

PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, November 21, 2023, 6:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2023-11-21-commission-meetings-2023-nov-21-2023-6-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, November 20, 2023: <https://www.portofnewport.com/2023-11-21-commission-meetings-2023-nov-21-2023-6-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2023

A. Minutes.....	Oct. 24.....	Page 3
B. Financial Reports.....		Page 10
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V. Presentations

A. Yaquina Bay Yacht Club – *Diane Henkels*

VI. Old Business

A. Approval of Change Order for Rogue Seawall Project – <i>Bretz</i>	Page 40
B. Approval of Employee Assistance Program (EAP) Agreement – <i>Brown</i>	Page 42

VII. New Business

A. Authorization to Pre-apply to State and Local Cybersecurity Grant program (SLCGP) – <i>Brown</i>	Page 51
B. Port Dock 3 Emergency Repairs – <i>Bretz</i>	Page 53

VIII. Staff Reports

A. Executive Director’s Report – <i>Miranda</i>	Page 54
1. Director of Finance and Business Services – <i>Brown</i>	Page 57
2. Director of Operations – <i>Bretz</i>	Page 62

IX. Commissioner Reports

X. Calendar/Future Considerations 2023

Thanksgiving – Port Offices Closed.....November 23 and 24, 2023
Next Commission Meeting.....December 19, 2023

XI. Public Comment

XI. Adjournment

October 24, 2023
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 Retherford, Ruddiman, Chuck, Lackey, and Sylvia. Also in attendance were Executive Director Paula Miranda, Director of Business and Finance Services Mark Brown, Operations Director Aaron Bretz, Administrative Assistant Gloria Tucker, NOAA Facilities Director Jim Durkee, RV Park Supervisor Susan Taylor, City of Newport Planning Director Derrick Tokos, and PR Consultant Angela Nebel. Visitors included Paul Zellman, Rex Capri, and Mary Durkee.

CHANGES TO THE AGENDA

Miranda suggested moving to New Business after Item B. Approval Commercial Marina Parking Rates in Old Business, and then returning to Old Business. Sylvia agreed.

CONSENT CALENDAR

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

OLD BUSINESS

City of Newport Bayfront Parking Update. Sylvia introduced the agenda item. Tokos overviewed the history of the parking district included in the packet. He explained the city's plan to implement paid parking on the Bayfront. He stated the meters and permits would go live in January, but there would be a free permit available, which would be valid until April. He noted the changes to city parking ordinances included in the packet. He added the city would push out information to the public on the parking changes closer to implementation.

Sylvia asked what the city's expectation for increase in revenues is generated annually compared to now. Tokos replied once it's up and running, the expectation is \$350,000 to \$500,000 a year. He explained currently with the business license surcharge, the city receives about \$14,000 a year. Sylvia asked what the fines will look like. Tokos replied he would look into that, but around \$25. Sylvia asked in all the different meetings, were there two or three outstanding issues or were there 200 different issues. Tokos replied the feedback runs the gamut, some say it's about time and they don't even go to the Bayfront anymore, to resignation and they are willing to roll with it and see if it works, and then those who hate it, don't want anything, and argue there is no parking problem. He stated the city's principal purpose is to get better turnover, and it also wants to have a sustainable funding mechanism for parking assets. Sylvia asked when the city will evaluate the program. Tokos replied Council will want a periodic report, but a formal evaluation depends on how well the program is working,

Chuck asked how license plate enforcement going to work. Tokos replied a camera is set up on a patrol car and hits the license plates when driving through. He explained when the program runs into an issue, an officer will get out with a handheld reader and confirm the issue, then the officer writes a ticket. He noted there will be a break-in period with warnings. Chuck asked if the permit will be transferable to other vehicles. Tokos replied there is nothing physical; it's all electronic. He suggested if someone has one vehicle they use twice a month, then they can have one permit and transfer it from a regularly used vehicle online. Retherford explained the use of employee vehicles as well as gear vehicles. Tokos recommended getting a permit for each vehicle when multiple cars are regularly used. Retherford asked if only the fleet manager can access the permits. Tokos replied it is up to the fleet manager if they want to share their credentials with crew. Bretz added there is a loading zone for 60 minutes, where people don't need to worry about a parking pass. He noted Port Dock 5 Pier is a loading zone as well, and no passes are required there. Tokos added loading zones are not subject to the permits, only subject to time limitations.

Sylvia asked how much it cost to set up the electronic system. Tokos replied the contract is over a 5-year period for \$300,000, which includes pay stations, license plate recognition technology, and mobile pay. Sylvia asked if the city would tow people who never move. Tokos replied the police have a progressive set of rules where they can boot or tow vehicles at certain thresholds. He added people who have three outstanding parking tickets, can't feed the meter or get a parking permit.

Approval Commercial Marina Parking Rates. Sylvia introduced the agenda item. Bretz reported the rationale was to keep the Port at pace with the city charges. He noted the current Port parking rates are really low, \$26-\$27 a year. He explained the annual parking revenue is \$6,000 or \$7,000. He stated the Port is not getting anywhere near what it takes to maintain parking spaces. He indicated the Port has gravel lots right now, which are repaired once or twice a year and each one costs \$3,000. He emphasized the dollar regulates behavior.

Bretz reported if the Port doesn't keep pace with city charges, motivation for people to get a fishermen permit will increase, and suddenly there will be more demand. He suggested the rate change to \$100 a year and \$25 monthly. He added this will be a major change from current rates. Miranda reported she originally thought about making this effective at around same time as the city, but the city is not charging until April. She noted there are costs the Port is not keeping up with, and the Port has been spending \$20,000 between security, gravelling, and staff. She emphasized she wants to get the Port away from providing services at a loss. She added the new rate is 27 cents per day.

Chuck asked will these permits be transferable. Bretz replied they are a decal, so they are affixed to the vehicle. Sylvia asked what the expectation for total revenue is relative to now. Bretz replied he expects many people buy permits because they don't cost anything, and there's folks who have five permits. He stated he expects some of those people will opt out. He stated the Port sells 210 permits a year, and if everyone buys annual passes that would be \$21,000. Miranda added these will be available to Port tenants like the Yacht Club and Boating Foundation. She noted the Port will have a better idea after the second year, and then evaluate cost and charges.

Chuck asked what the requirements are to get one. Miranda replied the Port will try to work with boats versus individuals. Bretz replied, currently, anyone who says they are affiliated with a boat can get a pass. He noted the Port could require people bring in a letter or proof from boat owners that vouches for them. He added he does not anticipate a huge drive to get these because the price is the same as the city. Chuck confirmed with staff that the parking will be long-term, not

timed. Bretz noted it would work better if people use Port Dock 5 parking for daily parking, but week or longer parking at Port Dock 7. Miranda added the fishermen are managing that themselves.

Lackey asked if the city system will push fishermen into Port lots. Miranda replied there is a chance that will happen. Bretz noted people will have to consider if they want to buy a permit from the city and the Port. He stated he expects this will create more pressure on Port lots, and the issue will be complaints about lack of enforcement. He indicated the Port is going to do the best it can with its resources, but enforcement is very expensive. He added everyone is going to hear complaints about not enough tickets being written. Sylvia confirmed with staff the parking will be evaluated next year. Retherford noted if there is more use in the lots, there will be more maintenance costs. She stated at some point, the fee won't be enough. Miranda added the Port budgeted to pave the Port Dock 7 parking lot. She noted it may not be until spring or summer of next year.

MOTION was made by Chuck, seconded by Lackey, to authorize the Executive Director or her designee to increase the parking rate for annual passes on the north side of the Port to \$100 per year and \$25 per month effective on January 1. The motion carried unanimously in a voice vote.

NEW BUSINESS

Employee Recognition – Jim Durkee – 20 Year Anniversary. Miranda, Bretz, and Commission recognized Durkee for his years of service.

Approval of NOAA Facility Painting Contract. Sylvia introduced the agenda item. Bretz reported the bidding was competitive with seven respondents. He noted staff vetted this company and checked their references. He stated they have done a lot of federal work including the Coast Guard. He indicated they had high marks from everyone and provide the best value for the Port. Lackey asked when was the last time seven companies bid. Bretz replied that is unusual. He explained the process was done through Oregon Buys, and it is possible more people get visibility. He added it may be more folks need the work.

MOTION was made by Lackey, seconded by Retherford, to authorize the Executive Director or designee authorize a contract for NOAA Painting 2023 – Tri Coast Construction not to exceed of \$44,000.00. The motion carried unanimously in a voice vote.

OLD BUSINESS

Appointment of Commissioner Liaisons. Sylvia introduced the agenda item. Miranda overviewed liaisons included in the packet. Commissioners volunteered as follows:

<i>Organization</i>	<i>Liaison(s)</i>
AMERICAN ALBACORE FISHING ASSOCIATION www.americanalbacore.com	Aaron Bretz
ASSOCIATION OF PACIFIC PORTS (APP) www.pacificports.org	Paula Miranda; Kelley Retherford (alt)

BOEM OIRE Task Force https://www.boem.gov/renewable-energy/state-activities/boem-oregon-intergovernmental-renewable-energy-task-force	Walter Chuck; Jeff Lackey (alt)
CASCADES WEST AREA COMMISSION ON TRANSPORTATION www.ocwcog.org	Gil Sylvia; Walter Chuck (alt); must be elected
CASCADES WEST COUNCIL OF GOVERNMENTS www.ocwcog.org	Gil Sylvia; Walter Chuck (alt); must be elected
CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT www.ocwcog.org	Paula Miranda; Walter Chuck (alt.)
COMMERCIAL FISHING USERS GROUP COMMITTEE www.portofnewport.com	Kelley Retherford; Jeff Lackey (alt.)
DAS OPS ORCPP, Procurement Services www.oregon.gov/DAS/Procurement	Aaron Bretz; Mark Brown (alt.)
ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY (EDALC) - www.coastbusiness.info	Paula Miranda; Aaron Bretz (alt.)
GREATER NEWPORT CHAMBER OF COMMERCE (NCOC) www.newportchamber.org	Paula Miranda
MIDCOAST WATERSHEDS COUNCIL www.midcoastwatersheds.org	_____ ; _____ (alt.)
NEWPORT CITY COUNCIL www.newportoregon.gov/citygov/mayorcouncil.asp	Paula Miranda; Kelley Retherford (alt.)
NEWPORT VISION 2040 ADVISORY COMMITTEE https://www.newportoregon.gov/citygov/comm/v2040a.asp	Gil Sylvia (currently education member); Paula Miranda (alt.)
OCEAN POLICY ADVISORY COUNCIL (OPAC) https://www.oregon.gov/LCD/OCMP/Pages/OPAC.aspx	_____
Organization	Liaison(s)
OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA) www.oczma.org	Walter Chuck; Aaron Bretz (alt.) alternate may be staff
OREGON ECONOMIC DEVELOPMENT ASSOCIATION (OEDA) https://oeda.biz	Paula Miranda, Mark Brown
OREGON PUBLIC PORTS ASSOCIATION (OPPA) www.oregonports.com	Paula Miranda; Kelley Retherford (alt.)
PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS (PCCHPM) - www.pccharbormasters.org	Kody Robinson; Aaron Bretz (alt.)
PACIFIC NORTHWEST WATERWAYS ASSOCIATION (PNWA) www.pnwa.net	Paula Miranda; Walter Chuck (alt.)
SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) www.sdao.com	Paula Miranda
WESTERN FISHBOAT OWNERS ASSOCIATION www.wfoa-tuna.org	Aaron Bretz

Chuck suggested adding BOEM Oregon Intergovernmental Renewable Energy Task Force to the list of organizations. He volunteered to serve as primary. Lackey volunteered to serve as alternate.

Approval of DSL Lease Assignment from Goplen–Port Dock 1. Sylvia introduced the agenda item. Miranda reported this has been worked on for a while. She explained Commission had already authorized a MOU regarding this, and now it is ready to assign.

MOTION was made by Lackey, seconded by Ruddiman, to authorize the Executive Director to execute all documentation necessary to complete the assignment from Goplen to the Port, as attached. The motion carried unanimously in a voice vote.

Miranda added there is an annual payment to DSL as a result of this.

Approval of Amendment to DOWL Contract for Army Corps Cap Section 107 Sediment Sampling. Sylvia introduced the agenda item. Bretz reported Cap Section 107 in the commercial marina is currently at the feasibility stage. He stated the dredging would be for a minus 20-foot channel so fishing vessels 80+ foot can transit safely the entire length of the marina. He explained when the Port rebuilds Port Dock 7 for modern vessels, this will allow those vessels to get in there safely and maneuver. He emphasized the need to continue to move forward with sampling for the Army Corps, so they continue to be interested. He indicated there's an additional Port portion of sampling and geotechnical work that would benefit the Port Dock 7 project and mitigation work. He added if combined together the cost is \$1.1 million, separately the cost is \$1.4 million or more because of delays. He explained the Port can't progress the plan past conceptual until this planning work is done.

Miranda reported at this point cash flow is some of the issue. She stated both parts are important and have to get done to replace Port Dock 7. She noted Connect Oregon is around the corner. She indicated her view is to move forward with both to save \$300,000. Brown stated looking at the numbers, the Port has \$500,000 in the facility maintenance reserve fund for Port Dock 5. He noted Port Dock 5 is done but staff haven't moved the money. He explained the NOAA capital improvement reserve fund has \$1.9 million. He added there are funds available without touching the general fund.

Miranda reported staff are looking into NOAA, so they don't have to touch the general reserve. She explained the Port is hoping to sell the old crane. She added \$500,000 would be transferred from the NOAA facility fund. Brown noted there would need to be a budget hearing in order to transfer funds from NOAA at the next Commission meeting. Lackey asked would the NOAA fund be an internal loan or just a transfer. Brown recommended a loan. He stated there is a desire from the Commission to have these funds set aside for future projects.

