

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, April 28, 2020, 6:00 p.m.

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 12:00 pm on Tuesday, April 28, 2020: <https://www.portofnewport.com/public-comment-april-28-2020-regular-commission-meeting>.

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

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

Excerpt from Governor Kate Brown's EXECUTIVE ORDER 20-16

2. Public Meetings. During the COVID-19 emergency period:

a. The governing body of a public body (as defined by ORS 192.610(3) and (4)) shall hold public meetings and hearings by telephone, video, or through some other electronic or virtual means, whenever possible. For all public meetings and hearings held by telephone, video, or through other electronic or virtual means, the public body shall make available a method by which the public can listen to or virtually attend the public meeting or hearing at the time it occurs, and the public body does not have to provide a physical space for the public to attend the meeting or hearing. This paragraph does not apply to executive sessions, as defined by ORS 192.610(2).

c. Any requirements by law or policy that testimony during a public meeting or hearing be taken in person do not apply if the public body provides an opportunity for submission of testimony by telephone, video, or through some other electronic or virtual means, or provides a means of submitting written testimony, including by email or other electronic methods, that the public body may consider in a timely manner.

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PORT OF NEWPORT MINUTES

March 18, 2020

Commission Work Session – Goal Setting

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

Agenda Item

Audio Time

I. CALL TO ORDER

0:00

Commission President Sara Skamser called the Commission Work Session of the Port of Newport Board of Commissioners to order at 8:03 am at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

Members of the Public and Media: Angela Nebel, Summit Public Relations; and Bill Gunderson III, PND Engineers Inc.

II. INTRODUCTION & STAFF REPORTS

0:20

A. Annual Goal Setting Staff Report

Miranda began by explaining the change in the meeting format to include distancing between Commissioners and staff, and a phone conference option for members of the media and public to comply with the Governor’s orders to limit gatherings to no more than 25 people. She added the meeting was important for Commission and staff to meet face-to-face as there was a lot to discuss that would have been difficult over conference call. Miranda added she requested the Regular Meeting March 24th be held by conference call only. Miranda said this Work Session was to discuss goal setting and the budget process, but was not a Budget Hearing.

Miranda introduced the Staff Report included in the Meeting Packet. She commented that she would like this meeting to provide an opportunity to reevaluate how goal setting would be done in the future, and reviewed what was included in the Meeting Packet. She said she had added notes to the Strategic Plan Summary about the current status of those plans. She invited the Commissioners to consider this a living document and add items they wanted to include in the plan. She asked the Commissioners to each come up with five focus areas. Miranda commented the Work Session would be a good opportunity to engage in discussion that doesn’t take place at Regular Meetings.

7:19

B. Budget Priorities Staff Report

Brown introduced the Staff Report included in the Meeting Packet. He added that staff had prepared a preliminary draft of the budget, which would change with the setting of priorities. Brown said he would provide Commissioners with copies of the draft at the end of the Work Session. He commented the materials in the Meeting Packet included consideration of what was

needed to support the Port in the next fiscal year and 10 years into the future. Brown said given the current scenario, there could be 20% unemployment if the federal government does not pass a stimulus package; this was not yet factored in the budget. He added the commercial moorage increase was based on an agreement with the commercial fishermen. Brown said he looked at the 2008 recession, which resulted in a 1% decline in tourism in Lincoln County, although the current situation is different. He suggested the date for the Budget Committee Meeting be set at this Work Session.

11:23

III. NEW BUDGET COMMITTEE MEMBERS

Brown reviewed the applications that had been received for freeholder members of the Budget Committee. Miranda reminded the Commission there were four vacancies on the committee, and there were four applicants. She reviewed the requirements for the committee members. Brown commented that law required the Commission make every attempt to fill the empty seats or show why they weren't. He added that the term expirations would need to stagger. The Commissioners agreed since they did not know Jeffrey Johnson, two Commissioners would contact him before considering an appointment to the committee; Skamser and Sylvia will follow up before the Regular Meeting on March 24th.

A motion was made by Chuck and seconded by Lackey to appoint Rex Capri, Mark Farley and David Smith to the Budget Committee, with Capri's and Farley's terms to expire in 2023, and David Smith in 2022. The motion passed 5 – 0.

22:06

IV. 2019 PORT'S VALUES, MISSION & VISION

Miranda said she included the material in the Meeting Packet for information. She suggested the Port's Values, Mission & Vision be revisited at least every five years.

23:06

V. 2019 STRATEGIC BUSINESS PLAN SUMMARY

Miranda introduced the material included in the Meeting Packet, which summarized areas the consultants identified needed addressing, with comments Miranda added with input from the Port Directors. Skamser commented that the City is making changes in South Beach, and the Port should coordinate with the City to make sure proposed changes to the RV Annex blend. Miranda commented that the Commission will note the proposed focus for the next fiscal year is on planning. She added having plans in place was an important factor when applying for grants. The Port does not have staff in-house that could complete this planning; Bretz could coordinate these efforts with consultants. Funds would be needed for planning consultants, including for the RV Park Annex. Chuck said it would be important to move forward with planning for revenue creating projects like the Annex, and commented the City's plans could change. He suggested SDAO could be a resource for planning consultation. Miranda described what would be elements in a project plan. The intent would be to create plans that would be implemented in future years. Brown said return-on-investment and market analysis would be included in plans. Sylvia spoke to the need to balance net revenue generation and retaining core, key clients. Miranda elaborated on the different areas of expertise that would be needed for effective planning. Chuck suggested looking at what projects could more easily be funded, reinvesting where revenue is being generated, and addressing the Rogue sea wall as priorities. Miranda said the goal would be to make every area of the Port sustainable. One reason for that struggle currently is the lack of infrastructure. She suggested that focusing on infrastructure could move revenue back into an area and make it sustainable. She added that the State wants to see expansion of business in place.

For the Rogue sea wall, the Port needs a plan to analyze what needs to be done, in addition to the information currently being gathered through a Brownfields grant on environmental and geotech data.

Lackey expressed concern over becoming overextended in this time of uncertainty, and the need to protect existing revenue. Miranda said that if the Port does not receive the needed grant/loan funding for a project in the budget, that project will not be done. Brown said he also analyzed what would happen if projects were not completed. For example, planning for Port Dock 7 was a priority because if it is not replaced there won't be places for fishermen to dock. Brown offered to forward a spreadsheet analysis to the Commissioners on request. Miranda said that it is difficult to get funding for projects that are not included in the budget; the Port has to plan, apply for grants, and have projects in the budget. She added some projects may be on the budget for several years before getting funding to complete the project. Skamser suggested considering adding dock at the Rogue sea wall, and collaborating with Rogue. Miranda said the wall itself would need addressing in the upcoming fiscal year. Chuck agreed with Lackey that caution was needed, but acknowledged that projects needed to be included in the budget. If revenue goes down, some projects may not get funded even if in the budget. Miranda added that matching funds can be an issue, and reserves should be maintained. Skamser said it was important for the public to be aware the Port was not draining NOAA funds. Miranda said savings on bond refinancing and through efficiencies could be sources of matching funds and leveraging loans. Burke commented he agreed with looking forward as well as the need to be adaptive in the upcoming fiscal year. Miranda said that any large projects that move forward would still require Commission approval, but she wouldn't want to not have them on the books and miss an opportunity. Sylvia spoke about separating out long terms goals and what may happen in the upcoming year, and asked for some information presented on a worst case scenario. She said the coronavirus is affecting a lot of Ports, particularly in the areas of cargo and tourism. At this time, the impact on the fishing industry was difficult to anticipate, but staff would look at this closely. Lackey requested Miranda send a weekly update to Commissioners in the near term. Burke said they were doing similar updating at the Aquarium.

End of Part 1

Begin Part 2

Brown explained that the Port defined capital projects as those with a life greater than five years, with a cost of greater than \$5,000, so some maintenance projects met the criteria; he will add this note for budget meetings. Miranda said she had discussed with Brown about setting funds aside each year as capital assets depreciated so that they could be replaced when the time came; it is harder to find grants to replace something already in existence. Burke said this went along with increased planning. Chuck commented that some projects funding was predicated on increased fees, and recommended reaching out to commercial fishermen and tenants about the increased fees at this time. Bretz reviewed the discussion last year with the Commercial Fishing Users Group Committee (CFUG) around rates and electrical upgrades, information from last year's budget message, and the relationship to the Port Dock 5 Pier Project. Miranda said there was some time to see what happens to the market before implementing the budget. If some fee increases are pulled back this year, greater increases may be required in the future. Lackey commented that the discussion with CFUG was well planned out and executed, and he recommended following up each year. Bretz spoke about the relative impact of moorage vs. service fee increases, and the perception of users if fees increase but facilities decline. Miranda said that staff was looking to have rates make sense; longer term moorage rates are heavily discounted, and at a point, don't cover the Port's related operating costs. There was some discussion about the Port not currently offering new annual moorages. Bretz commented space is a critical issue, and Newport is a better opportunity than other Ports for most fishing operations.

Lackey said the statistics backed up that Newport is gaining. He commented on some of the impacts on fishing of the coronavirus, and commented that how shrimp starts out will be something to watch. Bretz said the Port did not want to turn boats away but needed flexibility; currently the Commercial Marina is at 110% capacity, well above the ideal of 85% capacity. Sylvia said it was useful to have an understanding of where the industry was headed. He added some large/moderate businesses know the investment in docks is critical to their long term success – communication is critical. Miranda said the issue of moorage fees is not just a problem in Newport. Ports in Washington state tend to get more revenue from taxes which can be used for infrastructure, but ports in Oregon depend on grants and loans which require matching funds. The Port needs to conserve what is has, and repair or replace when needed. Bretz said there was a similar issue with discounts on long term moorage in the Recreational Marina, and described some of the issues and changes over time. Brown said there is also a point where the rates no longer cover operational costs in the recreational marina. He added the Port does not currently charge for single vehicle parking at the South Beach facilities. Miranda said staff was proposing implementing such fees to help pay for infrastructure.

Sylvia suggested having work sessions throughout the year to discuss priorities, goal setting, and other topics. Miranda asked Commissioners to give her a list of topics they’d like to discuss to coordinate meetings with Skamser. Chuck said that the Port was fully staffed for the first time in 3 years, and complimented the Commission, Paula and staff for stability. Chuck added grants used to require a 10-20% match, but now can require 30-50% matches with more steps to complete. There are also additional mitigation costs and increased projects costs. Sylvia said he was supportive of planning consultants, which would help compete for grants. Miranda added that offering a higher match on grants can sometimes increase the likelihood of receiving those funds. Chuck suggested communicating ahead of time with recreational users about proposed parking fees. He added if fees were charged, there would need to be parking available. Skamser asked about a potential “expo center” at South Beach. Miranda said a market and feasibility analysis would be needed, and that planning could be part of the upcoming budget. She added there has been discussion about this possibility with agencies and potential users. Bretz advised that on April 13th the City’s Planning Commission will be holding a public hearing regarding proposed changes to zoning and building requirements, which could affect the Port’s plans for future development. Miranda suggested the possibility of a Rubb building, which would be temporary but strong, to see if a structure made sense in the long run.

End of Part 2

Skamser called for a 10 minute recess.

Begin Part 3

Skamser reconvened the Work Session at 10:27 am.

VI. PERSONNEL STEPS & WAGES

Chuck asked if staff was planning on hiring in the upcoming fiscal year. Miranda said they planned to get some additional staff part-time during the busy season. She said staff was trying to increase salaries for current employees to at least reach the salary survey range. Miranda said she considered interns, but this was difficult with the close quarters in the current administration building. Bretz said operations was not planning to add staff – temporary work force provides needed flexibility. This could change depending on staff health and new projects. Miranda confirmed that all approved increases are already in place for the current fiscal year. Miranda said she was going back to having staff increases implemented with the fiscal year instead of calendar year, so these changes would become effective July 1st. She said if the budget were

approved, this will be an increase to keep up with the salary survey and cost of living. One driver for making this change is recent losses of personnel. Skamser said her number one priority was wage increases top to bottom. Miranda commented on the cost of living in Newport and the importance of being able to train and keep good people.

Brown said that expenses for temporary employees has moved for the upcoming fiscal year from expenses using a temporary agency to personnel, since the Port will hire temporary workers directly, in compliance with labor laws. Miranda said both she and Brown were not included in the increases other than CPI in the current fiscal year as new employees, but they are represented in the increases for the upcoming fiscal year. She reminded the Commission about her one year anniversary in May and the need to schedule a review. Brown explained the materials in the Meeting Packet. Bretz spoke about the correlation between the level of service the Port can provide and the wages it offers. He said the goal over time was to establish a standard of service.

Brown said overall the increase in salaries/wages was approximately 11%, not including temporary workers. He will provide the percentage increase for temporary labor. Brown spoke about the efficiency and other gains the Port would reap with the proposed technology improvements. Sylvia asked about future changes to the wage steps and what happens when someone reaches step 12. Miranda said the idea is for staff to grow at the job, and move to a new classification when qualifications are met and a job is open. Brown added the wage steps would be adjusted each year to reflect a CPI increase. Bretz suggested considering whether the Port wanted to compete for labor locally, statewide, or nationally. The last survey used to adjust the proposed wages was local, and the Port may want to make adjustments to certain positions where it was difficult to compete.

36:28

VII. RATES & FEES

Bretz responded to Skamser’s question that the increase to rates at the International Terminal (NIT) rates was 68%, and 10% in the Commercial Marina. He added more services were both available and performed at NIT this past year. Bretz said there is currently no wharfage charge at the Commercial Marina hoist dock, which is at capacity for some fisheries. He commented on the axle fees which were new in the current fiscal year. There was discussion about the need for increased rates at the Commercial Marina, the importance of tying those increases to needed projects, and the willingness of users to pay for good facilities. Sylvia suggested a workshop including key players from fishing, research and the Port. Miranda mentioned some current groups and potential options for working with agencies and community representatives on particular topics. Bretz suggested visioning 100 years into the future, then working inside of that. Miranda proposed having separate workshops for visioning the different port areas. Lackey asked if the fees charged were covering costs at the hoist dock. Bretz said operational expenses were being covered, but not revenue for long term repairs. There was additional discussion about variables and options in the Commercial Marina, including wharfage. Brown spoke about the current crane and the need to replace. There was additional discussion about equipment at the Commercial Marina and at NIT. Chuck asked about the possibility for leasing services out. Miranda said part of the plan would be to analyze return on investment. Bretz talked about what types of services may or may not be good to outsource, and structuring wharfage fees. Lackey said he looked forward to hearing staff’s recommended priorities as part of the budget process.

1:15:10

VIII. CAPITAL IMPROVEMENT PLAN & BUDGET PRIORITIES

Miranda said that Brown had updated staff recommendations since her initial report, and referred to the materials included in the Meeting Packet. She added some things proposed for the upcoming fiscal year budget had been on past years' budgets but had not come to fruition. One example was the Port headquarters. The current building was supposed to be temporary, but has been in use for over eight years. She spoke about the challenges with the current facilities, and the need to perhaps redo the plans on file since they did not include plans for future growth. There is additional research to be done on the project and potential funding. Miranda said that Port Dock 7 needs to be addressed. She added the EDA grant received needed to be moved to the upcoming fiscal year.

Brown said the Port's computer server dated back to 2012 and could fail at any time, with potential loss of data and ability to access the systems. He explained the materials included in the Meeting Packet. Bretz said the Port Dock 5 electrical engineering was part of what was intended to be addressed by the Commercial Marina rate increase. He said the Rogue Sea Wall study would provide needed data and analysis in order to identify the scope of the project and get grant funding. The South Beach electrical load centers were put off in the current year because of the wide array of estimates, but the current estimate should be good. Bretz identified Port Docks 1, 5 and 7 as critical. Brown and Bretz addressed the needs and options for forklifts, and the need to relocate electrical service at the Commercial Marina.

Chuck said with regard to the administration building and event center, it would be important to look at the City's zoning. He suggested watching revenue over the next six months so as to not deplete reserves. Miranda restated that projects that would be funded by grants would not move forward if grants weren't received, but needed to be in the budget in order to seek funds. Miranda said that management had sought input from staff, and management had reached consensus as to the recommended priorities. Some of the repairs and plans are critical. There was some discussion about the Army Corps feasibility study for Commercial Marina dredging. Burke encouraged staff to look at scalability with the administration building, and to consider working with local contractors, and said he supports staff moving forward. Sylvia said he appreciated staff's presentation and supports moving forward. Miranda asked the Commission to consider what they would like to see at future goal setting sessions.

IX. PUBLIC COMMENT

There was no public comment.

1:46:37

X. ADJOURNMENT

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

ATTESTED:

Sara Skamsner, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

March 24, 2020

Regular Commission Meeting

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

Agenda Item

Audio Time

I. CALL TO ORDER..... 0:00

Commission President Sara Skamser called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm by conference phone only, per the restrictions from the Governor on public gatherings due to COVID-19 and Port policy. The Agenda included the contact information for the public and media to attend. Commissioner and Staff attendance, and all votes were taken by roll call.

