

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING

AMENDED AGENDA

Tuesday, December 15, 2020, 6:00 p.m.

This meeting will be virtual by invitation only.

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

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm on Monday, December 14, 2020: <https://www.portofnewport.com/public-comment-regular-commission-meeting-12-15-2020>.

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

	Page
I. Call to Order	
II. Supplemental Budget Hearing Public Comment	
III. Fiscal Year 2020-21 Supplemental Budget Hearing (ORS 294.471) (Next Resolution No. is 2020-13)	
A. Resolution 2020-XX Adopting a Supplemental Budget for Fiscal Year 2020-21 ...3	
B. Resolution 2020-XX Authorizing an Interfund Loan.....5	
IV. Changes to the Agenda	
V. Public Comment (3-minute limit per person)	
VI. Consent Calendar	
A. Minutes	2020
1. Regular Commission MeetingNov 17.....7	
B. Resolutions	
1. Resolution 2020-XX Adopting an External Computer Use Policy13	
C. Financial Reports21	
VII. Old Business	
A. Items Removed from Consent Calendar	
B. Accounts Paid39	
C. Resolution 2020-XX Approving an Application for a Loan from Business Oregon for the Administration Building53	
VIII. New Business	
A. Resolution 2020-XX Adopting an Educational Assistance Program57	
B. Lease Amendment – Rondys Gear Storage Lease63	
C. Proposals for the SB Electric Load Centers.....67	
IX. Staff Reports	
A. General Manager69	
1. Director of Finance & Business Services73	
a) November Occupancy Report.....79	
2. Director of Operations81	
X. Commissioner Reports/Comments	

XI. Calendar/Future Considerations

Item	2020
Christmas Holiday, Port Office Closed	Dec 25
	2021
New Year’s Holiday, Port Office Closed	Jan 1
Martin Luther King Day, Port Office Closed	Jan 18
Regular Commission Meeting	Jan 26
SDAO Annual Conference (Virtual)	Feb 3 & 4
Presidents’ Day, Port Office Closed	Feb 15
Regular Commission Meeting	Feb 23
Newport Seafood & Wine Festival “To Go”	Feb 26 – 28
PNWA Mission to Washington	Mar 14 - 18

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

XIII. Adjournment

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

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

-###-

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

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2020-2021 AND AUTHORIZING THE TRANSFER OF FUNDS

WHEREAS, The Port of Newport Board of Commissioners finds that an emergency exists that was not known at the time the current 2020-2021 fiscal year budget was prepared requiring transfers of funds, and

WHEREAS, if the South Beach load centers, if not replaced, could lose power at a single, multiple or all docks, and

WHEREAS, if power is lost, multiple vessels may be in danger of sinking, and

WHEREAS, an emergency condition exists that could not have been foreseen at the time the budget was prepared, and

WHEREAS, the unappropriated Ending Balance of the NOAA Capital Maintenance fund is \$1,916,911 and

WHEREAS, ORS 294.481 authorizes the appropriation of an unappropriated ending balance when an emergency exists and ORS 294.460 allows for the transfers of between funds; NOW THEREFORE

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Appropriating from the Unappropriated Ending Balance of the NOAA Capital Reserve Funds and authorizing a transfer of funds from the NOAA Capital Reserve Funds to the General Operating Fund.

Fund		Original Budget	Budget adjustment	New Budget
NOAA CAP MAIN FUND (NCMF)	TRANSFERS Out (unappropriated ending balance)	0	1,000,000	1,000,000
GENERAL OP FUND	TRANS IN FROM NCMF	0	\$1,000,000	1,000,000

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

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 15th day of December, 2020.

ATTEST:

James Burke, President

Walter Chuck, Secretary/Treasurer

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

A RESOLUTION AUTHORIZING AN INTERFUND LOAN

WHEREAS, The Port of Newport Electric Load Centers in South Beach are at the end of their useful life; and

WHEREAS, ORS 294.468 “Loans from one fund to another” requires an official resolution; and

WHEREAS, The Electrical load centers will cost a maximum of \$800,000; and

WHEREAS, Purchase of Electrical Load Centers is a Capital purchase; and

WHEREAS, Capital Loans can be repaid over a 10 year period; NOW
THEREFORE,

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

Section 1. The Port of Newport commission authorizes a Capital loan from the NOAA Capital Reserve Fund in an amount not to exceed \$800,000 to the General Operating Fund to replace all electric load centers in the South Beach Marina.

Section 2. The Capital Loan repayments shall be budgeted in the annual budget starting in Fiscal Year 2022 and repaid over a 4-year period at an annual interest rate of 1.2%. The loan may be paid off early by paying the full principle and interest due at the time of repayment.

Amortization and Budget Schedule

<u>Fiscal Year</u>	<u>Payment</u>	<u>Principal Paid</u>	<u>Interest Paid</u>	<u>Remaining Balance</u>
2022	\$206,035.78	\$196,435.78	\$9,600.00	\$603,564.22
2023	\$206,035.78	\$198,793.01	\$7,242.77	\$404,771.21
2024	\$206,035.78	\$201,178.53	\$4,857.25	\$203,592.68
2025	\$206,035.79	\$203,592.68	\$2,443.11	\$0.00
<u>Totals</u>	<u>\$824,143.13</u>	<u>\$800,000.00</u>	<u>\$24,143.13</u>	

Effective Date: Resolution shall take effect immediately.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 15th day of December, 2020.

ATTEST:

James Burke, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

November 17, 2020

Regular Commission Meeting

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

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, November 16th, to be read into the meeting at the appropriate time.

Agenda Item

Audio Time

I. CALL TO ORDER

0:00

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

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

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

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

II. CHANGES TO THE AGENDA

0:13

A. *Burke agreed to add the item presented by staff to the Consent Calendar, which is posted on the Port website as an addendum to the Meeting Packet.

III. PUBLIC COMMENT

There was no public comment.

IV. CONSENT CALENDAR.....

0:41

- A. Minutes 2020
 - 1. Regular Commission MeetingOct 27
- B. Financial Reports
- C. Contracts
 - 1. NOAA Common Area Painting (\$15,890)
 - 2. *2020 NOAA Cathodic Protection System Anode Replacement (\$50,284)

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

V. OLD BUSINESS..... 1:45

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid 1:50

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

C. South Beach Load Centers Discussion 2:16

Miranda introduced the Staff Reports included in the Meeting Packet. She noted that it was agreed after discussion with staff that it would be better to replace all the load centers in the current fiscal year. Miranda referred to the reasons and budget analysis provided in the report. She suggested it would be advisable to finance with a 4-year loan from the NOAA reserves at 1.2% interest, to be paid back into that fund. Miranda added that Bretz had a Request for Proposal (RFP) prepared to issue upon Commission agreement to proceed.

Sylvia asked why it was originally planned to happen over 3 years; Miranda and Bretz said the main reasons were financial. Bretz added that it would still be planned in stages so that the entire marina would not be without power at the same time. Chuck commented that the Port had borrowed twice from the NOAA funds in the past for the terminal and export projects, and had been discussed for the previous administrative office project that ultimately was not completed. He added that those loans, however, were not paid back into the fund. Brown said this loan would be memorialized to ensure the funds were paid back and confirmed that this would be a loan from the restricted fund. Miranda said that with the administration building budgeted at \$2.4MM for the fiscal year but not expected to use that amount, there were sufficient budgeted capital funds. Brown said he would verify if a supplemental budget was needed to borrow from the restricted fund.

Lackey asked about the expected timing if this project moved forward. Miranda said the RFP was prepared, and it usually takes 5 weeks or so to get bids which would have to be reviewed. She anticipated the project could start at the beginning of 2021. Bretz said he was looking to get the work started in January and completed no later than May 1st before the 1st halibut opener. Miranda said she was asking the Commissioners for a recommendation on moving forward, and any staff selection would be brought back to the Commission for approval.

Chuck said he wanted to make sure the restricted funds were restored. He added he was cautious, but the financing lined up well and he supported improvements in a revenue generating area. Burke said it would send a nice message to South Beach users. The Commissioners agreed to move forward with the RFP for the nine load centers.

VI. STAFF REPORTS

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

20:19

Miranda introduced the Staff Reports included in the Meeting Packet. She thanked Heather Mann for letting her know about the Lincoln County Community and Economic Development grant program, which would help with funding the sea wall study. She added that the Port would seek quotes for the study once the County has responded, but there are enough funds in the budget to move ahead. The study is needed so the Port can know the status of the sea wall and plan for what needs to be done.

Miranda said she has been conferring with Rachael Maddock-Hughes of Sequoia Consulting regarding grants through the Maritime Innovation Center, possibly combining some projects. Miranda said she expected to hear more from the Army Corps of Engineers (ACOE) by February regarding the Feasibility Study for the dredging of the entrance to the Commercial Marina. She added the Port had budgeted \$900K for the project, of which the Port would have to put up \$450K; this project may push into the next fiscal year. If this goes through, the ACOE would also maintain the dredged area. Miranda said this was a separate project from the usual ACOE budgeted funds.

Miranda said the plans are still in the beginning stages for the Administration Building, which is moving forward with a final design so that construction bids can be made. Miranda said the Port needs to start looking for funding and she has submitted a pre-application with Business Oregon. Miranda also said she had met with a prospective tenant for the International Terminal, but their needs still need to be determined before having a discussion with fisherman. She said she wants to make sure talks go simultaneously with the project so that everyone is on board from the beginning. Miranda said she has reached out to Senator Dick Anderson to have a meeting, and to schedule a meeting with Anderson, Representative Gomberg, and other coastal ports to discuss port issues. Miranda commented the Port is doing well financially.

Lackey asked if more detail regarding the sea wall could be provided to the Commission regarding history, deliverables, timing, and Rogue's plans. Miranda said she spoke with Dharma Tamm at Rogue; they plan to move a portion of the cannery to the opposite side of the building, but far enough to the sea wall, so, it should not be an issue at this time. Rogue's waste project will involve silos that may be moved near the sea wall, at which point more information will be needed but this will not happen for at least another year. She added the Port has restricted Rogue to some extent on the placement of heavy equipment near the sea wall. Miranda said if the grant were received and quotes were available for the evaluation, she would bring more details to the Commission. Miranda added she had reached out to the Oregon State Marine Board regarding a grant, but they did not have funds available this year. Burke asked about potential liability for the Port should an event like a small earthquake would occur. Bretz said a minimal engineering study on the sea wall had been completed; the sea wall is nearing the end of its useful life but is within range.

Miranda said she had heard questions regarding the ideal location for the new Administration Building. She had conversations with Dustin Capri, Architect, regarding that issue. Capri had said

that ideally the building should be placed on either end of the property, but that moving the location halfway between the current location and the yacht club would increase both the cost of paving and another geotechnical survey. Miranda said there was also interest for expansion from Englund Marine, which may involve moving the Yacht Club in the direction of the existing Port office or to the south side of the bay. She added the new building would face the current driveway easily visible from both Bay Blvd and from the docks, and additional parking for Port Dock 7 could more easily be situated behind the building. Trucks would continue to be able to drive through to Englund Marine, and the focus would be on storage on the opposite side of the driveway where the existing Port office is located. Overall, this would provide good flow. Burke and Retherford said they better understood the rationale for the building location.

Sylvia asked if the Port had a master architectural plan for the Port for the next 10 – 20 years. Miranda said the Port had focused on the Strategic Business Plan, but she would propose preparing master plans by location over time, tying them together as necessary. She said the Port has a vision of what to do at the commercial docks. Miranda said she was considering developing a plan for the International Terminal and figuring out what to do with the 9-acre property, also considering the neighboring development. Sylvia and Burke agreed this could be revisited at future meetings.

Chuck asked if it were possible to get the needed work done on the Port Dock 5 Pier Project in this year’s in-water work window. Miranda said several contractors were interested in the project and the Port is still pushing to get this done. Bretz said that the Oregon Department of Fish & Wildlife (ODFW) was not likely to support an extension because of salmon smolt in the marina. Chuck suggested working with the National Marine Fisheries Service and the Coastal Caucus now to request an extension. Burke agreed it would be best to try for an extension.

Sylvia asked about the upcoming meeting with coastal ports and legislators. Miranda explained this was not directly linked to any legislative issues, but to introduce the ports, their needs, and concerns. Miranda invited Commissioners to participate if desired. Chuck commented that Anderson was very interested in the Port of Newport. Sylvia said he appreciated Miranda organizing this meeting and her leadership. Burke commented that Anderson and Gomberg were important advocates in state politics.