Chuck asked what Port Dock 5 money was directed to. Brown replied pedestals and the electrical project at Port Dock 5. Bretz noted that part of the project is not done. Chuck noted with the rate increase, the Port said it would put that solely for the project. Miranda explained the Port paid for the pedestals out of the general fund. Brown asked what is left on Port Dock 5 electrical. Bretz replied the project needs to go out to bid, around the summer. Chuck emphasized the Commission said it was increasing rates that would go into a separate fund. He asked after the Port

finishes the project, what's left. Miranda replied about \$250,000 is left over. Chuck stated he is concerned about perception. Miranda explained cash flow at the Port. Bretz stated these are all tasks that have to get completed for the Port Dock 7 rebuild. He noted if the Port waits, the delay results in a cascading effect. He indicated Port Dock 7 is critical to be redeveloped now.

Lackey asked what are some big projects coming up. Miranda replied if the Port gets the MARAD grant, staff have a couple of years to use those funds, and that project can be put on hold. She explained getting funds for the RORO Dock anytime soon is difficult because of the federal government's current state (funding would have to pass the House of Representatives). She stated the Port is trying to get Rogue Seawall done in this in-water work window. Lackey asked if there is an estimated timing on MARAD. Miranda replied in the past the grant has been announced in September, October, and December. Lackey asked what will staff do for the RORO Dock if that money falls through. Miranda replied the Port may have to stage repairs, which means it will cost more. She added she been talking to folks about the marine highway and potential funding available to help terminal improvements.

Brown explained cash flow at the Port. Sylvia stated it sounds like the Port is ad hoc trying to take care of an immediate need. He noted that's probably how Ports have to operate. He asked if the NOAA reserve was a requirement of the lease. Brown replied it is not. He explained the NOAA capital reserve fund was set up by the Commission for future NOAA projects. Chuck explained it was set up for projects such as remodeling the building or additions. Sylvia asked when the general fund gets large enough, what happens to those funds. Brown replied excess revenues are moved into reserves. Sylvia suggested at the strategic plan, the Commission discuss how to develop reserve funds and long-term finance.

Chuck confirmed with staff Connect Oregon will have about \$40 million to distribute. Sylvia stated his concern is contingency upon contingency. Chuck suggested staff bring to the next meeting, options for the mix of funding. Brown added the 10 percent Port match to the Army Corps overall project can be financed over a period of time through the Army Corps. Lackey noted staff are hoping sampling and geotechnical won't cost more than \$1.1 million. He asked is there a chance it continues to grow or end up \$2 million. Miranda replied nothing is guaranteed. She stated environmental can always increase. She noted this is the best guess estimate from the consultant. Bretz reported there is a 10-15 percent contingency built in. He noted biological testing is expensive, and these numbers are based on the worst-case scenario. He added the permitting is pending on this decision.

Lackey stated staff always do a thorough job. He asked is there any way to get a good sense of the project, at what steps there will be decision points. He asked is there a project plan to go through or is it more of a black box. Miranda replied if the Port receives a clean bill of health, things are good to go. She explained if anything is found, it is in the hand of the regulatory agency. Bretz noted the Army Corps often does this in the construction phase instead. He explained if the Port samples the material first, then the cost of disposal is half as expensive. He stated this step lowers the risk for the Corps, and without doing this step, their risk score goes higher. He added the area is a black box to them.

Lackey requested as much information as possible as the project progresses. Retherford stated she knows from attending some of the conferences, there's so many different issues going on with state agencies. She stated people are talking about environmental justice and bringing on all these different levels of regulation to fight development. She indicated the longer this goes on, the less ports can do anything, even dredge. She emphasized the urgency is now. She added the Port has options now, in another couple years, a project like this will be taken off the table. She

stated no one wants to spend this kind of money on something that seems not to have a return, but the return is that this might be the Port's only window to see Port Dock 7 come into existence.

Sylvia stated this is way above contingency; it is extraordinary uncertainty. He explained the amount is off by 200 percent because of a future that ports can't predict. He noted that means significant reserves are more important. Miranda stated it is an unfortunate fact that this Port did not used to have matches for grants or reserves. She noted to put another reserve on top of the current reserve means delaying projects. She explained every port has the same cash flow issues, and just having a reserve means the Port is doing well compared to a lot of ports. Sylvia emphasized the need for a well-funded reserve. Brown replied staff are working toward exactly what Sylvia is talking about; it's just there are many critical projects.

MOTION was made by Chuck, seconded by Lackey, to authorize the Executive Director or designee to amend the DOWL contract up to and including work for Port Dock 7 planning to include the Army Corps Section 107 Project sediment sampling scope of work in an amount not to exceed \$1.1 million. The motion carried unanimously in a voice vote.

Approval of Policy Regarding RV Park Stays and Discounts. Sylvia introduced the agenda item. Brown reported the Commission had a work session on this. He explained he put together some conservative financial analysis. He indicated increase in cash flow of \$845,000 by year three. Sylvia confirmed with staff this should double revenue by year three. Brown stated he added people have to arrive to their spot within 72 hours for long-term stays, and 48 hours for short-term, which is less than one month. He noted he modified people can't be gone more than 3 consecutive days. Sylvia noted Brown assumed that current customers would continue to rent at the higher rate. Brown replied it is a reasonable assumption.

MOTION was made by Lackey, seconded by Retherford, to adopt the 3-year RV park plan to reduce long term stays in the RV Park, as attached. The motion carried unanimously in a voice vote.

STAFF REPORTS

Executive Director Report. Miranda overviewed the conferences she attended with Commissioners. She stated she was invited to serve on the steering committee with DLCD for implementation for the estuary management plan. She noted some funds are available from NOAA for projects that improve the estuary. She explained she will look into projects that could help the Port and them. Chuck asked if there is any news on money for derelict vessels. Miranda replied it's ongoing, and DSL has already started putting money into big vessel removals. She noted she is trying to make sure they don't take all the money to bigger vessels. She indicated the Port has 12 derelict vessels again to add to the list. Bretz reported the money will not just go toward derelict boats, but also creation of database and fulltime positions for administration. He indicated ports need to present them with easy ways to say yes. He added he is hoping to do that but doesn't know how successful he will be. Sylvia noted Brown's report used to have the payment status of vessels. Brown replied he took that out due to switching financial systems. He added that part will return to his report. Miranda added the next Commission meeting is Nov. 21.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:37 p.m.



PON BALANCE SHEET

Period: 07/01/23..10/31/23

Port of Newport

**General Operating Funds -
All Departments**

Description	Balance
Assets	
Current Assets	
Cash Deposits	30,508.91
Cash on hand - Petty Cash	550.00
Cash on hand - Cash Drawers	825.00
Accounts Receivable	816,194.51
Property Tax Receivable	0.00
Grants Receivable	11,286.00
Allowance for Bad Debt	(50,000.00)
Interfund Activity Receivable	370,912.82
Prepaid Expenses	171,685.76
Total Current Assets	1,357,471.77
TOTAL FIXED ASSETS	48,191,548.10
Deferred Outflows of Resources	
Advanced Refunding (DOR)	0.00
PERS NPA(L)	(1,038,515.00)
PERS Deferred Outflow	262,672.00
Total Deferred Outflow Resrcs	(775,843.00)
TOTAL ASSETS	48,773,176.87
LIABILITIES	
Current Liabilities	
Accounts Payable	77,662.22
Credit Cards Payable	(29,617.24)
Accrued Lodging Taxes	(31,693.94)
Accrued Property Tax	1,252.05
Unclaimed Property	75,514.92
Interfund Activity Payable	356,386.35
Payroll Payable	45,145.02
Compensated Absences	71,030.89
Accrued Payroll Taxes	(39,086.53)
Retirement Payable	(13,557.95)
Garnishment Payable	167.06
Benefit Payable	58,180.29
Accrued Interest	11,368.00
Deposits - SB	99,680.32
Deferred Revenue	(38,102.36)
Current Portion - Notes Payable	454,043.00
Current Portion - Bonds Payable	235,000.00
Total Current Liabilities	1,333,372.10
Non-current Liabilities	
Long-term Debt	6,619,689.60
Less Current Portion - Long-term Debt	(689,043.00)



PON BALANCE SHEET

Period: 07/01/23..10/31/23

Port of Newport

**General Operating Funds -
All Departments**

Description	Balance
Bond Premiums	70,965.00
Total Non-current Liabilities	6,001,611.60
Deferred Inflows of Resources	219,726.00
Total Liabilities	7,554,709.70
Equity (Fund Balance)	
Restricted Fund Balance	1,140,000.00
Committed Fund Balance	0.00
Assigned Fund Balance	667,000.00
Unrestricted Fund Balance	34,986,426.98
Contributed Capital	7,130,788.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	43,924,214.98
Retained Earnings	249,549.14
Net Assets	41,218,467.17
Total Liabilities and Equity	48,773,176.87

Period: 07/01/23..10/31/23

**General Operating
Funds All Departments**

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	314,146.82	261,252.73	52,894.09
Moorage	882,211.73	830,796.72	51,415.01
Services	92,898.99	150,332.22	(57,433.23)
Cargo	18,667.55	2,300.00	16,367.55
RV Park Space Rentals	736,543.11	642,400.00	94,143.11
Fees	330,539.70	252,526.56	78,013.14
Property Tax Revenue	1,256.48	0.00	1,256.48
Discounts and Refunds	(7,096.22)	0.00	(7,096.22)
Miscellaneous Operating Revenue	62,862.15	15,433.64	47,428.51
Total Operating Revenue	2,432,030.31	2,155,041.87	276,988.44
OPERATING EXPENSES			
Personnel Services	903,500.85	979,346.40	(75,845.55)
Materials, Services	946,221.22	1,282,863.28	(336,642.06)
Total Operating Expenses	1,849,722.07	2,262,209.68	(412,487.61)
OPERATING INCOME (LOSS)	582,308.24	(107,167.81)	689,476.05
NON-OPERATING REVENUES			
Grant Revenue	32,245.00	0.00	32,245.00
Interest	13,533.55	2,166.64	11,366.91
Gain/Loss on Sale of Assets	107,450.00	0.00	107,450.00
Transfers In from Other Funds	133,155.48	0.00	133,155.48
Total Non-operating Revenues	286,384.03	2,166.64	284,217.39
Debt Service	376,033.02	371,041.02	4,992.00
Capital Outlays	96,056.38	0.00	96,056.38
Transfers Out to Other Funds	12,200.35	0.00	12,200.35
Total Non-Operating Expenses	484,289.75	371,041.02	113,248.73
Non-Operating Income (Loss)	(197,905.72)	(368,874.38)	170,968.66
Net Income (Loss)	384,402.52	(476,042.19)	860,444.71
GAAP Adj - Debt Service Principal	266,469.17	0.00	266,469.17
Total GAAP Adjustments	(266,469.17)	0.00	(266,469.17)
Net Income (Loss)	117,933.35	(476,042.19)	593,975.54



Financial Report - Budget Vs. Actual Port of Newport

Period 07/01/23..10/31/23
DEPARTMENT: 000-Unallocated

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services			
Materials, Services		35,445.00	(35,445.00)
Total Operating Expenses		35,445.00	(35,445.00)
OPERATING INCOME (LOSS)		(35,445.00)	35,445.00
NON-OPERATING REVENUES			
Grant Revenue			
Transfers In from Other Funds	133,155.48		133,155.48
Total Non-operating Revenues	133,155.48		133,155.48
Debt Service	366,761.05	376,033.02	(9,271.97)
Transfers Out to Other Funds	1,539.69		1,539.69
Total Non-Operating Expenses	368,300.74	376,033.02	(7,732.28)
Non-Operating Income (Loss)	(235,145.26)	(376,033.02)	140,887.76
Net Income (Loss)	(235,145.26)	(411,478.02)	176,332.76
GAAP Adj - Debt Service Principal	251,116.04		251,116.04
Total GAAP Adjustments	(251,116.04)		(251,116.04)
Net Income (Loss)	(486,261.30)	(411,478.02)	(74,783.28)



Financial Report - Budget Vs. Actual Port of Newport

Period 07/01/23..10/31/23

DEPARTMENT: 100-Administration

Description	Actual	Budget	Variance
OPERATING REVENUE			
Property Tax Revenue	1,256.48		1,256.48
Discounts and Refunds	1,373.00		1,373.00
Total Operating Revenue	2,629.48		2,629.48
OPERATING EXPENSES			
Personnel Services	311,786.24	376,222.72	(64,436.48)
Materials, Services	269,070.15	358,405.00	(89,334.85)
Total Operating Expenses	580,856.39	734,627.72	(153,771.33)
OPERATING INCOME (LOSS)	(578,226.91)	(734,627.72)	156,400.81
NON-OPERATING REVENUES			
Grant Revenue			
Interest	13,533.55	2,166.64	11,366.91
Gain/Loss on Sale of Assets	107,450.00		107,450.00
Total Non-operating Revenues	120,983.55	2,166.64	118,816.91
Debt Service	9,271.97		9,271.97
Total Non-Operating Expenses	9,271.97		9,271.97
Non-Operating Income (Loss)	111,711.58	2,166.64	109,544.94
Net Income (Loss)	(466,515.33)	(732,461.08)	265,945.75
Total GAAP Adjustments			
Net Income (Loss)	(466,515.33)	(732,461.08)	265,945.75



Financial Report - Budget Vs. Actual

Port of Newport

Period 07/01/23..10/31/23

DEPARTMENT: 300-Commercial Marina

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	87,607.92	44,750.01	42,857.91
Moorage	284,376.40	218,333.36	66,043.04
Services	51,561.19	84,698.86	(33,137.67)
Fees	102,275.79	51,666.56	50,609.23
Discounts and Refunds	(6,098.59)		(6,098.59)
Miscellaneous Operating Revenue	(375.16)	4,000.00	(4,375.16)
Total Operating Revenue	519,347.55	403,448.79	115,898.76
OPERATING EXPENSES			
Personnel Services	188,925.33	210,184.28	(21,258.95)
Materials, Services	183,843.00	143,999.96	39,843.04
Total Operating Expenses	372,768.33	354,184.24	18,584.09
OPERATING INCOME (LOSS)	146,579.22	49,264.55	97,314.67
NON-OPERATING REVENUES			
Grant Revenue	32,245.00	32,245.00	
Total Non-operating Revenues	32,245.00	32,245.00	
Capital Outlays	20,926.12	20,926.12	
Total Non-Operating Expenses	20,926.12	20,926.12	
Non-Operating Income (Loss)	11,318.88	11,318.88	
Net Income (Loss)	157,898.10	60,583.43	97,314.67
Total GAAP Adjustments			
Net Income (Loss)	157,898.10	60,583.43	97,314.67



