

PORT OF NEWPORT COMMISSION MEETING

Tuesday, December 17, 2024, 6:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2024-12-17-commission-meetings-2024-december-17-2024-6-00-p-m>

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, December 16, 2024: <https://www.portofnewport.com/2024-12-17-commission-meetings-2024-december-17-2024-6-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2024

A. Minutes.....	Nov. 19.....	Page 3
B. Financial Reports.....		Page 7
C. Accounts Paid.....		Page 24
D. Approval of Coastal Refrigeration Agreement.....		Page 32
E. Declaration of Surplus Property – Forklift.....		Page 34
F. Approval of NOAA Lease Amendment.....		Page 35

V. Old Business

A. Cascades West Area Commission on Transportation Member Renewals /Nominations - <i>Miranda</i>		Page 37
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VI. New Business

- A. Employee Anniversary Recognition – 5 Years – Cameron Brockway

VII. Staff Reports

A. Executive Director’s Report – <i>Miranda</i>	Page 39
1. Director of Finance and Business Services - <i>Brown</i>	Page 43
2. Director of Operations/Deputy Executive Director – <i>Bretz</i>	Page 52

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2024

Christmas – Port Offices Closed.....	Dec. 25, 2024
New Years – Port Offices Closed.....	Jan. 1, 2025
Martin Luther King Jr. Day – Port Offices Closed.....	Jan. 20, 2025

Next Commission Meeting.....January 28, 2025
SDAO Conference – Bend.....Feb. 7-9, 2025

X. Public Comment

XI. Adjournment

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

PORT OF NEWPORT COMMISSION MINUTES

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

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

CONSENT CALENDAR

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

OLD BUSINESS

Lines Agreement Discussion. Sylvia introduced the agenda item. Miranda presented the report included in the packet. Sylvia asked if there was an option to do new edits to the agreement. Miranda replied that is always an option. Chuck stated Miranda worked hard to negotiate a new agreement, and Commission spent a lot of time going over this before. He noted he trusts Miranda and the talks she had with the longshoremen. He added he is in favor of the negotiated agreement. Lackey stated everything he said last time still stands and he doesn't have anything to add. Retherford stated this a 30-year-old contract, and she is not going to fight. She noted she appreciated the effort to try to get language in there. She added she is OK with the current agreement.

Sylvia asked where the Commissioners are on the options. Lackey noted this is in effect basically for the next 8 months because the overall agreement with Pasha is two years. Miranda stated she will bring back the Pasha agreement when is due because it is separate. She explained the Lines agreement stays no matter what; it's just a matter of who provides their insurance.

Lackey stated any agreement where there's one fish covered or could be covered, anything that involves fishing or a processor, he will not vote for. He added he would rather have fishing explicitly not a part of this. Ruddiman stated he likes option 3. He explained the local worked it out, and Commissioners want to modify it at the end and expect them to accept it. He added he wouldn't be surprised if they reject that. Sylvia stated he said at the last meeting, he doesn't like this general agreement, the way it is framed, or the terms of it. He noted it seems 50-60 years old and needs to be brought up to modern times. He explained this needs a beginning and end date and needs to be based on set of principles and standards rather than an ad hoc package. He indicated knowing how hard it is to negotiate this, he is willing to support the third option for now.

Sylvia asked if there would be another review in four years. Miranda noted there is an annual review. Sylvia stated his sense is it's only reviewed once someone wants to make a change. Miranda stated from now on it will be reviewed each year. Sylvia asked which party came to the table wanting to change things. Miranda replied there were discussions about vessel sizes, and they

came to the Port and suggested clarifying and updating the agreement. Sylvia confirmed with staff that staff will bring this back every year for review and Commission can make requests to change it. He added three years from now, when Commission does a review, he is going to ask the Port redo the whole thing. Discussion ensued on potential changes to the agreement. Retherford clarified with staff the 8 months is related to Pasha agreement and separate from this agreement.

MOTION was made by Chuck, seconded by Ruddiman, approve the Lines Agreement based on the original negotiation and reflected in the attached agreement pending further approval by Pasha Stevedoring & Terminals L.P, as required under the Master Contract Services Agreement, and further to replace Exhibit A (Lines Agreement) from the Master Contract Services Agreement with Pasha Stevedoring & Terminals L.P pending their approval. The motion carried 3-2 in a voice vote, with Retherford and Lackey opposed.

Approval of ConnectOregon Grant Agreement. Sylvia introduced the agenda item. Bretz presented the report included in the packet. Miranda reported the Port did not receive the PIDP grant. She stated it is disappointing, but not discouraging because she had expected that. She explained when she made the application, the Port was far from being ready. She noted MARAD allows a chance for debrief, and she requested one. She indicated when she did the application for NIT the first time, the Port didn't get it, then she did the debrief, and the Port got the PIDP grant afterward. She added her hope is that will happen again.

Miranda reported she will have the chance to apply again at the end of December. She stated the RAISE grant is available for application and due on January 30. She noted the most important grant to get was the ConnectOregon grant because it is biannual. She explained she will have a discussion with Connect as far as what staff can do before getting federal grants. She indicated worst comes to worst, the Port can make this project smaller. She recommended approving the grant agreement.

Chuck congratulated staff. He stated this is a big step forward. Lackey stated he appreciated the information about the path forward. Retherford asked if the Port will be able to spend this within a year. Miranda stated in her conversation with them, she will ask how much spending they would allow. She noted the Port does have lots of costs related to permitting. She added she appreciates the efforts the state made to get this approved. Bretz explained in one year staff have to submit the first reimbursement request, so as long as the Port does something that is covered under accepted activities, the Port will be good. He added at the very least, the Port could start the utility work.

Miranda stated projects can be extended but hopes that's not what happens. Chuck noted the Legislature will take up a transportation package to the state, so there might be more funds available for state grants. Lackey stated he wonders if there is any nexus for the Port on upcoming wastewater grants. He clarified with staff those grants would not compete with transportation grants. Sylvia asked if anything in the agreement is difficult or tricky. Miranda replied it is typical. Bretz added the attorney looked at it.

Sylvia noted there is a percentage in the agreement, 27.68, based on the total size of the project, \$34,570,000. He asked if the Port could overspend if the project comes in lower. Miranda replied that is part of the conversation she is going to have. Sylvia added the Port needs to be careful not to spend too quickly.

Ruddiman asked if the Port will have to do any [sediment] testing on land. Bretz replied he doesn't believe so. Miranda noted there will be some NEPA requirements, but the Port is already ahead of that. Retherford asked with the project schedule, if there will be any help hitting these

milestones. Miranda replied she and Bretz have discussed once the Port gets the Section 107 and rebuild project going, it's a full-time job. She noted the Port may have to hire a consultant to manage the project. Sylvia confirmed with staff the dates on this are flexible. Bretz noted after the first year's reimbursement, the Port has three more years to finish the project.

Retherford asked once this is approved, will the Port go back to the community and start doing outreach on the project. Miranda replied Nebel is working on a newsletter talking about this grant, but outreach needs to wait until the Port gets the rest of the funding.

MOTION was made by Lackey, seconded by Chuck, to accept the attached ConnectOregon grant agreement for \$9,570,110 for the Port Dock 7 Rebuild Project under the terms and conditions in the grant agreement and to authorize the Executive Director or assignee to execute the agreement as presented. The motion carried unanimously in a voice vote.

STAFF REPORTS

Executive Director Report. Miranda presented her report included in the packet. Sylvia noted the [DEQ water quality issue] is tricky stuff. He explained processors don't know how to get rid of heavy metals, and [trace] heavy metals were added by DEQ recently. He stated this is not just about helping the processors to meet the needs that they know of, but also they don't know everything they have to do. He added the Port is walking into this dealing with a lot of risk and uncertainty and needs to go into it with eyes wide open.

Miranda noted the processors have to come up with a solution. She stated the Port is not deciding the solution. She explained they have to work out with DEQ what the solution is and what they need to build. She indicated the Port can do feasibility studies, but those don't prove to DEQ what solution to use. Sylvia added he is less optimistic about this. Miranda added if they can't come up with a solution, the Port cannot build it. She stated the Port is offering its ability to apply for Business Oregon grants to help the process, but the Port should have zero liability.

Miranda reported the FEMA national flood insurance program can create all kinds of problems for coastal ports. She stated the Governor sent a request to FEMA for a delay because of Oregon's rules about regulation changes. She explained FEMA said no but will continue working with state. She added the Port will have to see how it affects ports and projects.

Retherford asked if there are specific people who will do maintenance on the RV Park Annex. Miranda replied the Port will use the South Beach crew. She added the Port enjoyed hosting Fishermen's Appreciation Day on Nov. 7.

COMMISSIONER REPORTS

Chuck reported OCZMA will have new management. He explained the AOC will no longer manage organization, they are hiring a firm, Blue Ridge Strategies from Coos Bay. He noted they will have a grant writer on board as well.

Sylvia thanked Bretz for attending the Central Coast Flyfisher's Association and answering questions about the Port. He noted for Miranda's review, the Commission needs to consider how to talk to staff members. Miranda recommended Commissioners talk to her direct reports. Sylvia asked how they could come up with a standard set of questions. Miranda replied she will put Sylvia in contact with SDAO, who can give a set of questions to choose from. Sylvia and Chuck volunteered to interview the staff.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:12 p.m.



BALANCE SHEET

Period: 07/01/24..11/30/24

Port of Newport

General Fund

All amounts are in USD.

Description	Current Year	Previous Year
Assets		
Current Assets		
Cash Deposits	(327,472)	1,977,028
Funds received, not cleared	255,234	774
Total Cash	(72,238)	1,977,802
Other Current Assets		
Cash on hand - Petty Cash	550	550
Cash on hand - Cash Drawers	825	825
Accounts Receivable	170,210	1,146,738
Property Tax Receivable	6,597	5,472
Grants Receivable	5	(105,644)
Lease Receivable Current	533,696	0
Allowance for Bad Debt	(50,000)	(50,000)
Interfund Activity Receivable	54,652	532,609
Prepaid Expenses	108,055	137,675
Assets Held for Sale	0	0
Total Other Current Assets	824,589	1,668,225
Current Assets, Total	752,351	3,646,026
Total Non-current Assets	51,208,652	48,091,783
Deferred Outflows of Resources	396,526	396,526
Assets, Total	51,564,477	51,341,284
Liabilities		
Total Current Liabilities	913,816	1,821,958
Total Non Current Liabilities	5,834,822	5,751,156
PERS Deferred Inflows	726,760	726,760
Total Liabilities	9,111,583	8,299,874
Restricted Fund Balance	0	1,140,000
Assigned Fund Balance	667,000	667,000
Unrestricted fund Balance	34,034,594	34,766,714
Contributed Capital	7,130,788	7,130,788
Total Fund Balance	41,832,382	43,704,502
Net asset change	856,294	(459,677)
Net Assets	42,452,895	43,041,409

Period: 07/01/24..11/30/24

Port of Newport

General Fund

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	386,361	504,167	(117,806)
Moorage	1,121,504	1,420,382	(298,878)
Services	101,724	125,928	(24,204)
Cargo	15,277	111,275	(95,998)
RV Park Space Rentals	776,147	1,254,000	(477,853)
Fees	350,388	319,856	30,532
Fines and Penalties	0	0	0
Property Tax Revenue	118,066	123,000	(4,934)
Discounts and Refunds	(21,369)	(10,417)	(10,952)
Overages and Shortages	(69)	0	(69)
Miscellaneous Operating Revenue	(41,410)	64,029	(105,439)
Total Operating Revenue	2,806,756	3,912,219	(1,105,463)
OPERATING EXPENSES			
Salaries, OT, & Benefits	1,165,644	1,344,019	(178,375)
Materials, Services	911,324	1,723,967	(812,643)
Total Operating Expenses	2,076,968	3,067,986	(991,018)
Earnings (Loss) Before Deprec	729,788	844,233	(114,445)
NON-OPERATING REVENUES			
Interest	15,509	0	15,509
Gain/Loss on Sale of Assets	120,000	0	120,000
Total Non-operating Revenues	135,509	0	135,509
NON-OPERATING EXPENSES			
Debt Service	574,980	574,980	0
Capital Outlays	569,485	568,495	990
Transfers Out to Other Funds	11,885	0	11,885
Total Non-Operating Expenses	1,156,349	1,143,475	12,874
Non-Operating Income (Loss)	(1,020,840)	(1,143,475)	122,635
Net Income (Loss)	(291,052)	(299,242)	8,189
Depreciation Expense	847,786	649,941	197,845
Net Income After Depreciation	(1,138,838)	(949,183)	(189,655)
Loan Revenue	1,140,000	0	1,140,000
Net income after Deprec & Loan Revenue	1,162	(949,183)	950,345



