

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

Teleconference Call-In Number: 1 (253) 215-8782 Meeting ID: 771 205 4017	Passcode: 76242022	(to mute/unmute: * 6)
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TENTATIVE AGENDA

	PAGE
1. CALL MEETING TO ORDER	
<ul style="list-style-type: none"> • Pledge of Allegiance • Roll Call • Modifications, Additions, and Changes to the Agenda • Declaration of Potential Conflicts of Interest 	
2. APPROVAL OF AGENDA	
3. APPROVAL OF MEETING MINUTES	
A. Approve Minutes of Special Commissioner Meeting Tuesday October 4, 2022.....	3
4. PUBLIC COMMENTS -- Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to danielle@portofbrookingsharbor.com prior to the meeting.	
5. EXECUTIVE SESSION per ORS 192.600 (2)(a)	5
This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.600 (2)(a) to consider the employment for an officer, employee, staff member or agent.	
Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).	
ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.	
Adjourn out of executive session and reconvene into regular session.	
6. MANAGEMENT REPORTS / APPROVAL	
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8. INFORMATION ITEMS	

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.

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9. COMMISSIONER COMMENTS

10. NEXT REGULAR MEETING DATE – Wednesday December 21, 2022, at 2:00pm

11. ADJOURNMENT

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

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

Tuesday, October 4, 2022

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

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

1. CALL MEETING TO ORDER

Commission Secretary/Treasurer Sharon Hartung called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) via telephone; and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Harbormaster; Danielle King, Safety/Administrative and James Walker, Port Counsel.
- Webster requested that action items B & C be moved to information items.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:34

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

3. PUBLIC COMMENTS – Audio time 0:01:52

There were no public comments.

4. EXECUTIVE SESSION per ORS 192.660 (2)(f) – Audio time 0:02:01

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 10:46am.

5. ACTION ITEMS

A. Permission to Display Bible Education Cart – Audio time 0:02:09

Webster reviewed item with the Board. Heap suggested to approve it but provisionally and we will develop an ordinance, Counsel agreed.

A motion was made by Heap and seconded by Range to approve Port commission conditionally approve the request to display a bible cart, additionally move that that bible cart location be moved on to the Boardwalk and away from that narrow pinch point there on the sidewalk and further that the Port Commission begin developing a draft ordinance to deal with public solicitation and public use of Port property.

Board discussed motion with Port Counsel and Range explained his second on the motion.

An amendment was made by Heap and second by Range to amend the motion that they would be able to use the Boardwalk at times when its not being used for other purposes. If there are other events, they are not able to use the Boardwalk. The motion passed 4 – 0.

6. INFORMATION ITEMS

A. Forming Committee – Audio Time 0:10:16

Webster asked Port Counsel to inform the Board the processes of forming a committee and what the committee can do. Port Counsel discussed committees, scope of the committee, public meeting laws, and the composition of the committee. Port Counsel recommended if the Board would like to form a committee, which can be done by resolution, encouraged to include the makeup of the committee and scope of authority in the resolution. Hartung wondered why this is even being discussed. Webster suggested that there may be some concern from the Board due to our current situation and wanted the Board to be informed on the guidelines of a committees if the Board ever wanted to form a committee. Range asked Port Counsel about forming a resolution to form a committee. Port Counsel recommended the resolution to specify names of the committee, scope of the committees’ tasks and objective, the scope of that committee’s authority, appoint members and the duration of those participants.

B. Boat Yard Clam Shell Dredging – Audio Time 0:18:28

Webster informed the Board that he is still waiting on quotes back from the contractors and should be available in the next regular meeting. Jack Akin is working on the JPA application and the Corp of Engineers and Department of Lands is now offering a 5-year permit. Range had some questions regarding the upcoming FEMA project.

C. Port Manager Update – Audio Time 0:25:54

Webster updated the Board that as of this morning SDAO has received four completed applicants, they are reaching out to one more to complete one more item and have received four other resumes but waiting for applications to be completed. Webster informed the Board of upcoming meetings regarding the recruitment of a Port Manager.

7. COMMISSIONER COMMENTS – Audio time 0:30:31

There were no commissioner comments.

8. NEXT REGULAR MEETING DATE – Wednesday, October 19, 2022, at 2:00PM

9. ADJOURNMENT – Audio time 0:30:45

Having no further business, the meeting adjourned at 11:17 am.

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.

Executive Session

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SAFETY, SECURITY, AND ENVIRONMENTAL

MONTHLY REPORT

Date: November 16, 2022
Period: October 2022
To: Travis Webster, Harbormaster/Acting Port Manager
Issued By: Danielle King, Safety, Security, & Environmental Coordinator

Safety

Port staff discussed how to prevent hearing loss and how to reduce noise in the workplace.

Incidents

POBH recorded (3) incidents for the month of October bringing the year total to (71). Incidents included:

1. An RV customer was failing to pay for the site in a timely manner. With no payment or response from the customer Port Staff asked for assistance from Curry County Sheriffs to help receive payment, remove customer and RV from site.
2. RV Park customer reported their bicycle was stolen from their site. Port staff looked at security footage and reported back to Curry County Sheriffs regarding their findings.
3. Deckhand reported items were stolen from his vehicle. After reviewing security footage individual did not want to report incident to sheriffs.

Security

Four Aces Security Solutions and POBH recorded (74) security issues for the month of October bringing the year total to (1464). Issues included:

- (45) Overnight parking tickets.
- (8) Unauthorized visitors on Port Property after hours
- (1) Parking violations throughout the Port
- (16) Vehicles missing or unable to read boat launch ticket.
- (2) Parking violations in boat launch parking lot.
- (2) Maintenance Issues

Environmental / DEQ 1200-Z Industrial Stormwater

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP).

Discharge Monitoring Report was completed for the third quarter.

Coast Guard was coming in from a training exercise and broke a seal creating an oil sheen at the boat launch ramps. Coast Guard reported the spill and cleaned up as best as possible.

HARBORMASTER MONTHLY REPORT

Date: November 16th, 2022
Period: October 2022
To: Port Commission
Issued By: Travis Webster, Harbormaster/Acting Port Manager

RV Park

Construction on the park continues to run smooth. I estimate we are at 20 to 25 % complete. Occupancy at the park will decrease quickly throughout the project, but we will make any sites available as the project proceeds.

Our new tenet “Bell and Whistle Coffee” is set up and open.

Concrete blocks will be set in place at the openings of the walkways when storms are forecasted. Port staff will remove the blocks during breaks in the weather.

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	29	(10)	
April	13.5	0	27.5	23	(4.5)	
May	26.4	5.7	43.1	31	(12.1)	
June	39.9	71.1	59.5	45	(14.5)	
July	61.3	84.7	85	72	(13)	
August	60.8	70	77	68	(9)	
September	45.4	51	64	61	(3)	
October	25.4	68	34	27	(13)	
November	15.2	22	21			5
December	8.5	15	11			1

Average 27.5 35.6 41.9

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

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

Marina

Staff completed quarterly dock inspections and made work orders for needed repairs. Repairs included broken water line in sport basin, cleats throughout the port that needed replaced or tightened. Bank maintenance is ongoing. Staff completed the barge basin area and have move on to the transit dock location.

Reminder to all boat owners, weather has started to change, and we ask that owners make it a priority to periodically check their vessels and replace or tighten lines. Please report any damage or areas of concern to the office as soon as possible.

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	196	18
April	122	244	386	162	(244)
May	276	282	233	161	(72)
June	303	697	759	475	(284)
July	794	1095	826	982	156
August	875	768	716	762	46
September	350	583	713	1,027	314
October	518	713	518	668	150
November	352	109	70		
December	53	40	60		
Totals	3,822	4,842	4,556	4818	372

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	5
April	7	10	5	7
May	6	3	7	6
June	3	0	3	4
July	1	5	0	1
August	3	4	1	0
September	3	3	1	2
October	10	6	5	7
November	3	9	13	
December	15	5	3	
Totals	62	57	47	42

Travel Lift Haul-Outs

	2019	2020	2021	2022
January	2	1	0	2
February	2	5	1	6
March	4	5	6	6
April	7	5	6	7
May	13	9	5	8
June	16	15	12	6
July	15	14	7	8
August	8	4	7	5
September	7	6	8	4
October	9	8	4	11
November	8	5	12	
December	5	1	0	
Totals	96	78	68	63

Commercial Receiving Dock

Leased docks are operational and no new issues to report. Crab season is coming quickly. Vessel have started doing gear work to prepare for the upcoming season. We will work with the dock managers to keep access areas clear of crab pots until they are ready to be put on vessels.

Staff will continue to monitor gear work activities and contact anyone that is not adhering to the Ports BMP.

Commercial Retail Building

Staff completed the new rolling door at the boat yard shop. The old door was torn off in the wind. Port continues to monitor the shop building. No change in the building.

Staff went under the deck at Blue Fin Reality to remove berry bushes and debris that started growing through the deck.

Maintenance Crew

Staff completed 92 work orders for the month of October. Port staff were busy in the boat yard completing 11 haul outs. 2 boats utilized the local service of dustless blasting. Both projects were successful. After the work was done, I had a meeting with the owners to go over pros and cons of the operation and make plans to improve.

Office Staff

37 moorage renewals were completed and sent out on time.

10-11-22 Jack and I had a phone conference with the Defazio Team concerning the EPA Grant for the Wastewater Treatment Plant. We were assured the Grant Money has been appropriated. We also were assured the Community Grants do not expire!

10-12-22 Commissioned Art Signs, Inc. to manufacture and install 3 Fishing Charter signs. Estimated completion by end of December.

10-13-22 Notification was received from HMGP Mitigation Division of the Closure of Project 4258-7 Basin 1 Piling Upgrade. The total project cost was \$370,844.58.

10-13-22 Kim and I met with Becky Bryant from Business Oregon and discussed the following:

- FEMA Matching Funds
- Loan interest accrual – should be frozen as of May 2020
- Sale of Port Property and the use of net proceeds
- Projects and needs of the Port
- Dredging concerns

10-18-22 USDA Annual Audit and Annual Project Update completed and submitted

10-25-22 I had conference with Legal concerning county culvert issues and the options available for the Port.

10-26-22 Staff completed and submitted Quarterly Progress Report for FEMA DR-4432-OR for 3rd quarter 2022.

Ongoing communications with Teri / SDAO with Port Manager recruitment.

Ongoing communications with Llyod Whaley, Curry County Title and our Legal progressing on the sale of property.

For October 2022:

6 Telehandler Jobs:

- 10/3 “Prolifik” 2 hours
- 10/5 “Alex” 1 hour
- 10/6 “Dynamik” 2.5 hours
- 10/20 “Cape Sebastian” 2.5 hours
- 10/21 “Little Joe” ½ hour
- 10/21 “Inspiration” ½ hour

11 Haul Outs:

- 10/4 “Squid”
- 10/10 “Pisces”
- 10/20 “Reel Deal”
- 10/21 “Eli’s Tide”
- 10/21 “Kimbo”
- 10/24 “Njord”
- 10/25 “Rogue”
- 10/26 “Ida B”
- 10/26 “Sunfish”
- 10/27 “Avontuur”
- 10/31 “Marilyn A”

92 Work Orders completed – see attached spreadsheet.

0 boats were inspected for seaworthiness in October.

Ongoing Inspections:

Triumph – has until 11/17 to repair for reinspection

Class Sea Lady – has until 12/1 to make decision / reinspection

Thor – has until 12/15 to repair for reinspection

Currently scheduling upcoming Inspections for:

Taku – N 20

Nazdarovya – C 14

WORK ORDERS LOG
Port of Brookings Harbor
October 2022

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
8/29/22	RV Park, Site 24	Repair / replace fence at back of site	Completed	10/1/22	Trent	1
10/3/22	Basin 2, D17, E4 and F7	Replace cleats	Completed	10/3/22	Shawn & Sean	2
10/3/22	Basin 2, J Dock	Tighten cleats	Completed	10/3/22	Shawn & Sean	3
10/3/22	Basin 2, N-Q Docks	Tighten cleats	Completed	10/3/22	Shawn & Sean	4
10/3/22	Steel Wall	Reattach bumper	Completed	10/3/22	Shawn & Sean	5
10/3/22	Basin 2 N and O Docks	Nail up rub boards	Completed	10/3/22	Shawn & Sean	6
10/3/22	Fish Cleaning Station	Dump carcasses	Completed	10/3/22	Brent	7
9/27/22	Basin 1, Main and A Dock	Tighten loose section of dock	Completed	10/4/22	Shawn & Sean	8
10/4/22	Basin 2, Q15	Tighten finger	Completed	10/4/22	Shawn & Sean	9
10/4/22	Basin 2, Main and Q Dock	Tighten bolts	Completed	10/4/22	Shawn & Sean	10
10/4/22	Basin 2, D8-10	Tighten bolts and add bolt	Completed	10/4/22	Shawn & Sean	11
10/4/22	RV Park	Remove gangways	Completed	10/4/22	Shawn, Travis, Brent & Marian	12
10/4/22	Basin 2, J Dock	Replace cap stones at entry wall	Completed	10/4/22	Brent	13
10/5/22	Basin 2, E-G-J Docks	Replace door covers on electric pedestals	Completed	10/5/22	Shawn	14
10/5/22	RV Park, Restroom	Auto flush is broke, replace with manual flush	Completed	10/5/22	Brent	15
10/6/22	Sani-Sailors	Monthly inspections	Completed	10/6/22	Brent	16
10/6/22	Basin 2, P and Q Docks	Replace door covers on electric pedestals	Completed	10/6/22	Shawn	17
10/6/22	Fish Cleaning Station	Fix outside spicket	Completed	10/6/22	Shawn	18
10/7/22	Port Shop	Fuel Telehandler	Completed	10/7/22	Shawn	19
10/7/22	Port Office	Hang cork boards	Completed	10/7/22	Shawn	20
10/7/22	Fuel Dock	Replace cleats	Completed	10/7/22	Shawn	21
10/5/22	RV Park, Site 67	Replace cable end and connector	Completed	10/7/22	Trent	22
10/3-10/7	Port Office	Daily backup of Quickbooks	Completed	10/3-10/7	April	23
10/3-10/7	Port Office	Verify accuracy cash/check deposits	Completed	10/3-10/7	April	24
10/3-10/7	Port Office	Daily credit card settlement & deposit	Completed	10/3-10/7	April	25
10/10/22	Sani-Sailors	Bi-Annual inspections fo OSMB	Completed	10/10/22	Brent and OSMB	26
10/10/22	Boatyard	Move docks	Completed	10/10/22	Shawn & Travis	27
10/10/22	Boatyard	Clean up yard	Completed	10/10/22	Shawn	28
10/11/22	Fish Cleaning Station	Dump carcasses	Completed	10/11/22	Brent	29
10/11/22	Boatyard	Move sailboat for demolition	Completed	10/11/22	Brent	30
10/11/22	Boatyard	Set up spot for boat / clean up site	Completed	10/11/22	Shawn & Sean	31
10/11/22	Boatyard	Remove mast from sailboat and cut up mast	Completed	10/11/22	Shawn & Sean	32
10/11/22	Boatyard	Clean up yard	Completed	10/11/22	Shawn & Sean	33
10/11/22	Port Office	Reset front door entry sensor, order new sensor	Completed	10/11/22	Brent	34
10/11/22	Fuel Dock	Clear brush	Completed	10/11/22	Shawn & Sean	35
10/12/22	Boatyard	Strip sailboat	Completed	10/12/22	Shawn & Sean	36
10/12/22	Fuel Dock	Clear brush on banks	Completed	10/12/22	Shawn & Sean	37
10/11/22	Port Office	Reset malfunctioning alarm system	Completed	10/12/22	Brent	38
10/13/22	Fuel Dock	Clear brush	Completed	10/13/22	Shawn & Sean	39
10/14/22	Retail: Harbor Corner Market & J-Sloane	Replace entry door lock sets	Completed	10/14/22	Brent & Anchor Lock	40
10/14/22	Retail: Septic System	Remove clog from pump	Completed	10/14/22	Brent & Marian	41
10/13/22	Fuel Dock	Monthly inspections	Completed	10/14/22	Brent	42
10/14/22	Retail: Blue Fin Realty	Clear blackberry vines growing through deck	Completed	10/14/22	Marian	43
10/14/22	Fuel Dock, Tank Area	Clear brush and trees	Completed	10/14/22	Shawn & Sean	44
10/10-10/14	Port Office	Daily backup of Quickbooks	Completed	10/10-10/14	April	45
10/10-10/14	Port Office	Verify accuracy cash/check deposits	Completed	10/10-10/14	April	46
10/10-10/14	Port Office	Daily credit card settlement & deposit	Completed	10/10-10/14	April	47
10/17/22	Port Parking Lots	Clear brush and trees on banks	Completed	10/17/22	Shawn, Sean & Marian	48
10/17/22	Boatyard	Move and clean up boat	Completed	10/17/22	Shawn, Sean & Travis	49
10/17/22	RV Park	Locate sewer lateral	Completed	10/18/22	Brent & Roto Rooter	50
10/18/22	Port Shop	Get sump and bilge pump running	Completed	10/18/22	Brent	51
10/18/22	Boatyard	Clean filter system	Completed	10/18/22	Shawn & Sean	52
10/18/22	Port Property	Sand bags	Completed	10/18/22	Shawn & Sean	53
10/18/22	Port Offices	Get water at Bi Mart	Completed	10/18/22	Shawn	54
10/19/22	Boatyard	Move floating dock	Completed	10/19/22	Shawn, Sean, Brent & Travis	55
10/19/22	Boatyard	Off load blocks	Completed	10/19/22	Shawn, Sean & Brent	56
10/19/22	Boatyard	Move boats	Completed	10/19/22	Shawn, Sean, Brent & Travis	57
10/19/22	RV Park, Site 51 and 52	Replace fence	Completed	10/19/22	Trent	58
10/19/22	Port Work Boat	Install fish finder	Completed	10/19/22	Shawn	59
10/19/22	Basin 2, All Docks	Quarterly dock inspections	Completed	10/19/22	Shawn & Sean	60
10/20/22	Basin 1 and 2	Drive boat for survey	Completed	10/20/22	Shawn	61
10/20/22	Basin 1 and 2	Dock inspections	Completed	10/20/22	Shawn	62
10/21/22	RV Park	Strip light poles	Completed	10/21/22	Shawn & Sean	63

10/17-10/21	Port Office	Daily backup of Quickbooks	Completed	10/17-10/21	April	64
10/17-10/21	Port Office	Verify accuracy cash/check deposits	Completed	10/17-10/21	April	65
10/17-10/21	Port Office	Daily credit card settlement & deposit	Completed	10/17-10/21	April	66
10/17-10/21	Port Office	Terminations: 1 moorage, 1 storage (non pay)	Completed	10/17-10/21	April	67
10/24/22	Boatyard Shop	Demo door frame and reframe	Completed	10/24/22	Shawn & Sean	68
10/24/22	Port Office	Create new recovery media in Carbonite	Completed	10/24/22	Brent	69
10/25/22	Retail: Hungry Clam	Fix / adjust front door latch	Completed	10/25/22	Brent	70
10/25/22	Retail Septic	Repair pump 1 (seized)	Completed	10/25/22	Brent & Marian	71
10/25/22	Boatyard Shop	Finish framing for door	Completed	10/25/22	Shawn & Sean	72
10/26/22	Boatyard	Repair boatwash sump pump	Completed	10/26/22	Brent	73
10/26/22	Boatyard	Set boats and clean up	Completed	10/26/22	Shawn, Sean & Travis	74
10/26/22	Port Shop	Build shop doors	Completed	10/26/22	Shawn & Sean	75
10/27/22	Boatyard Shop	Finish building doors and hang	Completed	10/27/22	Shawn & Sean	76
10/27/22	Basin 2, Q18	Repair broken board on finger / rub boards	Completed	10/27/22	Shawn & Sean	77
10/27/22	Basin 2 Restroom	Clear coin acceptors (vandalized) repair shower	Completed	10/27/22	Brent	78
10/28/22	Boatyard Shop	Clean up back side of shop	Completed	10/28/22	Shawn & Sean	79
10/28/22	Boatyard Shop	Finish doors	Completed	10/28/22	Shawn & Sean	80
10/24-10/28	Port Office	Daily backup of Quickbooks	Completed	10/24-10/28	April	81
10/24-10/28	Port Office	Verify accuracy cash/check deposits	Completed	10/24-10/28	April	82
10/24-10/28	Port Office	Daily credit card settlement & deposit	Completed	10/24-10/28	April	83
10/24-10/28	Port Office	Create invoices for Nov. storage (gear & boat)	Completed	10/24-10/28	April	84
10/26/22	Retail: Blue Fin Realty	Remove berry bushes from deck and building	Completed	10/30/22	Marian	85
10/31/22	Port Property	Fill and put out sand bags at storm drains	Completed	10/31/22	Shawn & Sean	86
10/31/22	Port Showers	Collect quarters	Completed	10/31/22	Brent	87
10/31/22	Basin 1, C26	Install new cleat	Completed	10/31/22	Shawn & Sean	88
10/31/22	Basin 1 and 2	Red tag items left on docks by customers	Completed	10/31/22	Shawn & Sean	89
10/31/22	Basin 1 and 2	Finish dock walks / inspections	Completed	10/31/22	Shawn & Sean	90
10/31/22	Basin 1, C26	Add bumper to boat	Completed	10/31/22	Shawn & Sean	91
10/31/22	RV Park, Site 25	Replace light assembly on pedestal	Completed	10/31/22	Brent	92
Total Work Orders						92

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
10/01/2022	119	68	51	57%
10/02/2022	119	32	87	27%
10/03/2022	119	22	97	18%
10/04/2022	119	28	91	24%
10/05/2022	119	31	88	26%
10/06/2022	119	39	80	33%
10/07/2022	119	55	64	46%
10/08/2022	119	65	54	55%
10/09/2022	119	46	73	39%
10/10/2022	119	45	74	38%
10/11/2022	119	41	78	34%
10/12/2022	119	39	80	33%
10/13/2022	119	40	79	34%
10/14/2022	119	45	74	38%
10/15/2022	119	47	72	39%
10/16/2022	119	43	76	36%
10/17/2022	119	34	85	29%
10/18/2022	119	34	85	29%
10/19/2022	119	40	79	34%
10/20/2022	119	42	77	35%
10/21/2022	119	41	78	34%
10/22/2022	119	39	80	33%
10/23/2022	119	14	105	12%
10/24/2022	119	10	109	8%
10/25/2022	119	10	109	8%
10/26/2022	119	7	112	6%
10/27/2022	119	10	109	8%
10/28/2022	119	11	108	9%
10/29/2022	119	9	110	8%
10/30/2022	119	7	112	6%
10/31/2022	119	4	115	3%
	3689	998		
October Occupancy Total	27%			

Tasks Completed

Date: OCTOBER

- 10/11/2022** Travis & Jack had a phone conference with the Defazio Team concerning the EPA Grant for the Wastewater Treatment Plant. Discussed the timeline, where to search for matching funds. We were assured the Grant Money has been appropriated. We were also assured the Community Grants do not expire! If needed, the Defazio Team offered assistance to reach out to DEQ on our behalf.
- 10/26/2022** Staff completed and submitted Quarterly Progress Report for FEMA DR-4432-OR for 3rd quarter 2022
- Staff reviewed and submitted 2023 SDIS Property/Casualty Renewal Update.
- 10/12/2022** Commissioned Art Signs, Inc. to manufacture and install 3 Fishing Charter signs. Estimated completion by end of December
- 10/18/2022** USDA Annual Audit and Annual Project Update completed and submitted.
- 10/13/2022** Notification was received from HMGP Mitigation Division of the Closure of Project 4258-7 Basin 1 Piling Upgrade. The total project cost was \$370,844.58, under \$63,218.56 from original award of \$455,136.00. FEMA deobligated the unliquidated balance of federal funds of \$63,218.56.
- 10/13/2022** Travis and Kim met with Becky Bryant from Business Oregon and discussed the following:
- FEMA matching funds reimbursement
 - Loan interest accrual → should be frozen as of May 2020
 - Sale of Port Property and the use of net proceeds
 - Project and needs of the Port
 - Dredging concerns
- 10/25/2022** Travis had conference with Legal concerning county culvert issues and the options available for the Port.
- October** Ongoing communications with Teri/SDAO with Port Manager recruitment.
- October** Ongoing communications with Lloyd Whaley, Curry County Title and our Legal progressing on the sale of property.

FINANCIAL SUMMARY

Date: November 16, 2022
Period: October 2022
To: Travis Webster, Harbormaster/Acting Port Manager
Issued By: Kim Boom, Director of Finance and Accounting

Overview

This month saw a deficit in all General Fund Programs except the Marina. The Beachfront RV Park reservations have decreased, partly from the time of year and partly due to construction in progress. The Commercial Retail deficit was a result of submitting 2022-23 property tax payment to Curry County. The Fuel Dock sales have reduced by 64% from previous month.