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

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

Members of the Public and Media: Doug Cooper, Hampton Lumber; Angela Nebel, Summit Public Relations; Dietmar Goebel, Newport City Council; and Jeffrey Johnson, Budget Committee candidate.

Skamser announced the phone number and participant code for the meeting. She asked if any members of the public or media wanted to comment on a particular Agenda item; no requests were made.

II. CHANGES TO THE AGENDA..... 3:01

There were no changes to the Agenda.

III. PUBLIC COMMENT 3:40

There was no public comment at this time.

IV. CONSENT CALENDAR 3:51

- A. Minutes
 - 1. Regular Commission Meeting..... Feb 25 2020
- B. Financial Reports
- C. Contracts
 - 1. HYAK – South Beach Security Cameras \$26,514.44
 - 2. Bergerson Construction – NOAA Camel Chain Replacement \$20,000.00
 - 3. SDIS Property/Casualty Insurance \$268,191.00

Sylvia noted a correction to the minutes on page 5 of 86 to note a motion made by Chuck and seconded by Sylvia.

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

V. OLD BUSINESS 7:16

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid 7:23

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

C. Budget Committee 8:54

Skamser reminded the Commissioners about the appointments at the Work Session on March 18th. Both Skamser and Sylvia reportedly positively on their conversations with Jeffrey Johnson as a Budget Committee candidate.

A motion was made by Lackey and seconded by Sylvia to appoint Jeffrey Johnson to the Budget Committee through 2022. The motion passed 5 – 0.

There was discussion about dates for the General Manager’s performance evaluation and a Budget Committee Meeting. Skamser and Chuck went over the General Manager’s review process. It was agreed that Chuck would prepare the review documents and tally the results, with assistance from Burke so that Burke could take over the process next year. There was consensus that the General Manager’s review would be held by Executive Session at 5:00 pm on April 28th prior to the Regular Meeting at 6:00 pm. Chuck suggested polling the Budget Committee members for dates available in May for a Budget Committee Meeting.

D. South Beach Storm Drain Repair

1. Resolution 2020-05 Authorizing Transfer of Appropriated Funds
2. Earth Works Excavation Contract

Bretz introduced the Staff Report, included as an addendum to the Meeting Packet. He said the contract cost listed on the agenda is only for the alternative if needed; the contract cost in the staff report is correct. Bretz said the project was being presented this way because a transfer of funds was required. He reviewed past discussions about the project and the need to have it completed to avoid a potential fuel tank shift and fuel line rupture. He added the recommended contractor provided the most complete proposal, and they method of lining the pipe had also been used by the City of Newport. Bretz talked about the investigation of the pipe and the identified scope of the needed repairs. Bretz also discussed how the scoring was done and the reason for choosing Earth Works, which was

a combination of the evaluators' rankings of Earth Works at first (2/3) or second (1/3), and the cost. Bretz explained why the cost was higher than the initial estimate.

A motion was made by Lackey and seconded by Burke to authorize the General Manager to enter into a contract with Earthworks Excavation in an amount not to exceed \$255,017, and in addition, authorizes Alt.1 if necessary in the amount of \$42,744 for the purpose of repairing the north storm water outfall in South Beach.

Chuck noted that this is a large outlay, not budgeted for or in the Strategic Plan. This is an example of something that can come up that needs addressing.

The motion passed 5 – 0.

A motion was made by Chuck and seconded by Sylvia to adopt Resolution 2020-05 Authorizing Transfer of Appropriated Funds within the 2019-2020 Fiscal Year Budget. The motion passed 5 – 0.

VI. STAFF REPORTS

- A. Director of Finance & Business Services.....
 - 1. February Occupancy Report

Brown introduced the Staff Report included in the Meeting Packet, and referred to the Financial Reports beginning on page 9 of the Meeting Packet. He provided an update on the status of converting bank accounts and said he would be emailing signature cards from 1st Interstate Bank to be signed, scanned and returned; the conversion is being done electronically for now. He said he would be submitting paperwork for the Local Government Investment Pool (LGIF). Brown said he is watching the markets to determine the right time to maximize returns when transferring funds. He commented he sent a Request for Proposal (RFP) for a Voice-over Internet Protocol (VoIP) phone system to Miranda for review, which would save money over time. Brown mentioned that year-to-date cash flow was positive, but negative for February. This would generally be the start of a busy time when cash flow would pick up, but this year would depend on how long isolation was needed to protect vulnerable individuals.

Brown pointed out some changes on the balance sheet, referring to page 12 and “13030 · FB-Assigned - Facility Improve”, which represented axle fees set aside for infrastructure projects. He explained moving forward there will be three types of accounts: assigned, committed and restricted. Also, the unappropriated ending fund balance has been moved from the budgeted section. Brown said the Port has some liability because of the Allegiance HRA deductible reimbursement account, which he will be watching closely He said a committed fund for improvements at the NOAA pier was set up in January. He mentioned the improvements in accounts receivable and change in invoicing. Brown said he was working with Pete Gintner, the Port’s attorney, to see if scheduled auctions can be delayed. Lackey asked for more information about committed and restricted fund designations; Brown said distinguishing these categories was a legal way to set up the funds that was more efficient for staff.

Brown introduced the RV Park and Marina Occupancy Report, included in the Meeting Packet. In addition to the stay-at-home order, he is waiting for a report from the Chamber

of Commerce showing occupancy rates of other RV Parks before speculating about the reasons for this year’s decrease in occupancy in the RV Parks. He will be looking for trends. Skamser commented the Port is heading into leaner times and said staff has been kind and helpful in explaining to users about closures.

B. Director of Operations

Bretz introduced the Staff Report included in the Meeting Packet, saying much is dated already. He has been occupied with the changing situation based on the virus outbreak, changing operations and communication. The South Beach boat ramp has been shut down, along with public restrooms north and south, still allowing for emergency response and limited commercial use of the boat ramp. There was significant use of the boat ramp over the weekend, which had started to taper off on Sunday. Bretz said the commercial marina was busy with some crab coming in as well as equipment at the hoist dock. The International Terminal (NIT) is busy changing shrimp gear and will be changing gear for the hake season.

Bretz said he had a conference call with the EDA regarding performance expectations on the grant, and the EDA is providing helpful checklists. There are a few benchmarks to meet before contracting for project management; the RFP will be reviewed by the EDA before it is released. He explained the status of site certification, and will present documents to the Commission in the future. Referring to the ACOE feasibility study, Bretz said that if the Port does some geotech sampling in advance, that cost won’t be eligible for fund matching but would reduce the total project cost and match smaller. Bretz mentioned that Chris Urbach and Jim Durkee have both returned to work in a limited capacity.

Bretz said he had received questions from the Midwater Trawlers’ Cooperative about services at the Port with the COVID-19 situation. Bretz said that this work is essential and the Port will keep services available as long as it can. If a percentage of people get sick, we could expect the Port to also be affected, possibly resulting in a reduction in available staff and a slowdown in services. He recommended commercial fishermen get work done as early as they can. He suggested the Port identify essential services, draw back on those that aren’t, and responsibly manage staff. He referred to the COVID-19 memo prepared by Miranda, which is posted on the Port’s website. There was some discussion about the closure of the boat ramp. Miranda explained the decision was based on guidelines from the Governor and local authorities regarding recreation. She said she had also discussed this decision with the City administration, agreeing on the need to limit tourists. Miranda said she is also in communication with other Ports via email. Sylvia asked about potential liability to the Port if users violate rules. Miranda said she thought the Port has done its part, and does not have the capacity to regulate the behavior of people on their vessels. Brown said the Port has not been given this authority by law. Skamser commented that Lincoln County had also weighed in on the closures.

C. General Manager

Miranda introduced the Staff Report included in the Meeting Packet. She commented things were moving quickly and a lot had been updated since the report was written. Chuck reopened discussion about the boat ramp closure. He said he supported the closure, but had concerns about this not being directly addressed in the County/Cities’ Order, and the perception that the Port was acting independently in closing the ramp. Miranda said they had provided a draft of the order prior to the adoption, and she had conversations

regarding closures of tourist attractions with the County and the City. She acknowledged this was a difficult decision, but the Port has to do its part. Essential services are continuing at the Port, and employees are continuing to work. Miranda said she gave employees the option to work from home where possible, and also offered options to use PTO or temporary unemployment. If operations staff can't work, there will be an impact on service and a possible limit to hours of operations. Miranda said NIT will operate as usual as long as possible, aware that the Alaska fleet is coming back. The Port of Toledo is also busy and operating. Miranda added she is speaking with elected officials and state agencies about finding funds for Ports. Some losses are easier to measure than others, and the duration of the COVID-19 situation is not known. Burke said he supported Miranda's decision. He added that only animal care personnel are working at the Aquarium, divided into split shifts with a buffer in between to separate as much as possible essential staff that can't work from home.

Miranda said the PNWA Mission to Washington Conference she attended with Chuck was successful. Miranda said they met with many agencies, including the US Army Corps of Engineers (ACOE) and the Office of Management & Budget (OMB), and elected officials, as well as gathered good information from speakers. Sylvia asked about the specificity of the lobbying done at the conference. Miranda said there was significant discussion about navigation and the importance of the EDA grant. The Port does not have a specific project right now to present, but it was an important opportunity to provide background on the Port of Newport. This next year will be focused on planning.

Miranda said she would be asking Angela Nebel to put out more information over social media, and will be working with her on updates. Miranda mentioned the Commissioners may have received the Harbor News newsletter, which was mailed and posted on the website. Miranda has been working from home, but hopes to be back in the office on Monday.

VII. COMMISSIONER REPORTS/COMMENTS

Chuck expanded on the trip to the PNWA Mission to Washington, and spoke about meetings with senators, representatives and aides from the Pacific Northwest. He talked about meeting with NOAA and additional information that will be needed regarding mitigation. He commented that the coronavirus outbreak did limit some of the elected officials' involvement in the conference. Chuck said they lobbied for using the harbor maintenance tax for dredging. He mentioned bringing Rogue beer to the reception, and that overall the trip was worthwhile.

VIII. CALENDAR/FUTURE CONSIDERATIONS

Item	2020
Regular Commission Meeting	Apr 28
Newport Loyalty Days & Sea Fair Festival	May 1 - 3
Budget Committee Meeting	
2nd Budget Committee Meeting (if needed	
Regular Commission Meeting	May 26
Public Budget Hearing & Regular Commission Meeting	Jun 23

Skamser commented that the General Manager Performance Evaluation will be scheduled for an Executive Session at 5:00 pm on April 28th, preceding the Regular Meeting. She added the Port would be looking to schedule a Budget Committee Meeting in May.

IX. PUBLIC COMMENT

Dietmar Goebel mentioned that the Cities and County made tough decisions last night with consideration for the safety of people. He commented that based on the Governor’s direction regarding closing down non-essential services, the Port made the right decision to close the recreational boat ramp. Skamser commented that the City, County and the Port will remain strong partners through all of this.

X. ADJOURNMENT

VII.

Having no further business, the meeting adjourned at 7:49 pm.

ATTESTED:

Sara Skamser, President

Walter Chuck, Secretary/Treasurer

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

Jul '19 - Mar 20

OPERATING ACTIVITIES

Net Income	-376,675.38
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable	-8.51
11200 · Accounts Receivable:11205 · A/R Leases & Other	-4,420.57
11200 · Accounts Receivable:11210 · A/R Commercial Marina	-98,857.77
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	404.61
11250 · Property Tax Receivable	-4,430.97
11300 · Prepaid Expenses:11310 · General Liab. & Property	-61,785.76
11300 · Prepaid Expenses:11320 · Docks & Marine	-4,414.87
11300 · Prepaid Expenses:11340 · Worker's Comp.	-10,774.04
11300 · Prepaid Expenses:11360 · DSL Lease	9,345.24
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	-3,228.92
11400 · Due from Other Funds:11408 · Due From Construction Fund	-2,581.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-55,763.14
11490 · Assets Held For Sale	-2,125.52
12000 · Accounts Payable	148,771.23
12010 · Unclaimed Property Payable	368.89
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	-292.16
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	-3,493.87
12100 · Payroll Liabilities:12105 · Accrued Payroll	7,460.95
12100 · Payroll Liabilities:12110 · Accrued PTO	5,163.04
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	4,294.78
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-516.43
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-489.17
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	41,149.88
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	30,636.38
Net cash provided by Operating Activities	-382,263.08

INVESTING ACTIVITIES

11500 · Capital Assets:11520 · Land Improvements	8,844,362.00
11500 · Capital Assets:11525 · Buildings	11,576,886.00
11500 · Capital Assets:11530 · Docks & Piers	17,589,709.00
11500 · Capital Assets:11535 · Vehicles & Equipment	9,643.00
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	-2,224,972.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	-2,984,424.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	-6,029,999.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	31,990.00
Net cash provided by Investing Activities	26,813,195.00

FINANCING ACTIVITIES

12380 · 2013 FF&C Bond Premium	-7,187.20
12400 · Long Term Debt:12405 · Full Faith & Credit (2013)	-205,000.00
12400 · Long Term Debt:12424 · SPWF-L00012	-5,305.01
12400 · Long Term Debt:12425 · SPWF-Q10001	-48,060.46
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-8,333.32
12400 · Long Term Debt:12442 · OCB - #10032077	-16,911.81
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-5,190.11
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-7,799.19
12400 · Long Term Debt:12470 · City of Newport SDC - 2016	-5,576.87
12400 · Long Term Debt:12471 · Oregon Brewing Co-MUA 2016	-22,462.83
13000 · Fund Balance	454,399.30
13030 · FB-Assigned - Facility Improve	36,125.50
13075 · FB - Prior Period Adj	-34,951.87
13200 · FB - Debt Principal	-489,330.80
13275 · FB - Accrued Interest	-1,194.00
13300 · FB - Equity Transfers	-25,585,916.00
Net cash provided by Financing Activities	-25,952,694.67

Net cash increase for period

478,237.25

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

	<u>Jul '19 - Mar 20</u>
Cash at beginning of period	<u>3,057,649.46</u>
Cash at end of period	<u><u>3,535,886.71</u></u>

Port of Newport Statement of Cash Flows For Fiscal Month

	Mar 20
OPERATING ACTIVITIES	
Net Income	-112,552.28
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	2,624.27
11200 · Accounts Receivable:11210 · A/R Commercial Marina	5,575.37
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-13,399.96
11250 · Property Tax Receivable	19,694.68
11300 · Prepaid Expenses:11310 · General Liab. & Property	-164,346.15
11300 · Prepaid Expenses:11320 · Docks & Marine	978.21
11300 · Prepaid Expenses:11340 · Worker's Comp.	3,591.30
11300 · Prepaid Expenses:11360 · DSL Lease	1,038.36
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	1,010.23
11400 · Due from Other Funds:11408 · Due From Construction Fund	-826.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-40,969.99
12000 · Accounts Payable	159,789.04
12010 · Unclaimed Property Payable	368.89
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	-4,562.31
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	313.51
12100 · Payroll Liabilities:12105 · Accrued Payroll	1,525.26
12100 · Payroll Liabilities:12110 · Accrued PTO	-3,194.50
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	829.56
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-6,032.53
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withholding	-782.40
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-207.67
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	17,144.63
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-7,868.52
Net cash provided by Operating Activities	-140,259.00
INVESTING ACTIVITIES	
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,275.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,439.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,629.00
Net cash provided by Investing Activities	139,179.00
FINANCING ACTIVITIES	
12400 · Long Term Debt:12425 · SPWF-Q10001	-5,359.06
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-2,083.33
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-585.83
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-881.67
12400 · Long Term Debt:12471 · Oregon Brewing Co-MUA 2016	-2,495.87
Net cash provided by Financing Activities	-11,405.76
Net cash increase for period	-12,485.76
Cash at beginning of period	3,548,372.47
Cash at end of period	3,535,886.71

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2020

	Mar 31, 20	Mar 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11000 · Cash & Equivalents	3,535,887	2,965,035	570,851	19%
Total Checking/Savings	3,535,887	2,965,035	570,851	19%
Accounts Receivable				
11200 · Accounts Receivable	446,381	273,845	172,536	63%
Total Accounts Receivable	446,381	273,845	172,536	63%
Other Current Assets				
11250 · Property Tax Receivable	14,766	10,335	4,431	43%
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	0	11,135	(11,135)	(100)%
11300 · Prepaid Expenses	197,875	157,785	40,090	25%
11400 · Due from Other Funds	56,589	127,515	(70,926)	(56)%
11480 · PERS - NPA(L)	(815,466)	(1,070,645)	255,179	24%
11485 · PERS - Deferred OF	324,633	705,254	(380,621)	(54)%
11490 · Assets Held For Sale	2,126	0	2,126	100%
Total Other Current Assets	(249,478)	(88,621)	(160,857)	(182)%
Total Current Assets	3,732,790	3,150,260	582,530	19%
Fixed Assets				
11500 · Capital Assets	47,675,335	77,538,301	(29,862,966)	(39)%
Total Fixed Assets	47,675,335	77,538,301	(29,862,966)	(39)%
TOTAL ASSETS	51,408,125	80,688,561	(29,280,436)	(36)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	277,201	187,410	89,791	48%
Total Accounts Payable	277,201	187,410	89,791	48%
Other Current Liabilities				
12010 · Unclaimed Property Payable	3,254	0	3,254	100%
12020 · Lodging/Room Tax Payable	1,002	1,466	(464)	(32)%
12100 · Payroll Liabilities	120,218	107,169	13,049	12%
12250 · Deferred Revenue	301,162	320,615	(19,453)	(6)%
12300 · Accrued Interest Payable	16,843	18,037	(1,194)	(7)%
12350 · Current Portion-Long Term Debt	539,514	528,337	11,177	2%
Total Other Current Liabilities	981,993	975,624	6,369	1%
Total Current Liabilities	1,259,194	1,163,034	96,160	8%
Long Term Liabilities				
12380 · 2013 FF&C Bond Premium	100,621	107,808	(7,187)	(7)%
12400 · Long Term Debt	6,305,315	7,130,463	(825,147)	(12)%
12900 · PERS - Deferred IF	147,653	119,917	27,736	23%
Total Long Term Liabilities	6,553,589	7,358,187	(804,599)	(11)%
Total Liabilities	7,812,783	8,521,221	(708,438)	(8)%

