

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

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

**Meeting ID: 771 205 4017**

**Passcode: 76242022**

**(to mute/unmute: \* 6)**

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**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 Regular Commissioner Meeting Wednesday February 16, 2022.....2
- B. Approve Minutes of Workshop Commissioner Meeting Tuesday February 24, 2022.....5

**4. PUBLIC COMMENTS** – (Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to [portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com) prior to the meeting.

**5. MANAGEMENT REPORTS / APPROVAL**

- A. February 2022 Safety & Security Report, presented by Danielle King.....8
- B. February 2022 Financial Report, presented by Gary Dehlinger.....10
- C. February 2022 Harbormaster Report, presented by Travis Webster.....26
- D. February 2022 Port Manager Report, presented by Gary Dehlinger.....29

**6. ACTION ITEMS**

- A. Moorage License Agreement Revisions.....32
- B. Budget Committee Selection.....40
- C. Delinquent Account Write Off Request.....42
- D. Boat & Trailer Storage Area(s).....47
- E. Port Rates July 31, 2022 to June 30, 2023.....51
- F. Commercial Fillet Station.....65
- G. Port Manager Employment Agreement Amendment No. 2.....67

**7. INFORMATION ITEMS**

- A. FEMA Project Update.....69
- B. 2022 Salmon Season Update.....70
- C. Vessel Miss Stacey Update.....71
- D. Stormwater Test Results.....72

**8. COMMISSIONER COMMENTS**

**9. NEXT REGULAR MEETING DATE** – Wednesday April 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**  
**REGULAR MEETING MINUTES OF THE BOARD OF COMMISSIONERS**  
**PORT OF BROOKINGS HARBOR DISTRICT**

**Wednesday, February 16, 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; and Danielle King, Safety/Administrative.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 1:22**

**Motion was made by Speir and seconded by Jonas to approve the agenda as written. The motion passed 5 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 1:46**

- Approve Minutes of Workshop Commissioner Meeting Tuesday January 11, 2022.
- Approve Minutes of Regular Commissioner Meeting Wednesday January 19, 2022.
- Approve Minutes of Special Commissioner Meeting Friday January 28, 2022.

**Motion was made by Hartung and seconded by Speir to approve Meeting Minutes for Workshop Commissioner Meeting Tuesday, January 11, 2022, Regular Commissioner Meeting Wednesday January 19, 2022, and Special Commissioner Meeting Friday January 28, 2022. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 2:47**

There was no public comment.

**5. MANAGEMENT REPORTS – Audio time 2:56**

- Safety & Security Report – January 2022. Audio time 2:59  
King reported on staff safety training, incidents, accidents, and security issues that happened for the month of January and also discussed the tsunami advisory that Brookings experienced. There was discussion regarding the locks on electrical panels, Zola's employee parking, and what Knight Security is encountering at night.

- **Financial Report – January 2022. Audio time 7:49**  
Dehlinger reported the end of the month financials for January 2022. Explained that the RV Park has started to receive July reservations. Highlighted on unexpected expenses to Aquarius for our Tier II DEQ Report, Tidewater Contractors to pave Zola’s area, and repairing piling hoops.
- **Harbormaster Report – January 2022. Audio time 10:09**  
Webster reported on the harbormaster report. RV Park received three new cameras, and a rock was found in the front row sewer line. RV Park project has been postponed due to supply shortage and working with the electrical company to get power to the sites. Three cameras were installed at the commercial basin restroom and kite field restroom. Reviewed repairs that happened to the boat yard shop, Zola’s, and Oregon Life Homes buildings. Wash water system has been installed in the boat yard and testing is planned once electrical has been completed.
- **Port Manager Report – January 2022. Audio time 16:31**  
Dehlinger reported on the port manager report. Had a meeting with Port Counsel to get them up to speed with Port activities. Discussed where the Port was at with the fishing vessel Miss Stacey, liens have been placed on everything but the boat since the Coast Guard denied the lien due to ownership issues. There was public comment regarding the fireworks.

**A motion was made by Speir and seconded by Hartung to approve the management reports for January 2022 Safety & Security Report, Financial Report, Harbormaster Report, and Port Manager Report as discussed. The motion passed 5 – 0.**

## 6. ACTION ITEMS

### A. **Non-Moorage Charter Fees – Audio time 26:58**

Dehlinger noted this has been a discussion with the board for a few months now and reviewed what the board has agreed upon up to this point. There was discussion among the board and staff regarding sticker color and placement.

**A motion was made by Hartung and seconded by Speir 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 and guide boats. The motion passed 5 – 0.**

### B. **Budget Officer Appointment – Audio time 39:49**

Dehlinger reviewed that Mrs. Boom has been the Port’s Budget Officer for some time and suggested to keep her in that position. There was discussion on the budget committee member process, which the board will review applicants and appoint the positions in the next commissioner meeting.

**A motion was made by Speir and seconded by Range to approve Kim Boom as the Budget Officer for fiscal year 2022-2023 budget. The motion passed 5 – 0.**

## 7. INFORMATION ITEMS

### A. **Next Workshop Meeting Date – Audio time 42:47**

Dehlinger reviewed that there will need to be a workshop meeting to discuss a couple different items and will let the commission know when Port Counsel is available.

## 8. COMMISSIONER COMMENTS – Audio time 44:38

Commissioner Hartung discussed the virtual SDAO Conference that she attended.

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

10. **ADJOURNMENT** – Audio time 46:08

Having no further business, the meeting adjourned at 2:45pm.

\_\_\_\_\_  
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](http://www.portofbrookingsharbor.com).*

DRAFT

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

**Thursday February 24, 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 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and 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 2:00pm.

• **Commissioners Present:**

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

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; James Walker, Port General Counsel via phone; Jess Webster Port General Counsel via phone and James Sabin, Oregon Regional Manager for Cal/Ore Insurance Agency via phone.

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

• There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 6:28**

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

**3. PUBLIC COMMENTS – Audio time 1:40**

There was no public comment submitted.

**4. INFORMATION ITEMS**

**A. Vessel Miss Stacey – Audio time 1:54**

Dehlinger reviewed the latest update with the fishing vessel Miss Stacey. Insurance has been reinstated. They do plan to crab next season. Port did receive their plan and schedule for marine survey, once the report is done, they will be giving us their plan of restoring the vessel. The liens are still placed on the vessel.

**B. Derelict Vessels – Audio time 3:33**

Dehlinger discussed that Webster and himself reviewed vessels in the harbor and came across 20-25 that may be “at risk” per multiple facilities and State’s definition of abandoned vessel. Dehlinger and Webster informed the commission of what their criteria was and why they thought these vessels could have the potential of being derelict. How to resolve this is to have the board approve allowing Port Management to ask for a current condition survey on the vessel at any time. Commissioner Range suggested an age range on vessels that would be required to give a current condition survey, and to “put more teeth” into this and once the vessel is high risk, we can attach more financial responsibility to the vessel.

**C. Moorage License Agreement Revisions – Audio time 15:50**

Port Counsel, Jess Webster, discussed derelict vessel and suggested to first speak with your insurance broker, and see if its even possible to get endorsements for specific vessels, which you can pass onto the tenants. Port Counsel than discussed the suggested changes to the moorage agreement. It's a good idea with your tenant that you impose personal liability on the principle of a cooperate entity that owns a boat. Another change is in section 9, the Port should have the discretion to ask for current condition survey. Section 11, is having a hold over tenancy fee, would increase fees for anyone who hold over and abandon their vessel. Port Counsel suggested to update our Port Ordinance. James Sabin explained that vessels over 30ft are not covered by SDAO. Currently is looking into other insurances to see if they would be willing to insure over 30ft vessels, but at what premium. Mr. Sabin has discussed with multiple Surety Bond agencies, and they state they would never bond a boat like this and never take it on. Currently being told it will not work and not feasible to do, and a lot of people will not be able to afford it

**D. Port Rates July 1, 2022, to June 30, 2023 – Audio time 28:21**

Dehlinger noted that every year around this time we review our rates, we do ask for a CPI increase, this year of 4.5%. Dehlinger explained that staff did look at other Ports and reviewed the Ports and rates that were evaluated. Discussed our maintenance costs and what the Port should be putting back into its docks/facilities. Commissioner Heap asked why commercial vessels have a substantially lower rate than recreational vessels, even though commercial vessel cause a lot more wear and tear to the docks and facility. Webster and Dehlinger tried to explain why it has been that way, to economically advertise to the commercial fleet and receive more vessels but our Port has the lowest moorage rates. Board suggested to have commercial and recreational vessels at the same rate.

**E. Boat Yard Warehouse Condition – Audio time 56:30**

Dehlinger noted that a tenant informed staff that the back door was broken. After further investigating it turned out to be multiple rotten boards. Jack Akin, Port Engineer, was asked to give Port his recommendation on fixing the structure. For the meantime staff placed temporary posts.

**F. Budget Committee Applications – Selection Process – Audio time 1:03:08**

Dehlinger noted that there are three vacancies and have received four applications. On March 9<sup>th</sup> the applications will be provided to the board to review. The board then will rank one through five, the top ranked person will receive one position, second highest will receive the second position, and the third highest will receive the third position. If the board wants to interview the applicants, Dehlinger will schedule a meeting before the regular board meeting.

**G. Fuel Tank Control Box Protective Structure – Audio time 1:04:55**

Dehlinger reviewed what was discussed in the last meeting regarding this item. Informed the board that steel building companies will not supply anything that small, also investigated metal building from Home Depot and Lowes but believes those building will not withstand the weather. Staff is now recommending concrete blocks and place a lid on top.

**H. 2022 Events at the Port – Audio time 1:07:37**

Dehlinger noted what events will be happening down at the Port for the year 2022 so far.

**I. RV Park Project Delay – Audio time 1:08:50**

Dehlinger noted the letter received from the contractor regarding to why the delays have happened. Coos Curry Electric has checked the transformers and tried to pull the wire, which they were not able to do, it is believed that the conduit may be damaged. Mike Crow, Engineer, is set up a meeting with Coos Curry Electric to discuss further action on the electrical. The board discussed their disappointment in finding this out a week before renovations were supposed to start.

**J. Delinquent Account Write Off Request – Audio time 1:15:17**

Dehlinger noted this is regarding only one account and reviewed the history of the account. The boat was not seaworthy, the owner left the vessel in our hands, the Port disposed of the vessel at CTR. These fees came from

hauling out the vessel, placing on a trailer, yard days, and disposing the vessel. The board will be approving action regarding this item at the next regular meeting.

**K. Congressman Defazio Earmark for WWTP Update** – Audio time 1:17:17

Dehlinger noted that Congressman Defazio’s office called to update us that they have moved the appropriation bill up to March 11 and it is still earmarked for us and Defazio has not forgotten about us.

**5. COMMISSIONER COMMENTS** – Audio time 1:18:45

Commissioner Heap discussed the teleconference he attended today with Oregon OFW (Oregon Fish & Wildlife) advisors regarding the proposal of offshore energy process on the coast, locations of the turbines, and the effect it could have on the fishing fleet.

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

**7. ADJOURNMENT** – Audio Time 1:26:11

Having no further business, the meeting adjourned at 3:25pm.

\_\_\_\_\_  
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](http://www.portofbrookingsharbor.com).*

# SAFETY, SECURITY, AND ENVIRONMENTAL MONTHLY REPORT

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

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## Safety

Port maintenance staff reviewed the Stormwater Pollution Control Plan (SWPCP) and Spill Prevention Control and Countermeasure Plan (SPCC) and received Counterbalance Forklift Operator training by United Academy powered by United Rental.

## Incidents

Waterline broke at Mountainview Motorcycle/Barber/Tattoo Parlor. 5R Excavation came out, found and fixed the broken line.

A gentleman came in requesting for a chip in his wife's windshield to be fixed that happened in 2019 from a weedwhacker. We asked for an estimate but still have not heard anything back from him.

A non-guest was parked in an RV site, he was asked to move to the public parking area. When he moved to public parking, he parked sticking out in the roadway. He was asked to move forward in the parking stall but refused. Travis came down to write a violation ticket and ask to obey the rules or leave, he left.

Staff found a transient dumpster diving in the maintenance shop dumpster, staff asked him to get out and leave port property.

Curry County Sheriffs were called due to an altercation between (3) three individuals at the public fishing pier. Everyone involved were trespassed for three months.

Hungry Clam called and informed the Port late in the evening that they had a water leak in the kitchen. Waterline was shut off and staff found a hairpin leak the next morning and replaced the part of the waterline.

Staff was cleaning the restroom in the RV Park, men's side, when they came across what it looked to be remanence from a fire that someone started. Staff was able to remove the stain on the floor.

A vehicle was tagged twice in December 2021 and five times in February 2022. Since vehicle was tagged seven times, tags became expired in February 2022, no passenger taillight, and no front grill, the vehicle was towed from Port Property.

RV Park had a customer who continuously extended their stay until they reach the maximum 14 day stay limit. Every extension to their stay they had to move sites each time. Each move they would leave that site late, creating an issue for the guest coming into that site and would leave a huge mess behind them. They left late on their 14<sup>th</sup> day and was blocked from booking a site again due to late checkouts. A few weeks later they showed up under a different name, phone number and email. It was a holiday, so staff decided to handle it the next working day. The guests had stayed another night and left in the middle of the night leaving their sewer hookup full on the ground. When running their card for the extra night there



was insufficient funds. They were contacted about not being allowed to stay at the park again and that their payment failed. An invoice was mailed to the customer for the outstanding balance.

South Coast Knight Security reported illegal dumping. From our security camera footage, a vessel's deckhand from a boat in the boat yard dumped garbage and trash in the commercial basin parking lot. Staff was able to pinpoint what vessel it came from and tried multiple times to contact the boat owner. Labor and clean up charges were applied to their yard bill.

An RV Park guest hit the electrical pedestal when pulling into their site. The site was shut down and the pedestal is still waiting to be replaced.

### **Security**

South Coast Knight Security and POBH recorded (76) security issues. Issues included:

- (48) Overnight parking tickets.
- (4) Vehicles missing or unable to read boat launch ticket.
- (4) Parking violations throughout the port.
- (10) No camping warnings.
- (3) Parking violations for vehicles parked in the boat launch parking lot trailer stall.
- (3) Unhitched trailer.
- (2) Maintenance report.
- (1) Non-Operational Vehicle.
- (1) Illegal Dumping

### **Environmental / DEQ 1200-Z Industrial Stormwater**

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP). No stormwater discharge occurred during the month of February.

# FINANCIAL SUMMARY REPORT

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

## February 2022 Financial Reports

### Overview / Comments

#### Balance Sheet

End of the month unrestricted cash and equivalents totaled \$577,385. Restricted cash and equivalents totaled \$899,493, with Total Assets (cash) at \$1,512,345.

#### February Profit & Loss

Total revenue from all funds was \$342,877. Total expense was \$394,757. The net income for February was negative \$51,880.

February Revenue Centers		Expenses
Marina**	\$65,187	\$180,801
Beachfront RV Park	\$100,880	\$18,253
Commercial / Retail	\$44,320	\$8,827
Fuel Dock	\$82,222	\$98,290

\*\*Marina includes Administrative costs.

Unusual expenses this month include:

	Amount	Company	Description
1	\$46,441	Lithia Ford	Purchase two 2022 Ford Mavericks
2	\$29,936	McClennan Excavation	Installed new fire hydrant east side of Basin 2
3	\$7,525	Oregon Alarm	Installed 20 new security camera throughout Port
4	\$1,880	Gaylord Klinefelter Contracting	Repaired damaged sidewalk at Basin 2
5	\$1,235	Tidewater Contractors	Stamped V Blocks for Zola's dumpster enclosure

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

We have completed eight (8) months of the current fiscal year. The year is 66.7% complete.

#### ➤ **Income**

*Any number above 66.7% is ahead of budget.*

Total Income 58.6% or **8.1% below budget.**

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

\* 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).

General Fund Program Revenue is 72.5% or **5.8% ahead of budget.**  
Port's general revenue centers are ahead of budgeted expectations.

➤ **Expenses**

*Any number below 66.7% is ahead of budget.*

Total Expense 38.7% or **28% below budgeted expectations.**

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

General Fund Expenditure is 66.2% or **0.5% below budgeted budget expectations.**

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

**ATTACHMENTS**

- Port Balance Sheet as of February 28, 2022, 2 pages
- Profit & Loss February 2022, 3 pages
- Profit & Loss Budget Performance, July 2021 thru February 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 February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	143,048.05
10104 · RCU Business Ownership 0687	17.83
10105 · RCU Business Savings 0600	10.00
10106 · General Fund LGIP 6017	402,188.14
10107 · Dredging Fund LGIP 6254	29,937.35
Total 101 · GENERAL FUND CHECKING & LGIP	575,201.37
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	577,385.38
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.77
30104 · Debt Service Umpqua MM 8627	2,515.79
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,536.56
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	56,746.26
30105 · IFA Debt Service Fund LGIP 6020	72,123.30
50105 · Reserve Fund LGIP 6018	207,300.76
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	555,786.03
Total 70105 · Capital Projects LGIP 6273	555,786.03
Total 105 · RESTRICTED LGIP	891,956.35
Total 110 · RESTRICTED CASH & EQUIVALENTS	899,492.91
Total Checking/Savings	1,476,878.29
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-38,669.32
Total Accounts Receivable	-38,669.32
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	55,713.81
Total 130 · DUE FROM TRANSFERS	55,713.81
150 · Undeposited Funds	18,421.73
Total Other Current Assets	74,135.54
Total Current Assets	1,512,344.51
<b>TOTAL ASSETS</b>	<b>1,512,344.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
106 · RCU VISA ACCT	1,291.14

Port of Brookings Harbor

Balance Sheet

As of February 28, 2022

	Feb 28, 22
106.1 · RCU Business Ownership 0687	17.83
106.2 · RCU Business Savings 0600	10.00
<b>Total Credit Cards</b>	<b>1,318.97</b>
<b>Other Current Liabilities</b>	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-948.07
<b>Total 100222 · Payroll Liabilities</b>	<b>-948.07</b>
10226 · Lodging Tax Payable	21,426.13
230 · DUE TO TRANSFERS	
40230 · Due To General Fund from CP	55,713.81
<b>Total 230 · DUE TO TRANSFERS</b>	<b>55,713.81</b>
<b>Total Other Current Liabilities</b>	<b>76,191.87</b>
<b>Total Current Liabilities</b>	<b>77,510.84</b>
<b>Total Liabilities</b>	<b>77,510.84</b>
<b>Equity</b>	
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
<b>Total 301 · Unappropriated Balance</b>	<b>1,454,393.83</b>
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
<b>Total 302 · Appropriated Carryover</b>	<b>-1,454,393.83</b>
<b>Total 300 · Fund Balance</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,434,833.67</b>
<b>Total Equity</b>	<b>1,434,833.67</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,512,344.51</b>

**Port of Brookings Harbor  
Profit & Loss**

Cash Basis

February 2022

	Feb 22
<b>Income</b>	
<b>400 · REVENUES</b>	
<b>401 · GENERAL FUND REVENUES</b>	
10412 · Property Tax Current	1,707.89
10413 · Property Tax Prior	470.44
10414 · Interest General Fund	151.34
10418 · Miscellaneous	371.39
<b>Total 401 · GENERAL FUND REVENUES</b>	2,701.06
<b>402 · GENERAL FUND PROGRAM REVENUES</b>	
<b>10421 · MARINA</b>	
<b>10421.2 · MOORAGE</b>	
10421.3 · Commercial Slip Rent	19,336.65
10421.4 · Recreational Slip Rent	28,289.66
10421.5 · Transient	207.90
10421.6 · Other Moorage	480.00
<b>Total 10421.2 · MOORAGE</b>	48,314.21
10422 · OTHER MARINA REVENUE	1,500.00
<b>10423 · STORAGE</b>	
10423.1 · Gear Storage	8,523.48
10423.2 · Boat Storage	1,642.00
<b>Total 10423 · STORAGE</b>	10,165.48
10424 · ADMINISTRATIVE FEES	713.54
<b>10425 · MARINE SERVICES</b>	
10425.2 · 12 K Telehandler	924.00
10425.3 · Other Sales & Fees	482.50
10425.4 · Public Hoist	735.00
<b>Total 10425 · MARINE SERVICES</b>	2,141.50
<b>Total 10421 · MARINA</b>	62,834.73
<b>10427 · BEACHFRONT RV PARK</b>	
10427.1 · Space Rental	96,724.15
10427.2 · Other Sales & Fees	4,156.27
<b>Total 10427 · BEACHFRONT RV PARK</b>	100,880.42
<b>10428 · COMMERCIAL RETAIL</b>	
10428.1 · Retail Property	28,190.49
10428.2 · Docks	13,025.87
10428.3 · CPI and Other Fees	3,103.56
<b>Total 10428 · COMMERCIAL RETAIL</b>	44,319.92
10429 · FUEL DOCK	82,221.56
<b>Total 402 · GENERAL FUND PROGRAM REVEN...</b>	290,256.63
<b>420 · USDA REVENUE BOND FUND</b>	
20414 · Interest Revenue Bond Fund	19.60
20419 · Transfer to USDA Bond Fund	10,843.00
<b>Total 420 · USDA REVENUE BOND FUND</b>	10,862.60
<b>430 · DEBT SERVICE FUND REVENUE</b>	
30414 · Interest Debt Service Fund	24.96
30419 · Transfer to Debt Service Fund	31,958.71
	31,983.67