The Port received a donation in the amount of \$16,786 from Oregon Coast Visitors Association for three Fishing Charter Signs. Art Signs, Inc. was commissioned to manufacture and installed the signs and hope to be completed by the end of December 2022.

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$296,790. Restricted cash and equivalents totaled \$893,979 with Total Checking/Savings (cash) at \$1,190,769.

October Profit & Loss

Total revenue for all funds was \$263,718. Total expense was \$350,323. The net income for October was (\$86,604).

General Fund Programs	Program Revenues	Program Expenditures	Net
Beachfront RV Park	\$22,465	\$36,995	(\$14,530)
Commercial Retail	\$42,909	\$54,119	(\$11,210)
Fuel Dock	\$47,608	\$116,387	(\$68,779)
General Fund Grants	\$0	\$1,249	(\$1,249)
Marina	\$80,150	\$74,356	\$5,794
TOTALS	\$193,132	\$283,106	(\$89,974)

Budget Performance FY 2022-2023

Total income for all funds is 29.4%, with General Fund revenues at 34.1%. Total expenditure for all funds is 16.8%, with General Fund expenditure at 31.3%.

ATTACHMENTS

- Balance Sheet, 2 pages
- Profit & Loss, 3 pages
- Profit & Loss Budget Performance, FY July 2022 thru June 2023 YTD, 4 pages
- Check Register, 4 pages
- Vendor Summary for January through December 2022 YTD, 4 pages

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).

Port of Brookings Harbor Balance Sheet

Cash Basis

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	65,261.73
10104 · RCU Business Ownership 0687	18.25
10105 · RCU Business Savings 0600	10.00
10106 · General Fund LGIP 6017	190,569.67
10107 · Dredging Fund LGIP 6254	38,806.67
Total 101 · GENERAL FUND CHECKING & LGIP	294,666.32
10101 · Petty Cash	413.99
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	296,790.31
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.94
30104 · Debt Service Umpqua MM 8627	2,516.37
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,537.31
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	144,432.16
30105 · IFA Debt Service Fund LGIP 6020	46,728.77
50105 · Reserve Fund LGIP 6018	225,062.90
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	470,217.68
Total 70105 · Capital Projects LGIP 6273	470,217.68
Total 105 · RESTRICTED LGIP	886,441.51
Total 110 · RESTRICTED CASH & EQUIVALENTS	893,978.82
Total Checking/Savings	1,190,769.13
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-10,822.36
Total Accounts Receivable	-10,822.36
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	68,634.17
Total 130 · DUE FROM TRANSFERS	68,634.17
150 · Undeposited Funds	2,711.29
Total Other Current Assets	71,345.46
Total Current Assets	1,251,292.23
TOTAL ASSETS	1,251,292.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
106.1 · RCU Business Ownership 0687	18.25

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Port of Brookings Harbor Balance Sheet

Cash Basis

	Oct 31, 22
106.2 · RCU Business Savings 0600	10.00
Total Credit Cards	28.25
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-1,183.40
Total 100222 · Payroll Liabilities	-1,183.40
10226 · Lodging Tax Payable	9,010.80
230 · DUE TO TRANSFERS	
40230 · Due To General Fund from CP	68,634.17
Total 230 · DUE TO TRANSFERS	68,634.17
Total Other Current Liabilities	76,461.57
Total Current Liabilities	76,489.82
Total Liabilities	76,489.82
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	532,465.33
20301 · Revenue Bond Unappropriate Bal	102,351.92
30301 · Debt Service Unappropriated Bal	22,758.51
40301 · Capital Project Unappropriated	40,430.77
50301 · Reserve Fund Unappropriated Bal	402,738.52
70301 · Port Const. Fund Unappropriated	569,448.67
Total 301 · Unappropriated Balance	1,670,193.72
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	-402,738.52
70302 · Port Const. Fund Appropriated	-569,448.67
Total 302 · Appropriated Carryover	-1,670,193.72
Total 300 · Fund Balance	0.00
Net Income	1,174,802.41
Total Equity	1,174,802.41
TOTAL LIABILITIES & EQUITY	1,251,292.23

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

October 2022

	Oct 22
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10413 · Property Tax Prior	728.06
10414 · Interest General Fund	477.78
10418 · Miscellaneous	18,391.51
Total 401 · GENERAL FUND REVENUES	19,597.35
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	14,111.83
10421.4 · Recreational Slip Rent	37,299.87
10421.5 · Transient	896.29
10421.6 · Other Moorage	1,057.50
Total 10421.2 · MOORAGE	53,365.49
10422 · Boat Launch	4,600.00
10423 · STORAGE	
10423.1 · Gear Storage	2,818.10
10423.2 · Boat Storage	3,130.00
Total 10423 · STORAGE	5,948.10
10424 · ADMINISTRATIVE FEES	575.00
10425 · MARINE SERVICES	
10425.1 · Travelift	8,000.00
10425.2 · 12 K Telehandler	828.00
10425.3 · Other Sales & Fees	6,064.80
10425.4 · Public Hoist	769.00
Total 10425 · MARINE SERVICES	15,661.80
Total 10421 · MARINA	80,150.39
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	19,848.46
10427.2 · Other Sales & Fees	2,416.66
Total 10427 · BEACHFRONT RV PARK	22,265.12
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	26,472.64
10428.2 · Docks	13,553.67
10428.3 · CPI and Other Fees	2,882.69
Total 10428 · COMMERCIAL RETAIL	42,909.00
10429 · FUEL DOCK	47,608.41
Total 402 · GENERAL FUND PROGRAM REVEN...	192,932.92
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	256.42
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	11,099.42
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	80.70
30419 · Transfer to Debt Service Fund	31,958.71
	31,958.71

**Port of Brookings Harbor
Profit & Loss**

October 2022

Cash Basis

	Oct 22
Total 430 · DEBT SERVICE FUND REVENUE	32,039.41
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	401.07
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,401.07
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	838.38
Total 470 · PORT CONSTRUCTION FUND REVE...	838.38
Total 400 · REVENUES	263,718.42
Total Income	263,718.42
Gross Profit	263,718.42
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	49,611.58
500 · PERSONNEL SERVICES	
10502 · Office Staff	14,946.66
10504 · Operations Staff	21,280.73
10506 · Overtime	436.92
10508 · Payroll Taxes/Costs/Benefits	
10508.1 · Paid Holidays	0.00
10508.2 · Sick Leave Benefit	272.48
10508.3 · Vacation	5,467.63
10508.4 · Payroll Taxes	4,148.12
10508.5 · SEP Retirement	3,993.67
Total 10508 · Payroll Taxes/Costs/Benefits	13,881.90
10510 · Health Care and Dental	8,032.40
Total 500 · PERSONNEL SERVICES	58,578.61
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	422.70
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	200.58
10602.2 · Supplies	7,957.29
10602.3 · Services	11,244.10
Total 10602 · REPAIRS & MAINTENANCE	19,401.97
10603 · FUEL purchased for resale	94,026.30
10605 · UTILITIES	
10605.1 · Electric	7,953.03
10605.2 · RV Park Cable TV	714.08
10605.3 · Sanitary	2,793.22
10605.5 · Telecommunications	1,106.22
10605.6 · Waste Removal	10,067.67
10605.7 · Water	1,475.42
Total 10605 · UTILITIES	24,109.64

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

October 2022

	Oct 22
10606 · OFFICE EXPENSE	1,354.46
10607 · BANK SERVICE & FINANCE FEES	4,008.17
10608 · TRAINING & TRAVEL	504.99
10609 · PERMITS, LICENSES, TAXES & MISC	38,106.37
10610 · INSURANCE; PROP & CAS, BOND	20,657.14
10611 · PROFESSIONAL FEES	
10611.2 · Attorney	8,982.50
10611.3 · Engineering	1,890.00
10611.4 · Other Support/Consultant	909.87
Total 10611 · PROFESSIONAL FEES	11,782.37
Total 601 · GENERAL FUND Material & Service	214,374.11
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	10,154.85
Total 710 · GENERAL FUND CAPITAL OUTLAY	10,154.85
Total 600 · GENERAL FUND EXPENDITURES	332,719.15
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,391.19
30804P · 2018 Genie Forklift Principal	1,267.64
Total 801 · Principal	5,658.83
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	267.81
30814I · 2018 Genie Forklift Interest	197.07
Total 810 · Interest Payments	464.88
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	6,670.00
Total 40702 · Land Improvement - Capt Proj	6,670.00
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	6,670.00
Total 640 · CAPT. PROJ. EXPENDITURES	6,670.00
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,304.76
60815I · RV Park Improv. Loan Interest	1,505.11
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	350,322.73
Net Income	-86,604.31

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July through October 2022

	Jul - Oct 22	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	334,747.33	490,000.00	68.3%
10412 · Property Tax Current	0.00	250,000.00	0.0%
10413 · Property Tax Prior	4,339.47	10,000.00	43.4%
10414 · Interest General Fund	1,533.22	2,000.00	76.7%
10417 · Assets Sales	0.00	10,000.00	0.0%
10418 · Miscellaneous	19,213.90	66,000.00	29.1%
10420 · Grants & Other Funding - GF	50,000.00	20,000.00	250.0%
Total 401 · GENERAL FUND REVENUES	409,833.92	848,000.00	48.3%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	44,355.18		
10421.4 · Recreational Slip Rent	124,200.77		
10421.5 · Transient	4,767.02	0.00	100.0%
10421.6 · Other Moorage	7,260.00		
Total 10421.2 · MOORAGE	180,582.97	0.00	100.0%
10422 · Boat Launch	17,679.00		
10423 · STORAGE			
10423.1 · Gear Storage	18,067.14		
10423.2 · Boat Storage	13,411.00		
10423 · STORAGE - Other	150.00		
Total 10423 · STORAGE	31,628.14		
10424 · ADMINISTRATIVE FEES	3,004.61	0.00	100.0%
10425 · MARINE SERVICES			
10425.1 · Travelift	18,910.00	0.00	100.0%
10425.2 · 12 K Telehandler	1,890.00	0.00	100.0%
10425.3 · Other Sales & Fees	12,910.73		
10425.4 · Public Hoist	1,098.45		
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
Total 10425 · MARINE SERVICES	34,809.18	0.00	100.0%
10426 · EVENTS ON PORT PROPERTY	3,166.00		
10421 · MARINA - Other	0.00	842,000.00	0.0%
Total 10421 · MARINA	270,869.90	842,000.00	32.2%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	199,443.52	0.00	100.0%
10427.2 · Other Sales & Fees	22,871.62	0.00	100.0%
10427 · BEACHFRONT RV PARK - Other	0.00	800,000.00	0.0%
Total 10427 · BEACHFRONT RV PARK	222,315.14	800,000.00	27.8%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	118,737.53	0.00	100.0%
10428.2 · Docks	65,794.68	0.00	100.0%
10428.3 · CPI and Other Fees	11,658.63	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	635,000.00	0.0%
Total 10428 · COMMERCIAL RETAIL	196,190.84	635,000.00	30.9%
10429 · FUEL DOCK	445,040.13	1,050,000.00	42.4%
Total 402 · GENERAL FUND PROGRAM REVENUE...	1,134,416.01	3,327,000.00	34.1%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	102,841.78	102,820.00	100.0%
20414 · Interest Revenue Bond Fund	739.32	840.00	88.0%
20419 · Transfer to USDA Bond Fund	43,372.00	130,120.00	33.3%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July through October 2022

	Jul - Oct 22	Budget	% of Budget
Total 420 · USDA REVENUE BOND FUND	146,953.10	233,780.00	62.9%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	23,094.07	23,100.00	100.0%
30414 · Interest Debt Service Fund	311.07	616.00	50.5%
30419 · Transfer to Debt Service Fund	127,834.84	391,484.00	32.7%
Total 430 · DEBT SERVICE FUND REVENUE	151,239.98	415,200.00	36.4%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	2,500.00	2,500.00	100.0%
40416 · Government Funding			
40416.2 · FEMA Funding	66,460.92	3,580,000.00	1.9%
40416.3 · State Lottery Funding	0.00	0.00	0.0%
Total 40416 · Government Funding	66,460.92	3,580,000.00	1.9%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	68,960.92	3,582,500.00	1.9%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	215,799.89	215,700.00	100.0%
50414 · Interest Reserve Fund	1,263.01	1,500.00	84.2%
50419 · Transfer to Reserve Fund	8,000.00	26,000.00	30.8%
Total 450 · RESERVE FUND REVENUE	225,062.90	243,200.00	92.5%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	19,239.48	57,720.00	33.3%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	19,239.48	57,720.00	33.3%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	574,018.64	572,000.00	100.4%
70414 · Interest Port Construction Fund	2,853.16	1,170.00	243.9%
Total 470 · PORT CONSTRUCTION FUND REVE...	576,871.80	573,170.00	100.6%
Total 400 · REVENUES	2,732,578.11	9,280,570.00	29.4%
Total Income	2,732,578.11	9,280,570.00	29.4%
Gross Profit	2,732,578.11	9,280,570.00	29.4%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	198,446.32	605,324.00	32.8%
500 · PERSONNEL SERVICES			
10502 · Office Staff	67,861.33	289,000.00	23.5%
10504 · Operations Staff	83,144.76	267,800.00	31.0%
10506 · Overtime	2,100.27	8,000.00	26.3%
10508 · Payroll Taxes/Costs/Benefits			
10508.1 · Paid Holidays	2,668.96	0.00	100.0%
10508.2 · Sick Leave Benefit	1,234.29	0.00	100.0%
10508.3 · Vacation	16,023.79	0.00	100.0%
10508.4 · Payroll Taxes	17,444.88	0.00	100.0%
10508.5 · SEP Retirement	16,317.85	0.00	100.0%
10508 · Payroll Taxes/Costs/Benefits - Other	0.00	193,300.00	0.0%
Total 10508 · Payroll Taxes/Costs/Benefits	53,689.77	193,300.00	27.8%
10510 · Health Care and Dental	33,018.31	106,600.00	31.0%
10512 · Workers Compensation	20,639.83	22,000.00	93.8%
Total 500 · PERSONNEL SERVICES	260,454.27	886,700.00	29.4%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	2,682.99	5,624.00	47.7%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	21,047.14	0.00	100.0%
10602.2 · Supplies	56,126.67	0.00	100.0%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July through October 2022

	Jul - Oct 22	Budget	% of Budget
10602.3 · Services	42,415.94	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	635,490.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	119,589.75	635,490.00	18.8%
10603 · FUEL purchased for resale	392,769.12	924,000.00	42.5%
10605 · UTILITIES			
10605.1 · Electric	31,434.78	0.00	100.0%
10605.2 · RV Park Cable TV	2,618.32	0.00	100.0%
10605.3 · Sanitary	17,625.96	0.00	100.0%
10605.5 · Telecommunications	4,533.83	0.00	100.0%
10605.6 · Waste Removal	39,158.77	0.00	100.0%
10605.7 · Water	8,219.74	0.00	100.0%
10605 · UTILITIES - Other	0.00	379,164.00	0.0%
Total 10605 · UTILITIES	103,591.40	379,164.00	27.3%
10606 · OFFICE EXPENSE	7,082.16	51,032.00	13.9%
10607 · BANK SERVICE & FINANCE FEES	21,094.66	64,134.00	32.9%
10608 · TRAINING & TRAVEL	686.73	8,453.00	8.1%
10609 · PERMITS, LICENSES, TAXES & MISC	39,647.48	46,089.00	86.0%
10610 · INSURANCE; PROP & CAS, BOND	51,684.92	126,314.00	40.9%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	1,500.00	0.00	100.0%
10611.2 · Attorney	35,993.00	0.00	100.0%
10611.3 · Engineering	32,935.87	0.00	100.0%
10611.4 · Other Support/Consultant	5,689.03	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	175,000.00	0.0%
Total 10611 · PROFESSIONAL FEES	76,117.90	175,000.00	43.5%
601 · GENERAL FUND Material & Service - Other	376.58		
Total 601 · GENERAL FUND Material & Service	815,323.69	2,415,300.00	33.8%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	16,581.25		
10704 · Equipment	7,105.73	0.00	100.0%
710 · GENERAL FUND CAPITAL OUTLAY - Other	0.00	25,000.00	0.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	23,686.98	25,000.00	94.7%
920 · OPERATING CONTINGENCY	0.00	217,676.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,297,911.26	4,150,000.00	31.3%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	0.00	83,913.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	46,207.00	0.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	0.00	130,120.00	0.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46	0.00	100.0%
30802.2 · OBDD #525172/RV Park Prin.	3,420.92	0.00	100.0%
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09	0.00	100.0%
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98	0.00	100.0%
30802.5 · SPWF #L02009/Cold Strg Prin	55,663.62	0.00	100.0%
30802.8 · SPWF L02001/MarineFuel Dock Prn	0.00	0.00	0.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	4,684.93	0.00	100.0%
30802P · IFA PRINCIPAL - Other	0.00	318,000.00	0.0%
Total 30802P · IFA PRINCIPAL	77,500.00	318,000.00	24.4%
801 · Principal			
30803P · 50 BFMII Travelift Principal	17,427.53	53,293.00	32.7%
30804P · 2018 Genie Forklift Principal	5,019.26	15,374.00	32.6%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July through October 2022

	Jul - Oct 22	Budget	% of Budget
Total 801 · Principal	22,446.79	68,667.00	32.7%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	1,208.47	2,623.00	46.1%
30814I · 2018 Genie Forklift Interest	839.58	2,210.00	38.0%
Total 810 · Interest Payments	2,048.05	4,833.00	42.4%
Total 630 · DEBT SERVICE FUND EXPENDITURES	101,994.84	391,500.00	26.1%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	31,976.00	0.00	100.0%
40702.2 · Supplies	0.00	0.00	0.0%
40702 · Land Improvement - Capt Proj - Other	0.00	3,580,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	31,976.00	3,580,000.00	0.9%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	31,976.00	3,580,000.00	0.9%
Total 640 · CAPT. PROJ. EXPENDITURES	31,976.00	3,580,000.00	0.9%
650 · RESERVE FUND EXPENDITURES			
50200 · RESERVE for FUTURE EXPENDITURE	0.00	243,200.00	0.0%
Total 650 · RESERVE FUND EXPENDITURES	0.00	243,200.00	0.0%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	13,170.88	39,900.00	33.0%
60815I · RV Park Improv. Loan Interest	6,068.60	17,820.00	34.1%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	19,239.48	57,720.00	33.3%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.			
70701.3 · Services	106,654.12		
70700 · Land Improvement - Port Const. - Ot...	0.00	0.00	0.0%
Total 70700 · Land Improvement - Port Const.	106,654.12	0.00	100.0%
70100 · PORT CONST. CAPITAL OUTLAY - Other	0.00	573,170.00	0.0%
Total 70100 · PORT CONST. CAPITAL OUTLAY	106,654.12	573,170.00	18.6%
Total 670 · PORT CONST FUND EXPENDITURES	106,654.12	573,170.00	18.6%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	25,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	103,660.00	0.0%
30930 · Unappropriated Balance Debt	0.00	23,700.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
Total 930 · Fund Balances	0.00	154,860.00	0.0%
Total Expense	1,557,775.70	9,280,570.00	16.8%
Net Income	1,174,802.41	0.00	100.0%

Port of Brookings Harbor

Check Registers

As of October 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	ACH Debit	10/12/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		13,389.43
Bill Pmt -Check	ACH Debit	10/26/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		17,977.87
Check	ACH Debit	10/17/2022	BL/ RV Park	STRIPE DEBIT - Refunds issued 13 OCT 2022		516.19
Bill Pmt -Check	ACH DEBIT	10/05/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		15,621.00
Bill Pmt -Check	ACH DEBIT	10/05/2022	US Bank Equipment Finance	Contract No. 500-0823925-000 RICOH IMC6000 Copier		223.20
Bill Pmt -Check	ACH DEBIT	10/04/2022	Spectrum Business 8752 19 060 02513...	Internet & Voice for Port Shop Offices 09/17/22 - 10/16/22		117.97
Bill Pmt -Check	ACH DEBIT	10/06/2022	Spectrum Business 8752 19 060 02470...	Internet & Voice for Port Meeting Room 08/19/22 - 10/18/22		124.98
Bill Pmt -Check	ACH DEBIT	10/11/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		15,621.00
Sales Tax Pay...	ACH DEBIT	10/05/2022	Oregon Lodging Tax	BIN: 0294055-3 3rd QTR 2022 Lodging Tax Pmt		4,618.30
Bill Pmt -Check	ACH DEBIT	10/18/2022	Ziply Fiber 541-412-7930-102902-5	541-412-7930-102902-5 Fuel Dock Telephone		43.09
Bill Pmt -Check	ACH DEBIT	10/14/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		15,621.00
Bill Pmt -Check	ACH DEBIT	10/20/2022	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		15,796.00
Bill Pmt -Check	ACH DEBIT	10/18/2022	VERIZON WIRELESS	Account#742050310-00001 Mobile Phones for Staff		312.54
Bill Pmt -Check	ACH DEBIT	10/24/2022	Spectrum Business 8752 19 060 02264...	Internet for Port Office 10/05/2022 - 11/04/2022		109.98
Bill Pmt -Check	ACH DEBIT	10/24/2022	Dish Network	ACCOUNT#8255707024149507		714.08
Check	ACH DEBIT	10/14/2022	ADP	Advice of Debit 616409268 Payroll Date: 10/14/2022		148.31
Bill Pmt -Check	ACH DEBIT	10/17/2022	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		329.72
Bill Pmt -Check	ACH DEBIT	10/28/2022	Spectrum Business 8752 19 060 00251...	8752 19 060 0025169-Beachfront RV Internet		105.22
Bill Pmt -Check	ACH DEBIT	10/24/2022	Intuit	10/24/2022 Intuit Quickbooks Enterprise Silver Addition (Subscription) - 4 Users		3,051.70
Check	ACH DEBIT	10/24/2022	BL/ RV Park	STRIPE DEBIT for Refunds issued 10/20/2022		115.03
Check	ACH DEBIT	10/28/2022	ADP	Advice of Debit 617331622 Payroll Date: 10/19/2022		145.83
Check	ACH DEBIT	10/28/2022	ADP	Advice of Debit #617632763 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		176.85
Bill Pmt -Check	ACH DEBIT	10/31/2022	Intuit	8744861 Checks & Envelopes - Acct#3634		72.97
Bill Pmt -Check	ACH DEBIT	10/31/2022	Intuit	8744861 Checks & Envelopes - Acct#3634		685.58
Bill Pmt -Check	ATM Debit	10/03/2022	Rentprep Enterprise/Fidelis Screening	3 Moorage Background checks		59.85
Bill Pmt -Check	ATM DEBIT	10/03/2022	Best Western Plus Agate Beach Inn	Lodging for Travis - one night for OPPA Conference		129.39
Bill Pmt -Check	ATM DEBIT	10/03/2022	Best Western Plus Agate Beach Inn	Lodging for Danielle- one night for OPPA Conference		129.39
Bill Pmt -Check	ATM DEBIT	10/03/2022	Best Western Plus Agate Beach Inn	Lodging for Ken - one night for OPPA Conference		129.39
Bill Pmt -Check	ATM DEBIT	10/05/2022	US Relay/HD Relay	HD Relay Advanced Streaming - 500GB Monthly		99.00
Bill Pmt -Check	ATM DEBIT	10/05/2022	U Printing	Fuel Tickets Books		429.78
Bill Pmt -Check	ATM DEBIT	10/05/2022	Valvoline Instant Oil Change	10/05/2022 Oil Change EQ#1110 Repair & Maintenance		51.99
Bill Pmt -Check	ATM DEBIT	10/08/2022	Firefly Reservations	Beachfront RV Park reservation system		199.00
Bill Pmt -Check	ATM DEBIT	10/11/2022	Curry County Clerk	Misc. Research - Document Research for Turtle Creek drainage easement		6.55
Bill Pmt -Check	ATM DEBIT	10/17/2022	PPG Paints	Spray Paint - EQ#4605 50T Marine Travel Lift		60.44
Bill Pmt -Check	ATM DEBIT	10/18/2022	McKays Market	3 Cases of Bottled Water for Mtgs		22.20
Bill Pmt -Check	ATM DEBIT	10/24/2022	See Water Inc.	October 24 2022 - October 24 2023 Subscription to Pump Portal		159.00
Bill Pmt -Check	ATM DEBIT	10/24/2022	Grundens	Neptune 509 Commercial Fishing Bib Pants & Jacket for all Operations Staff		799.92
Bill Pmt -Check	ATM DEBIT	10/31/2022	Vonage	Account#175698 Port Office Telephone System		292.44
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V1QFN		151.21
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2DZ4		248.80
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2H65		156.61
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2JXZ		156.09
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2LG9		64.36
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2MXW		199.51
Check	DEBIT	10/03/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2R40		178.13
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2SJY		137.06
Check	DEBIT	10/05/2022	Edward Jones	Employer Contribution 10/05/2022 ConfirmationT76RD-V2TYJ		688.44
Check	DEBIT	10/05/2022	TD Ameritrade	Employer Contribution 10/05/2022 ConfirmationT76RD-V2WQR		185.19
Check	DEBIT	10/03/2022	Elavon	SEP 2022 MERCHANT SERVICE FEE ACCT#316		1,089.65
Check	DEBIT	10/03/2022	Elavon	SEP 2022 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		203.14
Check	DEBIT	10/03/2022	Elavon	SEP 2022 MERCHANT SERVICE FEE ACCT#951		1,815.62
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7LDG4		147.08
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7M64W		248.80