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · Fund Balance	62,425,972	64,755,409	(2,329,437)	(4)%
13030 · FB-Assigned - Facility Improve	36,126	0	36,126	100%
13050 · FB - Contributed Capital	7,130,788	7,130,788	0	0%
13075 · FB - Prior Period Adj	(34,952)	0	(34,952)	(100)%
13300 · FB - Equity Transfers	(25,585,916)	0	(25,585,916)	(100)%
13400 · FB - Interfund Loans	0	10,515	(10,515)	(100)%
13600 · FB - Discount/Premium	0	7,338	(7,338)	(100)%
13720 · FB - PERS-Pension Inc/Exp	0	(109,494)	109,494	100%
Net Income	(376,675)	372,783	(749,459)	(201)%
Total Equity	<u>43,595,342</u>	<u>72,167,339</u>	<u>(28,571,997)</u>	<u>(40)%</u>
TOTAL LIABILITIES & EQUITY	<u>51,408,125</u>	<u>80,688,561</u>	<u>(29,280,436)</u>	<u>(36)%</u>

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

	Jul '19 - Mar...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	574,208	720,000	(145,792)	80%
14100 · Moorage	1,083,910	1,547,850	(463,940)	70%
14200 · Hoist Dock & Services	788,147	872,150	(84,003)	90%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	768,153	1,080,000	(311,847)	71%
14500 · Launch Ramp & Trailer Storage	66,634	92,000	(25,366)	72%
14600 · Miscellaneous Revenue	81,052	116,000	(34,948)	70%
Total Income	<u>3,362,104</u>	<u>4,431,000</u>	<u>(1,068,896)</u>	<u>76%</u>
Gross Profit	3,362,104	4,431,000	(1,068,896)	76%
Expense				
15000 · Personnel Services	1,198,197	1,735,539	(537,342)	69%
16000 · Materials & Services	1,284,408	2,136,710	(852,302)	60%
16990 · Depreciation Expense	1,251,919	0	1,251,919	100%
17000 · Debt Service	88,025	786,890	(698,865)	11%
Total Expense	<u>3,822,549</u>	<u>4,659,139</u>	<u>(836,590)</u>	<u>82%</u>
Net Ordinary Income	(460,444)	(228,139)	(232,305)	202%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	111,222	116,000	(4,778)	96%
18200 · Interest Income	46,490	60,000	(13,510)	77%
18300 · Grants	16,600	255,300	(238,700)	7%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	37,190	10,000	27,190	372%
Total Other Income	<u>211,925</u>	<u>441,300</u>	<u>(229,375)</u>	<u>48%</u>
Other Expense				
19000 · Capital Outlay	0	394,300	(394,300)	0%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(2,044)	374,814	(376,858)	(1)%
Total Other Expense	<u>128,156</u>	<u>1,828,884</u>	<u>(1,700,728)</u>	<u>7%</u>
Net Other Income	83,769	(1,387,584)	1,471,353	(6)%
Net Income	<u>(376,675)</u>	<u>(1,615,723)</u>	<u>1,239,048</u>	<u>23%</u>

Port of Newport
P & L Prev Year Comparison Gen Op Fund
 July 2019 through March 2020

10:47 AM
 04/22/2020
 Accrual Basis

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	574,208	526,019	48,189	9%
14100 · Moorage	1,083,910	893,015	190,895	21%
14200 · Hoist Dock & Services	788,147	613,960	174,187	28%
14300 · Shipping Terminal Revenues	0	1,572	-1,572	-100%
14400 · RV Parks	768,153	765,935	2,218	0%
14500 · Launch Ramp & Trailer Storage	66,634	64,012	2,622	4%
14600 · Miscellaneous Revenue	81,052	86,861	-5,809	-7%
Total Income	3,362,104	2,951,374	410,730	14%
Gross Profit	3,362,104	2,951,374	410,730	14%
Expense				
15000 · Personnel Services	1,198,197	1,017,389	180,808	18%
16000 · Materials & Services	1,284,408	1,291,771	-7,363	-1%
17000 · Debt Service	88,025	419,630	-331,605	-79%
Total Expense	2,570,630	2,728,790	-158,160	-6%
Net Ordinary Income	791,474	222,584	568,890	256%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	111,222	107,006	4,216	4%
18200 · Interest Income	46,490	20,188	26,302	130%
18300 · Grants	16,600	1,800	14,800	822%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	37,190	54,679	-17,489	-32%
Total Other Income	211,925	175,299	36,626	21%
Other Expense				
19000 · Capital Outlay	0	25,099	-25,099	-100%
19700 · Transfers Out to Other Funds	130,200	0	130,200	100%
19800 · Transfer-Admin Exp to Programs	-2,044	0	-2,044	-100%
Total Other Expense	128,156	25,099	103,057	411%
Net Other Income	83,769	150,200	-66,431	-44%
Net Income	875,243	372,784	502,459	135%
16990 · Depreciation Expense	1,251,919	0	1,251,919	100%
Net Income	-376,676	372,784	-749,460	

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

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	160			
14600 · Miscellaneous Revenue	13,471	38,000	(24,529)	35%
Total Income	<u>13,631</u>	<u>38,000</u>	<u>(24,369)</u>	<u>36%</u>
Gross Profit	13,631	38,000	(24,369)	36%
Expense				
15000 · Personnel Services	508,925	736,205	(227,280)	69%
16000 · Materials & Services	366,758	525,468	(158,710)	70%
16990 · Depreciation Expense	2,115	0	2,115	100%
Total Expense	<u>877,798</u>	<u>1,261,673</u>	<u>(383,875)</u>	<u>70%</u>
Net Ordinary Income	(864,167)	(1,223,673)	359,506	71%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	111,222	116,000	(4,778)	96%
18200 · Interest Income	46,490	60,000	(13,510)	77%
18300 · Grants	6,600	3,500	3,100	189%
Total Other Income	<u>164,312</u>	<u>179,500</u>	<u>(15,188)</u>	<u>92%</u>
Other Expense				
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(830,055)	0	(830,055)	100%
Total Other Expense	<u>(699,855)</u>	<u>1,059,770</u>	<u>(1,759,625)</u>	<u>(66)%</u>
Net Other Income	864,167	(880,270)	1,744,437	(98)%
Net Income	<u><u>0</u></u>	<u><u>(2,103,943)</u></u>	<u><u>2,103,943</u></u>	<u><u>0%</u></u>

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

10:40 AM
 04/22/2020
 Accrual Basis

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	160	0	160	100%
14600 · Miscellaneous Revenue	13,471	20,763	-7,292	-35%
Total Income	13,631	20,763	-7,132	-34%
Gross Profit	13,631	20,763	-7,132	-34%
Expense				
15000 · Personnel Services	508,925	368,084	140,841	38%
16000 · Materials & Services	366,758	401,430	-34,672	-9%
17000 · Debt Service	0	13,389	-13,389	-100%
Total Expense	875,683	782,903	92,780	12%
Net Ordinary Income	-862,052	-762,140	-99,912	-13%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	111,222	107,006	4,216	4%
18200 · Interest Income	46,490	20,188	26,302	130%
18300 · Grants	6,600	0	6,600	100%
Total Other Income	164,312	127,194	37,118	29%
Other Expense				
19700 · Transfers Out to Other Funds	130,200	0	130,200	100%
19800 · Transfer-Admin Exp to Programs	-830,055	0	-830,055	-100%
19997 · Suspense	0	0	0	0%
Total Other Expense	-699,855	0	-699,855	-100%
Net Other Income	864,167	127,194	736,973	579%
Net Income	2,115	-634,946	637,061	100%
16990 · Depreciation Expense	2,115	0	2,115	100%
Net Income	0	-634,946	634,946	

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

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	115,788	131,137	(15,349)	88%
14100 · Moorage	112,349	156,000	(43,651)	72%
14200 · Hoist Dock & Services	400,194	416,000	(15,806)	96%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14600 · Miscellaneous Revenue	1,200	0	1,200	100%
Total Income	<u>629,530</u>	<u>706,137</u>	<u>(76,607)</u>	<u>89%</u>
Gross Profit	629,530	706,137	(76,607)	89%
Expense				
15000 · Personnel Services	112,850	149,851	(37,001)	75%
16000 · Materials & Services	144,007	216,570	(72,563)	66%
16990 · Depreciation Expense	954,234	0	954,234	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	55,197	519,095	(463,898)	11%
Total Expense	<u>1,266,288</u>	<u>885,516</u>	<u>380,772</u>	<u>143%</u>
Net Ordinary Income	(636,758)	(179,379)	(457,379)	355%
Other Income/Expense				
Other Expense				
19800 · Transfer-Admin Exp to Programs	24,655	0	24,655	100%
Total Other Expense	<u>24,655</u>	<u>0</u>	<u>24,655</u>	<u>100%</u>
Net Other Income	(24,655)	0	(24,655)	100%
Net Income	<u>(661,413)</u>	<u>(179,379)</u>	<u>(482,034)</u>	<u>369%</u>

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

10:06 AM
 04/22/2020
 Accrual Basis

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	115,788	2,246	113,542	5,055%
14100 · Moorage	112,349	67,544	44,805	66%
14200 · Hoist Dock & Services	400,194	261,936	138,258	53%
14300 · Shipping Terminal Revenues	0	1,572	-1,572	-100%
14600 · Miscellaneous Revenue	1,200	1,485	-285	-19%
Total Income	629,531	334,783	294,748	88%
Gross Profit	629,531	334,783	294,748	88%
Expense				
15000 · Personnel Services	112,850	61,412	51,438	84%
16000 · Materials & Services	144,007	120,782	23,225	19%
17000 · Debt Service	55,197	192,653	-137,456	-71%
Total Expense	312,054	374,847	-62,793	-17%
Net Ordinary Income	317,477	-40,064	357,541	892%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	50,623	-50,623	-100%
Total Other Income	0	50,623	-50,623	-100%
Other Expense				
19000 · Capital Outlay	0	1,200	-1,200	-100%
19800 · Transfer-Admin Exp to Programs	24,655	0	24,655	100%
Total Other Expense	24,655	1,200	23,455	1,955%
Net Other Income	-24,655	49,423	-74,078	-150%
Net Income	292,822	9,359	283,463	3,029%
16990 · Depreciation Expense	954,234	0	954,234	100%
Net Income	-661,412	9,359	-670,771	

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

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	124,231	150,213	(25,982)	83%
14100 · Moorage	444,575	512,000	(67,425)	87%
14200 · Hoist Dock & Services	343,808	418,000	(74,192)	82%
14600 · Miscellaneous Revenue	15,880	0	15,880	100%
Total Income	<u>928,494</u>	<u>1,080,213</u>	<u>(151,719)</u>	<u>86%</u>
Gross Profit	928,494	1,080,213	(151,719)	86%
Expense				
15000 · Personnel Services	255,279	349,974	(94,695)	73%
16000 · Materials & Services	250,835	608,274	(357,439)	41%
16990 · Depreciation Expense	38,721	0	38,721	100%
17000 · Debt Service	746	7,915	(7,169)	9%
Total Expense	<u>545,581</u>	<u>966,163</u>	<u>(420,582)</u>	<u>56%</u>
Net Ordinary Income	382,913	114,050	268,863	336%
Other Income/Expense				
Other Income				
18300 · Grants	0	250,000	(250,000)	0%
Total Other Income	0	250,000	(250,000)	0%
Other Expense				
19000 · Capital Outlay	0	11,800	(11,800)	0%
19800 · Transfer-Admin Exp to Programs	365,687	0	365,687	100%
Total Other Expense	<u>365,687</u>	<u>11,800</u>	<u>353,887</u>	<u>3,099%</u>
Net Other Income	<u>(365,687)</u>	<u>238,200</u>	<u>(603,887)</u>	<u>(154)%</u>
Net Income	<u><u>17,226</u></u>	<u><u>352,250</u></u>	<u><u>(335,024)</u></u>	<u><u>5%</u></u>

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

9:52 AM
 04/22/2020
 Accrual Basis

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	124,231	9,276	114,955	1,239%
14100 · Moorage	444,575	345,329	99,246	29%
14200 · Hoist Dock & Services	343,808	345,590	-1,782	-1%
14600 · Miscellaneous Revenue	15,880	4,732	11,148	236%
Total Income	928,494	704,927	223,567	32%
Gross Profit	928,494	704,927	223,567	32%
Expense				
15000 · Personnel Services	255,279	230,422	24,857	11%
16000 · Materials & Services	250,835	247,173	3,662	1%
17000 · Debt Service	746	8,834	-8,088	-92%
Total Expense	506,860	486,429	20,431	4%
Net Ordinary Income	421,634	218,498	203,136	93%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	0	12,981	-12,981	-100%
19800 · Transfer-Admin Exp to Programs	365,687	0	365,687	100%
Total Other Expense	365,687	12,981	352,706	2,717%
Net Other Income	-365,687	-12,981	-352,706	-2,717%
Net Income	55,947	205,517	-149,570	-73%
16990 · Depreciation Expense	38,721	0	38,721	100%
Net Income	17,226	205,517	-188,291	

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

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	334,029	438,650	(104,621)	76%
14100 · Moorage	526,986	879,850	(352,864)	60%
14200 · Hoist Dock & Services	44,146	38,150	5,996	116%
14400 · RV Parks	768,153	1,080,000	(311,847)	71%
14500 · Launch Ramp & Trailer Storage	66,634	92,000	(25,366)	72%
14600 · Miscellaneous Revenue	49,448	78,000	(28,552)	63%
Total Income	<u>1,789,396</u>	<u>2,606,650</u>	<u>(817,254)</u>	<u>69%</u>
Gross Profit	1,789,396	2,606,650	(817,254)	69%
Expense				
15000 · Personnel Services	313,291	451,619	(138,328)	69%
16000 · Materials & Services	522,375	778,398	(256,023)	67%
16990 · Depreciation Expense	256,849	0	256,849	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	32,082	259,880	(227,798)	12%
Total Expense	<u>1,124,597</u>	<u>1,489,897</u>	<u>(365,300)</u>	<u>75%</u>
Net Ordinary Income	664,800	1,116,753	(451,953)	60%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	556%
18600 · Gain/(Loss) on Sale of Assets	423			
18700 · Property & Dredge Sales	37,190	10,000	27,190	372%
Total Other Income	<u>47,613</u>	<u>11,800</u>	<u>35,813</u>	<u>403%</u>
Other Expense				
19000 · Capital Outlay	0	367,500	(367,500)	0%
19800 · Transfer-Admin Exp to Programs	437,669	374,814	62,855	117%
Total Other Expense	<u>437,669</u>	<u>742,314</u>	<u>(304,645)</u>	<u>59%</u>
Net Other Income	<u>(390,056)</u>	<u>(730,514)</u>	<u>340,458</u>	<u>53%</u>
Net Income	<u>274,743</u>	<u>386,239</u>	<u>(111,496)</u>	<u>71%</u>

Port of Newport
Profit & Loss Prev Year Comparison South Beach
 July 2019 through March 2020

10:04 AM
 04/22/2020
 Accrual Basis

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	334,029	6,343	327,686	5,166%
14100 · Moorage	526,986	480,142	46,844	10%
14200 · Hoist Dock & Services	44,146	6,433	37,713	586%
14400 · RV Parks	768,153	765,935	2,218	0%
14500 · Launch Ramp & Trailer Storage	66,634	64,012	2,622	4%
14600 · Miscellaneous Revenue	49,448	59,846	-10,398	-17%
Total Income	1,789,396	1,382,711	406,685	29%
Gross Profit	1,789,396	1,382,711	406,685	29%
Expense				
15000 · Personnel Services	313,291	302,136	11,155	4%
16000 · Materials & Services	522,375	514,458	7,917	2%
17000 · Debt Service	32,082	182,291	-150,209	-82%
Total Expense	867,748	998,885	-131,137	-13%
Net Ordinary Income	921,648	383,826	537,822	140%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	456%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	37,190	4,056	33,134	817%
Total Other Income	47,613	-2,518	50,131	1,991%
Other Expense				
19000 · Capital Outlay	0	10,918	-10,918	-100%
19800 · Transfer-Admin Exp to Programs	437,669	0	437,669	100%
Total Other Expense	437,669	10,918	426,751	3,909%
Net Other Income	-390,056	-13,436	-376,620	-2,803%
Net Income	531,592	370,390	161,202	44%
16990 · Depreciation Expense	256,849	0	256,849	100%
Net Income	274,743	370,390	-95,647	

