

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Agenda
Harbor Fire / Harbor Water District
Conference Room
98069 W Benham Lane
Harbor OR 97415

Tuesday, April 17, 2018 • 6:00 pm

Agenda

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - a. Special Meeting, Tuesday, January 23, 2018
- 4. Executive Session ORS 192.660 (2)(h)**
 - h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.
- 5. Agenda Related Public Comments ***
- 6. Financial Review**
- 7. Managers Report & Operational Report**
- 8. Old Business**
 - a. Budget Committee
 - b. Rates
 - c. Search/Port Manager
- 9. New Business**
 - a. Harbor Sanitary SDC Fees
 - b. Kathy's Corner Market
 - c. D & R Equipment Repair, LLC, Lease
 - d. Boat Shop and More, LLC, Lease
 - e. Regional Infrastructure Fund Applications for Fuel Dock
 - f. Employee Handbook
 - g. CCD Business Development Corp, Resolution 492
- 10. Commissioners Report**
- 11. Non-Agenda Related Public Comments ***
- 12. Adjournment**

* Limited to a maximum of three minutes per person. A "Public Comment Request", located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.

FULL MEETING PACKET AVAILABLE AT www.portofbrookingsharbor.com

This Institution is an Equal Opportunity Provider.

Port of Brookings Harbor Board of Commissioners
Commissioners Meeting Minutes
Tuesday, January 23, 2018 6:00 pm
Port Office: 16330 Lower Harbor Rd, Brookings OR 97415

1. **Call to Order and Roll Call:**

President Christian called the meeting to order at 6:00 pm.

Commissioners Present: Position 1 Secretary Andy Martin, Position 2 Treasurer Roger Thompson, Position 3 Commissioner Roy Davis, Position 4 Vice President Jan Barbas, & Position 5 President Angi Christian.

Staff Present: Foreman Travis Webster and Operations Brent Ferguson. By phone, Port Council, Jim Coffey.

2. **Approval of Agenda:**

*Vice Pres. Barbas made a motion to approve the agenda as written.
Seconded by Treas. Thompson. Voting yes: unanimous.*

3. **Agenda Related Public Comments:**

Gary Klein: believes that appointing a subcommittee regarding Mr. Dehlinger's firing is just another way for the board to hide its actions from the public. Doesn't think any of them should be allowed to compound their mistake by being on the subcommittee.

Bill Wood: requested to speak during non-agenda related public comments.

No other agenda related public comments.

4. **Approval of Minutes:**

a. **Special Meeting – Wednesday, December 13, 2017:**

b. **Regular Meeting – Tuesday, December 19, 2017:**

c. **Special Meeting – Wednesday, December 27, 2017:**

d. **Special Meeting – Friday, December 29, 2017:**

Vice Pres. Barbas suggested that since the commission is just now looking at the revised minutes he would like to table all four meeting minutes until next week.

Vice Pres. Barbas made a motion to table all minutes until the next meeting. Seconded by Sec. Martin. Voting yes: unanimous.

5. **Operational Report:**

Mr. Webster read his operational report to the board and public.

Mr. Webster read Mr. Dave Gowers email to the board and public.

DRAFT

Mr. Webster gave the board an update on the fuel dock.

Mr. Webster gave the board an update on the purchase of the telehandler, and what Umpqua Bank is requiring. Mr. Ferguson also suggested to investigate financing with M2, who financed the purchase of the travelift.

Vice Pres. Barbas made a motion to authorize staff to proceed with negotiations with M2. Seconded by Comm. Davis. Voting yes: unanimous.

Vice Pres. Barbas made a motion to authorize President Christian, to talk to Umpqua Bank and determine if we can get that loan going, while staff also works on M2. Seconded by Treas. Thompson. Voting yes: Christian, Barbas, Thompson, and Martin. Voting no: Davis. Motion passed.

Treas. Thompson made a motion to authorize the hire of Jack Akin and Dave Gower to come look at the Pac Choice dock with one commissioner being there with them at that time. Seconded by Sec. Martin.

Sec. Martin asked Mr. Webster's opinion on what the status of the dock is now. Mr. Webster informed him that in his opinion, that dock is not safe to be on under any circumstances. Does think it's going to be a waste of our Port's money to bring in an engineer to give us the same opinion, and another engineer that can't render an opinion on the dock.

Treas. Thompson withdrew his motion.

Vice Pres. Barbas made a motion that we cancel the inspections with Mr. Akin and Mr. Gower. Seconded by Sec. Martin. Voting yes: unanimous.

Vice Pres. Barbas mentioned that there has been communication with our attorney Jim Coffey and he had suggested that, Pres. Christian, Vice Pres. Barbas and staff meet with Mr. Dehlinger to determine which keys are his. Vice Pres. Barbas still wants to discuss with Mr. Coffey regarding his concern related to HR records or other things that should be held until there is an interim manager.

Pres. Christian mentioned getting the manager's phone unlocked. Treas. Thompson suggested to have the phone remain in commissioner hands and have a commission go through the phone. Mr. Webster tried to explain to the commission that staff needs the phone for multiple reason to properly function. Pres. Christian wanted to remind staff that they work for the commission since the current manager is on administrative leave.

6. Old Business:

a. Temporary Duties / Staff:

Vice Pres. Barbas believes the board needs to do a better job with communicating through Mr. Webster and making sure he knows what each commissioner is doing.

Mr. Webster volunteered to accept a temporary managers position until the board can find an interim manager. Explained to the board that things have been very confusing with all the liaison's, we need to take a step back, let him have control over staff, and then he'll report to board like the commission is designed to do. Mr. Webster made it clear that he does not want to be the permanent manager but is willing to help until the board can find someone that's suitable for the position.

The board asked Mr. Webster if outside operations will be affected? Mr. Webster stated that yes,

things are going to take a little longer due to the added extra work load. The board wondered if Mr. Webster would be willing to do this just for regular wages plus overtime. Mr. Webster informed the board that his workload is going up and isn't saying no to a pay raise, but he isn't going to give himself a raise. Mr. Webster reminded the board that other staff members also deserve raises due to their added extra workload. Mr. Coffey suggested that someone look into the Bureau Labor rules and how many hours a person can work in a give time period. Also, suggested that the board, give their blessing, for Mr. Webster to continue with what he is doing until there is in interim manager. Pres. Christian would like for Mr. Webster to continue with what he is doing outside and to oversee the office staff, the board wouldn't give the interim manager full control and isn't comfortable giving that to Mr. Webster. Mr. Webster asked for clarification that staff still will not be receiving raises, which he was informed that that is correct, and to follow what the board directed last week.

Vice Pres Barbas made a motion to authorize Travis Webster to oversee the office staff in addition to what he's already doing temporarily until we have an interim port manager. Seconded by Sec. Martin.

Sec. Martin mentioned that the board is asking Mr. Webster to go above and beyond what he's normally doing and should be compensated for that.

Vice Pres. Barbas amended his motion to Travis Webster supervisory authority over the office staff in addition to what he is already doing, and a 10% temporary duty pay increase until such a time as we get an interim manager. Voting yes: unanimous.

The board agreed that these adjustments would be retroactive to when duties started.

7. New Business:

a. Interim Manager:

Pres. Christian informed the board that Mr. Coffey has provided a temporary interim managers' employment agreement, and that she plans on taking this to the candidates tomorrow, the candidate wants her attorney to review it.

Vice Pres. Barbas made a motion to adopt or authorize Pres. Christian to enter into this contract with the candidate.

Mr. Coffey recommended not to make that motion since Pres. Christian isn't entering into the contract, the Port Commission as a whole is entering into the contract and suggested different wording.

Vice Pres. Barbas withdrew the motion.

Vice Pres. Barbas made a motion to authorize Pres. Christian to proceed to present this offer to the candidate and to bring it back to the board for approval. I do see a couple of typographical errors. On the last page, I see something about a water board. President Christian's title is president, but those are very minor, and I would like to see this go forward. Second by Treas. Thompson. Voting yes: unanimous.

b. Appoint Subcommittee to interact with issues surrounding Mr. Dehlinger's Employment:

Mr. Coffey warned the board that things will be moving rapidly in dealing with all the issues

surrounding Mr. Dehlinger's employment. Mr. Dehlinger's attorney is still waiting for a letter from the Port explaining the reasons for the Port's decision. Mr. Dehlinger may request a hearing in front of the Port Commission. The Port Commission is going to make the ultimate decision.

Mr. Coffey suggested to have a sub-committee to interface with him, the sub-committee can follow his recommendations, and at least, give authorization to get things done, speed up communication, and just help with the whole process.

Vice Pres. Barbas read the proposed motion given to them by Mr. Coffey: I move to appoint commissioner and commissioner as the sub-committee to communicate with the port's attorney, Jim Coffey and the SDAO attorneys, Spencer Rockwell and Ron Downs, about matters involving the potential claim to be made by Gary Dehlinger. The communication referenced in this motion would involve providing the information to the port's attorneys, providing responses to any discovery request from Mr. Dehlinger's attorney, Lauren Collins, to the port attorneys, answering questions from the port attorneys, providing information regarding the status of the Dehlinger claims, to the balance of the port commission and otherwise, moving forward with all issues arising out of the Dehlinger matter.

Treas. Thompson made the motion to adopt the motion as red by Vice. Pres. Barbas and inserting President Christian and Vice President Barbas. Seconded by Sec. Martin. Voting yes: Christian, Barbas, Thompson, and Martin. Voting no: Davis. Motion passed.

The Board and Mr. Coffey discussed what dates would work for them to have the hearing on, February 5th, 12th, 14th, 27th, or 28th.

Mr. Coffey informed the board that if they have anything else to add to the draft letter that is going to be sent to Mr. Collins, to email him no later than 11:00 AM January 24. And, he will also be looking into overtime for hourly employees.

c. Appoint a subcommittee for the BC Fisheries and Pac Choice dock issues:

Mr. Webster explained to the board that Mr. Gowers allowed Dave Hoover to drill three holes in the BC Fisheries dock, which turned out to be 6 ½ to 8 ½ inches thick at its lowest point.

Mr. Webster suggested to let this come to a conclusion until we get the as built, which than will tell us if anything was done incorrectly or not.

Pres. Christian would like to see a sub-committee based off conversations with council.

Mr. Coffey agreed that there should still be a sub-committee and thinks that this matter needs to continue because once the contractor leaves you aren't going to see him again.

Mr. Coffey also informed the board that if they are not satisfied with the engineer who originally looked at the dock and recommended that the cracks be filled with epoxy. And, if there is the defect in the dock and you ever intend to make a claim for that defect against the contractor, then the port needs to have done now, and have a knowledgeable engineer investigate that dock and render an opinion.

Pres. Christian made a motion to appoint commissioner Barbas and Commissioner Martin to sub-committee overseeing the BC fisheries dock. Seconded by Treas. Thompson. Voting yes: Christian, Barbas, Thompson, and Martin. Voting no: Davis. Motion passed.

8. Non-Agenda Related Public Comments:

Bill Wood: declined to comment.

Connie Hunter: Informed the board that this is a matter of public trust, and asked Treas. Thompson what day were you notified of the ethics violations? When did you sign the plea agreements? When did you apply to be on the Brookings City Council? Mrs. Hunter also replayed a walk-through that happened with Alex Campbell, Regional Solutions Team Coordinator, at the green building, which Mr. Thompson made her feel disrespected. Mrs. Hunter is still putting together all the things that can or cannot be done to the green building.

Doug Lewis, Manufacturing consultant: Very concerned with BC Fisheries dock, there are some very minor cosmetic blemishes, which will add about 5 to 10 years to the lifespan of the dock. Port staff has done a very good job with minimal finances but has been seeing lately that they're being interfered with completely unbelievably incompetent things. The manager gets fired for some bizarre reason and then rehired, but he isn't doing anything. We've got this so-called issue that the project engineer who would be the one that has the issue because it's his heinie on the line if there is an issue.

Dave Hoover: I'm the guy all of you are saying did something wrong or that something is misled. I have told you all that you have the most competent engineer in Oregon on your staff. How much money are you going to waste? Not coming in and talking to me or doing an inspection instead of hiring engineers. You have a guy right here who's competent in running this whole place and all the outside operations here. I've got a contract, I know where I stand on that contract. Mr. Gower also has a contract and he's named in the contract. The dock is great. I'll stand behind it forever and I'm damn proud of that dock and everything I've done for it.

William Manning, local fisherman: We the people of this community, vote and bring commissioners in to take care of our harbor and our port. I'd say I'm really disappointed in what's happened. We have a hostile work environment for our people. They're not happy. Our workers out here, they're afraid to come talk to you guys on most stuff because they don't know how you're going to react. It's not a good work environment, it's not productive, it is not what we wanted when we voted people in. I want to make one other comment on the phone issue. It was brought up, why is it so important for you guys to have it? I don't know about anybody else in this room, when my phone rings, I don't have to unlock it to answer it. You just push and answer it. That's all I have.

Patty Anne Da'Cunha: I'm not a fisherman but I do live here. I'm a concerned taxpayer. Our port is obviously in trouble, it's been in trouble for a long time. We have a group of new people that were going to come in and hopefully, help turn things around. Now, there's all this business of recall. As a concerned taxpayer, I don't want to see any money needlessly spent. There's been enough needlessly spent already. Doesn't understand why we're having a recall until we the public, have some of the facts. I'm upset because I don't want my tax money going down the drain. I would just ask everybody to stop and think about all the money that's going out on recall until we get the facts. Let's just get the facts, please. Thank you.

No other non-agenda related public comments.

9. Commissioners Report

DRAFT

Comm. Davis informed the board of the health of port staff and how beat down they are, and one that is probably going to quit. If anyone from the public wants to talk to staff he is sure they would be glad to answer any questions. Livid over the phone issue. Informed Mrs. Da’Cunha that Mr. Dehlinger was the best thing the port ever had and why. “My report is, I’m sitting up here with a four to one vote, I’m not going nowhere and I’m sure their going to try to get some dirt on me, as well as anybody else. Let them dig. I will tell the public the truth and it’s time.”

Treas. Thompson wanted to commence Mr. Webster on how nice the road and RV park looks.

Vice Pres. Barbas would also like to thank staff and Mr. Webster. Thinks that we need to move forward on becoming more cooperative and working together better as a port and as staff and believes with the changes tonight that should help improve communication issues. Asked Mr. Coffey regarding a rumor he heard that port staff was circulating a recall petition from the port office on port time. Which Mr. Coffey informed him that it’s a condition of their employment. They’re not employed to circulate recall petitions while they’re working, during their work hours for the port. Certainly, any port employee, when they are not working, just as for any other employer, they can go out on their own time and circulate petitions either in favor of or against recall, that’s fine.

No other commissioner reports.

10. **Adjournment:**

The meeting was adjourned at 7:45 p.m.

Port Commissioner

Notice of Executive Session

The Port of Brookings Harbor will hold an executive session at 6 p.m. at the Harbor Fire / Harbor Water District, Conference Room, 98069 W Benham Lane Harbor OR 97415, on Tuesday, April 17, 2018. The session will consider the following:

The executive session is being held pursuant to ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Executive Session

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2) (h) To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

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).

**Port of Brookings Harbor
Balance Sheet
As of March 31, 2018**

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg Umpqua 3834	51,954.36
1005 · General Fund LGIP 6017	91,502.68
Total 1001 · CASH & CASH EQUIVALENTS	143,457.04
1006 · Cash on Hand/Petty Cash	
1008 · Office/Financial Assistant	304.51
1010 · Fuel Dock Cash Drawer	400.00
1012 · RV Park Cash Drawer	620.00
1014 · Office/Reception Cash Drawer	200.00
Total 1006 · Cash on Hand/Petty Cash	1,524.51
1020 · RESTRICTED - CASH/EQUIVALENTS	
1022 · USDA BOND Umpqua MM 9529	2,502.99
1024 · Capital Projects Umpqua 8018	3,000.00
1028 · Debt Service Umpqua MM 8627	
1028.1 · IFA LOAN SAVINGS	2,503.27
1028.2 · TRAVEL LIFT	22.00
1028.3 · GENIE FORKLIFT	4.29
1028.4 · FORD F-150	1.80
Total 1028 · Debt Service Umpqua MM 8627	2,531.36
1030 · Oregon State Treasury LGIP	
1032 · USDA Bond Fund LGIP 6021	63,364.73
1034 · Capital Projects Fund LGIP 6019	66,530.37
1036 · Reserve Fund LGIP 6018	11,058.98
1038 · Debt Service Fund LGIP 6020	
1038.1 · IFA LOAN	16,608.83
1038.2 · TRAVELIFT	3,923.00
1038.3 · GENIE FORKLIFT	1,014.00
1038.4 · FORD F-150	10,000.00
Total 1038 · Debt Service Fund LGIP 6020	31,545.83
Total 1030 · Oregon State Treasury LGIP	172,499.91
Total 1020 · RESTRICTED - CASH/EQUIVALENTS	180,534.26
Total Checking/Savings	325,515.81
Accounts Receivable	
1200 · Accounts Receivable Account	20,548.47
Total Accounts Receivable	20,548.47
Other Current Assets	
1210 · A/R-Auditor Adjustment Account	32,891.00
1305 · FUEL Inventory	24,226.15
1310 · Prepaid Insurance	8,230.00
1320 · Due from Other Port Funds	
1322 · Due from Capital Projects Fund	52,154.19
Total 1320 · Due from Other Port Funds	52,154.19
1330 · Trans out to Other Port Funds	
1334 · Trans out to Capital Proj Fund	96,934.46
1336 · Trans out to Reserve Fund	11,000.00
1338 · Trans out to USDA Bond Fund	135,641.60
1340 · Trans out to Debt Service Fund	297,269.36
Total 1330 · Trans out to Other Port Funds	540,845.42
1400 · RECEIVABLES	
1402 · Tax Appropriations Receivable	22,893.00
1405 · Grants Receivables	
1408 · Dock Renovation L16010	41,578.00
Total 1405 · Grants Receivables	41,578.00

**Port of Brookings Harbor
Balance Sheet
As of March 31, 2018**

	Mar 31, 18
Total 1400 · RECEIVABLES	64,471.00
1499 · Undeposited Funds	1,907.93
Total Other Current Assets	724,725.69
Total Current Assets	1,070,789.97
Fixed Assets	
1600 · Fixed Asset	
1605 · Construction in Progress	1,537,645.75
1610 · Land	2,537,448.00
1615 · Idle & Impaired Assets	557,163.00
1620 · Buildings & Docks	14,504,923.68
1630 · Equipment	
1632 · 50 BFMII Travelift Mobile Boat	343,750.00
1635 · Ford F250 Truck	25,701.50
1636 · 2018 Genie Forklift GTH-1256	147,852.00
1630 · Equipment - Other	190,982.00
Total 1630 · Equipment	708,285.50
Total 1600 · Fixed Asset	19,845,465.93
1690 · Allowance for depreciation	-5,123,949.00
Total Fixed Assets	14,721,516.93
TOTAL ASSETS	15,792,306.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	24,087.56
2002 · Capital Projects Accts Payable	426.32
Total Accounts Payable	24,513.88
Credit Cards	
2008 · RCU VISA ACCT	1,341.75
Total Credit Cards	1,341.75
Other Current Liabilities	
2012 · ACCRUED BENEFITS	22,830.55
2013 · Accrued Int Payable-Restricted	81,705.00
2015 · DEFERRED REVENUE	44,555.00
2020 · Security Deposits C/R	10,588.53
2022 · Key Deposit	720.00
2026 · Deposits Payable	1,000.00
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	52,154.19
Total 2120 · Due to Other Port Funds	52,154.19
2130 · Trans in to Other Port Funds	
2134 · Trans In to Capital Proj Fund	96,934.46
2136 · Trans in to Reserve Fund	11,000.00
2138 · Trans In to USDA Bond Fund	135,641.60
2140 · Trans in to Debt Service Fund	297,269.36
Total 2130 · Trans In to Other Port Funds	540,845.42
2150 · Current Portion of LT Debt	377,043.00
Total Other Current Liabilities	1,131,439.69
Total Current Liabilities	1,157,295.32
Long Term Liabilities	
2200 · Notes Payable	
Revenue Bonds Payable	
2280 · USDA #97-02	1,222,071.87
Total Revenue Bonds Payable	1,222,071.87
2205 · 50 BFMII Travelift Mobile Boat	266,307.98
2215 · 2018 Genie Reach Forklift	89,001.96

**Port of Brookings Harbor
Balance Sheet
As of March 31, 2018**

	Mar 31, 18
2235 · Land Purchase-Kyle Aubin	16,272.00
2250 · OEDD/Restructure Prin Pmts	
IFA/OBDD LOANS	
2256 · IFA/OBDD #520139/Boardwalk	79,662.50
2257 · IFA/OBDD #525172/RV Park Improv	140,257.74
2258 · IFA/OBDD #525176/Green Bldg	313,253.03
2259 · IFA/OBDD #525181/EurekaFishery	207,387.70
Total IFA/OBDD LOANS	740,560.97
IFA/SPWF LOANS	
2261 · IFA/SPWF L02009/Cold Storage	839,733.50
2263 · IFA/SPWF L96003/RV Park Beach	77,179.52
2264 · IFA/SPWF L98004/Dock Improv	231,229.45
2265 · L02001/Marine Fueling Dock	210,517.08
2266 · X03004/Eureka Fishery Invoice	224,877.64
Total IFA/SPWF LOANS	1,583,537.19
Total 2250 · OEDD/Restructure Prin Pmts	2,324,098.16
Total 2200 · Notes Payable	3,929,751.97
2207 · Accrued interest payable	2,730,127.00
2290 · Less current portion	-377,043.00
Total Long Term Liabilities	6,282,835.97
Total Liabilities	7,440,131.29
Equity	
2900 · Port Equity Account	7,877,634.61
3900 · RETAINED EARNINGS	15,526.00
Net Income	459,015.00
Total Equity	8,352,175.61
TOTAL LIABILITIES & EQUITY	15,792,306.90

Port of Brookings Harbor
Profit & Loss
March 2018

	<u>Mar 18</u>
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	355.42
4125 · Administrative Fees	180.00
4126 · Revenue/Collections	148.93
4130 · Boat Launch	1,320.00
4135 · Storage	7,404.90
4140 · Other Revenue	105.00
Total 4100 · MARINA/ADMINISTRATION	<u>9,514.25</u>
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,936.59
4211 · CR/ Electric	59.15
4212 · CR/ Water	90.00
4214 · CR/ Sewer	542.74
4222 · CPI-U	258.38
Total 4200 · COMMERCIAL RETAIL	<u>41,886.86</u>
4300 · MOORAGE	
4310 · Commercial Slip Rent	14,614.03
4320 · Recreational Slip Rent	38,750.35
4325 · Transient	1,447.26
4335 · Dock Box	279.00
4340 · Moorage Electric	5,193.28
4350 · Other Fees	450.00
Total 4300 · MOORAGE	<u>60,733.92</u>
4400 · RV PARK	
4410 · Space Rental	33,625.00
4450 · Wood Sales	70.00
4460 · Dump Charges	5.00
Total 4400 · RV PARK	<u>33,700.00</u>
4500 · FUEL SALES	38,809.96
4600 · BOATYARD	
4630 · Other Services & Sales	1,714.00
4635 · Travel Lift Haul Out	1,748.60
4640 · Labor	100.00
4655 · Yard Days	169.20
Total 4600 · BOATYARD	<u>3,731.80</u>
4900 · PROPERTY GROUND USE	
4910 · Grounds Use Fee	300.00
Total 4900 · PROPERTY GROUND USE	<u>300.00</u>
Total Income	<u>188,676.79</u>
Gross Profit	<u>188,676.79</u>
Expense	
5010 · WAGES & SALARIES	

Port of Brookings Harbor
Profit & Loss
 March 2018

	<u>Mar 18</u>
5012 · OFFICE STAFF	
5014 · Salary/Port Manager	42,709.44
5016 · Wages/Port Office	9,076.07
5018 · Wages/RV Park	2,398.44
Total 5012 · OFFICE STAFF	<u>54,183.95</u>
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	3,087.02
5022 · Wages/Comm Retail	238.15
5023 · Wages/Fuel Dock	747.07
5025 · Wages/Marina	5,220.29
5026 · Wages/RV Park	523.93
5028 · Wages/Capital Projects	16.50
Total 5020 · OPERATIONS STAFF	<u>9,832.96</u>
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	781.49
5046 · Overtime/RV Park Office	50.66
Total 5042 · OFFICE/OVERTIME	<u>832.15</u>
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	80.97
5055 · Overtime/Marina	29.45
5056 · Overtime/RV Park Operations	132.48
Total 5050 · OPERATIONS/OVERTIME	<u>242.90</u>
Total 5040 · OVERTIME	<u>1,075.05</u>
Total 5010 · WAGES & SALARIES	<u>65,091.96</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5062 · Disability Bank	240.16
5068 · Paid Time Off	2,108.15
5070 · Payroll Taxes	6,715.81
5074 · Personal Vehicle Allowance	138.50
5076 · Health Care and Dental	5,557.32
5090 · SEP Retirement	
5092 · Port Manager	4,370.99
5094 · Office	976.72
5096 · Operations	1,383.87
Total 5090 · SEP Retirement	<u>6,731.58</u>
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>21,491.52</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	13,624.56
6115 · Services & Supplies	2,174.93
6125 · Tools-Under \$5,000	190.34
6135 · Security Contract	2,045.00
Total 6100 · REPAIRS & MAINTENANCE	<u>18,034.83</u>
6150 · FUEL purchased for resale	37,431.04

Port of Brookings Harbor
Profit & Loss
March 2018

	<u>Mar 18</u>
6200 · UTILITIES	
6210 · Telecommunications	999.77
6220 · Electric	8,253.42
6230 · Water	1,059.70
6240 · Sanitary	5,576.10
6250 · Waste Management	4,651.41
6260 · Cable TV	456.99
6270 · Propane Gas	177.10
Total 6200 · UTILITIES	<u>21,174.49</u>
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	367.33
6320 · Leased Equipment(incl'g copier)	1,789.25
6330 · Dues, Subs & Pubs	150.00
6345 · Postage	450.03
Total 6300 · OFFICE EXPENSE	<u>2,756.61</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	2,344.89
6360 · Bank Service Charge/Fees	0.65
Total 6350 · BANK SERVICE & FINANCE FEES	<u>2,345.54</u>
6400 · TRAVEL & ENTERTAINMENT	
6425 · Mileage Reimbursement	327.01
Total 6400 · TRAVEL & ENTERTAINMENT	<u>327.01</u>
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	190.95
6525 · Lodging Taxes	1,461.11
Total 6500 · PERMITS, LICENSES, TAXES & MISC	<u>1,652.06</u>
6800 · INSURANCE; PROP & CAS, BOND	6,138.00
6900 · PROFESSIONAL FEES	
6924 · Management Consulting	3,000.00
6935 · Legal	6,531.50
6945 · IT Support/Services	149.00
6955 · Payroll Administration Fee	321.94
Total 6900 · PROFESSIONAL FEES	<u>10,002.44</u>
Total Expense	<u>186,445.50</u>
Net Ordinary Income	2,231.29
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	586.70
7020 · Current Tax Levy	7,446.81
Total 7000 · PROPERTY TAX	<u>8,033.51</u>
7100 · INTEREST & DIVIDENDS INCOME	456.53
7110 · MISC INCOME	
7120 · Restitution & Settlements	200.00

Port of Brookings Harbor
Profit & Loss
March 2018

	<u>Mar 18</u>
7155 · Donations	10,003.00
7110 · MISC INCOME - Other	2,468.00
Total 7110 · MISC INCOME	12,671.00
7170 · Sale of Assets	1,250.00
Total Other Income	22,411.04
Other Expense	
8055 · CAPITAL PROJECTS/REPAIRS	
8300 · CAPITAL OUTLAYS; GENERAL FUND	1,190.00
Total 8055 · CAPITAL PROJECTS/REPAIRS	1,190.00
8100 · FEMA EXPENSES	
8121 · FEMA/Boarding Dock Replacement	106.00
8128 · FEMA/Basin 2 Slopes	3,230.00
8129 · FEMA/Commercial Docks/Slopes	2,203.15
Total 8100 · FEMA EXPENSES	5,539.15
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8432 · IFA	457.69
8443 · 50 BFMII Travelift Interest	1,156.12
8444 · 2018 Genie Forklift Interest	466.67
Total 8430 · Paid Interest	2,080.48
Total 8400 · DEBT SERVICE FUND	2,080.48
Total Other Expense	8,809.63
Net Other Income	13,601.41
Net Income	15,832.70

Port of Brookings Harbor Profit & Loss Pervious Year Comparison

March 2018

Accrual Basis

	Mar 18	Mar 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · MARINA/ADMINISTRATION				
4120 · Finance Charges/Income	355.42	443.68	-88.26	-19.9%
4125 · Administrative Fees	180.00	1.00	179.00	17,900.0%
4126 · Revenue/Collections	148.93		148.93	100.0%
4130 · Boat Launch	1,320.00	745.00	575.00	77.2%
4135 · Storage	7,404.90	8,850.25	-1,445.35	-16.3%
4140 · Other Revenue	105.00		105.00	100.0%
Total 4100 · MARINA/ADMINISTRATION	9,514.25	10,039.93	-525.68	-5.2%
4200 · COMMERCIAL RETAIL				
4210 · Commercial Retail Lease	40,936.59	36,939.28	3,997.31	10.8%
4211 · CR/ Electric	59.15		59.15	100.0%
4212 · CR/ Water	90.00	31.00	59.00	190.3%
4214 · CR/ Sewer	542.74	62.70	480.04	765.6%
4215 · Property Tax		-943.16	943.16	100.0%
4222 · CPI-U	258.38		258.38	100.0%
Total 4200 · COMMERCIAL RETAIL	41,886.86	36,089.82	5,797.04	16.1%
4300 · MOORAGE				
4310 · Commercial Slip Rent	14,614.03	27,140.00	-12,525.97	-46.2%
4320 · Recreational Slip Rent	38,750.35	28,713.00	10,037.35	35.0%
4325 · Transient	1,447.26		1,447.26	100.0%
4335 · Dock Box	279.00	279.00		
4340 · Moorage Electric	5,193.28	4,375.86	817.42	18.7%
4350 · Other Fees	450.00	400.00	50.00	12.5%
Total 4300 · MOORAGE	60,733.92	60,907.86	-173.94	-0.3%
4400 · RV PARK				
4410 · Space Rental	33,625.00	29,491.00	4,134.00	14.0%
4430 · Mini Mart		6.00	-6.00	-100.0%
4440 · Laundry & Showers		297.00	-297.00	-100.0%
4450 · Wood Sales	70.00	20.00	50.00	250.0%
4460 · Dump Charges	5.00		5.00	100.0%
4470 · Misc Purchases & Sales				
Total 4400 · RV PARK	33,700.00	29,814.00	3,886.00	13.0%
4500 · FUEL SALES	38,809.96	29,843.48	8,966.48	30.1%
4600 · BOATYARD				
4630 · Other Services & Sales	1,714.00	1,540.00	174.00	11.3%
4635 · Travel Lift Haul Out	1,748.60	917.60	831.00	90.6%
4640 · Labor	100.00	150.00	-50.00	-33.3%
4655 · Yard Days	169.20	1,291.40	-1,122.20	-86.9%
Total 4600 · BOATYARD	3,731.80	3,899.00	-167.20	-4.3%
4900 · PROPERTY GROUND USE				
4910 · Grounds Use Fee	300.00		300.00	100.0%
Total 4900 · PROPERTY GROUND USE	300.00		300.00	100.0%
Total Income	188,676.79	170,594.09	18,082.70	10.6%
Gross Profit	188,676.79	170,594.09	18,082.70	10.6%
Expense				
5010 · WAGES & SALARIES				
5012 · OFFICE STAFF				
5014 · Salary/Port Manager	42,709.44	8,654.40	34,055.04	393.5%
5016 · Wages/Port Office	9,076.07	10,715.75	-1,639.68	-15.3%
5018 · Wages/RV Park	2,398.44	4,089.38	-1,690.94	-41.4%
Total 5012 · OFFICE STAFF	54,183.95	23,459.53	30,724.42	131.0%
5020 · OPERATIONS STAFF				
5021 · Wages/Boatyard	3,087.02	2,791.88	295.14	10.6%
5022 · Wages/Comm Retail	238.15	308.50	-70.35	-22.8%