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Port of Brookings Harbor

Check Registers

As of October 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7M7W7		157.35
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MBJ5		156.19
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MD4C		61.25
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MFML		192.42
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MHKN		179.03
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MK18		143.29
Check	DEBIT	10/19/2022	Edward Jones	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MLPX		350.80
Check	DEBIT	10/19/2022	TD Ameritrade	Employer Contribution 10/19/2022 ConfirmationT8N5C-7MN14		192.06
Bill Pmt -Check	PayPal	10/05/2022	DropBox	DropBox Annual Subscription Cloud Storage		119.88
Bill Pmt -Check	PayPal	10/11/2022	GODaddy.com, LLC	Customer # 111488887 Annual Renewal Business Plus Website Builder Beachfront RV		239.88
Bill Pmt -Check	PayPal	10/19/2022	Microsoft	Office 365 Home Annual Subscription - Additional Subscription reception@port-of-brookings		99.99
Bill Pmt -Check	PayPal	10/24/2022	Zoom Video Communications Inc.	Account#113208511 Standard Pro Monthly Service		14.99
Bill Pmt -Check	PayPal	10/27/2022	Adobe	Adobe Acrobat Pro DC Annual Plan Paid Monthly 27-OCT-2022 to 26-NOV-2022		14.99
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 10/03	10/03/2022		Transfer to IFA Debt Service for 4th QTR 2022 Pmt		25,835.00
General Journal	RES 10/03	10/03/2022		Transfer to Reserve Fund		2,000.00
General Journal	USDA 10/03	10/03/2022		To transfer to USDA Revenue Bond Fund for November 2023 Payment		10,843.00
General Journal	PAY 10/05	10/05/2022		Rec 10/05/2022 payroll		17,406.38
General Journal	TAX 10/05	10/05/2022		Rec 10/05/2022 payroll		7,005.59
General Journal	Dredge 10/6	10/06/2022		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6254 2% Gross Re...		2,516.75
General Journal	GF 10/12	10/12/2022		Transfer \$40,000 from LGIP to Umpqua Bank - General Funds	40,000.00	
General Journal	CP 10/18	10/18/2022		Transfer to General Funds, Department of State Lands returned the original check#430 in the amou...	892.00	
General Journal	CP 10/18	10/18/2022		ACH Credit from OR State Police for FT 1750	428.18	
General Journal	CP 10/19	10/19/2022		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2213		1,580.00
General Journal	CP 10/19	10/19/2022		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2212		5,090.00
General Journal	PAY 10/19	10/19/2022		Rec 10/19/2022 payroll		14,733.90
General Journal	TAX 10/19	10/19/2022		Rec 10/19/2022 payroll		6,054.11
General Journal	GF 10/28	10/28/2022		Transfer \$30,000 from LGIP to Umpqua Bank - General Funds	30,000.00	
Bill Pmt -Check	11204	10/03/2022	SDAO Spec. Dist. Assoc. OR - Prop & ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		10,328.58
Check	11205	10/04/2022	Brent K Ferguson	Reimbursement for AutoZone receipt#019334 - Ratcheting 2 PC Set		28.79
Bill Pmt -Check	11206	10/04/2022	BI-MART	Account #931481 Water & Supplies		176.87
Bill Pmt -Check	11207	10/04/2022	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		10,067.67
Bill Pmt -Check	11208	10/04/2022	Four Aces Security Solutions LLC	SEPTEMBER 2022 - 62 Hours Security Patrol - 34%Marina, 33%Beachfront RV Park, 33%Commerci...		2,781.00
Bill Pmt -Check	11209	10/04/2022	Harbor Sanitary District	SEPTEMBER 2022 Sanitary Bill		2,793.22
Bill Pmt -Check	11210	10/04/2022	Tidewater Contractors, Inc.	Customer Code: 000061 - 9/29/2022 - Remove Fill Material from culvert at Boatyard		5,000.00
Sales Tax Pay...	11211	10/05/2022	Curry County TLT	Curry County Lodging Tax - 3rd QTR 2022 Lodging Tax Pmt		21,552.09
Check	11212	10/12/2022	Range, Kenneth/Commissioner	Mileage Reimbursement for travel to Newport/OPPA Annual Conference		116.82
Bill Pmt -Check	11213	10/12/2022	Art Signs, Inc.	DOWNPAYMENT - Manufacture and Install 3 single sided 84 3/4"x114" signs on white .063 Aluminum		8,393.00
Bill Pmt -Check	11214	10/12/2022	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		26.70
Bill Pmt -Check	11215	10/12/2022	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,557.92
Bill Pmt -Check	11216	10/12/2022	GCB Automation & Marine LLC	10/04/2022 - Conduct survey of boats on P and Q dock for AC shore power issues		240.00
Bill Pmt -Check	11217	10/12/2022	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		184.99
Bill Pmt -Check	11218	10/12/2022	Harbor Logging Supply, Inc.	Material for RV Fence Dividers		1,761.85
Bill Pmt -Check	11219	10/12/2022	SDAO Spec. Dist. Assoc. OR - Healthc...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,497.67
Bill Pmt -Check	11220	10/19/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		259.64
Bill Pmt -Check	11221	10/19/2022	Anchor Lock & Key	10/14/2022 - LABOR to install entry locks at J Sloane & Harbor Corner Mkt		200.00
Bill Pmt -Check	11222	10/19/2022	Boat Shop & More LLC	6/30, 8/22 Truck & Trailer Move Concrete Blocks & 10/13 Truck & Trailer - Disposal of OR339ABA K...		720.00
Bill Pmt -Check	11223	10/19/2022	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		700.99
Bill Pmt -Check	11224	10/19/2022	EMC-Engineers/Scientists, LLC	8.6 Hrs Port Engineering RE WWTP & 10.3 HRS. Port Engineering for JPA Permit		1,890.00
Bill Pmt -Check	11225	10/19/2022	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		88.22
Bill Pmt -Check	11226	10/19/2022	Grainger	ACCT# 822663001 - 4 ROUND SLINGS		378.48
Bill Pmt -Check	11227	10/19/2022	Miller Nash LLP	Legal Services		8,982.50
Bill Pmt -Check	11228	10/19/2022	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		31.96
Bill Pmt -Check	11229	10/19/2022	Quill Corporation	ACCT#1932158 Office Supplies		113.07

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Port of Brookings Harbor

Check Registers

As of October 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	11230	10/19/2022	Travel Information Council	State Hwy Signs on Hwy 101- Beachfront RV Park		396.00
Bill Pmt -Check	11231	10/27/2022	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		7,953.03
Bill Pmt -Check	11232	10/27/2022	Curry County Clerk	10/19/2022 & 10/25/2022 - Public Records Request - information regarding tax lots 4113-08A-01200...		1,240.00
Bill Pmt -Check	11233	10/27/2022	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,684.08
Bill Pmt -Check	11234	10/27/2022	Harbor Water District P.U.D.	09/21/2022 - 10/20/2022 SERVICE/WATER BILL		1,475.42
Bill Pmt -Check	11235	10/28/2022	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		328.53
Bill Pmt -Check	11236	10/28/2022	AutoZone 5200	Misc. Supplies - Marina		24.89
Bill Pmt -Check	11237	10/28/2022	BI-MART	Account #931481 Water & Supplies		67.03
Bill Pmt -Check	11238	10/28/2022	Curry County Tax Collector	7/1/2022-6/30/2023 Real Property Tax for Tenant's Lease Property		23,876.56
Bill Pmt -Check	11239	10/28/2022	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		142.90
Bill Pmt -Check	11240	10/28/2022	Desi's Tree Trimming	10/21/2022 - Labor - Removed chip brush near Fuel Dock		400.00
Bill Pmt -Check	11241	10/28/2022	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		280.00
Bill Pmt -Check	11242	10/28/2022	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		6.61
Bill Pmt -Check	11243	10/28/2022	SDAO Spec. Dist. Assoc. OR - Annual ...	Annual Dues SDAO & OPPA		10,610.41
Bill Pmt -Check	11244	10/28/2022	SDAO Spec. Dist. Assoc. OR - Prop & ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		10,328.56
Bill Pmt -Check	11245	10/28/2022	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		57.75
Bill Pmt -Check	11246	10/28/2022	Umpqua Valley Fire Services, Inc.	10/05/2022-Fire Extinguisher Inspection & Service		1,380.36
Total 10103 · General Funds Ckg Umpqua 3634					71,320.18	367,920.46
Total 101 · GENERAL FUND CHECKING & LGIP					71,320.18	367,920.46
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					71,320.18	367,920.46
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
60104 · OR FFC 2020 Debt Service						
Check	DEBIT	10/17/2022	Umpqua Bank/OR FFC Agreement 2020	OR FFC Agreement 2020 Payment #27		4,809.87
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment	4,809.87	
Total 60104 · OR FFC 2020 Debt Service					4,809.87	4,809.87
30104 · Debt Service Umpqua MM 8627 - Other						
Check	DEBIT	10/17/2022	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #56		1,464.71
Check	DEBIT	10/24/2022	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #72 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 10/03	10/03/2022		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627 - Other					6,123.71	6,123.71
Total 30104 · Debt Service Umpqua MM 8627					10,933.58	10,933.58
40104 · Capital Projects Umpqua 8018						
40104.1 · Government Funds						
General Journal	CP 10/18	10/18/2022		Transfer to General Funds, Department of State Lands returned the original check#430 in the amou...		892.00
General Journal	CP 10/19	10/19/2022		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2213	1,580.00	
General Journal	CP 10/19	10/19/2022		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2212	5,090.00	
Bill Pmt -Check	431	10/19/2022	EMC-Engineers/Scientists, LLC	46.10 Engineering Hrs- PW162-1 FEMA 4432 & 4452 & Reimbursement to CAD Graphics		5,090.00
Bill Pmt -Check	432	10/19/2022	EMC-Engineers/Scientists, LLC	15.8 Hrs. Funding pursuit - HMGP-Hazard Mitigation Plan:FEMA 4432DR PW 162-1		1,580.00
Total 40104.1 · Government Funds					6,670.00	7,562.00

Port of Brookings Harbor

Check Registers

As of October 31, 2022

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
40104 · Capital Projects Umpqua 8018 - Other						
General Journal	CP 10/18	10/18/2022		ACH Credit from OR State Police for FT 1750		428.18
Total 40104 · Capital Projects Umpqua 8018 - Other					0.00	428.18
Total 40104 · Capital Projects Umpqua 8018					6,670.00	7,990.18
Total 104 · RESTRICTED MONEY MKT & CHECKING					17,603.58	18,923.76
Total 110 · RESTRICTED CASH & EQUIVALENTS					17,603.58	18,923.76
TOTAL					88,923.76	386,844.22

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

Cash Basis

	Jan - Oct 22
101 Things To Do	1,448.00
5-R Excavation, LLC	6,125.07
Adobe	149.90
ADP	5,391.77
Amazon Capital Services	6,843.40
Amber Espinoza	585.00
Anchor Lock & Key	1,572.00
Aquarius Environmental, LLC	7,220.00
Art Signs, Inc.	8,393.00
Asurion Wireless Insurance	19.00
Autoglass Masters	50.00
AutoZone 5200	24.89
Beautiful Blinds Shutters & Shades	835.00
Best Western Plus Agate Beach Inn	388.17
BI-MART	1,044.97
Billeter Marine, LLC-vendor	1,546.50
Black & Rice LLP	817.00
Boardwalk Mail Service	117.00
Boat Launch Kiosk	120.00
Boat Shop & More LLC	1,640.00
BoatU.S. Boat Graphics & Lettering	217.15
BOLI PWR	250.00
BoomTech	77.47
Brookings Glass, Inc.	1,996.00
Brookings Harbor Chamber of Commerce	450.00
C Bar C Truck Sales	42.95
Cascade Auto Recycling, LLC	486.40
Chetco Automotive	97.36
Chevron Business Card	8,190.65
CHEVRON/Shell	88.65
ComplianceSigns.com	634.00
Coos-Curry Electric Cooperative, Inc.	90,600.19
Costco	104.47
Country Media, Inc.	1,128.54
Crescent ACE Hardware	564.27
Crescent City Harbor District	1,000.00
Crow/Clay & Associates, Inc	1,778.15
Curry Coastal Pilot	78.00
Curry County Business License	102.50
Curry County Clerk	1,246.55
Curry County Community Development	205.00
Curry County Road Department	250.00
Curry County Tax Collector	23,876.56
Curry Equipment	1,312.32
Curry Transfer & Recycling	68,091.57
Del-Cur Supply Co-op	9,837.94
Desi's Tree Trimming	3,600.00
DF Supply, Inc.	2,646.81
Dish Network	6,188.80
DMV2U/Dept. of Transportation	0.35
DropBox	119.88
Eaton Corporation	339.40
EBay	34.74
Edwards Roofing	7,822.00
Elavon	24,668.35
EMC-Engineers/Scientists, LLC	173,766.45
Englund Marine Supply Co.	238.19
Fastenal Industrial Supplies	19,245.10

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

Cash Basis

January through October 2022

	<u>Jan - Oct 22</u>
Ferguson Enterprises, Inc.	770.80
Firefly Reservations	1,990.00
Flags.com	924.00
Fluid Manufacturing	357.15
Forte Clothing Company	2,143.00
Four Aces Security Solutions LLC	22,433.40
FRED MEYER	220.59
Freeman Rock, Inc.	1,781.34
Gaylord Klinefelter Contracting	1,880.00
GCB Automation & Marine LLC	600.00
George's Auto & Diesel Electric	57.25
Gerald W. Burns, CPA	4,500.00
GNS Wireless	7,105.73
GODaddy.com, LLC	239.88
Gold Beach Lumber Yard, Inc.	26,949.46
Gowman Electric, Inc.	5,522.99
Grainger	4,332.22
Grants Pass Water Lab, Inc.	5,752.00
Grating Pacific, LLC	1,132.00
Grundens	799.92
Harbor Logging Supply, Inc.	5,486.03
Harbor Sanitary District	40,483.65
Harbor View Windows, Heating & Air	460.25
Harbor Water District P.U.D.	19,862.26
Hartwick Automotive	60.99
HD SUPPLY FACILITIES	814.08
Highway Specialities, LLC	1,809.60
Home Depot	5,393.15
homesquare	417.98
Honeybee Bakery	29.61
In-Motion Graphics and Design, LLC	528.00
Industrial Steel & Supply Co. Inc.	332.57
Intuit	7,210.23
John Kellum/John's Portable Welding	4,125.00
K&K Insurance Group, Inc.	400.00
Kaman Industrial Technologies	2,399.92
Kendrick Equipment USA LLC	14,617.98
Les Schwab Tire Center	1,661.58
Lithia Ford of Klamath Falls	46,441.32
Marine Surveyors & Consultants	1,170.00
Mascott Equipment	932.74
McKays Market	22.20
McLennan Excavation, Inc.	219,731.67
Metro Media	455.00
Microsoft	199.98
Mid Columbia Forklift	227.22
Miller Nash LLP	76,137.00
Motion Industries	2,249.45
My Parking Permit	416.50
NAPA Auto Part	1,090.63
NorLift of Oregon, Inc.	217.15
Northwest Pump & Equipment Co.	8,145.35
Office Depot	38.38
Oil Can Henry's	14.00
ONLINE Purchases	2,150.47
Orcal Security Consulting LLC	5,649.53
Oregon Alarm	7,525.00
Oregon Coast Magazine	675.00

Port of Brookings Harbor Purchases by Vendor Summary

January through October 2022

Cash Basis

	Jan - Oct 22
Oregon Department of Agriculture	278.00
Oregon PERS/State Social Security Admin.	15.00
Pacific Office Automation	3,027.65
Pacific Rim Copy Center	1,127.00
Pape Material Handling	6,820.97
Pitney Bowes Global Lease	1,269.27
Pitney Bowes, Inc.	1,313.04
Platt	916.47
PPG Paints	60.44
Pressure Washers Direct	49.99
Pump Pipe & Tank Services, LLC	11,956.44
Quill Corporation	1,910.76
Rentprep Enterprise/Fidelis Screening	718.20
RiteAid	14.38
SDAO Spec. Dist. Assoc. OR - Annual Dues	10,610.41
SDAO Spec. Dist. Assoc. OR - Healthcare	101,013.71
SDAO Spec. Dist. Assoc. OR - Prop & Cas	114,802.44
SDAO Spec. Dist. Assoc. OR - Workers Comp	20,639.83
See Water Inc.	159.00
Sensaphone	299.40
SimpliSafe	134.91
Slice Recovery	2,956.80
SmartSign	1,771.89
SO Backflow Techs	390.00
Spectrum Business 8752 19 060 0025169	1,047.20
Spectrum Business 8752 19 060 0226494	1,089.80
Spectrum Business 8752 19 060 0247029	1,174.80
Spectrum Business 8752 19 060 0251369	1,179.70
Stadelman Electric, Inc.	3,345.10
Strahm's Sealcoat & Striping, Inc.	335.00
Stripe	324.00
Suburban Propane	710.36
SUPPLYHOUSE.COM	1,495.02
T. George Podell & Co.,Inc/Hot And Mighty	2,159.44
Thermo Fluids, Inc.	1,545.64
Tidewater Contractors, Inc.	29,347.60
Traffic Safety Supply Co.	2,075.40
TRAINING & TRAVEL Expenses	45.00
Travel Information Council	754.00
Tyree Oil, Inc	949,877.10
U Printing	664.73
Uline	2,739.91
Umpqua Valley Fire Services, Inc.	1,721.66
United Rentals, Inc.	1,105.00
UPS-NW Store #105	1,617.80
US Bank Equipment Finance	2,232.00
US Postal Service	198.00
US Relay/HD Relay	990.00
Valvoline Instant Oil Change	298.45
Ventek International	2,070.00
VERIZON WIRELESS	3,299.89
Vonage	2,822.26
Walmart	2,319.96
WeatherTech	69.95
WEEBLY-CHARGE.COM	910.00
Wes' Towing	375.00
Zipty Fiber 541-412-7930-102902-5	359.97
Zipty Fiber 541-469-5867-121516-5	610.85

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

Cash Basis

	<u>Jan - Oct 22</u>
Zola's Pizza	106.00
Zoom Video Communications Inc.	149.90
Zoro Tools, Inc.	<u>202.97</u>
TOTAL	<u><u>2,368,406.09</u></u>

ACTION ITEM – A

DATE: November 16, 2022
RE: Port Manager Recruitment
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Position was listed August 22, 2022 thru October 21, 2022
- SDAO screened applicants
- November 4th Executive Session Commissioners reviewed applicants.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve closing recruitment process without interviewing any candidates.

ACTION ITEM – B

DATE: November 16, 2022
RE: Acting Port Manager
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Board opened Port Manager Recruitment with SDAO August 22, 2022.
- Board reviewed applicants November 4, 2022.
- Board closed recruitment with SDAO November 16, 2022.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve legal counsel to draft "Acting Port Manager Agreement" between the Port of Brookings Harbor and Travis Webster for a term of 1 year.

ACTION ITEM – C

DATE: November 16, 2022
RE: RV Park Improvement Project Payment Request #3
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Contract and change order with McLennan Excavation for the Beachfront RV Park Improvement Project was approved and executed on October 20, 2021, and May 6, 2022, respectively.
- Two payments have been made to McLennan Excavation: Payment #1 of \$83,141.87 was on May 12, 2022, after receiving board approval to issue payment on May 6, 2022. Payment No. 2 for \$106,654.12 was made on August 17, 2022, after receiving board approval to issue payment on August 8, 2022.
- Crow/Clay Associates received third payment request from McLennan Excavation for work performed August 1, 2022 through October 28, 2022.
- Port has received BOLI Payroll Wage Reports and verified accuracy.

DOCUMENTS

- McLennan Excavation Payment Request No. 3, 4 pages

COMMISSIONERS ACTION – motion to be considered:

- **Recommended Motion 1:**
Motion to approve McLennan Excavation progress Payment No. 3 for \$108,385.77 for work performed August 1, 2022 – October 29, 2022 per contract.



RECEIVED

NOV 1 2022

E-MAILED

Contractor's Application for Payment No. 3

APPLICATION PERIOD: August 1, 2022 to October 28, 2022		APPLICATION DATE: October 28, 2022
TO: Port of Brookings Harbor	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson / Crow - Crow/Clay & Associates Inc Architecture and Planning
PROJECT: Beachfront RV Park Improvements	CONTRACT:	
OWNERS CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO. 2022 - Port of Brookings	ENGINEER'S PROJECT NO.:

CHANGE ORDER SUMMARY		
Approved Change Orders		
Number	Additions	Deductions
1	\$28,972.56	
2		
3	\$29,670.81	
4	\$15,683.45	
5		
6		
7		
TOTALS	NET	
CHANGE BY CHANGE ORDERS	\$74,326.82	
	\$74,326.82	

1. ORIGINAL CONTRACT PRICE	\$	657,000.00
2. Net change by Change Orders	\$	74,326.82
3. Current Contract Price (Line 1 & 2)	\$	731,326.82
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	313,348.61
5. RETAINAGE:		
a. 5% X \$ 103,551.87 Work Completed	\$	5,177.59
b. 5% X \$183,360.25 Stored Materials	\$	9,989.26
c. Total Retainage (Line 5.a + Line 5.b)	\$	15,166.85
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.C)	\$	298,181.76
7. LESS PREVIOUS PAYMENTS (Line 6 from prior application)	\$	189,795.99
8. AMOUNT DUE THIS APPLICATION	\$	108,385.77
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	448,711.91

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (1)

Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (2) Title to all

this Application for Payment is in accordance with the Contract Documents and is not defective. (3) All the work covered by

Contractor Signature: Casey M. McLennan

By: Casey M. McLennan, President of McLennan Excavation, Inc. Date: 10/28/2022

Payment Of: 108,385.77
(line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 11-1-22
(Engineer) (Date)

Payment Of: _____
(line 8 or other - attach explanation of the other amount)

is approved by: _____
(owner) (Date)

~~\$417,978.21~~
~~\$433,145.06~~

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Progress Breakdown for Contractor's Application for Payment No. 3

	APPLICATION PERIOD: August 1, 2022 to October 28, 2022	APPLICATION DATE: October 28, 2022
TO: Port of Brookings Harbor (Owner)	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson - Crow/Clay & Associates Inc Architecture and Planning
PROJECT: Beachfront RV Park Improvements	CONTRACT:	
OWNERS CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO.	ENGINEER'S PROJECT NO.:

