

PORT OF NEWPORT COMMISSION BUDGET HEARING

Tuesday, April 23, 2024, 6:00 p.m.
Administration Building
600 SE Bay Blvd.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2024-04-23-commission-meetings-2024-april-23-2024-6-00-p-m>

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, April 22, 2024: <https://www.portofnewport.com/2024-04-23-commission-meetings-2024-april-23-2024-6-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Adoption of Fiscal Year 2024-2025 BudgetPage 3

V. Adjournment

UPDATED PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, April 23, 2024,
Immediately following the Budget Hearing
Administration Building
600 SE Bay Blvd.
Newport, OR 97365

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I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2024

- A. Minutes.....March 19 and April 11Page 27
- B. Financial Reports.....Page 38
- C. Accounts Paid.....Page 56

V. Old Business

- A. Approval of Goals and Objectives and Update to Capital Improvement
List – *Miranda*.....Page 63
- B. Approval of Update to Health and Safety Policy – *Bretz*Page 88
- C. Port Dock 7 Grant Applications - *Miranda*.....Page 101

VI. Staff Reports

- A. Executive Director’s Report – *Miranda*.....Page 102
 - 1. Director of Finance and Business Services – *Brown*.....Page 106
 - 2. Director of Operations – *Bretz*.....Page 112

VII. Commissioner Reports

VIII. Calendar/Future Considerations 2024

- Memorial Day – Port Offices Closed.....May 27, 2024
- Next Commission Meeting.....May 28, 2024
- PNWA Conference.....June 4-6, 2024

IX. Public Comment

X. Adjournment



STAFF REPORT

DATE: April 23, 2024
RE: Budget Hearing
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

By statute, special districts in Oregon, must adopt their budget by June 30th. Before you is the budget approved by the Budget Committee. After the Budget Committee approves the budget, a hearing is held. Once the Commission votes on and passes the budget, it becomes the approved budget. The budget and tax information will be filed with the County Assessor's office and the County Clerk's Office. This will complete the initial budget process.

DETAIL

The budget, as approved by the Budget Committee, is attached. There are no recommended changes to the budget.

The Port Commission has the authority to make changes to the budget without holding another budget hearing, except in the following cases:

1. Increase in taxes beyond the amount approved by the Budget Committee
2. Expenditures in any single fund are increased by \$5,000 or 10%, whichever is greater.

RECOMMENDATION and Motion

I recommend the Commission adopt the attached budget with the following motion:

I move to adopt the budget for Fiscal Year 2025 as stated in Resolution No. 2024-06.

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2024-2025 in the total amount of \$79,016,007.

This budget is now on file at **600 S.E Bay Blvd** in Newport, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

General Operating Funds	
Administration	2,510,710
Unallocated	2,564,185
South Beach	4,192,183
Commercial Marina	3,972,901
International Terminal	6,200,495
Facilities Maintenance Fund	51,385,500
Construction Fund	0
Bonded Debt Fund	825,741
NOAA Lease Revenue Fund	3,387,272
Reserve Fund	\$1,808,000
TOTAL APPROPRIATIONS, all Funds ...	76,846,987
Total Unappropriated and Reserve Amounts, All funds ...	2,169,020
Total Adopted Budget ...	79,016,007

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2024-25

- (1) At the rate of \$.0609 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$855,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$.0609/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 855,000

The above resolution statements were approved and declared adopted on 23 April 2024

Gil Sylvia, President

Walter Chuck, Secretary/Treasurer

FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the Port of Newport Commission will be held at **600 Bay Blvd, Newport Oregon, at 6:00 PM ON April 23, 2024 and virtually**, the virtual link can be found at www.portofnewport.com. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 9:00a.m. and 4:30 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Mark A. Brown, Director of Finance Telephone: 541-265-7758 Email: mbrown@portofnewport.com

FINANCIAL SUMMARY - RESOURCES						
TOTAL OF ALL FUNDS		Actual Amount	Adopted Budget	Proposed	Approved Budget	Adopted Budget
		2022-23	2023-24	2024-25	2024-25	2024-25
1	Net Working Capital	15,942,804	9,165,868	7,354,928	7,354,928	
2	Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	9,026,527	8,635,459	10,667,926	10,667,926	
3	Grants, Gifts, Allocations & Donations	709,000	16,691,558	53,299,340	53,299,340	
4	Revenue from Bonds and Other Debt	0	1,360,000	3,134,000	3,134,000	
5	Interfund Transfers / Internal Service Reimbursements	3,543,445	2,279,583	3,608,000	3,608,000	
6	All Other Resources Except Current Year Property Taxes	17,374	14,550	0	0	
7	Current Year Property Taxes Estimated to be Received	948,950	943,143	951,813	951,813	
8	Total Resources	30,188,100	39,090,161	79,016,007	79,016,007	-

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION						
9	Personnel Services	2,586,290	3,762,954	3,492,018	3,492,018	
10	Materials and Services	4,024,843	8,586,330	7,657,936	7,657,936	
11	Capital Outlay	3,234,720	16,089,299	57,628,607	57,628,607	
12	Debt Service	3,480,723	3,812,554	3,495,426	3,495,426	
13	Interfund Transfers	1,067,000	1,914,695	3,608,000	3,608,000	
14	Operating Contingency	2,209,445	946,913	965,000	965,000	
15	Special Payments		0	0	0	
16	Unappropriated Ending Balance and Reserved for Future Expenditure	13,585,079	3,977,416	2,169,020	2,169,020	
17	Total Requirements	30,188,100	39,090,161	79,016,007	79,016,007	-

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *						
Name of Organizational Unit or Program		Actual Amount	Adopted Budget	Proposed	Approved Budget	Adopted Budget
FTE for that unit or program		2022-23	2023-24	2024-25	2024-25	2024-25
NOAA Lease Revenue Fund		2,855,671	4,858,265	4,171,292	4,171,292	
FTE		1.25	2.00	2.00	2.00	
Administration		3,408,745	2,202,383	2,510,710	2,510,710	
FTE		8.00	7.75	8.00	8.00	
Unallocated		2,501,729	2,184,424	3,564,185	3,564,185	
FTE		0.00	0.00	0.00	0.00	
South Beach		2,773,473.00	10,044,893	4,192,183	4,192,183	
FTE		9.75	11.00	11.00	11.00	
Commercial Marina Operations		14,883,117.00	5,876,019	3,972,901	3,972,901	
FTE		7.00	8.00	8.00	8.00	
International Terminal Operations		551,885.00	8,743,002	6,200,495	6,200,495	
FTE		2.75	2.75	2.75	2.75	
Non-Departmental / Non-Program		3,213,480	5,181,175	54,404,241	54,404,241	
FTE		0.00	0.00	0.00	0.00	
Total Requirements		30,188,100	39,090,161	79,016,007	79,016,007	
Total FTE		28.8	31.5	31.8	31.8	

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING			
and General Operating Funds.			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2021-22	Rate or Amount Imposed This year 2022-2023	Rate or Amount Approved next year 2024-25
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	1,020,084	995,000	855,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1.
General Obligation Bonds	\$10,380,000	\$0
Other Bonds	\$15,834,134	\$0
Other Borrowings	\$6,689,604	\$1,140,000
Total	\$32,903,738	\$1,140,000

on 23 June 1998 for the following specified purpose:
 Repair and replace Port infrastructure and facilities.

Facilities Maintenance Reserve Fund Port of Newport
 (Fund) (Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2024-25			
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
			RESOURCES				
1			1			1	
2	1,473,698	1,573,698	483,285	2	Working Capital (Accrual Basis) 470,000	470,000	2
3				3	Previously Levied Taxes Estimated to be Received		3
4				4	Transfers In		4
5	100,000		450,000	5	General Operating Fund 1,400,000	1,400,000	5
6				6	Facilities Maintenance Fund		6
7			1,050,000	7	NOAA Lease Revenue Fund 0	0	7
8			0	8	Construction Fund 0	0	0
9			0	9	Reserve Fund 0	0	0
10				10	Bond Debt Fund		10
11	100,000	0	1,500,000	11	Total Transfers In 1,400,000	1,400,000	11
					Other Resources		
12				12	Interest 3,000	3,000	12
13				13	Grants 39,326,000	39,326,000	
14					Loans 3,134,000	3,134,000	
15					Other GAP Funding 7,052,500	7,052,500	
16			0	16	Total Other Resources 49,515,500	49,515,500	0
17	1,573,698	1,573,698	1,983,285	17	Total Resources, Except Taxes to be Levied 51,385,500	51,385,500	17
18			0	18	Taxes Estimated to be Received 0	0	0
19	1,573,698	1,573,698	1,983,285	19	TOTAL RESOURCES 51,385,500	51,385,500	0
					REQUIREMENTS		0
20				20	Object Classification		20
21				21	Materials and Services		21
22				22	IT Hardware 0		22
23				23	Prof Services 150,000	150,000	23
24				24	Repairs and Maint 200,000	200,000	24
25				25	Dredging 1,100,000	1,100,000	25
26				26	Other 0	0	26
27				27	Total Materials and Services 1,450,000	1,450,000	27
28				28			28
29				29	Capital Projects		29
30				30	Capital: Buildings 5,170,000	5,170,000	30
31				31	Capital - Equipment 180,000	180,000	31
32				32	Capital: Vehicles 36,500	36,500	32
33				33	Capital: Land Impr 4,339,000	4,339,000	33
34				34	Capital: Docks & Piers 39,810,000	39,810,000	34
35				35	Total Capital Projects 49,535,500	49,535,500	35
36				36			36
37			250,000	37	Operating Contingency		37
38				38	TRANSFERS OUT		38
39			400,000	39	General Operating Fund 400,000	400,000	39
40				40	Facilities Maintenance Fund		40
41				41	NOAA Lease Revenue Fund		41
42				42	Construction Fund		42
43				43	NOAA Capital Maintenance Fund		43
44				44	Bond Debt Fund		44
45			400,000	45	Total Transfers Out 400,000	400,000	45
46				46			46
	1,573,698	1,573,698			Ending Balance (Prior Years)		
47	0	0	1,333,285	47	Reserved for Future Expenditure		47
48			0	48	Unappropriated Ending Balance 0	0	0
49	1,573,698	1,573,698	1,983,285	49	TOTAL REQUIREMENTS 51,385,500	51,385,500	0

Facilities Maintenance Reserve Fund Projects

FUND 200

Row Labels	Where	Description	FY Complete	Sum of Grant	Sum of Loans	Sum of Total Funds
22-06-100-28	Prof Services	GIS Software	FY 2025-26	\$0	\$0	\$30,000
22-06-300-31	Capital: Buildings	Tank for Waste Oil	FY 2025-26			\$45,000
22-06-300-33	Capital: Docks & Piers	Fishing Pier Improvements	FY 2026-27	\$2,900,000	\$0	\$2,900,000
22-06-300-35	Capital: Land Impr	WIFI Upgrade CM	FY 2026-27	\$0	\$0	\$60,000
22-06-500-07	Prof Services	Planning for Opportunities	FY 2025-26			\$30,000
22-06-500-11	Capital: Land Impr	Asphalt for storage	FY 2025-26	\$0	\$0	\$234,000
22-06-500-26	Dredging	Dredging	FY 2025-26	\$0	\$0	\$1,100,000
	Repairs and Maint	Removal of Dredge Material	FY 2025-26			\$200,000
22-06-500-36	Capital: Land Impr	WIFI Upgrade NIT	FY 2025-26	\$0	\$0	\$125,000
22-06-700-30	Prof Services	Expo Center	FY 2026-27	\$30,000	\$0	\$30,000
22-06-710-06	Capital: Docks & Piers	South Beach Marina Service Dock Repair and Replacement	FY 2026-27			\$400,000
22-06-710-14	Capital: Land Impr	Repair of Outfall	FY 2024-25	\$0	\$0	\$500,000
22-06-710-15	Capital: Buildings	Demolishing, rebuilding, new roofs, new siding (Previously The Fruit Pr	FY 2024-25		\$300,000	\$300,000
22-06-710-16	Capital: Buildings	Rebuild or Build new building for Tenant	FY 2025-26	\$0	\$1,000,000	\$1,000,000
22-06-710-18	Capital: Buildings	A, B and C dock landing float replacement	FY 2026-27	\$0	\$0	\$95,000
22-06-710-20	Capital: Buildings	Gutter Replacement and Roof Repairs - Rogue Building	FY 2025-26	\$0	\$0	\$120,000
22-06-710-22	Capital: Land Impr	Washdown Blacktop Replacement and Widen the area	FY 2025-26	\$0	\$0	\$180,000
22-10-710-38	Capital: Land Impr	Traffic Lane Launch	FY 2025-26	\$0	\$0	
23-06-100-07	Capital: Vehicles	Small Truck	FY 2026-27	\$0	\$0	\$25,000
23-06-100-09	Prof Services	State of the Port - Review Facilities	FY 2023-24	\$0	\$0	\$60,000
23-06-300-21	Capital: Docks & Piers	Port Dock 3 Platform Piling Repairs	FY 2025-26	\$0	\$0	\$60,000
23-06-300-40	Capital: Docks & Piers	PD 7 Reconfiguration and Reconstruction of Marina, incl Federal Chann	FY 2026-27	\$35,000,000		\$35,000,000
23-06-300-42	Capital: Land Impr	Paving of PD 7 Parking Lot	FY 2026-27	\$0	\$0	\$500,000
23-06-500-03	Capital - Equipment	Forklift for NIT, Grant Dependent	FY 2025-26	\$96,000	\$0	\$120,000
23-06-500-16	Capital: Buildings	Expand Shop at South Beach	FY 2026-27			\$50,000
23-06-700-34	Capital: Land Impr	Asphalt overlay for The area where the Seafood and wine festival is he	FY 2025-26			\$120,000
23-06-700-35	Capital - Equipment	SB ForkLift	FY 2025-26	\$0	\$32,000	\$60,000
23-06-700-37	Capital: Buildings	Bathroom remodeling	FY 2026-27	\$0	\$0	\$1,000,000
23-06-700-41	Capital: Land Impr	Final Plans, Build new RV annex	FY 2025-26	\$1,300,000	\$1,320,000	\$2,620,000
23-06-700-43	Capital: Docks & Piers	Begin Dock replacement at South Beach	FY 2026-27	\$0	\$32,000	\$1,000,000
3400-19-04, 23-06-700-28, 23-06-700-44 , 23-06-700-45	Capital: Buildings	Electric Work, Fuel Tanks and Security Cameras Replacements and Up	FY 2024-25			\$2,560,000
(blank)	Capital: Docks & Piers	Replace Dock and Pier X in SB	FY 2026-27	\$0	\$0	
	Capital: Docks & Piers	Replace Service Dock in SB	FY 2025-26	\$0	\$450,000	\$450,000
	Capital: Vehicles	Hydraulic Trailer	FY 2025-26	\$0	\$0	\$11,500
Grand Total				\$39,326,000	\$3,134,000	\$50,985,500

**FORM
LB-10**

**CAPITAL FUND
RESOURCES AND REQUIREMENTS**

Reserve Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2024-25					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23								
			RESOURCES						
1			1			1			
2	0	2,876,445	1,902,777	2	Working Capital (Accrual Basis)	2,100,000	2,100,000		2
3			0	3	Previously Levied Taxes Estimated to be Received	0	0	0	3
4				4	Transfers				4
5				5	IN				5
6	0	0	364,888	6	General Operating Fund				6
7	0	0		7	Facilities Maintenance Fund				7
8	2,876,445	0		8	NOAA Lease Revenue Fund				8
9	0	0		9	Construction Fund				9
10	0	0		10	NOAA Capital Maintenance Fund				10
11	0	0		11	Bond Debt Fund				11
12	0	0	364,888	12	Total Transfers In	0	0	0	12
13				13	Interest and Other Resources				13
14	0	0	1,500	14	Interest	8,000	8,000		14
15	0	0	0	15	Intergovernmental	0	0	0	15
16	0	0	0	16	Grants	0	0	0	16
17	0	0	0	17	Total Other Resources	0	0	0	17
18	0	2,876,445	2,269,165	18	Total Resources, Except Taxes to be Levied	2,108,000	2,108,000		18
19			0	19	Taxes Estimated to be Received	0	0	0	19
20	0	0		20	Taxes Collected in Year Levied				20
21	2,876,445	5,752,890	2,269,165	21	TOTAL RESOURCES	2,108,000	2,108,000	0	21
					REQUIREMENTS				
22				22	Object Classification				22
23	0	0		23	Materials and Services				23
24	0	0		24	Capital Outlay				24
25				25	Contingency				25
26				26	Transfers Out to:				26
27	0	667,000		27	General Operating Fund	1,808,000	1,808,000		27
28				28	Facilities Maintenance Fund				28
29			0	29	NOAA Lease Revenue Fund	0	0	0	29
30				30	Construction Fund				30
31				31	NOAA Capital Maintenance Fund				31
32				32	Bond Debt Fund				32
33				33	Contingency				33
34	0	667,000		34	Ending Balance (Prior Years)				34
35	2,876,445	2,209,445	1,669,165	35	Reserved for Future Expenditure		0	0	35
36			600,000	36	Unappropriated Ending Balance	300,000	300,000	0	36
37	2,876,445	2,876,445	2,269,165	37	TOTAL REQUIREMENTS	2,108,000	2,108,000	0	37

RESOURCES
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			RESOURCES	FY 2024-25					
Actual		Adopted Budget This Year 2023-24		Proposed Budget	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23			By Budget Officer					
1			1			1			
2	6,353,760	6,375,045	4,332,079	2	Working Capital (Accrual Basis)	3,200,000	3,200,000		2
3				3	Previously levied taxes estimated to be received				3
4				4					4
5				5	Transfers In From				5
6	0		400,000	6	Facilities Maintenance Fund	400,000	400,000		6
7	0		0	7	NOAA Lease Revenue Fund	0	0		7
8	0		14,695	8	Construction Fund	0	0		8
9	667,000		1,600,000	9	Reserve fund	1,808,000	1,808,000		9
10			0	10	Bond Debt Fund	0	0		10
11	667,000		414,695	11	Total Transfers In	2,208,000	2,208,000	0	11
12				12					12
13				13	Revenues				13
14		104,007		14	Operating Revenues				14
15				15	Administration	0			15
16	137,079		0	16			0	0	16
17	137,079	104,007	0	17	Total Administration	-	0	0	17
18				18	Newport International Terminal				18
19	162,905	264,050	173,968	19	Lease Revenues	200,000	200,000		19
20	186,704	152,060	220,000	20	Moorage	230,000	230,000		20
21	180,083	159,632	196,000	21	Hoist Dock Equipment Rental/Services	61,000	61,000		21
22	338,333	226,957	285,000	22	Hoist Dock/FEES	105,000	105,000		22
23	2,175	5,009	2,300	23	Cargo	330,785	330,785		23
24	5,921	133,465	2,000	24	Misc Revenues	170,000	170,000		24
25	876,121	941,173	879,268	25	Total Newport International Terminal	1,096,785	1,096,785	-	25
26				26	Commercial Marina				26
27	195,654	215,673	155,000	27	Lease Revenues	320,000	320,000		27
28	658,219	575,304	655,000	28	Moorage	750,000	750,000		28
29	183,519	440,656	420,000	29	Hoist Dock/Equipment Rental/Services	270,000	270,000		29
30	300,608	286,986	155,000	30	Hoist Dock Services/FEES	344,000	344,000		30
31		(18,002)		31	Discounts & Refunds	(10,000)	(10,000)		31
32	174,840	12,115	12,000	32	Misc Revenues/Discounts	16,000	16,000		32
33	1,512,840	1,512,732	1,397,000	33	Total Commercial Marina	1,690,000	1,690,000	0	33
34				34	South Beach				34
35	685,627	613,269	475,000	35	Lease Revenue	690,000	690,000		35
36	1,293,612	1,690,552	1,300,000	36	Moorage	2,000,000	2,000,000		36
37	0	30,630	250	37	Hoist Dock Equipment Rental/Services	261	261		37
38	7,545	288,524	326,000	38	Fees	340,670	340,670		38
39		95,244	1,000	39	Misc Revenues	0	0		39
40	1,488,905	1,409,954	1,650,000	40	RV Park Reservations	2,200,000	2,200,000		40
41	259,660		400	41	Services	418	418		41
		(22,289)			Discounts & Refunds	(15,000)	(15,000)		
42	650		29,301	42	Miscellaneous Revenue	0	0		42
43	3,735,999	4,105,884	3,781,951	43	Total RV Park and Recreational Marina	5,216,349	5,216,349	0	43
44	6,262,039	6,559,789	6,058,219	44	Total Fees, Licenses, Permits, Fines, Assessments	8,003,134	8,003,134	0	44
45				45					45
46		12,000		46	Non-operating Revenues				46
47	6,603		6,500	47	Interest	5,000	5,000		47
48	709,000	2,296,484		48	Grants and Other				48
49				49					49
50			15,344,770	50	Other Grants	1,185,346	1,185,346		50
51				51	South Beach	1,550,000	1,550,000		51
52				52	Commercial Marina	356,800	356,800		52

53				53	International Terminal		3,755,194	3,755,194		53
54				54	Administration		50,000	50,000		54
55				55						55
56	709,000	2,308,484	15,344,770	56	Total Grants, Capital and other		6,897,340	6,897,340	0	56
57				57						57
58				58	Debt Funding					58
59	0			59	Loan Proceeds					59
60				60	Other Loans					60
61			1,360,000	61	Projects Loan Funding		0	0		61
62				62						62
63				63						63
64	0		1,360,000	64	Total from Bonds and Other Debt		0	0	0	64
65				65						65
66	13,998,402	15,243,318	27,516,263	66	Total resources, except taxes to be levied		20,313,474	20,313,474	0	66
67			125,000	67	Taxes estimated to be received		127,000	127,000		67
68	117,000	120,000		68	Taxes collected in year levied					68
69	13,998,402	15,363,318	27,641,263	69	TOTAL RESOURCES		20,440,474	20,440,474	0	69

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION For- Unallocated	FY 2024-25				
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	PERSONNEL SERVICES				1
2				2	TOTAL PERSONNEL SERVICES				2
3				3	Total full-time equivalent (FTE)				3
4				4	MATERIALS AND SERVICES				4
5				5	Insurance				5
6				6					6
7				7	CAPITAL OUTLAY				7
8	0		0	8	Capital Outlay				8
9	0	0		9	TOTAL CAPITAL OUTLAY	-	-	-	9
10				10	DEBT SERVICE AND TRANSFERS				10
11	0			11	Principal				11
12	215,000	225,000	236,000	12	2013 Full faith and credit	260,000	260,000		12
13	20,028		0	13	State Loan L100012	-	-		13
14	68,275	70,352	72,495	14	State Loan Q10001	80,000	80,000		14
15	133,200	138,355	143,710	15	State Loan L120005	150,000	150,000		15
16	180,344	180,344	359,888	16	SB Load Centers - Intrafund	-	-		16
17	25,000	25,000	25,000	17	OR Loan 6554101	25,000	25,000		17
18	54,200	56,155	114,000	18	First Interstate Bank Loan*	55,200	55,200		18
19	7,654	1,965	0	19	2017 CM Forklift				19
20	11,740	5,067	0	20	2017 NIT Forklift				20
21			40,000	21	Building loan 810K, L22001	33,000	33,000		21
22			50,000	22	Building loan 950K, 525206	38,500	38,500		22
23				23	Sea wall Loan	37,900	37,900		23
24	29,950	29,950	15,619	24	Oregon Brewing Company MUA Loan	-	-		24
25			17,000	25	Mobile Crane	21,000	21,000		25
26	745,391	732,188	1,073,712	26	Subtotal Principal	700,600	700,600	0	26
27					Interest				
28	68,983	61,257	53,235	28	2013 Full faith and credit	25,000	25,000		28
29	1,650		0	29	State Loan L100012	-	-		29
30	25,325	23,248	21,112	30	State Loan Q10001	20,000	20,000		30
31	85,001	79,856	74,600	31	State Loan L120005	70,000	70,000		31
32	6,400		5,000	32	SB Load Centers - Intrafund	-	-		32
33	7,064	5,109	5,000	33	First Interstate Bank Loan*	1,000	1,000		33
34	261	8	0	34	2017 CM Forklift	-	-		34
35	572	63	0	35	2017 NIT Forklift	-	-		35
36	0		25,000	36	Building loan 810K, L22001	17,600	17,600		36
37				37	Sea Wall Loan	38,285	38,285		37
38	0		30,000	38	Building loan 950K, 525206	20,700	20,700		38
39	0			39	Oregon Brewing Company MUA Loan	-	-		39
40				40	Mobile Crane	21,000	21,000		40
41	195,256	169,541	160,712	41	Subtotal Interest	213,585	213,585	0	41
42	940,647	901,729	1,234,424	42	Total Debt Service	914,185	914,185	0	42
					Transfers				
43				43	OUT TO				
44	100,000	0	450,000	44	Facilities Maintenance Fund	1,400,000	1,400,000		43
45				45	NOAA Lease Revenue Fund	-	-		45
46				46	Construction Fund	-	-		46
47			-	47	Reserve Fund	-	-	-	47
48				48	Bond Debt Fund	-	-		48
49	100,000	400,000	450,000	49	Total Transfers Out	1,400,000	1,400,000	-	49
50				50					50
51			500,000	51	Operating Contingency	250,000	250,000		51
52	100,000	400,000	950,000	52	Total Transfers and Contingencies	1,650,000	1,650,000	0	52
53	1,200,000	1,200,000		53	Ending balance				53
54			0	54	Reserved for Use South Beach Dredging	-	-	-	54
55			0	55	Reserved for Use NIT Dredging	-	-	-	55
56			0	56	Reserved for Use CM Dredging	-	-	-	56
57				57	Ending balance	1,000,000	1,000,000	-	57
58	1,040,647	2,501,729	2,184,424	58	TOTAL REQUIREMENTS	3,564,185	3,564,185	0	58

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION For Administration	FY 2024-25			
Actual		Adopted Budget This Year 2023-24	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23							
				PERSONNEL SERVICES				
1	490,376	662,797	759,985	1 Permanent Staff Wages and Salaries		813,799	813,799	1
2			0	2 Seasonal Staff	8.00			2
3			5,196	3 Overtime		5,209	5,209	3
4	264,586	56,407	70,277	4 Payroll Tax Expense		75,172	75,172	4
5			11,123	5 Workers' Compensation Insurance		9,236	9,236	5
6		102,972	160,082	6 PERS - Retirement		171,515	171,515	6
7		139,553	110,400	7 Health, Dental, & Life Insurance		111,360	111,360	7
8			7,543	8 Employee Incentives		10,991	10,991	8
9			4,062	9 Other Benefits		1,152	1,152	9
10				10 Differential Pay				10
11	754,962	961,729	1,128,668	11 TOTAL PERSONNEL SERVICES		1,198,434	1,198,434	-
12	7.2	7.2	8.0	12 Total full-time equivalent (FTE)	8.00	8.00	8.00	8.00
				MATERIALS AND SERVICES	NOTES			
13	193,676	232,572	292,015	13 Insurance		335,000	335,000	13
14	122,856	84,646	267,000	14 Professional Services		324,460	324,460	14
15	12,382	30,433	16,000	15 Marketing and Promotion		45,260	45,260	15
16	43,702	25,935	38,000	16 Dues and Subscriptions		58,850	58,850	16
17	14,808	12,753	35,000	17 Training and Education		47,900	47,900	17
18	5,485	9,354	12,000	18 Travel		25,815	25,815	18
19	59,395	68,047	100,000	19 Office and Admin Expense		57,780	57,780	19
20		61,975	70,000	20 IT Hardware and Software		85,000	85,000	20
21	1,200		10,000	21 Bad Debt Expense		-	-	21
22	11,178	7,211	8,000	22 Licenses and Permit Fees		13,475	13,475	22
23	14,763	44,397	38,000	23 Utilities		48,000	48,000	23
24	96,280	263,991	135,000	24 Contract and Support Services		203,536	203,536	24
25	1,841	26,654	7,000	25 Repairs and Maintenance		13,800	13,800	25
26	8,819	5,822	15,000	26 Equipment		9,000	9,000	26
27	3,515	6,360	11,000	27 Materials and Operating Supplies		8,500	8,500	27
28				28 Personal Protective gear		1,500	1,500	28
29	0		0	29 Port Clothing		2,000	2,000	29
30	0	0	0	30 Cargo Expenses		-	-	30
31	841	1,337	1,200	31 DSL and State Land Fees		2,400	2,400	31
32	0		0	32 Dredging		-	-	32
33	1,754	52,136	8,000	33 Building and Land Leases		24,000	24,000	33
34	361	804	4,500	34 Grant Expenses				34
35	12,284		6,000	35 Misc Expenses		6,000	6,000	35
36	605,140	934,427	1,073,715	36 TOTAL MATERIALS AND SERVICES		1,312,276	1,312,276	-
				CAPITAL OUTLAY				
37				37 Capital Outlay				37
38	893,115	1,476,694		38 Capital: Buildings		0	-	-
39	51,294		0	39 Capital - Equipment		0	-	-
40	99,527	15,668	0	40 Capital: Land Impr		0	-	-
41		20,227	0	41 Capital: Docks & Piers		0	-	-
42				42 Capital: Vehicles		0	-	-
43	1,043,936	1,512,589	0	43 TOTAL CAPITAL OUTLAY		-	-	-
44	2,404,038	3,408,745	2,202,383	44 TOTAL REQUIREMENTS		2,510,710	2,510,710	0