Port of Brookings Harbor
Profit & Loss Pervious Year Comparison
March 2018

Accrual Basis

	Mar 18	Mar 17	\$ Change	% Change
5023 · Wages/Fuel Dock	747.07	1,237.50	-490.43	-39.6%
5025 · Wages/Marina	5,220.29	5,874.76	-654.47	-11.1%
5026 · Wages/RV Park	523.93		523.93	100.0%
5028 · Wages/Capital Projects	16.50	3,980.13	-3,963.63	-99.6%
5020 · OPERATIONS STAFF - Other		292.50	-292.50	-100.0%
Total 5020 · OPERATIONS STAFF	9,832.96	14,485.27	-4,652.31	-32.1%
5040 · OVERTIME				
5042 · OFFICE/OVERTIME				
5044 · Overtime/Port Office	781.49	311.25	470.24	151.1%
5046 · Overtime/RV Park Office	50.66	86.64	-35.98	-41.5%
Total 5042 · OFFICE/OVERTIME	832.15	397.89	434.26	109.1%
5050 · OPERATIONS/OVERTIME				
5051 · Overtime/Boatyard	80.97	395.44	-314.47	-79.5%
5052 · Overtime/Comm Retail		25.50	-25.50	-100.0%
5053 · Overtime/Fuel Dock		28.13	-28.13	-100.0%
5055 · Overtime/Marina	29.45	424.13	-394.68	-93.1%
5056 · Overtime/RV Park Operations	132.48		132.48	100.0%
5057 · Overtime/Capital Projects		162.57	-162.57	-100.0%
Total 5050 · OPERATIONS/OVERTIME	242.90	1,035.77	-792.87	-76.6%
Total 5040 · OVERTIME	1,075.05	1,433.66	-358.61	-25.0%
Total 5010 · WAGES & SALARIES	65,091.96	39,378.46	25,713.50	65.3%
5060 · EMPLOYEE COSTS & BENEFITS				
5062 · Disability Bank	240.16		240.16	100.0%
5064 · Paid Holidays		948.00	-948.00	-100.0%
5068 · Paid Time Off	2,108.15	1,670.67	437.48	26.2%
5070 · Payroll Taxes	6,715.81	4,890.43	1,825.38	37.3%
5074 · Personal Vehicle Allowance	138.50	415.50	-277.00	-66.7%
5076 · Health Care and Dental	5,557.32	4,490.58	1,066.74	23.8%
5090 · SEP Retirement				
5092 · Port Manager	4,370.99	906.99	3,464.00	381.9%
5094 · Office	976.72	1,372.33	-395.61	-28.8%
5096 · Operations	1,383.87	1,818.13	-434.26	-23.9%
Total 5090 · SEP Retirement	6,731.58	4,097.45	2,634.13	64.3%
Total 5060 · EMPLOYEE COSTS & BENEFITS	21,491.52	16,512.63	4,978.89	30.2%
6001 · ADVERTISING & NOTIFICATIONS				
6002 · Marketing & Advertising		543.75	-543.75	-100.0%
6004 · Legal Notices		625.51	-625.51	-100.0%
Total 6001 · ADVERTISING & NOTIFICATIONS		1,169.26	-1,169.26	-100.0%
6100 · REPAIRS & MAINTENANCE				
6110 · Maintenance & Repairs	13,624.56	6,390.60	7,233.96	113.2%
6115 · Services & Supplies	2,174.93	3,447.79	-1,272.86	-36.9%
6125 · Tools-Under \$5,000	190.34		190.34	100.0%
6135 · Security Contract	2,045.00	1,000.00	1,045.00	104.5%
Total 6100 · REPAIRS & MAINTENANCE	18,034.83	10,838.39	7,196.44	66.4%
6150 · FUEL purchased for resale	37,431.04	23,628.70	13,802.34	58.4%
6200 · UTILITIES				
6210 · Telecommunications	999.77	822.28	177.49	21.6%
6220 · Electric	8,253.42	16,038.58	-7,785.16	-48.5%
6230 · Water	1,059.70		1,059.70	100.0%
6240 · Sanitary	5,576.10	-2,923.27	8,499.37	290.8%
6250 · Waste Management	4,651.41	5,855.05	-1,203.64	-20.6%
6260 · Cable TV	456.99	398.68	58.31	14.6%
6270 · Propane Gas	177.10	208.56	-31.46	-15.1%
Total 6200 · UTILITIES	21,174.49	20,399.88	774.61	3.8%

**Port of Brookings Harbor
Profit & Loss Pervious Year Comparison**

March 2018

Accrual Basis

	Mar 18	Mar 17	\$ Change	% Change
6300 · OFFICE EXPENSE				
6315 · Office Services & Supplies	367.33	770.71	-403.38	-52.3%
6320 · Leased Equipment(incl'g copier)	1,789.25	1,804.35	-15.10	-0.8%
6330 · Dues, Subs & Pubs	150.00	250.00	-100.00	-40.0%
6345 · Postage	450.03	18.20	431.83	2,372.7%
Total 6300 · OFFICE EXPENSE	2,756.61	2,843.26	-86.65	-3.1%
6350 · BANK SERVICE & FINANCE FEES				
6335 · Merchant Services Fees	2,344.89	1,178.71	1,166.18	98.9%
6360 · Bank Service Charge/Fees	0.65		0.65	100.0%
6365 · Finance Charge/Late Fee		6.13	-6.13	-100.0%
Total 6350 · BANK SERVICE & FINANCE FEES	2,345.54	1,184.84	1,160.70	98.0%
6400 · TRAVEL & ENTERTAINMENT				
6425 · Mileage Reimbursement	327.01	205.61	121.40	59.0%
Total 6400 · TRAVEL & ENTERTAINMENT	327.01	205.61	121.40	59.0%
6500 · PERMITS, LICENSES, TAXES & MISC				
6510 · Conferences/Education/Meetings	190.95	106.98	83.97	78.5%
6525 · Lodging Taxes	1,461.11		1,461.11	100.0%
6575 · Permits & Licenses		-44.80	44.80	100.0%
Total 6500 · PERMITS, LICENSES, TAXES & MISC	1,652.06	62.18	1,589.88	2,556.9%
6800 · INSURANCE; PROP & CAS, BOND				
6810 · Port Self Insurance		1,510.45	-1,510.45	-100.0%
6800 · INSURANCE; PROP & CAS, BOND - Other	6,138.00	398.35	5,739.65	1,440.9%
Total 6800 · INSURANCE; PROP & CAS, BOND	6,138.00	1,908.80	4,229.20	221.6%
6900 · PROFESSIONAL FEES				
6920 · Audit		5,430.00	-5,430.00	-100.0%
6924 · Management Consulting	3,000.00		3,000.00	100.0%
6935 · Legal	6,531.50	693.00	5,838.50	842.5%
6945 · IT Support/Services	149.00	324.00	-175.00	-54.0%
6955 · Payroll Administration Fee	321.94	220.06	101.88	46.3%
Total 6900 · PROFESSIONAL FEES	10,002.44	6,667.06	3,335.38	50.0%
Total Expense	186,445.50	124,799.07	61,646.43	49.4%
Net Ordinary Income	2,231.29	45,795.02	-43,563.73	-95.1%
Other Income/Expense				
Other Income				
7000 · PROPERTY TAX				
7010 · Previously Levied Tax	586.70	470.17	116.53	24.8%
7020 · Current Tax Levy	7,446.81	6,271.92	1,174.89	18.7%
Total 7000 · PROPERTY TAX	8,033.51	6,742.09	1,291.42	19.2%
7100 · INTEREST & DIVIDENDS INCOME	456.53	2.49	454.04	18,234.5%
7110 · MISC INCOME				
7120 · Restitution & Settlements	200.00		200.00	100.0%
7150 · Longevity Credit;SDAO		7,091.50	-7,091.50	-100.0%
7155 · Donations	10,003.00		10,003.00	100.0%
7110 · MISC INCOME - Other	2,468.00		2,468.00	100.0%
Total 7110 · MISC INCOME	12,671.00	7,091.50	5,579.50	78.7%
7170 · Sale of Assets	1,250.00		1,250.00	100.0%
7200 · GRANT REVENUES				
7291 · Dock Rev-L16010-Interim Recev		205,870.00	-205,870.00	-100.0%
Total 7200 · GRANT REVENUES		205,870.00	-205,870.00	-100.0%
Total Other Income	22,411.04	219,706.08	-197,295.04	-89.8%
Other Expense				
8055 · CAPITAL PROJECTS/REPAIRS				

**Port of Brookings Harbor
Profit & Loss Pervious Year Comparison**

March 2018

Accrual Basis

	<u>Mar 18</u>	<u>Mar 17</u>	<u>\$ Change</u>	<u>% Change</u>
8300 · CAPITAL OUTLAYS; GENERAL FUND	1,190.00		1,190.00	100.0%
Total 8055 · CAPITAL PROJECTS/REPAIRS	1,190.00		1,190.00	100.0%
8100 · FEMA EXPENSES				
8121 · FEMA/Boarding Dock Replacement	106.00	31.96	74.04	231.7%
8125 · FEMA/OEM Fuel Ramp Repairs		580.00	-580.00	-100.0%
8128 · FEMA/Basin 2 Slopes	3,230.00		3,230.00	100.0%
8129 · FEMA/Commercial Docks/Slopes	2,203.15		2,203.15	100.0%
Total 8100 · FEMA EXPENSES	5,539.15	611.96	4,927.19	805.2%
8200 · GRANT EXPENSES				
8235 · Dock Repair L16010 Interim loan		205,870.00	-205,870.00	-100.0%
8240 · Basin 1 Piling Project		505.00	-505.00	-100.0%
Total 8200 · GRANT EXPENSES		206,375.00	-206,375.00	-100.0%
8400 · DEBT SERVICE FUND				
8430 · Paid Interest				
8432 · IFA	457.69	457.70	-0.01	
8443 · 50 BFMII Travelift Interest	1,156.12	1,325.07	-168.95	-12.8%
8444 · 2018 Genie Forklift Interest	466.67		466.67	100.0%
Total 8430 · Paid Interest	2,080.48	1,782.77	297.71	16.7%
Total 8400 · DEBT SERVICE FUND	2,080.48	1,782.77	297.71	16.7%
Total Other Expense	8,809.63	208,769.73	-199,960.10	-95.8%
Net Other Income	13,601.41	10,936.35	2,665.06	24.4%
Net Income	15,832.70	56,731.37	-40,898.67	-72.1%

Port of Brookings Harbor Profit & Loss Budget Performance

Accrual Basis

July 2017 through March 2018

	Jul '17 - Mar 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · MARINA/ADMINISTRATION	441,692.79	731,532.00	60.4%
4200 · COMMERCIAL RETAIL	374,092.79	559,042.00	66.9%
4400 · RV PARK	406,594.65	545,395.00	74.6%
4500 · FUEL SALES	289,281.82	564,761.00	51.2%
4600 · BOATYARD	71,206.70	222,240.00	32.0%
4900 · PROPERTY GROUND USE	4,920.00	12,100.00	40.7%
Total Income	<u>1,587,788.75</u>	<u>2,635,070.00</u>	<u>60.3%</u>
Gross Profit	1,587,788.75	2,635,070.00	60.3%
Expense			
5000 · PERSONNEL SERVICES/PAYROLL			
5010 · WAGES & SALARIES	316,994.06	452,006.00	70.1%
5060 · EMPLOYEE COSTS & BENEFITS	166,147.80	144,250.00	115.2%
6000 · MATERIALS & SERVICES			
6001 · ADVERTISING & NOTIFICATIONS	7,480.71	6,549.00	114.2%
6100 · REPAIRS & MAINTENANCE	158,468.20	241,072.00	65.7%
6150 · FUEL purchased for resale	241,435.51	440,400.00	54.8%
6200 · UTILITIES	207,513.15	316,389.00	65.6%
6300 · OFFICE EXPENSE	33,288.49	53,806.00	61.9%
6350 · BANK SERVICE & FINANCE FEES	19,515.07	28,505.00	68.5%
6400 · TRAVEL & ENTERTAINMENT	2,043.67	2,340.00	87.3%
6500 · PERMITS, LICENSES, TAXES & MI...	14,565.12	20,208.00	72.1%
6585 · HARBOR RFPD SERVICE	15,000.00	15,000.00	100.0%
6600 · BAD DEBT	8,860.84	5,507.00	160.9%
6800 · INSURANCE; PROP & CAS, BOND	66,724.90	96,852.00	68.9%
6900 · PROFESSIONAL FEES	82,953.51	63,272.00	131.1%
Total Expense	<u>1,340,991.03</u>	<u>1,886,156.00</u>	<u>71.1%</u>
Net Ordinary Income	246,797.72	748,914.00	33.0%
Other Income/Expense			
Other Income			
7000 · PROPERTY TAX	225,406.37	205,000.00	110.0%
7100 · INTEREST & DIVIDENDS INCOME	1,591.45		
7110 · MISC INCOME	127,541.45		100.0%
7170 · Sale of Assets	6,883.40		
7200 · GRANT REVENUES	18,969.00	1,880,213.00	1.0%
7300 · FEMA REVENUE		819,761.00	
Total Other Income	<u>380,391.67</u>	<u>2,904,974.00</u>	<u>13.1%</u>
Other Expense			
8055 · CAPITAL PROJECTS/REPAIRS	33,623.82	65,000.00	51.7%
8100 · FEMA EXPENSES	12,972.34	1,000,000.00	1.3%
8200 · GRANT EXPENSES	40,887.64	529,785.00	7.7%
8400 · DEBT SERVICE FUND	13,671.03	17,237.00	79.3%
8600 · USDA REVENUE BOND	64,390.09	64,372.00	100.0%
Total Other Expense	<u>165,544.92</u>	<u>1,676,394.00</u>	<u>9.9%</u>
Net Other Income	<u>214,846.75</u>	<u>1,228,580.00</u>	<u>17.5%</u>
Net Income	<u><u>461,644.47</u></u>	<u><u>1,977,494.00</u></u>	<u><u>23.3%</u></u>

Port of Brookings Harbor
Profit & Loss Beachfront RV Park
March 2018

	Mar 18
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	33,625.00
4450 · Wood Sales	70.00
4460 · Dump Charges	5.00
Total 4400 · RV PARK	33,700.00
Total Income	33,700.00
Gross Profit	33,700.00
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5018 · Wages/RV Park	2,398.44
Total 5012 · OFFICE STAFF	2,398.44
5020 · OPERATIONS STAFF	
5026 · Wages/RV Park	523.93
Total 5020 · OPERATIONS STAFF	523.93
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5046 · Overtime/RV Park Office	50.66
Total 5042 · OFFICE/OVERTIME	50.66
5050 · OPERATIONS/OVERTIME	
5056 · Overtime/RV Park Operations	132.48
Total 5050 · OPERATIONS/OVERTIME	132.48
Total 5040 · OVERTIME	183.14
Total 5010 · WAGES & SALARIES	3,105.51
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	377.44
Total 5060 · EMPLOYEE COSTS & BENEFITS	377.44
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	7,810.21
6115 · Services & Supplies	2.50
6135 · Security Contract	2,000.00
Total 6100 · REPAIRS & MAINTENANCE	9,812.71
6200 · UTILITIES	
6210 · Telecommunications	154.29
6220 · Electric	1,209.83
6230 · Water	83.10
6240 · Sanitary	468.13
6250 · Waste Management	1,287.72
6260 · Cable TV	456.99
6270 · Propane Gas	177.10
Total 6200 · UTILITIES	3,837.16
6300 · OFFICE EXPENSE	

Port of Brookings Harbor
Profit & Loss Beachfront RV Park
March 2018

	Mar 18
6320 · Leased Equipment(incl'g copier)	602.00
Total 6300 · OFFICE EXPENSE	602.00
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	777.26
Total 6350 · BANK SERVICE & FINANCE FEES	777.26
6500 · PERMITS, LICENSES, TAXES & MISC	
6525 · Lodging Taxes	1,461.11
Total 6500 · PERMITS, LICENSES, TAXES & MISC	1,461.11
6800 · INSURANCE; PROP & CAS, BOND	48.24
6900 · PROFESSIONAL FEES	
6945 · IT Support/Services	149.00
Total 6900 · PROFESSIONAL FEES	149.00
Total Expense	20,170.43
Net Ordinary Income	13,529.57
Other Income/Expense	
Other Income	
7110 · MISC INCOME	
7155 · Donations	3.00
Total 7110 · MISC INCOME	3.00
Total Other Income	3.00
Other Expense	
8055 · CAPITAL PROJECTS/REPAIRS	
8300 · CAPITAL OUTLAYS; GENERAL FUND	1,190.00
Total 8055 · CAPITAL PROJECTS/REPAIRS	1,190.00
Total Other Expense	1,190.00
Net Other Income	-1,187.00
Net Income	12,342.57

**Port of Brookings Harbor
Profit & Loss Boatyard
March 2018**

	Mar 18
Ordinary Income/Expense	
Income	
4600 · BOATYARD	
4630 · Other Services & Sales	1,714.00
4635 · Travel Lift Haul Out	1,748.60
4640 · Labor	100.00
4655 · Yard Days	169.20
Total 4600 · BOATYARD	3,731.80
Total Income	3,731.80
Gross Profit	3,731.80
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	3,087.02
Total 5020 · OPERATIONS STAFF	3,087.02
5040 · OVERTIME	
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	80.97
Total 5050 · OPERATIONS/OVERTIME	80.97
Total 5040 · OVERTIME	80.97
Total 5010 · WAGES & SALARIES	3,167.99
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	382.67
Total 5060 · EMPLOYEE COSTS & BENEFITS	382.67
6100 · REPAIRS & MAINTENANCE	
6115 · Services & Supplies	429.20
Total 6100 · REPAIRS & MAINTENANCE	429.20
6800 · INSURANCE; PROP & CAS, BOND	910.16
Total Expense	4,890.02
Net Ordinary Income	-1,158.22
Net Income	-1,158.22

**Port of Brookings Harbor
Profit & Loss Capital Projects
March 2018**

	Mar 18
Ordinary Income/Expense	
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5028 · Wages/Capital Projects	16.50
Total 5020 · OPERATIONS STAFF	16.50
Total 5010 · WAGES & SALARIES	16.50
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	2.08
Total 5060 · EMPLOYEE COSTS & BENEFITS	2.08
Total Expense	18.58
Net Ordinary Income	-18.58
Other Income/Expense	
Other Income	
7100 · INTEREST & DIVIDENDS INCOME	102.15
Total Other Income	102.15
Other Expense	
8100 · FEMA EXPENSES	
8121 · FEMA/Boarding Dock Replacement	106.00
8128 · FEMA/Basin 2 Slopes	3,230.00
8129 · FEMA/Commercial Docks/Slopes	2,203.15
Total 8100 · FEMA EXPENSES	5,539.15
Total Other Expense	5,539.15
Net Other Income	-5,437.00
Net Income	-5,455.58

**Port of Brookings Harbor
Profit & Loss Commercial Retail
March 2018**

	Mar 18
Ordinary Income/Expense	
Income	
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,096.59
4211 · CR/ Electric	59.15
4212 · CR/ Water	90.00
4214 · CR/ Sewer	542.74
4222 · CPI-U	240.18
Total 4200 · COMMERCIAL RETAIL	41,028.66
Total Income	41,028.66
Gross Profit	41,028.66
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5022 · Wages/Comm Retail	238.15
Total 5020 · OPERATIONS STAFF	238.15
Total 5010 · WAGES & SALARIES	238.15
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	29.03
Total 5060 · EMPLOYEE COSTS & BENEFITS	29.03
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	4,308.35
6115 · Services & Supplies	799.82
Total 6100 · REPAIRS & MAINTENANCE	5,108.17
6200 · UTILITIES	
6220 · Electric	1,165.84
6230 · Water	260.70
6240 · Sanitary	2,143.96
6250 · Waste Management	581.88
Total 6200 · UTILITIES	4,152.38
6800 · INSURANCE; PROP & CAS, BOND	523.29
6900 · PROFESSIONAL FEES	
6935 · Legal	1,961.00
Total 6900 · PROFESSIONAL FEES	1,961.00
Total Expense	12,012.02
Net Ordinary Income	29,016.64
Net Income	29,016.64

**Port of Brookings Harbor
Profit & Loss Fuel Dock
March 2018**

	Mar 18
Ordinary Income/Expense	
Income	
4500 · FUEL SALES	38,809.96
Total Income	38,809.96
Gross Profit	38,809.96
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5023 · Wages/Fuel Dock	747.07
Total 5020 · OPERATIONS STAFF	747.07
Total 5010 · WAGES & SALARIES	747.07
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	91.14
Total 5060 · EMPLOYEE COSTS & BENEFITS	91.14
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	26.99
6115 · Services & Supplies	6.00
Total 6100 · REPAIRS & MAINTENANCE	32.99
6150 · FUEL purchased for resale	37,431.04
6200 · UTILITIES	
6210 · Telecommunications	75.24
6220 · Electric	98.36
6240 · Sanitary	102.00
6250 · Waste Management	236.48
Total 6200 · UTILITIES	512.08
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	335.33
Total 6350 · BANK SERVICE & FINANCE FEES	335.33
Total Expense	39,149.65
Net Ordinary Income	-339.69
Net Income	-339.69

**Port of Brookings Harbor
Profit & Loss MARINA
March 2018**

	Mar 18
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	355.42
4125 · Administrative Fees	180.00
4126 · Revenue/Collections	148.93
4130 · Boat Launch	1,320.00
4135 · Storage	7,404.90
4140 · Other Revenue	105.00
Total 4100 · MARINA/ADMINISTRATION	9,514.25
4300 · MOORAGE	
4310 · Commercial Slip Rent	14,614.03
4320 · Recreational Slip Rent	38,750.35
4325 · Transient	1,447.26
4335 · Dock Box	279.00
4340 · Moorage Electric	5,193.28
4350 · Other Fees	450.00
Total 4300 · MOORAGE	60,733.92
Total Income	70,248.17
Gross Profit	70,248.17
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5014 · Salary/Port Manager	42,709.44
5016 · Wages/Port Office	9,076.07
Total 5012 · OFFICE STAFF	51,785.51
5020 · OPERATIONS STAFF	
5025 · Wages/Marina	5,220.29
Total 5020 · OPERATIONS STAFF	5,220.29
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	781.49
Total 5042 · OFFICE/OVERTIME	781.49
5050 · OPERATIONS/OVERTIME	
5055 · Overtime/Marina	29.45
Total 5050 · OPERATIONS/OVERTIME	29.45
Total 5040 · OVERTIME	810.94
Total 5010 · WAGES & SALARIES	57,816.74
5060 · EMPLOYEE COSTS & BENEFITS	
5062 · Disability Bank	240.16
5068 · Paid Time Off	2,108.15
5070 · Payroll Taxes	5,833.45
5074 · Personal Vehicle Allowance	138.50
5076 · Health Care and Dental	5,557.32

**Port of Brookings Harbor
Profit & Loss MARINA
March 2018**

	Mar 18
5090 · SEP Retirement	
5092 · Port Manager	4,370.99
5094 · Office	976.72
5096 · Operations	1,383.87
Total 5090 · SEP Retirement	6,731.58
Total 5060 · EMPLOYEE COSTS & BENEFITS	20,609.16
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	385.83
6115 · Services & Supplies	442.94
6125 · Tools-Under \$5,000	156.98
6135 · Security Contract	45.00
Total 6100 · REPAIRS & MAINTENANCE	1,030.75
6200 · UTILITIES	
6210 · Telecommunications	770.24
6220 · Electric	5,660.95
6230 · Water	715.90
6240 · Sanitary	2,862.01
6250 · Waste Management	2,545.33
Total 6200 · UTILITIES	12,554.43
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	367.33
6320 · Leased Equipment(incl'g copier)	1,187.25
6330 · Dues, Subs & Pubs	150.00
6345 · Postage	450.03
Total 6300 · OFFICE EXPENSE	2,154.61
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	1,232.30
6360 · Bank Service Charge/Fees	0.65
Total 6350 · BANK SERVICE & FINANCE FEES	1,232.95
6400 · TRAVEL & ENTERTAINMENT	
6425 · Mileage Reimbursement	327.01
Total 6400 · TRAVEL & ENTERTAINMENT	327.01
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	190.95
Total 6500 · PERMITS, LICENSES, TAXES & MISC	190.95
6800 · INSURANCE; PROP & CAS, BOND	4,656.31
6900 · PROFESSIONAL FEES	
6924 · Management Consulting	3,000.00
6935 · Legal	4,570.50
6955 · Payroll Administration Fee	321.94
Total 6900 · PROFESSIONAL FEES	7,892.44
Total Expense	108,465.35
Net Ordinary Income	-38,217.18
Other Income/Expense	

**Port of Brookings Harbor
Profit & Loss MARINA
March 2018**

	Mar 18
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	586.70
7020 · Current Tax Levy	7,446.81
Total 7000 · PROPERTY TAX	8,033.51
7100 · INTEREST & DIVIDENDS INCOME	196.25
7110 · MISC INCOME	
7120 · Restitution & Settlements	200.00
7110 · MISC INCOME - Other	2,468.00
Total 7110 · MISC INCOME	2,668.00
7170 · Sale of Assets	1,250.00
Total Other Income	12,147.76
Net Other Income	12,147.76
Net Income	-26,069.42

Port of Brookings Harbor
 Check Registers
 March 1, 2018- March 31, 2018

Type	Date	Num	Name	Memo	Amount
1001 - CASH & CASH EQUIVALENTS					
1002 - General Funds Ckg Umpqua 3634					
Transfer	03/13/2018			Funds Transfer from LGIP General Fund to Umpqua Bank General Fund	20,000.00
Transfer	03/24/2018			Funds Transfer USCG March Lease Pmt from Capt Proj to General Fund	923.24
Check	03/02/2018	DEBIT	Elavon	February 2018 MERCHANT SERVICE FEE ACCT#316	-1,103.82
Check	03/02/2018	DEBIT	Elavon	February 2018 Merchant Service Fee - acct#873 Ventek	-123.03
Check	03/02/2018	DEBIT	Elavon	February 2018 MERCHANT SERVICE FEE ACCT#902	-777.26
Check	03/02/2018	DEBIT	Elavon	February 2018 MERCHANT SERVICE FEE ACCT#951	-335.33
Check	03/09/2018	DEBIT	ADP	Advice of Debit #510065728 PAYROLL 2/28/18	-113.35
Bill Pmt -Check	03/15/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 3/6/2018 Special Mtg	-102.30
Bill Pmt -Check	03/15/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 3/12/2018 Special Mtg	-51.91
Check	03/23/2018	DEBIT	ADP	Advice of Debit #510880230 Payroll 3/14/18 & 3/13/18(Gary Dehlinger)	-208.59
Bill Pmt -Check	03/22/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 3/20/2018 Commissioner's Mtg	-160.23
General Journal	03/07/2018	DEBT 3/7		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,808.00
General Journal	03/07/2018	DEBT 3/7		To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,076.00
General Journal	03/07/2018	DEBT 3/7		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-455.00
General Journal	03/07/2018	USDA 3/7		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	03/13/2018	SEP 3/13		REC 03/13/2018 SEP IRA -US BANK - Gary Dehlinger Termination/Fina	-4,054.24
General Journal	03/13/2018	TAX 3/13		REC 3/13/18 TAXES - Gary Dehlinger Termination/Final Check	-22,837.34
General Journal	03/14/2018	PAY 3/14		Rec 3/14/2018 payroll-INCLUDES US BANK SEP IRA PMT CHECK \$14	-13,205.92
General Journal	03/14/2018	TAX 3/14		Rec 3/14/2018 payroll Taxes	-4,909.52
General Journal	03/15/2018	DEBT 3/15		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,808.00
General Journal	03/15/2018	DEBT 3/15		To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,076.00
General Journal	03/15/2018	DEBT 3/15		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	03/15/2018	USDA 3/15		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	03/21/2018	DEBT 3/21		To transfer to Debt Service funds for 2ND QTR IFA 2018 Pmt	-4,808.00
General Journal	03/21/2018	DEBT 3/21		To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	03/21/2018	DEBT 3/21		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	03/21/2018	USDA 3/21		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	03/28/2018	DEBT 3/28		To transfer to Debt Service funds for 2ND QTR IFA 2018 Pmt	-4,808.00
General Journal	03/28/2018	DEBT 3/28		To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	03/28/2018	DEBT 3/28		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	03/28/2018	DEBT 3/28		To transfer \$10,000 Donation from General Fund to Debt Service Fund -	-10,000.00
General Journal	03/28/2018	PAY 3/28		Rec 3/28/2018 payroll-INCLUDES US BANK SEP IRA PMT CHECK \$11	-11,156.95
General Journal	03/28/2018	TAX 3/28		Rec 3/28/2018 payroll Taxes	-3,955.48
General Journal	03/28/2018	USDA 3/28		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
Bill Pmt -Check	03/07/2018	8566	Anchor Lock & Key	PADLOCKS & Key for RV Park	-83.50
Bill Pmt -Check	03/07/2018	8567	Carson	CUSTOMER # 76-0011262	-9,743.66
Bill Pmt -Check	03/07/2018	8568	Curry Transfer & Recycling	Account #2040-2434-001	-4,451.41

**Port of Brookings Harbor
Check Registers
March 1, 2018- March 31, 2018**

Bill Pmt -Check	03/07/2018	8569	EMC-Engineers/Scientists, LLC	Inspection of docks C&D on Basin 2 and Fuel Dock	-1,520.00
Bill Pmt -Check	03/07/2018	8570	Hall, Katherine D Lindley	Interim Manager - 80 hours February 2018	-3,000.00
Bill Pmt -Check	03/07/2018	8571	Harbor Sanitary District	FEB 2018 Sanitary Bill	-2,927.61
Bill Pmt -Check	03/07/2018	8572	Kerr's Ace Hardware Inc	Customer#56 Statement Date: 03/30/2018	-451.11
Bill Pmt -Check	03/07/2018	8573	Musser Olsen PC	Conference w/Client - regarding SEP IRA correction	-100.00
Bill Pmt -Check	03/07/2018	8574	Pitney Bowes Global Lease	LEASE ACCT#0017098499	-415.41
Bill Pmt -Check	03/07/2018	8575	Roto Rooter	2940-522445-001 SPORT FISHING DOCK TOILET WEEKLY SERVICE	-200.00
Bill Pmt -Check	03/07/2018	8576	South Coast Knight Security	Patrol for FEBRUARY 2018	-1,045.00
Bill Pmt -Check	03/07/2018	8577	United Rentals	Customer#2663682 - 96" Heavy Duty Bucket - Attachment for Genie Re	-2,623.00
Bill Pmt -Check	03/07/2018	8578	Xerox Capital Services, LLC	Leasing of copiers, includes toner & maintenance	-771.84
Check	03/13/2018	8579	Dehlinger, Gary	Final Paycheck with Severance Pay	-21,339.79
Bill Pmt -Check	03/14/2018	8580	Carson	CUSTOMER # 76-0011262	-13,256.80
Bill Pmt -Check	03/14/2018	8581	Grimstad & Associates	Work in Progress; Preparation of audit report for year ended June 30, 21	-1,300.00
Bill Pmt -Check	03/14/2018	8582	Eureka Oxygen Co.	FEBRUARY 2018 Monthly Cylinder Rental	-142.48
Bill Pmt -Check	03/14/2018	8583	Fastenal Industrial Supplies	Customer No. ORBRK0013	-25.65
Bill Pmt -Check	03/14/2018	8584	Harbor Sanitary District	FEB 2018 Sanitary Bill	-160.74
Bill Pmt -Check	03/14/2018	8585	Harbor Water District P.U.D.	2/20-3/20 SERVICE/WATER BILL	-1,059.70
Bill Pmt -Check	03/14/2018	8586	Quill Corporation	ACCT#1932158	-397.51
Bill Pmt -Check	03/14/2018	8587	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 APRIL PREMIUM	-5,990.55
Bill Pmt -Check	03/20/2018	8588	Harbor Water District P.U.D.	Hall Rental for 5 Commissioner's Meetings	-100.00
Bill Pmt -Check	03/23/2018	8589	Brookings Electronic Service, Inc.	RV PARK IMMEDIATE ELECTRICAL REPAIR	-7,717.75
Bill Pmt -Check	03/23/2018	8590	Anchor Lock & Key	Replacement keys for fuel pump	-6.00
Bill Pmt -Check	03/23/2018	8591	EMC-Engineers/Scientists, LLC	Research - FEMA Pipe, Evaluation of BC Fisheries Dock (concrete tests	-1,270.00
Bill Pmt -Check	03/23/2018	8592	Lease Finance Partners	LEASE#00040031070 Beachfront RV Park Digital Cable TV System	-602.00
Bill Pmt -Check	03/23/2018	8593	ORRCO	Removal of Oily solids	-200.00
Bill Pmt -Check	03/23/2018	8594	Spec Dist Assoc of Or - TRAINING	ACCT#30999	-50.00
Bill Pmt -Check	03/23/2018	8595	Spec Dist Assoc of OR- Prop & Ca Policy#31P16414-203	Customer ID: 01-16414	-3,893.00
Bill Pmt -Check	03/23/2018	8596	Stebbins Coffey & Collins	LEGAL ASSISTANCE FEBRUARY 2018	-6,531.50
Bill Pmt -Check	03/26/2018	8597	Carson	CUSTOMER # 76-0011262	-9,323.23
Bill Pmt -Check	03/28/2018	8598	Curry Equipment	KM AUTOCLUT ATTACHMENT - weedeater for RV Park	-99.95
Bill Pmt -Check	03/28/2018	8599	Gold Beach Lumber Yard, Inc.	Account #776	-312.44
Bill Pmt -Check	03/28/2018	8600	Gowman Electric, Inc.	electrical repair to docks (\$200) & RV Park & Parts/Materials for RV Par	-1,063.00
Bill Pmt -Check	03/28/2018	8601	Hall, Katherine D Lindley	Interim Manager - 80 hours March 2018	-3,000.00
Bill Pmt -Check	03/28/2018	8602	O'Donnell Plumbing, Inc	Grease Trap for Hungry Clam - Purchase & Installation	-1,084.15
Bill Pmt -Check	03/28/2018	8603	Rogue Credit Union	ACCT #306-89 CARD#8593	-2,136.95
Total 1002 - General Funds Ckg Umpqua 3634					-195,579.76
1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 - CASH & CASH EQUIVALENTS - Other					-195,579.76