Item No.	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Total Completed and Stored this Period	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)									
1	Mobilization/Demobilization													
	Bonds and Insurance	1	LS	\$ 16,425.00	\$ 16,425.00			\$ -	100%	100%	\$ 16,425.00		\$ -	
	Preconstruction Administration	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00		\$ -	
	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00		\$ -	
	Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -		\$ 5,000.00	
	Temporary Facilities	1	LS	\$ 8,000.00	\$ 8,000.00	15%	\$ 1,200.00	\$ 1,200.00		15%	\$ 1,200.00	85.0%	\$ 6,800.00	
	Signs	1	LS	\$ 2,000.00	\$ 2,000.00	100%	\$ 2,000.00	\$ 2,000.00		100%	\$ 2,000.00		\$ -	
2	Materials to Order													
	Materials Ordered - Pipe & materials pre ordered & delivered to McLennan Excavation - Stored in Connex & being installed now	1	LS	\$ 91,210.25	\$ 91,210.25	22%	\$ 20,066.26	\$ 20,066.26		22%	\$ 91,210.25		\$ -	
3	Haul Off													
	Site Clearing	1	LS	\$ 5,266.00	\$ 5,266.00	30%	\$ 1,579.80	\$ 1,579.80		30%	\$ 1,579.80	70.0%	\$ 3,686.20	
	Concrete and Fence Removal	1	LS	\$ 15,605.20	\$ 15,605.20	50%	\$ 7,802.60	\$ 7,802.60		50%	\$ 7,802.60	50.0%	\$ 7,802.60	
	Grading and Leveling	1	LS	\$ 11,599.25	\$ 11,599.25	30%	\$ 3,479.78	\$ 3,479.78		30%	\$ 3,479.78	70.0%	\$ 8,119.48	
	Spreading	1	LS	\$ 11,057.00	\$ 11,057.00		\$ -	\$ -			\$ -	100.0%	\$ 11,057.00	
4	Sewer													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching/Shoring	1	LS	\$ 29,453.25	\$ 29,453.25	30%	\$ 8,835.98	\$ 8,835.98		30%	\$ 8,835.98	70.0%	\$ 20,617.28	
	Haul Off	1	LS	\$ 9,368.78	\$ 9,368.78	30%	\$ 2,810.63	\$ 2,810.63		30%	\$ 2,810.63	70.0%	\$ 6,558.15	
	Placement of Pipe	1	LS	\$ 14,616.50	\$ 14,616.50	30%	\$ 4,384.95	\$ 4,384.95		30%	\$ 4,384.95	70.0%	\$ 10,231.55	
	Backfill & Compaction	1	LS	\$ 20,938.90	\$ 20,938.90		\$ -	\$ -			\$ -	100.0%	\$ 20,938.90	
5	Water													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching/Shoring	1	LS	\$ 12,096.60	\$ 12,096.60	20%	\$ 2,419.32	\$ 2,419.32		20%	\$ 2,419.32	80.0%	\$ 9,677.28	
	Haul Off	1	LS	\$ 1,356.00	\$ 1,356.00		\$ -	\$ -			\$ -	100.0%	\$ 1,356.00	
	Placement of Pipe	1	LS	\$ 4,361.70	\$ 4,361.70		\$ -	\$ -			\$ -	100.0%	\$ 4,361.70	
	Backfill & Compaction	1	LS	\$ 5,152.80	\$ 5,152.80		\$ -	\$ -			\$ -	100.0%	\$ 5,152.80	
6	Electrical													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching	1	LS	\$ 23,748.40	\$ 23,748.40		\$ -	\$ -			\$ -	100.0%	\$ 23,748.40	
	Subcontractor - Reese Electric - Materials & Labor	1	LS	\$ 201,842.55	\$ 201,842.55		\$ -	\$ -		61%	\$ 122,227.75	39.0%	\$ 79,614.80	
	Backfill & Compaction	1	LS	\$ 26,430.00	\$ 26,430.00		\$ -	\$ -			\$ -	100.0%	\$ 26,430.00	
7	Concrete													
	Materials	1	LS	\$ 47,150.00	\$ 47,150.00		\$ -	\$ -			\$ -	100.0%	\$ 47,150.00	
	Curb	1	LS	\$ 3,795.00	\$ 3,795.00		\$ -	\$ -			\$ -	100.0%	\$ 3,795.00	
	Prepping slabs and pedestals	1	LS	\$ 32,214.27	\$ 32,214.27		\$ -	\$ -			\$ -	100.0%	\$ 32,214.27	
	Pouring and Finishing	1	LS	\$ 33,312.55	\$ 33,312.55		\$ -	\$ -			\$ -	100.0%	\$ 33,312.55	
8	Clean up													
	Site Clean up and Punchlist	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00	
Change Order 1	Additional Electric Upgrade - Coos Curry	1	LS	\$ 28,972.56	\$ 28,972.56	100%	\$ 28,972.56	\$ 28,972.56		100%	\$ 28,972.56		\$ -	
Change Order 2	Contract Date and completion Change	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -		\$ -	
Change Order 3	Water to Main	1	LS	\$ 29,670.81	\$ 29,670.81		\$ -	\$ -			\$ -	100.0%	\$ 29,670.81	
Change Order 4	Water to Back Lots	1	LS	\$ 15,683.45	\$ 15,683.45		\$ -	\$ -			\$ -	100.0%	\$ 15,683.45	
Totals					\$ 731,326.82		\$ 103,551.87	\$ 103,551.87		14.2%	\$ 313,348.61	85.8%	\$ 417,978.21	

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Port of Brookings Harbor Purchase Order

3980

Date: 11/1/2020

Vendor/Contractor: McLennan

Payment Terms:

Vendor Address: _____

Paid w/ Credit Card

Vendor Phone #: _____

Charged to Account

GL Account: Service Supply Equipment Repair/Maintenance

Quantity	Items / Description	Item Price	Subtotal
	Application Period AUG 1 - OCT 25 2022		108,385.77
TOTAL:			

Memo / Project	

Fund Account: General Fund Capital Projects Port Construction Fund

Department: Marina/Administration RV Park Fuel Dock Grants Commercial Retail

Purchasing Agent: Kim
Print Name

Port Manager Initials: _____

Signature

NOV 1 2022

Contractor's Application for Payment No. 3

TO: Port of Brookings Harbor	APPLICATION PERIOD: August 1, 2022 to October 28, 2022	APPLICATION DATE: October 28, 2022
PROJECT: Beachfront RV Park Improvements	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson / Crow - Crow/Clay & Associates Inc Architecture and Planning
OWNERS CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO. 2022 - Port of Brookings	ENGINEER'S PROJECT NO.:

CHANGE ORDER SUMMARY		
Approved Change Orders		
Number	Additions	Deductions
1	\$28,972.56	
2		
3	\$29,670.81	
4	\$15,683.45	
5		
6		
7		
TOTALS	NET	
CHANGE BY CHANGE ORDERS	\$74,326.82	
		\$74,326.82

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: *Cassy M. McLennan*

By: Cassy M. McLennan, President of McLennan Excavation, Inc. Date: 10/28/2022

1. ORIGINAL CONTRACT PRICE	\$	657,000.00 ✓
2. Net change by Change Orders	\$	74,326.82 ✓
3. Current Contract Price (Line 1 & 2)	\$	731,326.82 ✓
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	313,348.61 ✓
5. RETAINAGE:		
a. 5% X \$ 103,551.87 Work Completed	\$	5,177.59 ✓
b. 5% X \$183,360.25 Stored Materials	\$	9,989.26 ✓
c. Total Retainage (Line 5.a + Line 5.b)	\$	15,166.85 ✓
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.C)	\$	298,181.76 ✓
7. LESS PREVIOUS PAYMENTS (Line 6 from prior application)	\$	189,795.99 ✓
8. AMOUNT DUE THIS APPLICATION	\$	108,385.77 ✓
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	447,311.71

Payment Of: 108,385.77
(line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 11-1-22
(Engineer) (Date)

Payment Of: _____
(line 8 or other - attach explanation of the other amount)

is approved by: _____
(owner) (Date)

~~\$417,978.21~~

Adjusted 11/1/2022

to include retainage of 15,166.85

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ACTION ITEM – D

DATE: November 16, 2022
RE: Survey for Semi-Annual Moorage
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- April 20, 2022 Port revised moorage agreement to include a current survey for any vessels 30 years or older to obtain semi-annual or annual moorage.
- This will allow vessels to moor here in the event a surveyor cannot complete the survey for an extended period of time.

DOCUMENTS

- Page 4 of the moorage agreement, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Port Manager to approve a vessel that is 30 years or older to moor for up to 6 months with out a completed survey. Proof of a scheduled survey must be provided.

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 omissions of Licensee, his family, his employees, 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. All new semi-annual or annual 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 with

INFORMATION ITEM – A

DATE: November 16, 2022
RE: El Cazadores Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- New owners currently on month to month with previous lease rates.
- Commission expressed interest in reviewing rate as well as consideration of selling parking area.
- Next regular meeting we will discuss appraisal and decide on further action.

DOCUMENTS

- 2017 Appraisal, 15 pages
- Email contact with same appraiser, Jeff Marineau in Coos Bay, OR, to proceed with appraisal based on current market conditions, 3 pages

**RESTRICTED USE
APPRAISAL REPORT
OF
The Port of Brookings
Curry County Map and Tax Lot 41-13-08A-400-27**

**LOCATED AT
The Bluewater Parking Lot
Brookings, Oregon 97415**

**PREPARED FOR
Gary Dehlinger
Port Manager
16408 Lower Harbor Road
Brookings, Oregon 97415**

**PREPARED BY
Jeffrey L. Marineau, MAI
Marineau and Associates
P. O. Box 1017
Coos Bay, Oregon 97420**

Date of Value as of April 4, 2017

Our File # CYB-443

PROPERTY APPRAISAL INFORMATION

Client of the Report: The Port of Brookings, Attn: Gary Dehlinger

Subject parcel: 0.09 acres of Land, a portion of Curry County Map and Tax Lot 41-13-08A-400, Bluewater Parking Lot in Brookings, Oregon 97415

Property Owner: The Port of Brookings

Purpose of the Appraisal: To provide an opinion of the Fee Simple interest for potential sale negotiations.

Intended Users: The Port of Brookings and-or assigns.

Intended Use: To provide an opinion of the Fee Simple interest for potential sale negotiations.

Estate Appraised: Fee Simple

Prior Services Disclosure: Marineau and Associates has performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.

Scope of Work: Jeffrey L. Marineau and David S. Olson personally inspected the subject parcel on April 4, 2017. The property valuation has a valuation date of April 4, 2017, the date when the subject parcel was viewed and photographed. We have researched the local marketplace in order to find sale comparables sufficient to value the subject parcel and, unless specifically noted otherwise, each sale comparable has been confirmed through county deed records or a real estate listing service, and through a party to the transaction or a representative or agent thereof. In order to arrive at the value opinion of this report, we have utilized the Sales Comparison Approach only. The Cost Approach and the Income Approach have been omitted by the appraisers, nor are they necessary to arrive at a credible value conclusion. The results of our analysis are reported within this *appraisal report* that has been written to conform with the Uniform Standards of Professional Appraisal Practice (USPAP) Standards 2-2 (a) and the Interagency Appraisal and Evaluation Guidelines.

Current Market Trends: The last year has seen an uptrend in residential property values and this has resulted in a stabilization of commercial and industrial property values of all types. There remains available commercial and residential land within the Oregon Coast market area. Capitalization rates have been dropping, resulting in slowly increasing property values. Population growth trends continue to be positive for the future.

Exposure Time: 12 to 18 months of exposure to the market.

Personal Property: None included in this appraisal.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS

The appraisal report is subject to the following limiting conditions. The report is not to be relied upon unless the conditions are also accepted:

Ordinary Assumptions

1. Title to the property is assumed to be good and marketable unless otherwise stated. A Preliminary Title Report was not made available for this report. It is assumed that there are no exceptions, exclusions and stipulations that substantially affect the Fee Simple valuation of the subject parcel. A title company should be consulted if there are questions regarding the legal description.
2. That there is legal access to the property, unless otherwise noted. The property is appraised free and clear of any or all liens, easements or encumbrances unless otherwise stated.
3. Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, lead-based paints and other potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there are no such materials on or in the property that would cause a loss in value. No responsibility is assumed for such conditions. If the client has any questions as to hazardous materials, an independent expert or an engineer should be consulted.
4. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described and considered in the appraisal report.
5. Assuming cash or cash equivalent terms for the subject valuation.
6. Assuming 12 to 18 months of open market exposure.

Limiting Conditions

1. Information, estimates or opinions that are furnished to the appraisers, which may be contained in this report, were obtained from sources considered reliable and believed correct. If the client has any question regarding this information, it is the client's responsibility to seek whatever independent verification is deemed necessary.
2. Any maps or sketches, which may be attached to this report, are included to assist the reader in visualizing the property. Area calculations are approximate, and if there are any questions as to their accuracy, the client should have an independent expert verify the information utilized for this report.
3. No survey of the property has been provided to the appraisers, except as indicated in the report. Should a survey indicate that the subject parcel area estimates defined and utilized in this report are not accurate; the appraised valuation could be affected.
4. The appraisal report has been prepared for the exclusive benefit of the client and the client's assigns. It may not be used or relied upon by any other party. Any party or parties, who use or rely upon any information in this report, without the preparer's written consent, do so at their own risk.

5. No right to testimony is included in this appraisal, unless previous agreements have been made. None is proposed in this instance.

PROPERTY DESCRIPTION SUMMARY

Property Identification: Bluewater Parking Lot, Brookings, Oregon 97415, also identified as Curry County Map and Tax Lot 41-13-08A-400-27. This proposed partition is a small portion of Curry County Map and Tax Lot 41-13-08A-400.

Property: The subject parcel (owned by the Port of Brookings-Harbor) is 0.09 acres with harbor views. The land is zoned Industrial with no improvements other than paving. The site is located in the Lower Harbor area along with the marina, restaurants, RV parks and other water related uses. All regular utility services are available to the subject parcel include public power, sewer and water.

Land Size: The subject parcel is 4,000 square feet, or 0.09 acre.

Zone: The industrial zone (I) is intended to provide for urban industrial uses. This zone is intended to be applied only within urban growth boundaries identified by the Comprehensive Plan. Outright legal uses include retail or service establishment including the outright storage of heavy equipment or materials; automobile or truck service station, building material storage yard, building material storage yard, tire retreading or vulcanizing shop, wholesale trucking and storage establishment, machine shop, and manufacturing, processing, assembling or fabricating plants, except those specifically listed in Section 3.183 but not including processing facilities for the processing of offshore oil, gas, or marine resources.

Flood Zone: The subject parcel is entirely outside of any special Flood Hazard Zones according to FEMA Map # FM41015C1242E, dated September 25, 2009.

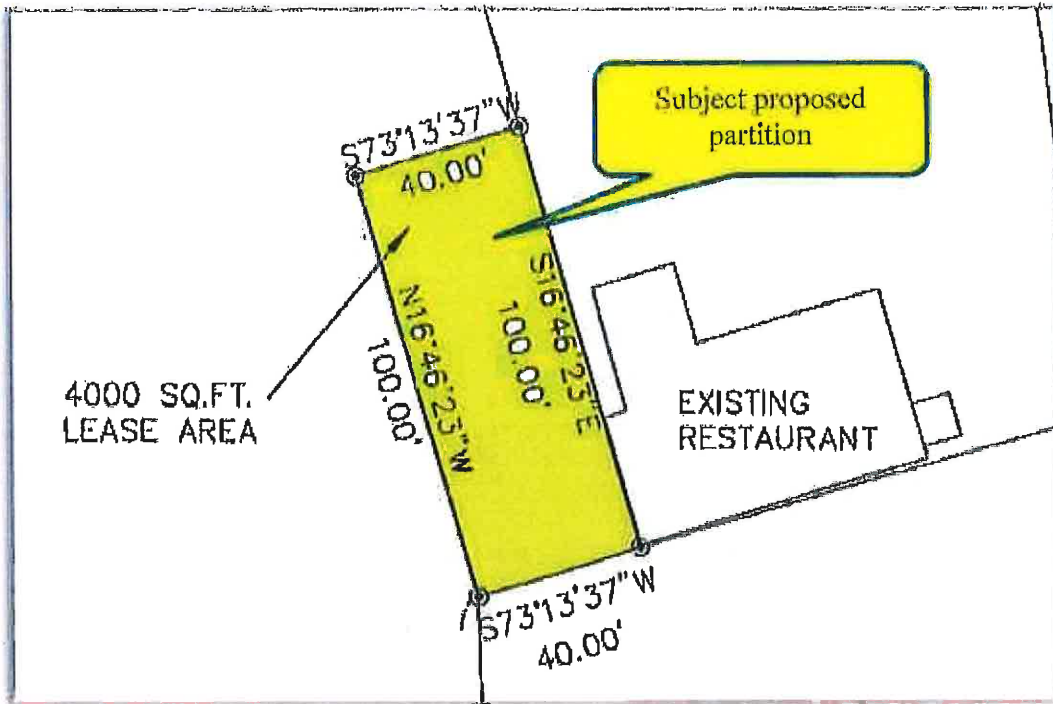
Site Improvements: Eight on-site striped parking spaces with asphalt paving.

Assessment Data: This proposed partition is a small portion of Curry County Map and Tax Lot 41-13-08A-400. Per Curry County Assessor records, the total Real Market Value for this proposed land partition is \$29,830 and the assessed value is \$23,630. The 2016/2017 tax liability is \$157.

Sales History: The Port of Brookings Harbor has owned the land for many years, no arm's length market conveyances have been recorded on the subject parcel in the last three years. The property is not actively listed for sale and no unsolicited offers are known, other than the purpose of this appraisal

Highest and Best Use: As if Vacant: A marine related use.

Assessor Plat Map Details with the Subject Site Highlighted (An Approximate Location)

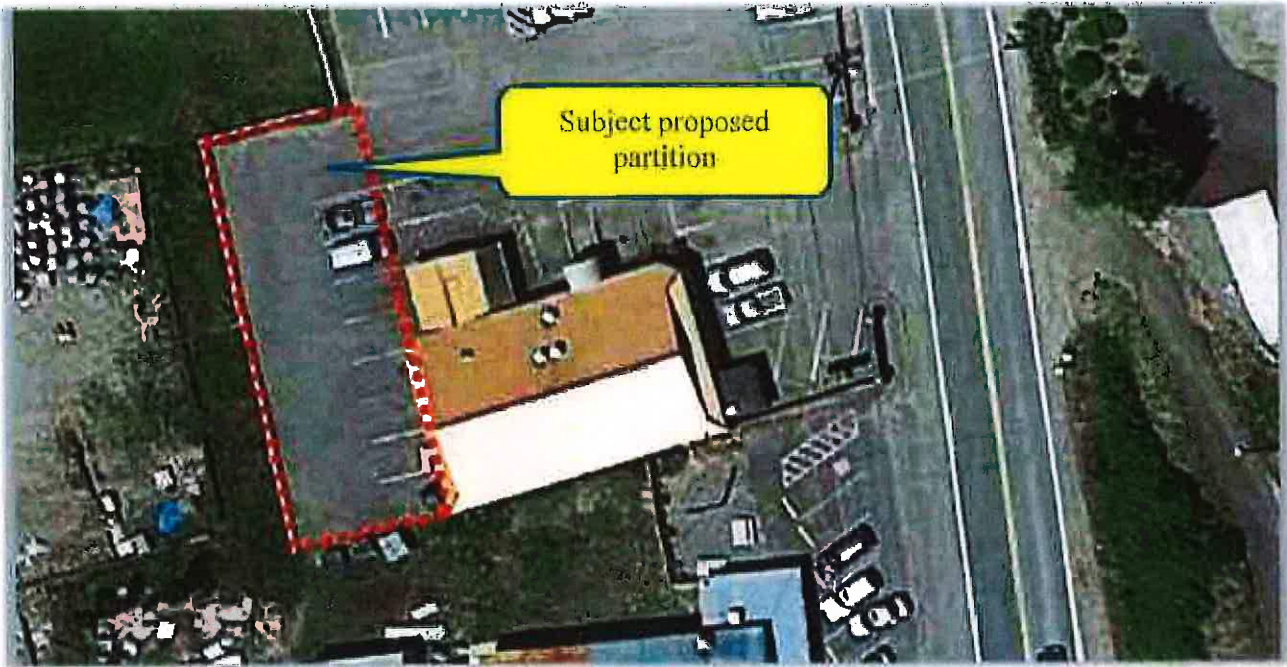


ORMAP Aerial



The red dotted lines represent the approximate subject parcel lines.

Aerial Image using Google Earth Pro



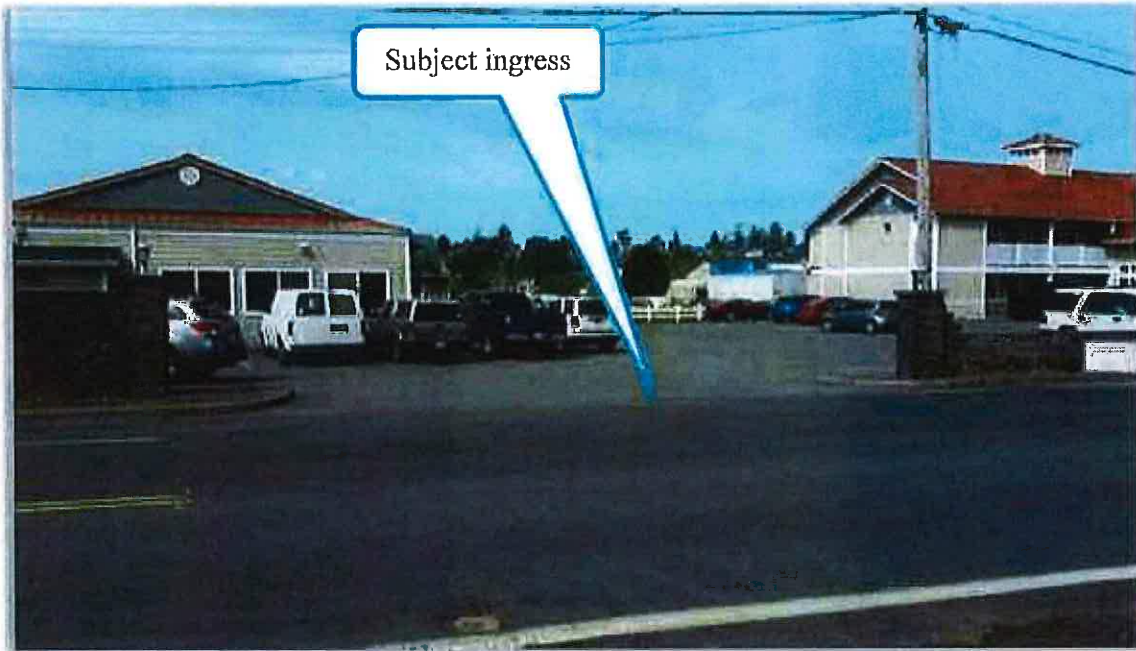
PHOTOGRAPHS OF THE SUBJECT PARCEL
Photos taken April 4, 2017



Looking westerly at a view of the subject site from Lower Harbor Road.

PHOTOGRAPHS OF THE SUBJECT PARCEL

Photos taken April 4, 2017



Looking northwesterly at a view of the subject's shared ingress to the subject parcel from Lower Harbor Road.



Looking northeasterly at an overall view of the subject parcel from the southwest corner of the parcel.

PHOTOGRAPHS OF THE SUBJECT PARCEL

Photos taken April 4, 2017



Looking southerly at an overview of the subject parcel from the north end of the parcel.

PROPERTY VALUATION – APPRAISAL PROCESS

Appraisal Type: Restricted Appraisal Report.

Interest Appraised: Market Value 'As Vacant' of the Fee Simple Estate.

Date of Valuation: April 4, 2017

Date of Inspection: April 4, 2017

Date of Report: April 20, 2017

Definition of Market Value

Market Value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their own best interest;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
- The price represents a normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

* This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve Systems (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994.

Valuation Approaches

Generally, three standard approaches to value are analyzed and these methods utilize information gathered from the local real estate market. The Cost Approach is defined as that approach in appraisal analysis which is based on the fact that an informed purchaser would pay no more than the cost of producing a substitute with the same utility as the subject parcel. The Income Approach to Value is that procedure in an analysis which converts anticipated income to be derived from the ownership of property into a value estimate. The Sales Comparison Approach is an analysis which is based on the idea that an informed purchaser would pay no more for a property than the cost of acquiring an existing property with the same utility. The Reconciliation Analysis is an evaluation process where the appraiser carefully evaluates the value indication from each of the approaches. The strengths and weaknesses of each approach, as used, are discussed. The applicability of each method is weighted in an effort to establish a single defensible final value estimate.

We have developed the Sales Comparison Approach in this analysis. The omission of the Cost Approach and the Income Approach does not reduce the credibility of the value estimate. The Sales Comparison Approach is considered appropriate due to the quantity and quality of the data. The Income Approach is an important element of income producing property, but it is not a common measure of value for vacant land and it is not necessary to develop a credible value conclusion. A Cost Approach has not been included because there are no improvements on the vacant land, nor is it necessary to produce a credible value estimate

SALES COMPARISON APPROACH

Introduction

In the Sales Comparison Approach, the subject parcel is compared to similar properties that have been sold recently or for which listing prices or offering figures are known. Data for generally comparable properties is used, and comparisons are made to demonstrate a probable price at which the subject parcel would be sold, if offered on the market.