**Port of Brookings Harbor  
Profit & Loss**

February 2022

Cash Basis

	Feb 22
Total 430 · DEBT SERVICE FUND REVENUE	31,983.67
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	71.54
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,071.54
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	191.79
Total 470 · PORT CONSTRUCTION FUND REVE...	191.79
Total 400 · REVENUES	342,877.16
Total Income	342,877.16
Gross Profit	342,877.16
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	11,202.56
10503 · RV Park Office Staff	4,832.16
10504 · Operations Staff	18,254.78
10505 · Overtime	693.99
10506 · Payroll Taxes/Costs/Benefits	
10506.2 · Sick Leave Benefit	339.90
10506.3 · Vacation & Vehicle Allowance	1,241.66
10506.4 · Payroll Taxes	4,554.24
10506.5 · SEP Retirement	3,857.06
Total 10506 · Payroll Taxes/Costs/Benefits	9,992.86
10508 · Health Care and Dental	10,411.44
Total 500 · PERSONNEL SERVICES	61,915.79
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	160.22
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	911.96
10602.2 · Supplies	11,080.96
10602.3 · Services	5,881.08
Total 10602 · REPAIRS & MAINTENANCE	17,874.00
10603 · FUEL purchased for resale	95,885.54
10605 · UTILITIES	
10605.1 · Electric	11,067.90
10605.2 · RV Park Cable TV	595.08
10605.3 · Sanitary	3,547.19
10605.5 · Telecommunications	902.31
10605.6 · Waste Removal	7,273.60
10605.7 · Water	1,150.64

**Port of Brookings Harbor  
Profit & Loss**

February 2022

Cash Basis

	Feb 22
Total 10605 · UTILITIES	24,536.72
10606 · OFFICE EXPENSE	1,900.91
10607 · BANK SERVICE & FINANCE FEES	4,947.20
10608 · TRAINING & TRAVEL	34.36
10609 · PERMITS, LICENSES, TAXES & MISC	89.90
10610 · INSURANCE; PROP & CAS, BOND	10,790.59
10611 · PROFESSIONAL FEES	
10611.1 · Accounting/Auditing	500.00
10611.4 · Other Support/Consultant	1,605.32
Total 10611 · PROFESSIONAL FEES	2,105.32
Total 601 · GENERAL FUND Material & Service	158,324.76
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	31,592.80
10704 · Equipment	54,269.18
Total 710 · GENERAL FUND CAPITAL OUTLAY	85,861.98
Total 600 · GENERAL FUND EXPENDITURES	355,714.11
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,232.30
30804P · 2018 Genie Forklift Principal	1,209.34
Total 801 · Principal	5,441.64
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	426.70
30814I · 2018 Genie Forklift Interest	255.37
Total 810 · Interest Payments	682.07
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	28,109.60
Total 40702 · Land Improvement - Capt Proj	28,109.60
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	28,109.60
Total 640 · CAPT. PROJ. EXPENDITURES	28,109.60
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,240.18
60815I · RV Park Improv. Loan Interest	1,569.69
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	394,757.29
Net Income	-51,880.13



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

Cash Basis

	Jul '21 - Feb 22	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	532,465.33	300,000.00	177.5%
10412 · Property Tax Current	241,607.68	240,000.00	100.7%
10413 · Property Tax Prior	8,755.38	9,000.00	97.3%
10414 · Interest General Fund	1,431.35	2,000.00	71.6%
10415 · Loans - General Fund	0.00	0.00	0.0%
10417 · Assets Sales	18,520.00	50,000.00	37.0%
10418 · Miscellaneous	50,306.49	31,500.00	159.7%
10420 · Grants & Other Funding - GF	0.00	80,000.00	0.0%
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>853,086.23</b>	<b>712,500.00</b>	<b>119.7%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · MOORAGE</b>			
10421.3 · Commercial Slip Rent	86,435.12		
10421.4 · Recreational Slip Rent	221,358.22		
10421.5 · Transient	10,259.54	0.00	100.0%
10421.6 · Other Moorage	7,875.00		
10421.2 · MOORAGE - Other	0.00	735,000.00	0.0%
<b>Total 10421.2 · MOORAGE</b>	<b>325,927.88</b>	<b>735,000.00</b>	<b>44.3%</b>
10422 · OTHER MARINA REVENUE	22,013.10		
<b>10423 · STORAGE</b>			
10423.1 · Gear Storage	42,753.08		
10423.2 · Boat Storage	22,103.24		
<b>Total 10423 · STORAGE</b>	<b>64,856.32</b>		
10424 · ADMINISTRATIVE FEES	6,496.15	0.00	100.0%
<b>10425 · MARINE SERVICES</b>			
10425.1 · Travelift	22,940.00	0.00	100.0%
10425.2 · 12 K Telehandler	8,017.40	0.00	100.0%
10425.3 · Other Sales & Fees	23,029.93		
10425.4 · Public Hoist	5,214.00		
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
<b>Total 10425 · MARINE SERVICES</b>	<b>59,201.33</b>	<b>0.00</b>	<b>100.0%</b>
10426 · PROPERTY GROUND EVENT USE	3,806.00		
<b>Total 10421 · MARINA</b>	<b>482,300.78</b>	<b>735,000.00</b>	<b>65.6%</b>
<b>10427 · BEACHFRONT RV PARK</b>			
10427.1 · Space Rental	492,414.08	750,000.00	65.7%
10427.2 · Other Sales & Fees	31,015.07	0.00	100.0%
<b>Total 10427 · BEACHFRONT RV PARK</b>	<b>523,429.15</b>	<b>750,000.00</b>	<b>69.8%</b>
<b>10428 · COMMERCIAL RETAIL</b>			
10428.1 · Retail Property	227,826.82	0.00	100.0%
10428.2 · Docks	119,605.99	0.00	100.0%
10428.3 · CPI and Other Fees	29,692.90	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	566,280.00	0.0%
<b>Total 10428 · COMMERCIAL RETAIL</b>	<b>377,125.71</b>	<b>566,280.00</b>	<b>66.6%</b>
10429 · FUEL DOCK	661,461.36	770,000.00	85.9%
<b>Total 402 · GENERAL FUND PROGRAM REVENUES</b>	<b>2,044,317.00</b>	<b>2,821,280.00</b>	<b>72.5%</b>
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	102,351.92	102,380.00	100.0%
20414 · Interest Revenue Bond Fund	291.11	500.00	58.2%
20419 · Transfer to USDA Bond Fund	86,744.00	130,120.00	66.7%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>189,387.03</b>	<b>233,000.00</b>	<b>81.3%</b>

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

Cash Basis

	Jul '21 - Feb 22	Budget	% of Budget
<b>430 · DEBT SERVICE FUND REVENUE</b>			
30411 · Cash Carry Over - Debt Service	22,758.51	27,420.00	83.0%
30414 · Interest Debt Service Fund	200.58	450.00	44.6%
30419 · Transfer to Debt Service Fund	270,485.68	423,485.00	63.9%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>293,444.77</b>	<b>451,355.00</b>	<b>65.0%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>			
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%
<b>Total 40416 · Government Funding</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.0%</b>
40419 · Transfer to Capital Project	0.00	0.00	0.0%
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>40,430.77</b>	<b>2,062,500.00</b>	<b>2.0%</b>
<b>450 · RESERVE FUND REVENUE</b>			
50411 · Cash Carry Over - Reserve Fund	186,938.63	186,575.00	100.2%
50414 · Interest Reserve Fund	658.13	1,200.00	54.8%
50419 · Transfer to Reserve Fund	19,704.00	34,000.00	58.0%
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>207,300.76</b>	<b>221,775.00</b>	<b>93.5%</b>
<b>460 · DEBT SERV. RV PARK IMPROV. FUND</b>			
60411 · Cash Carry Over - OR FFC 2020	0.00	0.00	0.0%
60419 · Transfer OR FFC 2020 Debt Serv.	38,478.96	57,718.00	66.7%
<b>Total 460 · DEBT SERV. RV PARK IMPROV. FUND</b>	<b>38,478.96</b>	<b>57,718.00</b>	<b>66.7%</b>
<b>470 · PORT CONSTRUCTION FUND REVENUE</b>			
70411 · Cash Carry Over - Port Const.	569,448.67	575,000.00	99.0%
70414 · Interest Port Construction Fund	1,899.76	2,000.00	95.0%
70419 · Transfers to Port Const. Fund	0.00	100,000.00	0.0%
<b>Total 470 · PORT CONSTRUCTION FUND REVENUE</b>	<b>571,348.43</b>	<b>677,000.00</b>	<b>84.4%</b>
<b>Total 400 · REVENUES</b>	<b>4,237,793.95</b>	<b>7,237,128.00</b>	<b>58.6%</b>
<b>Total Income</b>	<b>4,237,793.95</b>	<b>7,237,128.00</b>	<b>58.6%</b>
<b>Gross Profit</b>	<b>4,237,793.95</b>	<b>7,237,128.00</b>	<b>58.6%</b>
<b>Expense</b>			
<b>600 · GENERAL FUND EXPENDITURES</b>			
10900 · Operating Transfers Out General	415,412.64	745,323.00	55.7%
<b>500 · PERSONNEL SERVICES</b>			
10501 · Port Manager	55,488.00	88,470.00	62.7%
10502 · Port Office Staff	77,007.25	132,000.00	58.3%
10503 · RV Park Office Staff	37,037.65	54,120.00	68.4%
10504 · Operations Staff	154,832.38	262,460.00	59.0%
10505 · Overtime	4,300.42	7,255.00	59.3%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	11,603.92	0.00	100.0%
10506.2 · Sick Leave Benefit	7,424.31	0.00	100.0%
10506.3 · Vacation & Vehicle Allowance	28,186.95	0.00	100.0%
10506.4 · Payroll Taxes	36,838.71	0.00	100.0%
10506.5 · SEP Retirement	31,197.19	0.00	100.0%
10506 · Payroll Taxes/Costs/Benefits - Other	0.00	153,680.00	0.0%
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>115,251.08</b>	<b>153,680.00</b>	<b>75.0%</b>
10507 · Workers Compensation	14,548.35	11,810.00	123.2%
10508 · Health Care and Dental	66,473.04	86,500.00	76.8%
<b>Total 500 · PERSONNEL SERVICES</b>	<b>524,938.17</b>	<b>796,295.00</b>	<b>65.9%</b>
<b>601 · GENERAL FUND Material &amp; Service</b>			

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

Cash Basis

	Jul '21 - Feb 22	Budget	% of Budget
10601 · ADVERTISING & NOTIFICATIONS	3,811.07	8,680.00	43.9%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	17,728.72	0.00	100.0%
10602.2 · Supplies	109,167.93	0.00	100.0%
10602.3 · Services	77,384.85	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	452,797.00	0.0%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>204,281.50</b>	<b>452,797.00</b>	<b>45.1%</b>
10603 · FUEL purchased for resale	572,734.80	725,000.00	79.0%
10605 · UTILITIES			
10605.1 · Electric	73,585.22	0.00	100.0%
10605.2 · RV Park Cable TV	4,712.94	0.00	100.0%
10605.3 · Sanitary	34,752.38	0.00	100.0%
10605.5 · Telecommunications	8,657.04	0.00	100.0%
10605.6 · Waste Removal	68,099.95	0.00	100.0%
10605.7 · Water	13,887.78	0.00	100.0%
10605 · UTILITIES - Other	0.00	279,173.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>203,695.31</b>	<b>279,173.00</b>	<b>73.0%</b>
10606 · OFFICE EXPENSE	35,869.19	52,827.00	67.9%
10607 · BANK SERVICE & FINANCE FEES	38,869.87	40,482.00	96.0%
10608 · TRAINING & TRAVEL	4,669.42	4,486.00	104.1%
10609 · PERMITS, LICENSES, TAXES & MISC	32,780.86	13,000.00	252.2%
10610 · INSURANCE; PROP & CAS, BOND	79,206.52	95,292.00	83.1%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	21,725.00	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	17,188.78	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	95,425.00	0.0%
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>58,271.55</b>	<b>95,425.00</b>	<b>61.1%</b>
<b>Total 601 · GENERAL FUND Material &amp; Service</b>	<b>1,234,190.09</b>	<b>1,767,162.00</b>	<b>69.8%</b>
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	58,244.98	15,000.00	388.3%
10703 · Buildings	0.00	50,000.00	0.0%
10704 · Equipment	73,562.78	90,000.00	81.7%
<b>Total 710 · GENERAL FUND CAPITAL OUTLAY</b>	<b>131,807.76</b>	<b>155,000.00</b>	<b>85.0%</b>
920 · OPERATING CONTINGENCY	0.00	20,000.00	0.0%
<b>Total 600 · GENERAL FUND EXPENDITURES</b>	<b>2,306,348.66</b>	<b>3,483,780.00</b>	<b>66.2%</b>
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%
<b>Total 620 · USDA REVENUE BOND EXPENDITURES</b>	<b>130,120.00</b>	<b>130,120.00</b>	<b>100.0%</b>
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%
<b>Total 30802P · IFA PRINCIPAL</b>	<b>169,816.00</b>	<b>350,000.00</b>	<b>48.5%</b>
801 · Principal			

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

Cash Basis

	Jul '21 - Feb 22	Budget	% of Budget
30803P · 50 BFMII Travelift Principal	33,285.29	50,447.00	66.0%
30804P · 2018 Genie Forklift Principal	9,535.55	14,469.00	65.9%
<b>Total 801 · Principal</b>	<b>42,820.84</b>	<b>64,916.00</b>	<b>66.0%</b>
<b>810 · Interest Payments</b>			
30813I · 50 BFMII Travelift Interest	3,986.71	5,461.00	73.0%
30814I · 2018 Genie Forklift Interest	2,182.13	3,108.00	70.2%
<b>Total 810 · Interest Payments</b>	<b>6,168.84</b>	<b>8,569.00</b>	<b>72.0%</b>
<b>Total 630 · DEBT SERVICE FUND EXPENDITURES</b>	<b>218,805.68</b>	<b>423,485.00</b>	<b>51.7%</b>
<b>640 · CAPT. PROJ. EXPENDITURES</b>			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
<b>740 · CAPT. PROJ. CAPITAL OUTLAY</b>			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	92,342.00	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%
<b>Total 40702 · Land Improvement - Capt Proj</b>	<b>93,644.58</b>	<b>2,060,000.00</b>	<b>4.5%</b>
<b>Total 740 · CAPT. PROJ. CAPITAL OUTLAY</b>	<b>93,644.58</b>	<b>2,060,000.00</b>	<b>4.5%</b>
<b>Total 640 · CAPT. PROJ. EXPENDITURES</b>	<b>93,644.58</b>	<b>2,060,000.00</b>	<b>4.5%</b>
<b>660 · DEBT SERV. RV PARK EXPENDITURES</b>			
60806P · RV Park Improv. Loan Principal	25,706.84	38,751.00	66.3%
60815I · RV Park Improv. Loan Interest	12,772.12	18,967.00	67.3%
<b>Total 660 · DEBT SERV. RV PARK EXPENDITURES</b>	<b>38,478.96</b>	<b>57,718.00</b>	<b>66.7%</b>
<b>670 · PORT CONST FUND EXPENDITURES</b>			
<b>70100 · PORT CONST. CAPITAL OUTLAY</b>			
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%
<b>Total 70700 · Land Improvement - Port Const.</b>	<b>15,562.40</b>	<b>677,000.00</b>	<b>2.3%</b>
<b>Total 70100 · PORT CONST. CAPITAL OUTLAY</b>	<b>15,562.40</b>	<b>677,000.00</b>	<b>2.3%</b>
<b>Total 670 · PORT CONST FUND EXPENDITURES</b>	<b>15,562.40</b>	<b>677,000.00</b>	<b>2.3%</b>
<b>930 · Fund Balances</b>			
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%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>405,025.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>2,802,960.28</b>	<b>7,237,128.00</b>	<b>38.7%</b>
<b>Net Income</b>	<b>1,434,833.67</b>	<b>0.00</b>	<b>100.0%</b>

Port of Brookings Harbor

Check Registers

As of February 28, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
<b>100 · UNRESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>101 · GENERAL FUND CHECKING &amp; LGIP</b>						
<b>10103 · General Funds Ckg Umpqua 3634</b>						
Bill Pmt -Check	DEBIT	02/03/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,875.99
Bill Pmt -Check	DEBIT	02/05/2022	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		223.20
Bill Pmt -Check	DEBIT	02/10/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		13,721.19
Check	DEBIT	02/04/2022	ADP	Advice of Debit 598145021 Payroll Date: 01/26/2022		142.49
Check	DEBIT	02/02/2022	Elavon	JAN 2022 MERCHANT SERVICE FEE ACCT#316		837.49
Check	DEBIT	02/02/2022	Elavon	JAN 2022 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		40.34
Check	DEBIT	02/02/2022	Elavon	JAN 2022 MERCHANT SERVICE FEE ACCT#951		704.85
Bill Pmt -Check	DEBIT	02/22/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		33,605.48
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-985Z1		132.40
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-990QS		223.94
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-99496		151.63
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-997NC		148.76
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-99CCS		169.93
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-99G67		136.34
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-99KXN		130.07
Check	DEBIT	02/09/2022	Edward Jones	Employer Contribution 02/09/2022 ConfirmationSFH63-99PM1		303.68
Check	DEBIT	02/09/2022	TD Ameritrade	Employer Contribution 02/09/2022 ConfirmationSFH63-99RVD		183.23
Check	DEBIT	02/09/2022	US Bank Sep- IRA	Employer Contribution 02/09/2022 ConfirmationSFH63-99W53		340.25
Bill Pmt -Check	DEBIT	02/08/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		36,682.88
Bill Pmt -Check	DEBIT	02/08/2022	Curry Transfer & Recycling	Account #2040-2434-001 Trash Removal for DEC 2021 & JAN 2022 Confirmation#3962668289		7,273.60
Check	DEBIT	02/18/2022	ADP	Advice of Debit 599159099 Payroll Date: 02/09/2022		142.49
Bill Pmt -Check	DEBIT	02/22/2022	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		641.00
Check	DEBIT	02/25/2022	ADP	Advice of Debit #600065212 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DC76M		148.63
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DDF62		216.48
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DDLJG		152.10
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DDPXX		148.41
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DDSY4		170.52
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DDWR5		136.16
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DF0J3		139.42
Check	DEBIT	02/23/2022	Edward Jones	Employer Contribution 02/23/2022 ConfirmationSH0JP-DF437		303.68
Check	DEBIT	02/22/2022	TD Ameritrade	Employer Contribution 02/23/2022 ConfirmationSH0JP-DF72Z		181.18
Check	DEBIT	02/23/2022	US Bank Sep- IRA	Employer Contribution 02/23/2022 ConfirmationSH0JP-DFBW9		340.25
Check	DEBIT	02/23/2022	US Bank Sep- IRA	Employer Contribution 11/03/2021 ConfirmationSH38G-88GLM		340.25
Bill Pmt -Check	DEBIT	02/25/2022	Pitney Bowes Global Lease	LEASE ACCT#0013096249 Billing Period: 12/30/2021-03/29/2022 confirmation#45926558		423.09
General Journal	DEBT 02/01	02/01/2022		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 02/01	02/01/2022		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 02/01	02/01/2022		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 02/01	02/01/2022		Transfer to IFA Debt Service for 1st QTR 2022 Pmt		25,835.00
General Journal	RES 02/01	02/01/2022		Transfer to Reserve Fund		2,000.00
General Journal	USDA 02/01	02/01/2022		To transfer to USDA Revenue Bond Fund for November 2022 Payment		10,843.00
General Journal	PAY 02/09	02/09/2022		Rec 02/09/2022 payroll		16,517.25
General Journal	TAX 02/09	02/09/2022		Rec 02/09/2022 payroll		6,545.96
General Journal	GF 02/10	02/10/2022		Transfer \$100,000 from LGIP to Umpqua Bank - General Funds	100,000.00	
General Journal	PAY 02/23	02/23/2022		Rec 02/23/2022 payroll		16,628.13
General Journal	TAX 02/23	02/23/2022		Rec 02/23/2022 payroll		6,685.17
General Journal	CP 02/25	02/25/2022		Transfer to Capital Projects for payment to EMC Engineering inv#91009-2146 \$28,109.60		28,109.60
General Journal	GF 02/25	02/25/2022		Transfer \$30,000 from Umpqua Bank to LGIP - General Funds		30,000.00
Bill Pmt -Check	10801	02/04/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		227.10
Bill Pmt -Check	10802	02/04/2022	Aquarius Environmental, LLC	DEC '21-JAN '22 Services per Agreement dated OCT 15, 2021 - Update Stormwater Pollution Cont...		922.50
Bill Pmt -Check	10803	02/04/2022	BI-MART	Account #931481 Water & Supplies		64.22
Bill Pmt -Check	10804	02/04/2022	BOARDWALK MAIL SERVICE	Mailbox Renewal Notice Term: 2/10/2022-2/10/2023		117.00
Bill Pmt -Check	10805	02/04/2022	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		115.72