Port of Newport - NOAA Fund
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
51000 · Cash & Equivalents	5,570,842
Total Checking/Savings	5,570,842
Other Current Assets	
51300 · Prepaid Expenses	110,549
51480 · PERS - NPA(L)	(42,919)
51485 · PERS - Derfered OF	17,086
Total Other Current Assets	84,716
Total Current Assets	5,655,557
Fixed Assets	
51500 · Capital Assets	24,414,860
Total Fixed Assets	24,414,860
TOTAL ASSETS	30,070,417
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52000 · Accounts Payable	3,314
Total Accounts Payable	3,314
Other Current Liabilities	
52110 · Accrued PTO	7,832
52200 · Due to Other Funds	55,763
52300 · Accrued Interest Payable	429,587
52350 · Current Portion Long-Term Debt	995,000
Total Other Current Liabilities	1,488,182
Total Current Liabilities	1,491,496
Long Term Liabilities	
52400 · Long-Term Debt	16,665,157
52800 · Less Current Portion LT Debt	(995,000)
52900 · PERS - Deferred IF	7,771
Total Long Term Liabilities	15,677,928
Total Liabilities	17,169,424
Equity	
53000 · Fund Balance	(16,547,089)
53005 · FB-Restricted - Bond Reserves	1,761,721
53015 · FB-Committed - NOAA Cap Reserve	2,209,445
53075 · FB - Prior Period Adj	(9,776)
53300 · FB - Equity Transfers	25,585,916
Net Income	(99,224)
Total Equity	12,900,994
TOTAL LIABILITIES & EQUITY	30,070,417

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

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,898,479	2,545,000	(646,521)	75%
Total Income	<u>1,898,479</u>	<u>2,545,000</u>	<u>(646,521)</u>	<u>75%</u>
Expense				
55000 · Personnel Services	65,440	80,495	(15,055)	81%
56000 · Materials & Services	249,997	365,400	(115,403)	68%
56990 · Depreciation Expense	1,174,176	0	1,174,176	100%
57000 · Debt Service	574,093	2,001,500	(1,427,407)	29%
Total Expense	<u>2,063,705</u>	<u>2,447,395</u>	<u>(383,690)</u>	<u>84%</u>
Net Ordinary Income	<u>(165,227)</u>	<u>97,605</u>	<u>(262,832)</u>	<u>(169)%</u>
Other Income/Expense				
Other Income				
58200 · Interest Income	66,764	100,000	(33,236)	67%
58800 · Miscellaneous Revenue	1,283	1,000	283	128%
Total Other Income	<u>68,047</u>	<u>101,000</u>	<u>(32,953)</u>	<u>67%</u>
Other Expense				
59000 · Capital Outlay	0	100,000	(100,000)	0%
59600 · Contingency	0	0	0	0%
59700 · Transfers Out to Other Funds	0	0	0	0%
59800 · Transfer-Admin Exp to Programs	2,044	0	2,044	100%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,603,605	(5,603,605)	0%
Total Other Expense	<u>2,044</u>	<u>5,853,605</u>	<u>(5,851,561)</u>	<u>0%</u>
Net Other Income	<u>66,003</u>	<u>(5,752,605)</u>	<u>5,818,608</u>	<u>(1)%</u>
Net Income	<u>(99,224)</u>	<u>(5,655,000)</u>	<u>5,555,776</u>	<u>2%</u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of March 31, 2020

	Mar 31, 20	Mar 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	172,500	252,469	(79,969)
Total Checking/Savings	172,500	252,469	(79,969)
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
Total Other Current Assets	86,925	86,925	0
Total Current Assets	259,425	339,394	(79,969)
Other Assets			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	419,066	419,066	0
TOTAL ASSETS	678,491	758,460	(79,969)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	350,000	340,000	10,000
Total Other Current Liabilities	350,000	340,000	10,000
Total Current Liabilities	350,000	340,000	10,000
Long Term Liabilities			
22515 · 2011 Series Bonds	4,948,669	5,018,669	(70,000)
22520 · 2016 Series Bonds	7,043,195	7,313,195	(270,000)
22590 · Bond Premiums	796,865	796,865	0
22800 · Less Current Portion LTD	(350,000)	(340,000)	(10,000)
22920 · Deferred IF - Refund Valuation	20,808	20,808	0
Total Long Term Liabilities	12,459,537	12,809,537	(350,000)
Total Liabilities	12,809,537	13,149,537	(340,000)
Equity			
23000 · Fund Balance	(12,290,511)	(12,314,927)	24,417
23600 · FB - Discount/Premium	0	48,746	(48,746)
23800 · Adv. Refunding - Amortization	0	(20,808)	20,808
Net Income	159,465	(104,087)	263,552
Total Equity	(12,131,046)	(12,391,077)	260,031
TOTAL LIABILITIES & EQUITY	678,491	758,460	(79,969)

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2019 through March 2020

	Jul '19 - Mar ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	753,959	832,500	(78,541)	91%
28190 · Proceeds from Bond Refinance	6,014	0	6,014	100%
Total Income	759,973	832,500	(72,527)	91%
Gross Profit	759,973	832,500	(72,527)	91%
Expense				
27000 · Debt Service	602,506	881,000	(278,495)	68%
Total Expense	602,506	881,000	(278,495)	68%
Net Ordinary Income	157,468	(48,500)	205,968	(325)%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	1,997	6,500	(4,503)	31%
Total Other Income	1,997	6,500	(4,503)	31%
Other Expense				
29902 · UEFB	0	53,000	(53,000)	0%
Total Other Expense	0	53,000	(53,000)	0%
Net Other Income	1,997	(46,500)	48,497	(4)%
Net Income	159,465	(95,000)	254,465	(168)%

Port of Newport - Construction Fund

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	14,394	31,136	(16,742)
Total Checking/Savings	<u>14,394</u>	<u>31,136</u>	<u>(16,742)</u>
Total Current Assets	<u>14,394</u>	<u>31,136</u>	<u>(16,742)</u>
TOTAL ASSETS	<u>14,394</u>	<u>31,136</u>	<u>(16,742)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	826	0	826
Total Accounts Payable	<u>826</u>	<u>0</u>	<u>826</u>
Total Current Liabilities	<u>826</u>	<u>0</u>	<u>826</u>
Total Liabilities	826	0	826
Equity			
43000 · Fund Balance	30,337	41,932	(11,595)
Net Income	(16,768)	(10,796)	(5,973)
Total Equity	<u>13,568</u>	<u>31,136</u>	<u>(17,568)</u>
TOTAL LIABILITIES & EQUITY	<u>14,394</u>	<u>31,136</u>	<u>(16,742)</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	14	30	(16)	48%
48300 · Grants	0	1,200,000	(1,200,000)	0%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	0	844,970	(844,970)	0%
Total 48900 · Transfers In from Other Funds	0	844,970	(844,970)	0%
Total Other Income	14	2,045,000	(2,044,986)	0%
Other Expense				
49000 · Capital Outlay				
49303 · PD5 Pier Construction	15,378	2,410,000	(2,394,622)	1%
49440 · Licenses, Permits & Fees	435	0	435	100%
49480 · Terminal WIP				
49484 · Terminal WIP Const & Management	970	0	970	100%
Total 49480 · Terminal WIP	970	0	970	100%
Total 49000 · Capital Outlay	16,783	2,410,000	(2,393,217)	1%
49600 · Contingency	0	10,000	(10,000)	0%
Total Other Expense	16,783	2,420,000	(2,403,217)	1%
Net Other Income	(16,768)	(375,000)	358,232	4%
Net Income	(16,768)	(375,000)	358,232	4%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	261,014	131,793	129,221
Total Checking/Savings	<u>261,014</u>	<u>131,793</u>	<u>129,221</u>
Other Current Assets			
31400 · Due from Other Funds	(805)	0	(805)
Total Other Current Assets	<u>(805)</u>	<u>0</u>	<u>(805)</u>
Total Current Assets	<u>260,209</u>	<u>131,793</u>	<u>128,416</u>
TOTAL ASSETS	<u>260,209</u>	<u>131,793</u>	<u>128,416</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	0	121,286	(121,286)
Total Accounts Payable	<u>0</u>	<u>121,286</u>	<u>(121,286)</u>
Total Current Liabilities	<u>0</u>	<u>121,286</u>	<u>(121,286)</u>
Total Liabilities	<u>0</u>	<u>121,286</u>	<u>(121,286)</u>
Equity			
33000 · Fund Balance	(67,820)	31,045	(98,865)
33020 · FB - Assigned for Future Expend	215,000	100,000	115,000
Net Income	113,029	(120,538)	233,568
Total Equity	<u>260,209</u>	<u>10,507</u>	<u>249,703</u>
TOTAL LIABILITIES & EQUITY	<u>260,209</u>	<u>131,793</u>	<u>128,416</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2019 through March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	1,625	2,700	(1,075)	60%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total 38900 · Transfers In	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total Other Income	<u>131,825</u>	<u>207,500</u>	<u>(75,675)</u>	<u>64%</u>
Other Expense				
39000 · Capital Outlay				
39306 · PD5 & 7 Pile Replacement	805	120,000	(119,195)	1%
39309 · SB Boat Ramp Toe Repair	<u>17,990</u>	<u>0</u>	<u>17,990</u>	<u>100%</u>
Total 39000 · Capital Outlay	<u>18,795</u>	<u>120,000</u>	<u>(101,205)</u>	<u>16%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	0	65,000	(65,000)	0%
39902 · UEFB	<u>0</u>	<u>150,000</u>	<u>(150,000)</u>	<u>0%</u>
Total Other Expense	<u>18,795</u>	<u>345,000</u>	<u>(326,205)</u>	<u>5%</u>
Net Other Income	<u>113,029</u>	<u>(137,500)</u>	<u>250,529</u>	<u>(82)%</u>
Net Income	<u>113,029</u>	<u>(137,500)</u>	<u>250,529</u>	<u>(82)%</u>

**PORT OF NEWPORT
RESOLUTION NO. 2020-06**

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

WHEREAS, The Port of Newport Board of Commissioners finds that circumstances exist that were not known at the time the current 2019-2020 fiscal year budget was prepared requiring transfers of appropriated funds within the NOAA Lease Fund; and

WHEREAS, the Port’s Health Reimbursement Arrangement (HRA) creates a liability to the Port, which obligates it to pay for certain costs; and

WHEREAS, these certain costs exceeded budgeted amounts, and the total budget, if spent, would exceed the authorized budget; and

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

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

Section 1. Reallocating budget within the NOAA Lease Revenue fund, reducing “Materials and Service” by \$10,000, and increasing Personnel Services by \$10,000.

Fund		Original Budget	Budget adjustment	New Budget
NOAA Lease Revenue Fund	Personnel Service	\$80,495	\$10,000	\$90,495
NOAA Lease Revenue Fund	Materials and Services	\$365,400	\$10,000	\$355,400

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

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 28th day of April, 2020.

ATTEST:

Sara Skamser, President

Walter Chuck, Secretary/Treasurer



Reopening Oregon:

A Public Health Framework for Restarting Public Life and Business

Governor Kate Brown

April 20, 2020

*You don't make the timeline.
The virus makes the timeline.*

– Dr. Anthony Fauci

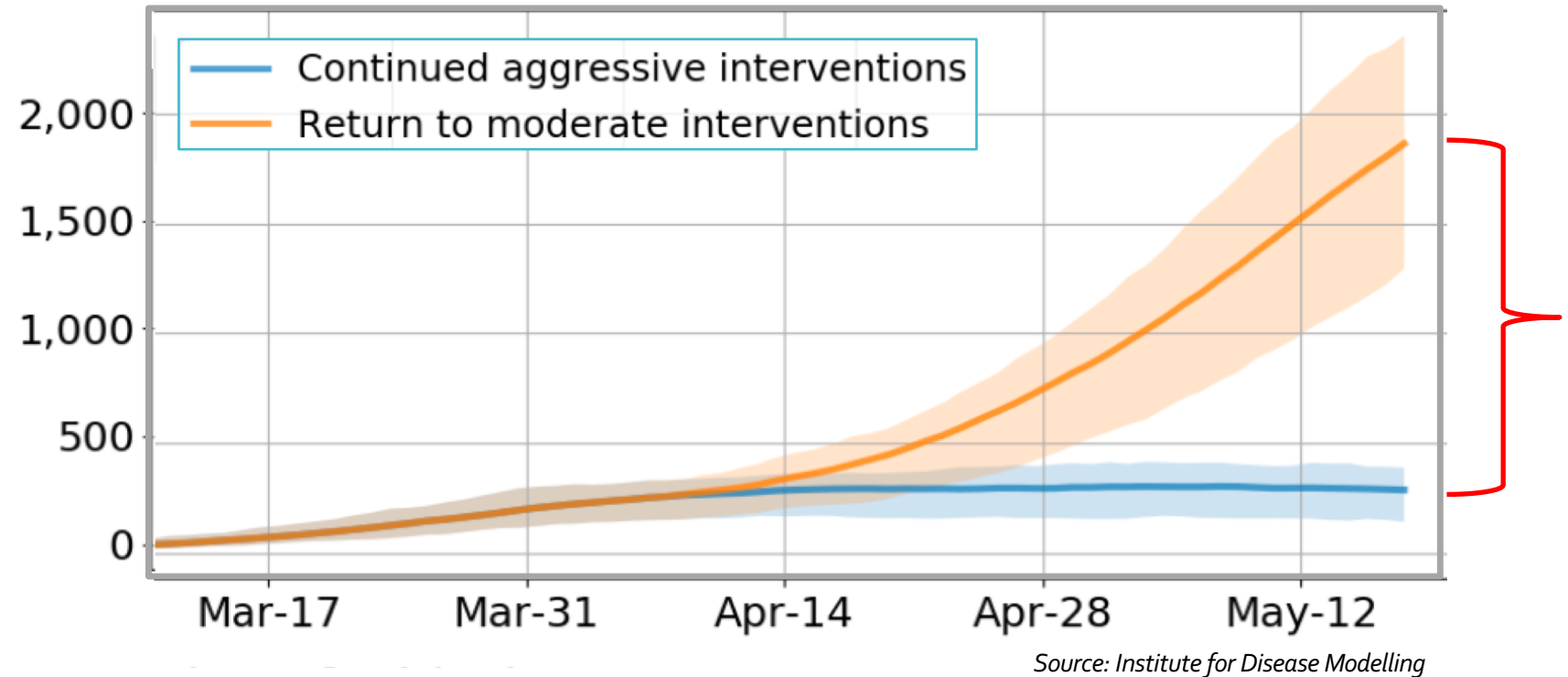
Our reality:

We will be living with the virus until there is immunity, which is many months off.



Goal: Keep
the Curve
Flattened

COVID-19 hospitalizations



Experience in other countries and modelling says: reducing social distancing too quickly will create a spike in cases.



Opening Up America Again Guidelines

Released by President Trump on April 16, 2020

NOTE: The Governor's Medical Advisory Panel and the Oregon Health Authority have not thoroughly reviewed the Opening up America Again Guidelines. After review, criteria could be added or modified to better meet the situational needs of the state of Oregon.



Framework Overview

- 1. Gating Criteria: 3 components**
 - Symptoms – declining numbers
 - Cases – declining numbers
 - Hospital capacity – regular procedures and adequate testing
- 2. Core State Preparedness: 3 components**
 - Robust testing and contact tracing
 - Healthcare system capacity, including PPE and surge capacity
 - Plans for health and safety
- 3. Phased lifting of restrictions: 3 components**
 - Phase 1
 - Phase 2
 - Phase 3



Three Gating Criteria

Applied on a state or regional basis

DRAFT – Oregon will likely use modified metrics, especially for rural counties who have small numbers.

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period

- AND -

Downward trajectory of COVID-like syndromic cases reported within a 14-day period

CASES

Downward trajectory of documented cases within a 14-day period

- OR -

Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

HOSPITALS

Treat all patients without crisis care

- AND –

Robust testing program in place for at-risk healthcare workers, including emerging antibody testing



Core State Preparedness: I and II

I. TESTING & CONTACT TRACING

- Screening and testing for symptomatic individuals
- Test syndromic/influenza-like illness-indicated persons
- Ensure sentinel surveillance sites are screening for asymptomatic cases (*sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans*)
- Contact tracing of all COVID+ cases

II. HEALTHCARE SYSTEM CAPACITY

- Sufficient Personal Protective Equipment (PPE)
- Ability to surge ICU capacity



Core State Preparedness: III

III. PLANS

- Protect the health and safety of workers in critical industries
- Protect the health and safety of those living and working in high-risk facilities (e.g. senior care facilities)
- Protect employees and users of mass transit
- Advise citizens regarding protocols for social distancing and face coverings
- Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity



Phase One

Phase One begins at Governor's direction after all Gating Criteria and Core Preparedness items are met



Phased Approach: Guidelines for all Phases

Guidelines for Individuals

- Practice good hygiene
- Strongly consider wide use of face coverings in public
- Stay home if sick

Guidelines for Employers

- Develop and implement appropriate policies: social distancing, protective equipment, temperature checks, sanitation.
- Monitor workforce for indicative symptoms
- Contact tracing policies for positives.