**Port of Brookings Harbor
Check Registers
March 1, 2018- March 31, 2018**

1020 · RESTRICTED - CASH/EQUIVALENTS

1022 · USDA BOND Umpqua MM 9529
Total 1022 · USDA BOND Umpqua MM 9529

1024 · Capital Projects Umpqua 8018

Transfer	03/07/2018		Funds Transfer -LGIP Capt Proj Account to Umpqua Bank to pay EMC ii	1,150.00
Transfer	03/07/2018		Funds Transfer- LGIP Capt Proj Account to Umpqua Capt Proj Account	2,850.00
Transfer	03/23/2018		Funds Transfer from LGIP Capital Projects Fund to Umpqua Bank Capit	5,539.15
Transfer	03/24/2018		Funds Transfer USCG March Lease Pmt from Capt Proj to General Funi	-923.24
Bill Pmt -Check	03/07/2018	167	NHMP Revisions & additions 12/13-1/17 & HMGP Invoice-FEMA work-B	-4,000.00
Bill Pmt -Check	03/14/2018	168	36x36x080 Aluminum - Port of Brookings Harbor w/logo	-106.00
Bill Pmt -Check	03/23/2018	169	Re-Connected the power to the Pac-Choice shed.	-323.15
Bill Pmt -Check	03/23/2018	170	fencing enclosure to condemned Bandon Pacific Commercial Dock & alt	-5,110.00
Total 1024 · Capital Projects Umpqua 8018				<u>-923.24</u>

1028 · Debt Service Umpqua MM 8627

1028.1 · IFA LOAN SAVINGS

General Journal	03/14/2018	IFA 3/14		62,500.00
General Journal	03/14/2018	IFA 3/14	To transfer to LGIP Debt Service funds to Umpqua Bank Debt Service F	800.00
Bill Pmt -Check	03/14/2018	1013	To transfer to Debt Service funds for Payment to IFA for 80% Net Proce	<u>-63,300.00</u>
Total 1028.1 · IFA LOAN SAVINGS				

1028.2 · TRAVEL LIFT

Check	03/22/2018	DEBIT	Customer #107104 Loan#110561 Pmt #17	-4,659.00
General Journal	03/12/2018	Debt 3/12	Internal transfer from LGIP Debt Service Fund to Umpqua Bank Debt Se	<u>4,681.00</u>
Total 1028.2 · TRAVEL LIFT				<u>22.00</u>

1028 · Debt Service Umpqua MM 8627 - Other

Total 1028 · Debt Service Umpqua MM 8627				<u>22.00</u>
Total 1020 · RESTRICTED - CASH/EQUIVALENTS				<u>-901.24</u>

TOTAL

-196,481.00

Port of Brookings Harbor Commercial Retail Leases

March 2018

Name Account # Tenant Name	Memo	Leased Property	Amount
4210 - Commercial Retail Lease			
CL0030	Tidewind Sport Fishing	March 2018 Lease Building	686.11
CL0021	Pacifica Boat Basin, LLC:Restaurant Land Leas	MARCH 2018 Lease Restaurant Area	1,138.50
CL0022	Pacifica Boat Basin, LLC:Parking Lot Land Leas	MARCH 2018 Lease Land & Additional Parking	988.00
CL0013-01	Hungry Clam	MARCH 2018 Lease Retail Building	1,619.79
CL0013-01	Hungry Clam	MARCH 2018 Lease Outdoor Space	115.80
CL0006	Brookings Harbor Cold Storage LLC	MARCH Lease Cold Storage Lease Bare Groun	1,098.00
CL0007	Brookings Harbor Ice House LLC	MARCH 2018 Ice House Lease Bare Ground ar	463.14
CL0007	Brookings Harbor Ice House LLC	MARCH 2018 Ice House Lease Delivery Dock	567.00
CL0001	Bandon Pacific	MARCH 2018 Lease Dock, Hoist and Work Are	2,606.50
CL0002	BC Fisheries LLC:Old Dock & Grounds/CL0002	MARCH 2018 Lease Dock and Hoist	2,700.50
CL0003	BC Fisheries LLC:Process Plant, New Dock & G	MARCH 2018 Lease Leased property for the Pr	1,531.25
CL0003	BC Fisheries LLC:Process Plant, New Dock & G	MARCH 2018 Lease Leased property for the Ur	2,288.00
CL0004	Boardwalk Mail Service LLC	MARCH 2018 Lease Building	964.80
CL0005	Boat Shop & More, LLC	MARCH 2018 Lease Building	1,012.29
CL0005	Boat Shop & More, LLC	MARCH 2018 Lease Ground	130.00
CL0008	Bornstein Seafoods Inc	MARCH 2018 Lease Dock Area	2,340.90
CL0008	Bornstein Seafoods Inc	MARCH 2018 Lease Work Area	832.32
CL0009	Busch, Marilyn & Robert	MARCH 2018 Lease Commercial Parking Area	143.78
CL0010	CBN Enterprises/Barbara C	MARCH 2018 Lease Building	840.00
CL0011	Chetco Seafood/Bill Goergen	MARCH 2018 Lease Building & Ground	998.25
CL0012	Hallmark Fisheries/CA Shellfish Co	MARCH 2018 Lease Lease Term: 04/01/2013-C	5,984.05
CL0014	J Sloane Hair Studio LLC	MARCH 2018 Lease Building	895.12
CL0015	Kathy's Corner Market	MARCH 2018 Lease Building	753.62
CL0017	Mountain View Custom Cycles	MARCH 2018 Lease Building	588.50
CL0017	Mountain View Custom Cycles	MARCH 2018 Lease Outdoor Space	45.00
CL0018	Ocean Suites Motel	MARCH 2018 Lease Building/Storage	417.38
CL0019	Pacific Fishing:Commercial Shop Space Lease	MARCH 2018 Lease Building/Storage	760.00
CL0020	Pacific Ocean Harvesters LLC	MARCH 2018 Lease Building	1,618.29
CL0020	Pacific Ocean Harvesters LLC	MARCH 2018 Lease Surfaced Asphalt per squ	186.00
CL0020	Pacific Ocean Harvesters LLC	MARCH 2018 Lease Unimproved Property (dirt	26.55

Port of Brookings Harbor Commercial Retail Leases

March 2018

Name Account #	Tenant Name	Memo	Leased Property	Amount
CL0023	Portside RV Park	MARCH 2018 Lease	Ground 16219 Lower Harbor Road	193.55
CL0025	Seal Cove Realty	MARCH 2018 Lease	Ground 16110 Lower Harbor Road	334.72
CL0026	Slugs 'n Stones 'n Ice Cream Cones	MARCH 2018 Lease	Surfaced Asphalt per sq 16360 Lower Harbor Road	480.00
CL0034	Speir, Joe:Commercial Storage F/V MISS EMILI	MARCH 2018 Lease	Warehouse - Storage per 16060 Lower Harbor Road	162.00
CL0027	Speir, Joe/Davis Roy	MARCH 2018 Lease	Building/Shop 1 16060 Lower Harbor Rd Shop !	680.50
CL0027	Spothaven's Marina	MARCH 2018 Lease	16374 Lower Harbor Road	1,022.71
CL0029	The Bell & Whistle Coffee House, Inc.	MARCH 2018 Lease	Building 16340 Lower Harbor Rd Ste 101	685.00
CL0031	US Coast Guard Lease	MARCH 2018 Lease	Dock & Ground 16133 Boat Basin Road	923.24
CL0032	Whales Tail Candy & Gifts	MARCH 2018 Lease	Building 16350 Lower Harbor Rd Ste 204	934.78
CL0033	Zola's Pizzeria	MARCH 2018 Lease	Building & Ground 16362 Lower Harbor Road	1,310.65
Total 4210 - Commercial Retail Lease				<u>40,936.59</u>
Total 4200 - COMMERCIAL RETAIL				<u>40,936.59</u>
				<u><u>40,936.59</u></u>

Guest Forecast

For: 03/01/2018 - 03/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2018	3	3	1	12/0/0/0	8/0/0/0	4	3.33	\$139.00
3/2/2018	1	3	3	8/0/0/0	12/0/0/0	6	5.00	\$233.00
3/3/2018	1	5	1	12/0/0/0	12/0/0/0	6	5.00	\$197.00
3/4/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$255.00
3/5/2018	4	3	3	14/0/0/0	12/0/0/0	6	5.00	\$233.00
3/6/2018	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$233.00
3/7/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$277.00
3/8/2018	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$328.00
3/9/2018	4	4	5	16/0/0/0	18/0/0/0	9	7.50	\$356.00
3/10/2018	3	6	4	18/0/0/0	20/0/0/0	10	8.33	\$391.00
3/11/2018	5	5	11	20/0/0/0	32/0/0/0	16	13.33	\$693.00
3/12/2018	12	4	4	32/0/0/0	16/0/0/0	8	6.67	\$343.00
3/13/2018	4	4	1	16/0/0/0	10/0/0/0	5	4.17	\$197.00
3/14/2018	0	5	5	10/0/0/0	20/0/0/0	10	8.33	\$415.00
3/15/2018	6	4	3	20/0/0/0	22/0/0/0	7	5.83	\$284.00
3/16/2018	1	6	8	22/0/0/0	48/0/0/0	14	11.67	\$656.00
3/17/2018	3	11	8	48/0/0/0	69/0/0/0	19	15.83	\$830.00
3/18/2018	9	10	2	69/0/0/0	43/0/0/0	12	10.00	\$495.00
3/19/2018	3	9	5	43/0/0/0	63/0/0/0	14	11.67	\$641.00
3/20/2018	6	8	4	63/0/0/0	43/0/0/0	12	10.00	\$524.00
3/21/2018	4	8	3	43/0/0/0	34/0/0/0	11	9.17	\$452.00
3/22/2018	0	11	9	34/0/0/0	60/0/0/0	20	16.67	\$852.00
3/23/2018	5	15	17	60/0/0/0	83/0/0/0	32	26.67	\$1,475.00
3/24/2018	6	26	9	83/0/0/0	97/0/0/0	35	29.17	\$1,687.00
3/25/2018	16	19	14	97/0/0/0	102/0/0/0	33	27.50	\$1,510.00
3/26/2018	14	19	5	102/0/0/0	71/0/0/0	24	20.00	\$1,086.00
3/27/2018	8	16	23	71/0/0/0	140/0/0/0	39	32.50	\$1,839.00
3/28/2018	15	24	25	140/0/0/0	185/0/0/0	49	40.83	\$2,157.00
3/29/2018	22	27	22	185/0/0/0	169/0/0/0	49	40.83	\$2,184.00
3/30/2018	16	33	22	169/0/0/0	185/0/0/0	55	45.83	\$2,522.00
3/31/2018	20	35	6	185/0/0/0	125/0/0/0	41	34.17	\$1,842.00
	198	341	233	1642/0/0/0	1755/0/0/0	574	15.43	\$25,326.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 04/01/2018 - 04/30/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
4/1/2018	33	8	6	125/0/0/0	56/0/0/0	14	11.67	\$624.00
4/2/2018	6	8	14	56/0/0/0	76/0/0/0	22	18.33	\$1,025.00
4/3/2018	6	16	10	76/0/0/0	83/0/0/0	26	21.67	\$1,246.00
4/4/2018	7	19	2	83/0/0/0	66/0/0/0	21	17.50	\$1,006.00
4/5/2018	6	15	3	66/0/0/0	45/0/0/0	18	15.00	\$846.00
4/6/2018	4	14	15	45/0/0/0	69/0/0/0	29	24.17	\$1,393.00
4/7/2018	2	27	2	69/0/0/0	68/0/0/0	29	24.17	\$1,274.00
4/8/2018	15	14	0	68/0/0/0	36/0/0/0	14	11.67	\$343.00
4/9/2018	9	5	1	36/0/0/0	12/0/0/0	6	5.00	\$197.00
4/10/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$284.00
4/11/2018	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$335.00
4/12/2018	2	6	3	16/0/0/0	22/0/0/0	9	7.50	\$306.00
4/13/2018	4	5	6	22/0/0/0	27/0/0/0	11	9.17	\$510.00
4/14/2018	0	11	2	27/0/0/0	33/0/0/0	13	10.83	\$612.00
4/15/2018	9	4	3	33/0/0/0	14/0/0/0	7	5.83	\$299.00
4/16/2018	1	6	0	14/0/0/0	12/0/0/0	6	5.00	\$248.00
4/17/2018	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$255.00
4/18/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$285.00
4/19/2018	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$285.00
4/20/2018	2	6	5	16/0/0/0	24/0/0/0	11	9.17	\$489.00
4/21/2018	4	7	0	24/0/0/0	16/0/0/0	7	5.83	\$299.00
4/22/2018	3	4	0	16/0/0/0	10/0/0/0	4	3.33	\$153.00
4/23/2018	1	3	1	10/0/0/0	8/0/0/0	4	3.33	\$153.00
4/24/2018	2	2	1	8/0/0/0	6/0/0/0	3	2.50	\$87.00
4/25/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$51.00
4/26/2018	0	2	1	4/0/0/0	5/0/0/0	3	2.50	\$87.00
4/27/2018	1	2	8	5/0/0/0	19/0/0/0	10	8.33	\$444.00
4/28/2018	0	10	0	19/0/0/0	19/0/0/0	10	8.33	\$444.00
4/29/2018	5	5	1	19/0/0/0	12/0/0/0	6	5.00	\$255.00
4/30/2018	3	3	0	12/0/0/0	6/0/0/0	3	2.50	\$102.00
	134	228	96	939/0/0/0	820/0/0/0	324	9.00	\$13,937.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 05/01/2018 - 05/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
5/1/2018	1	2	1	6/0/0/0	6/0/0/0	3	2.50	\$87.00
5/2/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$36.00
5/3/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$36.00
5/4/2018	0	2	4	4/0/0/0	12/0/0/0	6	5.00	\$240.00
5/5/2018	0	6	0	12/0/0/0	12/0/0/0	6	5.00	\$240.00
5/6/2018	5	1	0	12/0/0/0	2/0/0/0	1	0.83	\$0.00
5/7/2018	0	1	2	2/0/0/0	4/0/0/0	3	2.50	\$102.00
5/8/2018	0	3	0	4/0/0/0	4/0/0/0	3	2.50	\$102.00
5/9/2018	1	2	2	4/0/0/0	6/0/0/0	4	3.33	\$146.00
5/10/2018	0	4	2	6/0/0/0	10/0/0/0	6	5.00	\$229.00
5/11/2018	2	4	3	10/0/0/0	14/0/0/0	7	5.83	\$280.00
5/12/2018	1	6	1	14/0/0/0	14/0/0/0	7	5.83	\$299.00
5/13/2018	2	5	2	14/0/0/0	12/0/0/0	7	5.83	\$248.00
5/14/2018	1	6	0	12/0/0/0	10/0/0/0	6	5.00	\$255.00
5/15/2018	1	5	3	10/0/0/0	14/0/0/0	8	6.67	\$357.00
5/16/2018	0	8	0	14/0/0/0	14/0/0/0	8	6.67	\$357.00
5/17/2018	4	4	0	14/0/0/0	6/0/0/0	4	3.33	\$153.00
5/18/2018	0	4	3	6/0/0/0	12/0/0/0	7	5.83	\$255.00
5/19/2018	2	5	4	12/0/0/0	21/0/0/0	9	7.50	\$386.00
5/20/2018	1	8	2	21/0/0/0	19/0/0/0	10	8.33	\$401.00
5/21/2018	5	5	3	19/0/0/0	16/0/0/0	8	6.67	\$357.00
5/22/2018	1	7	1	16/0/0/0	16/0/0/0	8	6.67	\$357.00
5/23/2018	2	6	1	16/0/0/0	14/0/0/0	7	5.83	\$306.00
5/24/2018	4	3	8	14/0/0/0	22/0/0/0	11	9.17	\$492.00
5/25/2018	1	10	40	22/0/0/0	101/0/0/0	50	41.67	\$2,477.00
5/26/2018	0	50	0	101/0/0/0	101/0/0/0	50	41.67	\$2,477.00
5/27/2018	0	50	0	101/0/0/0	101/0/0/0	50	41.67	\$2,473.00
5/28/2018	42	8	1	101/0/0/0	20/0/0/0	9	7.50	\$350.00
5/29/2018	6	3	2	20/0/0/0	10/0/0/0	5	4.17	\$204.00
5/30/2018	2	3	0	10/0/0/0	6/0/0/0	3	2.50	\$102.00
5/31/2018	2	1	0	6/0/0/0	2/0/0/0	1	0.83	\$0.00
	87	226	85	613/0/0/0	609/0/0/0	311	8.36	\$13,804.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 06/01/2018 - 06/30/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
6/1/2018	0	1	2	2/0/0/0	8/0/0/0	3	2.50	\$102.00
6/2/2018	0	3	0	8/0/0/0	8/0/0/0	3	2.50	\$102.00
6/3/2018	2	1	0	8/0/0/0	2/0/0/0	1	0.83	\$0.00
6/4/2018	0	1	2	2/0/0/0	6/0/0/0	3	2.50	\$102.00
6/5/2018	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$102.00
6/6/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$51.00
6/7/2018	0	2	2	4/0/0/0	8/0/0/0	4	3.33	\$153.00
6/8/2018	0	4	1	8/0/0/0	10/0/0/0	5	4.17	\$204.00
6/9/2018	0	5	4	10/0/0/0	18/0/0/0	9	7.50	\$408.00
6/10/2018	0	9	0	18/0/0/0	18/0/0/0	9	7.50	\$357.00
6/11/2018	1	8	4	18/0/0/0	24/0/0/0	12	10.00	\$561.00
6/12/2018	2	10	0	24/0/0/0	20/0/0/0	10	8.33	\$459.00
6/13/2018	0	10	0	20/0/0/0	20/0/0/0	10	8.33	\$357.00
6/14/2018	1	9	0	20/0/0/0	18/0/0/0	9	7.50	\$408.00
6/15/2018	2	7	2	18/0/0/0	20/0/0/0	9	7.50	\$248.00
6/16/2018	1	8	3	20/0/0/0	24/0/0/0	11	9.17	\$496.00
6/17/2018	3	8	4	24/0/0/0	26/0/0/0	12	10.00	\$484.00
6/18/2018	3	9	4	26/0/0/0	26/0/0/0	13	10.83	\$540.00
6/19/2018	2	11	2	26/0/0/0	26/0/0/0	13	10.83	\$540.00
6/20/2018	0	13	4	26/0/0/0	33/0/0/0	17	14.17	\$618.00
6/21/2018	2	15	0	33/0/0/0	29/0/0/0	15	12.50	\$618.00
6/22/2018	5	10	5	29/0/0/0	29/0/0/0	15	12.50	\$609.00
6/23/2018	5	10	0	29/0/0/0	19/0/0/0	10	8.33	\$333.00
6/24/2018	4	6	3	19/0/0/0	17/0/0/0	9	7.50	\$384.00
6/25/2018	0	9	5	17/0/0/0	26/0/0/0	14	11.67	\$588.00
6/26/2018	1	13	1	26/0/0/0	30/0/0/0	14	11.67	\$612.00
6/27/2018	2	12	4	30/0/0/0	39/0/0/0	16	13.33	\$765.00
6/28/2018	0	16	2	39/0/0/0	43/0/0/0	18	15.00	\$714.00
6/29/2018	8	10	5	43/0/0/0	37/0/0/0	15	12.50	\$707.00
6/30/2018	0	15	11	37/0/0/0	59/0/0/0	26	21.67	\$1,160.00
	45	240	70	596/0/0/0	653/0/0/0	310	8.61	\$12,782.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 07/01/2018 - 07/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
7/1/2018	5	21	21	59/0/0/0	99/0/0/0	42	35.00	\$1,809.00
7/2/2018	3	39	16	99/0/0/0	126/0/0/0	55	45.83	\$4,530.00
7/3/2018	1	54	25	126/0/0/0	175/0/0/0	79	65.83	\$5,577.00
7/4/2018	1	78	7	175/0/0/0	187/0/0/0	85	70.83	\$6,028.00
7/5/2018	22	63	7	187/0/0/0	157/0/0/0	70	58.33	\$2,932.00
7/6/2018	18	52	8	157/0/0/0	135/0/0/0	60	50.00	\$2,511.00
7/7/2018	19	41	0	135/0/0/0	87/0/0/0	41	34.17	\$1,688.00
7/8/2018	23	18	3	87/0/0/0	45/0/0/0	21	17.50	\$774.00
7/9/2018	9	12	5	45/0/0/0	37/0/0/0	17	14.17	\$729.00
7/10/2018	1	16	2	37/0/0/0	39/0/0/0	18	15.00	\$831.00
7/11/2018	0	18	2	39/0/0/0	47/0/0/0	20	16.67	\$882.00
7/12/2018	5	15	10	47/0/0/0	57/0/0/0	25	20.83	\$999.00
7/13/2018	3	22	5	57/0/0/0	61/0/0/0	27	22.50	\$1,247.00
7/14/2018	3	24	1	61/0/0/0	56/0/0/0	25	20.83	\$1,196.00
7/15/2018	3	22	4	56/0/0/0	58/0/0/0	26	21.67	\$1,036.00
7/16/2018	12	14	2	58/0/0/0	38/0/0/0	16	13.33	\$723.00
7/17/2018	2	14	2	38/0/0/0	38/0/0/0	16	13.33	\$730.00
7/18/2018	1	15	13	38/0/0/0	58/0/0/0	28	23.33	\$1,297.00
7/19/2018	3	25	17	58/0/0/0	86/0/0/0	42	35.00	\$1,902.00
7/20/2018	2	40	25	86/0/0/0	146/0/0/0	65	54.17	\$2,987.00
7/21/2018	3	62	10	146/0/0/0	160/0/0/0	72	60.00	\$3,391.00
7/22/2018	11	61	2	160/0/0/0	138/0/0/0	63	52.50	\$2,887.00
7/23/2018	32	31	3	138/0/0/0	72/0/0/0	34	28.33	\$1,444.00
7/24/2018	5	29	1	72/0/0/0	64/0/0/0	30	25.00	\$1,123.00
7/25/2018	4	26	10	64/0/0/0	76/0/0/0	36	30.00	\$1,657.00
7/26/2018	2	34	2	76/0/0/0	72/0/0/0	36	30.00	\$1,576.00
7/27/2018	5	31	6	72/0/0/0	76/0/0/0	37	30.83	\$1,393.00
7/28/2018	11	26	1	76/0/0/0	56/0/0/0	27	22.50	\$1,182.00
7/29/2018	7	20	5	56/0/0/0	51/0/0/0	25	20.83	\$1,159.00
7/30/2018	2	23	2	51/0/0/0	51/0/0/0	25	20.83	\$1,210.00
7/31/2018	2	23	0	51/0/0/0	47/0/0/0	23	19.17	\$700.00
	220	969	217	2607/0/0/0	2595/0/0/0	1186	31.88	\$58,130.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 08/01/2018 - 08/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
8/1/2018	8	15	2	47/0/0/0	34/0/0/0	17	14.17	\$714.00
8/2/2018	2	15	4	34/0/0/0	46/0/0/0	19	15.83	\$867.00
8/3/2018	2	17	6	46/0/0/0	56/0/0/0	23	19.17	\$1,108.00
8/4/2018	3	20	6	56/0/0/0	54/0/0/0	26	21.67	\$1,210.00
8/5/2018	5	21	4	54/0/0/0	51/0/0/0	25	20.83	\$1,210.00
8/6/2018	3	22	3	51/0/0/0	51/0/0/0	25	20.83	\$1,210.00
8/7/2018	8	17	2	51/0/0/0	40/0/0/0	19	15.83	\$663.00
8/8/2018	6	13	4	40/0/0/0	34/0/0/0	17	14.17	\$816.00
8/9/2018	5	12	6	34/0/0/0	44/0/0/0	18	15.00	\$838.00
8/10/2018	0	18	5	44/0/0/0	54/0/0/0	23	19.17	\$926.00
8/11/2018	4	19	2	54/0/0/0	50/0/0/0	21	17.50	\$941.00
8/12/2018	3	18	0	50/0/0/0	44/0/0/0	18	15.00	\$795.00
8/13/2018	7	11	1	44/0/0/0	24/0/0/0	12	10.00	\$459.00
8/14/2018	1	11	2	24/0/0/0	26/0/0/0	13	10.83	\$459.00
8/15/2018	2	11	0	26/0/0/0	22/0/0/0	11	9.17	\$510.00
8/16/2018	1	10	0	22/0/0/0	20/0/0/0	10	8.33	\$408.00
8/17/2018	4	6	2	20/0/0/0	16/0/0/0	8	6.67	\$255.00
8/18/2018	4	4	0	16/0/0/0	8/0/0/0	4	3.33	\$153.00
8/19/2018	1	3	2	8/0/0/0	10/0/0/0	5	4.17	\$204.00
8/20/2018	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$204.00
8/21/2018	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$153.00
8/22/2018	1	4	0	10/0/0/0	8/0/0/0	4	3.33	\$153.00
8/23/2018	0	4	2	8/0/0/0	12/0/0/0	6	5.00	\$197.00
8/24/2018	0	6	0	12/0/0/0	12/0/0/0	6	5.00	\$248.00
8/25/2018	0	6	1	12/0/0/0	18/0/0/0	7	5.83	\$197.00
8/26/2018	2	5	3	18/0/0/0	24/0/0/0	8	6.67	\$350.00
8/27/2018	1	7	1	24/0/0/0	24/0/0/0	8	6.67	\$350.00
8/28/2018	2	6	1	24/0/0/0	22/0/0/0	7	5.83	\$306.00
8/29/2018	0	7	0	22/0/0/0	22/0/0/0	7	5.83	\$255.00
8/30/2018	1	6	5	22/0/0/0	46/0/0/0	11	9.17	\$445.00
8/31/2018	2	9	2	46/0/0/0	46/0/0/0	11	9.17	\$477.00
	78	333	66	939/0/0/0	938/0/0/0	399	10.73	\$17,081.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 09/01/2018 - 09/30/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
9/1/2018	0	11	0	46/0/0/0	46/0/0/0	11	9.17	\$477.00
9/2/2018	0	11	0	46/0/0/0	46/0/0/0	11	9.17	\$532.00
9/3/2018	6	5	0	46/0/0/0	22/0/0/0	5	4.17	\$201.00
9/4/2018	0	5	3	22/0/0/0	32/0/0/0	8	6.67	\$350.00
9/5/2018	0	8	2	32/0/0/0	35/0/0/0	10	8.33	\$357.00
9/6/2018	2	8	1	35/0/0/0	29/0/0/0	9	7.50	\$408.00
9/7/2018	2	7	0	29/0/0/0	26/0/0/0	7	5.83	\$255.00
9/8/2018	1	6	3	26/0/0/0	27/0/0/0	9	7.50	\$357.00
9/9/2018	3	6	1	27/0/0/0	19/0/0/0	7	5.83	\$306.00
9/10/2018	0	7	0	19/0/0/0	19/0/0/0	7	5.83	\$255.00
9/11/2018	0	7	3	19/0/0/0	25/0/0/0	10	8.33	\$414.00
9/12/2018	0	10	0	25/0/0/0	25/0/0/0	10	8.33	\$363.00
9/13/2018	0	10	0	25/0/0/0	25/0/0/0	10	8.33	\$414.00
9/14/2018	3	7	0	25/0/0/0	19/0/0/0	7	5.83	\$255.00
9/15/2018	3	4	0	19/0/0/0	12/0/0/0	4	3.33	\$102.00
9/16/2018	2	2	0	12/0/0/0	8/0/0/0	2	1.67	\$51.00
9/17/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$0.00
9/18/2018	1	1	0	8/0/0/0	2/0/0/0	1	0.83	\$0.00
9/19/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/20/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/21/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/22/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/23/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
9/24/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
9/25/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
9/26/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
9/27/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
9/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/29/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
9/30/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	24	132	14	501/0/0/0	457/0/0/0	146	4.06	\$5,301.00

Occupancy percentages based on 120 total units

April 17, 2018 Managers Report

1) Chetco Indian Memorial Project – I met with the Chairman of the project on March 9. There are 2 panels telling the history and time line of the tribe nearly ready for installation.

2) I talked on the phone with Jack Akin discussing the Hazard Mitigation Plan. You see in your packet FEMA's formal approval letter dated April 11, 2018. He also spent time giving me background on the piling project in the sport basin.

3) I have identified a new project for the commissioners to consider. I walked around the Boardwalk Bathroom with Commissioner Davis. The roof of the bathroom needs to be replaced, everywhere along the eaves is rotted, the gutters are rusted thru and the paint is peeling. I am asking for an amount "NOT to Exceed \$20,000" to perform a facelift, from the roof down, on this highly visible structure.

4) Operation of the Port has come under scrutiny in a variety of media sources, I want to reassure the commissioners that Facebook has no influence on my management style nor on the port staff. We are too busy to monitor, let alone respond, to positive or negative statements.

5) ODF&W landings report – As of April 9 the value of the commercial fishing industry to the Brookings Harbor area is \$7.5 million. \$7 million of those dollars come from the Dungeness crab fishery.

6) New Pickup – The new pickup is ordered. The Port is paying \$10,000 down and financing the balance.

7) Hiring of Office staff - The job application deadline is April 18. There are 23 applications as of April 10th. Staff plans to interview the following week with a plan to have the new hire in place by May 1st.



FEMA

April 11, 2018

Angie Christian
President, Port of Brookings Harbor Board of Directors
16340 Lower Harbor Road
Brookings, Oregon 97415

Dear President Christian:

On April 10, 2018, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) Region 10, approved the Port of Brookings Natural Hazards Mitigation Plan as a local plan as outlined in Code of Federal Regulations Title 44 Part 201. This approval provides the jurisdiction eligibility to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's, Hazard Mitigation Assistance (HMA) grants projects through April 9, 2023, through your state.

FEMA individually evaluates all application requests for funding according to the specific eligibility requirements of the applicable program. Though a specific mitigation activity or project identified in the plan may meet the eligibility requirements, it may not automatically receive approval for FEMA funding under any of the aforementioned programs.

Over the next five years, we encourage the Port to follow the plan's schedule for monitoring and updating, and to develop further mitigation actions. To continue eligibility, jurisdictions must review, revise as appropriate, and resubmit the plan within five years of the original approval date.

If you have questions regarding your plan's approval or FEMA's mitigation grant programs, please contact Joseph Murray, Planner with Oregon Office of Emergency Management, at (503) 378-2911, who locally coordinates and administers these efforts.

Sincerely,

A handwritten signature in blue ink that reads "Mark Carey".