Administration Projects

Area	AD
FUND	(Multiple Items)

Row Labels	Where	Brief Description	Description	Sum of Grant	Sum of Loans	Sum of Total Funds
23-06-100-31	IT Hardware	(blank)	Office Computers	0	0	\$15,000
J00080	Prof Services	(blank)	Audit & Accounting	0	0	\$52,000
J00090	Prof Services	(blank)	Legal	0	0	\$45,000
J00110	Prof Services	(blank)	Communications Consultant	0	0	\$32,000
J00120	Prof Services	(blank)	Grant Writing	0	0	\$35,000
(blank)	Prof Services	move to a .gov website, fully funded by cybersecurity	Change Website address	50000		\$50,000
Grand Total				50000	0	\$229,000

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR:			FY 2024-25			
Actual		Adopted Budget This Year 2023-24	Operations - Commercial Marina	FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2021-22	First Preceding Year 2022-23								
			PERSONNEL SERVICES						
1	272,111	379,273	357,430	1	Permanent Staff Wages and Salaries	7.50	400,321	400,321	1
2			28,841	2	Seasonal Staff	0.50	29,441	29,441	2
3			5,196	3	Overtime		5,209	5,209	3
4	146,520	30,033	38,564	4	Payroll Tax Expense		47,690	47,690	4
5			26,412	5	Workers' Compensation Insurance		32,978	32,978	5
6		33,685	72,561	6	PERS - Retirement		91,636	91,636	6
7		68,162	89,700	7	Health, Dental, & Life Insurance		104,400	104,400	7
8			3,471	8	Employee Incentives		4,412	4,412	8
9			3,378	9	Other Benefits		3,882	3,882	9
10		0	5,000	10	Differential Pay		5,000	5,000	10
11	418,631	511,153	630,553	11	TOTAL PERSONNEL SERVICES		724,969	724,969	0
12	6.0	6.0	7.0	12	Total full-time equivalent (FTE)	8.00	8.00	8.00	8.00
			MATERIALS AND SERVICES			Notes			
13	12,880	7,923	0	13	Insurance		10,000	10,000	0
14	3,301	30,000	750,000	14	Professional Services		30,000	30,000	
15	1,644	309	2,500	15	Marketing and Promotion		2,000	2,000	
16	1,069			16	Dues and Subscriptions				
17	1,984	2,590	10,000	17	Training and Education		35,000	35,000	
18	0	1,085	6,000	18	Travel		6,000	6,000	
19	3,382	3,352	18,000	19	Office and Admin Expense		8,000	8,000	
20		1,926	2,000	20	IT Hardware and Software				
21	33,855	82	35,000	21	Bad Debt Expense		25,000	25,000	
22	9,033	23,219	25,000	22	Licenses and Permit Fees		25,000	25,000	
23	156,282	207,269	185,000	23	Utilities		175,000	175,000	
24	317,647	100,505	76,000	24	Contract and Support Services		175,000	175,000	
25	75,601	163,212	66,000	25	Repairs and Maintenance		185,000	185,000	
26	2,604	2,240	6,500	26	Equipment		125,000	125,000	
27	18,447	42,013	29,060	27	Materials and Operating Supplies		83,070	83,070	
28			5,940	28	Personal Protective gear		6,930	6,930	
29				29	Port Clothing		1,500	1,500	
30			0	30	Cargo Expenses		0	0	
31	46,750	52,471	35,000	31	DSL and State Land Fees		56,200	56,200	
32		0	0	23	Dredging		0	0	
33	8013	3,082	4500	33	Building and Land Leases				
34			0	34	Grant Expenses				
35		21,061	30,000	35	Misc expenses		45,000	45,000	
36	692,492	662,339	1,286,500	36	TOTAL MATERIALS AND SERVICES		993,700	993,700	0
			CAPITAL OUTLAY						
37				37	Capital Outlay				
38			180,000	38	Capital: Buildings		509,600	509,600	
39			240,000	39	Capital - Equipment		180,000	180,000	
40	25,453	17,082	1,546,000	40	Capital: Land Impr		535,000	535,000	
41	177,404	702,572	1,703,000	41	Capital: Docks & Piers		968,132	968,132	
42		123,733		42	Capital: Vehicles		61,500	61,500	
43	202,857	843,387	3,669,000	43	TOTAL CAPITAL OUTLAY		2,254,232	2,254,232	0
44	1,313,980	2,016,879	5,586,053	44	TOTAL REQUIREMENTS		3,972,901	3,972,901	0

Commercial Marina Projects

Area	CM
FUND	100

Row Labels	Description	Brief Description	Category- Capital Equip	Sum of Grant	Sum of Loans	Sum of Total Funds
<u>22-06-300-09</u>	PD 5 Interim Improvements	This is to keep Port Dock 5 in a state that it will continue to function, Includes Pedestals	Docks and Piers	\$0	\$0	\$400,000
<u>22-06-300-10</u>	PD 7 Interim Improvements	This is to keep Port Dock 7 in a state that it will continue to function	Docks and Piers	\$0	\$0	\$200,000
<u>22-06-300-19</u>	Swedes Dock Piling Replacement	The Dock is at the end of its life and need of replacement	(blank)			\$241,632
<u>22-06-300-31</u>	Oil Tank building and upgrade	The Oil tanks developed a leak in 2020, this would provide a facility to properly handle and dispose of oil	Equipment/IT/Vehicles	\$228,800	\$0	\$314,600
<u>23-06-300-10</u>	CM Crane Replacement	We need to consider replacing North Commercial cranes within the next 2-3 years	(blank)	\$0	\$0	\$180,000
<u>23-06-300-13</u>	CM Hoist Dock Fenders	Replace worn out fenders	(blank)	\$0	\$0	\$44,000
<u>23-06-300-20</u>	Hoist Dock Electrical Rewire	Wiring for Hoist dock that falls below water during some high tides	(blank)	\$0	\$0	\$30,000
<u>23-06-300-22</u>	Roof and window replacement for CM operations I	these are currently leaking	(blank)	\$0	\$0	\$165,000
<u>23-06-300-23</u>	Fence for CM and Storage Lot	Homeland Security Grant	(blank)	\$128,000	\$0	\$160,000
<u>23-06-300-25</u>	Hoist Dock Integrity Survey	Review of the Hoist Dock to assure it's continued use and to determine any necessary repairs, Would WHA be willing to do this?	(blank)	\$0	\$0	\$52,500
<u>23-06-300-29</u>	replace Water Line/Fiber optic	The water line broke this past year, this can be done at the same time we add the fiber optic cable, so the cost should be reduced	(blank)	\$0	\$0	\$250,000
<u>23-06-300-33</u>	Add Fiber Optic Cable	the new building makes it necessary to add a new fiber connection between the new building and the Commercial Marina	(blank)	\$0	\$0	\$125,000
<u>23-06-500-16</u>	CM Shop Office	Add an area to the shop that can be used for an office by the Harbormaster	Buildings	\$0	\$0	\$30,000
(blank)	F350 Truck Replacement	Truck has low mileage, but has many issues, can be split budgetarily	(blank)	\$0	\$0	\$50,000
	Trailer for hauling Equipment	(blank)	(blank)	\$0	\$0	\$11,500
Grand Total				\$356,800	\$0	\$2,254,232

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: Operations - International Terminal	FY 2024-25				
Actual		Adopted Budget This Year 2023-24	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2021-22	First Preceding Year 2022-23								
PERSONNEL SERVICES									
1	131,170	164,143	514,398	1	Permanent Staff Wages and Salaries	2.00	161,347	161,347	1
2			28,841	2	Seasonal Staff	0.75	44,163	44,163	2
3			7,527	3	Overtime		1,089	1,089	3
4	70,629	15,099	53,993	4	Payroll Tax Expense		19,614	19,614	4
5			103,776	5	Workers' Compensation Insurance		13,868	13,868	5
6		25,461	131,100	6	PERS - Retirement		33,256	33,256	6
7		34,112	27,458	7	Health, Dental, & Life Insurance		27,840	27,840	7
8			4,996	8	Employee Incentives		1,547	1,547	8
9			9,916	9	Other Benefits		1,146	1,146	9
10			5,798	10	Differential Pay		1,200	1,200	10
11	201,799	238,815	887,803	11	TOTAL PERSONNEL SERVICES		305,070	305,070	0
12	2.0		2.75	12	Total full-time equivalent (FTE)	2.75	2.75	2.75	2.75
					Notes				
13	677	0	0	13	Insurance		0	0	-
14	17,574	1,441	75,000	14	Professional Services		100,000	100,000	14
15	245	607	600	15	Marketing and Promotion		0	0	15
16	0	0	1,500	16	Dues and Subscriptions		700	700	16
17	7,550	0	2,500	17	Training and Education		2,500	2,500	17
18	0	0	2,000	18	Travel		2,000	2,000	18
19	1,297	1,378	7,300	19	Office and Admin Expense		3,000	3,000	19
20		1,497		20	IT Hardware and Software				20
21	0	0	3500	21	Bad Debt Expense		3,500	3,500	21
22	3,801	10,082	5,000	22	Licenses and Permit Fees		5,000	5,000	22
23	54,936	70,068	65,000	23	Utilities		73,000	73,000	23
24	24,534	41,961	45,000	24	Contract and Support Services		80,000	80,000	24
25	37,033	114,627	65,000	25	Repairs and Maintenance		100,000	100,000	25
26	1,649	723	8,500	26	Equipment		5,000	5,000	26
27	11,515	25,682	16,000	27	Materials and Operating Supplies		16,100	16,100	27
28				28	Personal Protective gear		1,500	1,500	28
29				29	Port Clothing		1,000	1,000	29
30			25,000	30	Cargo Expenses		72,000	72,000	30
31	23,866	26,753	28,000	31	DSL and State Land Fees		30,000	30,000	31
32			1,100,000	32	Dredging		0	0	32
33	24,000	4,087	35,000	33	Building and Land Leases		35,000	35,000	33
34				34	Grant Expenses				34
35		12,419		35	Misc expenses				35
36	208,677	311,325	1,484,900	36	TOTAL MATERIALS AND SERVICES		530,300	530,300	0
CAPITAL OUTLAY									
37				37	Capital Outlay				37
38		1,600		38	Capital: Buildings		0	0	38
39			5,125,125	39	Capital - Equipment		4,305,125	4,305,125	39
40	2,469	145	588,174	40	Capital: Land Impr		403,000	403,000	40
41				41	Capital: Docks & Piers		657,000	657,000	41
42			657,000	42	Capital: Vehicles		0	0	42
43	2,469	1,745	6,370,299	43	TOTAL CAPITAL OUTLAY		5,365,125	5,365,125	0
44	412,945	551,885	8,743,002	44	TOTAL REQUIREMENTS		6,200,495	6,200,495	0

International Terminal Projects

Area	NIT
FUND	100

Row Labels	Where	Description	Brief Description	Sum of Grant	Sum of Loans	Sum of Total Funds
21-09-500-01	Capital: Land Impr	Grading of 9-Acre lot	Does not include any wetland mitigation			\$153,000
	Repairs and Maint	Grounds Maintenance - Brush clearing	Clear brush from the 9 acre lot at NIT	\$0	\$0	\$10,000
22-06-500-13	Capital: Docks & Piers	RORO Dock Initial Repair estimate	initial survey, included is \$200,000 contingency	\$361,350	\$0	\$657,000
22-06-500-24	Capital - Equipment	Equipment handler and Grading/Fencing	PIPD project at the International terminal	\$3,228,844	\$0	\$4,305,125
23-06-500-15	Prof Services	Beneficial Project	This is a contractual obligation	\$0	\$0	\$50,000
23-06-500-24	Capital: Land Impr	Fence for NIT and Storage Lot	Homeland Security Grant	\$160,000	\$0	\$200,000
23-06-500-32	Capital: Land Impr	Lightpoles move to LED	Safety Issue, current lights are failing	\$5,000	\$0	\$50,000
Grand Total				\$3,755,194	\$0	\$5,425,125

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: Operations - South Beach	FY 2024-25						
Actual		Adopted Budget This Year 2023-24		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23									
PERSONNEL SERVICES										
1	351,016	472,111	514,398	1	Permanent Staff Wages and Salaries	10.50	567,773	567,773		1
2			28,841	2	Seasonal Staff	0.50	29,441	29,441		2
3			7,527	3	Overtime		7,541	7,541		3
4	189,009	44,512	53,993	4	Payroll Tax Expense		64,186	64,186		4
5			27,458	5	Workers' Compensation Insurance		33,794	33,794		5
6		45,177	103,776	6	PERS - Retirement		124,970	124,970		6
7		98,115	131,100	7	Health, Dental, & Life Insurance		146,160	146,160		7
6			4,996	6	Employee Incentives		6,043	6,043		6
7			9,916	7	Other Benefits		11,467	11,467		7
8			5,798	8	Differential Pay		5,798	5,798		8
9	540,025	659,915	887,803	9	TOTAL PERSONNEL SERVICES		997,173	997,173	0	9
10	8.0		10.00	10	Total full-time equivalent (FTE)	11.00	11.00	11.00	11.00	10
MATERIALS AND SERVICES				Notes						
11	8,500	15,929	0	11	Insurance		0	0	-	11
12	34,285	825	550,000	12	Professional Services		75,000	75,000		12
13	10,099	8,968	15,000	13	Marketing and Promotion		6,000	6,000		13
14	4,280	0	850	14	Dues and Subscriptions		800	800		14
15	5,529	1,455	10,000	15	Training and Education		10,000	10,000		15
16		519	3,000	16	Travel		3,120	3,120		16
17	13,699	7,148	60,000	17	Office and Admin Expense		15,000	15,000		17
18		2,791		18	IT Hardware and Software					18
19	23080	83,562	25000	19	Bad Debt Expense		25,000	25,000		19
20	50,221	65,828	15000	20	Licenses and Permit Fees		15,600	15,600		20
21	303,166	291,655	450,000	21	Utilities		468,000	468,000		21
22	119,590	373,276	300,240	22	Contract and Support Services		360,240	360,240		22
23	92,522	299,365	300,000	23	Repairs and Maintenance		150,000	150,000		23
24	59,774	32,269	18,000	24	Equipment		43,000	43,000		24
25		51,289	80,000	25	Materials and Operating Supplies		86,060	86,060		25
26				26	Personal Protective gear		5,940	5,940		26
27				27	Port Clothing		2,500	2,500		27
28				28	Cargo Expenses		0	0		28
29			20,000	29	DSL and State Land Fees		25,000	25,000		29
30	0		1,200,000	30	Dredging		1,500,000	1,500,000		30
31				31	Building and Land Leases		0	0		31
32				32	Grant Expenses		0	0		32
33		15,980	100,000	33	Misc expenses		100,000	100,000		33
34	724,745	1,250,859	3,147,090	34	TOTAL MATERIALS AND SERVICES		2,891,260	2,891,260	0	34
CAPITAL OUTLAY										
Capital Outlay										
35		6,621	1,800,000	35	Capital: Buildings		25,000	25,000		35
36	24,560	22,392	-	36	Capital - Equipment		25,000	25,000		36
37		15,176	1,015,000	37	Capital: Land Impr		28,750	28,750		37
38	41,026	818,510	3,195,000	38	Capital: Docks & Piers		225,000	225,000		38
39				39	Capital: Vehicles		0	0		39
40	65,586	862,699	6,010,000	40	TOTAL CAPITAL OUTLAY		303,750	303,750	0	40
41	1,330,356	2,773,473	10,044,893	41	TOTAL REQUIREMENTS		4,192,183	4,192,183	0	41

Area	SB
FUND	100

Row Labels	Where	Description	Brief Description	Sum of Grant	Sum of Loans	Sum of Total Funds
<u>22-01-710-01</u>	Dredging	Dredging	South Beach Marina will need to be dredged within the next 1-2 years. Add a fence to the North Side of the main RV park to keep, this should help assure that no one from the Marina parking area walks through the campsites	\$1,500,000	\$0	\$1,500,000
<u>22-06-700-21</u>	Capital: Land Impr	RV Park Privacy Fence	The End Ties are the largest single Berths in South Beach. They are used for the longer vessels that use the Marina. The Rods and Whalers are decayed, without replacement they will fail.	\$0	\$0	\$28,750
<u>23-06-700-17</u>	Capital: Docks & Piers	Replace Rods and Whalers at End Ties C-E in SB Docks	Connections in South Beach are marginal, some of the issue may be related to how the connections were set up.			\$125,000
<u>23-06-700-28</u>	Capital: Buildings	Rewire SB RV office for computers	HVAC systems are old and soon in need of repair or replacement. Occupant responsible for 50%, but Port pays 100% bills Occupant	\$0	\$0	\$25,000
<u>23-06-700-38</u>	Capital - Equipment	Replace HVAC SYSTEM	(blank)	\$0	\$0	\$25,000
(blank)	Capital: Docks & Piers	Design work for SB Docks	(blank)	\$50,000	\$0	\$100,000
	Capital: Land Impr	Installation of Quarter machines for water usa	(blank)			\$75,000
Grand Total				\$1,550,000	\$0	\$1,878,750

Historical Data				RESOURCES	FY 2024-25		
Actual		Adopted Budget This Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
				RESOURCES			
1			1				
2	7,506,421	10,282,120	2,337,195	2 Working Capital (Accrual Basis)	1,500,000	1,500,000	
3				3 Previously Levied Taxes Estimated to be Received			
4	2,764,488	2,708,210	2,577,240	4 Lease Revenue	2,664,792	2,664,792	
5				5 Other Revenue			
6				6 Transfers In			
7			0	7 NOAA Capital Maintenance Fund	0	0	0
8	0	0	0	8 Total Transfers In	0	0	0
				Other Resources			
9	11,211	5,736	6,500	9 Interest	6,500	6,500	0
10			750,000	10 Grants and Other	27		
11	11,211	5,736	756,500	11 Total Other Resources	0	0	0
12	0	0		12 Revenue Bond Proceeds			
13	10,282,120	12,996,066	5,670,935	13 Total Resources, Except Taxes to be Levied	4,171,292	4,171,292	0
14			0	14 Taxes Estimated to be Received	0	0	0
15	0	0		15 Taxes Collected in Year Levied			
16	10,282,120	12,996,066	5,670,935	16 TOTAL RESOURCES	4,171,292	4,171,292	0

REQUIREMENTS SUMMARY

NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: NOAA Lease	FY 2024-25					
Actual		Adopted Budget This Year 2023-24	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23									
PERSONNEL SERVICES										
1	137,287	143,145	143,376	1	Permanent Staff Wages and Salaries	2.0	171,329	171,329		1
2			0	2	Seasonal Staff					2
3			1,086	3	Overtime		1,089	1,089		3
4	49,790	12,908	13,895	4	Payroll Tax Expense		16,302	16,302		4
5			9,873	5	Workers' Compensation Insurance		11,807	11,807		5
6		22,030	29,877	6	PERS - Retirement		34,807	34,807		6
7		36,595	27,600	7	Health, Dental, & Life Insurance		27,840	27,840		7
6			1,382	6	Employee Incentives		1,660	1,660		6
7			1,038	7	Other Benefits		1,038	1,038		7
8			0	8	Differential Pay		500	500		8
9	187,077	214,678	228,127	9	TOTAL PERSONNEL SERVICES		266,372	266,372	0	9
10			2.00	10	Total full-time equivalent (FTE)	2.0	2.00	2.00	2.00	10
MATERIALS AND SERVICES				Notes						
11	235,670	205,226	235,000	11	Insurance		225,000	225,000		11
12	32,261	1,917	120,000	12	Professional Services		10,600	10,600		12
13	0	0	-	13	Marketing and Promotion		0	0		13
14	4,064	2,898	4,500	14	Dues and Subscriptions		3,000	3,000		14
15	350	0	2,500	15	Training and Education		2,500	2,500		15
16	0	0	1,500	16	Travel		1,500	1,500		16
17	345	1,591	6,000	17	Office and Admin Expense		1,200	1,200		17
18				18	IT Hardware and Software					18
19	0		-	19	Bad Debt Expense		0	0		19
20	7,461	4,735	625	20	Licenses and Permit Fees		1,000	1,000		20
21	32,657	24,258	13,500	21	Utilities		22,000	22,000		21
22	106,883	75,779	56,000	22	Contract and Support Services		110,600	110,600		22
23	18,912	36,609	5,000	23	Repairs and Maintenance		40,000	40,000		23
24	4,396	5,181	3,000	24	Equipment		6,000	6,000		24
25				25	Cargo Expenses		0	0		25
26	42,412	30,460	9,000	26	Materials and Operating Supplies		33,000	33,000		26
27				27	Personal Protective gear		1,000	1,000		27
28				28	Port Clothing		500	500		28
29	14,174	11,175	12,500	29	DSL and State Land Fees		12,500	12,500		29
30			1,125,000	30	Dredging		0	0		30
31				31	Building and Land Leases					31
32				32	Grant Expenses					32
33		466,064		33	Misc expenses		10,000	10,000		33
34	499,586	865,893	1,594,125	34	TOTAL MATERIALS AND SERVICES		480,400	480,400	0	34
CAPITAL OUTLAY										
35				35	CAPITAL OUTLAY					35
36	14,300	14,300	20,000	36	Capital: Buildings		110,000	110,000		36
37	69,984		10,000	37	Capital - Equipment		25,000	25,000		37
38	6,489			38	Capital: Land Impr		0	0		38
39	11,110		10,000	39	Capital: Docks & Piers		10,000	10,000		39

40				40	Capital: Vehicles		25,000	25,000		40
41	101,883	14,300	40,000	41	TOTAL CAPITAL OUTLAY		170,000	170,000	0	41
					DEBT SERVICE AND TRANSFERS					
42	1,320,000	1,350,000	1,415,100	42	Principal		1,412,000	1,412,000		42
43	469,924	410,800	344,000	43	Interest		343,500	343,500		43
44	1,789,924	1,760,800	1,759,100	44	Total Debt Service		1,755,500	1,755,500	0	44
					TRANSFERS OUT					
45				45	General Operating Fund					45
46			1,050,000	46	Facilities Maintenance Fund					46
47				47	NOAA Lease Revenue Fund					47
48				48	Construction Fund					48
49	2,876,445			49	Reserve Fund					49
50	2,876,445	0	1,050,000	50	Total		0	0	0	50
51	0		186,913	51	Operating Contingency		715,000	715,000		51
52	2,876,445	0	1,236,913	52	Total Transfers and Contingencies		715,000	715,000	0	52
53	0			53	Ending Fund Balance					53
54			0	54	Reserved for future Use		784,020	784,020	0	54
55				55	Unappropriated Ending Balance					55
56	5,454,915	2,855,671	4,858,265	56	TOTAL REQUIREMENTS		4,171,292	4,171,292	0	56

Area	(All)
FUND	500

Row Labels	Brief Description	Where	Description	Category- Capital Equipment	Sum of Total Funds
23-06-600-04	as required by contract	Capital: Docks & Piers	Bouys and Floats	(blank)	\$10,000
(blank)	(blank)	Capital - Equipment	Battery Backup Replacement	(blank)	\$25,000
		Capital: Buildings	Tank Replacement	(blank)	\$110,000
		Capital: Vehicles	Vehicle Replacement	(blank)	\$25,000
Grand Total					\$170,000

FORM
LB-35

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bonded Debt Fund

(Fund)

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Newport

(Name of Municipal Corporation)

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2024-25					
Actual		Adopted Budget This Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2021-22	First Preceding Year 2022-23									
1			1	Resources			1			
2			2				2			
3	112,773	495,854	95,837	3	Working Capital (Accrual Basis)	84,928	84,928		3	
4	39,474			4	Previously Levied Taxes to be Received				4	
5		6,162	50	5	Interest	1,000	1,000		5	
6				6	Transfers In				6	
7				7	Transfers out				7	
8			0	8	Proceeds from Refunding Bonds	0	0	0	8	
9	152,247	502,016	95,887	9	Total Resources, Except Taxes to be Levied	85,928	85,928	0	9	
10			818,143	10	Taxes estimated to be received	824,813	824,813	0	10	
11	997,425	831,950		11	Taxes Collected in Year Levied				11	
12	1,149,672	1,333,966	914,030	12	TOTAL RESOURCES	910,741	910,741	0	12	
					Requirements					
					Bond Principal Payments					
					Bond Issue	Budgeted Payment Mo.				
13	295,000	310,000	310,000	13	2016	January	336,000	336,000		13
14	115,000	110,000	110,000	14	2019	January	120,000	120,000		14
15				15						15
16				16						16
17	410,000	420,000	420,000	17	Total Principal		456,000	456,000	0	17
					Bond Interest Payments					
					Bond Issue	Budgeted Payment Mo.				
18	118,525	118,500	118,525	18	2016 GOB	June	100,000	100,000		18
19	124,590	112,294	112,325	19	2016 GOB	January	107,000	107,000		19
20	84,945	83,400	83,477	20	2019 GOB	June	80,610	80,610		20
21	84,703	84,000	84,703	21	2019 GOB	January	82,131	82,131		21
22				22						22
23				23						23
24	412,763	398,194	399,030	24	Total Interest pymnt		369,741	369,741	0	24
##	822,763	818,194	819,030	25	Total Debt Service		825,741	825,741	0	##
##			10,000	26	Contingency					26
27	326,909	495,854		27	Ending Balance (Prior Years)					27
28			85,000	28	Unappropriated Ending Balance		85,000	85,000		28
29	0	0	0	29	Payment to Refunded Bond Escrow Agent		0	0	0	29
30	495,854	322,340	914,030	30	TOTAL REQUIREMENTS		910,741	910,741	0	30

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
Construction Fund**

Port of Newport
(Name of Municipal Corporation)

(Fund)

Discontinued

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2024-25					
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2021-22	First Preceding Year 2022-23								
				RESOURCES					
1			1						1
2	13,071	13,072	2	Working Capital (Accrual Basis)	0				2
3			3	Previously Levied Taxes Estimated to be Received					3
4			4						4
5			5	Transferred IN					5
6			6	General Operating Fund					6
7			7	Facilities Maintenance Fund					7
8			8	NOAA Lease Revenue Fund					8
9			9	NOAA Capital Maintenance Fund					9
10			10	Bond Debt Fund					10
11			11	Total Transfers in	0	0		0	11
12			12						12
13			13	Loan Proceeds					13
14	13,071	13,072	14	Total loans and Transfers	0	0		0	14
15			15	Other Resources					15
16	1	1,623	16	Interest					16
17			17	Grants					17
18			18	Intergovernmental Transfers					18
19	1	1,623	19	Total Other Resources	0	0		0	19
20			20						20
21	13,072	14,695	21	Total Resources, Except Taxes to be Levied	0	0		0	21
22			22	Taxes Estimated to be Received	0	0		0	22
23	0		23	Taxes Collected in Year Levied					23
24	13,072	14,695	24	TOTAL RESOURCES	0	0		0	24
				REQUIREMENTS					
25			25	Object Classification					25
26			26	Materials and Services					26
27			27	Capital Outlay					27
28			28	Operating Contingency					28
29			29	Transfers Out					29
30			30	General Operating Fund					30
31			31	Facilities Maintenance Fund					31
32			32	NOAA Lease Revenue Fund					32
33			33	NOAA Capital Maintenance Fund					33
34			34	Bond Debt Fund					34
35			35	Contingency					35
36	13,072	14,695	36	Ending Balance (Prior Years)					36
37			37	Unappropriated Ending Balance	0	0		0	37
38	13,072	14,695	38	TOTAL REQUIREMENTS	0	0		0	38

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM LB-50 2024-2025

To assessor of Lincoln County

Check here if this is
an amended form.