Phase One: Individuals & Employers

- **ALL VULNERABLE INDIVIDUALS** should continue to shelter in place.
- All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others.
- Avoid **SOCIALIZING** in groups of more than **10**** people. Close **COMMON AREAS** where people are likely to congregate and interact.
- **MINIMIZE NON-ESSENTIAL TRAVEL**
- Continue **TELEWORK** whenever possible.

**** NOTE:** Needs review by Oregon Health Authority, Governor's Medical Advisory Panel and local public health.



Phase One: Specific Types of Employers

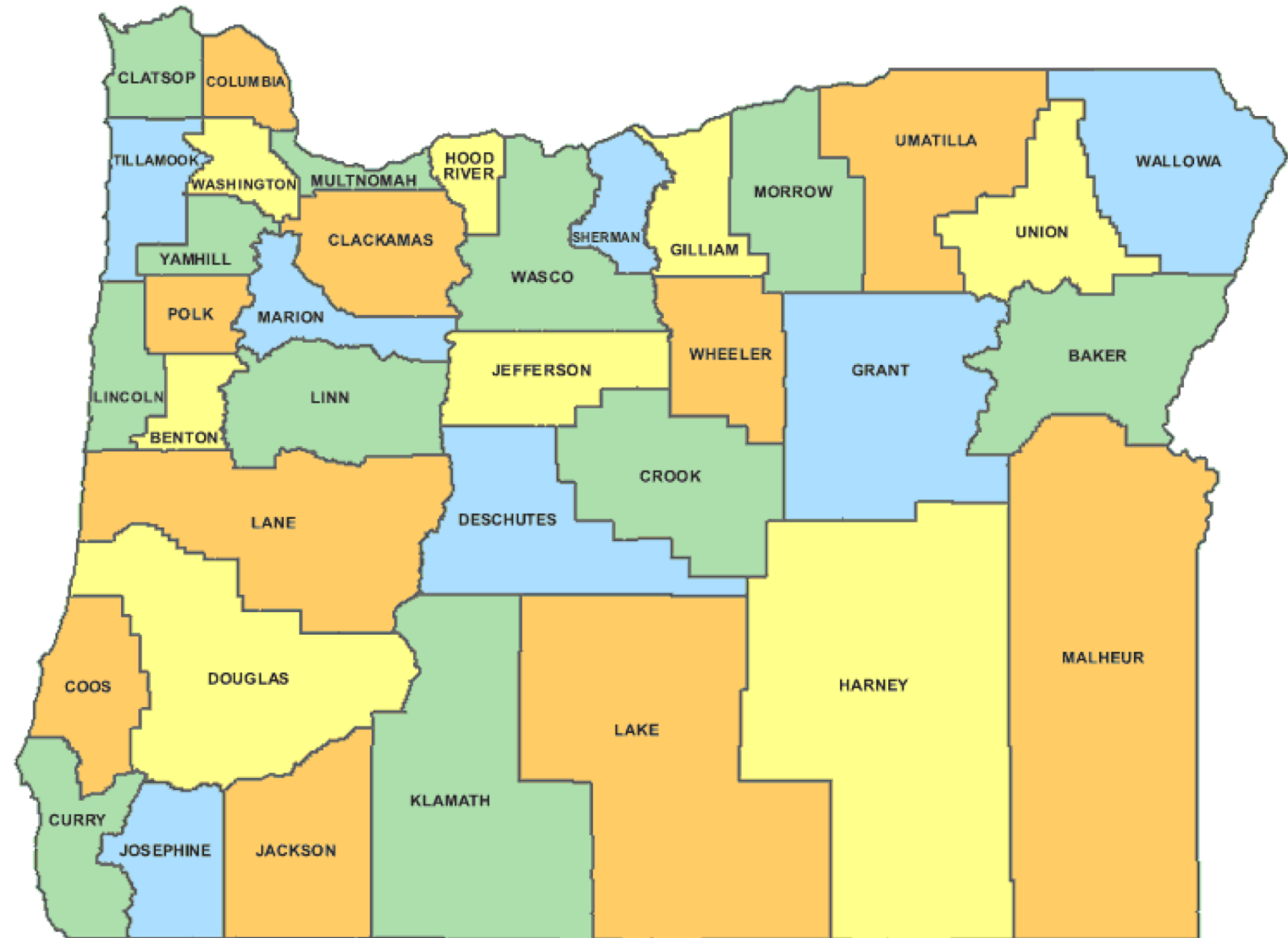
**** NOTE: Needs review by Oregon Health Authority, Governor's Medical Advisory Panel and local public health.**

	Phase One – Federal proposal	Oregon Modifications Under Consideration**
Schools and organized youth activities	Remain closed	Additional childcare reopening in Phase One
Visits to hospitals and senior living facilities	Prohibited	
Large venues: sports, theaters, churches	“Strict physical distancing and sanitation protocols”	Likely remain closed during Phase One
Sit-down dining	“Strict physical distancing and sanitation protocols”	Work group to propose Phase One plan
Gyms	“Strict physical distancing and sanitation protocols”	Likely remain closed during Phase One
Bars	Remain closed	Work group to propose Phase One plan
Non-emergency procedures	“can resume, as clinically appropriate”	Oregon regional policy under review
Personal services	Not called out specifically	Work group to propose Phase One plan



Geographical considerations:

- Declining growth in symptoms/cases
- Regional testing capacity
- Regional hospital capacity
- Regional contact tracing capacity
- Regions work with OHA on plans



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FOR DISCUSSION
- UNDER
CONSIDERATION

Additional prerequisite for opening a county in Oregon: a formal request to the Governor:

- Letter from the CEOs and CMOs of hospitals within the county committing to daily PPE reporting to OHA, PPE supply chain reliability and hospital bed surge capacity.
- Recommendation letter from the County Public Health Officer.
- Vote of the County governing body certifying PPE for first responders is sufficient.



**** NOTE: Needs review by Oregon Health Authority, Governor's Medical Advisory Panel and local public health.**

Phases Two and Three

Wait 14 days, pass the gating criteria again, then move to the next phase.

Phase 2: ** Gatherings increase to 50, non-essential travel can resume, schools and gyms can open under physical distancing

Phase 3: ** Mass gatherings size increases, worksites have unrestricted staffing, visitors to nursing homes allowed, restaurants and bars can have more seating



High-Level Framework Community Presentations

High-level framework presentations: Begin April 17

- Governor's Economic Advisory Council
- Regional Solutions Regional Advisory Councils
- Local elected officials: Counties, cities, legislators
- County health departments
- Outdoor recreation sector
- Healthcare stakeholders
- Business community
- Communities of color, Tribes, and community organizations
- Many more...



Sector-specific Discussions:

Owners/practitioners,
workers, and health
professionals

Sector-specific discussions: starting week of April 20

1. Restaurants/Food service
2. Retail
3. Personal services (hair and nail salons, massage, tattoo parlors, etc.)
4. Childcare
5. Transit
6. Outdoor recreation (parks, trails, etc.)



Next Steps

1. High-level framework presentations across the state: *Begin April 17*
2. Consult with most-affected industries: Restaurants, Retail, Outdoor Recreation, Personal Services: *Week of April 20*
3. Complete details of framework, including operational plans and geographic criteria: *Week of May 4*
4. Finalize discrete steps and guidelines in the Step-by-Step Reopening Oregon Plan: *Week of May 4*
5. Ongoing coordination with West Coast states



Reopening Resources

White House and CDC: [Opening Up America Again](#)

American Enterprise Institute: [National coronavirus response: A road map to reopening](#)

Ifo Institute: [Making the Fight against the Coronavirus Pandemic Sustainable](#)

Center for American Progress: [A National and State Plan To End the Coronavirus Crisis](#)



APPENDIX

Oregon Immediate To-Dos: Gating Criteria

Element	Process/Sub-tasks	Timeline
Gating Criteria: Symptoms & Cases	<ul style="list-style-type: none"> • Symptoms: Need ILI and syndromic case data by county to see trends by county • Cases: Have this data 	
Gating Criteria: Sufficient PPE	<ul style="list-style-type: none"> • Multiple orders placed – private vendors, FEMA, etc. • Request for large mask sterilization machine placed with FEMA • Various Oregon manufacturing ventures started • Hospital inventories and usage rates are incomplete 	Dependent on delivery

Oregon Immediate To-Dos: Core Preparedness

Element	Process/Sub-tasks	Timeline
Hospital Capacity	<ul style="list-style-type: none"> • Alternative care sites identified • Oregon Medical Station set up at State Fairgrounds 	Generally completed
Robust testing, tracing and isolation strategy	<ul style="list-style-type: none"> • Testing strategy in draft form; has had initial review by MAP; needs lab details added • Contact tracing plan being drafted, including staffing and technology; needs review by local public health and MAP • Isolation strategy and alternative sites being drafted and identified; needs review by local public health and MAP 	Complete draft within two weeks
Guidelines for specific sectors	<ul style="list-style-type: none"> • Plan for restarting non-emergency and elective procedures being drafted by OHA 	Reviewed by MAP on April 16
	<ul style="list-style-type: none"> • Workgroups for six sectors being established: Restaurants, Retail, Childcare, Personal Services, Transit, Outdoor Recreation. 	Draft guidelines within two weeks

Oregon Immediate To-Dos: Added Components

Element	Process/Sub-tasks	Timeline
Systems for hardest-hit and vulnerable populations	<ul style="list-style-type: none">• COVID-positive nursing home currently being stood up• Additional operational plans for other populations being drafted• Needs review by local public health and MAP• Need specific test/track/isolate plans for hardest-hit groups	Draft within two weeks



Definition of Vulnerable Individuals

Opening Up America Again Vulnerable Individuals Definition

- 1. Elderly individuals.*
- 2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.*



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41928	Airgas USA			
03/02/2020	9098878152		Exchange acetylene and oxygen tanks	International Terminal	157.05
03/09/2020	9098816686		Oxygen refill	International Terminal	56.43
					<u>213.48</u>
03/10/2020	41929	Alsco			
02/27/2020	LPOR2477571		NIT towels	International Terminal	32.97
02/28/2020	LPOR2478367		SB mats	SB Admin & Overhead	72.06
03/04/2020	LPOR2480632		Shop towels, shirt, and mats	Administration	34.54
					<u>139.57</u>
03/10/2020	41930	Amazon Capital Services			
02/28/2020	1JDW-VX1K-MVLT		Air horn for dump truck	Commercial Marina	164.19
03/05/2020	13FL-H4L7-MW3G		Label maker	SB Operations	30.37
03/06/2020	1XRX-TKPW-G7XJ		Riding lawn mower parts	Commercial Marina	36.09
					<u>230.65</u>
03/10/2020	41931	Barrelhead Supply			
03/05/2020	284380		SS ring-shake nails for RV park site posts	SB Operations	17.54
03/05/2020	284370		Brass door kick plate	SB Operations	26.99
					<u>44.53</u>
03/10/2020	41932	Business Oregon - IFA	Loan payment		
03/05/2020	65541 04/20		Principal - Mar 2020	International Terminal	2,083.33
					<u>2,083.33</u>
03/10/2020	41933	City of Newport Room Tax			
03/01/2020	Feb 2020 Room Tax		Transient room tax - February 2020	Main RV Park	4,334.19
					<u>4,334.19</u>
03/10/2020	41934	City of Newport Water/Sewer			
02/29/2020	172421.00-02-20		Water and sewer for RV dump station	Main RV Park	63.38
02/29/2020	94861.00-02-20		Water for G and H Docks	SB Marina	155.92
					<u>219.30</u>

Port of Newport



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41935	Coastal Marine & Hydraulic			
02/20/2020	1902		New hydraulic pump for #4 hoist	Commercial Marina	444.33
			Freight	Commercial Marina	<u>171.00</u>
					615.33
03/10/2020	41936	Coastal Paper & Supply			
03/03/2020	571992		Paper products and cleaning supplies	SB Operations	430.52
			Freight	SB Operations	<u>4.00</u>
					434.52
03/10/2020	41937	CoastCom By Wave			
02/15/2020	0299000117 02-20		Internet - Feb 2020	SB Admin & Overhead	1,039.52
			Internet - Feb 2020	Administration	500.00
02/15/2020	0299000117 03-20		Internet - Mar 2020	SB Admin & Overhead	1,039.52
			Internet - Mar 2020	Administration	<u>500.00</u>
					3,079.04
03/10/2020	41938	Creative Landscape & Maintenance			
02/27/2020	1145-841 12/19-2/20		Landscape maintenance	Administration	<u>1,485.00</u>
					1,485.00
03/10/2020	41939	Dahl & Dahl			
03/02/2020	249845		Take load of garbage to dump	Commercial Marina	<u>190.57</u>
					190.57
03/10/2020	41940	Englund Marine Supply Co			
02/26/2020	962495/6		Air hose braided line for dump truck	Commercial Marina	75.26
03/05/2020	962802/6		Brass ball valves for propane tank	Commercial Marina	<u>40.72</u>
					115.98
03/10/2020	41941	Fastenal Company			
01/23/2020	ORNEW139069		SS eye bolts	International Terminal	5.23
02/18/2020	ORNEW139429		SS screws for electrical receptacles on docks	International Terminal	<u>0.79</u>
					6.02



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41942	Harvey's Lock & Key			
03/04/2020	21461		Customs office lock repair	Commercial Marina LP	280.70
03/09/2020	21465		Rekey Captain's Reel Deep Sea Fishing office	Commercial Marina LP	65.00
					<u>345.70</u>
03/10/2020	41943	IconiPro Security Alarms			
03/01/2020	31491		Cellular security monitoring services	SB Admin & Overhead	136.14
					<u>136.14</u>
03/10/2020	41944	Lance P Stimely			
02/13/2020	917055		Diving and video of launch ramp rock work	SB Operations	250.00
					<u>250.00</u>
03/10/2020	41945	Lincoln County Public Works			
03/01/2020	6055		Fuel for trucks	Commercial Marina	48.23
			Fuel for trucks	SB Operations	291.24
					<u>339.47</u>
03/10/2020	41946	MacPherson Gintner & Diaz			
02/29/2020	81231		Professional services	Administration	2,044.80
					<u>2,044.80</u>
03/10/2020	41947	National Business Solutions			
03/10/2020	Discount		Discount	Administration	-21.72
03/03/2020	IN71630		IT contract charge plus Symantec	Administration	1,086.09
					<u>1,064.37</u>
03/10/2020	41948	Newport News-Times			
02/04/2020	347114		RFP notification for SB storm drain project	Administration	2.50
02/04/2020	347127		RFP notification for SB storm drain project	Administration	2.50
02/07/2020	347207		Notice for Budget Committee vacancies	Administration	187.50
02/11/2020	347245		RFP notification for SB storm drain project	Administration	2.50
02/11/2020	347263		RFP notification for SB storm drain project	Administration	2.50
02/12/2020	347284		Notice for Budget Committee vacancies	Administration	187.50
02/19/2020	347379		Seafood and Wine ad	Administration	269.00
					<u>654.00</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41949	Newport Rental Service			
02/28/2020	110641		Mower belt	International Terminal	30.99
					<u>30.99</u>
03/10/2020	41950	Northwest Parking Equipment			
03/04/2020	3-4-20		Pay station printer paper	SB Operations	275.00
			Freight	SB Operations	19.55
					<u>294.55</u>
03/10/2020	41951	Oregon Department of State Lands			
02/24/2020	22124		Annual DSL waterway lease fee	International Terminal	21,030.09
02/25/2020	22129		Annual DSL waterway lease fee	Commercial Marina	30,258.42
					<u>51,288.51</u>
03/10/2020	41952	Orkin			
02/26/2020	195088600		March pest control	Administration	45.00
					<u>45.00</u>
03/10/2020	41953	Pioneer Connect			
03/01/2020	Shop 0320		Telephone	SB Operations	40.99
03/01/2020	Office 0320		Telephone	SB Admin & Overhead	229.50
					<u>270.49</u>
03/10/2020	41954	Quadient Finance USA			
02/25/2020	57370314		Postage machine rental	Administration	172.32
					<u>172.32</u>
03/10/2020	41955	RentPrep Enterprise			
03/01/2020	5608		Background checks	SB Admin & Overhead	134.55
					<u>134.55</u>
03/10/2020	41956	Road & Driveway Co			
02/20/2020	0027478-IN		Sweep brewery lot	SB Operations	277.88
					<u>277.88</u>
03/10/2020	41957	Rondys			
03/01/2020	Lease 0320		Gear storage lease	International Terminal	2,000.00
					<u>2,000.00</u>