Mark Carey, Director
Mitigation Division

cc: Angie Lane, Oregon Office of Emergency Management

Enclosure

BH:vl

2018 Preliminary



POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON IN BROOKINGS

Fish	January	February	March	April	May	June	July	August	September	October	November	December	Total
#	270,407	61,092	152,415	82,286									566,200
\$	182,358	44,104	107,619	51,342									385,423
Cabezon	19	74	239										332
\$	44	214	815										1,073
Flounder, arrowtooth	7,024	4,663	5,514	645									17,846
\$	662	439	522	65									1,688
Greenling sp.	6	49	394										449
\$	9	74	1,653										1,736
Grenadier, Pacific			696										696
\$			0										0
Lingcod	812	283	1,675	422									3,192
\$	994	826	4,556	1,006									7,382
Pacific Ocean perch	1	20	134	378									533
\$	0	7	60	151									218
Rockfish, black	900	275	3,309	31									4,515
\$	1,350	413	5,900	47									7,710
Rockfish, blue	2	8	72										82
\$	3	12	108										123
Rockfish, canary	962	9	7										978
\$	436	14	11										461
Rockfish, china		3	17										20
\$		6	103										109
Rockfish, copper	2												2
\$	3												3
Rockfish, darkblotched	628	48	2,471	14,337									17,484
\$	283	29	1,412	6,395									8,119
Rockfish, grass		4											4
\$		8											8
Rockfish, Rougheye/blacks	71												71
\$	32												32
Rockfish, Shelf	3,021												3,021
\$	749												749
Rockfish, shorttraker				16									16
\$				7									7

2018 Preliminary



POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON IN BROOKINGS

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Rockfish, Slope	# 782	590	1,509	667									3,548
	\$ 233	129	90	130									582
Rockfish, vermillion	# 17	9	18										44
	\$ 26	14	27										67
Rockfish, widow	# 2,975												2,975
	\$ 1,041												1,041
Rockfish, yelloweye	# 3												3
	\$ 1												1
Rockfish, yellowtail	# 10,165			2									10,167
	\$ 3,996			1									3,997
Sablefish	# 22,052	8,039	34,173	11,625									75,889
	\$ 46,185	15,737	50,293	19,504									131,719
Sanddab, Pacific	# 88												88
	\$ 22												22
Shark, spiny dogfish	# 7												7
	\$ 0												0
Skate, Big	# 44												44
	\$ 7												7
Skate, Longnose	# 3,575	967	1,570	788									6,900
	\$ 769	380	612	153									1,914
Skates unsp.	# 135			11									146
	\$ 0			0									0
Sole, Dover	# 130,327	21,629	61,923	40,070									253,949
	\$ 53,404	10,046	26,463	16,976									106,889
Sole, English	# 610	1	468	1,379									2,458
	\$ 153	0	118	441									712
Sole, petrale	# 68,204	11,284	2,038	1,934									83,460
	\$ 64,233	11,760	2,142	2,192									80,327
Sole, rex	# 4,960	2,115	2,627	1,702									11,404
	\$ 1,579	738	832	566									3,715
Surfp perch	# 7												7
	\$ 11												11
Thornyhead, longspine	# 5,386	5,980	27,077	5,782									44,235
	\$ 1,621	1,765	9,281	2,486									15,153
Thornyhead, shortspine	# 7,532	5,032	6,484	2,367									21,415

2018 Preliminary



POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON IN BROOKINGS

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Whiting, Pac. (hake)	\$ 4,512	1,493	2,621	1,222									9,848
	# 90			130									220
	\$ 0			0									0
Crustaceans	# 861	1,959,312	454,019	14,419									2,428,611
	\$ 0	5,377,124	1,655,601	56,261									7,088,986
Crab, Dungeness, ocean	# 861	1,959,312	454,019	14,419									2,428,611
	\$ 0	5,377,124	1,655,601	56,261									7,088,986
Molluscs	#		81										81
	\$		41										41
Octopus	#		81										81
	\$		41										41
Total	# 271,268	2,020,404	606,515	96,705									2,994,892
	\$ 182,358	5,421,228	1,763,261	107,603									7,474,450



OPERATIONS REPORT

We continue to identify and repair projects.

Completed Sewer, and SaniSalor inspections.

Monthly equipment maintenance and services are being completed.
(Boat, forklifts, small engines, Travelift, ect.)

Began loading gear back on our drag boats for the upcoming shrimp season.

We completed a small project at Kenny's Boat Shop. We added drain pipe and rock to stop pooling water in his leased area.

Regraded gear storage roads.

We started our gear storage clean up. There are some small problem areas that will be our main focus of clean up. But I would also like to thank our gear storage holders for their positive response to the letter that was sent out. I have notice a big change in the appearance of gear storage and appreciate everyone helping.

Attatched to this is the update from Topper Industries, about our launch ramp docks.

I expect that by the end of April the Port staff will begin the demo of one of our launch docks. Due to the high volume of sport users expected this summer, we will replace launch docks 1 at a time.



Update for Launch Ramp Docks:

I spoke to Topper Industries on Wed. April 10th. He said that they were running behind schedule on the new delivery date would be May 21st. I told him that delivery of all of the docks was going to be very difficult to handle due to the salmon season opener. I asked if they had any of them done and if they could put them on a truck sooner.

My plan with the dock replacement is to demo and then replace, doing each dock one at a time. Topper told me that they will get back to me and see if we can get the docks that may already be completed. I hope to have more info by our Port meeting on April 17th.

Travis Webster

POBH, Harbormaster

April 12th:

Topper Industries called again and said that they may be able to have the first 7 docks to us by May 15th. Apparently they are waiting on the top grate of the docks. They will keep in contact with us to update progress and if the docks are ready earlier they will get them to us before May 15th.

OLD BUSINESS AGENDA ITEM A

DATE: *April 17, 2018*
RE: *Budget Committee*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

OVERVIEW

- February 20, 2018 Regular Meeting, Board needed more information, and directed staff to call each member to confirm that they wanted to continue being a part of the committee.
- Called all budget committee members February 23, 2018. Mr. Brazil is very busy at this time but is willing to continue if we come up short in members. Three members have given me a yes, and the 5th member is Mrs. Christian, and we will need someone to take her position.
- March 6, 2018 Special Meeting the board announced that we still need to fill (2) positions.
- March 7, 2018, I requested for an ad to be placed into March 10, 14, and 17 newspapers, informing the public that we have positions open. An ad has been placed on our web page and on our Facebook page.
- March 13 received an email from John Brazil regarding his position on the budget committee.
- March 16, 2018, we have not received any applications.
- March 20, Board directed staff to keep the position open and place an ad into the paper.
- April 9, have received (2) applications, Al Cornell and Michael Brouillette

DOCUMENTS

- Budget Calendar, 1 page
- Budget Committee members, 1 page
- Al Cornell's Application, 1 page
- Michael Brouillette's Application, 1 page

COMMISSIONERS ACTION

- Approve the budget committee.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2018-19

1. ~~Appoint Budget Officer~~ ~~February 20 (Tues Reg Meeting)~~
2. ~~Appoint Budget Committee (BC)~~ ~~March 20 (Tues Reg Meeting)~~
3. Prepare Proposed Budget April 18
4. Publish 1st Notice of BC Meeting April 18
5. Publish 2nd Notice of BC Meeting April 25
6. BC meeting & Subsequent Meetings if needed May 4 (Friday 6pm Special Meeting)
7. Publish Notice of Budget Hearing June 11
8. Hold Budget Hearing June 19 (Tues Reg Meeting)
9. Enact Resolutions to adopt, etc. June 19 (Tues Reg Meeting)
10. Submit Tax Certification Documents by July 15
11. Send Copy of all Budget Documents to County Clerk by July 15

BUDGET COMMITTEE MEMBERS 2018

POSITION	NAME and ADDRESS	APPOINTED	3-YEAR TERM EXPIRES
1		4/17/2018	4/17/2021
2	Richard Contestabile	4/1/2017	4/1/2020
3	Thomas Beene	4/1/2017	4/1/2020
4		4/17/2018	4/17/2021
5	Barbara Ciaramella	4/1/2017	4/1/2020

**Application for Appointment to fill
Port of Brookings Harbor Budget Committee Position**

Applicants Name: A Cornell

Street Address: _____

Mailing Address: Brookings Harbor OR

Home Phone: _____ Work Phone: _____

Current Employer: _____

Area of Expertise: Elect Eng

Why do you Want to Serve on the Budget Committee: To track the funds & try to make it more understandable

Are you a Registered Voter? Yes No

This position may require the attendance of daytime as well as evening meetings.

Will your schedule allow you to attend? Yes No

Additional Comments: Give me a call anytime

Signature: A Cornell

Date: 3/23/18

Employee Initials: DS

Date Received: 3/23/18

**Application for Appointment to fill
Port of Brookings Harbor Budget Committee Position**

Applicants Name: michael D BROUILLETTE

Street Address: Brookings, OR 97415

Mailing Address: (SAME)

Home Phone: 503 426 1114 Work Phone: (SAME)

Current Employer: SELF EMPLOYED

Area of Expertise: MANAGEMENT, BUSINESS BUDGETS, FOLLOWING BUDGETS,
I HAVE OWNED 9 SUCCESSFUL BUSINESSES,

Why do you Want to Serve on the Budget Committee: THERE IS A NEED FOR
NEW PEOPLE ON THE COMMITTEE WITH A BUSINESS
BACK GROUND WITH EXPERIENCE.

Are you a Registered Voter? Yes No

This position may require the attendance of daytime as well as evening meetings.

Will your schedule allow you to attend? Yes No

Additional Comments: _____

Signature: 

Date: 4-9-18

Employee Initials: KB

Date Received: 4/9/18

OLD BUSINESS AGENDA ITEM B

DATE: *April 17, 2018*
RE: *Port Rates*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

OVERVIEW

- New Port Rates were in affect as of July 1, 2017
- Time to look at the rates again before the new fiscal year, see if there are any changes to be made.
- March 6 Special Meeting the commission made recommendations and wanted to see other port's rates.
- March 20 Regular Meeting the commission made some recommendations and wanted to see more information
- Staff Recommendation on fuel: suggest a \$0.25 mark up for all fuel tank sizes.

DOCUMENTS

- Port of Brookings Harbor changed rate sheet, 13 pages
- Fuel Profit and Loss, 1 page
- Beachfront RV Park Occupancy & unit Revenue Breakdown, 24 pages
- Event Maps, 3 pages
- Salmon Harbor Rates from website, 4 pages

COMMISSIONERS ACTION

-

PORT OF BROOKINGS HARBOR RATES

SECTION 1	SERVICE RATES	PAGE 1
SECTION 2	BOAT YARD	PAGE 2
SECTION 3	MOORAGE	PAGE 3
SECTION 4	FUEL	PAGE 4
SECTION 5	RV PARK	PAGE 4
SECTION 6	COMMERCIAL RETAIL	PAGE 5
SECTION 7	FINES	PAGE 5
SECTION 8	ADMINISTRATIVE FEES	PAGE 5
SECTION 9	INSURANCE CERTIFICATE LIMITS	PAGE 6
	SPORT BASIN 1 AND 2 CALCULATED RATES PER LENGTH	APPENDIX A
	SPORT BASIN 1 <u>WATER ONLY</u> CALCULATED RATES PER LENGTH	APPENDIX B
	COMMERCIAL BASIN 1 AND 2 CALCULATED RATES PER LENGTH	APPENDIX C

PORT OF BROOKINGS HARBOR

Section 1. Service Rates

Rates apply to all Port of Brookings Harbor locations unless otherwise noted. Rates become effective July 1, 2018. Port owned equipment to be operated by port personnel. **30-minute minimum on all hourly rates.** All port equipment rates include operator.

A. <u>Forklift, 5 ton capacity</u>			
per hour	_____	\$	60.00
B. <u>12 K Telehandler</u>			
per hour	_____	\$	120.00
C. <u>Port Truck</u>			
per hour	_____	\$	60.00
D. <u>Boat Tow</u>			
per hour	_____	\$	120.00
E. <u>Port Boat</u>			
per hour	_____	\$	120.00
F. <u>Boat Pump Out</u>			
per hour	_____	\$	100.00
G. <u>Boat Pump - Loan</u>			
per day	_____	\$	60.00
I. <u>Welding Machine</u>			
per hour	_____	\$	60.00
J. <u>Welder Plug</u>			
per day	_____	\$	20.00
K. <u>Fueling Over the Dock</u>			
per gallon	_____	\$	0.08
L. <u>Pump / Line Service</u>			
per hour	_____	\$	100.00
M. <u>Boat / Trailer Storage</u>			
1) Unsecured Area			
per day	_____	\$	2.00
per month	_____	\$	30.00
2) Secured Area			
per day	_____	\$	3.00
per month	_____	\$	58.00
N. <u>Gear Storage</u>			
per SF per month	_____	\$	0.0575
O. <u>Wood Work Barge</u>			
per day	_____	\$	10.00
P. <u>Clean-Up</u>			
Fees will be charged for each man-hour at established rates			
Equipment charges are extra			
Q. <u>Disposal Fees</u>			
1) Waste Oil	_____		No Charge
2) Oil-Water Mix	_____		No Charge
3) Net / Gear Disposal			
per pound	_____	\$	0.16
4) Garbage, per pound	_____	\$	0.11

PORT OF BROOKINGS HARBOR

R. Port Labor

1) Includes administration staff per hour	\$	100.00
2) Overtime, any service required outside established working hours per hour	\$	120.00
3) Emergency call-out Any services requiring a port employee NOT currently on duty to report to duty after hours will be charged twice the normal rate per hour, minimum 1 hour	\$	200.00

S. Keys / Cards

Deposit Fee	\$	20.00
-------------	----	-------

T. <u>Permit to Sell Fish from Boat, per year</u>	\$	150.00
---	----	--------

Section 2. Boat Yard

A routine maintenance haul-out or launch is not an emergency. An emergency situation exists only when a vessel is distressed to the degree that it is taking on water at a rate that will cause damage that can be prevented by removing the vessel from the water.

Haul-out and repair yard charges must be paid in full prior to launch or at the end of each 30 days the vessel remains in the repair yard. Haul-out includes one hour of in strap for boat wash. 1-hour minimum on hourly rates.

Yard days may be reduced due to inclement weather by port manager approval. No long term storage rates for boats in the boat yard. All boats in storage yard charged as stated below.

A. Haul Out, 50 ton capacity, 28 foot minimum

1) Round Trip, per foot less than 40 foot	\$	9.00
2) greater than 41 foot	\$	11.00
3) One Way Trip 60% of Round Trip	Calculate	

B. Remain In Strap, after hour

per hour	\$	185.00
----------	----	--------

C. Lift to Trailer

per hour	\$	185.00
----------	----	--------

D. Moving After Being Blocked

per hour	\$	185.00
----------	----	--------

E. Yard Days

First and last day no charge per foot per day	\$	1.00
--	----	------

F. Boat Wash (pressure washer)

per foot	\$	1.50
----------	----	------

G. Scaffolding (if available)

per week	\$	165.00
----------	----	--------

H. Stepping Mast One Way

per hour	\$	180.00
----------	----	--------

I. Boat Stands for Boat Storage

per stand per month	\$	12.00
---------------------	----	-------

J. Pole Storage

per month	\$	10.00
-----------	----	-------

PORT OF BROOKINGS HARBOR

Section 3a. Sport Moorage with Power & Water

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length.

A. Moorage with Power & Water, per linear foot

1) Daily	_____	\$	0.58
2) Weekly	_____	\$	3.46
3) Calendar Month	_____	\$	10.39
4) Semi-Annual	_____	\$	23.59
5) Annual	_____	\$	41.42
6) Live aboard. Monthly rate by agreement only.			
a) First person	_____	\$	75.00
b) Each additional	_____	\$	75.00

B. Charter Boats

Charter License			
per person	_____	\$	75.00

C. Dock Box

Purchase (at cost) _____

D. Line Replacement, Hourly labor rate, half hour minimum

per foot, per time	_____	\$	1.00
--------------------	-------	----	------

E. Launch Fee

1) Daily	_____	\$	5.00
----------	-------	----	------

F. Parking Pass

1) Annual Parking Pass			
a) Jan - June, to remainder of year	_____	\$	150.00
b) July - Sept, to remainder of year	_____	\$	100.00
c) Oct - Dec, to remainder of year	_____	\$	75.00

Section 3b. Sport Moorage with Water Only

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length.

A. Moorage, per linear foot

1) Daily	_____	\$	0.55
2) Weekly	_____	\$	3.30
3) Calendar Month	_____	\$	9.89
4) Semi-Annual	_____	\$	22.46
5) Annual	_____	\$	39.45

Section 3c. Commercial and Charter Rates

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length.

A. Moorage, per linear foot

1) Daily	_____	\$	0.56
2) Weekly	_____	\$	3.37
3) Calendar Month	_____	\$	10.12
4) Semi-Annual	_____	\$	19.35
5) Annual	_____	\$	34.02

PORT OF BROOKINGS HARBOR

Section 4. Fuel

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

A. <u>Diesel, ULSD #2 Marine Blend</u>	
1) Under 100 gallons	\$ 0.58
2) Over 100 gallons	\$ 0.43
3) Over 500 gallons	\$ 0.38
4) Over 1000 gallons	\$ 0.33
5) Over 2000 gallons	\$ 0.28
6) Over 3000 gallons	\$ 0.23
B. <u>92 Pre Non Ethanol Gasoline</u>	
per gallon	\$ 1.18

Section 5. RV Park

Reservations can be made online, by phone or in person.

A. <u>Year Round</u>	
1) Daily	
• Pull thru full hook-up	\$ 51.00
• Back in full hook-up	\$ 44.00
• Partial hook-up	\$ 36.00
• Dry Camping	\$ 32.00
• Tent Sites	\$ 27.00
2) Weekly	
• Pull thru full hook-up	\$ 306.00
• Back in full hook-up	\$ 264.00
• Partial hook-up	\$ 216.00
• Dry Camping	\$ 192.00
• Tent Sites	\$ 162.00
B. <u>Holidays, 3 night minimum</u>	
1) Daily	
• Pull thru full hook-up	\$ 95.00
• Back in full hook-up	\$ 84.00
• Partial hook-up	\$ 54.00
• Dry Camping	\$ 46.00
• Tent Sites	\$ 38.00
C. <u>Laundry Machines - Currently not in operation</u>	
per load	CLOSED \$ 2.00
D. <u>Showers</u>	\$ 0.50

Section 6. Commercial Retail

A. <u>Warehouse - Shop</u>	
per square foot	\$ 0.50
B. <u>Warehouse - Storage</u>	
per square foot	\$ 0.40

PORT OF BROOKINGS HARBOR

C. <u>Commercial Docks</u>			
per square foot	_____	\$	0.63
D. <u>Surfaced Concrete</u>			
per square foot	_____	\$	0.50
E. <u>Surfaced Asphalt</u>			
per square foot	_____	\$	0.30
F. <u>Retail Center</u>			
per square foot	_____	\$	1.072
G. <u>Bare Ground</u>			
per square foot	_____	\$	0.070

Section 7. Fines

A. Failure to pay launch fee	_____	\$	25.00
------------------------------	-------	----	-------

Section 8. Administration Fees

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

A. <u>Public Records Request Fee Schedule</u>			
1) Copies of Public Records, Black & White, 8X11, per page	_____	\$	0.25
2) Copies of Sound Recordings	_____	\$	10.00
3) Copies of Port By-Laws, Codes	_____	\$	20.00
4) Copies of Nonstandard documents	_____	Time and Materials	
5) Attorney Review	_____		at cost
B. <u>Research and Computer Time</u>			
Written request required. Hourly rate, half-hour minimum, under 15 min not charge	_____	\$	35.00
C. <u>CD Fee if available</u>	_____	\$	5.00
D. <u>Faxes/Emails. Per page</u>			
1) Local	_____	\$	1.00
2) Long Distance	_____	\$	1.50
3) Incoming	_____	\$	1.00
4) Copies	_____	\$	0.25
E. <u>Long Distance Phone Calls</u>	_____	\$	2.00
F. <u>Lamination, per page, letter size</u>	_____	\$	2.00
G. <u>Notice Posting. For non-payment of lease or moorage</u>	_____	\$	50.00
H. <u>Failure to Register. For research related to unregistered boats</u>	_____	\$	25.00
I. <u>Returned Check Fee</u>	_____	\$	50.00
J. <u>Per Annum Interest Rate. Applied to past due accounts</u>	_____		18%
K. <u>POV Mileage Reimbursement Rate (IRS)</u>	_____	current	
L. <u>Impound Seizure Fee. Vessel impounding</u>	_____	\$	750.00
M. <u>Property Ground Event Use</u>			
1) Boardwalk Retail, per day	_____	\$	300.00
2) Boardwalk Retail / Parking Lot, per day	_____	\$	600.00
3) Kite Field, per day	_____	\$	300.00
4) RV Park Picnic Area, per day	_____	\$	125.00
5) Parking Lot behind Port Office	_____	\$	300.00
6) Parking Lot at Boat Wash	_____	\$	300.00
7) Saturday Market, per vender	_____	\$	10.00
8) Car Shows, per vehicle	_____	\$	5.00
N. <u>Impound Seizure Fee. Car / Truck / Trailer</u>	_____	\$	100.00

PORT OF BROOKINGS HARBOR

O. <u>Vessel Moving</u>		
per hour, does not include port boat tow rate	_____	\$ 100.00
P. <u>Background Check</u>	_____	\$ 25.00
Q. <u>Credit Check</u>	_____	\$ 35.00
R. <u>Electrical and Water Meter Readings</u>	_____	
1) Coos Curry Electrical Rate, Plus	_____	\$ 0.03
S. <u>Waiting List Application</u>	_____	\$ 75.00
1) Annual Renewal	_____	\$ 25.00
S. <u>Transfer List</u>	_____	\$ 25.00

Section 9. Insurance Certificate Limits

Effective July 1, 2016. Additional coverages may be required based upon business type and Port's discretion. A certificate naming the Port as an additional insured is also required.

A. <u>Leases / Tenants</u>		
1) General Liability, Each Occurrence	_____	\$2MM
2) Damage to Rented Premises (each occurrence)	_____	\$ 300,000.00
3) Medical Expenses (any one person)	_____	\$ 5,000.00
4) Personal and Adverse Injury	_____	\$2MM
5) General Aggregate	_____	\$2MM
6) Products - Comp/Op Aggregate	_____	\$2MM
B. <u>Moorage / Vessels</u>		
1) Commercial Vessels		
a. General Liability	_____	\$ 1,000,000.00
2) Recreational Vessels		
a. General Liability	_____	\$ 500,000.00
3) Charter / Guide Vessels		
a. General Liability	_____	\$ 1,000,000.00

SPORT BASIN 1 AND 2 CALCULATED RATES PER LENGTH - APPENDIX A

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75.00

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes shore water

Electric billed monthly, separately from moorage rates

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	11.60	69.20	207.80	471.80	828.40
21	12.18	72.66	218.19	495.39	869.82
22	12.76	76.12	228.58	518.98	911.24
23	13.34	79.58	238.97	542.57	952.66
24	13.92	83.04	249.36	566.16	994.08
25	14.50	86.50	259.75	589.75	1035.50
26	15.08	89.96	270.14	613.34	1076.92
27	15.66	93.42	280.53	636.93	1118.34
28	16.24	96.88	290.92	660.52	1159.76
29	16.82	100.34	301.31	684.11	1201.18
30	17.40	103.80	311.70	707.70	1242.60
31	17.98	107.26	322.09	731.29	1284.02
32	18.56	110.72	332.48	754.88	1325.44
33	19.14	114.18	342.87	778.47	1366.86
34	19.72	117.64	353.26	802.06	1408.28
35	20.30	121.10	363.65	825.65	1449.70
36	20.88	124.56	374.04	849.24	1491.12
37	21.46	128.02	384.43	872.83	1532.54
38	22.04	131.48	394.82	896.42	1573.96
39	22.62	134.94	405.21	920.01	1615.38
40	23.20	138.40	415.60	943.60	1656.80
41	23.78	141.86	425.99	967.19	1698.22
42	24.36	145.32	436.38	990.78	1739.64
43	24.94	148.78	446.77	1014.37	1781.06
44	25.52	152.24	457.16	1037.96	1822.48
45	26.10	155.70	467.55	1061.55	1863.90
46	26.68	159.16	477.94	1085.14	1905.32
47	27.26	162.62	488.33	1108.73	1946.74
48	27.84	166.08	498.72	1132.32	1988.16
49	28.42	169.54	509.11	1155.91	2029.58
50	29.00	173.00	519.50	1179.50	2071.00
51	29.58	176.46	529.89	1203.09	2112.42
52	30.16	179.92	540.28	1226.68	2153.84
53	30.74	183.38	550.67	1250.27	2195.26
54	31.32	186.84	561.06	1273.86	2236.68
55	31.90	190.30	571.45	1297.45	2278.10
56	32.48	193.76	581.84	1321.04	2319.52
57	33.06	197.22	592.23	1344.63	2360.94
58	33.64	200.68	602.62	1368.22	2402.36
59	34.22	204.14	613.01	1391.81	2443.78
60	34.80	207.60	623.40	1415.40	2485.20
61	35.38	211.06	633.79	1438.99	2526.62
62	35.96	214.52	644.18	1462.58	2568.04
63	36.54	217.98	654.57	1486.17	2609.46
64	37.12	221.44	664.96	1509.76	2650.88
65	37.70	224.90	675.35	1533.35	2692.30
66	38.28	228.36	685.74	1556.94	2733.72
67	38.86	231.82	696.13	1580.53	2775.14
68	39.44	235.28	706.52	1604.12	2816.56
69	40.02	238.74	716.91	1627.71	2857.98

SPORT BASIN 1 AND 2 CALCULATED RATES PER LENGTH - APPENDIX A

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75.00

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes shore water

Electric billed monthly, separately from moorage rates

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
70	40.60	242.20	727.30	1651.30	2899.40
71	41.18	245.66	737.69	1674.89	2940.82
72	41.76	249.12	748.08	1698.48	2982.24
73	42.34	252.58	758.47	1722.07	3023.66
74	42.92	256.04	768.86	1745.66	3065.08
75	43.50	259.50	779.25	1769.25	3106.50
76	44.08	262.96	789.64	1792.84	3147.92
77	44.66	266.42	800.03	1816.43	3189.34
78	45.24	269.88	810.42	1840.02	3230.76
79	45.82	273.34	820.81	1863.61	3272.18
80	46.40	276.80	831.20	1887.20	3313.60
81	46.98	280.26	841.59	1910.79	3355.02
82	47.56	283.72	851.98	1934.38	3396.44
83	48.14	287.18	862.37	1957.97	3437.86
84	48.72	290.64	872.76	1981.56	3479.28
85	49.30	294.10	883.15	2005.15	3520.70
86	49.88	297.56	893.54	2028.74	3562.12
87	50.46	301.02	903.93	2052.33	3603.54
88	51.04	304.48	914.32	2075.92	3644.96
89	51.62	307.94	924.71	2099.51	3686.38
90	52.20	311.40	935.10	2123.10	3727.80
91	52.78	314.86	945.49	2146.69	3769.22
92	53.36	318.32	955.88	2170.28	3810.64
93	53.94	321.78	966.27	2193.87	3852.06
94	54.52	325.24	976.66	2217.46	3893.48
95	55.10	328.70	987.05	2241.05	3934.90
96	55.68	332.16	997.44	2264.64	3976.32
97	56.26	335.62	1007.83	2288.23	4017.74
98	56.84	339.08	1018.22	2311.82	4059.16
99	57.42	342.54	1028.61	2335.41	4100.58
100	58.00	346.00	1039.00	2359.00	4142.00

SPORT BASIN 1 WATER ONLY CALCULATED RATES PER LENGTH - APPENDIX B

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75.00

**NOTE: Rates are based on vessel length or slip length - whichever is greater
Price includes shore water**

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	11.00	66.00	197.80	449.20	789.00
21	11.55	69.30	207.69	471.66	828.45
22	12.10	72.60	217.58	494.12	867.90
23	12.65	75.90	227.47	516.58	907.35
24	13.20	79.20	237.36	539.04	946.80
25	13.75	82.50	247.25	561.50	986.25
26	14.30	85.80	257.14	583.96	1025.70
27	14.85	89.10	267.03	606.42	1065.15
28	15.40	92.40	276.92	628.88	1104.60
29	15.95	95.70	286.81	651.34	1144.05
30	16.50	99.00	296.70	673.80	1183.50
31	17.05	102.30	306.59	696.26	1222.95
32	17.60	105.60	316.48	718.72	1262.40
33	18.15	108.90	326.37	741.18	1301.85
34	18.70	112.20	336.26	763.64	1341.30
35	19.25	115.50	346.15	786.10	1380.75
36	19.80	118.80	356.04	808.56	1420.20
37	20.35	122.10	365.93	831.02	1459.65
38	20.90	125.40	375.82	853.48	1499.10
39	21.45	128.70	385.71	875.94	1538.55
40	22.00	132.00	395.60	898.40	1578.00
41	22.55	135.30	405.49	920.86	1617.45
42	23.10	138.60	415.38	943.32	1656.90
43	23.65	141.90	425.27	965.78	1696.35
44	24.20	145.20	435.16	988.24	1735.80
45	24.75	148.50	445.05	1010.70	1775.25
46	25.30	151.80	454.94	1033.16	1814.70
47	25.85	155.10	464.83	1055.62	1854.15
48	26.40	158.40	474.72	1078.08	1893.60
49	26.95	161.70	484.61	1100.54	1933.05
50	27.50	165.00	494.50	1123.00	1972.50
51	28.05	168.30	504.39	1145.46	2011.95
52	28.60	171.60	514.28	1167.92	2051.40
53	29.15	174.90	524.17	1190.38	2090.85
54	29.70	178.20	534.06	1212.84	2130.30
55	30.25	181.50	543.95	1235.30	2169.75
56	30.80	184.80	553.84	1257.76	2209.20
57	31.35	188.10	563.73	1280.22	2248.65
58	31.90	191.40	573.62	1302.68	2288.10
59	32.45	194.70	583.51	1325.14	2327.55
60	33.00	198.00	593.40	1347.60	2367.00
61	33.55	201.30	603.29	1370.06	2406.45
62	34.10	204.60	613.18	1392.52	2445.90
63	34.65	207.90	623.07	1414.98	2485.35
64	35.20	211.20	632.96	1437.44	2524.80
65	35.75	214.50	642.85	1459.90	2564.25
66	36.30	217.80	652.74	1482.36	2603.70
67	36.85	221.10	662.63	1504.82	2643.15
68	37.40	224.40	672.52	1527.28	2682.60
69	37.95	227.70	682.41	1549.74	2722.05
70	38.50	231.00	692.30	1572.20	2761.50

SPORT BASIN 1 WATER ONLY CALCULATED RATES PER LENGTH - APPENDIX B

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75.00

**NOTE: Rates are based on vessel length or slip length - whichever is greater
Price includes shore water**

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
71	39.05	234.30	702.19	1594.66	2800.95
72	39.60	237.60	712.08	1617.12	2840.40
73	40.15	240.90	721.97	1639.58	2879.85
74	40.70	244.20	731.86	1662.04	2919.30
75	41.25	247.50	741.75	1684.50	2958.75
76	41.80	250.80	751.64	1706.96	2998.20
77	42.35	254.10	761.53	1729.42	3037.65
78	42.90	257.40	771.42	1751.88	3077.10
79	43.45	260.70	781.31	1774.34	3116.55
80	44.00	264.00	791.20	1796.80	3156.00
81	44.55	267.30	801.09	1819.26	3195.45
82	45.10	270.60	810.98	1841.72	3234.90
83	45.65	273.90	820.87	1864.18	3274.35
84	46.20	277.20	830.76	1886.64	3313.80
85	46.75	280.50	840.65	1909.10	3353.25
86	47.30	283.80	850.54	1931.56	3392.70
87	47.85	287.10	860.43	1954.02	3432.15
88	48.40	290.40	870.32	1976.48	3471.60
89	48.95	293.70	880.21	1998.94	3511.05
90	49.50	297.00	890.10	2021.40	3550.50
91	50.05	300.30	899.99	2043.86	3589.95
92	50.60	303.60	909.88	2066.32	3629.40
93	51.15	306.90	919.77	2088.78	3668.85
94	51.70	310.20	929.66	2111.24	3708.30
95	52.25	313.50	939.55	2133.70	3747.75
96	52.80	316.80	949.44	2156.16	3787.20
97	53.35	320.10	959.33	2178.62	3826.65
98	53.90	323.40	969.22	2201.08	3866.10
99	54.45	326.70	979.11	2223.54	3905.55
100	55.00	330.00	989.00	2246.00	3945.00