Income Statement

12/10/2024
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MBROWN

Period: 07/01/24..11/30/24

Port of Newport

General Fund

000 - Unallocated

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	0	0	0
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	0	0	0
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	0	0
Total Operating Revenue	0	0	0
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
Earnings (Loss) Before Deprec	0	0	0
<hr/> <hr/>			
NON-OPERATING REVENUES			
Total Non-operating Revenues	0	0	0
NON-OPERATING EXPENSES			
Debt Service	574,980	574,980	0
Transfers Out to Other Funds	11,885	0	11,885
Total Non-Operating Expenses	586,864	574,980	11,884
Non-Operating Income (Loss)	(586,864)	(574,980)	(11,884)
Net Income (Loss)	(586,864)	(574,980)	(11,884)
Depreciation Expense	0	0	0
Net Income After Depreciation	(586,864)	(574,980)	(11,884)
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	(586,864)	(574,980)	(11,884)



Income Statement

12/10/2024
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Period: 07/01/24..11/30/24

Port of Newport

General Fund

100 - Administration

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	0	0	0
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	47	0	47
Fines and Penalties	0	0	0
Property Tax Revenue	118,066	123,000	(4,934)
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	(58,893)	0	(58,893)
Total Operating Revenue	59,220	123,000	(63,780)
OPERATING EXPENSES			
Salaries, OT, & Benefits	472,151	499,347	(27,196)
Materials, Services	300,084	573,698	(273,614)
Total Operating Expenses	772,236	1,073,046	(300,810)
Earnings (Loss) Before Deprec	(713,016)	(950,046)	237,030
<hr/> NON-OPERATING REVENUES			
Interest	15,509	0	15,509
Total Non-operating Revenues	15,509	0	15,509
NON-OPERATING EXPENSES			
Total Non-Operating Expenses	0	0	0
Non-Operating Income (Loss)	15,509	0	15,509
Net Income (Loss)	(697,507)	(950,046)	252,539
Depreciation Expense	37,509	0	37,509
Net Income After Depreciation	(735,016)	(950,046)	215,030
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	(735,016)	(950,046)	215,030

Period: 07/01/24..11/30/24

Port of Newport

General Fund

300 - Commercial Marina

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	87,924	133,333	(45,410)
Moorage	305,313	312,500	(7,187)
Services	12,183	105,300	(93,117)
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	87,470	134,160	(46,690)
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	(6,185)	(4,167)	(2,018)
Overages and Shortages	(19)	0	(19)
Miscellaneous Operating Revenue	17,801	6,666	11,135
Total Operating Revenue	504,525	687,793	(183,268)
OPERATING EXPENSES			
Salaries, OT, & Benefits	222,376	302,070	(79,694)
Materials, Services	171,853	376,042	(204,189)
Total Operating Expenses	394,229	678,112	(283,883)
Earnings (Loss) Before Deprec	110,297	9,681	100,616
<hr/> <hr/>			
NON-OPERATING REVENUES			
Total Non-operating Revenues	0	0	0
NON-OPERATING EXPENSES			
Capital Outlays	243,318	243,318	0
Total Non-Operating Expenses	243,318	243,318	0
Non-Operating Income (Loss)	(243,318)	(243,318)	0
Net Income (Loss)	(133,021)	(233,637)	100,616
Depreciation Expense	67,121	53,858	13,263
Net Income After Depreciation	(200,142)	(287,495)	87,353
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	(200,142)	(287,495)	87,353



Income Statement

12/10/2024
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Period: 07/01/24..11/30/24

Port of Newport

General Fund

500 - International Terminal

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	67,266	83,333	(16,067)
Moorage	79,465	77,371	2,094
Services	89,541	20,519	69,022
Cargo	15,277	111,275	(95,998)
RV Park Space Rentals	0	0	0
Fees	112,802	43,750	69,052
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	57,188	(57,188)
Total Operating Revenue	364,351	393,436	(29,085)
OPERATING EXPENSES			
Salaries, OT, & Benefits	132,661	127,113	5,548
Materials, Services	97,050	204,917	(107,867)
Total Operating Expenses	229,710	332,029	(102,319)
Earnings (Loss) Before Deprec	134,641	61,407	73,234
<hr/> NON-OPERATING REVENUES			
Gain/Loss on Sale of Assets	120,000	0	120,000
Total Non-operating Revenues	120,000	0	120,000
NON-OPERATING EXPENSES			
Total Non-Operating Expenses	0	0	0
Non-Operating Income (Loss)	120,000	0	120,000
Net Income (Loss)	254,641	61,407	193,234
Depreciation Expense	538,305	432,061	106,244
Net Income After Depreciation	(283,664)	(370,654)	86,990
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	(283,664)	(370,654)	86,990



Income Statement

Period: 07/01/24..11/30/24

Port of Newport

General Fund

700 - South Beach

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	231,171	287,500	(56,329)
Moorage	736,726	1,030,511	(293,785)
Services	0	109	(109)
Cargo	0	0	0
RV Park Space Rentals	776,147	1,254,000	(477,853)
Fees	150,068	141,946	8,123
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	(15,184)	(6,250)	(8,934)
Overages and Shortages	(51)	0	(51)
Miscellaneous Operating Revenue	(318)	174	(492)
Total Operating Revenue	1,878,660	2,707,990	(829,330)
OPERATING EXPENSES			
Salaries, OT, & Benefits	327,847	415,489	(87,642)
Materials, Services	340,565	569,310	(228,744)
Total Operating Expenses	668,413	984,798	(316,386)
Earnings (Loss) Before Deprec	1,210,247	1,723,191	(512,944)
NON-OPERATING REVENUES			
Total Non-operating Revenues	0	0	0
NON-OPERATING EXPENSES			
Capital Outlays	326,167	325,177	990
Total Non-Operating Expenses	326,167	325,177	990
Non-Operating Income (Loss)	(326,167)	(325,177)	(990)
Net Income (Loss)	884,080	1,398,014	(513,934)
Depreciation Expense	204,851	164,022	40,829
Net Income After Depreciation	679,229	1,233,992	(554,763)
Loan Revenue	1,140,000	0	1,140,000
Net income after Deprec & Loan Revenue	1,819,229	1,233,992	585,237



BALANCE SHEET

Period: 07/01/24..11/30/24

Port of Newport

NOAA Lease Fund

All amounts are in USD.

Description	Current Year	Previous Year
Assets		
Current Assets		
Cash Deposits	2,257,491	2,350,227
Funds received, not cleared	0	0
Total Cash	2,257,491	2,350,227
Other Current Assets		
Cash on hand - Petty Cash	0	0
Cash on hand - Cash Drawers	0	0
Accounts Receivable	215,599	431,197
Property Tax Receivable	0	0
Grants Receivable	0	0
Lease Receivable Current	1,753,088	0
Allowance for Bad Debt	0	0
Interfund Activity Receivable	(54,652)	15,415
Prepaid Expenses	23,118	35,215
Assets Held for Sale	0	0
Total Other Current Assets	1,937,153	481,828
Current Assets, Total	4,194,644	2,832,055
Total Non-current Assets	37,565,380	19,387,395
Deferred Outflows of Resources	(346,767)	(369,744)
Assets, Total	42,106,791	22,589,194
Liabilities		
Total Current Liabilities	1,608,624	2,075,517
Total Non Current Liabilities	9,685,000	11,135,000
PERS Deferred Inflows	38,251	38,251
Total Liabilities	31,494,006	13,248,768
Restricted Fund Balance	1,761,721	1,761,721
Committed Fund Balance	432,000	432,000
Unrestricted fund Balance	8,318,565	7,878,900
Total Fund Balance	10,512,286	10,072,621
Net asset change	(817,381)	(1,491,457)
Net Assets	10,612,785	9,340,426

Period: 07/01/24..11/30/24

Port of Newport

NOAA Lease Fund

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	1,077,994	1,110,330	(32,336)
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	0	0	0
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	0	0
Total Operating Revenue	1,077,994	1,110,330	(32,336)
OPERATING EXPENSES			
Salaries, OT, & Benefits	93,043	110,988	(17,946)
Materials, Services	204,320	339,269	(134,949)
Total Operating Expenses	297,363	450,257	(152,895)
Earnings (Loss) Before Deprec	780,631	660,073	120,558
<hr/> NON-OPERATING REVENUES			
Interest	6,588	2,708	3,880
Total Non-operating Revenues	6,588	2,708	3,880
NON-OPERATING EXPENSES			
Debt Service	1,595,679	1,592,679	3,000
Capital Outlays	8,921	8,921	0
Total Non-Operating Expenses	1,604,600	1,601,600	3,000
Non-Operating Income (Loss)	(1,598,012)	(1,598,892)	880
Net Income (Loss)	(817,381)	(938,819)	121,438
Depreciation Expense	621,400	497,120	124,280
Net Income After Depreciation	(1,438,781)	(1,435,939)	(2,842)
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	(1,438,781)	(1,435,939)	(2,842)



BALANCE SHEET

Period: 07/01/24..11/30/24

Port of Newport

Reserve Fund

All amounts are in USD.

Description	Current Year	Previous Year
Assets		
Current Assets		
Cash Deposits	2,415,034	1,958,786
Funds received, not cleared	0	0
Total Cash	2,415,034	1,958,786
Other Current Assets		
Cash on hand - Petty Cash	0	0
Cash on hand - Cash Drawers	0	0
Accounts Receivable	0	0
Property Tax Receivable	0	0
Grants Receivable	0	0
Lease Receivable Current	0	0
Allowance for Bad Debt	0	0
Interfund Activity Receivable	0	357,759
Prepaid Expenses	0	0
Assets Held for Sale	0	0
Total Other Current Assets	0	357,759
Current Assets, Total	2,415,034	2,316,545
Total Non-current Assets	0	0
Deferred Outflows of Resources	0	0
Assets, Total	2,415,034	2,316,545
Liabilities		
Total Current Liabilities	0	3,526
Total Non Current Liabilities	0	0
PERS Deferred Inflows	0	0
Total Liabilities	0	3,526
Restricted Fund Balance	2,368,997	2,278,075
Total Fund Balance	2,368,997	2,278,075
Net asset change	46,036	34,944
Net Assets	2,415,034	2,313,019

Period: 07/01/24..11/30/24

Port of Newport

Reserve Fund

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	0	0	0
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	0	0	0
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	0	0
Total Operating Revenue	0	0	0
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
Earnings (Loss) Before Deprec	0	0	0
<hr/> <hr/>			
NON-OPERATING REVENUES			
Interest	46,036	3,333	42,703
Total Non-operating Revenues	46,036	3,333	42,703
NON-OPERATING EXPENSES			
Total Non-Operating Expenses	0	0	0
Non-Operating Income (Loss)	46,036	3,333	42,703
Net Income (Loss)	46,036	3,333	42,703
Depreciation Expense	0	0	0
Net Income After Depreciation	46,036	3,333	42,703
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	46,036	3,333	42,703



BALANCE SHEET

Period: 07/01/24..11/30/24

Port of Newport

Bonded Debt Fund

All amounts are in USD.