VII. COMMISSIONER REPORTS/COMMENTS 1:00:04

Sylvia, serving as a member of the Cascades West Council of Governments, reported on the review of budgets and strategies for the Transportation Commission, including some new thinking including equity, global warming, and resilience in transportation statewide.

Chuck said he would send the survey from the City of Newport about transportation plans to Hewitt to send to Commissioners for the opportunity to weigh in as citizens.

Burke said he planned on attending the SDAO webinar on Wednesday on Risk Management.

VIII. CALENDAR/FUTURE CONSIDERATIONS 1:04:44

2020

Thanksgiving Holiday – Port Office Closed.....Nov 26 – 27

Regular Commission Meeting (3rd Tuesday) Dec 15

Christmas Holiday – Port Office Closed..... Dec 25
2021
New Year’s Holiday – Port Office Closed..... Jan 01

There were no changes to the Calendar/Future Considerations.

IX. PUBLIC COMMENT..... 1:04:57

There was no public comment.

X. ADJOURNMENT 1:05:05

Having no further business, the meeting adjourned at 7:07 pm.

ATTESTED:

Jim Burke, Vice-President

Walter Chuck, Secretary/Treasurer

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

A RESOLUTION ADOPTING AN EXTERNAL COMPUTER USE POLICY

WHEREAS, the Port of Newport Board of Commissioners By-laws states in section 2 that the Board of Commissioners shall adopt policies for the governance of the Port; and

WHEREAS, from time to time Port Commissioners, Staff and/or other designees may be assigned computer devices and peripherals for Port business use at home or at other locations outside of Port property to meet the needs of the Port; and

WHEREAS, the Port of Newport presently does not have an enumerated policy with regard to external computer use; and

WHEREAS, Port staff has prepared an External Computer Use Policy document, attached hereto as Exhibit A, that outlines related policies and procedures;

NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section I. The Port of Newport External Computer Use Policy attached hereto as Exhibit A, is hereby adopted by reference.

Section II. The Policies and Procedures may be modified by Resolution or may be modified administratively to follow best practices or to incorporate new laws and rules.

Section II. Staff is directed to codify this policy according to past administrative practices.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this
15th day of September, 2020.

ATTEST:

Jim Burke, President

Walter Chuck, Secretary/Treasurer



External Computer Use Policy

*Adopted by Resolution XXXX-XX
Date*

Title and Revision Date

PORT OF NEWPORT External Computer Use Policy

Table of Contents

Chapter 1. General Provisions..... 2

 1.1 Title..... 2

 1.2 Purpose and Scope. 2

 1.4 Interpretation. 2

 1.5 Severability..... 2

Chapter 2. Use and Care 2

Chapter 3. Relinquishment 4

References 4

Acknowledgment Form 5

Chapter 1. General Provisions

- 1.1 Title.** This Policy and any amendments hereto shall be called, collectively, the Port of Newport External Computer Use Policy.
- 1.2 Purpose and Scope.** The purpose of this policy is to ensure that the Port of Newport identifies the proper use and care of tablets, laptops or other devices issued for Commissioner, Employee or other Assignee use.
- 1.3 Variances.** The General Manager shall have the discretion to vary or modify the strict application of the provisions of the policy in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.
- 1.4 Interpretation.** If any section or part of this policy is found to be inconsistent with any laws of the State of Oregon or of the United States, or any rule, regulation or standard established pursuant thereto, such section, or part thereof shall be interpreted in the manner most consistent with its original intent that is not inconsistent with any laws of the State of Oregon or the United States or any rules, regulations or standards established pursuant thereto. Nothing contained in this policy shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws or as a limitation of the powers of the Port Commission or management.
- 1.5 Severability.** Should any portion or the application thereof to any person or property be found invalid for any reason, the validity of the remainder of these provisions or the application of such remainder to other persons or property shall not be affected.

Chapter 2. Use and Care

- (a) The Port of Newport (hereinafter referred to as "Port") may lend to an elected official, employee, or other designated individual (hereinafter referred to as "Assignee") a Port computer device and peripherals (hereinafter referred to as "device") in good working order for use outside of the Port locations.
- (b) It is the responsibility of the Assignee to ensure that the device is retained in a safe environment.
- (c) Assignee will acknowledge and agree that the Assignee's use of the device is a privilege, and the Assignee has the responsibility to protect and safeguard the device and to return the same in good condition upon request by the Port.
- (d) The device is, and at all times remains, the property of the Port and is provided to the Assignee for use throughout the association with the Port.
- (e) Assignees may not deface, destroy, or otherwise damage the device in any way. Assignee will agree to use best efforts to ensure that the device is not damaged or rendered inoperative.

- (f) Failure to use the device in the appropriate manner will result in consequences as determined by Port policy, or civil and/or criminal liability under applicable laws, and may result in disciplinary action, revocation of the Assignee's privilege to use and/or access the device, including the privilege to take the device home.
- (g) The device and all applications and software installed by the Port thereon are the property of the Port and are made available under the terms of this Policy for Assignee's use during their association with the Port.
- (h) The Port retains control, custody, and supervision of all devices and in accordance with the law reserves the right to monitor all activity by Assignee, and the device may be subject to random search.
- (i) Assignee should have no expectation of privacy in their use of devices including email, stored files, or internet sites visited.
- (j) Each device is assigned to an individual Assignee. Assignees should never swap/share their device with another Assignee.
- (k) Assignees shall not store or put anything on the device or in an email that would be embarrassing, inappropriate, or illegal.
- (l) Port policies and State Statutes regarding public records are in effect at all times and apply to all Assignees and their use of assigned devices.
- (m) Assignees may not make any attempt to add, delete access, or modify user accounts on the device.
- (n) Assignees may not install or use any software other than software owned and/or approved by the Port.
- (o) Assignee may use the device for non-commercial, personal purposes in accordance with Port policies, procedures, guidelines and rules, and local, state, and federal statutes and regulations.
- (p) The Port General Manager or appointed designee reserves the right to search devices and the files thereon when there may be a violation of the State of Oregon records laws and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all Port sponsored activities at any location.
- (q) The Port is responsible for tracking and monitoring devices. Devices will be entered into inventory and tagged. Identification labels will be placed on the devices. These labels are not to be removed or modified. If the labels become damaged or missing, Assignee shall contact the Port for replacements. Additional stickers, labels or markings of any kind may not be added to the device.
- (r) If the device is lost or stolen, Assignee will report the loss or theft to the Port as soon as possible.

- (s) Assignees agree to bring any device that is damaged or not working properly to the Port for repair or replacement. Assignees are not authorized to attempt repairs themselves or to contract with any other individual or business for repair of the device.

Chapter 3. Relinquishment

- (a) Assignees resigning or otherwise terminating their relationship with the Port will return the device before their last day.
- (b) If the device is not returned, the Assignee will be financially responsible for the replacement of the device.
- (c) Failure to return the device may result in civil and/or criminal liability under applicable laws.

References

Reserved.



External Computer Use Policy & Device Receipt Acknowledgment Form

As an Assignee of a Port of Newport device, I acknowledge the following:

I have been provided a copy of or given access to the External Computer Use Policy. I have both read and understood the information in the Policy and have asked the General Manager, Supervisor, or designee for the clarification of any information I did not understand.

I acknowledge receipt of the following to use in accordance with the Policy:

Assignee's Signature

Date

Print Assignee's Name

Port of Newport - General Operating Fund

Balance Sheet

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,847,272	4,034,053	(186,781)	(5)%
Total Checking/Savings	3,847,272	4,034,053	(186,781)	(5)%
Accounts Receivable				
11200 · Accounts Receivable	503,636	435,184	68,452	16%
11225 · Grants Receivable	4,462	0	4,462	100%
Total Accounts Receivable	508,098	435,184	72,914	17%
Other Current Assets				
11250 · Property Tax Receivable	51,175	229,844	(178,670)	(78)%
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	4,298	(6,642)	10,941	165%
11300 · Prepaid Expenses	66,067	66,207	(140)	(0)%
11400 · Due from Other Funds	9,951	36,738	(26,787)	(73)%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	2,126	0	2,126	100%
Total Other Current Assets	(387,216)	(194,686)	(192,529)	(99)%
Total Current Assets	3,968,154	4,274,551	(306,397)	(7)%
Fixed Assets				
11500 · Capital Assets	46,803,604	48,223,581	(1,419,977)	(3)%
Total Fixed Assets	46,803,604	48,223,581	(1,419,977)	(3)%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
Total Other Assets	650	0	650	100%
TOTAL ASSETS	50,772,408	52,498,132	(1,725,724)	(3)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	165,551	108,598	56,952	52%
Total Accounts Payable	165,551	108,598	56,952	52%
Other Current Liabilities				
12005 · Retainage Payable	361	0	361	100%
12010 · Unclaimed Property Payable	3,564	2,885	679	24%
12020 · Lodging/Room Tax Payable	18,654	1,323	17,331	1,310%
12100 · Payroll Liabilities	99,307	113,554	(14,247)	(13)%
12200 · Due to other Funds	0	706,845	(706,845)	(100)%
12250 · Deferred Revenue	231,898	226,015	5,882	3%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
Total Other Current Liabilities	904,745	1,606,979	(702,234)	(44)%
Total Current Liabilities	1,070,296	1,715,577	(645,282)	(38)%

Port of Newport - General Operating Fund

Balance Sheet

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change	% Change
Long Term Liabilities				
12350 · Long Term Debt	5,756,882	6,360,811	(603,930)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%
12900 · PERS - Deferred IF	147,653	147,653	0	0%
Total Long Term Liabilities	6,005,155	6,609,085	(603,930)	(9)%
Total Liabilities	7,075,451	8,324,662	(1,249,211)	(15)%
Equity				
13010 · GOF - Unassigned FB	36,467,608	62,462,097	(25,994,489)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	0	(34,952)	34,952	100%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
Net Income	85,810	201,452	(115,643)	(57)%
Total Equity	43,696,958	44,173,470	(476,512)	(1)%
TOTAL LIABILITIES & EQUITY	50,772,408	52,498,132	(1,725,724)	(3)%

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	304,742	338,750	(34,008)	90%
14100 · Moorage	865,946	652,704	213,242	133%
14200 · Hoist Dock & Services	302,111	350,789	(48,678)	86%
14300 · Shipping Terminal Revenues	0	10,111	(10,111)	0%
14400 · RV Parks	729,126	606,248	122,878	120%
14500 · Launch Ramp & Trailer Storage	50,952	34,708	16,244	147%
14600 · Miscellaneous Revenue	70,949	36,487	34,462	194%
14700 · Permit Revenues	(321)	0	(321)	100%
Total Income	<u>2,323,505</u>	<u>2,029,796</u>	<u>293,709</u>	<u>114%</u>
Gross Profit	2,323,505	2,029,796	293,709	114%
Expense				
15000 · Personnel Services	776,982	919,812	(142,830)	84%
16000 · Materials & Services	792,313	1,452,502	(660,190)	55%
16990 · Depreciation Expense	687,618	687,618	0	100%
17000 · Debt Service	352,624	747,087	(394,463)	47%
Total Expense	<u>2,609,537</u>	<u>3,807,019</u>	<u>(1,197,483)</u>	<u>69%</u>
Net Ordinary Income	(286,032)	(1,777,223)	1,491,192	16%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	108,614	108,338	276	100%
18200 · Interest Income	9,203	0	9,203	100%
18300 · Grants	2,520	0	2,520	100%
18700 · Property & Dredge Sales	11,119	20,000	(8,881)	56%
18800 · Miscellaneous - Non-operating	10,594	0	10,594	100%
Total Other Income	<u>142,050</u>	<u>128,338</u>	<u>13,712</u>	<u>111%</u>
Other Expense				
19000 · Capital Outlay	332,781	29,788	302,993	1,117%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19830 · GAAP - D/S Principal Pmts	(294,908)	(294,908)	(0)	100%
19860 · GAAP - Capitalized Expenses	(264,322)	(264,322)	0	100%
19890 · Overhead Allocation	(156,244)	(1,244)	(155,000)	12,560%
Total Other Expense	<u>(382,693)</u>	<u>(480,686)</u>	<u>97,993</u>	<u>80%</u>
Net Other Income	524,743	609,024	(84,281)	86%
Net Income	<u>238,711</u>	<u>(1,168,200)</u>	<u>1,406,911</u>	<u>(20)%</u>

