

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, February 16, 2022 at 2:00pm
Teleconference / Meeting Room (limited capacity)
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782

Meeting ID: 771 205 4017

Passcode: 76242022

(to mute/unmute: * 6)

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

- Pledge of Allegiance
- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

Page

3. APPROVAL OF MEETING MINUTES

- A. Approve Minutes of Workshop Commissioner Meeting Tuesday January 11, 2022..... 2
- B. Approve Minutes of Regular Commissioner Meeting Wednesday January 19, 2022..... 6
- C. Approve Minutes of Special Commissioner Meeting Friday January 28, 2022..... 11

4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to portmanager@portofbrookingsharbor.com prior to the meeting. Please wait to be called on before speaking).

5. MANAGEMENT REPORTS

- A. January 2022 Safety & Security Report, presented by Danielle King..... 13
- B. January 2022 Financial Report, presented by Gary Dehlinger 15
- C. January 2022 Harbormaster Report, presented by Travis Webster..... 31
- D. January 2022 Port Manager Report, presented by Gary Dehlinger..... 34

6. ACTION ITEMS

- A. Non-Moorage Charter Fees..... 35
- B. Budget Officer Appointment..... 43

7. INFORMATION ITEMS

- A. Next Workshop Meeting Date

8. COMMISSIONER COMMENTS

9. NEXT REGULAR MEETING DATE – Wednesday March 16, 2022, at 2:00pm

10. ADJOURNMENT

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

**DRAFT MINUTES
WORKSHOP MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday January 11, 2022

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

The Port of Brookings Harbor District met for a workshop session on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5); and Joseph Speir, Vice President (Pos. #1) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and James Walker, Port General Counsel via phone.

• There was no modifications, additions, or changes to the written agenda.

• Commissioner Range disclosed potential conflict of interest on Information Item E Pelican Bay Arts Association Request for 5-year Agreement.

2. APPROVAL OF AGENDA – Audio time 1:50

A motion was made by Hartung and seconded by Jonas to approve the agenda as written. The motion passed 4 – 0.

3. PUBLIC COMMENTS – Audio time 2:20

There was no public comment submitted.

4. INFORMATION ITEMS

A. Non-Moorage Charter Fees – Audio time 2:40

Dehlinger noted this discussion is a continuation from previous meetings. Sample decal and sign was provided for review. Also reviewed changing the boat launch kiosk screen information. Suggestion was made for the color of decals should match OSMB color scheme and possible placement location on vessel. All charter boats should be required to place a port decal on the vessel. Check into advertising the new requirement with OSMB Charter Guide website.

B. Port Best Management Practices Amendment – Audio time 10:30

Dehlinger noted this amendment to the BMP is tied to Information Item C OSMB MAG application. The application asks for ports maintenance and repair policy. BMP would be the best location to have our written policy.

C. Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application – Audio time 10:30
This item was discussed with Information Item B.

- D. ODEQ Tier 2 Corrective Actions and Notification to Gear Storage Users – Audio time 13:09
Dehlinger discussed the deadlines to submit ODEQ Tier 2 Corrective Actions was extended to January 31, 2022 due to FEMA project evolving and the port needed more time to complete the changes. The current gear storage location will need to be relocated for the construction to take place. Staff is proposing to use the green building site and reduce the boat storage capacity to relocate the gear storage. Letter to gear storage users should be sent out as early as possible to provide the upcoming changes.
- E. Pelican Bay Arts Association Request for 5-year Agreement – Audio time 31:20
Dehlinger noted port staff does not have any issues with a 5-year agreement. The organizer of boardwalk events told the Port he will accommodate the space requested during events except for the Pirate Festival. Pirate Festival is a multiple day event where vendors use the entire boardwalk. Board discussed have the organizer be responsible for any damage to the artwork.
- F. POBH Employee Handbook 2022 – Audio time 36:18
Dehlinger noted the handbook was updated with SDAO recommendations and State of Oregon requirements. Besides those changes, Port staff recommends changing the full-time from 40 hours to 30 hours to match state health insurance requirements and new hire probationary period was reduced from 90-days to 60-days.
- G. Business Oregon FEMA Matching for DR-4432 and DR-4452 – Audio time 39:08
Dehlinger reviewed the formal approval from Business Oregon for the matching dollar amounts on FEMA DR-4432 and DR-4452.
- H. Sale of Business – Bounder Fresh Crab Consent to Assignment and Assumption of Lease – Audio time 45:36
Dehlinger discussed the ownership change for Bounder Fresh Crab. No changes to the business are planned for now and the lease will carry over to the new owners if approved.
- I. North Jetty Access – Audio time 49:00
Dehlinger reviewed the latest issues with the north jetty and the access to the crab dock. Further discussion with the possibility of removing the entire crab dock when opportunity arises. Installing a gate to limit public vehicles on the jetty was discussed.
- J. Stormwater Test Results for December 13, 2021 – Audio time 55:25
Dehlinger reviewed the test results and the Tier 1 and 2 reporting. Board discussed other infrastructure upgrades at the boat yard to contain pollutants.
- K. Boardwalk Condition and Modifications – Audio time 1:02:05
Dehlinger reported the current gap size is continuing to move. Port staff had more discussions with our port engineer and have revised the repair in the packet to just separating the damage boardwalk section. Board and staff discussed other possible repairs and funding.
- L. Fuel Dock – Fuel Tank Control Box Repair and Protective Structure – RV Park Project – Audio time 1:09:15
Dehlinger reviewed the damaged screen and the idea of a protective structure over the control box. Board would like to see other structure types and their costs. Port has placed the order for a new screen.
- M. South Coast Credit Accounts – Audio time 1:16:21
Dehlinger noted the open accounts with the collection agency and the agencies request to take CBN Enterprises to litigation.
- N. Vessel Miss Stacey – Audio time 1:19:01
Board, staff and legal counsel discussed options dealing with the vessel, permits on the vessel, and any other options the port has for potentially paying to remove the vessel from the port if it becomes abandon.
- O. Financial Consultant Contract – Audio time 1:43:15

Dehlinger noted Port staff would like to extend the contract one-year. There are no rate increases, contract would basically remain the same depending on legal review.

- P. Curry County Sheriff Substation Office MOU – Audio time 1:43:51
Dehlinger noted the Port and County did not have any written agreements for the substation space. MOU is currently being drafted.
- Q. Zola’s on the Water Late-Night Activities – Audio time 1:45:03
Dehlinger noted Zola’s on the Water had some late-night activities and they have stop doing them until the Port and tenant updates their lease agreement to allow these activities. Zola’s wants to resume doing these late-night activities this summer.
- R. SDAO Annual Conference 2022 – Audio time 1:48:29
SDAO has changed the conference to all virtual conference this year due to the outbreak of COVID.
- S. Blue Fin Realty Lease Renewal Amendment No. 1 – Audio time 1:51:02
Current lease is ending January 31, 2022 and the tenant has expressed to renew the lease for 3 additional years and adding a partner to the lease document.
- T. Hallmark Receiving Dock Condition – Audio time 1:51:40
Port staff reviewed the condition of the dock with port engineer Jack Akin yesterday. Jack plans to get an expert structural dock engineer to inspect and provide a report on the dock.
- U. 4th of the July Fireworks – Audio time 1:55:44
Dehlinger reported there is a group that is working on returning the firework show this year. Port was invited to a meeting at City of Brookings with all the stakeholders to discuss planning the event.
- V. Basin 1 Storm Damage to Vessels – Audio time 1:58:50
Dehlinger reported last week a storm caused a cleat to break loose from the dock which caused some damage to two boats. Port wrote an incident report and submitted to SDAO insurance for possible claim.
- W. Mountain View Custom Cycles LLC and Rebel Ink Tattoo Studio LLC and Barber Shop Lease – Audio time 2:02:38
Dehlinger noted the lease expired December 31, 2021 and is currently month-to-month. The tenant wants to extend the lease one-year but has an outstanding balance with the port. He is making extra payments and when it reaches zero, a lease extension would be offered.
- X. Tidewinds Sportfishing Request for Signage Space – Audio time 2:05:19
Board discussed this request and maybe having a structure built for all charter boats to have an opportunity to advertise their business at the port.
- Y. 2022 SDIS Property / Casualty Insurance Renewal and Longevity Credit and Rate Lock Guarantee – Audio time 2:21:17
Dehlinger noted this is an annual renewal for the port insurance with SDAO and comes with a longevity credit.

5. COMMISSIONER COMMENTS – Audio time 2:22:15

Commissioner Range appreciated the information in the packet and the workshops providing commissioners time to digest the topics before making a decision.

Commissioner Jonas asked about Knight Security performance. Dehlinger said they have improved.

Commissioner Hartung thanked James Walker attending the first meeting with the Port.

6. **NEXT REGULAR MEETING DATE** – Wednesday, January 19, 2022 at 2:00pm.

7. **ADJOURNMENT**

Having no further business, the meeting adjourned at 12:23pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.

DRAFT

DRAFT
REGULAR MEETING MINUTES OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT

Wednesday, January 19, 2022

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

The Port of Brookings Harbor District met in regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; James Walker, Port General Counsel via phone; and Jess Webster Port General Counsel via phone.
- There was one change to the agenda, Information Item B – Vessel Miss Stacey was moved to Action Item L.
- There were two declarations of potential conflicts of interest. Commissioner Range for Action Item D – Pelican Bay Arts Association Request for 5-year Agreement. Commissioner Hartung for Action Item I – CBN Enterprises.

2. APPROVAL OF AGENDA – Audio time 3:02

A motion was made by Jonas and seconded by Speir to approve the agenda as modified. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 3:30

- Approve Minutes of Special Commissioner Meeting Wednesday December 8, 2021.
- Approve Minutes of Regular Commissioner Meeting Wednesday December 15, 2021.
- Approve Minutes of Special Commissioner Meeting Friday December 17, 2021.
- Approve Minutes of Special Commissioner Meeting Wednesday December 22, 2021.

A motion was made by Hartung and seconded by Speir to approve Meeting Minutes for Special Commissioner Meeting Wednesday December 8, 2021, Regular Commissioner Meeting Wednesday December 15, 2021, Special Commissioner Meeting Friday December 17, 2021, and Special Commissioner Meeting Wednesday December 22, 2021. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 4:19

There was no public comment.

5. MANAGEMENT REPORTS – Audio time 4:27

- **Safety & Security Report – December 2021. Audio time 4:32**
King reported on staff safety training, incident reports and security issues. Commissioner Heap asked about how staff is trained on safety items. Employees are trained by using videos, handouts, and demonstrations depending on the topic. Public comment was made regarding the individuals who were trespassed.
- **Financial Report – December 2021. Audio time 6:44**
Dehlinger reported the end of the month financials for December 2021. It was noted that there was a patronage credit from Coos Curry Electric, and a quarterly debt payment to IFA was made. Reviewed end of the month balance sheet, December profit & loss numbers, fiscal year profit & loss vs. budget performance and total vendor expenses for the year.
- **Harbormaster Report – December 2021. Audio time 8:54**
Webster reported on the harbormaster report. Reviewed the RV Park occupancy and maintenance, boat launches, telehandler and travel lift operations for the month. Port staff completed 68 work orders during the month, making the yearend total 1005 completed work orders. Port security camera mounts have been placed, just waiting on Oregon Alarm to install cameras
- **Port Manager Report – December 2021. Audio time 12:16**
Dehlinger reported on the port manager report. Reviewed 2021 board meetings and list port achievements for the year.