Market Sales

A thorough sales search was conducted Brookings/Harbor market area in an effort to find meaningful sales data that could be compared to the subject parcel. The market variables analyzed is the Dollar Per Square Foot (\$/SF) indicator. This unit of comparison is often used by owner investors interested in acquiring land as an investment property. Generally, as the overall quality of a property and desirability of its location increases, the market value on a dollar per square foot basis tends to increase as well. All market data is summarized in the following table:

SALES COMPARISON SUMMARY OF COMMERCIAL LAND									
Sale No.	Date	Zoning	Total Price	Type	Area in Acres	Area in SF	Price Per SF	Comments	
1	2/7/17	C3	\$ 69,750	Land	0.18	7,841	\$ 8.90	41-13-05CB-4600 542 Railroad St	South Coast Humane Society to Robert & Robin Snazuk
968 DOM Verified with Cy Vandermeer, Listing Agent Brookings, Curry County, Oregon									
2	10/4/16	C3	\$ 52,000	Land	0.14	6,098	\$ 8.53	41-13-05CB-5000 531 Hemlock St	Brad & Carla Vanprooyen to Ralph A. Durre
492 DOM Verified with Sarah Pettinger Listing Agent Brookings, Curry County, Oregon									
3	11/2/15	C1	\$ 140,000	Land	0.70	30,492	\$ 4.59	41-13-05DB-1100 Lower Harbor Rd/Shopping Center Ave	David Snazuk to Port of Brookings Harbor Harbor and Ocean Views
Non-MLS Verified with seller, Dave Snazuk Brookings, Curry County, Oregon									
4	1/16/15	C3	\$ 140,000	Land	0.64	27,878	\$ 5.02	41-13-06DB-1800 & 2100 840 Railroad Street	Richard & Mary O'Halleran to Haze Grey LLC (Matt Dotson)
223 DOM Verified with Bruce Noah, Selling Agent Brookings, Curry County, Oregon									
Subject:		I		Land	0.09	4,000		41-13-08A-400-27 Bluewater Parking Lot	Port of Brookings Harbor
Brookings, Curry County, Oregon									

Location Map of Comparable Land Sales



Analysis

The comparables presented above are average quality commercial vacant land parcels located in Brookings. The above sales fall within the sale price range of \$52,000 to \$150,000 and a price per unit range of \$4.92 - \$8.90 per square foot. The subject parcel is smaller, but would likely fall in the mid-to-high end of closed sales, based upon current market conditions, overall good topography, size and location. Significant weight has been placed on Comparable Sales No. 3 & 4, which are recent sales of similar appeal and location as the subject parcel. However, all sales are considered.

Based on the scope of work, in conclusion a market value for the subject parcel of \$8.00 per square foot is believed to be appropriate for the subject parcel. This is based on the good location, level land with good access & amenities.

Market Value = \$8.00 per Square Foot

The 4,000 square foot parcel is valued at **\$8.00 per square foot, or \$32,000**

VALUE ESTIMATE VIA THE SALES COMPARISON APPROACH

A market value of \$8.00 per square foot has been selected for the subject parcel. The indicated value for the subject parcel via the Sales Comparison Approach is developed in the following mathematical display:

SALES COMPARISON APPROACH			
Overall Price Per Square Foot	Overall Price/SF		
Parcel 41-13-08A-400-27	4,000	\$ 8.00	\$ 32,000
Value by the Sales Comparison Approach (Rounded)		\$	32,000

In conclusion, the current 'as is' market value of the Fee Simple estate of the subject parcel, in light of market conditions in effect on April 4, 2017, as indicated through the use of the Sales Comparison Approach to Value, is \$32,000.

VALUE BY THE SALES COMPARISON APPROACH \$32,000

FINAL VALUE CONCLUSION \$ 32,000

CERTIFICATION OF THE APPRAISER

I certify that, to the best of my knowledge and belief,

- the statements of fact contained in this report are true and correct.*
- the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.*
- I have no present or prospective interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.*
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.*
- my engagement in this assignment was not contingent upon developing or reporting predetermined results.*
- my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.*
- the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.*
- as of the date of this report, Jeffrey L. Marineau, MAI has completed the continuing education program for Designated Members of the Appraisal Institute.*
- my analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).*
- I have made a personal inspection of the property that is the subject of this report.*
- I have not previously performed an appraisal or any other appraisal or any other services on this property in the past three years.*
- David S. Olson provided significant, professional assistance in the preparation of this report to the person signing this report.*



April 20, 2017

QUALIFICATIONS OF THE APPRAISER

Jeffrey L. Marineau, MAI

STATE CERTIFIED APPRAISER #C000029; Expiration April 30, 2018

Education

Graduate of the University of Oregon, Bachelor of Science Degree in Business Administration - Real Estate Major, 1973

Appraisal Institute:

Course 1-Part A	:	Successfully challenged examination
Course 1-Part B	:	Successfully challenged examination
Course II	:	Successfully completed course
Litigation Valuation	:	Successfully completed course
Market Analysis	:	Successfully completed course
Standards of Professional Practice, Part A (USPAP):		Successfully completed course - 2001
Standards of Professional Practice, Part B (420)	:	Successfully completed course - 2001
Condemnation Appraising Course SE710	:	Successfully completed course - 1999
Condemnation Appraising Course SE720	:	Successfully completed course - 1999

Seminars:

Lease and Leasehold Valuation - 1987	Americans w/Disabilities Act - 1992
Wetlands Evaluation Issues - 1992	Hotel/Motel Valuation - 1993
Income Producing Properties - 1987	Income Property Valuation - 1993
R41-c Memorandum (FHLBB) - 1987	Professional Timber Cruising - 1994
Construction Cost Seminar - 1987	Subdivision Analysis - 1994
Highest and Best Use - 1988	Hotel/Motel Valuation - 1993
Cash Equivalency - 1988	The Internet and Appraising - 1997
Cash Flow Analysis - 1989	Eminent Domain - 1998
Hazardous Wastes & Toxic Materials - 1989	Oregon Wetlands - 2001
Real Estate Risk Analysis - 1989	Federal Land Exchanges - 13505
Mineral Valuation - 1990	Federal Land Acquisition - 2002 and 2007
UC/LAR Form - 1989	Easement Valuation - 1990
Legal/Professional Topics - 2003	Uncertainties of Measure 37 - 2005
USPAP Update - 2006	GIS Applications - 2006
Federal Land Acquisition - 2007	New Technology for Foresters - 2007
USPAP Update 2008, 2010, 2012, 2014	Industrial and Flex Buildings-2012
Office Buildings-Mortgage Underwriting 2012	Sustainability of Real Estate-2012
Online Cool Tools Appraisal Institute 2014	USPAP Update 2014
Problems in Valuation of Partial Acquisitions 2014	Supporting Adjustments 2014
Right of Way Appraisals 2015	Timberland Appraisals 2015
Right of Way Maps 2015	Temporary Construction Basement 2015
Right of Way Symposium 2015	Business Practices and Ethics 2016
Supervisor-Trainee Course 2016	

Southwestern Oregon Community College:

Residential Blueprint Reading & Sketching Commercial Blueprint Reading & Sketching
Residential Electrical Wiring

Appraisal Experience

Eminent Domain:	Full and partial takings, Air rights, Microwave beam paths, Highway right-of-way, etc.
Industrial:	Wood products manufacturing plants, Warehouses, Deep draft water frontage, Shipyards, Seafood processing plants, Log yards, Industrial lands.
Commercial:	Retail store buildings, Office buildings, Restaurants, Service stations, Supermarkets, Shopping centers, Medically related facilities.
Residential:	Single-family dwellings, Multi-family dwellings, Condominiums
Special Purpose:	Governmental structures, Timberland, Sand dunes, Assisted Living Projects, Motels Recreational vehicle parks, Churches, Hospitals, Cranberry Bogs, Ranch, and farm land, Subdivisions.

07/11/2016

QUALIFICATIONS OF THE APPRAISER (continued)

Jeffrey L. Marineau, MAI

STATE CERTIFIED APPRAISER #C000029; Expiration April 30, 2018

Employment

Apprentice Appraiser: 1968 to 1973. Appraisal experience working with Fred J. Marineau, limited to non-school days.

Licensed Real Estate Appraiser: Employed since 1973 with Fred J. Marineau, Real Estate Appraisers and Consultants

Owner: Marineau and Associates - July 1986 to present

State Certified Appraiser: # C000029

Professional Organizations

Member, Appraisal Institute-MAI Designation since 1981

Member, Rotary International

Member, Coos County Board of Realtors

Court Appearances

District Court – Coos, Curry and Lincoln Counties Federal Bankruptcy Court - Eugene

Circuit Court - Coos, Curry and Douglas Counties Department of Revenue - Coos and Lincoln Counties

Oregon Tax Court Board of Equalization - Coos County

REPRESENTATIVE LIST OF APPRAISAL/CONSULTATION CLIENTS

Corporate Clients

Weyerhaeuser Corporation

Georgia Pacific Corporation

Menasha Corporation

International Paper Corporation

Roseburg Forest Products

Al Pierce Company

Coos Head Timber Company

South Coast Lumber Company

Lloyd Corporation

Chevron Corporation

Union Oil of California

Jordan Cove Energy

Stuntzner Engineering & Forestry

Lesan and Finneran

Hough, MacAdam and Wartnik, LLC

Gould Law Firm, LLC

Westbrook Land and Timber

Ocean Terminals

Bald Knob Land and Timber Co.

Coast Distributors, Inc.

Moore Mill Lumber Company

Sause Bros. Ocean Towing, Inc.

Financial Clients

Wells Fargo Bank

U. S. Bancorp

Bank of America

Oregon Bank

Umpqua Bank

Seafirst Mortgage Corporation

Oregon Pacific Bank

Siuslaw Valley Bank

First Community Credit Union

Evergreen Federal Bank

Banner Bank

Chetco Federal Credit Union

Rainier Financial Services

Frontier Investment Corporation

First Farwest Capital Fund, Inc

Union Bank

Public Clients and Institutions

City of Coos Bay

Coos County

City of North Bend

City of Reedsport

City of Bandon

City of Coquille

State of Oregon:

Oregon Department of Forestry

State Lands Division

Oregon Dept. of Transportation-ODOT

University of Oregon

Oregon State University

Southwestern Oregon Community College

North Bend School District 13

U. S. Bureau of Land Management

U. S. Forest Service

Bonneville Power Administration

General Services Administration

U. S. Postal Service

Oregon International Port of Coos Bay

Federal Deposit & Insurance Corp. (FDIC)

Federal Savings & Loan Ins. Corp (FSLIC)

Coos Bay School District 9

Trust for Public Lands

Natural Resources Conservation Service

Nature Conservancy

U. S. Small Business Administration

U. S. Corps of Engineers

Ports of Bandon, Brookings and Gold Beach

07/11/2016



Travis Webster <travis@portofbrookingsharbor.com>

RE: Port of Brookings Harbor appraisal proposal

3 messages

Jeff Marineau <jeffrey@marineau.net>
To: Travis Webster <travis@portofbrookingsharbor.com>
Cc: Kim Boom <accounts@portofbrookingsharbor.com>

Fri, Oct 28, 2022 at 11:52 AM

Travis,

Thank you for your patience here. I have reviewed the appraisal completed in 2017 at the Boat Basin and can

reappraise the property based on current market conditions for a fee of \$3,150. Our time to completion is no more

than 4 weeks from a notice to proceed and since the property is an open parking lot, there will be no need to contact

the tenant unless you wish me to. It is possible that we can get it finished prior to that time frame, but I don't

want to promise that and not deliver. If you wish to proceed, please return this email and we will immediately get

you onto the work schedule.

Jeffrey L. Marineau, MAI

Marineau and Associates

510 Highland Avenue

Coos Bay, Or 97420

Phone: 541-269-2624 Extension 207

Cell: 541-297-2331

From: Travis Webster <travis@portofbrookingsharbor.com>
Sent: Wednesday, October 26, 2022 4:59 PM



To: Office <office@marineau.net>; Kim Boom <accounts@portofbrookingsharbor.com>
Subject: Port of Brookings Harbor

Hi Jeff,

Thanks for your time today. The piece of land we are talking about, apparently you did the appraisal in 2016\17. Attached is the previous appraisal.

As we discussed this land has been a leased area since 2003 for about \$250 dollars per month. The owner of the land that was leasing this area for parking has sold the business (Not port property or building) we have terminated the lease with him.

The new owners of the restaurant have come to us looking to get a new lease. When our new rates were put into the lease, the cost per month went to \$1250 per month. This increase is because there were no CPI increases throughout the lease.

The last issue is that this private business was built right on the property line with no set back. This is a problem for the owners and the Port.

We are asking for you to review the old appraisal and amend it or give us something that is current. Any questions please let me know.

Travis

--

Thank you,



Travis Webster, Harbormaster
16330 Lower Harbor Rd
P.O. Box 848
Harbor OR 97415
Office: (541) 469-2218 ext: 404
Cell: (541) 291-7380

Travis Webster <travis@portofbrookingsharbor.com>
To: Jeff Marineau <jeffrey@marineau.net>
Cc: Kim Boom <accounts@portofbrookingsharbor.com>

Fri, Oct 28, 2022 at 11:43 PM

Jeff,
Thanks for your time on this. Go ahead with the appraisal. Email me a invoice when your ready.

Thanks
Travis
[Quoted text hidden]

2 attachments



image001.jpg
14K



image001.jpg
14K

Jeff Marineau <jeffrey@marineau.net>
To: Travis Webster <travis@portofbrookingsharbor.com>
Cc: Kim Boom <accounts@portofbrookingsharbor.com>, Orders <orders@marineau.net>

Sat, Oct 29, 2022 at 9:44 AM

Travis,

We will get this scheduled up.

Thank you.

[Quoted text hidden]



INFORMATION ITEM – B

DATE: November 16, 2022
RE: Property Sale Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Port received purchase proposal from Lloyd Whaley. Board approved Resolution No. 2022-09 approving Travis Webster to enter into negotiations.
- Legal Counsel created Purchase Sale Agreement.
- Buyer reviewed and signed Purchase Sale Agreement.
- Port approved Purchase Sale Agreement and to have Board President, Richard Heap, Sign.
- Escrow account was opened, and buyers' funds were deposited.
- Last needed document is the reconveyance that releases lien from Business Oregon.

DOCUMENTS

- Memo from Business Oregon, 2 pages
 - Include approval for the sale (liens)
 - Approval for Port to keep 100% of sale money and deposit into Reserve Fund for matching funds for wastewater treatment plant.

MEMORANDUM

October 25, 2022

TO: Chris Cummings, Assistant Director, Economic Development
THRU: Ed Tabor, Program and Incentives Manager *Ed M. Tabor*
FROM: Becky Bryant, Regional Project Manager
SUBJ: Port of Brookings Harbor Partial Property Reconveyance and Property Sale Proceeds Request

BACKGROUND

The Port of Brookings Harbor entered into a Restructure Agreement with the Department December 22, 2009. The agreement requires the port to grant the IFA a first lien security interest on all port owned properties. When a piece of property has sold, the port is required to request a lien release from the agency and 80% of net proceeds from any property sale to the Department for repayment of loan.

The Port received an Environmental Protection Agency (EPA) Clean Water SRF STAG grant in the amount of \$3,500,000. This grant requires a 20% match of the project cost. The match is currently estimated to be \$880,000.

Funding Request:

The Port of Brookings Harbor has a buyer for a piece of port owned property and is requesting a lien release for the property as described below:

Real property and improvements commonly known as Curry County APN R15168 Tax Lot 4113-05DB-01100 and located between Lower Harbor Road and Shopping Center Avenue in Brookings, Curry County, Oregon.

The port has received an offer of \$175,000 for the piece of property which is currently undeveloped and not utilized. The port is requesting to keep the 80% net proceeds to add to their 20% net proceeds to use as match for the EPA grant. The port would place the funds into the reserve fund along with \$215,800 currently in the fund.

Project costs and scope are being reviewed to see if costs can be reduced while ensuring a wastewater treatment plant will still be built to meet the requirements of fish processing. The port also continues to look for other funding opportunities to help with the required match.

If the wastewater treatment project is not able to move forward, the port will pay the funds to the Department as agreed in the original restructure agreement.

Recommendation: Staff recommends approval of this partial release on the basis of our restructure agreement and to allow the port to keep the proceeds for use towards the required match for the EPA grant received to construct a new wastewater treatment plant. If the plant is

not constructed the Port of Brookings will submit the funds to Business Oregon as required under the 2009 restructure agreement.

Approved

Approved with the following condition:

Not Approved

Digitally signed by Chris Cummings
Date: 2022.11.02 20:04:05 -07'00'

Chris Cummings
Deputy Director

INFORMATION ITEM – C

DATE: November 16, 2022
RE: Awareness Campaign for any Port Projects
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Oregon Business would like to partner with the Port to help promote projects and initiatives.

DOCUMENTS

- Email from Oregon Business & Oregon Home, 2 pages
- Oregon Business's Media Kit, 7 pages
- International Port of Coos Bay Brand Story, 1 page
- Port of Cascade Locks Brand Story, 2 pages
- Port of Columbia County Brand Story, 1 page
- Port of Toledo Brand Story, 2 pages
- Proposal Port of Brookings Harbor, 2 pages



Kim Boom <accounts@portofbrookingsharbor.com>

Fwd: Port of Brookings-Harbor profiled in Powerbook!

1 message

Travis Webster <travis@portofbrookingsharbor.com>
To: Kim Boom <accounts@portofbrookingsharbor.com>

Wed, Nov 2, 2022 at 9:35 AM

----- Forwarded message -----

From: **Evan Morehouse** <evanm@mediamerica.net>

Date: Tue, Nov 1, 2022 at 5:00 PM

Subject: Re: Port of Brookings-Harbor profiled in Powerbook!

To: travis@portofbrookingsharbor.com <travis@portofbrookingsharbor.com>Cc: Courtney Kutzman <courtneyk@mediamerica.net>, Katie McGuigan <katiem@oregonbusiness.com>, portmanager@portofbrookingsharbor.com <portmanager@portofbrookingsharbor.com>

Hi Travis!

Thank you for your time on the phone today and for considering an awareness campaign. It was a pleasure chatting again and I can follow-up after your November 16th meeting.

Oregon Business would like to finally partner with the Port of Brookings-Harbor. We can promote your projects in our upcoming Powerbook issue with a brand story!

This is our largest issue with the highest distribution and is referenced all year. HERE is last year's digital edition.

Our writer, photographer, and designer put your piece together and we can help you pick a theme. Please see below for package rates and attached for samples, our media kit, and a proposal. We can also offer a payment plan.

-3-page story + 12 months of complimentary digital exposure = \$7,410

-2-page story + 6 months of complimentary digital exposure = \$5,540

-1-page story + 3 months of complimentary digital exposure = \$3,670

Digital visibility through our Plug-In program includes the elements below:

- Run of site digital ads on our website
- Social media support
- Sponsored guest blog posts and press releases
- Banner ads on our weekly e-newsletter

Thank you Travis for your support!

Evan Morehouse

Account Executive

Oregon Business & Oregon Home

Cell: 802.734.1922 | Office: 503.445.8820

evanm@mediamerica.net

SCANNED
POBH Admin - Advertising

From: Evan Morehouse**Sent:** Thursday, October 27, 2022 11:52 AM**To:** travis@portofbrookingsharbor.com <travis@portofbrookingsharbor.com>**Cc:** Courtney Kutzman <courtneyk@mediamerica.net>; Katie McGuigan <katiem@oregonbusiness.com>; portmanager@portofbrookingsharbor.com <portmanager@portofbrookingsharbor.com>**Subject:** Port of Brookings-Harbor profiled in Powerbook!

Good morning Travis!

Thank you for your time on the phone today and for considering an awareness campaign with *Oregon Business*. It was a pleasure speaking with you and I will give you a follow-up ring soon.

We would like to revisit a partnership with the Port of Brookings-Harbor. We have space for a brand story and can profile your projects and initiatives in our upcoming Powerbook issue!

This is our largest issue with the most distribution and is referenced all year. [HERE](#) is last year's digital edition.

Our writer, photographer, and designer put your piece together and we can help you pick a theme. Please see below for rates and attached for samples, our media kit, and a proposal. We can offer a payment plan if need be.

-3-page story + 12 months of complimentary digital exposure = \$6,740

-2-page story + 6 months of complimentary digital exposure = \$5,040

-1-page story + 3 months of complimentary digital exposure = \$3,340

Thank you Travis!

Evan Morehouse

Account Executive

Oregon Business & Oregon Home

Cell: 802.734.1922 | Office: 503.445.8820

evanm@mediamerica.net

--

Thank you,



Travis Webster, Harbormaster

16330 Lower Harbor Rd



P.O. Box 848

Harbor OR 97415

Office: (541) 469-2218 ext: 404

Cell: (541) 291-7380

6 attachments

-  **2023 Media Kit Oregon Business.pdf**
5758K
-  **International Port of Coos Bay Brand Story (1).pdf**
614K
-  **Port of Cascade Locks Brand Story (1).pdf**
271K
-  **Port of Columbia County Brand Story.pdf**
209K
-  **Port of Toledo Brand Story.pdf**
5481K
-  **Proposal Port of Brookings-Harbor (2).pdf**
176K

Oregon Business

2023

Where Oregon's decision makers gather.

THE REAL ESTATE AND RETAIL ISSUE

Oregon Business

Celebrating 2022's 100 Best Companies
Work For in Oregon



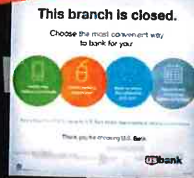
Plus

FINDING HOME
Rural housing prices spiral upward

AT THE CENTER
What's next for downtown Portland?

Oregon Business

CASHED OUT



Communities adapt as banks close rural branches

Plus

THE MODULAR MIDDLE
A public-private project aims to fix Oregon's housing shortage

FUNDING FEMALE FOUNDERS
A Portland-based venture fund bucks investment trends

THE FINANCE ISSUE

Oregon Business

A HOT INVESTMENT

How the state plans to fill workforce gaps



CLASH OF THE TITANS
Senior legislator seeks to buy out a critic

THE DIGITAL BRIDGE
Federal funds flow in to address digital divide

ACCOUNTING'S NEW NORM
Mass Adams' Eric Maas steps into CEO role

THE ENERGY AND ENVIRONMENT ISSUE

Oregon Business

Congratulations to this year's winners!

Oregon Business **100 Best green WORKPLACES IN OREGON 2022**



+

RIDING THE WAVE
OSU researchers work to harness the power of the ocean

RENEWABLE DIESEL
Is a proposed Columbia County refinery all it's cracked up to be?

GREEN DRINK
Brewed energy drink gets carbon-neutral stamp

Oregon Business

THE HEALTH CARE ISSUE

A Rebirthed Tradition

More Oregonians seek midwife care



plus

IS BALA BARK ON ITS FEET?
Footwear startup lines a heel-turn

WHO CARES?
Oregon's caregiver shortage spirals

ON CALL
Nurses join the gig economy

THE EDUCATION ISSUE

Oregon Business

NO KIDDING

The fight to fix Oregon's child care crisis



plus

REINVENTING THE SCIENCE FAIR
How Invent Oregon fosters entrepreneurship

COMEBACK SEASON
PSU's Hall Mary pass

Content Planner + Deadlines

2023

ISSUE MONTH	EDITORIAL THEME	BRAND STORY THEMES	SPECIAL ADVERTISING SECTION	LISTS (Powerlist + 100 Best)	AD DEADLINE
January	Power Book (Annual Book of Lists)		Executive Profiles	Curated Collection of Power Lists	11/21/22
February	Tech	Economic Development		Oregon MBA Program List	01/02/23
March	100 Best Companies to Work For in Oregon + Real Estate and Retail		Meeting & Event Spaces Section	Meeting Facilities/ Lodging Power List	01/30/23
April	Finance	Health Care		Staffing Firms Power List	02/27/23
May	Economic Development			Commercial Real Estate Power List	03/27/23
June	100 Best Green Workplaces in Oregon + Energy and Environment	Higher Education		Financial Planners Power List	05/01/23
July/August	Health Care	Local Chambers	Oregon MBA Program Section	Banking Power List	06/12/23
September	Education		Law Profile Section	Higher Education Power List	07/31/23
October	100 Best Nonprofits to Work For in Oregon + Food and Entertainment	Companies on the Rise		Law Firm Power List	08/28/23
November/December	Manufacturing	Manufacturing		Health Plans Power List	10/02/23

Advertising Options

Plug In to Oregon Business – Integrated Media Package

A public relations, social media and branding program to engage Oregon’s business and public policy executives

PRINT

The Magazine

We are Oregon’s only statewide magazine for business and public-policy executives with an average statewide circulation of 19,980. Your full-page ad appears in both the print and digital online version.

ONLINE

OregonBusiness.com

The only state-wide online resource for Oregon C-level executives and public policy makers. 88,271 site-wide impressions per month and growing. Your brand is shown site-wide in a variety of different forms.

SOCIAL

E-News/Social Media

With 2.2K weekly e-news subscribers, 5.4K Facebook followers, and 23.8K Twitter followers, we reach executives many times daily. The result is over 115,000 e-news and social touch points per month.