Port of Newport



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41958	Smart Foodservice - Cash & Carry			
03/03/2020	11402		Breakroom supplies	SB Operations	65.84
			Office supplies	SB Admin & Overhead	29.97
			Restroom and cleaning supplies	SB Operations	88.83
			Office supplies	SB Operations	27.54
					212.18
03/10/2020	41959	Special Districts Insurance Services			
03/01/2020	Apr Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,219.13
			Monthly health-dental-life insurance	Commercial Marina	4,461.70
			Monthly health-dental-life insurance	SB Admin & Overhead	1,491.18
			Monthly health-dental-life insurance	SB Operations	3,727.95
			Monthly health-dental-life insurance	International Terminal	1,491.18
					16,391.14
03/10/2020	41960	Summit Public Relations Strat			
03/09/2020	690		Communication support services for February 2020	Administration	1,237.50
					1,237.50
03/10/2020	41961	T & L Septic Tank Service			
02/25/2020	148401		Chemical toilet rental - Bay Front	Commercial Marina	260.00
02/25/2020	148402		Chemical toilet rental - Bay Front	Commercial Marina	200.00
02/25/2020	148403		Chemical toilet rental - SB South Restroom	SB Operations	80.00
02/25/2020	148404		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
02/25/2020	148405		Chemical toilet rental - NIT	International Terminal	80.00
02/25/2020	148406		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
02/25/2020	148415		Chemical toilet rental - S&W special event	SB Operations	170.00
					950.00

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**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/10/2020	41962	TCB Security Services			
02/28/2020	228903		Monthly security contract - SB Marina	SB Marina	2,055.87
			Monthly security contract - SB RV	Main RV Park	2,055.87
			Monthly security contract - CM	Commercial Marina	2,055.87
			Monthly security contract - NIT	International Terminal	1,088.39
			Extra coverage for S&W	International Terminal	206.39
			Extra coverage for S&W	SB Marina	389.87
			Extra coverage for S&W	Main RV Park	389.87
			Extra coverage for S&W	Commercial Marina	389.87
					8,632.00
03/10/2020	41963	Thompson's Sanitary Service			
02/29/2020	13499 02-2020		Trash disposal	Commercial Marina	1,033.39
			Deliever 2 shred carts	Administration	59.98
02/29/2020	12514 02-2020		Trash disposal	SB Admin & Overhead	1,768.57
02/29/2020	12058 02-2020		Trash disposal	International Terminal	1,059.72
					3,921.66
03/10/2020	41964	Tom Barr Truck & Trailer Repair			
02/26/2020	5858		Airhose fitting for dump truck	Commercial Marina	70.00
					70.00
03/10/2020	41965	True Cut Engraving			
02/11/2020	1841		Name tag	Administration	7.50
					7.50
03/10/2020	41966	TWGW NAPA Auto Parts			
02/26/2020	787563		Wiper blades for forklift	Commercial Marina	17.98
02/28/2020	787883		Wiper fluid, lubricant, and degreaser	Commercial Marina	149.70
					167.68
03/10/2020	41967	Voya (State of Oregon Plan)			
03/01/2020	Mar - 2020		Monthly employee contributions	Administration	50.00
					50.00



Port of Newport
Operating Fund
March 2020

Date	Num	Name	Memo	Class	Amount
03/10/2020	41968	Xerox Corporation			
01/31/2020	095655868		Copier lease and print charges - SB	SB Admin & Overhead	248.57
					<u>248.57</u>
03/10/2020	41969	N/A	VOID		
	N/A		Provide voided check to new bank	N/A	0.00
					<u>0.00</u>
03/27/2020	41970	Alsco			
03/11/2020	LPOR2484556		Shop towels, shirt, and mats	Administration	34.54
03/13/2020	LPOR2485991		SB mats	SB Admin & Overhead	72.06
					<u>106.60</u>
03/27/2020	41971	Alesa Bay Power Products			
03/24/2020	306328		Mower parts - spindels, blade-keeper bolts, mandrel bolts, and blades	SB Operations	203.60
03/24/2020	308429		Mower parts - nut push M, deflector shoot, and blade	SB Operations	82.96
					<u>286.56</u>
03/27/2020	41972	Amazon Capital Services			
03/09/2020	1YCX-RGC1-14Y7		Red and yellow running lights for dump truck	Commercial Marina	36.84
			Freight	Commercial Marina	11.75
03/11/2020	1TDK-GF44-G49L		3.6v lithium battery pack for crane anemometer	International Terminal	48.49
			Freight	International Terminal	7.40
03/14/2020	16LY-4Y3Y-FG3K		Aloe vera for hand sanitizer	Administration	70.68
03/14/2020	1KYG-9TVM-F74P		Paper towel and soap dispensers for PD7 showers	Commercial Marina	184.72
03/17/2020	1MN7-XV14-CPX6		Control cable for mower	International Terminal	10.85
03/19/2020	17R7-4YXH-43TW		Nitrile gloves	Commercial Marina	65.20
03/23/2020	1V13-WJKX-3YH3		Keyboard	Commercial Marina	37.96
					<u>473.89</u>
03/27/2020	41973	Barrelhead Supply			
03/25/2020	285300		Circular saw blade, SCH 80 nipple, and SS screws for RV park site posts	SB Operations	28.32
					<u>28.32</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/27/2020	41974	Business Oregon - OBDD	Loan Payment		
03/16/2020	655-36-02Q1001 4-20		Principal - Apr 2020	International Terminal	5,359.06
			Interest - Apr 2020	International Terminal	2,440.94
					<u>7,800.00</u>
03/27/2020	41975	Century Link			
03/05/2020	5412657758840B-03/20		Telephone	Administration	215.02
03/05/2020	5412659651245B-03/20		Telephone	International Terminal	201.46
					<u>416.48</u>
03/27/2020	41976	CenturyLink - Business Service			
02/29/2020	1487362912		Telephone	Administration	34.51
					<u>34.51</u>
03/27/2020	41977	CNA Surety			
03/06/2020	58445512-20		OR blanket notary errors and omissions policy	Administration	26.00
					<u>26.00</u>
03/27/2020	41978	Coastal Paper & Supply			
03/10/2020	572401		Paper products and restroom supplies	SB Operations	418.64
			Shipping	SB Operations	4.00
03/17/2020	572936		Paper products and cleaning supplies	SB Operations	412.46
			Shipping	SB Operations	4.00
					<u>839.10</u>
03/27/2020	41979	Dahl & Dahl			
03/10/2020	250203		Take load of garbage to dump	Commercial Marina	141.43
03/10/2020	250236		Take load of garbage to dump	Commercial Marina	153.38
03/24/2020	250841		Take load of woody debris to dump	Commercial Marina	217.13
					<u>511.94</u>
03/27/2020	41980	Design Space			
03/06/2020	1123059-IN		Temporary office rental	Administration	877.00
03/20/2020	1125115-IN		Customs office lease	Administration	217.00
					<u>1,094.00</u>



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Operating Fund March 2020

Date	Num	Name	Memo	Class	Amount
03/27/2020	41981	Digital Deployment			
03/14/2020	104121		Website monthly fee	Administration	450.00
					<u>450.00</u>
03/27/2020	41982	Doug's Electric			
03/11/2020	R41215		Wall heater replacement	International Terminal	215.00
					<u>215.00</u>
03/27/2020	41983	Englund Marine Supply Co			
03/12/2020	963108/6		Bilge hose, safety equipment, and motor maintenance equipment for skiff	Commercial Marina	109.89
					<u>109.89</u>
03/27/2020	41984	Fred Meyer Customer Charges			
03/18/2020	0174619		Lunch for Commission meeting	Administration	154.97
					<u>154.97</u>
03/27/2020	41985	G & K Floors			
03/20/2020	040120		Janitorial services - SB	SB Admin & Overhead	1,880.00
			Janitorial services - Customs trailer	Administration	120.00
			Janitorial services - Port office	Administration	200.00
					<u>2,200.00</u>
03/27/2020	41986	Hyak			
03/19/2020	20476		Web filtering	Administration	200.00
03/24/2020	101072		SB WiFi repair - labor	SB Operations	810.00
			SB WiFi repair - equipment	SB Operations	1,704.95
			Late fee	Administration	10.00
					<u>2,724.95</u>
03/27/2020	41987	Employee			
03/23/2020	03/20 Reimbursement		Employee reimbursement - coffee	Administration	73.98
					<u>73.98</u>
03/27/2020	41988	Mascott Equipment Co			
03/04/2020	485226		Gas pump #1 repair on fuel dock	South Beach LP	1,792.81
					<u>1,792.81</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/27/2020	41989	National Business Solutions			
03/13/2020	Discount		Discount	Administration	-0.86
03/13/2020	IN72218		External DVD RW USB drive	Administration	43.00
					<u>42.14</u>
03/27/2020	41990	Newport Rental Service			
03/16/2020	111212		Mix oil XP	SB Operations	30.00
					<u>30.00</u>
03/27/2020	41991	NW Natural			
03/18/2020	1584561-3 03-20		SB gas for shop	SB Operations	139.44
03/18/2020	1584562-1 03-20		SB gas	Main RV Park	194.67
					<u>334.11</u>
03/27/2020	41992	Petroleum Compliance Services			
03/13/2020	1840		Annual line leak test on fuel dock	SB Operations	765.00
					<u>765.00</u>
03/27/2020	41993	Petty Cash			
03/18/2020	Petty Cash CM		USPS - Postage for NIT/DEQ reporting documents	International Terminal	4.44
			JC Market - Beverages for Safety Meeting	Administration	7.56
			K Hewitt - Correction to expense reimbursement	Administration	3.17
			JC Market - B-day cake and card for PM	Administration	31.51
			Panini and JC Market - Food for training	Administration	27.77
			JC Market - Donuts for FD meeting	Administration	6.89
			Dollar Tree - 12 bottles of alcohol for hand sanitizer	Administration	11.83
			WalMart - Small bottles for hand sanitizer	Administration	20.52
			Napa Auto - Part to repair dump truck	Commercial Marina	2.65
			Starbucks - Coffee for budget meeting	Administration	17.69
			USPS - Postage	Administration	10.74
					<u>144.77</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/27/2020	41994	Pioneer Printing			
03/17/2020	72271		#9 return envelopes	Administration	165.25
03/17/2020	72272		#10 window envelopes	Administration	264.45
					<u>429.70</u>
03/27/2020	41995	Pro Training			
03/23/2020	20001		Crane Operator New Training certifications	Commercial Marina	1,175.00
					<u>1,175.00</u>
03/27/2020	41996	Sherwin-Williams			
03/17/2020	8493-0		Painting supplies for docks	Commercial Marina	201.70
					<u>201.70</u>
03/27/2020	41997	Smart Foodservice - Cash & Carry			
03/12/2020	12860		Breakroom supplies	International Terminal	46.74
			Office supplies	International Terminal	54.75
			Restroom and cleaning supplies	International Terminal	31.33
03/13/2020	21941		Breakroom supplies	Commercial Marina	248.66
					<u>381.48</u>
03/27/2020	41998	Special Districts Insurance Services			
03/04/2020	Gen Liab/Property Q1		Quarterly general liability/property insurance	Administration	67,047.75
					<u>67,047.75</u>
03/27/2020	41999	Toyota Industries Commercial Finance			
03/09/2020	4002695137-17		2017 CM forklift - Principal	Commercial Marina	585.83
			2017 CM forklift - Interest	Commercial Marina	73.72
					<u>659.55</u>
03/27/2020	42000	Toyota Lift NW			
03/10/2020	14135289		Field service - Replaced chains	Commercial Marina	1,194.40
					<u>1,194.40</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/27/2020	42001	TWGW NAPA Auto Parts			
03/10/2020	790096		Grease	Commercial Marina	107.60
03/10/2020	790097		Shop towels	Commercial Marina	39.96
03/11/2020	790168		Batteries for dump truck	Commercial Marina	189.32
					<u>336.88</u>
03/27/2020	42002	Valley Fire Control			
03/12/2020	88020		Annual inspection and service	Administration	144.86
			Annual inspection and service	Commercial Marina	317.89
					<u>462.75</u>
03/27/2020	42003	Verizon Wireless			
03/12/2020	9850337723		Monthly cell phone - Admin	Administration	70.78
			Monthly cell phone - CM	Commercial Marina	54.06
			Monthly cell phone - NIT	International Terminal	37.34
			Monthly cell phone - SB	SB Operations	67.34
			Monthly MiFi - SB Admin	SB Admin & Overhead	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - Maint	Maintenance Dept	16.72
					<u>392.76</u>



**Operating Fund
March 2020**

Date	Num	Name	Memo	Class	Amount
03/27/2020	42004	VISA - A Bretz			
03/08/2020	Rodann Electronics		02/11/2020 - Motion/heat sensor for front door	Administration	179.90
03/08/2020	Newport News-Times		02/07/2020 - Annual subscription fee	Administration	95.00
03/08/2020	Domino's Pizza		02/12/2020 - Safety Committee lunch	Administration	19.97
03/08/2020	Intuit		02/18/2020 - 2019 1099-Misc forms	Administration	84.99
			02/18/2020 - Freight	Administration	10.99
03/08/2020	OR State Lands 22109		02/19/2020 - APP0060791 2020 Base Fee Fill Renewal Fee - PD5 Pier Access	Commercial Marina	826.00
03/08/2020	City of Newport 4377		02/21/2020 - Land Use Certification Signature - PD1 DSL Waterway Lease Application	Commercial Marina	57.00
03/08/2020	Nagara		02/25/2020 - 2020 Spring Online Forum - Lifecycle of a Record	Administration	79.00
03/08/2020	HR Answers		02/28/2020 - Handbook update class	Administration	49.00
					<u>1,401.85</u>
03/27/2020	42005	VISA - P Miranda			
03/08/2020	River Inn at Seaside		02/06/2020 - Lodging for Seaside SDAO Conference - G Sylvia	Administration	413.97
03/08/2020	Lincoln County Hist		02/09/2020	Administration	600.00
03/08/2020	Costco		02/13/2020 - Shelf for office	Administration	129.99
03/08/2020	Domino's Pizza		02/25/2020 - Jalene Case Communication Training lunch	Administration	66.76
03/08/2020	CCI Hotel		02/29/2020 - Lodging	Administration	241.52
03/08/2020	Dulles Airport Taxi		03/01/2020 - Mission to WA DC - taxi	Administration	75.30
03/08/2020	SQ UVC		03/02/2020 - Mission to WA DC - travel expense	Administration	10.76
03/08/2020	SQ UVC - 2		03/03/2020 - Mission to WA DC - travel expense	Administration	18.53
03/08/2020	Cocina Mexicana		03/04/2020 - Mission to WA DC - travel meal	Administration	90.00
03/08/2020	Taxi Svc WA, DC		03/04/2020 - Mission to WA DC - taxi	Administration	14.65
03/08/2020	SQ UVC - 3		03/05/2020 - Mission to WA DC - travel expense	Administration	13.96
03/08/2020	Hilton Post Script		03/05/2020 - Mission to WA DC - lodging fee	Administration	44.00
03/08/2020	Hilton Hotels		03/05/2020 - Mission to WA DC - lodging - P Miranda	Administration	1,420.80
03/08/2020	Taxi Svc WA, DC - 2		03/05/2020 - Mission to WA DC - taxi	Administration	13.25
					<u>3,153.49</u>



Operating Fund
March 2020

Date	Num	Name	Memo	Class	Amount
03/27/2020	42006	Walter Chuck			
03/18/2020	PNWA Conference DC		Travel to PNWA Conference in Washington DC	Administration	2,718.85
					<u>2,718.85</u>
03/27/2020	42007	Wells Fargo Financial Leasing			
03/04/2020	5009494135		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Admin & Overhead	141.50
					<u>283.00</u>
				Total	<u>\$ 204,922.69</u>



**NOAA Fund
March 2020**

Date	Num	Name	Memo	Amount
03/10/2020	13665	IconiPro Security & Alarms		
03/01/2020	31491		Quarterly fire alarm monitoring service	85.17
				<u>85.17</u>
03/10/2020	13666	Lincoln County Public Works		
03/01/2020	6055		Gas for truck	21.70
				<u>21.70</u>
03/10/2020	13667	Pioneer Connect		
03/01/2020	March 2020		Telephone	239.90
				<u>239.90</u>
03/10/2020	13668	Smart Foodservice - Cash & Carry		
02/27/2020	32		Breakroom supplies	32.76
				<u>32.76</u>
03/10/2020	13669	Special Districts Insurance Services		
03/01/2020	Apr Health-Dental-Lf		Monthly health-dental-life insurance	745.59
				<u>745.59</u>
03/10/2020	13670	Thompsons Sanitary Service		
02/29/2020	22644 02-2020		February service	410.20
				<u>410.20</u>
03/10/2020	13671	VOID		
	N/A		Provide voided check to new bank	0.00
				<u>0.00</u>
03/27/2020	13672	Amazon Capital Services		
03/18/2020	1MN7-XV14-KRLC		Phone screen protector and case	66.69
				<u>66.69</u>
03/27/2020	13673	Employee		
03/04/2020	3/20 Reimbursement		Employee reimbursement - mileage for training	162.15
				<u>162.15</u>



**NOAA Fund
March 2020**

Date	Num	Name	Memo	Amount
03/27/2020	13674	Associated Underwater Services		
03/16/2020	6095		Cathodic protection system anode replacement	42,210.00
				<u>42,210.00</u>
03/27/2020	13675	Bill's Pest Control		
03/11/2020	548		Pest control	135.00
				<u>135.00</u>
03/27/2020	13676	Coastal Paper & Supply		
03/17/2020	572929		5 gal bucket of Consume	89.54
				<u>89.54</u>
03/27/2020	13677	Grainger		
03/09/2020	9468936910		Dry graphite lube and penetrating oil	73.60
			Freight	14.14
				<u>87.74</u>
03/27/2020	13678	Petty Cash		
03/19/2020	Petty Cash		Builders First Source - white indoor fans	35.98
				<u>35.98</u>
03/27/2020	13679	Power Motors		
03/20/2020	FOCS238136		Oil change - 2008 Ford Ranger	39.95
				<u>39.95</u>
03/27/2020	13680	Verizon Wireless		
03/12/2020	9850337723		Phone charges and Mifi	26.74
				<u>26.74</u>
03/27/2020	13681	VISA - P Miranda		
03/08/2020	Comfort Suite		03/03/2020 - Lodging for WEBCTRL training	213.44
				<u>213.44</u>
			Total	<u>\$ 44,602.55</u>



STAFF REPORT

DATE: 28 April 2020
RE: Insurance representative and producer of record
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

John Russell of Payne West Insurance is the Port's current agent of record for all of the Port's insurance needs, except Workers Compensation insurance.