**Financial Report - Budget Vs. Actual
Port of Newport**

Period 07/01/23..10/31/23
DEPARTMENT: 500-International Terminal

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	59,547.86	58,169.36	1,378.50
Moorage	9,206.75	73,333.36	(64,126.61)
Services	17,137.80	65,333.36	(48,195.56)
Cargo	18,577.28	2,300.00	16,277.28
Fees	100,003.81	95,000.00	5,003.81
Discounts and Refunds	217.28		217.28
Miscellaneous Operating Revenue	63,260.81	666.64	62,594.17
Total Operating Revenue	267,951.59	294,802.72	(26,851.13)
OPERATING EXPENSES			
Personnel Services	66,663.96	97,005.04	(30,341.08)
Materials, Services	83,267.74	115,599.96	(32,332.22)
Total Operating Expenses	149,931.70	212,605.00	(62,673.30)
OPERATING INCOME (LOSS)	118,019.89	82,197.72	35,822.17
NON-OPERATING REVENUES			
Grant Revenue			
Capital Outlays	1,675.00	1,675.00	
Total Non-Operating Expenses	1,675.00	1,675.00	
Non-Operating Income (Loss)	(1,675.00)	(1,675.00)	
Net Income (Loss)	116,344.89	80,522.72	35,822.17
Total GAAP Adjustments			
Net Income (Loss)	116,344.89	80,522.72	35,822.17



Financial Report - Budget Vs. Actual
Port of Newport

Period 07/01/23..10/31/23
DEPARTMENT: 700-South Beach

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	166,991.04	158,333.36	8,657.68
Moorage	587,303.62	539,130.00	48,173.62
Services	24,200.00	300.00	23,900.00
Cargo	90.27		90.27
RV Park Space Rentals	736,543.11	642,400.00	94,143.11
Fees	125,687.94	105,860.00	19,827.94
Discounts and Refunds	(3,386.23)		(3,386.23)
Miscellaneous Operating Revenue	(23.50)	10,767.00	(10,790.50)
Total Operating Revenue	1,637,406.25	1,456,790.36	180,615.89
OPERATING EXPENSES			
Personnel Services	255,765.94	295,934.36	(40,168.42)
Materials, Services	405,714.23	629,413.36	(223,699.13)
Total Operating Expenses	661,480.17	925,347.72	(263,867.55)
OPERATING INCOME (LOSS)	975,926.08	531,442.64	444,483.44
NON-OPERATING REVENUES			
Grant Revenue			
Capital Outlays	73,455.26	73,455.26	
Transfers Out to Other Funds	10,660.66		10,660.66
Total Non-Operating Expenses	84,115.92	73,455.26	10,660.66
Non-Operating Income (Loss)	(84,115.92)	(73,455.26)	(10,660.66)
Net Income (Loss)	891,810.16	457,987.38	433,822.78
Total GAAP Adjustments			
Net Income (Loss)	891,810.16	457,987.38	433,822.78



PON BALANCE SHEET

Period: 07/01/23..10/31/23

Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	2,873,847.76
Accounts Receivable	215,598.74
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	421,406.58
Prepaid Expenses	54,752.72
Total Current Assets	3,565,605.80
TOTAL FIXED ASSETS	20,152,506.18
Deferred Outflows of Resources	
Advanced Refunding (DOR)	390,615.04
PERS NPA(L)	(54,658.00)
PERS Deferred Outflow	13,824.00
Total Deferred Outflow Resrcs	349,781.04
TOTAL ASSETS	24,067,893.02
LIABILITIES	
Current Liabilities	
Accounts Payable	(6,634.47)
Interfund Activity Payable	999,451.67
Compensated Absences	13,657.27
Accrued Payroll Taxes	3,690.46
Retirement Payable	7,600.29
Benefit Payable	1,527.48
Accrued Interest	164,613.00
Current Portion - Bonds Payable	1,380,000.00
Total Current Liabilities	2,563,905.70
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	11,565.00
Total Liabilities	13,710,470.70
Equity (Fund Balance)	
Restricted Fund Balance	1,761,721.00
Committed Fund Balance	432,000.00
Assigned Fund Balance	432,000.00
Unrestricted Fund Balance	8,082,423.78
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	10,276,144.78
Retained Earnings	(1,298,722.46)



PON BALANCE SHEET

Period: 07/01/23..10/31/23

Port of Newport

NOAA Lease Revenue Fund

Description	Balance
Net Assets	10,357,422.32
Total Liabilities and Equity	24,067,893.02



Period: 07/01/23..10/31/23

Port of Newport

NOAA Lease Revenue Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	862,394.96	859,080.00	3,314.96
Total Operating Revenue	862,394.96	859,080.00	3,314.96
OPERATING EXPENSES			
Personnel Services	38,527.82	76,042.28	(37,514.46)
Materials, Services	568,611.08	156,374.98	412,236.10
Total Operating Expenses	607,138.90	232,417.26	374,721.64
OPERATING INCOME (LOSS)	255,256.06	626,662.74	(371,406.68)
NON-OPERATING REVENUES			
Grant Revenue	0.00	750,000.00	(750,000.00)
Interest	23,556.35	2,166.68	21,389.67
Total Non-operating Revenues	23,556.35	752,166.68	(728,610.33)
Debt Service	1,577,534.87	1,578,100.00	(565.13)
Capital Outlays	0.00	20,000.00	(20,000.00)
Total Non-Operating Expenses	1,577,534.87	1,598,100.00	(20,565.13)
Non-Operating Income (Loss)	(1,553,978.52)	(845,933.32)	(708,045.20)
Net Income (Loss)	(1,298,722.46)	(219,270.58)	(1,079,451.88)
GAAP Adj - Debt Service Principal	1,380,000.00	0.00	1,380,000.00
Total GAAP Adjustments	(1,380,000.00)	0.00	(1,380,000.00)
Net Income (Loss)	(2,678,722.46)	(219,270.58)	(2,459,451.88)



PON BALANCE SHEET

11/9/2023
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MBROWN

Period: 07/01/23..10/31/23

Port of Newport

**NOAA CAPITAL
RESERVES**

Description	Balance
Assets	
Current Assets	
Cash Deposits	1,951,464.16
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	354,985.17
Total Current Assets	2,306,449.33
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	2,306,449.33
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	3,526.14
Accrued Payroll Taxes	261.24
Retirement Payable	549.13
Total Current Liabilities	4,336.51
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	4,336.51
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	24,037.88
Net Assets	2,302,112.82
Total Liabilities and Equity	2,306,449.33



Period: 07/01/23..10/31/23

Port of Newport

**NOAA CAPITAL
RESERVES**

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	3,526.14	0.00	3,526.14
Materials, Services	57.87	0.00	57.87
Total Operating Expenses	3,584.01	0.00	3,584.01
OPERATING INCOME (LOSS)	(3,584.01)	0.00	(3,584.01)
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	27,621.89	1,500.00	26,121.89
Transfers In from Other Funds	0.00	186,744.00	(186,744.00)
Total Non-operating Revenues	27,621.89	188,244.00	(160,622.11)
Total Non-Operating Expenses	0.00	0.00	0.00
Non-Operating Income (Loss)	27,621.89	188,244.00	(160,622.11)
Net Income (Loss)	24,037.88	188,244.00	(164,206.12)
Total GAAP Adjustments	0.00	0.00	0.00
Net Income (Loss)	24,037.88	188,244.00	(164,206.12)



PON BALANCE SHEET

Period: 07/01/23..10/31/23

Port of Newport

BONDED DEBT FUND

Description	Balance
Assets	
Current Assets	
Cash Deposits	151,131.91
Accounts Receivable	33,838.43
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	(2.55)
Total Current Assets	184,967.79
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	877,797.43
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	(2.55)
Current Portion - Bonds Payable	435,000.00
Total Current Liabilities	434,997.45
Non-current Liabilities	
Long-term Debt	10,815,000.25
Less Current Portion - Long-term Debt	(435,000.00)
Bond Premiums	572,487.00
Total Non-current Liabilities	10,952,487.25
Deferred Inflows of Resources	0.00
Total Liabilities	11,387,484.70
Equity (Fund Balance)	
Restricted Fund Balance	(10,520,959.61)
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)	(10,520,959.61)
Retained Earnings	11,272.34
Net Assets	(10,509,687.27)
Total Liabilities and Equity	877,797.43



PON BALANCE SHEET

Period: 07/01/23..10/31/23
Port of Newport

**Facilities
Maintenance Fund**

Description	Balance
Assets	
Current Assets	
Cash Deposits	600,574.46
Property Tax Receivable	0.00
Grants Receivable	0.00
Total Current Assets	600,574.46
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	600,574.46
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	19,889.60
Total Current Liabilities	19,889.60
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	19,889.60
Equity (Fund Balance)	
Restricted Fund Balance	0.00
Committed Fund Balance	0.00
Assigned Fund Balance	486,571.78
Unrestricted Fund Balance	77,693.60
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	564,265.38
Retained Earnings	16,419.48
Net Assets	580,684.86
Total Liabilities and Equity	600,574.46



PON BALANCE SHEET

Period: 07/01/23..10/31/23
Port of Newport

Construction Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	13,176.48
Property Tax Receivable	0.00
Grants Receivable	0.00
Total Current Assets	13,176.48
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	13,176.48
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	13,146.21
Contributed Capital	0.00
Prior Period Adjustment	0.00
Total Equity (Fund Balance)	13,146.21
Retained Earnings	30.27
Net Assets	13,176.48
Total Liabilities and Equity	13,176.48

Accounts Paid Report
October 2023

12307	10/2/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 381.59
12307	10/2/2023	Amazon Capital Services Inc		Cargo Expense	General Fund	International Terminal	\$ 49.99
12307	10/2/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	International Terminal	\$ 99.00
12307	10/2/2023	Amazon Capital Services Inc		Shipping and Freight	General Fund	Administration	\$ 6.99
12307	10/2/2023	Amazon Capital Services Inc		IT Hardware and Software	General Fund	Administration	\$ 59.38
12307	10/2/2023	Amazon Capital Services Inc		IT Hardware and Software	General Fund	Administration	\$ 47.56
12307	10/2/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 125.86
12307	10/2/2023	Amazon Capital Services Inc		Office Expense	General Fund	International Terminal	\$ 219.00
12308	10/2/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 41.34
12308	10/2/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 10.99
12308	10/2/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 154.96
12309	10/2/2023	Bill's Pest Control LLC		Utilities	NOAA Lease Fund		\$ 135.00
12310	10/2/2023	Central Coast Excavating Inc		Contract and Support Services	General Fund	South Beach	\$ 700.00
12311	10/2/2023	Century Link		Utilities	General Fund	Administration	\$ 40.85
12312	10/2/2023	Coastal Paper & Supply Inc		Operating Supplies	General Fund	South Beach	\$ 282.62
12313	10/2/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 444.60
12314	10/2/2023	Critical Repairs LLC		Repairs and Maintenance	General Fund	International Terminal	\$ 260.00
12314	10/2/2023	Critical Repairs LLC		Repairs and Maintenance	General Fund	International Terminal	\$ 500.00
12314	10/2/2023	Critical Repairs LLC		Repairs and Maintenance	General Fund	International Terminal	\$ 500.00
12314	10/2/2023	Critical Repairs LLC		Repairs and Maintenance	General Fund	International Terminal	\$ 4,364.71
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 2.86
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 1.80
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 6.08
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 8.80
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 3.80
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	International Terminal	\$ 3.68
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 156.30
12315	10/2/2023	Englund Marine Supply Co Inc		Operating Supplies	NOAA Lease Fund		\$ 132.02
12315	10/2/2023	Englund Marine Supply Co Inc		Cable ties/Purchased and immediately	General Fund	Commercial Marina	\$ 17.20
12316	10/2/2023	Grainger Inc		Repairs and Maintenance	General Fund	South Beach	\$ 2,385.83
12317	10/2/2023	Jim Durkee		Distilled Water	NOAA Lease Fund		\$ 4.18
12318	10/2/2023	Lincoln County Public Works		Operating Supplies	NOAA Lease Fund		\$ 47.50
12318	10/2/2023	Lincoln County Public Works		Operating Supplies	General Fund	International Terminal	\$ 83.49
12318	10/2/2023	Lincoln County Public Works		Operating Supplies	General Fund	South Beach	\$ 125.63
12318	10/2/2023	Lincoln County Public Works		Operating Supplies	General Fund	Commercial Marina	\$ 106.41
12319	10/2/2023	Newport Rental Service		Repairs and Maintenance	General Fund	International Terminal	\$ 77.98
12319	10/2/2023	Newport Rental Service		Operating Supplies	General Fund	Commercial Marina	\$ 183.26
12320	10/2/2023	Newport News Times		Dues And Subscriptions	General Fund	Administration	\$ 109.00
12321	10/2/2023	NW Natural		2301 SE Marin Science Drive-SHOP	General Fund	South Beach	\$ 32.33
12321	10/2/2023	NW Natural		2120 SE Marine Science Dr # RV	General Fund	South Beach	\$ 123.68
12322	10/2/2023	Patrick Bishop		Weld broke pilings	General Fund	International Terminal	\$ 375.00