Port of Newport - General Operating Fund

Administration - Budget vs. Actual

July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	8,916	0	8,916	100%
Total Income	<u>8,916</u>	<u>0</u>	<u>8,916</u>	<u>100%</u>
Gross Profit	8,916	0	8,916	100%
Expense				
15000 · Personnel Services	315,048	349,612	(34,564)	90%
16000 · Materials & Services	231,170	312,496	(81,326)	74%
16990 · Depreciation Expense	2,110	2,110	0	100%
Total Expense	<u>548,328</u>	<u>664,218</u>	<u>(115,890)</u>	<u>83%</u>
Net Ordinary Income	(539,412)	(664,218)	124,806	81%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	108,614	108,338	276	100%
18200 · Interest Income	9,203	0	9,203	100%
18800 · Miscellaneous - Non-operating	7,394			
Total Other Income	<u>125,211</u>	<u>108,338</u>	<u>16,873</u>	<u>116%</u>
Other Expense				
19000 · Capital Outlay	29,788	29,788	0	100%
19860 · GAAP - Capitalized Expenses	(29,788)	(29,788)	(0)	100%
19890 · Overhead Allocation	(516,391)	(516,391)	(0)	100%
Total Other Expense	<u>(516,391)</u>	<u>(516,391)</u>	<u>(0)</u>	<u>100%</u>
Net Other Income	<u>641,602</u>	<u>624,729</u>	<u>16,874</u>	<u>103%</u>
Net Income	<u>102,190</u>	<u>(39,490)</u>	<u>141,679</u>	<u>(259)%</u>

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	56,946	71,667	(14,721)	79%
14100 · Moorage	64,085	72,726	(8,641)	88%
14200 · Hoist Dock & Services	144,124	190,505	(46,382)	76%
14300 · Shipping Terminal Revenues	0	10,111	(10,111)	0%
14600 · Miscellaneous Revenue	277	0	277	100%
Total Income	<u>265,432</u>	<u>345,009</u>	<u>(79,577)</u>	<u>77%</u>
Gross Profit	265,432	345,009	(79,577)	77%
Expense				
15000 · Personnel Services	69,306	79,353	(10,046)	87%
16000 · Materials & Services	89,392	65,958	23,434	136%
16990 · Depreciation Expense	529,430	529,430	0	100%
17000 · Debt Service	152,399	473,058	(320,659)	32%
Total Expense	<u>840,528</u>	<u>1,147,799</u>	<u>(307,271)</u>	<u>73%</u>
Net Ordinary Income	(575,096)	(802,789)	227,693	72%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	10,914	0	10,914	100%
Total Other Income	10,914	0	10,914	100%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19700 · Transfers Out to Other Funds	0	50,000	(50,000)	0%
19830 · GAAP - D/S Principal Pmts	(124,029)	(124,029)	(0)	100%
19860 · GAAP - Capitalized Expenses	0	0	0	0%
19890 · Overhead Allocation	13,554	13,554	0	100%
Total Other Expense	<u>(110,475)</u>	<u>(60,475)</u>	<u>(50,000)</u>	<u>183%</u>
Net Other Income	121,389	60,475	60,914	201%
Net Income	<u><u>(453,707)</u></u>	<u><u>(742,314)</u></u>	<u><u>288,607</u></u>	<u><u>61%</u></u>

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	62,641	77,500	(14,859)	81%
14100 · Moorage	317,548	284,219	33,329	112%
14200 · Hoist Dock & Services	153,805	145,700	8,105	106%
14600 · Miscellaneous Revenue	12,754	0	12,754	100%
14700 · Permit Revenues	(441)	0	(441)	100%
Total Income	<u>546,306</u>	<u>507,419</u>	<u>38,887</u>	<u>108%</u>
Gross Profit	546,306	507,419	38,887	108%
Expense				
15000 · Personnel Services	162,774	210,013	(47,238)	78%
16000 · Materials & Services	184,768	704,302	(519,534)	26%
16990 · Depreciation Expense	20,801	20,801	0	100%
17000 · Debt Service	3,298	32,915	(29,617)	10%
Total Expense	<u>371,641</u>	<u>968,031</u>	<u>(596,390)</u>	<u>38%</u>
Net Ordinary Income	174,665	(460,611)	635,277	(38)%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	55,648	0	55,648	100%
19830 · GAAP - D/S Principal Pmts	(2,999)	(2,999)	(0)	100%
19860 · GAAP - Capitalized Expenses	(48,770)	(48,770)	(0)	100%
19890 · Overhead Allocation	229,288	229,288	(0)	100%
Total Other Expense	<u>233,166</u>	<u>177,519</u>	<u>55,647</u>	<u>131%</u>
Net Other Income	(233,166)	(177,519)	(55,647)	131%
Net Income	<u>(58,501)</u>	<u>(638,130)</u>	<u>579,629</u>	<u>9%</u>

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	185,156	189,583	(4,428)	98%
14100 · Moorage	484,313	295,759	188,555	164%
14200 · Hoist Dock & Services	4,182	14,583	(10,402)	29%
14400 · RV Parks	729,284	606,248	123,037	120%
14500 · Launch Ramp & Trailer Storage	50,952	34,708	16,244	147%
14600 · Miscellaneous Revenue	49,002	36,487	12,515	134%
14700 · Permit Revenues	120			
Total Income	<u>1,503,010</u>	<u>1,177,368</u>	<u>325,642</u>	<u>128%</u>
Gross Profit	1,503,010	1,177,368	325,642	128%
Expense				
15000 · Personnel Services	229,853	280,835	(50,982)	82%
16000 · Materials & Services	286,983	369,746	(82,763)	78%
16990 · Depreciation Expense	135,277	135,277	0	100%
17000 · Debt Service	196,927	241,114	(44,187)	82%
Total Expense	<u>849,040</u>	<u>1,026,972</u>	<u>(177,932)</u>	<u>83%</u>
Net Ordinary Income	653,970	150,396	503,574	435%
Other Income/Expense				
Other Income				
18300 · Grants	2,520	0	2,520	100%
18600 · Gain/(Loss) on Sale of Assets	0	0	0	0%
18700 · Property & Dredge Sales	205	20,000	(19,795)	1%
18800 · Miscellaneous - Non-operating	3,200	0	3,200	100%
Total Other Income	<u>5,925</u>	<u>20,000</u>	<u>(14,075)</u>	<u>30%</u>
Other Expense				
19000 · Capital Outlay	247,344	0	247,344	100%
19700 · Transfers Out to Other Funds	0	0	0	0%
19830 · GAAP - D/S Principal Pmts	(167,879)	(167,880)	1	100%
19860 · GAAP - Capitalized Expenses	(185,763)	(185,764)	1	100%
19890 · Overhead Allocation	272,305	272,305	(1)	100%
Total Other Expense	<u>166,006</u>	<u>(81,339)</u>	<u>247,345</u>	<u>(204)%</u>
Net Other Income	<u>(160,081)</u>	<u>101,339</u>	<u>(261,420)</u>	<u>(158)%</u>
Net Income	<u><u>493,889</u></u>	<u><u>251,735</u></u>	<u><u>242,154</u></u>	<u><u>196%</u></u>

NOAA Lease Revenue Fund

Balance Sheet

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	531,885	0	531,885	100%
11025 · NLRF MM Savings - FIB 9604	500,026	0	500,026	100%
11035 · NLRF - LGIP 6263	2,237,626	0	2,237,626	100%
11080 · NLRF Checking - OCB 7827	0	877,598	(877,598)	(100)%
11085 · NOAA Money Market - Umpqua	0	1,793,316	(1,793,316)	(100)%
11087 · NOAA Capital Reserve - OCB	0	508,255	(508,255)	(100)%
11091 · NOAA Revenue Bond Reserve - OCB	0	2,114,038	(2,114,038)	(100)%
11092 · Assignment of Deposit - OCB	63,489	62,077	1,412	2%
Total Checking/Savings	3,333,027	5,355,285	(2,022,258)	(38)%
Accounts Receivable				
11200 · Accounts Receivable	173	0	173	100%
Total Accounts Receivable	173	0	173	100%
Other Current Assets				
11300 · Prepaid Expenses	27,135	22,664	4,471	20%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	1,302	(3,169)	4,471	141%
Total Current Assets	3,334,501	5,352,115	(2,017,614)	(38)%
Fixed Assets				
11500 · Capital Assets	23,456,517	24,933,596	(1,477,079)	(6)%
Total Fixed Assets	23,456,517	24,933,596	(1,477,079)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
TOTAL ASSETS	27,753,433	30,285,711	(2,532,279)	(8)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	7,722	19,138	(11,416)	(60)%
Total Accounts Payable	7,722	19,138	(11,416)	(60)%
Other Current Liabilities				
12100 · Payroll Liabilities	12,443	7,649	4,794	63%
12200 · Due to Other Funds	9,951	27,191	(17,240)	(63)%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	1,513,767	1,459,427	54,340	4%
Total Current Liabilities	1,521,490	1,478,565	42,924	3%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	16,926,122	17,505,782	(579,661)	(3)%

NOAA Lease Revenue Fund

Balance Sheet

As of November 30, 2020

	<u>Nov 30, 20</u>	<u>Nov 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRFF - Restricted FB-Bond Res.	1,761,721	0	1,761,721	100%
13010 · NLRFF - Unassigned FB	11,250,823	(14,317,905)	25,568,728	179%
13075 · NLRFF - Prior Period Adj	0	(9,776)	9,776	100%
13300 · NLRFF - Equity Transfers	0	25,585,916	(25,585,916)	(100)%
32000 · Unrestricted Net Assets	0	1,741,983	(1,741,983)	(100)%
Net Income	<u>(2,185,233)</u>	<u>(220,289)</u>	<u>(1,964,945)</u>	<u>(892)%</u>
Total Equity	<u>10,827,311</u>	<u>12,779,929</u>	<u>(1,952,618)</u>	<u>(15)%</u>
TOTAL LIABILITIES & EQUITY	<u>27,753,433</u>	<u>30,285,711</u>	<u>(2,532,279)</u>	<u>(8)%</u>

Port of Newport - NOAA Lease Revenue Fund

Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	1,063,483	1,081,625	(18,142)	98%
14605 · Miscellaneous - Operating	2,001	0	2,001	100%
Total Income	1,065,484	1,081,625	(16,141)	99%
Expense				
15000 · Personnel Services	44,086	64,615	(20,529)	68%
16000 · Materials & Services	109,394	180,364	(70,970)	61%
16990 · Depreciation Expense	652,975	652,975	0	100%
17000 · Debt Service	1,531,640	1,531,990	(350)	100%
Total Expense	2,338,095	2,429,945	(91,849)	96%
Net Ordinary Income	(1,272,612)	(1,348,320)	75,708	94%
Other Income/Expense				
Other Income				
18200 · Interest Income	8,057	41,667	(33,610)	19%
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	21			
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	8,077	41,667	(33,589)	19%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,209,445	2,209,445	0	100%
19830 · GAAP - D/S Principal Pmts	(1,290,000)	(1,290,000)	0	100%
19890 · Admin Overhead Allocation	1,254	1,254	0	100%
Total Other Expense	920,699	920,699	0	100%
Net Other Income	(912,622)	(879,032)	(33,589)	104%
Net Income	<u>(2,185,233)</u>	<u>(2,227,352)</u>	<u>42,119</u>	<u>98%</u>

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

	Nov 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	1,363	0	1,363	100%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	1,363	0	1,363	100%
Other Expense				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	1,363	0	1,363	100%
Net Income	1,363	0	1,363	100%

Port of Newport - NOAA Capital Maintenance Fund

Balance Sheet - NCMF

As of November 30, 2020

	<u>Nov 30, 20</u>	<u>Nov 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
11035 · NCMF - LGIP 6263	2,218,246	0	2,218,246	100%
Total Checking/Savings	2,218,246	0	2,218,246	100%
Total Current Assets	2,218,246	0	2,218,246	100%
TOTAL ASSETS	<u>2,218,246</u>	<u>0</u>	<u>2,218,246</u>	<u>100%</u>
LIABILITIES & EQUITY				
Equity				
Net Income	2,218,246	0	2,218,246	100%
Total Equity	2,218,246	0	2,218,246	100%
TOTAL LIABILITIES & EQUITY	<u>2,218,246</u>	<u>0</u>	<u>2,218,246</u>	<u>100%</u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	426,530	22,552	403,978
Total Checking/Savings	426,530	22,552	403,978
Other Current Assets			
11270 · Property Tax Receivable	339,830	86,925	252,905
11400 · Due from Other Funds	0	706,845	(706,845)
Total Other Current Assets	339,830	793,770	(453,940)
Total Current Assets	766,361	816,322	(49,962)
Other Assets			
11800 · Bond Issue costs, net of amort.	0	2,916	(2,916)
11825 · Advance Refunding Valuation	700,453	416,150	284,303
Total Other Assets	700,453	419,066	281,387
TOTAL ASSETS	1,466,813	1,235,388	231,425
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	412,892	(412,892)
Total Accounts Payable	0	412,892	(412,892)
Other Current Liabilities			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
Total Other Current Liabilities	335,000	350,000	(15,000)
Total Current Liabilities	335,000	762,892	(427,892)
Long Term Liabilities			
12515 · 2011 Series Bonds	0	4,948,669	(4,948,669)
12520 · 2016 Series Bonds	6,763,195	7,043,195	(280,000)
12525 · 2019 Series Bonds	5,210,000	0	5,210,000
12590 · Bond Premiums	796,865	796,865	0
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	20,808	20,808	0
Total Long Term Liabilities	12,455,868	12,459,537	(3,669)
Total Liabilities	12,790,868	13,222,429	(431,561)
Equity			
13000 · BDF - Restricted FB	(12,052,349)	(12,290,511)	238,162
Net Income	728,294	303,469	424,825
Total Equity	(11,324,055)	(11,987,041)	662,986
TOTAL LIABILITIES & EQUITY	1,466,813	1,235,388	231,425