Description	Current Year	Previous Year
Assets		
Current Assets		
Cash Deposits	883,182	844,976
Funds received, not cleared	0	0
Total Cash	883,182	844,976
Other Current Assets		
Cash on hand - Petty Cash	0	0
Cash on hand - Cash Drawers	0	0
Accounts Receivable	0	0
Property Tax Receivable	37,688	31,469
Grants Receivable	0	0
Lease Receivable Current	0	0
Allowance for Bad Debt	0	0
Interfund Activity Receivable	0	0
Prepaid Expenses	0	0
Assets Held for Sale	0	0
Total Other Current Assets	37,688	31,469
Current Assets, Total	920,870	876,446
Total Non-current Assets	132,750	139,746
Deferred Outflows of Resources	(516,878)	(553,084)
Assets, Total	1,570,498	1,569,275
Liabilities		
Total Current Liabilities	455,000	435,000
Total Non Current Liabilities	10,453,450	10,952,487
PERS Deferred Inflows	0	0
Total Liabilities	10,908,450	11,387,487
Restricted Fund Balance	(10,059,811)	(10,523,329)
Total Fund Balance	(10,059,811)	(10,523,329)
Net asset change	721,859	705,117
Net Assets	(9,337,952)	(9,818,212)

Period: 07/01/24..11/30/24

Port of Newport

Bonded Debt Fund

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	0	0	0
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	0	0	0
Fines and Penalties	0	0	0
Property Tax Revenue	720,232	0	720,232
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	0	0
Total Operating Revenue	720,232	0	720,232
OPERATING EXPENSES			
Total Operating Expenses	0	0	0
Earnings (Loss) Before Deprec	720,232	0	720,232
<hr/> <hr/>			
NON-OPERATING REVENUES			
Interest	1,627	417	1,211
Total Non-operating Revenues	1,627	417	1,211
NON-OPERATING EXPENSES			
Total Non-Operating Expenses	0	0	0
Non-Operating Income (Loss)	1,627	417	1,211
Net Income (Loss)	721,859	417	721,442
Depreciation Expense	0	0	0
Net Income After Depreciation	721,859	417	721,442
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	721,859	417	721,442



BALANCE SHEET

Period: 07/01/24..11/30/24

Port of Newport

Facility Maintenance Reserve Fund

All amounts are in USD.

Description	Current Year	Previous Year
Assets		
Current Assets		
Cash Deposits	480,209	451,255
Funds received, not cleared	0	0
Total Cash	480,209	451,255
Other Current Assets		
Cash on hand - Petty Cash	0	0
Cash on hand - Cash Drawers	0	0
Accounts Receivable	0	0
Property Tax Receivable	0	0
Grants Receivable	0	0
Lease Receivable Current	0	0
Allowance for Bad Debt	0	0
Interfund Activity Receivable	0	0
Prepaid Expenses	0	0
Assets Held for Sale	0	0
Total Other Current Assets	0	0
Current Assets, Total	480,209	451,255
Total Non-current Assets	0	0
Deferred Outflows of Resources	0	0
Assets, Total	480,209	451,255
Liabilities		
Total Current Liabilities	0	0
Total Non Current Liabilities	0	0
PERS Deferred Inflows	0	0
Total Liabilities	0	0
Assigned Fund Balance	503,539	488,711
Unrestricted fund Balance	(35,913)	80,838
Total Fund Balance	467,626	569,549
Net asset change	12,583	(118,294)
Net Assets	480,209	451,255

Period: 07/01/24..11/30/24

Port of Newport

Facility Maintenance Reserve Fund

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	0	0	0
Moorage	0	0	0
Services	0	0	0
Cargo	0	0	0
RV Park Space Rentals	0	0	0
Fees	0	0	0
Fines and Penalties	0	0	0
Property Tax Revenue	0	0	0
Discounts and Refunds	0	0	0
Overages and Shortages	0	0	0
Miscellaneous Operating Revenue	0	0	0
Total Operating Revenue	0	0	0
OPERATING EXPENSES			
Materials, Services	1,108	0	1,108
Total Operating Expenses	1,108	0	1,108
Earnings (Loss) Before Deprec	(1,108)	0	(1,108)
NON-OPERATING REVENUES			
Interest	11,006	1,250	9,756
Transfers In from Other Funds	11,885	0	11,885
Total Non-operating Revenues	22,891	1,250	21,641
NON-OPERATING EXPENSES			
Capital Outlays	9,200	9,200	0
Total Non-Operating Expenses	9,200	9,200	0
Non-Operating Income (Loss)	13,691	(7,950)	21,641
Net Income (Loss)	12,583	(7,950)	20,533
Depreciation Expense	0	0	0
Net Income After Depreciation	12,583	(7,950)	20,533
Loan Revenue	0	0	0
Net income after Deprec & Loan Revenue	12,583	(7,950)	20,533

Operational Department Comparison

Period: 07/01/24..11/30/24

Port of Newport

General Fund

All amounts are in USD.

Description	Terminal	Commercial	South Beach	Totals
Operating Revenue				
Moorage	79,465	305,313	736,726	1,121,504
Services	89,541	12,183	0	101,724
Cargo	15,277	0	0	15,277
RV Park Space Rentals	0	0	776,147	776,147
Fees	112,802	87,470	150,068	350,341
Fines and Penalties	0	0	0	0
Discounts and Refunds	0	(6,185)	(15,184)	(21,369)
Overages and Shortages	0	19	51	69
Miscellaneous Operating Revenue	0	17,801	(318)	17,484
Operating Revenue, Total	364,351	504,525	1,878,660	2,747,536
Operating Expenses				
Personnel Services				
Wages & Salaries	89,874	142,041	224,174	456,089
Other Personnel Costs	42,786	80,335	103,673	226,795
Total Personnel Services	132,661	222,376	327,847	682,884
Materials and Services				
Insurance	0	1,755	1,755	3,510
Professional Services	0	300	1,816	2,116
Advertising and Promotion	27	0	40	66
Travel	491	0	51	542
Office Expense	175	131	5,209	5,515
Shipping and Freight	350	47	88	485
IT Hardware and Software	510	0	241	751

Operational Department Comparison

Period: 07/01/24..11/30/24

Port of Newport

General Fund

All amounts are in USD.

Description	Terminal	Commercial	South Beach	Totals
Fees	1,831	7,763	23,638	33,231
Bad Debt Expense	0	0	16,215	16,215
Utilities	21,184	80,666	162,727	264,577
Contract and Support Services	10,209	22,383	97,902	130,494
Repairs and Maintenance	10,678	27,440	21,857	59,975
Equipment	709	2,338	1,145	4,191
Operating Supplies	2,197	4,575	4,278	11,050
Personal Protective Equip & Gear	343	541	0	884
Port Clothing	365	1,017	937	2,319
State Land Fees	9,304	22,899	990	33,193
Lease Expense	38,678	0	0	38,678
Miscellaneous Expense	0	0	1,677	1,677
Materials and Services, Total	97,050	171,853	340,565	609,468
Earnings (Loss) before Depreciation	134,641	110,297	1,210,247	1,455,185
Depreciation	538,305	67,121	204,851	810,277
Operating Income (Loss)	(403,664)	43,176	1,005,396	644,908

Accounts Paid Report

Total GOF	\$843,492.51
Total NOAA	\$23,642.57

Date	Vendor	Document	Description	Fund	Dept	Amount
11/1/2024	OR Business Development Dept. -OBDD	PPI05724	BO Q10001	General Fund	Multiple	\$7,800.00
11/5/2024	Asure - ***AUTOPOST***	PPI05723	Payroll taxes - PPE	General Fund	Multiple	\$174.49
11/20/2024	Asure - ***AUTOPOST***	PPI05722	Payroll taxes - PPE	General Fund	Multiple	\$23,779.82
11/4/2024	Asure - ***AUTOPOST***	PPI05721	Payroll taxes - PPE	General Fund	Multiple	\$24,413.02
11/20/2024	PERS-Autopay	PPI05720	Retirement Payable	General Fund	Multiple	\$29,353.75
11/20/2024	PERS-Autopay	PPI05719	Retirement Payable	General Fund	Multiple	\$8,538.68
11/5/2024	PERS-Autopay	PPI05718	Retirement Payable	General Fund	Multiple	\$14,225.14
11/5/2024	PERS-Autopay	PPI05717	Retirement Payable	General Fund	Multiple	\$4,135.31
11/1/2024	First Interstate Bank Loan**AUTOPOST**	PPI05716	Debt Service Interest - International Terminal	General Fund	Unallocated	\$86.75
11/1/2024	First Interstate Bank Loan**AUTOPOST**	PPI05716	Debt Service Principal - International Terminal	General Fund	Unallocated	\$5,018.56
11/30/2024	Windcave - AutoPay	PPI05703	Fees - Windcave Tax Inv	General Fund	Administration	\$175.00
11/27/2024	OR Dept of State Lands	PPI05691	Lease Expense - APP0045552 11.24-10.25	General Fund	Administration	\$11,939.04
11/25/2024	Kern & Thompson LLC	13902	Professional Services	General Fund	Administration	\$15,000.00
11/25/2024	Integrity Data	13901	IT Hardware and Software	General Fund	Administration	\$793.00
11/25/2024	Industrial Welding Supply, Inc.	13900	Operating Supplies	General Fund	International Terminal	\$54.00
11/25/2024	Industrial Welding Supply, Inc.	13900	Equipment	General Fund	Commercial Marina	\$420.00
11/25/2024	T & L Chemical Toilet Service LLC	13899	Contract and Support Services	General Fund	International Terminal	\$450.00
11/25/2024	Ground FX Landscape Management LLC	13898	Contract and Support Services	General Fund	Commercial Marina	\$382.00
11/25/2024	Streamline	13897	Electricity	General Fund	Administration	\$535.00
11/25/2024	Englund Marine Supply Co Inc	13896	Operating Supplies	General Fund	Commercial Marina	\$18.34
11/25/2024	Englund Marine Supply Co Inc	13896	Operating Supplies	General Fund	Commercial Marina	\$11.88
11/25/2024	Englund Marine Supply Co Inc	13896	Operating Supplies	General Fund	International Terminal	\$118.29
11/25/2024	Industrial Welding Supply, Inc.	13895	Operating Supplies	General Fund	Commercial Marina	\$12.57
11/25/2024	Industrial Welding Supply, Inc.	13895	Operating Supplies	General Fund	Commercial Marina	\$32.69
11/25/2024	City of Newport Room Tax	13894	Accrued Lodging Taxes	General Fund	Administration	\$6,655.54
11/25/2024	Coastal Refrigeration Heating & AC LLC	13893	Repairs and Maintenance	General Fund	South Beach	\$300.00
11/25/2024	Coastal Refrigeration Heating & AC LLC	13893	Repairs and Maintenance	General Fund	South Beach	\$195.00
11/25/2024	Carver Inc	13892	Fuel	General Fund	South Beach	\$175.31
11/25/2024	Verizon Wireless	13891	SB Lines	General Fund	South Beach	\$82.02
11/25/2024	Verizon Wireless	13891	NOAA Lines	NOAA Lease Fund	NOAA	\$64.99
11/25/2024	Verizon Wireless	13891	NIT Line	General Fund	International Terminal	\$34.06
11/25/2024	Verizon Wireless	13891	CM Lines	General Fund	Commercial Marina	\$65.17
11/25/2024	Verizon Wireless	13891	Admin Lines	General Fund	Administration	\$188.54
11/25/2024	Unum Life Insurance Company of America	13890	Health, Dental and Life Insurance	General Fund	Administration	\$474.80
11/25/2024	Suburban Propane	13889	Propane	General Fund	Commercial Marina	\$386.68
11/25/2024	Suburban Propane	13889	Propane	General Fund	South Beach	\$257.68
11/25/2024	Staples Advantage	13888	Office Expense	General Fund	Administration	\$87.70
11/25/2024	Staples Advantage	13888	KCup gm DK Magic Bold 70ct	General Fund	Administration	\$43.85
11/25/2024	Staples Advantage	13888	Office Expense-SB RV PRK	General Fund	South Beach	\$187.74