A motion was made by Speir and seconded by Range to approve the management reports for December 2021 as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

- A. **Best Management Practices Amendment – Audio time 15:23**
Dehlinger noted that the legal counsel brought back an amendment on the resolution with minor adjustments since the last discussion with the board at the January 11, 2022, workshop meeting. The changes were to the second paragraph, allowing port management to update the best management practices based on new information.
- A motion was made by Range and seconded by Hartung to approve Draft Resolution 2022-01 Adopting Best Management Practices to include Section 9 Pump outs and Dump Stations and Section 10 Public Restroom Cleaning. The motion passed 5 – 0.**
- B. **Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application – Audio time 16:59**
Dehlinger reviewed the Oregon State Marine Board Maintenance Grant Application, the previous action item is tied with this application.
- A motion was made by Speir and seconded by Jonas to approve Oregon State Marine Board Maintenance Assistance Grant application for July 1, 2021, to June 30, 2023, and allow Port Manager to sign the application. The motion passed 5 – 0.**
- C. **Notification to Gear Storage Users – Audio time 18:43**
Dehlinger noted this item was discussed on January 11, 2022, workshop meeting. This letter will be notifying all gear storage users that things will be changing starting this summer, and some areas will have to be adjusted and moved. The letter will also include a map of the changes. Dehlinger mentioned the schedule planned for these changes. Commissioner Heap reiterated the importance of the changes to meet regulatory requirements.

A motion was made by Speir and seconded by Hartung to approve draft notification letter to notify all gear storage users of the relocation of gear at the port. The motion passed 5 – 0.

- D. **Pelican Bay Arts Association Request for 5-year Agreement** – Audio time 21:39
Commissioner Range recused himself on this action item. Dehlinger noted this item was discussed in the January 11, 2022, workshop meeting.

A motion was made by Hartung and seconded by Jonas to approve 5-year agreement with Pelican Bay Arts Association to use the boardwalk handrail for the Art on the Boardwalk. Include a provision the organizer of other events will be responsible for damaged artwork. The motion passed 4 – 0.

- E. **POBH Employee Handbook 2022** – Audio time 23:59
This item was postponed due to legal counsel requesting more time to review the employee handbook.

- F. **Sale of Business Bounder Crab Shack Consent to Assignment and Assumption of Lease** – Audio time 24:52
Dehlinger reviewed that there will be new owners taking over Bounder Fresh Crab, this allows them to take over the remaining lease on the business, legal counsel had a few updates, mainly establishing the effective dates.

A motion was made by Jonas and seconded by Speir to approve draft Consent to Assignment and Assumption to Lease agreement between Bill and Leslie Wood, and James and Stephanie Pearce for the business Bounders Fresh Crab. The motion passed 5 – 0.

- G. **North Jetty Access and Crab Dock Removal** – Audio time 26:25
Dehlinger noted this item was discussed on January 11, 2022, workshop meeting. The Port has had many problems on this jetty, and it is not part of port property. The Corps of Engineers does not have an issue with the gate if they have a key for access. The board reviewed the item in more detail for the public and allowed public discussion. Dehlinger mentioned that if this item is approved today the port will be adding concrete blocks until the gate can be installed on port property.

A motion was made by Speir and seconded by Hartung to approve installing a single bar gate with a sign (Enter at Your Own Risk) at the entrance to the North Jetty and providing the US Corps of Engineers a key for access. Remove entire crab dock including piling and ramp from the North Jetty when a project warrants a barge and crane or if other means become available. The motion passed 5 – 0.

- H. **Boardwalk Condition and Modification** – Audio time 31:00
Dehlinger reviewed the discussion from January 11, 2022, workshop meeting.

A motion was made by Jonas and seconded by Speir to approve separating the damage section of the boardwalk and extend the handrailing from the boardwalk to the ramp railing. The motion passed 5 – 0.

- I. **CBN Enterprises** – Audio time 33:01
Commissioner Hartung recused herself from this action item. Dehlinger discussed that the ports collection agency wants to take CBN Enterprises to litigation for the remaining debt owed to the port.

A motion was made by Speir and seconded by Jonas to approve Southern Oregon Credit Services / Collect Northwest to proceed with litigation on CBN Enterprises for the remaining debt owed. The Motion passed 4 – 0.

- J. **Financial Consultant Contract** – Audio time 34:35
Dehlinger reminded the board that last year the port went through the process to find a financial consultant, this is to extend that current contract for one year with no price change. Legal counsel added a section to the draft contract. Legal counsel discussed what items were added to the contract, keeping the same contract terms and made some clean ups to reflect that he will be retained to work on the upcoming 2021-22 annual financial report and adding Oregon Public Contracting Code statutory provisions that need to be included in all contracts for services.

A motion was made by Speir and seconded by Jonas to approve extending the agreement for professional services, financial consultant with Gerald Burns for one additional year. Motion passed 5-0.

K. Blue Fin Realty Lease Renewal Amendment No. 1 – Audio time 37:11

Dehlinger reviewed the renewal amendment. This is an amendment to extend the lease by 3 more years and adding a partner to the lease. Legal counsel had some minor changes to the lease since the January 11, 2022, workshop meeting. Changes were clarifying the tenant to Kim & Lisa, and the effective date.

A motion was made by Speir and seconded by Range to approve draft lease renewal extension amendment No.1 for Blue Fin Realty. The motion passed 5 – 0.

L. Vessel Miss Stacey Update – Audio time 38:52

Dehlinger discussed what actions have happened since this item was last discussed in the January 11, 2022, workshop meeting. Port placed a lien on the vessel, crab pots, gear, and crab permit. SBA loan department has recommended to release the loan on the vessel, but the siblings must agree on that. They have shown interest that if the loan is released, they want to take ownership of the vessel, receive insurance, and start a new moorage agreement. If the siblings take ownership, the port will have the right to accept or deny the moorage. The port is looking into strengthening our moorage agreement. Legal counsel has suggested to talk with the siblings to see what their intentions are with the vessel. Legal Counsel discussed this item with the Board. Board reviewed this item in more detail with the public and allowed public discussion. The board and staff discussed if the port would want to approve the moorage agreement, but decided this action is ahead of the game and to see what their intentions are first.

A motion was made by Hartung and seconded by Range to approve placing a lien on the vessel, crab pots, gear, and crab permits. Estimated lien amount of \$100,000. Authorize Port Manager and Harbormaster to further work with port counsel to secure the interest of the port regarding the vessel Miss Stacey. Motion passed 5-0.

7. INFORMATION ITEMS

A. Budget Calendar for Fiscal Year 2022-23 – Audio time 58:28

Dehlinger reviewed the draft calendar, looking at the budget meeting to be May 10, 2022, at 10AM. There are vacancies on the budget committee and there is an ad out for the positions.

B. Tsunami January 15, 2022, Update – Audio time 59:27

Dehlinger reviewed the actions and timeline of the port staff regarding the tsunami warning. Port staff did not notice any damage from the tsunami and noted what waves the port received from the 2011 tsunami. Public comment was made. The Board discussed what roles the port truly plays in these types of incidents and what agencies should be present in helping minimize the public coming down. Dehlinger mentioned that the county emergency management reached out regarding our comments on the after-action review (AAR) we did voice our concerns regarding the notification and no sirens. Turns out the sirens are decommissioned and are now up to the city and local agencies to maintain, which is why you will not hear the tsunami sirens. Dehlinger asked for a meeting with emergency management for an annual review regarding notifications and what is expected with local agencies.

8. COMMISSIONER COMMENTS – Audio time 1:11:43

Commissioner Jonas thanked port staff for all that they do, especially during the tsunami. Commissioner Heap discussed the salmon schedule for 2022.

9. NEXT REGULAR MEETING DATE – Wednesday, February 16, 2022, at 2:00pm.

10. ADJOURNMENT – Audio time 1:12:46

Having no further business, the meeting adjourned at 3:12pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.

DRAFT

DRAFT
SPECIAL MEETING MINUTES OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT

Friday, January 28, 2022

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

The Port of Brookings Harbor District met in special session on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas via telephone (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Danielle King, Safety/Administrative
- There were no changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 2:30

A motion was made by Speir and seconded by Range to approve the agenda as written. The motion passed 5 – 0.

3. PUBLIC COMMENTS – Audio time 2:55

There was no public comment.

4. ACTION ITEMS

A. DEQ Tier 2 Corrective Action Report – Audio time 3:01

Dehlinger reviewed DEQ tier II corrective action report and noted Jack Akin, Port Engineer, reviewed the plan to ensure it follows the FEMA Mitigation Plan.

A motion was made by Hartung and seconded by Speir to approve Aquarius Environmental Tier II Corrective Actions Report for submission to Oregon Department of Environmental Quality. The motion passed 5 – 0.

5. INFORMATION ITEMS

A. Moorage License Agreement – Recommended Revisions – Audio time 9:53

Dehlinger noted these are the lawyers' recommendations to strengthen our current moorage agreement. Dehlinger requested to have a workshop meeting to have a deeper discussion on this item with the lawyers. Webster highlight the added section to section 9 on the draft moorage agreement. There was discussion on surveying larger vessels. Commissioner Range showed concern regarding vessels being abandoned on the Port and suggested a surety bond. Discussion continued how to handle abandoned vessels, talking with legislation,

and maybe even raising our standards on vessels allowed into the Port or using our right to terminated vessels. Dehlinger mentioned to the board that we are no longer the only Port showing interest in handling abandoned vessels, and other Ports plan to get together to discuss this topic and present a bill to legislation for the 2023 year.

6. COMMISSIONER COMMENTS – Audio time 44:15

There were no commissioner comments.

7. NEXT REGULAR MEETING DATE – Wednesday, February 16, 2022, at 2:00pm.

8. ADJOURNMENT – Audio time 45:05

Having no further business, the meeting adjourned at 10:44pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.

SAFETY, SECURITY, AND ENVIRONMENTAL MONTHLY REPORT

Date: February 16, 2022
Period: January 2022
To: Honorable Board President and District Board Members
Issued By: Danielle King, Safety, Security, & Environmental Coordinator

Safety

Port maintenance staff was reminded to report accidents & incidents, beware of their surroundings to prevent slips, trips, and falls, pick up items with their legs not back, wear proper PPE, keep basic housekeeping, complete vehicle inspection forms, buddy system on the docks, and to wear life jackets.

Port Office staff reviewed the Stormwater Pollution Control Plan (SWPCP) and Spill Prevention Control and Countermeasures Plan (SPCC).

All Port staff had a meeting to go over what they experienced during the tsunami warning along with any suggestions they had in case there is another one. Also went over what one should do if someone becomes sick, has COVID-19, and when you can come back to work.

Incidents

Maintenance retied multiple vessels during January 3 winter storm. One vessel had multiple lines snap, creating the vessel to touch the vessel next to it. Another vessels cleat completely snapped from the dock boards, creating vessel to rub against the vessel next to it. Insurance was notified of these incidents.