Plug in rates:

Display ad size	Issue to issue	4+ issues	8+ issues
Full Page	\$3,890/issue	\$2,970/issue	\$2,040/issue
Two-Thirds Page	\$3,590/issue	\$2,660/issue	\$1,870/issue
Half Page	\$3,270/issue	\$2,470/issue	\$1,720/issue
Third Page	\$2,660/issue	\$2,040/issue	\$1,430/issue

Brand Story

- Interview by our writing staff with resulting article
- Professional photo shoot with an OB photographer
- Article published in print and across all digital platforms including OregonBusiness.com, weekly e-newsletter and our social media channels

SEE NEXT PAGE FOR MORE INFO



\$5,540 for two-page article – \$1,870 for each additional page

Special Collaborative Sections

Topic specific content in your words

Explain, educate and expand on the work your company is doing in your industry. Capture the attention of customers, leaders, policymakers and other businesses with your company’s story. Full and Half page display and bonus editorial options available.



\$2,940 for full page advertorial + full page display ad

Brand Story

(More Information)



Let Oregon Business tell **your story**

- New product or service?
- Inspiring event?
- Show off a new hire?
- Green initiative?
- Win an award?
- New location?
- Innovative social media?
- Economic impact?
- Other big news?

And put it **everywhere**

- In *Oregon Business* magazine
- On OregonBusiness.com
- *Oregon Business* Facebook post
- *Oregon Business* eNewsletter
- *Oregon Business* Twitter post
- Share it on your website
- Post it to your Facebook
- Tweet in on your Twitter
- Brag about it on LinkedIn
- Blog about it on your blog
- Hand out reprints
- Frame it for your lobby

Surprisingly **affordable**

- \$5,540 for a two-page article
- \$1,870 for each additional page

Oregon Business

CALL NOW TO RESERVE YOUR STORY
COURTNEY KUTZMAN, 503.445.8808

STATS

EACH MONTH, OREGON BUSINESS DELIVERS THESE IMPRESSIONS:

E-NEWSLETTERS: 47,000

FACEBOOK REACH: 5,160

TWEET REACH: 69,000

WEBPAGE VIEWS: 88,000

40

years of editorial excellence

60+

thousand statewide readers

41%

of readers save issues for reference

Over 70%

have read at least three of the last four issues

31

minutes spent with each issue

Oregon Business

Oregon Business is a nationally recognized magazine reaching more than **19,980** business, political and civic leaders in Oregon, with a Portland Metro circulation of **13,222**. It also conducts the widely regarded 100 Best Companies to Work For in Oregon workplace research project. Through its magazine, research, website, e-newsletters and events, Oregon Business delivers business intelligence to business readers.

Honored repeatedly with national and regional awards

- 15 ASBPE gold and silver awards for reporting, design and photography, 2009-2013
- First-place for general excellence by the Society of Professional Journalists, 2012
- Gold ASBPE award in 2011 for best research project (The 100 Best Companies)
- 16 top SPJ awards in 2011 and 2012 for excellence in reporting and design
- 24 SPJ awards, including 9 first-place honors for reporting and design, 2009-2012

More than

86%

are Owners, Partners, Principals, Presidents, Vice Presidents or Managers of their companies.

94%

influence, share or have primary responsibility for decision making

Audience Demographics

54

average reader age

\$165,000

average household income

\$1.3m

average net worth

72

average years in operation

82%

of readers have a college degree

37%

hold a master's or doctoral degree

61%

of readers are male

39%

of readers are female

Data based on Oregon Business reader survey conducted in 2015 by CFM Strategic Communications

Get involved with OBM

There are many ways to participate in the Oregon Business community. Here are some suggestions. Please contact us for more information.

Event Sponsorships

Increase your “face-to-face” marketing with a role at our popular “100 Best” events where Oregon’s best companies gather to share best practices and celebrate. Options vary from table top displays to full presenting sponsorships.



Event Attendance

Network with Oregon’s decision makers and learn best practices at one of our many events.



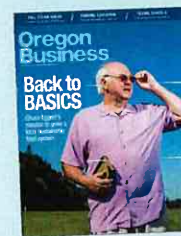
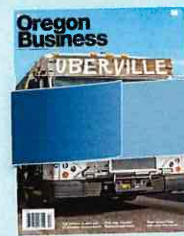
Custom Events

Boost your event attendance and create new, fresh customer leads by partnering with us on your own custom event.



High Impact Advertising

Demand attention, increase “share-of-mind” and create leads with high impact advertising. Great for new product, service and locations launches, or any time you have big news to share. Options include Belly Bands, Business Reply Cards, Inserts/Outserts and Cover Wraps.



“100 Best” Survey Participation

Participating in one of our popular “100 Best” surveys will give you valuable insight into the opinions and priorities of your employees. And you’ll find out where you stand with regards to Oregon’s best organizations to work for. Winners get year-round mileage from their “100 Best” status which helps recruiting and retention.



Editorial Submission

Our editors want to hear from you. Please let us know when you have news to share and maybe they’ll use it in the magazine. Send press releases and news tips to tips@oregonbusiness.com

Plug In Submission Instructions

Print Advertising Guidelines

Ad Dimensions

	width x height
Two-page spread trim	16.75 in x 10.875 in
Two-page spread bleed	17 in x 11.125 in
Full page live area	7.5 in x 10 in
Full-page trim	8.375 in x 10.875 in
Full-page bleed	8.625 in x 11.125 in
2/3 page	4.625 in x 10 in
1/2 horizontal	7.5 in x 4.875 in
1/3 page square	4.625 in x 4.875 in
1/3 page vertical	2.25 in x 10 in
1/4 page horizontal	7.5 in x 2.25 in
1/4 page panel (Powerbook only)	3.625 in x 4.875 in
1/6 page vertical	2.25 in x 4.875 in

File Specifications

Digital File Specifications

Please supply your ad as a high resolution PDF (PDFX-1a format preferred). All colors should be CMYK and 300 dpi or better. We can also accept files created in InDesign, Illustrator and Photoshop as well as TIFF and JPEG formats. **Note about bleeds:** Build full pages to trim and extend any bleed 1/8" beyond page edge.

Proofs

If perfect color is a crucial component of your advertising, you must submit a SWOP-certified proof. Laser proofs do not qualify. *Oregon Business* and its suppliers will not be responsible for color reproduction if proofs do not comply with these specifications. *Oregon Business* can outsource a SWOP-certified proof, please contact your rep or production for rates.

Production charges

Production charges may be assessed on any ad requiring modifications and will be handled on a case-by-case basis.

Sending submissions

Print artwork may be emailed (files below 15MB) to gretah@mediamerica.net. We accept **digital files only**. Please contact the production department if you have any questions.

Web/E-News ad materials should be sent to gretah@mediamerica.net.

Web and E-News Advertising Guidelines

Ad Dimensions

Website

	width x height
Big box	300 px x 250 px
Leaderboard	728 px x 90 px
Skyscraper	160 px x 600 px

E-News

E-news big box	300 px x 250 px
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File Specifications

Version & size

JPG, GIF, and PNG formats accepted.

Ad tracking

We use the Revive platform for ad serving. Revive will record ad clicks and page views.

Content

Ads should not resemble system dialogue boxes, error messages, etc.

Looping & blinking

No animation should last for more than 20 seconds in total. The speed and color of content can make animation appear to blink. In extreme cases a strobing effect dangerous to people with photosensitive epilepsy might be caused. To avoid this:

- Content should not blink for more than three seconds.
- Content must not contain anything that flashes more than three times in any one-second period.

PRODUCED BY THE OREGON BUSINESS MARKETING DEPARTMENT

Coos Bay: A Port Turned Intermodal Logistics Hub



With its rail line, channel expansion plans and space to grow, the Port has its sights set on diversification.

BY NATALIA HURT

To the general public, ports and ships go together like airports and airplanes. While that perception is not necessarily wrong, at the Oregon International Port of Coos Bay, maritime activity bookends a much longer transportation journey, one in which every leg of the supply chain matters.

“Our design was never to be the biggest port; it was to be the best port,” says John Burns, CEO, Port of Coos Bay. “We want to help our stakeholders move their goods as rapidly as possible with as little interference and infringement as possible.”

So, when the local community approached the port about acquiring the Coos Bay Rail Line roughly 10 years ago, it accepted, recognizing its responsibility to develop the region’s and state’s economies. Since then, the port has injected roughly \$100 million into the rail line, including upgrades to its nine tunnels, major bridge improvements, continuous track work and growing the line from zero rail cars in 2010 to 7,000 railcars today.

Until that point, the lack of a rail line — whose closure was triggered by the timber industry’s decline — meant that all goods and materials moving through southwest Oregon were moving by truck. Access to freight



rail service is critical for Oregon industry, providing a safe, reliable, and cost effective transportation option.

“The issue of land and water congestion is experienced all along the West Coast. Each railcar takes 3.5 trucks off the road and reduces greenhouse gas emissions by 75%,” says Margaret Barber, Director of External Affairs, Port of Coos Bay. “Congestion at large ports has caused ships to wait in line to berth, increasing costs and emitting greenhouse gases. The Port of Coos Bay offers rail and ocean transport without the congestion issues that create bottlenecks in our urban areas. At the Port of Coos Bay, we are efficient and reliable.”

The faster that goods move in and out of U.S. gateways, the more economical the process, resulting in increased jobs and opportunities.

Thanks to the harbor’s geography, ships can get from dock to open ocean in an hour. Without backed up shipping channels and long transit times, cargo reaches its end destination more quickly. Additionally, unlike nearby ports situated in dense urban areas, Coos Bay has space to grow to meet the regulatory and technology needs of tomorrow..

“We have been working diligently to diversify our harbor and what we do,” Burns notes. “That’s important for a state that’s continuously evolving, whether it’s apparel, athletic shoes, craft beer and wine, agriculture. We’re setting ourselves up to best serve our customers and Oregon.”

As part of that promise, the team is planning to deepen and widen its shipping channels to 45ft and 450ft, respectively.

Together with its rail line and pursuit of a new multi-use facility, that expansion gives a glimpse into how a one-product port is growing into a flexible, intermodal logistics hub — which encompasses its maritime operations, railroad and Charleston Marina Complex (ice plant, shipyard, 500 vessel slips, 100-space RV ramp, accommodations, etc.).

The Port of Coos Bay, a driving force behind Oregon’s economy and U.S. trade, will continue to pursue diversification as it collaborates with its array of customers to best serve their needs. But there’s a simpler message that Burns wants to get across, too: “Coos Bay also happens to be a really beautiful place. It’s where the forests meet the sea.” ■



From left: Commissioner Brad Lorang, General Manager Paul Koch and Commission President Jess Groves discuss plans for a future project.

How to Run a Government

Principled leadership and an influx of businesses spur dramatic turnaround at the Port of Cascade Locks

BY HARRIS NEWMAN

In 2013, the Port of Cascade Locks was ready for a refocus: very little business development was taking place, the budget needed clarity, and the Bridge of the Gods—the Port's sole source of revenue, at the time—was under threat of closure.

It was just the type of environment where Paul Koch thrives.

For over forty years, Koch has served a unique role in society: he revitalizes stagnant communities. "I usually go to places nobody else would touch," said Koch. He was initially hired in 2011 as the Interim City Administrator of Cascade Locks, where he facilitated the city's turnaround. Soon afterwards, the Port of Cascade Locks invited him to assist the elected Port Commission in getting its agenda in motion.

When Koch joined the Port as interim

"When a small community doesn't have a government entity to help build its economy, there's no future. People just sit and wait for something to happen. But nothing moves."

PAUL KOCH

General Manager in 2013, he saw many of the same issues as he did with the City. "There was no mission, no priorities, no values," he said. "When that happens, and the staff isn't held accountable for doing their jobs, you end up spending money with nothing to show for it."

The Port of Cascade Locks has two primary functions: recruit businesses and create

jobs. It's the backbone of the community; if its leadership is stagnant, the economy is, too. For a town as small as Cascade Locks, healthy Port leadership is critical to its survival. "When a small community doesn't have a government entity to help build its economy, there's no future," said Koch. "People just sit and wait for something to happen. But nothing moves."

So began the rebuild, and Koch started by cleaning house: after 18 months, just one member of the original 20 staff remained. Working with the elected commissioners, he eliminated unnecessary positions and created new ones, such as a Special Projects Coordinator and an Events Coordinator. He and Commission President Jesse Groves recruited Don Mann, General Manager of the Port of Newport for over 20 years, as the Port's Economic Development Manager.

With a hand-picked staff in place, the Port's team moved to establish priorities. First was mending the frayed relationship between the City and the Port, ensuring they were working as "hand in glove partners" again. Then came fixing infrastructure—the



Port-owned marina

city's water system was literally leaking revenue; that project was soon funded and repaired. Other revenue-generating moves were made, like raising the Port's price of land per acre.

Within 18 months, the Port saw major dividends. It welcomed ten new businesses and created over 100 jobs—remarkable given Cascade Locks' population of 1,300. The city's assessed value increased in almost all capacities, and the Port's business community was in full bloom.

Businesses came for good reason, too. The Port's Business Park offers perhaps the most cost-competitive space in all of Oregon. Companies have access to the Columbia River and I-84, and are just 45 minutes drive from both the Portland Airport as well as downtown Portland. Best of all is the scenery: by working in the Columbia Gorge, companies are immersed in one of Oregon's most beautiful and iconic regions.

One business capitalizing on these amenities is Renewal Workshop, who takes discarded clothing from major brands and

Within 18 months, the Port saw major dividends. It welcomed ten new businesses and created over 100 jobs—remarkable given Cascade Locks' population of 1,300.

repurposes them for sale. Nicole Bassett, the company's co-founder, enjoys the accommodating nature of the Port's team. She goes to lunch frequently with Port management to discuss current and future business needs. "It's clear they put us business owners first in their planning," said Bassett. "Once we're in, there's this allegiance—they take our requests seriously and almost always make them happen."

Part of that accommodation was installing a brand new kitchen for Renewal Workshop, an amenity beyond original design specifications. Though some organizations may balk at the request, the Port's team found a way to make it work. "Our job is to bring in businesses, to create jobs and to do what's necessary to ensure growth," said Koch. "If we need to build a kitchen to get people to stay, then that's what we'll do."

So goes the secret sauce for Koch, whose recipe for resurrecting organizations is simple: do your job and serve the people. "Government employees are public servants," he said. "It's not my job to determine what you need—you tell me what you need and we'll deliver."

As the Port continues to grow, Koch's work will soon be done. A mess looms elsewhere and he will see to its fixing. If he goes, he'd be leaving the Port of Cascade Locks with plenty to build upon—a growing network of businesses, steady infrastructure, an active and dedicated Port Commission, and the support of Cascade Locks' tight-knit community.

In terms of the Port's future, Koch has no concerns whatsoever. When asked about Cascade Locks' ability to sustain momentum, he beams with confidence: "The elected can now set policy and direction and hold staff to account. With that in place, I think these people will be just fine." ■

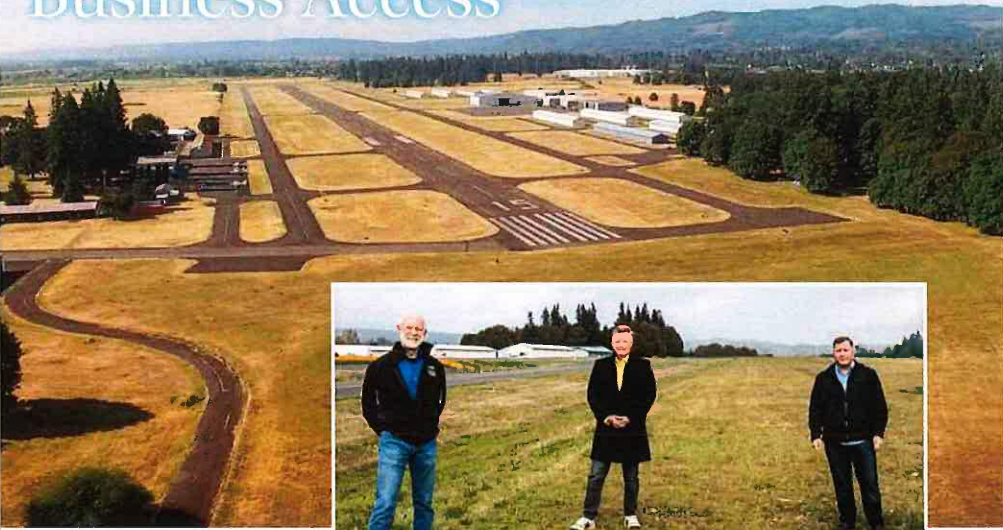
The Port is welcoming new businesses and encourages people to continue visiting Cascade Locks and the Columbia Gorge. To inquire about possible space, please contact Donn Mann, Economic Development Manager, at dmann@portofcascadelocks.org.



Sternwheeler "Columbia Gorge," owned by the Port of Cascade Locks and operated under contract by AWI

PRODUCED BY THE OREGON BUSINESS MARKETING DEPARTMENT

Port of Columbia County Offers Unique Business Access



From left: Operations Manager Craig Allison, Executive Director Doug Hayes and Real Estate and Business Development Manager Matt Miller.

Primed for growth with shovel-ready industrial parks.

BY VANESSA SALVIA

Not many port districts are able to boast access to river transportation, railways, highways and an airport, but the Port of Columbia County is one of them. And with acres of industrial park properties ready for leasing, the Port is primed for growth.

Columbia County is in Oregon's far north, on the Washington border north of Portland, adjacent to the Columbia River on its northern and eastern border. The port district stretches for 51 miles from north to south, with many different sectors represented, including industrial, commercial, agricultural, and recreational uses. From east to west, the port district is a 6-mile strip that includes the cities of Scappoose,

St. Helens, Columbia City, Rainier, and Clatskanie.

"Ninety three percent of the county population lives within the port district and the district includes all the major towns in that area," says the Port's executive director Doug Hayes.

"This is remarkable for businesses and residents who live within the port district. We are only the second port in the state of Oregon to be able to do that."

DOUG HAYES

The Port was created in 1940 to promote economic development in the district. Originally called the Port of St. Helens, it was renamed in 2018 to be more representative of the entire district. St. Helens, which is in the middle of the district, is less than thirty minutes from Portland by car. The district is only 18 miles from downtown Portland from its southern boundary. Today, the Port of Columbia County owns 10 different property sites and 2,400 acres of land, including the Scappoose Industrial Airpark, McNulty Industrial Park, Columbia City Industrial Park and Port Westward Industrial Park.

The Columbia City Industrial Park in Columbia City offers dock access to the Columbia River, along with rail and highway access. The McNulty Industrial Park in St.

Helens provides access to rail and highway, and is state-certified for development. The Scappoose Industrial Airpark in Scappoose offers a 5,100-foot, 100 feet-wide runway. There, construction is nearly complete on a 31,500 square-foot building for a new tenant, Titan Aviation, which offers private charter flights.

The McNulty property is 47 acres of shovel-ready property, meaning the site is permitted and the tenant can proceed right away with building to suit.

"That's a prime opportunity for manufacturers," says Real Estate and Business Development Manager Matt Miller. "It's adjacent to a highway that is only 25 miles to I-5. We have a lot of flexibility there so we can really work with clients to build it out for them."

At the Scappoose Industrial Airpark, tenants "inside the fence" must engage in aviation-related activities because of Federal Aviation Administration regulations, but that has provided opportunities for many types of businesses or private users including a flight training school, aircraft or helicopter assembly, aviation accessory or component manufacturing, corporate or recreational flying.

"The Airpark has a GPS-based Instrument



McNulty Industrial Park in St. Helens is a certified site by the State of Oregon.

landing system and full lighting, among other amenities that we closely maintain, and we're always improving the facility with the help of the FAA," says Operations Manager Craig Allison. Infrastructure, such as sewer connections and water mains are already in place for much of the facility.

The coronavirus pandemic has minimally impacted the Port, and it was able to

set its property tax levy to zero this year for the first time, lowering overall tax rates for district residents.

"This is remarkable for businesses and residents who live within the port district," says Hayes. "We are only the second port in the state of Oregon to be able to do that."

The infrastructure is sized to handle significant growth at the airport, as well as on adjacent properties, says Allison. For example, 20 acres on the airport's northwest boundary is available for commercial development. The district has also acquired more property to the west and southwest. To the east is a privately owned 380-acre development, which is adding its own roads and infrastructure. The Oregon Manufacturing Innovation Center, or OMIC, which is a partnership of Fortune 100 and 500 companies pursuing innovation to improve advanced manufacturing processes, is right across the street from the airport.

Columbia County has other things going for it. It has affordable single-family home prices that are nearly 30% lower than Multnomah County, which includes Portland. Total employment grew over the past decade in the county by 22%, and there are opportunities for that to continue growing. In early 2020, Portland Community College broke ground on its first permanent training center in the region, next to the OMIC grounds. The center will be a hub for manufacturing training, including machining, welding, and electrical and mechanical engineering, to prepare the next generation of skilled workers.

"The port is growing the number of businesses and the number of jobs," says Miller. "It comes down to affordability, flexibility and access, and we can provide that for businesses in a very compelling way." ■



Sport Copter, a builder of gyroplanes, is one of the several aviation companies located at Scappoose Industrial Airpark.



A 31,500-sq-ft building is under construction for new tenant Titan Aviation.



Port of Toledo

Retired GM Bud Shoemake, who was the driving force behind the expansion of the Boatyard, along with two of the Port's Commissioners, Rick Graff and Chuck Gerttula (Commission President)

A Maritime Economic Hub

A booming shipyard, new environmental building and industrial park expansion reflect the Port's strategic planning.

BY NATALIA HURT

For more than a century, the Port of Toledo has managed infrastructure near the Central Oregon Coast, starting with wharfs, jetties and roads.

Formed in 1910 to address and promote dredging for waterborne commerce, the Port successfully advocated for a full dredging of the Yaquina River in 1914. During its early history, it helped millions of tons of cargo, mainly forest products, travel down the

newly cleared waterway.

In 2008, the Port took a significant first step in expanding its infrastructure. A privately-owned boatyard serving the Yaquina fleet was scheduled to be closed. Knowing that a sufficient haul-out facility was critical to retaining the local fishing fleet, a major economic contributor to the region, the Port purchased the boatyard with support from the State of Oregon.

This acquisition changed the course of the Port, which had previously relied on income



from its marina and industrial properties, reflecting a new strategy centered on diversification.

"In the past 15 years, during Bud Shoemaker's tenure as manager, with the leadership of the Port Commission, and especially through the support of the State of

Oregon and Business Oregon, we have grown leaps and bounds with the acquisition of the shipyard. That changed everything for the Port and opened so many opportunities. It was really a turning point," explains Lorna Davis, Port Manager, Port of Toledo. "The community, regional and state partners have been and continue to be supportive, and the Port continues to grow."

In 2014, with a Connect Oregon V grant of \$4.6 million, the Port expanded its shipyard and equipped it with a 660-ton mobile lift to accompany its 85-ton lift, enabling the Port to service Newport's local and distant water fishing fleet — the largest working fishing fleet on the Oregon Coast.

The shipyard soon emerged as an investment with the highest potential for job creation. A one-stop-shop service provider, the Port significantly expanded its team to offer painting, steel fabrication, hull repairs, fiberglass work, mechanical repairs, deck gear installation, project management and more. These in-house teams work alongside nearly 40 skilled local businesses that directly benefit from the boatyard's economic opportunities.

In 2016, a Connect Oregon VI grant of just over \$2 million, and a Special Public Works Fund Loan from Business Oregon allowed the Port to expand the potential of its shipyard with the construction of a 20,000-square-foot environmental building, set to open its doors this spring.

"Until now, our operations have mostly been outdoors. This moves sandblasting and painting into a building, making it friendlier to the environment," Davis says. "Oregon coast winters are brutal and

that's when we see a lot of our business because of how fisheries work. Moving our operations away from the outdoor elements helps with our business model and sets us up for the future."

"The Port's success will provide opportunities for the region. It is crucial to longevity. Accomplishing goals and objectives outlined in our Strategic Business Plan will ensure the Port and region will be in a strong operational position well into the future."

LORNA DAVIS, PORT OF TOLEDO MANAGER

To foster the skilled labor needed to meet these growing job opportunities, the Port of Toledo partnered with the Oregon Coast Community College, the Lincoln County School District and Maritime Administration (MARAD), to launch a welding program for students. The initiative gives enrollees a doorway into a marine trade, allowing them to find quality jobs close to home. Because there were over 200 students on the waitlist, a program expansion is being considered as part of the Port's Strategic Business Plan — specifically, its Industrial Park expansion, which will attract and grow maritime service industries.

Similarly, the Port's high school internship program invites students interested in marine trades to spend time working in the shipyard.

While growing opportunities for the region remains central to the Port of Toledo's mission, its commitment to the community goes beyond economic development.

In recent years, the Port built a paddle park and waterfront park with gazebos and picnic areas. A paved trail, viewing platform,

dock and pier let the community easily enjoy its Yaquina River. To draw visitors to Toledo and all the city offers, the Port sponsored Toledo Community Boathouse program offers boatbuilding experience, boating and water safety education, and a free family boating program throughout the summer. Additionally, the Port hosts the annual Wooden Boat Festival in August.