▪ Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>600 SE Bay Boulevard</u>	<u>Newport</u>	<u>OR</u>	<u>97365</u>	
Mailing Address of District	City	State	ZIP code	Date
<u>Mark A. Brown</u>	<u>Director of Finance</u>	<u>541-265-7758</u>	<u>mbrown@portofnewport.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	855,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	855,000	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.0609	
7. Election date when your new district received voter approval for your permanent rate limit	7		
8. Estimated permanent rate limit for newly merged/consolidated district	8		

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

March 19, 2024
12:05 P.M.
Newport, OR

PORT OF NEWPORT BUDGET COMMITTEE MINUTES

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

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

INTRODUCTIONS

The Budget Committee members introduced themselves.

SELECTION OF BUDGET COMMITTEE CHAIR

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

BUDGET MESSAGE

Miranda presented the Budget Message included in the packet.

REVIEW PROPOSED BUDGET

Brown overviewed the process for approving the 2024-2025 Fiscal Year budget. He reported this year staff used a different process; they did a zero-based budget. He stated the budget to actuals were having too big of a variation, and he wanted managers to know their budgets. He stated it worked reasonably well. Sylvia asked if staff expect to do zero-based budgets in the future as well. Brown replied staff still discussing. Sylvia asked what would be the negative of zero-based budgets. Brown replied the time it takes each manager to develop their budget. Miranda stated staff may do this every three or four years so the process takes less time. Osborne stated he appreciates zero-based budgeting. He noted it makes it a little bit hard to compare with the past, but it gives everyone a better idea of where the Port is at this time.

Brown reported a highlight of the budget is a change from \$39 million to \$79 million, primarily due to the Port Dock 7 project. He stated projects in current fiscal year are in the departmental budget, and if staff anticipate doing a project in a future year, it's in the facility maintenance reserve fund. He noted that gives a better picture of what each department is doing. He indicated the ending balance/reserve is \$1 million, which will be in the unallocated fund. He added staff did not increase.

Brown reported the discontinued construction fund is included in the budget because it has to be shown for a couple of years. He stated if the Port gets the funds for Port Dock 7 in advance,

a new fund would be made for tracking. He noted all future year projects are included in case a funding source comes through ahead of time. He explained the facility maintenance fund. Capri clarified with staff the Port Dock 7 project is in the facility maintenance fund. Capri asked if the figure for that project matches the grants. Brown replied he anticipates a \$35 million budget and \$35 million in grants. He explained the reserve fund was previously the NOAA capital reserve fund. He indicated it was reserved for NOAA capital projects. He added he did a cash flow analysis at the end of the NOAA lease, 2031, the Port will have 3 million in that fund.

Brown reported if the Port keeps NOAA here and they need more improvements, the Port can spend from that fund. He explained the Port can borrow against the funds in the reserve fund if needed with Commission approval. Lackey confirmed with staff the unappropriated ending balance of \$300,000 in the reserve fund is part of the overall unappropriated balance of \$2.1 million.

Brown explained what makes up resources/revenues. He stated he is predicting a fairly stable revenue stream. He noted the RV Park revenue should increase, the lease revenue is steady, and there is an increase to cargo revenue, conservatively the Port is estimating 90 visits by wave energy. Miranda noted she also applied for Congressionally Directed Spending for the RORO Dock, and this year will apply for dredging of South Beach Marina, \$1.5 million.

Brown explained the unallocated budget requirements. He reported in unallocated, the big debt is the full faith and credit, which is paid off by 2034. He noted all loan interest is 3 percent or less, so it doesn't make sense to pay them off early. He stated one new loan is for the 55-ton crane at NIT, and a second is a \$1.1 million loan to rebuild the Seawall. He explained the project cost has risen for the seawall to \$2.2 million. He added (with the Port's earnings vs the loan interest,) the Port is earning 1.8 percent on its loans.

Brown reported most debt will drop off by 2034, not including the Administration Building. Lackey stated he thinks the Port has done a good job on its debt. He noted the Port was not in great shape when the Terminal had to be rebuilt, but the Port is in much better shape than it was. Miranda stated she is not afraid of debt as long as there is a source of funding for it. Brown noted an offset debt, Oregon Brewing Company (Rogue) was paid off in January.

Brown overviewed the projects for Administration, Commercial Marina, Terminal, NOAA, and South Beach. Capri clarified with staff docks and piers projects refer to maintaining Port Dock 5 and 7 until replacement. He clarified with staff the capital outlay for the Commercial Marina building is replacement of an oil tank and building, roof replacement, and a shop office addition.

Miranda reported staff have been talking to a fair amount of people interested in using the Terminal, some are tire kickers. She noted some forest industry folks wanted to come, but the Port didn't have the equipment. She explained some folks said they have their own equipment, but not much came out of that. She stated this is a multi-use dock and fishermen work out of there, so the Port will have to coordinate with all users. She indicated when staff have more certainty, they will work together on scheduling. She added some opportunities may arise working with the maritime highway project.

Capri asked if long-term, the most likely users would be barges because of the restrictions here. Miranda replied most likely there would be ocean going barges. She noted cruises don't work because of the how low the bridge is. She added Handy(max) vessels may be a possibility for hosting. Capri asked if the new equipment is versatile with different loading attachments. Bretz replied that will depends on the machine, and it has to meet the requirements of the grant. He explained the differences between CAT 9088 and Wagner 190.

Osborne asked how the Port is positioned as far as other ports in Oregon. He stated he knows Coos Bay is attempting to revive its industry. Miranda replied that she can't speak entirely for them, but her understanding is that their main focus is a container terminal; they are putting a lot of their time and effort into that. She noted Coos Bay is not interested in the maritime corridor. She indicated Coos Bay has fishing as well but does not think anything is changing for them in that regard. Bretz overviewed the new mobile crane at the Terminal.

Capri asked when the Port would grade the nine acres at the Terminal. Bretz replied it would probably be in the summer of 2025. Miranda noted she kind of put a hold on that project because of the grant funding. Zellman asked how long that area was ungraded. Bretz replied it has been ungraded since 2012. Zellman asked if there are any plans to get rid of junk on the south end of the Terminal that has not moved in a long time. Bretz replied that area is Rondys property, which the Port leases to store equipment. He explained customers pay the Port to store that. Miranda noted some of it is worth a lot to its owners. Discussion ensued on importance of fencing. Zellman clarified with staff the fees for the cargo visits to the Terminal.

Zellman confirmed with staff there is a budget to limp along the RV Park Annex until it is rebuilt. Johnson asked if there would be electric car charging stations, solar panels, or some green energy at the new Annex. Brown replied that is possible. Miranda replied those would be brought in as funding becomes available. Bretz added he is working with suppliers trying to get it to pencil out.

Capri asked if the Port is doing everything it can to maintain its NOAA facilities, so Newport is real attractive when that contract comes up. Miranda replied she is working with the city trying to bring passenger flights to Newport. She stated the Port has many obligations for the buildings and dredging. She added NOAA is one of the Port's most well-kept facilities. Capri confirmed with staff NOAA's location does not help get dredging at the Port. Osborne stated he understands there is a new research vessel in the area. He asked if that will replace an existing vessel. Miranda replied OSU got rid of their old research vessel. Osborne confirmed with staff the Port has already started the conversation with NOAA about their lease renewal.

Brown reported the Government Obligation Bonds, GO Bonds, are fully paid off in 2037. Miranda added the Port saved the public some money by refinancing those a few years ago. She explained the history of Terminal renovation. Brown explained efficiencies gained in the new financial system and HR system. Capri asked if there is a dollar amount of savings for those efficiencies. Brown replied the ROI is less than two years, by March of next year the Port will have paid for this software.

Sylvia asked if staff have a sense of real cost increases overall for the Port, personnel vs regulatory vs hard costs like equipment. Brown replied the Port is keeping staff longer than it used to. He stated one reason for the increase is to bring staff up to livable wages and meet market rates for the area. Sylvia asked if staff expect those increases to stay high. Brown replied he does not. He explained he looks at what is in the budget, includes increase by CPI for staff and includes merit increases. Miranda explained the history of the wages at the Port. Sylvia asked if there was a wholesale price index for ports, what is a guess at what that is for the Port of Newport. Bretz explained how decisions like assigned moorage increase cost because of the need to hire one position or more. Brown replied the biggest cost increase is materials and professional or contracted services, 7-10 percent. Miranda added the Port has been doing more and more projects, which means hiring a lot of consultants because of capacity and expertise. She noted one area that may need to be considered is hiring a projects person.

CONCLUDING COMMENTS

Miranda reported the Port's biggest project is Port Dock 7, and then to continue to dredge all berths. She noted the Port has many overused and undermaintained assets, and that is a reality of every Oregon port. She stated the Port can do better than that, and her goal is to get things done and figure out a way to pay for it.

Chuck thanked the Committee for its time and effort. Capri thanked the staff for their efforts in moving things forward. Miranda thanked staff and Commissioners. Osborne added it's an exciting time to be involved with the Port of Newport. Sylvia and Rutherford thanked the staff for their efforts.

MOTION was made by Johnson, seconded Osborne, to approve the budget for Fiscal Year 2024-2025 in the amount \$79,016,007. The motion carried unanimously in a voice vote.

MOTION was made by Johnson, seconded by Zellman, to approve property taxes for Fiscal Year 2024-2025 at the rate of .0609 per 1000 of Assessed Value for the Permanent Rate Tax Levy, and in the amount of \$855,000 for the General Obligation Bond Levy. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 1:57 p.m.

ATTESTED:

Gil Sylvia, President

Walter Chuck, Secretary/Treasurer

March 19, 2024
6:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Retherford, Ruddiman, Chuck, and Lackey. Also in attendance were Executive Director Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, PR Representative Angela Nebel, and Administrative Assistant Gloria Tucker.

CONSENT CALENDAR

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

OLD BUSINESS

General Liability Limits. Sylvia introduced the agenda item. Bretz reported currently the Port requires charter boats provide insurance up to general liability limits of \$2 million plus commercial vessel limits. He explained he recently worked through this with one business and anticipates there will be more requests for variances. He noted in insurance premiums the \$1 million limit is generally \$1,500 annually, and \$2 million is \$5,000 a year. He stated some of these charters are small businesses, running a few trips a year. He indicated he talked to SDIS, and they clarified they would cover the Port. He added the Tort limit is \$2 million.

Bretz reported his recommendation is to consider businesses for approval if they can provide a \$1 million limit of general liability coverage, name the Port as additional insured and include premise additions for their use of the facility. He stated a lot of small charter boats claim they are 26 feet long and ask why they need to carry \$2 million of coverage since they can only do so much damage with a small boat. He explained the coverage is for their customers, if a customer trips or falls and it results in a permanent disability, they could sue the Port for \$2 million. He noted the charters' business brings people into the facility, and they are not covered under recreational immunity because people pay for the trips. He indicated he thinks it's reasonable to consider a \$1 million limit provided they met the Port's other requirements. Miranda added she felt it was better to apply this rule across all passenger vessels, rather than one by one.

Chuck asked is this for inspected charter vessels. Bretz replied this applies to all commercial passenger vessels. Chuck confirmed with staff the big vessels would also have a \$1 million limit. Sylvia asked what would happen if Commission denied this request. Bretz replied the Port has a permit process, and those people without \$2 million liability would be denied. He stated in practicality those businesses will try to get away with it. He added the Port would lose some businesses who are concerned about following the rules. Chuck asked what the permit compliance rate is. Bretz replied he doesn't know the rate, but 15 permits have been issued. Chuck asked if illegality opens the Port up for liability. Bretz replied it is a legal fight at that point.

MOTION was made by Lackey, seconded by Retherford, to authorize staff to make the appropriate changes to the existing rates and insurance requirements to authorize Commercial Passenger Vessels to operate at the Port with a General Liability Limit of \$1 million to include a combination of liability and premise extensions in addition to the standard requirements for a commercial vessel. The motion carried unanimously in a voice vote.

Approval of Resolution 2024-04 Regarding Fiscal Year 24-25 Rates, Fees, and Charges. Sylvia introduced the agenda item. Brown reported last Commission meeting, the Commission discussed rates and fees. He explained staff were asked to take another look. Miranda summarized the letter from the Longshore regarding their concerns about charging for parking at NIT. She stated staff talked about it, and since they are providing a service for the Port, she suggests the Port provide them free passes while they are doing the work. Lackey asked how parking is going to work at the Terminal. Brown replied there will be the same rates as the commercial parking. He explained people will need to get a permit at the Administration office. Miranda explained the charges will help with maintenance costs for parking. Bretz added vendors aren't charged for parking. Brown added the Port could also issue free one-day passes for vendors.

Sylvia asked if the current rates and fees are about CPI. Brown replied originally some fees were higher than CPI because of higher costs, but this schedule used CPI across the board. Miranda explained at the last meeting there was some comments from Lackey and Retherford who were concerned about commercial fees because the fishing industry had a big hit this last couple of years. She noted there was a request to take it easy. She stated the rates will be pulled back this year to focus on CPI, and staff will see where the Port stands next year. She added if it is necessary to revisit, the Port can.

Lackey asked if there has been any discussion with anyone who uses the Terminal about the parking. Miranda replied staff are having a Commercial Fishing User Group meeting in April to discuss several things, including parking. She added the fees will not be implemented until July. Lackey noted there may be shrimpers who only come one time to the Terminal, and it would be nice to have those conversations ahead of time. Brown stated, if necessary, staff could build in a daily rate.

MOTION was made by Ruddiman, seconded by Chuck, to adopt resolution 2024-04 setting Rates, Fees, and Charges. The motion carried unanimously in a voice vote.

Approval of Amendment to NOAA Lease. Sylvia introduced the agenda item. Brown reported NOAA gives a one-time payment to help reimburse for costs associated with their lease. He explained this was implemented shortly after the original contract was signed. Miranda explained this adjustment is part of the lease, but NOAA always calls it a lease amendment, triggering additional approval. Sylvia confirmed with staff the dollar amount is \$34,000.

MOTION was made by Retherford, seconded by Ruddiman, to authorize the Executive Director or designee to sign Amendment 34 to the NOAA lease. The motion carried unanimously in a voice vote.

Executive Director Performance Evaluation. Sylvia introduced the agenda item. He reported the Commission reviews Miranda every year. He stated in general, the Commission scored her performance at a high level, including internal and external leadership, fundraising, working with the Congressional delegation, and all her work in the community. He indicated this

is very consistent with the last two years. He added Commission is talking about a salary increase, which includes the categories of merit, cost of living, competitive rate, and one year bonus.

Sylvia reported his focus would be primarily on COL or merit. He noted he is not sure there is a competitive rate issue, but that can always be revisited in the future. Lackey confirmed with Sylvia the Commission will discuss salary tonight. Chuck asked Miranda her thoughts in consideration of the budget and highest staff increase. Miranda replied any increase should include CPI, and she didn't expect merit to be any higher than for the other employees, which is no more than 3 percent. She added an increase is entirely up to the Commission.

Sylvia stated the CPI is 3.7 percent, so a total 6.7 percent would be the increase. Chuck stated whatever the increase, he really appreciates Miranda's work for the Port. Retherford asked if more PTO would be needed. Miranda replied she does not need more. She added eventually she would like to have a position that is a Deputy Director who can cover the time she is away.

MOTION was made by Chuck, seconded by Lackey, to increase the Executive Director salary to CPI plus the highest employee merit rate increase of 3 percent, for a total of 6.7 percent effective on her contract date. The motion carried unanimously in a voice vote.

Approval of Port Office Rental – NW Vessel Management, LLC. Sylvia introduced the agenda item. Miranda reported Commission approved TCB for this lease a few months ago, but they decided not to lease the property. She noted the offices were listed for lease again, and folks from NW Vessel Management expressed they would like to lease starting May 1. She explained it's a company that manages various fishing vessels, and the Port did a background check, and they look good. Sylvia asked how they manage vessels. Retherford replied they manage the financials and paperwork, business services, for several vessels. Miranda added she thinks they are a great fit.

MOTION was made by Retherford, seconded by Lackey to authorize the Executive Director or designee to execute a lease with NW Vessel Management, LLC as attached. The motion carried unanimously in a voice vote.

STAFF REPORTS

Executive Director. Miranda presented the report included in the packet. She noted the Pacific Coast Congress of Harbormasters Conference is coming up April 1-4, hosted in Newport. She stated Representative Hoyle will be one the speakers. Retherford asked if the Port needs any help from Commission. Miranda replied the schedule is set, but let staff know if planning to attend. She added she is working on the newsletter, which is focusing on the environment.

COMMISSIONER REPORTS

Chuck reported on his attendance to the Mission to Washington. Retherford asked if there was any talk of help with dredging. Chuck replied the Ports talked about the skyrocketing price of dredging and how to maintain that in the future. Miranda noted several legislators endorsed the Water Bill (WRDA), which allows the Army Corps to take on small marinas. She added she doesn't know when that is going to be enacted. Lackey confirmed with staff the PIDP grant is a candidate for the Port Dock 7 rebuild. Miranda noted the max of that grant is \$25 million.

Retherford asked for the date of the CFUG meeting. Miranda replied that will be around April 15 or 16. Discussion ensued on the upcoming meeting regarding sea otter reintroduction.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:04 p.m.

April 11, 2024
12:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION WORK SESSION MINUTES

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

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Retherford, Ruddiman, Chuck, and Lackey. Also in attendance were Executive Director Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, and Administrative Assistant Gloria Tucker.

GOALS AND OBJECTIVES DISCUSSION

Miranda presented the Strategic Business Plan Summary included in the packet. Chuck stated he would like to discuss the impact of the consolidation of Bornstein Seafoods and the closure of their Newport processing plant. Miranda noted that has been added to the agenda for the Commercial Fishing User Group meeting. Retherford asked when that meeting is set. Tucker replied the meeting is April 18, 2024, at 9 a.m. at the Newport City Hall. Sylvia stated his concern is the long-term trend because of the increase cost pressure from DEQ on water quality. He explained the DEQ's new requirements may cost plants millions of dollars, and if they can't afford it, they may close or consolidate. He noted in Astoria two of the plants are sharing the water quality treatment changes to reduce costs. He asked what the Port can do, looking at these long-term cost pressures on the fleet, to maintain the processing capacity in Newport because it will, ultimately, affect the whole fishing fleet if Newport can't maintain processing. Miranda replied she has started a conversation with the state and the Port lobbyist in DC because so much is going on with DEQ. She explained Representative Hoyle is aware of the issue as well and is working with the Governor. She stated her sense is the DEQ issue has a lot to do with Bornstein's closure.

Sylvia explained the new standards are complicated and derive from Clean Water Act standards. He noted this all started with protecting endangered salmon on the Columbia River, and once DEQ adopts a standard for a tributary on the Columbia River, they adopt it everywhere including estuaries, major rivers, and bays. He stated he wrote a letter supporting the fishing industry, that this doesn't make rational sense. He emphasized DEQ should be able to develop more specific standards given the nature of the body of water. He indicated his point is the Port needs to support the industry on the issue and speak with one voice to the politicians, including DEQ, on how they are implementing these standards. He added they could have implemented these standards in different ways. Miranda affirmed the Port has been supporting the fishing industry on this issue. She added Washington state is not dealing with the same thing, and this is about how the state of Oregon is implementing these acts.

Lackey stated if the DEQ situation was resolved tomorrow, there would be issues still in place for this closure. He noted looking at the industry, there's been times before where a market would go down, but folks could come through it. He indicated the biggest questions are when does that happen and how big will be the recovery. He added right now, the answer is he doesn't know. He explained in the past, if there is a downturn, another fishery does better, and there is some hope to rebound.

Lackey stated it is bad for Newport, specifically for the processing infrastructure. He noted fillets are no longer cut in Newport and a surimi plant shut down. He indicated there isn't a tunnel freezer that would allow a mix of fresh and frozen fish. He explained the questions are when the markets will turn around, and will they ever turn around enough for processors to consolidate or invest in Newport. He added until that happens, Newport is just struggling to get by. Miranda stated the Port will be in a better position to answer these issues during its update to the strategic plan in the fall. She noted at this point, it is too early to make any major decisions. She added staff will continue doing what it needs to do, and the Port will reevaluate in the fall if there are major decisions to make.

Retherford stated it's not just DEQ. She noted there are problems with hiring workers and all the basic business issues. She indicated fuel costs and ice costs are rising, and there are issues with selling the product. She explained how groundfish and Dungeness crab markets are at a low point. She indicated the markets are on a downward slide, and even her own business is just putting their head down and trying to ride out the slide. She added shrimp season opened April 1, and no one is fishing. She emphasized it's not hitting just one fishery, but all the markets are crumbling. She stated purchasing the processing plant isn't even a possibility because for someone to come in, they are buying a business with so many issues they may not be able to make money.

Chuck stated on sport fishing, the Port has been lucky the last 10 years, having great fish, the best bar and newest marina. He stated the port maintenance tax is funding a lot of the smaller marinas up and down the coast. He explained Tillamook is one, and it's closer to Portland and sometimes has good fishing. He stated Bandon is next, and Reedsport is after that. He indicated the Port gets a lot of folks from Eugene and Medford, and those ports are closer for them, and they will be safer. He added the Port may have more competition. He emphasized the need to make sure the Port understands other ports and does not price itself out of the market. Miranda replied she is planning on visiting Bandon as well as other ports. She noted staff are talking internally about updates to the Recreational Marina. She indicated unless more money opens up, the Port will have to slowly work on it. She added she continues to have conversations with Oregon State Marine Board.

Sylvia stated he assumes when the Port does the strategic plan, the Port will have conversations with stakeholders across all of the Port. Miranda explained the strategic planning process. Lackey stated with the closure, he doesn't have a sense about Port Dock 7 boats. He explained the big and medium boats are probably going to stay. He asked what are the prospects for the Port Dock 7 fleet. Bretz replied when talking about Port Dock 7 boats, in the future, there will be a different group of boats. He explained those small boats will probably get hit hardest with Bornstein leaving. He noted he's had a lot of conversations that predate this change, and what he has heard is to expect a lot of large tuna boats this year and following years. He indicated a lot of California boats he talks to, as discouraging as it is here, are more discouraged in California, and they view Oregon as better. He added one of the benefits of the Port Dock 7 plan is to come up with three alternatives [tailored] to three different scenarios marketwise.

Bretz stated his main concern is not to paint the Port into a corner since the infrastructure lives for so long. Miranda stated the plan is not to just replace Port Dock 7 and make it useable; the plan is to not only expand for use by boats in other areas, but also modernize it. She indicated a dock of 60 years ago doesn't provide what is needed today regardless of boats. She added staff are also looking into placing a nice transient dock since the Port will always have visitors from out of state. She explained a transient dock would also give the Port a nice alternative for larger vessels that can only go the Terminal right now. She noted this would be another place they could go

temporarily. Retherford asked if the new Port Dock 7 will be able to take some of the Alaska fleet. Miranda replied the intent at this point is not to provide permanent moorage; it's to provide transient area. Discussion ensued on the use of NIT.

Sylvia noted aquaculture is listed in the strategic plan under the topic of marine research. He stated there may be commercial development with some aspects that are research. Miranda replied this can go into the new plan. She explained the Port has not had aquaculture business on its property [in the last five years]. She noted the Port was contacted by a few folks trying to establish an aquaculture business, but it never came to fruition. Sylvia stated the Yaquina Bay Estuary Management Plan is going before the city and county planners who will build it into management for every planning unit. He explained there's a new group called the Builders, a foundation, that is pushing seaweed and aquaculture on the Oregon coast. He indicated the Port is a tideland owner. He explained the history of how parcels of wetlands were distributed to different owners. He added the Yaquina Bay Estuary Management Plan restrictions may mean private tidelands are better if sold off to the government.

Miranda stated she is interested in developing tidelands within whatever the plan allows. She noted those lands could support aquaculture and mitigation opportunities. She indicated those lands are liabilities when they are not in use. Sylvia explained who gets to interpret what is allowed on those lands is the issue. He noted the language isn't specific, and it often falls on DLCDD and planners to determine vague language. He indicated he may testify in front of the City Council on this issue. Miranda added it's going to come down to the city or county planners, and the people in those positions change over time.

Retherford mentioned another lumber mill closed, meaning four big mills have closed down in Oregon. She asked how that affects cargo, especially logs. Ruddiman replied the problem is with Interfor; they buy mills and shut them down. He explained some mills shutting down are so old and require so many employees, it becomes more and more expensive for them to compete. He indicated the export market affects the mills' ability to purchase lumber as well. Miranda replied there is a bit of lack of mills in Oregon, and that is problematic. She explained if mills are nearby, it may be easier to ship using trucks. She noted if mills are further away, then barges make more sense. She stated the Maritime Channel 5, going from Port of San Diego to Port of Bellingham, would like to pick up a port in Oregon. She indicated she has started those conversations. She added the Maritime Administration may put in some money to take trucks off the road and make transportation more efficient throughout the country. She stated, at this point, she doesn't see an impact to the Terminal. Discussion ensued on Port Dock 7 usage and opportunities for larger vessels to moor.

Miranda overviewed the new projects added since FY 2023-24 included in the packet. Bretz explained the age of the South Beach restrooms and showers that need to be redesigned and replaced. Sylvia confirmed with staff there are 35-40 individual stalls with 20 showerheads. Sylvia asked who uses the showers and restrooms. Bretz replied the public uses the bathrooms, and people staying at the RV Park pay to use the showers. Sylvia confirmed with staff there is state funding for ports through Business Oregon. Discussion ensued on state and federal funding for ports.

ADJOURNMENT

Having no further business, the meeting adjourned at 1:37 p.m.