Hypodermic needle was found in a vent in the commercial basin restroom, women's side. Maintenance properly picked up and disposed of needle into the Ports hazardous waste container

The electrical panel at the back of the kite field restroom was vandalized. The panel cover was removed, and contactors were dislodged. Maintenance secured electrical hazard until Stadelman Electric came out to repair.

Moorage holder was backing out of his slip when he hit the vessel next to them, hitting the vessels bow. The vessels owner was onboard, reported the incident and was going to contact their insurance

South Coast Knight Security was doing their rounds, around 1am, and had an issue with Zola's employee parking. Port staff had a discussion with Zola's on how to resolve the parking issues with employees.

Port Staff witnessed a man urinating in public and get back into his vehicle, security was told to trespass if still on Port grounds. Security encountered him, individual was heavily intoxicated and had a knife on them. Security called the sheriffs, who came down along with a State Trooper. Sheriffs trespassed and had the individual walk away from their vehicle and off Port Property. Eventually the individual returned to their vehicle and left Port Property.

A vehicle showed up at the transient dock sometime in the middle of December and hasn't moved since. It was tagged four times, and eventually was towed from Port property. This vehicle also had expired tags, no passenger side mirror and one windshield wiper with no wiper attached.

Maintenance came across three hypodermic needles in the trash can at the top of Basin II P & Q dock. The needles were properly collected out of the trash and disposed of into the Ports hazardous waste container.

Knight Security had an incident with a transient who tried to get into their vehicle, when that was unsuccessful, they climbed into the bed of the security truck. Security tried to get individual out of the bed but was unsuccessful. Police stated that since the individual was “detained” to bring him across the bridge. Brookings police was eventually able to remove the individual and arrested/release them. Individual was trespassed from Port Property.

Received a call from a moorage holder that a wood piling next to their vessel has broken at the sediment line. Insurance has been notified of the incident.

Security

South Coast Knight Security and POBH recorded (61) security issues. Issues included:

- (31) Overnight parking tickets.
- (7) Vehicles missing or unable to read boat launch ticket.
- (3) Parking violations throughout the port.
- (14) No camping warnings.
- (2) Parking violations for vehicles parked in the boat launch parking lot trailer stall.
- (2) Unhitched trailer in retail parking lot.
- (1) Maintenance report.
- (2) Trespassed from Port Property.

Environmental / DEQ 1200-Z Industrial Stormwater

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP). Stormwater testing was completed during the recent storms.

Brookings experience a tsunami advisory, January 15. All maintenance staff was called into work to make sure our liveaboards, tenants, RV Park guests and public were notified and warned of the event, while suggesting not to enter onto dock, beaches, or waterways. The Port did experience a tide change, about a couple feet, but did not encounter any problems from the tsunami, that the Port is aware of.

FINANCIAL SUMMARY REPORT

Date: February 16, 2022
Period: Month End Report of Financial Activities for January 2022
To: Honorable Board President and District Board Members
Issued by: Gary Dehlinger, Port Manager

January 2022 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$666,008. Restricted cash and equivalents totaled \$860,507, with Total Assets (cash) at \$1,527,840.

January Profit & Loss

Total revenues from all funds were \$377,485. Total expenses were \$281,721. The net income for December was \$95,764.

January Revenue Centers		Expenses
Marina**	\$79,167	\$95,979
Beachfront RV Park	\$117,751	\$12,269
Commercial / Retail	\$45,288	\$10,163
Fuel Dock	\$84,388	\$88,255

**Marina includes Administrative costs.

Unusual expenses this month include:

	Amount	Company	Description
1	\$6,297.50	Aquarius Environmental	DEQ Tier 2 Report
2	\$3,500.00	Tidewater Contractors	Paving repairs at Zola's on the Water parking area
3	\$1,162.50	John's Portable Welding	Repair ladder at Steel Wall and piling hoops for Basin 1 transient dock

Fiscal Year Profit & Loss vs. Budget Performance (July 1, 2021 thru June 30, 2022)

We have completed seven (7) months of the fiscal year July 1 thru January 31; the year is 58.3% complete.

✓ **Income**

Any number above 58.3% is ahead of budget.

Total Income 53.8% or **4.5% below budget.**

Port's overall income is below budgeted expectations. Basically, due to the FEMA Project funding has not been approved.

General Fund Program Revenue is 62.2% or **3.9% ahead of budget.**

Port's general revenue centers are ahead of budgeted expectations.

* Depreciation expense is not included in the budget or in our financial reports. If depreciation expense was included in the budget it would be difficult to balance the budget, and depreciation is not a cash expense, required under Generally Accepted Accounting Principles (GAAP), but not Governmental Accounting Standards Board (GASB).

✓ **Expenses**

Any number below 58.3% is ahead of budget.

Total Expense 33.3% or **25% below budgeted expectations.**

This is due to FEMA Project not being approved and no spending has occurred.

General Fund Expenditure is 56% or **2.3% below budgeted budget expectations.**

Port's general fund expenditures is ahead of budgeted expectations.

ATTACHMENTS

- Port Balance Sheet as of January 31, 2022, 2 pages
- Profit & Loss January 2022, 3 pages
- Profit & Loss Budget Performance, July 2021 thru January 2022, 4 pages
- January 2022 Check Register, 3 pages
- Vendor Summary for January through December 2022, 2 pages

Port of Brookings Harbor
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	161,822.02
10104 · RCU Business Ownership 0687	17.78
10105 · RCU Business Savings 0600	10.00
10106 · General Fund LGIP 6017	472,047.23
10107 · Dredging Fund LGIP 6254	29,927.02
Total 101 · GENERAL FUND CHECKING & LGIP	663,824.05
10101 · Petty Cash	474.01
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	400.00
10102.2 · RV Park Cash Drawer	510.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,710.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	666,008.06
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.75
30104 · Debt Service Umpqua MM 8627	2,515.72
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,536.47
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	45,883.68
30105 · IFA Debt Service Fund LGIP 6020	46,263.41
50105 · Reserve Fund LGIP 6018	205,229.22
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	555,594.24
Total 70105 · Capital Projects LGIP 6273	555,594.24
Total 105 · RESTRICTED LGIP	852,970.55
Total 110 · RESTRICTED CASH & EQUIVALENTS	860,507.02
Total Checking/Savings	1,526,515.08
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-37,035.85
Total Accounts Receivable	-37,035.85
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	27,604.21
Total 130 · DUE FROM TRANSFERS	27,604.21
150 · Undeposited Funds	10,756.66
Total Other Current Assets	38,360.87
Total Current Assets	1,527,840.10
TOTAL ASSETS	1,527,840.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
106 · RCU VISA ACCT	1,184.02

Port of Brookings Harbor

Balance Sheet

As of January 31, 2022

	Jan 31, 22
106.1 · RCU Business Ownership 0687	17.78
106.2 · RCU Business Savings 0600	10.00
Total Credit Cards	1,211.80
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-839.29
Total 100222 · Payroll Liabilities	-839.29
10226 · Lodging Tax Payable	13,204.58
230 · DUE TO TRANSFERS	
40230 · Due To General Fund from CP	27,604.21
Total 230 · DUE TO TRANSFERS	27,604.21
Total Other Current Liabilities	39,969.50
Total Current Liabilities	41,181.30
Total Liabilities	41,181.30
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	532,465.33
20301 · Revenue Bond Unappropriate Bal	102,351.92
30301 · Debt Service Unappropriated Bal	22,758.51
40301 · Capital Project Unappropriated	40,430.77
50301 · Reserve Fund Unappropriated Bal	186,938.63
70301 · Port Const. Fund Unappropriated	569,448.67
Total 301 · Unappropriated Balance	1,454,393.83
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-532,465.33
20302 · Revenue Bond Appropriated Carry	-102,351.92
30302 · Debt Service Appropriated Carry	-22,758.51
40302 · Capital Proj Appropriated Carry	-40,430.77
50302 · Reserve Fund Appropriated Carry	-186,938.63
70302 · Port Const. Fund Appropriated	-569,448.67
Total 302 · Appropriated Carryover	-1,454,393.83
Total 300 · Fund Balance	0.00
Net Income	1,486,658.80
Total Equity	1,486,658.80
TOTAL LIABILITIES & EQUITY	1,527,840.10

**Port of Brookings Harbor
Profit & Loss**

January 2022

Cash Basis

	Jan 22
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	17,033.35
10413 · Property Tax Prior	567.40
10414 · Interest General Fund	170.76
10418 · Miscellaneous	2,095.53
Total 401 · GENERAL FUND REVENUES	19,867.04
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	16,266.96
10421.4 · Recreational Slip Rent	16,549.30
10421.5 · Transient	1,144.44
10421.6 · Other Moorage	705.00
Total 10421.2 · MOORAGE	34,665.70
10422 · OTHER MARINA REVENUE	3,065.00
10423 · STORAGE	
10423.1 · Gear Storage	5,892.24
10423.2 · Boat Storage	3,214.00
Total 10423 · STORAGE	9,106.24
10424 · ADMINISTRATIVE FEES	824.30
10425 · MARINE SERVICES	
10425.1 · Travelift	5,932.00
10425.2 · 12 K Telehandler	2,442.00
10425.3 · Other Sales & Fees	922.86
10425.4 · Public Hoist	2,501.50
Total 10425 · MARINE SERVICES	11,798.36
Total 10421 · MARINA	59,459.60
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	113,214.15
10427.2 · Other Sales & Fees	4,536.50
Total 10427 · BEACHFRONT RV PARK	117,750.65
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	28,975.55
10428.2 · Docks	13,425.50
10428.3 · CPI and Other Fees	2,886.68
Total 10428 · COMMERCIAL RETAIL	45,287.73
10429 · FUEL DOCK	85,183.68
Total 402 · GENERAL FUND PROGRAM REVEN...	307,681.66
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	17.01
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,860.01
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	17.11

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

January 2022

	Jan 22
30419 · Transfer to Debt Service Fund	31,958.71
Total 430 · DEBT SERVICE FUND REVENUE	31,975.82
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	78.36
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,078.36
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	212.26
Total 470 · PORT CONSTRUCTION FUND REVE...	212.26
Total 400 · REVENUES	377,485.02
Total Income	377,485.02
Gross Profit	377,485.02
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	49,611.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,528.00
10502 · Port Office Staff	9,547.18
10503 · RV Park Office Staff	3,110.84
10504 · Operations Staff	16,446.09
10505 · Overtime	361.16
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	2,947.60
10506.2 · Sick Leave Benefit	1,313.36
10506.3 · Vacation & Vehicle Allowance	2,289.91
10506.4 · Payroll Taxes	4,491.62
10506.5 · SEP Retirement	3,556.04
Total 10506 · Payroll Taxes/Costs/Benefits	14,598.53
10508 · Health Care and Dental	8,008.80
Total 500 · PERSONNEL SERVICES	58,600.60
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	20.03
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	560.51
10602.2 · Supplies	7,511.93
10602.3 · Services	8,181.77
Total 10602 · REPAIRS & MAINTENANCE	16,254.21
10603 · FUEL purchased for resale	83,900.84
10605 · UTILITIES	
10605.1 · Electric	10,495.90
10605.2 · RV Park Cable TV	595.08
10605.3 · Sanitary	3,297.20
10605.5 · Telecommunications	1,150.15