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Port of Brookings Harbor

Check Registers

As of February 28, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10806	02/04/2022	Freeman Rock, Inc.	20 JAN 2022-Dump Debris from Boat Basins		24.00
Bill Pmt -Check	10807	02/04/2022	Grating Pacific, LLC	Triangle Grates for Docks		1,132.00
Bill Pmt -Check	10808	02/04/2022	Harbor Sanitary District	JANUARY 2022 Sanitary Bill		3,547.19
Bill Pmt -Check	10809	02/04/2022	Harbor Water District P.U.D.	12/23/2021 - 01/20/2022 SERVICE/WATER BILL		1,175.64
Bill Pmt -Check	10810	02/04/2022	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		665.25
Bill Pmt -Check	10811	02/04/2022	Quill Corporation	ACCT#1932158 Office Supplies		131.11
Bill Pmt -Check	10812	02/04/2022	Thermo Fluids, Inc.	13 JAN 2022- Remove Spent Oil and Bilge Fluids		66.55
Bill Pmt -Check	10813	02/04/2022	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		10,328.59
Check	10814	02/04/2022	Wood, Bill/Bounders:Bounder's Fresh Cr...	CREDIT for January 21, 2022 - June 30, 2022 (Partial January, February, March, April, May)		569.80
Bill Pmt -Check	10815	02/11/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		83.17
Bill Pmt -Check	10816	02/11/2022	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		160.22
Bill Pmt -Check	10817	02/11/2022	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,295.98
Bill Pmt -Check	10818	02/11/2022	Harbor Logging Supply, Inc.	Material for Pile Hoops - Guest Dock Basin 1 & Dock Ladder for Port Hoist		680.70
Bill Pmt -Check	10819	02/11/2022	Orcal Security Consulting LLC	Patrol Security - January 2022 & 12 JAN 2022 Emerg. Call		2,859.53
Bill Pmt -Check	10820	02/11/2022	Quill Corporation	ACCT#1932158 Office Supplies		105.48
Bill Pmt -Check	10821	02/11/2022	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		11,825.36
Bill Pmt -Check	10822	02/11/2022	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		462.00
Bill Pmt -Check	10823	02/11/2022	Lithia Ford of Klamath Falls	FEB 2022- Purchased 2 - 2022 Ford Maverick		46,441.32
Bill Pmt -Check	10824	02/11/2022	McLennan Excavation, Inc.	FEB 2022 - INSTALLATION OF NEW FIRE HYDRANT AT BASIN 2		29,935.68
Bill Pmt -Check	10825	02/11/2022	Gaylord Klinefelter Contracting	09 FEB 2022 - Sidewalk replacement 144 sq ft at Basin 2		1,880.00
Bill Pmt -Check	10826	02/11/2022	Quill Corporation	ACCT#1932158 Office Supplies		73.12
Bill Pmt -Check	10827	02/18/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		79.75
Bill Pmt -Check	10828	02/18/2022	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		475.00
Bill Pmt -Check	10829	02/18/2022	Les Schwab Tire Center	ACCT#24804672- 2/14/2022 Battery Replacement EQ#1108 2017 F250 Ford Truck		208.98
Bill Pmt -Check	10830	02/18/2022	ULine	Customer No. 15340135 OIL SORBENT BOOMS		740.72
Bill Pmt -Check	10831	02/25/2022	Oregon Alarm	Completion Date 02/10/2022 - Video Surveillance System Expansion		7,525.00
Bill Pmt -Check	10832	02/25/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		186.00
Bill Pmt -Check	10833	02/25/2022	BI-MART	Account #931481 Water & Supplies		58.61
Bill Pmt -Check	10834	02/25/2022	Boat Shop & More LLC	12/15/21, 2/15/22 & 2/16/22 Truck & Trailer Rental to transport concrete blocks for Zola's trash...		400.00
Bill Pmt -Check	10835	02/25/2022	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		64.00
Bill Pmt -Check	10836	02/25/2022	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		1,277.64
Bill Pmt -Check	10837	02/25/2022	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		535.68
Bill Pmt -Check	10838	02/25/2022	Gerald W. Burns, CPA	Financial Consultant Agreement		500.00
Bill Pmt -Check	10839	02/25/2022	Grainger	ACCT# 822663001 - CLEVIS HANGER - used to attach elec. & water under docks		36.43
Bill Pmt -Check	10840	02/25/2022	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		85.00
Bill Pmt -Check	10841	02/25/2022	Pump Pipe & Tank Services, LLC	Filter Change at Fuel Dock Labor and Hazardous Material Disposal - Used Filters		115.00
Bill Pmt -Check	10842	02/25/2022	Rogue Credit Union	Membership #306 Acct#600189521 CC Ending#7681 (1/24/2022-02/23/2022		4,574.69
Bill Pmt -Check	10843	02/25/2022	Stadelman Electric, Inc.	Service Date: 2/3/22 & 2/4/22 - Material & Labor for Electrical Work - Security Camera Project		302.86
Bill Pmt -Check	10844	02/25/2022	Tidewater Contractors, Inc.	Customer Code: 000061 - Stamped V Blocks for Zola's trash enclosure		1,235.00
Bill Pmt -Check	10845	02/28/2022	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		11,067.90
Bill Pmt -Check	10846	02/28/2022	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		2,145.47
Bill Pmt -Check	10848	02/28/2022	Pacific Rim Copy Center	3' x 4' Copies of Port Property		75.00
Total 10103 · General Funds Ckg Umpqua 3634					100,000.00	411,370.90
<b>10106 · General Fund LGIP 6017</b>						
Check	DEBIT	02/01/2022		LGIP Fees for JAN 2022		0.10
General Journal	GF 02/10	02/10/2022		Transfer \$100,000 from LGIP to Umpqua Bank - General Funds		100,000.00
General Journal	GF 02/25	02/25/2022		Transfer \$30,000 from Umpqua Bank to LGIP - General Funds	30,000.00	
Total 10106 · General Fund LGIP 6017					30,000.00	100,000.10
Total 101 · GENERAL FUND CHECKING & LGIP					130,000.00	511,371.00
<b>10101 · Petty Cash</b>						
Total 10101 · Petty Cash						

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Port of Brookings Harbor

Check Registers

As of February 28, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					130,000.00	511,371.00
<b>110 · RESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>104 · RESTRICTED MONEY MKT &amp; CHECKING</b>						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
<b>30104 · Debt Service Umpqua MM 8627</b>						
Check	DEBIT	02/15/2022	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #48		1,464.71
Check	DEBIT	02/22/2022	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #64 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 02/01	02/01/2022		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 02/01	02/01/2022		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						
Total 104 · RESTRICTED MONEY MKT & CHECKING					6,123.71	6,123.71
<b>105 · RESTRICTED LGIP</b>						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 02/01	02/01/2022		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
<b>30105 · IFA Debt Service Fund LGIP 6020</b>						
General Journal	IFA 02/01	02/01/2022		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
<b>50105 · Reserve Fund LGIP 6018</b>						
General Journal	RES 02/01	02/01/2022		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
<b>TOTAL</b>					<b>174,801.71</b>	<b>517,494.71</b>

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# Port of Brookings Harbor Purchases by Vendor Summary

January through December 2022

Cash Basis

	<u>Jan - Dec 22</u>
5-R Excavation, LLC	380.00
Adobe	14.99
ADP	1,307.35
Amazon Capital Services	828.75
Aquarius Environmental, LLC	7,220.00
Asurion Wireless Insurance	19.99
BI-MART	122.83
BOARDWALK MAIL SERVICE	117.00
Boat Shop & More LLC	400.00
BoatU.S. Boat Graphics & Lettering	217.15
Chevron Business Card	1,241.02
Coos-Curry Electric Cooperative, Inc.	21,563.80
Country Media, Inc.	180.25
Crescent ACE Hardware	564.27
Curry Equipment	64.00
Curry Transfer & Recycling	7,748.60
Del-Cur Supply Co-op	1,460.56
Dish Network	1,190.16
EBay	34.74
Elavon	4,288.91
EMC-Engineers/Scientists, LLC	44,212.80
Fastenal Industrial Supplies	2,711.66
Ferguson Enterprises, Inc.	225.27
Firefly Reservations	398.00
Flags.com	924.00
FRED MEYER	73.48
Freeman Rock, Inc.	736.70
Gaylord Klinefelter Contracting	1,880.00
Gerald W. Burns, CPA	1,000.00
Gold Beach Lumber Yard, Inc.	3,249.31
Gowman Electric, Inc.	170.00
Grainger	36.43
Grating Pacific, LLC	1,132.00
Harbor Logging Supply, Inc.	680.70
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
Hot And Mighty/T. George Podell & Co.,Inc	1,657.12
John Kellum/John's Portable Welding	1,162.50
K&K Insurance Group, Inc.	400.00
Kendrick Equipment USA LLC	334.05
Les Schwab Tire Center	208.98
Lithia Ford of Klamath Falls	46,441.32
Mascott Equipment	932.74
McLennan Excavation, Inc.	29,935.68
My Parking Permit	416.50
Office Depot	38.38
ONLINE Purchases	483.41
Orcal Security Consulting LLC	5,649.53
Oregon Alarm	7,525.00
Pacific Office Automation	660.51
Pacific Rim Copy Center	75.00
Pape Material Handling	665.25
Pitney Bowes Global Lease	423.09
Pitney Bowes, Inc.	413.04
Pump Pipe & Tank Services, LLC	115.00



**Port of Brookings Harbor  
Purchases by Vendor Summary**

Cash Basis

January through December 2022

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	<u>Jan - Dec 22</u>
Quill Corporation	309.71
Rentprep Enterprise/Fidelis Screening	39.90
SimpliSafe	29.98
SmartSign	1,041.05
Spec Dist Assoc of OR- Healthcare	21,248.08
Spec Dist Assoc of OR- Prop & Cas	21,119.18
Spectrum Business 8752 19 060 0025169	205.44
Spectrum Business 8752 19 060 0226494	209.96
Spectrum Business 8752 19 060 0247029	329.94
Spectrum Business 8752 19 060 0251369	353.91
Stadelman Electric, Inc.	382.86
Thermo Fluids, Inc.	66.55
Tidewater Contractors, Inc.	4,735.00
Tyree Oil, Inc	205,769.06
Uline	740.72
United Rentals, Inc.	1,105.00
US Bank Equipment Finance	669.60
US Relay/HD Relay	198.00
Valvoline	165.47
VERIZON WIRELESS	704.14
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.	29.98
<b>TOTAL</b>	<b><u>476,405.77</u></b>

# HARBORMASTER MONTHLY REPORT

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

## RV Park

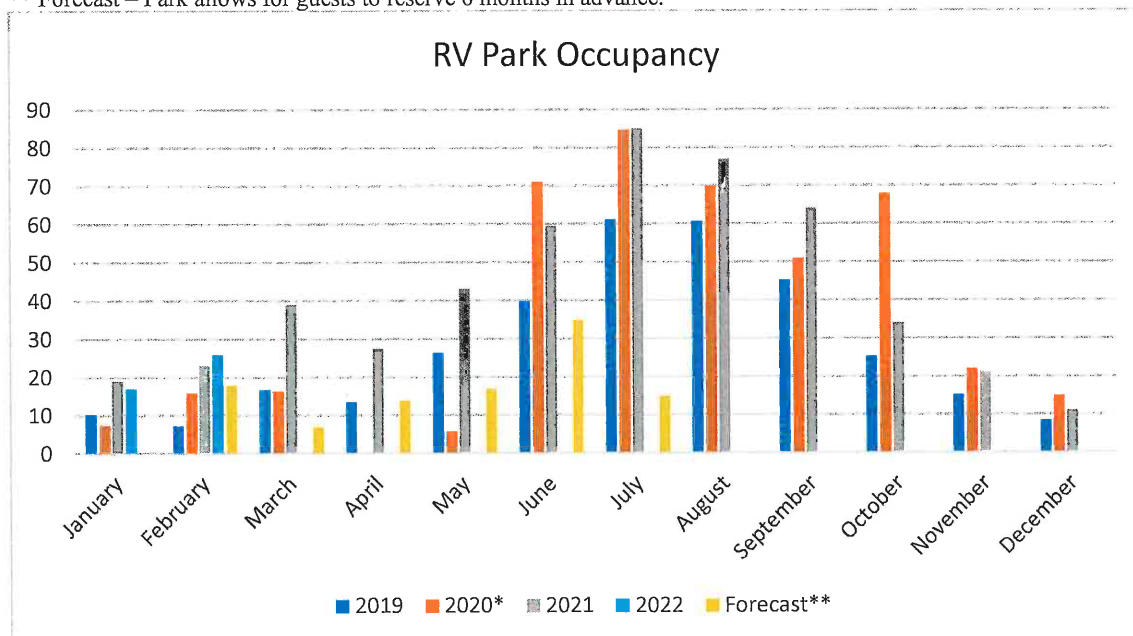
Routine maintenance and checks were done daily. Staff is keeping up on mowing, water leaks, and pedestal issues. Staff repainted a section of the men's bathroom stall. It appears a small fire was started and discolored part of the floor. Reservations are being made on the sites that were closed for the construction project. We anticipate a new construction schedule soon and then we can block out those sites that will be affected.

## 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	26	3	
March	16.8	16.4	39			18
April	13.5	0	27.5			7
May	26.4	5.7	43.1			14
June	39.9	71.1	59.5			17
July	61.3	84.7	85			35
August	60.8	70	77			15
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            21.5**

\* April & most of May 2020 RV Park was closed due to COVID-19.  
 \*\* Forecast – Park allows for guests to reserve 6 months in advance.



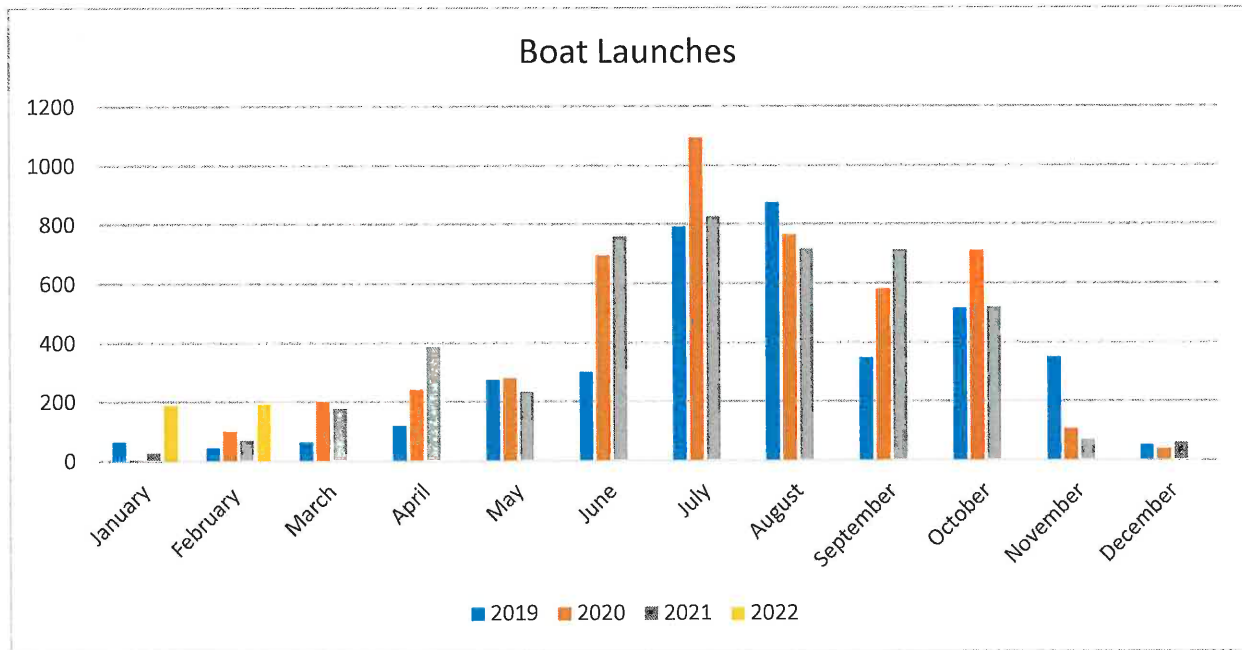
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**Marina**

Staff has worked to remove grass and vegetation in both basins. Pedestals were wiped down and cleats were tightened. Other issues, work orders will be made and completed in a timely manner. New 2022 parking passes are in port office. You will need the owner/captain to pick up passes and license plate numbers will be needed before they can be issued.

**Boat Launches Paid through Launch Machine**

	2019	2020	2021	2022	Change from 2021
January	66	5	27	190	163
February	47	102	70	195	125
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		
<b>Totals</b>	<b>3,822</b>	<b>4,842</b>	<b>4,556</b>	<b>385</b>	



**Equipment Services Performed by Port Staff**

**Telehandler Jobs**

	2019	2020	2021	2022
January	4	2	0	8
February	1	6	3	2
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	
<b>Totals</b>	<b>62</b>	<b>57</b>	<b>47</b>	<b>10</b>

**Travel Lift Haul-Outs**

	2019	2020	2021	2022
January	2	1	0	2
February	2	5	1	6
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	
<b>Totals</b>	<b>96</b>	<b>78</b>	<b>68</b>	<b>8</b>

**Commercial Receiving Dock**

Port staff greased and tightened brake on public hoist. Hoist is fully operational and in good condition. Jack Akin is leaning towards placing some survey control points on the Hallmark Dock for monitoring and performing a load test.

**Commercial Retail Building**

Hungry Clam reported a water leak inside their kitchen area. Staff found a small pin hole leak in the copper line. Plans were made for a shutdown so the repair could be made. Port staff replaced all damaged wall coverings and replaced all plumbing that service the kitchen sink areas.

**Maintenance Crew**

Maintenance completed 73 work orders throughout the port. All staff is doing a great job keeping up with the port, keeping a clean presentable area for the public to use.

# PORT MANAGER

## MONTHLY REPORT

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

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Port engineer, Jack Akin/EMC, brought his engineers with him to look at the warehouse, Hallmark Dock and boardwalk to provide additional assessment on their conditions. We are expecting a report from Jack sometime in March. Jack is leaning towards placing some survey control points on the Hallmark Dock for monitoring and performing a load test. He liked the temporary supports that were installed at the warehouse and separating the boardwalk damage.

FEMA permitting and engineering continued with Jack Akin/EMC. Jack performed some drone survey work on Basin 2 slopes to confirm quantities for the construction drawings. Core sampling analysis was completed, and the Joint Permit Application will be resuming soon. Jack will be providing construction drawings and his estimated timeline for permitting and FEMA approvals in March.

SDAO Annual Conference was held this month, not in person, but all virtual. Commissioners and Port staff joined some of these meetings. SDAO plans to have these meetings available to view if anyone missed them.

## 2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
1	Tuesday, January 11, 2022		Non-Moorage Charter Fees		
2			Port Best Management Practices Amendment		
3			Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application		
4			ODEQ Tier 2 Corrective Actions and Notification to Gear Storage Users		
5			Pelican Bay Arts Association Request for 5-year Agreement		
6			POBH Employee Handbook 2022		
7			Business Oregon FEMA Matching for DR-4432 and DR-4452		
8			Sale of Business – Bounder Fresh Crab Consent to Assignment and Assumption of Lease		
9			North Jetty Access		
10			Stormwater Test Results for December 13, 2021		
11			Boardwalk Condition and Modifications		
12			Fuel Dock – Fuel Tank Control Box Repair and Protective Structure		
13			South Coast Credit Accounts		
14			Vessel Miss Stacey		
15			Financial Consultant Contract		
16			Curry County Sheriff Substation Office MOU		
17			Zola's on the Water Late-Night Activities		
18			SDAO Annual Conference 2022		
19			Blue Fin Realty Lease Renewal Amendment No. 1		
20			Hallmark Receiving Dock Condition		
21			4th of the July Fireworks		
22			Basin 1 Storm Damage to Vessels		
23			Mountain View Custom Cycles LLC and Rebel Ink Tattoo Studio LLC and Barber Shop Lease		
24			Tidewinds Sportfishing Request for Signage Space		
25			2022 SDIS Property / Casualty Insurance Renewal and Longevity Credit and Rate Lock Guarantee		
26	Wednesday, January 19, 2022	Best Management Practices Amendment		Approved	
27		Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Ap		Approved	
28		Notification to Gear Storage Users		Approved	
29		Pelican Bay Arts Association Request for 5-year Agreement		Approved	
30		POBH Employee Handbook 2022		Hold	Under Port Legal Counsel Review
31		Sale of Business Bounder Crab Shack Consent to Assign. and Assum. of Lease		Approved	
32		North Jetty Access and Crab Dock Removal		Approved	Close Jetty Access and when remove dock when project warrants
33		Boardwalk Condition and Modification		Approved	Separate damage section and extend handrailing
34		CBN Enterprises		Approved	Allow Southern Oregon Credit Services / Collect Northwest to proceed with litigation
35		Financial Consultant Contract		Approved	
36		Blue Fin Realty Lease Renewal Amendment No. 1		Approved	
37		Vessel Miss Stacey Update		Approved	Placing Lien on vessel, crab pots, gear and crab pot permit
38			Budget Calendar for Fiscal Year 2022-23		
39			Tsunami January 15, 2022, Update		

30

### 2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
40	Friday, January 28, 2022	DEQ Tier 2 Corrective Action Report		Approved	
41			Moorage License Agreement – Recommended Revisions		
42	Wednesday, February 16, 2022	Non-Moorage Charter Fees		Approved	
43		Budget Officer Appointment		Approved	Approved Kim Boom
44			Next Workshop Meeting Date		
45	Thursday, February 24, 2022		Vessel Miss Stacey		
46			Derelict Vessels		
47			Moorage License Agreement Revisions		
48			Port Rates July 1, 2022, to June 30, 2023		
49			Boat Yard Warehouse Condition		
50			Budget Committee Applications – Selection Process		
51			Fuel Tank Control Box Protective Structure		
52			2022 Events at the Port		
53			RV Park Project Delay		
54			Delinquent Account Write Off Request		
55			Congressman Defazio Earmark for WWTP Update		

## ACTION ITEM – A

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**DATE:** March 16, 2022  
**RE:** Moorage License Agreement Revisions  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Last workshop meeting our Port Legal Counsel reviewed their recommended changes to strengthen the Moorage License Agreement.
- Board had further discussed condition of boats in the harbor and requiring surveys, inspections, bonds, or some financial responsibility of potential problem boats.