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/25/2024	Staples Advantage	13888	Office Expense-Water	General Fund	South Beach	\$29.50
11/25/2024	Special Districts Insurance Services	13887	Compensated Absence Expense	NOAA Lease Fund	NOAA	\$3,056.00
11/25/2024	Special Districts Insurance Services	13887	Compensated Absence Expense	General Fund	International Terminal	\$2,024.00
11/25/2024	Special Districts Insurance Services	13887	Compensated Absence Expense	General Fund	South Beach	\$6,984.00
11/25/2024	Special Districts Insurance Services	13887	Compensated Absence Expense	General Fund	Commercial Marina	\$6,102.00
11/25/2024	Special Districts Insurance Services	13887	Compensated Absence Expense	General Fund	Administration	\$6,173.00
11/25/2024	Sierra Springs	13886	Operating Supplies	General Fund	Commercial Marina	\$116.95
11/25/2024	Builders FirstSource Inc	13885	Repairs and Maintenance	General Fund	South Beach	\$223.60
11/25/2024	Builders FirstSource Inc	13884	Repairs and Maintenance	General Fund	South Beach	\$230.72
11/25/2024	Rondys Inc dba Yaquina Industrial Park	13883	Lease Expense	General Fund	International Terminal	\$2,000.00
11/25/2024	Petty Cash	13882	Miscellaneous Operating Revenue-Petty Cash Repl.	General Fund	South Beach	\$20.00
11/25/2024	Pacific Source Administrators Inc	13881	DW (0005993158)	General Fund	International Terminal	\$68.74
11/25/2024	Pacific Source Administrators Inc	13881	Health, Dental and Life Insurance	General Fund	Administration	\$85.00
11/25/2024	Pacific Source Administrators Inc	13881	ED (0005720633)	General Fund	Administration	\$66.66
11/25/2024	Pacific Source Administrators Inc	13881	PM (0002663414)	General Fund	Administration	\$254.16
11/25/2024	Pacific Source Administrators Inc	13881	DM (0002663417)	General Fund	International Terminal	\$100.00
11/25/2024	Pacific Source Administrators Inc	13881	MB (0001767155)	General Fund	Administration	\$70.00
11/25/2024	OR Dept of State Lands	13880	Prepaid Expenses- APP0011873 Comm Water way le	General Fund	Commercial Marina	\$41,752.69
11/25/2024	OR Dept of Revenue TLT** Autodraft	13879	Fees	NOAA Lease Fund	NOAA	\$120.00
11/25/2024	OR Dept of Environmental Quality	13878	Fees - ACDP Fee Category IV Annual Fee	General Fund	South Beach	\$734.00
11/25/2024	OR Dept of Environmental Quality	13878	Fees - ACDP Cleaner Air Oregon Fee	General Fund	South Beach	\$156.00
11/25/2024	OR Dept of Environmental Quality	13878	Permit 29949 - Technology Fee 4%	General Fund	Administration	\$60.52
11/25/2024	OR Dept of Environmental Quality	13878	Permit 29949 - Period 01.2025-12..2025	General Fund	Administration	\$1,513.00
11/25/2024	Newport Fab Shop	13877	Repairs and Maintenance	General Fund	South Beach	\$1,062.52
11/25/2024	Newport Ace Hardware Inc	13876	Repairs and Maintenance	General Fund	South Beach	\$116.81
11/25/2024	Newport Ace Hardware Inc	13876	Repairs and Maintenance	General Fund	South Beach	\$11.40
11/25/2024	Newport Ace Hardware Inc	13876	Repairs and Maintenance	General Fund	South Beach	\$16.74
11/25/2024	Newport Ace Hardware Inc	13876	Repairs and Maintenance	General Fund	South Beach	\$35.97
11/25/2024	Newport Ace Hardware Inc	13876	Repairs and Maintenance	General Fund	South Beach	\$17.98
11/25/2024	MASA	13875	10044 - DW/2252902	General Fund	South Beach	\$14.00
11/25/2024	MASA	13875	10066- LS/2681987	General Fund	Administration	\$14.00
11/25/2024	MASA	13875	10025 - WS/2221583	General Fund	South Beach	\$14.00
11/25/2024	MASA	13875	10044 - DW/2252902	General Fund	International Terminal	\$14.00
11/25/2024	MASA	13875	10065-WB/2660786	General Fund	South Beach	\$14.00
11/25/2024	MASA	13875	10064 - TJ/2659672	General Fund	Commercial Marina	\$39.00
11/25/2024	MASA	13875	10045 - EL/2257962	General Fund	Commercial Marina	\$39.00
11/25/2024	MASA	13875	10013 - MH/2220034	General Fund	Administration	\$14.00
11/25/2024	MASA	13875	10003 - CB/2677550	General Fund	Commercial Marina	\$39.00
11/25/2024	MASA	13875	10005 - MB/2465189	General Fund	Administration	\$39.00
11/25/2024	MASA	13875	10057 - MB/2523337	General Fund	South Beach	\$14.00
11/25/2024	KOPIS	13874	21-10-100-02	General Fund	Administration	\$300.00
11/25/2024	Barrelhead Supply Inc	13873	Repairs and Maintenance	General Fund	South Beach	\$51.98
11/25/2024	Barrelhead Supply Inc	13873	Repairs and Maintenance	General Fund	South Beach	\$4.99

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/25/2024	Amazon Capital Services Inc	13872	Employee Incentives - T-shirt	General Fund	Administration	\$19.99
11/25/2024	Amazon Capital Services Inc	13872	Office Expense	General Fund	South Beach	\$134.97
11/25/2024	Amazon Capital Services Inc	13872	IT Hardware and Software	General Fund	Administration	\$18.99
11/25/2024	Amazon Capital Services Inc	13872	Office Expense	General Fund	Administration	\$25.76
11/25/2024	Amazon Capital Services Inc	13872	Employee Incentives	General Fund	Administration	\$36.46
11/20/2024	VOYA-Autopay	PPI05663	10045-EL	General Fund	Commercial Marina	\$500.00
11/20/2024	VOYA-Autopay	PPI05663	10021-DM	General Fund	International Terminal	\$100.00
11/20/2024	VOYA-Autopay	PPI05663	10020-PM	General Fund	Administration	\$500.00
11/20/2024	VOYA-Autopay	PPI05663	10013-MH	General Fund	Administration	\$105.00
11/20/2024	VOYA-Autopay	PPI05663	10009-JD	NOAA Lease Fund	NOAA	\$25.00
11/20/2024	Washington State Support Registry **AUTOPOST*	PPI05662	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
11/15/2024	Mark McMahon	13868	Discounts and Refunds	General Fund	South Beach	\$309.06
11/15/2024	Lincoln County Tax Collector	13867	Fees	General Fund	Administration	\$200.00
11/15/2024	Lincoln County Public Works	13866	Fuel	General Fund	Commercial Marina	\$53.25
11/15/2024	Lincoln County Public Works	13866	Fuel	NOAA Lease Fund		\$40.51
11/15/2024	Lincoln County Public Works	13866	Fuel	General Fund	South Beach	\$71.96
11/15/2024	Lincoln County Public Works	13866	Fuel	General Fund	International Terminal	\$64.63
11/15/2024	Kings III of America LLC	13865	Operating Supplies	NOAA Lease Fund	NOAA	\$199.25
11/15/2024	Englund Marine Supply Co Inc	13864	Personal Protective Equip & Gear	General Fund	Commercial Marina	\$6.80
11/15/2024	Englund Marine Supply Co Inc	13864	Personal Protective Equip & Gear	General Fund	Commercial Marina	\$38.75
11/15/2024	Englund Marine Supply Co Inc	13864	Personal Protective Equip & Gear	General Fund	Commercial Marina	\$118.29
11/15/2024	Englund Marine Supply Co Inc	13864	Personal Protective Equip & Gear	General Fund	Commercial Marina	\$118.29
11/15/2024	Englund Marine Supply Co Inc	13864	Personal Protective Equip & Gear	General Fund	Commercial Marina	\$181.99
11/15/2024	Dept of Administrative Services	13863	Licenses and Permits	General Fund	Administration	\$500.00
11/15/2024	Barrelhead Supply Inc	13862	Repairs and Maintenance	General Fund	South Beach	\$153.19
11/15/2024	Amazon Capital Services Inc	13861	Operating Supplies	NOAA Lease Fund	NOAA	\$32.12
11/15/2024	Amazon Capital Services Inc	13861	Operating Supplies	NOAA Lease Fund	NOAA	\$147.76
11/15/2024	Amazon Capital Services Inc	13861	Repairs and Maintenance	General Fund	International Terminal	\$96.70
11/15/2024	Amazon Capital Services Inc	13861	Repairs and Maintenance	General Fund	South Beach	\$898.86
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$13.59
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$25.99
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$6.43
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$16.98
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$19.24
11/15/2024	Amazon Capital Services Inc	13861	Employee Incentives	General Fund	Administration	\$24.97
11/15/2024	West Coast Mechanical Group LLC	13860	Repairs and Maintenance	General Fund	Commercial Marina	\$3,661.57
11/15/2024	UNUM Life Insurance Company of America	13859	Prepaid Expenses - ORPFL	General Fund	Administration	\$779.05
11/15/2024	UNUM Life Insurance Company of America	13859	Prepaid Expenses - ORPFL	General Fund	Administration	\$1,519.01
11/15/2024	UNUM Life Insurance Company of America	13859	Prepaid Expenses - ORPFL	General Fund	Administration	\$1,623.11
11/15/2024	T & L Chemical Toilet Service LLC	13858	Contract and Support Services	General Fund	South Beach	\$90.00
11/15/2024	T & L Chemical Toilet Service LLC	13858	Contract and Support Services	General Fund	International Terminal	\$90.00
11/15/2024	T & L Chemical Toilet Service LLC	13858	Contract and Support Services- Cleanup Vandalism i	General Fund	Commercial Marina	\$50.00
11/15/2024	T & L Chemical Toilet Service LLC	13858	Contract and Support Services- regular services on t	General Fund	Commercial Marina	\$760.00

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/15/2024	Security Monster	13857	IT Hardware and Software	General Fund	Administration	\$3,925.00
11/15/2024	Pioneer Connect	13856	Electricity	General Fund	Administration	\$185.68
11/15/2024	Pioneer Connect	13856	Electricity	NOAA Lease Fund	NOAA	\$182.39
11/15/2024	Pioneer Connect	13856	Electricity	General Fund	South Beach	\$42.15
11/15/2024	Newport Sign Shop	13855	Repairs and Maintenance	General Fund	South Beach	\$1,060.00
11/15/2024	Alsea Bay Power Products Inc	13854	Operating Supplies	NOAA Lease Fund	NOAA	\$218.97
11/1/2024	Central Lincoln PUD**AUTOPOST**	PPI05658	Electricity	General Fund	Administration	\$385.31
11/11/2024	DE LAGE LANDEN **AUTOPOST**	PPI05632	50369481_2-South Beach	General Fund	South Beach	\$327.88
11/11/2024	DE LAGE LANDEN **AUTOPOST**	PPI05632	50369481_1-Admin	General Fund	Administration	\$327.87
11/8/2024	Orkin	13853	Contract and Support Services	General Fund	Administration	\$73.99
11/8/2024	Orkin	13853	Contract and Support Services	General Fund	South Beach	\$88.99
11/8/2024	MacPherson, Gintner & Diaz	13852	Professional Services	General Fund	Administration	\$618.75
11/8/2024	Hyak	13851	Contract and Support Services	General Fund	Administration	\$6,565.99
11/8/2024	Copeland Lumber Yards Inc	13850	Operating Supplies	General Fund	Commercial Marina	\$326.20
11/8/2024	Carver Inc	13849	Fuel	General Fund	South Beach	\$21.45
11/8/2024	Carver Inc	13849	Fuel	General Fund	South Beach	\$150.54
11/8/2024	Bill's Pest Control LLC	13848	Contract and Support Services	NOAA Lease Fund	NOAA	\$155.00
11/8/2024	Barrelhead Supply Inc	13847	Operating Supplies	General Fund	Commercial Marina	\$28.50
11/8/2024	Barrelhead Supply Inc	13847	Operating Supplies	General Fund	Commercial Marina	\$3.49
11/8/2024	Barrelhead Supply Inc	13847	Operating Supplies	General Fund	Commercial Marina	\$4.49
11/8/2024	Barrelhead Supply Inc	13847	Operating Supplies	General Fund	Commercial Marina	\$3.99
11/8/2024	Barrelhead Supply Inc	13847	Operating Supplies	General Fund	Commercial Marina	\$3.49
11/8/2024	AVS Elevator LLC	13846	Repairs and Maintenance	NOAA Lease Fund	NOAA	\$5,997.36
11/8/2024	Thompson's Sanitary Service Inc	13845	Trash/Garbage	General Fund	Commercial Marina	\$2,750.05
11/8/2024	Thompson's Sanitary Service Inc	13845	Trash/Garbage	General Fund	International Terminal	\$1,992.85
11/8/2024	Thompson's Sanitary Service Inc	13845	Trash/Garbage	NOAA Lease Fund	NOAA	\$526.75
11/8/2024	Thompson's Sanitary Service Inc	13845	Trash/Garbage	General Fund	South Beach	\$3,274.45
11/8/2024	Suburban Propane	13844	Propane	General Fund	South Beach	\$225.12
11/8/2024	Staples Advantage	13843	Office Expense	General Fund	South Beach	\$247.33
11/8/2024	Spiro Landscapes Inc	13842	Contract and Support Services	NOAA Lease Fund	NOAA	\$495.00
11/8/2024	Spiro Landscapes Inc	13842	Contract and Support Services	General Fund	South Beach	\$1,314.50
11/8/2024	Sierra Springs	13841	Operating Supplies - Water	General Fund	South Beach	\$59.75
11/8/2024	Sierra Springs	13841	Operating Supplies - Water	General Fund	Commercial Marina	\$82.63
11/8/2024	Platt Electric Supply Inc	13840	Repairs and Maintenance	General Fund	International Terminal	\$130.88
11/8/2024	Platt Electric Supply Inc	13840	Repairs and Maintenance	General Fund	International Terminal	\$29.04
11/8/2024	Platt Electric Supply Inc	13840	Repairs and Maintenance	General Fund	International Terminal	\$390.77
11/8/2024	Pioneer Printing Inc	13839	Office Expense	General Fund	Administration	\$96.20
11/8/2024	Pioneer Printing Inc	13839	Office Expense	General Fund	Administration	\$94.30
11/8/2024	Pacific Digital Works Inc	13838	Office Expense	General Fund	South Beach	\$272.00
11/8/2024	Pacific Digital Works Inc	13838	Office Expense	General Fund	South Beach	\$424.00
11/8/2024	Orrco	13837	Fuel- Recycling	General Fund	Commercial Marina	\$1,125.00
11/8/2024	AKS Engineering & Forestry, LLC	13836	Professional Services	NOAA Lease Fund		\$5,000.00
11/8/2024	Central Lincoln PUD**AUTOPOST**	PPI05616	Electricity	General Fund	International Terminal	\$624.70