DETAIL

The Port issued a competitive Request for Proposal (RFP) for an insurance Agent of record on March 5, 2020 with a closing date of April 1st. The RFP notice was posted on the Port's website and on the Oregon Procurement Information Network website (ORPIN) for the broadest possible exposure.

The Port received 4 responses to this RFP, the respondents were:

- Alliant (they responded to the property and casualty portion only),
- Brown and Brown,
- Payne West, and,
- WHA insurance.

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

- **Approach and Analysis of the Port's insurance needs (400 pts)**
 - Approach and Analysis, Does the approach meet the needs of the Port?
 - Is the Timeline adequate?
 - Does the analysis demonstrate knowledge of maritime industry?
 - Does the experience match the needs of the Port?
- **Agency (300 pts)**
 - Does Agency culture fit into the Ports culture and ability of staff work with agency?
 - Will the approach result in more, less or the same amount of work for the Port?
 - Is the size and experience of Agency proportional to the Ports needs?
- **Team (300 pts)**
 - Does the team meet the Port's Needs?
 - Does the Agency team bring extra value to the port?
- **Services (500 pts)**
 - Do the Standard services provided add value to the Port?
 - Can the proposer provide all services needed for the Port?

- **Cost (300 pts)**

- What will the proposers total cost to the Port be?
- Does the Proposers marketing plan bring value to the Port?
- Has the Agency looked at creative ways to reduce Port costs?

The Director of Operations, the Director of Finance and the General Manager evaluated each of the responses independently (but did not score cost) The scores were then tallied, there were 5,100 points available, the results of scoring:

<u>Name:</u>	<u>Points</u>
WHA Insurance	4,783
Alliant	4,305
Brown and Brown	4,300
Payne West	4,145

Total cost for each proposal was reviewed and scored, making the total points available 5,400. The final scores are as follows:

<u>Name:</u>	<u>Points</u>
WHA Insurance	5,058
Alliant	4,580
Brown and Brown	4,550
Payne West	4,365

The process clearly identified WHA Insurance as the best partner for the Port of Newport. The Port will recognize savings in the overall cost of insurance, reduced commissions and staff support time. In addition, WHA will provide a “Benefits Resource Guide”, onsite training for Port staff, and have support staff to handle benefit related issues, these items will free up time for Port staff.

RECOMMENDATION and MOTION

I RECOMMEND A MOTION TO AUTHORIZE THE GENERAL MANAGER OR DESIGNEE TO APPOINT WHA INSURANCE AS THE PORT’S INSURANCE REPRESENTATIVE AND PRODUCER OF RECORD FOR ALL MATTERS RELATING TO AND CONCERNING THE PORT’S INSURANCE, AND AUTHORIZE PAYMENT OF INSURANCE PREMIUMS RELATED TO THIS RFP.



FINANCE DEPARTMENT MONTHLY REPORT

DATE: April 28, 2020
PERIOD: July 1, 2019 to March 31, 2020
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

February 2020 Financial Reports

Financial reports as of March, 2020 are included in your packet, At the end of this report you will also find an aging report for those with balances 90 days past due.

Preliminaries and General Comments:

- We have completed the ninth (9th) month of the fiscal year, the year is 75% complete.
- Budget – We have a budget hearing on May 12 at 8 AM. This hearing will be via Zoom conferencing, Karen H will send out the details on how to connect to this meeting.
- Corona Virus RV Park impact:
The estimated current negative impact on Revenue to the RV Park is \$22,133. The Marina is, for all purposes, sold out for the summer. Launch Revenues are a relatively minor part of our budget (2%), but there will be an obvious negative impact, as the general public cannot launch from South Beach.

Upcoming Tasks (not in any particular order):

- RFP for Voice over IP telephony system (completed)
- RFP for Managed Service Provider (complete)
- 5 year financial statements and cash flow (complete)
- Travel Policy approval
- Pay Equity Policy to be written
- Budget

First Interstate Bank

- Staff training on First Interstate bank and their services will start this week, transfers of funds will begin shortly.
- Merchant fees (CC processing) will decline approximately 50%

- Banking fees should be zero once switch is made.

LGIP

The Port has transferred almost \$2 million in General Operating Funds to the Local Government Investment Pool, and 1.8 Million of NOAA Bond reserves to LGIP, and \$2.2 million in NOAA Capital reserves.

Statement of Cash flows

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

- The Port had a net positive cash flow of \$478,237 for the year to date.
- The second cash flow is for the month of March in which the Port had a negative cash flow of \$12,485.

GOF Balance Sheet

- No significant changes versus February.

Profit and Loss -

General Operating Funds (GOF):

- **Income.**
- Any number above 75% is ahead of budget.
- **Expenses.**
Any number below 75% is ahead of budget. The expenditure category includes depreciation.

Depreciation expense is not included (and should not be) in the budget, but is included in Profit and Loss statements. If funds were available, these funds would be set aside for future replacement of the asset.

- **Overall – General Operating Funds**
 - **Budget vs Actuals**
 - Based on current income, and after reviewing historical data, the port should end the year with a profit (excluding depreciation). Total operating income is ahead of expectations for the Port, Total Operating expenses (excluding depreciation) is at 54% of budget. Overall the Port will finish the year in a positive position, of course this is dependent on the current crisis.
 - **YTD comparison**
 - Income for the General Operating Fund increased 135% versus last year with a net income YTD of \$875,243, excluding depreciation. This is largely due to

increased moorage and hoist dock income and reduced debt service.

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

Profit & Loss by Class

July 2019 through March 2020

	Administr ation	Commercial Marina	Internation al Terminal	South Beach
Ordinary Income/Expense				
Income				
Total Income	13,631	928,494	629,530	1,789,396
Gross Profit	13,631	928,494	629,530	1,789,396
Expense				
Total Expense	875,683	506,860	312,054	867,748
Net Ordinary Income	-862,052	421,634	317,476	921,649
Other Income/Expense				
Total Other Income	164,312	0	0	47,613
Total Other Expense	-699,855	365,687	24,655	437,669
Net Other Income	864,167	-365,687	-24,655	-390,056
Net Income before Depreciation ⁴	2,115	55,947	292,821	531,592
16990 · Depreciation Expense				
	2,115	38,721	954,234	256,849
Net Income	0	17,226	-661,413	274,743

- **Administration Expenses.**

- **Budget vs Actuals**
 - **Expenses** are below budget in all areas. Overall, the Administration budget is performing better than expectations.
- **YTD**
 - As expected, more staff means more salary and wages expense. However, materials and services expenses are lower than last year. As a result of a fully staffed program, the total cost of admin is higher than the previous year's results.

- **International Terminal Income.**

- **Budget vs Actuals**
 - **Income.** Income is 89% of budget, 14% higher expected.
 - **Expenses.** Salaries and wages are above budget, due to an

additional staff member at the International Terminal, this should cause an increase in revenues. All other expenses are below budget.

- Net Income.** The International terminal is contributing to positive cash flow, and would be showing a profit of \$292,822 without depreciation.
- **YTD comparison**
 - Income is up 88% over last year (an increase of \$294,748), a positive net income of \$292,822 prior to Depreciation.
 - Expenses declined 17%.
- **Commercial Marina**
 - **Budget vs Actuals**
 - Income** is 11% above budget, all income areas have shown growth.
 - Expenses** are lower than budgeted at 56% of budget, both Personnel Services and Materials and Services are below budget.
 - Net Income** is \$421,635 (excluding depreciation and Administrative Expense), which exceeds the budgeted amount by \$68,927.
 - **YTD comparison**
 - Income is up 32% as compared to last year (an increase of \$216,118).
 - Expenses declined 4%, due to lower Materials and Services expenses and debt service.
- **South Beach**
 - **Budget vs Actuals**
 - Income** is below target by 6% (\$817,254), specifically moorage revenue is below expectations by 15%, RV park income is below budget by 4%, and Launch Ramp and Trailer Storage is below budget by 3%.
 - Expenses** are lower than budgeted by \$256,849, using only 58% of budget, both Personnel Services and Materials and Services are below budget.
 - Net Income**, excluding depreciation and administration, is \$969,260 is 2.5x budget (386,239). Net income typically is the lowest in November and remains low through March, and begins rising dramatically in April, and reaches its peak in May. April numbers, for obvious reasons did not rise, May is still up in the air. Depending on the duration of current events, our income may be dramatically reduced during summer months.
 - **YTD comparison**
 - Income is up almost 44% over last year, much of this is due to the leases being removed from admin and moved to profit centers
 - Expenses declined due to debt spending decreases.

NOAA

- Only after reserves are set aside for bond payments and capital

reserves can excess funds be used for any other purposes. All reserve (Bond and Capital) have been moved to LGIP to maximize interest earnings.

- **Balance Sheet.**
No significant changes versus last month.

Income Statement

- **Budget vs Actuals**
 - **Income** is at target.
 - Expenses are 33% of budgeted, much of this due to refinancing the Revenue bonds. Personnel Services adjustment is necessary for the NOAA fund. Profitability – NOAA is showing profitability prior to depreciation and OH.
- **Bonded Debt:** No changes to report.
At some point in the near future this fund will be reported on the Balance Sheet of GENERAL OPERATING FUNDS, as a FB-RESTRICTED Bonded Debt Account. By doing so, it saves accounting staff time when transferring funds, and makes reconciliation of accounts easier.
- **Construction Fund.** (No changes to report)
This fund was established for the construction of the International Terminal, The resolution indicated it was receiving Bond Funds to spend on the International Terminal, therefore I may recommend it's dissolution. Current funds
- **Facility Reserve Fund.** The fund balances have risen as we begin to put money aside for future projects.

Accounts Receivable:

Commercial Marina

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

	Days receivables outstanding					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
As of April 22	157,695	213,764	37,322	29,868	65,843	504,491
As of March 20	145,840	58,380	51,221	14,970	60,982	331,393

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

Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Sylvia - 226282	909	1,716	941	865	7,464	11,896
Orca - 295549	168	332	3,381	292	6,685	10,858
Albatross - 980072	481	962	586	587	6,601	9,216
Ocean Force - 538936	490	844	4,167	85	5,122	10,708
Angela June - 581478	579	1,159	657	72	4,885	7,352
City of Newport 2	0	13,847	0	2,023	4,718	20,588
Valor III - 245645	2,582	243	410	358	4,505	8,098
Captain's Reel Deep Sea Fishing LLC	0	2,012	1,266	1,985	3,404	8,667
Pacific Rose - 554504	678	1,355	726	734	3,060	6,553
Oregon Mariculture LLC	3,600	3,749	2,378	2,412	2,967	15,107
Western Hunter - OR936AFK	977	1,486	1,196	801	2,886	7,345
Coastal Catch Seafoods	0	0	45	47	2,841	2,933
Aquarius - 581510 Novelli	25	50	66	67	2,548	2,757
Legend - OR503AAM	0	0	26	37	1,625	1,688
Luna - 532150 New Owner	393	787	413	407	1,220	3,220
Oregon Brewing Company	0	27,548	0	0	907	28,455
Caremi - 262161	0	0	13	13	806	832
First Hope I - 953627	698	1,266	709	696	796	4,164
Billie Marie - 261145	0	0	137	342	785	1,263
Glass Slipper - 541256	111	369	662	263	741	2,145
Condor II	654	1,131	1,738	616	720	4,859
Instigator - 978135	0	0	10	33	649	692
Sea Wolf - 270816	546	1,006	513	505	622	3,191
Nancy - 253247	0	0	10	10	599	618
Seawater Seafoods Co	0	11,666	202	3,828	582	25,444

Captain's Charters - 23826 - Long Fin	0	0	9	9	535	553
Buxtub Too - 974256	0	0	8	8	506	522
Gracie Arlene - 563679	0	0	2,475	209	477	3,161
Morning Star II - I509427	25	25	603	239	432	1,324
Robin Ann - 550432	43	87	49	45	389	614
Lili-Anne - OR956AFD	84	160	81	91	339	755
Dusk - OLD OWNER	0	0	339	1,845	302	2,486
Marne - Doug Caesar	0	0	5	5	300	309
Toby J - 274577	0	0	5	5	295	305
Melville - OR495AAX	3,079	270	556	108	258	4,271
Chapter II - OR033LR	0	0	3	3	205	212
Brea -OR620ADW	25	50	28	28	187	318
Rose Marie - 267365	0	0	6	0	174	180
Long Shot - OR818HC	0	0	2	2	132	137
Silver Sea - 252737	0	0	2	11	130	143
Oceanic Logistics - 1344	0	0	2	5	101	107
Pursuit -Vanderpool	0	0	1	2	91	94
Midnite - OLD OWNER	0	0	1	1	89	92
Pacific Hunter- 511579	0	0	3	0	78	81
Molly - 260045	184	476	2	108	65	835
Pacific Bounty - 603105	0	0	0	0	28	28
Little J - 544607	266	322	565	1,771	15	2,939

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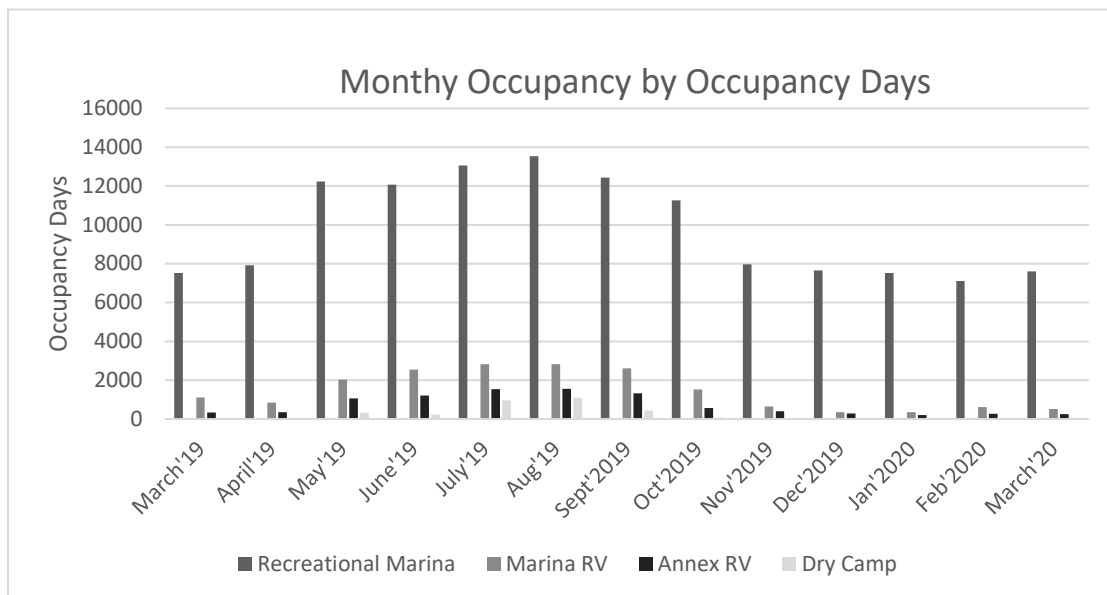
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 06 April 2020
RE: Month Ending 31 March 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV and Marina Supervisor

The South Beach Marina continues to increase business from the prior year even with the Covid-19 outbreak. The Marina was ahead for March 2020 vs.2019. The Marina is also ahead of last year in year to date numbers. We only have a couple of 26 foot slips left for the summer season. The Marina RV Park, the Annex and dry camping were all behind last March's numbers and year to date numbers. This is certainly due to the Covid-19 virus with people being told not to leave their homes. We have had a fair amount of cancellations in the RV Park but that has slowed dramatically in the last few days. It appears many customers are still taking a wait and see posture. We are still booking summer reservations. Customers seem to be hopeful that they will be able to get here in the summer and this will pass.