COMMERCIAL BASIN 1 AND 2 CALCULATED RATES PER LENGTH - APPENDIX C

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes shore water

Electric billed monthly, separately from moorage rates

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	11.20	67.40	202.40	387.00	680.40
21	11.76	70.77	212.52	406.35	714.42
22	12.32	74.14	222.64	425.70	748.44
23	12.88	77.51	232.76	445.05	782.46
24	13.44	80.88	242.88	464.40	816.48
25	14.00	84.25	253.00	483.75	850.50
26	14.56	87.62	263.12	503.10	884.52
27	15.12	90.99	273.24	522.45	918.54
28	15.68	94.36	283.36	541.80	952.56
29	16.24	97.73	293.48	561.15	986.58
30	16.80	101.10	303.60	580.50	1020.60
31	17.36	104.47	313.72	599.85	1054.62
32	17.92	107.84	323.84	619.20	1088.64
33	18.48	111.21	333.96	638.55	1122.66
34	19.04	114.58	344.08	657.90	1156.68
35	19.60	117.95	354.20	677.25	1190.70
36	20.16	121.32	364.32	696.60	1224.72
37	20.72	124.69	374.44	715.95	1258.74
38	21.28	128.06	384.56	735.30	1292.76
39	21.84	131.43	394.68	754.65	1326.78
40	22.40	134.80	404.80	774.00	1360.80
41	22.96	138.17	414.92	793.35	1394.82
42	23.52	141.54	425.04	812.70	1428.84
43	24.08	144.91	435.16	832.05	1462.86
44	24.64	148.28	445.28	851.40	1496.88
45	25.20	151.65	455.40	870.75	1530.90
46	25.76	155.02	465.52	890.10	1564.92
47	26.32	158.39	475.64	909.45	1598.94
48	26.88	161.76	485.76	928.80	1632.96
49	27.44	165.13	495.88	948.15	1666.98
50	28.00	168.50	506.00	967.50	1701.00
51	28.56	171.87	516.12	986.85	1735.02
52	29.12	175.24	526.24	1006.20	1769.04
53	29.68	178.61	536.36	1025.55	1803.06
54	30.24	181.98	546.48	1044.90	1837.08
55	30.80	185.35	556.60	1064.25	1871.10
56	31.36	188.72	566.72	1083.60	1905.12
57	31.92	192.09	576.84	1102.95	1939.14
58	32.48	195.46	586.96	1122.30	1973.16
59	33.04	198.83	597.08	1141.65	2007.18
60	33.60	202.20	607.20	1161.00	2041.20
61	34.16	205.57	617.32	1180.35	2075.22
62	34.72	208.94	627.44	1199.70	2109.24
63	35.28	212.31	637.56	1219.05	2143.26
64	35.84	215.68	647.68	1238.40	2177.28
65	36.40	219.05	657.80	1257.75	2211.30
66	36.96	222.42	667.92	1277.10	2245.32
67	37.52	225.79	678.04	1296.45	2279.34
68	38.08	229.16	688.16	1315.80	2313.36
69	38.64	232.53	698.28	1335.15	2347.38

COMMERCIAL BASIN 1 AND 2 CALCULATED RATES PER LENGTH - APPENDIX C

LIVE ABOARD FEE ADDITIONAL: 1st Person \$75 per month, Each Additional Person \$75

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes shore water

Electric billed monthly, separately from moorage rates

70	39.20	235.90	708.40	1354.50	2381.40
71	39.76	239.27	718.52	1373.85	2415.42
72	40.32	242.64	728.64	1393.20	2449.44
73	40.88	246.01	738.76	1412.55	2483.46
74	41.44	249.38	748.88	1431.90	2517.48
75	42.00	252.75	759.00	1451.25	2551.50
76	42.56	256.12	769.12	1470.60	2585.52
77	43.12	259.49	779.24	1489.95	2619.54
78	43.68	262.86	789.36	1509.30	2653.56
79	44.24	266.23	799.48	1528.65	2687.58
80	44.80	269.60	809.60	1548.00	2721.60
81	45.36	272.97	819.72	1567.35	2755.62
82	45.92	276.34	829.84	1586.70	2789.64
83	46.48	279.71	839.96	1606.05	2823.66
84	47.04	283.08	850.08	1625.40	2857.68
85	47.60	286.45	860.20	1644.75	2891.70
86	48.16	289.82	870.32	1664.10	2925.72
87	48.72	293.19	880.44	1683.45	2959.74
88	49.28	296.56	890.56	1702.80	2993.76
89	49.84	299.93	900.68	1722.15	3027.78
90	50.40	303.30	910.80	1741.50	3061.80
91	50.96	306.67	920.92	1760.85	3095.82
92	51.52	310.04	931.04	1780.20	3129.84
93	52.08	313.41	941.16	1799.55	3163.86
94	52.64	316.78	951.28	1818.90	3197.88
95	53.20	320.15	961.40	1838.25	3231.90
96	53.76	323.52	971.52	1857.60	3265.92
97	54.32	326.89	981.64	1876.95	3299.94
98	54.88	330.26	991.76	1896.30	3333.96
99	55.44	333.63	1001.88	1915.65	3367.98
100	56.00	337.00	1012.00	1935.00	3402.00

Port of Brookings Harbor
Profit & Loss FUEL
All Transactions

Fiscal Years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012

	Jun 30, 06	Jun 30, 07	Jun 30, 08	Jun 30, 09	Jun 30, 10	Jun 30, 11	Jun 30, 12
Ordinary Income/Expense							
Income							
4500 · FUEL SALES	386,982.68	365,867.43	485,745.64	280,288.13	296,640.33	257,820.90	338,406.80
Total Income	386,982.68	365,867.43	485,745.64	280,288.13	296,640.33	257,820.90	338,406.80
Gross Profit	386,982.68	365,867.43	485,745.64	280,288.13	296,640.33	257,820.90	338,406.80
Expense							
6150 · FUEL purchased for resale	-9,218.97	297,204.47	417,714.09	249,138.66	236,019.20	210,243.81	282,377.25
Total Expense	-9,218.97	297,204.47	417,714.09	249,138.66	236,019.20	210,243.81	282,377.25
Net Ordinary Income	9,218.97	68,662.96	68,031.55	31,149.47	60,621.13	47,577.09	56,029.55
Net Income	9,218.97	68,662.96	68,031.55	31,149.47	60,621.13	47,577.09	56,029.55
	.205	.23	.17	.125	.255	.226	.20

Fiscal Years 2013, 2014, 2015, 2016, 2017 & 2018YTD

	Jun 30, 13	Jun 30, 14	Jun 30, 15	Jun 30, 16	Jun 30, 17	Jun 30, 18	TOTAL
Ordinary Income/Expense							
Income							
4500 · FUEL SALES	589,242.26	1,272,631.22	966,181.41	586,617.38	444,877.43	267,800.16	6,539,101.77
Total Income	589,242.26	1,272,631.22	966,181.41	586,617.38	444,877.43	267,800.16	6,539,101.77
Gross Profit	589,242.26	1,272,631.22	966,181.41	586,617.38	444,877.43	267,800.16	6,539,101.77
Expense							
6150 · FUEL purchased for resale	505,888.66	1,197,433.30	836,898.22	478,453.73	369,833.28	213,172.65	5,606,324.24
Total Expense	505,888.66	1,197,433.30	836,898.22	478,453.73	369,833.28	213,172.65	5,606,324.24
Net Ordinary Income	83,353.60	75,197.92	129,283.19	108,163.65	75,044.15	54,627.51	932,777.53
Net Income	83,353.60	75,197.92	129,283.19	108,163.65	75,044.15	54,627.51	932,777.53
	.165	.063	.154	.226	.202	.256	

Beachfront RV Park

Occupancy & Unit Revenue Breakdown

<u>Year</u>	<u>Month</u>	<u>Occupancy %</u>	<u>Unit Revenue</u>
2014	November	19.25%	\$22,565.00
2015	November	17.81%	\$20,838.00
2016	November	13.72%	\$14,111.00
2017	November	10.64%	\$17,015.00
2014	December	9.11%	\$11,392.00
2015	December	8.74%	\$10,280.00
2016	December	10.99%	\$11,395.00
2017	December	10.89%	\$18,187.00
2014	January	10.94%	\$10,767.00
2015	January	18.33%	\$21,713.00
2016	January	10.94%	\$11,968.00
2017	January	10.89%	\$11,386.00
2018	January	7.63%	\$11,807.00
2014	February	15.83%	\$13,587.00
2015	February	18.99%	\$20,401.00
2016	February	15.66%	\$15,480.00
2017	February	11.16%	\$9,867.00
2018	February	15.09%	\$22,880.00
2014	March	23.01%	\$22,717.00
2015	March	21.80%	\$26,469.50
2016	March	19.19%	\$20,482.00
2017	March	17.34%	\$18,540.00
2018	March	15.43%	\$25,326.00

Guest Forecast

For: 11/01/2014 - 11/30/2014

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2014	9	18	16	54/0/0/0	68/0/0/0	34	28.33	\$1,110.00
11/2/2014	16	18	13	68/0/0/0	62/0/0/0	31	25.83	\$1,306.00
11/3/2014	16	15	6	62/0/0/0	42/0/0/0	21	17.50	\$554.00
11/4/2014	9	12	3	42/0/0/0	30/0/0/0	15	12.50	\$396.00
11/5/2014	4	11	8	30/0/0/0	36/0/0/0	19	15.83	\$491.00
11/6/2014	5	14	8	36/0/0/0	42/0/0/0	22	18.33	\$538.00
11/7/2014	8	14	37	42/0/0/0	100/0/0/0	51	42.50	\$1,559.00
11/8/2014	14	37	21	100/0/0/0	114/0/0/0	58	48.33	\$1,765.00
11/9/2014	31	27	11	114/0/0/0	72/0/0/0	38	31.67	\$1,226.00
11/10/2014	20	18	12	72/0/0/0	56/0/0/0	30	25.00	\$950.00
11/11/2014	15	15	10	56/0/0/0	46/0/0/0	25	20.83	\$721.00
11/12/2014	11	14	5	46/0/0/0	34/0/0/0	19	15.83	\$603.00
11/13/2014	5	14	3	34/0/0/0	30/0/0/0	17	14.17	\$522.00
11/14/2014	9	8	7	30/0/0/0	28/0/0/0	15	12.50	\$504.00
11/15/2014	4	11	10	28/0/0/0	38/0/0/0	21	17.50	\$704.00
11/16/2014	11	10	7	38/0/0/0	28/0/0/0	17	14.17	\$562.00
11/17/2014	9	8	10	28/0/0/0	30/0/0/0	18	15.00	\$525.00
11/18/2014	11	7	3	30/0/0/0	14/0/0/0	10	8.33	\$291.00
11/19/2014	7	3	4	14/0/0/0	10/0/0/0	7	5.83	\$221.00
11/20/2014	4	3	5	10/0/0/0	14/0/0/0	8	6.67	\$280.00
11/21/2014	2	6	5	14/0/0/0	22/0/0/0	11	9.17	\$366.00
11/22/2014	7	4	7	22/0/0/0	22/0/0/0	11	9.17	\$346.00
11/23/2014	4	7	6	22/0/0/0	26/0/0/0	13	10.83	\$414.00
11/24/2014	4	9	3	26/0/0/0	24/0/0/0	12	10.00	\$383.00
11/25/2014	5	7	14	24/0/0/0	42/0/0/0	21	17.50	\$704.00
11/26/2014	7	14	17	42/0/0/0	62/0/0/0	31	25.83	\$1,015.00
11/27/2014	3	28	6	62/0/0/0	68/0/0/0	34	28.33	\$1,692.00
11/28/2014	6	28	5	68/0/0/0	66/0/0/0	33	27.50	\$1,164.00
11/29/2014	7	26	7	66/0/0/0	66/0/0/0	33	27.50	\$1,082.00
11/30/2014	16	17	1	66/0/0/0	36/0/0/0	18	15.00	\$571.00
	279	423	270	1346/0/0/0	1328/0/0/0	693	19.25	\$22,565.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 11/01/2015 - 11/30/2015

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2015	12	8	6	40/0/0/0	28/0/0/0	14	11.67	\$470.00
11/2/2015	6	8	7	28/0/0/0	30/0/0/0	15	12.50	\$464.00
11/3/2015	2	13	3	30/0/0/0	32/0/0/0	16	13.33	\$524.00
11/4/2015	8	8	8	32/0/0/0	32/0/0/0	16	13.33	\$455.00
11/5/2015	7	9	15	32/0/0/0	48/0/0/0	24	20.00	\$777.00
11/6/2015	6	18	15	48/0/0/0	66/0/0/0	33	27.50	\$1,051.00
11/7/2015	7	26	6	66/0/0/0	64/0/0/0	32	26.67	\$1,031.00
11/8/2015	19	13	6	64/0/0/0	38/0/0/0	19	15.83	\$615.00
11/9/2015	5	14	11	38/0/0/0	50/0/0/0	25	20.83	\$802.00
11/10/2015	9	16	4	50/0/0/0	40/0/0/0	20	16.67	\$622.00
11/11/2015	5	15	6	40/0/0/0	42/0/0/0	21	17.50	\$606.00
11/12/2015	11	10	12	42/0/0/0	44/0/0/0	22	18.33	\$714.00
11/13/2015	3	19	9	44/0/0/0	56/0/0/0	28	23.33	\$872.00
11/14/2015	7	21	6	56/0/0/0	54/0/0/0	27	22.50	\$847.00
11/15/2015	20	7	3	54/0/0/0	20/0/0/0	10	8.33	\$308.00
11/16/2015	3	7	6	20/0/0/0	26/0/0/0	13	10.83	\$401.00
11/17/2015	5	8	2	26/0/0/0	20/0/0/0	10	8.33	\$273.00
11/18/2015	4	6	2	20/0/0/0	16/0/0/0	8	6.67	\$266.00
11/19/2015	3	5	1	16/0/0/0	12/0/0/0	6	5.00	\$193.00
11/20/2015	1	5	9	12/0/0/0	28/0/0/0	14	11.67	\$431.00
11/21/2015	5	9	6	28/0/0/0	30/0/0/0	15	12.50	\$466.00
11/22/2015	8	7	10	30/0/0/0	34/0/0/0	17	14.17	\$508.00
11/23/2015	6	11	7	34/0/0/0	36/0/0/0	18	15.00	\$576.00
11/24/2015	7	11	2	36/0/0/0	26/0/0/0	13	10.83	\$420.00
11/25/2015	3	10	31	26/0/0/0	82/0/0/0	41	34.17	\$1,315.00
11/26/2015	6	35	7	82/0/0/0	82/0/0/0	42	35.00	\$2,070.00
11/27/2015	3	39	14	82/0/0/0	104/0/0/0	53	44.17	\$1,635.00
11/28/2015	15	38	4	104/0/0/0	82/0/0/0	42	35.00	\$1,283.00
11/29/2015	30	12	6	82/0/0/0	36/0/0/0	18	15.00	\$555.00
11/30/2015	13	5	4	36/0/0/0	18/0/0/0	9	7.50	\$288.00
	239	413	228	1298/0/0/0	1276/0/0/0	641	17.81	\$20,838.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 11/01/2016 - 11/30/2016

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2016	3	7	2	19/0/0/0	17/0/0/0	9	7.50	\$221.00
11/2/2016	5	4	4	17/0/0/0	16/0/0/0	8	6.67	\$175.00
11/3/2016	3	5	6	16/0/0/0	23/0/0/0	11	9.17	\$305.00
11/4/2016	2	9	14	23/0/0/0	47/0/0/0	23	19.17	\$718.00
11/5/2016	3	20	4	47/0/0/0	49/0/0/0	24	20.00	\$729.00
11/6/2016	12	12	7	49/0/0/0	39/0/0/0	19	15.83	\$539.00
11/7/2016	9	10	3	39/0/0/0	25/0/0/0	13	10.83	\$353.00
11/8/2016	2	11	2	25/0/0/0	24/0/0/0	13	10.83	\$346.00
11/9/2016	4	9	5	24/0/0/0	26/0/0/0	14	11.67	\$375.00
11/10/2016	5	9	8	26/0/0/0	33/0/0/0	17	14.17	\$441.00
11/11/2016	5	12	15	33/0/0/0	53/0/0/0	27	22.50	\$851.00
11/12/2016	2	25	4	53/0/0/0	57/0/0/0	29	24.17	\$914.00
11/13/2016	21	8	5	57/0/0/0	25/0/0/0	13	10.83	\$368.00
11/14/2016	6	7	2	25/0/0/0	17/0/0/0	9	7.50	\$203.00
11/15/2016	3	6	3	17/0/0/0	17/0/0/0	9	7.50	\$235.00
11/16/2016	0	9	5	17/0/0/0	27/0/0/0	14	11.67	\$361.00
11/17/2016	3	11	4	27/0/0/0	29/0/0/0	15	12.50	\$386.00
11/18/2016	6	9	8	29/0/0/0	34/0/0/0	17	14.17	\$486.00
11/19/2016	6	11	4	34/0/0/0	30/0/0/0	15	12.50	\$403.00
11/20/2016	9	6	11	30/0/0/0	33/0/0/0	17	14.17	\$496.00
11/21/2016	7	10	3	33/0/0/0	25/0/0/0	13	10.83	\$371.00
11/22/2016	3	10	9	25/0/0/0	37/0/0/0	19	15.83	\$557.00
11/23/2016	6	13	14	37/0/0/0	51/0/0/0	27	22.50	\$851.00
11/24/2016	3	24	3	51/0/0/0	51/0/0/0	27	22.50	\$861.00
11/25/2016	5	22	8	51/0/0/0	57/0/0/0	30	25.00	\$931.00
11/26/2016	5	25	3	57/0/0/0	54/0/0/0	28	23.33	\$812.00
11/27/2016	19	9	5	54/0/0/0	26/0/0/0	14	11.67	\$392.00
11/28/2016	10	4	3	26/0/0/0	12/0/0/0	7	5.83	\$175.00
11/29/2016	3	4	1	12/0/0/0	8/0/0/0	5	4.17	\$70.00
11/30/2016	1	4	4	8/0/0/0	15/0/0/0	8	6.67	\$186.00
	171	325	169	961/0/0/0	957/0/0/0	494	13.72	\$14,111.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 11/01/2017 - 11/30/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2017	8	9	4	34/0/0/0	26/0/0/0	13	10.83	\$482.00
11/2/2017	5	8	8	26/0/0/0	32/0/0/0	16	13.33	\$744.00
11/3/2017	4	12	9	32/0/0/0	41/0/0/0	21	17.50	\$999.00
11/4/2017	6	15	6	41/0/0/0	41/0/0/0	21	17.50	\$948.00
11/5/2017	11	10	2	41/0/0/0	23/0/0/0	12	10.00	\$554.00
11/6/2017	7	5	4	23/0/0/0	18/0/0/0	9	7.50	\$408.00
11/7/2017	3	6	1	18/0/0/0	14/0/0/0	7	5.83	\$306.00
11/8/2017	0	7	1	14/0/0/0	16/0/0/0	8	6.67	\$255.00
11/9/2017	2	6	5	16/0/0/0	22/0/0/0	11	9.17	\$510.00
11/10/2017	4	7	3	22/0/0/0	20/0/0/0	10	8.33	\$459.00
11/11/2017	2	8	9	20/0/0/0	34/0/0/0	17	14.17	\$802.00
11/12/2017	7	10	3	34/0/0/0	26/0/0/0	13	10.83	\$591.00
11/13/2017	8	5	3	26/0/0/0	16/0/0/0	8	6.67	\$350.00
11/14/2017	5	3	0	16/0/0/0	6/0/0/0	3	2.50	\$102.00
11/15/2017	0	3	3	6/0/0/0	12/0/0/0	6	5.00	\$204.00
11/16/2017	3	3	6	12/0/0/0	18/0/0/0	9	7.50	\$401.00
11/17/2017	4	5	7	18/0/0/0	24/0/0/0	12	10.00	\$510.00
11/18/2017	3	9	4	24/0/0/0	26/0/0/0	13	10.83	\$612.00
11/19/2017	7	6	6	26/0/0/0	24/0/0/0	12	10.00	\$561.00
11/20/2017	7	5	4	24/0/0/0	18/0/0/0	9	7.50	\$408.00
11/21/2017	1	8	5	18/0/0/0	24/0/0/0	13	10.83	\$612.00
11/22/2017	3	10	10	24/0/0/0	38/0/0/0	20	16.67	\$969.00
11/23/2017	2	18	6	38/0/0/0	45/0/0/0	24	20.00	\$1,057.00
11/24/2017	5	19	12	45/0/0/0	61/0/0/0	31	25.83	\$1,495.00
11/25/2017	12	19	4	61/0/0/0	45/0/0/0	23	19.17	\$1,087.00
11/26/2017	12	11	3	45/0/0/0	28/0/0/0	14	11.67	\$528.00
11/27/2017	7	7	1	28/0/0/0	16/0/0/0	8	6.67	\$292.00
11/28/2017	4	4	6	16/0/0/0	20/0/0/0	10	8.33	\$375.00
11/29/2017	5	5	1	20/0/0/0	12/0/0/0	6	5.00	\$248.00
11/30/2017	4	2	2	12/0/0/0	8/0/0/0	4	3.33	\$146.00
	151	245	138	780/0/0/0	754/0/0/0	383	10.64	\$17,015.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 12/01/2014 - 12/31/2014

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2014	8	10	3	36/0/0/0	26/0/0/0	13	10.83	\$308.00
12/2/2014	8	5	4	26/0/0/0	18/0/0/0	9	7.50	\$245.00
12/3/2014	7	2	2	18/0/0/0	8/0/0/0	4	3.33	\$130.00
12/4/2014	0	4	2	8/0/0/0	10/0/0/0	6	5.00	\$158.00
12/5/2014	1	5	3	10/0/0/0	12/0/0/0	8	6.67	\$256.00
12/6/2014	3	5	5	12/0/0/0	18/0/0/0	10	8.33	\$312.00
12/7/2014	5	5	3	18/0/0/0	16/0/0/0	8	6.67	\$259.00
12/8/2014	3	5	1	16/0/0/0	12/0/0/0	6	5.00	\$189.00
12/9/2014	2	4	1	12/0/0/0	10/0/0/0	5	4.17	\$147.00
12/10/2014	2	3	1	10/0/0/0	8/0/0/0	4	3.33	\$119.00
12/11/2014	1	3	1	8/0/0/0	8/0/0/0	4	3.33	\$119.00
12/12/2014	0	4	2	8/0/0/0	12/0/0/0	6	5.00	\$182.00
12/13/2014	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$161.00
12/14/2014	3	3	2	12/0/0/0	10/0/0/0	5	4.17	\$158.00
12/15/2014	2	3	2	10/0/0/0	10/0/0/0	5	4.17	\$145.00
12/16/2014	1	4	1	10/0/0/0	10/0/0/0	5	4.17	\$133.00
12/17/2014	1	4	1	10/0/0/0	10/0/0/0	5	4.17	\$145.00
12/18/2014	1	4	3	10/0/0/0	14/0/0/0	7	5.83	\$205.00
12/19/2014	3	4	1	14/0/0/0	10/0/0/0	5	4.17	\$120.00
12/20/2014	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$130.00
12/21/2014	4	1	1	10/0/0/0	4/0/0/0	2	1.67	\$70.00
12/22/2014	1	1	4	4/0/0/0	10/0/0/0	5	4.17	\$151.00
12/23/2014	0	5	8	10/0/0/0	26/0/0/0	13	10.83	\$389.00
12/24/2014	1	12	8	26/0/0/0	38/0/0/0	20	16.67	\$650.00
12/25/2014	2	18	0	38/0/0/0	34/0/0/0	18	15.00	\$837.00
12/26/2014	6	12	10	34/0/0/0	40/0/0/0	22	18.33	\$754.00
12/27/2014	7	15	5	40/0/0/0	38/0/0/0	20	16.67	\$671.00
12/28/2014	13	7	6	38/0/0/0	26/0/0/0	13	10.83	\$429.00
12/29/2014	6	7	14	26/0/0/0	42/0/0/0	21	17.50	\$662.00
12/30/2014	5	16	17	42/0/0/0	66/0/0/0	33	27.50	\$1,110.00
12/31/2014	9	24	22	66/0/0/0	90/0/0/0	46	38.33	\$2,048.00
	107	204	135	604/0/0/0	658/0/0/0	339	9.11	\$11,392.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 12/01/2015 - 12/31/2015

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2015	4	5	7	18/0/0/0	24/0/0/0	12	10.00	\$368.00
12/2/2015	1	11	2	24/0/0/0	26/0/0/0	13	10.83	\$368.00
12/3/2015	2	11	4	26/0/0/0	30/0/0/0	15	12.50	\$438.00
12/4/2015	6	9	6	30/0/0/0	30/0/0/0	15	12.50	\$459.00
12/5/2015	3	12	1	30/0/0/0	26/0/0/0	13	10.83	\$308.00
12/6/2015	8	5	2	26/0/0/0	14/0/0/0	7	5.83	\$190.00
12/7/2015	3	4	1	14/0/0/0	10/0/0/0	5	4.17	\$130.00
12/8/2015	2	3	1	10/0/0/0	8/0/0/0	4	3.33	\$98.00
12/9/2015	0	4	1	8/0/0/0	10/0/0/0	5	4.17	\$126.00
12/10/2015	1	4	2	10/0/0/0	12/0/0/0	6	5.00	\$154.00
12/11/2015	0	6	1	12/0/0/0	14/0/0/0	7	5.83	\$147.00
12/12/2015	1	6	0	14/0/0/0	12/0/0/0	6	5.00	\$84.00
12/13/2015	5	1	0	12/0/0/0	2/0/0/0	1	0.83	\$0.00
12/14/2015	0	1	2	2/0/0/0	6/0/0/0	3	2.50	\$60.00
12/15/2015	2	1	3	6/0/0/0	8/0/0/0	4	3.33	\$91.00
12/16/2015	2	2	6	8/0/0/0	14/0/0/0	8	6.67	\$199.00
12/17/2015	4	4	0	14/0/0/0	6/0/0/0	4	3.33	\$91.00
12/18/2015	0	4	1	6/0/0/0	8/0/0/0	5	4.17	\$119.00
12/19/2015	2	3	1	8/0/0/0	6/0/0/0	4	3.33	\$81.00
12/20/2015	1	3	2	6/0/0/0	8/0/0/0	5	4.17	\$119.00
12/21/2015	2	3	0	8/0/0/0	6/0/0/0	3	2.50	\$28.00
12/22/2015	2	1	2	6/0/0/0	4/0/0/0	3	2.50	\$70.00
12/23/2015	0	3	4	4/0/0/0	12/0/0/0	7	5.83	\$186.00
12/24/2015	2	5	4	12/0/0/0	16/0/0/0	9	7.50	\$263.00
12/25/2015	1	8	2	16/0/0/0	18/0/0/0	10	8.33	\$486.00
12/26/2015	1	9	7	18/0/0/0	30/0/0/0	16	13.33	\$511.00
12/27/2015	9	7	3	30/0/0/0	18/0/0/0	10	8.33	\$315.00
12/28/2015	3	7	10	18/0/0/0	34/0/0/0	17	14.17	\$504.00
12/29/2015	4	13	10	34/0/0/0	46/0/0/0	23	19.17	\$735.00
12/30/2015	6	17	19	46/0/0/0	70/0/0/0	36	30.00	\$1,121.00
12/31/2015	9	27	22	70/0/0/0	94/0/0/0	49	40.83	\$2,431.00
	86	199	126	546/0/0/0	622/0/0/0	325	8.74	\$10,280.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 12/01/2016 - 12/31/2016

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2016	4	4	8	15/0/0/0	22/0/0/0	12	10.00	\$323.00
12/2/2016	3	9	5	22/0/0/0	28/0/0/0	14	11.67	\$410.00
12/3/2016	1	13	2	28/0/0/0	30/0/0/0	15	12.50	\$455.00
12/4/2016	6	9	1	30/0/0/0	20/0/0/0	10	8.33	\$245.00
12/5/2016	3	7	5	20/0/0/0	24/0/0/0	12	10.00	\$340.00
12/6/2016	4	8	2	24/0/0/0	20/0/0/0	10	8.33	\$263.00
12/7/2016	4	6	3	20/0/0/0	18/0/0/0	9	7.50	\$193.00
12/8/2016	2	7	3	18/0/0/0	20/0/0/0	10	8.33	\$193.00
12/9/2016	5	5	2	20/0/0/0	14/0/0/0	7	5.83	\$144.00
12/10/2016	1	6	0	14/0/0/0	12/0/0/0	6	5.00	\$119.00
12/11/2016	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$119.00
12/12/2016	1	5	0	12/0/0/0	10/0/0/0	5	4.17	\$63.00
12/13/2016	2	3	1	10/0/0/0	8/0/0/0	4	3.33	\$63.00
12/14/2016	2	2	3	8/0/0/0	10/0/0/0	5	4.17	\$98.00
12/15/2016	1	4	3	10/0/0/0	14/0/0/0	7	5.83	\$168.00
12/16/2016	4	3	6	14/0/0/0	18/0/0/0	9	7.50	\$235.00
12/17/2016	2	7	1	18/0/0/0	16/0/0/0	8	6.67	\$203.00
12/18/2016	2	6	1	16/0/0/0	14/0/0/0	7	5.83	\$175.00
12/19/2016	4	3	3	14/0/0/0	12/0/0/0	6	5.00	\$140.00
12/20/2016	1	5	3	12/0/0/0	16/0/0/0	8	6.67	\$190.00
12/21/2016	4	4	1	16/0/0/0	10/0/0/0	5	4.17	\$105.00
12/22/2016	1	4	3	10/0/0/0	14/0/0/0	7	5.83	\$158.00
12/23/2016	1	6	3	14/0/0/0	18/0/0/0	9	7.50	\$224.00
12/24/2016	1	8	6	18/0/0/0	28/0/0/0	14	11.67	\$389.00
12/25/2016	4	10	2	28/0/0/0	24/0/0/0	12	10.00	\$452.00
12/26/2016	4	8	7	24/0/0/0	30/0/0/0	15	12.50	\$435.00
12/27/2016	6	9	15	30/0/0/0	48/0/0/0	24	20.00	\$756.00
12/28/2016	5	19	12	48/0/0/0	61/0/0/0	31	25.83	\$931.00
12/29/2016	6	25	9	61/0/0/0	65/0/0/0	34	28.33	\$1,071.00
12/30/2016	11	23	19	65/0/0/0	81/0/0/0	42	35.00	\$1,294.00
12/31/2016	6	36	10	81/0/0/0	89/0/0/0	46	38.33	\$1,441.00
	103	268	141	732/0/0/0	806/0/0/0	409	10.99	\$11,395.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 12/01/2017 - 12/31/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2017	1	3	4	8/0/0/0	15/0/0/0	7	5.83	\$306.00
12/2/2017	0	7	1	15/0/0/0	17/0/0/0	8	6.67	\$338.00
12/3/2017	4	4	2	17/0/0/0	13/0/0/0	6	5.00	\$241.00
12/4/2017	3	3	0	13/0/0/0	6/0/0/0	3	2.50	\$95.00
12/5/2017	0	3	5	6/0/0/0	16/0/0/0	8	6.67	\$285.00
12/6/2017	3	5	6	16/0/0/0	22/0/0/0	11	9.17	\$503.00
12/7/2017	5	6	4	22/0/0/0	20/0/0/0	10	8.33	\$438.00
12/8/2017	2	8	1	20/0/0/0	18/0/0/0	9	7.50	\$394.00
12/9/2017	3	6	2	18/0/0/0	16/0/0/0	8	6.67	\$331.00
12/10/2017	5	3	7	16/0/0/0	20/0/0/0	10	8.33	\$445.00
12/11/2017	5	5	5	20/0/0/0	20/0/0/0	10	8.33	\$452.00
12/12/2017	2	8	3	20/0/0/0	22/0/0/0	11	9.17	\$432.00
12/13/2017	2	9	2	22/0/0/0	22/0/0/0	11	9.17	\$510.00
12/14/2017	2	9	0	22/0/0/0	18/0/0/0	9	7.50	\$408.00
12/15/2017	4	5	3	18/0/0/0	16/0/0/0	8	6.67	\$338.00
12/16/2017	3	5	3	16/0/0/0	16/0/0/0	8	6.67	\$357.00
12/17/2017	0	8	2	16/0/0/0	20/0/0/0	10	8.33	\$408.00
12/18/2017	5	5	4	20/0/0/0	18/0/0/0	9	7.50	\$343.00
12/19/2017	4	5	2	18/0/0/0	14/0/0/0	7	5.83	\$299.00
12/20/2017	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$350.00
12/21/2017	3	5	6	16/0/0/0	22/0/0/0	11	9.17	\$445.00
12/22/2017	2	9	6	22/0/0/0	30/0/0/0	15	12.50	\$700.00
12/23/2017	3	12	5	30/0/0/0	34/0/0/0	17	14.17	\$802.00
12/24/2017	2	15	3	34/0/0/0	36/0/0/0	18	15.00	\$795.00
12/25/2017	5	13	4	36/0/0/0	34/0/0/0	17	14.17	\$695.00
12/26/2017	10	7	4	34/0/0/0	22/0/0/0	11	9.17	\$510.00
12/27/2017	6	5	12	22/0/0/0	34/0/0/0	17	14.17	\$797.00
12/28/2017	4	13	8	34/0/0/0	42/0/0/0	21	17.50	\$1,020.00
12/29/2017	9	12	17	42/0/0/0	58/0/0/0	29	24.17	\$1,414.00
12/30/2017	5	24	15	58/0/0/0	77/0/0/0	39	32.50	\$1,856.00
12/31/2017	6	33	6	77/0/0/0	77/0/0/0	39	32.50	\$1,880.00
	109	261	144	742/0/0/0	811/0/0/0	405	10.89	\$18,187.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2014 - 01/31/2014