Period: 07/01/23..03/31/24

Port of Newport

General Operating Funds

Description	Balance
Assets	
Current Assets	
Cash Deposits	1,335,044.10
Cash on hand - Cash Drawers	825.00
Accounts Receivable	886,302.99
Property Tax Receivable	5,472.09
Grants Receivable	(105,649.37)
Allowance for Bad Debt	(50,000.00)
Interfund Activity Receivable	814,843.37
Prepaid Expenses	320,357.85
Total Current Assets	3,207,746.03
TOTAL FIXED ASSETS	48,375,094.37
Deferred Outflows of Resources	
Advanced Refunding (DOR)	0.00
PERS NPA(L)	(1,069,107.00)
PERS Deferred Outflow	1,139,912.00
Total Deferred Outflow Resrcs	70,805.00
TOTAL ASSETS	51,653,645.40
LIABILITIES	
Current Liabilities	
Accounts Payable	404,199.13
Credit Cards Payable	(28,705.37)
Accrued Lodging Taxes	26,668.31
Accrued Property Tax	(10,362.11)
Unclaimed Property	75,514.92
Interfund Activity Payable	64,272.74
Payroll Payable	(1,701.74)
Compensated Absences	88,501.14
Accrued Payroll Taxes	33,672.93
Retirement Payable	51,540.71
Benefit Payable	662.47
Accrued Interest	11,368.00
Deposits - SB	436,975.21
Deposits - CM and NIT	48,814.16
Deferred Revenue	261,820.77
Current Portion - Notes Payable	454,043.00
Current Portion - Bonds Payable	235,000.00
Total Current Liabilities	2,152,284.27
Non-current Liabilities	
Long-term Debt	6,310,301.60
Less Current Portion - Long-term Debt	(689,043.00)
Bond Premiums	70,939.00

Period: 07/01/23..03/31/24

Port of Newport

General Operating Funds

Description	Balance
Total Non-current Liabilities	5,692,197.60
Deferred Inflows of Resources	1,012,495.00
Total Liabilities	8,856,976.87
Equity (Fund Balance)	
Restricted Fund Balance	1,140,000.00
Committed Fund Balance	0.00
Assigned Fund Balance	0.00
Unrestricted Fund Balance	34,934,079.93
Contributed Capital	7,130,788.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	43,871,867.93
Retained Earnings	(1,198,202.35)
Net Assets	42,796,668.53
Total Liabilities and Equity	51,653,645.40

Period: 07/01/23..03/31/24

Port of Newport

General Operating Funds

Description	Current	Budget	Variance
OPERATING REVENUE			
Lease Revenue	635,269	603,044	32,226
Moorage	1,652,462	1,494,380	158,082
Services	173,153	462,650	(289,497)
Cargo	18,118	2,300	15,818
RV Park Space Rentals	976,619	1,043,900	(67,281)
Fees	436,691	536,920	(100,229)
Property Tax Revenue	127,437	0	127,437
Discounts and Refunds	(12,498)	0	(12,498)
Miscellaneous Operating Revenue	104,469	33,476	70,993
Total Operating Revenue	4,111,720	4,176,669	(64,949)
OPERATING EXPENSES			
Salaries, OT, & Benefits	2,015,994	2,203,529	(187,536)
Materials, Services	2,193,412	2,615,189	(421,777)
Total Operating Expenses	4,209,406	4,818,719	(609,313)
OPERATING INCOME (LOSS)	(97,686)	(642,049)	544,364
NON-OPERATING REVENUES			
Grant Revenue	32,245	60,000	(27,755)
Loans	587,345	0	587,345
Interest	40,029	4,875	35,154
Gain/Loss on Sale of Assets	107,450	0	107,450
Transfers In from Other Funds	146,371	683,019	(536,648)
Total Non-operating Revenues	913,439	747,894	165,545
NON-OPERATING EXPENSES			
Debt Service	790,821	804,961	(14,140)
Capital Outlays	1,414,174	1,414,175	0
Transfers Out to Other Funds	7,993	950,000	(942,007)
Total Non-Operating Expenses	2,212,988	3,169,135	(956,148)
Non-Operating Income (Loss)	(1,299,549)	(2,421,241)	1,121,693
Net Income (Loss)	(1,397,234)	(3,063,291)	1,666,057
GAAP Adj - Capital Expenditures	883,520	0	883,520
GAAP Adj - Depreciation Expense	(1,336,375)	0	(1,336,375)
GAAP Adj - Debt Service Principal	575,857	0	575,857
Total GAAP Adjustments	(123,003)	0	(123,003)
Net Income (Loss)	(1,520,237)	(3,063,291)	1,543,054



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 000-Unallocate

Description	Current	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Salaries, OT, & Benefits			
Materials, Services			
Total Operating Expenses			
OPERATING INCOME (LOSS)			
NON-OPERATING REVENUES			
Grant Revenue			
Transfers In from Other Funds	146,371	146,371	0
Total Non-operating Revenues	146,371	146,371	0
NON-OPERATING EXPENSES			
Debt Service	790,821	804,961	(14,140)
Capital Outlays	325,068		325,068
Transfers Out to Other Funds	2,017	950,000	(947,983)
Total Non-Operating Expenses	1,117,905	1,754,961	(637,056)
Non-Operating Income (Loss)	(971,534)	(1,608,590)	637,055
Net Income (Loss)	(971,534)	(1,608,590)	637,055
GAAP Adj - Debt Service Principal	575,857		575,857
Total GAAP Adjustments	(575,857)		(575,857)
Net Income (Loss)	(1,547,392)	(1,608,590)	61,198



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 100-Administra

Description	Current	Budget	Variance
OPERATING REVENUE			
Fees	931		931
Property Tax Revenue	127,437		127,437
Discounts and Refunds	3,103		3,103
Miscellaneous Operating Revenue	6,867		6,867
Total Operating Revenue	138,338		138,338
OPERATING EXPENSES			
Salaries, OT, & Benefits	716,994	846,501	(129,508)
Materials, Services	613,513	715,959	(102,446)
Total Operating Expenses	1,330,506	1,562,460	(231,954)
OPERATING INCOME (LOSS)	(1,192,169)	(1,562,460)	370,291
NON-OPERATING REVENUES			
Grant Revenue			
Interest	31,607	4,875	26,732
Gain/Loss on Sale of Assets	107,450		107,450
Total Non-operating Revenues	139,057	4,875	134,182
NON-OPERATING EXPENSES			
Capital Outlays	17,743		17,743
Total Non-Operating Expenses	17,743		17,743
Non-Operating Income (Loss)	121,314	4,875	116,439
Net Income (Loss)	(1,070,855)	(1,557,585)	486,730
GAAP Adj - Capital Expenditures	615,207		615,207
GAAP Adj - Depreciation Expense	(58,343)		(58,343)
Total GAAP Adjustments	(556,864)		(556,864)
Net Income (Loss)	(1,627,719)	(1,557,585)	(70,134)

Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 300-Commerci

Description	Current	Budget	Variance
OPERATING REVENUE			
Lease Revenue	173,223	116,250	56,973
Moorage	613,123	491,250	121,873
Services	144,436	315,000	(170,564)
Fees	196,561	116,250	80,311
Discounts and Refunds	(9,413)		(9,413)
Miscellaneous Operating Revenue	13,849	9,000	4,849
Total Operating Revenue	1,131,780	1,047,750	84,030
OPERATING EXPENSES			
Salaries, OT, & Benefits	435,441	472,915	(37,474)
Materials, Services	456,247	428,500	27,747
Total Operating Expenses	891,687	901,415	(9,727)
OPERATING INCOME (LOSS)	240,092	146,335	93,757
NON-OPERATING REVENUES			
Grant Revenue	32,245		32,245
Total Non-operating Revenues	32,245		32,245
NON-OPERATING EXPENSES			
Capital Outlays	210,745	123,091	87,654
Total Non-Operating Expenses	210,745	123,091	87,654
Non-Operating Income (Loss)	(178,500)	(123,091)	(55,409)
Net Income (Loss)	61,592	23,244	38,348
GAAP Adj - Capital Expenditures	34,945		34,945
GAAP Adj - Depreciation Expense	(897,922)		(897,922)
Total GAAP Adjustments	862,977		862,977
Net Income (Loss)	924,569	23,244	901,325

Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 500-Internation

Description	Current	Budget	Variance
OPERATING REVENUE			
Lease Revenue	120,278	130,544	(10,266)
Moorage	110,038	165,000	(54,962)
Services	28,717	147,000	(118,283)
Cargo	18,028	2,300	15,728
Fees	53,307	213,750	(160,443)
Discounts and Refunds	217		217
Miscellaneous Operating Revenue	87,141	1,500	85,641
Total Operating Revenue	417,726	660,094	(242,368)
OPERATING EXPENSES			
Salaries, OT, & Benefits	169,113	218,261	(49,149)
Materials, Services	221,703	298,200	(76,497)
Total Operating Expenses	390,816	516,461	(125,646)
OPERATING INCOME (LOSS)	26,910	143,632	(116,722)
NON-OPERATING REVENUES			
Grant Revenue			
Loans	587,345	560,000	27,345
Total Non-operating Revenues	587,345	560,000	27,345
NON-OPERATING EXPENSES			
Capital Outlays	589,698	1,171,598	(581,900)
Total Non-Operating Expenses	589,698	1,171,598	(581,900)
Non-Operating Income (Loss)	(2,353)	(611,598)	609,245
Net Income (Loss)	24,557	(467,965)	492,523
GAAP Adj - Depreciation Expense	(41,427)		(41,427)
Total GAAP Adjustments	41,427		41,427
Net Income (Loss)	65,984	(467,965)	533,949



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 600-NOAA (Do

Description	Current	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Salaries, OT, & Benefits			
Materials, Services			
Total Operating Expenses			
OPERATING INCOME (LOSS)			
NON-OPERATING REVENUES			
Grant Revenue			
Total Non-operating Revenues			
NON-OPERATING EXPENSES			
Total Non-Operating Expenses			
Non-Operating Income (Loss)			
Net Income (Loss)			
Total GAAP Adjustments			
Net Income (Loss)			

Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..03/31/24

DEPARTMENT: 700-South Bea

Description	Current	Budget	Variance
OPERATING REVENUE			
Lease Revenue	341,768	356,250	(14,482)
Moorage	927,976	838,130	89,846
Services		650	(650)
Cargo	90		90
RV Park Space Rentals	976,619	1,043,900	(67,281)
Fees	183,320	206,920	(23,600)
Discounts and Refunds	(7,185)		(7,185)
Miscellaneous Operating Revenue	(3,389)	22,976	(26,365)
Total Operating Revenue	2,419,200	2,468,826	(49,626)
OPERATING EXPENSES			
Salaries, OT, & Benefits	564,476	665,852	(101,376)
Materials, Services	897,623	1,172,530	(274,907)
Total Operating Expenses	1,462,100	1,838,382	(376,283)
OPERATING INCOME (LOSS)	957,101	630,444	326,657
NON-OPERATING REVENUES			
Grant Revenue		60,000	(60,000)
Interest	8,422		8,422
Total Non-operating Revenues	8,422	60,000	(51,578)
NON-OPERATING EXPENSES			
Capital Outlays	270,921	215,542	55,378
Transfers Out to Other Funds	5,976		5,976
Total Non-Operating Expenses	276,897	215,542	61,354
Non-Operating Income (Loss)	(268,475)	(155,542)	(112,933)
Net Income (Loss)	688,626	474,901	213,725
GAAP Adj - Capital Expenditures	233,369		233,369
GAAP Adj - Depreciation Expense	(338,683)		(338,683)
Total GAAP Adjustments	105,314		105,314
Net Income (Loss)	793,940	474,901	319,039



Period: 07/01/23..03/31/24

Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	3,169,565.42
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	63,462.37
Prepaid Expenses	198,367.37
Total Current Assets	3,431,395.16
TOTAL FIXED ASSETS	19,013,958.55
Deferred Outflows of Resources	
Advanced Refunding (DOR)	390,615.04
PERS NPA(L)	(56,269.00)
PERS Deferred Outflow	59,995.00
Total Deferred Outflow Resrcs	394,341.04
TOTAL ASSETS	22,839,694.75
LIABILITIES	
Current Liabilities	
Accounts Payable	30,959.26
Interfund Activity Payable	783,377.18
Compensated Absences	9,880.27
Accrued Payroll Taxes	4,253.99
Retirement Payable	9,182.97
Benefit Payable	(250.00)
Accrued Interest	164,613.00
Current Portion - Bonds Payable	1,380,000.00
Total Current Liabilities	2,382,016.67
Non-current Liabilities	
Long-term Debt	12,515,000.00
Less Current Portion - Long-term Debt	(1,380,000.00)
Total Non-current Liabilities	11,135,000.00
Deferred Inflows of Resources	53,290.00
Total Liabilities	13,570,306.67
Equity (Fund Balance)	
Restricted Fund Balance	1,761,721.00
Committed Fund Balance	432,000.00
Assigned Fund Balance	0.00
Unrestricted Fund Balance	7,675,750.60
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	9,869,471.60
Retained Earnings	(985,843.11)
Net Assets	9,269,388.08



PON BALANCE SHEET

4/12/2024
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MBROWN

Period: 07/01/23..03/31/24
Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Total Liabilities and Equity	22,839,694.75

Period: 07/01/23..03/31/24

Port of Newport

NOAA Lease Revenue Fund

Description	Current	Budget	Variance
OPERATING REVENUE			
Lease Revenue	1,941,119	1,932,930	8,189
Total Operating Revenue	1,941,119	1,932,930	8,189
OPERATING EXPENSES			
Salaries, OT, & Benefits	84,696	171,095	(86,399)
Materials, Services	1,147,863	1,476,844	(328,981)
Total Operating Expenses	1,232,559	1,647,939	(415,380)
OPERATING INCOME (LOSS)	708,559	284,991	423,568
NON-OPERATING REVENUES			
Grant Revenue	0	0	0
Interest	49,164	4,875	44,289
Total Non-operating Revenues	49,164	4,875	44,289
NON-OPERATING EXPENSES			
Debt Service	1,758,213	1,578,100	180,113
Capital Outlays	5,760	40,000	(34,240)
Transfers Out to Other Funds	0	1,050,000	(1,050,000)
Total Non-Operating Expenses	1,763,973	2,668,100	(904,127)
Non-Operating Income (Loss)	(1,714,810)	(2,663,225)	948,415
Net Income (Loss)	(1,006,250)	(2,378,234)	1,371,984
GAAP Adj - Depreciation Expense	(994,240)	0	(994,240)
GAAP Adj - Debt Service Principal	1,380,000	0	1,380,000
Total GAAP Adjustments	(385,760)	0	(385,760)
Net Income (Loss)	(1,392,010)	(2,378,234)	986,224



PON BALANCE SHEET

Period: 07/01/23..03/31/24
Port of Newport

Reserve Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	2,334,992.58
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	3,584.01
Total Current Assets	2,338,576.59
Deferred Outflows of Resources	
Advanced Refunding (DOR)	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Total Deferred Outflow Resrcs	0.00
TOTAL ASSETS	2,338,576.59
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	3,526.14
Total Current Liabilities	3,526.14
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	3,526.14
Equity (Fund Balance)	
Restricted Fund Balance	2,278,074.94
Committed Fund Balance	0.00
Assigned Fund Balance	0.00
Unrestricted Fund Balance	0.00
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	2,278,074.94
Retained Earnings	56,975.51
Net Assets	2,335,050.45
Total Liabilities and Equity	2,338,576.59

Period: 07/01/23..03/31/24

Port of Newport

Reserve Fund

Description	Current	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Salaries, OT, & Benefits	0	0	0
Materials, Services	0	0	0
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	0	0	0
NON-OPERATING REVENUES			
Grant Revenue	0	0	0
Interest	56,976	1,500	55,476
Transfers In from Other Funds	0	186,744	(186,744)
Total Non-operating Revenues	56,976	188,244	(131,268)
NON-OPERATING EXPENSES			
Total Non-Operating Expenses	0	0	0
Non-Operating Income (Loss)	56,976	188,244	(131,268)
Net Income (Loss)	56,976	188,244	(131,268)
Total GAAP Adjustments	0	0	0
Net Income (Loss)	56,976	188,244	(131,268)



PON BALANCE SHEET

Period: 07/01/23..03/31/24

Port of Newport

Bond Debt Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	314,743.83
Property Tax Receivable	31,469.43
Grants Receivable	0.00
Total Current Assets	346,213.26
TOTAL FIXED ASSETS	139,746.00
Deferred Outflows of Resources	
Advanced Refunding (DOR)	553,083.64
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Total Deferred Outflow Resrcs	553,083.64
TOTAL ASSETS	1,039,042.90
LIABILITIES	
Current Liabilities	
Current Portion - Bonds Payable	435,000.00
Total Current Liabilities	435,000.00
Non-current Liabilities	
Long-term Debt	10,380,000.25
Less Current Portion - Long-term Debt	(435,000.00)
Bond Premiums	572,487.00
Total Non-current Liabilities	10,517,487.25
Deferred Inflows of Resources	0.00
Total Liabilities	10,952,487.25
Equity (Fund Balance)	
Restricted Fund Balance	(10,523,328.61)
Committed Fund Balance	0.00
Assigned Fund Balance	0.00
Unrestricted Fund Balance	0.00
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	(10,523,328.61)
Retained Earnings	174,884.26
Net Assets	(9,913,444.35)
Total Liabilities and Equity	1,039,042.90



Period: 07/01/23..03/31/24

Port of Newport

Bond Debt Fund

Description	Current	Budget	Variance
OPERATING REVENUE			
Property Tax Revenue	799,537	0	799,537
Total Operating Revenue	799,537	0	799,537
OPERATING EXPENSES			
Salaries, OT, & Benefits	0	0	0
Materials, Services	0	0	0
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	799,537	0	799,537
NON-OPERATING REVENUES			
Grant Revenue	0	0	0
Interest	6,149	0	6,149
Total Non-operating Revenues	6,149	0	6,149
NON-OPERATING EXPENSES			
Debt Service	630,802	819,030	(188,228)
Total Non-Operating Expenses	630,802	819,030	(188,228)
Non-Operating Income (Loss)	(624,653)	(819,030)	194,377
Net Income (Loss)	174,884	(819,030)	993,914
GAAP Adj - Debt Service Principal	435,000	0	435,000
Total GAAP Adjustments	(435,000)	0	(435,000)
Net Income (Loss)	(260,116)	(819,030)	558,914

Period: 07/01/23..03/31/24

Port of Newport

Facilities Maintenance Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	456,401.55
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	476.84
Total Current Assets	456,878.39
Deferred Outflows of Resources	
Advanced Refunding (DOR)	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Total Deferred Outflow Resrcs	0.00
TOTAL ASSETS	456,878.39
LIABILITIES	
Current Liabilities	
Total Current Liabilities	0.00
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	0.00
Equity (Fund Balance)	
Restricted Fund Balance	0.00
Committed Fund Balance	0.00
Assigned Fund Balance	0.00
Unrestricted Fund Balance	80,361.59
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	569,549.06
Retained Earnings	(112,670.67)
Net Assets	456,878.39
Total Liabilities and Equity	456,878.39

Period: 07/01/23..03/31/24

Port of Newport

Facilities Maintenance Fund

Description	Current	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Salaries, OT, & Benefits	0	0	0
Materials, Services	0	0	0
Total Operating Expenses	0	0	0
OPERATING INCOME (LOSS)	0	0	0
NON-OPERATING REVENUES			
Grant Revenue	0	0	0
Interest	12,492	0	12,492
Transfers In from Other Funds	7,993	1,500,000	(1,492,007)
Total Non-operating Revenues	20,485	1,500,000	(1,479,515)
NON-OPERATING EXPENSES			
Transfers Out to Other Funds	133,155	400,000	(266,845)
Total Non-Operating Expenses	133,155	400,000	(266,845)
Non-Operating Income (Loss)	(112,671)	1,100,000	(1,212,671)
Net Income (Loss)	(112,671)	1,100,000	(1,212,671)
Total GAAP Adjustments	0	0	0
Net Income (Loss)	(112,671)	1,100,000	(1,212,671)

Accounts Paid Report

Date	Vendor	Document	Description	Fund Name	Department	Amount
3/30/2024	Direct TV**AUTOPOST**	PPI04127	Utilities Electrical	General Fund	South Beach	\$449.80
3/31/2024	Windcave - AutoPay	PPI04121	SB - Credit Card Transaction Fee	General Fund	South Beach	\$90.00
3/31/2024	Windcave - AutoPay	PPI04121	CM - Credit Card Transaction Fees	General Fund	Commercial Marina	\$85.00
3/26/2024	Direct TV**AUTOPOST**	PPI04109	Utilities Electrical	General Fund	South Beach	\$813.10
3/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04108	Credit Cards Payable	General Fund	Multiple	\$1,149.97
3/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04107	Credit Cards Payable	General Fund	Multiple	\$1,096.57
3/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04106	Credit Cards Payable	General Fund	Multiple	\$1,266.45
3/16/2024	First Interstate Bank MC **AUTOPOST**	PPI04105	Credit Cards Payable	General Fund	Multiple	\$662.98
3/16/2024	First Interstate Bank MC **AUTOPOST**	PPI04104	Credit Cards Payable	General Fund	Multiple	\$90.22
3/15/2024	First Interstate Bank MC **AUTOPOST**	PPI04103	Credit Cards Payable	General Fund	Multiple	\$957.68
3/31/2024	First Interstate Bank**AUTOPOST**-Debt	PPI04096	Debt Service - Interest	General Fund	Unallocated	\$208.99
3/31/2024	First Interstate Bank**AUTOPOST**-Debt	PPI04096	Debt Service - Principal	General Fund	Unallocated	\$4,896.32
3/31/2024	Carson Oil Co Inc **AUTOPOST**	PPI04086	Operating Supplies	General Fund	International Terminal	\$172.68
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	172421.00 - PON RV Dump	General Fund	South Beach	\$79.58
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	171451.00 - 710 SE Bay Bvd	General Fund	Commercial Marina	\$293.67
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	170971.00 - Terminal Office	General Fund	International Terminal	\$737.26
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	170851.01 - SE Marine Science Dr	NOAA Lease Fund		\$168.65
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	167681.00 - Irrigation System	General Fund	South Beach	\$1,119.06
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	106321.00 - Launch Ramp & CXT Restroom	General Fund	South Beach	\$660.91
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	100541.00 - Terminal Storage Bldg/Trident	General Fund	International Terminal	\$147.18
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94891.00 - NM Moorage - Laundry	General Fund	South Beach	\$244.71
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94871.00 - Fuel Dock NM Moorage	General Fund	South Beach	\$207.57
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94861.00 - Docks F,G,H,J	General Fund	South Beach	\$206.55
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94851.00 - Docks C,D,E	General Fund	South Beach	\$287.89
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94841.00 - Docks A & B	General Fund	South Beach	\$771.91
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94821.00 - SB Restrooms Fish Table	General Fund	South Beach	\$283.63
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94811.00 - RV Dump	General Fund	South Beach	\$79.58
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	94751.00 - OPS Shop SB Water	General Fund	South Beach	\$127.75
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	34261.01 - Newport Marina	General Fund	South Beach	\$439.31
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	7591.00 - Port Dock 7	General Fund	Commercial Marina	\$1,665.29
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	7571.00 - Port Dock 5	General Fund	Commercial Marina	\$1,200.06
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	6971.01 - Port Dock 3	General Fund	Commercial Marina	\$82.28
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	6611.01 - Sportsman Trailer Park	General Fund	South Beach	\$327.56
3/31/2024	City of Newport Water**AUTOPOST**	PPI04072	4291.00 - OPS Bldg	General Fund	Commercial Marina	\$1,411.52
3/28/2024	Pacific Coast Lock & Safe LLC	13086	Repairs and Maintenance	General Fund	Commercial Marina	\$163.00
3/28/2024	Orrco	13085	Utilities Electrical	General Fund	Commercial Marina	\$1,340.00
3/28/2024	Newport Sign Shop	13084	Repairs and Maintenance	General Fund	International Terminal	\$882.00
3/28/2024	Marine Taxonomic Services, Ltd	13083	Contract and Support Services	General Fund	Commercial Marina	\$15,452.00
3/28/2024	Keller Supply Company	13082	Operating Supplies	General Fund	Commercial Marina	\$69.56
3/28/2024	Keller Supply Company	13082	Operating Supplies	General Fund	Commercial Marina	\$58.14
3/28/2024	Keller Supply Company	13082	Operating Supplies	General Fund	Commercial Marina	\$69.56
3/28/2024	Grainger Inc	13081	Repairs and Maintenance	NOAA Lease Fund		\$35.89
3/28/2024	Grainger Inc	13081	Repairs and Maintenance	NOAA Lease Fund		\$97.21

Accounts Paid Report

3/28/2024	DOWL	13080	Capital Outlay - Docks and Piers	General Fund	Unallocated	\$21,532.95
3/28/2024	Century Link	13079	Utilities Electrical	General Fund	South Beach	\$41.84
3/28/2024	Verizon Wireless	13078	SB Lines	General Fund	South Beach	\$114.06
3/28/2024	Verizon Wireless	13078	NOAA Lines	NOAA Lease Fund		\$64.90
3/28/2024	Verizon Wireless	13078	NIT Line	General Fund	International Terminal	\$33.98
3/28/2024	Verizon Wireless	13078	CM Lines	General Fund	Commercial Marina	\$65.08
3/28/2024	Verizon Wireless	13078	Admin Lines	General Fund	Administration	\$177.79
3/28/2024	TWGW Inc NAPA Auto Parts	13077	Operating Supplies	General Fund	Commercial Marina	\$32.27
3/28/2024	TCB Security Services Inc	13076	SB	General Fund	South Beach	\$5,876.36
3/28/2024	TCB Security Services Inc	13076	Admin	General Fund	Administration	\$520.69
3/28/2024	TCB Security Services Inc	13076	NIT	General Fund	International Terminal	\$520.69
3/28/2024	TCB Security Services Inc	13076	CM	General Fund	Commercial Marina	\$520.69
3/28/2024	TCB Security Services Inc	13076	SB	General Fund	South Beach	\$1,561.33
3/28/2024	TCB Security Services Inc	13076	Admin	General Fund	Administration	\$138.34
3/28/2024	TCB Security Services Inc	13076	NIT	General Fund	International Terminal	\$138.34
3/28/2024	TCB Security Services Inc	13076	CM	General Fund	Commercial Marina	\$138.34
3/28/2024	TCB Security Services Inc	13076	SB	General Fund	South Beach	\$2,942.12
3/28/2024	TCB Security Services Inc	13076	Admin	General Fund	Administration	\$260.70
3/28/2024	TCB Security Services Inc	13076	NIT	General Fund	International Terminal	\$260.70
3/28/2024	TCB Security Services Inc	13076	CM	General Fund	Commercial Marina	\$260.70
3/28/2024	Pacific Source Administrators Inc	13075	ED (0005720633)	General Fund	Administration	\$66.66
3/28/2024	Pacific Source Administrators Inc	13075	Flat Monthly Fee	General Fund	Administration	\$85.00
3/28/2024	Pacific Source Administrators Inc	13075	PM (0002663414)	General Fund	Administration	\$254.16
3/28/2024	Pacific Source Administrators Inc	13075	DD (0001767159)	General Fund	Administration	\$90.00
3/28/2024	Pacific Source Administrators Inc	13075	MB (0001767155)	General Fund	Administration	\$72.92
3/28/2024	Carver Inc	13074	Fuel	General Fund	South Beach	\$403.19
3/28/2024	Carver Inc	13074	Fuel	General Fund	South Beach	\$28.55
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612073 - 600 SE Bay Blvd - New Admin	General Fund	Administration	\$142.86
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612072 - 2591 SE Pacific Way	General Fund	Administration	\$76.68
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612071 - SB Marina Temp Dock	General Fund	South Beach	\$92.14
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612068 - 1430 SE Bay Blvd	General Fund	International Terminal	\$499.39
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612067 - 1430 SE Bay Blvd	General Fund	International Terminal	\$572.67
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612063 - 2591 SE Pacific Way # 61	General Fund	South Beach	\$55.88
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612062 - 1410 SE Bay Blvd Bldg # 1	General Fund	International Terminal	\$484.12
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612060 - 2320 SE OSU Dr	General Fund	South Beach	\$104.92
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612059 - 600 SE Bay Blvd	General Fund	Commercial Marina	\$68.44
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612058 - 2146 SE Marine Science Dr	General Fund	South Beach	\$916.42
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612057 - 2120 SE Marine Science Dr	General Fund	South Beach	\$323.93
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612056 - 2120 SE Marine Science Dr	General Fund	South Beach	\$1,006.56
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612054 - 2124 SE Marine Science Dr	General Fund	South Beach	\$191.40
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612053 - 2301 SE Marine Science Dr	General Fund	South Beach	\$147.36
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612051 - SE OSU Dr Marina Pole 21 East	General Fund	South Beach	\$522.93
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612045 - Port Dock 1	General Fund	Commercial Marina	\$31.47
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612042 - Port Dock 7	General Fund	Commercial Marina	\$1,039.63