"It's our responsibility to be good stewards in the community and lead by example. We want to create quality jobs. We want to grow local businesses," Davis explains. "We want to build the Port's financial strength to ensure successful future community programs, while being protective of our surroundings and the quality of life here."

Uniquely, the Port of Toledo operates as both a competitive business enterprise and a public-service agency. In line with its 2018 strategy, it will continue prioritizing the Shipyard's infrastructure, economic diversification and local training programs to support skilled marine labor.

In Toledo — *where art & industry meet* — a mill, art district and plethora of family-owned businesses join the Port in driving the city's momentum: "There's a lot of art and soul and history here, and it's all interwoven into a community that has grown and thrived through economic challenges," Davis says.

A challenge that most waterways face is dredging, which is vital and expensive. The U.S. Army Corps of Engineers prioritizes dredging projects based on the tonnage that comes in and out of the bay, which currently excludes fishery cargo. To ensure the Port's long-term success, the team is working alongside other coastal ports at the federal level to include fishery harvests as cargo tonnage.

"The Port's success will provide opportunities for the region. It is crucial to longevity. Accomplishing goals and objectives outlined in our Strategic Business Plan will ensure the Port and region will be in a strong operational position well into the future." ■



Port of Toledo's expanding boatyard



Oregon Business

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MEDIAMERICA

INFORMATION ITEM – D

DATE: November 16, 2022
RE: County Culvert
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Port continues to receive sediment from county culvert.
- Survey was conducted Oct 27th of Travelift area. (Results pending)
- Spoke with Port Counsel on this issue and they continue to gather information via public records request with County. (Results pending)
- In December we hope to have Port Counsel give the Board advice and direction on how to proceed.

DOCUMENTS

- None

INFORMATION ITEM – E

DATE: November 16, 2022
RE: Stormwater Pollution Control Plan (1200-Z Permit)
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Anytime there are changes to the contacts, activities, or other structures of the permit, the plan must be updated.
- Updates to the plan have been submitted to DEQ.

DOCUMENTS

- Updated pages from SWPCP, 13 pages

STORMWATER POLLUTION CONTROL PLAN (SWPCP)

Port of Brookings Harbor

16330 Lower Harbor Rd
Harbor, OR 97415

NPDES 1200-Z Permit

DEQ File #: 126385

EPA Permit #: ORR807337

Primary SIC code: 4493

Co-located SIC/NAICS codes: 2092, 0913, 311710

Prepared for Owner/Operator:

Physical Address:

Port of Brookings Harbor
16330 Lower Harbor Road
Harbor, OR 97415
Curry County

Mailing Address:

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

SWPCP Contact(s):

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Prepared by:

Aquarius Environmental, LLC
2117 NE Oregon St., Ste 502
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www.aquariusenv.com
AE Project #: 0290

SWPCP Created: May 2019

SWPCP Revised: August 2021
October 2022

Areas outside of the above-listed areas are considered non-industrial and will not be discussed further in the context of this SWPCP, except for the Recreational Boat Rinse, North Boat Launch, and Recreational Fish Cleaning Station (all non-industrial), described in sub-section 2.2.4 (Non-industrial Areas of Significance).

In addition to Port marina activities under SIC code 4493, three (3) co-located facilities operate in the Receiving Docks, Storage, & Processing Plant area, listed below (and in Table 1) with SIC codes.

- BC Fisheries – SIC code 2092 (Prepared Fresh or Frozen Fish and Seafoods)
- Bandon Pacific Seafood – SIC code 2092 (Prepared Fresh or Frozen Fish and Seafoods)
- Hallmark Fisheries – SIC code 0913 (Shellfish)
- Borstein Seafood – NAICS code 311710 (Seafood Product Preparation and Packaging)

See Figures 2 through 4 – SWPCP Site Overviews & Site Area Maps – for areas where industrial activities occur, non-industrial areas of significance (recreational boat rinse, recreational boat launch, and fish cleaning area), and co-located facilities listed above. See Section 4 – Drainage Basin (DB) Summary – for further details of stormwater drainage basins and features briefly described in Section 2. See Section 6 for stormwater Site Controls – or best management practices (BMPs) – in place for industrial operations & activities at the Port for the marina, co-located facilities, and boat owners.

2.2.1 Site Industrial Activities: Boat Yard

The Boat Yard is in the southwest corner of the Site at 16060 Lower Harbor Road and is an active do-it-yourself (DIY) yard for repairs & maintenance to fishing and recreational vessels entirely within TL 1300.

The Port hauls out and blocks up vessels for owners. A boat rinse rack is in the center of the Boat Yard on a concrete pad over a sump to separate the solids from the rinsewater. The Hot and Mighty Treatment System is installed to treat boat rinse water. Excess non-stormwater is collected from the sump, profiled, and used for dust control. Hot water, soap, or other detergents are not allowed at the Boat Yard rinse rack. All sandblasting within the Boat Yard is dustless.

The Warehouse building in the Boat Yard is leased to several tenants such as repair mechanics, commercial fishermen, and boat repair-surveyors rent out space within the Warehouse. All Warehouse storage is indoors and not exposed to stormwater.

Floating docks and Port equipment too large to store indoors are also stored in the Boat Yard. A chain-link fence secures the entire Boat Yard area.

2.2.2 Site Industrial Activities: Fuel Dock & Storage

The Fuel Dock & Storage area is in the south-central region of the Site at 16200 Lower Harbor Road. The Fuel Dock is an active fueling water dock for Coast Guard, commercial fishing, and recreational vessels occupying portions of TLs 402, 2800, 3000, 3100, and 3300.

The Port maintains two (2) 12,000-gallon above-ground double-walled steel tanks. Both tanks have a divider wall that hold 5,000 gallons each. One 12,000-gallon tank has unleaded gasoline, and the other 12,000-gallon tank has red dye marine grade diesel fuel.

Fuel can be pumped at the above-ground fuel tanks for Port operations or on the floating dock for the fishing and recreational vessels. Fuel lines run underground then become exposed at the slope.

2.2.4.2 North Boat Launch (Non-industrial)

The North Boat Launch is approximately 0.60 ac in the far north region of the Port and is bounded by Lower Harbor Road (restaurants/parking) to the east, Vessel Basin 1 to the south, Chetco River breakwall to the west, and asphalt driveway (to boat ramps) to the north. Surfaces consist of asphalt driveway and concrete boat ramp. Generally, stormwater sheetflows to a strip drain across the top of the concrete boat ramp, flows to a CB, and discharges to Vessel Basin 1. The North Boat Launch is for recreational use only (i.e., non-industrial). No non-stormwater discharges occur at the boat launch.

2.2.4.3 Recreational (Sport) Fish Cleaning Station (Non-industrial)

The public Recreational (Sport) Fish Cleaning Station is located north of the boat launch in a covered structure not exposed to stormwater. No chemicals are used for cleaning tables and commercial use is prohibited. All wastewater from fish filet tables goes to a floor drain inside the structure, then disperses to pervious vegetated area west of the building via perforated PVC pipe.

The Port received approval to discharge residuals to the Chetco River pursuant to the provisions of the NPDES 900-J Waste Discharge General Permit.

2.3 Significant Materials

The 1200-Z Permit requires this SWPCP to include a description of “significant materials” at the Shipyard that may be exposed to stormwater. For the purposes of the Permit, “significant materials” are defined as including - but not limited to - raw materials; fuels; materials such as solvents, detergents and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); any chemical that a facility is required to report pursuant to Section 313 of Title III of the Superfund Amendments and Reauthorization Act (SARA); fertilizers; pesticides; and waste products such as ash, slag and sludge that have the potential to be released with stormwater discharges.

Significant materials present on-site potentially exposed to stormwater are divided by area and described in the following sub-sections. Only areas with stored significant materials are discussed.

2.3.1 Significant Materials: Boat Yard

For Boat Yard operations, significant materials potentially exposed to stormwater are as follows:

- Trash/recycling dumpster (covered)
- Tenant boat repair, maintenance, and minor fabrication including waste products from the following work on fiberglass, steel, and wood hull vessels:
 - Cleaning
 - Caulking
 - Painting (no spray painting)
 - Welding
 - Sanding (all sandblasting is dustless)
 - Engine repair
- Vessel rinsing (on concrete travel lift pad)
 - The Hot and Mighty Treatment System is installed to treat boat rinse water. Excess non-stormwater is collected from the sump, profiled, and used for dust control.
- Outdoor dock storage (Port)

- 15) Location and description of authorized non-stormwater discharges (*Section 2 & 4*)
- 16) Exact location of monitoring points, indicating if any discharge points are “substantially similar” and not being monitored (*Section 5*)
- 17) Location and description of spill prevention and cleanup materials (*Sections 6 & 7*)
- 18) Locations of the following materials and activities if they are exposed to stormwater and applicable:
 - A. Fueling stations (*Section 2 & 4*)
 - B. Vehicle and equipment maintenance cleaning areas (*Section 2*)
 - C. Loading/unloading areas (*Section 2 & 4*)
 - D. Locations used for the treatment, storage, or disposal of wastes (*Section 2*)
 - E. Liquid storage tanks (*Section 2*)
 - F. Processing and storage areas (*Section 2*)
 - G. Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; (*Sections 2 & 4*)
 - H. Transfer areas for substances in bulk (*N/A*)
 - I. Machinery (*N/A*)
 - J. Locations and sources of run-on to your site from adjacent property (*Section 4*)

4 Drainage Basin (DB) Summary

Port areas containing industrial activity and/or significant material storage are partially impervious consisting of paved driveways/parking, gravel yard areas, building structures, concrete pads, and grassy/pervious areas comprising three (3) drainage basin (DB-1 through DB-3), further described in sub-sections 4.1 through 4.3 with respect to Site Industrial Areas & Activities discussed in Section 2. DB1 through DB-3 partially infiltrate or channel stormwater to a system of catch basins (CBs), strip drains, surface drainage ditches, and underground storm drainage (SD) pipes discharging at multiple locations throughout the Site. The Recreational Boat Rinse is considered a non-industrial drainage basin (DB-4), discussed in sub-section 4.4.

DBs discussed in the following sub-sections contain industrial activities/significant material storage, with the exception DB-4. All other areas not discussed in the context of this SWPCP are considered non-industrial.

See Table 2 for a summary of industrial activities/storage locations, potential pollutants, and affected DB/discharge points. See Figure 2 for Site Overview(s) including areas of industrial activities/significant material storage and DB delineation. See Figures 3 & 4 for SWPCP Site Maps of industrial activity/storage areas.

4.1 Drainage Basin 1 (DB-1): Boat Yard

DB-1 – or Boat Yard area – is approximately 3.5 ac in the south region of the Port and is bounded by Lower Harbor Road to the east, Boat Basin Road to the south and west, and Vessel Basin 2 to the north with vehicle access from Lower Harbor Rd. DB-1 surfaces consist mostly of pervious gravel/dirt, impervious concrete travel lift ramp/rinse pad, impervious Warehouse building rooftop, and perimeter vegetation along the edge of the water (Vessel Basin 2). Generally, stormwater

partially infiltrates or sheetflows to surface catch basins (CB11 through 13) and discharges at three locations: Discharge Point 101 (DP101), Discharge Point 102 (DP102), & Discharge Point 103 (DP103).

CB11 and CB12 (see Figure 3 for locations) are near the center of the yard and drain directly to the Tuttle Creek 84” corrugated galvanized pipe culvert maintained by Curry County¹ that runs under the Boat Yard and outlets west of the travel lift ramp at DP101. The 84” County culvert conveys Tuttle Creek flow, natural runoff, runoff from county and state roads, and from companies and residents upstream.

Stormwater not infiltrated or drained via CB11 or CB12 sheetflows to a strip drain at the north end of the concrete travel lift ramp. The strip drain flows to CB13 via notch outlet from the northwest corner of the travel lift ramp. CB13 then discharges to DP103 via private SD gravity pipe.

Boat rinsing occasionally occurs on the concrete ramp over a sump. The existing sump settles and collects solids. Non-stormwater is collected from the sump and then runs through the boat rinse treatment system. Excess water is profiled and used for dry weather dust control. Hot water, soap, or other detergents are not allowed at the Boat Yard ‘rinse’ rack.

4.2 Drainage Basin 2 (DB-2): Fuel Dock & Storage

DB-2 – or Fuel Dock & Storage Area – is approximately 6.3 ac in the south-central region of the Port and is bounded by Lower Harbor Road to the east, the Receiving Docks/Gear Storage/Processing Plant area to the north, Vessel Basin 2 to the west, and non-industrial parking to the south. DB-2 surfaces consist mostly of pervious gravel/dirt storage areas & driveways, gasoline/diesel concrete pad, asphalt paving, and perimeter vegetation along the edge of the water (Vessel Basin 2). Generally, stormwater in storage areas partially infiltrates or sheetflows to surface catch basins (CB21 through CB25) and discharges at four locations: Discharge Point 201 (DP201), Discharge Point 202 (DP202), Discharge Point 203 (DP203) and Discharge Point 204 (DP204).

Uninfiltrated stormwater runoff from the south portion of DB-2 (receiving dock, storage areas, etc.) drains to CB21, CB22 and CB25 and discharges at DP201, DP202 and DP204, respectively.

Stormwater runoff from the gasoline/diesel concrete tank pad drains to the adjacent CB23 or runs off the concrete pad onto surrounding pervious dirt/vegetation to infiltrate. CB23, along with the adjacent CB 24, connects to the OWS vault, prior to discharging at DP203 next to the floating fuel dock.

4.3 Drainage Basin 3 (DB-3): Receiving Docks, Storage, & Processing Plant

DB-3 – Receiving Docks, Storage, & Processing Plant – is approximately 8.3 ac in the north-central region of the Port and is bounded by Lower Harbor Road to the east, the Fuel Dock & Storage to the south, Vessel Basin 1 to the west, and the Recreational Boat Rinse/non-industrial parking to the north. DB-3 surfaces consist mostly of pervious gravel/dirt storage areas & driveways, concrete receiving docks, asphalt paving, and perimeter vegetation along the edge of the water (Vessel Basin 1). Generally, stormwater in storage areas partially infiltrates or sheetflows to a surface drainage ditch and catch basins (CB31 through CB36) and discharges at six locations: Discharge Point 301 (DP301) through Discharge Point 306 (DP306).

¹ Curry County-owned 60” culvert. Tuttle Creek Drainage Easement Inst#: 2002-3748.



immediately, or before the next storm event. If visual observations indicate pollutants are present, a Tier I Corrective Action Response must be prepared.

6 Stormwater Site Controls (BMPs)

The Port has implemented stormwater pollution Site Controls (or BMPs) to minimize the potential for contamination of stormwater runoff from the Site. Site Controls at the Port can generally be categorized as source and structural controls. Source controls are practices that reduce or eliminate the potential for contact of stormwater with pollutant sources, or eliminate non-stormwater discharges (e.g., spills or leaks). In general, source controls are given the highest priority for implementation under this SWPCP at the Port.

For the Boat Yard (DB-1), where vessel maintenance/repair and for the Port Shop (DB-3) used fluid transfer/storage occurs, the Port has BMPs implemented to minimizing water quality impacts. These items align with the Good Housekeeping Measures under Sector Q, EQ1.1 of the permit. See Appendix G – *Port of Brookings Harbor Best Management Practices (BMPs)*² – for the following stormwater Site Controls/BMPs specific to the Boat Yard at the Port:

- Vessel Maintenance and Repair- General, including engines (BMP 1.0)
- Vessel Cleaning (BMP 1.1)
- Scraping & Dustless blasting (BMP 1.2)
 - Note: Only dustless sandblasting allowed.
- Vessel Painting (BMP 1.3)
 - Note: No spray painting allowed.
- Vessel Storage (BMP 2.0)
- Fuel Handling (BMP 3.0)
- Storage, Handling, and Disposal of Hazardous Materials & Waste (BMP 4.0)
- Solid Waste Handling, Disposal, and Recycling (BMP 5.0)
- Stormwater Management (BMP 6.0)
- Stormwater Management - Maintenance of Oil and Sediment Trapping Devices (BMP 6.1)
- Maintenance of Physical Structures (BMP 7.0)

In addition to Boat Yard BMPs described in Appendix G, the *Port of Brookings Harbor Boat Repair Yard Work Plan*³ – in Appendix H – is a questionnaire/agreement completed by vessel owners prior to commencing boat maintenance and repairs that includes the following:

- Repair Yard Work Plan
- Agreement to Release from Liability and to Indemnify
- Yard Rules

The following sub-sections further describe the stormwater Site Controls with respect to 1200-Z Permit requirements. See Section 7 for Procedures & Schedules related to stormwater Site Controls described. See Figures 3 & 4 – SWPCP Site Map for location(s) of current Site Controls.

² Port of Brookings Harbor, Curry County, Oregon. *A Resolution Adopting Best Management Practices for The Port of Brookings Harbor*. Resolution No. 469 (adopted by the Board of Commissioners – October 20, 2020).

³ Port of Brookings Harbor, Curry County, Oregon. *A Resolution Adopting Boat Repair Yard Work Plan Agreement*. Resolution No. 470 (adopted by the Board of Commissioners – October 20, 2020).

6.1 Minimize Exposure

Stormwater Site Control measures – or BMPs – that involve isolating potential pollution sources from contact with stormwater (i.e., minimize exposure) play an important role in stormwater pollution control at the Port and are generally considered to be the preferred mechanism for reducing or eliminating adversely impacted stormwater discharges.

See sub-sections below for descriptions of controls in place to minimize stormwater exposure to industrial activities and significant material storage.

6.1.1 Unleaded Gasoline & Diesel Fueling (Fuel Dock & Storage)

The floating Fuel Dock, where unleaded gasoline and diesel fueling occurs has sorbent materials stored nearby for use, should a spill occur. An on-water partition boom is also available for rapid deployment.

Twin 12,000-gallon two-compartment tanks are located on a concrete pad adjacent to the floating Fuel Dock. The maximum current fuel/tank configuration is 18,000 gallons of diesel and 6,000 gallons of gas. Both tanks are double-walled steel with a divider wall. Stormwater runoff from the tank pad partially infiltrates and/or drains to CB23 that convey to an OWS vault prior to discharge. The OWS handles stormwater runoff from the fuel tank area only. A spill kit (SK) with oil boom is located next to the fuel tanks.

6.1.2 Used Oil/Fluid Storage (Port Shop)

One 375-gallon above-ground waste oil tank located next to the Port Shop inside a 20-ft steel storage container. Boat owners bring waste oil to the facility and Port staff handles the dumping. Bilge water and anti-freeze waste is stored in four (4) to six (6) 55-gallon drums with secondary containment pans also located inside the 20-ft steel storage container. The Oil Re-Refining Company (ORRCO) and/or Thermal Fluids recycles the oil waste several times a year, as needed, on an on-call basis.

6.1.3 Boat Rinse Water (Boat Yard)

In the Boat Yard area, a rinse water collection sump is installed to settle solids and collect non-stormwater from the concrete travel lift/rinse pad area. The Hot and Mighty Treatment System is installed to treat boat rinse water. Excess non-stormwater is collected from the sump, profiled, and used for dust control.

6.1.4 Boat Repair/Maintenance (Boat Yard)

In addition to Permit-required Site Controls discussed in the following sub-sections, see Appendix G for *Port of Brookings Harbor Best Management Practices (BMPs)* specific to Boat Yard activities.

6.2 Oil & Grease (O&G)

If a spill occurs, see Section 7 for Emergency Spill Procedures. Site Control (or BMPs) related to O&G are described below.

- An OWS is installed in the fuel tanks drainage area receiving runoff from CB23 & CB24, discharging to DP203.
- Oil collected in the OWS and used oil is collected and recycled or disposed of properly.
- Used oil is not mixed with other waste material
- Used oil is never to be poured down storm drains, or poured into any other conveyance that discharges to surface waters

7 Procedures & Schedules

7.1 Spill Response Procedures

IN THE EVENT OF A SPILL, SEE EMERGENCY SPILL CONTACTS & PROCEDURES IN SECTIONS 7.1.1 & 7.1.2 BELOW.

7.1.1 EMERGENCY SPILL CONTACTS & Emergency Response Goal

IF THERE IS AN IMMEDIATE THREAT TO HUMAN LIFE (E.G. A FIRE IN PROGRESS, FUMES OVERCOMING WORKERS, ETC.), MAKE AN ANNOUNCEMENT TO EVACUATE THE BUILDING AND CALL 911.

EMERGENCY RESPONSE GOAL: An effective response procedure during an oil or substance release incident is to keep the material separated from water to minimize migration and the resulting potential increase in human and environmental exposure.

Table 5. ON-SITE EMERGENCY CONTACTS (Port & tenants).
 Notify 1st Contact **AS SOON AS POSSIBLE**. If 1st Contact cannot be reached, proceed to the 2nd contact listed below.

PORT CONTACT	NAME	TITLE	PHONE NUMBERS
1 st CONTACT	Travis Webster	Harbormaster	W: 541-469-2218 C: 541-291-7380
2 nd CONTACT	Danielle King	Safety, Security & Environmental Coordinator	W: 541-469-2218 ext407 C: 541-251-1849

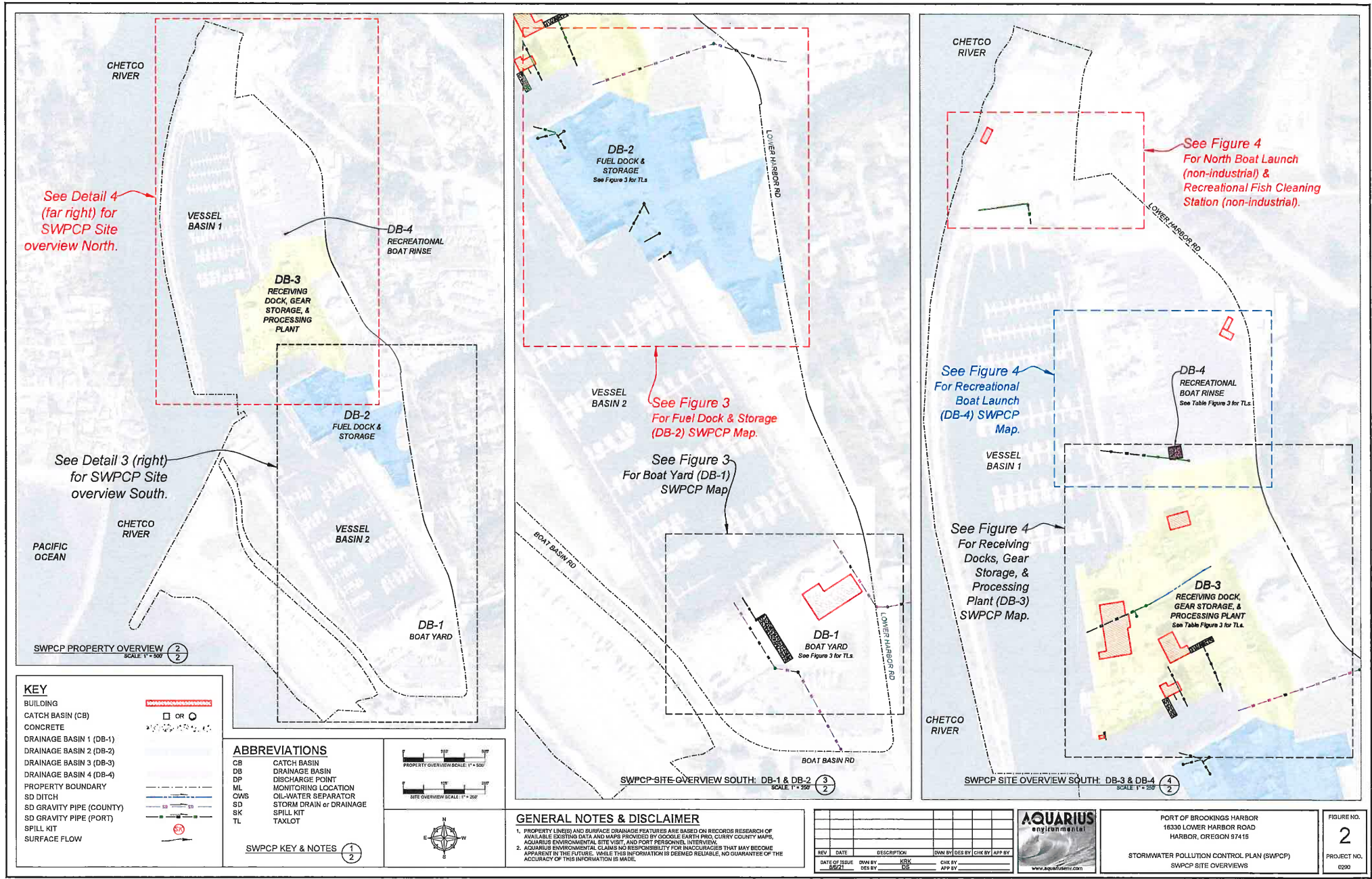
Table 6. MAJOR SPILL CONTACTS.