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

January 2022

	Jan 22
10605.7 · Water	2,581.28
Total 10605 · UTILITIES	18,119.61
10606 · OFFICE EXPENSE	1,969.98
10607 · BANK SERVICE & FINANCE FEES	6,612.63
10608 · TRAINING & TRAVEL	89.84
10610 · INSURANCE; PROP & CAS, BOND	10,728.59
10611 · PROFESSIONAL FEES	
10611.1 · Accounting/Auditing	500.00
10611.3 · Engineering	1,860.00
10611.4 · Other Support/Consultant	7,207.52
Total 10611 · PROFESSIONAL FEES	9,567.52
Total 601 · GENERAL FUND Material & Service	147,263.25
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	1,068.70
Total 710 · GENERAL FUND CAPITAL OUTLAY	1,068.70
Total 600 · GENERAL FUND EXPENDITURES	256,544.13
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,212.98
30804P · 2018 Genie Forklift Principal	1,206.12
Total 801 · Principal	5,419.10
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	446.02
30814I · 2018 Genie Forklift Interest	258.59
Total 810 · Interest Payments	704.61
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	14,243.20
Total 40702 · Land Improvement - Capt Proj	14,243.20
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	14,243.20
Total 640 · CAPT. PROJ. EXPENDITURES	14,243.20
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,233.07
60815I · RV Park Improv. Loan Interest	1,576.80
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	281,720.91
Net Income	95,764.11

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2021 through January 2022

Cash Basis

	Jul '21 - Jan 22	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	532,465.33	300,000.00	177.5%
10412 · Property Tax Current	239,899.79	240,000.00	100.0%
10413 · Property Tax Prior	8,284.94	9,000.00	92.1%
10414 · Interest General Fund	1,280.01	2,000.00	64.0%
10415 · Loans - General Fund	0.00	0.00	0.0%
10417 · Assets Sales	18,520.00	50,000.00	37.0%
10418 · Miscellaneous	49,935.10	31,500.00	158.5%
10420 · Grants & Other Funding - GF	0.00	80,000.00	0.0%
Total 401 · GENERAL FUND REVENUES	850,385.17	712,500.00	119.4%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	67,098.47		
10421.4 · Recreational Slip Rent	193,068.56		
10421.5 · Transient	10,051.64	0.00	100.0%
10421.6 · Other Moorage	7,395.00		
10421.2 · MOORAGE - Other	0.00	735,000.00	0.0%
Total 10421.2 · MOORAGE	277,613.67	735,000.00	37.8%
10422 · OTHER MARINA REVENUE	20,518.10		
10423 · STORAGE			
10423.1 · Gear Storage	34,229.60		
10423.2 · Boat Storage	20,461.24		
Total 10423 · STORAGE	54,690.84		
10424 · ADMINISTRATIVE FEES	5,782.61	0.00	100.0%
10425 · MARINE SERVICES			
10425.1 · Travelift	22,940.00	0.00	100.0%
10425.2 · 12 K Telehandler	7,093.40	0.00	100.0%
10425.3 · Other Sales & Fees	22,547.43		
10425.4 · Public Hoist	4,479.00		
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
Total 10425 · MARINE SERVICES	57,059.83	0.00	100.0%
10426 · PROPERTY GROUND EVENT USE	3,806.00		
Total 10421 · MARINA	419,471.05	735,000.00	57.1%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	395,689.93	750,000.00	52.8%
10427.2 · Other Sales & Fees	26,858.80	0.00	100.0%
Total 10427 · BEACHFRONT RV PARK	422,548.73	750,000.00	56.3%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	199,636.33	0.00	100.0%
10428.2 · Docks	106,580.12	0.00	100.0%
10428.3 · CPI and Other Fees	26,589.34	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	566,280.00	0.0%
Total 10428 · COMMERCIAL RETAIL	332,805.79	566,280.00	58.8%
10429 · FUEL DOCK	579,179.80	770,000.00	75.2%
Total 402 · GENERAL FUND PROGRAM REVENUES	1,754,005.37	2,821,280.00	62.2%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	102,351.92	102,380.00	100.0%
20414 · Interest Revenue Bond Fund	271.51	500.00	54.3%
20419 · Transfer to USDA Bond Fund	75,901.00	130,120.00	58.3%
Total 420 · USDA REVENUE BOND FUND	178,524.43	233,000.00	76.6%

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2021 through January 2022

Cash Basis

	Jul '21 - Jan 22	Budget	% of Budget
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	22,758.51	27,420.00	83.0%
30414 · Interest Debt Service Fund	175.62	450.00	39.0%
30419 · Transfer to Debt Service Fund	238,526.97	423,485.00	56.3%
Total 430 · DEBT SERVICE FUND REVENUE	261,461.10	451,355.00	57.9%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	40,430.77	62,500.00	64.7%
40416 · Government Funding			
40416.2 · FEMA Funding	0.00	0.00	0.0%
40416.3 · State Lottery Funding	0.00	0.00	0.0%
40416 · Government Funding - Other	0.00	2,000,000.00	0.0%
Total 40416 · Government Funding	0.00	2,000,000.00	0.0%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	40,430.77	2,062,500.00	2.0%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	186,938.63	186,575.00	100.2%
50414 · Interest Reserve Fund	586.59	1,200.00	48.9%
50419 · Transfer to Reserve Fund	17,704.00	34,000.00	52.1%
Total 450 · RESERVE FUND REVENUE	205,229.22	221,775.00	92.5%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60411 · Cash Carry Over - OR FFC 2020	0.00	0.00	0.0%
60419 · Transfer OR FFC 2020 Debt Serv.	33,669.09	57,718.00	58.3%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	33,669.09	57,718.00	58.3%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	569,448.67	575,000.00	99.0%
70414 · Interest Port Construction Fund	1,707.97	2,000.00	85.4%
70419 · Transfers to Port Const. Fund	0.00	100,000.00	0.0%
Total 470 · PORT CONSTRUCTION FUND REVENUE	571,156.64	677,000.00	84.4%
Total 400 · REVENUES	3,894,861.79	7,237,128.00	53.8%
Total Income	3,894,861.79	7,237,128.00	53.8%
Gross Profit	3,894,861.79	7,237,128.00	53.8%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	365,801.06	745,323.00	49.1%
500 · PERSONNEL SERVICES			
10501 · Port Manager	48,960.00	88,470.00	55.3%
10502 · Port Office Staff	65,804.69	132,000.00	49.9%
10503 · RV Park Office Staff	32,205.49	54,120.00	59.5%
10504 · Operations Staff	136,577.60	262,460.00	52.0%
10505 · Overtime	3,606.43	7,255.00	49.7%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	11,603.92	0.00	100.0%
10506.2 · Sick Leave Benefit	7,084.41	0.00	100.0%
10506.3 · Vacation & Vehicle Allowance	26,945.29	0.00	100.0%
10506.4 · Payroll Taxes	32,284.47	0.00	100.0%
10506.5 · SEP Retirement	27,340.13	0.00	100.0%
10506 · Payroll Taxes/Costs/Benefits - Other	0.00	153,680.00	0.0%
Total 10506 · Payroll Taxes/Costs/Benefits	105,258.22	153,680.00	68.5%
10507 · Workers Compensation	14,548.35	11,810.00	123.2%
10508 · Health Care and Dental	56,061.60	86,500.00	64.8%
Total 500 · PERSONNEL SERVICES	463,022.38	796,295.00	58.1%
601 · GENERAL FUND Material & Service			

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2021 through January 2022

Cash Basis

	Jul '21 - Jan 22	Budget	% of Budget
10601 · ADVERTISING & NOTIFICATIONS	3,650.85	8,680.00	42.1%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	16,816.76	0.00	100.0%
10602.2 · Supplies	98,086.97	0.00	100.0%
10602.3 · Services	71,503.77	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	452,797.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	186,407.50	452,797.00	41.2%
10603 · FUEL purchased for resale	476,849.26	725,000.00	65.8%
10605 · UTILITIES			
10605.1 · Electric	62,517.32	0.00	100.0%
10605.2 · RV Park Cable TV	4,117.86	0.00	100.0%
10605.3 · Sanitary	31,205.19	0.00	100.0%
10605.5 · Telecommunications	7,754.73	0.00	100.0%
10605.6 · Waste Removal	60,826.35	0.00	100.0%
10605.7 · Water	12,737.14	0.00	100.0%
10605 · UTILITIES - Other	0.00	279,173.00	0.0%
Total 10605 · UTILITIES	179,158.59	279,173.00	64.2%
10606 · OFFICE EXPENSE	33,968.28	52,827.00	64.3%
10607 · BANK SERVICE & FINANCE FEES	33,922.67	40,482.00	83.8%
10608 · TRAINING & TRAVEL	4,635.06	4,486.00	103.3%
10609 · PERMITS, LICENSES, TAXES & MISC	32,690.96	13,000.00	251.5%
10610 · INSURANCE; PROP & CAS, BOND	68,415.93	95,292.00	71.8%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	21,225.00	0.00	100.0%
10611.2 · Attorney	8,087.00	0.00	100.0%
10611.3 · Engineering	11,270.77	0.00	100.0%
10611.4 · Other Support/Consultant	15,583.46	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	95,425.00	0.0%
Total 10611 · PROFESSIONAL FEES	56,166.23	95,425.00	58.9%
Total 601 · GENERAL FUND Material & Service	1,075,865.33	1,767,162.00	60.9%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	14,378.60	15,000.00	95.9%
10703 · Buildings	0.00	50,000.00	0.0%
10704 · Equipment	31,567.18	90,000.00	35.1%
Total 710 · GENERAL FUND CAPITAL OUTLAY	45,945.78	155,000.00	29.6%
920 · OPERATING CONTINGENCY	0.00	20,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,950,634.55	3,483,780.00	56.0%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	79,895.12	79,917.00	100.0%
20810I · USDA Revenue Bond Interest	50,224.88	50,203.00	100.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	7,586.92	0.00	100.0%
30802.2 · OBDD #525172/RV Park Prin.	6,841.84	0.00	100.0%
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18	0.00	100.0%
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96	0.00	100.0%
30802.5 · SPWF #L02009/Cold Strg Prin	61,004.01	0.00	100.0%
30802.7 · SPWF L98004/Dock Impr Prin	0.00	0.00	0.0%
30802.8 · SPWF L02001/MarineFuel Dock Prn	65,139.23	0.00	100.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	9,369.86	0.00	100.0%
30802P · IFA PRINCIPAL - Other	0.00	350,000.00	0.0%
Total 30802P · IFA PRINCIPAL	169,816.00	350,000.00	48.5%
801 · Principal			