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3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612040 - SE Bay Blvd by 213 SE Bay Bvd	General Fund	Commercial Marina	\$567.15
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612032 - 2591 SE Pacific Way	General Fund	South Beach	\$36.07
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612031 - 2591 SE Pacific Way, SP 7	General Fund	South Beach	\$98.66
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612030 - 2591 SE Pacific Way, Sp 8	General Fund	South Beach	\$27.81
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612029 - 2591 SE Pacific Way	General Fund	South Beach	\$128.52
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612028 - 2591 SE Pacific Way, SP 41	General Fund	South Beach	\$41.07
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612027 - 2591 SE Pacific Way - SP 74	General Fund	South Beach	\$39.76
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612026 - 2591 SE Pacific Way - SP 60	General Fund	South Beach	\$65.45
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612025 - 2591 SE Pacific Way -SP 86	General Fund	South Beach	\$71.75
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612024 - 2591 SE Pacific Way- SP 9	General Fund	South Beach	\$37.77
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612023 - Port Dock 7	General Fund	Commercial Marina	\$2,508.65
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612022 - 2591 SE Pacific Way	General Fund	South Beach	\$229.13
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612021 - PD 7 Hoist Dock	General Fund	Commercial Marina	\$385.99
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612019 - Port Dock 5	General Fund	Commercial Marina	\$3,098.53
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612016 - SB Marina Dock J	General Fund	South Beach	\$90.29
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612015 - SB Marina Unit H	General Fund	South Beach	\$1,453.46
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612014 - SB Marina Unit G	General Fund	South Beach	\$729.01
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612013 - SB Marina Sewer & Lift	General Fund	South Beach	\$39.87
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612012 - SB Marina	General Fund	South Beach	\$642.57
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612011- SB Boat Slip E	General Fund	South Beach	\$555.89
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612010 - SB Boat Slip D	General Fund	South Beach	\$972.74
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612009 - SB Boat Slip C	General Fund	South Beach	\$246.61
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612008 - SB Boat Slip B	General Fund	South Beach	\$1,257.31
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612007 - SB Boat Slip A	General Fund	South Beach	\$1,508.59
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612006 - SB Fuel Dock	General Fund	South Beach	\$260.06
3/27/2024	Central Lincoln PUD**AUTOPOST**	PPI04045	302612000 - 600 SE Bay Blvd	General Fund	Administration	\$721.19
3/22/2024	Gregg's Stripe-A-Lot, LLC	13073	Contract and Support Services	General Fund	South Beach	\$5,515.00
3/22/2024	Good Work Architects, PLLC	13072	Capital Outlay - Land Improvements	General Fund	Unallocated	\$9,600.00
3/22/2024	Englund Marine Supply Co Inc	13071	Operating Supplies	General Fund	Commercial Marina	\$30.87
3/22/2024	Englund Marine Supply Co Inc	13071	Operating Supplies	NOAA Lease Fund		\$104.60
3/22/2024	Englund Marine Supply Co Inc	13071	Operating Supplies	NOAA Lease Fund		\$33.80
3/22/2024	Englund Marine Supply Co Inc	13071	Operating Supplies	NOAA Lease Fund		\$534.00
3/22/2024	Drift Company Boat Hauling LLC	13070	Contract and Support Services	General Fund	South Beach	\$4,500.00
3/22/2024	Copeland Lumber Yards Inc	13069	Repairs and Maintenance	General Fund	Commercial Marina	\$308.42
3/22/2024	City of Newport	13068	Water	General Fund	Commercial Marina	\$156.50
3/22/2024	City of Newport	13068	Water	General Fund	South Beach	\$156.50
3/22/2024	Business Oregon - IFA	13067	Debt Service - Principal	General Fund	Unallocated	\$2,083.33
3/22/2024	Yaquina Bay Charters	13066	Contract and Support Services	General Fund	South Beach	\$887.50
3/22/2024	Yaquina Bay Charters	13066	Contract and Support Services	General Fund	Commercial Marina	\$887.50
3/22/2024	ULINE	13065	Operating Supplies	General Fund	Commercial Marina	\$479.24
3/22/2024	Toyota Industries Commercial Finance Inc	13064	Repairs and Maintenance	General Fund	International Terminal	\$214.67
3/22/2024	Toyota Industries Commercial Finance Inc	13064	Repairs and Maintenance	General Fund	International Terminal	\$208.98
3/22/2024	T & L Chemical Toilet Service LLC	13063	Contract and Support Services	General Fund	South Beach	\$85.00
3/22/2024	T & L Chemical Toilet Service LLC	13063	Contract and Support Services	General Fund	International Terminal	\$85.00

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3/22/2024	T & L Chemical Toilet Service LLC	13063	Contract and Support Services	General Fund	South Beach	\$85.00
3/22/2024	T & L Chemical Toilet Service LLC	13063	Contract and Support Services	General Fund	South Beach	\$85.00
3/22/2024	T & L Chemical Toilet Service LLC	13063	Contract and Support Services	General Fund	Commercial Marina	\$660.00
3/22/2024	Streamline	13062	Utilities Electrical	General Fund	Administration	\$535.00
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	International Terminal	\$29.50
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	International Terminal	\$43.85
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Commercial Marina	\$43.85
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Administration	\$43.85
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	International Terminal	\$41.99
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Commercial Marina	\$41.99
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Administration	\$41.99
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Administration	\$9.64
3/22/2024	Staples Advantage	13061	Office Expense	General Fund	Administration	\$41.19
3/22/2024	Special Districts Insurance Services	13060	Prepaid Expenses	NOAA Lease Fund		\$14,711.79
3/22/2024	Special Districts Insurance Services	13060	Prepaid Expenses	General Fund	Unallocated	\$62,414.97
3/22/2024	Special Districts Insurance Services	13060	Compensated Absence Expense	NOAA Lease Fund		\$1,945.29
3/22/2024	Special Districts Insurance Services	13060	Compensated Absence Expense	General Fund	International Terminal	\$1,956.00
3/22/2024	Special Districts Insurance Services	13060	Compensated Absence Expense	General Fund	South Beach	\$6,804.29
3/22/2024	Special Districts Insurance Services	13060	Compensated Absence Expense	General Fund	Commercial Marina	\$7,780.03
3/22/2024	Special Districts Insurance Services	13060	Compensated Absence Expense	General Fund	Administration	\$6,015.80
3/22/2024	Sierra Springs	13059	Operating Supplies	General Fund	Commercial Marina	\$63.69
3/22/2024	Sierra Springs	13059	Operating Supplies	General Fund	International Terminal	\$67.75
3/22/2024	Amazon Capital Services Inc	13058	Operating Supplies	NOAA Lease Fund		\$92.68
3/22/2024	Amazon Capital Services Inc	13058	Operating Supplies	NOAA Lease Fund		\$661.64
3/22/2024	Amazon Capital Services Inc	13058	Operating Supplies	General Fund	South Beach	\$584.64
3/22/2024	Amazon Capital Services Inc	13058	Office Expense	General Fund	South Beach	\$50.00
3/22/2024	Amazon Capital Services Inc	13058	Shipping and Freight	NOAA Lease Fund		\$6.99
3/22/2024	Amazon Capital Services Inc	13058	Repairs and Maintenance	NOAA Lease Fund		\$9.89
3/22/2024	Amazon Capital Services Inc	13058	Repairs and Maintenance	NOAA Lease Fund		\$22.70
3/22/2024	Amazon Capital Services Inc	13058	Repairs and Maintenance	NOAA Lease Fund		\$34.81
3/22/2024	Quadient Finance USA Inc	13057	Office Expense	General Fund	Administration	\$214.01
3/22/2024	PBS Engineering and Environmental Inc.	13056	Capital Outlay - Land Improvements	General Fund	South Beach	\$31,526.88
3/22/2024	Pacific Source Administrators Inc	13055	ED (0005720633)	General Fund	Administration	\$199.98
3/22/2024	Pacific Source Administrators Inc	13055	Flat Monthly Fee	General Fund	Administration	\$85.00
3/22/2024	Pacific Source Administrators Inc	13055	PM (0002663414)	General Fund	Administration	\$254.16
3/22/2024	Pacific Source Administrators Inc	13055	DD (0001767159)	General Fund	Administration	\$90.00
3/22/2024	Pacific Source Administrators Inc	13055	MB (0001767155)	General Fund	Administration	\$72.92
3/22/2024	MASA	13054	10021 - DM/2495837	General Fund	International Terminal	\$14.00
3/22/2024	MASA	13054	10044 - DW/2252902	General Fund	South Beach	\$14.00
3/22/2024	MASA	13054	10031 - ST/2463165	General Fund	Administration	\$14.00
3/22/2024	MASA	13054	10025 - WS/2221583	General Fund	South Beach	\$14.00
3/22/2024	MASA	13054	10035 - WR/2190416	General Fund	South Beach	\$14.00
3/22/2024	MASA	13054	10048 - BR/2329895	General Fund	South Beach	\$14.00
3/22/2024	MASA	13054	10036 - RM/2220087	General Fund	Commercial Marina	\$14.00

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3/22/2024	MASA	13054	10045 - EL/2257962	General Fund	Commercial Marina	\$14.00
3/22/2024	MASA	13054	10013 - MH/2220034	General Fund	Administration	\$14.00
3/22/2024	MASA	13054	10049 - JG/2299411	General Fund	Commercial Marina	\$14.00
3/22/2024	MASA	13054	10005 - MB/2465189	General Fund	Administration	\$39.00
3/22/2024	MASA	13054	10060 - ED/2543931	General Fund	South Beach	\$39.00
3/22/2024	KOPIS	13053	ERP Consulting Deposit posting issue	General Fund	Administration	\$300.00
3/22/2024	KOPIS	13053	BC Basic Support - Feb 2024	General Fund	Administration	\$200.00
3/22/2024	Kern & Thompson LLC	13052	Professional Services- Audit Financial 6.30.23	General Fund	Administration	\$15,000.00
3/22/2024	Integrity Data	13051	IT Hardware and Software- W2 Fullfillment	General Fund	Administration	\$338.25
3/22/2024	IconiPro Security Alarms Inc	13050	Contract and Support Services	General Fund	South Beach	\$137.33
3/22/2024	IconiPro Security Alarms Inc	13050	Contract and Support Services	NOAA Lease Fund		\$88.56
3/22/2024	Hyak	13049	Contract and Support Services	General Fund	Commercial Marina	\$1,225.00
3/22/2024	Ground FX Landscape Management LLC	13048	Contract and Support Services	General Fund	Commercial Marina	\$369.00
3/22/2024	Aboveboard Electric Inc	13047	Professional Services	NOAA Lease Fund		\$1,850.00
3/19/2024	City of Newport Room Tax	13045	Fees	General Fund	Administration	-\$332.75
3/19/2024	City of Newport Room Tax	13045	Accrued Lodging Taxes	General Fund	Administration	\$6,654.97
3/20/2024	VOYA- **AUTOPOST**	PPI04003	Benefits Payable	General Fund	Administration	\$630.00
3/20/2024	VOYA- **AUTOPOST**	PPI04002	Benefits Payable	General Fund	Administration	\$525.00
3/20/2024	Washington State Support Registry **AU	PPI04001	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
3/14/2024	Idea Print Works	13041	Operating Supplies	General Fund	South Beach	\$300.00
3/14/2024	Grainger Inc	13040	Repairs and Maintenance	NOAA Lease Fund		\$38.63
3/14/2024	Grainger Inc	13040	Repairs and Maintenance	General Fund	South Beach	\$3,976.20
3/14/2024	Englund Marine Supply Co Inc	13039	Repairs and Maintenance	General Fund	Commercial Marina	\$51.60
3/14/2024	Englund Marine Supply Co Inc	13039	Repairs and Maintenance	General Fund	Commercial Marina	\$694.04
3/14/2024	Edge Analytical Inc	13038	Contract and Support Services	General Fund	International Terminal	\$36.00
3/14/2024	Edge Analytical Inc	13038	Contract and Support Services	General Fund	International Terminal	\$170.00
3/14/2024	Bay Area Enterprises Inc	13037	SB	General Fund	South Beach	\$9,361.57
3/14/2024	Bay Area Enterprises Inc	13037	Admin	General Fund	Administration	\$829.50
3/14/2024	Bay Area Enterprises Inc	13037	NIT	General Fund	International Terminal	\$829.50
3/14/2024	Bay Area Enterprises Inc	13037	CM	General Fund	Commercial Marina	\$829.50
3/14/2024	Bay Area Enterprises Inc	13037	SB	General Fund	South Beach	\$829.51
3/14/2024	Bay Area Enterprises Inc	13037	Admin	General Fund	Administration	\$73.50
3/14/2024	Bay Area Enterprises Inc	13037	NIT	General Fund	International Terminal	\$73.50
3/14/2024	Bay Area Enterprises Inc	13037	CM	General Fund	Commercial Marina	\$73.50
3/14/2024	Bay Area Enterprises Inc	13037	SB	General Fund	South Beach	\$829.50
3/14/2024	Bay Area Enterprises Inc	13037	Admin	General Fund	Administration	\$73.50
3/14/2024	Bay Area Enterprises Inc	13037	NIT	General Fund	International Terminal	\$73.50
3/14/2024	Bay Area Enterprises Inc	13037	CM	General Fund	Commercial Marina	\$73.50
3/14/2024	Barrelhead Supply Inc	13036	Repairs and Maintenance	General Fund	South Beach	\$25.17
3/14/2024	Barrelhead Supply Inc	13036	Repairs and Maintenance	General Fund	South Beach	\$355.78

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3/14/2024	Barrelhead Supply Inc	13036	Repairs and Maintenance	General Fund	South Beach	\$327.27
3/14/2024	AVS Elevator LLC	13035	Repairs and Maintenance	NOAA Lease Fund		\$643.41
3/14/2024	Walter Chuck	13034	Travel = Incidentals	General Fund	Administration	\$735.65
3/14/2024	Walter Chuck	13034	Travel - Per Diem	General Fund	Administration	\$30.99
3/14/2024	Walter Chuck	13034	Travel + Incidentals	General Fund	Administration	\$2,316.43
3/14/2024	Astound CoastCom By Wave	13033	Utilities Electrical	General Fund	South Beach	\$1,032.73
3/14/2024	Astound CoastCom By Wave	13033	Utilities Electrical	General Fund	Administration	\$960.00
3/14/2024	ULINE	13032	Operating Supplies	General Fund	International Terminal	\$489.92
3/14/2024	ULINE	13032	Operating Supplies	General Fund	South Beach	\$489.85
3/14/2024	ULINE	13032	Repairs and Maintenance	General Fund	South Beach	\$3,021.76
3/14/2024	TWGW Inc NAPA Auto Parts	13031	Repairs and Maintenance	General Fund	International Terminal	\$303.99
3/14/2024	TWGW Inc NAPA Auto Parts	13031	Repairs and Maintenance	General Fund	Commercial Marina	\$153.28
3/14/2024	Suburban Propane	13030	Propane	General Fund	South Beach	\$234.62
3/14/2024	Pro Training LLC	13029	Training and Education	General Fund	International Terminal	\$300.00
3/14/2024	Pro Training LLC	13029	Training and Education	General Fund	International Terminal	\$1,400.00
3/14/2024	Pioneer Connect	13028	Utilities Electrical	General Fund	South Beach	\$228.82
3/14/2024	Pioneer Connect	13028	Utilities Electrical	General Fund	South Beach	\$42.00
3/14/2024	Pioneer Connect	13028	Utilities Electrical	NOAA Lease Fund		\$181.94
3/14/2024	Pacific Habitat Services Inc	13027	Professional Services- McLean Point Grading	General Fund	International Terminal	\$1,653.75
3/14/2024	Newport Rental Service	13026	Equipment	NOAA Lease Fund		\$246.00
3/14/2024	Newport Ace Hardware Inc	13025	Repairs and Maintenance	General Fund	Commercial Marina	\$94.99
3/14/2024	MacPherson, Gintner & Diaz	13024	Professional Services	General Fund	Administration	\$2,362.50
3/14/2024	Lincoln County Public Works	13023	Fuel	NOAA Lease Fund		\$77.59
3/14/2024	Lincoln County Public Works	13023	Fuel	General Fund	International Terminal	\$31.66
3/14/2024	Lincoln County Public Works	13023	Fuel	General Fund	Administration	\$29.80
3/14/2024	Lincoln County Public Works	13023	Fuel	General Fund	Commercial Marina	\$151.32
3/14/2024	Lincoln County Public Works	13023	Fuel	General Fund	South Beach	\$134.25
3/14/2024	Amazon Capital Services Inc	13022	Office Expense	General Fund	Administration	\$74.36
3/14/2024	Amazon Capital Services Inc	13022	Office Expense	General Fund	Administration	\$47.29
3/8/2024	First Student Inc	13021	Professional Services	General Fund	Administration	\$725.00
3/8/2024	First Student Inc	13021	Professional Services	General Fund	Administration	\$697.00
3/8/2024	Englund Marine Supply Co Inc	13020	Personal Protective Equip & Gear	General Fund	South Beach	\$159.24
3/8/2024	Englund Marine Supply Co Inc	13020	Personal Protective Equip & Gear	General Fund	South Beach	\$236.58
3/8/2024	Englund Marine Supply Co Inc	13020	Repairs and Maintenance	General Fund	South Beach	\$574.18
3/8/2024	Cascade Nut & Bolt	13019	Operating Supplies	General Fund	South Beach	\$1,080.58
3/8/2024	Cascade Nut & Bolt	13019	Operating Supplies	General Fund	Commercial Marina	\$386.75
3/8/2024	Bill's Pest Control LLC	13018	Utilities Electrical-Pest Control	NOAA Lease Fund		\$155.00
3/8/2024	Barrelhead Supply Inc	13017	Repairs and Maintenance	General Fund	South Beach	\$59.28
3/8/2024	AVS Elevator LLC	13016	Repairs and Maintenance	NOAA Lease Fund		\$3,900.00
3/8/2024	Astound CoastCom By Wave	13015	Utilities Electrical	General Fund	South Beach	\$1,032.73
3/8/2024	Astound CoastCom By Wave	13015	Utilities Electrical	General Fund	Administration	\$960.00
3/8/2024	Spiro Landscapes Inc	13014	Contract and Support Services	NOAA Lease Fund		\$495.00
3/8/2024	Spiro Landscapes Inc	13014	Contract and Support Services	General Fund	South Beach	\$1,050.00
3/8/2024	Western States Electrical Const Inc	13013	Repairs and Maintenance	General Fund	Administration	\$276.00

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3/8/2024	TWGW Inc NAPA Auto Parts	13012	Operating Supplies	General Fund	Commercial Marina	\$42.99
3/8/2024	TWGW Inc NAPA Auto Parts	13012	Operating Supplies	General Fund	Commercial Marina	\$227.21
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Shipping and Freight	General Fund	International Terminal	\$165.69
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$744.00
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$744.00
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$75.00
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$19.59
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$125.00
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$146.19
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$304.01
3/8/2024	Toyota Industries Commercial Finance Inc	13011	Repairs and Maintenance	General Fund	International Terminal	\$1,498.56
3/8/2024	Thompson's Sanitary Service Inc	13010	Trash/Garbage	General Fund	Commercial Marina	\$3,516.67
3/8/2024	Thompson's Sanitary Service Inc	13010	Trash/Garbage	General Fund	International Terminal	\$1,745.94
3/8/2024	Thompson's Sanitary Service Inc	13010	Trash/Garbage	General Fund	South Beach	\$2,726.77
3/8/2024	Thompson's Sanitary Service Inc	13010	Trash/Garbage	NOAA Lease Fund		\$494.00
3/8/2024	TCB Security Services Inc	13009	SB	General Fund	South Beach	\$417.12
3/8/2024	TCB Security Services Inc	13009	Admin	General Fund	Administration	\$36.96
3/8/2024	TCB Security Services Inc	13009	NIT	General Fund	International Terminal	\$36.96
3/8/2024	TCB Security Services Inc	13009	CM	General Fund	Commercial Marina	\$36.96
3/8/2024	Suburban Propane	13008	Propane	General Fund	South Beach	\$271.68
3/8/2024	Amazon Capital Services Inc	13007	Office Expense	NOAA Lease Fund		\$38.99
3/8/2024	Amazon Capital Services Inc	13007	Repairs and Maintenance	General Fund	South Beach	\$173.13
3/8/2024	Amazon Capital Services Inc	13007	Operating Supplies	General Fund	South Beach	\$678.50
3/8/2024	Amazon Capital Services Inc	13007	Shipping and Freight	NOAA Lease Fund		\$6.99
3/8/2024	Amazon Capital Services Inc	13007	Office Expense	NOAA Lease Fund		\$28.99
3/8/2024	Amazon Capital Services Inc	13007	Repairs and Maintenance	General Fund	South Beach	\$423.86
3/8/2024	Rondys Inc dba Yaquina Industrial Park	13006	Lease Expense	General Fund	International Terminal	\$2,000.00
3/8/2024	Orrco	13005	Utilities	General Fund	Commercial Marina	\$1,015.00
3/8/2024	Orkin	13004	Contract and Support Services	General Fund	Administration	\$88.99
3/8/2024	OR Business Development Dept. -OBDD	13003	Debt Service - Interest	General Fund	Unallocated	\$1,721.46
3/8/2024	OR Business Development Dept. -OBDD	13003	Debt Service - Principal	General Fund	Unallocated	\$6,078.54
3/8/2024	NW Natural	13002	Natural Gas	General Fund	South Beach	\$209.47
3/8/2024	NW Natural	13002	Natural Gas	General Fund	South Beach	\$230.68
3/8/2024	Newport Marine & RV Service Inc	13001	Repairs and Maintenance	General Fund	South Beach	\$238.06
3/8/2024	Integrity Data	13000	IT Hardware and Software	General Fund	Administration	\$823.00
3/8/2024	Industrial Welding Supply, Inc.	12999	Repairs and Maintenance	General Fund	South Beach	\$40.40
3/8/2024	Hyak	12998	Contract and Support Services	General Fund	Administration	\$6,616.99
3/8/2024	Grainger Inc	12997	Repairs and Maintenance	NOAA Lease Fund		\$58.05
3/8/2024	Grainger Inc	12997	Repairs and Maintenance	NOAA Lease Fund		\$134.51
3/8/2024	Grainger Inc	12997	Repairs and Maintenance	NOAA Lease Fund		\$395.81
3/8/2024	Alsea Bay Power Products Inc	12996	Operating Supplies	General Fund	Commercial Marina	\$145.60

OLD BUSINESS ITEM

DATE: April 23rd, 2024
RE: Goal and Objectives including Capital Improvement
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

BACKGROUND

On April 11th, the Commission met during a work session to discuss Goals and Objectives, which included updates to the Strategic plan and Capital Improvement.

We try to keep the Strategic Plan updated on an annual basis and the Strategic Plan Summary and Capital Improvements contains the latest changes and updates, which have also been reflected on this year's budget.

RECOMMENDATIONS

I recommend "a motion to accept the latest updates to the Strategic Plan, including the Capital Improvement Plan, as discussed during the work session and reflected on the attached documents."

STRATEGIC BUSINESS PLAN SUMMARY

These industries are summarized below, including market trends, constraints, and opportunities for growth.

1. *COMMERCIAL FISHING*

Consolidation in the commercial fishing industry is expected to continue in the next five years and beyond. Newport must seek to retain the existing fleet and processors, as well as attract additional entrants. This will require updating/improving the facilities that the sector requires, such as moorage space, offloading docks and equipment, gear storage, upland support services, processing facilities, and logistic facilities, among others.

Independent seafood buyers represent a growing industry in Newport, and one that increases the need for transient moorage space with vehicle access. Four companies are currently in operation, and more are interested. These buyers purchase fish off the boats and use the Port's hoists to unload from boats and load onto trucks. There is currently a lack of temporary moorage space and land alongside to accommodate them, and there is also a need for additional lift capacity.

2. *MARINE RESEARCH AND EDUCATION*

- a. Offshore Energy. *"The Port has continued to work with offshore wave energy as they look into the transportation of cables and other items from our terminal related to the OSU project. We had made some movement of cargo last year and we understand this year they may have as much as 120 of use of the terminal. Nothing is official, but we will continue to work with the fishermen to make sure there are no conflicts."*
"On the other hand, the Port continues to support the fishermen on any conflict that may arise from Offshore wind. However, we may not want to miss on any opportunity if this continues to move forward."
- b. Aquaculture. *"We have been approached by a dulce seaweed producer. However, he wanted 10 dedicated acres. We introduced him to Rony's next to the terminal and they are now working together. There is also interest from Hatfield on developing oyster farms. We are still working on a possible location."*

3. *TOURISM AND RECREATION*

- a. Recreation Vehicle Camping
Combined, these four parks saw the number of overnight guests grow from 364,000 in 2011 to 438,000 in 2017, an increase of more than 20 percent. *"The Annex continue seeing a degradation and we will need to address the problem sooner. We are in the middle of redesigning the Annex Park and should have something available to share soon. The challenge will be to find funds to build it, as those types of funds are not easily available through grants. We started applying our new 3-year plan to address long-term versus short-term in the next few months."*
- b. Recreational Boating
Between 2014 and 2017, the number of boats grew to nearly 166,000. There was an increased especially in the number of registered boats longer than 20 feet. *We continue with ongoing repairs on the recreation marina and also working on the plan to add an additional lane to the boating ramp. Derelict boats continue to be a problem, but the State is stepping in and adding some funds to be administer by DSL. We are currently under*

discussion with DSL to get rid of approximately 12 vessels. In general, we have been doing a better job in enforcing our regulations, which always makes it more challenging, as complaints arise during this time. We continue to work on addressing proper registration and conditions of the boats. We recently received some grants from Business Oregon to add a couple cleaning stations. One was just installed and the other will be installed towards the end of Spring or beginning of Summer. Our new parking regulations seems to be working better, although it still keeps our security busy.

4. MARINE CARGO

a. Breakbulk

Since the 1970s, most breakbulk cargo has been converted to containers. As a result of this shift, the breakbulk trade has become far more specialized, targeting certain high-volume commodities, such as logs, lumber, wood pulp, paper, fruit, lumber, and some steel products. West Coast foreign imports of breakbulk/neobulk cargo dropped by more than half between the peak year of 2004 and 2016. West Coast exports of breakbulks/neobulks are led by fruits and vegetables, pulp and paper, wood products, and rice. There is also a small amount of fish exported in breakbulk form. Exports of breakbulks/neobulks have grown substantially since 2000; however, volumes peaked from 2011 through 2013 and have dropped substantially since then.

Challenges: *“Lack of rail, deep water beyond -30’, infrastructure and general transportation continues to be a problem. We continue to work with possible projects related to wave energy. We hear they may have over 100 days of use this year.”*

b. Logs

Currently, Coos Bay and Astoria are the only ports in Oregon that handle log exports. A recent forecast projected that Pacific Northwest log exports are likely to grow slowly through 2035, assuming that Chinese demand continues to grow. The timber harvest in the Newport region is less than half of what it was during the mid-1960s but has seen growth since bottoming out in 1998. Lincoln County’s share of the regional harvest averaged 8.5 percent from 1962 to 2017. Log shippers have demonstrated interest in using the International Terminal to ship logs, and the Port should consider accommodating log shipments.

Challenges: *“We were the recipient of a \$3.4 million grant from the Ports Infrastructure Development Program (PIDP) from MARAD to address grading and log handling equipment for the operations at our 9 acres. We are currently working with MARAD on their requirement. It may be a year before we get the equipment.”*

c. Dry Bulk

For the most part, the dry bulk commodities that move in and out through West Coast ports are transported to or from inland point by rail or by barge, with smaller volumes moving directly into or out of plant or moving by truck. Because the Port is not served by rail or by river barge, the Port is unlikely to attract a substantial volume of most dry bulk cargo. Woodchips are a major dry bulk cargo handled by ports in the Pacific Northwest. The Georgia-Pacific (G-P) mill in Toledo may represent a potential market for receiving woodchips through the International Terminal. The G-P mill has been in operation for approximately 60 years, and at one time, it received woodchips by barge, but now receives woodchips only via truck and rail. The International Terminal may be able to attract some

of the G-P woodchips if the economics of the combination barge/truck move are competitive. The Port should consider approaching G-P to determine if this is feasible.

Challenges: “Dry bulk is challenging here because of the logistics and lack of rail.