Age of boats currently moored here with annual or semi-annual moorages:

Number of Boats	Age of Boats (years)	Boats on Watchlist
1	90+	
1	80 to 90	
4	70 to 80	
3	60 to 70	
29	50 to 60	3
77	40 to 50	11
62	30 to 40	5
52	20 to 30	1
31	10 to 20	
37	1 to 10	
297		20

- Port staff is recommending removing “Live-Aboard” status at the Port of Brookings Harbor. Anyone who currently is allowed to live on their boat have tenant rights similar to a building unit. Current approved Live-Aboard would be grandfathered.
- If the Board elects to keep the “Live-Aboard” status, Port staff recommends no new live-aboards until Port Legal Counsel provides legal advice and further discussion on the impacts to the Port and tenants.
- Port staff is recommending requiring all new moorage vessels to the Port of Brookings Harbor 30 years and older to provide a copy of marine survey conducted within the last 12 months. Daily or transient vessels would be exempt.

### DOCUMENTS

- Proposed Moorage License Agreement, 6 pages



## COMMISSIONERS ACTION

- **Recommended Motion:**

Motion to approve Moorage License Agreement with the revisions from Port Legal Counsel including the elimination of new Live-Aboard at the Port, and any new vessels to the Port of Brookings Harbor 30 years or older must provide a copy of marine survey report conducted within the last 12 months.



**Port of Brookings Harbor**  
 16330 Lower Harbor Road / PO Box 848  
 Brookings, Oregon 97415  
 Phone (541) 469-2218  
 Fax (541) 359-3999  
 www.portofbrookingsharbor.com

**Board of Commissioners**  
 Richard Heap, President  
 Joseph Speir, Vice-President  
 Sharon Hartung, Secretary/Treasurer  
 Kenneth Range  
 Larry Jonas

**MOORAGE LICENSE AGREEMENT**

Slip No.: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**BILL TO:**     Owner     Operator

**BOAT OWNER PHYSICAL ADDRESS:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**BOAT OPERATOR/OWNER BILLING ADDRESS:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Driver's License Verification:     Yes     No  
 Commercial Fishing License:     Yes     No     N/A  
 Proof of Ownership: Bill of Sale or Registration/Title

**GUARANTOR FOR CORPORATE OWNER/OPERATOR**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE NOTIFY:**

(When Owner/Operator is away and cannot be reached)

Name \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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**INSURANCE INFORMATION:**

Insurance Co.: \_\_\_\_\_  
 Policy #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_

**BOAT INFORMATION:**

Boat Name \_\_\_\_\_  
 Reg / Doc #: \_\_\_\_\_  
 Length Overall: \_\_\_\_\_ Beam: \_\_\_\_\_ Draft: \_\_\_\_\_  
 Year: \_\_\_\_\_ Make: \_\_\_\_\_

Check all that apply:  Sail     Inboard     Outboard  
 Other: \_\_\_\_\_  
 Recreational     Commercial     Charter

**MOORAGE LICENSE TERM & TYPE:**

From \_\_\_\_\_ To \_\_\_\_\_  
 Type:     Recreational     Commercial  
 Annual     Semiannual     Monthly     Weekly  
 Daily     Transient    Other \_\_\_\_\_  
 Fee\*: \_\_\_\_\_

This Moorage License Agreement is subject to the terms and conditions set forth on the Moorage License Agreement and to the Port of Brookings Harbor ordinances, presently in effect or that become in effect in the future, and which may be accessed on the Port's website.

Renewal letter will be sent out 60 days prior to expiration date. Fees for moorage are due and payable in advance for the entire term. Moorage License Agreements that are not signed will be terminated 30 days after the renewal date.

Permission to "live-aboard" and "Storage" must be specifically authorized in writing by the Port of Brookings Harbor by separate agreement.

\*Moorage fees are payable in advance. Moorage agreement automatically reverts to a monthly rate if not paid in full within 30 days. Past due accounts will be assessed a late charge of \$1.00 or 1.5% per month (18% per annum) whichever is greater. In the event, suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any Return Payment.

I AGREE TO THE TERMS AND CONDITIONS ATTACHED TO THIS DOCUMENT:

Owner/Operator: \_\_\_\_\_ Port of Brookings Harbor Formatted: Font: Bold  
Representative:

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Formatted: Left

Guarantor(s) for Corporate Owner/Operator

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**PORT OF BROOKINGS HARBOR  
MARINA BEST MANAGEMENT PRACTICES**

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**ENGINES AND BILGES**

- Use absorbent bilge pads or socks to soak up oil and fuel.
- Recycle and/or dispose of petroleum products properly.
- Dispose of used oil filters properly and make sure they are thoroughly drained.
- Do NOT discharge bilge water if there is a sheen to it.
- Do NOT dispose of any fuels or used oil in the marina's dumpsters.
- Contact the Port Office for the nearest oil recycling locations.
- Fueling of boats inside marina slips is prohibited.
- Immediately report all releases of fuels, oils and observed sheens on water.

**PAINTING AND VARNISHING**

- It is prohibited to do any in-water hull scraping or any process that occurs underwater which removes paint from the boat hull.
- Limit the amount of open solvents or paints on dock to one gallon or less.
- Always mix paints and epoxy over tarp.
- Always use a drip pan and/or drop cloth (tarp) when painting.
- Spray painting is not allowed within the marina.
- Do NOT dispose of paints or solvents in the marina's dumpster.

**SURFACE PREPARATION**

- Use biodegradable, non-toxic, phosphate free cleaners and/or soaps.
- Liberally use tarps to capture all scrapings, debris and drips or use a vacuum sander.
- Stretch tarps between the side of the boat and the dock when working over the water.

**SEWAGE**

- Untreated sewage should never be discharged directly overboard.
- Store sewage in holding tanks and dispose of properly at pump-out stations.
- Ensure Marina Sanitation Devices (MSD's) Type I and II systems are working properly and discharge the treated waste only when your boat is underway (in coastal waters and rivers navigable from the ocean). DO NOT DISCHARGE ANY MSD while moored in the marina or at any time on inland lakes and reservoirs.
- Type III MSD's are NOT treatment systems; they are only holding tanks and are always required to use pump-out stations.
- Use shore-side facilities as often as possible.

**SOLID WASTE DISPOSAL**

- Pets must remain on a leash at all times and immediately pick up after your pet and dispose of the waste in a garbage receptacle.
- Harvested fish must be cleaned using the designated fish cleaning stations or on vessels and disposed of properly. All solid fish waste must be disposed of into garbage receptacles or as approved by OSMB, as it is illegal to dispose of fish carcasses in Oregon waterways.
- Dispose of all garbage in the proper shore-side receptacles.
- Recycle all plastics, newspapers, cardboard and aluminum in appropriate receptacles.

No open burning is allowed in the marina from petroleum-containing waste or garbage that would generate black smoke or noxious fumes.

Unattended storage items are not allowed on marina docks.

**ALL HAZARDOUS WASTE MUST BE DISPOSED OF PROPERLY. CONTACT THE PORT OFFICE FOR MORE INFORMATION AT: (541) 469-2218**

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**Thank you for helping us to protect the environment and keep a clean and enjoyable facility!**

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**Moorage License Agreement  
General Terms and Conditions**

1. **MOORAGE SPACE:** The Port of Brookings-Harbor ("Port") grants to the designated Owner/Operator ("Licensee") a license for moorage of the designated vessel in the moorage space identified on the front of this Agreement. The Port reserves the right in its sole discretion and without notice to reassign any vessel or stored material to an alternate site of the Port's choosing, permanently or temporarily, to accommodate emergency situations, repairs or administrative needs.
2. **FEES & CHARGES: FEES ARE BASED ON SIZE OF SLIP OR LENGTH OF BOAT, WHICHEVER IS THE GREATER.** Fees for moorage are due and payable in advance for the entire term of this Agreement. Moorage fees are **NON-REFUNDABLE** in whole or in part for daily, weekly, monthly and semiannual payments. Annual moorage, upon 30-days' notice from Licensee, will be refunded on a pro-rated basis at monthly rates. In addition to items covered specifically in this Agreement, Licensee agrees to pay whatever other fees or charges for additional services provided by the Port. The Port shall have right to recover any and all costs, including attorney fees, associated with the collection of any sums hereunder, whether or not suit is filed, or incurred in the salvage, termination, removal or sale of the vessel or personal property pursuant to this Agreement or any applicable Port ordinance. Past due accounts will be assessed a late charge of \$1.00 or 1.5% per month (18% per annum) whichever is greater.
3. **UTILITIES:** The Port does not guarantee the functionality, continuity or characteristics of the electricity or water provided by the Port. All risk associated with electricity supply, including risk to any of the vessel's electrical components or circuitry is entirely at Licensee's risk. Water, power and trash are included in the moorage rate. Licensee is responsible for any abuse of utilities and will be charged accordingly during the term of moorage, whether the vessel is physically in the assigned slip or not.
4. **RULES AND REGULATIONS:** Licensee agrees to comply at all times with any and all Rules and Regulations promulgated by any Federal, State, Local or this Port. Further, Licensee agrees to abide by special requests made in the interests of public or vessel safety by Port Manager or his/her designee. It is Licensee's responsibility to stay abreast of all rules and regulations concerning vessel use and the use of Port facilities. A copy of the Port's Ordinance is available from the Port Office or website.
5. **INSURANCE:** Licensee agrees to provide a marine/watercraft insurance policy with general liability limits of at least \$500,000. Said policy must include coverage for wreckage removal and fuel spill liability. The policy shall be endorsed to add the Port of Brookings Harbor as an additional insured and to provide not less than 30 day advance notice to the Port of any cancellation or modification of the policy. A copy of said insurance shall be provided to the Port. Failure to provide or keep in force such insurance shall be construed as a default of this Agreement and the Port will exercise its right to terminate
6. **VESSEL ACCESS:** Licensee grants the Port free access at all times to the vessel for purpose of inspection for compliance with this Agreement or with Port ordinances, movement of the vessel, fighting fire or other casualty, or at the discretion of the Port, the prevention of any casualty or potential hazard. The Port assumes no responsibility for any damage that may occur arising from the assertion of this right.
7. **WAIVER OF RESPONSIBILITY:** The obligation of the Port under this Agreement is limited to furnishing a portion of dock space reasonably necessary for vessel moorage. The Port does not accept vessels or personal property for storage and accepts no responsibility or liability for the safe keeping thereof, including, loss of any kind, theft or damage of any kind or cause. Licensee is fully responsible for himself, his family, his employees, ~~his~~ invitees to the Port's premises, and for the vessel, and agrees to hold the Port harmless and free from all expense, including attorney fees, for claims for any damages, injury or loss resulting from the acts or ~~failure to act~~ omissions of Licensee, his family, his employees, ~~or~~ invitees or arising from the vessel.
8. **ACCEPTANCE OF PREMISES:** Licensee acknowledges he has inspected the premises for use under this Agreement and accepts them in their present "AS-IS" condition. Licensee agrees to keep the assigned premises neat, clean, free of hazardous or flammable materials and to preserve the assigned space in as good condition and repair as is now or may be put hereafter by the Port. Unattended storage items are not allowed on marina docks.
9. **CONDITION OF VESSEL:** Licensee shall keep the vessel in seaworthy condition and fully operable at all times while in the water and shall secure and otherwise attend to the needs of the vessel. Failure to do so may result in the vessel being deemed a hazardous vessel in accordance with Port ordinance and removed at Licensee's risk and expense. Licensee understands that this action is taken to protect the Port and does not imply any responsibility for storage on the part of the Port. Upon the request of Port Licensee will promptly provide Port with a current report prepared by a marine surveyor accepted or approved by the Port confirming the seaworthiness of the vessel. New moorage vessels to the Port of Brookings Harbor 30 years or older to provide a copy of marine survey conducted within the last 12 months.
10. **ASSIGNMENT, TRANSFER AND SUB-LEASE:** This license is not assignable or transferable to any other party. Licensee may replace vessel with another of like size ~~but~~

must notify the Port immediately of the vessels particulars with the prior written consent of the Port, which consent shall be at the Port's sole discretion. Licensee may change operators but must notify the Port within 5 days with the particulars of the new operator, including name, address and telephone. Licensee must notify the Port within at least 10 days prior to any of the sale of the vessel and prior to any transfer of title to the vessel the vessel must be removed or the new owner must be accepted as a new Licensee by the Port in writing, which acceptance shall be completed a new Moorage License Agreement which may or may not be granted by the Port, at the Ports sole discretion.

11. **MOORAGE RENEWAL AND TERMINATION:**

Vessels remaining on the Port's premises after the expiration of this agreement shall be deemed abandoned and subject to removal or sale by the Port, and the moorage fee shall thereafter be increased by 150% and continue to accrue until the vessel is removed, but the continuing accrual of moorage fees or payment thereof after termination shall not affect the effectiveness of the termination of this Agreement unless otherwise agreed in writing. The Port may, upon 30 days written notice cancel long term Moorage License Agreement for repeated violations of Port Ordinances, Rules or Regulations.

12. **PORT'S RIGHTS UPON NON-PAYMENT OR**

**ABANDONMENT:** Any vessel deemed to be abandoned for any of the reasons stated herein is subject to seizure by the Port. A vessel shall be deemed abandoned thirty (30) days from the due date of payment or the failure to renew and prepay the license. The Port may chain, lock or remove the vessel from its assigned location on the Port premises at its sole discretion and refuse access by Licensee to such property until all accounts are paid in full including the Ports costs of seizure, including attorney fees and other costs of collection. The Port shall not be responsible for any loss or damage to the vessel seized during the entire time said vessel remains in the Port's possession. At any time following the date of seizure the Port<sup>2</sup>s, in its sole discretion, may offer for sale to the highest bidder, upon public notice in accordance with the Port's ordinance, the vessel or property so seized.

13. **CHANGE OF ADDRESS:** Licensee is responsible to notify the Port of any change of mailing address or email address or change of telephone number. All billings will be deemed delivered when mailed to the address of record supplied by Licensee.

14. **NON-WAIVER AND JURISDICTION:** The failure of the Port to enforce all or any part of this Agreement shall not constitute a waiver of any rights, including that which may have failed to enforce, under this Agreement. This Agreement shall be construed under the laws of the State of Oregon.

15. **PERSONAL GUARANTY OF PRINCIPAL OF CORPORATE OWNER/OPERATOR:** All Moorage

License Agreements with corporate Owners or Operators must be personally guaranteed by one or more controlling principal(s) of the corporate Owner/Operator. Any and all Guarantor(s) signing this Agreement acknowledge that they are personally benefitted by this Agreement, and that they unconditionally guarantee the timely performance of all of the Licensee's obligations hereunder. The liability of each Guarantor under this Guaranty is not limited and extends to all of Licensee's obligations hereunder, including indemnities. The liability of each Guarantor is continuing, joint and several, and continues until all of Licensee's obligations hereunder have been fully satisfied. Guarantor(s) shall not be released by or because of the taking, or failure to take, any action that might in any manner or to any extent vary the risks of Guarantor under the Guaranty or that, but for this paragraph, might discharge or otherwise reduce, limit, or modify Guarantor's obligations under this Guaranty. Guarantor waives and surrenders to the fullest extent allowed by law any defense to any liability under this Guaranty based upon any such action by or on behalf of the Port. It is the express intent of Guarantor that Guarantor's obligations under this Guaranty are and shall be absolute, unconditional, and irrevocable. Guarantor agrees to pay all reasonable attorneys' fees and all other costs and expenses that may be incurred by the Port in the enforcement of the Guaranty or in the preservation, protection, or enforcement of any rights of the Port in any case commenced by or against Guarantor under the Bankruptcy Code (Title 11, United States Code) or any similar or successor statute.

15.16. **"LICENSEE" FURTHER AGREES:**

- No moorage will be allowed unless designated by the Port Manager or his/her representative. The right is reserved to refuse moorage if in the best interest of the "PORT".
- Departure from or cancellation of moorage space will not be recognized unless the "PORT" office is notified by the owner or operator and a record is made of the departure or cancellation.
- Annual moorage rates are described as paid in advance for one full year.
- All moorage rates will be paid according to overall length of "VESSEL" or length of dock, whichever is greater.
- Annual moorage rates not renewed by full payment within thirty (30) days of due date become delinquent and automatically revert to the monthly rate charge.
- All rentals which are thirty (30) days past due shall accrue a late payment charge of \$1.00 or 1.5% (18.0% APR), whichever is greater.
- All rates and charges of any "PORT" facilities or services are considered on a NO REFUND basis. Annual moorage, upon 30-days' notice from Licensee, will be refunded on a pro-rated basis at monthly rates.
- Personal subleasing or sublicensing of any "PORT" facilities is prohibited.
- Failure to pay for charges or misuse of "PORT" facilities may result in relinquishing all privileges or access to facilities and service of the Port of Brookings Harbor.

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Commented [WJG1]: Note that federal admiralty law may apply to an agreement to provide moorage, but even so it can be supplemented by state law. I don't think any change necessary to this language.

- The storage is a matter of license to use space rather than a bailment. "LICENSEE" agrees to hold "PORT" harmless from any responsibility for preservation, security, or protection of items stored within the storage facility.
- No fabrication or repair of hull, wheelhouse cabin or deck gear.
- No sandblasting, welding or fiber glassing.
- No exterior painting of hull, cabin or deck gear.
- No storage of hazardous materials or chemicals.
- All items must be kept on board "VESSEL".
- No storage of miscellaneous gear will be allowed on the docks around "VESSEL".
- No electrical service is available in storage yard without prior arrangements made with Harbormaster or Port Manager. Additional fees will be charged for this service.
- Licensee further agrees that before over the water "VESSEL" maintenance and repairs take place at the Port of Brookings Harbor, the "PORT" will be immediately contacted to ensure conformity with the State of Oregon Best Management Practices.
- [The Port expressly retains, and does not waive, all rights and remedies provided under federal admiralty law.](#)

# ACTION ITEM – B

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**DATE:** March 16, 2022  
**RE:** Budget Committee Selection  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- 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. Advertisement for applications to fill the vacancies ended Monday March 7 at 5pm.
- Commissioners received the applications for their review and ranking of each application between 1 and 5. 5 being the highest ranking. Highest total fills the first vacancy, second highest total fills the second vacancy, and the third highest total fills the third vacancy.
- Any tiebreakers will be handled by a coin flip called by the Board President.

## DOCUMENTS

- Current Budget Committee Members, 1 page

## COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve new Budget Committee Members to fill vacant Position 6 (name) \_\_\_\_\_, vacant Position 7 (name) \_\_\_\_\_, and vacant Position 10 (name) \_\_\_\_\_ all for a three-year term.



# Port of Brookings Harbor Fiscal Year 2022-2023 Budget



## BUDGET COMMITTEE

### Board of Commission

### Term Expires

Position 1 – Joseph Speir	2025
Position 2 – Sharon Hartung	2023
Position 3 – Larry Jonas	2023
Position 4 – Richard Heap	2025
Position 5 – Kenneth Range	2025

### Committee Members at Large

Position 6 – Vacant	2024
Position 7 – Vacant	2024
Position 8 – Richard Contestabile	2023
Position 9 – Thomas Beene	2023
Position 10 – Vacant	2024

**Port Manager**  
Gary Dehlinger

**Harbormaster**  
Travis Webster

**Financial Officer**  
Kim Boom

## ACTION ITEM – C

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**DATE:** March 16, 2022  
**RE:** Delinquent Account Write Off Request  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Once a year, typically before the end of the fiscal year, delinquent accounts are reviewed and written off per Resolution 478. Port Manager has the authority to write off delinquent accounts below \$1,000 and submit to a collection agency, if we find the accounts unretrievable. Any amounts over \$1,000 requires Board action.
- Staff has prepared a summary account and attached for your review on Timothy Turner. The Port has exhausted all attempts to contact and retrieve amounts due. Requesting to move forward sending account to collections.

### DOCUMENTS

- Delinquent Account Write Off Request, 4 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve delinquent account write off of \$5,023.64 from accounts receivable and submit the amount to Port collection agency.



# Delinquent Account Write Off Request

Customer: Turner, Timothy L.

Amount Owed: \$5,023.64 Date: January 31, 2022

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Turner, Timothy L.

Timothy Turner had 2 Boats and 2 slips; F/V: No Choice on B1, C28 and F/V: Manita on B1, C29. Per inventory on 10/11/2021, staff reported the F/V Manita was removed, and slip was vacant, no further action was required for the F/V: Manita.

All charges on the account are regarding the F/V: No Choice. On July 2, 2021, the vessel was noticed to be taking on water in engine compartment. Port staff tried to contact with no success. Port Staff pumped out the boat. On August 8, 2021, after repeated unsuccessful attempts to contact Mr. Turner, Port Staff removed the boat "No Choice" from slip C28 and put it into the boat yard as it has been deemed a hazard due to not being seaworthy. After 30 days, on September 10, 2021, the vessel was deemed abandoned and Port Staff commenced the process of seizing the vessel. Per ORS 830.918, The Port seized the vessel on September 24, 2021. The disposal date was November 9, 2021. Below are detail notes on account:

- 7/2/2021 Port Staff attempted to call Tim, FV No Choice on B1 C28 was noticed to be taking on water in engine compartment. Tim did not answer the call, so Port Staff pumped out the boat. Gary left a message on Tim's phone asking him to contact the office because his boat does not seem to be in seaworthy condition at this time.

7/6/2021 Travis attempted to call Tim again regarding the boat getting pumped out on 7/2/21 and not being seaworthy. Tim did not answer, Travis left another message asking him to contact the office.

7/7/21 A letter was sent to Tim by certified mail (see moorage file) stating that Port staff pumped his boat out on 7/2/21 and that several attempts to reach him phone by unanswered. The letter stated he has 30 days to bring the boat up to seaworthy and operable condition. If he does not bring the boat to meet these requirements it will be deemed hazardous and removed at his expense.

7/8/2021 Travis received a call back from Tim. Tim said he plans to repair the boat or haul it out if he can't get it running. Travis told him that he has 30 days and let him know a certified letter was sent to him.