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18106 · Bond Levy Proceeds	728,290	729,900	(1,610)	100%
Total Income	<u>728,290</u>	<u>729,900</u>	<u>(1,610)</u>	<u>100%</u>
Gross Profit	728,290	729,900	(1,610)	100%
Expense				
17000 · Debt Service	0	215,271	(215,271)	0%
Total Expense	<u>0</u>	<u>215,271</u>	<u>(215,271)</u>	<u>0%</u>
Net Ordinary Income	728,290	514,630	213,661	142%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	4	1,458	(1,454)	0%
Total Other Income	<u>4</u>	<u>1,458</u>	<u>(1,454)</u>	<u>0%</u>
Net Other Income	<u>4</u>	<u>1,458</u>	<u>(1,454)</u>	<u>0%</u>
Net Income	<u><u>728,294</u></u>	<u><u>516,088</u></u>	<u><u>212,206</u></u>	<u><u>141%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
300 - Construction Fund	13,070	19,295	(6,224)
Total Checking/Savings	13,070	19,295	(6,224)
Total Current Assets	13,070	19,295	(6,224)
TOTAL ASSETS	13,070	19,295	(6,224)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 - Accounts Payable	0	4,905	(4,905)
Total Accounts Payable	0	4,905	(4,905)
Total Current Liabilities	0	4,905	(4,905)
Total Liabilities	0	4,905	(4,905)
Equity			
13010 - CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	1	(15,947)	15,948
Total Equity	13,070	14,390	(1,319)
TOTAL LIABILITIES & EQUITY	13,070	19,295	(6,224)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	1	0	1	100%
Total Other Income	1	0	1	100%
Other Expense				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	30,452	(30,452)	0%
Total 19700 · Transfers Out to Other Funds	0	30,452	(30,452)	0%
Total Other Expense	0	30,452	(30,452)	0%
Net Other Income	1	(30,452)	30,453	(0)%
Net Income	1	(30,452)	30,453	(0)%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of November 30, 2020

	<u>Nov 30, 20</u>	<u>Nov 30, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	262,243	151,086	111,157
Total Checking/Savings	<u>262,243</u>	<u>151,086</u>	<u>111,157</u>
Total Current Assets	<u>262,243</u>	<u>151,086</u>	<u>111,157</u>
TOTAL ASSETS	<u>262,243</u>	<u>151,086</u>	<u>111,157</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	4,642	(4,642)
Total Accounts Payable	<u>0</u>	<u>4,642</u>	<u>(4,642)</u>
Total Current Liabilities	<u>0</u>	<u>4,642</u>	<u>(4,642)</u>
Total Liabilities	0	4,642	(4,642)
Equity			
13005 · FMRF - Assigned for Future Exp	215,000	150,000	65,000
13010 · FMRF - Unassigned FB	46,634	(2,820)	49,453
Net Income	609	(736)	1,345
Total Equity	<u>262,243</u>	<u>146,444</u>	<u>115,799</u>
TOTAL LIABILITIES & EQUITY	<u>262,243</u>	<u>151,086</u>	<u>111,157</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	609	625	(16)	98%
18900 · Transfers In	0	687,500	(687,500)	0%
Total Other Income	609	688,125	(687,516)	0%
Other Expense				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	0	300,000	(300,000)	0%
Total 19700 · Transfers Out	0	300,000	(300,000)	0%
Total Other Expense	0	430,120	(430,120)	0%
Net Other Income	609	258,005	(257,396)	0%
Net Income	609	258,005	(257,396)	0%



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45578	AlSCO			
10/28/2020	LPOR2579959		Shop towels, shirt, and mats	Administration	34.75
11/04/2020	LPOR2582853		Shop towels, shirt, and mats	Administration	34.75
					<u>69.50</u>
11/10/2020	45579	Alsea Bay Power Products			
10/21/2020	325482		Riding mower and trimmer parts	SB Operations	113.25
10/27/2020	325824		Riding mower blades	SB Operations	48.27
					<u>161.52</u>
11/10/2020	45580	Amazon Capital Services			
10/23/2020	1YTG-X1CD-QKQY	State of Oregon CRF	Nitrile gloves	Commercial Marina	239.80
			Freight	Commercial Marina	92.69
10/26/2020	1NQ7-MMYJ-DNVN		Fan forced portable heater	Commercial Marina	421.78
10/27/2020	1LQH-CL49-K9FC		Otter Box phone protector	International Terminal	19.99
			Freight	International Terminal	12.99
10/28/2020	13V9-1RGF-KQGQ		Dry erase board	International Terminal	55.69
			Freight	International Terminal	13.91
11/05/2020	1NMV-QXLC-XQMT		AED Defibrillator - shop	Commercial Marina	1,275.00
					<u>2,131.85</u>
11/10/2020	45581	Arxcis			
10/30/2020	1001281		Test and certify dock hoists	International Terminal	1,146.90
			Test and certify dock hoists	Commercial Marina	1,986.90
					<u>3,133.80</u>
11/10/2020	45582	Barrelhead Supply			
10/30/2020	295946		Concrete and supplies	SB Operations	62.03
11/04/2020	296127		Toilet repair supplies	SB Operations	39.16
					<u>101.19</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45583	Business Oregon - OBDD	Loan payment		
10/19/2020	655-36-02Q1001 11-20		Principal - November 2020	International Terminal	5,456.09
			Interest - November 2020	International Terminal	2,343.91
					<u>7,800.00</u>
11/10/2020	45584	Cedar Creek Quarries			
10/23/2020	0119622-IN		3/4"-0 crushed rock and hauling	SB Operations	622.12
			Rip rap, river rock, and hauling	SB Operations	1,048.65
					<u>1,670.77</u>
11/10/2020	45585	City of Newport Room Tax			
10/31/2020	Oct 2020 Room Tax		Transient room tax - October 2020	SB Customer Service	9,503.65
					<u>9,503.65</u>
11/10/2020	45586	Coastal Paper & Supply			
10/27/2020	583052		AR 1060 garbage bags	International Terminal	138.04
			Shipping	International Terminal	4.00
10/27/2020	583056		Paper products and cleaning supplies	SB Operations	466.42
			Shipping	SB Operations	4.00
11/03/2020	583373		Paper products and cleaning supplies	SB Operations	498.58
			Shipping	SB Operations	4.00
					<u>1,115.04</u>
11/10/2020	45587	CoastCom By Wave			
10/31/2020	121313501-0008471		Internet - October 2020	SB Customer Service	1,036.04
			Internet - October 2020	Administration	500.00
					<u>1,536.04</u>
11/10/2020	45588	Creditors Collection Service			
10/31/2020	JS 0960578 R 10/20-2		Garnishment	SB Customer Service	215.17
11/06/2020	JS 0960578 R 11/20		Garnishment	SB Customer Service	1.54
					<u>216.71</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45589	EARTH20			
10/30/2020	759172		Package plan overage	Commercial Marina	<u>59.00</u>
					59.00
11/10/2020	45590	Englund Marine Supply Co			
10/30/2020	972360/6		Rain gear and boots	Commercial Marina	<u>275.19</u>
					275.19
11/10/2020	45591	Fastenal Company			
10/30/2020	ORNEW142448		1/4"x1" molly bolts	Commercial Marina	0.75
			1/4"x2"x4" SDS+ bit	Commercial Marina	<u>6.40</u>
					7.15
11/10/2020	45592	FIB MasterCard KH			
10/22/2020	Safeway		10/08/2020 - Harbormaster Appreciation Day cupcakes	Administration	<u>30.00</u>
					30.00
11/10/2020	45593	FIB MasterCard MB			
10/22/2020	PayPal		10/02/2020 - Credit card fees	SB Customer Service	244.10
10/22/2020	Intuit QB 9/20		09/23/2020 - QB hosting	Administration	168.27
10/22/2020	Intuit QB 10/20		10/10/2020 - QB hosting	Administration	<u>280.45</u>
					692.82
11/10/2020	45594	FIB MasterCard PM			
10/22/2020	Constant Contact		09/21/2020 - Managing software for email updates and blasts	Administration	<u>28.00</u>
					28.00
11/10/2020	45595	G & K Floors			
11/01/2020	110120		Janitorial services - SB	SB Customer Service	1,880.00
			Janitorial services - Port office	Administration	200.00
			Janitorial services - Customs office	Commercial Marina	<u>120.00</u>
					2,200.00
11/10/2020	45596	Greater Newport Chamber of Commerce			
10/01/2020	100457		Treasures of the Sea 2020	SB Customer Service	<u>185.00</u>
					185.00