However, we will continue to search for opportunities. *We are continuing to work with the Port of San Diego and Port of Bellingham on a possible partnership for the M5 Corridor short sea opportunities”*

d. Liquid Bulk

Challenges: Newport does not have a large population base, and does not have industries that use or produce liquid bulks, the “*Our Port is unlikely to attract liquid bulk cargoes.*”

e. Containers

Challenges: Smaller ports face a number of issues attracting container trade due to trends toward larger ships in the trans-Pacific trade and the fact that port alliances control almost 90 percent of it. Because Newport lacks water depth, rail access, and a large population base, it is unlikely to play a significant role in West Coast container markets.

“Unfortunately, as explained by consultants, it is very unlikely this Port will ever be home for large amounts of containers, as we were just not built for it. We don’t have enough real estate to accommodate containers and the lack of rail and deep draft is pretty much a non-starter for this type of cargo.”

Local production represents the best cargo opportunity for the International Terminal. The two main production industries in Lincoln County are forest products and commercial fishing. The output volume of the commercial fishing industry is probably too small to support shipping via water but may be sufficient to attract service from small breakbulk freighters.

The forest products industry represents an opportunity for the Port. Newport may be able to attract logs to the International Terminal, either for loading onto ship for export, or loading onto oceangoing barges for transport to another port for export, such as Astoria, Coos Bay, or Longview. As noted above, log shippers have demonstrated interest in using the International Terminal to ship logs.

The ability of Newport to attract cargo from farther inland, such as the Willamette Valley, is limited by a number of factors, including:

— Competition from other ports whose hinterlands overlap those of Newport. For example, for points north of Albany, Portland is closer than Newport and offers multiple shipping terminals. Similarly, points south of Eugene are closer to Coos Bay than Newport.

— Insufficient volumes of non-containerized cargo. The overwhelming majority of international cargo shipped from the Willamette Valley is containerized, and the remaining non-containerized volume is likely not sufficient to attract vessel service. In addition, the state of Oregon is also studying the potential to locate an intermodal terminal in the Willamette Valley to handle containerized international export and import cargo.

— Water depth in the Yaquina Bay shipping channel limits the size of ships that can use the International Terminal. Because smaller ships are less efficient than larger ones, this increases the ocean shipping costs.

Because of these limitations, inland cargoes do not represent as strong an opportunity for the Port as do forest products.

“As mentioned above, we have been working with the forest industry, which is the most likely opportunity we will have here in Newport to attract cargo business. Once we have the proper equipment, we will know how well this will fit into the terminal.”

5. OTHER MARKETS AND INDUSTRY OPPORTUNITIES

a. Rogue

- i. There are approximately 500 feet of dock in front of the brewery that could be used for transient moorage.
- ii. Potential opportunities that Rogue is considering include producing dulce and/or salt – some is used to produce gose, a fermented beer.

We are continuing to look for opportunities to rebuild the dock near Rogue, but ran into problems finding funding opportunities.

We are starting on the repair of the seawall this week. Meanwhile, Rogue has continued to invest in their operations growing the business here in Newport. They are waiting for our seawall to be completed, so they can address their wastewater processing situation. They are currently partnering with Cabrian on building a wastewater processing plant (tanks).

b. Cruise Ships

- i. Newport could attract cruise ships as a port of call during repositioning trips. The Alaska cruise market is based in Vancouver, BC, and in Seattle, Washington. At the beginning and the end of the Alaska cruise season, each vessel must be repositioned (moved) from or to its winter homeport, and these repositioning cruises present an opportunity for coastal ports such as Newport. Air draft under the Highway 101 bridge is a more important limitation. Most of the large cruise ships that operate in the Alaska market cannot pass under the bridge. Several smaller ships operate in that market, however, and they may present an opportunity for Newport. In order to explore this opportunity, the Port and the community should make contact with the industry group, Cruise the West, as well as with cruise directors from lines that operate small vessels.

“The Port has made some contacts and evaluation of cruise opportunities. As stated on the Strategic Business Plan, the bridge clearance is the biggest challenge. For instance, most cruise ships that call on Astoria are over 184’, the Newport bridge has a clearance of 133’.

I made contact with American Cruise Lines during the PNWA conference as they provide services with small vessels. Unfortunately, most of their vessels serve the river. They are not ready to come to the Coast. We will continue to look at small cruise opportunities in the future. Because of COVID, we have not pursue this opportunity since it was last discussed.”

MANAGEMENT PLAN

Goal 1: Develop a management plan that enables Port Commissioners and staff to achieve the Port's mission and prioritize economic development opportunities within the District.

Policy 1.1: Prioritize projects and identify target businesses and potential partnership opportunities with public and private entities that will leverage Port resources.

- a. Strategy 1.1.1: Annually review and update the capital facilities plan and develop a list of priority projects in conjunction with the budget development process. Strategy 1.1.2: Pursue partnership opportunities with private businesses to develop industrial/commercial facilities that meet market demand and provide greater economic development opportunities within the District.
- b. Strategy 1.1.3: Integrate the strategic business plan as a planning tool and review its key projects and policies annually in conjunction with budget meetings.
- c. Strategy 1.1.4: Expand the Port's portfolio by targeting and pursuing new industries identified in the market analysis, such as seaweed and oyster cultivation, log exports, and attracting small cruise ships as a port of call.
- d. Strategy 1.1.5: Incorporate the strategic business plan into the Port Commission's decision making to ensure continued alignment with the Port's mission and commitments to its funding partners, other agencies, its stakeholders, and the Port district.

Status: "We have continued to evaluate our capital facilities during our budget on an annual basis. We have also updated our capital Improvement Plan on an annual basis to reflect our latest improvements completed and our future improvements needed. We have consistently been engaged with regional partners, associations and in regular discussions with funding partners to make sure our needs are in sync with those needs of the community. Our plan is to start the Strategic Plan Update process towards the end of the year."

Policy 1.2: Maintain and optimize marine assets.

- a. Strategy 1.2.1: Develop a set of metrics to evaluate projects and properties, including underutilized and vacant properties.
- b. Strategy 1.2.2: Lease marine facilities, but do not sell marine assets.
- c. Strategy 1.2.3: Develop a mitigation plan to address impacts of capital projects and streamline future permitting.
- d. Strategy 1.2.4: Develop an International Terminal Plan to study a mix of uses and opportunities, required transportation improvements, and the maximization of terminal space at the International Terminal.
- e. Strategy 1.2.5: Develop a North Commercial area plan to develop and evaluate solutions to address service, infrastructure, capacity, and long-term financial sustainability issues.
- f. Strategy 1.2.6: Develop additional business unit plans for Newport International Terminal, NOAA, and South Beach
- g. Strategy 1.2.7: Adhere to and periodically update the Ports strategic business plan to determine priorities and provide for long-term efficiency and financial sustainability.

We are continuing to work on our plans to improve, create and replace several of our assets. Most of those efforts can be found on the annual budget or on the Capital Improvement Plan. Our port just like many other ports have a lot of aging assets in need of replacement and that

poses a big challenge when we are so dependent on grant funding. It is important to have plans in order to ask for infrastructure funding. Our goal is to complete all necessary plans, so we don't lose opportunities during this major cycle of infrastructure funding.

Port Strategic Business Plans are typically updated every 5 years. We are planning on starting an update process this Fall.

Policy 1.3: Port Commission members and staff will participate in inter-governmental forums related to target industry development.

- a. Strategy 1.3.1: Sustain and leverage current partnerships for inter-governmental coordination needed to develop projects, even if the Port is not the lead agency.
- b. Strategy 1.3.2: Maintain focus on the Port's vision, mission, and target industries in the pursuit of partnership opportunities.
- c. Policy 1.4: Maintain Port operations and pursuit of market opportunities through staff and management changes.
- d. Strategy 1.4.1: Develop a staffing strategy and succession plan to account for employee turnover and future employment needs.

Status: "The Port is currently a member of several boards within the Port District that target industries and opportunities to the area (i.e.: YBEF (Port GM is the current President), City of Newport Vision 2040, Economic Development Alliance of Lincoln County, Chamber, Oregon Coast Aquarium).

We have been working and have made improvements to our policies and ongoing issues with employee turnover and will continue addressing issues that arises in order to address such changes. We have been providing good training and increase our pay and benefits and promoting within, as we see it fit. I will need to develop a succession plan for our Director of Finance who will be retiring within the next couple years."

Goal 2. Enhance the existing ability of the Port Commission and professional staff.

Policy 2.1: The Port will provide appropriate training opportunities to enable ongoing professional development of Commissioners and staff.

- a. Strategy 2.1.1: Plan and budget for periodic training opportunities to allow Port Commissioners and staff to gain knowledge relevant to their positions, as well as existing protocols and policies.
- b. Strategy 2.1.2: Encourage Commissioner and staff participation in professional organizations (e.g., Pacific Northwest Waterways Association, Oregon Public Ports Association, Association of Pacific Ports, Special Districts Association of Oregon, and other entities).

Status: "The Port has budgeted for training for Commissioners and staff on an annual basis. Those trainings include attending conferences, SDAO trainings and various other professional trainings needed for individual positions. We continuously encourage staff and commissioners to take appropriate trainings to better their skills. As mentioned above, we also have been promoting staff within the organization, as we see it fit."

FINANCIAL PLAN

Goal 1: Develop a financial plan that enhances the Port's long-term financial stability.

Policy 1.1: Develop a long-term cash flow model that projects the Port's anticipated financial performance in order to support and evaluate its strategic decisions.

Status: "A model has been researched and data input will allow us to develop a 5-year financial plan. As accurate forecasts of future "projects" are developed, we will be able to develop an accurate cash flow. As we wrap up long outstanding items there will be sufficient time to complete this task. The Port has recently completed implementation of a new financial system. This new system will help us on the forecasting of revenue/expenditure trends. This has eliminated the need for many separate spreadsheets and data extracts/imports. The model will provide the Port will cash flows based on existing historical data and known upcoming changes. Meanwhile, we started some forecasting on a spreadsheet that has helped us look into the future. We are still working on some glitches, but overall, the system is mostly working as it should."

Policy 1.2: Develop a finance manual that assists Port financial management.

- a. ***Strategy 1.2.1: Establish a set of investment and borrowing guidelines that define the expected rate of return of capital projects with all costs and economic benefits considered. Review the financial implications of capital improvement projects, prior to approval.***
- b. ***Strategy 1.2.2: Continue set-aside of cash reserves to fund the match portion of future grants. It is likely that the proposed capital improvement plan will require grant funding.***
- c. ***Strategy 1.2.3: Continually seek opportunities to refinance portions of the Port's long-term debt.***
- d. ***Strategy 1.2.4: Continue efforts to streamline accounting processes including elimination of duplicative processes in the accounting office (integrate computer hardware and accounting software).***
- e. ***Strategy 1.2.5: Review salaries and benefits for Port personnel.***

Status: "The Port has a beginning model of the investment plan, and will include this in the Fiscal policy handbook. The structure for capital reserves and proper accounting for financial reserves has been implemented. The Ports balance sheet identifies reserves as required by GASB, anyone can review the balance sheets to identify reserve amounts and accounts. As a maintenance project occur, that funds have been set aside for payment for a portion or all of the project will come the reserve account."

"The Port is currently setting aside funds related to parking for future use. With so many projects affecting cash flow, it is difficult to set aside funds."

Goal 2: Continue to improve and enhance the financial performance of each line of business.

Policy 2.1: Improve the financial performance of the Commercial Marina. The Port is considering \$18.7 million in capital improvements to the Commercial Marina. Efforts should be considered to improve its financial performance.

- a. ***Strategy 2.1.1: Consider raising rates and/or reducing the rate discount for annual moorage at the Commercial Marina. Consider a moorage rate that increases progressively with boat length.***

- b. *Strategy 2.1.2: Expenses have grown very rapidly at the Commercial Marina. Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.*
- c. *Strategy 2.1.3: Consider changing operations to improve net revenues, such as consolidating gear storage, in order to enable other lease activities.*
- d. *Strategy 2.1.4: Consider establishing a modest parking charge for tenants.*
- e. *Strategy 2.1.5: The accounting system at the Commercial Marina uses a different software system that is not fully integrated into the Port's accounting system. Consider integrating the systems in the near future.*

Status: "The Port has been reviewing and progressively raising its rates to catch up with the cost of running the marina. We have also been evaluating all costs related to operations and services we provide to customers. We also made collections a priority. Since implementation, roughly 36 percent of Port customers were 90 days or more overdue, now that has dropped considerably. The new financial software will integrate all systems to create better efficiencies. The system has allowed the Port to track collections more closely. Each month letters go out to customers with a past due balance, reminding them of their obligation to pay the port, different letters are sent based on the number of days past due. Our financial department has done an excellent job in keeping track and following through in our collections. "

"The financial system has the potential to better determine the cost of different lines of Port business. This will allow the Port to evaluate prices as compared to costs. The new financial system will also allow automation, improving financial performance. The new financial system should allow for the entry of service tickets as the service occurs, for monthly inventory of lot storage to occur electronically and for the inventory of vessels to occur electronically increasing the financial performance of the Port."

Policy 2.2: *Continue to enhance the financial performance of South Beach facilities. The Port is considering \$5.3 million in capital improvements at South Beach. Efforts should be considered to improve the financial performance to assure that net revenues are available to recapitalize the South Beach marina when required.*

- a. *Strategy 2.2.1: Consider ways to improve the rate of return on leases (OSU and Oregon Aquarium) that were very generous (\$1 per year).*
- b. *Strategy 2.2.2: Consider reducing discounts or finding other ways to increase revenues from moorage at South Beach. Consider a moorage rate that increases progressively with boat length and/or reducing discounts for annual moorage.*
- c. *Strategy 2.2.3: Consider increasing revenues by improving facilities at the R.V. Park Annex and Overflow lots; and consider providing higher end R.V. facilities as a part of development plans.*
- d. *Strategy 2.2.2: Expenses have grown very rapidly at the Recreational Marina. Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.*

Status: "Unfortunately, there is not much we can do on ongoing leases with OSU and the Aquarium. The focus of those leases were to bring opportunities to Newport and the Port did just that. The lease terms are long and until then we have to abide by the term of the leases. Meanwhile, we will just continue to work with those tenants as partners and mutual contributors to the community. We have to analyze how to decrease the annual discount on moorage without alienating customers and to charge a fee for utilities, while also increasing minimally the rates in the marina. The Recreational marina continues to be super busy during Summer months and now through the Fall when most of the park is sold out. Plans to invest on the RV Park will be included

in the coming budget, as we do believe those will contribute to revenue increases. We continue to adjust pricing at the RV park, reducing the discount for long-term tenants with a vessel and in a few years will have eliminated the long-term tenants that do not have a vessel. This will increase the overall revenue stream for the Port. Port staff is researching how occupancy can be increased during the winter months in the main RV park.

The end of the loan agreement with Rogue Brewery means the Port can once again increase prices annually based on the CPI.

We have renegotiated some maintenance requirements under the Marina Store, which will help the Port's financial requirements."

Policy 2.3: *Seek ways to improve the financial performance of Newport International Terminal. The Port has invested \$26 million in capital improvements at the Terminal. The facility is in good condition and requires modest improvements (estimated at \$497,000) during the next five years.*

- a. *Strategy 2.3.1: Consider ways to attract and retain cargo operations (logs, wood chips etc.) under a plan that produces sufficient net revenue for the Port.*
- b. *Strategy 2.3.2: Consider ways to attract and retain uses for the 9-acre unimproved area toward the road (gear storage, other operations).*
- c. *Strategy 2.3.3: Seek ways to supplement and enhance efforts underway at the Rondys property.*
- d. *Strategy 2.3.4: Consider raising rates for moorage by commercial fishing boats.*
- e. *Strategy 2.3.4: Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.*

Status: "We continue to entertain prospects from the forest industry, but need the proper equipment, which a grant has been recently received. These grant funds allow the Port to purchase much needed equipment, add fencing, and level the 9-Acre lot.

The Wave Energy Project is bringing much needed business to the terminal, with an expected 90-120 visits over the next fiscal year.

The Executive Director has spoken with industry executives who have shown interest in using the International Terminal, a tremendous amount of coordination, with fishermen and these executives. Follow up conversations are necessary, but nothing is set in stone."

Policy 2.4: *Seek ways to assure the continued sound financial performance of the NOAA Facility. The lease for the facility is essentially a break-even enterprise.*

- a. *Strategy 2.4.1: Review NOAA reserve calculations to ensure that operating revenues will cover long-term capital needs as well as short-term needs (dredging, repair, etc.).*

Status: With the Refinancing of the Bonds, the NOAA facility is profitable, the additional revenues has been put aside for future use. We will soon start discussions with NOAA on the future of their lease. We are engaged in efforts with the City in bringing passenger flights to Newport. A recently prepared cash flow indicates there is adequate revenue for capital investments should NOAA stay in the facility.

ENVIRONMENTAL PLAN

The Port's goals include being environmentally responsible in the management of operations and facilities.

Sustainability is another of the Port's governing values - maintaining and expanding facilities while not compromising local resources and the natural environment. The following goal, policies, and strategies are proposed to assist the Port in maintaining its commitment to sound environmental stewardship.

Goal 1: Operate Port facilities consistent with established best management practices.

Policy 1.1: *Establish green policies and best management practices to ensure compliance with current environmental regulations and balance economic development opportunities with regional sustainability.*

- b. **Strategy 1.1.1:** Work with local representatives to address environmental concerns and engage community input as needed for special projects.*
- c. **Strategy 1.1.2:** Share resources, funds, and opportunities with local and regional partners as appropriate to achieve common environmental goals and projects.*
- d. **Strategy 1.1.3:** Achieve "Clean Marina" and "Clean Shipyard" certifications from the OSMB.*
- e. **Strategy 1.1.4:** Develop a mitigation plan to address impacts of capital projects and streamline future permitting.*
- f. **Strategy 1.1.5:** Complete a risk assessment that forecasts the potential cost of negative environmental impacts and recommends risk mitigation and avoidance measures.*
- g. **Strategy 1.1.6:** Complete a comprehensive wetland mitigation strategy that identifies all wetlands on developable port property, as well as mitigation strategies (i.e., wetland enhancement, replacement, wetland bank) where avoidance is determined infeasible given site development programs.*

Status: "The Port has always work well with members of the environmental agencies and environmental groups. There have been no major violations that the Port had to address. The Port of Newport South Beach Marina is currently a Certified Clean Marina. Unfortunately, that does not apply to the Commercial Marina, as there is no such certification. We do not have a shipyard; therefore the "Clean Shipyard" comment does not apply to our Port. We have been working in developing mitigation plans as needed to address capital projects. Some of those along with risk assessment will be include in the plan process for each project as we are looking to budget for this incoming year. We have discussed banking some mitigations with some of the agencies. Although that may seem possible with some of the State agencies, that doesn't seem to be the case with the federal agencies. We would like to create a more comprehensive plan for wetland mitigation. Unfortunately, that takes a bit of funding, and it is a bit harder to do without a project attached. Fortunately, the wetland at NIT did not need mitigating. The Port has also partnered with a couple net recyclers, who has been utilizing old nets that otherwise would've gone to the waste field."

Policy 1.2: Consider the potential impacts of natural disasters and climate change on Port operations and facilities.

- a. *Strategy 1.2.1:* Partner with local agencies, industries, and organizations to create a resiliency plan, studying impacts from potential earthquakes, tsunamis, and rising sea level to local facilities and businesses.

Status: We are always working with our partners, including the City, County, State, NOAA, OSU and other stakeholders for potential disasters. The Port has partnered on the purchase of the emergency storage boxes housed at the Safe Haven Hill in the event of a tsunami. The Department of Land Conservation and Development just started on a review of the Yaquina Bay Management Plan, which we have been invited to be on the steering committee. We have worked with OSU on Cascadia Subduction Zone earthquake and tsunami preparedness. I am currently working with DLCD on the Lincoln County Resilience Steering Committee.”

MARKETING PLAN

The following marketing goals and policies are intended to assist the Port in maintaining positive relationships with the community and its current users and tenants as the Port pursues economic development opportunities.

Goal 1: Market the Port District, its services, assets, opportunities, innovations, and communities in three focused areas: (1) promotion, protection, and expansion of existing Port tenants and users; (2) recruitment of international, national, and/or local industries to maximize use of Port facilities; and (3) exploration of tourism, recreation, research, and education opportunities.

Policy 1.1: *Develop marketing materials that focus on the Port District and local community assets, resources, job opportunities, and land availability.*

- b. **Strategy 1.1.1:** Work with Discover Newport to capture the rise in tourism by marketing local facilities and amenities to trades groups.*
- c. **Strategy 1.1.2:** Partner with CWEDD and the Economic Development Alliance of Lincoln County to promote the distinct advantages of the region and its assets, opportunities, and synergies in marketing efforts.*
- d. **Strategy 1.1.3:** Market directly to target industries and businesses that could locate in the Newport area and where demand exists.*
- e. **Strategy 1.1.4:** Identify opportunities to market the Port nationally and internationally.*

Status: “The Port has continued to work with Economic Development Alliance, the chamber and other partners to promote the region’s assets and opportunities. Now that COVID is behind us, we will need to revamp our marketing plan efforts.”

Goal 2: Build trust, transparency, and excitement within the local community.

Policy 2.1: *Develop public relations strategies that highlight the history of the Port, build community excitement and pride around the future of the Port, and establish a reliable communication mechanism between Port staff and Commissioners and the community.*

- a. **Strategy 2.1.1:** Host community events, such as barbeques, where the community can come and learn about the history of the Port and the projects that are underway or on the drawing board, and meet Port staff and Commissioners.*
- b. **Strategy 2.1.2:** Partner with local businesses to give joint tours of research, education, and recreational facilities.*
- c. **Strategy 2.1.3:** Establish a responsive single-point of contact, such as the marketing manager, for community inquiries, suggestions, or concerns.*

Status: “We have continued working with Summit Communications on sharing our projects through Facebook, newspaper articles and newsletters.” We also have some listening sessions regarding the RV Park, South Beach Marina and the Public Fishing Pier. I’ve attended some radio programs and have represented the Port on Leadership Lincoln.”

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CAPITAL IMPROVEMENT PLAN									
	<u>Capital Improvements</u>	<u>Cost Estimate</u>	<u>Original Timeline</u>	<u>Budget Year</u>	<u>Criteria</u>	<u>Rationale for group</u>	<u>Funding Source (Grant, Loan, OP Funds)</u>	<u>Current Status</u>	<u>Priority</u>
NIT	Planning project to identify a mix of uses/opportunities that will maximize use of the terminal and adjacent vacant port-owned properties, and increase net revenues to the Port. Project completion primarily by Port staff	Original: \$15,000 Current: \$30,000	2,019	Not Necessary at this time	1	This may or may not help improve the marketability of the site.	OP FUNDS, Potential Grant	We have been holding off on this, because we have already been working with a couple prospects and learn that we needed some equipment, which we recently obtained grants for it. We have also been working with the Wave Energy.	1
Mitigation Plan	Planning project to address mitigation needs of future capital projects and potential inventory of mitigation sites. Anticipated to be completed by Port staff in partnership with the Port of Toledo, Yaquina Bay users, NOAA, ODFW, and the USACE. Project completion primarily by Port staff	\$25,000	2019-2021	Not Necessary at this time	0	We are unable to bank for mitigations on a federal level. Therefore, mitigation plans should be done on a needed basis based on projects, but the Port should budget some amounts to cover for consultants.	OP FUNDS, Potential Grant	We have completed some small mitigation projects, as part of other projects. We looked at opportunities and discussed it with some of the permitting agencies. Until we have a permitted project it is hard to know what the mitigation needs are. It is very difficult to bank for mitigation. There may be some opportunities with the State, but not on a federal level. We recently learned that they are working on the federal level to possibly make that available. Meanwhile, we will continue to work on mitigation by projects.	As Needed
RV Park Annex Plan	Planning and conceptual design project to redesign and reconfigure the RV Park Annex	\$300,000	2019-21	2023-24	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	Potential Grant Funds	This project is currently underway. We have hired a consultant who has initially evaluated the location. They are now working on initial design and costs estimate. We are currently waiting for a survey to be completed. We are under a \$90K contract, which is about 30% complete	Underway

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RV Annex Final Plans and Construction	Final plans, new RV Annex; New RV Annex construction	2620000	2019-2022	2024-26	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	OP Funds/Grants	Once conceptual plans are completed we will better know how to proceed. The likelihood of receiving grant funds are minimal, so we will have to plan in utilizing general funds or loans to complete this project.	1
Port Dock 5 Interim Improvements	Interim improvements to replace pier and improve dock. Approach pier replacement; replace 6 pilings; replace rods, whalers, rub boards, bumpers and triangles (PD 5C); replace rods, bumpers, rub boards and 6 whalers (PD 5B); replace rods and rub boards (PD 5x); new power pedestals	\$3,500,000. There are about \$750K left of projects	2019-22	2021-24	1	There are still some projects left to complete, and they are crucial to the Port operations and should be finished as soon as practical.	OP FUNDS	Permitting repairs to PD5A, which will include rewiring of all PD5. Pedestals are on hand, awaiting permits to add the PD5A replacement to the project. The approach pier is completed. We are looking at installation of about 2 pilings, not 6. We have already replaced one of the two.	Underway
Port dock 7 Interim Improvements	Interim improvements prior to reconfiguration /replacement: Miscellaneous float and pile improvements	\$348,000. There are \$300K left to be completed.	2019-22	2022-23	1	Some of the repairs are crucial to keep PD7 in operations until replacement.	OP FUNDS	We applied for permits to drive 15 new pilings on Port Dock 7 E & F, install temporary new floats to bridge the gap until replacement of the entire Port Dock 7. The pilings were driven this winter under a \$185K contract; the remainder of the project is installation of temporary floats at PD7 E & F.	Underway

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Reconfiguration and Reconstruction of Marina	Complete reconstruction and reconfiguration of commercial marina, including Port Docks 3 and 7, Upland Improvements, Swede's Dock and Commercial Marina channel	Original Budget: \$14,75,000 New budget: \$30-35 million. Plus Channel \$8,000,000.	2019-24	2024-2025	1	PD7 is at end of life, high wage earners will move elsewhere, major economic impact to Port and community	Grant (s)/Op Fund	We are currently under contract with DOWL Engineers, and underway on planning and design and permitting for the redesign and replacement of Port Dock 7. We are about 9% into a \$1.1M contract for planning that includes sediment sampling. The sediment sampling and geotechnical sampling have been taken, awaiting labs on characterization and biological tests. Replacement of the Hoist Dock is included in this project as an add-alternate. Recent estimates came to \$34.5 Million. That takes into consideration possibility of finding mudstone during the sampling. That may come down substantially should not be the case. We have recently applied to USDOT RAISE Grant and ODOT ConnectOregon grant. We are also planning to apply to this year's PIDP.	Underway

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Fishing Pier Improvement	Identify replacement strategy and design new fishing pier	2900000	2022	2024-2027	4	Although we recognize the fishing pier has great value for the community, it does not improve the overall operations or revenues of the Port, it does not create jobs or impact the overall economy of the community. This project will provide greater value by combining it with the replacement of PD7 where it will support mitigation opportunity and possible use of grants.	Grants	This project is expected to be completed along PD7 reconstruction. We are currently under contract with DOWL Engineers and underway on planning for this project. We are about 9% into a \$1.1M engineering contract that includes sediment sampling and geotechnical characterization. Samples have been taken, and we are awaiting results. Army Corps Section 408 consultation has begun. Have been taking community input since March, 2023 on design criteria, held meeting with the public to get input. Sediment Sampling on this side of the project tentative for the end of January, beginning of February. Since we intent to use some of the fishing pier replacement for the Port Dock 7 mitigation, we are trying to include parts of this plan on the Port Dock 7 Plan.	4
Rogue Seawall Repair	Repair Rogue seawall based on Engineers Report	\$1,400,000. The actual cost will be around \$2.2 million	2019-21	2023-24	1	Major economic loss, Rogue brewery could move, causing large loss to community and revenue to the Port. Many come to community to visit Rogue.	\$1.14 Million Grant received	We received \$1.14 Million dollars from the State. Contractor has been selected and work is supposed to start on the week of March 18th.	Underway
Electric Work, Security Cameras Replacements and Upgrades (Safety and Security)	South Beach Marina electric load centers; ; consolidate and upgrade total security camera network port-wide.	\$683K for load Centers plus \$100K for security camera network	2019-2024	2021-24	3	These projects mostly affect the operations of the Port and the functionality of its assets. Because of that it is hard to obtain grants other than security cameras and lighting.	OP-Funds/Some grants	Load centers are completed. We will continue to make improvements and upgrading our security efforts on an annual basis utilizing SDAO grants.	Completed