OCCUPANCY DAYS MONTH & YTD

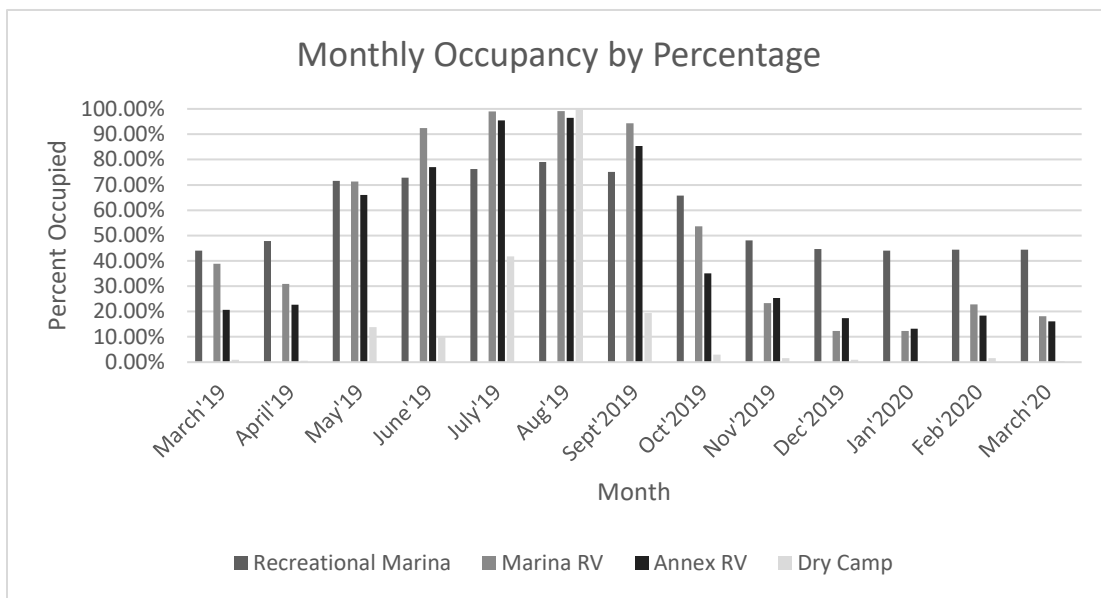
March'2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	7528	7605	1.02%	21698	22278	2.67%
Marina RV	1108	519	-53.16%	2588	1481	-42.77%
Annex RV	334	260	-22.16%	1190	749	-37.06%
Dry Camp	21	11	-47.62%	113	53	-53.10%





OCCUPANCY PERCENT MONTH & YTD

March'2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	43.99%	44.44%	0.45%	43.68%	44.35%	0.67%
Marina RV	38.85%	18.19%	-20.66%	31.25%	17.69%	13.56%
Annex RV	20.72%	16.13%	-4.59%	25.42%	15.82%	-9.60%
Dry Camp	0.90%	0.47%	-0.43%	1.67%	0.77%	-0.90%





DIRECTOR OF OPERATIONS REPORT

DATE: 04/23/2020
PERIOD: March 2020 – April 2020
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

We have been slowed down in most areas due to the impacts of the COVID-19 virus, but we are still seeing demand for services at the Terminal, Hoist Dock, and in both marinas for moorage. The RV Park still has long term and essential workers coming in, and the South Beach Marina has a fair amount of boats who have tied up on semi-annual moorages. The Commercial Marina is very full since the shrimp fleet is mostly staying at the dock, and we have a few more boats at the docks participating in the squid fishery.

Detail:

- **Southbeach Storm Sewer**

Working with Earthworks Excavation to set the timeline so that it will work for everyone.

- **Port Dock 5 Project**

We are awaiting a title insurance policy on the area for the project so that we can get our lawyer to issue to remainder of the site certification documents and move ahead with contracting. .

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

The project team has been assigned, and we have a kickoff meeting on Monday the 27th to get work started on the Federal Interest Determination and project scope.

- **Personnel**

It has been a very challenging month for anyone working through the COVID-19 situation. We've drafted up a social distancing policy, but we need more signage around the Port, particularly in South Beach and we need to continually monitor how the situation is evolving so that we respond in accordance with government directives. Thanks to Karen Hewitt, we have plenty of cloth masks to go around and have been encouraging their use. We were among the first in town to install glass sliding windows at our service desks. We are prepared to reduce services if we need to due to absenteeism from the virus; we have not yet had to do that, and have we have maintained (generally) the same levels of service to the public.

- **Boat Ramp**

For reference, the South Beach Boat Ramp during the weekend prior to Governor Brown's Executive Order 20-12 averaged about 50 boats out daily (FRI, SAT, SUN). The low day was on Sunday with about 40, the high day was on Saturday with about 60. We are actively verifying daily that the vessels using the ramp currently are either commercial, or slip holders in the marina. We are hearing claims about people using the ramp who shouldn't be, and we follow up on each one; thus far we have not caught a person using the ramp who wasn't supposed to be there. What we seen first hand is that there are people who drive by the ramp and parking lot, and make incorrect assumptions about the vehicles, trailers, and boats there. The Sheriff's Department and OSP have made multiple marine patrols in and around Yaquina Bay with the intent to send anyone back to the dock who launched, and wasn't supposed to. I am not aware that they sent anyone back to the dock at this point.

- **Overall Operations**

We've received quite a few calls on everything from the closing of recreational facilities and the boat ramp to concerned businesses wanting to know if they can count on us to maintain services. That encompasses the breadth of feedback we've received as well. Some want to see more stringent shutdowns or exclusions from facilities, while others are extremely thankful for the opportunity to continue to operate. We've heard from workers in essential industries who have demanded that they be granted opportunities for temporary lodging and the use of facilities they need to operate. It's a very difficult time to try and walk the tightrope of government requirements; we are doing the best we can.

Although it hasn't yet impacted our ability to perform services, employee absences have been abnormally high as people are much more cautious about staying home when they have a slight sore throat or cough, etc. We want them to be cautious about their decision to come to work, and because we have so many new people with low balances of time off, we gave everyone who does not have the option of working from home 5 extra days of paid time off. That time has been used very responsibly by our staff, and it has worked as intended in a number of instances.

Stress levels are higher across the board with everyone from our customers to our employees. Our new EAP Program came at an opportune time, and we have seen usage of that program very recently.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (March)

Forklift – 120hrs

Moorage – 59 Days

30 Ton Hydraulic Crane – 45hrs

Hoist Dock Tie Up – 76.5hrs

Labor – 101hrs

120V power – 0 hrs

Other Overtime Billed 21 hrs

208V power – 52 Days

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

Other: *No special projects to report.*

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

Forklift – 267.25Hrs

Hoist Dock Crane(s) – 7Hrs

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up – 370Hrs

Launch Tickets - Enter #. passes sold

Other (Labor) – Hrs

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

Completed In Progress

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

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Completed In Progress

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Completed In Progress

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

The hoist dock tie-up time was down 3.7% from last month and down 28% over March 2019. March forklift usage was down 27% from last month but up 22% over March of last year. Crane usage was up 250% from last month but down 26% over last year in March.

Axle counts were down 61% over last month with a total of 73 axles counted compared to the 191 axles in February. This puts us at 1,505 axles counted since implementing the fee in July of last year.

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

Other:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada, and Oscar Dyson

Office Occupancy - 3

NOAA facility is still shut down for Covid 19. Only 2 or 3 people have been on site in the offices. Minimal staff aboard the ships, primarily security.

Semi-Annual maintenance was performed on the Liebert AC in the data room after the installation of the new outside unit.

After a failed run of the emergency generator I had Cummins NW come in and correct the issue, which turned out to be minor. While they were here I had them correct the programming in the controller to reset the generator to auto-start after a run, something that had been quite a bother through the winter. I also asked them to provide an estimate for annual service.

Continued training with Andrew Meats on NOAA systems including the emergency generator, various HVAC systems, the HAZMAT building, and the elevator.

We had a dumpster delivered and Andrew has been cleaning up the trees and brush along the fence-line.

Materials for the backer pipe replacement have been consolidated at the NIT for Bergerson to begin that project.

NCOM pulled 2 logs out from under the floating dock under the ramp that lifted the floats out of the water during low tide, threatening to damage the docks.

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

Replacement of remaining backer pipes in the pier fender system

Replacement of pier lights with LED's

Annuals Completed-

Boiler

Liebert air conditioner (Data room)

Eelgrass survey

Backflow devices

Fire extinguishers

HVAC

Elevator

FM200 Fire Suppression Systems

Fire alarms and sprinklers

Automatic Transfer Switch (emergency power system)

Storm-water systems

Battery back-up systems

Overhead doors

Cathodic protection systems (pier)

South Beach Marina- Chris Urbach, Harbormaster

547 boat launches at the pay station in March (almost 1/3 in the final open weekend).

Chris was out for an extended period due to a significant injury, and then for a family emergency.



GENERAL MANAGER MONTHLY REPORT

DATE: 04/24/20
PERIOD: 03/24/2020 – 04/24/20
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

These have been unprecedented times and just like everyone else, including other Oregon ports I have talked to, we had to reevaluate the way we do business. Most of this information has already been shared and not much has changed. At this time we continue to be mostly functional with the exception of the closing of the ramp for the general public at South Beach.

We have allowed any employee that can work from home to do so. At this time we only have one administrative employee working from home. Because most staff work out in the field, everyone else is still working, unless they are using their PTO. We have asked the offices and the folks in the field to continue to follow the health guidelines as ordered by the governor. We have some facemasks available and have ordered additional ones for those interacting with customers or anyone out in the field.

As some of you know, some folks had some concerns about squid boats coming from California and Washington. As mentioned before, we couldn't legally turn down those vessels without completely shutting down our operations. The number of vessels discussed on social media were much higher than the actual number we expected and that we eventually received. Most of those vessels have come and gone with maybe a couple still hanging around the area. We have tried to implement few changes around the commercial docks to deal with the issue the best way we could. We are also in the process of scheduling a meeting with the Commercial Fishing Users Group on Thursday at 1pm to discuss any concerns and how to handle business during the COVID-19.

At the South Beach Marina we closed down the ramp to the general public (daily users, which include annual pass users). We consider the general public those that do not have a moorage with the Port and are not commercial users. So, at this time we are allowing commercial users and emergency users to access the dock. We are also allowing moorage holders to access the dock one time to get their boat into their slip. The intent of the ramp closure was mostly directed to the flood of tourists coming from the surrounding area, closing the daily uses took care of most of the problem. Of course, there is no one

single solution that can solve everyone's problems. While I understand a lot of locals wish we could allow them to use the ramp, we can't necessarily give preference to locals as we are a public port who uses federal and state funds, not just local taxes, plus we wouldn't have the resources to check on who is local and who is not without exposing our staff. So, we came up with the best strategies we could on both commercial and recreational facilities without majorly affecting the Port while still keeping the area and the employees safe as much as possible. Those strategies have been based on the State and County/City orders; discussions with County Commissioners, Mayor, City Administrator, weekly discussions with the Regional Solutions Team, discussions with the Oregon State Marine Board, discussions with other coastal ports, discussions with some of you and of course, some internal discussions based on the port operations.

Our current concern is the Halibut Season opening, which may attract a whole number of folks independent if the marina is open or not. I have been discussing this concern with the Regional Solution Team, the mayor, Commissioner Jacobson, Oregon State Marine Board and ODFW. Other coastal ports have the same concern. I asked ODFW to make sure to coordinate the opening with the Governor, as to help us abide by her orders. They are now talking to us on the issue and will try to coordinate with the County and other ports on the Coast. We expect to open the ramp once we have a better direction from the State, County and City when is safe to do so and when we feel that opening it will not disrupt the intent of the City to keep tourists away.

In general our financial impact has been minimal with only a little over \$20K loss. Although that may change later as we have yet to recognize the full impact this pandemic can bring.

During the Oregon Public Port's meeting on April 23rd, each attending Port has given an update on their status since COVID. Overall some ports still have all their staff working such as Coos Bay, Umpqua, Siuslaw, The Dalles and Arlington. Some had to furlough few people such as Brookings Harbour, Gold Beach (Seasonal workers), Tillamook Bay, and Cascade Locks. Some are having difficult times because of the state of their business such as Tillamook Bay, Garibaldi, Bandon, Cascade Locks and Astoria (as mentioned by Business Oregon). All North Coast ports have closed down their boat ramps, although Garibaldi just got approval to reopen their commercial use back up. Most South Coast ports still have their ramps open. Although few mentioned that at times they almost felt like closing due to the difficulty of keeping the separation, considering the amount of customers still using the ramp.

Request from the City of Newport Regarding Urban Renewal:

I have attached an email from Spencer Nebel (City Administrator) regarding a potential repurposing of urban renewal funds to establish a small business economic stabilization fund to address the impacts of the COVID-19 Emergency on local small business. The intent is to eventually create an Intergovernmental Agreement (IGA) approved by all taxing jurisdictions. There is no action at this time. More information will be provided prior to any action be requested. Meanwhile, if you have any questions, please feel free to let me know.

Meetings/Trainings/Summits:

- 03/25/20 - Meeting with YBEF
- 03/26/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 03/30/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/02/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/06/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/09/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/10/20 - Meeting with MARAD
- 04/16/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/16/20 - Fishery Forum with Representative Schrader
- 04/14/20 - COVID Fisherman Testing Discussion with Heather Mann
- 04/20/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office).
Attended by the Governor
- 04/20/20 - Boating Facility Re-Opening Strategy with OSMB
- 04/22/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 04/22/20 - Meeting with YBEF
- 04/23/20 - Oregon Public Ports Association Meeting (OPPA)
- 04/23/20 - Yaquina Bay Managers
- 04/27/20 - County/Cities joint meeting regarding COVID (scheduled)
- 04/28/20 - Vision 2040 (scheduled)

All these meetings have been attended virtually

Upcoming Schedule:

- 04/30/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office) - 10am
- 04/30/20 - Commercial Fishing Users Group - 1:30pm
- 05/07/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 05/12/20 - Budget Committee Meeting
- 05/14/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 05/21/20 - Oregon Public Ports Association Meeting (OPPA)

All these meetings are scheduled to be attended virtually

Permits and Licenses

- Davis Shows Carnival - Cancelled;
- Newport Marathon - postponed until June 5th

Paula Miranda

From: Spencer Nebel <S.Nebel@NewportOregon.gov>
Sent: Friday, April 17, 2020 5:16 PM
To: 'Wayne Belmont'; Gray, Dr. Karen; 'tonja.everest@lblesd.k12.or.us'; 'ralph.breitenstein@gmail.com'; Paula Miranda; 'Adam Denlinger'
Cc: Dean Sawyer; Derrick Tokos
Subject: URA

To Newport Urban Renewal Agency Taxing Jurisdictions:

Mayor Sawyer, Derrick Tokos and I have initiated discussions regarding the potential repurposing of urban renewal funds to establish a small business economic stabilization fund to address the impacts of the COVID-19 Emergency on local small businesses. Under this scenario, banked Tax Increment Financing (TIF) revenue from the South Beach and Newport Northside Urban Renewal Districts would be the source of funding. The concept is that those funds would be released to the various taxing entities by the URA with those taxing entities returning those funds into a Newport small business economic stabilization fund for businesses affected by the Governor's executive order closing certain businesses. This fund could provide financial assistance to existing local businesses to assist with startup operations as social distancing standards are relaxed. I have introduced the concept of shifting Urban Renewal Funds to a small business stabilization fund with representatives of the taxing entities. Ultimately, this would require each taxing entity to enter into an intergovernmental agreement to accomplish this task. Overall, there is general support for proceeding with this discussion based on initial conversations. We have also had bond counsel review any requirements that urban renewal may have in the South Beach Urban Renewal District where certain commitments have been made regarding bonds issued by the district. It appears that we can release some of the balance of the South Beach district for this purpose. In round numbers we are looking at somewhere around one million dollars being used for this purpose. Unfortunately, one million dollars does not go very far in dealing with the economic crises that a number of our businesses are facing.

I have established a steering committee to help advise me on how these funds can be best used to restart businesses in Newport with this group consisting of representatives of the OCCC Small Business Development Center, Chamber of Commerce, Lincoln County and local banker. This group will work in a technical advisory capacity to identify how the Economic Stabilization Funds could be used and the program administered. Recommendations from the group will then be worked into the Intergovernmental Agreement (IGA), which would then be routed for approval. Staff is contacting affected businesses to gauge how they are adjusting to the current economic climate, the loan/grant programs (federal or otherwise) that they are tapping into, and to get their thoughts on the types of assistance that would be most helpful. That information will also inform the development of the IGA.

Action Requested:

At this point we are asking that each of the taxing entities discuss the concept of shifting Newport Urban Renewal Funds to a Newport small business stabilization fund, and indicate whether there is conceptual support for this endeavor. If there is general support we will then draft an IGA that would require formal approval of the taxing jurisdictions. Please present this to your governing body for further direction and let me know if there is support for pursuing the development of an IGA to move forward with this plan to provide economic relief to our small business community. Timing is important in order to move forward with this initiative.

Spencer R. Nebel

City Manager
City of Newport, Oregon 97365