, are collectively referred to herein as the "Agreement". No additional or differing terms or conditions proposed or delivered by Purchaser shall operate to alter or supplement the Agreement in any way and the Agreement takes precedence over any of Purchaser's terms and conditions.
- 2. MAINTENANCE AGREEMENT:** Seller agrees to maintain the equipment listed on the Schedule of Equipment in the Proposal (the "Equipment"), according to the terms of the Agreement.
- 3. TERM OF AGREEMENT:** This Agreement shall commence (the "Commencement Date") on the date Seller receives a fully signed copy of this Agreement.
- 4. PRICE AND PAYMENT TERMS:** All prices are valid for 60 days from the date of the Proposal to Purchaser. The service agreement fee to be paid by Purchaser shall be the amount set forth on the Schedule of Equipment. Seller will invoice annually in advance for all Full Service (FS) and Preventative Maintenance Only with Emergency Response Times (PMR) Agreements. For FS and PMR Agreements, emergency coverage is not guaranteed until payment is received. For Preventative Maintenance (PM) Only Agreements, Seller shall invoice after each PM is completed. For Service Repair, Time & Material (T&M) and /or Battery Change Out (BCO) projects, Seller shall invoice for materials upon shipment and shall invoice labor upon completion of the project. Payment terms are **Net 30** days from date of Seller's invoice. For Schedules of Equipment with a combination of both FS, PMR and/or PM only Equipment Agreements, payment terms relating to FS/PMR plans shall apply. Unless otherwise agreed to in writing by both parties, all replacement parts, including batteries, shall be shipped FOB Origin, Freight Pre-paid by Seller and added to the invoice and Purchaser agrees to pay the shipping & handling charges, regardless if Purchaser has itemized the shipping and handling charges on any Purchaser issued purchase order. Additional charges apply for Agreements billed with extended payment terms. Late payments shall be subject to a late payment charge of 1.5% per month (18% per year) on any outstanding and delinquent balance. Purchaser will pay any Municipal, County, State or Federal sales, excise or other taxes which may be levied upon the service or materials provided pursuant to this Agreement and shall be responsible all additional costs associated with Purchaser required union labor or transportation. All payments due are payable to Seller in U.S. currency. If Purchaser fails to pay Seller any amounts due pursuant to the terms of this Agreement for FS and / or PMR agreements within the time required herein, in addition to all other rights and remedies available in this Agreement and under applicable law, Seller may, in its sole discretion, withhold the Services until such time as Purchaser's account is paid in full or immediately terminate the service agreement.
- 5. MAINTENANCE:** During the term of this Agreement, Seller shall, in accordance with service levels purchased, furnish all necessary service, parts and materials to maintain the Equipment in good working condition and repair. All Seller supplied parts shall comply with the Equipment manufacturer's published standards and/or specifications and shall be the same as or equivalent to parts presently used and/or recommended by the OEM. Seller reserves the right to use refurbished circuit boards and assemblies that are commonly used in the industry. Purchaser hereby grants Seller reasonable access to the Service Location(s) at which the Equipment is located for the performance of these services. Seller shall not be responsible for damages to or errors in any Equipment for which Purchaser has authorized service, operation, and/or modification by a party other than Seller. In the event of such an occurrence, and upon Purchaser's request, Seller will inspect such Equipment and invoice separate of any FS Agreement(s) for costs incurred to return such Equipment to industry standards, in accordance with Seller's then current time and materials rates.
- 6. PREVENTATIVE MAINTENANCE VISITS:** Should the Purchaser cancel a confirmed PM visit with less than two (2) business days' notice prior to the scheduled service date, Purchaser shall be charged for any expenses incurred (including but not limited to, associated travel expenses and field engineer time). If Seller is unable to complete a PM visit due to Purchaser's failure or inability to schedule the PM visit within ninety (90) days of the original proposed scheduled service date, Seller's obligations with respect to that PM visit shall be considered to have been fulfilled and no refund for such visit shall be due. Purchaser shall be responsible for all expenses incurred by Seller due to any delay or stoppage of work caused by the Purchaser and shall be responsible for all costs associated with Seller's use of union labor when required by Purchaser.
- 7. ADDITIONAL WORK:** During the term of this Agreement, Purchaser may request that Seller perform services or provide materials, which are not set forth in this Agreement or included in the prices stated herein ("Additional Work"). Seller hereby agrees to perform such Additional Work, provided that Purchaser has provided the scope or definition of such Additional Work and has authorized, in writing, the compensation payable to Seller for the performance of the Additional Work. The performance of any and all such Additional Work shall be subject to and governed solely by these Terms and Conditions.
- 8. WARRANTIES:** *Seller warrants the Services as follows:*
- WARRANTY - FS AGREEMENTS:** In the case of any Full-Service Agreement plan, the Services are warranted to be free from defects in labor and parts during the term of the FS Agreement. Seller's liability under this warranty is limited to re-performance and replacement of any defective labor or parts. THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OF QUALITY AND PERFORMANCE, WHETHER WRITTEN, ORAL OR IMPLIED, AND ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USAGE OF TRADE ARE HEREBY DISCLAIMED.
- WARRANTY - PM ONLY AGREEMENTS, SERVICE REPAIR & T&M SERVICES:** Services are warranted to be free from defects in labor for a period of one (1) year from the date of performance and defects in parts for a period of ninety (90) days from the date of installation. Liability under this warranty is limited to re-performance and replacement of any defective labor or parts. THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OF QUALITY AND PERFORMANCE, WHETHER WRITTEN, ORAL OR IMPLIED, AND ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USAGE OF TRADE ARE HEREBY DISCLAIMED.
- WARRANTY - BATTERY CHANGE OUT (BCO) AGREEMENTS:** Warranty will vary as the manufacturer dictates; therefore, warranties and Warranty Period, dependent on the battery type, will be outlined as per each Seller proposal in a project-specific manner. The Warranty Period shall commence upon the date of installation or sixty (60) days past the date of shipment, whichever occurs first. During the Warranty Period, Seller will repair or replace any battery that has malfunctioned, other than as a result of casualty or product misuse. Installation service shall be warranted against defects in labor for a period of one (1) year from the



date of installation. Freight charges associated with replacing a warranted battery are not covered under this Agreement and will be charged accordingly. Any labor associated with repair or replacement of a warranted battery beyond the one (1) year period stated herein, is not covered under this Agreement and shall be charged accordingly. THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OF QUALITY AND PERFORMANCE, WHETHER WRITTEN, ORAL OR IMPLIED, AND ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USAGE OF TRADE ARE HEREBY DISCLAIMED.

The above warranties are Purchaser's sole remedies against the Seller regarding this Agreement. Purchaser waives any other claims, regardless of their nature, except for those set forth above.

9. DISCONTINUANCE OF PARTS: With respect to Equipment no longer supported by the manufacturer, Equipment greater than 7 years of age and any Equipment for which parts are not available through customary sourcing channels, Seller will continue to source replacement parts to the best of its ability. Should replacement parts for such Equipment not be available, Seller will notify Purchaser of such unavailability; and, where applicable, provide Purchaser a pro-rata credit for the balance of the Agreement for any un-repaired Equipment for which parts coverage is included in this Agreement.

10. TERMINATION OF AGREEMENT: Either party shall have the right to terminate this Agreement in whole or in part at any time and for any reason, upon thirty (30) days' prior written notice of the party's intent to terminate, which notice shall specify the date of termination. If Seller or Purchaser terminates Agreement, Seller shall refund to the Purchaser a prorated amount of any prepaid Maintenance Charge, less any amounts which are owed to Seller by Purchaser.

11. PRE-EXISTING CONDITIONS: If Seller determines that the Equipment has not been maintained in accordance with the manufacturer's recommendations and/or has a pre-existing condition for which additional maintenance will be required in order to bring the Equipment within normal operating standards, Seller will notify Purchaser of such determination and, upon Purchaser's authorization to proceed, Seller will perform the additional necessary maintenance and charge the costs thereof to Purchaser at Seller's then current T&M rates.

12. FORCE MAJEURE: Seller shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production.

13. LIMITATION ON EQUIPMENT AND SERVICES COVERED BY THIS AGREEMENT: In the case of any FS Agreement, Seller's obligations hereunder, cover only the Equipment listed on the Schedule of Equipment (which may be amended from time to time upon written agreement of Seller and Purchaser). This Agreement only covers labor and materials for repairs due to ordinary wear and tear, other than battery and capacitor replacements, which will be priced separately. This Agreement does not cover damages caused by misuse, negligence, accident, theft or unexplained loss, abuse, fire, flood, wind, lightning or other electrical surge, tornado, sandstorm, hail, explosion, earthquake, smoke, vandalism, terrorism, acts of God or public enemy, or improper wiring, installation, repair or alteration by anyone other than Seller. Operation of any Equipment in a manner that is not in compliance with the Equipment manufacturers recommended operating conditions or specifications or exceeding the Equipment's original design limits shall constitute misuse. Examples include, but are not limited to, UPS overloads, phase-imbalanced conditions (more than 20%), and overloads caused by leading power factor loads. In the case of any such event, Seller will notify Purchaser and may at its sole option either a) terminate the Equipment subject of the FS Agreement effective upon notice thereof or, with Purchaser's authorization to proceed, will bring the Equipment back up to properly maintained standards in accordance with Seller's then current time and material rates.

14. LIMITATION OF LIABILITY: IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOST SAVINGS, LOST REVENUES, LOSS OF USE OR LOST DATA OF ANY KIND WHETHER OR NOT EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, TO THE EXTENT CAUSED BY OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS OR SERVICES PROVIDED HEREUNDER. This section shall survive any termination, cancellation or expiration of this Agreement.

15. INSURANCE: Seller agrees to maintain at its expense during the term of this Agreement policies of commercial general liability insurance (to include contractual liability and products/completed operations liability) with policy limits of - \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate and automobile liability insurance with policy limits of \$1,000,000 combined single limit per each accident, and policies of workers compensation insurance with such limits of coverage as are required by law. Purchaser and any other beneficiary (i.e. building owner (s) as required by lease agreement and/or property manager (s)) as their interests may appear, shall be included as an additional insured, on a primary noncontributory basis. Waivers of subrogation shall apply where permitted by law.

16. RELATIONSHIP OF THE PARTIES: Seller is performing Services under this Agreement only as an independent contractor. Nothing contained herein or otherwise implied by the relationship between the parties shall be deemed to constitute any joint venture, partnership, agency, co-employer or relationship between the parties other than that of an independent contractor.

17. ASSIGNMENT: Purchaser may transfer or assign its rights or obligations under this Agreement only upon providing written notice thereof to Seller.

18. GOVERNING LAW: This Agreement and the relationship of the parties hereunder shall be governed by, and construed in accordance, with the laws of the Commonwealth of Virginia.

19. LEGAL COSTS: In the event that litigation should be instituted to enforce the terms of this Agreement, the party prevailing in such litigation shall be entitled to recover from the other party, in addition to all other damages to which it may be entitled, its reasonable attorney's fees and cost incurred in connection with such litigation.



20. PARTIAL INVALIDITY: The terms of this Agreement shall be deemed separable. If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to person(s) or circumstance(s) other than those as to which it is invalid or unenforceable, shall not be affected thereby.

21. PURCHASE ORDERS AND OTHER DOCUMENTS/ENTIRE AGREEMENT: This Agreement constitutes the final and complete agreement between Seller and Purchaser regarding the subject matter hereof and shall exclusively control the relationship of the parties in connection with the Agreement. Any additional or different terms contained in any purchase order, acknowledgment, notice to proceed, statement of work or any other document shall be of no effect between the parties. This Agreement may only be modified by a separate written agreement signed by both parties hereto and specifically referencing the parties' intent to modify this Agreement.

22. WAIVER: The failure of either party to enforce, at any time or for any period of time, any provisions of this Agreement shall not be construed as a waiver of such provision or of the right of such party thereafter to enforce such provision.

23. EMPLOYMENT: Seller is an Equal Opportunity Employer (EOE) and qualified minorities (M), women (F), people with disabilities (H) and military veterans (V) are encouraged to apply.

24. IF PURCHASER PURCHASES ANY OUT OF SCOPE WORK EITHER UNDER THE ADDITIONAL WORK PROVISION CONTAINED HEREIN, IN CONJUNCTION WITH A FS, PMR OR PM ONLY AGREEMENT OR SEPARATELY THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS SHALL APPLY:

- 1. CANCELLATION OF BCO OR SERVICE REPAIR PROJECT AND/OR A T&M SERVICE:** If Purchaser cancels a BCO, Service Repair related Project and/or a T&M Service prior to Seller's shipment of the batteries, capacitors, or parts, and/or refuses to permit Seller to install the batteries, capacitors, or parts and/or notifies Seller after Purchaser's authorization to proceed, of its refusal to accept such installation, Purchaser hereby agrees to pay Seller, a "Cancellation Fee" equal to all of the actual costs related to BCO or Service Repair and/or T&M Service incurred by Seller through the date of cancellation (including, but not limited to, restocking fees in the amount of twenty percent (20%) of the purchase price, freight charges, employee labor charges and any materials or Equipment special ordered for Purchaser which cannot be returned).
- 2. ADDITIONAL INSTALLATION AND CONSTRUCTION CHARGES:** Seller has estimated the cost of the batteries, capacitors, and/or parts and the cost of installation based upon a reasonable review and inspection of the Ship To location. If installation of the batteries, capacitors, and/or parts will require additional material, labor or construction: 1) not originally estimated because of hidden or unknown conditions; 2) necessary to accommodate the batteries, capacitors and/or parts or move or change any existing Equipment or cable; or 3) at Purchaser's request, Purchaser agrees to pay all the additional charges associated with the required material and work at Seller's then current T&M rates. Seller will make reasonable efforts to notify Purchaser if additional installation or related charges will be incurred, however, because the information may not be known by Seller until the actual installation is underway, lack of notification of Purchaser by Seller shall not alter Purchaser's obligation to pay all such additional charges.
- 3. LIENS:** The sale or other disposition of any of the batteries, capacitors, and/or parts prior to payment of the entire Purchase Price is prohibited. Seller shall be permitted to file lien(s) to preserve its interest unless or until Seller is paid by Purchaser in accordance with this Agreement.
- 4. INSTALLATION-PURCHASER RESPONSIBILITIES**
To assure a smooth installation the Purchaser shall:
 - a. Permit or arrange for access to the Ship To location for Seller's installation and maintenance personnel.
 - b. Provide suitable environmental conditions for the batteries; Temperature: 65-75F, Relative Humidity: 40%-60% (Non-Condensing). Conditions which exceed these parameters will void the warranty.