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45597	HR Answers			
11/02/2020	Covid-OSHA3		OSHA Training	Administration	98.00
					<u>98.00</u>
11/10/2020	45598	Hyak			
10/30/2020	23420		Desktop support - OpenDNS web filtering difference	Administration	100.00
			Desktop support - Help Desk tier 1	Administration	1,200.00
			Desktop support - Managed network services	Administration	738.00
			Desktop support - Remote monitoring and management	Administration	400.00
			Desktop support - DMARC monitoring	Administration	50.00
			Desktop support - Managed IP video	Administration	580.00
11/01/2020	23460		IT services - MS 365, web filtering, desktop support	Administration	4,625.00
					<u>7,693.00</u>
11/10/2020	45599	Industrial Welding Supply			
11/04/2020	918903-00		Door jam repair supplies	SB Operations	42.63
11/04/2020	918865-00		Welding supplies	Commercial Marina	34.00
			Welding supplies	Commercial Marina	91.55
			Welding supplies	Commercial Marina	13.60
					<u>181.78</u>
11/10/2020	45600	Employee			
11/06/2020	Garn Credit		Garnishment reimbursement	SB Customer Service	17.35
					<u>17.35</u>
11/10/2020	45601	Lincoln Glass			
10/30/2020	59681		Repair broken window	SB Operations	136.20
					<u>136.20</u>
11/10/2020	45602	MacPherson Gintner & Diaz			
10/01/2020	81577 EDA		Professional services for EDA Grant	Commercial Marina	431.25
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	431.25
10/01/2020	81578		Professional services	Administration	645.00
					<u>1,507.50</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45603	Orkin			
10/27/2020	204702299		November pest control	Administration	45.00
					<u>45.00</u>
11/10/2020	45604	Pioneer Connect			
11/01/2020	Shop 1120		Telephone	SB Operations	41.71
11/01/2020	Office 1120		Telephone	SB Customer Service	233.10
					<u>274.81</u>
11/10/2020	45605	Quadient Finance USA			
10/27/2020	10266121		Postage and fee	Administration	401.39
					<u>401.39</u>
11/10/2020	45606	RentPrep Enterprise			
11/01/2020	6205		Background checks	SB Customer Service	74.75
					<u>74.75</u>
11/10/2020	45607	Sherwin-Williams			
10/29/2020	6560-8		Paint and supplies for Marina and RV Office laundry	SB Operations	328.55
10/30/2020	4095-1		White paint and painting supplies	SB Operations	285.52
11/04/2020	6737-2		Spray paint - safety yellow, blue, red, black, white	Commercial Marina	142.38
					<u>756.45</u>
11/10/2020	45608	Smart Foodservice - Cash & Carry			
11/04/2020	16702		Fisherman's Appreciation Day supplies	Commercial Marina	97.30
					<u>97.30</u>
11/10/2020	45609	Special Districts Insurance Services			
11/02/2020	Dec Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,800.99
			Monthly health-dental-life insurance	Commercial Marina	2,501.31
			Monthly health-dental-life insurance	SB Customer Service	1,667.54
			Monthly health-dental-life insurance	SB Operations	4,168.85
			Monthly health-dental-life insurance	International Terminal	1,667.54
					<u>15,806.23</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/10/2020	45610	State Forester			
10/27/2020	21190		Fire protection fee	Administration	15.25
					<u>15.25</u>
11/10/2020	45611	Summit Public Relations Strat	Communication support services		
11/08/2020	707		September and October 2020	Administration	1,650.00
					<u>1,650.00</u>
11/10/2020	45612	TCB Security Services			
11/01/2020	230221		Monthly security contract - SB Marina	SB Operations	2,116.35
			Monthly security contract - SB RV	SB Customer Service	2,116.35
			Monthly security contract - CM	Commercial Marina	2,116.35
			Monthly security contract - NIT	International Terminal	1,122.95
					<u>7,472.00</u>
11/10/2020	45613	Thompson's Sanitary Service			
10/31/2020	13499 10-2020		Trash disposal - PD7	Commercial Marina	1,794.29
10/31/2020	12514 10-2020		Trash disposal - SB	SB Customer Service	3,771.04
10/31/2020	12058 10-2020		Trash disposal - NIT	International Terminal	1,429.54
					<u>6,994.87</u>
11/10/2020	45614	Toyota Lift NW			
10/16/2020	14139897		Replace forklift brake seals, shoes, and springs	Commercial Marina	2,886.31
					<u>2,886.31</u>
11/10/2020	45615	TWGW NAPA Auto Parts			
11/03/2020	838456		Battery for tug winch	Commercial Marina	145.99
					<u>145.99</u>
11/10/2020	45616	Voya (State of Oregon Plan)			
11/01/2020	November - 2020		Monthly employee contributions	Administration	50.00
					<u>50.00</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45617-45641	Employees			
11/19/2020	11/20 Bonus		Happy Thanksgiving!	Commercial Marina	600.00
				Administration	800.00
				SB Customer Service	200.00
				International Terminal	300.00
				SB Operations	600.00
					<u>2500.00</u>
11/19/2020	45642	Alpha Environmental Services			
11/01/2020	55547		Phase 2 - Clean up oil building	Commercial Marina	21,535.00
11/18/2020	56416		SB fuel dock shack lead residue test	SB Operations	1,300.00
					<u>22,835.00</u>
11/19/2020	45643	Alsco			
11/01/2020	LPOR2570794		Shop towels, shirt, and mats	Administration	34.75
11/05/2020	LPOR2583465		NIT towels	International Terminal	32.95
11/11/2020	LPOR2585943		Shop towels, shirt, and mats	Administration	34.75
					<u>102.45</u>
11/19/2020	45644	Barrelhead Supply			
11/13/2020	296644		Building materials for Annex shed	SB Operations	79.64
11/13/2020	296634		Building materials for Annex shed	SB Operations	646.90
					<u>726.54</u>
11/19/2020	45645	Ben's Diving			
11/12/2020	561356		Diving - scrape bottom of tug	SB Operations	100.00
					<u>100.00</u>
11/19/2020	45646	bio-Med Testing Services			
11/01/2020	79041		Pre-employment background checks	SB Operations	29.00
					<u>29.00</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45647	Business Oregon - IFA			
11/13/2020	L00012 2020-21		Loan payment - principal	International Terminal	5,623.31
			Loan payment - interest	International Terminal	1,896.69
11/13/2020	65541 12/20		Loan payment - principal	International Terminal	2,083.33
					<u>9,603.33</u>
11/19/2020	45648	Business Oregon - OBDD	Loan payment		
11/16/2020	655-36-02Q1001 12-20		Principal - December 2020	International Terminal	5,545.20
			Interest - December 2020	International Terminal	2,254.80
					<u>7,800.00</u>
11/19/2020	45649	Century Link			
11/05/2020	5412657758840B-11/20		Telephone	Administration	223.86
11/05/2020	5412659651245B-11/20		Telephone	International Terminal	202.56
					<u>426.42</u>
11/19/2020	45650	CenturyLink - Business Service			
11/01/2020	170349207		Telephone	Administration	46.53
					<u>46.53</u>
11/19/2020	45651	Chemsearch FE			
11/05/2020	7159300		Yield aerosol penetrating release agent	Commercial Marina	179.85
					<u>179.85</u>
11/19/2020	45652	Copeland Lumber Yards			
11/09/2020	2011-258757		Rolls of mineral paper for docks	Commercial Marina	164.52
					<u>164.52</u>
11/19/2020	45653	Critical Repairs			
11/17/2020	1050		Crane repairs	International Terminal	2,633.95
					<u>2,633.95</u>
11/19/2020	45654	Dahl & Dahl			
10/28/2020	262731		Take load of debris to dump	SB Operations	429.61
11/01/2020	262432		Take load of debris to dump	SB Operations	337.37
					<u>766.98</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45655	Design Space			
11/06/2020	1160351-IN		Temporary office rental	Administration	877.00
					<u>877.00</u>
11/19/2020	45656	Englund Marine Supply Co			
11/05/2020	972604/6		Trash compactor repair supplies	SB Operations	218.38
			Tools - hand reamer and wire crimper	SB Operations	19.88
11/05/2020	972618/6		Trash compactor repair supplies	SB Operations	81.22
					<u>319.48</u>
11/19/2020	45657	Kern & Thompson			
11/01/2020	23955		Audit WIP	Administration	13,000.00
					<u>13,000.00</u>
11/19/2020	45658	MacPherson Gintner & Diaz			
11/01/2020	81631 EDA		Professional services for EDA Grant	Commercial Marina	378.30
		US Dept. of Commerce Grants	Professional services for EDA Grant	Commercial Marina	378.29
11/01/2020	81632		Professional services	Administration	1,912.50
					<u>2,669.09</u>
11/19/2020	45659	National Business Solutions			
			IT contract charge - 11/20	Administration	-10.94
11/10/2020	IN80525		IT contract charge - 11/20	Administration	498.58
					<u>487.64</u>
11/19/2020	45660	Newport Rental Service			
11/01/2020	119418		Rent backhoe for a week	SB Operations	1,389.20
					<u>1,389.20</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45661	Newport News-Times			
11/01/2020	351717		Employment ad - Maintenance II	Commercial Marina	2.00
11/01/2020	351723		Employment ad - Maintenance II	Commercial Marina	42.69
11/01/2020	351747		Employment ad - Maintenance II	Commercial Marina	2.50
11/01/2020	351767		Employment ad - Maintenance II	Commercial Marina	2.50
11/01/2020	351805		Employment ad - Maintenance II	Commercial Marina	42.69
11/01/2020	351828		Employment ad - Maintenance II	Commercial Marina	42.69
11/01/2020	351849		Employment ad - Maintenance II	Commercial Marina	2.50
11/01/2020	351868		Employment ad - Maintenance II	Commercial Marina	2.50
11/01/2020	351913		Employment ad - Maintenance II	Commercial Marina	42.69
11/01/2020	352094		Salute to Fishermen ad	Administration	99.00
11/01/2020	352236		Newport map	Administration	299.00
					<u>580.76</u>
11/19/2020	45662	Old Republic Surety Group			
11/12/2020	W150182172 21-22		Annual Sand and Gravel License	Administration	100.00
					<u>100.00</u>
11/19/2020	45663	PacificSource Administrators			
11/01/2020	1556		6/25/2020 HRE Insurance withholding	Administration	160.84
			6/25/2020 HRE Insurance withholding	SB Customer Service	50.00
11/01/2020	1557		7/10/2020 HRE Insurance withholding	Administration	160.84
			7/10/2020 HRE Insurance withholding	SB Customer Service	50.00
11/01/2020	1515		2020 Annual fee	Administration	335.00
11/05/2020	4335		11/5/2020 HRE Insurance withholding	Administration	160.84
			11/5/2020 HRE Insurance withholding	SB Customer Service	50.00
11/20/2020	4336		11/20/2020 HRE Insurance withholding	Administration	160.84
			11/20/2020 HRE Insurance withholding	SB Customer Service	50.00
					<u>1,178.36</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45664	Platt Electric Supply			
11/04/2020	0X30678		15 amp tamper resistant receptacle and clear weather cover for 220v receptacle	Commercial Marina	15.44
11/04/2020	0X32275		Horizontal receptacle cover	Commercial Marina	3.20
11/05/2020	0X44094		Volt meter	SB Operations	224.99
11/05/2020	0X35801		LHPS 70 bulbs for outdoor building lights	International Terminal	16.00
11/05/2020	0X40432		LHPS 70 bulbs for outdoor building lights	International Terminal	8.00
11/10/2020	0X52101		LHPS 70 bulbs for outdoor building lights	International Terminal	16.00
					<u>283.63</u>
11/19/2020	45665	Rydin Decal			
11/04/2020	375161		2021 SB parking permits and boat launch passes	SB Customer Service	690.00
					<u>690.00</u>
11/19/2020	45666	Sequoia Consulting			
11/09/2020	03		Resource development - 3.75 hrs @125/hr	Administration	468.75
					<u>468.75</u>
11/19/2020	45667	Suburban Propane			
11/01/2020	102732		Propane	Commercial Marina	249.52
					<u>249.52</u>
11/19/2020	45668	Toyota Industries Commercial Finance			
11/07/2020	4002926823-17		2017 CM forklift - principal	Commercial Marina	604.64
			2017 CM forklift - interest	Commercial Marina	54.91
					<u>659.55</u>
11/19/2020	45669	Troyer's Marine Supply			
11/06/2020	254160		Hoist #3 block rebuild supplies - nuts, bolts, and rods	Commercial Marina	64.09
			Respirator	Commercial Marina	25.75
			Freight	Commercial Marina	20.08
					<u>109.92</u>



**Operating Fund
November 2020**

Date	Num	Name	Memo	Class	Amount
11/19/2020	45670	TWGW NAPA Auto Parts			
11/06/2020	839118		Impact driver set	Commercial Marina	45.87
					<u>45.87</u>
11/19/2020	45671	Wells Fargo Financial Leasing			
11/04/2020	5012582195		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Customer Service	141.50
					<u>283.00</u>
11/24/2020	45672	Toyota Lift NW			
11/06/2020	11008589		2020 CM Toyota forklift	Commercial Marina	41,626.00
					<u>41,626.00</u>
11/24/2020	45673	DH Goebel, Architect	Admin building architectural design		
10/14/2020	Retainer		10% non-refundable retainer	Administration	10,200.00
					<u>10,200.00</u>
				Total	\$ <u>200,353.75</u>



**NOAA Fund
November 2020**

Date	Num	Name	Memo	Amount
11/10/2020	15083	Clima-Tech Corporation		
11/02/2020	C8023-20		Annual service for Automated Logic HVAC controls	2,770.00
				<u>2,770.00</u>
11/10/2020	15084	Coastal Refrigeration Heating & AC		
10/22/2020	1187-13700		Service call - Guard shack HVAC	110.00
11/02/2020	1187-13520		Replace power circuit board and ACT module	811.10
			Labor	500.00
				<u>1,421.10</u>
11/10/2020	15085	OR Dept of State Lands		
10/16/2020	23177		2020 Base Fill renewal fee	826.00
				<u>826.00</u>
11/10/2020	15086	Pioneer Connect		
11/01/2020	November 2020		Telephone	228.78
				<u>228.78</u>
11/10/2020	15087	Special Districts Insurance Services		
11/02/2020	Dec Health-Dental-Lf		Monthly health-dental-life insurance	833.77
				<u>833.77</u>
11/10/2020	15088	Spiro Landscapes		
10/27/2020	00025717		Landscape maintenance	450.00
				<u>450.00</u>
11/10/2020	15089	Thompsons Sanitary Service		
10/31/2020	22644 10-2020		October service	410.20
				<u>410.20</u>
11/19/2020	15090	Employee		
11/19/2020	11/20 Bonus		Happy Thanksgiving!	100.00
				<u>100.00</u>



**NOAA Fund
November 2020**

Date	Num	Name	Memo	Amount
11/19/2020	15091	Amazon Capital Services		
11/11/2020	1G77-4RXN-N943		Carrying case for MS Surface	36.99
			Freight	11.91
				<u>48.90</u>
11/19/2020	15092	Bill's Pest Control		
11/11/2020	8352		Pest control	135.00
				<u>135.00</u>
11/19/2020	15093	Metro Overhead Door		
11/06/2020	198961		Repairs to main gate	1,519.65
				<u>1,519.65</u>
			Total	<u>\$ 8,743.40</u>



STAFF REPORT

DATE: *December 11, 2020*
RE: *Business Oregon Loan Application*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

The Port has budgeted to build a new admin building. Although the Port is still evaluating the possibility of building such building depending on the cost, time is of the essence that the process move forward with the funding of the building, which may take few months to get approved.