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/4/2024	VOYA-Autopay	PPI05503	10045-EL	General Fund	Commercial Marina	\$500.00
11/4/2024	VOYA-Autopay	PPI05503	10021-DM	General Fund	International Terminal	\$100.00
11/4/2024	VOYA-Autopay	PPI05503	10020-PM	General Fund	Administration	\$500.00
11/4/2024	VOYA-Autopay	PPI05503	10013-MH	General Fund	Administration	\$105.00
11/4/2024	VOYA-Autopay	PPI05503	10009-JD	NOAA Lease Fund	NOAA	\$25.00
11/5/2024	Washington State Support Registry **AUTOPOST*	PPI05502	Garnishment Withholdings Payable	General Fund	International Terminal	\$408.50
11/1/2024	Walter Chuck	13831	Travel - Mileage to conference + 1 nght Lodging	General Fund	Administration	\$402.72
11/1/2024	Verizon Wireless	13830	SB Lines	General Fund	South Beach	\$82.02
11/1/2024	Verizon Wireless	13830	NOAA Lines	NOAA Lease Fund	NOAA	\$64.99
11/1/2024	Verizon Wireless	13830	NIT Line	General Fund	International Terminal	\$34.06
11/1/2024	Verizon Wireless	13830	CM Lines	General Fund	Commercial Marina	\$65.17
11/1/2024	Verizon Wireless	13830	Admin Lines	General Fund	Administration	\$188.54
11/1/2024	Unum Life Insurance Company of America	13829	Health, Dental and Life Insurance	General Fund	Administration	\$474.80
11/1/2024	ULINE	13828	Office Expense	General Fund	South Beach	\$543.82
11/1/2024	ULINE	13828	Office Expense	General Fund	Administration	\$99.00
11/1/2024	TCB Security Services Inc	13827	SB	General Fund	South Beach	\$4,508.13
11/1/2024	TCB Security Services Inc	13827	Admin	General Fund	Administration	\$399.45
11/1/2024	TCB Security Services Inc	13827	NIT	General Fund	International Terminal	\$399.45
11/1/2024	TCB Security Services Inc	13827	CM	General Fund	Commercial Marina	\$399.45
11/1/2024	TCB Security Services Inc	13827	SB	General Fund	South Beach	\$1,591.11
11/1/2024	TCB Security Services Inc	13827	Admin	General Fund	Administration	\$140.98
11/1/2024	TCB Security Services Inc	13827	NIT	General Fund	International Terminal	\$140.98
11/1/2024	TCB Security Services Inc	13827	CM	General Fund	Commercial Marina	\$140.98
11/1/2024	TCB Security Services Inc	13827	SB	General Fund	South Beach	\$4,508.13
11/1/2024	TCB Security Services Inc	13827	Admin	General Fund	Administration	\$399.45
11/1/2024	TCB Security Services Inc	13827	NIT	General Fund	International Terminal	\$399.45
11/1/2024	TCB Security Services Inc	13827	CM	General Fund	Commercial Marina	\$399.45
11/1/2024	Streamline	13826	Electricity	General Fund	Administration	\$535.00
11/1/2024	Staples Advantage	13825	Office Expense - Kcup DK Magic Bold 70ct	General Fund	Administration	\$43.85
11/1/2024	Staples Advantage	13825	Office Expense - Truuclear 24pk Water	General Fund	Administration	\$29.50
11/1/2024	Staples Advantage	13825	Office Expense	General Fund	Administration	\$30.95
11/1/2024	Staples Advantage	13825	Office Expense	General Fund	Administration	\$14.32
11/1/2024	Staples Advantage	13825	Office Expense	General Fund	Administration	\$3.63
11/1/2024	Special Districts Insurance Services	13824	Compensated Absence Expense	NOAA Lease Fund	NOAA	\$2,034.00
11/1/2024	Special Districts Insurance Services	13824	Compensated Absence Expense	General Fund	International Terminal	\$2,024.00
11/1/2024	Special Districts Insurance Services	13824	Compensated Absence Expense	General Fund	South Beach	\$8,166.00
11/1/2024	Special Districts Insurance Services	13824	Compensated Absence Expense	General Fund	Commercial Marina	\$7,114.00
11/1/2024	Special Districts Insurance Services	13824	Compensated Absence Expense	General Fund	Administration	\$6,173.00
11/1/2024	Rondys Inc dba Yaquina Industrial Park	13823	Lease Expense	General Fund	International Terminal	\$2,000.00
11/1/2024	Port's Contracting, LLC	13822	Contract and Support Services	General Fund	South Beach	\$1,100.00
11/1/2024	Pioneer Printing Inc	13821	Office Expense	General Fund	South Beach	\$65.25
11/1/2024	Performance System Integration LLC	13820	Professional Services	NOAA Lease Fund	NOAA	\$1,355.63
11/1/2024	Performance System Integration LLC	13820	Professional Services	NOAA Lease Fund	NOAA	\$2,025.00

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/1/2024	PBS Engineering and Environmental Inc.	13819	Capital Outlay - Land Improvements- Rogue Seawall	General Fund	South Beach	\$1,557.50
11/1/2024	Pacific Source Administrators Inc	13818	ED (005720633) Retro contr	General Fund	Administration	\$233.31
11/1/2024	Pacific Source Administrators Inc	13818	PM (0002663414) Retro contr	General Fund	Administration	\$889.56
11/1/2024	Pacific Source Administrators Inc	13818	DD (0001767159) Retro contr	General Fund	Administration	\$45.00
11/1/2024	Pacific Source Administrators Inc	13818	DW (0005993158) Retro contr	General Fund	Administration	\$240.59
11/1/2024	Pacific Digital Works Inc	13817	Office Expense	General Fund	South Beach	\$29.60
11/1/2024	Orrco	13816	Fuel - Recycling	General Fund	Commercial Marina	\$1,300.00
11/1/2024	Orrco	13816	Fuel - Recycling	General Fund	Commercial Marina	\$595.00
11/1/2024	OR Dept of State Lands	13815	Lease Expense - APP0045751	General Fund	International Terminal	\$28,678.15
11/1/2024	NW Natural	13814	Natural Gas - SB Shop	General Fund	South Beach	\$63.09
11/1/2024	NW Natural	13814	Natural Gas - SB Shop	General Fund	South Beach	\$129.99
11/1/2024	MASA	13813	10065 -WB/2660786	General Fund	International Terminal	\$14.00
11/1/2024	MASA	13813	10044 - DW/2252902	General Fund	International Terminal	\$14.00
11/1/2024	MASA	13813	10031 - ST/2463165	General Fund	South Beach	\$14.00
11/1/2024	MASA	13813	10066 - LS/2681987	General Fund	Administration	\$14.00
11/1/2024	MASA	13813	10061 - SS/2579315	General Fund	South Beach	\$14.00
11/1/2024	MASA	13813	10025 - WS/2221583	General Fund	South Beach	\$14.00
11/1/2024	MASA	13813	10021 - DM/2495837	General Fund	International Terminal	\$14.00
11/1/2024	MASA	13813	10036 - RM/2220087	General Fund	Commercial Marina	\$14.00
11/1/2024	MASA	13813	10045 - EL/2257962	General Fund	Commercial Marina	\$39.00
11/1/2024	MASA	13813	10064 - TJ/2659672	General Fund	Commercial Marina	\$39.00
11/1/2024	MASA	13813	10013 - MH/2220034	General Fund	Administration	\$14.00
11/1/2024	MASA	13813	10060 - ED/2543931	General Fund	Commercial Marina	\$39.00
11/1/2024	MASA	13813	10005 - MB/2465189	General Fund	Administration	\$39.00
11/1/2024	MASA	13813	10003 - CB/2677550	General Fund	Commercial Marina	\$39.00
11/1/2024	KOPIS	13812	21-10-100-02	General Fund	Administration	\$200.00
11/1/2024	Industrial Welding Supply, Inc.	13811	Operating Supplies	General Fund	South Beach	\$179.31
11/1/2024	Idea Print Works	13810	Port Clothing	General Fund	South Beach	\$937.00
11/1/2024	Idea Print Works	13810	Port Clothing	General Fund	Commercial Marina	\$930.25
11/1/2024	Idea Print Works	13810	Port Clothing	NOAA Lease Fund	NOAA	\$365.00
11/1/2024	Idea Print Works	13810	Port Clothing	General Fund	International Terminal	\$365.00
11/1/2024	Idea Print Works	13810	Port Clothing	General Fund	Administration	\$300.00
11/1/2024	IconiPro Security Alarms Inc	13809	Contract and Support Services	NOAA Lease Fund	NOAA	\$130.98
11/1/2024	IconiPro Security Alarms Inc	13809	Contract and Support Services	General Fund	Administration	\$130.98
11/1/2024	Ground FX Landscape Management LLC	13808	Contract and Support Services	General Fund	Commercial Marina	\$382.00
11/1/2024	Grainger Inc	13807	Operating Supplies	General Fund	Commercial Marina	\$894.92
11/1/2024	Englund Marine Supply Co Inc	13806	Operating Supplies	General Fund	Commercial Marina	\$35.90
11/1/2024	Englund Marine Supply Co Inc	13806	Operating Supplies	General Fund	Commercial Marina	\$12.98
11/1/2024	Englund Marine Supply Co Inc	13806	King Nipples SS 1-1/2"	General Fund	Commercial Marina	\$59.58
11/1/2024	Englund Marine Supply Co Inc	13806	Bilgeflex Hose Black 1-1/12" FT	General Fund	Commercial Marina	\$76.95
11/1/2024	Englund Marine Supply Co Inc	13806	Auto Sump Pump 1/3HP 110V	General Fund	Commercial Marina	\$450.36
11/1/2024	Englund Marine Supply Co Inc	13806	Repairs and Maintenance	General Fund	South Beach	\$181.48
11/1/2024	Englund Marine Supply Co Inc	13806	Operating Supplies	General Fund	Commercial Marina	\$10.08