Accounts Paid Report
October 2023

12323	10/2/2023	Platt Electric Supply Inc		Operating Supplies	General Fund	Commercial Marina	\$ 59.69
12324	10/2/2023	Port of Toledo Boat Yard		Operating Supplies	General Fund	Commercial Marina	\$ 380.79
12325	10/2/2023	Arthur Rogers		Operating Supplies	General Fund	Commercial Marina	\$ 141.37
12326	10/2/2023	Sierra Springs		Water	General Fund	South Beach	\$ 116.34
12326	10/2/2023	Sierra Springs		Water	General Fund	Commercial Marina	\$ 79.52
12327	10/2/2023	Simply Design Studios		Office Expense	General Fund	Administration	\$ 250.00
12328	10/2/2023	T & L Chemical Toilet Service LLC		Chemical Toilet Rental-SB Marina-Dry	General Fund	South Beach	\$ 185.00
12328	10/2/2023	T & L Chemical Toilet Service LLC		Chemical Toilet Rental-NIT	General Fund	International Terminal	\$ 85.00
12328	10/2/2023	T & L Chemical Toilet Service LLC		Chemical Toilet Rental-Newport Marina	General Fund	South Beach	\$ 185.00
12328	10/2/2023	T & L Chemical Toilet Service LLC		Contract and Support Services	General Fund	South Beach	\$ 185.00
12328	10/2/2023	T & L Chemical Toilet Service LLC		Contract and Support Services	General Fund	Commercial Marina	\$ 740.00
12329	10/2/2023	ULINE		Repairs and Maintenance	General Fund	South Beach	\$ 1,042.71
12330	10/2/2023	Verizon Wireless		SB Lines	General Fund	South Beach	\$ 75.69
12330	10/2/2023	Verizon Wireless		NOAA Lines	NOAA Lease Fund		\$ 64.73
12330	10/2/2023	Verizon Wireless		NIT Line	General Fund	International Terminal	\$ 33.17
12330	10/2/2023	Verizon Wireless		CM Lines	General Fund	Commercial Marina	\$ 105.97
12330	10/2/2023	Verizon Wireless		Admin Lines	General Fund	Administration	\$ 208.75
12331	10/2/2023	Yaquina Boat Equipment Inc		Operating Supplies	General Fund	Commercial Marina	\$ 571.56
12332	10/2/2023	Newport Ace Hardware Inc		Operating Supplies	General Fund	South Beach	\$ 38.54
12341	10/6/2023	IconiPro Security Alarms Inc		1510 SE Bay Blvd	General Fund	International Terminal	\$ 130.98
12341	10/6/2023	IconiPro Security Alarms Inc		1520SE SE Bay Bld	General Fund	International Terminal	\$ 130.98
12342	10/6/2023	Economic Development Alliance of LC		Advertising and Promotion	General Fund	Administration	\$ 5,000.00
12343	10/6/2023	Les Schwab Tire Center Inc		Repairs and Maintenance	General Fund	South Beach	\$ 544.77
12344	10/6/2023	Newport Ace Hardware Inc		Operating Supplies	General Fund	South Beach	\$ 136.88
12345	10/6/2023	Power Motors Inc		Repairs and Maintenance	General Fund	South Beach	\$ 53.10
12346	10/6/2023	Sherwin-Williams		Operating Supplies	General Fund	Commercial Marina	\$ 111.73
12347	10/6/2023	Staples Advantage		Office Expense	General Fund	South Beach	\$ 276.76
12347	10/6/2023	Staples Advantage		Office Expense	General Fund	Administration	\$ 112.19
12347	10/6/2023	Staples Advantage		Operating Supplies	General Fund	South Beach	\$ 80.52
12348	10/6/2023	Timber Supply Co., Inc		Operating Supplies	General Fund	Commercial Marina	\$ 450.00
12349	10/6/2023	TWGW Inc NAPA Auto Parts		Operating Supplies	General Fund	South Beach	\$ 23.98
12350	10/6/2023	Amazon Capital Services Inc		Office Expense	General Fund	Commercial Marina	\$ 62.68
12350	10/6/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 312.93
12350	10/6/2023	Amazon Capital Services Inc		Shipping and Freight	General Fund	South Beach	\$ 6.99
12350	10/6/2023	Amazon Capital Services Inc		Office Expense	General Fund	South Beach	\$ 9.98
12350	10/6/2023	Amazon Capital Services Inc		Dymo Labels Refill	General Fund	South Beach	\$ 12.98
12350	10/6/2023	Amazon Capital Services Inc		Tape - white	General Fund	South Beach	\$ 15.80
12350	10/6/2023	Amazon Capital Services Inc		coffee	General Fund	South Beach	\$ 40.58
12350	10/6/2023	Amazon Capital Services Inc		Canned Air	General Fund	South Beach	\$ 14.49
12350	10/6/2023	Amazon Capital Services Inc		Dog Treats	General Fund	South Beach	\$ 43.98
12350	10/6/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 114.44

Accounts Paid Report
October 2023

12350	10/6/2023	Amazon Capital Services Inc		Repairs and Maintenance	NOAA Lease Fund		\$ 739.98
12350	10/6/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 140.65
12350	10/6/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 39.99
12351	10/6/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 328.69
12351	10/6/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 252.74
12352	10/6/2023	Ben's Diving		Contract and Support Services	General Fund	South Beach	\$ 9,075.00
12353	10/6/2023	Coastal Marine & Hydraulic LLC		Repairs and Maintenance	General Fund	Commercial Marina	\$ 3,621.82
12354	10/6/2023	Copeland Lumber Yards Inc		20 ft 1"x#" trim boards	General Fund	International Terminal	\$ 21.20
12354	10/6/2023	Copeland Lumber Yards Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 174.71
12354	10/6/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 148.56
12355	10/6/2023	Kern & Thompson LLC		Final billing for audit ending 6/30/2022	General Fund	Administration	\$ 5,000.00
12356	10/6/2023	Alsco Inc		Contract and Support Services	General Fund	International Terminal	\$ 32.95
12356	10/6/2023	Alsco Inc		Contract and Support Services	General Fund	International Terminal	\$ 32.95
12357	10/6/2023	Astound CoastCom By Wave		7201-1068489-01	General Fund	Administration	\$ 960.00
12357	10/6/2023	Astound CoastCom By Wave		7201-1068488-01	General Fund	South Beach	\$ 1,032.68
12358	10/6/2023	Bergerson Construction Inc		Capital Outlay - Land Improvements	NOAA Lease Fund		\$ 239,850.00
12359	10/6/2023	Good Work Architects, PLLC		Capital Outlay - Land Improvements	General Fund	South Beach	\$ 10,205.10
12360	10/6/2023	Ground FX Landscape Management LLC		Contract and Support Services	General Fund	Commercial Marina	\$ 369.00
12361	10/6/2023	Hyak		Contract and Support Services	General Fund	International Terminal	\$ 672.00
12362	10/6/2023	Keller Supply Company		Repairs and Maintenance	General Fund	Commercial Marina	\$ 7,728.99
12363	10/6/2023	Pioneer Connect		113823-SB Office Phone	General Fund	South Beach	\$ 225.08
12363	10/6/2023	Pioneer Connect		115083	General Fund	South Beach	\$ 41.34
12363	10/6/2023	Pioneer Connect		159375	NOAA Lease Fund		\$ 179.96
12364	10/6/2023	Spiro Landscapes Inc		Contract and Support Services	General Fund	South Beach	\$ 1,050.00
12364	10/6/2023	Spiro Landscapes Inc		Contract and Support Services	NOAA Lease Fund		\$ 495.00
12365	10/6/2023	Streamline		Utilities	General Fund	Administration	\$ 535.00
12366	10/6/2023	TCB Security Services Inc		SB	General Fund	South Beach	\$ 5,868.46
12366	10/6/2023	TCB Security Services Inc		Admin	General Fund	Administration	\$ 519.99
12366	10/6/2023	TCB Security Services Inc		NIT	General Fund	International Terminal	\$ 519.99
12366	10/6/2023	TCB Security Services Inc		CM	General Fund	Commercial Marina	\$ 519.99
12366	10/6/2023	TCB Security Services Inc		SB	General Fund	South Beach	\$ 1,553.43
12366	10/6/2023	TCB Security Services Inc		Admin	General Fund	Administration	\$ 137.64
12366	10/6/2023	TCB Security Services Inc		NIT	General Fund	International Terminal	\$ 137.64
12366	10/6/2023	TCB Security Services Inc		CM	General Fund	Commercial Marina	\$ 137.64
12366	10/6/2023	TCB Security Services Inc		SB	General Fund	South Beach	\$ 2,934.22
12366	10/6/2023	TCB Security Services Inc		Admin	General Fund	Administration	\$ 260.00
12366	10/6/2023	TCB Security Services Inc		NIT	General Fund	International Terminal	\$ 260.00
12366	10/6/2023	TCB Security Services Inc		CM	General Fund	Commercial Marina	\$ 260.00
12367	10/6/2023	Pacific Source Administrators Inc		Flat Monthly Fee	General Fund	Administration	\$ 85.00
12367	10/6/2023	Pacific Source Administrators Inc		PM (0002663414)	General Fund	Administration	\$ 254.16
12367	10/6/2023	Pacific Source Administrators Inc		DD (0001767159)	General Fund	Administration	\$ 90.00

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12367	10/6/2023	Pacific Source Administrators Inc		MB (0001767155)	General Fund	Administration	\$ 72.92
12368	10/6/2023	OR Dept of State Lands		APP0045552 - 11/1/2023-10/31/2024	General Fund	Commercial Marina	\$ 11,591.30
12368	10/6/2023	OR Dept of State Lands		APP0045751-Waterway Lease	General Fund	International Terminal	\$ 27,842.86
12369	10/6/2023	Special Districts Insurance Services		NOAA	NOAA Lease Fund		\$ 1,945.29
12369	10/6/2023	Special Districts Insurance Services		NIT	General Fund	International Terminal	\$ (1,341.63)
12369	10/6/2023	Special Districts Insurance Services		SB- RV	General Fund	South Beach	\$ 4,364.65
12369	10/6/2023	Special Districts Insurance Services		SB Ops	General Fund	South Beach	\$ 1,956.00
12369	10/6/2023	Special Districts Insurance Services		CM	General Fund	Commercial Marina	\$ 7,285.68
12369	10/6/2023	Special Districts Insurance Services		Admin	General Fund	Administration	\$ 6,015.80
12373	10/20/2023	City of Newport Room Tax		Fees	General Fund	South Beach	\$ (1,007.96)
12373	10/20/2023	City of Newport Room Tax		Accrued Lodging Taxes	General Fund		\$ 20,159.22
12472	10/23/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 253.56
12472	10/23/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 138.75
12472	10/23/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 226.43
12472	10/23/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	South Beach	\$ 932.40
12472	10/23/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 125.68
12472	10/23/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 99.99
12473	10/23/2023	Advance Backflow Testing LLC		Contract and Support Services	NOAA Lease Fund		\$ 1,000.00
12474	10/23/2023	Bio-Med Testing Services Inc		Contract and Support Services	General Fund	Administration	\$ 29.00
12475	10/23/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 511.45
12476	10/23/2023	Business Oregon - IFA		Debt Service - Principal	General Fund	Administration	\$ 2,083.33
12477	10/23/2023	Carver Inc		Operating Supplies	General Fund	South Beach	\$ 165.53
12477	10/23/2023	Carver Inc		Operating Supplies	General Fund	South Beach	\$ 88.10
12478	10/23/2023	Coastal Paper & Supply Inc		Operating Supplies	General Fund	South Beach	\$ 695.32
12479	10/23/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 14.99
12479	10/23/2023	Copeland Lumber Yards Inc		1x3 pine trim	General Fund	International Terminal	\$ 21.20
12480	10/23/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 50.83
12480	10/23/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 308.17
12480	10/23/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 542.32
12481	10/23/2023	Integrity Data		IT Hardware and Software	General Fund	Administration	\$ 796.00
12482	10/23/2023	Industrial Welding Supply, Inc.		Fees	General Fund	Administration	\$ 1.00
12483	10/23/2023	KOPIS		21-10-100-02	General Fund	Administration	\$ 8,240.00
12483	10/23/2023	KOPIS		Support and consulting	General Fund	Administration	\$ 250.00
12484	10/23/2023	Lincoln County Public Works		Operating Supplies	General Fund	South Beach	\$ 153.39
12484	10/23/2023	Lincoln County Public Works		Operating Supplies	NOAA Capital Reserve Fu		\$ 57.87
12484	10/23/2023	Lincoln County Public Works		Operating Supplies	General Fund	International Terminal	\$ 88.70
12484	10/23/2023	Lincoln County Public Works		Operating Supplies	General Fund	Commercial Marina	\$ 175.87
12484	10/23/2023	Lincoln County Public Works		Operating Supplies	General Fund	Administration	\$ 41.88
12485	10/23/2023	Les Schwab Tire Center Inc		Repairs and Maintenance	General Fund	South Beach	\$ 766.93
12486	10/23/2023	MASA		10044 - DW/2252902	General Fund	South Beach	\$ 14.00
12486	10/23/2023	MASA		10031 - ST/2463165	General Fund	Administration	\$ 14.00