**Port of Brookings Harbor
Profit & Loss Budget Performance
July 2021 through January 2022**

Cash Basis

	Jul '21 - Jan 22	Budget	% of Budget
30803P · 50 BFMII Travelift Principal	29,052.99	50,447.00	57.6%
30804P · 2018 Genie Forklift Principal	8,326.21	14,469.00	57.5%
Total 801 · Principal	37,379.20	64,916.00	57.6%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	3,560.01	5,461.00	65.2%
30814I · 2018 Genie Forklift Interest	1,926.76	3,108.00	62.0%
Total 810 · Interest Payments	5,486.77	8,569.00	64.0%
Total 630 · DEBT SERVICE FUND EXPENDITURES	212,681.97	423,485.00	50.2%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	64,232.40	0.00	100.0%
40702.2 · Supplies	420.54	0.00	100.0%
40702.3 · Services	882.04		
40702 · Land Improvement - Capt Proj - Other	0.00	2,060,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	65,534.98	2,060,000.00	3.2%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	65,534.98	2,060,000.00	3.2%
Total 640 · CAPT. PROJ. EXPENDITURES	65,534.98	2,060,000.00	3.2%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	22,466.66	38,751.00	58.0%
60815I · RV Park Improv. Loan Interest	11,202.43	18,967.00	59.1%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	33,669.09	57,718.00	58.3%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.			
70701.1 · Engineering/Consultants	11,257.64		
70701.2 · Supplies	4,304.76		
70700 · Land Improvement - Port Const. - Other	0.00	677,000.00	0.0%
Total 70700 · Land Improvement - Port Const.	15,562.40	677,000.00	2.3%
Total 70100 · PORT CONST. CAPITAL OUTLAY	15,562.40	677,000.00	2.3%
Total 670 · PORT CONST FUND EXPENDITURES	15,562.40	677,000.00	2.3%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	50,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	102,880.00	0.0%
30930 · Unappropriated Balance Debt	0.00	27,870.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	221,775.00	0.0%
Total 930 · Fund Balances	0.00	405,025.00	0.0%
Total Expense	2,408,202.99	7,237,128.00	33.3%
Net Income	1,486,658.80	0.00	100.0%

Port of Brookings Harbor

Check Registers

As of January 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	DEBIT	01/05/2022	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		223.20
Bill Pmt -Check	DEBIT	01/06/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		30,236.09
Bill Pmt -Check	DEBIT	01/14/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,175.99
Bill Pmt -Check	DEBIT	01/18/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,185.99
Bill Pmt -Check	DEBIT	01/18/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		31,302.77
Check	DEBIT	01/07/2022	ADP	Advice of Debit 595410370 Payroll Date: 12/29/2021		142.49
Check	DEBIT	01/03/2022	Elavon	DEC 2021 MERCHANT SERVICE FEE ACCT#316		884.76
Check	DEBIT	01/03/2022	Elavon	DEC 2021 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		21.37
Check	DEBIT	01/03/2022	Elavon	DEC 2021 MERCHANT SERVICE FEE ACCT#951		1,800.10
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6C8SS		130.13
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6D7LS		206.94
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DDFM		143.02
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DHGT		148.59
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DM07		154.73
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DQB2		135.61
Check	DEBIT	01/12/2022	Edward Jones	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DTN7		303.68
Check	DEBIT	01/12/2022	TD Ameritrade	Employer Contribution 01/12/2022 ConfirmationSBNXM-6DYJ5		186.74
Check	DEBIT	01/12/2022	US Bank Sep- IRA	Employer Contribution 01/12/2022 ConfirmationSBNXM-6F599		340.25
Sales Tax Pay...	DEBIT	01/14/2022	Oregon Lodging Tax	BIN: 0294055-3 OR Lodging Taxes 4th QTR 2021		1,533.18
Check	DEBIT	01/21/2022	ADP	Advice of Debit 596330505 Payroll Date: 01/12/2022		217.49
Bill Pmt -Check	DEBIT	01/14/2022	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		113.04
Bill Pmt -Check	DEBIT	01/18/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		88.26
Bill Pmt -Check	DEBIT	01/18/2022	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		600.02
Bill Pmt -Check	DEBIT	01/19/2022	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		300.00
Check	DEBIT	01/26/2022	ADP	Advice of Debit 597307934 Processing Charges for Year End 2021		152.20
Check	DEBIT	01/28/2022	ADP	Advice of Debit #597952811 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TXL2L		141.22
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TYVVF		219.53
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TYZPY		140.88
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZ2JD		148.56
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZ5VC		182.53
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZ8LZ		136.70
Check	DEBIT	01/26/2022	Edward Jones	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZCJ5		303.68
Check	DEBIT	01/26/2022	TD Ameritrade	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZGB4		193.00
Check	DEBIT	01/26/2022	US Bank Sep- IRA	Employer Contribution 01/26/2022 ConfirmationSD2BZ-TZKVV		340.25
General Journal	DEBT 01/03	01/03/2022		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 01/03	01/03/2022		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 01/03	01/03/2022		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	DREDGE 1/3	01/03/2022		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6254 2% Gross ...		2,186.05
General Journal	CP 01/07	01/07/2022		Transfer to Capital Projects for partial payment to EMC Engineering inv#91009-2138		8,566.93
General Journal	PAY 01/12	01/12/2022		Rec 01/12/2022 payroll		16,370.08
General Journal	TAX 01/12	01/12/2022		Rec 01/12/2022 payroll		6,454.09
General Journal	GF 01/25	01/25/2022		Transfer \$75,000 from Umpqua Bank to LGIP - General Funds		75,000.00
General Journal	PAY 01/26	01/26/2022		Rec 01/26/2022 payroll		16,435.76
General Journal	TAX 01/26	01/26/2022		Rec 01/26/2022 payroll		6,560.53
General Journal	CP 01/28	01/28/2022		Transfer to Capital Projects for partial payment to EMC Engineering inv#91009-2138 \$151.67 & EM...		5,676.27
Bill Pmt -Check	10770	01/07/2022	K&K Insurance Group, Inc.	Policy Number: 6AGP 000006417003 - Annual Renewal Volunteer Insurance		400.00
Bill Pmt -Check	10771	01/07/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		74.50
Bill Pmt -Check	10772	01/07/2022	Aquarius Environmental, LLC	Services thru DEC 2021 - Update Stormwater Pollution Control Plan		6,297.50
Bill Pmt -Check	10773	01/07/2022	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		14.17
Bill Pmt -Check	10774	01/07/2022	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		67.20
Bill Pmt -Check	10775	01/07/2022	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		880.00
Bill Pmt -Check	10776	01/07/2022	Ferguson Enterprises, Inc.	Customer #1120898 - Liberty Submersible Pump and Shipping		225.27

26

Port of Brookings Harbor

Check Registers

As of January 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10777	01/07/2022	Harbor Sanitary District	DECEMBER 2021 Sanitary Bill		3,297.20
Bill Pmt -Check	10778	01/07/2022	Harbor Water District P.U.D.	11/22/2021 - 12/23/2021 SERVICE/WATER BILL		1,264.64
Bill Pmt -Check	10779	01/07/2022	Orcal Security Consulting LLC	December Security Patrol		2,790.00
Bill Pmt -Check	10780	01/07/2022	Stadelman Electric, Inc.	04 JAN 2022 - Repair to Kite Filed Electrical Panel		80.00
Bill Pmt -Check	10781	01/07/2022	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		20.03
Sales Tax Pay...	10782	01/14/2022	Curry County TLT	4th QTR 2021 Curry County Lodging Tax		5,611.09
Check	10783	01/14/2022	Amazon Capital Services	VOID: Business Account #A2VUC5YWS42764 - Supplies/Materials	0.00	
Bill Pmt -Check	10784	01/14/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		89.97
Bill Pmt -Check	10785	01/14/2022	Freeman Rock, Inc.	3/4-CRUSHED RIVER RUN for Boatyard wash water system		712.70
Bill Pmt -Check	10786	01/14/2022	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		85.00
Bill Pmt -Check	10787	01/14/2022	John Kellum/John's Portable Welding	JAN 01 Repair Ladder at Steel Wall JAN 4 & 5 Cut and Weld Piling Retainer Hoops		1,162.50
Bill Pmt -Check	10788	01/14/2022	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,422.72
Bill Pmt -Check	10789	01/14/2022	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		10,328.59
Check	10790	01/28/2022	Rogue Credit Union	ACCT #9521 CREDIT CARD#7681 Statement Period ending 12/24/2021 - 01/23/2021		8,281.21
Bill Pmt -Check	10791	01/28/2022	EMC-Engineers/Scientists, LLC	18.6 Port Engineering - DEQ Tier 2 Report		1,708.33
Bill Pmt -Check	10792	01/28/2022	5-R Excavation, LLC	CCB: 155657 - 11 JAN 2022 - Hauled Rock for Boatyard wash water system		380.00
Bill Pmt -Check	10793	01/28/2022	Crescent ACE Hardware	VOID: Account #1842 - Rentals	0.00	
Bill Pmt -Check	10794	01/28/2022	Gerald W. Burns, CPA	Financial Consultant Agreement		500.00
Bill Pmt -Check	10795	01/28/2022	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,103.84
Bill Pmt -Check	10796	01/28/2022	Kendrick Equipment USA LLC	EQ 4605 Travelift Flow Control Valve		334.05
Bill Pmt -Check	10797	01/28/2022	Mascott Equipment	INCON Display for Fuel Dock		932.74
Bill Pmt -Check	10798	01/28/2022	Tidewater Contractors, Inc.	Customer Code: 000061 - 12 JAN 2022 - Prep & Pave Zola's Parking Area		3,500.00
Bill Pmt -Check	10799	01/28/2022	Crescent ACE Hardware	Account #1842 - 10 JAN 2022 - Bobcat Rental - Boatwash Project		564.27
Bill Pmt -Check	10800	01/28/2022	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		10,481.73
Total 10103 · General Funds Ckg Umpqua 3634					0.00	312,509.38
10106 · General Fund LGIP 6017						
Check	DEBIT	01/03/2022		LGIP Fees for DEC 2021		0.65
General Journal	IFA 01/03	01/03/2022		Transfer to IFA Debt Service for 1st QTR 2022 Pmt		25,835.00
General Journal	RES 01/03	01/03/2022		Transfer to Reserve Fund		2,000.00
General Journal	USDA 01/05	01/05/2022		To transfer to USDA Revenue Bond Fund for November 2022 Payment		10,843.00
General Journal	GF 01/25	01/25/2022		Transfer \$75,000 from Umpqua Bank to LGIP - General Funds	75,000.00	
Total 10106 · General Fund LGIP 6017					75,000.00	38,678.65
Total 101 · GENERAL FUND CHECKING & LGIP					75,000.00	351,188.03
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					75,000.00	351,188.03
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
Check	DEBIT	01/17/2022	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #47		1,464.71
Check	DEBIT	01/24/2022	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #63 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 01/03	01/03/2022		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 01/03	01/03/2022		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71
40104 · Capital Projects Umpqua 8018						

Port of Brookings Harbor
Check Registers
 As of January 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Total 104 · RESTRICTED MONEY MKT & CHECKING					6,123.71	6,123.71
105 · RESTRICTED LGIP						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 01/05	01/05/2022		To transfer to USDA Revenue Bond Fund for November 2022 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00
30105 · IFA Debt Service Fund LGIP 6020						
General Journal	IFA 01/03	01/03/2022		Transfer to IFA Debt Service for 1st QTR 2022 Pmt	25,835.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					25,835.00	0.00
50105 · Reserve Fund LGIP 6018						
General Journal	RES 01/03	01/03/2022		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00
Total 105 · RESTRICTED LGIP					38,678.00	0.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					44,801.71	6,123.71
TOTAL					119,801.71	357,311.74