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/1/2024	Englund Marine Supply Co Inc	13806	Repairs and Maintenance	General Fund	Commercial Marina	\$11.76
11/1/2024	Englund Marine Supply Co Inc	13806	Repairs and Maintenance	General Fund	Commercial Marina	\$8.64
11/1/2024	Englund Marine Supply Co Inc	13806	Repairs and Maintenance	General Fund	Commercial Marina	\$9.54
11/1/2024	Englund Marine Supply Co Inc	13806	Repairs and Maintenance	General Fund	Commercial Marina	\$71.50
11/1/2024	DOWL	13805	Capital WIP - Services Perform from Aug-Sept	General Fund	Commercial Marina	\$178,674.86
11/1/2024	Country Media Inc	13804	Dues And Subscriptions - Year Renewal	General Fund	Administration	\$90.00
11/1/2024	Copeland Lumber Yards Inc	13803	Operating Supplies	General Fund	Commercial Marina	\$24.69
11/1/2024	Copeland Lumber Yards Inc	13803	Operating Supplies	General Fund	Commercial Marina	\$18.69
11/1/2024	Copeland Lumber Yards Inc	13803	Operating Supplies	General Fund	Commercial Marina	\$41.58
11/1/2024	Clean Way Environmental Partners Inc	13802	Shipping and Freight	General Fund	International Terminal	\$108.75
11/1/2024	Clean Way Environmental Partners Inc	13802	Contract and Support Services	General Fund	International Terminal	\$466.00
11/1/2024	City of Newport Room Tax	13801	Accrued Lodging Taxes- Credit from op 8.24	General Fund	Administration	-\$2,715.92
11/1/2024	City of Newport Room Tax	13801	Accrued Lodging Taxes	General Fund	Administration	\$12,947.52
11/1/2024	Cedar Creek Quarries Inc	13800	Operating Supplies	NOAA Lease Fund	NOAA	\$307.91
11/1/2024	Business Oregon - IFA	13799	BO L12005 - Annual Pymnt	General Fund	Unallocated	\$218,211.65
11/1/2024	Bergerson Construction Inc	13798	Repairs and Maintenance	General Fund	South Beach	\$64,837.25
11/1/2024	Bay Area Enterprises Inc	13797	SB	General Fund	South Beach	\$9,183.39
11/1/2024	Bay Area Enterprises Inc	13797	Admin	General Fund	Administration	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	NIT	General Fund	International Terminal	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	CM	General Fund	Commercial Marina	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	SB	General Fund	South Beach	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	Admin	General Fund	Administration	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	NIT	General Fund	International Terminal	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	CM	General Fund	Commercial Marina	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	SB	General Fund	South Beach	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	Admin	General Fund	Administration	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	NIT	General Fund	International Terminal	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	CM	General Fund	Commercial Marina	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	SB	General Fund	South Beach	\$813.72
11/1/2024	Bay Area Enterprises Inc	13797	Admin	General Fund	Administration	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	NIT	General Fund	International Terminal	\$72.10
11/1/2024	Bay Area Enterprises Inc	13797	CM	General Fund	Commercial Marina	\$72.10
11/1/2024	Barrelhead Supply Inc	13796	Repairs and Maintenance	General Fund	South Beach	\$145.27
11/1/2024	Barrelhead Supply Inc	13796	Repairs and Maintenance	General Fund	South Beach	\$9.18
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$7.99
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$7.99
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$5.29
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$15.90
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$17.94
11/1/2024	Barrelhead Supply Inc	13796	Operating Supplies	General Fund	Commercial Marina	\$5.99
11/1/2024	AVS Elevator LLC	13795	Professional Services	NOAA Lease Fund	NOAA	\$1,072.96
11/1/2024	ArchiveSocial Inc	13794	Dues And Subscriptions	General Fund	Administration	\$3,137.40
11/1/2024	Amazon Capital Services Inc	13793	Office Expense	General Fund	Administration	\$39.12

Accounts Paid Report

Date	Vendor	Document	Description	Fund	Dept	Amount
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	Commercial Marina	\$11.69
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	Commercial Marina	\$8.74
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	Commercial Marina	\$22.49
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	Commercial Marina	\$13.49
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	Commercial Marina	\$45.81
11/1/2024	Amazon Capital Services Inc	13793	Equipment	General Fund	International Terminal	\$239.99
11/1/2024	Amazon Capital Services Inc	13793	Repairs and Maintenance	General Fund	South Beach	\$324.19
11/1/2024	Amazon Capital Services Inc	13793	Operating Supplies	General Fund	International Terminal	\$145.00
11/1/2024	Amazon Capital Services Inc	13793	Repairs and Maintenance	General Fund	South Beach	\$161.17
11/1/2024	Amazon Capital Services Inc	13793	Equipment - Milwaukee Electric Tool	General Fund	South Beach	\$247.04
11/1/2024	Amazon Capital Services Inc	13793	Office Expense	General Fund	Administration	\$14.94
11/1/2024	Amazon Capital Services Inc	13793	Office Expense	General Fund	Administration	\$27.99



C O N S E N T C A L E N D A R

DATE: December 11, 2024
RE: Coastal Refrigeration Price Agreement
TO: Paula Miranda, Executive Director
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The heating and air conditioning units in the Administration Building need regular filter changes and servicing to maintain the service life of the units. We have determined that Coastal Refrigeration is qualified to provide those services and that they do so at a good value to the Port. I am requesting to enter into a one year price agreement with them to provide that service twice over the span of the year.

DETAIL

The agreement is attached.

BUDGET IMPACTS

The standard service will be provided at a cost of \$250 per visit, which is a good value to the Port.

RECOMMENDATION

I RECOMMEND A MOTION APPROVING THE EXECUTIVE DIRECTOR OR DESIGNEE TO AUTHORIZED THE ATTACHED SERVICE AGREEMENT WITH COASTAL REFRIGERATION IN THE AMOUNT OF \$250 PER SERVICE OVER THE SPAN OF ONE YEAR.

Coastal Refrigeration, Heating and Air Conditioning

P.O. Box 1675, Newport, OR 97365-0122

710 NE 3rd NEWPORT OR 97365

(541) 265-7275 Fax 265-9225

Email us at CRHAC@OUTLOOK.COM

Maintenance Agreement Air Conditioning & Heating Systems

JOB NAME: PORT OF NEWPORT

JOB ADDRESS: 600 SE BAY BOULEVARD NEWPORT, OR.97365

ELECTRICAL

1. Check for correct voltage supply
2. Check amperage on compressors & fan motors
3. Tighten all electrical screws & lugs
4. Check all ground wires
5. Check all stages of electric heat

Supply Blower/Filter

1. Check to see if filters are in place
2. Change or wash out filters
3. Check fan for correct rotation
4. Check fan belts for tightness and wear
5. Oil or grease all motors and bearings
6. Check all pulleys & sheaves for wear & alignment

Controls

1. Check settings of thermostats
2. Check time clocks
3. Heat anticipators
4. Select switches heat-cool-auto
5. Check all pressure operated controls
spray lubricant as necessary

Compressor Units

1. Compressor oil heaters-energized
2. Check service vales
3. Check suction pressures
4. Check discharge pressures
5. Freon charge
6. Oil level
7. Complete Freon leak check
8. Blow out all condenser coils
9. Check high pressure & low pressure switches
10. Fan controls
11. Check system in heating & cooling

Before Leaving Job

1. Wipe up all oil
2. Clean up job site
3. Recheck to see if power has been restored

Coastal Refrigeration & Heating & Air Conditioning will perform all the above listed services for \$250.00

Every 30 days 60 days 90 days 120 days Twice yearly Once yearly

Any parts that need to be replaced are extra. Parts will be changed only by owner or managers approval. There will be **no** labor charge for changing parts unless time on job exceeds amount of time on maintenance agreement. This agreement will be valid for a period of one (1) year without any price change, and can be cancelled by the owner or manager at **anytime**.

Authorized Agent
Coastal Refrigeration

Customer Signature

DATE: _____

CONSENT CALENDAR AGENDA ITEM

DATE: 11 December 2024
RE: Surplus Property Declaration
TO: Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

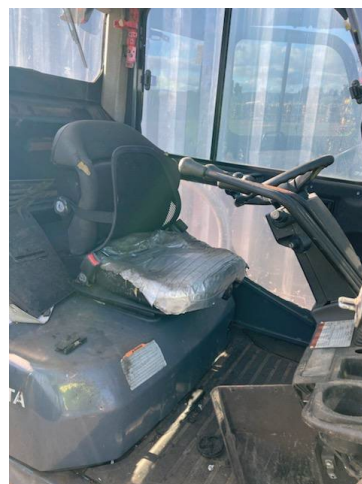
We are ready to dispose of one of the old forklifts we replaced in the Commercial Marina. It is a Toyota model 8FGU18 with an enclosed cab. This forklift has logged 7,582 operating hours and is in working condition, but needs some brake work done.

DETAIL SUPPORTING

We have not been using this forklift; it is an extra lift, and keeping it around creates more cost than the revenue it would generate.

RECOMMENDED MOTION

I MOVE TO DECLARE THE TOYOTA FORKLIFT MODEL #8FGU18, SERIAL #35411 AS EXCESS PROPERTY





CONSENT CALENDAR ITEM

DATE: *June 27, 2023*
RE: *NOAA Supplemental Lease Agreements*
TO: *Paula Miranda, Executive Director*
ISSUED BY: *Mark Brown, Director of Finance*

BACKGROUND

May 1st of each year the NOAA lease payment is calculated based on the Consumer price index from the western region.

Details:

The adjustment is based on the rate of the commencement of the lease (April 2011), \$156,600 and the CPI rate on the commencement of the lease.

Next, the consumer price index cumulative change percentage is calculated, based on the rate at the start of the base year (221.743) and the April 2024 CPI (307.811). The difference (86.068) is divided by the base year CPI rate to calculate the percentage of increase since the base year. In this case it is 38.814303%.

The percentage change applied to the base rate of 156,600 ($156,600 * .3814303$), \$60,783.20.

The next step is to obtain the difference between last years increase and this year's increase ($60,783.2 - 54,309.51$), \$6,473.69, add this to the current annual rental amount ($25,587,184.84 + 6,473.69$), 2,593,658.53, divide the total by twelve (12) to get the new monthly rental rate of ($\$2,593,658.53 / 12$), \$216,138.12.

The rate of \$216,138.12 will be applied retroactively effective May 1, 2024.

RECOMMENDATION

If not in consent calendar:

I motion to authorize the Executive Director or designee to sign Lease Amendment 35 for the NOAA Lease Agreement.

**DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
LEASE AMENDMENT**

LEASE AMENDMENT NO.
35

DATE:
12/06/2024

TO LEASE NO. **09WSA0200C**

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between: **PORT OF NEWPORT**

whose address is: 600 SE BAY BOULEVARD, NEWPORT, OREGON 97365

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective May 1, 2024, as follows:

- A. In accordance with Paragraph 4.3, Operating Expenses, Page 27 of Solicitation for Offers No. 09WSA0200C, attached to this lease, and pursuant to Paragraph 7, page 3 of Standard Form 2, the annual rental fee is adjusted as follows:

April 2024 CPI-W (US City Wide Average)		307.811
CPI W FROM APRIL 2011		221.743
DIFFERENCE	Difference	86.068
Percentage Change	86.068/221.743	0.38814303
Base Operating Rent, Paragraph 7 of Lease	\$156,600.00	
Base Rent times Percentage Change	\$156,600 * 0.38814303	\$ 60,783.20
Current Adjustment minus Prior Year Adjustment	\$60,783.20 - \$54,309.51	\$ 6,473.69
Current Rent plus Adjustment in Rent	\$2,587,184.84 + \$6,473.69	\$ 2,593,658.53
Annual Rent-commencing May 1, 2024		\$ 2,593,658.53
New Monthly Payments in Arrears effective May 1, 2024		\$ 216,138.21

- B. Based upon the above, the Government shall pay the Lessor annual rent of \$2,593,658.53 at the rate of \$216,138.21 per month in arrears from May 1, 2024 through April 30, 2025.
- C. The new monthly rental amount is effective as of May 1, 2024. Rent payments for May 2024 – December 2024 continued to be paid at the old monthly rental rate of \$215,598.74. A one-time lump-sum payment in the amount of \$4,315.77 (\$216,138.21 - \$215,598.74 = \$539.47 X 8 Months) covering the difference owed for the period May 1, 2024 – December 31, 2024 will be added to the January 2025 rent payment and will bring the rent current.

All other terms and conditions of the license shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the above date.

LESSOR: PORT OF NEWPORT

(Signature)

(Print Name & Title)

IN PRESENCE OF:

(Signature)

(Print Name & Title)

UNITED STATES OF AMERICA: DEPARTMENT OF COMMERCE, NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

BY _____
(Signature)

Lori Torres, Real Property Contracting Officer
(Print Name)



OLD BUSINESS ITEM

DATE: *December 17, 2024*
RE: *CWACT Membership Appointments*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, Executive Director*

BACKGROUND

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Benton, Lincoln, and Linn County Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT) on State transportation plans and policies.

The members are elected members of government organizations. Currently, Commissioners Gil Sylvia is the main representative of the Port and Walter Chuck is the alternate member. Both of their membership expires on 12/31/2024.

We need to reappoint them in order for them to continue to represent the Port.

RECOMMENDATION

I recommend the Commission reappoint Commissioners Gil Sylvia as the primary member and Walter Chuck, as the alternate representative of the Port on the CWACT Board.