HRL 1234W ▶ 12V 34W

HRL 1234W is specially designed for high efficient discharge application. Its characteristics are high energy density, small footprint and high discharge efficiency. It can be used for more than 260 cycles at 100% discharge in cycle service, up to 8 years in standby service.



Specification

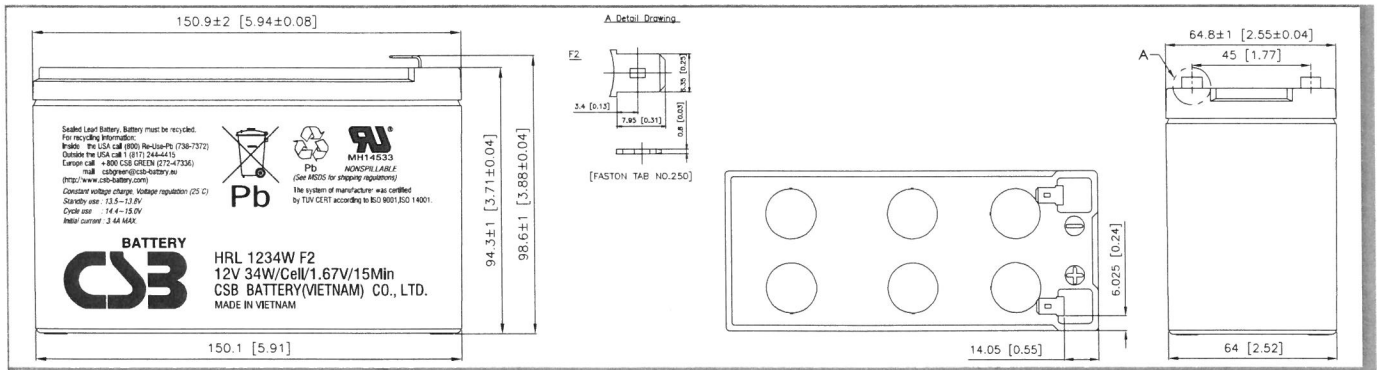
Cells per unit	6
Voltage per unit	12
Capacity	34W @ 15min-rate to 1.67V per cell @25 °C(77°F)
Weight	Approx.2.7 kg(5.95 lbs)
Maximum Discharge Current	130A(5sec)
Internal Resistance	Approx. 17mΩ
Operating Temperature Range	Discharge: -15°C~50°C (5°F~122°F) Charge: -15°C~40°C (5°F~104°F) Storage: -15°C~40°C (5°F~104°F)
Nominal Operating Temperature Range	25°C±3°C (77°F±5°F)
Float Charging Voltage	13.5 to 13.8 VDC/unit Average at 25°C (77°F)
Recommended Maximum Charging Current Limit	3.4A
Equalization and Cycle Service	14.4 to 15.0 VDC/unit Average at 25°C (77°F)
Self Discharge	CSB Batteries can be stored for more than 6 months at 25°C (77°F). Please charge batteries before using. For higher temperatures the time interval will be shorter.
Terminal	F2-Faston Tab 250
Container Material	ABS(UL 94-HB) & Flammability resistance of (UL 94-V0) can be available upon request.



CSB-manufactured VRLA (Absorbent Glass Mat type) batteries are UL-recognized components under UL1989.

CSB is also certified by ISO 9001 and ISO 14001.

Dimensions :	Overall Height (H)	Container height (h)	Length (L)	Width (W)
Unit: mm (inch)	98.6±1.0 (3.88±0.04)	94.3±1.0 (3.71±0.04)	150.9 ±2.0 (5.94±0.08)	64.8±1.0 (2.55±0.04)



Constant Current Discharge Characteristics Unit:A (25°C, 77°F)

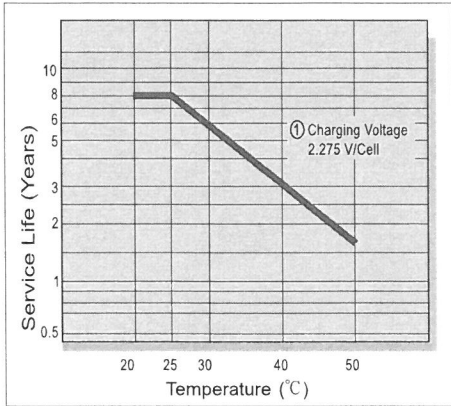
F.V/Time	2MIN	4MIN	6MIN	8MIN	10MIN	15MIN	20MIN	30MIN	60MIN	90MIN
1.60V	66.0	45.0	34.5	28.0	24.0	17.6	14.0	10.1	5.69	4.00
1.67V	58.0	41.0	32.3	27.1	23.5	17.4	13.8	9.90	5.61	3.96
1.70V	54.4	39.1	31.3	26.4	23.1	17.2	13.7	9.83	5.57	3.93
1.75V	48.5	35.9	29.4	25.0	22.1	16.8	13.4	9.68	5.50	3.87
1.80V	42.5	32.8	27.0	23.2	20.6	15.8	12.8	9.33	5.36	3.80
1.85V	36.6	29.6	24.6	21.1	18.8	14.4	11.7	8.71	5.06	3.62

Constant Power Discharge Characteristics Unit:W (25°C, 77°F)

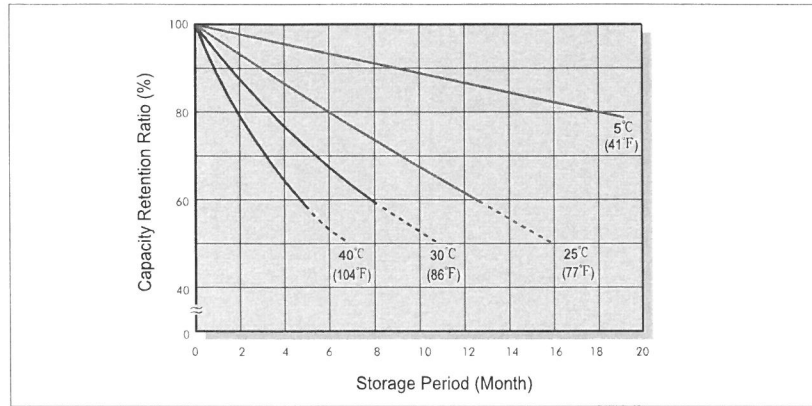
F.V/Time	2MIN	4MIN	6MIN	8MIN	10MIN	15MIN	20MIN	30MIN	60MIN	90MIN
1.60V	643	465	375	306	265	205	159	115	65.9	46.7
1.67V	581	435	354	299	262	204	158	114	65.4	46.6
1.70V	550	419	342	293	259	202	155	111	64.6	46.4
1.75V	503	393	324	280	251	198	152	109	63.9	46.0
1.80V	456	367	307	266	238	189	147	108	62.9	45.1
1.85V	409	341	284	246	217	174	137	102	60.2	43.4

Ratings presented herein are subject to revision without notice. Please refer to www.csb-battery.com to confirm the latest version.

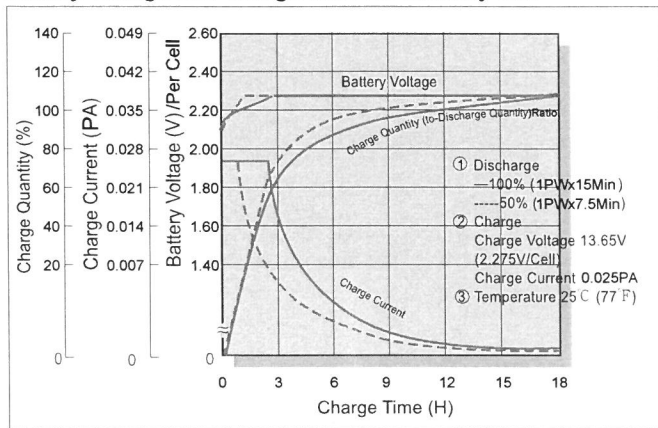
Trickle (or Float) Service Life



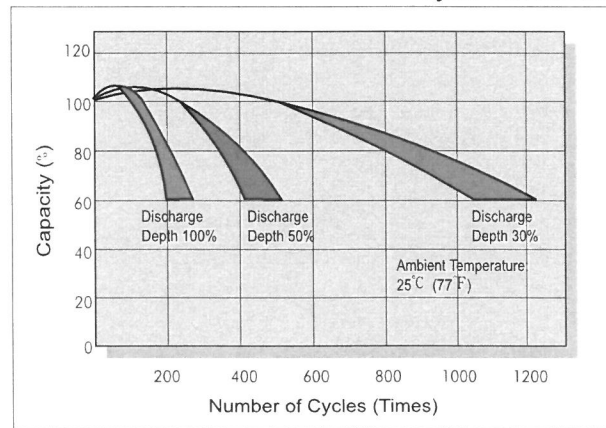
Capacity Retention Characteristic



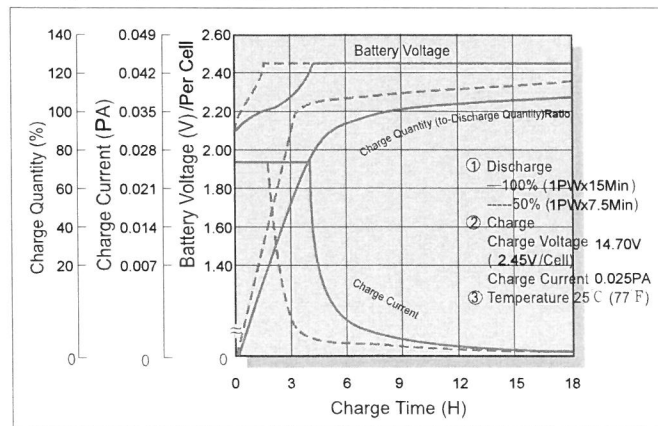
Battery Voltage and Charge Time for Standby Use



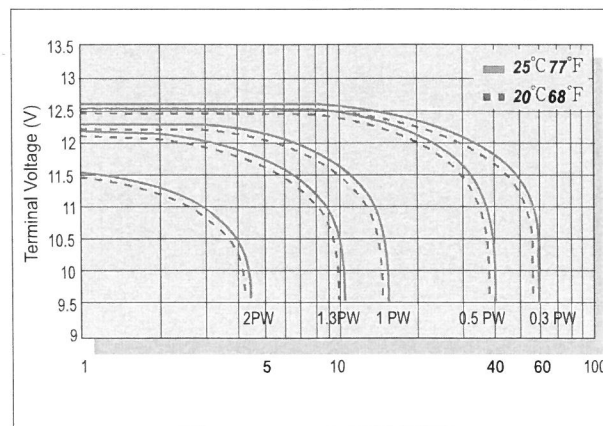
Cycle Service Life



Battery Voltage and Charge Time for Cycle Use



Terminal Voltage (V) and Discharge Time



Charging Procedures

Application	Charge Voltage(V/Cell)			Max.Charge Current
	Temperature	Set Point	Allowable Range	
Cycle Use	25°C(77°F)	2.45	2.40~2.50	0.1PA
Standby	25°C(77°F)	2.275	2.25~2.30	

Discharge Current VS. Discharge Voltage

Final Discharge Voltage V/Cell	1.75	1.70	1.60	1.30
Discharge Power(W)	0.1P>(W)	0.1P≤(W)<0.25P	0.25P≤(W)<1.0P	(W)≥1.0P

Sales Office URL:WWW.CSB-BATTERY.COM

GLOBAL HQ
CSB BATTERY CO., LTD. (TAIWAN)
 Tel : +886-2-2880-5600
 Fax : +886-2-2888-3300
 mail : service@csb-battery.com.tw

BEIJING OFFICE. (CHINA)
CSB BATTERY TECHNOLOGIES (BEIJING) CO., LTD.
 Tel : +86-10-5820-5336/5338
 Fax : +86-10-58203053
 mail : china@csb-battery.com

AMERICA HQ
CSB BATTERY TECHNOLOGIES INC. (U.S.A)
 Tel : +1-817-244-7777/1-(800)3-CSB-USA(272872)
 Fax : +1-817-244-4445
 mail : csb@csb-battery.com

SHANGHAI OFFICE. (CHINA)
CSB BATTERY LOGISTIC (SHANGHAI) CO., LTD.
 Tel : +86-21-5046-1622/5046-0833
 Fax : +86-21-5064-1046
 mail : china@csb-battery.com

EUROPE HQ
CSB Battery Europe BV.
 Tel : +31(0)-180-418-140
 Fax : +31(0)-180-418-327
 mail : eurosales@csb-battery.eu

SHENZHEN OFFICE. (CHINA)
CSB BATTERY LOGISTIC (SHANGHAI) CO., LTD.
 Tel : +86-755-8831-6488/6396/6356
 Fax : +86-755-8831-6548
 mail : she@csb-battery.com



CONSENT CALENDAR ITEM

DATE: September 23, 2020
RE: New Dryers, South Beach Marina R/V Park
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Last fiscal year, we purchased new washing machines for the laundry rooms in South Beach and we budgeted to purchase new dryers this year. The old machines are at the end of their service life, and are obsolete. We cannot raise the laundry rates any more with the old machines, and we are due for an increase in the cost of laundry; typical revenue from the laundry machines (washers and dryers) is about \$13,000 for 6 months.

DETAIL

We budgeted for this purchase based on quotes that we obtained in December of 2019, and we are in the process of updating those quotes. We get bids on the exact same machines, and go with the low bid between 3 local suppliers (Roby's, Standard, and Walsh's)

BUDGET IMPLICATIONS

We have budgeted \$15K for this expenditure in this fiscal year's budget.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO PURCHASE 10 NEW SPEED QUEEN DRYERS NTE \$15,000.



STAFF REPORT

DATE: *September 24, 2020*
RE: *Change Order - ADMINISTRATIVE BUILDING - Architectural Schematic*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

During our last commission meeting, the Board authorized the General Manager to contract with Capri Architecture and DH Goebel Architecture for an amount of \$13,000 in addition to a \$6,500 already previously approved by the General Manager. Unfortunately, there was an additional \$76.25 for other reimbursables such as copies of the schematics that were not included on the approved request.