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Electric Work, Fuel Tanks and Security Cameras Replacements and Upgrades (Safety and Security)	South Beach Marina electric load centers; South Beach fuel tank replacement; relocate/replace hoist dock electrical lines; consolidate and upgrade total security camera network port-wide.	\$2,560,000	2019-2024	2021-24	3	These projects mostly affect the operations of the Port and the functionality of its assets. Because of that it is hard to obtain grants other than security cameras and lighting.	OP-Funds/Some grants	Load centers are completed. We plan on including the fuel tank replacement and the hoist dock electrical lines to our 2022-23 budget. We have made the effort to install new cameras to our facilities every year through a grant program from SDAO. Anticipate replacing gates on the South Beach Docks, and transitioning to a proximity card locking system to begin in summer, 2023 and complete over the course of three years. Project is spread out to monitor the effectiveness of the new locks, and make changes as we learn more. We will continue to make improvements and upgrading our security efforts.	3
NIT Improvements	Grading of Port's 9-acre lot plus fencing of 3 acres	Original: \$153,000; Current: \$385,000	2019-2023	2024-2025	0	Additional Storage areas are needed at NIT for both cargo and fishing businesses. The grading work has been included on the grant we received from MARAD (PIDP).	OP Funds	This project was included on MARAD's PIDP grant. We are in the process of moving forward, currently working with MARAD on the NEPA process.	Underway
NIT Improvements	Asphalt lot west of shop, behind shop, and near the east entrance; asphalt nw corner of laydown area; mutually beneficial project, as required by development agreement with McLean Point developer. Removal of dredge material from Rondys property	Asphalt: \$234,000; mutually beneficial project: \$50,000. Plus removal of dredge Material \$200,000	2019-2023	2024-2025	0	We have completed some of the pavement behind and on the West side of the building, but we still have one area to be completed. We are still working with Rondys on the dredge material removal. We may be able to swap some sand for transportation of the material.	OP Funds	We completed the asphalt paving to the lot west of the shop. We still have additional paving to do. That may include working with Rondy's to upgrade the drain lines to their property. Fortunately, we will not need to mitigate the wetlands. We are still working with Rondy's on the mutually beneficial project. At this point the port has budgeted to remove the dredge sand from their property.	Underway

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Port Admin Building	Build a new building for administrative staff and commission meetings	\$2,400,000	N/A	2021-23	0	Although this was not originally included on the Strategic Business Plan, the project has been discussed and even planned in a couple occasions, because the need to replace a temporary building that is now almost 10 years old.	Loan/Op Funds	Unfortunately there were delays due to supply issues, but fortunately materials have been received and building was just completed. Staff has moved into the building on 05/05/23.	Completed
South Beach Marina Improvements	Repair to South Beach Marina Buildings		N/A	2021-22	0	These major maintenance items were never added to Strategic Business Plan	Op Funds	We have replaced siding and painted all restrooms and showers, Marina Store, Maintenance Shop, and are already under contract to paint the distillery and RV Park Office during summer, 2023. After painting is complete in summer, 2023, all buildings in the marina have been completed; the old building at the Rogue Brewery will be the next big siding/paint/roofing project.	Completed
South Beach Marina Storm Water	Emergency Storm Water Work	\$345,000	N/A	2020-2021	0	This was an emergency project that was completely unexpected.	Op Funds	We completed an emergency project to address the storm water issue at South Beach Marina. Unfortunately, new sinkholes have been forming due to other storm water issues, which may create additional costs.	Completed
343 SW Bay Blvd Removal	Emergency Building and Dock Removal	\$200,000	N/A	2021-23	0	The building was removed due to safety issues. We are hoping to remove the dock as a mitigation project.	Op Funds	Completed emergency removal of building atop the pier, and sold the property	Completed
North Commercial Oil Tank Removal	Emergency Commercial Oil Tank Removal and Upgrade	Tank: \$200000 Building \$86,000. We will most likely spend about \$45k with the tank only.	N/A	2021-23	0	Old Tank was removed due to leaking issue. We are researching on a replacement	Op Funds	We had an emergency removal of the Oil Tank/Bilge Collection at North Commercial. We foresee replacement of the tank; project may be combined with Port Dock 7 replacement depending on funding.	1

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South Beach Marina GFI Breaker Installation	The GFI Breakers have all been purchased, moving towards installation	\$115,000	N/A	2021-22	0	The supply chain has caused some issues, but project is currently underway.	OP Funds	As part of replacing the load centers on South Beach Marina, the Port decided to also replace the breakers in the power pedestals with GFI breakers. Project is	Completed
NIT Conditional Assessment	Conditional Assessment	\$230,000	N/A	2022-24	2	The Pilings at NIT RoRo dock needs assessment and most likely repair and/or treatment to extend their life.	Op Funds	Assessment has been completed. Now the Port is searching for a source of funds to do the proper repairs.	Completed
NIT Repair of RORO dock Pilings	Repair of RORO dock Pilings	\$687,000	N/A	2023-24	1	Assessment has been completed and some Pilings at NIT RoRo dock needs repairs and/or treatment to extend their life. Permit has been received.	45% Op Funds and 55% grant funds	We were notified that we did receive 55% of the funds through the Congressially Directed Spending FY 24. Engineers are working up bid documents to be released this spring. We intend to start construction in November and be complete by the end of January, 2025.	1
South Beach Marina Outfall Sleaving	Repair/Maintenance of two outfalls at South Beach Marina	1 x \$230,000; 1 x \$500,000	N/A	2024-25	3	The outfalls at the marina needs to be addressed to avoid future issues (sinking), as it recently happen with another one.	Op Funds	Some work has been completed last year. Unfortunately, more sinkholes have showed up. We are assessing the issues and working on the outfalls before it becomes bigger a problem.	1
South Beach Buildings (previous fruit processing facility)	Demolishing, rebuilding, new roofs, new siding	\$300,000	N/A	2022-23	2	South Beach buildings were in pretty bad shape. We renovated parts of it and leased two of the buildings. We still need to demolish the unhabitable building and instead build a smaller building to house all the power to the property.	Op Funds	Two buildings are leased. We still need to demolish the unhabitable building and instead build a smaller building to house all the power to the property.	2

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CM and NIT Forklift Replacement	2 Forklifts has passed it's replacement cycle based on hours used.	\$128,000	N/A	2022-23	1	We deferred purchase of a new lift for 2 years; our forklifts in the Marina are heavily used and they must be reliable to keep the hoist dock working. We are well over the 6,000 limit for replacement on two forklifts	Op Funds/Grants	Purchased in FY 2022-23, received new forklift on 09MAY 2023. The Port received a grant from Business Oregon that allowed us to order an additional \$128K fork lift that will mainly reside at the Terminal.	Completed
CM Shop Expansion	Expand shop at Commercial Office	\$30,000	N/A	2022-23	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	Op Funds	Commercial Marina shop is not configured to be a service location, and also lacks adequate space for personnel. Project has been deferred in favor of dock work in years past.	3
Dredge Swedes Dock	Dredge Swedes Dock	\$150,000	N/A	2023-25	3	It hasn't been dredged in over 33 years and it is starting to show.	Op Funds	May potentially combine this project with PD7 replacement, we may also benefit from Corps Section 107 project, which is yet to be determined.	4
CM HOIST Dock Fenders	Replace Hoist Dock Fenders	\$35,000. Latest estimate \$40k	N/A	2024-25	3		Op Funds	Fender pilings are increasingly in poor condition. May combine with PD7 replacement project.	3
CM PD 3 Access Power and Water	Remove PD 3 Power and Water Access from Neighboring Property	\$250,000	N/A	2025-27	3	Current Power and Water is attached to the neighboring building. We don't know the condition of the pilings.	Op Funds	To be completed when Port Dock 5 is rewired.	4
SB HVAC system	Replace HVAC System at SB Shop	\$15,000	N/A	2024-25	3	HVAC systems are old and soon in need of repair	Op Funds		4
SB End ties A-E docks	Replace Rods and Whalers at end ties A-E in SB Docks	\$100,000	N/A	2022-25	3	The end ties are the largest single berths in South Beach. They "re used for the bigger vessels that use the marina, and are in need of rods and whalers to stay in operation	Op Funds	Completed B Dock. A, C, D, and E will be completed over the next two years.	Underway

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CM Swedes Dock 12-14 Pilings	Replace pilings at Swedes Dock	\$215,000	N/A	2024-24	1	The Dock is at the end of its service life and in need of replacement	Op Funds	Emergency piling replacement was completed during winter 2021-22. Other piling replacement, removal of boathouse, and dock replacement will take place alongside progression of PD7 replacement.	Underway
SB Asphalt Overlay	Asphalt Overlay at SB	Original Estimate: \$100,000. Current: \$200K	N/A	2023-24	3	The asphalt in the area where Seafood & Wine is held along with other festivals has been patched again and again due to the impact of tent stakes and concrete curbing. It needs to be repaved.	Op Funds		3
Rogue Gutter and Siding Replacement	Replace Gutters and siding at one wall at Rogue Building	Gutters: \$100k, Siding:	N/A	2022-24	1	There are currently holes in the eaves on the building. These need to be repaired to prevent impacts to the walls.	Op Funds	Received limited funding from insurance for flashing repair; siding will also need replaced on west end of building.	1
SB Expo Center	Plan	\$30,000	N/A	2022-23	2	Facility to enhance the recreational theme of South Beach and add attractions for tourists. Would bolster hotel business and tourism in the region.	Op Fund/Grants	This project has been put on hold due to other projects priority. We will continue to evaluate opportunities to revisit this project.	2
SB Forklift replacement	Purchase New Forklift for SB	\$40,000	N/A	2024-25	3	Current forklift is reaching the top end of operating hours		To be purchased 2024-25	2
Fillet Tables		\$130,000	N/A	2022-23	3	Tables are over crowded and we need to add capacity	Op Funds/Grants	We recently received a grant from Business Oregon for about \$47K out of \$175K to be used for the fillet tables. One table is completed and the other should be completed by end of Spring/early Summer.	1
NIT Crane replacement	Crane is at max capacity, in order to handle cargo or other heavy loads will have to be replace	Original Estimate: \$700,000 Final Purchase Price: \$581,345	N/A	2022-23	1	This is new potential revenue to Port, but could also affect high income earners should Crane fail	Loan/Op Funds	We just purchased a new crane with funds from a Business Oregon Loan. The old crane is going to be sold. We are currently waiting for reimbursement funds from Business Oregon	Underway

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North Commercial Cranes Replacement		\$160,000. Latest estimate \$180K	N/A	2024-26	3	We need to consider replacing North Commercial cranes within the next 2-3 years	Op Funds	Crane service could be achieved with a carry-deck crane, but would require an indoor storage and upgrade of Hoist Dock. Could be completed with rebuild of Hoist Dock.	4
Port vehicles	Replace aging vehicles with high mileage all throughout the Port	\$100,000	N/A	2022-24	3	Vehicle breakdowns could cause Operational issues	Op Funds	Two vehicles has been replaced. We have also put a request with Business Oregon who is working on a joint ODOT Carbon Reduction Program/New Equipment and have added a couple more vehicles.	3
NIT Equipment plus Building	Purchase Terminal Equipment and Storage Building	\$4,305,125	N/A	2022-23	1	In order to establish future cargo operations, the Port should consider obtaining some equipment and a building to house such equipment. We should consider applying for future MARAD grants.	Op Funds/MARAD	We received 80% grant from MARAD's PIDP, which includes two loaders, grading of the 9 acres with 3 acres fencing. We are currently in the middle of their NEPA process. We did not include the Storage Building. Eventually we would like to still build one.	2
NOAA Dredging	Dredge NOAA's Berth	\$1,099,000	N/A	2022-23	1	We have an obligation to dredge NOAA. We have skipped this year, but will be required to dredge in the following year.	Op Funds	Dredging was completed outside in-water work at about \$1.1 million.	Completed
NIT dredging	Dredge NIT's Berth	\$1,200,000	2022-23	2024-25	1	NIT will need to be dredged within the next 1-2 years.	Op Funds	We have postpone dredging of NIT due to lack of permit and funding. We currently all necessary permits. We are hoping to get it dredge within the next couple of years.	1
South Beach Marina Dredging	Dredge South Beach Marina	\$1,500,000 - \$2,000,000	2022-24	2024-25	1	South Beach Marina will need to be dredged within the next 1-2 years, depending on funding. Permits have been received.	Op Funds/OSMB	We spoke to Rep. Val Hoyle and the request will be included on FY 25 Congressionally Directed Spending.	1

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South Beach Operations	Expand shop at SB	\$30,000	N/A	2023-24	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	OP Funds	We are still evaluating the need versus priority	4
South Beach Marina Service Dock near the Rogue Seawall needs repairs	The current dock is not useable	\$500,000	N/A	2022-23	1	The South Beach Marina service dock needs some major repairs. We spoke to the Oregon State Marine Board, but they are unlikely to fund this project, unless the majority of the dock is to service transient boats, which it is not the case here. We were hoping to complete this work in parallel with the Rogue Seawall Repairs, but funds have not been available.	Op Funds	We have been looking for funding sources, but at one point we may need to use port funds if necessary. This project will generate income, which could pay for the construction. A 60' portion of this floating dock is considered public access mitigation for the NOAA Facility construction, but the rest of the 500' dock is the Port's do manage as necessary.	1
CM Hoist Reconfiguration	Reconfigure Hoist Dock and Move CM Building with Loading Dock plus small mobile crane	\$4,000,000	N/A	2024-27	1	A reconfiguration of the hoist dock would eventually make more sense for overall operations	Op Funds/Grants	Best overall option for longevity and improved usage; pending funding.	4
Replace Equipments	Replace worn equipments throughout the Port	Tugboat Haul Out \$25,000; Trash Compactors CM: \$37,000, SB: \$37,000	NA	2023-24	3	These are aging or worn out equipment that need replacement	Op Funds	SB side-by-side was purchased during FY 2022-23. Dumpsters were replaced in FY 2022-23. Tugboat Haulout will be more expensive, and compactors are critical to be replaced no later than 2023-24.	4
SB New Building	Build or rebuild new building for Tenant if opportunity arises	\$ 1,000,000.00	N/A	2023-26		We don't have any buildings available in SB or at the Port for that matter. Should an opportunity to lease a building to customer, we should consider building a new one.	Loan/Op Funds	We don't currently have a prospect tenant, but we had some in the past. A new building will only be considered if we have an interested party.	4
NEW PROJECTS ADDED SINCE FY 2023-24									

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NIT	IT Hardware	100,000	NA	2024-25		Upgrade WIFI to meet modern day standards. This includes underground work and fiber installation.	Op Funds	Budgeted
SB	Traffic Lane Launch	\$225,000		2024-25		Marina users have complained about how busy one lane traffic heading into launch is. Adding another lane would help the congestion on busy days.	Op Funds	This project may be done in conjunction with the RV Annex rebuild.
CM	Hoist Dock Electrical Rewire	\$30,000		2023-24		Wiring for Hoist dock that falls below water during some high tides needs to be elevated.	Op Funds	Budgeted
CM	Fence for CM and Storage Lot	\$160,000		2024-24		Commercial Marina had a lot of problems with security. A fence would screen access to certain storage areas.	Homeland Security Grant?	Budgeted
CM	Replace Water Line	\$250,000		2024-25		the waterline broke this past year, this can be done at the same time we add the fiber optic cable, so the cost should be reduced.	Op Funds	Budgeted
CM	Truck Replacement	\$65,000		2024-25		Current truck has low mileage, but many issues	Op Funds	Budgeted
SB	Design work for Dock Replacement	\$100,000		2024-25		There is a lot of wear and tear and SB docks badly needs upgrading.	Op Funds/grants?	Budgeted
SB	Restrooms and Showers Design	\$100,000		2024-25		SB restrooms are in really bad need of major overall.	Op Funds/grants?	
SB	Restrooms and Showers Remodel	\$1,000,000		2025-26		SB restrooms are in really bad need of major overall.	Op Funds/grants?	
ADMIN	Move to a new web domain (.GOV)	\$50,000		2023-2025		This will help with our computer security	Grants	A grant has been applied for. If we get it, we can start the work according to the grant schedule.
SB	Replace TV system in RV parks	60000		2024-2026		System is 13 years old, does not work well with todays TV sets, and parts are difficult to located	OP Funds	

OLD BUSINESS

DATE: April 18, 2023
RE: Port Health and Safety Policy Updates
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

Resolution 2016-09 established the Port Health and Safety Policy as an official policy of the Port. The resolution seemed to allow the staff to treat this as an administrative policy but was unclear about making perpetual edits to keep the policy up to date.

DETAIL

The Safety and Health policy establishes rules and guidelines for both the administration of the safety program, and safety procedures and standard personal protective equipment for Port Personnel. This policy should be maintained internally as an administrative policy to stay current with changing guidelines and OSHA recommendations.

I am requesting that the Port Commission clarify that staff is authorized to make changes to this policy perpetually without prior approval from the Port Commission each time.

Pending the reply from SDIS and what their input may be, I recommend the following motion:

I MOVE TO AUTHORIZE STAFF TO PERPETUALLY MAKE UPDATES AND EDITS TO THE PORT HEALTH AND SAFETY POLICY.

**PORT OF NEWPORT
RESOLUTION NO. 2016-09**

**A RESOLUTION ESTABLISHING A HEALTH AND SAFETY POLICY FOR PORT OF
NEWPORT EMPLOYEES.**

WHEREAS, the Port of Newport By-laws for the Port of Newport requires the Commission to create personnel rules by resolution (Sec. 6(D)) and to provide a safe work environment (Sec. 6(G)); and

WHEREAS, Personnel Manual was adopted by the Port Commission on March 28, 2000 and has amended the personnel policies periodically; and

WHEREAS, the Personnel Manual requires (Sec. 3.6 and 5.7) that the Port have and use a Health and Safety Policy for the protection of its employees; NOW THEREFORE

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

Section 1. Adopt the Health and Safety Policy (Exhibit A).

Section 2. Individual Safety Programs will be developed administratively by the Port's management team following best management practices developed and/or recommended by the Oregon Safety and Health Administration (OSHA), Bureau of Labor and Industries (BOLI), Special Districts Association of Oregon (SDAO), and other professional associations.

Section 3. Staff is directed to codify this policy according to past administrative practices.

Section 4. Prior versions of the Health and Safety Plan are hereby repealed..

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of August, 2016.



Walter Chuek, President

ATTEST:


Patricia Patrick-Joling, Secretary/Treasurer

Ken Brown Presiding



Safety and Health Policy

Adopted by Resolution No. 2016-09 August 23, 2016

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INTRODUCTION

The Port of Newport is committed to providing and maintaining a safe and healthy work place for its employees. We believe that accidents can be prevented and that every employee is entitled to work under the safest possible conditions.

The Port of Newport will make every reasonable effort to promote loss prevention activities and will provide 1) safe working equipment, 2) necessary personal protection and, 3) in the event of an injury, emergency first aid and/or medical services.

It is the responsibility of every employee, the General Manager, and the Board of Commissioners to provide for a safe and healthy work area, safe equipment, and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.

President, Board of Commissioners

Date

General Manager, Port of Newport

Date

1. Safety and Health Policy Statement

It is the intent of The Port of Newport to provide a safe environment for employees and volunteers. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit our organization and its people in countless ways. In order for the Port of Newport to achieve our goals, we have developed a workplace safety program outlining the policies and procedures regarding employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While management (the workplace safety officer and/or workplace safety committee) will be responsible for developing and organizing this program, its success will depend on the involvement of each employee and volunteer. We look forward to your cooperation and participation.

1.1. Accountability

- 1.1.1. **Formal standards of behavior and performance.** The Port of Newport has written safety plans, policies, programs, processes, and procedures that are formulated by management and clearly communicated to each employee.
- 1.1.2. **Resources and support to meet defined standards.** Management will provide the physical resources (tools, equipment, materials, workstations, facilities) and other support (education, training, scheduling, and culture) to achieve defined standards.
- 1.1.3. **Behavior and performance.** Informal processes occur daily as a result of effective supervision that may be defined as "detecting and correcting hazardous conditions and unsafe behaviors before they result in an injury". All Employees are held accountable for only those responsibilities over which they have control. What an employee actually controls in the workplace depends on the position they hold. With greater assigned responsibility comes greater fixed accountability. Accountability follows control.
- 1.1.4. **Consequences.** When employees perform unsafe behaviors, actions will be initiated per the personnel policy. Employees will be disciplined if they choose unsafe behaviors.
- 1.1.5. **Applying discipline appropriately.** Repeated safety infractions by an employee is considered serious. Discipline will be considered per the procedures found in the personnel policy.
- 1.1.6. **Evaluation of the accountability system.** All systems and subsystems require a continual examination of internal processes to make sure the system is functioning properly. Safety staff should conduct ongoing analysis and evaluation of all processes within the safety accountability system.

2. Safety and Health Loss Prevention Program

The safety and health of all workers/employees is a shared goal of all who work for the Port of Newport. The Port's policy is that all managers, supervisors, and other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The Port of Newport has an established safety committee consisting of management and labor representatives that holds regularly scheduled safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the Port's safety program.

The Port of Newport expects all management and hourly employees to participate in the following actions:

- 2.1. Strive to achieve zero accidents and injuries.
- 2.2. Take reasonable steps to improve safety and health rules.
- 2.3. Assist in loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- 2.4. Identify reasonable and appropriate mechanical and physical safeguards.
- 2.5. Conduct reasonable safety and health inspections.
- 2.6. Train workers as needed in safe work practices and procedures.
- 2.7. Provide employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- 2.8. Use appropriate personal protective equipment.
- 2.9. Report hazards, unsafe work practices, and accidents.
- 2.10. Assist in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- 2.11. Supervise workers in safe work practices.
- 2.12. Enforce applicable safe work rules.
- 2.13. Participate in and support safety committee activities.
- 2.14. Review the Port's Safety and Health Program annually or as needed.

Discipline per the personnel policy process could result from a failure to pay reasonable attention to any of the above.

IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:

Port of Newport Human Resources: 541.265.7758

Port of Newport Director of Operations:
541.265.7758

Special Districts Association of Oregon (SDAO) Loss Control Dept.:
800.285.5461

3. Safety Committee Policy Statement

3.1. Purpose

The purpose of our centralized safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

3.2. Organization

There shall be, in most cases, an equal number of employee and employer representatives from each organizational departments. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they will be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. The committee will elect a chairperson and a secretary every three years. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

3.3. Extent of Authority

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time. A policy amendment may be drafted for Port Commission adoption.

3.4. Functions

- 3.4.1. Committee meetings and employee involvement
- 3.4.2. Hazard assessment and control
- 3.4.3. Safety and health planning
- 3.4.4. Evaluation of accountability system
- 3.4.5. Evaluation of management commitment to workplace safety and health
- 3.4.6. Accident and incident investigation
- 3.4.7. Safety and health training
- 3.4.8. Evaluation of Safety & Health Policy

3.5. Recommendations

All recommendations submitted to management must be written and should:

- 3.5.1. Be clear and concise
- 3.5.2. Provide reasons for implementation
- 3.5.3. Give recommended options
- 3.5.4. Show implementation costs and recommended completion dates
- 3.5.5. List benefits to be gained

3.6. Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- 3.6.1. Meeting date, time and location (Safety Committee Meeting Agenda)
- 3.6.2. Election of chairperson and secretary

EXHIBIT A

- 3.6.3. Order of business**
- 3.6.4. Records (Safety Committee Meeting Minutes)**
- 3.6.5. Duties of each member includes, but is not limited to:**
- 3.6.6. Reporting unsafe conditions and practices**
- 3.6.7. Attending all safety and health meetings**
- 3.6.8. Reviewing all accidents and near-misses**
- 3.6.9. Recommending ideas for improving safety and health**
- 3.6.10. Working in a safe and healthful manner**
- 3.6.11. Observing how safety and health is enforced in the workplace**
- 3.6.12. Completing assignments given to them by the chairperson**
- 3.6.13. Acting as a work area representative in matters pertaining to health and safety**
- 3.6.14. Others as determined by company safety and health needs**

You can find a list of the current list of Safety Committee members posted within your employee communication area.

4. PROGRAMS, POLICIES & PLANS

4.1. Purpose

The Port of Newport follows all applicable Oregon OSHA standards. The Port of Newport complies with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. The following programs, policies and plans are modeled after Oregon OSHA standards and are summarized below for quick reference. The content of the programs, policies and plans are reviewed regularly and are subject to change as laws and standards are amended. The Port of Newport programs are on file and can be referenced by all personnel as needed. The safety programs, policies and plans of the Port of Newport are not limited to the following list and may be amended as required. Contact your immediate supervisor for a list of the current safety programs, policies and plans available.

4.2. Safety And Health Training

Management and employees will be trained in any of the defined training programs listed as their position requires, however, all employees are encouraged to participate in any of the programs if they have a desire to do so. Following are examples of available training.

- 4.2.1. Forklift Training
- 4.2.2. Hazard Communication Training
- 4.2.3. Lockout/Tag-out Training
- 4.2.4. First Aid & CPR Training (Including Blood-born pathogens)
- 4.2.5. Back Safety
- 4.2.6. Ergonomics
- 4.2.7. Personal Protective Equipment
- 4.2.8. Electrical Safety Training
- 4.2.9. Hoist and Crane Training
- 4.2.10. Employer and Employee Safety Responsibilities
- 4.2.11. Accident Investigation
- 4.2.12. Machine Guarding
- 4.2.13. Confined Space Training
- 4.2.14. Boaters Line Handling

4.3. System For Conducting An Accident Investigation

- 4.3.1. Investigation team - Includes employees who have been trained to conduct an effective investigation. A team must include a minimum of:
 - 4.3.1.1. One employee from the work area where the accident occurred (not involved in the accident).
 - 4.3.1.2. A supervisor from a work area not involved in the accident.
 - 4.3.1.3. A safety committee representative if not included in the team above.
- 4.3.2. Gather information - Record the facts about the accident. Interview witnesses and others involved.
- 4.3.3. Analyze the facts - Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.
- 4.3.4. Report the findings - Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
- 4.3.5. Act on the recommendations - Have management and the safety committee review the report and determine what will be done to prevent similar accidents from occurring in the future.

EXHIBIT A

- 4.3.6. Follow up - Ensure that appropriate corrective action was taken to prevent the accident.
- 4.3.7. Distribution and filing – Distribute the findings and actions as needed and ensure all documentation has been filed per the Port policies.

4.4. Hazard Communication Program

4.4.1. Purpose

The purpose of the Hazard Communication Program (HazCom) is “to ensure that the hazards of all chemicals produced or imported are evaluated and details regarding their hazards are transmitted to employers and employees.”

4.4.2. Scope

The Hazardous Communication Program consists of:

- 4.4.2.1. Container Labeling
- 4.4.2.2. Safety Data Sheets (SDS)
- 4.4.2.3. Hazardous Communication Training
- 4.4.2.4. Hazardous Chemicals List
- 4.4.2.5. Non-Routine Hazardous Material Tasks
- 4.4.2.6. Contractor Requirements

Refer to the current and updated Port of Newport Hazard Communication Program on file for further details.

4.5. Personal Protective Equipment Program

4.5.1. Purpose

The purpose of this program is to establish a minimum standard for the use of personal protective equipment (PPE). The use of personal protective equipment is vital in preventing injury to employees. This program points out Port requirements, and employee compliance as a condition of employment. Failure to comply with the PPE Policy is considered just cause for disciplinary action.