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12486	10/23/2023	MASA		10025 - WS/2221583	General Fund	South Beach	\$ 14.00
12486	10/23/2023	MASA		10035 - WR/2190416	General Fund	South Beach	\$ 14.00
12486	10/23/2023	MASA		10048 - BR/2329895	General Fund	South Beach	\$ 14.00
12486	10/23/2023	MASA		10036 - RM/2220087	General Fund	Commercial Marina	\$ 14.00
12486	10/23/2023	MASA		10045 - EL/2257962	General Fund	Commercial Marina	\$ 14.00
12486	10/23/2023	MASA		10013 - MH/2220034	General Fund	Administration	\$ 14.00
12486	10/23/2023	MASA		10049 - JG/2299411	General Fund	Commercial Marina	\$ 14.00
12486	10/23/2023	MASA		10005 - MB/2465189	General Fund	Administration	\$ 39.00
12486	10/23/2023	MASA		10057 - MB/2523337	General Fund	South Beach	\$ 14.00
12487	10/23/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 620.00
12488	10/23/2023	Orkin		600 SE Bay Blvd	General Fund	Administration	\$ 62.99
12489	10/23/2023	OR Dept of State Lands		Prepaid Expenses	General Fund		\$ 40,536.59
12489	10/23/2023	OR Dept of State Lands		63887M	General Fund	Administration	\$ 750.00
12490	10/23/2023	OR Dept of Environmental Quality		Licenses and Permits	General Fund	South Beach	\$ 50.00
12490	10/23/2023	OR Dept of Environmental Quality		Fees	General Fund	South Beach	\$ 245.00
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 11.50
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 5.73
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 9.58
12491	10/23/2023	petty cash		Operating Supplies	General Fund	South Beach	\$ 20.75
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 8.89
12491	10/23/2023	petty cash		Operating Supplies	General Fund	South Beach	\$ 15.27
12491	10/23/2023	petty cash		Operating Supplies	General Fund	South Beach	\$ 7.99
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 18.68
12491	10/23/2023	petty cash		Office Expense	General Fund	South Beach	\$ 12.48
12492	10/23/2023	Papé Material Handling, Inc		Repairs and Maintenance	General Fund	International Terminal	\$ 199.52
12493	10/23/2023	Platt Electric Supply Inc		Operating Supplies	General Fund	South Beach	\$ 869.71
12494	10/23/2023	Sierra Springs		Water	General Fund	South Beach	\$ 99.40
12494	10/23/2023	Sierra Springs		Water	General Fund	Commercial Marina	\$ 49.70
12495	10/23/2023	Suburban Propane		Operating Supplies	General Fund	Commercial Marina	\$ 183.29
12496	10/23/2023	Special Districts Insurance Services		Prepaid Expenses	NOAA Lease Fund		\$ 13,018.14
12496	10/23/2023	Special Districts Insurance Services		Prepaid Expenses	General Fund	Administration	\$ 53,096.36
12497	10/23/2023	Thompson's Sanitary Service Inc		12514 - SBOP - Trash Disposal	General Fund	South Beach	\$ 8,064.92
12497	10/23/2023	Thompson's Sanitary Service Inc		Utilities	NOAA Lease Fund		\$ 494.00
12497	10/23/2023	Thompson's Sanitary Service Inc		13499-CM Trash Disposal-Trash Comp	General Fund	Commercial Marina	\$ 2,959.49
12497	10/23/2023	Thompson's Sanitary Service Inc		12058-Int'l Terminal	General Fund	International Terminal	\$ 1,470.59
12498	10/23/2023	Thompson's Nursery LLC		Repairs and Maintenance	General Fund	South Beach	\$ 394.00
12499	10/23/2023	TWGW Inc NAPA Auto Parts		Operating Supplies	General Fund	Commercial Marina	\$ 186.98
12499	10/23/2023	TWGW Inc NAPA Auto Parts		Operating Supplies	General Fund	Commercial Marina	\$ 559.00
12500	10/23/2023	Ultrex		Office Expense	General Fund	Administration	\$ 95.10
12501	10/23/2023	Yaquina Boat Equipment Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 174.24
12501	10/23/2023	Yaquina Boat Equipment Inc		Operating Supplies	General Fund	Commercial Marina	\$ 193.07

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12502	10/23/2023	Yaquina Bay Economic Foundation		Dues And Subscriptions	General Fund	Administration	\$ 200.00
12503	10/23/2023	Amazon Capital Services Inc		Shipping and Freight	General Fund	International Terminal	\$ 6.99
12503	10/23/2023	Amazon Capital Services Inc		PH 7 Calibration solution	General Fund	International Terminal	\$ 21.99
12504	10/23/2023	Hyak		Contract and Support Services	General Fund	Administration	\$ 6,584.99
12505	10/23/2023	Newport Rental Service		Equipment	General Fund	International Terminal	\$ 17.99
12506	10/23/2023	Willis Schinkelshoek		Discounts and Refunds	General Fund	South Beach	\$ 208.01
12507	10/23/2023	MacPherson, Gintner & Diaz		Professional Services	General Fund	Administration	\$ 2,450.00
12511	10/30/2023	Alsea Bay Power Products Inc		Equipment	General Fund	Commercial Marina	\$ 86.79
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 138.32
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	Commercial Marina	\$ 400.05
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 12.99
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 17.98
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 250.37
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 605.62
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 420.41
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 136.82
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 817.85
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	South Beach	\$ 327.14
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 736.96
12512	10/30/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 97.67
12512	10/30/2023	Amazon Capital Services Inc		Repairs and Maintenance	General Fund	South Beach	\$ 940.21
12512	10/30/2023	Amazon Capital Services Inc		Office Expense	General Fund	International Terminal	\$ 151.93
12512	10/30/2023	Amazon Capital Services Inc		Office Expense	General Fund	Administration	\$ 40.53
12512	10/30/2023	Amazon Capital Services Inc		Office Expense	General Fund	South Beach	\$ 499.08
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 130.61
12512	10/30/2023	Amazon Capital Services Inc		Operating Supplies	General Fund	South Beach	\$ 339.74
12513	10/30/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	South Beach	\$ 350.02
12513	10/30/2023	Barrelhead Supply Inc		Repairs and Maintenance	General Fund	South Beach	\$ 552.40
12513	10/30/2023	Barrelhead Supply Inc		Equipment	General Fund	South Beach	\$ 376.11
12513	10/30/2023	Barrelhead Supply Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 709.49
12513	10/30/2023	Barrelhead Supply Inc		Operating Supplies	General Fund	Commercial Marina	\$ 59.91
12514	10/30/2023	Bergerson Construction Inc		Capital Outlay - Land Improvements	NOAA Lease Fund		\$ 198,000.00
12515	10/30/2023	Cedar Creek Quarries Inc		Repairs and Maintenance	General Fund	South Beach	\$ 711.53
12516	10/30/2023	Century Link		Utilities	General Fund	Administration	\$ 41.26
12517	10/30/2023	Coastal Marine & Hydraulic LLC		Repairs and Maintenance	General Fund	Commercial Marina	\$ 4,021.02
12518	10/30/2023	Coastal Paper & Supply Inc		Operating Supplies	General Fund	South Beach	\$ 1,272.60
12519	10/30/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 22.99
12519	10/30/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 87.20
12519	10/30/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 8.29
12519	10/30/2023	Copeland Lumber Yards Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 22.99
12519	10/30/2023	Copeland Lumber Yards Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 42.10

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12519	10/30/2023	Copeland Lumber Yards Inc		Operating Supplies	General Fund	Commercial Marina	\$ 220.08
12519	10/30/2023	Copeland Lumber Yards Inc		Equipment	General Fund	Commercial Marina	\$ 273.07
12519	10/30/2023	Copeland Lumber Yards Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 90.09
12520	10/30/2023	DOWL		Capital Outlay - Docks and Piers	General Fund	Commercial Marina	\$ 1,110.00
12521	10/30/2023	Drift Company Boat Hauling LLC		Repairs and Maintenance	General Fund	Commercial Marina	\$ 1,773.33
12521	10/30/2023	Drift Company Boat Hauling LLC		Repairs and Maintenance	General Fund	South Beach	\$ 3,546.67
12522	10/30/2023	Elmer's Flag and Banner		Office Expense	General Fund	Administration	\$ 530.45
12523	10/30/2023	Englund Marine Supply Co Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 518.56
12523	10/30/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 65.83
12523	10/30/2023	Englund Marine Supply Co Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 450.36
12523	10/30/2023	Englund Marine Supply Co Inc		Operating Supplies	General Fund	Commercial Marina	\$ 8.88
12523	10/30/2023	Englund Marine Supply Co Inc		Repairs and Maintenance	General Fund	South Beach	\$ 150.98
12524	10/30/2023	Finer Image Photography		Office Expense	General Fund	Administration	\$ 30.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 500.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 1,000.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 2,500.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 375.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 125.00
12525	10/30/2023	Hyak		Contract and Support Services	General Fund	Commercial Marina	\$ 1,000.00
12526	10/30/2023	Kern & Thompson LLC		Professional Services	General Fund	Administration	\$ 2,000.00
12527	10/30/2023	Kevin Hill's Marine Service		Operating Supplies	General Fund	Commercial Marina	\$ 5.08
12528	10/30/2023	Mark Brown		Benefits	General Fund	Administration	\$ 1,000.00
12529	10/30/2023	Newport Ace Hardware Inc		Operating Supplies	General Fund	South Beach	\$ 129.42
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	South Beach	\$ 2,499.99
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 2,500.00
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	South Beach	\$ 662.25
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 6,000.00
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 3,517.88
12530	10/30/2023	Newport Fab Shop		Repairs and Maintenance	General Fund	South Beach	\$ 1,420.00
12531	10/30/2023	Newport Sign Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 154.00
12531	10/30/2023	Newport Sign Shop		Repairs and Maintenance	General Fund	Commercial Marina	\$ 1,658.00
12532	10/30/2023	Norton Corrosion Limited LLC		Contract and Support Services	General Fund	South Beach	\$ 1,000.00
12532	10/30/2023	Norton Corrosion Limited LLC		Contract and Support Services	NOAA Lease Fund		\$ 5,442.00
12533	10/30/2023	NW Natural		Utilities	General Fund	South Beach	\$ 105.32
12533	10/30/2023	NW Natural		Utilities	General Fund	South Beach	\$ 184.76
12534	10/30/2023	Pacific Digital Works Inc		Office Expense	General Fund	South Beach	\$ 628.00
12535	10/30/2023	Pacific Habitat Services Inc		Miscellaneous Expense	NOAA Lease Fund		\$ 3,829.46
12535	10/30/2023	Pacific Habitat Services Inc		Contract and Support Services	NOAA Lease Fund		\$ 7,477.82
12536	10/30/2023	Platt Electric Supply Inc		Repairs and Maintenance	General Fund	Commercial Marina	\$ 7.78
12536	10/30/2023	Platt Electric Supply Inc		Repairs and Maintenance	General Fund	South Beach	\$ 205.41
12536	10/30/2023	Platt Electric Supply Inc		Repairs and Maintenance	General Fund	South Beach	\$ 114.56

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Check number - Transaction	Date	Vendor	GL Description	Fund	Department	Amount
12537	10/30/2023	Port's Contracting, LLC	Contract and Support Services	General Fund	South Beach	\$ 5,250.00
12538	10/30/2023	Rau Plumbing Inc	Repairs and Maintenance	General Fund	South Beach	\$ 303.75
12539	10/30/2023	Simply Design Studios	Office Expense	General Fund	Administration	\$ 450.00
12540	10/30/2023	Stutzman & Kropf	Capital Outlay - Buildings	General Fund	South Beach	\$ 40,000.00
12541	10/30/2023	T & L Chemical Toilet Service LLC	Pump out septic holding tank	General Fund	International Terminal	\$ 450.00
12542	10/30/2023	TWGW Inc NAPA Auto Parts	Repairs and Maintenance	General Fund	Commercial Marina	\$ 65.26
12542	10/30/2023	TWGW Inc NAPA Auto Parts	Repairs and Maintenance	General Fund	Commercial Marina	\$ 14.99
12543	10/30/2023	Valley Fire Control Inc	Fees	General Fund	Commercial Marina	\$ 5.00
12543	10/30/2023	Valley Fire Control Inc	Operating Supplies	General Fund	Commercial Marina	\$ 23.08
12544	10/30/2023	Verizon Wireless	SB Lines	General Fund	South Beach	\$ 76.44
12544	10/30/2023	Verizon Wireless	NOAA Lines	NOAA Lease Fund		\$ 64.81
12544	10/30/2023	Verizon Wireless	NIT Line	General Fund	International Terminal	\$ 33.88
12544	10/30/2023	Verizon Wireless	CM Lines	General Fund	Commercial Marina	\$ 106.11
12544	10/30/2023	Verizon Wireless	Admin Lines	General Fund	Administration	\$ 208.83
12545	10/30/2023	City of Newport	Utilities	NOAA Lease Fund		\$ 313.00
12546	10/30/2023	Pape Machinery	Capital Outlay - Equipment	General Fund	Commercial Marina	\$ 1,740.62
EFT 240005	10/26/2023	Central Lincoln PUD**AUTOPOST**	Electricity	NOAA Lease Fund		\$ 523.11
EFT1296	10/4/2023	Windcave	SB - Credit Card Transaction Fee	General Fund	South Beach	\$ 20.00
EFT1296	10/4/2023	Windcave	CM - Credit Card Transaction Fees	General Fund	Commercial Marina	\$ 155.00
EFT-230915	10/6/2023	Asure - ***AUTOPOST***	Payroll tax liability pmt	General Fund		\$ 26,965.77
EFT240001	10/5/2023	Asure - ***AUTOPOST***	PPE 20230930 PR Tax	General Fund	Administration	\$ 26,800.56
EFT240002	10/20/2023	Asure - ***AUTOPOST***	PPE 20231015 payroll tax deposit	General Fund		\$ 24,763.46
EFT240003	10/12/2023	OR Dept of Revenue	Fees	General Fund	South Beach	\$ (315.26)
EFT240003	10/12/2023	OR Dept of Revenue	Accrued Lodging Taxes	General Fund		\$ 6,305.25
EFT240004	10/13/2023	PERS	Retirement Payable	General Fund		\$ 19,564.98
EFT240006	10/16/2023	Asure - ***AUTOPOST***	Payroll taxes - PPE	General Fund		\$ 69.77
EFT240007	10/30/2023	PERS	Retirement Payable	General Fund		\$ 37,784.60
EFT240008	10/30/2023	PERS	Retirement	General Fund	Administration	\$ 26.00
PPIO2887	10/3/2023	Central Lincoln PUD**AUTODRAFT**	302612074 - 600 NE By Blvd	General Fund	Administration	\$ 339.06
PPIO2888	10/1/2023	DE LAGE LANDEN **AUTODRAFT**	50369481_2-South Beach	General Fund	South Beach	\$ 323.75
PPIO2888	10/1/2023	DE LAGE LANDEN **AUTODRAFT**	50369481_1-Admin	General Fund	Administration	\$ 323.75
PPIO2985	10/4/2023	VOYA- **AUTODRAFT**	10020-PM	General Fund	Administration	\$ 500.00
PPIO2985	10/4/2023	VOYA- **AUTODRAFT**	10013-MH	General Fund	Administration	\$ 105.00
PPIO2985	10/4/2023	VOYA- **AUTODRAFT**	10009-JD	NOAA Lease Fund		\$ 25.00
PPIO2986	10/4/2023	VOYA- **AUTODRAFT**	10045-EL	General Fund	Commercial Marina	\$ 500.00
PPIO2986	10/4/2023	VOYA- **AUTODRAFT**	10032-GT	General Fund	Administration	\$ 25.00
PPIO3040	10/16/2023	City of Newport Water**AUTOPOST**	172421.00 - PON RV Dump	General Fund	South Beach	\$ 196.34
PPIO3040	10/16/2023	City of Newport Water**AUTOPOST**	171451.00 - 710 SE Bay Bvd	General Fund	Commercial Marina	\$ 566.74