RECOMMENDATION

In addition to a \$6,500 already approved by the General Manager, and the \$13,000 approved by the Commission, I recommend a motion to authorize the General Manager to pay the additional \$76.25 as requested.



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/24/2020	42087	Port of Newport			
07/24/2020	OCB Transfer		OCB Account Transfer to FIB	Administration	75,000.00
					<u>75,000.00</u>
07/09/2020	45182	Oregon Brewing Company	Special Use Permit Refund		
07/06/2020	Spec Use		Use Fee 1-200 Participants	Commercial Marina	441.00
					<u>441.00</u>
07/10/2020	45183	ACE Hardware			
07/01/2020	2502/1		Service kit for weed trimmer	SB Operations	16.99
			Pruners	SB Operations	53.98
					<u>70.97</u>
07/10/2020	45184	Alsco			
07/01/2020	LPOR2525947		Shop towels, shirt, and mats	Administration	34.75
07/08/2020	LPOR2529390		Shop towels, shirt, and mats	Administration	34.75
					<u>69.50</u>
07/10/2020	45185	Alesea Bay Power Products			
06/12/2020	314769		Mower deck belt	SB Operations	34.99
			Face shield	SB Operations	56.99
			Oil mix	SB Operations	27.60
			Trimmer string	SB Operations	29.99
06/23/2020	315713		Mower deck belt	SB Operations	34.99
			Face shield	SB Operations	56.99
07/01/2020	316547		Hardware	SB Operations	2.99
					<u>244.54</u>
07/10/2020	45186	Business Oregon - IFA	Loan payment		
07/09/2020	65541 08/20		Principal - July 2020	International Terminal	2,083.33
					<u>2,083.33</u>
07/10/2020	45187	Chemsearch FE			
06/26/2020	7010658		Yield aerosol penetrating release agent	Commercial Marina	232.50
			Freight	Commercial Marina	20.78
					<u>253.28</u>



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45188	City of Newport Room Tax			
06/30/2020	June 2020 Room Tax		Transient room tax - June 2020	SB Customer Service	1,991.28
					<u>1,991.28</u>
07/10/2020	45189	Coastal Marine & Hydraulic			
06/29/2020	1980		Repair crane leak	International Terminal	85.00
					<u>85.00</u>
07/10/2020	45190	Coastal Paper & Supply			
07/07/2020	577662		Paper products and cleaning supplies	SB Operations	350.74
			Shipping	SB Operations	4.00
					<u>354.74</u>
07/10/2020	45191	CoastCom By Wave			
07/01/2020	121313501-0008229		Internet - June 2020	SB Customer Service	1,036.04
			Internet - June 2020	Administration	500.00
					<u>1,536.04</u>
07/10/2020	45192	Copeland Lumber Yards			
07/06/2020	2007-170116		Pressure treated 2x8x10 lumber for PD7 repairs	Commercial Marina	499.80
					<u>499.80</u>
07/10/2020	45193	EARTH2O			
07/09/2020	968646		Water service	Commercial Marina	70.38
			Water service	Administration	7.82
					<u>78.20</u>
07/10/2020	45194	FIB MasterCard KH			
06/21/2020	AbideEdict		05/22/2020 - Webinar and recording	Administration	300.00
					<u>300.00</u>



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45195	FIB MasterCard MB			
06/21/2020	Intuit		05/30/2020 - QuickBooks chip and magstripe card reader	Administration	19.00
06/21/2020	Amazon	State of Oregon CRF	06/02/2020 - Thermometers	Administration	77.58
		State of Oregon CRF	06/02/2020 - Thermometers	Commercial Marina	77.57
		State of Oregon CRF	06/02/2020 - Thermometers	International Terminal	77.58
		State of Oregon CRF	06/02/2020 - Thermometers	SB Operations	77.58
06/21/2020	Payflow/Paypal		06/05/2020 - Credit card processor set up	Administration	99.00
					428.31
07/10/2020	45196	Frank Webster			
07/07/2020	8256451		Refund Annex RV - cancelled monthly reservation	SB Customer Service	764.35
					764.35
07/10/2020	45197	G & K Floors			
07/01/2020	070120		Janitorial services - SB	SB Customer Service	3,760.00
			Janitorial services - Port office	Administration	200.00
					3,960.00
07/10/2020	45198	Harvey's Lock & Key			
06/30/2020	20869	State of Oregon CRF	Remote access lock for Admin building	Administration	1,881.00
					1,881.00
07/10/2020	45199	IconiPro Security Alarms			
07/01/2020	32626		NIT fire and security monitoring	International Terminal	125.97
			FWT fire and security monitoring	International Terminal	125.97
					251.94
07/10/2020	45200	Industrial Welding Supply			
06/25/2020	119936		Cylinder 1-year lease	SB Operations	52.00
					52.00



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45201	MacPherson Gintner & Diaz			
06/01/2020	81381		Professional services	Administration	562.50
06/01/2020	81381 EDA		Professional services for EDA Grant	Commercial Marina	956.25
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	956.25
06/30/2020	81427		Professional services	Administration	2,925.00
06/30/2020	81426 EDA		Professional services for EDA Grant	Commercial Marina	828.75
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	828.75
					7,057.50
07/10/2020	45202	Newport News-Times			
06/02/2020	349267		Employment ad - Maintenance III	SB Operations	2.50
06/02/2020	349278		Employment ad - Maintenance III	SB Operations	2.50
					5.00
07/10/2020	45203	OR Department of State Lands			
06/09/2020	22831		Annual DSL waterway lease fee	Commercial Marina	36,016.23
					36,016.23
07/10/2020	45204	Orkin			
06/26/2020	199664377		July pest control	Administration	45.00
					45.00



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45205	Petty Cash	Petty Cash - SB Marina & RV Park		
06/30/2020	Petty Cash - SB		Barrelhead Supply - bit holder extension with bits	SB Operations	21.94
			Dryer refund	SB Customer Service	2.00
			Pacific Coast Lock - keys	SB Operations	10.00
			Shower refund	SB Customer Service	1.50
			Barrelhead Supply - toilet flapper for Annex	SB Operations	5.59
			Laundry refund	SB Customer Service	5.00
			Shower refund	SB Customer Service	2.50
			Barrelhead Supply - ss hardware for door frame	SB Operations	4.64
			Barrelhead Supply - 3" sewer caps	SB Operations	7.16
			Ace Hardware - misc. fasteners	SB Operations	6.94
			Soda machine refund	SB Customer Service	1.75
			Barrelhead - pvc couplings & bushings for E-dock water repair	SB Operations	7.33
					76.35
07/10/2020	45206	Pioneer Connect			
07/01/2020	Shop 0720		Telephone	SB Operations	41.63
07/01/2020	Office 0720		Telephone	SB Customer Service	232.72
					274.35
07/10/2020	45207	Quadient Finance USA			
06/26/2020	June 2020		Postage	Administration	400.00
					400.00
07/10/2020	45208	RentPrep Enterprise			
06/30/2020	5886		Background checks	SB Customer Service	14.95
					14.95
07/10/2020	45209	Ronald Gross			
07/03/2020	8414145		Refund RV - Cancelled reservation	SB Customer Service	44.35
					44.35
07/10/2020	45210	Rondys			
07/01/2020	Lease 0720		Gear storage lease	International Terminal	2,000.00
					2,000.00



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45211	Smart Foodservice - Cash & Carry			
07/08/2020	0063		Cleaners	Commercial Marina	223.93
					<u>223.93</u>
07/10/2020	45212	Special Districts Insurance Services			
07/01/2020	Aug Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,551.56
			Monthly health-dental-life insurance	Commercial Marina	4,851.70
			Monthly health-dental-life insurance	SB Customer Service	1,586.16
			Monthly health-dental-life insurance	SB Operations	2,297.86
			Monthly health-dental-life insurance	International Terminal	1,586.16
					<u>15,873.44</u>
07/10/2020	45213	Staples			
06/05/2020	2548008851		Pens	Administration	14.59
06/05/2020	2548160181		Wireless mouse	Administration	14.05
06/10/2020	2551793961		D batteries for towel dispensers	Administration	18.49
06/12/2020	2554045401		Copy paper	Administration	34.99
			TP	Administration	54.99
06/12/2020	2554358231		4-port usb hub 3.0	Administration	39.54
06/13/2020	2554903301		Multipurpose paper	SB Customer Service	219.92
					<u>396.57</u>
07/10/2020	45214	Suburban Propane			
06/02/2020	101904		Propane	Commercial Marina	109.00
					<u>109.00</u>
07/10/2020	45215	Summit Public Relations Strat			
06/30/2020	700		Communication support services for May and June 2020	Administration	1,687.50
					<u>1,687.50</u>



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/10/2020	45216	TCB Security Services			
06/30/2020	229618		Monthly security contract - SB Marina	SB Operations	2,116.35
			Monthly security contract - SB RV	SB Customer Service	2,116.35
			Monthly security contract - CM	Commercial Marina	2,116.35
			Monthly security contract - NIT	International Terminal	1,122.95
06/30/2020	229641	State of Oregon CRF	Extra Security Patrol for COVID coverage	SB Operations	<u>2,304.00</u>
					9,776.00
07/10/2020	45217	Thompson's Sanitary Service			
06/30/2020	12058 06-2020		Trash disposal - Int'l Terminal	International Terminal	1,827.52
06/30/2020	12514 06-2020		Trash disposal - SB	SB Customer Service	4,704.86
06/30/2020	13499 06-2020		Trash disposal - PD7	Commercial Marina	<u>1,883.76</u>
					8,416.14
07/10/2020	45218	VenTek International			
07/01/2020	122224		Annual fee for paystation transaction processing	SB Customer Service	<u>2,070.00</u>
					2,070.00
07/10/2020	45219	Voya (State of Oregon Plan)			
07/01/2020	July - 2020		Monthly employee contributions	Administration	<u>50.00</u>
					50.00
07/16/2020	45220	ACE Hardware			
07/15/2020	2602/1		Trimmer head	International Terminal	29.99
			Forestry helmet	International Terminal	<u>84.99</u>
					114.98
07/16/2020	45221	Amazon Capital Services			
07/09/2020	1TM3-1CKG-3JLN		Sliding miter chop saw and portable saw table	Commercial Marina	339.94
			12" saw blade	Commercial Marina	<u>28.62</u>
					368.56
07/16/2020	45222	ArchiveSocial			
07/13/2020	11301		Annual subscription for social media archiving	Administration	<u>2,388.00</u>
					2,388.00



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/16/2020	45223	Barrelhead Supply			
07/08/2020	290399		PVC parts for dock pump out repair	SB Operations	71.12
					<u>71.12</u>
07/16/2020	45224	Century Link			
07/05/2020	5412659651245B-07/20		Telephone	International Terminal	198.85
07/05/2020	5412657758840B-07/20		Telephone	Administration	215.76
					<u>414.61</u>
07/16/2020	45225	CenturyLink - Business Service			
07/01/2020	130529674		Telephone	Administration	44.07
					<u>44.07</u>
07/16/2020	45226	Coastal Paper & Supply			
07/14/2020	577988		Paper products	SB Operations	439.00
			Shipping	SB Operations	4.00
					<u>443.00</u>
07/16/2020	45227	Coastal Refrigeration Heating & AC			
07/13/2020	1187-12765		Semi-annual HVAC and heating maintenance	SB Operations	280.00
					<u>280.00</u>
07/16/2020	45228	Creative Landscape & Maintenance			
06/30/2020	1145-911 6/20		Landscape maintenance	Administration	495.00
					<u>495.00</u>
07/16/2020	45229	Dahl & Dahl			
07/14/2020	256704		Take load of garbage to dump	Commercial Marina	178.62
					<u>178.62</u>
07/16/2020	45230	Digital Deployment			
07/14/2020	106024		Website monthly fee	Administration	450.00
					<u>450.00</u>
07/16/2020	45231	Donald Senior			
07/10/2020	8555342		Refund RV - cancelled reservation	SB Customer Service	44.35
07/10/2020	8298500		Refund RV - cancelled reservation	SB Customer Service	44.35
					<u>88.70</u>



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/16/2020	45232	Doug's Electric			
07/14/2020	C35309F		Check and repair propane motor - labor	Commercial Marina	176.00
			Check and repair propane motor - materials	Commercial Marina	24.00
					200.00
07/16/2020	45233	Earth Works Excavation			
06/25/2020	1906		SB drain pipe repair	SB Operations	45,166.80
					45,166.80
07/16/2020	45234	Englund Marine Supply Co			
07/13/2020	120942/6		Pallet of oil pads	Commercial Marina	1,350.00
					1,350.00
07/16/2020	45235	FIB MasterCard AB			
06/21/2020	EMP Industries		05/22/2020 - Sump pump ball valve	SB Operations	360.50
06/21/2020	Abby's Pizza		05/22/2020 - Lunch for Office/CM staff	Administration	122.40
06/21/2020	Neck Gaiters	State of Oregon CRF	06/18/2020 - Gaiters for COVID requirements	Administration	250.00
06/21/2020	City of Newport		06/15/2020 - Land Use Certification signature	Administration	57.00
06/21/2020	Englund Marine		06/15/2020 - Hoist cables	Commercial Marina	203.98
06/21/2020	American Stormwater		06/05/2020 - MS4 Stormwater Permit Compliance training	International Terminal	600.00
					1,593.88
07/16/2020	45236	Fred Hauert			
07/14/2020	8303683		Refund moorage - cancelled annual boat slip	SB Customer Service	271.62
					271.62
07/16/2020	45237	Fred Meyer Customer Charges			
07/09/2020	174765		Work clothes	International Terminal	139.97
					139.97
07/16/2020	45238	Ground FX Landscape Management			
07/14/2020	22759		Landscape cleanup and chemical spray application	International Terminal	1,955.00
					1,955.00
07/16/2020	45239	Hyak			
07/10/2020	21886-fd-4657		APC 1500VA UPS battery backup and surge protector	Administration	339.99
					339.99