Port of Brookings Harbor Purchases by Vendor Summary

Cash Basis

January through December 2022

	Jan - Dec 22
5-R Excavation, LLC	380.00
Adobe	14.99
ADP	838.52
Amazon Capital Services	479.83
Aquarius Environmental, LLC	7,220.00
BI-MART	64.22
BOARDWALK MAIL SERVICE	117.00
Chevron Business Card	600.02
Coos-Curry Electric Cooperative, Inc.	10,495.90
Country Media, Inc.	20.03
Crescent ACE Hardware	564.27
Del-Cur Supply Co-op	182.92
Dish Network	595.08
Elavon	4,288.91
EMC-Engineers/Scientists, LLC	16,103.20
Fastenal Industrial Supplies	880.00
Ferguson Enterprises, Inc.	225.27
Firefly Reservations	199.00
Flags.com	924.00
FRED MEYER	73.48
Freeman Rock, Inc.	736.70
Gerald W. Burns, CPA	500.00
Gold Beach Lumber Yard, Inc.	1,103.84
Gowman Electric, Inc.	85.00
Grating Pacific, LLC	1,132.00
Harbor Sanitary District	6,844.39
Harbor Water District P.U.D.	3,756.92
Hartwick Automotive	60.99
HD SUPPLY FACILITIES	814.08
Home Depot	157.02
John Kellum/John's Portable Welding	1,162.50
K&K Insurance Group, Inc.	400.00
Kendrick Equipment USA LLC	334.05
Mascott Equipment	932.74
My Parking Permit	416.50
Office Depot	38.38
ONLINE Purchases	47.42
Orcal Security Consulting LLC	2,790.00
Pacific Office Automation	208.96
Pape Material Handling	665.25
Pitney Bowes, Inc.	413.04
Quill Corporation	131.11
Rentprep Enterprise/Fidelis Screening	39.90
SimpliSafe	14.99
SmartSign	1,041.05
Spec Dist Assoc of OR- Healthcare	9,422.72
Spec Dist Assoc of OR- Prop & Cas	20,657.18
Spectrum Business 8752 19 060 0025169	100.22
Spectrum Business 8752 19 060 0226494	104.98
Spectrum Business 8752 19 060 0247029	219.96
Spectrum Business 8752 19 060 0251369	235.94
Stadelman Electric, Inc.	80.00
Thermo Fluids, Inc.	66.55
Tidewater Contractors, Inc.	3,500.00
Tyree Oil, Inc	179,786.38
US Bank Equipment Finance	446.40
US Relay/HD Relay	198.00
Valvoline	165.47

Port of Brookings Harbor
Purchases by Vendor Summary
January through December 2022

Cash Basis

	<u>Jan - Dec 22</u>
VERIZON WIRELESS	352.07
Vonage	252.97
WEEBLY-CHARGE.COM	910.00
Ziply Fiber 541-412-7930-102902-5	77.61
Ziply Fiber 541-469-5867-121516-5	146.44
Zoom Video Communications Inc.	14.99
TOTAL	<u>284,831.35</u>

HARBORMASTER MONTHLY REPORT

Date: February 16, 2021
Period: January 2022
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Routine maintenance and checks were done daily. 3 new security cameras have been added to the top of the restroom. A rock was found in the sewer in a front row site. Staff had to dig up the line and cut it out. Mowing, weed eating, and site cleanup was done. Staff has reviewed the construction timeline and have marked out the appropriate sites for those times. Staff will have an onsite preconstruction meeting in early February.

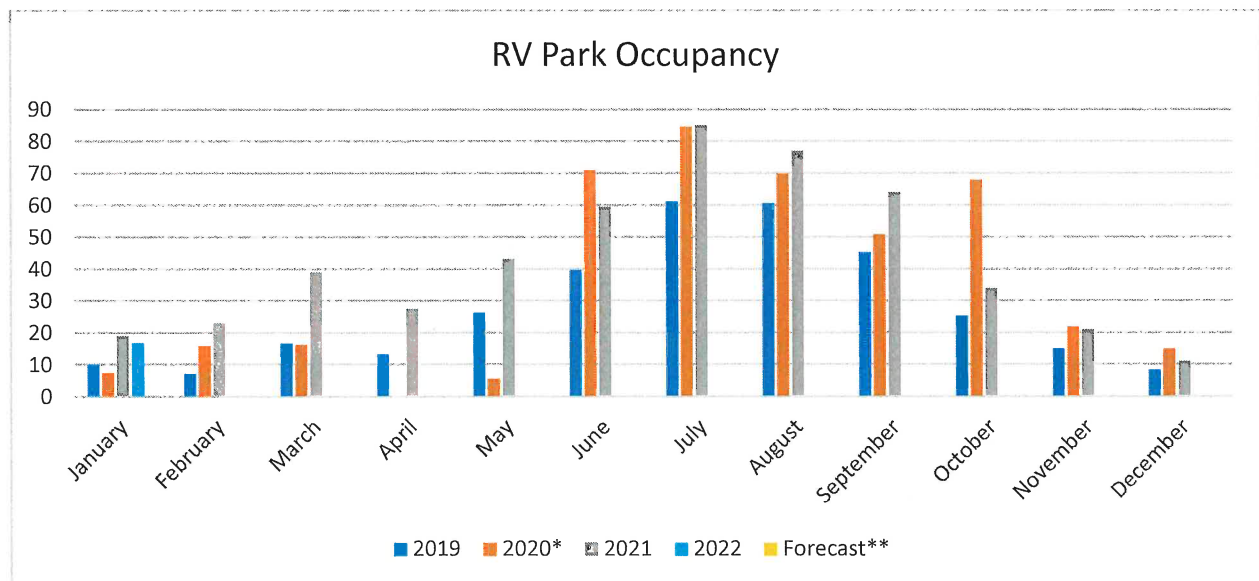
Occupancy Percent by Month & Year

	2019	2020*	2021	2022	Change from 2021	Forecast**
January	10.3	7.5	19	17	2	
February	7.3	16	23			
March	16.8	16.4	39			
April	13.5	0	27.5			
May	26.4	5.7	43.1			
June	39.9	71.1	59.5			
July	61.3	84.7	85			
August	60.8	70	77			
September	45.4	51	64			
October	25.4	68	34			
November	15.2	22	21			
December	8.5	15	11			

Average 27.5 35.6 41.9 17

* April & most of May 2020 RV Park was closed due to COVID-19.

** Forecast – Park allows for guests to reserve 6 months in advance.

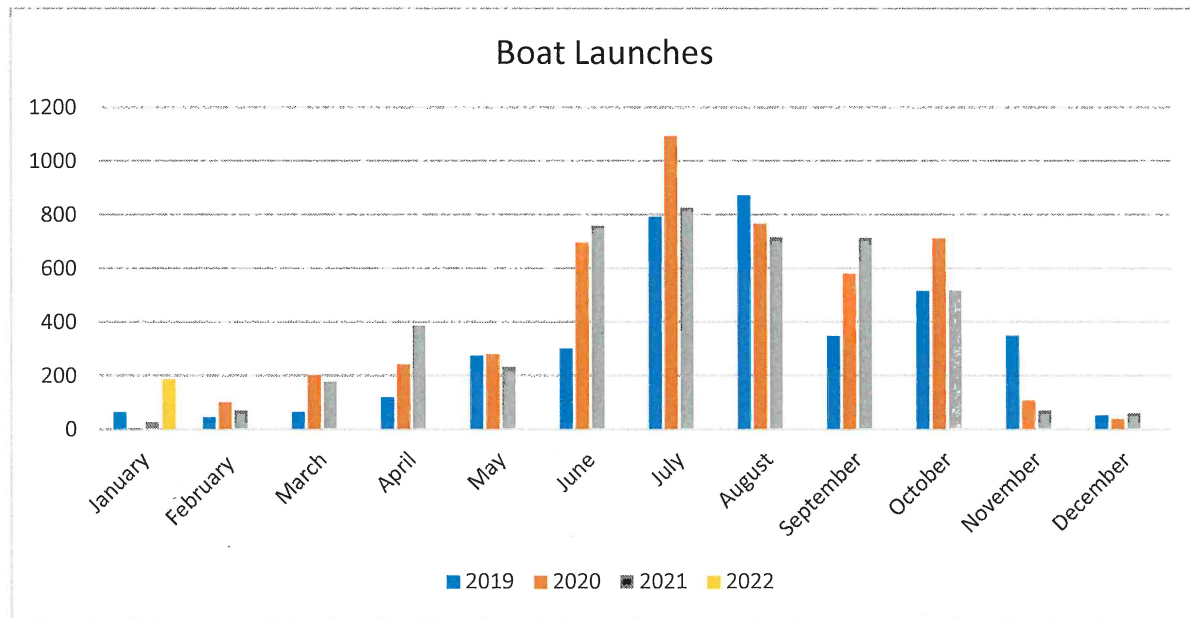


Marina

Staff made repairs to lose cleats, water leaks, and debri removed from the basins. Once removed staff cut up the debri to fit into the port trailer and was dumped at Freeman Rock. 3 cameras were installed at the kite field bathroom and 3 installed at the commercial bathrooms. These cameras give us a good view of both parking lots and the center of our Basin 2.

Boat Launches Paid through Launch Machine

	2019	2020	2021	2022	Change from 2021
January	66	5	27	190	163
February	47	102	70		
March	66	204	178		
April	122	244	386		
May	276	282	233		
June	303	697	759		
July	794	1095	826		
August	875	768	716		
September	350	583	713		
October	518	713	518		
November	352	109	70		
December	53	40	60		
Totals	3,822	4,842	4,556	190	



Equipment Services Performed by Port Staff

Telehandler Jobs

	2019	2020	2021	2022
January	4	2	0	8
February	1	6	3	
March	6	4	6	
April	7	10	5	
May	6	3	7	
June	3	0	3	
July	1	5	0	
August	3	4	1	
September	3	3	1	
October	10	6	5	
November	3	9	13	
December	15	5	3	
Totals	62	57	47	8

Travel Lift Haul-Outs

	2019	2020	2021	2022
January	2	1	0	2
February	2	5	1	
March	4	5	6	
April	7	5	6	
May	13	9	5	
June	16	15	12	
July	15	14	7	
August	8	4	7	
September	7	6	8	
October	9	8	4	
November	8	5	12	
December	5	1	0	
Totals	96	78	68	2

Commercial Receiving Dock

Staff noticed a piling gone on the Hallmark dock. Staff called port engineer to come out and have a look. Jack recommended a structural engineer that would give us a better recommendation. 1 camera was installed at the public hoist area.

Commercial Retail Building

Pavement repair by Zola's was completed by Tidewater. Staff made new parking areas with tire stops, creating a walking path in front of the cars and gives some protection from vehicles hitting the building. Zola's trash enclosure will be located at the south end of the parking area. Oregon Life Homes leased area reported rot on fascia and leaking gutters. Staff removed the gutters and fascia and replace it. Staff will also paint window trim and fascia. At the boat yard shop staff reviewed the condition of the building and found some rotted posts. Staff has temporarily put extra supports under the trusses, but this will also need to be looked at by an engineer when they are here for the Hallmark dock.