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PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		170971.00 - Terminal Office	General Fund	International Terminal	\$ 1,033.57
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		170851.01 - SE Marine Science Dr	NOAA Lease Fund		\$ 188.11
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		167681.00 - Irrigation System	General Fund	South Beach	\$ 2,442.34
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		106321.00 - Launch Ramp & CXT Restr	General Fund	South Beach	\$ 2,864.09
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		100541.00 - Terminal Storage Bldg/Tri	General Fund	International Terminal	\$ 147.18
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94891.00 - NM Moorage - Laundry	General Fund	South Beach	\$ 886.89
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94871.00 - Fuel Dock NM Moorage	General Fund	South Beach	\$ 518.93
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94861.00 - Docks F,G,H,J	General Fund	South Beach	\$ 473.81
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94851.00 - Docks C,D,E	General Fund	South Beach	\$ 758.50
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94841.00 - Docks A & B	General Fund	South Beach	\$ 5,130.95
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94821.00 - SB Restrooms Fish Table	General Fund	South Beach	\$ 984.19
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94811.00 - RV Dump	General Fund	South Beach	\$ 99.04
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		94751.00 - OPS Shop SB Water	General Fund	South Beach	\$ 263.97
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		34261.01 - Newport Marina	General Fund	South Beach	\$ 536.61
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		7591.00 - Port Dock 7	General Fund	Commercial Marina	\$ 1,801.51
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		7571.00 - Port Dock 5	General Fund	Commercial Marina	\$ 2,042.51
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		7561.00 - Port Dock 1	General Fund	Commercial Marina	\$ 67.08
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		6971.01 - Port Dock 3	General Fund	Commercial Marina	\$ 349.54
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		6611.01 - Sportsman Trailer Park	General Fund	South Beach	\$ 854.24
PPI03040	10/16/2023	City of Newport Water**AUTOPOST**		4291.00 - OPS Bldg	General Fund	Commercial Marina	\$ 1,960.53
PPI03041	10/9/2023	Direct TV**AUTOPOST**		SB RV Park	General Fund	South Beach	\$ 808.40
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		Digital Communicaton	General Fund	Administration	\$ 183.40
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		Wine-Open House	General Fund	Administration	\$ 450.00
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		OPPA Conference-Paula	General Fund	Administration	\$ 382.50
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		OPPA Conference-Kelly	General Fund	Administration	\$ 382.50
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		Oregon Infastructure Summit Paula/Ke	General Fund	Administration	\$ 570.00
PPI03042	10/6/2023	First Interstate Bank MC **AUTOPOST**		PNWA-Annua Conference	General Fund	Administration	\$ 950.00
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		Acoustimac	General Fund	Administration	\$ 2,148.08
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		City of Newport	General Fund	Administration	\$ 69.00
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		City of Newport	General Fund	Administration	\$ 749.00
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		City of Newport	General Fund	Administration	\$ 69.00
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		Etsy	General Fund	Administration	\$ 31.85
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		Etsy	General Fund	Administration	\$ (15.19)
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		Etsy	General Fund	Administration	\$ 129.17
PPI03043	10/6/2023	First Interstate Bank MC **AUTOPOST**		Covercraft	General Fund	Administration	\$ 651.98
PPI03044	10/6/2023	First Interstate Bank MC **AUTOPOST**		WalMart	General Fund	Administration	\$ 16.73
PPI03044	10/6/2023	First Interstate Bank MC **AUTOPOST**		Tru Cut Engraving-Nameplates	General Fund	Administration	\$ 24.00
PPI03044	10/6/2023	First Interstate Bank MC **AUTOPOST**		JC Makrt - Gov visit	General Fund	Administration	\$ 28.71
PPI03044	10/6/2023	First Interstate Bank MC **AUTOPOST**		Lincoln County Clerk-Ordinance Record	General Fund	Administration	\$ 95.32
PPI03045	10/9/2023	First Interstate Bank MC **AUTOPOST**		Supervisor Posting	General Fund	Administration	\$ 501.74
PPI03045	10/9/2023	First Interstate Bank MC **AUTOPOST**		Monthly Hosting	General Fund	Administration	\$ 348.00

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PPI03045	10/9/2023	First Interstate Bank MC **AUTOPOST**		CC Processing	General Fund	Administration	\$ 25.00
PPI03045	10/9/2023	First Interstate Bank MC **AUTOPOST**		CSR Posting	General Fund	Administration	\$ 292.22
PPI03046	10/11/2023	First Interstate Bank MC **AUTOPOST**		Debt Service - Interest	General Fund	Administration	\$ 287.13
PPI03046	10/11/2023	First Interstate Bank MC **AUTOPOST**		Debt Service - Principal	General Fund	Administration	\$ 4,818.18
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612073 - 600 SE Bay Blvd - New Ad	General Fund	Administration	\$ 58.96
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612072 - 2591 SE Pacific Way	General Fund	Administration	\$ 174.67
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612071 - SB Marina Temp Dock	General Fund	South Beach	\$ 70.05
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612068 - 1430 SE Bay Blvd	General Fund	International Terminal	\$ 582.98
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612067 - 1430 SE Bay Blvd	General Fund	International Terminal	\$ 501.38
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612063 - 2591 SE Pacific Way # 61	General Fund	South Beach	\$ 160.43
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612062 - 1410 SE Bay Blvd Bldg # 1	General Fund	International Terminal	\$ 326.03
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612060 - 2320 SE OSU Dr	General Fund	South Beach	\$ 79.62
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612059 - 600 SE Bay Blvd	General Fund	Commercial Marina	\$ 112.15
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612058 - 2146 SE Marine Science D	General Fund	South Beach	\$ 1,485.14
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612057 - 2120 SE Marine Science D	General Fund	South Beach	\$ 666.82
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612056 - 2120 SE Marine Science D	General Fund	South Beach	\$ 1,479.79
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612054 - 2124 SE Marine Science D	General Fund	South Beach	\$ 107.02
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612053 - 2301 SE Marine Science D	General Fund	South Beach	\$ 106.34
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612051 - SE OSU Dr Marina Pole 21	General Fund	South Beach	\$ 522.93
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612045 - Port Dock 1	General Fund	Commercial Marina	\$ 31.47
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612042 - Port Dock 7	General Fund	Commercial Marina	\$ 545.46
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612040 - SE Bay Blvd by 213 SE Bay	General Fund	Commercial Marina	\$ 267.29
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612032 - 2591 SE Pacific Way	General Fund	South Beach	\$ 132.85
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612031 - 2591 SE Pacific Way, SP 7	General Fund	South Beach	\$ 53.30
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612030 - 2591 SE Pacific Way, Sp 8	General Fund	South Beach	\$ 50.72
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612029 - 2591 SE Pacific Way	General Fund	South Beach	\$ 149.30
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612028 - 2591 SE Pacific Way, SP 4	General Fund	South Beach	\$ 94.00
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612027 - 2591 SE Pacific Way - SP 7	General Fund	South Beach	\$ 78.12
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612026 - 2591 SE Pacific Way - SP 6	General Fund	South Beach	\$ 109.38
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612025 - 2591 SE Pacific Way -SP 8	General Fund	South Beach	\$ 115.26
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612024 - 2591 SE Pacific Way- SP 9	General Fund	South Beach	\$ 128.70
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612023 - Port Dock 7	General Fund	Commercial Marina	\$ 892.80
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612022 - 2591 SE Pacific Way	General Fund	South Beach	\$ 433.10
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612021 - PD 7 Hoist Dock	General Fund	Commercial Marina	\$ 334.05
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612019 - Port Dock 5	General Fund	Commercial Marina	\$ 2,032.72
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612016 - SB Marina Dock J	General Fund	South Beach	\$ 123.91
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612015 - SB Marina Unit H	General Fund	South Beach	\$ 639.93
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612014 - SB Marina Unit G	General Fund	South Beach	\$ 460.08
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612013 - SB Marina Sewer & Lift	General Fund	South Beach	\$ 39.87
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612012 - SB Marina	General Fund	South Beach	\$ 615.34
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612011- SB Boat Slip E	General Fund	South Beach	\$ 626.48

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PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612010 - SB Boat Slip D	General Fund	South Beach	\$ 650.02
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612009 - SB Boat Slip C	General Fund	South Beach	\$ 327.30
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612008 - SB Boat Slip B	General Fund	South Beach	\$ 858.33
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612007 - SB Boat Slip A	General Fund	South Beach	\$ 688.69
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612006 - SB Fuel Dock	General Fund	South Beach	\$ 270.14
PPI03047	10/19/2023	Central Lincoln PUD**AUTOPOST**		302612000 - 600 SE Bay Blvd	General Fund	Administration	\$ 721.19
PPI03069	10/15/2023	Washington State Support Registry **AUTOPC		Garnishment Withholdings Payable	General Fund		\$ 136.00
PPI03076	10/19/2023	Asure - ***AUTOPOST***		Payroll taxes - PPE	General Fund		\$ 85.64
PPI03112	10/7/2023	DE LAGE LANDEN **AUTOPOST**		50369481_2-South Beach	General Fund	South Beach	\$ 323.75
PPI03112	10/7/2023	DE LAGE LANDEN **AUTOPOST**		50369481_1-Admin	General Fund	Administration	\$ 323.75
PPI03199	10/17/2023	First Interstate Bank**AUTOPOST**-Debt Svc		Debt Service - Interest	General Fund	Unallocated	\$ 296.70
PPI03199	10/17/2023	First Interstate Bank**AUTOPOST**-Debt Svc		Debt Service - Principal	General Fund	Unallocated	\$ 4,808.61
PPI03204	10/13/2023	Direct TV**AUTOPOST**		RV Park Annex	General Fund	South Beach	\$ 447.20
PPI03207	10/31/2023	Washington State Support Registry **AUTOPC		Garnishment Withholdings Payable	General Fund		\$ 408.50
PPI03209	10/24/2023	VOYA- **AUTOPOST**		10020-PM	General Fund	Administration	\$ 500.00
PPI03209	10/24/2023	VOYA- **AUTOPOST**		10013-MH	General Fund	Administration	\$ 105.00
PPI03209	10/24/2023	VOYA- **AUTOPOST**		10009-JD	NOAA Lease Fund		\$ 25.00
PPI03210	10/24/2023	VOYA- **AUTOPOST**		10045-EL	General Fund	Commercial Marina	\$ 500.00
PPI03210	10/24/2023	VOYA- **AUTOPOST**		10032-GT	General Fund	Administration	\$ 25.00



STAFF REPORT

DATE: *November 21, 2023*
RE: *Rondys' Fifth addendum to Lease (Extension)*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

The Port currently leases property from Rondys to store dredge material for \$1.00 per year. The lease expires on December 24, 2023. Removing the dredge material from the site is very costly. Rondys agreed to extend the lease for an additional 6 months, as they are currently not ready for development at that site.

RECOMMENDATION

I recommend "A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FIFTH ADDENDUM TO LEASE AS PRESENTED."

FIFTH ADDENDUM TO LEASE

This Addendum to Lease made this ___ day of _____, 2023, by and between Rondys, Inc., a Washington corporation, hereinafter called "Lessor" or "Rondys", and the Port of Newport, a municipal corporation of the State of Oregon, hereinafter called "Lessee" or "Port".

RECITALS:

- A. Previously, the parties hereto entered into a Lease Agreement dated June 25, 2012. The current lease expires December 24, 2023.
- B. The parties hereto also entered into addendums of that lease agreement dated October 17, 2018, June 28, 2022, December 24, 2022 and June 28, 2023.

AGREEMENT TO EXTEND

- 1. The parties agree to extend the term of the lease until June 24, 2024. Beyond that date, no additional lease extensions or renewals are contemplated or expected by the parties.
- 2. Base rent remains \$1.00 per year.
- 3. Except as specifically modified above, the Lease Agreement dated June 25, 2012, and Addendums are ratified and reaffirmed in all other respects.

PORT OF NEWPORT

RONDYS, INC.

By: _____

By: _____

Its: Executive Director

Its: President

STATE OF OREGON)
) ss:
 County of Lincoln)

This instrument was acknowledged before me on the ___ day of _____, 2023 by Paula Miranda, Executive Director of the Port of Newport, an ORS 777 Municipal Corporation, on behalf of the corporation.

 Notary Public for Oregon
 My commission expires: _____

STATE OF _____)
) ss:
 County of _____)

This instrument was acknowledged before me on the _____ day of _____,
20____ by Evan Hall, President of Rondys, Inc., on behalf of the corporation.