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/16/2020	45240	Kim Warner			
07/13/2020	8704749		Refund RV - cancelled reservation	SB Customer Service	43.56
					<u>43.56</u>
07/16/2020	45241	Lincoln County Public Works			
06/30/2020	6095		Fuel for trucks - CM	Commercial Marina	176.29
			Fuel for trucks - SB	SB Operations	270.53
			Wash for trucks - CM	Commercial Marina	6.00
					<u>452.82</u>
07/16/2020	45242	Michael Taylor			
07/13/2020	8311691		Refund RV - cancelled reservation	SB Customer Service	44.35
07/13/2020	8311907		Refund moorage - cancelled reservation	SB Customer Service	127.89
					<u>172.24</u>
07/16/2020	45243	National Business Solutions			
			IT contract charge plus Symantec - 7/20	Administration	-12.39
07/08/2020	IN75969		IT contract charge plus Symantec - 7/20	Administration	619.30
					<u>606.91</u>
07/16/2020	45244	Newport Gutter Cleaning			
07/15/2020	071320-01		Gutter cleaning for Rogue Brewery	SB Operations	2,170.00
					<u>2,170.00</u>
07/16/2020	45245	Pioneer Printing			
07/10/2020	72890		Case of Rite-in-the-Rain copy paper	Administration	695.00
					<u>695.00</u>
07/16/2020	45246	Sherwin-Williams			
07/14/2020	2164-3		Safety yellow paint for docks	Commercial Marina	129.22
					<u>129.22</u>
07/16/2020	45247	Toyota Industries Commercial Finance			
07/07/2020	4002808333-17		2017 CM forklift - principal	Commercial Marina	595.16
			2017 CM forklift - interest	Commercial Marina	64.39
					<u>659.55</u>



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/16/2020	45248	Valley Fire Control			
07/15/2020	89917		5 lb ABC fire extinguisher for dump truck, travel, and 2.5 lb extinguisher recharge	Commercial Marina	129.50
					129.50
07/16/2020	45249	Wells Fargo Financial Leasing			
07/03/2020	5011025777		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Customer Service	141.50
					283.00
07/24/2020	45250	ACE Hardware			
07/21/2020	2655/1		Roller covers for painting lot	Commercial Marina	22.36
					22.36
07/24/2020	45251	Alsco			
07/17/2020	LPOR2534214		SB mats	SB Customer Service	72.06
07/22/2020	LPOR2536589		Shop towels, shirt, and mats	Administration	34.75
					106.81
07/24/2020	45252	Amazon Capital Services			
07/16/2020	14YG-JN3N-1WHN		Trimmer line	International Terminal	39.02
07/19/2020	1N9H-JYKJ-9GYH		Headphones	Administration	104.70
					143.72
07/24/2020	45253	Business Oregon - OBDD			
07/17/2020	655-36-02Q1001 8-20		Principal	International Terminal	5,414.55
			Interest	International Terminal	2,385.45
					7,800.00
07/24/2020	45254	Coastal Paper & Supply			
07/21/2020	578339		Paper products and cleaning supplies	SB Operations	475.48
			Shipping	SB Operations	4.00
07/21/2020	578282		Cleaner	SB Operations	101.82
					581.30



Port of Newport

**Operating Fund
July 2020**

Date	Num	Name	Memo	Class	Amount
07/24/2020	45255	Dahl & Dahl			
07/22/2020	257169		Take load of garbage to dump	Commercial Marina	189.24
					189.24
07/24/2020	45256	DEQ			
07/10/2020	WQ21STM-0536		Storm Water General Permit	Administration	1,112.00
					1,112.00
07/24/2020	45257	DH Goebel, Architect			
07/17/2020	200717		Design of new Admin Bldg - retainer and reimbursables	Administration	662.00
					662.00
07/24/2020	45258	Hummingbird Auto Glass			
07/07/2020	1058035		New windshield for 2006 Ford F350	Commercial Marina	325.00
					325.00
07/24/2020	45259	Hyak			
07/19/2020	21975		Web filtering	Administration	200.00
					200.00
07/24/2020	45260	Industrial Safety Products			
07/16/2020	INV-083954		Safety vests	Commercial Marina	226.17
			Safety vests	International Terminal	226.16
			Safety vests	SB Operations	226.17
					678.50
07/24/2020	45261	Int'l Institute of Municipal Clerks			
07/01/2020	31527 20-21		Annual membership renewal FY 2020-21	Administration	135.00
					135.00
07/24/2020	45262	Newport Marine & RV Service			
07/16/2020	202923		Oil for outboard motor	Commercial Marina	13.68
					13.68
07/24/2020	45263	Newport Signs			
07/16/2020	10459		Price increase stickers for signs	SB Operations	50.00
					50.00



Port of Newport
Operating Fund
July 2020

Date	Num	Name	Memo	Class	Amount
07/24/2020	45264	Pacific Coast Lock & Safe			
07/20/2020	09028		Drill SB Marina laundry dryer #2 lock out and order new lock	SB Operations	475.00
					<u>475.00</u>
07/24/2020	45265	Pacific Digital Works			
07/20/2020	21145		Scan oversize diagram to pdf	Administration	20.00
					<u>20.00</u>
07/24/2020	45266	Pioneer Printing			
07/20/2020	72988		Bound employee handbooks	Administration	419.70
					<u>419.70</u>
07/24/2020	45267	Portland Bolt & Manufacturing			
07/16/2020	133207		Galvanized bolts, nuts, and washers for docks	Commercial Marina	149.60
			Freight	Commercial Marina	18.93
					<u>168.53</u>
07/24/2020	45268	Wiggins Hauling Works			
07/18/2020	2730		Brush cutting on 9-acre lot	International Terminal	1,000.00
					<u>1,000.00</u>
Total					\$ 250,680.15



**NOAA Fund
July 2020**

Date	Num	Name	Memo	Amount
07/10/2020	15026	FIB MasterCard MB		
06/21/2020	Amazon	State of Oregon CRF	06/02/2020 - Thermometers	77.58
				<u>77.58</u>
07/10/2020	15027	Pioneer Connect		
07/01/2020	July 2020		Telephone	242.46
				<u>242.46</u>
07/10/2020	15028	Special Districts Insurance Services		
07/01/2020	Aug Health-Dental-Lf		Monthly health-dental-life insurance	793.08
				<u>793.08</u>
07/10/2020	15029	Thompsons Sanitary Service		
06/30/2020	22644 06-2020		June service	2,510.17
				<u>2,510.17</u>
07/16/2020	15030	Employee	Employee reimbursement	
07/14/2020	Reimbursement		Const. stormwater management online class	350.00
				<u>350.00</u>
07/16/2020	15031	Lincoln County Public Works		
06/30/2020	6095		Gas for truck	14.50
				<u>14.50</u>
			Total	<u>\$ 3,987.79</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/07/2020	45269	Advanced Remediation Technologies			
08/03/2020	2109		Prepare ECSP for SB dredge disposal area	SB Operations	1,152.50
					<u>1,152.50</u>
08/07/2020	45270	Alan Brown Tire Center			
07/24/2020	72500416691		Dumpster tires	SB Operations	1,155.20
					<u>1,155.20</u>
08/07/2020	45271	Alsco			
06/01/2020	LPOR2504190		NIT towels	International Terminal	32.97
06/01/2020	LPOR2504681		NIT finance charge	International Terminal	0.99
06/01/2020	LPOR2508614		NIT towels	International Terminal	32.97
06/04/2020	LPOR2513635		NIT towels	International Terminal	32.97
06/18/2020	LPOR2520227		NIT towels	International Terminal	32.97
07/02/2020	LPOR2526604		NIT towels	International Terminal	37.32
07/03/2020	LPOR2527251		SB mats	SB Customer Service	72.06
07/15/2020	LPOR2532655		Shop towels, shirt, and mats	Administration	34.75
07/16/2020	LPOR2533327		NIT towels	International Terminal	37.32
			NIT finance charge	International Terminal	0.99
07/29/2020	LPOR2539756		Shop towels, shirt, and mats	Administration	34.75
07/30/2020	LPOR2540345		NIT towels	International Terminal	32.97
07/31/2020	LPOR2540985		SB mats	SB Customer Service	72.06
08/05/2020	LPOR2542860		Shop towels, shirt, and mats	Administration	34.75
					<u>489.84</u>
08/07/2020	45272	Amazon Capital Services			
08/02/2020	1F1C-TVKR-K4WC		Office supplies	Administration	39.41
			IT supplies	Administration	109.97
					<u>149.38</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/07/2020	45273	Barrelhead Supply			
07/21/2020	291050		Spray paint	SB Operations	14.97
07/31/2020	291672		Building levels	SB Operations	60.96
08/03/2020	291746		Plumbing parts	SB Operations	18.77
08/03/2020	291751		Plumbing parts	SB Operations	17.16
					111.86
08/07/2020	45274	Barry McGilvra			
07/18/2020	8296862		Refund RV - cancelled reservation	SB Customer Service	43.72
					43.72
08/07/2020	45275	Card Lock Company			
07/23/2020	214584		Card readers	SB Customer Service	75.00
			Freight	SB Customer Service	26.86
					101.86
08/07/2020	45276	CenturyLink - Business Service			
07/20/2020	131168722		Telephone	Administration	18.95
					18.95
08/07/2020	45277	Coastal Paper & Supply			
07/28/2020	578748		Paper products and cleaning supplies	SB Operations	436.86
			Shipping	SB Operations	4.00
08/04/2020	579105		Paper products and cleaning supplies	SB Operations	485.34
			Shipping	SB Operations	4.00
					930.20
08/07/2020	45278	CoastCom By Wave			
08/01/2020	121313501-0008304		Internet - July 2020	SB Customer Service	1,036.04
			Internet - July 2020	Administration	500.00
					1,536.04
08/07/2020	45279	Copeland Lumber Yards			
08/04/2020	2008-192078		4x8 20' treated wood for docks	Commercial Marina	84.52
					84.52



**Operating Fund
August 2020**

Date	Num	Name	Memo	Class	Amount
08/07/2020	45280	Design Space			
07/10/2020	1141843-IN		Temporary office rental	Administration	877.00
07/17/2020	1143293-IN		Customs office lease	Administration	217.00
					<u>1,094.00</u>
08/07/2020	45281	Englund Marine Supply Co			
07/17/2020	968763/6		3/8 all thread, galvanized flat washer and nuts	Commercial Marina	3.21
07/24/2020	124417/6	State of Oregon CRF	Nitrile gloves	Commercial Marina	449.10
07/24/2020	969063/6	State of Oregon CRF	Work gloves	SB Operations	151.08
					<u>603.39</u>
08/07/2020	45282	FIB MasterCard KH			
07/13/2020	NAGARA		07/13/2020 - 2020 Summer Online Forum	Administration	49.00
07/20/2020	Avas Flowers		07/20/2020 - Sympathy flowers and card for Barb Dudley	Administration	46.98
			07/20/2020 - Delivery charge	Administration	29.94
					<u>125.92</u>
08/07/2020	45283	FIB MasterCard MB			
07/01/2020	Home Depot		07/01/2020 - Lawn mower	SB Operations	279.00
07/02/2020	Payflow/Paypal		07/02/2020 - Credit card processor monthly transaction fees	Administration	101.90
07/09/2020	NeckGaiters	State of Oregon CRF	07/09/2020 - Neck gaiters	Administration	250.00
07/14/2020	Card Lock Co		07/14/2020 - Restroom access cards	SB Customer Service	1,466.00
			07/14/2020 - Freight	SB Customer Service	43.50
					<u>2,140.40</u>
08/07/2020	45284	G & K Floors			
07/20/2020	080120		Janitorial services - SB	SB Customer Service	3,760.00
			Janitorial services - Port office	Administration	200.00
					<u>3,960.00</u>
08/07/2020	45285	Good Sam RV Travel & Savings Guide			
08/03/2020	2021 Edition-Discout		Annual Directory Good Sam SB RV	SB Customer Service	-268.30
08/03/2020	2021 Edition		Annual Directory Good Sam SB RV	SB Customer Service	6,707.50
					<u>6,439.20</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/07/2020	45286	Industrial Welding Supply			
07/31/2020	126479		Refill acetylene tank	SB Operations	22.00
			Gloves	SB Operations	13.50
					35.50
08/07/2020	45287	Newport Signs			
07/28/2020	10475		Honey Bucket signs	SB Operations	136.00
					136.00
08/07/2020	45288	NW Natural			
07/17/2020	1584561-3 07-20		SB gas - shop	SB Operations	16.87
07/17/2020	1584562-1 07-20		SB gas	SB Customer Service	93.36
					110.23
08/07/2020	45289	Oregonian Media Group			
07/23/2020	0009667471		Legal notice of seizures - 7 issue run	Administration	502.63
					502.63
08/07/2020	45290	Orkin			
07/24/2020	200932654		August pest control	Administration	45.00
					45.00
08/07/2020	45291	PNWA			
07/01/2020	2020/2021 Dues		PNWA 2020/2021 Annual Membership dues	Administration	8,260.00
					8,260.00
08/07/2020	45292	Pioneer Connect			
08/01/2020	Shop 0820		Telephone	SB Operations	41.63
08/01/2020	Office 0820		Telephone	SB Customer Service	232.72
					274.35
08/07/2020	45293	Pioneer Printing			
08/03/2020	73077		Bound budget copies	Administration	135.95
08/03/2020	73004		"No Dumpster Diving" stickers	Administration	195.85
					331.80



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/07/2020	45294	Platt Electric Supply			
07/28/2020	0P07466		Replacement lamp fixtures for warehouse exterior's CFLs	SB Operations	1,297.61
07/31/2020	0P45340		Replacement lamp fixtures for warehouse exterior's CFLs	SB Operations	81.84
					1,379.45
08/07/2020	45295	Quadient Finance USA			
07/27/2020	July 2020		Postage	Administration	401.00
					401.00
08/07/2020	45296	RentPrep Enterprise			
08/01/2020	5966		Background checks	SB Customer Service	74.75
					74.75
08/07/2020	45297	Rondys			
08/25/2020	Lease 0820		Gear storage lease	International Terminal	2,000.00
					2,000.00
08/07/2020	45298	Runions Construction			
06/30/2020	70220		Striping SB main entrance and moorage holder parking lots	SB Operations	2,789.00
06/30/2020	70320		Striping Rogue parking lot	SB Operations	2,348.00
					5,137.00
08/07/2020	45299	Sherwin-Williams			
07/28/2020	1079-8		AST250 gray non-skid paint for dock boards	Commercial Marina	194.18
08/04/2020	2963-8		Staining supplies for Admin building deck	Commercial Marina	133.91
					328.09
08/07/2020	45300	Smart Foodservice - Cash & Carry			
07/21/2020	14801		Breakroom supplies	SB Operations	191.61
			Batteries	SB Operations	16.77
					208.38