Cascades West Area Commission on Transportation Nomination Form

The following individuals have been nominated to represent (City/County/Port/Tribe) _____ on the Cascades West Area Commission on Transportation (CWACT). The nominations were made during a legally convened public meeting of the (City Council/Commission/Tribal Council) _____ on (date) _____.

Signed: _____ Date _____ Time _____

CWACT Full Commission Primary Representative

Name & Title: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ FAX: _____

E-mail: _____

CWACT Full Commission Alternate Representative

Name & Title: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ FAX: _____

E-mail: _____

CWACT Technical Advisory Committee (TAC) Representative

Name & Title: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ FAX: _____

E-mail: _____



EXECUTIVE DIRECTOR MONTHLY REPORT

DATE: 12/17/24
PERIOD: 11/12/24 – 12/11/24
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, Executive Director

OVERVIEW

Crab season was delayed because of weather conditions, so the lots are full of crab pots. Our staff are busy getting ready for it both at commercial and NIT. At South Beach we are in maintenance mode taking advantage of the slow season this time of the year. We are also training our new RV Park staff to get ready for the busy times.

Here are some of the highlights for the month:

South Beach

Rogue Seawall: The work at the seawall has been completed.

RV Park: The Park is almost sold out for Seafood and Wine. We got mostly all new crew. Laura Sireci has been transferred to South Beach as the new RV Park Supervisor. She is doing great. Our maintenance crew is using this time of the year to provide additional maintenance to the park, which includes bathroom repairs and painting; landscape maintenance, including tree trimming; RV pedestals. They have also found some major dry rot on the overhang at the RV Park office that needs immediate attention; aside from other repairs on the South Beach docks and keeping the ADVs afloat.

Dredging: Still working on funding. Hopefully, we will receive funds from Legislature through OPPA's request.

Derelict Vessels: Continue to work with DSL on removal of ADVs. They are applying for federal grants and the Port is sending a support letter with the assistance of the tribes. The number of derelict vessels continues to climb, therefore creating a lot of work for our crew to keep them afloat.

North Commercial

Port Dock 7 Plan/ Commercial Marina Channel Dredging Sediment Plan: Still evaluating sediment materials for placement and completion of design.

Seafood Wastewater Processing Meeting: Still working with Pacific Seafood on possible alternative for DEQ's requirements on the seafood water processing.

Connect Oregon: I have a meeting with ODOT this Friday to discuss the lack of federal grants. I should know more by Commission date.

PIDP and RAISE grants: I have a debrief with MARAD on our application for PIDP. Hopefully that should help us improve our application for next year, which I understand is opening at the end of December 2024. The USDOT grant for RAISE is due at the end of January, which I am also working on improving it.

Port Dock 5 Repairs: We have all necessary materials and most permits to complete the repairs. Just waiting for the last permit from the US Army Corps.

Newport International Terminal

RORO Dock Piling Assessment: Getting ready for bids.

MARAD PIDP Grant/NIT: We are working on the final processes to order equipment and to move forward with the grading.

NOAA

All repairs at NOAA are moving as expected. I have a meeting with the new commander on January 10th to discuss the future of NOAA's lease.

Financials:

We are continuing to monitor our financials in face of so many projects. Things are moving right along, and I don't foresee any issues at this point.

Finance is about to complete the annual audit, and we will be bringing it to commission possibly in January.

The Fiscal Manual is also taking a lot of their time and should be completed soon.

The system is finally working as it should and it has created a much more efficient and expedient process for our accounting department.

Meetings/Trainings/Summits:

- 11/13-14 - SDAO Board Meeting
- 11/18 - Operations Recurring Meeting
- 11/18 - Finance Recurring Meeting
- 11/18 - Meeting with Courtney Flathers - Regional Solutions Team
- 11/19 - Directors Meeting
- 11/19 - Commission Meeting
- 11/20 - Meeting with Neil Maunu - PNWA
- 11/21-27 - PTO
- 11/28-29 - Thanksgiving Holiday - Office Closed
- 12/02 - Operations Recurring Meeting

- 12/02 - Finance Recurring Meeting
- 12/02 - Business Oregon Maritime Minds - State Owned Dredge
- 12/06 - Meeting with Neil Maunu - PNWA
- 12/09 - Finance Recurring Meeting
- 12/10 - Strategic Planning Webinar
- 12/11 - Business Oregon- Appropriations with Ray Bucheger (federal lobbyist)
- 12/11 - Chamber Luncheon
- 12/12 - Dept. Heads Meeting
- 12/13 - Communications Meeting
- 12/13 - Meeting with ODOT - Connect Oregon
- 12/16 - Operations Recurring Meeting
- 12/16 - Finance Recurring Meeting
- 12/17 - Directors Monthly Meeting
- 12/17 - Coastal City/Port Managers Meeting
- 12/17 - PNWA Presentation - NOAA Fisheries
- 12/17 - Commission Meeting

Upcoming Schedule:

- 12/18 - Lincoln County ERAP - DLCD
- 12/19 - OPPA Board Meeting
- 12/19 - PNWA Monthly Meeting
- 12/25 - Christmas Holiday - Office Closed
- 12/27 - Communications Meeting
- 12/30 - Operations Recurring Meeting
- 12/30 - Finance Recurring Meeting
- 01/01 - New Years Holiday - Office Closed
- 01/06 - Operations Recurring Meeting
- 01/06 - Finance Recurring Meeting
- 01/08 - PNWA/USACE meeting
- 01/09 - CWEDD Board Meeting
- 01/09 - MARAD PIDP Debrief
- 01/10 - Communications Meeting
- 01/10 - Meeting with Commander Colin Little - NOAA
- 01/13 - Operations Recurring Meeting
- 01/13 - Finance Recurring Meeting
- 01/16 - Oregon Coast Aquarium Annual Board Meeting
- 01/21 - Directors Monthly Meeting
- 01/21 - Chamber Board Meeting

- 01/24 - Communications Meeting
- 01/27 - Operations Recurring Meeting
- 01/27 - Finance Recurring Meeting
- 01/28 - Commission Meeting



FINANCE DEPARTMENT MONTHLY REPORT

DATE: November 19, 2024
PERIOD: July 1, 2024 to November 30, 2024
TO: Paula Miranda, Executive Director
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports are included through November 30, 2024 for all funds.

Issues of Importance

Financial Reports

Port staff are now updating deposits, deferred revenue and accounts receivable monthly. A spreadsheet has been developed to perform this function with minimal effort. Previously, calculating these numbers would take weeks. In future months the Port staff will modify how a reservation is taken, and this will no longer be necessary.

Audit

All audit work has been completed by the finance staff. The Port received its first draft of the Audit and is reviewing the draft for any modifications. The audit should be ready for the Port Commission to review in January. It will be submitted to the Secretary of State in a timely manner this year.

RV Park and Marina Occupancy

The RV main and Annex park occupancy is similar to previous years. Dry camp occupancy increased substantially over last year, but is similar to 2022-23.

RV park occupancy for the main park is lower than previous years. However, revenue (for ALL Camps) for the same period increased. The annex is closed Dec and January, I believe the reduction in occupancy for the Annex is a result of the closing.

RV Main Park			
	Occupancy Percent		
	2022-23	2023-24	2024-25
July	96.28%	102.73%	98.56%
August	98.74%	101.16%	99.80%
September	95.94%	102.28%	98.30%
October	62.89%	52.07%	37.06%
November	31.87%	26.37%	23.66%
December	21.88%	24.50%	
January	25.14%	18.10%	
February	28.65%	26.16%	
March	36.23%	31.63%	

April	44.10%	34.57%	
May	68.76%	59.19%	
June	97.90%	89.71%	

RV PARK ANNEX			
	Occupancy Percent		
Fiscal Year	2022-23	2023-24	2024-25
July	85.71%	92.99%	89.21%
August	85.11%	94.17%	91.90%
September	78.65%	76.09%	69.10%
October	36.54%	19.29%	19.04%
November	18.80%	17.01%	4.62%
December	15.94%	16.60%	
January	21.16%	15.30%	
February	20.67%	19.10%	
March	12.49%	12.90%	
April	16.20%	20.64%	
May	44.17%	42.06%	
June	67.44%	71.22%	

Dry Camp			
	Occupancy %		
	2022-23	2023-24	2024-25
July	53.04%	55.90%	45.30%
August	43.50%	57.37%	44.40%
September	39.29%	5.44%	36.00%
October	15.39%	3.00%	8.66%
November	9.33%	1.48%	8.33%
December	4.70%	1.01%	
January	2.58%	0.13%	
February	3.59%	6.50%	
March	2.58%	8.89%	
April	3.38%	5.33%	
May	11.34%	1.86%	
June	20.24%	18.86%	

The Marina Non-Transient Moorage also shows an increase in occupancy versus last year:

Non-Transient Vessels			
	Occupancy Percent		
	2022-23	2023-24	2024-25
July	95.84%	91.33%	89.87%
August	94.46%	90.60%	88.20%
September	93.30%	81.91%	88.98%
October	81.40%	81.16%	77.22%
November	52.83%	47.96%	46.08%
December	50.39%	46.34%	
January	50.40%	17.24%	
February	49.83%	44.42%	
March	49.84%	44.84%	
April	58.32%	55.66%	
May	88.82%	85.21%	
June	90.26%	88.32%	

Transient Moorage has increased slightly over last year.

Transient Moorage				
	Occupancy Percentage			
	2021-22	2022-23	2023-24	2024-25
July		73.07%	72.94%	65.61%
August		68.95%	65.99%	52.80%
September		59.72%	59.14%	70.05%
October		33.74%	10.26%	38.98%
November		25.37%	2.31%	34.72%
December		22.27%	1.08%	
January		20.92%	1.40%	
February		27.53%	29.26%	
March		28.45%	32.53%	
April	3.56%	28.47%	31.94%	
May	15.99%	44.49%	45.30%	
June	23.52%	45.00%	48.75%	

Fiscal Manual

A complete review of the fiscal manual is occurring. Port staff are reviewing it section by section, this should be ready for review in March, April, or May.

The Fiscal Manual is a complete rewrite. The manual includes ethics, how to set up grants, accounts receivable legal compliance and write offs, internal control framework and controls, GASB compliance, pollution control remediation, required documentation, meals, and travel administration and much more.

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.

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) is setting aside funds for a future project, those funds become assigned. The Port can use these funds without further authorization.

Unassigned

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

Profit and Loss -

The financial reports through November 30, 2024, are attached for your review and are included in the commission packet.

The month-to-month budget has been modified for seasonality, hopefully this will show a more realistic forecast moving forward.

**General Operating Fund
Statement of Activities**

The Port is not allocating overhead (Department 100) at this time. As of November 30, 2024, Operating income for all General Operating Funds before depreciation was \$872,646. Income after depreciation and loan (revenue) was \$188,727.

Unallocated	\$ (586,864)
Administration	\$ (727,514)
Commercial Marina	\$ (186,879)
International Terminal	\$ (164,064)
South Beach	\$ 1,854,048
<hr/>	
Total	\$ 188,727

Balance Sheet

As of November 30, 2024, in June of 2024 the Port spent over \$2 million from general operating funds for the Rogue Seawall. The current balance for the General Operating Fund is (\$72,238). We are managing our available funds carefully.

Monies could be moved from the Reserve Fund to bring the Reserve Fund down to \$1.9 million, but these funds are set aside for upcoming projects.

The Port has a number of large projects underway, for some of the smaller projects the Facility Maintenance Fund will be used to pay for the projects.

A 1-year cashflow has been prepared and will be managing the cash to make sure adequate cash is available. At this time time Port has not borrowed from the reserve funds, which has a cash balance of \$2.4 million, but has borrowed \$1.1 million from Business Oregon. If the Port can operate without using the funds from the Reserve Fund, we will pay off the borrowed funds when the interest rate earned falls below the Interest rate of the Loan.