Notary Public for
My commission expires: _____



OLD BUSINESS

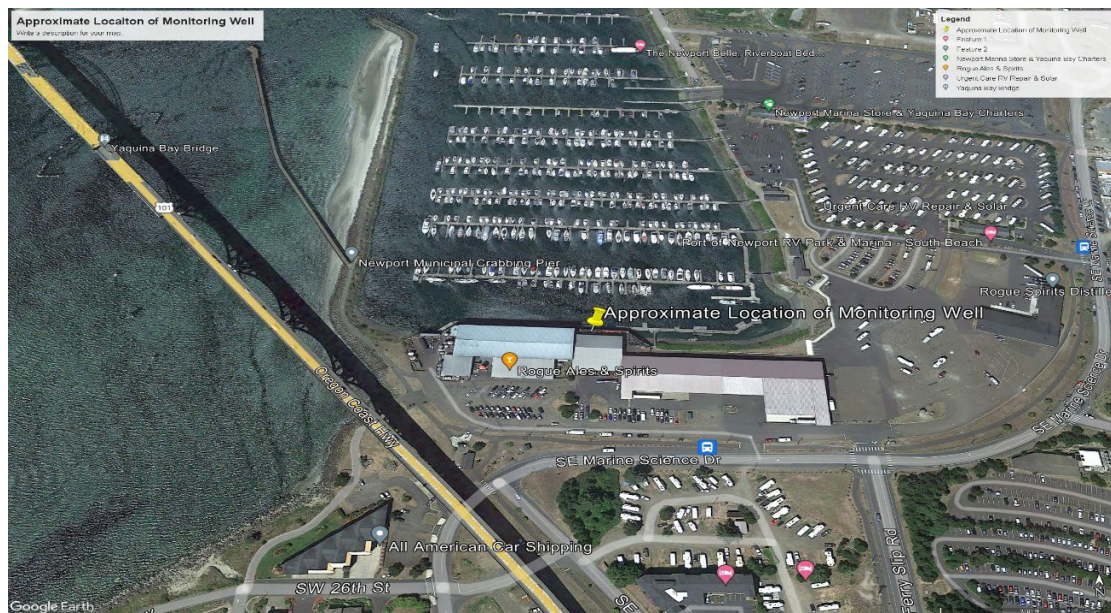
DATE: November 18, 2023
RE: PBS Engineering Monitoring Well Change Order
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The Port has a contract with PBS Engineering for the repair plan on the Rogue Seawall. They recently completed 60% of the work needed for the planning, and during this phase of work discovered that hydraulic head pressure behind the seawall was potentially one of the errant assumptions during the initial design of the wall.

It appears that the wall was designed with the assumption that there would be nominal head pressure behind the wall, but as we can see through the years, this has not been the case. The pressure created problems as fill material has been pulled outward, causing the sink holes that we are now experiencing.

PBS has added to the design a horizontal drain system that will allow relief of this pressure but will keep the polymer injection intact that will be placed behind the wall. In order to monitor the behavior of ground water behind the wall before they finalize the design, PBS intends to drill a monitoring well behind the wall. The well would be drilled outside the building in a location that Rogue is not currently using. The location is indicated below by a yellow pin.



CURRENT CONTRACT SCOPE

The final design contract with PBS Engineering was for an amount NTE \$225,865, and the scope of that work did not include the monitoring well, the need for which became apparent during the final phase of planning. The cost of this additional work, and the labwork and monitoring associated with the monitoring well is \$22,510.

RECOMMENDED MOTION:

“I MOVE TO APPROVE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO AMEND THE PBS CONTRACT TO AND INCLUDE THE ADDITION OF A MONITORING WELL AND THE ASSOCIATED MONITORING AND LAB WORK THE ROGUE SEAWALL STABILIZATION PROJECT IN AN AMOUNT NTE \$22,510.”



EAP Program Contract

DATE: November 28, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Background

For the past three (3) years the Port has offered an Employee Assistance Program (EAP) program to staff members. In the initial evaluation of EAP programs that were reviewed the Aaron Bretz, we found that ESI had the most comprehensive set of services of any EAP program and was able to refer staff to local resources, if necessary. This remains the case today.

Who can use the EAP:

The EAP can be used by Port of Newport staff, their spouses, and those up to the age of 26 living with or away from them.

What does the EAP program offer:

This EAP program has an extensive set (thousands) of training opportunities, the Port has used the trainings to a train our staff on best customer service practices. Computer Software training on the Microsoft suite. The program includes free wills, three (3) free face to face counselling sessions, free consulting for supervisors on how to handle difficult situations with staff, and many more services.

Has the program been utilized:

From December of 2022 to July of 2023 there were 71 Services utilized, the breakdown of utilization is:

Coaching and Counseling	26
Self Help Member Resources	12
Online Trainings	26
Account Management	7

Why continue to offer an EAP Program

The program utilization convinces me that the cost of the program is more than worth the \$2,700 annually (about \$8.65 per month per employee) to keep the EAP. There have been 26 Coaching and Counseling contacts in a 6-month period. If even one of these contacts results in an employee being at work the next day or prevents a catastrophic event from occurring, it is more than worth the cost of the overage.

I recommend the following Motion:

I motion that the Executive Director or designee is authorized to execute the EAP program contract for the period of 12/01/2023 to 11/30/2024 for \$2,700.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Hello,

All of us at ESI are excited to start a new year serving you and all employees of **Port of Newport, OR**

In the past year, we totally revamped the Self-Help Resource Center to include new and updated videos, articles, webinars, and tools, including new Learning Centers on popular topics. These supplement our Peak Performance Employee Development Benefits, encompassing thousands of easy-to-use trainings in the ESI Online Training Center. Our Lifestyle Savings Benefit is especially useful in these tough economic times, with thousands of frequently updated deals, discounts, and perks from popular national brands. And our superlative Counseling benefit and one-to-one telephonic Coaching programs continue to be popular with employees.

We pledge to make every effort to deliver the best possible service to you and your employees.

To help complete the renewal process, we have attached the following:

- Your renewal contract – **Please sign and return the attached contract - we have enclosed a return envelope for your convenience.**
- Your renewal invoice – **Remit payment to the noted ESI address in the attached invoice.**

If you need additional information, please contact your Account Manager: **Aileen Green**
aileengreen@theeap.com 800.535.4841 Ext. 709

Sincerely,

Patricia M. Reardon

Vice President, Client Services

800.535.4841 Ext. 607 | pattyreardon@theEAP.com





TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | AGREEMENT

This Employee Assistance Program (EAP) Agreement (“Agreement”) is between **Port of Newport, OR** (“Client”) and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, a New York corporation, 55 Chamberlain Street, Wellsville, New York 14895 (“ESI”) for ESI to provide the benefits described herein for employees of Client effective **12/1/23-11/30/24**.

I. Productivity Solutions

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. Employees of Client and their household members including children up to age 26 who do not reside with employee are referred to herein as Members.

- **Unlimited Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master’s or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.
- **Face-to-face Counseling Sessions per Issue:** Up to 3
Members are eligible for telephonic counseling and short-term, in-person counseling.
- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Assistant, Tools for Tough Times and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member’s quality of life – discounts vary by season and location.
- **Wellness Resource Center:** Includes the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking.
- **Up to 3 Session Model:** Includes an assessment, referral, and brief therapy as appropriate. Diagnosis driven treatment referrals are moved to the health insurance plan after the diagnosis is assessed. A third (3) session is authorized when it completes brief therapy or to complete the assessment.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

II. Engagement Solutions - Peak Performance Benefits

ESI is the only EAP to offer Peak Performance Benefits - an entire menu of coaching programs, self-help resources and training to stimulate employee engagement. These benefits are designed to improve the performance of not just some but all of your employees. ESI also provides Hiring, Onboarding and Employee Engagement Resource Centers for HR, managers and supervisors. The result: Employees report improved personal and professional performance at work and at home; and overall employee engagement is improved.

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Unlimited coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Information Resource Benefits:** Extensive Self-Help Resources (website) – Tools, Assessments, Financial Calculators, Video Library, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes a comprehensive online personal and professional development trainings to help employees balance their work and personal life.
- **Recruiting, Hiring, Interviewing, Onboarding, and Employee Engagement Resource Centers:** Extensive array of articles and Web resources from leading experts.

III. EAP Administration - Orientation and Engagement

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of engagement. ESI provides comprehensive employee orientation and communications.

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **EAP Mobile App:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Table Top Displays, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via group web conference meetings and online orientation videos.



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IV. Manager, Supervisor and Human Resources Services

ESI offers an entire menu of management-focused employee assistance services to help deal with important compliance and liability issues.

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.
- **Unlimited Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unlimited HR Consultations w/ SPHR's:** Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles and other tools designed to help develop people management best practices. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed EAP statistical reports on a monthly basis. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

VI. Optional Services

- **GCN Compliance Training: NO**
ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**.



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VII. Term

- A. Either party may terminate this Agreement for breach upon 60 day's prior written notice to the other party; provided, however, that the notice shall identify the specific breach; and provided, further that the other party shall have the right to cure any alleged breach within 30 days following receipt of such notice.

VIII. Fees and Payment

- A. Client agrees to pay ESI the fees set forth in Exhibit A for the services described in this Agreement ("Service Charges"). Service Charges shall be paid in accordance with the terms and conditions set forth in Exhibit A.
- B. Interest may be imposed on overdue Service Charges. In addition, ESI shall have the right, in its sole discretion, to take one or more of the following actions without further notice to Client in the event of untimely payments for fees due to ESI under Exhibit A: (i) immediately suspend services described in this Agreement, or (ii) terminate the Agreement in accordance with Section VII.
- C. The Service Charges set forth in Exhibit A may be changed by ESI on each renewal date, with prior written notice to Client.

IX. Indemnification and Limitation of Liability

- A. ESI shall indemnify and hold Client and its successors, parents, subsidiaries, officers, directors, employees (the "Client Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the Client Parties at any time to the extent such liability, loss or expense results from ESI's gross negligence or willful misconduct under this Agreement.
- B. Client shall indemnify and hold ESI and its successors, parents, subsidiaries, officers, directors, employees (the "ESI Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the ESI Parties at any time to the extent such liability, loss or expense results from Client's gross negligence, willful misconduct, or Client's noncompliance with any state or federal laws related to the services provided for under this Agreement.
- C. Whenever a party becomes aware of a claim that may be subject to the provisions of this Section, the party shall notify the other party as soon as practicable and both parties shall reasonably cooperate in the resolution of such matter.
- D. IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR ANY CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNTS PAID AND PAYABLE TO ESI UNDER THIS AGREEMENT IN THE MOST RECENT TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES.



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X. Force Majeure

ESI’s inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI’s reasonable control (“Force Majeure Event(s)”) shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

XI. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.

XII. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement, and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC

Port of Newport, OR

 Gordon G. Bell, President

 Authorized Signature

 Date

 Date



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Employee Assistance Program (EAP) | EXHIBIT A

Port of Newport, OR ("Client") 12/1/23-11/30/24

Service Charges and Payment

- A. The total number of employees covered under this Agreement is **32**.
- B. Client agrees to pay ESI the sum of **\$2,700.00** annually.
- C. The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- D. Payment of the **Annual** premium is due upon receipt of the invoice.
- E. Flat Rate listed above covers a census of **1** to **50**. Contract rate may be modified at renewal and/or if census moves outside of this range.
- F. Trauma Responses available at **\$250.00** per hour plus travel time.
- G. DOT required Substance Abuse Evaluations - **\$850.00** each.



Phone: 1 (800) 535-4841

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INVOICE

Reference Nbr.: 000785
Date: 01-Dec-2023
Due Date: 31-Dec-2023
AR ID: 5453-00-00
Location ID: 5453-00-00
Contract Period: 12/1/2023 to 11/30/2024

Bill To: **Ship To:**

Port of Newport, OR
600 SE Bay Blvd.
Newport OR 97365

Port of Newport, OR

Terms **Customer PO Number**

NET 30

No. **Item** **TOTAL PRICE**

1 EAP Services (32 employees) 12/01/2023 - 11/30/2024 (1 of 1) 2,700.00

Please make checks payable and send to:

ESI Employee Assistance Group
55 Chamberlain
Wellsville, NY, 14895

Total **2,700.00**



**Grant – State and Local Cybersecurity Grant program (SLCGP)
Preapplication**

DATE: November 28, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

In the past few months, the Port was made aware of a State and Local Cybersecurity Grant program (SLCGP) available through the State of Oregon Emergency Management. Each year, more grants will be made available. This grant is specifically designed for state and local governments in order to protect state and local governments from unauthorized access to their IT systems. In order to apply in future years, the Port must have implemented four (4) key items:

1. Advanced Endpoint Protection
2. Domain Migration to a .gov environment
3. Immutable data backup and recovery testing
4. Multifactor Authentication Capability

The Port is compliant with 1,3, and 4, and but would need to migrate to a .gov environment. This grant is a 100% reimbursable, meaning no matching funds are required. On November 7th, the Port registered to apply for \$50,000 in grant funding. This funding is sufficient to migrate the Port to a .gov environment. The registration will be reviewed, and the Port will be notified if it has been selected to apply for the grant.

Why should the Port move to a .gov environment?

- Multiple types of confirmation are used to make sure that .gov domains are ONLY available to governments.
- When residents see email from, and links to, portofnewport.org vs portofnewport.gov, they can be much more confident in the authenticity of the .gov
- .gov domains are hard to convincingly impersonate: portofnewport.com will constantly be spoofed by folks setting up domains like port.of.newport.org. Impersonators cannot acquire a .gov, so their fake emails and websites will not look as similar and be easier to detect.
- All web browsers know to only connect to .gov websites with encryption. This helps protect all interactions with government services by default.
- Moving all governments to a .gov web and email presence has been identified as a nationwide security objective. Agencies are advised to consider that in the future grant funding, cyber insurance applications, and required security assessments may include governments moving to .gov as a requirement.

- The .gov environment is more secure thanks the to the DOTGOV online Trust in Government Act, the law provides support services, security enhancements and outreach from the federal government to state and local agencies. The law transfers authority over the .gov domain from the General Services Administration to the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency.

Recommendation:

Port Staff recommend the following motion:

Should the office of Emergency Management approve the Port Registration, the Executive Director or designee is approved to apply for \$50,000 in grant funding for the migration of the Port to a .gov environment.



NEW BUSINESS

DATE: November 18, 2023
RE: Port Dock 3 Emergency Repairs
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

During a recent minus tide accompanied by significant runoff and high winds, two pilings at the east end of Port Dock 3 broke at the base. I have applied for emergency permits to address the broken pilings, and our authorizations are being pushed through quickly.

DETAIL

The two pilings near the end of Port Dock 3 are critical to holding the vessels moored there through the strong southwest winds of the winter that hit those vessels directly on the beam. Bergerson Construction is driving pilings at Englund Marine in the next couple weeks and can complete this job at about the same time. They are the only Marine Construction company mobilized in the area. The \$56,000 requested includes a 3% contingency.

RECOMMENDED MOTION:

"I MOVE TO APPROVE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO CONTRACT WITH BERGERSON CONSTRUCTION TO DRIVE TWO PILINGS AT PORT DOCK 3 IN AN AMOUNT NOT TO EXCEED \$56,000."