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2014	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$22.00
1/2/2014	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$22.00
1/3/2014	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$22.00
1/4/2014	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$22.00
1/5/2014	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$22.00
1/6/2014	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$22.00
1/7/2014	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
1/8/2014	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
1/9/2014	0	2	1	4/0/0/0	6/0/0/0	3	2.50	\$80.00
1/10/2014	1	2	1	6/0/0/0	6/0/0/0	3	2.50	\$80.00
1/11/2014	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$80.00
1/12/2014	2	1	0	6/0/0/0	2/0/0/0	1	0.83	\$22.00
1/13/2014	0	1	1	2/0/0/0	7/0/0/0	2	1.67	\$51.00
1/14/2014	1	1	12	7/0/0/0	26/0/0/0	13	10.83	\$353.00
1/15/2014	4	9	12	26/0/0/0	42/0/0/0	21	17.50	\$575.00
1/16/2014	5	16	9	42/0/0/0	50/0/0/0	25	20.83	\$662.00
1/17/2014	11	14	10	50/0/0/0	48/0/0/0	24	20.00	\$647.00
1/18/2014	8	16	13	48/0/0/0	58/0/0/0	29	24.17	\$785.00
1/19/2014	8	21	5	58/0/0/0	52/0/0/0	26	21.67	\$694.00
1/20/2014	17	9	10	52/0/0/0	38/0/0/0	19	15.83	\$462.00
1/21/2014	6	13	6	38/0/0/0	38/0/0/0	19	15.83	\$498.00
1/22/2014	5	14	9	38/0/0/0	46/0/0/0	23	19.17	\$587.00
1/23/2014	9	14	16	46/0/0/0	60/0/0/0	30	25.00	\$831.00
1/24/2014	7	23	25	60/0/0/0	96/0/0/0	48	40.00	\$1,275.00
1/25/2014	10	38	10	96/0/0/0	96/0/0/0	48	40.00	\$1,291.00
1/26/2014	31	17	2	96/0/0/0	38/0/0/0	19	15.83	\$481.00
1/27/2014	11	8	2	38/0/0/0	20/0/0/0	10	8.33	\$251.00
1/28/2014	4	6	1	20/0/0/0	14/0/0/0	7	5.83	\$185.00
1/29/2014	0	7	1	14/0/0/0	16/0/0/0	8	6.67	\$207.00
1/30/2014	5	3	3	16/0/0/0	12/0/0/0	6	5.00	\$160.00
1/31/2014	3	3	7	12/0/0/0	20/0/0/0	10	8.33	\$276.00
	148	249	158	797/0/0/0	817/0/0/0	407	10.94	\$10,767.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2015 - 01/31/2015

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2015	9	37	10	90/0/0/0	90/0/0/0	47	39.17	\$2,323.00
1/2/2015	15	32	15	90/0/0/0	90/0/0/0	47	39.17	\$1,516.00
1/3/2015	20	27	7	90/0/0/0	66/0/0/0	34	28.33	\$1,088.00
1/4/2015	22	12	7	66/0/0/0	38/0/0/0	19	15.83	\$465.00
1/5/2015	9	10	3	38/0/0/0	26/0/0/0	13	10.83	\$374.00
1/6/2015	4	9	13	26/0/0/0	44/0/0/0	22	18.33	\$685.00
1/7/2015	7	15	6	44/0/0/0	42/0/0/0	21	17.50	\$682.00
1/8/2015	5	16	3	42/0/0/0	38/0/0/0	19	15.83	\$534.00
1/9/2015	7	12	7	38/0/0/0	38/0/0/0	19	15.83	\$547.00
1/10/2015	7	12	4	38/0/0/0	32/0/0/0	16	13.33	\$457.00
1/11/2015	6	10	2	32/0/0/0	24/0/0/0	12	10.00	\$329.00
1/12/2015	5	7	0	24/0/0/0	14/0/0/0	7	5.83	\$203.00
1/13/2015	1	6	5	14/0/0/0	22/0/0/0	11	9.17	\$281.00
1/14/2015	7	4	1	22/0/0/0	10/0/0/0	5	4.17	\$168.00
1/15/2015	0	5	3	10/0/0/0	16/0/0/0	8	6.67	\$238.00
1/16/2015	2	6	7	16/0/0/0	26/0/0/0	13	10.83	\$438.00
1/17/2015	4	9	1	26/0/0/0	20/0/0/0	10	8.33	\$280.00
1/18/2015	4	6	2	20/0/0/0	16/0/0/0	8	6.67	\$273.00
1/19/2015	6	2	10	16/0/0/0	24/0/0/0	12	10.00	\$400.00
1/20/2015	5	7	5	24/0/0/0	24/0/0/0	12	10.00	\$355.00
1/21/2015	5	7	5	24/0/0/0	24/0/0/0	12	10.00	\$403.00
1/22/2015	3	9	18	24/0/0/0	54/0/0/0	27	22.50	\$866.00
1/23/2015	5	22	34	54/0/0/0	112/0/0/0	56	46.67	\$1,726.00
1/24/2015	9	47	24	112/0/0/0	140/0/0/0	71	59.17	\$2,204.00
1/25/2015	49	22	9	140/0/0/0	62/0/0/0	31	25.83	\$971.00
1/26/2015	16	15	4	62/0/0/0	38/0/0/0	19	15.83	\$561.00
1/27/2015	6	13	4	38/0/0/0	34/0/0/0	17	14.17	\$445.00
1/28/2015	5	12	3	34/0/0/0	30/0/0/0	15	12.50	\$473.00
1/29/2015	2	13	11	30/0/0/0	46/0/0/0	24	20.00	\$781.00
1/30/2015	8	16	14	46/0/0/0	58/0/0/0	30	25.00	\$908.00
1/31/2015	8	22	3	58/0/0/0	48/0/0/0	25	20.83	\$739.00
	261	442	240	1388/0/0/0	1346/0/0/0	682	18.33	\$21,713.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2016 - 01/31/2016

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2016	6	43	9	94/0/0/0	100/0/0/0	52	43.33	\$1,634.00
1/2/2016	17	35	3	100/0/0/0	74/0/0/0	38	31.67	\$1,201.00
1/3/2016	27	11	2	74/0/0/0	26/0/0/0	13	10.83	\$371.00
1/4/2016	5	8	2	26/0/0/0	20/0/0/0	10	8.33	\$273.00
1/5/2016	2	8	4	20/0/0/0	24/0/0/0	12	10.00	\$336.00
1/6/2016	7	5	2	24/0/0/0	14/0/0/0	7	5.83	\$203.00
1/7/2016	3	4	3	14/0/0/0	14/0/0/0	7	5.83	\$203.00
1/8/2016	3	4	3	14/0/0/0	14/0/0/0	7	5.83	\$161.00
1/9/2016	2	5	4	14/0/0/0	18/0/0/0	9	7.50	\$252.00
1/10/2016	3	6	6	18/0/0/0	24/0/0/0	12	10.00	\$361.00
1/11/2016	6	6	6	24/0/0/0	24/0/0/0	12	10.00	\$351.00
1/12/2016	5	7	2	24/0/0/0	18/0/0/0	9	7.50	\$238.00
1/13/2016	3	6	2	18/0/0/0	16/0/0/0	8	6.67	\$228.00
1/14/2016	1	7	4	16/0/0/0	22/0/0/0	11	9.17	\$326.00
1/15/2016	4	7	6	22/0/0/0	26/0/0/0	13	10.83	\$396.00
1/16/2016	4	9	8	26/0/0/0	34/0/0/0	17	14.17	\$511.00
1/17/2016	4	13	2	34/0/0/0	30/0/0/0	15	12.50	\$441.00
1/18/2016	9	6	5	30/0/0/0	22/0/0/0	11	9.17	\$336.00
1/19/2016	2	9	3	22/0/0/0	24/0/0/0	12	10.00	\$364.00
1/20/2016	6	6	4	24/0/0/0	20/0/0/0	10	8.33	\$308.00
1/21/2016	3	7	5	20/0/0/0	24/0/0/0	12	10.00	\$371.00
1/22/2016	2	10	5	24/0/0/0	30/0/0/0	15	12.50	\$424.00
1/23/2016	6	9	4	30/0/0/0	26/0/0/0	13	10.83	\$396.00
1/24/2016	9	4	0	26/0/0/0	8/0/0/0	4	3.33	\$70.00
1/25/2016	2	2	5	8/0/0/0	14/0/0/0	7	5.83	\$203.00
1/26/2016	2	5	2	14/0/0/0	14/0/0/0	7	5.83	\$203.00
1/27/2016	3	4	2	14/0/0/0	12/0/0/0	6	5.00	\$133.00
1/28/2016	2	4	6	12/0/0/0	20/0/0/0	10	8.33	\$273.00
1/29/2016	1	9	11	20/0/0/0	40/0/0/0	20	16.67	\$623.00
1/30/2016	2	18	3	40/0/0/0	42/0/0/0	21	17.50	\$638.00
1/31/2016	14	7	0	42/0/0/0	14/0/0/0	7	5.83	\$140.00
	165	284	123	888/0/0/0	808/0/0/0	407	10.94	\$11,968.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2017 - 01/31/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2017	18	28	7	89/0/0/0	67/0/0/0	35	29.17	\$1,510.00
1/2/2017	17	18	5	67/0/0/0	44/0/0/0	23	19.17	\$630.00
1/3/2017	10	13	6	44/0/0/0	38/0/0/0	19	15.83	\$536.00
1/4/2017	5	14	2	38/0/0/0	32/0/0/0	16	13.33	\$406.00
1/5/2017	5	11	4	32/0/0/0	30/0/0/0	15	12.50	\$427.00
1/6/2017	3	12	2	30/0/0/0	28/0/0/0	14	11.67	\$394.00
1/7/2017	1	13	1	28/0/0/0	28/0/0/0	14	11.67	\$378.00
1/8/2017	4	10	6	28/0/0/0	32/0/0/0	16	13.33	\$455.00
1/9/2017	4	12	7	32/0/0/0	38/0/0/0	19	15.83	\$525.00
1/10/2017	5	14	0	38/0/0/0	28/0/0/0	14	11.67	\$420.00
1/11/2017	8	6	1	28/0/0/0	14/0/0/0	7	5.83	\$130.00
1/12/2017	3	4	3	14/0/0/0	14/0/0/0	7	5.83	\$175.00
1/13/2017	0	7	3	14/0/0/0	20/0/0/0	10	8.33	\$270.00
1/14/2017	4	6	5	20/0/0/0	22/0/0/0	11	9.17	\$303.00
1/15/2017	1	10	2	22/0/0/0	24/0/0/0	12	10.00	\$338.00
1/16/2017	8	4	3	24/0/0/0	14/0/0/0	7	5.83	\$105.00
1/17/2017	4	3	1	14/0/0/0	8/0/0/0	4	3.33	\$70.00
1/18/2017	1	3	1	8/0/0/0	8/0/0/0	4	3.33	\$70.00
1/19/2017	0	4	1	8/0/0/0	10/0/0/0	5	4.17	\$105.00
1/20/2017	1	4	3	10/0/0/0	15/0/0/0	7	5.83	\$168.00
1/21/2017	1	6	0	15/0/0/0	13/0/0/0	6	5.00	\$140.00
1/22/2017	2	4	2	13/0/0/0	12/0/0/0	6	5.00	\$133.00
1/23/2017	2	4	5	12/0/0/0	18/0/0/0	9	7.50	\$193.00
1/24/2017	2	7	5	18/0/0/0	24/0/0/0	12	10.00	\$301.00
1/25/2017	3	9	3	24/0/0/0	24/0/0/0	12	10.00	\$343.00
1/26/2017	3	9	5	24/0/0/0	28/0/0/0	14	11.67	\$392.00
1/27/2017	4	10	16	28/0/0/0	53/0/0/0	26	21.67	\$809.00
1/28/2017	3	23	9	53/0/0/0	65/0/0/0	32	26.67	\$984.00
1/29/2017	21	11	2	65/0/0/0	26/0/0/0	13	10.83	\$336.00
1/30/2017	7	6	2	26/0/0/0	14/0/0/0	8	6.67	\$186.00
1/31/2017	4	4	4	14/0/0/0	16/0/0/0	8	6.67	\$154.00
	154	289	116	880/0/0/0	807/0/0/0	405	10.89	\$11,386.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2018 - 01/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2018	27	12	5	77/0/0/0	33/0/0/0	17	14.17	\$786.00
1/2/2018	8	9	9	33/0/0/0	34/0/0/0	18	15.00	\$786.00
1/3/2018	9	9	4	34/0/0/0	24/0/0/0	13	10.83	\$563.00
1/4/2018	5	8	4	24/0/0/0	22/0/0/0	12	10.00	\$429.00
1/5/2018	6	6	2	22/0/0/0	14/0/0/0	8	6.67	\$285.00
1/6/2018	4	4	8	14/0/0/0	24/0/0/0	12	10.00	\$535.00
1/7/2018	6	6	7	24/0/0/0	26/0/0/0	13	10.83	\$605.00
1/8/2018	6	7	3	26/0/0/0	20/0/0/0	10	8.33	\$452.00
1/9/2018	1	9	2	20/0/0/0	22/0/0/0	11	9.17	\$503.00
1/10/2018	5	6	2	22/0/0/0	16/0/0/0	8	6.67	\$255.00
1/11/2018	2	6	2	16/0/0/0	16/0/0/0	8	6.67	\$357.00
1/12/2018	2	6	11	16/0/0/0	34/0/0/0	17	14.17	\$771.00
1/13/2018	2	15	8	34/0/0/0	46/0/0/0	23	19.17	\$1,043.00
1/14/2018	10	13	8	46/0/0/0	42/0/0/0	21	17.50	\$959.00
1/15/2018	16	5	1	42/0/0/0	12/0/0/0	6	5.00	\$190.00
1/16/2018	3	3	2	12/0/0/0	10/0/0/0	5	4.17	\$197.00
1/17/2018	1	4	1	10/0/0/0	10/0/0/0	5	4.17	\$197.00
1/18/2018	2	3	2	10/0/0/0	10/0/0/0	5	4.17	\$197.00
1/19/2018	2	3	3	10/0/0/0	12/0/0/0	6	5.00	\$255.00
1/20/2018	1	5	1	12/0/0/0	12/0/0/0	6	5.00	\$248.00
1/21/2018	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$190.00
1/22/2018	1	5	3	12/0/0/0	16/0/0/0	8	6.67	\$329.00
1/23/2018	5	3	2	16/0/0/0	10/0/0/0	5	4.17	\$183.00
1/24/2018	2	3	5	10/0/0/0	16/0/0/0	8	6.67	\$336.00
1/25/2018	4	4	0	16/0/0/0	8/0/0/0	4	3.33	\$146.00
1/26/2018	2	2	2	8/0/0/0	8/0/0/0	4	3.33	\$146.00
1/27/2018	0	4	3	8/0/0/0	14/0/0/0	7	5.83	\$299.00
1/28/2018	3	4	1	14/0/0/0	10/0/0/0	5	4.17	\$129.00
1/29/2018	3	2	3	10/0/0/0	10/0/0/0	5	4.17	\$137.00
1/30/2018	4	1	1	10/0/0/0	4/0/0/0	2	1.67	\$51.00
1/31/2018	1	1	5	4/0/0/0	12/0/0/0	6	5.00	\$248.00
	145	172	112	624/0/0/0	559/0/0/0	284	7.63	\$11,807.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 02/01/2014 - 02/28/2014

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2014	5	5	3	20/0/0/0	16/0/0/0	8	6.67	\$205.00
2/2/2014	4	4	4	16/0/0/0	16/0/0/0	8	6.67	\$205.00
2/3/2014	6	2	7	16/0/0/0	18/0/0/0	9	7.50	\$203.00
2/4/2014	3	6	5	18/0/0/0	22/0/0/0	11	9.17	\$278.00
2/5/2014	3	8	5	22/0/0/0	26/0/0/0	13	10.83	\$324.00
2/6/2014	3	10	12	26/0/0/0	44/0/0/0	22	18.33	\$569.00
2/7/2014	10	12	4	44/0/0/0	32/0/0/0	16	13.33	\$405.00
2/8/2014	4	12	3	32/0/0/0	30/0/0/0	15	12.50	\$383.00
2/9/2014	4	11	7	30/0/0/0	36/0/0/0	18	15.00	\$477.00
2/10/2014	6	12	2	36/0/0/0	28/0/0/0	14	11.67	\$351.00
2/11/2014	2	12	7	28/0/0/0	38/0/0/0	19	15.83	\$482.00
2/12/2014	5	14	3	38/0/0/0	34/0/0/0	17	14.17	\$388.00
2/13/2014	3	14	6	34/0/0/0	40/0/0/0	20	16.67	\$497.00
2/14/2014	6	14	14	40/0/0/0	57/0/0/0	28	23.33	\$695.00
2/15/2014	2	26	5	57/0/0/0	63/0/0/0	31	25.83	\$799.00
2/16/2014	7	24	3	63/0/0/0	54/0/0/0	27	22.50	\$707.00
2/17/2014	11	16	2	54/0/0/0	36/0/0/0	18	15.00	\$446.00
2/18/2014	5	13	2	36/0/0/0	30/0/0/0	15	12.50	\$386.00
2/19/2014	1	14	3	30/0/0/0	34/0/0/0	17	14.17	\$410.00
2/20/2014	6	11	8	34/0/0/0	38/0/0/0	19	15.83	\$490.00
2/21/2014	4	15	11	38/0/0/0	50/0/0/0	26	21.67	\$678.00
2/22/2014	6	20	10	50/0/0/0	58/0/0/0	30	25.00	\$799.00
2/23/2014	10	20	4	58/0/0/0	48/0/0/0	24	20.00	\$654.00
2/24/2014	7	17	3	48/0/0/0	40/0/0/0	20	16.67	\$513.00
2/25/2014	7	13	8	40/0/0/0	42/0/0/0	21	17.50	\$555.00
2/26/2014	5	16	4	42/0/0/0	40/0/0/0	20	16.67	\$446.00
2/27/2014	10	10	12	40/0/0/0	44/0/0/0	22	18.33	\$593.00
2/28/2014	6	16	8	44/0/0/0	48/0/0/0	24	20.00	\$649.00
	151	367	165	1034/0/0/0	1062/0/0/0	532	15.83	\$13,587.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 02/01/2015 - 02/28/2015

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2015	16	9	4	48/0/0/0	24/0/0/0	13	10.83	\$385.00
2/2/2015	7	6	8	24/0/0/0	28/0/0/0	14	11.67	\$445.00
2/3/2015	3	11	1	28/0/0/0	24/0/0/0	12	10.00	\$343.00
2/4/2015	1	11	3	24/0/0/0	28/0/0/0	14	11.67	\$476.00
2/5/2015	4	10	5	28/0/0/0	30/0/0/0	15	12.50	\$490.00
2/6/2015	5	10	1	30/0/0/0	22/0/0/0	11	9.17	\$385.00
2/7/2015	1	10	1	22/0/0/0	22/0/0/0	11	9.17	\$315.00
2/8/2015	4	7	2	22/0/0/0	18/0/0/0	9	7.50	\$231.00
2/9/2015	5	4	3	18/0/0/0	14/0/0/0	7	5.83	\$245.00
2/10/2015	4	3	5	14/0/0/0	16/0/0/0	8	6.67	\$253.00
2/11/2015	3	5	5	16/0/0/0	20/0/0/0	10	8.33	\$308.00
2/12/2015	2	8	10	20/0/0/0	36/0/0/0	18	15.00	\$574.00
2/13/2015	7	11	32	36/0/0/0	86/0/0/0	43	35.83	\$1,363.00
2/14/2015	10	33	41	86/0/0/0	148/0/0/0	74	61.67	\$2,284.00
2/15/2015	28	46	12	148/0/0/0	116/0/0/0	58	48.33	\$1,778.00
2/16/2015	44	14	8	116/0/0/0	44/0/0/0	22	18.33	\$695.00
2/17/2015	13	9	3	44/0/0/0	24/0/0/0	12	10.00	\$375.00
2/18/2015	5	7	7	24/0/0/0	28/0/0/0	14	11.67	\$470.00
2/19/2015	4	10	9	28/0/0/0	38/0/0/0	19	15.83	\$606.00
2/20/2015	9	10	24	38/0/0/0	68/0/0/0	34	28.33	\$1,142.00
2/21/2015	5	29	13	68/0/0/0	84/0/0/0	42	35.00	\$1,401.00
2/22/2015	22	20	11	84/0/0/0	62/0/0/0	31	25.83	\$1,002.00
2/23/2015	13	18	9	62/0/0/0	54/0/0/0	27	22.50	\$918.00
2/24/2015	7	20	5	54/0/0/0	50/0/0/0	25	20.83	\$806.00
2/25/2015	10	15	5	50/0/0/0	40/0/0/0	20	16.67	\$641.00
2/26/2015	8	12	11	40/0/0/0	46/0/0/0	23	19.17	\$746.00
2/27/2015	4	19	8	46/0/0/0	54/0/0/0	27	22.50	\$876.00
2/28/2015	11	16	9	54/0/0/0	50/0/0/0	25	20.83	\$848.00
	255	383	255	1272/0/0/0	1274/0/0/0	638	18.99	\$20,401.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 02/01/2016 - 02/29/2016

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2016	3	4	1	14/0/0/0	10/0/0/0	5	4.17	\$91.00
2/2/2016	0	5	1	10/0/0/0	12/0/0/0	6	5.00	\$114.00
2/3/2016	1	5	2	12/0/0/0	12/0/0/0	7	5.83	\$126.00
2/4/2016	2	5	3	12/0/0/0	16/0/0/0	8	6.67	\$196.00
2/5/2016	0	8	6	16/0/0/0	28/0/0/0	14	11.67	\$399.00
2/6/2016	0	14	11	28/0/0/0	50/0/0/0	25	20.83	\$774.00
2/7/2016	8	17	3	50/0/0/0	40/0/0/0	20	16.67	\$553.00
2/8/2016	9	11	6	40/0/0/0	34/0/0/0	17	14.17	\$494.00
2/9/2016	5	12	6	34/0/0/0	36/0/0/0	18	15.00	\$533.00
2/10/2016	10	8	5	36/0/0/0	26/0/0/0	13	10.83	\$298.00
2/11/2016	5	8	4	26/0/0/0	24/0/0/0	12	10.00	\$319.00
2/12/2016	4	8	24	24/0/0/0	64/0/0/0	32	26.67	\$995.00
2/13/2016	2	30	19	64/0/0/0	97/0/0/0	49	40.83	\$1,504.00
2/14/2016	23	26	8	97/0/0/0	68/0/0/0	34	28.33	\$950.00
2/15/2016	16	18	7	68/0/0/0	50/0/0/0	25	20.83	\$734.00
2/16/2016	11	14	2	50/0/0/0	32/0/0/0	16	13.33	\$428.00
2/17/2016	9	7	1	32/0/0/0	16/0/0/0	8	6.67	\$177.00
2/18/2016	1	7	7	16/0/0/0	28/0/0/0	14	11.67	\$359.00
2/19/2016	3	11	21	28/0/0/0	64/0/0/0	32	26.67	\$949.00
2/20/2016	4	28	4	64/0/0/0	64/0/0/0	32	26.67	\$1,007.00
2/21/2016	22	10	7	64/0/0/0	34/0/0/0	17	14.17	\$492.00
2/22/2016	5	12	1	34/0/0/0	26/0/0/0	13	10.83	\$354.00
2/23/2016	0	13	9	26/0/0/0	44/0/0/0	22	18.33	\$652.00
2/24/2016	5	17	6	44/0/0/0	46/0/0/0	23	19.17	\$665.00
2/25/2016	8	15	5	46/0/0/0	40/0/0/0	20	16.67	\$581.00
2/26/2016	4	16	5	40/0/0/0	42/0/0/0	21	17.50	\$623.00
2/27/2016	9	12	7	42/0/0/0	38/0/0/0	19	15.83	\$448.00
2/28/2016	9	10	3	38/0/0/0	26/0/0/0	13	10.83	\$385.00
2/29/2016	4	9	1	26/0/0/0	20/0/0/0	10	8.33	\$280.00
	182	360	185	1081/0/0/0	1087/0/0/0	545	15.66	\$15,480.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 02/01/2017 - 02/28/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2017	2	6	4	16/0/0/0	20/0/0/0	10	8.33	\$224.00
2/2/2017	4	6	2	20/0/0/0	16/0/0/0	8	6.67	\$200.00
2/3/2017	2	6	6	16/0/0/0	23/0/0/0	12	10.00	\$326.00
2/4/2017	4	8	1	23/0/0/0	18/0/0/0	9	7.50	\$196.00
2/5/2017	4	5	1	18/0/0/0	12/0/0/0	6	5.00	\$140.00
2/6/2017	2	4	1	12/0/0/0	10/0/0/0	5	4.17	\$98.00
2/7/2017	2	3	0	10/0/0/0	6/0/0/0	3	2.50	\$28.00
2/8/2017	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$0.00
2/9/2017	0	2	6	4/0/0/0	16/0/0/0	8	6.67	\$186.00
2/10/2017	2	6	14	16/0/0/0	40/0/0/0	20	16.67	\$616.00
2/11/2017	1	19	18	40/0/0/0	74/0/0/0	37	30.83	\$1,170.00
2/12/2017	22	15	7	74/0/0/0	44/0/0/0	22	18.33	\$650.00
2/13/2017	13	9	6	44/0/0/0	30/0/0/0	15	12.50	\$410.00
2/14/2017	6	9	3	30/0/0/0	25/0/0/0	12	10.00	\$312.00
2/15/2017	1	11	2	25/0/0/0	27/0/0/0	13	10.83	\$328.00
2/16/2017	3	10	1	27/0/0/0	23/0/0/0	11	9.17	\$258.00
2/17/2017	3	8	18	23/0/0/0	52/0/0/0	26	21.67	\$733.00
2/18/2017	3	23	4	52/0/0/0	54/0/0/0	27	22.50	\$745.00
2/19/2017	11	16	4	54/0/0/0	40/0/0/0	20	16.67	\$533.00
2/20/2017	10	10	2	40/0/0/0	24/0/0/0	12	10.00	\$312.00
2/21/2017	3	9	2	24/0/0/0	22/0/0/0	11	9.17	\$277.00
2/22/2017	2	9	5	22/0/0/0	28/0/0/0	14	11.67	\$324.00
2/23/2017	3	11	3	28/0/0/0	28/0/0/0	14	11.67	\$375.00
2/24/2017	7	7	2	28/0/0/0	18/0/0/0	9	7.50	\$191.00
2/25/2017	1	8	7	18/0/0/0	30/0/0/0	15	12.50	\$412.00
2/26/2017	7	8	3	30/0/0/0	22/0/0/0	11	9.17	\$260.00
2/27/2017	4	7	5	22/0/0/0	24/0/0/0	12	10.00	\$307.00
2/28/2017	3	9	2	24/0/0/0	22/0/0/0	11	9.17	\$256.00
	126	246	129	746/0/0/0	752/0/0/0	375	11.16	\$9,867.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 02/01/2018 - 02/28/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2018	1	5	11	12/0/0/0	32/0/0/0	16	13.33	\$730.00
2/2/2018	6	10	18	32/0/0/0	56/0/0/0	28	23.33	\$1,304.00
2/3/2018	6	22	7	56/0/0/0	59/0/0/0	29	24.17	\$1,305.00
2/4/2018	21	8	5	59/0/0/0	26/0/0/0	13	10.83	\$605.00
2/5/2018	9	4	4	26/0/0/0	16/0/0/0	8	6.67	\$312.00
2/6/2018	5	3	7	16/0/0/0	20/0/0/0	10	8.33	\$394.00
2/7/2018	3	7	5	20/0/0/0	24/0/0/0	12	10.00	\$525.00
2/8/2018	1	11	3	24/0/0/0	28/0/0/0	14	11.67	\$620.00
2/9/2018	3	11	25	28/0/0/0	72/0/0/0	36	30.00	\$1,702.00
2/10/2018	8	28	10	72/0/0/0	76/0/0/0	38	31.67	\$1,801.00
2/11/2018	25	13	3	76/0/0/0	32/0/0/0	16	13.33	\$728.00
2/12/2018	6	10	5	32/0/0/0	30/0/0/0	15	12.50	\$670.00
2/13/2018	7	8	7	30/0/0/0	30/0/0/0	15	12.50	\$648.00
2/14/2018	8	7	10	30/0/0/0	34/0/0/0	17	14.17	\$802.00
2/15/2018	2	15	10	34/0/0/0	50/0/0/0	25	20.83	\$1,203.00
2/16/2018	9	16	34	50/0/0/0	98/0/0/0	50	41.67	\$2,251.00
2/17/2018	17	33	12	98/0/0/0	88/0/0/0	45	37.50	\$2,143.00
2/18/2018	21	24	5	88/0/0/0	58/0/0/0	29	24.17	\$1,392.00
2/19/2018	22	7	3	58/0/0/0	20/0/0/0	10	8.33	\$438.00
2/20/2018	3	7	2	20/0/0/0	18/0/0/0	9	7.50	\$387.00
2/21/2018	2	7	2	18/0/0/0	18/0/0/0	9	7.50	\$363.00
2/22/2018	3	6	3	18/0/0/0	18/0/0/0	9	7.50	\$350.00
2/23/2018	2	7	7	18/0/0/0	28/0/0/0	14	11.67	\$575.00
2/24/2018	6	8	4	28/0/0/0	24/0/0/0	12	10.00	\$539.00
2/25/2018	6	6	2	24/0/0/0	16/0/0/0	8	6.67	\$276.00
2/26/2018	5	3	1	16/0/0/0	8/0/0/0	4	3.33	\$131.00
2/27/2018	1	3	7	8/0/0/0	20/0/0/0	10	8.33	\$438.00
2/28/2018	5	5	1	20/0/0/0	12/0/0/0	6	5.00	\$248.00
	213	294	213	1011/0/0/0	1011/0/0/0	507	15.09	\$22,880.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 03/01/2014 - 03/31/2014

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2014	4	20	1	48/0/0/0	42/0/0/0	21	17.50	\$574.00
3/2/2014	6	15	2	42/0/0/0	34/0/0/0	17	14.17	\$455.00
3/3/2014	6	11	5	34/0/0/0	32/0/0/0	16	13.33	\$400.00
3/4/2014	6	10	3	32/0/0/0	26/0/0/0	13	10.83	\$346.00
3/5/2014	3	10	3	26/0/0/0	26/0/0/0	13	10.83	\$307.00
3/6/2014	4	9	3	26/0/0/0	24/0/0/0	12	10.00	\$314.00
3/7/2014	2	10	7	24/0/0/0	34/0/0/0	17	14.17	\$432.00
3/8/2014	4	13	5	34/0/0/0	36/0/0/0	18	15.00	\$467.00
3/9/2014	8	10	1	36/0/0/0	22/0/0/0	11	9.17	\$271.00
3/10/2014	4	7	5	22/0/0/0	24/0/0/0	12	10.00	\$314.00
3/11/2014	2	10	6	24/0/0/0	32/0/0/0	16	13.33	\$428.00
3/12/2014	1	15	17	32/0/0/0	64/0/0/0	32	26.67	\$839.00
3/13/2014	6	26	7	64/0/0/0	66/0/0/0	33	27.50	\$902.00
3/14/2014	12	21	22	66/0/0/0	86/0/0/0	43	35.83	\$1,151.00
3/15/2014	10	33	17	86/0/0/0	100/0/0/0	50	41.67	\$1,275.00
3/16/2014	23	27	8	100/0/0/0	70/0/0/0	35	29.17	\$885.00
3/17/2014	17	18	5	70/0/0/0	46/0/0/0	23	19.17	\$589.00
3/18/2014	9	14	7	46/0/0/0	42/0/0/0	21	17.50	\$592.00
3/19/2014	7	14	5	42/0/0/0	38/0/0/0	19	15.83	\$510.00
3/20/2014	3	16	21	38/0/0/0	74/0/0/0	37	30.83	\$983.00
3/21/2014	12	25	26	74/0/0/0	102/0/0/0	51	42.50	\$1,329.00
3/22/2014	9	42	18	102/0/0/0	118/0/0/0	60	50.00	\$1,537.00
3/23/2014	31	29	14	118/0/0/0	86/0/0/0	43	35.83	\$1,080.00
3/24/2014	19	24	14	86/0/0/0	76/0/0/0	38	31.67	\$1,013.00
3/25/2014	11	27	10	76/0/0/0	74/0/0/0	37	30.83	\$1,029.00
3/26/2014	7	30	3	74/0/0/0	66/0/0/0	33	27.50	\$940.00
3/27/2014	10	23	9	66/0/0/0	64/0/0/0	32	26.67	\$858.00
3/28/2014	7	25	11	64/0/0/0	72/0/0/0	36	30.00	\$999.00
3/29/2014	15	21	6	72/0/0/0	54/0/0/0	27	22.50	\$776.00
3/30/2014	9	18	5	54/0/0/0	46/0/0/0	23	19.17	\$643.00
3/31/2014	11	12	5	46/0/0/0	34/0/0/0	17	14.17	\$479.00
	278	585	271	1724/0/0/0	1710/0/0/0	856	23.01	\$22,717.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 03/01/2015 - 03/31/2015