Maintenance Crew

Maintenance completed 109 work orders throughout the port. Staff installed the new wash water system at the boat yard. Electrician will be there soon to do all wiring but for now is operated by 2 extension cords. The water looks better but we will test to see if anything additional treatment will be needed. Roto Rooter came out to the green building site and located the existing storm drains. This will help us to set future drainage for gear storage.

PORT MANAGER

MONTHLY REPORT

Date: February 16, 2022
Period: January 2022
To: Honorable Board President and District Board Members
Issued By: Gary Dehlinger, Port Manager

Welcomed Port's new lawyer James Walker with Miller Nash LLP. Reviewed Port operations with James to get him onboard.

Vessel Miss Stacey has brought back the attention of derelict and abandon vessels. The Port worked with our general counsel regarding Miss Stacey. The Port placed a lien on the crab permit, crab pots and vessel gear. The Port also worked with the family members and Small Business Administration to clarify the vessel ownership. The family wants to fish with the vessel and has scheduled a survey of the vessel. Insurance on the vessel was reinstated and moorage agreement is on hold until further notice.

Attend a 4th of July Fireworks meeting at the City of Brookings with the organizer and stakeholders that could be involved. Fireworks at the Port from the jetty looks to be returning this year. Had a second meeting with the organizer to review their plans for the fireworks and any other activities. They plan to just hold the fireworks this year. Port has offered to setup the fall-out protection area, but they will have to provide the personnel to secure the site and traffic control. Port provided necessary permits and notifications from the previous firework shows for their information.

Saturday January 15, 2022, at 6am a tsunami advisory occurred along the west coast. Port staff responded to notify live-aboards, RV Park customers and customers of the Port. We also updated our tsunami information on the website.

Attend virtual Business Oregon presentation from Washington's Derelict Vessel Removal Program, Department of Natural Resources via Microsoft Meetings. Over 1,000 boats been demoed since 2002 under Washington plan. They currently have 300 vessels on their watch list. Their program receives 1.5 to 2 million every biennium. There is a 10% matching requirement for any agency using their program. Oregon Ports and OPPA plan to make a push in the 2023 Oregon legislative session for a program similar to Washington State.

Port received notice from our tenant at the Boat Yard Warehouse that the back door to their space was broken and would not close. We found serious decay to the building support timbers. Temporary supports were installed until a structural engineer can survey the condition and provide a report for the Port.

Attend virtual Business Oregon - Oregon Ports Dredge Coalition meeting via Microsoft Meetings. The Port of Brookings Harbor was the feature presentation on FEMA disaster planning.

Portside RV Park lease might have a new owner soon. When this happens, a new lease will be written for the bare ground (asphalt parking lot behind Cazadores Mexican Restaurant).

Meeting Marcus Hinz with The Oregon Coast to talk about the Port's plans and possible grants on tourist type of items and Seafood Grant Program to help showcase local seafood businesses. They were also interested in helping with our charter boat sign idea.

ACTION ITEM – A

DATE: February 16, 2022
RE: Non-Moorage Charter Fees
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff and Board members have been working on non-moorage charter fees for the past couple of months.
- Last month during the regular meeting the discussion concluded to establish a set fee for a calendar year beginning January 1 to December 31. Develop a decal to be placed on the vessel indicating the fee was paid.
- Port staff is recommending the fee to be \$300 per calendar year for non-moorage charter vessels.
- The non-moorage charter fee can be paid at the boat launch machine or at the Port Office.
- Decals would be available at the Port Office during normal business hours. If charter paid by launch machine, they would need to present the receipt to receive a decal. Decal colors match Oregon State Marine Board color scheme. OSMB will distribute this information.
- Proposing to install signs at the launch ramp area and boat launch ticket kiosk for this new program.
- Does the Port want charter boats moored at the Port to place the decal on their vessels?
- The boat launch kiosk screen was updated. Purchasing storage trailer space and donation screens were removed. Purchasing annual charter screen was added.

DOCUMENTS

- Sample signage, 1 page
- Decal sample, colors, and decal placement on vessel, 6 pages
- Sample signs for the launch ramp and kiosk, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve non-moorage charter / guide vessels an annual fee of \$300 from January 1 to December 31 and approve placing a "Port decal" on all vessels that charter or guide from the Port of Brookings Harbor beginning January 1, 2022. Approve placing signs as needed at the boat launch ramp and kiosk areas to inform the charter boats.



36"
PORT *of*

BROOKINGS HARBOR

36"
CHARTERS AND GUIDES

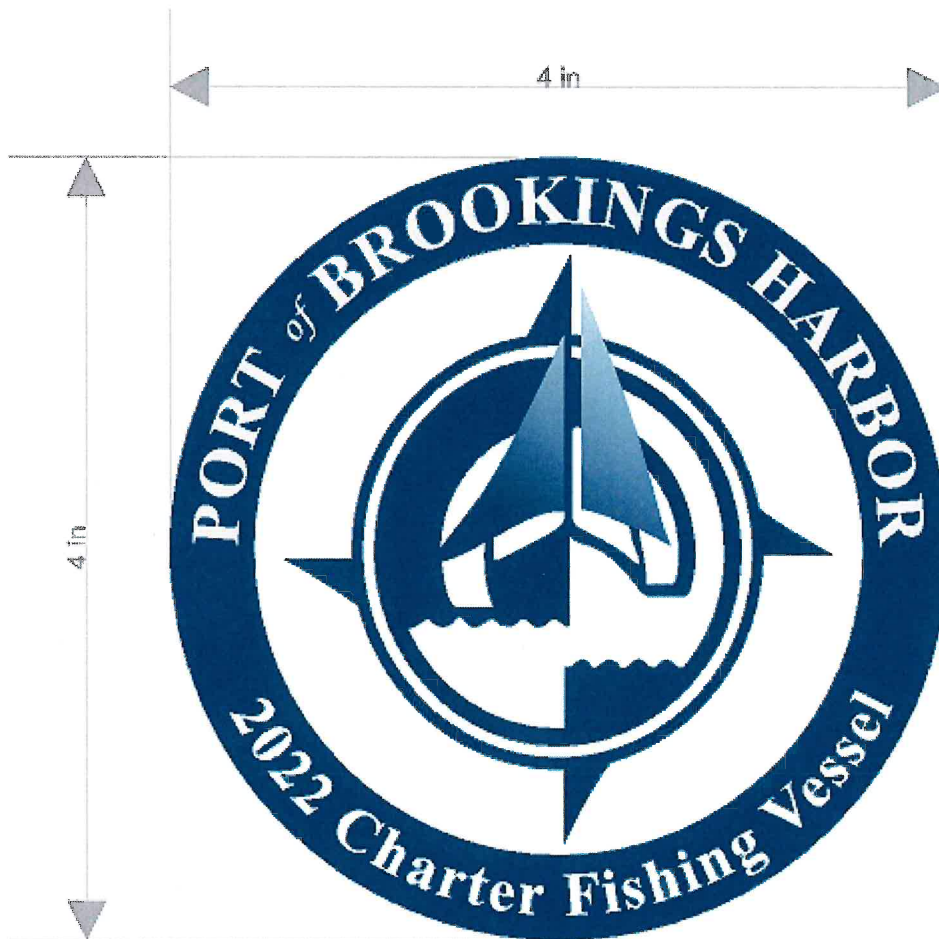
ANNUAL FEE REQUIRED

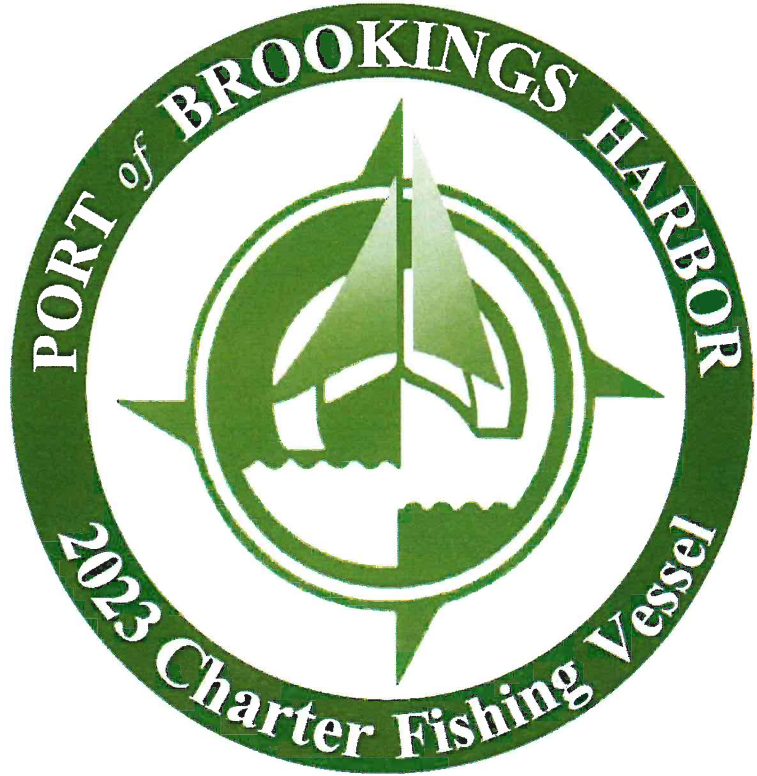
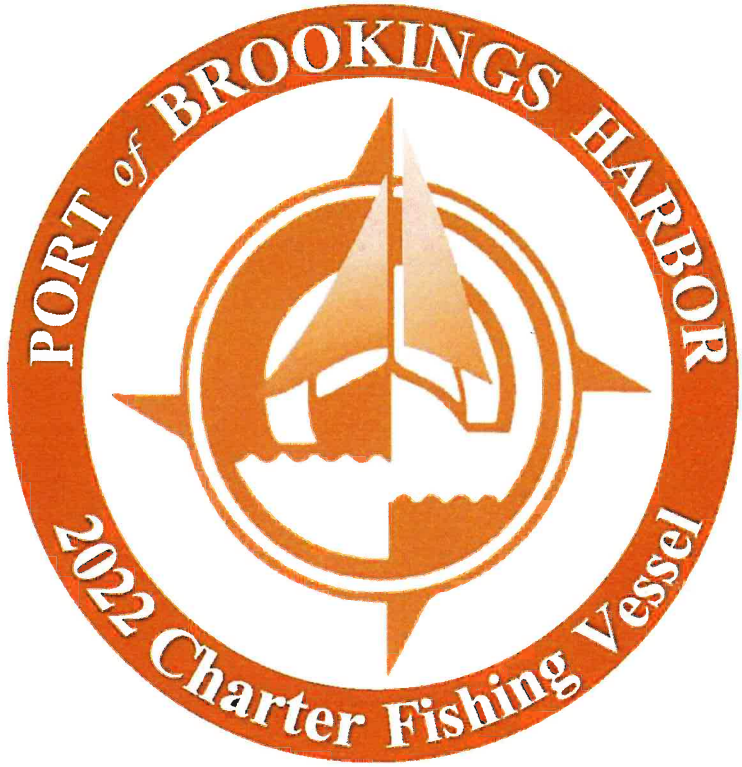
PAY AT LAUNCH RAMP KIOSK