- 8/4/2021 11:50:59 AM: I spoke to Tim today regarding his boat trailer that was found in the parking lot unhitched on Monday, and overnight on Tuesday. I explained our rules on trailers, that they cannot be left unhitched at any time, and they are not allowed in the parking lots after 10pm. I told him he can pay \$3 per day either at the office, or at the kiosk, and get a place to store the trailer if he needs to unhitch it, or if he intends to stay overnights on his boat. I also mentioned the 72-hour overnight rule again, and he said he has been working on his boat in C28 that we gave him until 8/7 to make seaworthy. AS

- 8/10/2021 8:42:56 AM: Travis removed the boat "No Choice" from slip C28 and put it into the boat yard as it has been deemed a hazard due to not being seaworthy. A certified letter has been sent to Tim advising him that the Port removed the boat, and that he is responsible for all costs involving removal and storage. He was notified that failure to remove the boat from the yard and pay the associated costs would result in moorage termination.



Certified Label # 9407111898765808732684

A copy of the letter is in his moorage file.

A copy of the letter has been posted on the vessel.

A copy of the letter has been emailed to Tim. AS

- 9/8/2021 3:03:38 PM: A 30-day invoice of charges was created today and sent to Tim for "No Choice" which was removed from C 28 on 8/10/21 for being unseaworthy. The invoice is noted that yard days are "through 9/8/21" as they will keep accruing until the Port takes final possession of the boat. Port Staff will begin the abandonment process at this time. AS

- 9/10/2021 1:19:43 PM: Preseizure Notice for abandoned & derelict vessel sent via USPS Certified Mail with a deadline of September 24, 2021.kb

- 9/9/2021 3:51:53 PM: Received confirmation from Melinda at OSMB that the vessel 'NO CHOICE' is now registered in the State of Oregon, OR356AHE.kb

9/17/2021 - Received by mail:

- - a moorage license agreement for C 29, and
- - a money order for C29 semiannual moorage, and
- - payment for trailer storage 9/4/21 - 10/4/21

(The moorage agreement and money order are both dated 9/14/21). I returned the moorage agreement AND the money order to Tim because the moorage had already been terminated by the port for failure to renew on 9/8/21. I mailed both back to Tim's PO Box 681, Keno... along with a copy of the termination letter from Travis dated 9/8/21, and an additional letter stating that I am returning these items to you because they were not received by the due date of 9/7/21 and your moorage has already been terminated, you must remove "Manita" by 10/8/21 to avoid further charges for its removal, storage and disposal.

\* Note - I couldn't apply the \$61 included in the money order to the storage invoice 20211622 - there is no way to receive only part of a money order - so this invoice is still open on Tim's account. AS

- 9/24/2021 - (No Choice) Invoice # 20211705 for additional storage yard days from 9/9/21 - 9/24/21, and a statement dated 9/24/21 (showing total due of \$2,3999) were mailed to Tim's PO Box. AS

- On 9/27/2021 Tim emailed that he received his payment back for Moorage on C29 "Manita" and asked "what do I need to do?" I replied to his email stating that a letter was included in his returned payment, and that he could also refer to the Termination letter sent by Travis on 9/8/21. I told him again that he has until 10/8/2021 to remove Manita from the slip or it will be considered abandoned. AS

- On 9/30/2021 Christine Kepler called. She is Tim's fiancé or significant other, she is also listed as his emergency contact. She asked me about the termination letter they received and what they need to do. I told her that we have already sent 2 letters and an email to Tim, explaining that they need to remove the boat from port property by 10/8/2021. She asked if there was any way to pay a late fee and renew / reinstate their moorage. I told her no. I told her that they need to come get the boat by 10/8/2021, or we will begin the abandonment / seizure process on the boat. AS

Travis and Gary made the decision upon Termination of Moorages for both "No Choice" C28, and "Manita" C29, that Tim will not be allowed to reinstate either of his moorages due to a list of things such as abandoning his boat "No Choice", not paying his renewals on time, the boats not being in good and/or working condition, parking violations - unhitched trailer in the parking lots, etc. AS



- 09/10/2021 8:43:28 AM: Post Seizure Notice sent via USPS Certified Mail, adhered to vessel. kb
- 10/5/2021 8:03:26 AM: Received 'Return to Sender', UNCLAIMED and Unable to Forward Pre-seizure Notice that was sent on September 10, 2021.kb
- 09/24/2021 8:43:28 AM: Post Seizure Notice sent via USPS Certified Mail, adhered to vessel, and posted on the Port's website. kb
- 10/26/2021 2:55:37 PM: Received 'Return to Sender', UNCLAIMED and Unable to Forward Post Seizure Notice that was sent on September 24, 2021. kb
- 11/16/2021 9:04:37 AM: The Port completed the seizure process of abandoned boat on 05 NOV 2021. The vessel had no value and was taken to Curry Transfer and Recycling for disposal on 09 NOV 2021, see invoice#20212105.
- 11/4/2021 10:47:02 AM: Port Staff completed and submitted to OSMB the Oregon Marine Board Seizure & Disposal report for OR356AJE, F/V: No Choice. Disposal Date: September 27, 2021.kb
- 12/29/2021 Demand Notice sent to Timothy Turner at P.O. Box 681, Keno, OR, 97627 for payment of \$4,947.62 by 14 January 2022 or account will be sent to collections. Notice sent via USPS certified return receipt requested signature. CH
- 1/11/2022 8:42:36 AM: Received notification of item, Demand Notice sent to Timothy Turner at P.O. Box 681, Keno, OR, 97627 for payment of \$4,947.62, was picked up at the post office at 9:55 am on January 10, 2022, in Keno, OR 97627. kb
- 1/24/2022 10:52:28 AM: Left a voice mail message for Mr. Turner at 1527 on Monday, January 24, 2022. Inquired about his plans to address his outstanding balance and the importance of paying the debt to clear his credit record. CH

- Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$5,023.64.**
- Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$5,023.64.**
- Other Agreement/Terms as presented and approved.** Customer balance is \$5,023.64

\_\_\_\_\_  
Authorized / Attached Minutes

\_\_\_\_\_  
Date

9:43 AM  
 01/31/22  
 Accrual Basis

**Port of Brookings Harbor**  
**Balance Details for Turner, Timothy L.**  
 All Transactions

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Amount</u>	<u>Aging</u>	<u>Open Balance</u>
Invoice	20211700	09/08/2021	(No Choice B1 C28) Boat Tow, Haul Out, Impound Fee, Yard Days (8/10-9/8/21) for Storage of Vessel	09/08/2021	1,922.00	145	1,922.00
Invoice	20211705	09/24/2021	(No Choice) Additional Yard Days after 9/8/21 (Dates: 9/9/21 - 9/24/21)	09/24/2021	416.00	129	416.00
Invoice	20212105	11/15/2021	Disposing Vessel: No Choice	11/15/2021	2,211.50	77	2,211.50
<b>Total for Disposing of Vessel 'NO CHOICE'</b>							<b>4,549.50</b>
Invoice	FC 1382	01/31/2022	Finance Charge	01/31/2022	76.02		76.02
Invoice	FC 1348	12/29/2021	Finance Charge	12/29/2021	180.10	33	180.10
Invoice	FC 1309	11/30/2021	Finance Charge	11/30/2021	36.39	62	36.39
Invoice	FC 1278	10/31/2021	Finance Charge	10/31/2021	59.63	92	59.63
<b>Total Finance Charges</b>							<b>352.14</b>
Invoice	20211851	10/01/2021	Trailer Storage Tag # 208, Dates: 10/4-11/4/21	10/01/2021	61.00	122	61.00
Invoice	20211622	09/01/2021	Trailer Storage Tag # 208, Dates: 9/4-10/4/21	09/01/2021	61.00	152	61.00
<b>Total for Trailer Storage SEP 4, 2021 - NOV 4, 2021</b>							<b>122.00</b>
<b>Total</b>					<u><b>5,023.64</b></u>		<u><b>5,023.64</b></u>

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# ACTION ITEM – D

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**DATE:** March 16, 2022  
**RE:** Gear, Boat and Trailer Storage Area(s)  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- With the FEMA Project continuing to evolve at the gear storage area, the Board had reviewed several different configurations for the sediment basin and proposed relocation of gear storage to meet DEQ stormwater regulations. In other meetings, the Board approved relocating Pacific Seafood gear behind the Port Shop.
- The Port's DEQ Tier 2 corrective actions will follow the FEMA Project to delist the current gear storage areas and create parking lots which are exempt from stormwater regulations.
- We tested the stormwater at the proposed crab pot storage area to give us a better idea of what kind of contaminants what might have to deal with. Surprisingly the aluminum tested above the state benchmark. The environmental engineers believe the new gear storage areas if paved would improve stormwater quality.
- We have reconsidered the Pacific Seafood gear storage move behind the Port Shop. If the gear was moved behind the Port Shop, we would be creating a new industrial footprint. New stormwater drainage and stormwater testing would need to be done. Instead, we plan to move their gear into the new proposed sites.
- Our long-term boat and trailer storage area is located next to Oregon Homes Reality and the Mountain View Custom Cycles. We would like to improve the ground and install marked parking stalls to maximize the space.
- We would also like to designate the area behind the Port Shop as the **daily** boat & trailer storage area. This area would be used by customers buying the daily dock moorage from the boat launch machine and wanting to store their trailers/boats. We would also use this area for any impound vehicles or equipment from Port property.

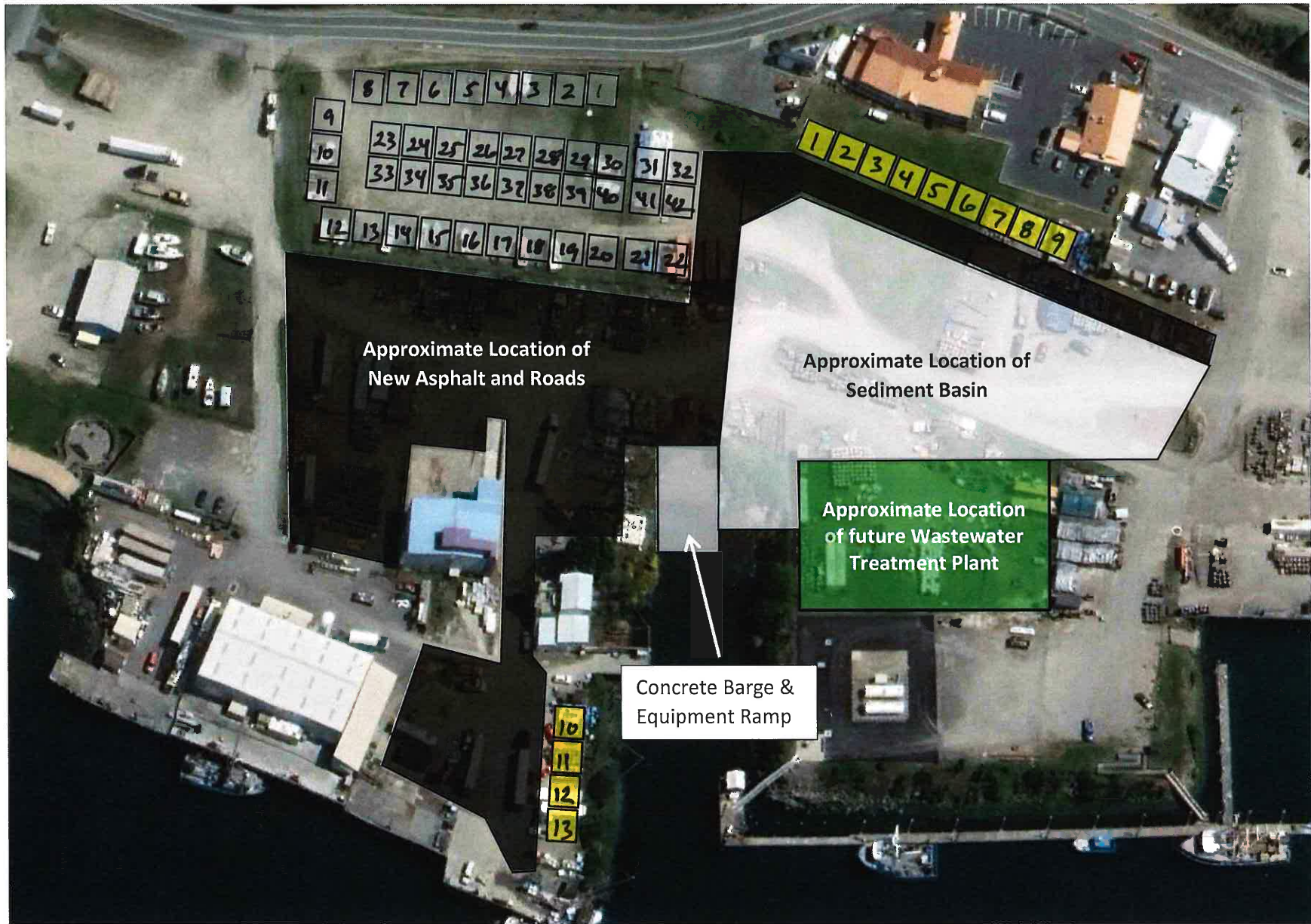
## DOCUMENTS



- Proposed Gear Storage Relocation Drawing, 1 page
- Proposed Long-term Boat and Trailer Storage Drawing, 1 page
- Proposed Daily Boat and Trailer Storage Drawing, 1 page

## COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approved new gear storage areas as shown on the proposed drawing, approve grading and placement of gravel with delineation of stalls at the long-term boat and trailer storage area, and approve the daily boat and trailer storage area behind the Port Shop.

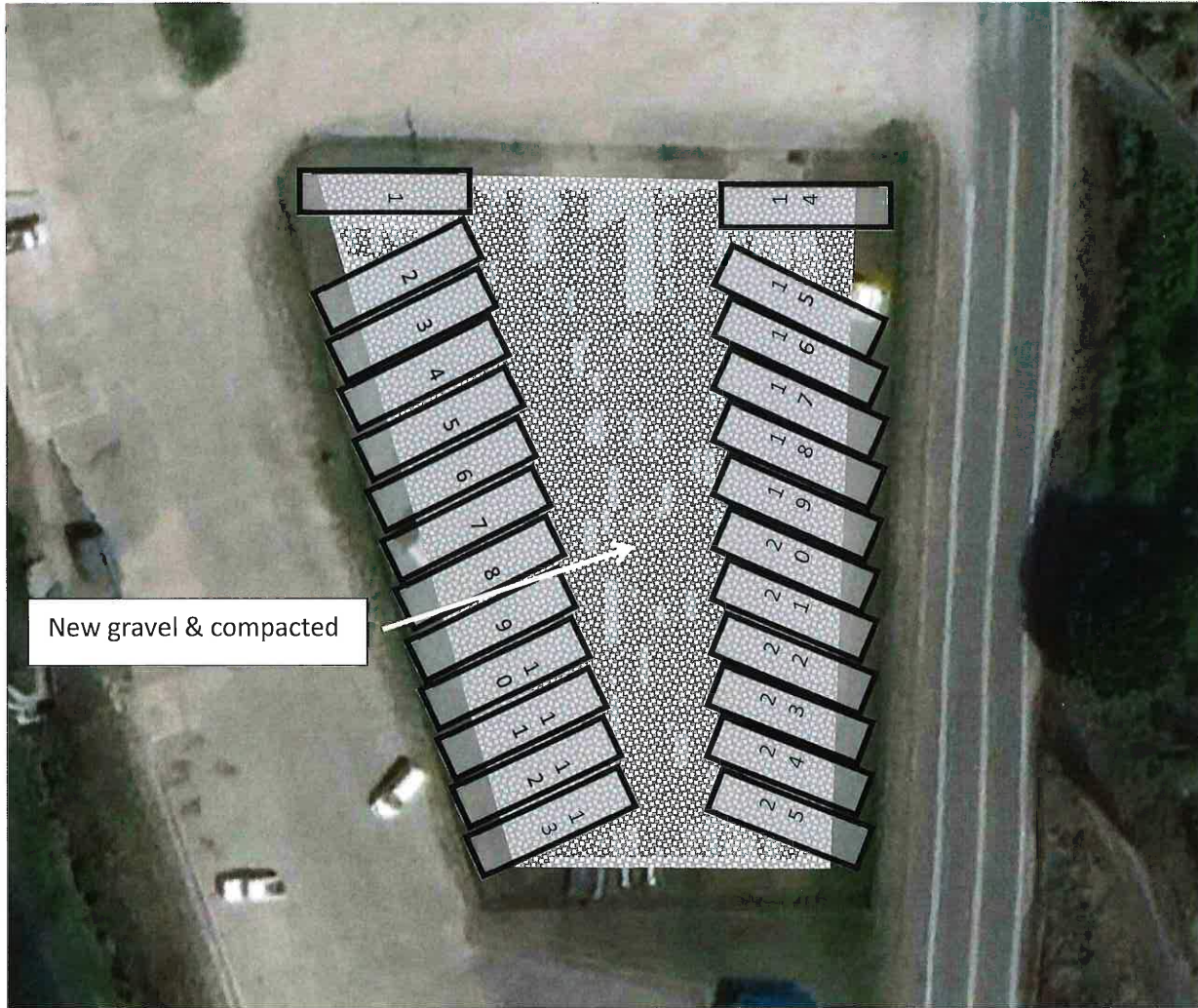
# Port of Brookings Harbor – Proposed Gear Storage Relocation (New Industrial Footprint)



-  30' x 30' Crab Pot Storage
-  30' x 30' Other Gear Storage (winches, hoppers, outrigger poles, doors)



# Port of Brookings Harbor Proposed Long-Term Boat & Trailer Storage Area



New gravel & compacted

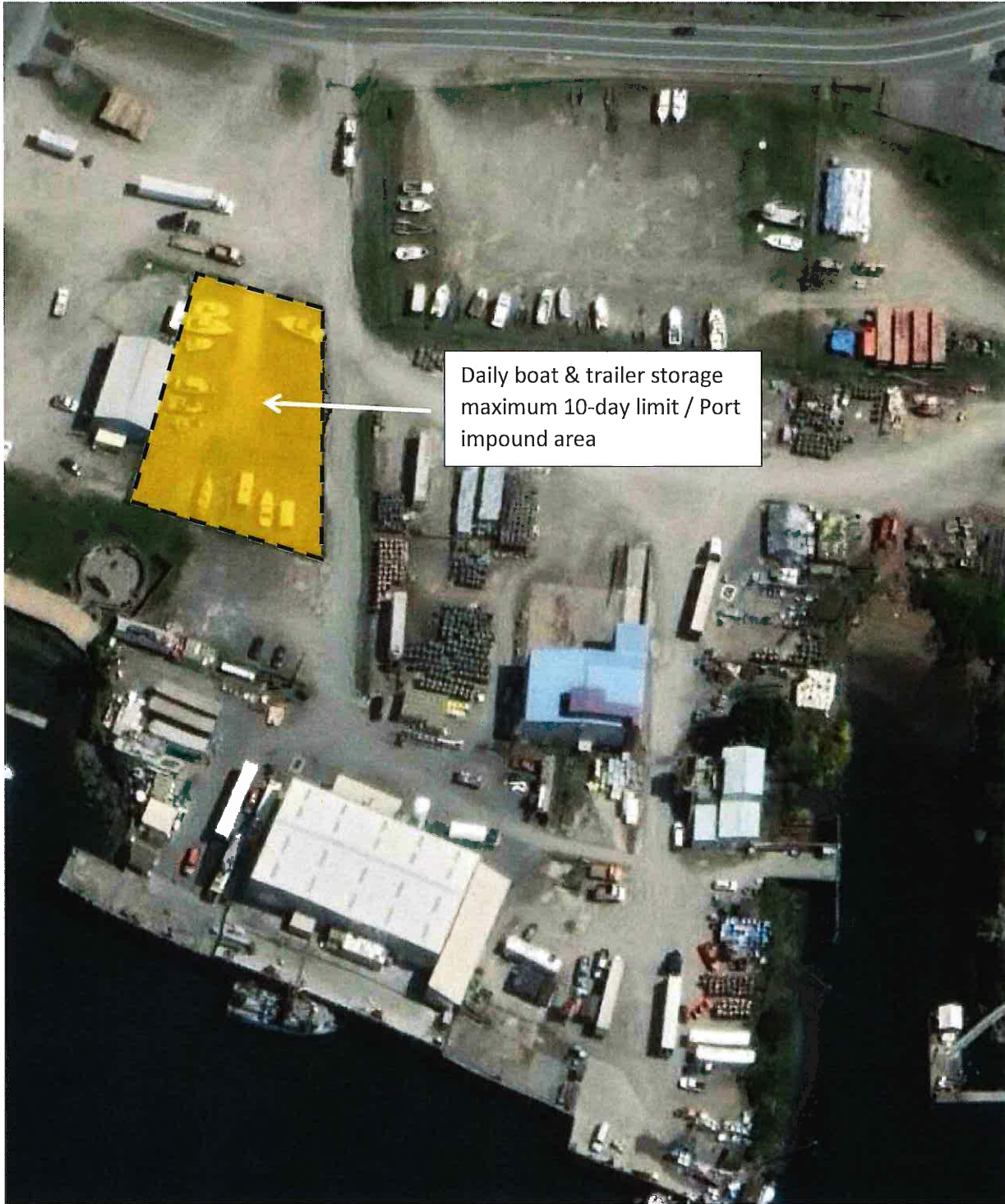
40' long x 14' wide stalls.

Fill 4 to 6 inches of gravel and compact. Stop gravel 10' from fence to provide water saturation area.

Delineate stalls with removable / bendable traffic cones.