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2015	16	9	5	50/0/0/0	28/0/0/0	14	11.67	\$455.00
3/2/2015	7	7	5	28/0/0/0	24/0/0/0	12	10.00	\$406.00
3/3/2015	4	8	6	24/0/0/0	28/0/0/0	14	11.67	\$463.00
3/4/2015	6	8	10	28/0/0/0	36/0/0/0	18	15.00	\$571.00
3/5/2015	6	12	8	36/0/0/0	40/0/0/0	20	16.67	\$600.00
3/6/2015	8	12	16	40/0/0/0	56/0/0/0	28	23.33	\$868.50
3/7/2015	3	25	7	56/0/0/0	64/0/0/0	32	26.67	\$984.00
3/8/2015	24	8	8	64/0/0/0	32/0/0/0	16	13.33	\$527.00
3/9/2015	7	9	7	32/0/0/0	32/0/0/0	16	13.33	\$532.00
3/10/2015	9	7	6	32/0/0/0	26/0/0/0	13	10.83	\$441.00
3/11/2015	7	6	7	26/0/0/0	26/0/0/0	13	10.83	\$441.00
3/12/2015	4	9	6	26/0/0/0	30/0/0/0	15	12.50	\$511.00
3/13/2015	3	12	6	30/0/0/0	36/0/0/0	18	15.00	\$623.00
3/14/2015	1	17	9	36/0/0/0	52/0/0/0	26	21.67	\$854.00
3/15/2015	14	12	2	52/0/0/0	28/0/0/0	14	11.67	\$462.00
3/16/2015	4	10	10	28/0/0/0	40/0/0/0	20	16.67	\$627.00
3/17/2015	5	15	7	40/0/0/0	44/0/0/0	22	18.33	\$721.00
3/18/2015	7	15	15	44/0/0/0	60/0/0/0	30	25.00	\$1,019.00
3/19/2015	9	21	10	60/0/0/0	62/0/0/0	31	25.83	\$1,064.00
3/20/2015	12	19	21	62/0/0/0	80/0/0/0	40	33.33	\$1,300.00
3/21/2015	8	32	13	80/0/0/0	90/0/0/0	45	37.50	\$1,499.00
3/22/2015	25	20	15	90/0/0/0	70/0/0/0	35	29.17	\$1,187.00
3/23/2015	16	19	14	70/0/0/0	66/0/0/0	33	27.50	\$1,110.00
3/24/2015	7	26	5	66/0/0/0	62/0/0/0	31	25.83	\$900.00
3/25/2015	10	21	17	62/0/0/0	76/0/0/0	38	31.67	\$1,255.00
3/26/2015	12	26	26	76/0/0/0	104/0/0/0	52	43.33	\$1,663.00
3/27/2015	31	21	30	104/0/0/0	102/0/0/0	51	42.50	\$1,598.00
3/28/2015	15	36	12	102/0/0/0	94/0/0/0	48	40.00	\$1,572.00
3/29/2015	30	18	10	94/0/0/0	56/0/0/0	28	23.33	\$921.00
3/30/2015	15	13	4	56/0/0/0	34/0/0/0	17	14.17	\$595.00
3/31/2015	4	13	8	34/0/0/0	42/0/0/0	21	17.50	\$700.00
	329	486	325	1628/0/0/0	1620/0/0/0	811	21.80	\$26,469.50

Occupancy percentages based on 120 total units

Guest Forecast

For: 03/01/2016 - 03/31/2016

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2016	4	6	2	20/0/0/0	16/0/0/0	8	6.67	\$175.00
3/2/2016	0	8	2	16/0/0/0	20/0/0/0	10	8.33	\$280.00
3/3/2016	0	10	3	20/0/0/0	26/0/0/0	13	10.83	\$343.00
3/4/2016	5	8	7	26/0/0/0	31/0/0/0	15	12.50	\$431.00
3/5/2016	3	12	6	31/0/0/0	37/0/0/0	18	15.00	\$455.00
3/6/2016	7	11	0	37/0/0/0	22/0/0/0	11	9.17	\$294.00
3/7/2016	4	7	4	22/0/0/0	22/0/0/0	11	9.17	\$273.00
3/8/2016	4	7	2	22/0/0/0	18/0/0/0	9	7.50	\$203.00
3/9/2016	4	5	1	18/0/0/0	12/0/0/0	6	5.00	\$133.00
3/10/2016	0	6	2	12/0/0/0	16/0/0/0	8	6.67	\$163.00
3/11/2016	2	6	13	16/0/0/0	38/0/0/0	19	15.83	\$536.00
3/12/2016	3	16	1	38/0/0/0	34/0/0/0	17	14.17	\$494.00
3/13/2016	10	7	2	34/0/0/0	18/0/0/0	9	7.50	\$214.00
3/14/2016	2	7	4	18/0/0/0	22/0/0/0	11	9.17	\$272.00
3/15/2016	2	9	4	22/0/0/0	26/0/0/0	13	10.83	\$357.00
3/16/2016	0	13	15	26/0/0/0	56/0/0/0	28	23.33	\$839.00
3/17/2016	7	21	12	56/0/0/0	65/0/0/0	33	27.50	\$949.00
3/18/2016	9	24	15	65/0/0/0	79/0/0/0	39	32.50	\$1,132.00
3/19/2016	9	30	14	79/0/0/0	87/0/0/0	44	36.67	\$1,326.00
3/20/2016	20	24	8	87/0/0/0	64/0/0/0	32	26.67	\$937.00
3/21/2016	7	25	5	64/0/0/0	60/0/0/0	30	25.00	\$902.00
3/22/2016	8	22	4	60/0/0/0	51/0/0/0	26	21.67	\$741.00
3/23/2016	7	19	14	51/0/0/0	64/0/0/0	33	27.50	\$1,018.00
3/24/2016	8	25	21	64/0/0/0	91/0/0/0	46	38.33	\$1,381.00
3/25/2016	11	35	17	91/0/0/0	103/0/0/0	52	43.33	\$1,536.00
3/26/2016	20	32	9	103/0/0/0	82/0/0/0	41	34.17	\$1,233.00
3/27/2016	20	21	7	82/0/0/0	56/0/0/0	28	23.33	\$793.00
3/28/2016	16	12	4	56/0/0/0	32/0/0/0	16	13.33	\$442.00
3/29/2016	3	13	7	32/0/0/0	40/0/0/0	20	16.67	\$547.00
3/30/2016	2	18	15	40/0/0/0	66/0/0/0	33	27.50	\$1,009.00
3/31/2016	10	23	12	66/0/0/0	70/0/0/0	35	29.17	\$1,074.00
	207	482	232	1374/0/0/0	1424/0/0/0	714	19.19	\$20,482.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 03/01/2017 - 03/31/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2017	5	6	3	22/0/0/0	18/0/0/0	9	7.50	\$231.00
3/2/2017	3	6	4	18/0/0/0	20/0/0/0	10	8.33	\$254.00
3/3/2017	2	8	9	20/0/0/0	34/0/0/0	17	14.17	\$469.00
3/4/2017	3	14	6	34/0/0/0	40/0/0/0	20	16.67	\$574.00
3/5/2017	10	10	3	40/0/0/0	26/0/0/0	13	10.83	\$350.00
3/6/2017	6	7	4	26/0/0/0	22/0/0/0	11	9.17	\$296.00
3/7/2017	4	7	4	22/0/0/0	22/0/0/0	11	9.17	\$282.00
3/8/2017	5	6	3	22/0/0/0	18/0/0/0	9	7.50	\$174.00
3/9/2017	3	6	2	18/0/0/0	16/0/0/0	8	6.67	\$191.00
3/10/2017	1	7	11	16/0/0/0	36/0/0/0	18	15.00	\$531.00
3/11/2017	2	16	6	36/0/0/0	44/0/0/0	22	18.33	\$652.00
3/12/2017	8	14	3	44/0/0/0	34/0/0/0	17	14.17	\$455.00
3/13/2017	6	11	2	34/0/0/0	26/0/0/0	13	10.83	\$368.00
3/14/2017	9	4	4	26/0/0/0	16/0/0/0	8	6.67	\$186.00
3/15/2017	2	6	3	16/0/0/0	18/0/0/0	9	7.50	\$228.00
3/16/2017	3	6	9	18/0/0/0	30/0/0/0	15	12.50	\$394.00
3/17/2017	5	10	11	30/0/0/0	42/0/0/0	21	17.50	\$592.00
3/18/2017	2	19	4	42/0/0/0	46/0/0/0	23	19.17	\$697.00
3/19/2017	10	13	3	46/0/0/0	32/0/0/0	16	13.33	\$417.00
3/20/2017	9	7	6	32/0/0/0	25/0/0/0	13	10.83	\$361.00
3/21/2017	3	10	3	25/0/0/0	25/0/0/0	13	10.83	\$371.00
3/22/2017	2	11	7	25/0/0/0	35/0/0/0	18	15.00	\$518.00
3/23/2017	6	12	4	35/0/0/0	31/0/0/0	16	13.33	\$420.00
3/24/2017	4	12	22	31/0/0/0	70/0/0/0	34	28.33	\$1,047.00
3/25/2017	7	27	13	70/0/0/0	84/0/0/0	40	33.33	\$1,231.00
3/26/2017	18	22	15	84/0/0/0	74/0/0/0	37	30.83	\$1,106.00
3/27/2017	10	27	8	74/0/0/0	69/0/0/0	35	29.17	\$1,066.00
3/28/2017	12	23	10	69/0/0/0	67/0/0/0	33	27.50	\$1,011.00
3/29/2017	15	18	10	67/0/0/0	54/0/0/0	28	23.33	\$850.00
3/30/2017	4	24	22	54/0/0/0	88/0/0/0	46	38.33	\$1,388.00
3/31/2017	9	37	25	88/0/0/0	120/0/0/0	62	51.67	\$1,830.00
	188	406	239	1184/0/0/0	1282/0/0/0	645	17.34	\$18,540.00

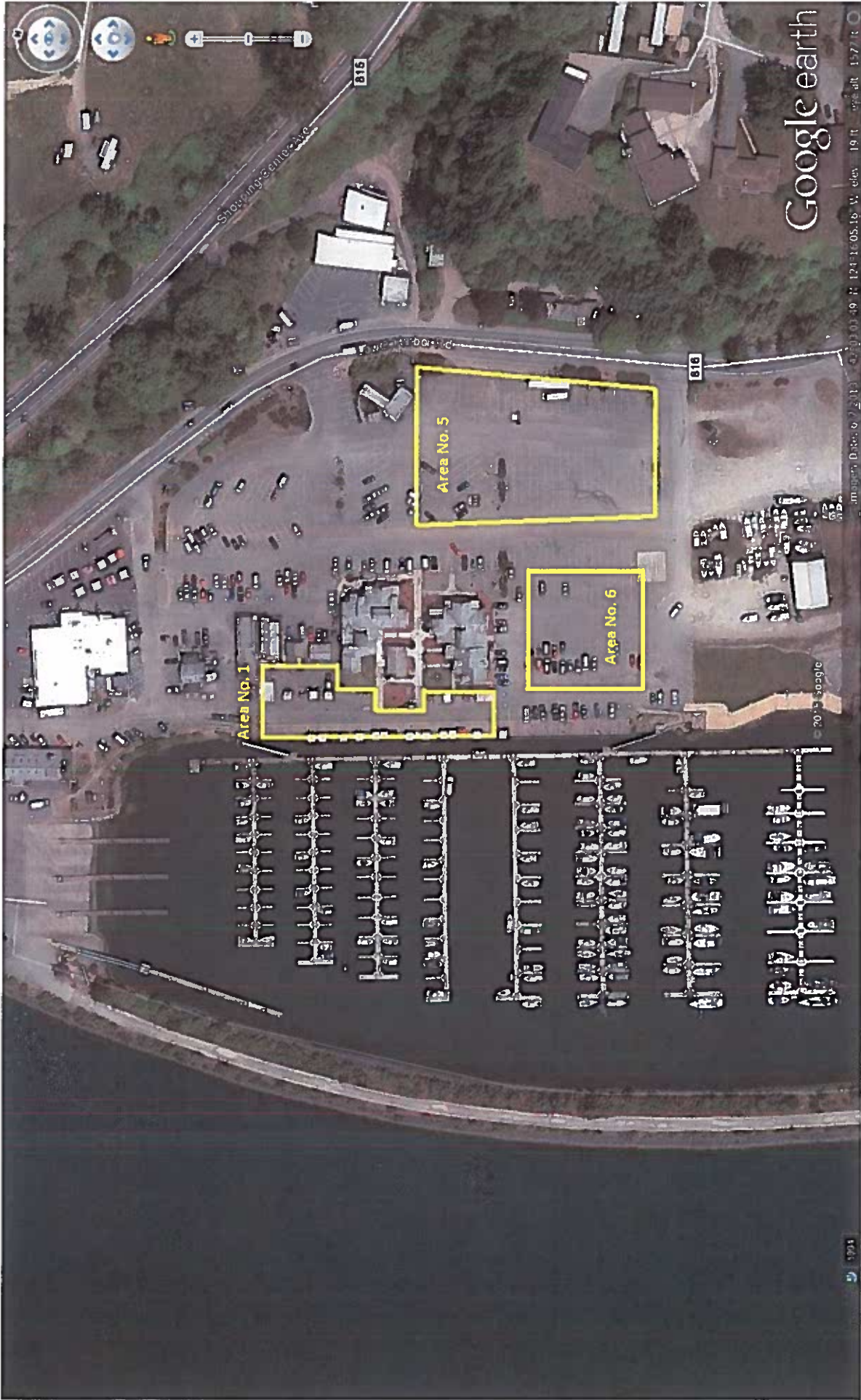
Occupancy percentages based on 120 total units

Guest Forecast

For: 03/01/2018 - 03/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2018	3	3	1	12/0/0/0	8/0/0/0	4	3.33	\$139.00
3/2/2018	1	3	3	8/0/0/0	12/0/0/0	6	5.00	\$233.00
3/3/2018	1	5	1	12/0/0/0	12/0/0/0	6	5.00	\$197.00
3/4/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$255.00
3/5/2018	4	3	3	14/0/0/0	12/0/0/0	6	5.00	\$233.00
3/6/2018	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$233.00
3/7/2018	2	4	3	12/0/0/0	14/0/0/0	7	5.83	\$277.00
3/8/2018	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$328.00
3/9/2018	4	4	5	16/0/0/0	18/0/0/0	9	7.50	\$356.00
3/10/2018	3	6	4	18/0/0/0	20/0/0/0	10	8.33	\$391.00
3/11/2018	5	5	11	20/0/0/0	32/0/0/0	16	13.33	\$693.00
3/12/2018	12	4	4	32/0/0/0	16/0/0/0	8	6.67	\$343.00
3/13/2018	4	4	1	16/0/0/0	10/0/0/0	5	4.17	\$197.00
3/14/2018	0	5	5	10/0/0/0	20/0/0/0	10	8.33	\$415.00
3/15/2018	6	4	3	20/0/0/0	22/0/0/0	7	5.83	\$284.00
3/16/2018	1	6	8	22/0/0/0	48/0/0/0	14	11.67	\$656.00
3/17/2018	3	11	8	48/0/0/0	69/0/0/0	19	15.83	\$830.00
3/18/2018	9	10	2	69/0/0/0	43/0/0/0	12	10.00	\$495.00
3/19/2018	3	9	5	43/0/0/0	63/0/0/0	14	11.67	\$641.00
3/20/2018	6	8	4	63/0/0/0	43/0/0/0	12	10.00	\$524.00
3/21/2018	4	8	3	43/0/0/0	34/0/0/0	11	9.17	\$452.00
3/22/2018	0	11	9	34/0/0/0	60/0/0/0	20	16.67	\$852.00
3/23/2018	5	15	17	60/0/0/0	83/0/0/0	32	26.67	\$1,475.00
3/24/2018	6	26	9	83/0/0/0	97/0/0/0	35	29.17	\$1,687.00
3/25/2018	16	19	14	97/0/0/0	102/0/0/0	33	27.50	\$1,510.00
3/26/2018	14	19	5	102/0/0/0	71/0/0/0	24	20.00	\$1,086.00
3/27/2018	8	16	23	71/0/0/0	140/0/0/0	39	32.50	\$1,839.00
3/28/2018	15	24	25	140/0/0/0	185/0/0/0	49	40.83	\$2,157.00
3/29/2018	22	27	22	185/0/0/0	169/0/0/0	49	40.83	\$2,184.00
3/30/2018	16	33	22	169/0/0/0	185/0/0/0	55	45.83	\$2,522.00
3/31/2018	20	35	6	185/0/0/0	125/0/0/0	41	34.17	\$1,842.00
	198	341	233	1642/0/0/0	1755/0/0/0	574	15.43	\$25,326.00

Occupancy percentages based on 120 total units



Google earth

Manager, Date: 07/20/11 03:49 P: 1241E0518 V: elev: 19 ft. sep: alt: 137 ft

© 2011 Google

1394

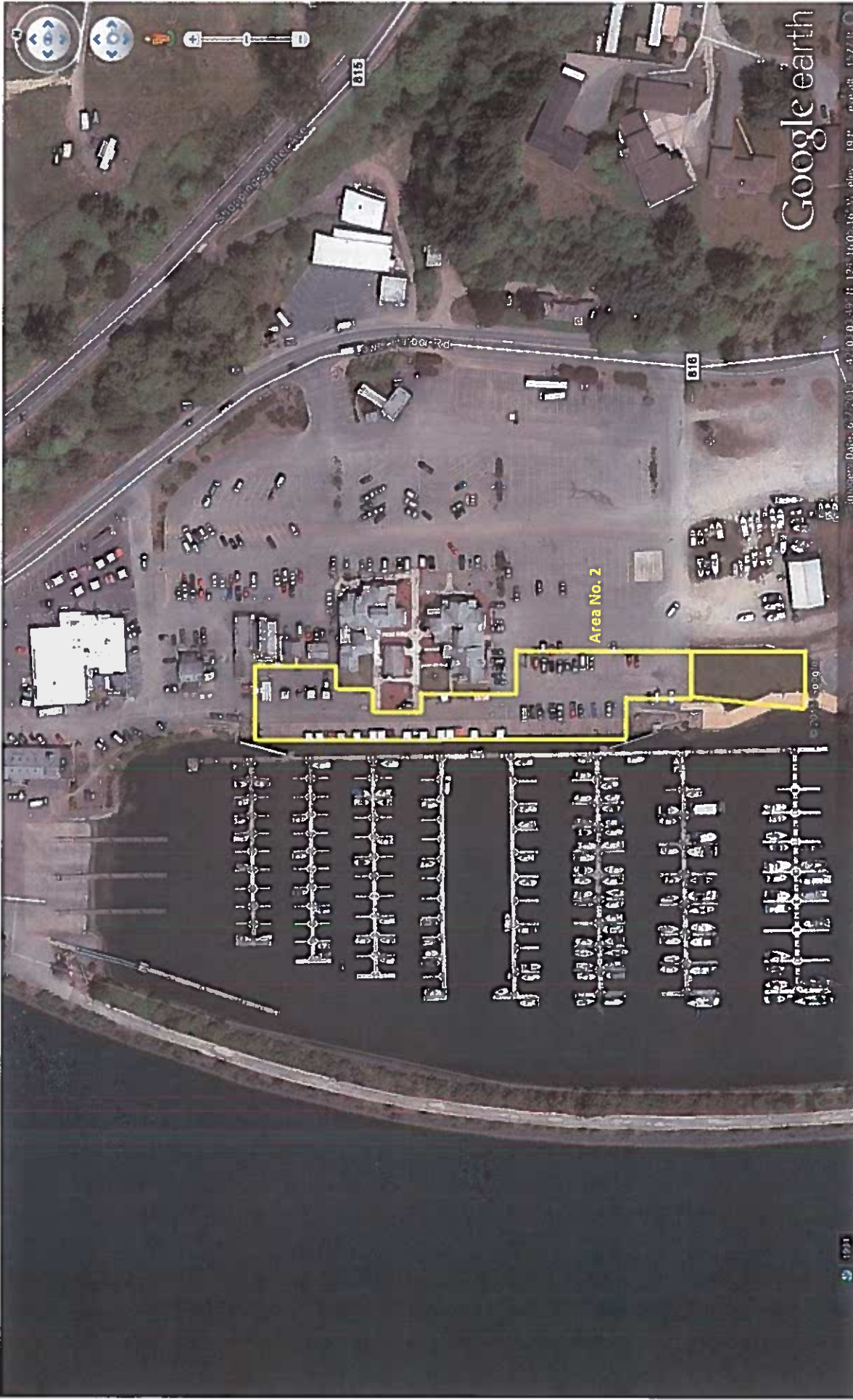


Google earth

Imagery Date: 6/2/2013 42°02'36.57" N 124°16'01.00" W 68m 1.0m 100ft 1771

© 2015 Google

9 1771



Google earth

Area No. 2

Viewer: Date: 6/2/2011 4:01:49 H: 174.140:18 W: elev: 19 ft. e: east: 157 ft. 0

MOORAGE RATES

[Home](#)[Rates](#)[Location Map](#)[Camping Diagram](#)[Rules and Regs](#)[Activities](#)[Community Links](#)[Development](#)[Opportunities](#)[Aerial Photo](#)[Contact Us](#)[WB RV Resort](#)[Events Center](#)

P.O. Box 1007
100 Ork Rock Road
Winchester Bay,
Oregon 97467

PH (541) 271-3407
FX (541) 271-2060

@salmonharbororegon
#salmonharbor

Office Hours:
Mon-Fri, 8am-4:30pm
Closed Weekends

Fuel Station Hours:
7:15am-4:30pm
(summer)
8:15am-3:30pm
(winter)

Sewer Dump Station:
8:00am-4:30pm
Closed Major
Holiday Weekends

SH MANAGEMENT COMMITTEE

Tom Huebner, Chair
Coastal Douglas County
Representative

Carey Jones, Port of
Umpqua Representative

Chris Bolce, Douglas
County Commissioner
Representative

ALL MOORAGE IS TO BE PAID IN ADVANCE (RATES SUBJECT TO CHANGE WITHOUT NOTICE)
(Effective April 1, 2017)

REGULAR MOORAGE RATES

Moorage is charged per foot or dock slip, whichever is greater.
Utilities included at all docks.

BOAT LENGTH	DAILY PRICE \$	WEEKLY PRICE \$	MONTHLY PRICE \$
24' - 29'	\$10.00	\$60.00	\$180.00
30' - 34'	\$11.00	\$66.00	\$198.00
35' - 39'	\$12.00	\$72.00	\$216.00
40' - 44'	\$13.00	\$78.00	\$234.00
45' - 49'	\$14.00	\$84.00	\$252.00
50' - 54'	\$15.00	\$90.00	\$270.00
55' - 59'	\$16.00	\$96.00	\$288.00
60' - 64'	\$17.00	\$102.00	\$306.00
65' - 69'	\$18.00	\$108.00	\$324.00
70' - 74'	\$19.00	\$114.00	\$342.00

There is a moratorium on living aboard your vessel at Salmon Harbor Marina and LIVING ABOARD THE VESSEL WILL BE CAUSE FOR IMMEDIATE REVOCATION OF MOORAGE.

AFTER HOURS MOORAGE INSTRUCTIONS

Please use the launch envelope provided for you at the launch station or on A-Dock. When filling out the envelopes include your name, the dock, slip and boat registration number.

Transient Moorage Customers

For temporary moorage or boaters who enter the Harbor after hours, please use the following slips:

A-Dock Slips 15 & 16 Transient End North or South

Boat Length: 10' - 29' \$10.00 daily
Boat Length: 30' - 60' \$15.00 daily

-- OR --

Dock-2 Slips 22-29 North Side Only
Boat Length: 10' - 30' \$10.00 daily

\$175.00 FINE FOR THEFT OF SERVICES

BOAT LAUNCHING

Two launch ramps available: East and West Boat Ramps
Annual pass goes from April 1 to March 31 of the following year.

Daily Launch Pass \$5.00 Annual Launch Pass \$60.00
 Daily Launch Pass \$4.00 Annual Launch Pass \$35.00

Discount Qualifications:

1. Oregon Senior age 65+
2. Oregon Disabled Veteran



Salmon Harbor Sport Fishing Window Decals available for \$3.00



ANNUAL MOORAGE RATES

Annual moorage effective April 1 through March 31 of the following year

There is a moratorium on living aboard your vessel at Salmon Harbor Marina and LIVING ABOARD THE VESSEL WILL BE CAUSE FOR IMMEDIATE REVOCATION OF MOORAGE.

BOAT SIZE	SPORT PRICE \$	COMM PRICE \$		BOAT SIZE	SPORT PRICE \$	COMM PRICE \$
20'	935	963		51'	2133	2130
21'	973	1000		52'	2171	2168
22'	1012	1038		53'	2210	2206
23'	1051	1076		54'	2249	2244
24'	1089	1113		55'	2287	2281
25'	1128	1151		56'	2326	2319
26'	1167	1189		57'	2364	2357
27'	1205	1226		58'	2403	2394
28'	1244	1264		59'	2442	2432
29'	1283	1302		60'	2480	2470
30'	1321	1339		61'	2519	2507
31'	1360	1377		62'	2558	2545
32'	1398	1415		63'	2596	2583
33'	1437	1452		64'	2635	2620
34'	1476	1490		65'	2674	2658
35'	1514	1528		66'	2712	2696
36'	1553	1565		67'	2751	2733
37'	1592	1603		68'	2790	2771
38'	1630	1641		69'	2828	2809
39'	1669	1678		70'	2867	2846
40'	1708	1716		71'	2905	2884
41'	1746	1754		72'	2944	2922
42'	1785	1791		73'	2983	2959
43'	1824	1829		74'	3021	2997
44'	1862	1867		75'	3060	3035
45'	1901	1904		76'	3099	3072
46'	1939	1942		77'	3137	3110

47'	1978	1980		78'	3176	3148
48'	2017	2017		79'	3215	3185
49'	2055	2055		80'	3253	3223
50'	2094	2093		85'	3446	3411
				95'	3833	3788

CAMPING RATES

Self-contained camping on the asphalt

SITE AREA	SITE #	DAILY	WEEKLY	MONTHLY
C-Camping	1-12 / 18-27	\$17.00	\$102.00	\$306.00
C-Super Sites	13-17	\$23.00	\$138.00	\$414.00
D-Camping	1-13 / 18-27	\$17.00	\$102.00	\$306.00
D-Super Sites	14-17	\$23.00	\$138.00	\$414.00
E-Camping	1-16	\$17.00	\$102.00	\$306.00
E-Parallel	1-7	\$17.00	\$102.00	\$306.00
B-(Breakwater)	20-29	\$17.00	\$102.00	\$306.00
G-Camping	1-18	\$17.00	\$102.00	\$306.00
B, C, D & E-Parallel Campsites include Picnic Table and Barbecue Stand				
Follow this link to view a diagram of the Middle Spit Campground				

QUICK REFERENCE RULES

Please refer to the Salmon Harbor Rules and Regulations in it's entirety, available at the Salmon Harbor Marina office.

CAMPING & PAYMENT

1. All sites are first come, first served.
2. Every RV pays
3. Check out time is 2:00pm
4. Camping permit must be displayed in window of RV
5. Permits are non-transferable.

QUIET HOURS

10pm to 7:00am. Generator/music off

DUMP STATION

All campers \$10.00 fee at north end of peninsula. See camp host for coupon.

PETS

Must be leashed at all times when outside your RV. Pick up after your pets. Doggie bags are located throughout the facilities for your convenience.

TENTS

B-Camping area only. Other sections only as an auxiliary to your RV. Must be self supporting, no stakes.

ATVs

10 MPH max speed

AMENITIES AVAILABLE

SEWER DUMP	
Public	\$10.00
Salmon Harbor Marina Campers	\$5.00 w/Coupon
PUBLIC SHOWERS	
Coin Operated	
WATER FILL STATION	
Public	\$5.00
Salmon Harbor Marina Campers	1-Free Fill w/Coupon

[Top of page](#)

Copyright © 2018 Douglas County Information Technology. All rights reserved.
This Page was last updated Wednesday, May 10, 2017 at 3:04:28 PM

OLD BUSINESS AGENDA ITEM C

DATE: *April 17, 2018*
RE: *Search/Port Manager*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

OVERVIEW

- January 5, Board fired Port Manager, Gary Dehlinger, Vote: 4-1.
- January 9, Board rehired Port Manager, Gary Dehlinger, but placed on administrative leave. Vote: 4-0.
- February 6, Board hired Interim Manager, Kathy Lindley Hall, for 6 months. Vote: 4-0.
- March 12, Board had a public hearing for Port Manager, Gary Dehlinger, and officially terminated his employment. Vote: 3-2.
- March 20, the board wanted staff to look up the job description and ask SDAO to help search.

DOCUMENTS

- General Manager's Job Description, 3 pages
- Email, 2 pages
- Consulting Services Agreement, 1 page
- Letter to Board outline of Process, 1 page
- Components of Assistance, 1 page

COMMISSIONERS ACTION

-

9/2014

Resolution

453

**POBH POSITION DESCRIPTION
GENERAL MANAGER**

Position Overview

The General Manager for the Port of Brookings Harbor is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties, and other tasks as assigned by the Port Commission. The Port Manager has a lead role in implementing the goals and strategies of the Port Commission. The General Manager serves at the will of, reports directly, and is accountable to the Port Commission.

Summary of Essential Duties

- Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan (SBP), and to envision and accomplish sound business initiatives.
- Responsible for marketing and outreach programs and representing the Commission in relationships with customers, local, state and federal officials, and the community.
- Implements and maintains positive relationships with community resources, other critical users of Port facilities, nearby Ports, and the media.
- Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
- Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
- Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
- Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
- Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
- Supervises and coordinates negotiation of rental/lease agreements, and other related business transactions.

- Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.
- Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.
- Assists the Commission in developing and maintaining communication with the Commission's constituency.
- Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

Primarily in an office setting with some outside manual labor and travel. Requires weekend and evening work, often with intensive interaction with other individuals and groups. Extended hours of work may be required without additional compensation.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with federal/state/local officials, clients, tenants, contractors, union representatives, consultants and the general public.

Preferred Experience, Training and Knowledge

A combination of education and experience to perform the duties of this position are required. A Bachelor's Degree is considered minimal, although extensive relevant experience may be acceptable in place of a degree. An advanced degree or specific training appropriate to this position is desirable.

A thorough knowledge of and/or the ability to continue to learn the practices of general port operations, economic development, personnel practices, public budget practices, property management, maritime commerce, operation of marine facilities and docks, dredging and wetland management practices including local, state and federal permitting processes are preferred.

Skills and Abilities

Proficiency in using information technology resources is desirable. Must be able to communicate effectively verbally and in writing; direct and supervise the work of others; maintain effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, union representatives and the general public; establish priorities; delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Licenses

Valid driver's license and must be insurable by Ports insurance provider.

ATTACHMENT "A"

ESSENTIAL AND DESIRED MANAGER ATTRIBUTES

Essential

- Integrity
 - Earns and maintains trust
 - Honesty
 - Truthfulness
 - Fairness
 - Builds goodwill and better relationships
- Good people skills
 - Personality
 - Verbal Communication (articulate, persuasive, public presentations)
 - Written Communication (vocabulary, precision, grammar)
 - Listening skill
- Leadership
 - Provides overall directional vision to staff
 - Ensures staff are competent through training and coaching
 - Gives staff opportunity to do their job well
 - Motivates staff to do their job well
 - Empathy
- Property Management, Land Development, Valuation
- Public Administration
 - Budgeting, tracking, reporting, control actions, forecasting.
 - Ability to obtain/use consultants. Public contracting law. ORS 279.
 - Public processes and working with elected officials.
 - Grant writing and financing development.
- Self motivated
 - Demonstrated background of achievement
 - Perseverance
 - Resilient - able to withstand adverse comments/criticism

Desirable

- Prior knowledge of ORS 777 port districts and/or marine facilities
- Prior knowledge of Oregon statutes.
- Capability for networking in the community.
- Marketing/public relation knowledge.
- Experience in working on a large project.
- Knowledge of minor maintenance requirements
- Environmental, zoning and regulatory experience.



Danielle Shepard <moorage@portofbrookingsharbor.com>

Fwd: Port of Brookings Harbor - Manager search

1 message

Kathy Lindley Hall <kathy@portofbrookingsharbor.com>

Tue, Apr 10, 2018 at 8:51 AM

To: Angi Christian <angi@portofbrookingsharbor.com>, Roger Thompson <roger@portofbrookingsharbor.com>, Roy Davis <roy@portofbrookingsharbor.com>, Jan Barbas <jan@portofbrookingsharbor.com>, Andy Martin <andy@portofbrookingsharbor.com>

Cc: Danielle Shepard <moorage@portofbrookingsharbor.com>

Commissioners,

Danielle will include this in the meeting packet I wanted you to have it now for timely review.