IF THE SPILL POSES RISK TO HEALTH, CALL 9-1-1. IF IT IS A MAJOR SPILL THAT POSES RISK TO PROPERTY CONTACT ANY ONE OF THE FOLLOWING COMPANIES:

Marine Spill Response Corp (Eureka, CA).....707-442-6087

Safety-Klean Systems (Medford, OR).....541-770-8066

- **IN THE EVENT OF A SPILL**, the SWPCP Team member **will immediately notify Marine Spill Response Corp or Safety-Klean Systems.**
- For pick up and disposal of waste material, contact Oil Re-Refining Company (ORRCO) and/or Thermal Fluids.
- For spills of reportable quantities or any to waters of the state, the SWPCP Coordinator **must notify other Regulatory Agencies and entities listed in Table 7:**



See Detail 4 (far right) for SWPCP Site overview North.

See Detail 3 (right) for SWPCP Site overview South.

See Figure 3 For Fuel Dock & Storage (DB-2) SWPCP Map.

See Figure 3 For Boat Yard (DB-1) SWPCP Map.

See Figure 4 For North Boat Launch (non-industrial) & Recreational Fish Cleaning Station (non-industrial).

See Figure 4 For Recreational Boat Launch (DB-4) SWPCP Map.

See Figure 4 For Receiving Docks, Gear Storage, & Processing Plant (DB-3) SWPCP Map.

KEY

BUILDING

CATCH BASIN (CB)

CONCRETE

DRAINAGE BASIN 1 (DB-1)

DRAINAGE BASIN 2 (DB-2)

DRAINAGE BASIN 3 (DB-3)

DRAINAGE BASIN 4 (DB-4)

PROPERTY BOUNDARY

SD DITCH

SD GRAVITY PIPE (COUNTY)

SD GRAVITY PIPE (PORT)

SPILL KIT

SURFACE FLOW

ABBREVIATIONS

CB	CATCH BASIN
DB	DRAINAGE BASIN
DP	DISCHARGE POINT
ML	MONITORING LOCATION
OWS	OIL-WATER SEPARATOR
SD	STORM DRAIN or DRAINAGE
SK	SPILL KIT
TL	TAXLOT

SWPCP KEY & NOTES



GENERAL NOTES & DISCLAIMER

- PROPERTY LINES AND SURFACE DRAINAGE FEATURES ARE BASED ON RECORDS RESEARCH OF AVAILABLE EXISTING DATA AND MAPS PROVIDED BY GOOGLE EARTH PRO, CURRY COUNTY MAPS, AQUARIUS ENVIRONMENTAL SITE VISIT, AND PORT PERSONNEL INTERVIEW.
- AQUARIUS ENVIRONMENTAL CLAIMS NO RESPONSIBILITY FOR INACCURACIES THAT MAY BECOME APPARENT IN THE FUTURE. WHILE THIS INFORMATION IS DEEMED RELIABLE, NO GUARANTEE OF THE ACCURACY OF THIS INFORMATION IS MADE.

REV	DATE	DESCRIPTION	OWN BY	DES BY	CHK BY	APP BY
01	08/21		KRK	DS		



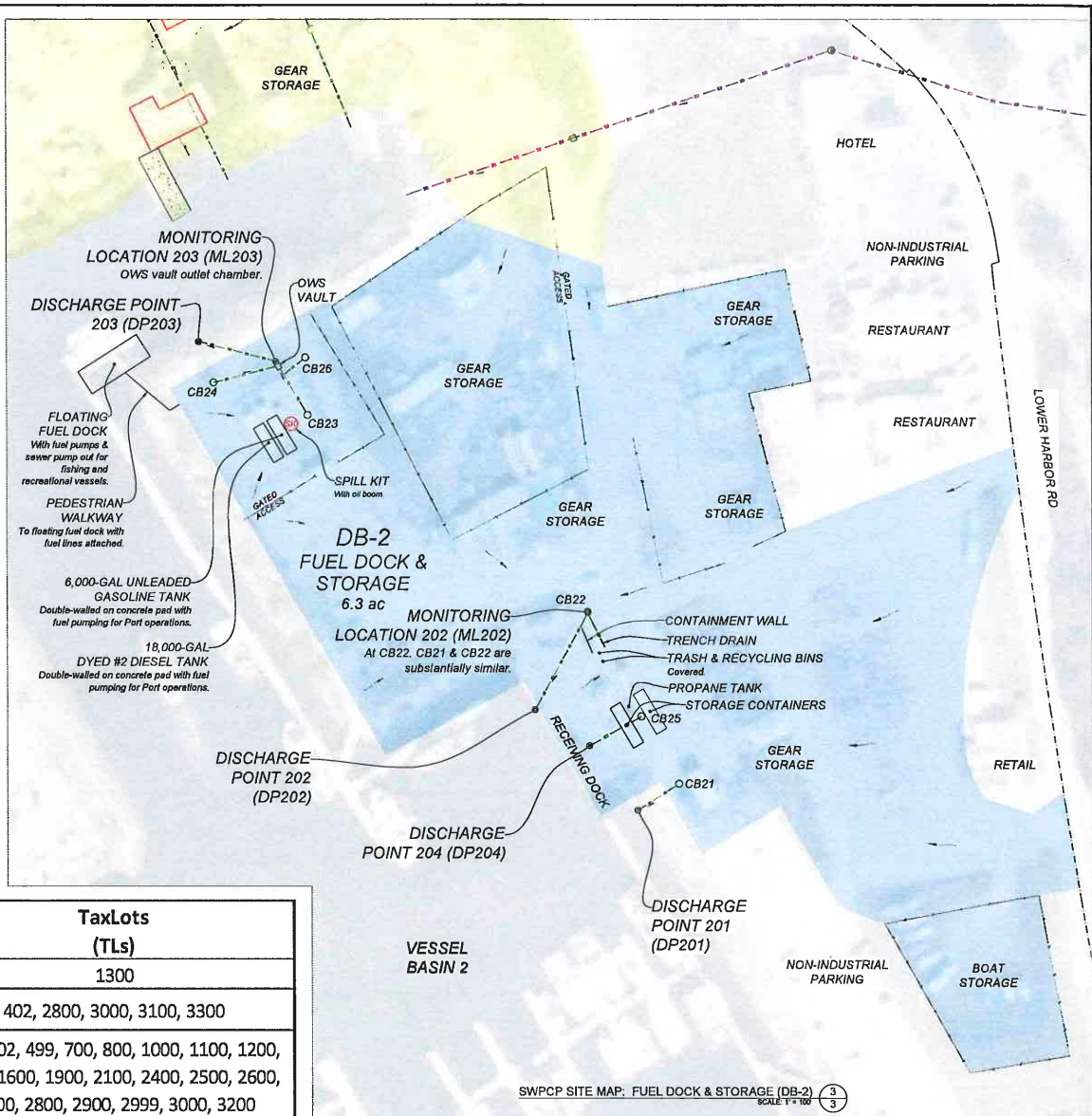
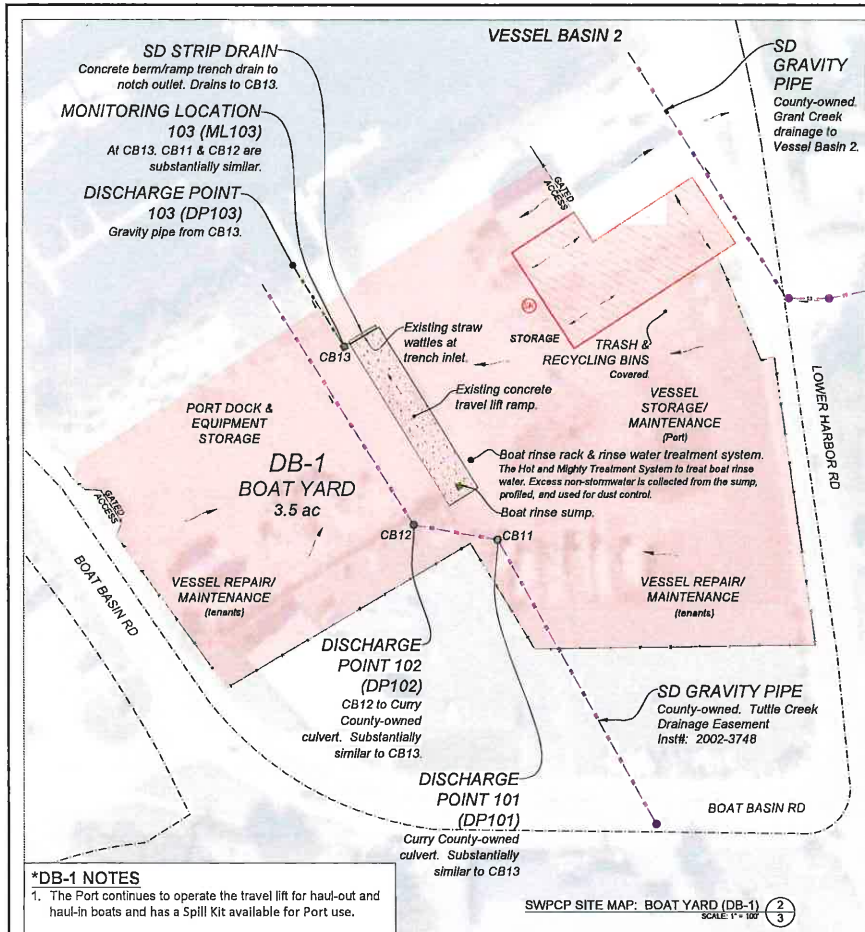
PORT OF BROOKINGS HARBOR
16330 LOWER HARBOR ROAD
HARBOR, OREGON 97415

STORMWATER POLLUTION CONTROL PLAN (SWPCP)
SWPCP SITE OVERVIEWS

FIGURE NO. **2**

PROJECT NO. 0290

92

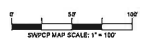


***DB-1 NOTES**
 1. The Port continues to operate the travel lift for haul-out and haul-in boats and has a Spill Kit available for Port use.

SWPCP SITE MAP: BOAT YARD (DB-1) SCALE: 1" = 100'

SWPCP SITE MAP: FUEL DOCK & STORAGE (DB-2) SCALE: 1" = 100'

- ABBREVIATIONS**
- CB CATCH BASIN
 - DB DRAINAGE BASIN
 - DP DISCHARGE POINT
 - ML MONITORING LOCATION
 - OWS OIL-WATER SEPARATOR
 - SD STORM DRAIN or DRAINAGE
 - SK SPILL KIT
 - TL TAXLOT



SWPCP KEY 1/3

Industrial Activity Areas	Drainage Basin (DB)	DB Area (acres)	TaxLots (TLs)
Boat Yard	DB-1	3.5	1300
Fuel Dock & Storage	DB-2	6.3	402, 2800, 3000, 3100, 3300
Receiving Dock, Gear Storage, & Processing Plant	DB-3	8.3	400, 402, 499, 700, 800, 1000, 1100, 1200, 1400, 1600, 1900, 2100, 2400, 2500, 2600, 2700, 2800, 2900, 2999, 3000, 3200
Recreational Boat Wash	DB-4	0.03	100, 200
Total		18.1	

AREA, DRAINAGE BASIN, & TAXLOT TABLE 4/3

REV	DATE	DESCRIPTION	DRAWN BY	DES BY	CHK BY	APP BY
1	10/11/22		KRK	DS	CHK BY	APP BY



PORT OF BROOKINGS HARBOR
 16330 LOWER HARBOR ROAD
 HARBOR, OREGON 97415

STORMWATER POLLUTION CONTROL PLAN (SWPCP)
 SWPCP SITE MAPS (SOUTH)

FIGURE NO.
3

PROJECT NO.
 0200

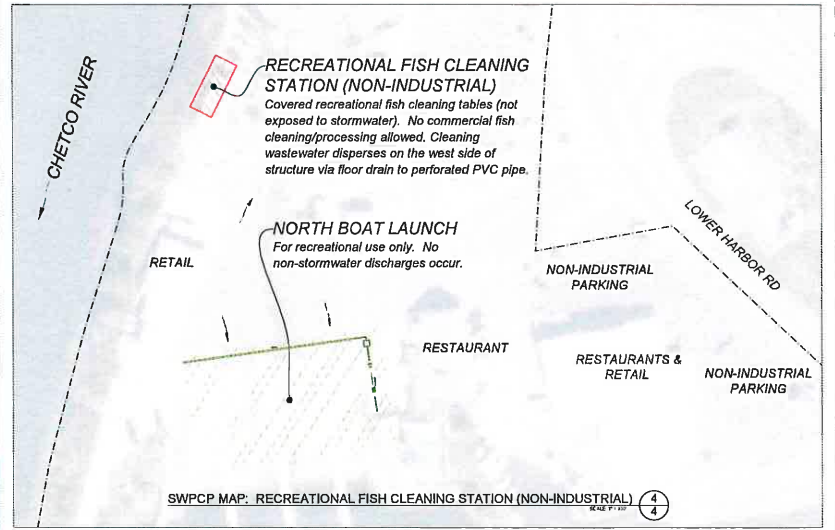
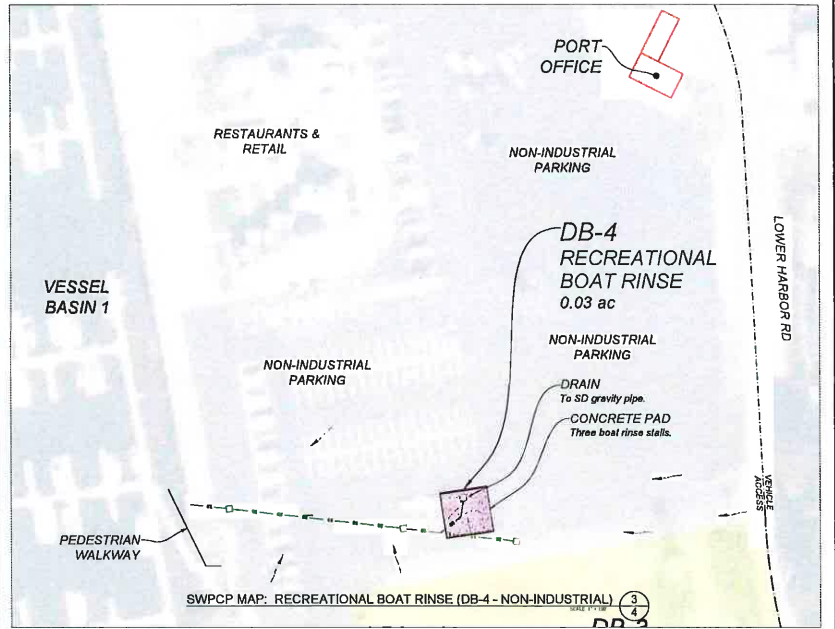
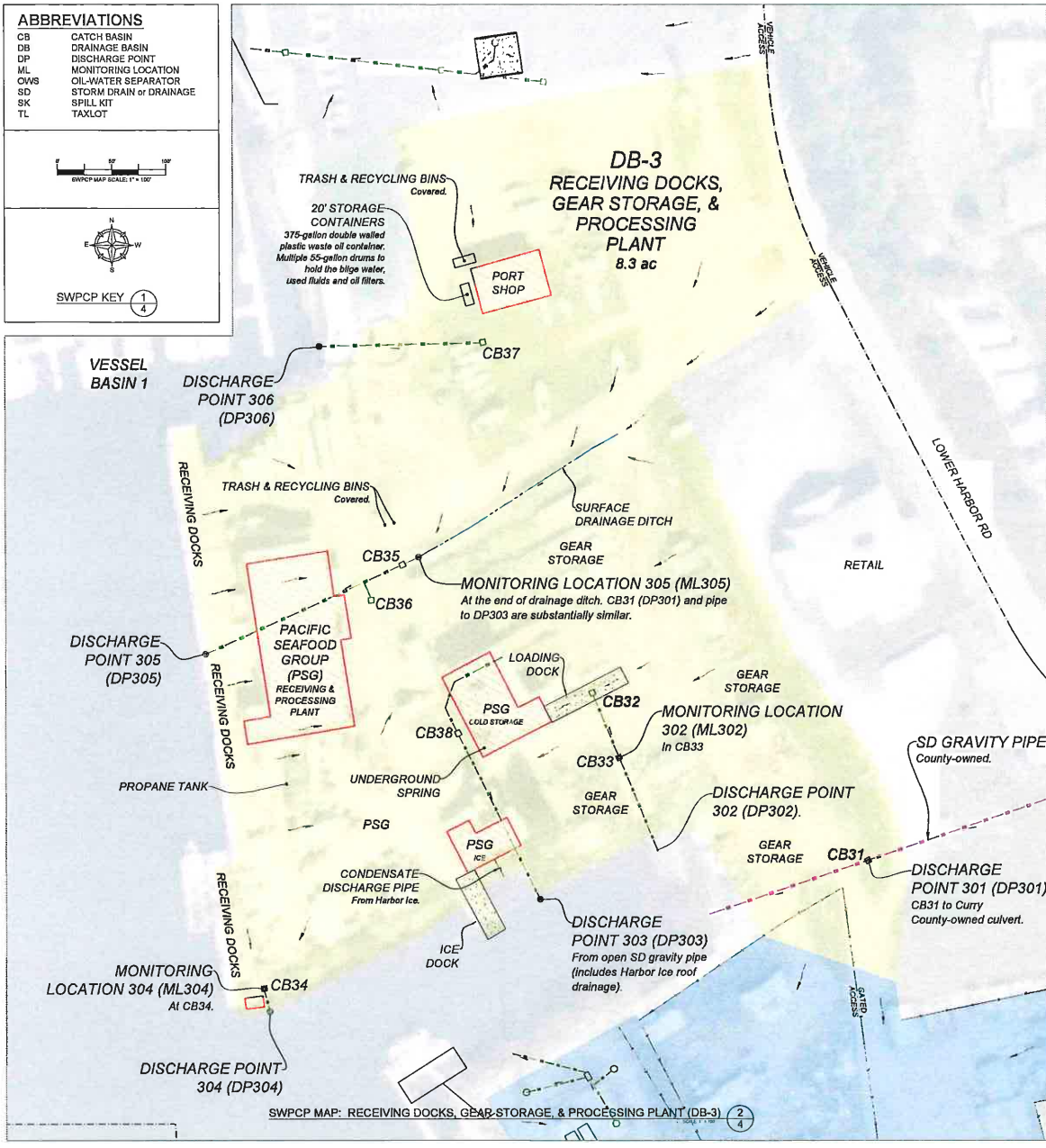
93

ABBREVIATIONS

CB	CATCH BASIN
DB	DRAINAGE BASIN
DP	DISCHARGE POINT
ML	MONITORING LOCATION
CWS	OIL-WATER SEPARATOR
SD	STORM DRAIN or DRAINAGE
SK	SPILL KIT
TL	TAXLOT



SWPCP KEY 1/4



REV	DATE	DESCRIPTION	DRAWN BY	DES BY	CHK BY	APP BY

DATE OF ISSUE: 10/11/22
 DRAWN BY: KRK
 DES BY: DS
 CHK BY:
 APP BY:



PORT OF BROOKINGS
18330 LOWER HARBOR ROAD
HARBOR, OREGON 97415

STORMWATER POLLUTION CONTROL PLAN (SWPCP)
SWPCP SITE MAP (NORTH)

FIGURE NO.
4

PROJECT NO.
0200

hb

Appendix K: SWPCP Revision Log

Section Revised	Date of Revision	Description of Revision	Revised by:
Table 1	01-28-2021	Removed telephone extension for Harbormaster Travis Webster	Gary D
2.2	01-28-2021	Removed word “washing” and replaced with “rinsing”	Gary D
	01-28-2021	Port has leased the Boat Yard to a private company to perform repairs, maintenance and fabrication work.	
2.2.1		Deleted Port changing sign information (belongs at recreational rinse)	Gary D
2.2.1	01-28-2021	Changed warehouse building to Boat Shop & More lease.	
			Gary D
2.2.1	01-28-2021	Removed waste oil tanks from Boat Yard. Waste oil moved to new Port Shop location	
2.2.4.1	01-28-2021	Removed words “wash” and replaced with “rinse”	Gary D
2.2.4.1	01-28-2021	Remove recreational boat rinse plan to connect to sanitary sewer system.	Gary D
2.2.4.3	01-28-2021	Port received approval to discharge residuals to the Chetco River	Gary D
2.3.1	01-28-2021	Removed waste oil and fluid collection. Waste oil & fluid collection move to new Port Shop location.	Gary D
2.3.3	01-28-2021	Add waste oil & fluid collection storage.	Gary D
2.6	01-28-2021	Revised waste oil & fluid collection location	Gary D
	01-28-2021	Site Maps Figures 2, 3 & 4 updated “recreational wash” to “recreational rinse”, waste oil & fluid collection location, Port Shop and Boat Shop & More locations, add CB25 & DP204 and relocate ML302 to CB33.	Gary D
3.2			
4	01-28-2021	Removed word “wash” and replaced with “rinse”	Gary D
4.1	01-28-2021	Corrected size of culvert to 84”.	Gary D
	01-28-2021	Found another catch basin and drain at Hallmark Dock, this catch basin and drain is now labeled as CB25 and Discharge Point 204 (DP204)	Gary D
4.2			
4.3	01-28-2021	Removed word “wash” and replaced with “rinse”. Add waste oil & fluid collection.	Gary D
	01-28-2021	Removed word “wash” and replaced with “rinse”.	
4.4		Removed plan going to sanitary system. New signs installed.	Gary D
Table 2	01-28-2021	DB-1 removed waste oil & fluid storage and placed in DB-3. Replace word “wash” with “rinse”.	Gary D
5.2.2	01-28-2021	Increase discharge points to 4 and discharge point (DP204)	Gary D
	01-28-2021	Relocated Monitoring Location ML302 to catch basin CB33. Prior location on occasion is flooded and very difficult and unsafe to get samples.	Gary D
5.2.3.1			
Table 4	01-28-2021	Add DP204	Gary D

5.7.1	01-28-2021	Correct spelling, changed DB-1 to DB-3 for inspect used oil, diesel, hydraulic, and brake fluid dump storage areas. Add Thermal Fluids for oil disposal.	Gary D
6	01-28-2021	Add Port Shop (DB-3) for used fluid dumping/storage. Update footnote(s) BMP Commissioner approval date	Gary D
6.1.2	01-28-2021	Updated Port Shop waste oil & fluids collection, storage and disposal information	Gary D
6.3.1	01-28-2021	Updated waste oil tank data and disposal information	Gary D
6.10	01-28-2021	Removed word “wash” and replaced with “rinse”. Discharges into Basin 1 not 2. Port received approval to discharge residuals to the Chetco River.	Gary D
Table 5	01-28-2021	Removed telephone extension for Harbormaster Travis Webster.	Gary D
7.1	01-28-2021	Add Thermal Fluids as another waste material collector/disposal company.	Gary D
Table 7	01-28-2021	Add Thermal Fluids as another waste material collector/disposal company and phone number.	Gary D
Appendix F	01-28-2021	Add DP204 to list for inspection	Gary D
Appendix G	01-28-2021	Updated POBH BMP October 20, 2020	Gary D
Multiple	August 2021	Update to new July 1, 2021 1200Z permit for monitoring, narrative BMPs and general permit requirements	AE
Cover sheet	October 2022	Added EPA#	AE
Cover sheet	October 2022	Updated SWPCP contacts	AE
Section 2.1 (Table 1)	October 2022	Updated SWPCP contacts	AE
Section 2.2.1	October 2022	Updated Boat Yard Site Industrial Activities to include DIY boat repair, dustless sandblasting, and rinse water treatment system. Removed Boats & More.	AE
Section 2.3.1	October 2022	Updated Boat Yard Site Significant Materials to include dustless sandblasting and rinse water treatment system.	AE
Section 4.1	October 2022	Updated to note that non-stormwater is collected from the sump and then runs through the boat rinse treatment system. Excess is used for dust control and no longer hauled offsite.	AE
Section 6	October 2022	Added dustless sandblasting to the list of BMPs	AE
Section 6.1.1	October 2022	Updated to twin 12,000-gallon two-compartment tanks and maximum current fuel/tank configuration of 18,000 gallons of diesel and 6,000 gallons of gas.	AE
Section 6.1.3	October 2022	Updated to include Hot and Mighty treatment system and noted excess water profiled and used for dust control.	AE
Section 7.1.1 (Table 5)	October 2022	Updated EMERGENCY contacts.	AE
Table 2	October 2022	Added DP306.	AE
Section 4.3 & Figure 4	October 2022	Added DP306 and underground spring.	AE
Figure 3	October 2022	Added rinse water treatment system. Removed Boats & More.	AE
Section 5.2.3 & Table 4	October 2022	Added DP306.	AE