**Port of Brookings Harbor  
Proposed Daily Boat & Trailer Storage Area**



# ACTION ITEM – E

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**DATE:** March 16, 2022  
**RE:** Port Rates July 31, 2022 to June 30, 2023  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- Every year about this time the Port reviews the current rates and proposes new rates based on economic and other related factors. Usually, Port staff reviews the annual CPI for all West Urban Consumers for one of the factors of the rate increases. Most Port leases have built within them an annual CPI increase. Some leases have flat rate increases every five years. Keeping our lease rates equal, we typically raise the base lease rates by the annual CPI amount.
- Last year rates were increased by the annual CPI of 1.7% to Section 1 Service Rates, Section 3 Moorages and Section 6 Commercial / Retail Leases.
- Per Resolution No. 444 Dredging Surcharge, approved June 17, 2014, the Port may add 2% to the standard rate increase of 5% at the discretion of the Port Manager on an annual basis.
- The annual CPI for **All West Urban Consumers for 2021 is 4.5%** per the U.S. Bureau of Labor Statistics.

- 
- Recommended rate adjustments for July 1, 2022 to June 30, 2023:

### **Section 1. Service Rates**

1. CPI increase of 4.5% for all equipment rental rates.
2. 4 cent increase for Gear Storage. New rate would be 10 cents per square foot per month.
3. CPI increase of 4.5% for Permit to Sell Fish from Boat. New rate would be \$165.
4. Add welding plug rate per day. \$20 per day.
5. Increase boat storage per day and per month. New monthly rate would be \$100 per month. New daily rate would be \$10 per day with a maximum 10-day limit purchased through the boat launch machine.

The reasons for asking an increase for gear storage are DEQ regulations, handling stormwater runoff and management / administrative expenses of storage space. If approved, boat storage space will be graded with gravel and marked parking stalls to maximize the space available.

### **Section 2. Boat Yard**

1. After reviewing Port of Charleston Boat Yard rates which are flat rates, not per foot. We have discovered our travel lift haul-outs no matter the size of load, the equipment and labor perform the same tasks.

Port staff is recommending changing how we charge for haul-outs to follow Port of Charleston rate format. These rates would include one hour of pressure

washing. The flat rates would help cover the costs involved hauling out any size of vessel the travel lift can handle.

### **Section 3. Moorages**

1. Moorages:
  - a. **Option 1**, 4.5% rate increase to all moorages.
  - b. **Option 2**, 4.5% rate increase to all moorages, plus \$2 increase to commercial moorage rate (gradually increase commercial rate overtime to match recreational rates).
  - c. **Option 3**, 4.5% rate increase to all moorages, plus \$3 increase to commercial moorage rate (moderately increase commercial rate overtime to match recreational rates).
  - d. **Option 4**, 4.5% rate increase to all moorages, plus \$9.05 increase to commercial moorage rate (increase will match recreational rates).
2. 10% increase to Live-aboard fee. New rate would be \$82.50 per person per month. Maximum rent increase allowed is 7% over the current CPI.
3. Discount for annual boat launch for local residents in the zip code 97415, senior citizens (65 & over) & veterans - active, retired or disabled with proof of ID (20% discount). New discount rate for annual pass would be set at \$120. July – Sept discount rate would be set at \$80. Oct – Dec rate would be set at \$60.

Port staff is requesting eliminate all new live-aboard applications and grandfather approved existing live-aboards. Fee increase would help cover administrative and regulatory costs permitting live-aboards in the harbor.

### **Section 4. Fuel**

1. 5 cent increase to diesel fuel resale rate. (Rates have not changed since 2018 when it became a flat rate over the purchase price) New rate would be 35 cents over the purchase price.
2. 4 cent increase to Fueling Over the Dock per gallon.

Port field operations average little over 40 hours per month pumping fuel and handling paperwork. Another 10 hours per month for maintenance and repairs. These hours are now being calculated into the profit and loss accounting. Depreciation which is not factored into our accounting should be \$10,000 annually.

We reduced the amount from our last meeting from 10 cents to 5 cents. Since 2018, the CPI has increased 12.2% which is almost 4 cents. This increase to diesel fuel rates would help cover the labor for pumping fuel, maintaining equipment and future repairs. The fuel dock is operating close to break even.

“Over the dock” fueling increase would help cover port personnel attending and preparing the site for the fueling operation. Typically, it takes 2 to 3 hours to transfer 8,000 gallons over the steel wall which a port employee must supervise in case a spill occurs. This rate also includes maintaining fuel spill equipment and dock infrastructure. Other “over the dock” fueling costs involved are placement of absorbent pads and rolls at drains, keeping port boat and oil boom ready for deployment, training and retraining employees on spill prevention and control, invoicing, and management planning for the dock use.

### **Section 5. RV Park**

1. \$1 increase to all daily rates.
2. \$5 increase to all weekly rates.
3. \$3 increase to non-refundable transaction fee.

The RV Park restroom / shower facility was reopened. Base rates haven't increased for over six years, mainly due to the amenity conditions.

Port staff is requesting to increase the non-refundable transaction fee to match Oregon State Parks fee. We are seeing more customers scheduling and canceling reservations which increases our banking fees and administration time. Over 7,500 transactions were done last calendar year.

#### **Section 6. Commercial Retail**

1. CPI increase of 4.5% to all rates expect bare ground rate increases 2 cents.

Keeping bare ground rate equal to gear storage rate.

#### **Section 7. Administration Fees**

1. Events on Port Property
  - a. Flat rate to rent the boardwalk at \$650 per day.
  - b. Increase Saturday Market, per vender 50 cents to \$11.
  - c. Increase Car Show, per vehicle to \$6.

Updating usable event space on Port property and standardize the boardwalk area rate.



### DOCUMENTS

- U.S. Bureau of Labor Statistics, 1 page
- 2023 Port Moorage Rates, 1 page
- Proposed Draft Port Rates July 1, 2022 to June 30, 2023, 9 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approved proposed draft Port Rates starting July 1, 2022 through June 30, 2023 to include Moorage (**Option 1**, 4.5% increase to all rates) (**Option 2**, 4.5% increase to all rates, plus \$2 to the commercial rate) (**Option 3**, 4.5% increase to all rates, plus \$3 to the commercial rate) (**Option 4**, 4.5% increase to all rates, plus \$9.05 to the commercial rate).

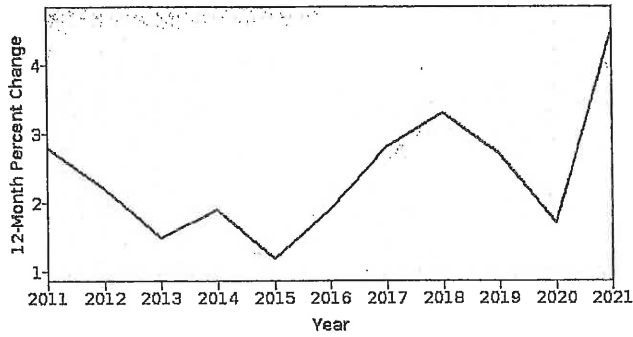
# Databases, Tables & Calculators by Subject


Change Output Options: From: 2011 ▼ To: 2021 ▼   include graphs  include annual averages [More Formatting Options](#) 

Data extracted on: January 12, 2022 (7:28:06 PM)

## CPI for All Urban Consumers (CPI-U)

12-Month Percent Change  
 Series Id: CUUR0400SA0  
 Not Seasonally Adjusted  
 Series Title: All items in West urban, all urban consumers, not seasonally adjusted  
 Area: West  
 Item: All items  
 Base Period: 1982-84=100



Download:  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2011	1.4	1.9	2.6	3.0	3.2	3.1	2.9	3.0	3.5	3.4	3.2	2.7	2.8	2.6	3.1
2012	2.6	2.5	2.4	2.1	2.0	2.0	1.8	2.1	2.2	2.5	1.9	1.7	2.2	2.3	2.0
2013	1.7	2.0	1.5	1.3	1.3	1.5	1.9	1.5	1.3	0.9	1.3	1.8	1.5	1.5	1.4
2014	1.7	1.3	1.5	1.8	2.3	2.3	2.3	2.1	2.0	2.0	1.7	1.3	1.9	1.8	1.9
2015	0.7	0.9	1.1	1.0	1.2	1.1	1.3	1.3	1.0	1.1	1.5	1.8	1.2	1.0	1.3
2016	2.6	2.1	1.5	1.8	1.5	1.6	1.4	1.5	2.0	2.3	2.3	2.5	1.9	1.9	2.0
2017	2.5	3.0	3.1	2.9	2.6	2.5	2.5	2.7	2.9	2.9	3.1	3.1	2.8	2.8	2.9
2018	3.1	3.1	3.2	3.2	3.5	3.6	3.6	3.6	3.4	3.5	3.3	3.1	3.3	3.3	3.4
2019	2.7	2.4	2.4	2.9	2.9	2.7	2.7	2.6	2.6	2.8	2.8	2.8	2.7	2.7	2.7
2020	2.9	3.1	2.5	1.3	0.8	1.2	1.7	1.9	1.6	1.2	1.4	1.5	1.7	1.9	1.5
2021	1.4	1.6	2.4	3.9	4.7	5.1	5.2	5.0	5.3	6.0	6.5	7.1	4.5	3.2	5.8

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5200\_ Federal Relay Service:1-800-877-8339\_ [www.bls.gov](http://www.bls.gov) [Contact Us](#)

**Port of Brookings Harbor  
2022-23 Moorage Rates**

Total Boat LF	Moorage Type	Qty of Moorage	Average LF	2021-22 Rate per foot	Estimated Revenue per Vessel	Option 1 Rate		Option 2 Rate		Option 3 Rate		Option 4 Rate	
						CPI 4.5% Only	Estimated Revenue per Vessel	CPI plus \$2	Estimated Revenue per Vessel	CPI plus \$3	Estimated Revenue per Vessel	CPI plus \$9.05	Estimated Revenue per Vessel
3,410	Commercial	77	44	39.79	1,762.13	41.58	1,841.42	43.58	1,930.00	44.58	1,974.28	50.63	2,242.21
Average Annual Revenue Increase						This rate is the normal increase without including Resolution No. 444		Use this rate increase to slowly increase overtime (may take 4 to 5 years)		Use this rate to speed up the increase overtime (may take 3 to 4 years)		Use this rate to match recreational rate in one year	
						6,100	12,925	16,335	36,966				
6,612	Recreational	220	30	48.45	1,456.14	50.63	1,521.67						
Average Annual Revenue Increase						14,416							

**Other Port Rates:**

Total Boat LF	Moorage Type	Qty of Moorage	Average LF	2021-22 Rate per foot	Estimated Revenue per Vessel		Cost Comparison to other Ports	Cost Comparison to other Ports	Cost Comparison to other Ports	
Salmon Harbor - Commercial			44	56.17	2,471.48		(541.48)	(497.20)	(229.27)	
Salmon Harbor - Recreational			30	61.33	1,839.90		(318.23)	(318.23)	(318.23)	
						3% Increase				
Charleston - Commercial			44	63.72	2,803.68	65.63	2,887.79	(957.79)	(913.51)	(645.58)
Charleston - Recreational			30	63.72	1,911.60	65.63	1,968.95	(447.28)	(447.28)	(447.28)
						3% Increase				
Astoria - Commercial			44	71.00	3,124.00	73.13	3,217.72	(1,287.72)	(1,243.44)	(975.51)
Astoria - Recreational			30	83.00	2,490.00	85.49	2,564.70	(1,043.03)	(1,043.03)	(1,043.03)
						4% Increase				
Newport - Commercial			44	63.89	2,811.16	66.45	2,923.61	(949.32)	(681.40)	
Newport - Recreational			30	82.05	2,461.50	85.33	2,559.96	(1,038.29)	(1,038.29)	

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**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 1. Service Rates**

Rates apply to all Port of Brookings Harbor locations unless otherwise noted. Rates become effective July 1, 2021. Port owned equipment to be operated by port personnel. 30-minute minimum on all hourly rates. All port equipment rates include operator.

		FY 2021-22 Rate	FY 2022-23 Rate
Rounded to nearest dollar or as noted			
A. <u>Forklift, 5 ton capacity</u>			
per hour	\$	66.00	\$ 69.00
B. <u>12 K Telehandler</u>			
per hour	\$	132.00	\$ 138.00
C. <u>Port Truck</u>			
per hour	\$	66.00	\$ 69.00
D. <u>Port Boat</u>			
per hour	\$	132.00	\$ 138.00
E. <u>Boat Pump Out</u>			
per hour	\$	110.00	\$ 115.00
F. <u>Welding Machine</u>			
per hour	\$	66.00	\$ 69.00
G. <u>Welding Plug</u>			
per day			\$ 20.00
H. <u>Boat / Trailer Storage</u>			
Fenced Area			
per day, <b>maximum 10-days</b>	\$	3.00	\$ 10.00
per month	\$	61.00	\$ 100.00
I. <u>Gear Storage</u>			
per SF per month	\$	0.06	\$ 0.10
J. <u>Clean-Up</u>			
Fees will be charged for each man-hour at established rates			
Equipment charges are extra		Time and Materials	No Change
K. <u>Disposal Fees</u>			
1) Waste Oil		No Charge	
2) Oil-Water Mix	per gallon	Time and Materials	No Change
3) Net / Gear Disposal	per pound	Time and Materials	
4) Garbage, per pound		Time and Materials	
L. <u>Port Labor</u>			
1) All Port Labor including administration staff			
per hour	\$	100.00	No Change
2) Overtime, any service required outside established working hours			
per hour	\$	120.00	No Change
3) Emergency call-out			
Any services requiring a port employee NOT currently on duty to report to duty after hours will be charged twice the normal rate			
per hour, minimum 1 hour	\$	200.00	No Change
M. <u>Permit to Sell Fish from Boat, per year</u>	\$	158.00	\$ 165.00
N. <u>Outside Crane Use on Port Property</u>			
Crane certification per OR/OSHA and Insurance required per Section 9A (Port approval prior to work)			



**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 2. Boat Yard**

A routine maintenance haul-out or launch is not an emergency. An emergency situation exists only when a vessel is distressed to the degree that it is taking on water at a rate that will cause damage that can be prevented by removing the vessel from the water. All routine vessel maintenance must be scheduled through Boat Shop & More. Haul-out includes one hour of in strap for boat wash. 1-hour minimum on hourly rates.

No long term storage rates for boats in the boat yard. All boats in storage yard charged as stated below.

	FY 2021-22 Rate	FY 2022-23 Rate
<u>Boat Travel Lift 50 MT Capacity - Includes 1-Hour Boat Wash</u>		
A. Two Moves .....		\$ 600.00
B. Single Move .....		\$ 400.00
C. After Hours Move Surcharge .....		\$ 250.00
D. Boat Wash Additional Hour .....		\$ 70.00
E. Remain in Straps After 1-Hour with Port Approval, Per Hour .....		\$ 200.00
F. Trailers Lifts (Placing On or Removing), Plus Hourly Port Labor Rates May Apply .....		\$ 400.00
A. <u>Haul Out, 50 ton capacity, 28-foot minimum</u>		
1) Round Trip, per foot		
40 foot and less .....	\$ 10.00	Delete
2) greater than 40 foot .....	\$ 12.00	Delete
B. <u>Remain In Strap, after 1 hour</u>		
per hour .....	\$ 200.00	Delete
C. <u>Lift to Trailer or Vessel Survey / after 1 hour "Remaining in Strap Rate" begins</u>		
half haul-out rate .....		Delete
D. <u>Moving After Being Blocked</u>		
per hour .....	\$ 200.00	Delete
E. <u>Yard Days</u>		
First and last day no charge		
per foot per day .....	\$ 1.00	Delete
F. <u>Boat Rinse</u>		
per vessel foot, per hour .....	\$ 1.50	Delete
G. <u>Port Pressure Washer Equipment Rental (No Port Labor)</u>		
per hour .....	\$ 15.00	Delete

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 3a. Sport Moorage Rate includes Voyage Trash, Power & Water**

Per linear foot. All charges for greater length between dock and boat. \*See appendix for calculated rates based on length. Abuse of utilities will be charged according.

<u>A. Moorage Rate includes Power &amp; Water, per linear foot</u>	FY 2021-22 Rate	FY 2022-23 Rate
1) Daily .....	\$ 0.68	\$ 0.71
2) Weekly .....	\$ 4.05	\$ 4.23
3) Calendar Month .....	\$ 12.16	\$ 12.70
4) Semi-Annual .....	\$ 27.59	\$ 28.84
5) Annual .....	\$ 48.45	\$ 50.63
6) <b>Live-aboard. Monthly rate by agreement only.</b>		
a) First person .....	\$ 75.00	\$ 82.50
b) Each additional .....	\$ 75.00	\$ 82.50
<b>B. Charter Boats</b>		
Charter License, <b>annual rate per vessel</b>		
per boat with Annual Moorage Agreement .....	\$ 200.00	New rates
per boat without Moorage Agreement .....	\$ 300.00	New rates
<b>C. Dock Box - No New Dock Boxes</b>		
Purchase (at cost)      Plus Port labor to install .....		Delete
<b>D. Line Replacement, Hourly labor rate, half hour minimum</b>		
per cost of rope, <b>plus Port Labor</b> .....	Time and Materials	No Change
<b>E. Launch Fee</b>		
1) Daily .....	\$ 5.00	No Change
<b>F. Boat Launch Pass</b>		
1) Annual Boat Launch Pass		
a) Jan - June, to remainder of year .....	\$ 150.00	No Change
b) July - Sept, to remainder of year .....	\$ 100.00	No Change
c) Oct - Dec, to remainder of year .....	\$ 75.00	No Change
Discount for local residents, senior citizens (65 & over) & veterans - active, retired or disabled		\$ 120.00

**Section 3b. Sport Moorage with Voyage Trash and Water Only (No Power)**

Per linear foot. All charges for greater length between dock and boat. \*See appendix for calculated rates based on length. Abuse of utilities will be charged according.

<u>A. Moorage, per linear foot</u>		
1) Daily .....	\$ 0.66	\$ 0.69
2) Weekly .....	\$ 3.93	\$ 4.11
3) Calendar Month .....	\$ 11.77	\$ 12.30
4) Semi-Annual .....	\$ 26.73	\$ 27.93
5) Annual .....	\$ 46.93	\$ 49.04

**Section 3c. Commercial and Charter Rates (includes voyage trash, power and water where available)**

Per linear foot. All charges for greater length between dock and boat. \*See appendix for calculated rates based on length. Abuse of utilities usage will be charged according.

<u>A. Moorage, per linear foot</u>		4.5% CPI Rate
1) Daily .....	\$ 0.66	\$ 0.69
2) Weekly .....	\$ 3.94	\$ 4.11
3) Calendar Month .....	\$ 11.83	\$ 12.37
4) Semi-Annual .....	\$ 22.63	\$ 23.65
5) Annual .....	\$ 39.79	\$ 41.58

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 4. Fuel**

Fuel pricing will be adjusted per purchase price. No discounts for credit card or charge purchases. Schedule below is mark-up above fuel purchase price.

	FY 2021-22 Rate	FY 2022-23 Rate
A. <u>Diesel, ULSD #2 Marine Blend</u>		
1) Fuel Rate, plus per gallon .....	\$ 0.30	\$ 0.35
B. <u>92 Pre Non Ethanol Gasoline</u>		
1) Fuel Rate, plus per gallon .....	\$ 1.20	No Change
C. <u>Fueling Over the Dock</u>		
per gallon .....	\$ 0.06	\$ 0.10
.....		