EXECUTIVE DIRECTOR MONTHLY REPORT

DATE: 11/21/23
PERIOD: 10/19/23 – 11/17/23
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

OVERVIEW

This is a short month, as we are having our commission meeting a week early and we also had Veterans' Day holiday. The good news is that we got awarded \$3.4 million from Maritime Administration for the Ports Infrastructure Development Program (PIDP) for purchase of equipment, grading of 9 acres and fencing of 3 acres. This will help us attract new cargo users. We will need to match the grant with \$861K. However, the process will take a while. Meanwhile, we will work on securing the match money.

Here are some of the highlights for the month:

South Beach

RV Park Annex Plan: We are still waiting for completion of the plan. Hopefully, we will have a plan to share during our December meeting.

RV Park: We started implementing the new plan and so far, things are going smoothly. November is a slow month for the park, and this will give us some time to catch up.

NOAA Dredging: NOAA dredging was completed, and everything went as expected.

Rogue Seawall: We have received the 60% engineering plans. We will need 100% to be able to put out for proposals. We expect to get it completed by the end of the month. We are asking a variance on our permit in the event we cannot complete construction before February 1. We are currently holding \$1.1 million we received from the State to complete the work.

Derelict Vessels: This continues to be a problem for the port, and we are still holding several abandoned and derelict vessels. We also had two sunk vessels at South Beach that we end up having to deal with. We are continuing enforcing insurance requirements in order to avoid these types of issues.

North Commercial

Port Dock 7 Plan/ Commercial Marina Channel Dredging Sediment Plan: Both projects are moving along. It is my understanding that Connect Oregon grant applications will open up around January/February. I am not sure we will have plans in time to apply, but we will sure try.

Newport International Terminal

RORO Dock Piling Assessment: Permit reviewing by the USACE is underway, but that will be pending funding through the Congress for the appropriations request, assisted by Congresswoman Val Hoyle. Nothing has changed on that.

MARAD Grant: See my initial comment.

Business Oregon Gran Loan for NIT Crane: We are still working with Business Oregon on the detail of the funding. We have signed an agreement to hold the crane while we finalize the funding.

Miscellaneous:

Finances: Our Finance Department is starting the new Audit and the new Budget, which should keep them quite busy. They are also working on the new HR Manual and Fiscal Manual. We are continuing to add funds to our cash flow.

Newsletter: Newsletter should be out. A copy is available at our website.

YBC Radio: Commissioner Retherford and I gave a radio interview with the radio station at their Hotline program.

Meetings/Trainings/Summits:

- 10/23/23 - Operations Recurring Meeting
- 10/23/23 - Finance Recurring Meeting
- 10/24/23 - Meeting w/ Michale Moses/DLCD
- 10/24/23 - Commission Meeting
- 10/25/23 - Yaquina Bay Economic Foundation
- 10/26/23 - PNWA Dues Committee
- 10/30/23 - Operations Recurring Meeting
- 10/30/23 - Finance Recurring Meeting
- 10/31/23 - SDAO Bylaws Committee
- 11/01/23 - DLCD Estuary Committee
- 11/02/23 - Meeting with Courtney Flathers/Governor's Regional Solution
- 11/02/23 - EDALC Board Meeting
- 11/02/23 - Chamber Open House (75 Years Celebration)
- 11/06/23 - Operations Recurring Meeting
- 11/06/23 - Meeting with Margaret Barber - Business Oregon new Port's Program Manager
- 11/07/23 - Finance Recurring Meeting
- 11/07/23 - YBC Radio Interview
- 11/07/23 - Meeting with Insurance Agent
- 11/09/23 - North Commercial Crew Meeting
- 11/10/23 - Veteran's Day - Office Closed

- 11/13/23 - Operations Recurring Meeting
- 11/13/23 - Finance Recurring Meeting
- 11/14/23 - PNWA Dues Committee
- 11/14/23 - PIDP Kick-off Meeting
- 11/14/23 - Chamber Board Meeting
- 11/15/23 - SDAO Board Meeting
- 11/17/23 - Communications Meeting
- 11/17/23 - Meeting with City Planner
- 11/17/23 - Fishermen's Appreciation

Upcoming Schedule:

- 11/20/23 - Operations Recurring Meeting
- 11/20/23 - Finance Recurring Meeting
- 11/20/23 - Capital Facilities - Business Oregon
- 11/21/23 - Director's Monthly Meeting
- 11/21/23 - Commission Meeting
- 11/23-24/23 - Thanksgiving holiday
- 11/27-12/08 - PTO
- 12/11/23 - Operations Recurring Meeting
- 12/11/23 - Finance Recurring Meeting
- 12/11/23 - Appropriations 101 - Business Oregon
- 12/12/23 - Department Heads
- 12/14/23 - Maritime Minds - Business Oregon
- 12/15/23 - Communications Meeting
- 12/15/23 - Federal Coordination Committee - Business Oregon
- 12/18/23 - Operations Recurring Meeting
- 12/18/23 - Finance Recurring Meeting
- 12/19/23 - Directors Meeting
- 12/19/23 - Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: November 21, 2023
PERIOD: July 1 to October 31, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial Reports are included through October 31, 2023 for all funds.

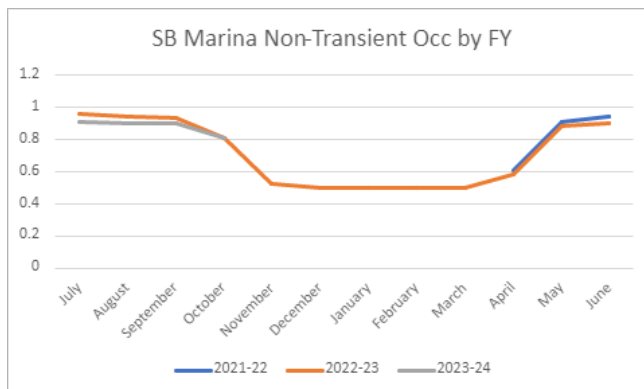
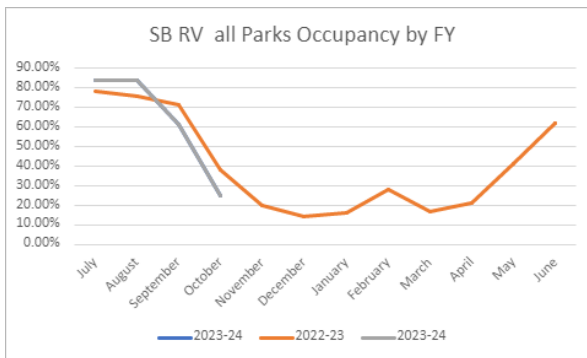
Issues of Importance

Audit

- Work on the 2022-2023 audit has begun, staff are putting together information as requested by the Auditors.

RV Park and Marina

- In August 2023 Occupancies were as follows:
Main RV Park 56.24%
Annex 19.24%
Dry Camp 5.44%
Non-transient 81.16%



Employee Handbook

- A new handbook template has been delivered, the process of updating the handbook has begun.

Fiscal Manual

Most 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.

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.

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 product, 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 October 31, 2023, are attached for your review and are included in the commission packet.

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

**General Operating Fund
Balance Sheet**

As of October 31, 2023 the Port General Fund has a cash balance of \$2,762,998, \$1,140,000 is restricted and can be used only for the Rogue Seawall (State of Oregon Grant), leaving an available cash balance of \$1,622,998* (up \$107,795 from last month).

* Is different from the Financial statement, but is the correct reconciled balance.

Based on the current cash situation, I have requested that no new projects be started, we need to complete the existing projects, and only move forward on projects that are funded fully or partially by grant/loan funds.

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

All Departments

- **Operating Revenue** is favorable by \$276,998
- **Operating expenses** are favorable by \$412,488
- **Operating Income** is favorable by \$689,476
- **Non-Operating Revenue** is favorable by \$284,217
- **Non-Operating Expenses** are favorable by \$113,249
- **Non-Operating Income** is favorable by \$170,968
- **Net income** is favorable by \$593,975

Non-Operating Revenues include \$107,450 of Income from the sale of 343 Bay Blvd.

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.
- Operating Income is favorable by \$ 35,445
- Non-Operating Expense is unfavorable by \$7,732
- Net Income (loss) is favorable by \$74,783

*The Debt Service budgeted payment is in a future period; this will balance out.

Administration (100)

- **Operating Revenue** is favorable by \$ 2,629
- **Operating Expenses** are favorable by \$ 153,771
- **Operating Income** is favorable by \$ 156,400
- **Non-Operating Revenue** is favorable by \$ 118,817
- Non-Operating Expenses are unfavorable \$ 9,271
- **Non-Operating Income** is favorable by \$ 265,946
- **Net income** is favorable by \$ 265,946

Commercial Marina

• Operating Revenue is favorable by	\$ 115,899
• Operating expenses are unfavorable by	\$ 18,584
• Operating Income is favorable by	\$ 97,315
• Non-Operating Revenue is Neutral	\$
• Non-Operating Expenses are Neutral	\$
• Non-Operating Income is Neutral	\$
• Net Income is favorable by	\$ 97,315

International Terminal

• Operating Revenue is unfavorable by	\$ 26,851
• Operating expenses are unfavorable by	\$ 62,673
• Operating Income is favorable by	\$ 35,822
• Non-Operating Revenue is Neutral	\$
• Non-Operating Expense is Neutral	\$
• Non-Operating Income is Neutral	\$
• Overall, Net income is favorable by	\$ 35,822

South Beach

• Operating Revenue is favorable by	\$ 180,615
• Operating expenses are favorable by	\$ 263,868
• Operating Income is favorable by	\$ 444,483
• Non-Operating Revenue is Neutral	\$
• Non-Operating Expense is favorable	\$ 10,661
• Overall, Net income is favorable by	\$ 433,823

Capital outlays were reallocated to make non-operating income more in line with expenses.

NOAA Lease Revenue Fund Balance Sheet

As of October 31, the NOAA Lease revenue Fund had a cash balance of * \$2,669,150 with an available balance of \$907,429; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract. The cash balance is down due to dredging activities.

* Is different from the financial statement, but is the correct reconciled balance.

Income Statement

Budget vs. Actuals

• Operating Revenue is favorable by	\$ 3,315
• Operating expenses are unfavorable* by	\$ 374,722
• Operating Income is unfavorable by	\$ 371,722
• Non-Operating Revenue is favorable by	\$ 752,167
• Non-Operating Expenses are favorable by	\$ 20,565
• Non-Operating Income is unfavorable by	\$ 708,045
• Net income is unfavorable by	\$1,079,452

This unfavorable is related to dredging, dredging budget will be reallocated.

NOAA Capital Reserve Fund

• Cash available	\$1,951,522
• The income statement is being corrected to allocate Personnel and Materials and Services	

to NOAA.

**Bonded Debt Fund:
Balance Sheet**

- Cash available \$151,132

Construction Fund:

- Cash available \$13,176

Facility Maintenance Fund:

- Cash available \$422,325

###



DIRECTOR OF OPERATIONS REPORT

DATE: 11/14/2023
PERIOD: October-November 2023
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

This month we've been working through a number of permitting questions and providing information for multiple permit applications we have in process currently. I've also been fairly busy with abandoned and derelict vessel issues, both directly involving vessels on Port property, and with the State workgroup of which I am part. The NOAA dredging project wrapped up on time and was a success. Space is definitely at a premium in the Commercial Marina, and it's been difficult keeping enough room open for transient vessels as well as permanent moorage holders. This was a short month, and I was unfortunately out sick for a week.

Detail:

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

We have meetings scheduled to coordinate for the sediment sampling.

- **RORO Dock Piling Assessment**

Nothin new to report. We did get a new Terminal Loading plan to accommodate the new crane.

- **Dredging**

NOAA Dredging was complete, and the contractor removed about 20,000 cubic yards of material. The berths have been returned to their required depths, and NOAA MOC-P seems pleased with the results.

- **RV Park Annex Redesign**

The final report on the Annex redesign needed some adjustments, and we intend to present the results of the conceptual redesign work at the next Port Commission meeting.

- **Rogue Seawall**

See report

- **Abandoned and Derelict Vessels**

We had two vessels sink at their moorings in the South Beach Marina over the past month. One was a 32' vessel that was recovered and is awaiting disposal on dry land. The other is still sunk in its slip. The Coast Guard pumped the fuel off of the boat, and the owner has absconded. We had

a diver attempt to refloat it, but the work is beyond his capabilities, and we are determining the best way forward with other contractors. This is the season when this happens more regularly as a result of weather and inattentive vessel owners.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period

- Forklift –64 hrs
- Moorage – 135 Days
- 30 Ton Hydraulic Crane -47.25 hrs
- Hoist Dock Tie Up –67.75 hrs
- Labor – 69.5 hrs
- 120V power – 0 hrs
- Other Overtime Billed 4.5 hrs
- 208V power – 59 Days

Commercial Marina / South Beach Marina Harbormaster- Kody Robinson

Billable Services Performed this Period:

Report will be included in next month's reports (due to PTO)

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai & Bell M. Shimada. R/V Elahka (Moored on Floating Dock)

Andrew finished cleaning up landscaping along fence perimeter & parking areas. Now it's just a matter of keeping it that way.

Finished dredging and post dredging survey.

Found the accordion door(fire safety) unresponsive in the museum during monthly checks. Looks like a dead battery charger again, also changing the battery while we're at it.

Tour of pier with ACOE design personnel.

Oregon Department of Transportation pier inspection, Andrew also took them under PD5 pier.

Fire alarms, sprinklers, hydrants annual test and inspection with Performance Systems.

FM200 fire protection systems semi-annual inspections with Northwest Fire Suppression(Pye-Barker).

Arranging contract and security paperwork with painting contractor.

During fire alarm inspections we found that we were no longer receiving text messages from the Building Automation System. This was probably due to changes at Verizon having to do with emailing text messages, the BAS support contractor has been getting similar reports from other customers. I went back through the BAS and changed all of the alarms to deliver to our email addresses, which we can still get on our phones, but does not provide as obvious an alert. We will just have to train ourselves to look more closely at our email more often.