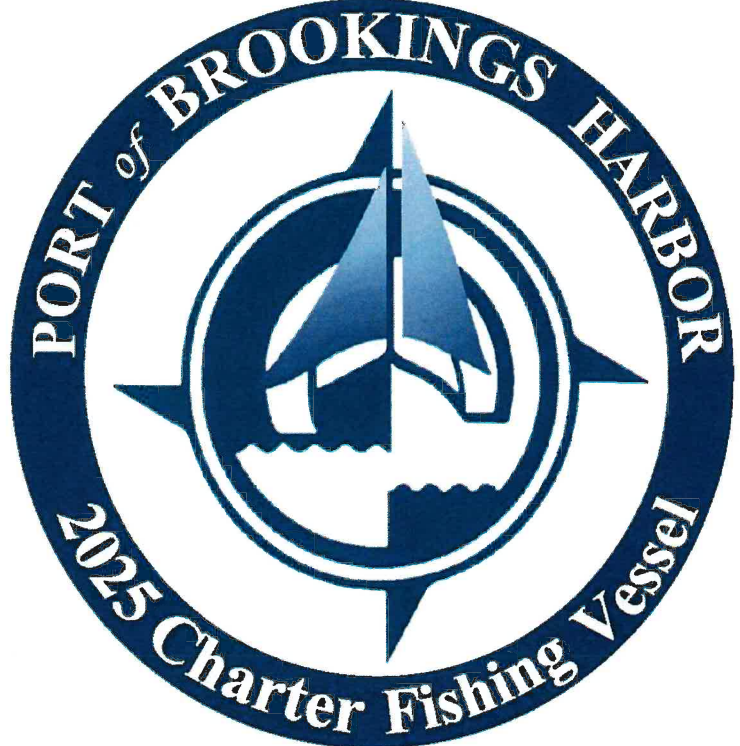
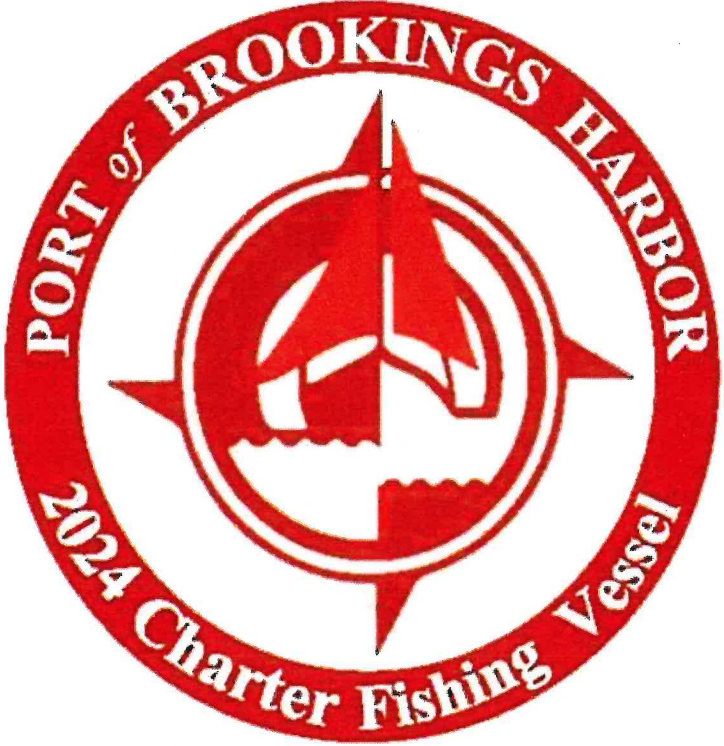
OR PORT OFFICE

QUOTE

\$1.65 ea.
50 TOTAL - \$82.50







GUIDE OREGON

Motorized Passenger Boat Operator's Certification



Revised 2017

Manual & Study Guide

GENERAL DEFINITIONS

FOR FULL DEFINITIONS, PLEASE REFERENCE OREGON REVISED STATUTES AND OREGON ADMINISTRATIVE RULES

Board means the Oregon State Marine Board.

Boat means every description of watercraft, including a seaplane on the water and not in flight, used or capable of being used as a means of transportation on the water, but does not include boathouses, floating homes, air mattresses, beach and water toys or single inner tubes.

Boating offense means violation of any provision of law that is made a crime or violation under the provisions of this chapter.

Boat Livery means a person, persons, or a business establishment engaged in renting or chartering out boats to another person for profit.

Charter boat means a motorized boat used to carry seven or more passengers for hire for angling, sightseeing or other recreational purposes.

Decal is an identifying registration sticker or fabric tag visibly displayed on a vessel, vehicle, pack or other equipment.

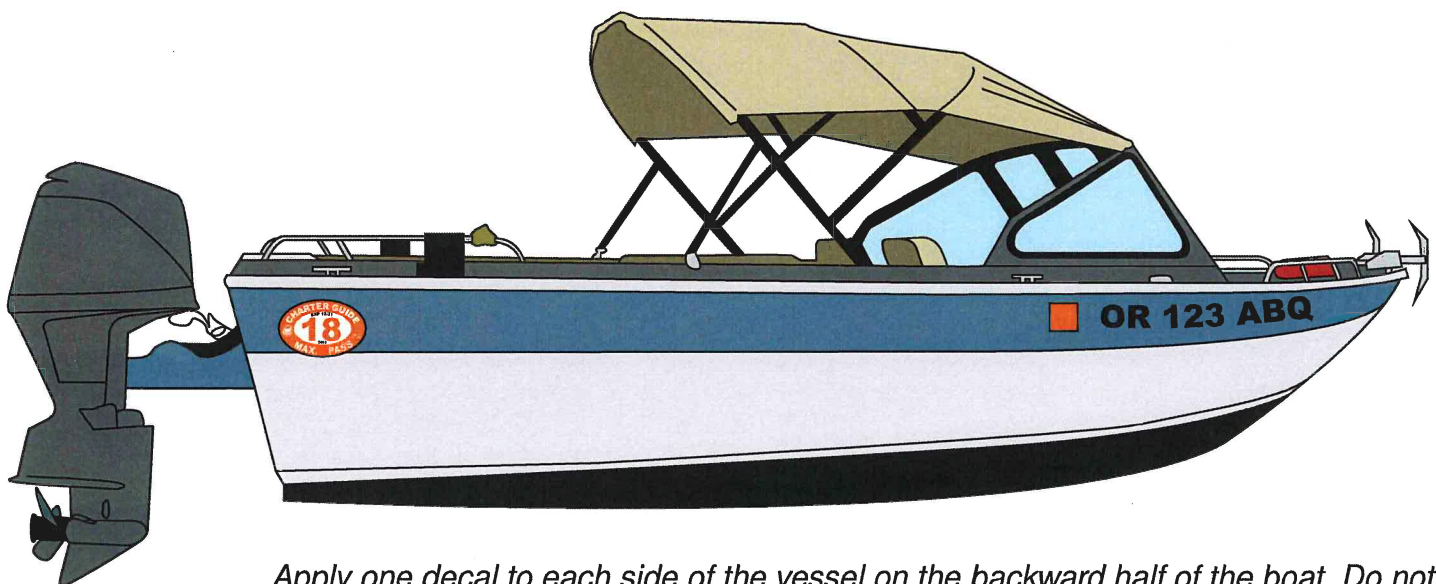
Employee means an individual who, in exchange for compensation or monetary gain, provides outfitting and guiding services under the direction, supervision and control of an Outfitter and Guide.

Inland charter boat means a motorized vessel in the business of carrying 7 or more passengers for hire for angling, sightseeing or other recreational purposes solely on state waters.

Motorboat means any boat propelled in whole or in part by machinery, including boats temporarily equipped with detachable motors.

Navigable waters of the United States means those waters of the United States, including the adjacent ocean, that the US Coast Guard has determined to be navigable. See the Marine Board's Guides and Charters web page at <http://www.oregon.gov/OSMB/Pages/Guides-Charters.aspx> for a list.

Operate means to navigate or otherwise use a boat.



Apply one decal to each side of the vessel on the backward half of the boat. Do not apply decals to transom. Remove old decals. Do not apply new decals over old decals.



Charter Vessel Stickers

1 message

BOLDUC Cyndi * BOAT <Cyndi.BOLDUC@boat.oregon.gov>

Wed, Jan 12, 2022 at 9:59 AM

To: Danielle King <danielle@portofbrookingsharbor.com>

The Oregon State Marine Board's boat registration decals and Outfitter Guide decals rotate through 4 colors:

2022 Orange

2023 Green

2024 Red

2025 Blue

(Repeat same order of colors for decals)



Cyndi Bolduc, Outfitter Guide Program Coordinator

Boating Safety Program
Oregon State Marine Board
Office: (503) 378-2633

PO Box 14145 Salem, OR 97309-5065

www.BoatOregon.com

From: Danielle King <danielle@portofbrookingsharbor.com>

Sent: Wednesday, January 12, 2022 9:37 AM

To: BOLDUC Cyndi * BOAT <Cyndi.BOLDUC@boat.oregon.gov>

Subject: Charter Vessel Stickers

Hello,

The Port of Brookings Harbor is looking into having charter vessel stickers and we would like to use the same colors that will be used by the state for this year and future years. Is there any way you can let me know what colors will be used?

--

ACTION ITEM – B

DATE: February 16, 2022
RE: Appoint Budget Officer
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last several years Kim Boom been appointed Budget Officer.
- Budget calendar attached for meeting dates, notifications and submitting as required.
- The Budget Committee consists of five (5) Board of Commissioners and five (5) selected positions filled by the Board of Commissioners. To conduct budget business the quorum needed is six (6).
- The Budget Committee has three (3) vacancies. The Port is currently advertising for applications to fill the vacancies. So far, the Port has received four (4) applications.
- Recommending appointing Kim Boom for Budget Officer for the fiscal year 2022-23 budget.

DOCUMENTS

- FY 2022-23 Budget Calendar, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Kim Boom as the Budget Officer for fiscal year 2022-2023 budget.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2022-23

1. Appoint Budget Officer February 16
(Regular Wednesday Meeting at 2 p.m.)
2. Appoint Budget Committee (BC) March 16
(Regular Wednesday Meeting at 2 p.m.)
3. Prepare Proposed Budget April 11 (Monday)
4. Publish 1st Notice of BC Meeting April 22 (Friday)
(Newspaper & Website – submit to Newspaper on Monday, April 18)
5. Publish 2nd Notice of BC Meeting April 29 (Friday)
(Newspaper & Website -submit to Newspaper on Monday, April 25)
- 6. Budget Committee Meeting May 10 (Tuesday 10:00 a.m.)**
7. Publish Notice of Budget Hearing June 3 (Friday)
(Newspaper & Website – submit to Newspaper on Friday, May 27)
8. Hold Budget Hearing June 15 (Regular Wednesday Meeting at 2 p.m.)
9. Enact Resolutions to Adopt, etc. June 15 (Regular Wednesday Meeting at 2 p.m.)
10. Submit Tax Certification Documents by July 15
11. Send Copy of all Budget Documents to County Clerk by September 30