The Port General Manager has sent a pre-application to Business Oregon requesting a loan for the building. Meanwhile, Business Oregon has sent the Port an invitation to formally apply to the loan.

There is a \$100 dollars application fee. Should the Port decide not to proceed we may withdraw the application. No loans will be entered until the Commission decides to approve the actual loan.

RECOMMENDATION

I recommend a motion to **ADOPT RESOLUTION 2020-XX AUTHORIZING AN APPLICATION FOR A BUSINESS OREGON LOAN FOR THE NEW ADMINISTRATION BUILDING.**



December 1, 2020

Jim Burke
President
Port of Newport
600 SE Bay Blvd
Newport, OR 97365

RE: Invitation to Apply for Port Revolving Loan Fund, Port Administration Building, #655-14294

Dear Jim:

Business Oregon is pleased to invite you to submit an application for funding for the above referenced project.

Please submit the enclosed Application and the Application Supplement form(s) via email. In addition please provide a *COVID financial impact statement* that includes percentage of variances, by month, for this year vs. the same time period in 2019 for the period January – November. This should be broken out by rents/leases, commercial and recreational moorage/marina use, and utilization of the RV park.

The Application and the Application Supplement have been sent via email to Paula Miranda.

We request that you complete the Application and Application Supplement within 45 days of receiving this letter.

Should you have any questions, please contact me at 503-779-3221 or e-mail to Ted.Werth@oregon.gov I will be your Business Oregon point of contact for this project moving forward.

Sincerely,

Ted Werth

Ted Werth, Regional Project Manager
Business Oregon

Enclosures
c: Paula Miranda
File

**PORT OF NEWPORT
RESOLUTION 2020-XX**

**A RESOLUTION AUTHORIZING AN APPLICATION FOR A BUSINESS OREGON
LOAN FOR THE NEW ADMINISTRATION BUILDING**

WHEREAS the Port has budgeted for a new Port administration building; and

WHEREAS the Port is considering applying for a loan with Business Oregon; and

WHEREAS after providing a pre-application to Business Oregon they invited the Port to apply for the loan.

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

The General Manager is hereby authorized to execute the necessary loan application documents with Business Oregon.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this
_____ 2020.

ATTEST:

James Burke, President

Walter Chuck, Secretary

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

A RESOLUTION Adopting an Educational Assistance Policy

WHEREAS, The Port of Newport desires to offer educational assistance to its employees; and

WHEREAS, The Port of Newport recognizes that education will further the Port of Newport's mission; and

WHEREAS, IRS regulations (26 CFR 1.127-1) requires a qualified plan to provide this benefit tax free; and

WHEREAS, the Port does not have the financial capability to offer full tuition reimbursement; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port of Newport commission adopts the Port of Newport Educational Assistance policy attached hereto as Exhibit A, is hereby adopted by reference.

Effective Date: Resolution shall take effect immediately

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 15th day of December 2020.

ATTEST:

James Burke, President

Walter Chuck, Secretary/Treasurer



Educational Assistance Policy

*Adopted by Resolution XXXX-XX
Date*

Educational Assistance Policy Revision Date

PORT OF NEWPORT EDUCATIONAL ASSISTANCE POLICY

Table of Contents

Chapter 1. General Provisions..... 2

 1.1 Title..... 2

 1.2 Purpose and Scope. 2

 1.4 Interpretation. 2

 1.5 Severability..... 2

Chapter 2. POLICY..... 2

 2.1 General Policy Statement. 2

 2.2 Validation. 2

 2.3 Taxability..... 2

 2.4 Eligibility..... 2

 2.5 Exclusions..... 3

References 3

Chapter 1. General Provisions

- 1.1 Title.** This Policy and any amendments hereto shall be called, collectively, the Port of Newport Educational Assistance Policy.
- 1.2 Purpose and Scope.** The purpose of this Policy is to establish a qualified educational assistance program at the Port of Newport. This policy applies to all full-time employees of the Port of Newport.
- 1.3 Variances.** The General Manager shall have the discretion to vary or modify the strict application of the provisions of the policy in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.
- 1.4 Interpretation.** If any section or part of this policy is found to be inconsistent with any laws of the State of Oregon or of the United States, or any rule, regulation or standard established pursuant thereto, such section, or part thereof shall be interpreted in the manner most consistent with its original intent that is not inconsistent with any laws of the State of Oregon or the United States or any rules, regulations or standards established pursuant thereto. Nothing contained in this policy shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws or as a limitation of the powers of the Port Commission or management.
- 1.5 Severability.** Should any portion or the application thereof to any person or property be found invalid for any reason, the validity of the remainder of these provisions or the application of such remainder to other persons or property shall not be affected.

Chapter 2. Policy

- 2.1 General Policy Statement.** The Port of Newport recognizes that employee education and self-development is essential to the future well-being and progress of the Port. The maximum the Port will reimburse is \$2,000 per fiscal year per employee (July 1 to June 30). The following guidelines have been developed to assure uniformity in administering the Educational Assistance Program.
- 2.2 Validation.** Expenses must be validated by receipts and a copy of the final grade or certification received.
- 2.3 Taxability.** As of November 2020, 26 CFR 1.127-1 excludes qualified educational reimbursements from taxation, however taxability of this benefit is subject to change at any time with or without notice.
- 2.4 Eligibility.**
- (a) To be eligible for tuition reimbursement under this policy the employee must have completed one (1) full year of service, be a full-time employee, and be on the payroll when the course is completed. Employees who are: part-time, temporary, relief/on-call, on leave of absence, or on lay-off status are not eligible.

- (b) To be reimbursed employees must receive a grade of “C” or its equivalent.
- (c) Otherwise eligible employees are or become ineligible for tuition reimbursement under this policy if:
 - (1) The employee has received a formal warning within six months prior to his or her request for pre-approval, OR
 - (2) The employee receives a formal warning following pre-approval and before the course is completed. Accordingly, despite pre-approval, the Port of Newport will not reimburse your tuition payment if you receive a formal warning at any time prior to your completing the course.
- (d) All full-time employees who have or will have completed one or more years of employment with the Port of Newport at the time the requested course starts are eligible for this program.
- (e) Courses must be offered by a state, regional or national accredited institution, community college, or from an approved agency or association, including adult education, extension, online and correspondence courses.

2.5 Exclusions. Educational Assistance does not include:

- (a) Tools or supplies (other than textbooks) that the employee may retain after completing a course of instruction,
- (b) Meals, lodging, or transportation, or
- (c) Education involving sports, games, or hobbies, unless such education involves the business of the employer or is required as part of a degree program. The phrase “sports, games, or hobbies” does not include education that instructs employees how to maintain and improve health so long as such education does not involve the use of athletic facilities or equipment and is not recreational in nature.

References

Reserved



STAFF REPORT

DATE: *December 11, 2020*
RE: *Rondys Lease Amendment*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

The Port has budgeted to pave some acreage near the maintenance building at the International Terminal, which will be used for storage of fishing gear and other necessities. The Port is planning on getting that completed within the next couple months. Meanwhile, the lease entered with Rondys has expired. Unfortunately, there was an oversight on both parts, as we thought there was a month-to-month provision in the lease.

The Lease Amendment presented includes a holdover provision that will allow us to continue to using the Premises, as well as paying Rondys for the period used after the lease expired.

RECOMMENDATION

I recommend a motion to **ADOPT RESOLUTION 2020-XX AUTHORIZING A LEASE AMENDMENT WITH RONDYS, INC.**

**PORT OF NEWPORT
RESOLUTION 2020-XX**

A RESOLUTION AUTHORIZING A LEASE AMENDMENT WITH RONDYS, INC.

WHEREAS on June 25, 2019 the Port of Newport entered into a Lease with Rondys, Inc. (Lessor) for use of portions of Lessor's property (Premises) for gear storage at the International Terminal; and

WHEREAS the Term of the Lease was set to expire on June 24, 2020; and

WHEREAS the Port wishes to continue to lease the Premises until a designated portion of Port's property is paved.

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

The General Manager is authorized to execute the Lease Amendment with Rondys, Inc. as presented, which includes a holdover provision.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this
_____ 2020.

ATTEST:

James Burke, President

Walter Chuck, Secretary

LEASE AMENDMENT

This Lease Amendment is made on _____, 2020 and executed by Rondys, Inc. (“Lessor”) and the Port of Newport, a municipal corporation of the State of Oregon (the “Lessee”).

RECITALS

On June 25, 2019, Lessor and Lessee entered into a Lease where Lessee leased from Lessor portions of a real estate property located in Lincoln County, Oregon known as Tax Lot 100 of Lincoln County Tax Map 11-11-9-D.

The Term of the Lease was set to expire on June 24, 2020.

AMENDMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

A new Section shall be added to the Lease as follows:

“SECTION 2.1 - **Holdover** - If Lessee does not vacate the Premises at the time required (upon expiration or termination of the Lease), Lessor shall have the option to treat Lessee as a tenant from month to month and Lessee shall continue to pay Rent as scheduled, as a “Holdover Tenant,” subject to all the provisions of this Lease except the provisions for term. The holdover tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor or Lessee given not less than 30 days prior to the termination date, which shall be specified in the notice.

Except as expressly modified by this Lease Amendment, all other provisions of the Lease remain in full force and effect as written.

In witness, Lessor and Lessee have executed the Lease Amendment as of the day, month and year first written above.

LESSOR: Rondys, Inc.

LESSEE: Port of Newport

By: Evan Hall, President

By: Paula J. Miranda, General Manager



S T A F F R E P O R T

DATE: December, 2020
RE: South Beach Load Centers
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

I submitted an RFP immediately following last meeting's discussion about funding all the load centers, and the importance of getting the project wrapped up prior to the beginning of May. Three firms responded; one was late and missed the site meeting but turned a proposal in on time, and one firm declined to submit. I requested that proposers include an alternate cost for 316 (higher grade) stainless in the event it was affordable to install the high quality cabinets to better stand up to the pervasive corrosion issues we face in Newport.

DETAIL

Staff has selected what we believe to be the best proposal for the South Beach Load Center replacement. Ground fault interrupt is a key change to the electrical code and upcoming change to state law for marinas. This means that as we upgrade electrical infrastructure in the marina, we will be required to install GFI devices with a relatively low amperage threshold. This will certainly increase the number of breaker trips, and will most likely result in more complaints from users although it creates a safer environment for all and more boaters will learn that they have wiring problems with their boats. Unfortunately, due to the location of this upgrade in our infrastructure, this is going to pose a significant challenge to Port Staff in isolating problem boats and may increase outages at the docks until we can install new pedestals. There is very little we can do about this reality until new pedestals are possible.

Western States Electrical Construction put forward the best value proposal for the Port of Newport, and their proposal was the most complete. It addressed timeline and performance requirements to the highest degree, and cost was packaged to be the best value for the Port. They stated they could have the project done prior to 01 MAY.

BUDGET IMPLICATIONS:

We will need to pass a supplemental budget to allocate the funding for this project. We originally budgeted \$200K for only three load centers this year.

RECOMMENDATIONS

I RECOMMEND A MOTION TO AUTHORIZE THE GM TO ENTER INTO A CONTRACT WITH WESTERN STATES ELECTRICAL CONSTRUCTION IN AN AMOUNT NTE \$667,583.



GENERAL MANAGER MONTHLY REPORT

DATE: 12/11/2020
PERIOD: 11/13/2020 – 12/11/2020
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

Another short month due to the Thanksgiving holiday and COVID restrictions. The Commercial Marina is very busy getting ready for crab season. We seem to have a much larger number of crab pots this year, so I am sure they are getting ready for a very busy season, which is supposed to start this coming week.

We have selected our contractor for the Load Centers' replacement at the South Beach Marina. A Resolution is included with this Commission packet along with a request for Supplemental Budget in order to allow the Port to borrow from the NOAA funds. Prices came out better than expected. We look forward to completing this project prior to Halibut Season.

We are also continuing our work on the electrical panels for Port Dock 5 and Port Dock 3. Port Dock 5 work seems pretty straightforward with few challenges on Port Dock 3 work. We will continue to provide updates as needed.

Our Request for Proposal (RFP) for the Dock 5 Pier Project is out and it should close on 12/17/20. We will most likely need a Special Meeting a week or so later in order to not delay the Project. So far we had some interest from contractors, which is a good thing. We have been in talks with the US Army Corps and ODFW regarding a possible delay on the in-water work portion of the project. They are aware of that possibility, but, negotiations for a possible delay can only be achieved once a contractor has been selected and if there is no real possibility to make it within the current window. The goal is to try our best to make it within this period if possible.