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/07/2020	45301	Special Districts Insurance Services			
07/01/2020	Work Comp 2020-2021		Estimated Work Comp 2020-2021	Administration	44,755.94
08/01/2020	Sep Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,730.19
			Monthly health-dental-life insurance	Commercial Marina	6,646.48
			Monthly health-dental-life insurance	SB Customer Service	1,667.54
			Monthly health-dental-life insurance	SB Operations	833.77
			Monthly health-dental-life insurance	International Terminal	1,667.54
					61,301.46
08/07/2020	45302	Staples			
07/01/2020	2568116781		Cardstock	SB Customer Service	122.29
07/10/2020	2577543341		Office supplies	Administration	101.84
07/10/2020	2577544081		Report covers	Administration	14.52
					238.65
08/07/2020	45303	Suburban Propane			
07/14/2020	1568-103903CM 07-20		Annual propane tank rental	Commercial Marina	80.00
					80.00
08/07/2020	45304	T & L Septic Tank Service			
07/25/2020	149779		Chemical toilet rental - SB south restroom & vandalism	SB Operations	105.00
07/25/2020	149780		Chemical toilet rental - Marina & RV Park & vandalism	SB Operations	105.00
07/25/2020	149781		Chemical toilet rental - Bay Front	Commercial Marina	260.00
07/25/2020	149782		Chemical toilet rental - Bay Front	Commercial Marina	200.00
07/25/2020	149783		Chemical toilet rental - NIT	International Terminal	80.00
07/25/2020	149784		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
07/25/2020	149785		Chemical toilet rental - Marina Store	SB Operations	80.00
					910.00



**Operating Fund
August 2020**

Date	Num	Name	Memo	Class	Amount
08/07/2020	45305	TCB Security Services			
08/01/2020	229817		Monthly security contract - SB Marina	SB Operations	2,116.35
			Monthly security contract - SB RV	SB Customer Service	2,116.35
			Monthly security contract - CM	Commercial Marina	2,116.35
			Monthly security contract - NIT	International Terminal	1,122.95
		State of Oregon CRF	Extra COVID coverage	Administration	2,240.00
					<u>9,712.00</u>
08/07/2020	45306	Valley Fire Control			
07/15/2020	89918		Annual inspection and service	International Terminal	204.55
					<u>204.55</u>
08/07/2020	45307	Verizon Wireless			
07/12/2020	9858568966		Monthly cell phone - Admin	Administration	71.59
			Monthly cell phone - CM	Commercial Marina	54.66
			Monthly cell phone - NIT	International Terminal	16.93
			Monthly cell phone - SB	SB Operations	50.79
			Monthly MiFi - SB Admin	SB Customer Service	10.02
			Monthly cell phone plan - Admin	Administration	136.50
					<u>340.49</u>
08/07/2020	45308	VISA - A Bretz			
07/08/2020	Intuit QuickBooks		06/10/2020 - Annual subscription fee	Administration	3,581.00
07/08/2020	Zoom.us		06/22/2020 - Online meeting software	Administration	29.98
					<u>3,610.98</u>
08/07/2020	45309	Voya (State of Oregon Plan)			
08/01/2020	August - 2020		Monthly Employee Contributions	Administration	50.00
					<u>50.00</u>
08/07/2020	45310	Westech Rigging Supply			
07/15/2020	314762		Sling 2 Ply and grab hook locking pins	International Terminal	176.20
					<u>176.20</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/14/2020	45311	Alan Brown Tire Center			
07/25/2020	72500416904		Forklift tires	SB Operations	293.84
					<u>293.84</u>
08/14/2020	45312	AlSCO			
08/12/2020	LPOR2546029		Shop towels, shirt, and mats	Administration	34.75
08/13/2020	LPOR2546698		NIT towels	International Terminal	37.32
			NIT finance charge	International Terminal	1.96
08/14/2020	LPOR2547351		SB mats	SB Customer Service	72.06
					<u>146.09</u>
08/14/2020	45313	Amazon Capital Services			
08/09/2020	16G7-KHCM-7VXG		30 amp twist lock receptacles	Commercial Marina	178.50
					<u>178.50</u>
08/14/2020	45314	Association of Pacific Ports			
07/01/2020	2020-35		2020-2021 Port member dues	Administration	1,450.00
					<u>1,450.00</u>
08/14/2020	45315	Business Oregon - IFA	Loan payment		
08/11/2020	65541 09/20		Principal - August 2020	International Terminal	2,083.33
					<u>2,083.33</u>
08/14/2020	45316	Buzy Bee Services			
07/26/2020	20267310		Tow illegally parked car	Commercial Marina	350.00
					<u>350.00</u>
08/14/2020	45317	Coastal Paper & Supply			
08/11/2020	579410		Paper products and cleaning supplies	SB Operations	408.20
			Shipping	SB Operations	4.00
					<u>412.20</u>
08/14/2020	45318	Dahl & Dahl			
08/06/2020	258069		Take load of debris to dump	Commercial Marina	124.17
					<u>124.17</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/14/2020	45319	DH Goebel, Architect			
07/30/2020	200730-2		Design of New Admin Bldg - retainer	Administration	1,300.00
07/30/2020	200730		Design of New Admin Bldg - architect hours	Administration	5,850.00
					7,150.00
08/14/2020	45320	EARTH20			
08/06/2020	167937		10 bottles of water package - 9	Commercial Marina	64.08
			10 bottles of water package - 1	Administration	7.12
					71.20
08/14/2020	45321	Englund Marine Supply Co			
08/06/2020	129964/6		Wire rope snatch 6" blocks	Commercial Marina	125.60
					125.60
08/14/2020	45322	FIB MasterCard AB			
06/24/2020	Corvallis Power		06/24/2020 - Pro XL string trimmer	Commercial Marina	849.99
07/02/2020	EMP Industries		06/30/2020 - GFEA 25 actuator 24V and 2" actuator kit for 3-way ball valve	SB Operations	2,218.20
					3,068.19
08/14/2020	45323	Lincoln County Public Works			
08/01/2020	6105		Fuel for trucks - CM	Commercial Marina	75.37
			Fuel for trucks - SB	SB Operations	176.78
					252.15
08/14/2020	45324	MacPherson Gintner & Diaz			
07/31/2020	81478 EDA		Professional services for EDA Grant	Commercial Marina	168.75
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	168.75
07/31/2020	81479		Professional services	Administration	4,162.50
					4,500.00
08/14/2020	45325	OR Dept of Administrative Services			
07/31/2020	ARQ22003		Annual OR Cooperative Procurement Program membership	Administration	500.00
					500.00



Port of Newport

**Operating Fund
August 2020**

Date	Num	Name	Memo	Class	Amount
08/14/2020	45326	Port of Newport			
08/12/2020	FIB Transfer		FIB Account Transfer to OCB	Administration	10,000.00
					<u>10,000.00</u>
08/14/2020	45327	Suburban Propane			
07/14/2020	102138		Propane	Commercial Marina	213.06
07/14/2020	102134		Propane	SB Operations	378.01
07/14/2020	102135		Propane	SB Operations	125.62
					<u>716.69</u>
08/14/2020	45328	Thompson's Sanitary Service			
07/31/2020	13499 07-2020		Trash disposal - PD7	Commercial Marina	885.66
07/31/2020	12514 07-2020		Trash disposal - SB	SB Customer Service	6,381.44
07/31/2020	12058 07-2020		Trash disposal - Int'l Terminal	International Terminal	2,562.25
					<u>9,829.35</u>
08/21/2020	45329	ACE Hardware			
08/19/2020	2842/1		Combo door knob and dead bolt for security shed	International Terminal	28.99
08/19/2020	2843/1		Extra keys for new door knob	International Terminal	3.96
					<u>32.95</u>
08/21/2020	45330	Alsco			
08/19/2020	LPOR2549232		Shop towels, shirt, and mats	Administration	34.75
					<u>34.75</u>
08/21/2020	45331	Amazon Capital Services			
08/14/2020	1XJL-6DD1-TCFY		30 amp twist lock receptacles	Commercial Marina	80.43
08/16/2020	1GKF-HLGH-YR9M		30 amp twist lock receptacles	Commercial Marina	103.41
08/18/2020	141K-LYTR-9GQQ		Ink cartridges for Brother MFC-J497DW printers	Administration	60.47
			Freight	Administration	7.76
					<u>252.07</u>
08/21/2020	45332	Business Oregon - OBDD			
08/18/2020	655-36-02Q1001 9-20		Principal	International Terminal	5,428.19
			Interest	International Terminal	2,371.81
					<u>7,800.00</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/21/2020	45333	Century Link			
08/05/2020	5412657758840B-08/20		Telephone	Administration	223.05
08/05/2020	5412659651245B-08/20		Telephone	International Terminal	202.09
					425.14
08/21/2020	45334	CenturyLink - Business Service			
08/01/2020	140358688		Telephone	Administration	75.75
					75.75
08/21/2020	45335	City of Newport Room Tax			
07/31/2020	July 2020 Room Tax		Transient room tax - July 2020	SB Customer Service	4,313.20
					4,313.20
08/21/2020	45336	Coastal Paper & Supply			
08/18/2020	579736		Paper products and cleaning supplies	Commercial Marina	492.02
			Shipping	Commercial Marina	4.00
08/18/2020	579732		Paper products and cleaning supplies	SB Operations	508.54
			Shipping	SB Operations	4.00
					1,008.56
08/21/2020	45337	Coastal Refrigeration Heating & AC			
07/24/2020	1187-13184		Repair SB Office furnace	SB Operations	667.65
					667.65
08/21/2020	45338	Copeland Lumber Yards			
08/14/2020	2008-199692		Pressure treated 2x8x10 and 4x8x10 lumber and 6" spikes for PD7 repairs	Commercial Marina	1,831.83
08/18/2020	2008-202376		Framing hammers	Commercial Marina	57.58
08/18/2020	2008-202667		3/16 hammer drill bit	Commercial Marina	8.79
					1,898.20
08/21/2020	45339	Design Space			
08/07/2020	1146561-IN		Temporary office rental	Administration	877.00
08/14/2020	1147554-IN		Customs office lease	Administration	217.00
					1,094.00



Port of Newport

**Operating Fund
August 2020**

Date	Num	Name	Memo	Class	Amount
08/21/2020	45340	Digital Deployment			
08/14/2020	106492		Website monthly fee	Administration	450.00
					<u>450.00</u>
08/21/2020	45341	Earth Works Excavation			
08/13/2020	1913		SB drain pipe repair	SB Operations	169,986.35
					<u>169,986.35</u>
08/21/2020	45342	Englund Marine Supply Co			
08/18/2020	132763/6		3/8 galvanized chain	Commercial Marina	156.15
08/18/2020	970007/6		Duct and Gorilla tape	Commercial Marina	45.46
					<u>201.61</u>
08/21/2020	45343	Hyak			
08/19/2020	22362		Web filtering	Administration	200.00
					<u>200.00</u>
08/21/2020	45344	Justin Molina			
08/14/2020	8832064		Refund Dry Camp RV - cancelled reservation	SB Customer Service	14.79
					<u>14.79</u>
08/21/2020	45345	National Business Solutions			
07/31/2020	IN76999		Copier lease - Port office	Administration	43.26
			Copier lease - SB office	SB Customer Service	43.26
			Copier print charges - Port office	Administration	359.97
			Copier print charges - SB office	SB Customer Service	245.03
08/05/2020	IN76922		IT contract charge plus Symantec - 8/20	Administration	1,001.42
					<u>1,692.94</u>
08/21/2020	45346	Neutron Industries			
07/21/2020	901599267		Deoderant spray	SB Operations	166.50
			Freight	SB Operations	10.23
08/14/2020	901635214		Deoderant spray	Commercial Marina	185.00
			Freight	Commercial Marina	20.67
					<u>382.40</u>



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/21/2020	45347	Newport News-Times			
07/10/2020	350020		Public Notice 44-17 - Seizure of Silent Running	Administration	153.10
07/10/2020	350021		Public Notice 45-17 - Seizure of Content	Administration	148.26
07/10/2020	350022		Public Notice 46-17 - Seizure of semi trailer	Administration	153.49
07/10/2020	350023		Public Notice 47-17 - Seizure of Christina Ray	Administration	155.04
07/31/2020	350403		Coast Guard Appreciation ad	Administration	199.00
					808.89
08/21/2020	45348	Newport Signs			
08/19/2020	10499		Busy Bee towing signs	Commercial Marina	224.00
					224.00
08/21/2020	45349	OR Department of State Lands			
08/14/2020	Dredge Spoil 55069		Royalties due on sale of dredge spoils	Administration	10,913.70
					10,913.70
08/21/2020	45350	Sherwin-Williams			
07/02/2020	0178-9		Formula 150 primer for docks	Commercial Marina	421.36
08/14/2020	3440-6		Formula 150 primer for docks	Commercial Marina	632.04
					1,053.40
08/21/2020	45351	Smart Foodservice - Cash & Carry			
08/17/2020	12901		Water	SB Operations	81.90
08/19/2020	10601		Paper products and cleaner	International Terminal	66.78
			Office candy	International Terminal	10.49
					159.17
08/21/2020	45352	Terry Griffith			
08/18/2020	8698533		Refund moorage - cancelled reservation	SB Customer Service	35.50
08/18/2020	8698472		Refund RV - cancelled reservation	SB Customer Service	50.22
08/18/2020	8432684		Refund moorage - cancelled reservation	SB Customer Service	104.32
08/18/2020	8431151		Refund RV - cancelled reservation	SB Customer Service	50.40
					240.44



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/21/2020	45353	Toyota Industries Commercial Finance			
08/08/2020	4002834979-17		2017 CM forklift - principal	Commercial Marina	597.52
			2017 CM forklift - interest	Commercial Marina	62.03
					659.55
08/21/2020	45354	Toyota Lift NW			
08/17/2020	14795217		Preventative maintenance for forklift	SB Operations	131.45
					131.45
08/21/2020	45355	VISA - A Bretz			
07/22/2020	Zoom.us		07/22/2020 - Online meeting software	Administration	29.98
08/08/2020	CC Fees		08/08/2020 - Late fee	Administration	35.00
			08/08/2020 - Interest	Administration	21.09
					86.07
08/21/2020	45356	Wells Fargo Financial Leasing			
08/04/2020	5011436944		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Customer Service	141.50
					283.00
08/27/2020	45357	ACE Hardware			
08/24/2020	2884/1		Forestry helmet	International Terminal	84.99
					84.99
08/27/2020	45358	Aisea Bay Power Products			
08/21/2020	321100		Trimmer parts	SB Operations	35.48
			Clippers	SB Operations	118.00
			Trimmer string	SB Operations	29.84
			Oil	SB Operations	12.95
					196.27