4.5.2. Scope

The Port will provide or reimburse the employee for all required PPE as determined in the personnel policy for items such as life vest, steel-toed shoes, work gloves, and high visibility clothing. The Port of Newport will provide training for employees in the care and use of PPE and inspect worksites for compliance of this policy. Supervisors are responsible for setting the proper example and for enforcing this policy. Employees are responsible for maintaining and wearing PPE as required in this policy.

Refer to the current and updated Port of Newport Personal Protective Equipment Program on file for further details.

4.6. Marine Safety Program

4.6.1. Purpose

The purpose of the Marine Safety is to establish minimum standards of safety while working in our unique marine environment.

4.6.2. Marine life

The Yaquina Bay is a diversified marine environment. Large mammals such as seals and sea lions use the shoreline habitat along with docks and will be encountered. Marine mammals are wild animals and can be dangerous. Caution and distance should be maintained to avoid attack.

4.6.3. Water craft & work barges

Port owned watercraft will be operated by authorized personnel only. All boat operators must have a valid boater’s education certificate and provide proof of practical skills of safe operations.

EXHIBIT A

Unless transiting Port owned vessels, there will be a minimum of two persons in the vessel for all work activities. PFD's will be worn at all times when on a port owned watercraft.

Refer to the current and updated Port of Newport Marine Safety Program on file for further details.

4.7. Lockout / Tagout Program

4.7.1. Purpose

The purpose of this established lockout/tagout program is to provide maximum safety protection from hazardous energies to our employees whenever they must service or perform maintenance on machinery and equipment.

4.7.2. Scope

These procedures shall be used by all employees authorized to service or maintain our equipment to ensure that machines or equipment are completely isolated from all potential hazardous energy sources. All employees affected in any way by servicing and maintenance activities shall also be knowledgeable of lockout/tagout procedures consisting of:

- 4.7.2.1. Application
- 4.7.2.2. Compliance
- 4.7.2.3. Authorization
- 4.7.2.4. Procedures
- 4.7.2.5. Training

Refer to the current and updated Port of Newport Lockout / Tagout Program on file for further details.

4.8. Vehicle Safety Program

4.8.1. Purpose

This program has been developed to define standards of conduct and establish mandatory training for staff, and volunteers who operate motor vehicles or equipment while conducting The Port of Newport business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

4.8.2. Scope

This program applies to individuals who are required to operate a motor vehicle, Port-owned or personally owned, to conduct Port business.

4.8.3. Definitions

For the purpose of this program, "motor vehicle operator" refers to any staff, or volunteer, 18 years of age or older, who operates a motor vehicle while conducting Port business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 year of age may not operate a motor vehicle to conduct Port business.

Refer to the current and updated Port of Newport Vehicle Safety Program on file for further details.

4.9 Confined Spaces Program

4.9.1 Purpose

The purpose of this program is to ensure the safety of Port employees that may enter into areas and confined spaces that are designated per OR-OSHA 437-002-0146. The primary goal of this program is to prevent accidents and minimize the risk of personal injury associated with confined spaces.

4.9.2 Scope

This program applies to individuals who are trained and required to enter into confined spaces.

Refer to the current and updated Port of Newport Confined Spaces Program on file for further details.

4.10 Fall Protection Program

4.10.1 Purpose

The purpose of this program is to ensure that every employee who works for the Port of Newport recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

4.10.2. Scope

OSHA requires that fall protection be provided at elevations of four feet in general industry workplaces, five feet in shipyards, six feet in the construction industry and eight feet in longshoring operations. This program describes requirements for fall protection in the varying jobsite situations found at the Port of Newport.

Refer to the current and updated Port of Newport Fall Protection Program on file for further details.

4.11 Emergency Response Plan for Employees

4.11.1 Purpose

In the event of a sudden emergency situation that includes, but is not limited to, fire, explosion, earthquake, tsunami, weather, terrorist act, sabotage, work place violence, or vessel collision, Port supervisory personnel shall immediately alert all employees of the emergency situation, by verbal communication, and lend assistance to ensure a safe and orderly evacuation if required.

4.11.2 Scope

Refer to the current and adopted Port of Newport Emergency Response Plan on file for further details.

4.12 Other

Additional programs may be added to this list as amended per the policies of the Port of Newport.

I have read and understand the provisions of the Port of Newport Safety & Health Policy. I have been instructed how to obtain the current programs, policies and plans of this policy.

Name (printed)

Signature

Date

OLD BUSINESS ITEM

DATE: *April 22, 2024*
RE: *Port Dock 7 Grant Applications*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, Executive Director*

BACKGROUND

The Port has been working on a plan to replace Port Dock 7 after an engineering report provided no more than 5 years of useful life for the dock. The Port recently received engineers estimate of \$34,570,110, which includes PD7 replacement, PD7 upland improvements, hoist dock replacement, utility service and recreation pier replacement (mitigation). The Port recently applied to two grants opportunities, one through the Oregon Department of Transportation ConnectOregon program and one through the USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program.

We don't know the outcome of those grants yet. Meanwhile, the Port intends to continue to apply for all grants available until we get funded, including the upcoming Ports Infrastructure Development Plan (PIDP) grant due on May 10, 2024.

Our fiscal policy requires Port Commission approval for grants above \$25K.

RECOMMENDATION

I recommend the Commission “ move to authorize the Executive Director or designee to apply for the PIDP and any future grants related to the Port Dock 7 reconstruction”.

EXECUTIVE DIRECTOR MONTHLY REPORT

DATE: 04/19/24
PERIOD: 03/15/24 – 04/19/24
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

OVERVIEW

Although I took a few days off, things did not slow down. This was another incredibly busy month with lots of meetings and Port hosted conference.

I had a chance to tour Hatfield and NOAA along Senator Wyden and several business leaders. It was nice for him to see the importance NOAA plays in the making of Newport.

The Port also hosted the Annual Pacific Coast Congress of Harbormasters and Port Managers, which was well done and organized by the Committee, including our Harbormaster Kody Robinson, who did a great job. We received lots of kudos.

Our commercial marina has been busy changing fisheries from crab to shrimp fishing.

Here are some of the highlights for the month:

South Beach

Rogue Seawall: Contractors started the work, and we should be able to utilize all the state funds, which we again thank Rep. Gomberg for assisting us in obtaining. During construction he toured the site with our Operations Director Aaron Bretz. Unfortunately, we may not be able to complete the entire work during the permit deadline obtained, but the important thing is that we complete enough work to utilize the state funds and to allow Rogue to proceed with their water waste processing system. Some of the wall injections will resume in the Fall.

Derelict Vessels: We are still working with DSL on the removal of the various derelict vessels we are still holding (12 + stored). Staff have been able to remove the vessel underwater.

North Commercial

Port Dock 7 Plan/ Commercial Marina Channel Dredging Sediment Plan: After receiving the results from the drilling, some of the plans should be able to be completed by May. Meanwhile, we have applied for two grants for the rebuild of PD7, \$25 Million for USDOT RAISE program and \$9.5 Million for ODOT ConnectOregon program. We are also working on applying for the PIDP grant, which is due on May 10th. Our understanding is that we can actually apply for the entire amount, although we would have a better chance if we put some money down.

Newport International Terminal

RORO Dock Piling Assessment: We will be working on an RFP to hire a contractor to move forward with the project. Work will not be able to be completed until the in-water window starting in November. As part of the Congressionally Directed Spending funds, the Port will have to match 45% of the funds, which should be around \$300K.

MARAD PIDP Grant/NIT: We are still coordinating with MARAD additional details of the grant. MARAD team visited the site for an inspection.

M5 Corridor: I met virtually with the Port of San Diego, Port of Bellingham and other interested parties on the M5 Corridor project. At this time, we are just observers trying to understand how this can benefit the Port.

Financials:

Finance: We are still watching our cash flow and making sure that we have readily available funds for any major project before moving forward.

Budget: As we met with our Budget Committee, which was approved by the group, that is now being brought to Commission for further approval. As mentioned, this year we are moving into a 0 based budget, which requires each department to start from scratch. That will give us a better picture of where things stand.

Audit: A full audit and the budget process are underway. Most of the inhouse work is completed. The Auditor is now completing their validation work. That will be brought to you soon within the next couple meetings. This should be coming to Commission soon.

Fiscal Manual: The fiscal manual is underway and being review for final updates. That should be coming to Commission soon.

Miscellaneous:

Goals and Objectives: We met on April 11th to discuss where the Port looks forward to going this year. Based on that the Capital Improvement Plan was updated to reflect completed projects, updated projects, and new projects, incorporated since our last meeting last year. This also helps get ready for the budget. An updated summarized Strategic Plan and Capital Improvement is on your packet for approval.

Newsletter: The newsletter has gone out, but unfortunately created some concerns to NIT neighbors. I worked on a press release with Angela to clarify some of the concerns. The newspaper was not able to run it this week, but they will run it next week. Meanwhile, the information has been posted in our website.

CFUG Meeting: The Port met with the CFUG Committee at the City Hall, which included some update from the City on the Bay Blvd parking. We also provided some information on the loss of the Maritime Museum parking lot, updates on NIT, PD7. We had discussions on Offshore wind and the closing of Bornstein and how it may affect the Port and the fishermen.

Health Insurance: We also met with WHA Insurance (our agent) to discuss updates to our health insurance. We decided that it makes sense to continue with the same program, which will affect us the least budget wise and will continue to provide good benefits to our employees.

Sea Otter Introduction: We met (Aaron Bretz, Heather Mann and I) with US Fish and Wildlife (StMartin, Michelle and Michele Zwartjes) to discuss initial concepts of introduction of sea otters into the Oregon Coast. They are literally on a just discussion and understanding phase before any future consideration. We did provide them some of our concerns and also some groups they should include on their discussion.

City of Newport Manager's Recruitment: I was included on the Administration Selection Panel to interview the final 4 candidates for the City Managers job. I believe all 4 candidates are nice and able to do the job. There were several different panels and the City Council will take the notes from all the panels and make the final decision.

PNWA Conference: As the treasurer for PNWA, I will be attending their Spring conference on June 3-6. Commissioner Chuck will also most likely be attending.

Meetings/Trainings/Summits:

- 03/15/24 - Business Oregon Federal Coordination Committee Meeting
- 03/16/24 - Tour Senator Wyden at NOAA
- 03/18/24 - Operations Recurring Meeting
- 03/18/24 - Finance Recurring Meeting
- 03/18/24 - Commission Executive Session
- 03/19/24 - Directors Monthly Meeting
- 03/19/24 - MARAD Property Inspection
- 03/19/24 - Budget Meeting
- 03/19/24 - Regular Commission Meeting
- 03/20/24 - Lincoln County Estuarine Resilience Action Planning (ERAP) Committee
- 03/20 - 04/01/24 - PTO (starting 03/20 afternoon)
- 04/01 - 04/04 - Harbormaster's Conference hosted by the Port of Newport
- 04/05/24 - M5 Corridor Coordination Meeting
- 04/08/24 - Operations Recurring Meeting
- 04/08/24 - Finance Recurring Meeting
- 04/09/24 - Department Heads
- 04/10/24 - Recurring MARAD (PIDP) Meeting
- 04/10/24 - Meeting with DSL
- 04/11/24 - Meeting with Insurance Agent - Health Insurance Review
- 04/11/24 - Work Session - Goals and Objectives
- 04/13/24 - Hatfield Director's Reception

- 04/15/24 - Operations Recurring Meeting
- 04/15/24 - Finance Recurring Meeting
- 04/16/24 - Director's Monthly Meeting
- 04/16/24 - Business Oregon - Rogue Seawall Loan review
- 04/16/24 - Sea Otter Discussion - ODFW
- 04/16/24 - Chamber Monthly Meeting
- 04/17/24 - Lincoln County Estuarine Resilience Action Planning (ERAP) Committee
- 04/17/24 - City of Newport Manager's Interview Panel
- 04/18/24 - Commercial Fishermen's Users Group
- 04/18/24 - PNWA Monthly Meeting
- 04/19/24 - Communications Meeting
- 04/19/24 - Lunch with Heather Mann

Upcoming Schedule:

- 04/20/24 - Oregon Coast Aquarium Board Meeting
- 04/22/24 - Operations Meeting
- 04/22/24 - Finance Recurring Meeting
- 04/23/24 - Commission Meeting
- 04/24/24 - USACE - Annual Dredging and Resource Agency Coordination Meeting
- 04/25/24 - Business Oregon Maritime Minds - USDA
- 04/29/24 - Operations Meeting
- 04/29/24 - Finance Recurring Meeting
- 05/01/24 - PNWA Executive Committee Meeting
- 05/03/24 - Communication Meeting
- 05/06/24 - Operations Meeting
- 05/07/24 - Business Oregon Maritime Minds
- 05/08/24 - MARAD PIDP Meeting
- 05/09/24 - Commercial Crew Quarterly Meeting
- 05/13/24 - Operations Meeting
- 05/14/24 - Monthly Dept. Heads Meeting
- 05/15/24 - Lincoln County Estuarine Resilience Action Planning (ERAP) Committee
- 05/17/24 - Federal Coordination Committee
- 05/20/24 - Operations Meeting
- 05/27/24 - Memorial Day
- 05/28/24 - Regular Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: April 23, 2024
PERIOD: July 1, 2023 to March 31, 2024
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial Reports are included through March 31, 2024 for all funds.

Issues of Importance

Audit

Staff are finishing up the audit for 2022-23, Staff as put together all of the requested documents. Auditors are doing some testing to validate

A note regarding leases and cloud-based software was on the last audit report and will be also on the current audit report. The port needs to comply with GASB 87/96 standards in the next audit period, these changes primarily affect the balance sheet. The standards require that governmental entities have an appropriate deferred liability or deferred revenue for leases and cloud-based software. There are additional notes added into the balance sheet as well. The Port of Columbia County has chosen not to comply with these two GASB standards. Port staff will be reviewing all lease agreements, if the cumulative amount is not material, the lease is a year to year, or cancellable by either party it will not have to be included. Once we truly know the extent that the Port is required to report on, can we make a determination on the best way to move forward.

Fiscal Manual

Much of the work on the fiscal manual is complete, staff now are starting to review the handbook, sections will be added or removed as appropriate to get the handbook to its final state.

Arbitrage Rebate

Currently investigating if the Reserve Requirement for the NOAA Lease Revenue fund reserves are subject to the Arbitrage rebate requirements. If so, the Port will have to prepare the calculations and submit the required reports to the IRS. An Arbitrage rebate occurs when the interest rate earned exceeds the interest rate an entity is paying on bonds, this typically occurs when the bond funds end up in the back then the money is paid out grants or loans. However, a reserve may meet this requirement as well.

Cash Flow

A 5-year cashflow has been developed, using previous years data. The cashflow includes all projects for the Port and estimated year of completion.

Based on the analysis the Port will need to defer some of its projects to future years.

2024-2025 Budget

Work has wrapped up on the 2024-25 Budget. We anticipate that a budget meeting will occur mid to late March, and budget approval slated for the April Commission meeting.

This year the Port is using a different approach – 0 based budget., Each Department Head

developed a budget from scratch not based on previous years. The budget was then reviewed and compared to previous years, additions and subtractions from the budget will get budgets back into alignment with actuals.

This also makes those responsible for managing budget consider how much they need and gives them a better understanding of their budget.

Balance Sheet Equity Section

Equity section of the balance sheet shows critical fund information required by GASB (Governmental Accounting Standards Board) 54:

Restricted

Funds that the Donor or Grantor gave the Port with restrictions. The \$1.14 million is grant money from the State of Oregon that can only be used for the Rogue Seawall.

Committed –

Funds that the “Governing Body” restricted, in our case the Port Commission. Port Staff cannot use these funds without authorization of the Port Commission.

Assigned

If someone below the Port Commission (Executive Director, Director of Finance) they are setting aside funds for a future project, those funds become assigned. The Port can use these funds without further authorization. The \$667,00 are Grant Match funds, we have specific details of each assignment in the Chart of Accounts.

Unassigned

Funds that do not fit into the other three categories, they can be used as needed. This includes cash and other equity the Port has.

Profit and Loss -

The financial reports through February 28, 2024, are attached for your review and are included in the commission packet.

The month-to-month budget is based on a straight line forecast of revenues and expenditures. Revenue is recognized differently in the Commercial Marina from previous years. Revenue is spread across the term of the Moorage License agreement instead of immediately recognized. This means lower revenues during the transition period.

General Operating Fund

Balance Sheet

As of January 31, 2024, the Port General Fund has a cash balance of \$1,922,395, \$1,140,000 is restricted and can be used only for the Rogue Seawall (State of Oregon Grant), leaving an available cash balance of \$782,395. I have requested that no additional projects occur at this time.

General Operating Funds (GOF) FY 2023-24, Budget Vs Actual:

All Departments General Operating Funds

Operating Revenue is unfavorable by	\$ 64,949
Operating Expenses are favorable by	\$ 609,313
Operating Income is favorable by	\$ 544,364
Non-Operating Revenue is favorable by	\$ 165,545
Non-Operating Expenses are unfavorable by	\$ 956,148
Non-Operating Income is unfavorable by	\$1,121,693
Net income is favorable by	\$1,666,057

Much of the unfavorable results are due to budget timing issues; for instance, non-operating revenue is due to budgeted Transfers in, not yet occurring. The non-operating budgeted capital outlay will be moved to correct this. This will make the net income either neutral or favorable.

Unallocated (000)

This department is for all Debt Service and Fund transfers that occur within the GOF and is required by the Department of Revenue. Any other category of expenses will be moved to the correct department and not discussed here.

Unallocated

Non-operating income is Neutral	\$
Non-Operating Expense is favorable by	\$ 14,140

1 Administration (Dept 100)

Operating income is favorable by	\$ 138,338
Operating expenses are unfavorable by	\$ 231,954
Operating Income is favorable by	\$ 370,291
Non-Operating revenue is favorable by	\$ 134,182
Non-Operating Expenses are unfavorable by	\$ 17,743
Non-Operating Income is favorable by	\$ 116,439
Net income is favorable by	\$ 486,730

Commercial Marina (Dept 300)

Operating revenue is favorable by	\$ 84,030
Operating expenses are favorable by	\$ 9,727
Operating Income is favorable by	\$ 93,757
Non-Operating revenue is favorable by	\$ 32,245
Non-Operating Expenses are unfavorable by	\$ 87,654
Non-Operating Income is favorable by	\$ 55,409
Net income is favorable by	\$ 38,348

International Terminal (Dept 500)

Operating revenue is unfavorable by	\$ 242,368
Operating expenses are favorable by	\$ 125,646
Operating Income is unfavorable by	\$ 116,722
Non-Operating revenue is favorable by	\$ 27,345
Non-Operating Expenses are unfavorable by	\$ 581,900
Non-Operating Income is favorable by	\$ 609,245
Net income is favorable by	\$ 492,523

South Beach (Dept 500)

Operating revenue is unfavorable by	\$ 49,626
Operating expenses are favorable by	\$ 376,283
Operating Income is favorable by	\$ 326,657
Non-Operating revenue is unfavorable by	\$ 51,578
Non-Operating Expenses are unfavorable by	\$ 61,354
Non-Operating Income is unfavorable by	\$ 112,933
Net income is favorable by	\$ 213,725

NOAA Lease Revenue Fund

Balance Sheet

As of January 31, 2024, the NOAA Lease revenue Fund had a cash balance of \$3,169,565 and an available balance of \$1,407,844; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract.

Income Statement - Budget vs. Actuals

NOAA Lease Revenue Fund

Operating revenue is favorable by	\$ 8,189
Operating expenses are favorable by	\$ 415,380
Operating Income is favorable by	\$ 423,568
Non-Operating revenue is favorable by	\$ 44,289
Non-Operating Expenses are unfavorable by	\$ 904,127
Non-Operating Income is unfavorable by	\$ 948,415
Net income is unfavorable by	\$1,371,984

Reserve Fund

Cash available \$2,334,992

Bonded Debt Fund:

Cash available \$ 314,744

Facility Maintenance Fund:

Cash available \$ 456,402

Those with no payment plan as of 03/31/2024:

mmcuFirstName	mmcuSurname	mmcuCustomTe	Balance	ThisMonth	CurrentMonth	OneMonth	TwoMonth	ThreeMonth	FourMonth	Comment
90 days past due										
Victor Simon	NMFS/NOAA		125.89	0.00	43.89	41.00	0.00	41.00	0.00	
Gideon	Mease	Judy	3,779.53	0.00	447.25	329.70	0.00	3,002.58	0.00	
Perry	Bordeaux	Das Bug	2,710.47	0.00	406.21	301.39	0.00	2,002.87	0.00	
Brad	Gnuschke	Dawn Treader	4,534.88	0.00	152.01	154.00	2,980.40	1,248.47	0.00	
Ladd	Tompkins	Henrietta W	3,317.05	0.00	113.12	0.00	0.00	3,203.93	0.00	
120 days past due										
Robert	Ward	Elizabeth	1,634.38	0.00	55.74	0.00	0.00	0.00	1,578.64	
Kevin	Veitch	Venus	833.56	0.00	33.56	0.00	0.00	0.00	800.00	
Scot	Rhash	Western Hunter	7,995.91	0.00	4,400.85	47.25	0.00	1,870.97	1,676.84	Consistant past due
Lloyd Dale	Doyle Jr	Gal	2,576.96	0.00	96.03	0.00	0.00	0.00	2,480.93	
Robert	Talbott	Leisure Lee II	4,162.88	0.00	141.97	0.00	595.00	1,404.20	2,021.71	
Donald	Jacobs	Constitution	421.37	0.00	14.37	0.00	0.00	0.00	407.00	
Gwenn	Cooper	Leslie Lee	218.36	0.00	3.76	0.00	0.00	0.00	214.60	
Scot	Rhash		12,683.03	0.00	1,058.84	0.00	0.00	1,341.67	10,282.52	Consistant past due
Shannon	Dixon	Azalea	10,104.23	0.00	344.10	0.00	0.00	3,352.80	6,407.33	Seized
Noah	Beckstead	Kathleen	1,926.49	0.00	65.69	0.00	0.00	0.00	1,860.80	
Doug	Morrison	Taylor Brooks	12.23	0.00	0.00	0.00	0.00	0.00	12.23	
Tom	Buttersbaugh	Good News	55.60	0.00	1.90	0.00	0.00	0.00	53.70	
Perry	Bordeaux	McKenzie Rose	5,201.87	2,108.00	1,418.46	1,020.00	68.00	0.00	587.41	

Each month staff send out past due letters for each category:

Past Due:

30 days Gentle reminder

60 days Reminder

90 days Account on credit hold, no services will be provided until a payment plan is in place.

120 days A reminder to contact us immediately, we will evaluate their account for vessel seizure or may send the account to collections.

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DIRECTOR OF OPERATIONS REPORT

DATE: 4/19/2024
PERIOD: March 2024-April 2024
TO: Paula J. Miranda, Executive Director
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

At the Terminal, we've serviced a number of vessels preparing for shrimp season and Alaska Vessels changing deck equipment. We're gearing up for summer, and trying to stay in front of grass maintenance in South Beach while trying to complete projects. The Commercial Marina has picked up at the hoist a little bit, but we're still a little slower than previous years.

Detail:

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging) and Port Dock 7 Planning**

Awaiting results from bioassay testing on the samples that were taken. The Army Corps set up a booth at the Hatfield Marine Science Day and conducted outreach on the Section 107 project. We took some historical photos over for them to use that show South Beach and McLean Point prior to the fill projects that made them what they are today. They displayed those photos and talked about all the beneficial uses of dredge material at the booth, which was widely attended.

- **RORO Dock Piling Assessment**

KPFF has linked me up with some standard specifications; I am rewriting the bid documents to be able to use these to bid the work.

- **Dredging**

I attended the Oregon Public Ports Business meeting this past month. At the meeting I explained the specific troubles we've had with "permitting"; the effort here is to get very specific with the issues we're facing and identify solutions that can be implemented. I think I've identified some of the key issues, we'll see how the conversation goes.

- **RV Park Annex Redesign**

We completed private locates on the future site of the RV project, and Civil West performed the survey. Once we have the information from that, we will send that up to Good Work Architects.

- **Rogue Seawall**

Work is underway. Piling repair has been completed for about 75% of the pilings; polymer injection has begun, and they've progressed about 1/3 of the way down the wall but have to go

back and finish the second stage of injections in the areas already performed. We still anticipate the project will be completed for the year in early June. The west end of the wall will be 100% complete by the end of May so that Rogue can start their waste water treatment project.

- **MARAD PIDP Grant:**

We're down to consultation with the State Historic Preservation Office and the Tribes. I've contacted both and am going through the process of notifying them of our project.

- **Code Enforcement:**

Herring has passed; we're enforcing parking passes more vigorously. We need to stay on top of this as the City's implementation of their parking plan is to commence on May 1st, so to preserve parking for fishermen, we have to cite for those who don't have passes.

- **Fish Cleaning Tables**

We anticipate that ground will have been broken for the next table by the time of the Port Commission Meeting.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (june)

Forklift –91.5 hrs

Moorage – 59 Days

Hydraulic Crane -54.25 hrs

Hoist Dock Tie Up –107.5 hrs

Labor – 146.25 hrs

120V power – 0 hrs

Other Overtime Billed 0 hrs

208V power – 39 Days

South Beach Marina:

We had 1311 launches @ \$11806 between 3/1/2024 4/1/2024

Recreational Marina: With spring here, the mowing and weed eating has begun. We have had enough general call outs and short staffing that our larger projects and maintenance tasks are behind schedule. We still anticipate starting the 2nd of the two fish tables before summer. The C dock gate will be the second project. We have multiple floats/fingers that need to be leveled and tightened. The whole facility is getting re-stripped and curbs painted over the next few days. More boats have been hauled out and placed over at the cherry plant for disposal. We will be needing to install new rub rails on the fuel dock due to rotting, age, and damage. More signage will be installed to hopefully help curb citation complaints.

Commercial Marina: Crew still continues with offloads and gear change overs as crabbing is starting to wind down. We plan on taking over more of the paved lot for storage for more revenue. New cleats are finished. Once appropriately staffed they will be installed. Anytime staff is working on pedestals they are installing GFCI breakers which is causing a bit of turmoil with some of the vessels and users. With more boats having been seized and more to come, we are not staffed to appropriately maintain and take care of this many vessels, especially the shape that they were left in. Once things level out for changeovers the crew will get back to more maintenance driven tasks.

Staffing:

With the amount of seized vessels in our possession on both sides of the bay, it's becoming a full time job pumping and checking them on a regular basis which takes away from more important tasks. This still holds. We keep acquiring more boats every month which makes for more lost time in multiple departments. South beach will be back to a full crew on the 15th with a new hire. Commercial Marina is 2 people short. We do have candidates that we anticipate hiring. The first people we offered jobs to declined after realizing they were not going to start at the max wage. This was explained during interviews. South Beach crew will need to take the A B fuel dock inspection class because the only people that currently have it are myself, Wyman, and Andrew who is now at NOAA.

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

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

The end camel (floating ship fender) in berth 1 came loose. We put it back into position and replaced the two chains to the backer pipe.

Andrew pressure washed the stairs on the east entrance to the office building. He also cleaned up the north and east sides of the warehouse. He's also been working hard on the landscaping with the spring weather. I took another look at the warehouse roof today, I really can't say enough what a good job he's been doing here.

Additional electric outlets installed in the Mock-Up room by Aboveboard Electric as requested by NOAA staff.

Still working on emergency generator fuel tank replacement. The RFQ is posted on Oregon Buys. We have been answering questions and conducting site visits with contractors.

A bearing went out on the fan in the AC unit in the Mock-Up room. I placed a box fan in the door temporarily. Coastal Refrigeration ordered and installed parts from the factory. They also did prep work for replacing a heat pump on the warehouse roof.

The Hi'ialikai finally left.

MC Dean came in to troubleshoot the pier lighting inverter. Sounds like a bad motherboard, still waiting for confirmation and quote.

Newport Fab installed 24 pile caps on the pilings that were missing caps.

I went on vacation for a week in Little Rock. Andrew handled everything just fine while I was away. Page 114

We replaced a bad power module in one of the battery back-up systems for the warehouse data room.

Lincoln Plumbing replaced a blown-out backflow device on berth 4.