We are just about completing our Audit and should have that coming to Commission soon. We have also started on the Budget process early in order to have plenty of time for questions and inputs for the new Budget Year.

After I submitted an intake form (pre-application) to Business Oregon to start the loan process for the administration building, we received an invitation to apply for the loan. In order to proceed with the actual application we will need a resolution from the Board authorizing the General Manager to complete

the application. As mentioned before, this process may take 2-3 months, so it is important to get it started. Should we decide not to move forward, we may withdraw from the application.

I have been attending meetings with the new Maritime Innovation Center (MIC), which have been started by the County, City, OSU, and various other partners with the intent of focusing on the Blue Economy. Blue Economy encompasses all economic sectors that utilize and affect water-related resources, underscoring the importance of sustained development and care of coastal regions and marine life. The idea is to have the Port work as one of the stakeholders in promoting this concept. Ultimately, the Port could be a beneficiary of this initiative. MIC is currently working with some federal agencies on acquiring grants that can be used to start the project, which may include direct investment in the area.

We are still entertaining contractors interested in bidding on the OSU PacWave project. The RFP is due to close in Mid-January with the concept of starting in Mid-2022. The project most likely will have very little impact to the fishing fleet as it is supposed to happen when the boats are out at sea. It seems like all the contractors so far have been including the longshoremen in their discussions. Eventually this will be a good project for the International Terminal.

I had a good meeting with Senator Elect Dick Anderson and also another meeting with the Coastal Ports and Representative Gombert and Senator Elect Dick Anderson to emphasize the needs of our coastal ports. Likewise we also had a meeting with Business Oregon, our Federal Relations in DC and Congressman Kurt Schrader on the need to include ports on the COVID bills, which the ports have been constantly left out.

We received notification that the WRDA bill (Water Resources Development ACT), which include a lot of the US Army Corps projects benefitting ports was approved by the House and will be going to the Senate next. Fingers crossed!

We have provided a permit to the Chamber for the Seafood and Wine Festival. Since this year their footprint is quite small and they will be mostly using Rogue's building, I have waived their permit fee, as the chamber will not be making much money on this year's event and they can use all the help they can get to continue to promote Newport.

I also would like to take a moment to thank our South Beach Maintenance employee Fred Hauert for his years of service and dedication to the Port. Fred decided to go into retirement after working for the Port for 15 years. I would like to wish him a Happy Retirement in the name of the Port.





Meetings/Trainings/Summits:

- 11/16/20 - Oregon Public Ports Association Executive Committee Meeting
- 11/17/20 - Meeting with Dharma Tamm/Rogue
- 11/18/20 - Entrepreneurship & Innovation - Maritime Innovations Center (MIC)
- 11/19/20 - Oregon Public Ports Association General Meeting
- 11/19/20 - Pacific Northwest Waterways Association Meeting
- 11/24/20 - Meeting with Senator Elect Dick Anderson
- 11/25/25 - Meeting with Rachael Maddock-Hugues - MIC
- 12/02/20 - Regional Solutions Meeting
- 12/02/20 - Maritime Innovations Center Meeting
- 12/03/20 - Oregon Business Plan - Tourism Industry Cluster Session
- 12/04/20 - Meeting with Coastal Ports and Legislators (Anderson and Gombert)
- 12/07/20 - Meeting with Business Oregon/Federal Relations
- 12/07/20 - Meeting with Congressman Kurt Schrader
- 12/09/20 - Meeting with Ted Werth/Business Oregon
- 12/10/20 - Vision 2040

Upcoming Schedule:

- 12/14/20 - Radio hour with Kathy Kraken
- 12/17/20 - OPPA Meeting
- 12/18/20 - MIC Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: December 15, 2020
PERIOD: July 1, 2020 to November 30, 2020
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports as of November 30, 2020 are included in the Meeting packet. At the end of this report, I also have included a complete list of accounts with balances 90 days or more past due.

Issues of Importance

Managed Service Provider update

- The Port switched to Hyak for support services effective 08/01/2020
- The Finance team recently moved their files from a local server to the cloud with very few issues, the remainder of files be transferred on Friday December 13.
- Within 90 days, the Port will move to Voice over IP (VOIP) Service, this will save \$400 to \$500 per month in phone services costs.

Budget Work

- Work on the 2022 budget has begun, Salaries and Wages tables are complete, 2021-2022 Debt Schedules have been completed, an initial rates and fees table is completed,
- To complete:
 - Beginning fund balances,
 - Capital Equipment priorities
 - Material and Supplies Expenses
 - CPI and PPI indexes are being reviewed to assist in determining the correct increases.

Capital Assets

- The Port has received the new forklift for the Commercial Marina, there is no lease on the forklift.

Port Audit

- The Audit of the 2019-2020 accounting year is near completion. To date, there are no findings or recommendations. Once a final report is issued, the AUDIT will need presentation to the Commission for acceptance, I hope to do this in January.

Finances

GOF Balance Sheet (year to year comparison)

- As of November 30, The Port has \$3.847 million in savings, down 5%(\$186,781) from last year, which was expected, due to the storm drain repair in South Beach.
- Accounts receivables are up 17% versus last year for the same period, as crabbing season begins.

Profit and Loss -

The budget is based on a 4-year average spending-revenue average which should give the Port a better picture of how it is performing against the adopted budget.

General Operating Funds (GOF) – all divisions combined:

Budget vs. Actuals

- Operating income exceeds budget by \$293,709 (114%)
- Operating expenses are below budget by \$1,197,493
- Other income exceed budget by \$13,712 (111%)
- Other Expenses – capital expenses are over budget, but this was expected
- Overall, the Port General Operating Fund is ahead of budget.

Program Details:

Administrative Budget

Budget vs. Actuals

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

International Terminal

Budget vs, Actuals

- **Revenues** are below budget, however, this a slow time of year for the International Terminal. The pace of the Terminal has picked up in October/November.
- **Expenses** are less than budgeted as a debt service payment is not yet reflected.
- **Net Income** is ahead budget by 288,607 (61%)

Commercial Marina

Budget vs. Actuals

- **Revenues** are ahead budget by \$38,887 (108% of budget)
- **Operating expenses** are \$596,390 below (38%) budget.
- **Net income** is \$579,629 (9%) ahead of budget.

South Beach

Budget vs. Actuals

- **Operating Revenues** are ahead of budget by \$325,642 (128% of budget).
- **Operating Expenses** are under budget \$503,574.
- **Net Income** is \$242,154 is ahead of budget (196%).

NOAA Lease Revenue Fund

Balance Sheet

As of November 30, 2020, the Port has a total balance of \$3,333,027, but an available balance of \$1,571,306; \$1,761,721 is reserved (see Equity 13000 – NLR – Restricted FB-Bond Res.) for the annual maximum debt service payment on bonds.

Income Statement

Budget vs. Actuals

- Revenue is at target.
- Expenses are below budget.

NOAA Capital Maintenance Fund

This fund was added by the commission on 22, January 2019. The Port currently has \$2,218,246 in this fund.

Bonded Debt Fund:

The Port has modified how the Property tax bond levies and Tax receipts are recorded. GASB requires that organizations record the expected funds as a receivable (see 11270 Property Tax Receivable), then reduce the receivable and recognize the income as funds are received. The Port has received \$728,290 to date, and expect to receive an additional \$339,830.

Construction Fund.

No changes to report

Facility Reserve Fund.

No changes to report

Accounts Receivable:

The port continues to work on outstanding balances, calls are being made to vessel owners to have them pay outstanding invoices. The Sea Wolf was seized; we have now released the vessel as the owner paid \$6,000, and has agreed to payment terms, as he works on selling the vessel. Southern California Seafoods has agreed to payment terms, The Port will receive 3 payments of approximately \$11,000 to pay off the outstanding balance. Seawater Seafoods is expecting a loan to pay off the balance owed within the month. Captains Reel Deep has sold a vessel and will be using the proceeds to pay off or down the port Accounts Receivable (currently in escrow).

Days Outstanding	Amounts Owed and Days outstanding					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Amount owed as of Feb 29, 2020	295,532	36,962	16,528	4,753	75,713	429,488
Amount owed as of March 31, 2020	199,489	69,966	53,309	2,048	83,326	408,139
Amount owed as of April 30, 2020	208,425	100,515	34,674	47,474	61,737	452,825
Amount owed as of May 31, 2020	86,693	131,622	55,251	42,569	86,467	402,602
Amount owed as of June 30, 2020	94,068	59,108	80,131	38,649	137,365	409,320
Amount owed as of July 31, 2020	72,442	55,759	21,976	56,807	131,978	338,963
Amount owed as of August 31, 2020	17,450	78,338	33,187	13,942	156,637	299,555
Amount owed as of October 15, 2020	44,532	61,652	42,681	33,177	158,724	340,767
Amount owed as of November 12, 2020	52,121	81,679	32,794	30,034	159,803	356,431
Amount owed as of December 09, 2020	61,000	64,025	49,558	26,579	163,366	364,527

The amount outstanding has grown slightly as preparations for crabbing season has begun.

The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, the reporting is as of **December 09, 2020**.

	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL
Southern Cal Seafood, Inc	-	-	506.51	2,413.41	29,818.64	32,738.56
Seawater Seafoods Co	37.73	63.70	6,804.13	5,442.51	19,034.84	31,382.91
Sylvia - 226282	-	736.56	1,007.68	982.74	15,964.33	18,691.31
Captain's Reel Deep Sea Fishing LLC	-	1,265.57	1,265.57	1,265.57	14,248.51	18,045.22
Orca - 295549	-	165.62	364.92	372.74	11,732.78	12,636.06
Oregon Mariculture LLC	662.83	1,755.91	2,688.68	1,534.11	10,286.89	16,928.42
Ocean Force - 538936	387.20	25.70	163.48	153.53	8,112.65	8,842.56
Angela June - 581478	-	-	127.89	2,999.47	7,528.83	10,656.19
Pacific Rose - 554504	-	-	848.86	106.63	6,611.89	7,567.38
Luna - 532150 New Owner	-	-	2,080.70	503.78	4,798.25	7,382.73
Das Bug - 565814	52.29	-	87.15	488.78	4,720.77	5,348.99
Eclipse - 226744 Eel Boat	44.77	-	3,038.33	112.43	3,990.33	7,185.86
Condor II	-	505.62	90.41	86.86	3,808.70	4,491.59
Coastal Catch Seafoods	-	-	-	-	3,236.34	3,236.34
US Dept. of Commerce Grants	-	-	378.29	530.39	2,741.25	3,649.93
Western Hunter - OR936AFK	156.70	989.70	1,106.58	1,085.13	2,232.83	5,570.94
Pacific Rim - OR126YH	-	522.72	556.81	546.72	2,006.33	3,632.58
Tempo - 555742	127.75	748.09	622.70	502.63	1,952.67	3,953.84
Albatross - 980072	-	-	2,131.52	-	1,899.96	4,031.48
Granville - 241539	-	274.56	217.72	411.42	1,843.45	2,747.15
Trondhjem - 241924	-	-	23.33	22.22	1,374.00	1,419.55
Joyce Marie - 295021	-	124.80	234.22	144.54	1,371.70	1,875.26
Misty - 636457 (Dustin Blake)	-	162.24	184.47	194.18	1,308.16	1,849.05
Robin Ann - 550432	2,252.99	236.77	286.72	629.52	1,295.21	4,701.21
Topaz - 573234	-	-	19.95	150.45	1,040.64	1,211.04
Lili-Anne - OR956AFD	-	-	17.34	16.49	1,018.96	1,052.79
Caremi - 262161	-	-	-	-	918.29	918.29
Instigator - 978135	-	-	-	-	763.09	763.09
Ida May - 665118	-	427.68	439.73	434.15	709.26	2,010.82
Over Cast - 259524	274.03	131.30	167.84	176.09	682.38	1,431.64
Nancy - 253247	-	-	11.58	11.04	681.88	704.50
Captain's Charters - 23826 - Long Fin	-	-	11.25	9.86	663.27	684.38
Defender - 589002	431.12	-	10.40	41.25	612.08	1,094.85
Buxtub Too - 974256	-	-	-	-	576.23	576.23
Saltybros LLC Boathouse Lease	160.22	160.22	169.92	179.62	571.10	1,241.08
Valor III - 245645	-	152.10	131.35	239.47	526.32	1,049.24
Maggie (Saltybros) - OR001UA	-	-	8.61	13.33	506.98	528.92
Western Sea 2 - WN5888SA	-	-	14.53	166.32	427.68	608.53
Toby J - 274577	-	-	5.71	5.45	336.17	347.33
Larry Novelli Lot Storage	-	-	-	-	202.72	202.72
Venture II - 250111	-	-	6.32	31.02	186.12	223.46
Long Shot - OR818HC	-	-	2.57	2.44	150.72	155.73
Brea -OR620ADW	-	-	2.33	3.00	136.54	141.87
Oceanic Logistics - 1344	-	-	2.01	1.91	118.33	122.25
Pursuit -Vanderpool	140.48	-	1.78	1.68	104.10	248.04
Roggy - 574577	82.50	436.81	251.12	428.68	96.40	1,295.51
Gracie Arlene - 563679	-	183.04	209.41	210.69	82.83	685.97
Little Aud - 569619	-	-	2.46	26.40	72.46	101.32
Roma - 240425	-	-	1.00	1.00	48.88	50.88
First Hope I - 953627	89.54	122.30	225.12	37.44	37.44	511.84
Northern Ram - 979437	2,727.51	3,085.51	686.45	-	36.58	6,536.05
Wide West - 535690 New Owner	-	25.70	26.70	25.70	25.70	103.80
Chapter II - OR033LR	-	-	66.34	87.12	21.78	175.24
Larry Boy - 539184	-	-	1.00	1.00	19.00	21.00