Port of Newport

**Operating Fund
August 2020**

Date	Num	Name	Memo	Class	Amount
08/27/2020	45359	Amazon Capital Services			
08/13/2020	1PYV-6YJ6-14RP		"The New One-Minute Manager" books	Administration	87.00
08/20/2020	1JY9-Y6NM-F9GT		Laminator	SB Operations	57.40
08/22/2020	1Y4V-M1JC-7DCL		Wireless headset	SB Operations	199.99
08/22/2020	1Y4V-M1JC-J3V1		12" C-clamps	Commercial Marina	97.12
			Freight	Commercial Marina	14.26
08/23/2020	1L4G-4W1J-4W66		Paintball gun for sea lions, CO2 tank, and scale	Commercial Marina	338.79
			Freight	Commercial Marina	5.99
					800.55
08/27/2020	45360	Copeland Lumber Yards			
08/20/2020	2008-204303		4x8 14' treated wood for docks	Commercial Marina	62.34
					62.34
08/27/2020	45361	Critical Repairs			
08/20/2020	1033		Emergency crane repairs	International Terminal	25,606.85
					25,606.85
08/27/2020	45362	Dahl & Dahl			
08/19/2020	258895		Take load of debris to dump	SB Operations	105.32
08/20/2020	258943		Take load of debris to dump	SB Operations	55.78
					161.10
08/27/2020	45363	Government Finance Research Group			
08/24/2020	PN-0820-01		MuniCast Financial Forecasting and Trend Analysis Model	Administration	4,995.00
					4,995.00
08/27/2020	45364	NW Natural			
08/17/2020	1584561-3 08-20		SB gas - shop	SB Operations	20.11
08/17/2020	1584562-1 08-20		SB gas	SB Customer Service	116.66
					136.77
08/27/2020	45365	OR Department of State Lands			
07/31/2020	Dredge Spoil 11865		Royalties due on sale of dredge spoils	Administration	29.40
					29.40



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/27/2020	45366	Portland Bolt & Manufacturing Co			
08/20/2020	134329		Galvanized bolts, nuts, and washers for docks	Commercial Marina	194.00
			Freight	Commercial Marina	33.60
					227.60
08/27/2020	45367	Randolph Peterson			
08/21/2020	8242705		Refund moorage - cancelled reservation due to boat trouble	SB Customer Service	2,619.75
					2,619.75
08/27/2020	45368	Tad Tobitt			
08/25/2020	8490832		Refund Annex RV - cancelled reservation due to procedure	SB Customer Service	32.59
					32.59
08/27/2020	45369	Valley Fire Control	Fire extinguishers and service		
08/21/2020	90000		Used 15lb CO2 fire extinguisher	Commercial Marina	199.00
			5lb ABC extinguisher 6yr maintenance	Commercial Marina	33.00
			2.5lb ABC extinguisher recharge	Commercial Marina	20.00
			Bracket 810, CO2	Commercial Marina	48.00
					300.00
08/27/2020	45370	Verizon Wireless			
08/12/2020	9860622605		Monthly cell phone - Admin	Administration	69.48
			Monthly cell phone - CM	Commercial Marina	53.02
			Monthly cell phone - NIT	International Terminal	16.46
			Monthly cell phone - SB	SB Operations	49.38
			Monthly MiFi - SB Admin	SB Customer Service	10.13
			Monthly cell phone plan - Admin	Administration	136.50
					334.97



Port of Newport
Operating Fund
August 2020

Date	Num	Name	Memo	Class	Amount
08/27/2020	45371	Xerox Corporation			
08/25/2020	099554680		Copier lease and print charges - Port Office	Administration	173.32
08/25/2020	099554681		Copier lease and print charges - Port Office	Administration	173.32
08/25/2020	099786386		Copier lease and print charges - Port Office	Administration	206.57
08/25/2020	010082209		Copier lease and print charges - Port Office	Administration	172.18
08/25/2020	010345920		Copier lease and print charges - Port Office	Administration	172.18
08/25/2020	099554697		Copier lease and print charges - SB	SB Customer Service	158.46
08/25/2020	099786387		Copier lease and print charges - SB	SB Customer Service	184.12
08/25/2020	010082210		Copier lease and print charges - SB	SB Customer Service	157.77
08/25/2020	010345921		Copier lease and print charges - SB	SB Customer Service	157.77
08/25/2020	010608378		Copier lease and print charges - SB	SB Customer Service	157.77
08/25/2020	C99554674		Copier fees	Administration	100.77
08/25/2020	C99554696		Copier fees	Administration	41.97
					1,856.20
Total					\$ 399,771.21



**NOAA Fund
August 2020**

Date	Num	Name	Memo	Amount
08/07/2020	15032	Advanced Remediation Technologies		
08/03/2020	2109		Prepare ECSP for SB dredge disposal area	1,152.50
				<u>1,152.50</u>
08/07/2020	15033	Amazon Capital Services		
07/25/2020	199L-PDJQ-DFLK		Weatherproof duplex cover	35.00
			Hinged equipment boxes	63.60
				<u>98.60</u>
08/07/2020	15034	Kings III of America		
08/01/2020	1856100		Elevator emergency phone connection	129.00
				<u>129.00</u>
08/07/2020	15035	Pioneer Connect		
08/01/2020	August 2020		Telephone	228.46
				<u>228.46</u>
08/07/2020	15036	Special Districts Insurance Services		
08/01/2020	Sep Health-Dental-Lf		Monthly health-dental-life insurance	833.77
				<u>833.77</u>
08/07/2020	15037	Spiro Landscapes		
07/18/2020	11125470		Landscape maintenance - initial clean up	950.00
			Landscape maintenance - monthly service	450.00
				<u>1,400.00</u>
08/07/2020	15038	TWGW NAPA Auto Parts		
07/29/2020	817240		Fan belts for air handlers	200.27
07/29/2020	817241		Fan belts for air handlers	46.87
				<u>247.14</u>
08/07/2020	15039	US Bank		
07/27/2020	5812342		2010 revenue bond administration fees	700.00
				<u>700.00</u>



**NOAA Fund
August 2020**

Date	Num	Name	Memo	Amount
08/07/2020	15040	Verizon Wireless		
07/12/2020	9858568966		Phone charges and Mifi	64.68
				<u>64.68</u>
08/14/2020	15041	American Bankers Ins Co of FL		
07/28/2020	AB00127527-20		Admin building flood insurance	780.00
07/28/2020	AB00127528-20		Warehouse flood insurance	1,028.00
				<u>1,808.00</u>
08/14/2020	15042	Coastal Refrigeration Heating & AC	Annual service and maintenance inspection	
07/28/2020	1187-13204		HVAC equipment	2,185.00
				<u>2,185.00</u>
08/14/2020	15043	FIB MasterCard AB		
06/24/2020	Supplyhouse		Condensate pumps for air conditioning units	398.97
				<u>398.97</u>
08/14/2020	15044	Lincoln County Public Works		
08/01/2020	6105		Gas for truck	20.32
			Car wash	1.00
				<u>21.32</u>
08/14/2020	15045	Newport Rental Service		
07/31/2020	116070		Scissor lift rental for HVAC annual service	290.40
				<u>290.40</u>
08/14/2020	15046	Thompsons Sanitary Service		
07/31/2020	22644 07-2020		July service	410.20
				<u>410.20</u>
08/21/2020	15047	Bill's Pest Control		
08/12/2020	4529		Pest control	135.00
				<u>135.00</u>



**NOAA Fund
August 2020**

Date	Num	Name	Memo	Amount
08/21/2020	15048	MC Dean	Annual service inspection and maintenance	
08/18/2020	B03966M01001		Battery back-up system inspection	3,600.00
				<u>3,600.00</u>
08/21/2020	15049	Vertiv Corporation		
08/03/2020	57826144		Liebert AC annual maint inspection	981.23
				<u>981.23</u>
08/27/2020	15050	Valley Fire Control		
08/18/2020	89979		Annual fire extinguisher inspections and maint	256.00
				<u>256.00</u>
08/27/2020	15051	Verizon Wireless		
08/12/2020	9860622605		Phone charges and Mifi	63.15
				<u>63.15</u>
			Total	<u>\$ 15,003.42</u>



NEW BUSINESS ITEM

DATE: September 23, 2020
RE: Emergency Removal Bilge Waste Tank, Commercial Marina
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The Port collects bilge waste from commercial fishing vessels in the Commercial Marina and hires a collection service to dispose of the waste. It is contained in two 5,000 gallon tanks that were acquired second-hand from Coast Guard Station Yaquina Bay about 30 years ago. The tanks were placed in the former public restroom on the Port lot, and a containment area for the tanks was built by permanently grouting around the base of the building. One of the two tanks suffered a failure and bilge waste went into the containment area. We immediately pumped the bilge waste from the containment area to the secondary tank, but we now need to remove that tank and prepare to remove the second because they are both the same age. Additionally, a very small quantity of bilge waste seeped through a crack in the mortar on the base of the building, and we are going to remove the gravel/soil against the building to be sure there are no impacts to the surrounding area or to the structural integrity of the building.

DETAIL

After consulting with numerous companies that service tanks and perform cleaning, we took proposals from several environmental companies for the work. After the failure in the primary tank, we immediately pumped the bilge waste from the containment area to the secondary tank. We then had EcoLube empty that tank and dispose of the contents. We used splash zone to seal up the crack in the mortar on the building, and that repair has held. We then hired Alpha Environmental to clean the containment area, and that work has been completed. Alpha recommended a three phase approach; phase I is to clean the containment area, phase II is cleaning and removal of the old primary tank, and phase III is removal of the material and any solids to a DEQ approved landfill outside McMinnville.

Before the next meeting, I should be able to come forward with several options for us to replace the equipment we have. More research is needed to make a good decision.

BUDGET IMPLICATIONS

The Commercial Marina has about \$56,000 in contract and support services, and we have room to be able to absorb this project in that area. We will need to keep in mind that we still need to plan over the next month to replace the tank that failed, which will take more research to decide the best way ahead.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO CONTRACT WITH ALPHA ENVIRONMENTAL TO REMOVE THE OLD BILGE WASTE TANK AND CLEAN THE FACILITY IN AN AMOUNT NTE \$21,708.00 (includes a 10% contingency).



GENERAL MANAGER MONTHLY REPORT

DATE: 09/24/2020
PERIOD: 07/24/20 – 09/24/20
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

In spite of COVID, we had a pretty busy summer at our recreational facilities. As matter of fact, the RV Park was basically sold out most weekends.

Unfortunately, the fires did impact our operations for few days, as most of our workers work on the outside. In order to protect our workers we shut down most operations for the first three days, only providing minimal services for those who requested on an emergency basis.

The South Beach drainage project is finally completed. The work did spill over to this year's budget due to unexpected findings, which delayed the project longer than expected. However, the overall approved amount by commission has not been impacted. We are using contingency funds and it shouldn't impact other projects.

The Dock 5 Pier project is now moving forward with HDR as our Project Manager. We foresee an RFP going out for construction work within the next month or so. We are hoping to stay on track for the in-water work window of Nov-Feb. We will know more once the RFP is out.

We are continuing to work with the grant writer on searching for funding opportunities. We have been working with EDA, USDA, MARAD, OSMB and Business Oregon at this point. We should know more soon.

We are continuing to work on a possibility of adding a new administration building and will talk more about it during our work session.

The pandemic has somewhat restricted us from going after new businesses as we were hoping for, but we will continue to look for opportunities as they may arise. However, as you may see per our financials, we continue to do well. Unlike most Ports during this pandemic, our losses have been minimal. I think that in part to our outstanding staff for continuing to improve our efficiencies and for the hard work of everyone in spite of the difficult times we are going through.

Meetings/Trainings/Summits:

- 07/28/20 - Vision 2040 Meeting
- 08/05/20 - Enersgy Demo (NSGIS)
- 08/06/20 - NW Oregon Outdoor Recreational Committee
- 08/06/20 - Special Commission Meeting
- 08/11/20 - Association of Pacific Ports (APP) - Annual General Meeting (Virtual)
- 08/13/20 - Wave Project Informational
- 08/13/20 - Virtual Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 08/18/20 - Special Districts Association of Oregon (SDAO) Seminar: Powers and Protections, Roles and Responsibilities Representing the Board, Ordinances, Resolutions and Ethics
- 08/18/20 - Chamber of Commerce Board Meeting
- 08/19/20 - SDAO Seminar: Board of Directors, Management Staff Training Series
- 08/20/20 - Oregon Public Ports Association Meeting (OPPA)
- 08/20/20 - Pacific Northwest Waterways Association (PNWA) Membership Meeting
- 08/25/20 - Vision 2040 Meeting
- 08/25/20 - SDAO Seminar: Board of Directors and Management Staff Training Series (Part II)
- 09/01/20 - Meeting with Oregon Dulse
- 09/03/20 - Meeting with the Regional Maritime Administration (MARAD) - Introduction and Grant Discussion with Bruce Lambert
- 09/03/20 - Business Oregon - Strategic Plan
- 09/03/20 - SDAO Webinar: Supervisors are the Regulatory Goalkeepers
- 09/04/20 - Meeting with the Port of Toledo
- 09/11 thru 09/18/20 - Vacation
- 09/21/20 - Regional Solutions Meeting
- 09/21/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 09/22/20 - Vision 2040
- 09/23/20 - Yaquina Bay Economic Foundation (YBEF) Meeting
- 07/20/20 - PNWA COVID-19 impacts on regional trade and economic development
- 07/20/20 - Meeting with Goebel/Capri
- 07/22/20 - Oregon Prospector & Business Recruitment Training OR Ports
- 07/22/20 - YBEF
- 07/23/20 - NW Oregon Outdoor Recreation check-in

- **Upcoming Schedule:**
- 09/25/20 - Future Port Events with Jim Meyers
- 09/25/20 - Meeting with Lincoln County Assessors
- 09/29/20 - Regular Commission Meeting and Work Session Meeting

- 10/01/20 - Oregon Public Ports Association (OPPA) Annual Conference (Virtual)
- 10/06- 10/08/20 - PNWA Annual Conference (Virtual)
- 10/26/20 - Leadership Training
- 10/27/20 - Regular Commission Meeting
- 10/27/20 - Vision 2040
- 10/26/20 - 10/28/20 - OEDA Annual Conference: Resilient Economic Recovery (Virtual)



FINANCE DEPARTMENT MONTHLY REPORT

DATE: July 27, 2020
PERIOD: July 1, 2019 to August 31, 2020
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of August 31, 2020 have been included in the commission packet. Also included, is a listing of those accounts with balances 90 days or more past due.