**General Operating Fund
Budget Vs Actual**

General Operating Funds (GOF) FY 2024-25, Budget Vs Actual:

All Departments General Operating Funds

Operating Revenue is unfavorable by	\$ 1,105,463
Operating Expenses are favorable by	\$ 991,018
Operating Income is unfavorable by	\$ 114,445
Non-Operating Revenue is favorable by	\$ 135,509
Non-Operating Expenses are favorable by	\$ 12,874

Non-Operating Income is favorable by	\$ 122,635
Net income, is favorable by	\$ 8,189
Depreciation Expense	\$ 847,786
Loan Revenue	\$ 1,140,000
Net income after loans and depreciation and Loans	\$ 1,162

Variance Explanation

Loan revenue (non-Operating revenue) was expected prior to 06/30/2024 but rolled into the current fiscal year. The loan revenue was invoiced in July, but only received the funds in August. Property Tax Revenue has been received; more will be received in the future. Other variances will be addressed department by department. Net Income includes a non-budgeted item, depreciation. Budgeted Revenues may be high. Overall Revenues are up from the previous, but not as much as expected.

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.

Unallocated

Non-Operating income is Neutral	\$
Non-Operating Expense is favorable by	\$ 11,884

Variance Explanation - Unallocated

None needed.

Administration (Dept 100)

Operating income is unfavorable by	\$ 63,780
Operating expenses are favorable by	\$ 300,810
Operating Income is favorable by	\$ 237,030
Non-Operating revenue is favorable by	\$ 15,509
Non-Operating Expenses are Neutral	\$
Non-Operating Income is favorable	\$ 15,509
Net income, is favorable by	\$ 252,539
<hr/>	
Net income	\$ 697,507
Depreciation Expense	\$ 37,509
Net income after Loans and Depreciation	(\$735,016)

Variance Explanation (Dept 100)

The Fed has began lowering interest rates, A portion of the property taxes have been received, more will received for the next few months.

Commercial Marina (Dept 300)

Operating revenue is unfavorable by	\$ 183,268
Operating expenses are favorable by	\$ 283,883
Operating Income is favorable by	\$ 100,616
Non-Operating revenue is Neutral	\$ 0
Non-Operating Expenses Neutral	\$
Non-Operating Income is Neutral by	\$

Net income is favorable by	\$100,616
<hr/>	
Net income	\$ (133,021)
Depreciation	\$ 67,121
Net Income after Loans and Depreciation	\$(200,142)

Variance Explanation (dept 300)

Budgeted Revenues may be high. Overall Revenues are down from last year.

International Terminal (Dept 500)

Operating revenue is unfavorable by	\$ 29,085
Operating expenses are favorable by	\$ 102,319
Operating Income, is favorable by	\$ 73,234
Non-Operating revenue is favorable	\$ 120,000
Non-Operating expenses are Neutral	\$
Non-Operating Income is favorable by	\$ 120,000
<hr/>	
Net income before loans and depreciation	\$ 254,641
Depreciation Expense	\$ 538,305
Net Income after Loans and Depreciation	(\$283,664)

Variance Explanation (dept 500)

Cargo/wave energy has bolstered the Revenue of the International terminal. Overall revenue has increased versus the previous two years.

South Beach (Dept 700)

Operating revenue is unfavorable by	\$ 829,330
Operating expenses are favorable by	\$ 316,386
Operating Income is unfavorable by	\$ 512,944
Non-Operating revenue is Neutral	\$ 0
Non-Operating Expense is unfavorable	\$ 990
Non-Operating Income is unfavorable by	\$ 990
Net income is unfavorable by	\$ 513,934
<hr/>	
Net Income before deprec. and loans	\$ 884,080
Loans	\$1,140,000
Depreciation Expense	\$ 204,851
Net income after Loans and Depreciation	\$1,819,229

Variance Explanation (dept 700)

Overall Revenue up about \$73,000 versus last year, this is not as large of increase as I would have expected, customer reservations were made prior to lower discounts for long-term customers taking effect. RV park Space Rentals are less than last year by about 12,000 or 1.5, whereas moorage revenue is up 66,000 (about 9.8%).

NOAA Lease Revenue Fund

Balance Sheet

As of November 30, 2024, the NOAA Lease revenue Fund had a cash balance of

\$2,257,491, of this \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract. The Port can use the reserved portion of funds, as long as it rebuilds the reserve portion of funds. The available balance is \$495,770.

Income Statement - Budget vs. Actuals

NOAA Lease Revenue Fund

Operating revenue is unfavorable by	\$ 32,336
Operating expenses are favorable by	\$ 152,895
Operating Income is favorable by	\$ 120,558
Non-Operating Revenue is favorable by	\$ 3,880
Non-Operating Expenses are unfavorable by	\$ 3,000
Non-Operating Income is unfavorable by	\$ 880
Net income is favorable by	\$ 121,438
Net Income before depreciation	\$(817,381)
Depreciation Expense	\$ 621,400
Net Income after loans and Depreciation	(\$1,438,781)

Variance Explanation (NOAA)

The operating revenue looks in line with expectations, the variance will disappear as we get the increases for COLA and Insurance in place. There is a new contracting officer at NOAA, this has resulted in delays in getting the increases due in place, which has resulted in unfavorable Operating Revenue.

Reserve Fund

Cash available \$2,415,034

Bonded Debt Fund:

Cash available \$ 883,182

Facility Maintenance Fund:

Cash available \$ 480,209

Money has been set aside in the Facilities Maintenance fund for the electrical upgrades to Port Dock 5, and the proceeds from Parking fees are received in this fund for future replacement of road surfaces.

Those with no payment plan as of 11/30/2024, those who have paid off their balance since 11/30/2024 have been removed from this list, or

mmcuLongName	mmcuCustomTe	Balance	ThreeMonth	FourMonth	
Oregon Mariculture LLC	Western Hunter	7,811.67	129.15	879.84	Combining into a single acct, is working on getting this paid down, but no payment plan.
Oregon Mariculture, LLC		11,029.09	194.17	10,095.51	
Sookie Fisheries	Gooney Bird	3,558.38	841.39	804.97	
Robert Talbott	Leisure Lee II	4,700.40	75.42	4,309.86	Agrees he owes money, but boat is out of water, but a lien in on boat
John King	Evening Star	501.35	8.04	459.70	
Northern American Fishing, LLC	Rylayla	2,213.83	184.63	150.70	Has not followed through on promises to pay
Safe Coast Seafoods dba PUCCI FOOD BUYER		2,015.82	262.93	624.78	Just became aware of past due, will pay wants to buy crab again
Total		\$ 31,830.54	\$ 1,695.73	\$ 17,325.36	

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

Past Due:

30 days Gentle reminder

60 days Reminder

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

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

###



DIRECTOR OF OPERATIONS REPORT

DATE: 12/11/2024
PERIOD: November 2024-December 2024
TO: Paula J. Miranda, Executive Director
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The lots are full of crab pots, staged to start the Dungeness Crab season. The Terminal has remained busy, and we expect that will continue as Dungeness season kicks off and the Alaska fleet starts its final preparations to depart. In South Beach, we're taking advantage of this time to complete as much maintenance as possible.

Detail:

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

Several more meetings in recent weeks with the topic of dredge material being discussed and exactly what to expect when it comes out. The exact qualities of the material will determine its placement. The Portland Sediment Evaluation Team is currently reviewing the material for placement.

- **RORO Dock Piling Assessment**

USDA issued a categorical exclusion for the project on 03DEC, pending provision of engineer stamped plans, which I am sending over. Awaiting bids.

- **ADV Removal Funding Efforts**

Received letter of support from the Confederated Tribes of Siletz Indians to provide to the Oregon State Marine Board as they apply for national funding for removal and disposal of abandoned and derelict vessels. As always, the Tribe is very supportive and helpful to the Port.

- **Dredging**

I am awaiting determination of funding sources to put the South Beach Dredging project out for bid.

- **Seafood Processing Wastewater:** We are continuing to talk about the potential for the Port to assist in the effort to provide solutions for Newport seafood processors. Currently, we are exploring the potential for a feasibility study to evaluate the solutions we've put forth.

- **Port Dock 5 Repairs:** Pilings have been delivered at the Terminal, and we received the removal fill permit from DSL. The Army Corps Nationwide permit should arrive any day and work will start as soon as it does.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (june)

- | | |
|-----------------------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Forklift –89 hrs | <input checked="" type="checkbox"/> Moorage – 168 Days |
| <input checked="" type="checkbox"/> Hydraulic Crane -41.5 hrs | |
| <input checked="" type="checkbox"/> Hoist Dock Tie Up –69 hrs | |
| <input checked="" type="checkbox"/> Labor – 128 hrs | <input checked="" type="checkbox"/> 120V power – 0 hrs |
| <input checked="" type="checkbox"/> Other Overtime Billed 7 hrs | <input checked="" type="checkbox"/> 208V power – 168 Days |

Harbormaster- Kody Robinson

South Beach Marina:

- We had 452 launches @ \$4068 between 11/1/2024-12/1/2024

Recreational Marina:

With being able to shut the annex RV park down for a couple months I anticipate the bathrooms getting cleaned up and re painted, minor land scape and tree trimming will be done as well. There will be a few RV pedestals that will get addressed do to damage. This is all repair work to (try) and get us through another summer. Supplies are showing up to start working on the Annex bathrooms. Work has begun on the end tie of E-dock but with staff out and other projects that become more pressing that come up, it may take longer than anticipated. C-Dock gate is still on hold due to these other projects coming up. Crew is going to be doing a Hippo training so that all staff will be capable of filling out and creating work orders. Training is completed and all maintenance staff can now get on hippo and do work orders. Also will be transferring hard copy files into hippo as well. With decent weather the crew has to go back to mowing and weed eating. Working on getting numbers for the repair of the South Beach Marina office overhang posts. Minor work on the ventilation system in the marina showers is being done, due to the age the fan motors are failing and will be getting replaced as well.

South Beach staff assisted Marine Deputies in hauling out an ADV for the State Marine Board on 11/27/2024. It wasn't as smooth as normal but boat came out and is now on dry land.

Commercial Marina:

Pilings for PD5A and emergency slip piling were delivered on 12/5/24. Hopefully work will begin soon. Crew is getting hoist dock and equipment ready for crab push. There are a few areas on the outside of PD7 that have been severely damaged by sealions, and we will hopefully get this addressed before crab push. This has been repaired to a moderate, usable level. Going to call Ryan Whites to see what he thinks about shaving/grinding the hoist dock instead of adding more asphalt to the humped areas.

After speaking with Ryan on this, it seems like a viable option and in the ballpark of \$3500. Having difficulty dealing with people overloading dumpsters because they do not want to pay the tote charge for gear work trash, so we have been policing the best we can. Operations in the waste oil room are going well. I believe the staff is keeping better track of who is using it and the service ticket side of it.

Had meeting with engineers and coast guard for accommodating temporary moorage on 12/5/24. The best viable option is going to be the service dock in the commercial marina. The hope are we will end up having a contract that they replace with new dock and 4 pilings. More conversations to come. The project will not start for at least 2 years.

Staffing:

With the amount of seized vessels in our possession on both sides of the bay, it's becoming a full time job pumping and checking them on a regular basis which takes away from more important tasks. This still holds. We keep acquiring more boats every month which makes for more lost time in multiple departments. We continue to shuffle these boats around to try and help with the revenue stream, so we don't have a continual revenue loss for the slips that they were in. Would like to keep pushing forward with Port on call staffing and get pay and phone worked out. A seasonal position has been posted and hopefully we will get a decent turnout of it. This spot has been filled, and interviewing last candidate for the south beach position. Still trying to come up with the best way to cross train crew in all the facilities so that there won't be a staff shortage in any of the departments. With that being said, if we can manage to get to a point where our current staff is where they need to be we can start the process.

Equipment:

Both marinas compactors are starting to get pretty rough and we are welding/fabricating new sheets for certain areas that need to be replaced. The port is still in need of a new 1 ton or larger dump bed or flat bed truck with some kind of trailer to haul tractor and associated equipment. The ford ranger with the lift gate in south beach is starting to break down as far as the under carriage and running gear. The overall condition is in bad shape. All still stands. Will be working on getting numbers to have the tug hauled out and work done. I can anticipate this being costly due to time frame the boat hasn't been hauled out.

NOAA MOC-P – Jim Durkee Supervisor

Vessels Using the Facility Since My Last Report – None.

No vessels on the pier since my last report. Some busy days on the small boat dock with NOAA personnel training.

M.C. Dean replaced batteries in the warehouse data room back-up system and the pier lighting inverter. They will be returning to do the batteries in the office data room back-up.

Coastal Refrigeration replaced the air conditioner split system for the warehouse data room.

Andrew and I put the accordion door in the office museum (part of the fire suppression system) back in order. It needed new batteries as well as some repair work to the ceiling track.

Aboveboard Electric replaced a damaged junction box in the bull rail on the pier.