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 5. RV Park**

Reservations can be made online, by phone or in person. (Base Rate, State and County Lodging Tax not Included)

**A. Peak Season (Summer), April 1 - October 31**

1) Daily	FY 2021-22 Rate	FY 2022-23 Rate
• Pull thru full hook-up .....	\$ 51.00	\$ 52.00
• Back in full hook-up .....	\$ 44.00	\$ 45.00
• Partial hook-up .....	\$ 36.00	\$ 37.00
• Dry Camping .....	\$ 32.00	\$ 33.00
2) Weekly		
• Pull thru full hook-up .....	\$ 306.00	\$ 311.00
• Back in full hook-up .....	\$ 264.00	\$ 269.00
• Partial hook-up .....	\$ 216.00	\$ 221.00
• Dry Camping .....	\$ 192.00	\$ 197.00

**B. Off Season (Winter), November 1 - March 31**

1) Daily		
• Pull thru full hook-up .....	\$ 43.00	\$ 44.00
• Back in full hook-up .....	\$ 37.00	\$ 38.00
• Partial hook-up .....	\$ 31.00	\$ 32.00
• Dry Camping .....	\$ 27.00	\$ 28.00
2) Weekly		
• Pull thru full hook-up .....	\$ 258.00	\$ 263.00
• Back in full hook-up .....	\$ 222.00	\$ 227.00
• Partial hook-up .....	\$ 186.00	\$ 191.00
• Dry Camping .....	\$ 162.00	\$ 167.00

**C. July 4th Holiday, 3 night minimum**

1) Daily		
• Pull thru full hook-up .....	\$ 95.00	\$ 96.00
• Back in full hook-up .....	\$ 84.00	\$ 85.00
• Partial hook-up .....	\$ 54.00	\$ 55.00
• Dry Camping .....	\$ 46.00	\$ 47.00

**D. Other Holidays, (Labor and Memorial Days 3 night stay min. other holiday are 2 night min.)**

1) Daily		
• Pull thru full hook-up .....	\$ 55.00	\$ 56.00
• Back in full hook-up .....	\$ 46.00	\$ 47.00
• Partial hook-up .....	\$ 38.00	\$ 38.00
• Dry Camping .....	\$ 34.00	\$ 35.00

**E. Laundry Machines - Currently not available**

per load .....	When Available	\$ 2.00	No Change
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<b>F. Non-refundable Transaction Fee</b> .....	<b>\$ 5.00</b>	<b>\$ 8.00</b>
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**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 6. Commercial Retail**

	FY 2021-22 Rate	FY 2022-23 Rate
A. <u>Warehouse - Shop</u> per square foot	\$ 0.55	\$ 0.58
B. <u>Warehouse - Storage</u> per square foot	\$ 0.44	\$ 0.46
C. <u>Commercial Docks</u> per square foot	\$ 0.69	\$ 0.72
D. <u>Surfaced Concrete</u> per square foot	\$ 0.55	\$ 0.58
E. <u>Surfaced Asphalt</u> per square foot	\$ 0.33	\$ 0.34
F. <u>Retail Center</u> per square foot	\$ 1.18	\$ 1.23
G. <u>Bare Ground</u> per square foot	\$ 0.08	\$ 0.10
H. <u>Port Meeting Room Suite 202</u> Flat daily rate from 8am to 8pm	\$ 50.00	No Change

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 7. Administration Fees**

Staff may require payment or deposit in advance of service. (ORS 192.440(4)(a))

A. <u>Public Records Request Fee Schedule</u>	FY 2021-22 Rate	FY 2022-23 Rate
1) Copies of Public Records, Black & White, 8X11, per page	\$ 0.25	No Change
2) Copies of Sound Recordings	\$ 10.00	No Change
3) Copies of Port By-Laws, Codes	\$ 20.00	No Change
4) Copies of Nonstandard documents	Time and Materials	No Change
5) Attorney Review	at cost	No Change
<b>B. <u>Research and Computer Time</u></b>		
Written request required. Hourly rate, half-hour minimum, under 15 min not charge	\$ 35.00	No Change
<b>C. <u>CD Fee if available</u></b>	\$ 5.00	No Change
<b>D. <u>Faxes/Emails</u>. Per page</b>		
1) Local	\$ 1.00	No Change
2) Long Distance	\$ 1.50	No Change
3) Incoming	\$ 1.00	No Change
4) Copies	\$ 0.25	No Change
<b>E. <u>Long Distance Phone Calls</u></b>	\$ 2.00	No Change
<b>F. <u>Lamination</u>, per page, letter size</b>	\$ 2.00	No Change
<b>G. <u>Notice Posting</u>. For non-payment of lease or moorage</b>	\$ 50.00	No Change
<b>H. <u>Failure to Register</u>. For research related to unregistered boats</b>	\$ 25.00	No Change
<b>I. <u>Returned Check Fee</u></b>	\$ 50.00	No Change
<b>J. <u>Per Annum Interest Rate</u>. Applied to past due accounts</b>	18%	No Change
<b>K. <u>POV Mileage Reimbursement Rate (IRS)</u></b>	Current	No Change
<b>L. <u>Impound Seizure Fee</u>. Vessel impounding</b>	\$ 750.00	No Change
<b>M. <u>Events on Port Property</u></b>		
1) Boardwalk Retail, per day	\$ 315.00	\$ 650.00
2) Boardwalk Retail / Parking Lot, per day	\$ 630.00	Delete
3) Kite Field, per day	\$ 315.00	Delete
4) RV Park Picnic Area, per day	\$ 131.25	Delete
5) Parking Lot behind Port Office	\$ 315.00	Delete
6) Parking Lot at Boat Wash	\$ 315.00	Delete
7) Saturday Market, per vender	\$ 10.50	\$ 11.00
8) Car Shows, per vehicle	\$ 5.25	\$ 6.00
<b>N. <u>Impound Seizure Fee</u>. Car / Truck / Trailer/ RV, plus tow fee</b>	\$ 250.00	No Change
<b>O. <u>Background Check</u></b>	\$ 25.00	No Change
<b>P. <u>Credit Check</u></b>	\$ 35.00	No Change
<b>Q. <u>Waiting List Application</u></b>	\$ 75.00	No Change
1) Annual Renewal	\$ 25.00	No Change
<b>R. <u>Transfer List</u></b>	\$ 25.00	No Change

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 8. Insurance Certificate Limits**

Effective July 1, 2021. Additional coverages may be required based upon business type and Port's discretion. **A certificate naming the Port as an additional insured is also required.**

A. <u>Leases / Tenants</u>	FY 2021-22 Rate	FY 2022-23 Rate
1) General Liability, Each Occurrence .....	\$ 2,000,000.00	No Change
2) Damage to Rented Premises (each occurrence) .....	\$ 300,000.00	No Change
3) Medical Expenses (any one person) .....	\$ 5,000.00	No Change
4) Personal and Adverse Injury .....	\$ 2,000,000.00	No Change
5) General Aggregate .....	\$ 2,000,000.00	No Change
6) Products - Comp/Op Aggregate .....	\$ 2,000,000.00	No Change
<b>B. <u>Moorage &amp; Transient Vessels - <i>Marine-Watercraft with Wreck Removal Policy and Port additional insured</i></u></b>		
1) Commercial Vessels		
a. Marine/Watercraft General Liability* .....	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
2) Recreational Vessels		
a. Marine/Watercraft General Liability* .....	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
3) Charter / Guide Vessels		
a. Marine/Watercraft General Liability* .....	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		

**PORT OF BROOKINGS HARBOR  
PROPOSED RATES  
JULY 1, 2022 to JUNE 30, 2023**

**Section 9. Public Dock Hoist, 600-Pound Maximum Capacity**

Rates effective November 1, 2021. Public Dock Hoist Use Agreement & Release must be completed prior to use. Rates include dock and hoist only. No other equipment, scales or personnel are included in the rates.

	FY 2021-22 Rate	FY 2022-23 Rate
A. <u>Equipment / Materials Loading or Offloading (600-Pound Maximum Capacity)</u> per hour .....	\$ 35.00	New Rate
B. <u>Fish / Crustaceans (600-Pound Maximum Capacity)</u> per pound .....	\$ 0.05	New Rate



# ACTION ITEM – F

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**DATE:** March 16, 2022  
**RE:** Commercial Fillet Station  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- Port staff is recommending installing a fillet station for the charter boats that are paying the new annual non-moorage charter boat fee. This will provide proper amenities handling fish carcasses.
- Port staff proposes to clear out the storage room next to the recreational fillet tables and install table(s) for commercial use. The space has a drain tied to the existing recreational drainage. Same rules would apply for fish and water disposal.
- The large industrial grinder in the storage room would be sold or scraped. Old freezer would be disposed of, and new waterline would need to be feed to the table(s) and some lighting might need to be installed.
- The space would be closed for recreational use. A sign would be installed indicating commercial use only.

## DOCUMENTS

- Photos of existing storage room to be remodeled, 2 pages

## COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approved remodeling the existing fish station storage room to install a fillet table for commercial use.



## ACTION ITEM – G

---

**DATE:** March 16, 2022  
**RE:** Port Manager Employment Agreement Amendment No. 2  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port Managers employment agreement Section 3 – Benefits 3.2 includes a \$300 per month compensation for personal vehicle use in the conduct of Port business.
- Port purchased and received new vehicles designated for the Port Manager to use in lieu of the personal vehicle.
- The amendment removes the personal vehicle the employment agreement.

### DOCUMENTS

- Draft Employment Agreement Amendment No. 2, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approved draft Employment Agreement Amendment No. 2.

**EMPLOYMENT AGREEMENT  
AMENDMENT NO. 2**

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Port") and Gary Dehlinger ("Employee") to amend the terms of the employment agreement dated November 8, 2018 ("Employment Agreement").

**1. Benefits.**

- a) The Port will assign a Port vehicle to the Employee for travel between residence and Port and the use of Port business.

**2. OTHER TERMS AND CONDITIONS.** All other terms and conditions of the Employment Agreement dated November 8, 2018 and Amended on September 21, 2020 between the parties remain in full force and effect and remain unaffected hereby.

**3. EFFECTIVE DATE.** This Amendment will be effective as of March 1, 2022.

IN WITNESS WHEREOF, the parties have executed this instrument as of the date last below written at Curry County, Oregon.

<b>PORT OF BROOKINGS HARBOR</b>	<b>EMPLOYEE – GENERAL MANAGER</b>
Dated: _____	Dated: _____
By: _____ Richard Heap, Board President	By: _____ Gary Dehlinger
ATTEST:  _____ Sharon Hartung, Board Secretary / Treasurer	

# INFORMATION ITEM – A

---

**DATE:** March 16, 2022  
**RE:** FEMA Project Update  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

## OVERVIEW

- Information not available at time of packet release. Plan to schedule a workshop or special meeting to review construction drawings, permitting, construction timelines and ordering equipment when they become available.

## DOCUMENTS

- None

## INFORMATION ITEM – B

---

**DATE:** March 16, 2022  
**RE:** 2022 Salmon Season Update  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Richard Heap, Board President

---

### OVERVIEW

- Richard Heap will provide an update on the 2022 Salmon season.

### DOCUMENTS

- None

## INFORMATION ITEM – C

---

**DATE:** March 16, 2022  
**RE:** Vessel Miss Stacey  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Last meeting, we reviewed the family has reinstated the insurance coverage on the vessel Miss Stacey. A marine survey was scheduled for March 25. The family intends to crab next season with this vessel. Liens are currently in the crab pots and crab permit. Moorage renewal is on hold until further notice.
- March 25 marine survey was cancelled and has not been rescheduled. Julie ended up with Covid and Rick just came out of self-quarantining. They plan to reschedule the survey as soon as possible and are still eager to crab next season.
- They have not received paperwork from SBA to release the ownership from their mother but were notified by email the release was approved. They are hesitant on spending money on the vessel if they don't receive the official release from SBA.

### DOCUMENTS

- None

## INFORMATION ITEM – D

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**DATE:** March 16, 2022  
**RE:** Stormwater Test Results  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- We took some stormwater samples from the Green Building site and from the boat yard wash system for a baseline.
- The Green Building site was a surprise test result. Aluminum tested at 2.0697 over the DEQ benchmark of 1.10.
- The boat yard wash system also failed copper and zinc benchmarks.
- We provided the test results to our Port Engineer Jack Akin to provide assistance on the boat yard wash system. We will continue to dial in the filtering system to meet the required benchmarks at the boat yard.
- Green Building site needs more review, but Jack believes paving the site would improve the deficiency.
- The DEQ Stormwater Pollution Control Plan (SWPCP) first stormwater testing was completed on March 1. The test results continue to show pollution at the boat yard for copper which is under Tier 2 Corrective Action and the gear storage near Pacific Seafood facility for aluminum which falls under the Tier 1 Reporting.
- Tier 1 Reporting is what we can do to improve water quality.
- Tier 2 is engineered improvements.

### DOCUMENTS

- Stormwater Test Results Non-SWPCP, 3 pages
- Stormwater Test Results Tier 1 Report Form, 23 pages



## Sample Information

Sample ID:	22200656	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	Green Building Site
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	02/28/2022	Treatment System:	None

## Results of Chemical Analysis

Sample Notes:	Green Building Site			Collection Date:	02/28/22 6:20 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	0.0114	mg/L		03/02/22 12:27 pm	JNS	AA	
Lead	SM 3113 B	0.01	ND	mg/L		03/02/22 12:05 pm	JNS	AC	
Total Suspended Solids	EPA 160.2	1.0	30.00	mg/L		03/03/22 9:15 am	JNS	AD	
Zinc	EPA 200.7	0.06	ND	mg/L		03/02/22 12:27 pm	JNS	AE	
Aluminum	EPA 200.7	0.04	2.0697	mg/L		03/02/22 12:27 pm	JNS	AF	

**DEFINITIONS AND DATA FLAGS**

- |   |  |
|---|--|
| <p>A Analysis is covered under ORELAP scope of Accreditation</p> <p>AA Analysis is covered under ISO scope of Accreditation</p> <p>C Sample did not meet acceptance criteria</p> <p>H Analysis performed outside method hold time</p> <p>ID Subsample identifier for each Sample number</p> <p>M Matrix Spike recovery is out of control limits due to matrix interference<br/>The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</p> | <p>E Estimated Value</p> <p>LOQ Reporting Limit</p> <p>N/A Not Applicable</p> <p>ND None Detected</p> <p>S Sample Outsourced</p> |
|---|--|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

## Sample Information

Sample ID:	22200655	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	Boat Yard Wash System
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	02/28/2022	Treatment System:	None

## Results of Chemical Analysis

Sample Notes:	Boat Yard Wash System		Collection Date:	02/28/22 6:29 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	1.5404	mg/L		03/02/22 12:24 pm	JNS AA	
Lead	SM 3113 B	0.01	ND	mg/L		03/02/22 12:05 pm	JNS AC	
Total Suspended Solids	EPA 160.2	1.0	52.00	mg/L		03/03/22 9:15 am	JNS AD	
Zinc	EPA 200.7	0.06	3.1642	mg/L		03/02/22 12:24 pm	JNS AE	
Aluminum	EPA 200.7	0.04	0.3411	mg/L		03/02/22 12:24 pm	JNS AF	

**DEFINITIONS AND DATA FLAGS**

- |   |  |
|---|--|
| <p>A Analysis is covered under ORELAP scope of Accreditation</p> <p>AA Analysis is covered under ISO scope of Accreditation</p> <p>C Sample did not meet acceptance criteria</p> <p>H Analysis performed outside method hold time</p> <p>ID Subsample identifier for each Sample number</p> <p>M Matrix Spike recovery is out of control limits due to matrix interference<br/>The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</p> | <p>E Estimated Value</p> <p>LOQ Reporting Limit</p> <p>N/A Not Applicable</p> <p>ND None Detected</p> <p>S Sample Outsourced</p> |
|---|--|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

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**1200-Z NPDES Monitoring Requirements**

You must monitor for the pollutants in the table below. If discharge to a Category 5: 303(d) listed receiving water for pH, total copper, total lead, total zinc and/or E. coli, the table below will not include statewide or sector-specific benchmarks for those pollutants. Exceedance of impairment monitoring may escalate to a water quality-based effluent limit during this permit cycle. Please read Schedule A.13 and Schedule C carefully. Tier 2 geometric mean evaluations are required annually. Please read Schedule A.12 carefully.

Georegion	Pollutant	Statewide Benchmark	Unit	Frequency
Marine Waters	Total Copper	0.025	mg/L	Four times per year
Marine Waters	Total Lead	1.10	mg/L	Four times per year
Marine Waters	Total Zinc	0.46	mg/L	Four times per year
Marine Waters	pH	6.0 - 9.0	s.u.	Four times per year
Marine Waters	TSS	100	mg/L	Four times per year
SIC code of Industrial Activity	Pollutant	Sector-specific Benchmark	Units	Frequency
4493	Total Aluminum	1.10	mg/L	Four times per year
2092	N/A	N/A	N/A	N/A
Receiving Water LLID: 1242700420450 AUID: 100278 River Mile: 0.15	Pollutant	Impairment Concentration	Units	Frequency
Chetco River	N/A	N/A	N/A	N/A
Technology-based Effluent Limit	Pollutant	Numeric Effluent Limit	Units	Frequency
N/A	N/A	N/A	N/A	N/A



State of Oregon  
Department of  
Environmental  
Quality

## Department of Environmental Quality Industrial Stormwater Permits Tier I Report Form

Instructions: Fill out this form if stormwater sampling results show an exceedance of any statewide benchmark(s), sector specific benchmark(s), or reference concentration(s) for impairment pollutants identified in the permit assignment letter. If you need additional space to answer the questions below, please attach additional sheet(s). The form must be filled out within 30 days of receiving analytical results. If no changes to the SWPCP are required or for benchmark exceedances, please retain this form onsite.

**Submit Tier I report no later than 60 calendar days after receiving monitoring results for a sample that exceeds an impairment reference concentration.**

Date Form Prepared: March 8, 2022

Facility Name: Port of Brookings Harbor

File Number #: 126385

County: Curry County

SIC Code(s): 4493, 2092

Prepared By: Gary Dehlinger

Phone Number: 541-469-2218

E-mail Address: portmanager@portofbrookingsharbor.com

Form is being filled out in response to:

Statewide Benchmark Exceedance (list analyte(s)): Aluminum

Sector Specific Benchmark Exceedance (list analytes(s)):

Impairment Pollutant Reference Concentration Exceedance (list analyte(s)):

Date Sampling Occurred: March 1, 2022

Date Lab Results Received: March 3, 2022

Describe the result(s) of the investigation of the elevated pollutant levels:

Outlet 305 BC Gear Storage aluminum; exceeded benchmarks. Lack of developed stormwater control infrastructure such as paved surfaces and proper stormwater drainage could be a major contributor.

Describe the corrective action(s) you will take to address the benchmark exceedence(s):

Change out filter media bags and install additional bags to improve metal absorption. The Port has two FEMA disaster projects that will incorporate stormwater control in the areas of the failed tests. The projects are estimated to begin as early as 2022 and expected to be completed by end of 2023.

Date corrective action(s) completed or expected to be completed: 3/30/2022

Are SWPCP revisions necessary?

Yes

No

If "Yes", please describe revisions below:

Please submit the revised pages of the SWPCP to DEQ or Agent, including a schedule for implementing the control measures.

**00-Z NPDES Monitoring Requirements**

You must monitor for the pollutants in the table below. If discharge to a Category 5: 303(d) listed receiving water for pH, total copper, total lead, total zinc and/or E. coli, the table below will not include statewide or sector-specific benchmarks for those pollutants. Exceedance of impairment monitoring may escalate to a water quality-based effluent limit during this permit cycle. Please read Schedule A.13 and Schedule C carefully. Tier 2 geometric mean evaluations are required annually. Please read Schedule A.12 carefully.

Georegion	Pollutant	Statewide Benchmark	Unit	Frequency
Marine Waters	Total Copper	0.025	mg/L	Four times per year
Marine Waters	Total Lead	1.10	mg/L	Four times per year
Marine Waters	Total Zinc	0.46	mg/L	Four times per year
Marine Waters	pH	6.0 - 9.0	s.u.	Four times per year
Marine Waters	TSS	100	mg/L	Four times per year
SIC code of Industrial Activity	Pollutant	Sector-specific Benchmark	Units	Frequency
4493	Total Aluminum	1.10	mg/L	Four times per year
2092	N/A	N/A	N/A	N/A
Receiving Water LLID: 1242700420450 AUID: 100278 River Mile: 0.15	Pollutant	Impairment Concentration	Units	Frequency
Chetco River	N/A	N/A	N/A	N/A
Technology-based Effluent Limit	Pollutant	Numeric Effluent Limit	Units	Frequency
N/A	N/A	N/A	N/A	N/A

# Sample Information

Sample ID: **22200675**  
 Address of Source: 16330 Lower Harbor Road  
 Project Name: Port of Brookings Harbor  
 Received Date: 03/01/2022

Collectors Name: Gary Dehlinger  
 Sample Point: **103 - Boat Yard**  
 Source: N/A  
 Treatment System: None

## Results of Chemical Analysis

Sample Notes: <b>103 - Boat Yard</b>		Collection Date: <b>03/01/22 8:52 AM</b>							
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	<b>0.1893</b>	mg/L	<i>TICL 2</i>	03/02/22 1:42 pm	JNS	AA	
Lead	SM 3113 B	0.01	<b>ND</b>	mg/L		03/02/22 12:05 pm	JNS	AC	
Total Suspended Solids	EPA 160.2	1.0	<b>28.00</b>	mg/L		03/03/22 9:15 am	JNS	AD	
Zinc	EPA 200.7	0.06	<b>0.1423</b>	mg/L		03/02/22 1:42 pm	JNS	AE	
Aluminum	EPA 200.7	0.04	<b>0.9184</b>	mg/L		03/02/22 1:42 pm	JNS	AF	

**DEFINITIONS AND DATA FLAGS**

- A Analysis is covered under ORELAP scope of Accreditation
- AA Analysis is covered under ISO scope of Accreditation
- C Sample did not meet acceptance criteria
- H Analysis performed outside method hold time
- ID Subsample identifier for each Sample number
- M Matrix Spike recovery is out of control limits due to matrix interference  
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable

- E Estimated Value
- LOQ Reporting Limit
- N/A Not Applicable
- ND None Detected
- S Sample Outsourced

Results Color Key	
White - No EPA Limit	
Low Risk within EPA Limit	
Medium Risk	
High Risk Exceeds EPA Limit	
Call the Lab to Discuss	

79



# Grants Pass Water Lab

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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Harbor Road

Sample ID #:

22200675

Project Name:

Port of Brookings Harbor

## Analysis Report

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Please do not hesitate to call to discuss results or ask any questions. We are at your service!