Issues of Importance:

- The Port sold two (2) of the three vessels seized in South Beach, recovering our moorage costs on those two vessels, the third we are hoping to sell for salvage. The Cold storage trailer at the International Terminal will be sellable once minor repairs have been completed.

- **RV Park impact – COVID-19 and Smoke:**
The RV park has been sold out most weekends, and continues to be relatively full weekdays, exceeding expectations, however, recent wildfires have caused cancellations of upcoming stay, I am unsure of the impact at this point.

- **South Beach drainage project budget impact–** This project was not materially complete at the end of Fiscal year 2019-2020. The impact will be felt in the current fiscal year, and will be paid for using the 2020-2021 contingency funds. At this time, it is not impacting the ability to perform the remainder of the Port's planned projects.

- **Managed Service Provider update**
 - The Port switched to Hyak for support services effective 08/01/2020
 - Hyak immediately informed us that the Port's server is beginning to fail, and copied files to the Office 365 environment for safety
 - On Wednesday, September 30 the Port will:
 - Migrate it's email to Office 365
 - Migrate from Office 2013 to Office 365
 - Begin to Migrate to Teams
 - Continue full transition from an onsite server to a Cloud based server

- The Port is moving the accounting system to Intuit's hosted solution at cost of \$3,365.40 for the first year, this is a month to month service, not an annual agreement.
- The Port is in the process of installing Internet via Spectrum Cable services at the international Terminal to stabilize network services
- Within 90 days, the Port will move to Voice over IP (VOIP) Service, this will save \$4-500 per month in phone services costs.

Statement of Cash flows

You have been provided with three (3) cash flow statements (July, August and year-to-date).

- The General Operating Fund had a negative cash flow of \$6,132 for the period. The primary cause of the negative cash flow is the South Beach Storm Water project that carried over from the previous Fiscal year, the Port has spent \$181,310 in the current fiscal year on this project.

GOF Balance Sheet (year to year comparison)

- As of August 31, The Port has \$3.86 million in savings (GOF ONLY).
- Accounts receivables are up 6% versus August 31, 2019.
- Equity is down 2% as a result of depreciation and moving the NOAA assets to the NOAA Fund.

Profit and Loss -

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

General Operating Funds (GOF):

Budget vs. Actuals

- **Income** exceeds budget by \$148,737
- **Expenses** are below budget by \$218,440
- **This** places the Port in a positive situation.

Administrative Budget

Budget vs. Actuals

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

International Terminal

● **Budget vs Actuals**

- **Expenses** are less than budgeted as a debt service payment is not yet reflected.

Commercial Marina

Budget vs. Actuals

- **Revenues** are 91% of budget

- **Expenses** are 31% of budget,
- **The Result** is net income is 5% higher than anticipated.

South Beach

Budget vs. Actuals

- Revenues are 135% of budget
- Expenses are 74% of budget
- Net Income is \$185,463, significantly higher than anticipated.

NOAA Lease Revenue Fund

Balance Sheet

As of August 31, 2020, the Port has 2.75 Million in the NOAA Lease Revenue fund.

Income Statement

Budget vs. Actuals

- Revenue is at target.
- Expenses are below budget

NOAA Capital Maintenance Fund

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

Bonded Debt Fund:

No changes to report.

Construction Fund.

(No changes to report)

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

Facility Reserve Fund.

(No changes to report)

Accounts Receivable:

The port continues to work on outstanding balances owed, a letter went out to customers with balances owing of 90 days or more, requesting a repayment plan. The Port received many calls and payment plans. However, there were 2 vessel owners who did not respond. The Port therefore seized F/V SeaWolf. F/V Luna will be seized once an officer is available to escort the Harbormaster to the vessel to lock the vessel up.

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

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

The list below represents those vessels (Vessel owners) or leaseholders with amounts outstanding 90 days or more, since many vessel owners paid after September 1, I am including the reporting as of **September 22**.

For those accounts with smaller balances who have no payment plans, and/or have no vessel at the Port we should send these one of the two collection agencies (CSO Financial or Southern Oregon Credit Services). For those charges covered by ORS 697.105 (which include most collections costs), there is no cost to the Port, the agencies will add the fees to the amount the debtor owes.

You will have a list shortly of those who should be sent to a collection agency.

Port of Newport A/R Aging Summary As of September 22, 2020						12:05 PM 09/22/2020
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Southern Cal Seafood, Inc	0.00	0.00	0.00	0.00	29,818.64	29,818.64
Seawater Seafoods Co	2,332.06	9,083.36	1,094.45	832.08	17,371.51	30,713.46
Sylvia - 226282	0.00	736.56	921.09	879.98	13,176.47	15,714.10
Orca - 295549	186.42	197.60	366.11	481.10	10,990.25	12,221.48
Captain's Reel Deep Sea Fishing LLC	0.00	1,265.57	1,265.57	1,265.57	10,451.80	14,248.51
Oregon Mariculture LLC	1,563.33	2,394.47	2,037.86	1,986.72	7,376.59	15,358.97
Ocean Force - 538936	25.70	250.39	1,090.42	688.31	6,456.36	8,511.18
Pacific Rose - 554504	0.00	736.56	778.63	763.01	5,944.81	8,223.01
Angela June - 581478	0.00	629.64	1,235.94	703.03	5,486.13	8,054.74
Albatross - 980072	0.00	0.00	0.00	0.00	3,899.96	3,899.96
Sea Wolf - 270816	0.00	546.48	567.08	555.95	3,785.15	5,454.66
Luna - 532150 New Owner	0.00	427.68	456.69	447.44	3,723.58	5,055.39
Condor II	25.70	25.70	135.63	241.94	3,344.08	3,773.05
Coastal Catch Seafoods	0.00	0.00	52.34	49.79	3,081.02	3,183.15
Dusk - OLD OWNER	0.00	0.00	44.26	42.14	2,606.34	2,692.74
Eclipse - 226744 Eel Boat	44.77	807.84	922.27	1,144.23	2,549.16	5,468.27
Joyce Marie - 295021	124.80	124.80	165.17	171.43	2,365.09	2,951.29
Western Hunter - OR936AFK	44.77	1,198.20	1,042.71	969.83	2,233.89	5,489.40
Das Bug - 565814	0.00	457.27	2,491.94	118.92	2,028.69	5,096.82
Cleora - 242041	0.00	0.00	33.39	31.79	1,965.55	2,030.73
Granville - 241539	381.62	0.00	29.81	28.37	1,754.98	2,194.78
Trondhjem - 241924	0.00	0.00	91.35	32.48	1,228.75	1,352.58
Robin Ann - 550432	265.07	457.46	61.37	35.60	1,066.64	1,886.14
Gracie Arlene - 563679	208.00	208.00	80.82	92.22	990.80	1,579.84
Miss Emily - 1244893	0.00	0.00	0.00	383.40	924.98	1,308.38
Misty - 636457 (Dustin Blake)	174.72	99.84	372.89	423.91	887.60	1,958.96
Lili-Anne - OR956AFD	0.00	0.00	14.95	108.68	878.53	1,002.16
Caremi - 262161	0.00	0.00	14.85	14.13	874.22	903.20
Over Cast - 259524	156.26	156.26	225.27	150.25	831.37	1,519.41
Royal Mariner - AK1114AM	665.68	153.54	2,042.95	284.42	829.55	3,976.14
Topaz - 573234	0.00	306.35	13.98	17.22	823.13	1,160.68
Billie Marie - 261145	0.00	0.00	13.73	13.07	808.14	834.94
Instigator - 978135	0.00	0.00	12.34	11.75	726.46	750.55
Nancy - 253247	0.00	0.00	11.02	10.51	649.15	670.68
Defender 32668	0.00	0.00	0.00	0.00	612.08	612.08
Sequel - 1240646	0.00	0.00	10.31	387.55	607.28	1,005.14
Captain's Charters - 23826 - Long Fin	0.00	44.77	9.85	9.24	589.40	653.26
Buxtub Too - 974256	0.00	0.00	9.32	8.72	548.72	566.76
Helen i - 663011	0.00	0.00	19.01	53.23	519.20	591.44
Pacific Rim - OR126YH	0.00	522.72	497.26	480.92	480.92	1,981.82
Sea Lion III - 243083	211.90	211.90	349.09	137.89	445.93	1,356.71
Morning Star II - I509427	360.70	615.92	31.78	31.06	387.04	1,426.50
Toby J - 274577	0.00	0.00	5.44	5.18	320.02	330.64
Jessica A -OR348ZC	0.00	0.00	34.36	50.40	269.50	354.26
Aurora Maid - 556255	0.00	69.96	8.87	0.00	265.29	344.12
Linda - 253269	70.47	182.40	152.78	0.00	172.20	577.85
Brea -OR620ADW	0.00	0.00	7.22	25.20	151.11	183.53
Valor III - 245645	126.88	156.89	171.36	150.93	146.14	752.20
Long Shot - OR818HC	0.00	0.00	2.45	2.32	143.46	148.23
Oceanic Logistics - 1344	0.00	0.00	1.92	1.82	112.64	116.38
Sweeper - 995919	0.00	0.00	0.00	0.00	105.00	105.00
Pursuit -Vanderpool	0.00	0.00	1.69	1.59	99.10	102.38
Hickory Wind - 594154	0.00	0.00	0.00	0.00	95.80	95.80
Saltybros LLC Boathouse Lease	160.22	160.22	160.22	160.22	90.44	731.32
Norma M - 599982	137.63	50.82	2,649.88	366.20	79.33	3,283.86
Nomad - OR486MG	0.00	0.00	1.00	0.00	33.60	34.60
Mickey - 229826	0.00	0.00	0.00	0.00	24.15	24.15
Larry Boy - 539184	0.00	0.00	0.00	0.00	18.00	18.00

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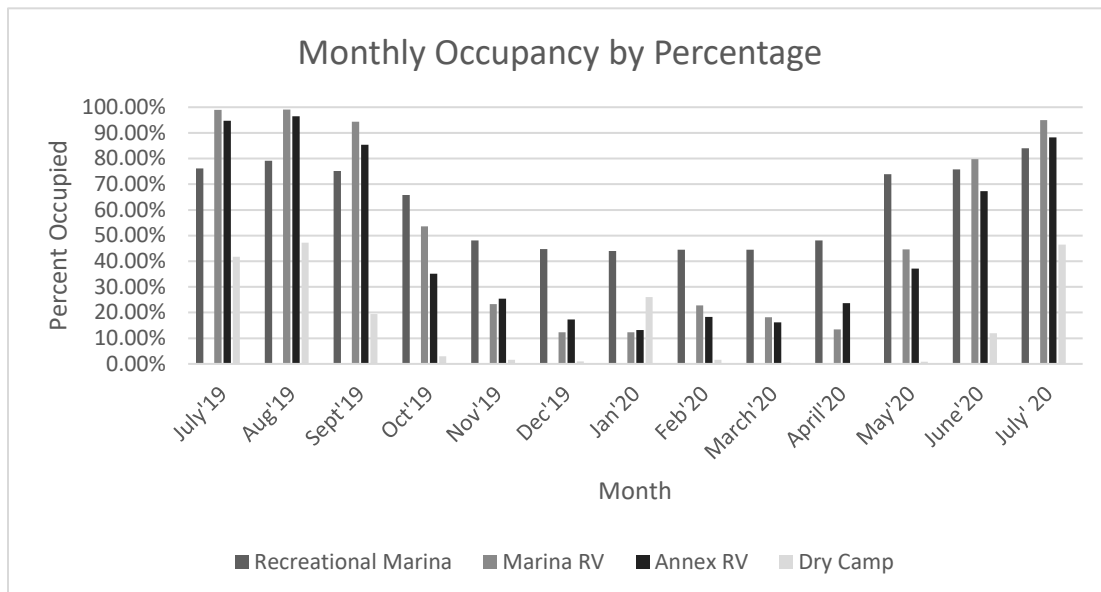


RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

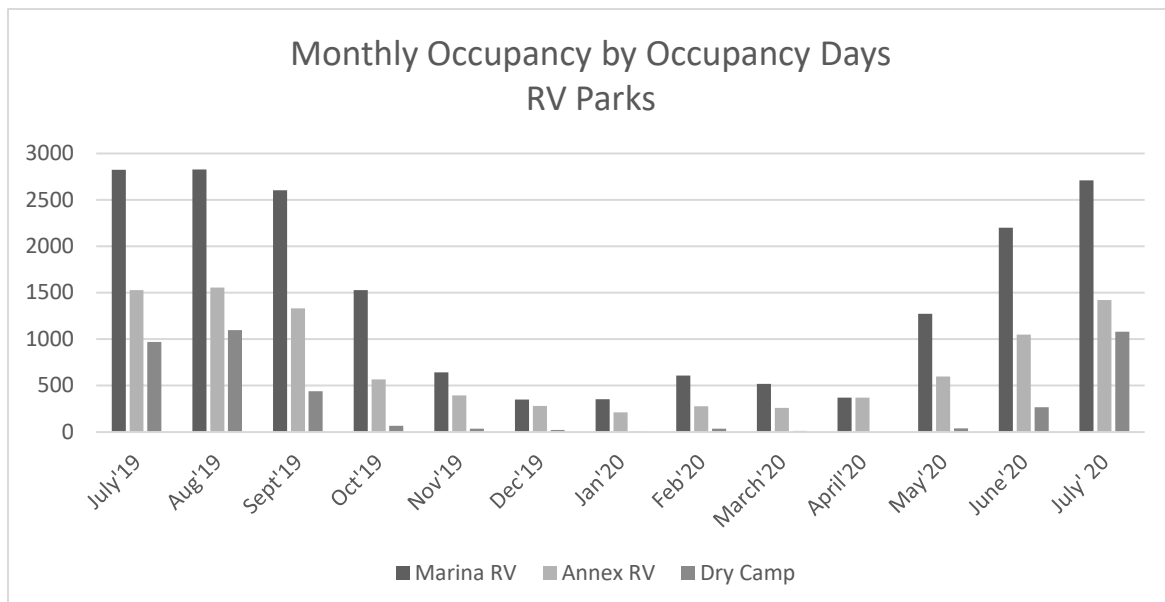
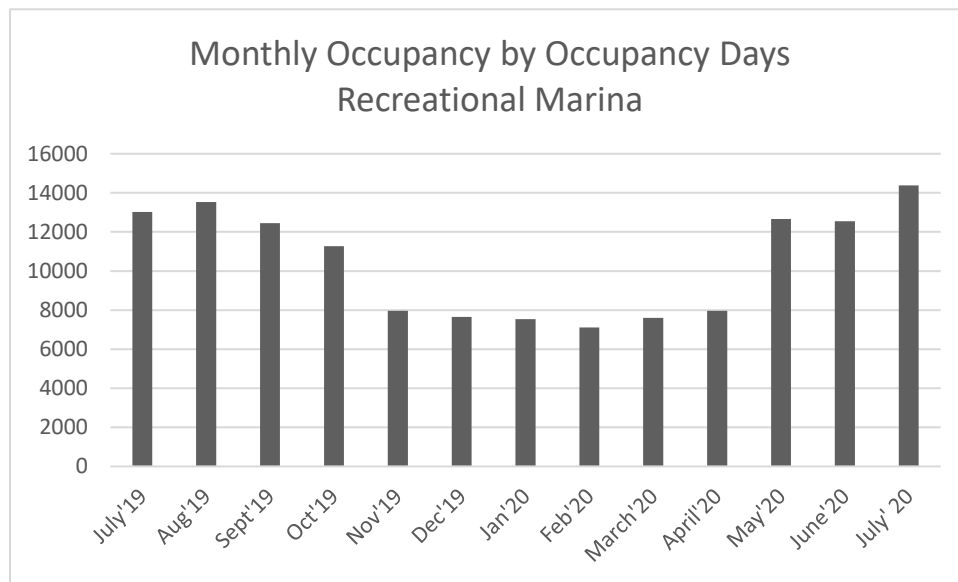
DATE: 11 August 2020
RE: Month Ending 31 July 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV and Marina Supervisor

The Marina continues to shatter all previous numbers. The Marina was up versus July 2019 and up year to date. We have sold out the Marina for three weeks in a row, a first. The Marina RV Park was down slightly from July 2019 and behind YTD. The Annex RV Park was also down slightly from last July and behind YTD. Dry camping was ahead of July 2019 and behind YTD. We have been busy booking reservations, most weekends are sold out except for dry camping.

OCCUPANCY PERCENT MONTH & YTD						
July' 20	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	76.14%	84.03%	7.89%	57.08%	59.98%	2.90%
Marina RV	99.02%	95.02%	-4.00%	55.60%	41.79%	-13.81%
Annex RV	94.72%	88.21%	-6.51%	48.42%	39.28%	-9.14%
Dry Camp	41.72%	46.53%	4.81%	10.37%	9.02%	-1.35%



OCCUPANCY DAYS MONTH & YTD						
July' 20	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	13,029	14,379	10.36%	66,803	70,523	5.57%
Marina RV	2,824	2,710	-4.04%	10,846	8,191	-24.48%
Annex RV	1,527	1,422	-6.88%	5,338	4,351	-18.49%
Dry Camp	970	1082	11.55%	1649	1442	-12.55%



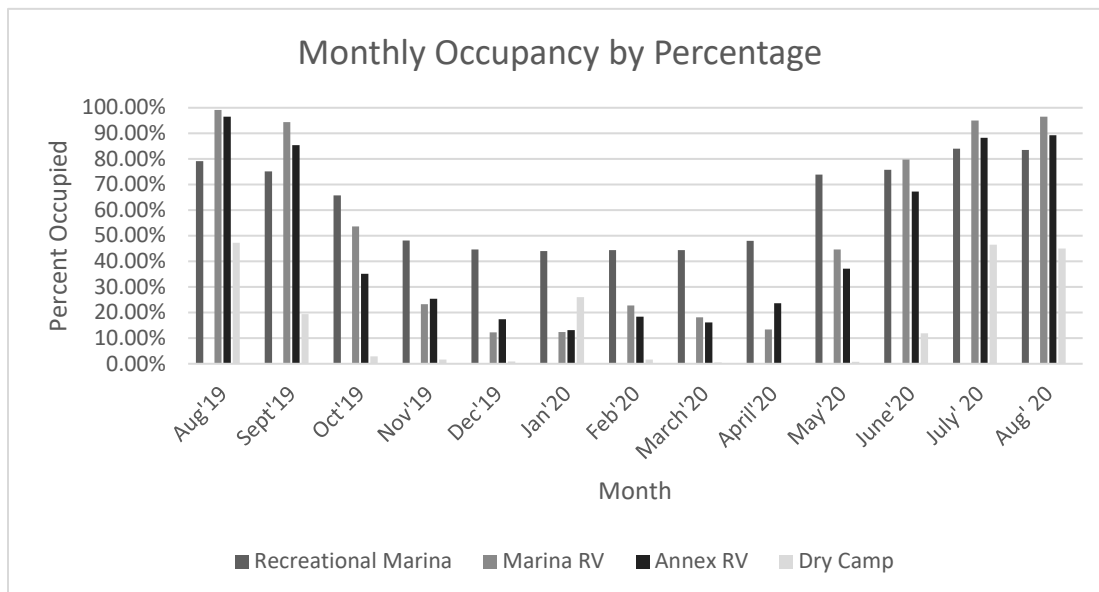


RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 14 September 2020
RE: Month Ending 31 August 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV Park and Marina Supervisor

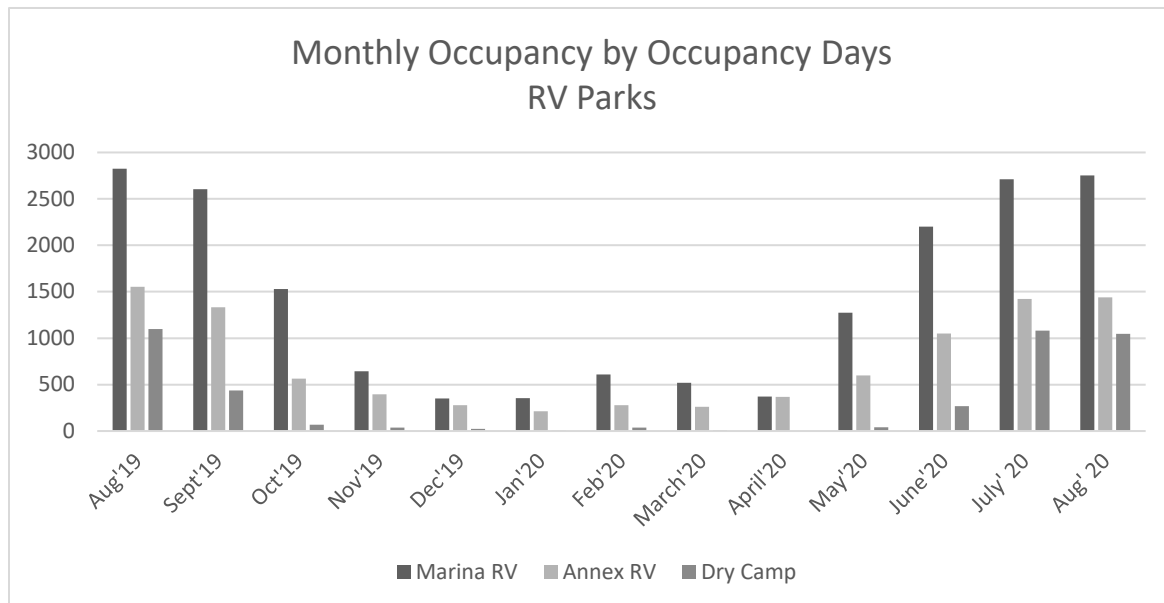
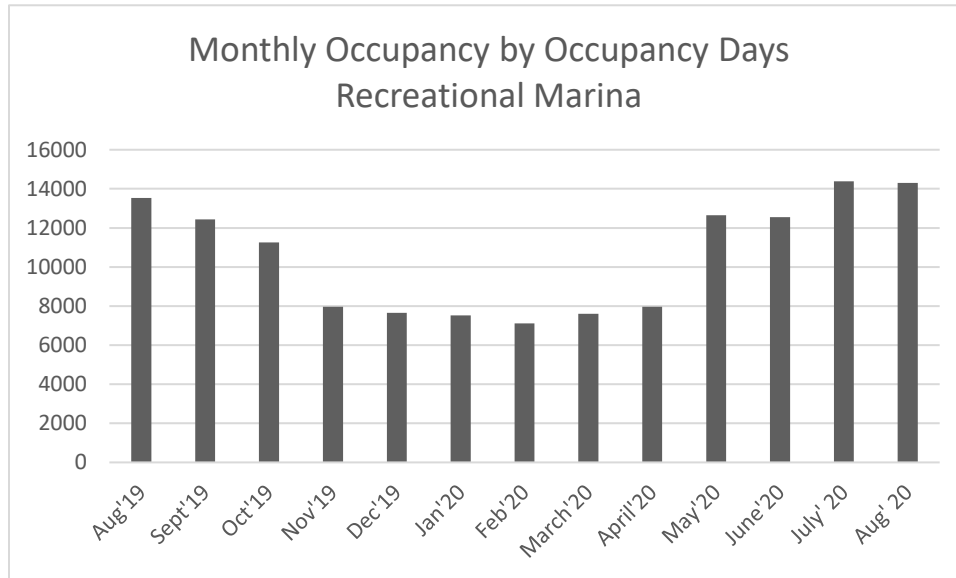
The Marina was up again for the month of August 2020 versus August 2019. Year to date the Marina is ahead of last calendar year by a nice margin. The Marina RV Park was down slightly from August of last year and behind YTD. The Annex was also a little behind from last August and also behind YTD. Dry camping was also down a little from August 2019 and YTD. We are still very booked for September, however we have been getting cancellations due to the wildfires in our area.

OCCUPANCY PERCENT MONTH & YTD						
Aug' 2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	79.23%	83.56%	4.33%	59.91%	62.93%	3.02%
Marina RV	99.09%	96.49%	-2.60%	61.15%	48.74%	-12.41%
Annex RV	96.46%	89.33%	-7.13%	54.55%	45.64%	-8.91%
Dry Camp	47.22%	45.07%	-2.15%	15.07%	13.60%	-1.47%





OCCUPANCY DAYS MONTH & YTD						
Aug' 2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	13,557	14,298	5.46%	80,360	84,758	5.47%
Marina RV	2,826	2,752	-2.62%	13,672	10,942	-19.97%
Annex RV	1,555	1,440	-7.40%	6,893	5,791	-15.99%
Dry Camp	1098	1048	-4.55%	2747	2490	-9.36%





DIRECTOR OF OPERATIONS REPORT

DATE: 09/23/2020
PERIOD: August 2020 – September 2020
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

Summer is starting to wind down, although Labor Day weekend was very busy in South Beach due to non-selective Coho opener and an all-depth halibut opener. The Terminal is preparing for the return of another busy season, and we're generally getting ready for the fall.

Detail:

- **South Beach Storm Sewer**

Work was completed, photos below. There is still some minor cleanup that needs to be done, but we should have a functioning drain for another 40 years or more in that area.



- **Port Dock 5 Electrical Engineering**

At the time of this report, we received proposals from the top two qualified firms, and are evaluating them. I intend to have a recommendation for a winning proposal by the time of the Commission meeting.

- **Port Dock 5 Project**

HDR is on contract for project management and reviewing our construction bid documents for completeness. We've met with the City, PUD, and I've linked them up with Carver Oil. We have a meeting with the design engineers on Friday. We finally got approval from the EDA on the site certification, and they've approved the HDR contract.

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

The Federal Interest Determination on the project is basically complete. I will be providing final feedback to the Corps this week on the document to be sure it establishes project parameters adequately and represents the importance of the project to the regional economy.

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

The County Public Works Department performed ditch maintenance to reconnect the drainage ditch along the Bay Road free of cost to the Port. The culvert carrying drainage from the housing development across the Bay Road was emptying into our lot and not flowing to the drainage ditch. We requested that they re-establish a catch basin and properly connect it to the drainage ditch so it can flow clear of our property. We then mowed and removed snags and downed limbs to let the water flow as designed.

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

We completed a wetlands delineation and are awaiting the results currently. Under the new Waters of the US regulations, we should no longer have federally regulated wetlands on the property, but that determination is yet to be made.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (August)

Forklift – 17 hrs

Moorage – 119.5 Days

30 Ton Hydraulic Crane – 7 hrs

Hoist Dock Tie Up – 23.5hrs

Labor – 23hrs

120V power – 0 hrs

Other Overtime Billed 1hrs

208V power – 108 Days

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

Other: *Getting ready to start paving project in gravel lot. Annual service for forklift and crane completed.*

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

Forklift – 121.50Hrs

Hoist Dock Crane(s) - 15Hrs

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up – 217.75Hrs

Launch Tickets - Enter #. passes sold

Other (Axles) – 29

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

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

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

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

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

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Other:

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

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

Annual inspection and service of Fire alarms, hydrants, and sprinklers with Performance Systems Inc. Annual inspection and testing of Backflow Devices with Advance Backflow Testing.

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

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

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



South Beach Marina- Chris Urbach, Harbormaster

☒ Boat Launches for the month of August 2020 is 1,758

The out fall project is wrapping up Just in time for winter all that remains is asphalt and clean up. All cameras are up and running and we have noticed a couple problems with the cameras at night if they are aimed at or near lights. We will be making some adjustments. The city police have already asked me to look footage up but in both cases what they wanted to see was too far from the cameras to be seen.

The new fish dumpsters are working out well if we can keep the truck drivers from being too aggressive when they lift the dumpsters.

I have all the signs that we need to install for the cameras on port property.

We had an accident with the e-cart and one port employee was injured with a concussion and is now on light duty.

Fishing has been really good, and we have been very busy, and the crew has been working hard to keep up.

Port Mates

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