#####

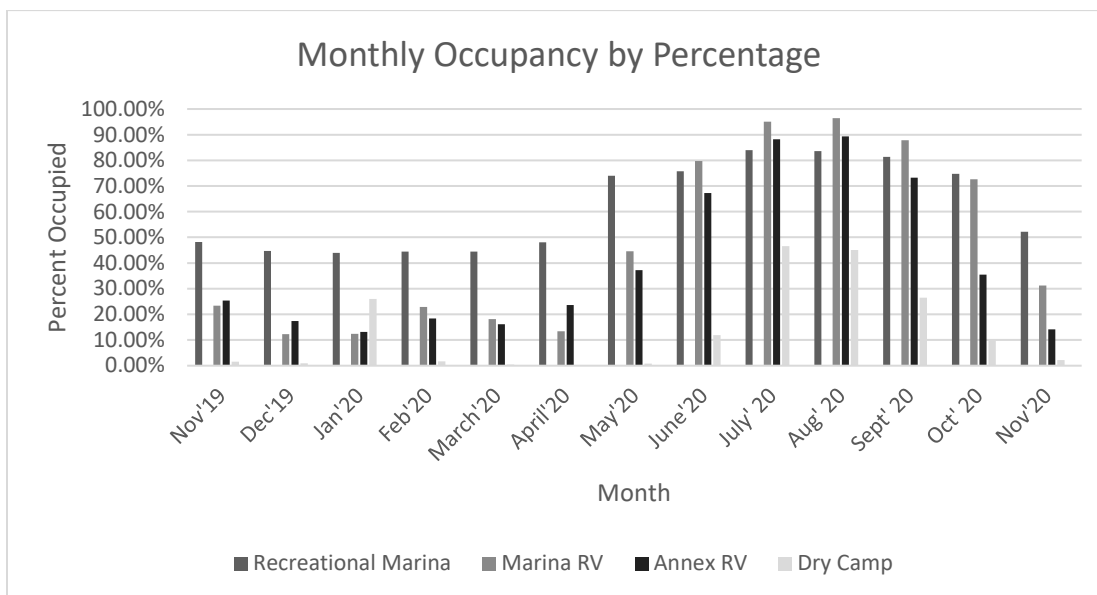


RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 4 December 2020
RE: Month Ending 30 November 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV Park and Marina Supervisor

Our customers still want to come to South Beach even as winter fast approaches. The Recreational Marina is ahead of November 2019 and ahead year to date. The Marina RV Park and dry camping are ahead of November 2019 numbers. Year to date dry camping is now ahead of last year. The Marina RV Park is still behind last year's YTD numbers. The Annex RV Park is behind last November's numbers and YTD. Going forward the Marina continues to draw new customers with 25 plus requests for a slip in 2021. In the RV Park the 4th of July weekend is almost completely sold and much of the summer is booked pretty solid with monthly customers in the Annex and the Marina RV Park.

OCCUPANCY PERCENT MONTH & YTD						
Nov' 2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	48.15%	52.23%	4.08%	60.79%	64.70%	3.91%
Marina RV	23.33%	31.19%	7.86%	60.02%	52.88%	-7.14%
Annex RV	25.38%	14.10%	-11.28%	52.89%	44.34%	-8.55%
Dry Camp	1.60%	2.22%	0.62%	13.12%	13.39%	0.27%

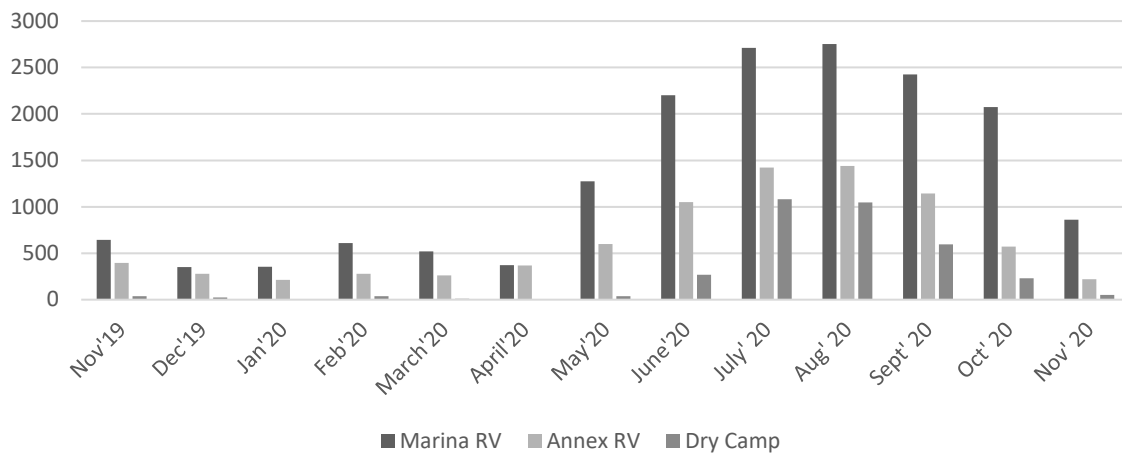




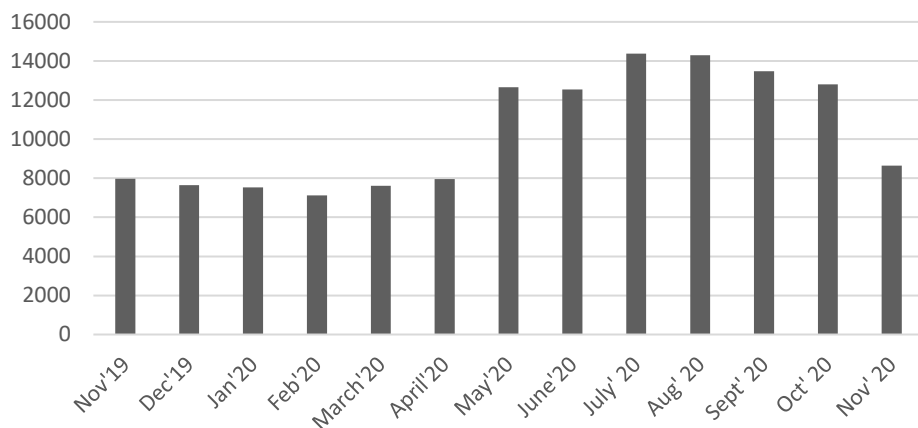
OCCUPANCY DAYS MONTH & YTD

Nov' 2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	7,974	8,650	8.48%	112,086	119,641	6.74%
Marina RV	644	861	33.69%	18,445	16,300	-11.63%
Annex RV	396	220	-44.44%	9,187	7,725	-15.91%
Dry Camp	36	50	38.89%	3289	3365	2.31%

Monthly Occupancy by Occupancy Days
RV Parks



Monthly Occupancy by Occupancy Days
Recreational Marina





DIRECTOR OF OPERATIONS REPORT

DATE: 12/10/2020
PERIOD: November-December 2020
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

It's getting busy on the north side of the bay; the marina is filled up, and we seem to have more gear in the Commercial Marina lot this year than last year. We have three major projects either out for bid or in progress currently: more details below. South Beach is working through maintenance projects during this off season for them.

Detail:

- **Port Dock 5 Electrical Engineering**

We've received the preliminary drawings and have been working through several questions that arose. Port Dock 3 will probably need a new feeder panel to accommodate the loads experienced there. There is a possible chance within this project to get the meter for our dock relocated to a place that makes more sense for the Port. Currently the meter and lines that feed the dock are attached to the Pacific Seafood building, which is very unusual. Whether or not we conduct the move of this line and meter during this project will likely depend on cost and the scope of work in the end.

- **Port Dock 5 Project**

Project is out for bid, pre-bid meeting is Friday, 11 DEC. HDR has fielded a number of questions from bidders, and we've issued two addendums to either correct or answer questions. We've discussed the potential of an extension to the in-water work window; the pointed questions that are asked in order to grant such an extension can only be answered after we have a contractor onboard, and they have completed several submittals. We need to be able to clearly delineate the contractor's processes and schedule, and that detail has not yet been established. The permitting agencies are aware of our situation and are awaiting these details, but we need to get the contractor onboard to make the official ask.

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

I participated in a phone call with the new project manager and the team to bring him up to speed on the aspects of the project. All month, I've provided some information and answers to questions they've had along the way.

- **NOAA Pier Lights:** Due to high winds shaking the light poles and creating chaffing in the wiring, several pier lights have been extinguished. We have requested assistance from a contractor to make the repairs.
- **South Beach Load Centers**
Proposals are in on the project, as of the time of writing this report we are evaluating them and should have recommendations added to the meeting packet material before the meeting this month.
- **Wetland Delineation 9 Acre Lot, McLean Point**
We have the completed and up to date wetland delineation on our heavy industrial lot at McLean Point. We are working on getting the ruling updated by the permitting agencies under current guidelines.
- **Broken Pipe at Terminal**
A customer getting potable water at the Terminal building failed to disconnect the hose from their vehicle tank before driving off and broke the water pipe, which flooded the building. ServePro is responding and we're working with insurance companies to get everything cleaned up and operational again.

Newport International Terminal- Don Moon, Supervisor
Billable Services Performed this Period (May)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Forklift – 65.25 hrs | <input checked="" type="checkbox"/> Moorage – 139 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 21.5 hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 27.25hrs |
| <input checked="" type="checkbox"/> Labor – 77.75hrs | <input checked="" type="checkbox"/> 120V power – 0 hrs |
| <input checked="" type="checkbox"/> Other Overtime Billed 10.75hrs | <input checked="" type="checkbox"/> 208V power – 120 Days |

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

- Completed In Progress Replaced two fluorescent fixtures at FWT.
- Completed In Progress Purchased AED and storage box with extra adult smart pads.

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

Forklift – 50.5Hrs

Hoist Dock Crane(s) – 10.5Hrs

30 Ton Hydraulic Crane - Enter #. Hrs

Dock Tie Up – 74.5Hrs

Launch Tickets - Enter #. passes sold

Other (Axles) – 18

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

Completed In Progress

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress

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

The hoist dock tie-up time was down 53% from last month and down 15% over November 2019. February forklift usage was down 49% from last month and down 23% over November of last year. Crane usage was down 46% from last month and down 14% over last year in November.

Axle counts were up 80% over last month with a total of 18 axles counted compared to the 10 axles in November.

Started installing new stainless steel wedge anchors in the ledger boards on 5C to help support 2X6 deck boards in the openings where the pilings are located. The original anchors are rusting badly and are being shored up with the new material to improve the life span and make the deck boards safer to walk on.

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

Report not available for this month

South Beach Marina- Chris Urbach, Harbormaster

We had 1,099 launches in November for a total of 6,597.00 dollars

We have been working on the landscaping around the RV office and the surrounding area.

Still trying to get quotes on painting and siding jobs in south beach.

We have installed the 3 new washers in the marina laundry and that finishes the upgrade of both washers and dryers in that laundry.

Rented a backhoe and were able to get a lot of jobs completed all around the marina and annex RV Park.

Lots of cleaning and mowing around the facility.

Pretty light report this month and I was on Vacation for almost 2 weeks, but the crew stayed busy.