Sincerely,

Jessica Stark  
Senior Chemist

80



**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

<b>Total Suspended Solids</b>									
Run Number: 914									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		
<b>Laboratory Control Sample (LCS)</b>									
TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%		
<b>Duplicate</b>									
TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%	≤20%
<b>Trace Metals</b>									
Run Number: 30222									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006		
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06		
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04		
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01		
<b>Laboratory Control Sample (LCS)</b>									
Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%		
Zinc	LCS-14FB83BDB022	EPA 200.7	1.5269	0.06	mg/L	101.12%	90-110%		
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%		
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%		
<b>Matrix Spike (MS)</b>									
Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%		
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%		
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%		
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%		
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%		
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%		
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%		
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%		
<b>Matrix Spike Duplicate (MSDup)</b>									
Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%	≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%	≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%	≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%	≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%	≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%	≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%	≤20%
Lead	MSDup2220066AT	SM3113B	0.0151	0.01	mg/L			1.20%	≤20%

## Sample Information

Sample ID: <b>22200673</b>	Collectors Name: Gary Dehlinger
Address of Source: 16330 Lower Harbor Road	Sample Point: <b>202 - Hallmark Dock</b>
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 03/01/2022	Treatment System: None

## Results of Chemical Analysis

Sample Notes:	202 - Hallmark Dock		Collection Date:	03/01/22 8:41 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	<b>0.0088</b>	mg/L		03/02/22 1:37 pm	JNS AA	
Lead	SM 3113 B	0.01	<b>ND</b>	mg/L		03/02/22 12:05 pm	JNS AC	
Total Suspended Solids	EPA 160.2	1.0	<b>4.00</b>	mg/L		03/03/22 9:15 am	JNS AD	
Zinc	EPA 200.7	0.06	<b>ND</b>	mg/L		03/02/22 1:37 pm	JNS AE	
Aluminum	EPA 200.7	0.04	<b>0.3010</b>	mg/L		03/02/22 1:37 pm	JNS AF	

**DEFINITIONS AND DATA FLAGS**

- |  |  |
|--|--|
| <p>A Analysis is covered under ORELAP scope of Accreditation</p> <p>AA Analysis is covered under ISO scope of Accreditation</p> <p>C Sample did not meet acceptance criteria</p> <p>H Analysis performed outside method hold time</p> <p>ID Subsample identifier for each Sample number</p> <p>M Matrix Spike recovery is out of control limits due to matrix interference</p> <p>The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</p> | <p>E Estimated Value</p> <p>LOQ Reporting Limit</p> <p>N/A Not Applicable</p> <p>ND None Detected</p> <p>S Sample Outsourced</p> |
|--|--|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss



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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Harbor Road

Sample ID #:

22200673

Project Name:

Port of Brookings Harbor

## Analysis Report

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Please do not hesitate to call to discuss results or ask any questions. We are at your service!

Sincerely,

Jessica Stark  
Senior Chemist

**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

<b>Total Suspended Solids</b>									
Run Number: 914									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		
<b>Laboratory Control Sample (LCS)</b>									
TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%		
<b>Duplicate</b>									
TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%	≤20%
<b>Trace Metals</b>									
Run Number: 30222									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006		
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06		
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04		
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01		
<b>Laboratory Control Sample (LCS)</b>									
Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%		
Zinc	LCS-14FB83BDB022	EPA 200.7	1.5269	0.06	mg/L	101.12%	90-110%		
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%		
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%		
<b>Matrix Spike (MS)</b>									
Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%		
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%		
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%		
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%		
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%		
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%		
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%		
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%		
<b>Matrix Spike Duplicate (MSDup)</b>									
Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%	≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%	≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%	≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%	≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%	≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%	≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%	≤20%
Lead	MSDup2220066AT	SM3113B	0.0151	0.01	mg/L			1.20%	≤20%

## Sample Information

Sample ID:	22200674	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Road	Sample Point:	203 - Fuel Dock
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	03/01/2022	Treatment System:	None

## Results of Chemical Analysis

Sample Notes:	203 - Fuel Dock		Collection Date:		03/01/22 8:45 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	<b>ND</b>	mg/L		03/02/22 1:40 pm	JNS	AA	
Lead	SM 3113 B	0.01	<b>ND</b>	mg/L		03/02/22 12:05 pm	JNS	AC	
Total Suspended Solids	EPA 160.2	1.0	<b>4.00</b>	mg/L		03/03/22 9:15 am	JNS	AD	
Zinc	EPA 200.7	0.06	<b>0.0968</b>	mg/L		03/02/22 1:40 pm	JNS	AE	
Aluminum	EPA 200.7	0.04	<b>0.0904</b>	mg/L		03/02/22 1:40 pm	JNS	AF	

### DEFINITIONS AND DATA FLAGS

<p>A Analysis is covered under ORELAP scope of Accreditation</p> <p>AA Analysis is covered under ISO scope of Accreditation</p> <p>C Sample did not meet acceptance criteria</p> <p>H Analysis performed outside method hold time</p> <p>ID Subsample identifier for each Sample number</p> <p>M Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</p>	<p>E Estimated Value</p> <p>LOQ Reporting Limit</p> <p>N/A Not Applicable</p> <p>ND None Detected</p> <p>S Sample Outsourced</p>
---	--

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss





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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Harbor Road

Sample ID #:

22200674

Project Name:

Port of Brookings Harbor

## Analysis Report

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Sincerely,

Jessica Stark  
Senior Chemist

86

**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

<b>Total Suspended Solids</b>									
Run Number: 914									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		
<b>Laboratory Control Sample (LCS)</b>									
TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%		
<b>Duplicate</b>									
TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%	≤20%
<b>Trace Metals</b>									
Run Number: 30222									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006		
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06		
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04		
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01		
<b>Laboratory Control Sample (LCS)</b>									
Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%		
Zinc	LCS-14FB83BDB022	EPA 200.7	1.6269	0.06	mg/L	101.12%	90-110%		
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%		
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%		
<b>Matrix Spike (MS)</b>									
Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%		
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%		
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%		
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%		
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%		
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%		
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%		
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%		
<b>Matrix Spike Duplicate (MSDup)</b>									
Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%	≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%	≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%	≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%	≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%	≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%	≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%	≤20%
Lead	MSDup2220066AT	SM3113B	0.0151	0.01	mg/L			1.20%	≤20%

## Sample Information

Sample ID: <b>22200672</b>	Collectors Name: Gary Dehlinger
Address of Source: 16330 Lower Harbor Road	Sample Point: <b>302 - Gear Storage</b>
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 03/01/2022	Treatment System: None

## Results of Chemical Analysis

Sample Notes:	302 - Gear Storage		Collection Date:	03/01/22 8:38 AM					
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	<b>0.0137</b>	mg/L		03/02/22 1:34 pm	JNS	AA	
Lead	SM 3113 B	0.01	<b>ND</b>	mg/L		03/02/22 12:05 pm	JNS	AC	
Total Suspended Solids	EPA 160.2	1.0	<b>34.00</b>	mg/L		03/03/22 9:15 am	JNS	AD	
Zinc	EPA 200.7	0.06	<b>ND</b>	mg/L		03/02/22 1:34 pm	JNS	AE	
Aluminum	EPA 200.7	0.04	<b>0.4582</b>	mg/L		03/02/22 1:34 pm	JNS	AF	

### DEFINITIONS AND DATA FLAGS

A Analysis is covered under ORELAP scope of Accreditation	E Estimated Value
AA Analysis is covered under ISO scope of Accreditation	LOQ Reporting Limit
C Sample did not meet acceptance criteria	N/A Not Applicable
H Analysis performed outside method hold time	ND None Detected
ID Subsample Identifier for each Sample number	S Sample Outsourced
M Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable	

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss







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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Harbor Road

Sample ID #:

22200672

Project Name:

Port of Brookings Harbor

## Analysis Report

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Sincerely,

Jessica Stark  
Senior Chemist

**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

<b>Total Suspended Solids</b>										
Run Number: 914										
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD	RPD Acceptable Limit
<b>Method Blank</b>										
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0			
<b>Laboratory Control Sample (LCS)</b>										
TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%			
<b>Duplicate</b>										
TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%		≤20%
<b>Trace Metals</b>										
Run Number: 30222										
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD	RPD Acceptable Limit
<b>Method Blank</b>										
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006			
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06			
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04			
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01			
<b>Laboratory Control Sample (LCS)</b>										
Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%			
Zinc	LCS-14FB83BDB022	EPA 200.7	1.5269	0.06	mg/L	101.12%	90-110%			
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%			
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%			
<b>Matrix Spike (MS)</b>										
Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%			
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%			
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%			
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%			
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%			
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%			
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%			
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%			
<b>Matrix Spike Duplicate (MSDup)</b>										
Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%		≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%		≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%		≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%		≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%		≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%		≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%		≤20%
Lead	MSDup22200664AT	SM3113B	0.0151	0.01	mg/L			1.20%		≤20%

DB

## Sample Information

Sample ID:	22200671	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Road	Sample Point:	304 - Receiving Dock
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	03/01/2022	Treatment System:	None

## Results of Chemical Analysis

Sample Notes:	304 - Receiving Dock		Collection Date:		03/01/22 8:32 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L		03/02/22 1:31 pm	JNS	AA	
Lead	SM 3113 B	0.01	ND	mg/L		03/02/22 12:05 pm	JNS	AC	
Total Suspended Solids	EPA 160.2	1.0	ND	mg/L		03/03/22 9:15 am	JNS	AD	
Zinc	EPA 200.7	0.06	ND	mg/L		03/02/22 1:31 pm	JNS	AE	
Aluminum	EPA 200.7	0.04	<b>0.1958</b>	mg/L		03/02/22 1:31 pm	JNS	AF	

### DEFINITIONS AND DATA FLAGS

A Analysis is covered under ORELAP scope of Accreditation AA Analysis is covered under ISO scope of Accreditation C Sample did not meet acceptance criteria H Analysis performed outside method hold time ID Subsample identifier for each Sample number M Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable	E Estimated Value LOQ Reporting Limit N/A Not Applicable ND None Detected S Sample Outsourced
---	---

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

91



# Grants Pass Water Lab

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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Harbor Road

Sample ID #:

22200671

Project Name:

Port of Brookings Harbor

## Analysis Report

The following results pertain only to the samples submitted, and are for the sole and exclusive use of the above named client.

This report shall not be reproduced, except in full, without written approval of the laboratory.

The following accredited results meet all requirements of ISO/IEC17025:2005 unless otherwise noted by data flag indicators or comments.

The color coded key is only a guide for interpreting results. All evaluations should be compared to the limitations set by the EPA and/or your primary care physician.

Please do not hesitate to call to discuss results or ask any questions. We are at your service!

Sincerely,

Jessica Stark  
Senior Chemist

**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

<b>Total Suspended Solids</b>									
Run Number: 914									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		
<b>Laboratory Control Sample (LCS)</b>									
TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%		
<b>Duplicate</b>									
TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%	≤20%
<b>Trace Metals</b>									
Run Number: 30222									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006		
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06		
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04		
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01		
<b>Laboratory Control Sample (LCS)</b>									
Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%		
Zinc	LCS-14FB83BDB022	EPA 200.7	1.5269	0.06	mg/L	101.12%	90-110%		
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%		
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%		
<b>Matrix Spike (MS)</b>									
Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%		
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%		
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%		
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%		
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%		
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%		
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%		
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%		
<b>Matrix Spike Duplicate (MSDup)</b>									
Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%	≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%	≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%	≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%	≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%	≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%	≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%	≤20%
Lead	MSDup2220066AT	SM3113B	0.0151	0.01	mg/L			1.20%	≤20%

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## Sample Information

Sample ID:	22200670	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Road	Sample Point:	305 - BC Gear Storage
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	03/01/2022	Treatment System:	None

## Results of Chemical Analysis

Sample Notes:	305 - BC Gear Storage		Collection Date:	03/01/22 8:28 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	0.0094	mg/L		03/02/22 1:11 pm	JNS AA	
Lead	SM 3113 B	0.01	ND	mg/L		03/02/22 12:05 pm	JNS AC	
Total Suspended Solids	EPA 160.2	1.0	34.00	mg/L		03/03/22 9:15 am	JNS AD	
Zinc	EPA 200.7	0.06	ND	mg/L		03/02/22 1:11 pm	JNS AE	
Aluminum	EPA 200.7	0.04	1.4345	mg/L	Tier 1	03/02/22 1:11 pm	JNS AF	

**DEFINITIONS AND DATA FLAGS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>A Analysis is covered under ORELAP scope of Accreditation</li> <li>AA Analysis is covered under ISO scope of Accreditation</li> <li>C Sample did not meet acceptance criteria</li> <li>H Analysis performed outside method hold time</li> <li>ID Subsample identifier for each Sample number</li> <li>M Matrix Spike recovery is out of control limits due to matrix interference<br/>The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</li> </ul> | <ul style="list-style-type: none"> <li>E Estimated Value</li> <li>LOQ Reporting Limit</li> <li>N/A Not Applicable</li> <li>ND None Detected</li> <li>S Sample Outsourced</li> </ul> |
|--|---|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

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# Grants Pass Water Lab

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**Mail To:**

**Port of Brookings Harbor**

Attn:

16330 Lower Harbor Road  
Brookings, OR 97415

Date:

March 03, 2022

Address of Source:

16330 Lower Road

Sample ID #:

22200670

Project Name:

Port of Brookings Harbor

## Analysis Report

The following results pertain only to the samples submitted, and are for the sole and exclusive use of the above named client.

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The following accredited results meet all requirements of ISO/IEC17025:2005 unless otherwise noted by data flag indicators or comments.

The color coded key is only a guide for interpreting results. All evaluations should be compared to the limitations set by the EPA and/or your primary care physician.

Please do not hesitate to call to discuss results or ask any questions. We are at your service!

Sincerely,

Jessica Stark  
Senior Chemist

**Grants Pass Water Laboratory, INC  
Analytical QC Summary Report**

Sample ID: 22200670-22200675

**Total Suspended Solids**

Run Number: 914

Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		

**Laboratory Control Sample (LCS)**

TSS	LCS-566FEDFAD414	EPA 160.2	83.0	1.0	mg/L	92.20%	90-110%		
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**Duplicate**

TSS	Dup22200675AD	EPA 160.2	32	1.0	mg/L			13.30%	≤20%
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**Trace Metals**

Run Number: 30222

Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
<b>Method Blank</b>									
Copper	Prep Blank	EPA 200.7	ND	0.006	mg/L		≤0.006		
Zinc	Prep Blank	EPA 200.7	ND	0.06	mg/L		≤0.06		
Aluminum	Prep Blank	EPA 200.7	ND	0.04	mg/L		≤0.04		
Lead	Prep Blank	SM 3113B	ND	0.01	mg/L		≤0.01		

**Laboratory Control Sample (LCS)**

Copper	LCS-14FB83BDB022	EPA 200.7	0.9426	0.006	mg/L	101.80%	90-110%		
Zinc	LCS-14FB83BDB022	EPA 200.7	1.5269	0.06	mg/L	101.12%	90-110%		
Aluminum	LCS-14FB83BDB022	EPA 200.7	0.9298	0.04	mg/L	100.62%	90-110%		
Lead	LCS-29E2750B89ED	SM 3113B	0.0476	0.01	mg/L	109.70%	90-110%		

**Matrix Spike (MS)**

Copper	MS22200664AH	EPA 200.7	1.1081	0.006	mg/L	108.30%	75-125%		
Copper	MS22200664AJ	EPA 200.7	1.1954	0.006	mg/L	117.60%	75-125%		
Zinc	MS22200664AH	EPA 200.7	2.2027	0.06	mg/L	107.80%	75-125%		
Zinc	MS22200664AJ	EPA 200.7	2.3931	0.06	mg/L	117.60%	75-125%		
Aluminum	MS22200664AH	EPA 200.7	1.0873	0.04	mg/L	107.69%	75-125%		
Aluminum	MS22200664AJ	EPA 200.7	1.1704	0.04	mg/L	117.00%	75-125%		
Lead	MS22200664AL	SM3113B	0.0183	0.01	mg/L	113.90%	75-125%		
Lead	MS22200664AT	SM3113B	0.0149	0.01	mg/L	91.70%	75-125%		

**Matrix Spike Duplicate (MSDup)**

Copper	MSDup22200664AH	EPA 200.7	1.0304	0.006	mg/L			7.27%	≤20%
Copper	MSDup22200664AJ	EPA 200.7	1.0671	0.006	mg/L			11.30%	≤20%
Zinc	MSDup22200664AH	EPA 200.7	2.0493	0.06	mg/L			7.22%	≤20%
Zinc	MSDup22200664AJ	EPA 200.7	2.1436	0.06	mg/L			11.00%	≤20%
Aluminum	MSDup22200664AH	EPA 200.7	1.0044	0.04	mg/L			7.93%	≤20%
Aluminum	MSDup22200664AJ	EPA 200.7	1.0451	0.04	mg/L			11.30%	≤20%
Lead	MSDup22200664AL	SM3113B	0.0185	0.01	mg/L			0.90%	≤20%
Lead	MSDup2220066AT	SM3113B	0.0151	0.01	mg/L			1.20%	≤20%

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# Grants Pass Water Lab

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## CHAIN-OF-CUSTODY / Analytical Request Document

The Chain-of-Custody is a LEGAL DOCUMENT. All relevant fields must be completed accurately.

• 964 SE M Street Grants Pass, OR 97526

• (541) 476-0733 Fax (541) 476-8132

CLIENT INFORMATION		BILLING INFORMATION (if different):		REGULATORY AGENCY	
Company: <u>PORT OF BROOKINGS HARBOR</u>	Company:	<input type="checkbox"/> NPDES	<input type="checkbox"/> Ground Water	<input type="checkbox"/> Drinking Water	
Attn: <u>GARY DEHLINGER</u>	Attn:	<input type="checkbox"/> UST	<input type="checkbox"/> RCRA	<input type="checkbox"/> Other	
Address: <u>16330 LOWER HARBOR ROAD</u>	Address: <u>P.O. BOX 848</u>	Site Location:		OREGON	
<u>BROOKINGS, OR 97415</u>	<u>BROOKINGS, OR 97415</u>	State:			
Email: <u>PORTMANAGER@PORTOFBROOKINGSHARBOR.COM</u>	Email:				
Phone: <u>541-469-2243</u>	Phone:				

Item #	PWS Number:		Collection		Matrix *	pH Analysis		Analysis Requested
	Address of Sample location: <u>16330 LOWER HARBOR RD</u>		Sampling Date	Sampling Time		Analysis Date & Time	pH Result	
Project Name / Profile #		Bottle ID #	SAMPLE ID / SAMPLE LOCATION		DW WW SW A S			
1	<u>6256</u>		<u>305 / BC GRN STORAGE</u>	<u>3-1-22</u>		<u>8:38AM</u>	<u>SW</u>	
2	<u>6277</u>	<u>305 / BC GRN STORAGE</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
3								
4	<u>6295</u>	<u>304 / RECEIVING DOCK</u>	<u>3-1-22</u>	<u>8:32AM</u>	<u>SW</u>	<u>3-1-22 8:34</u>	<u>7.84</u>	 22200671 Al, Cu, Pb, TSS, Zn 3/1/2022
5	<u>6261</u>	<u>304 / RECEIVING DOCK</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
6								
7	<u>F882</u>	<u>302 / GRN STORAGE</u>	<u>3-1-22</u>	<u>8:58AM</u>	<u>SW</u>	<u>3-1-22 8:59</u>	<u>7.81</u>	 22200672 Cu, Pb, TSS, Zn, Al 3/1/2022
8	<u>F8839</u>	<u>302 / GRN STORAGE</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>7.81</u>	
9								
10								

NAME OF SAMPLE COLLECTOR (Please print): <u>Donnale King</u>	Relinquished by (Initials): <u>D.K.</u>	Date: <u>3-1-22</u>	Time: <u>11:46</u>
	Received by (Initials): <u>KB</u>	Date: <u>3-1-22</u>	Time: <u>11:46</u>
*Matrix: DW- Drinking Water, WW- Wastewater, SW- Storm Water, A- Aqueous, S- Soil		Temp °C: <u>17.3</u>	On Ice: <input checked="" type="checkbox"/>

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# Grants Pass Water Lab




## CHAIN-OF-CUSTODY / Analytical Request Document

The Chain-of-Custody is a LEGAL DOCUMENT. All relevant fields must be completed accurately.

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• 964 SE M Street Grants Pass, OR 97526  
• (541) 476-0733 Fax (541) 476-8132

CLIENT INFORMATION		BILLING INFORMATION (if different):		REGULATORY AGENCY	
Company: <u>PORT OF BROOKINGS HARBOR</u>	Company:			<input type="checkbox"/> NPDES	<input type="checkbox"/> Ground Water <input type="checkbox"/> Drinking Water
Attn: <u>GARY DEHLINGER</u>	Attn:			<input type="checkbox"/> UST	<input type="checkbox"/> RCRA <input type="checkbox"/> Other _____
Address: <u>16330 LOWER HARBOR ROAD</u>	Address: <u>P.O. BOX 848</u>			Site Location:	
<u>BROOKINGS, OR 97415</u>	<u>BROOKINGS, OR 97415</u>			State: <b>OREGON</b>	
Email: <u>PORTMANAGER@PORTOFBROOKINGSHARBOR.COM</u>	Email:				
Phone: <u>541-469-2218</u>	Phone:				

Item #	PWS Number:		Collection		Matrix *	pH Analysis		Analysis Requested
	Address of Sample location: <u>16330 LOWER HARBOR RD</u>		Sampling Date	Sampling Time	DW WW SW A S	Analysis Date & Time	pH Result	
	Bottle ID #	SAMPLE ID / SAMPLE LOCATION						
1	F8837	202 / HALLMARK DOCK	3-1-22	8:41 AM	SW	3-1-22 8:42 AM	7.95	 22200673 Cu, Pb, TSS, Zn, Al 3/1/2022
2	F8838	202 / HALLMARK DOCK						
3								
4	F8833	203 / FUEL DOCK	3-1-22	8:45 AM	SW	3-1-22 8:46 AM	7.97	 22200674 Cu, Pb, TSS, Zn, Al 3/1/2022
5	F8834	203 / FUEL DOCK		8:45 AM			7.97	
6								
7	F8835	103 / BOAT YARD	3-1-22	8:52 AM	SW	3-1-22 8:53 AM	7.90	 22200675 Cu, Pb, TSS, Zn, Al 3/1/2022
8	F8836	103 / BOAT YARD		8:52 AM			7.90	
9								
10								

NAME OF SAMPLE COLLECTOR (Please print): <u>Danielle Hong</u>	Relinquished by (Initials): <u>D.L.</u>	Date: <u>3-1-22</u>	Time: <u>11:46</u>
	Received by (Initials): <u>CB</u>	Date: <u>3-1-22</u>	Time: <u>11:46</u>
*Matrix: DW- Drinking Water, WW- Wastewater, SW- Storm Water, A- Aqueous, S- Soil		Temp °C: <u>16.4</u>	On Ice: <input checked="" type="checkbox"/>

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