Kathy Lindley Hall
Interim Port Manager
Port of Brookings Harbor
Kathy@portofbrookingsharbor.com

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

From: **George Dunkel** <gdunkel@sdao.com>
Date: Tue, Apr 10, 2018 at 8:28 AM
Subject: RE: Port of Brookings Harbor - Manager search
To: Kathy Lindley Hall <kathy@portofbrookingsharbor.com>

Thank you Kathy for reaching out to SDAO and considering our assistance in recruiting and hiring a new Port Manager.

Please see attached some material for your Board to review. I also included a proposal with estimated cost.

Best Regards,

George

George Dunkel

Management Consulting Services Program Administrator

S|D|A|O
Administrators for SDIS

Direct: 503-906-7241 | Toll-free: 800-305-1736 ext. 241

Fax: 503.620.6217

Cell 503-369-2050



2018 SDIS/PAGE Public Entity
Agents Day
APRIL 20, 2018 | Salem Convention Center

The content of this e-mail message and any attachments are confidential and may be legally privileged, intended solely for the addressee. If you are not the intended recipient, be advised that any use, dissemination, distribution, or copying of this e-mail may be unlawful. If you receive this message in error, please notify the sender immediately and destroy the message and its attachments.

From: Kathy Lindley Hall [mailto:kathy@portofbrookingsharbor.com]
Sent: Monday, April 09, 2018 4:41 PM
To: George Dunkel <gdunkel@sdao.com>; Angi Christian <angi@portofbrookingsharbor.com>
Subject: Port of Brookings Harbor - Manager search




Hello George,

At the March 20, 2018 Port Commission meeting the commissioners instructed staff to research the cost of hiring Special Districts to assist us in finding a Port Manager.

Thank you.

Kathy Lindley Hall
Interim Port Manager
Port of Brookings Harbor
[Kathy@portofbrookingsharbor.com](mailto:kathy@portofbrookingsharbor.com)

3 attachments

-  **Consulting Services Agreement 2018.doc**
25K
-  **Letter to Board Outline of Process 11-3-17.doc**
150K
-  **Components of Assistance.doc**
29K

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Brookings Harbor.

SDAO agrees to provide facilitation and assistance with Port Manager Executive/CEO Recruitment and Hiring process as part of SDAO's Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$50.00 per hour not to exceed 120 hours (\$6,000.00) plus expenses not to exceed \$1,500.00 without additional approval.

This agreement is made and entered into on this ___ day of _____, 2018.

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Port of Brookings Harbor

By: _____
Commission Chair/President

Board Members,

Special Districts Association of Oregon, through their Management Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors, and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Review/develop description of work environment, description of district.
4. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal opening/recruitment.
 - B. External/internal recruitment.
 - C. Selection/screening process:
 - 1) Assessment center.
 - 2) Modified assessment center.
 - 3) Community and technical interview panels.
 - 4) Board interviews only.
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé.
7. Review résumés to insure candidate meets minimum standards outlined in job description. Can be done internally or by contracted service.
8. All applications and résumés reviewed by individual board members.
9. Perform reference checks on selection of three to five semifinalists.
10. Board interviews of two to three finalists, (may be done in Executive Session if 1-4 done in Public Session)
11. Tentative job offer to final candidate.
12. Complete background check/medical/physical/technical confirmations completed.
13. Contract negotiations, tentative agreement.
14. Contract approved by board of directors. (Public Process)
15. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Management Consulting Services Program of SDAO is willing to assist member districts with the process if desired.

Best wishes,

George Dunkel, Administrator
SDAO Management Consulting Services
503-369-2050

**Special Districts Association of Oregon
Management Consulting Services Program
Executive Search Components**

July 2017

1. Meet with Board and/or search committee to:
 - Update Job Description
 - Update position benefit package
 - Determine selection process
 - Develop process timeline
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to District.
4. Help District determine recruitment advertising methods, paid site and newspapers etc applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review
 - Rate
 - Prepare for distribution to Board/Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist
 - Conduct preliminary reference checks
 - Conduct phone interviews if required
 - Perform online public background check
7. Assist District with development of interview/evaluation process for semi-finalist.
8. Facilitate interview/evaluation process at site determined by District Board.
9. Assist Board with final interview and selection of new Fire Chief/General Manager
 - Conduct back ground check as requested
 - Arrange site visits if required
 - Perform necessary functions to help determine appropriate selection
10. Assist Board and/or search committee as needed.
11. Additional assistance is available for the following.
 - Assistance with finalist contract negotiations
 - Arrangement of medical/mental evaluation of finalist

NEW BUSINESS AGENDA ITEM A

DATE: *April 17, 2018*
RE: *Harbor Sanitary SDC Fees*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

OVERVIEW

- Harbor Sanitary applied the Port's System Development Charges credit, from the RV Park, to other properties on Port premises.

DOCUMENTS

- Harbor Sanitary's Letter, 6 pages

COMMISSIONERS ACTION

- Board needs to decide if Port uses the credits OR if the Port asks for lease holder to pay all or part of the fee's.

Harbor Sanitary District

P.O. Box 2457
Brookings, OR 97415
(541) 469-5225
(541) 469-5646

March 13, 2018

MAR 14 2018

Port of Brookings Harbor
Board of Commissioners
P.O. Box 848
Brookings, OR 97415

Re: Follow up of October 11, 2017 meeting

Board of Commissioners,

The District Staff met with Port Staff recently to accurately determine the square footage of the Hungry Clam and Zola's Pizza expansions. District Staff determined the square footage of the Bell & Whistle / Port Office expansion. Using the information we have determined the amount of the additional Systems Development Charges due for each entity per District Ordinance 07-01-O Section 8.04.

As you know the Harbor Sanitary District Board of Directors voted to make a one-time exception to Resolution 12-02-R to allow the Port of Brookings Harbor to transfer the System Development Charges from the Port RV Park to other properties owned by the Port that are not adjacent to the RV Park. Attached are the calculation sheets for each entity and the calculation sheet for the transfer of the SDC from the RV Park showing the remaining credit after the deductions for the SDC amounts owed to the District.

At the October 11, 2017 meeting there were several other violations discussed, some of which the Port has addressed and others that the Port has still neglected to address.

1. The door closers on the RV Park Restrooms and plugging the outside showers were good solutions to help prevent the water from infiltrating the sewer system during storm events. The sand traps in the floor drains have not been installed in either set of restrooms to date.
2. The pump station located at Zola's Pizza is still below grade and in need of repair.
3. The grease trap at Slugs and Stones is inoperable and deteriorated. This grease trap is in need of replacement.
4. Catalyst Seafood has been maintaining their wet well and grease traps in a manner that meets the requirements of the District.
5. There have been no solutions presented to the District for the RV Park Dump Station or the RV connections below grade in storm events. District staff has been instructed by Port staff "not to

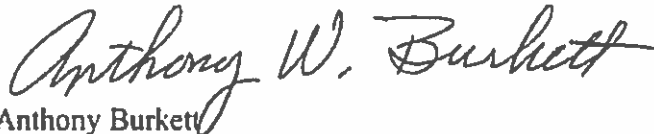
touch Port property” preventing us from helping to ensure the RV Park is secure before a storm event.

6. An additional issue recently discovered of the improperly connected and below grade Hungry Clam grease trap is in process however County inspections have not been supplied to the District.

The District has continued to send letters to the Port in an effort to maintain communication on the progress of the projects but we have not received a response to all the issues that need to be addressed.

Please contact me if you have any questions through the Harbor Sanitary District Office at 541-469-5225.

Respectfully,

A handwritten signature in black ink that reads "Anthony W. Burkett". The signature is written in a cursive style with a large, prominent initial 'A'.

Anthony Burkett
Board Chairman
Harbor Sanitary District

PORT OF BROOKINGS HARBOR SDC CREDIT
10 year credit starts on 09-14-2017

Date	Location Transferred to	Running Balance
9/14/2017	Beginning Balance	\$211,482.53
3/6/2018	Zola's Pizzeria Transfer	\$8,267.20
3/6/2018	Hungry Clam Storage Transfer	\$4,510.87
3/6/2018	Addition to Bell & Whistle/ Port Office Transfer	\$717.72
	Ending Balance	\$197,986.74

DEVELOPMENT TYPE

CAMPS, MOTELS, HOTELS AND MARINAS
MARINAS, PER BOAT SLIP
MOTELS & HOTELS, PER ROOM
MOTELS & HOTELS WITH COOKING FACILITY, PER ROOM
RV PARK PER SPACE
SUMMER OR CHURCH TYPE CAMPS, PER BED
COMMERCIAL / GOVERNMENT *
APPARAL STORE, PER 1000 SQ. FT
AVIATION AIRPORT, GENERAL, PER BASED AIRCRAFT
AUTO SERVICE STATIONS, PER FUELING POSITION
AUTO CARE CENTER PER 1000 SQ FT
AUTO SALES NEW/USED PER 1000 SQ FT
AUTO WASH STAFFED PER BAY
AUTO WASH SELF SERVICE PER BAY
BANK/SAVINGS & LOAN PER 1000 SQ FT
ADDITIONAL PER DRIVE-IN WINDOW
BEAUTY SALON, PER 1000 SQ FT
BARBER SHOP, PER 1000 SQ FT
NAIL SALON, PER 1000 SQ FT / TATTOO PALOR
TANNING SALON, PER 1000 SQ FT
BLDG MATERIAL/LUMBER/HARDWARE PER 1000 SQ FT
BOARDING KENNEL, PER 1000 SQ FT
CONVENIENCE MARKET PER 1000 SQ FT
DISCOUNT STORE FREE STANDING PER 1000 SQ FT
DOG GROOMING PER 1000 SQ FT
GENERAL OFFICE PER 1000 SQ FT
GOVERNMENT OFFICE PER 1000 SQ FT
GROCERY STORE PER 1000 SQ FT
LAUNDROMATS, PER MACHINE
MANUFACTURING FACTORY PER 1000 SQ FT
ADD FOR FACTORY (WITH SHOWERS) PER 1000 SQ FT
MINI-WAREHOUSE (STORAGE) PER 1000 SQ FT
NURSERY PER 1000 SQ FT
RETAIL / SHOP / STORE PER 1000 SQ FT
TRUCK / TRANSPORTION TERMINALS PER 1000 SQ FT
WAREHOUSING PER 1000 SQ FT
EDUCATION FACILITIES / SCHOOLS
BOARDING SCHOOLS PER RESIDENTIAL UNIT
COMMUNITY COLLEGE PER 1000 SQ FT
DAY CARE CENTER (NO MEALS PREPARED) PER 1000 SQ FT
LIBRARY PER 1000 SQ FT
SCHOOL, NO CAFETERIA OR SHOWERS PER 1000 SQ FT
ADD FOR CAFETERIA PER 1000 SQ FT OF SCHOOL
ADD FOR SHOWERS PER 1000 SQ FT OF SCHOOL
HEALTH CARE FACILITIES
CLINICS AND VETS, PER 1000 SQ FT
HOSPITALS PER BED
NURSING HOMES PER BED
PLACES OF WORSHIP
TEMPLE/CHAPEL, NO SCHOOL PER 1000 SQ FT
WORSHIP & SUNDAY (SABBATH) SCHOOL PER 1000 SQ FT
ADD WITH MEAL PREPARATION FAC PER 1000 SQ FT
RESTAURANTS
BARS, TAVERNS AND COCKTAIL LOUNGES PER 1000 SQ FT
FAST FOOD PER 1000 SQ FT
ADDITIONAL PER DRIVE-IN WINDOW
QUALITY RESTAURANT PER 1000 SQ FT
BAKERY PER 1000 SQ FT
DELI, SANDWICH SHOP PER 1000 SQ FT
COFFEE SHOP NO PREPARED MEALS PER 1000 SQ FT
COFFEE KIOSK PER 1000 SQ FT
RECREATIONAL FACILITIES
AMUSEMENT ARCADE CENTER PER 1000 SQ FT
BOWLING ALLEY PER LANE
GOLF COURSE PER HOLE
HEALTH OR COUNTRY CLUB PER 1000 SQ FT
HEALTH CLUB, NO SHOWERS PER 1000 SQ FT
PARKS PER ACRE
RECREATIONAL COMMUNITY CENTER PER 1000 SQ FT
THEATERS, SPORTING EVENTS, PER 1000 SQ FT
RESIDENTIAL
CONDO, TOWNHOUSE PER HOUSING UNIT
ROOMING/BOARDING HOUSE PER ROOM UNIT
MULTI FAMILY APARTMENT PER HOUSING UNIT
VACATION RENTAL HOUSE PER HOUSING UNIT
SINGLE FAMILY DWELLING PER HOUSING UNIT

WASTEWATER TREATMENT PLANT			HARBOR COLLECTION SYSTEM			TOTAL	
1,000 S.F. or Units	EDU Basis	Cost = EDU x \$5,923.31	1,000 S.F. or Units	EDU Basis	Cost = EDU x \$2,415.84	SDC COST	
	0.11	0.00	0	0.11	0.00	0.00	
	0.48	0.00	0	0.48	0.00	0.00	
	0.57	0.00	0	0.57	0.00	0.00	
	0.67	0.00	0	0.67	0.00	0.00	
	0.42	0.00	0	0.42	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	0.20	0.00	0	0.20	0.00	0.00	
	1.01	0.00	0	1.01	0.00	0.00	
	0.15	0.00	0	0.15	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	2.00	0.00	0	2.00	0.00	0.00	
	1.75	0.00	0	1.75	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	1.74	0.00	0	1.74	0.00	0.00	
	0.90	0.00	0	0.90	0.00	0.00	
	0.90	0.00	0	0.90	0.00	0.00	
	0.85	0.00	0	0.85	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	0.14	0.00	0	0.14	0.00	0.00	
	0.50	0.00	0	0.50	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	2.30	0.00	0	2.30	0.00	0.00	
	0.07	0.00	0	0.07	0.00	0.00	
	0.09	0.00	0	0.09	0.00	0.00	
	0.14	0.00	0	0.14	0.00	0.00	
	1.80	0.00	0	1.80	0.00	0.00	
	0.07	0.00	0	0.07	0.00	0.00	
	0.03	0.00	0	0.03	0.00	0.00	
	0.03	0.00	0	0.03	0.00	0.00	
	0.07	0.00	0	0.07	0.00	0.00	
	0.10	0.00	0	0.10	0.00	0.00	
	0.20	0.00	0	0.20	0.00	0.00	
	0.05	0.00	0	0.05	0.00	0.00	
	0.56	0.00	0	0.56	0.00	0.00	
	0.40	0.00	0	0.40	0.00	0.00	
	0.30	0.00	0	0.30	0.00	0.00	
	0.15	0.00	0	0.15	0.00	0.00	
	0.29	0.00	0	0.29	0.00	0.00	
	0.09	0.00	0	0.09	0.00	0.00	
	0.06	0.00	0	0.06	0.00	0.00	
	1.12	0.00	0	1.12	0.00	0.00	
	1.40	0.00	0	1.40	0.00	0.00	
	0.84	0.00	0	0.84	0.00	0.00	
	0.90	0.00	0	0.90	0.00	0.00	
	0.13	0.00	0	0.13	0.00	0.00	
	0.09	0.00	0	0.09	0.00	0.00	
	1.85	0.00	0	1.85	0.00	0.00	
	392	2.52	5,851.28	392	2.52	2,415.92	6,267.20
	1.34	0.00	0	1.34	0.00	0.00	0.00
	2.80	0.00	0	2.80	0.00	0.00	0.00
	1.70	0.00	0	1.70	0.00	0.00	0.00
	1.68	0.00	0	1.68	0.00	0.00	0.00
	1.25	0.00	0	1.25	0.00	0.00	0.00
	1.10	0.00	0	1.10	0.00	0.00	0.00
	0.50	0.00	0	0.50	0.00	0.00	0.00
	0.15	0.00	0	0.15	0.00	0.00	0.00
	0.20	0.00	0	0.20	0.00	0.00	0.00
	0.48	0.00	0	0.48	0.00	0.00	0.00
	0.45	0.00	0	0.45	0.00	0.00	0.00
	0.09	0.00	0	0.09	0.00	0.00	0.00
	0.70	0.00	0	0.70	0.00	0.00	0.00
	0.30	0.00	0	0.30	0.00	0.00	0.00
	0.90	0.00	0	0.90	0.00	0.00	0.00
	0.25	0.00	0	0.25	0.00	0.00	0.00
	0.90	0.00	0	0.90	0.00	0.00	0.00
	0.75	0.00	0	0.75	0.00	0.00	0.00
	1.00	0.00	0	1.00	0.00	0.00	0.00
		5,851.28			2,415.92		
			CITY			H56	

* Includes only domestic wastewater. Process wastewater load must be determined for each new manufacturing or process facility. Additional non (1) wastewater EDU per 256 gallons day flow.

Connection Fee to USD

SDC Cost						\$6,267.20
----------	--	--	--	--	--	------------

Connection Charge HSD

\$6,267.20

Addition on Retail Center Bell & Whistle/Port Office

DEVELOPMENT TYPE

	WASTEWATER TREATMENT PLANT			HARBOR COLLECTION SYSTEM			TOTAL SOC COST
	1,000 S.F. or Units	EDU Basis	Cost = EDU x \$5,973.31	1,000 S.F. or Units	EDU Basis	Cost = EDU x \$2,445.66	
CAMPS, MOTELS, HOTELS AND MARINAS							
MARINAS, PER BOAT SLIP		0.11	0.00	0	0.11	0.00	0.00
MOTELS & HOTELS, PER ROOM		0.46	0.00	0	0.46	0.00	0.00
MOTELS & HOTELS WITH COOKING FACILITY, PER ROOM		0.57	0.00	0	0.57	0.00	0.00
RV PARK PER SPACE		0.67	0.00	0	0.67	0.00	0.00
SUMMER OR CHURCH TYPE CAMPS, PER BED		0.42	0.00	0	0.42	0.00	0.00
COMMERCIAL / GOVERNMENT *							
APPARAL STORE, PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
AVIATION AIRPORT, GENERAL, PER BASED AIRCRAFT		0.20	0.00	0	0.20	0.00	0.00
AUTO SERVICE STATIONS, PER FUELING POSITION		1.01	0.00	0	1.01	0.00	0.00
AUTO CARE CENTER PER 1000 SQ. FT		0.15	0.00	0	0.15	0.00	0.00
AUTO SALES NEW USED PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
AUTO WASH STAFFED PER BAY		2.00	0.00	0	2.00	0.00	0.00
AUTO WASH SELF SERVICE PER BAY		1.75	0.00	0	1.75	0.00	0.00
BANK/SAVINGS & LOAN PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
ADDITIONAL PER DRIVE-IN WINDOW							
BEAUTY SALON, PER 1000 SQ. FT		1.74	0.00	0	1.74	0.00	0.00
BARBER SHOP, PER 1000 SQ. FT		0.90	0.00	0	0.90	0.00	0.00
NAIL SALON, PER 1000 SQ. FT / TATTOO PALOR		0.90	0.00	0	0.90	0.00	0.00
TANNING SALON, PER 1000 SQ. FT		0.85	0.00	0	0.85	0.00	0.00
BLDG MATERIALS, UNIFORM/HARDWARE PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
BOARDING KENNEL, PER 1000 SQ. FT		0.14	0.00	0	0.14	0.00	0.00
CONVENIENCE MARKET PER 1000 SQ. FT		0.50	0.00	0	0.50	0.00	0.00
DISCOUNT STORE FREE STANDING PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
DOG GROOMING PER 1000 SQ. FT		2.30	0.00	0	2.30	0.00	0.00
GENERAL OFFICE PER 1000 SQ. FT		0.07	0.00	0	0.07	0.00	0.00
GOVERNMENT OFFICE PER 1000 SQ. FT	64	0.09	34.12	64	0.09	14.09	48.21
GROCERY STORE PER 1000 SQ. FT		0.14	0.00	0	0.14	0.00	0.00
LAUNDROMATS, PER MACHINE		1.80	0.00	0	1.80	0.00	0.00
MANUFACTURING-FACTORY PER 1000 SQ. FT		0.07	0.00	0	0.07	0.00	0.00
ADD FOR FACTORY (WITH SHOWERS) PER 1000 SQ. FT		0.03	0.00	0	0.03	0.00	0.00
MINI-WAREHOUSE (STORAGE) PER 1000 SQ. FT		0.03	0.00	0	0.03	0.00	0.00
NURSERY PER 1000 SQ. FT		0.07	0.00	0	0.07	0.00	0.00
RETAIL SHOP / STORE PER 1000 SQ. FT		0.10	0.00	0	0.10	0.00	0.00
TRUCK TRANSPORTATION TERMINALS PER 1000 SQ. FT		0.20	0.00	0	0.20	0.00	0.00
WAREHOUSING PER 1000 SQ. FT		0.05	0.00	0	0.05	0.00	0.00
EDUCATION FACILITIES / SCHOOLS							
BOARDING SCHOOLS PER RESIDENTIAL UNIT		0.58	0.00	0	0.58	0.00	0.00
COMMUNITY COLLEGE PER 1000 SQ. FT		0.40	0.00	0	0.40	0.00	0.00
DAY CARE CENTER (NO MEALS PREPARED) PER 1000 SQ. FT		0.30	0.00	0	0.30	0.00	0.00
LIBRARY PER 1000 SQ. FT		0.15	0.00	0	0.15	0.00	0.00
SCHOOL, NO CAFETERIA OR SHOWERS PER 1000 SQ. FT		0.29	0.00	0	0.29	0.00	0.00
ADD FOR CAFETERIA PER 1000 SQ. FT OF SCHOOL		0.09	0.00	0	0.09	0.00	0.00
ADD FOR SHOWERS PER 1000 SQ. FT OF SCHOOL		0.06	0.00	0	0.06	0.00	0.00
HEALTH CARE FACILITIES							
CLINICS AND VETS, PER 1000 SQ. FT		1.12	0.00	0	1.12	0.00	0.00
HOSPITALS PER BED		1.40	0.00	0	1.40	0.00	0.00
NURSING HOMES PER BED		0.84	0.00	0	0.84	0.00	0.00
PLACES OF WORSHIP							
TEMPLE/CHAPEL, NO SCHOOL PER 1000 SQ. FT		0.90	0.00	0	0.90	0.00	0.00
WORSHIP & SUNDAY (SABBATH) SCHOOL PER 1000 SQ. FT		0.13	0.00	0	0.13	0.00	0.00
ADD WITH MEAL PREPARATION FAC PER 1000 SQ. FT		0.09	0.00	0	0.09	0.00	0.00
RESTAURANTS							
BARS TAVERNS AND COCKTAIL LOUNGES PER 1000 SQ. FT		1.85	0.00	0	1.85	0.00	0.00
FAST FOOD PER 1000 SQ. FT		2.52	0.00	0	2.52	0.00	0.00
ADDITIONAL PER DRIVE IN WINDOW		1.34	0.00	0	1.34	0.00	0.00
QUALITY RESTAURANT PER 1000 SQ. FT		2.80	0.00	0	2.80	0.00	0.00
BAKERY PER 1000 SQ. FT		1.70	0.00	0	1.70	0.00	0.00
DELI, SANDWICH SHOP PER 1000 SQ. FT		1.68	0.00	0	1.68	0.00	0.00
COFFEE SHOP NO PREPARED MEALS PER 1000 SQ. FT	64	1.25	473.66	64	1.25	195.63	669.52
COFFEE KIOSK PER 1000 SQ. FT		1.10	0.00	0	1.10	0.00	0.00
RECREATIONAL FACILITIES							
AMUSEMENT ARCADE/CENTER PER 1000 SQ. FT		0.50	0.00	0	0.50	0.00	0.00
BOWLING ALLEY PER LANE		0.15	0.00	0	0.15	0.00	0.00
GOLF COURSE PER HOLE		0.20	0.00	0	0.20	0.00	0.00
HEALTH OR COUNTRY CLUB PER 1000 SQ. FT		0.48	0.00	0	0.48	0.00	0.00
HEALTH CLUB NO SHOWERS PER 1000 SQ. FT		0.45	0.00	0	0.45	0.00	0.00
PARKS PER ACRE		0.09	0.00	0	0.09	0.00	0.00
RECREATIONAL COMMUNITY CENTER PER 1000 SQ. FT		0.70	0.00	0	0.70	0.00	0.00
THEATERS, SPORTING EVENTS PER 1000 SQ. FT		0.30	0.00	0	0.30	0.00	0.00
RESIDENTIAL							
CONDO/TOWNHOUSE PER HOUSING UNIT		0.90	0.00	0	0.90	0.00	0.00
ROOMING/BOARDING HOUSE PER ROOM UNIT		0.25	0.00	0	0.25	0.00	0.00
MULTI-FAMILY APARTMENT PER HOUSING UNIT		0.90	0.00	0	0.90	0.00	0.00
VACATION RENTAL HOUSE PER HOUSING UNIT		0.75	0.00	0	0.75	0.00	0.00
SINGLE FAMILY DWELLING PER HOUSING UNIT		1.00	0.00	0	1.00	0.00	0.00
		507.98			209.74		
		CITY			HSD		

* Includes only domestic wastewater. Process wastewater load must be determined for each new manufacturing or process facility. Additional one(1) wastewater EDU per 256 gallons/day flow.

Connection Fee to HSD

SBC Cost							
----------	--	--	--	--	--	--	--

Connection Charge HSD

\$717.72

\$717.72

NEW BUSINESS AGENDA ITEM B

DATE: *April 17, 2018*

RE: *Kathy's Corner Market*

TO: *Port of Brookings Harbor, Board of Commissioners*

ISSUED BY:

OVERVIEW

- Kathy's Corner Market is requesting more storage space.
- The space they are requesting is 113 sq. ft.

DOCUMENTS

- Kathy's Corner Market Request Letter, 1 page
- Map of requested area, 1 page

COMMISSIONERS ACTION

- Allow Ms. Lindley Hall to go into negotiations with Kathy's Corner Market.

Date: 4-2-2018

To : Port of Brookings Harbor

From: Scott Mathey..D.B.A. Kathy's Corner Market

Re: Storage space

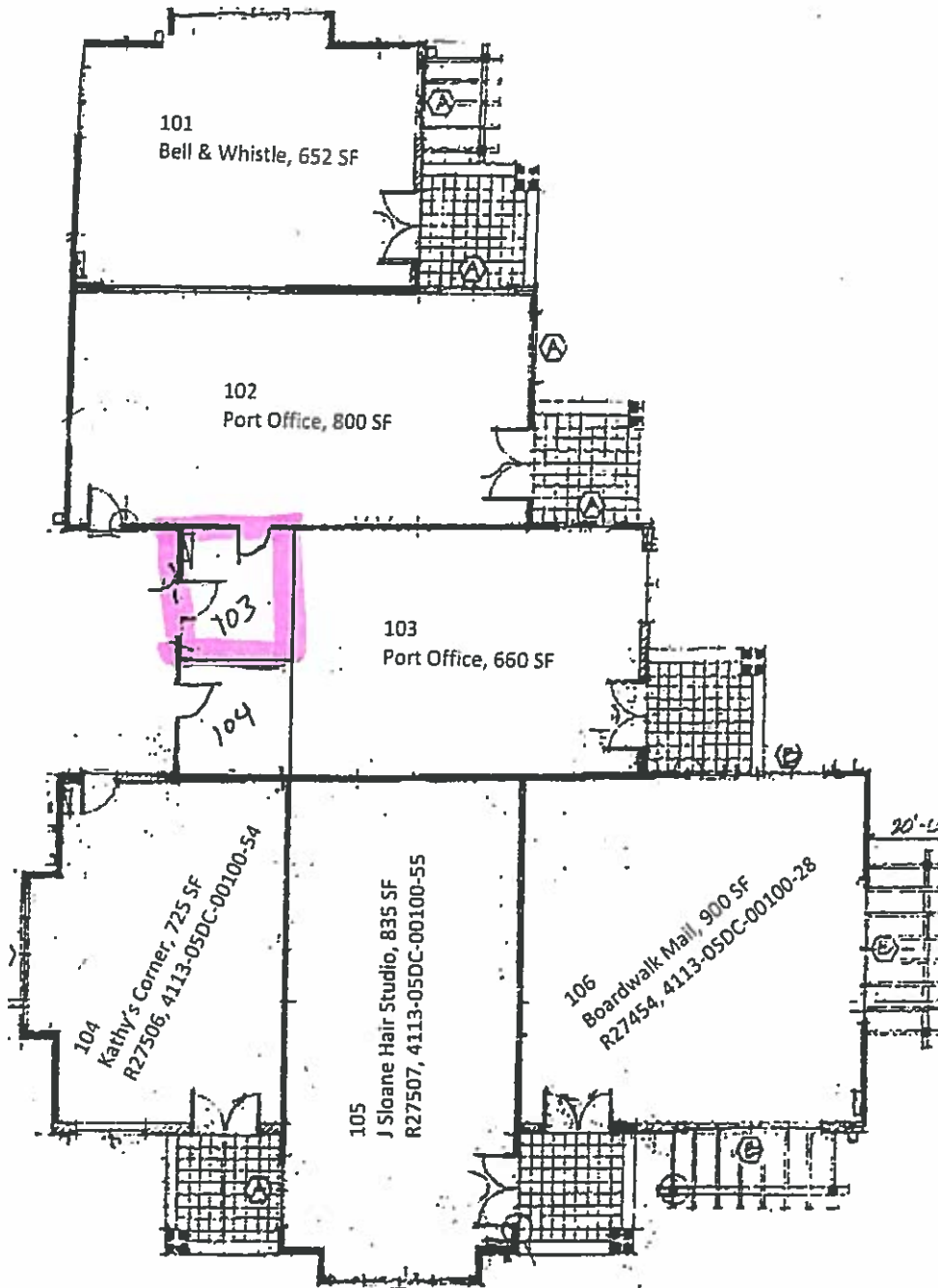


We would like to rent the small space adjacent to our existing store room behind Kathy's Corner. The additional space would be used for storage. No heating or lighting would be required. I thank you in advance for help with this request.

Scott Mathey

Kathy's Corner

Scott Mathey



Building 1
16340 Lower Harbor Road

NEW BUSINESS AGENDA ITEM C

DATE: *April 17, 2018*
RE: *D & R Equipment Repair, LLC, Lease*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

OVERVIEW

- D & R Equipment Repair has requested to lease 400 sq. ft. at the west end of the shop.

DOCUMENTS

- D & R Equipment Repair LLC Lease, 18 pages
- Map of requested area, 1 page

COMMISSIONERS ACTION

- Approve lease with D & R Equipment Repair.

COMMERCIAL LEASE AGREEMENT

This lease is made and entered into at Brookings, Oregon this 1st day of May, 2018, by and between the **Port of Brookings Harbor** (the Landlord) and **D & R Equipment Repair LLC** (the Tenant).

1. **Leased Premises.** Landlord hereby leases to Tenant the following described properties located in the Port of Brookings Harbor on the terms and conditions stated below:
 - a. Approximately 400 square feet of commercial shop space, at the West end of the building located at 16060 Lower Harbor Road, Brookings, Oregon, as shown in Exhibit "A" attached hereto and incorporated herein by this reference (the "Leased Premises").

2. **Lease Term, Base Rental and Option to Renew.**
 - a. The Base Rental for the Leased Premises shall be as follows:
 1. The rental rate for the commercial shop space shall be \$0.50 per square foot for a total of Two Hundred and 00/100 Dollars per month (\$200.00), payable on the first day of each month commencing April 1, 2018.

 - b. Term of Lease:
 1. The initial term of this lease shall be for a term of one (1) year commencing on May 1, 2018 and continuing through March 31, 2019

 - c. Option to Renew:
 1. Landlord grants to Tenant the option to renew this lease in whole or in part for the Leased Premises, for one (1) additional one (1) year term at terms and conditions to be negotiated, provided Tenant a) is not in default of this lease at the time the option to renew is exercised; b) Landlord does not need the ground for its own use and c) Landlord is otherwise satisfied with Tenant's use of the leased premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

2. Tenant shall notify the Landlord in writing ninety (90) days, prior to expiration of the lease, or not later than January 31, 2018, of tenant's intent to exercise Tenant's option to extend the lease for all or any portion of the leased premises. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. **Base Rent Payment.** Tenant shall pay the base rent for the leased Premises and any additional rent provided herein without deduction or offset. The Base rent shall increase annually, on each anniversary of the lease commencement date for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The Base Rent increase shall be for the total amount of the Base Rent due. Base rent shall include all prior percentage increases.

Rent for any partial month during the lease term shall be prorated to reflect the number of days during the month that Tenant occupies the Premises.

Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of any term of the Lease agreement, a new Base Rent will be established. Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event, suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any Returned payment.

4. **Lease Consideration/Security Deposit.** Upon execution of the lease, Tenant base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in the sum of \$200.00. Landlord may apply the security deposit to pay the cost of performing any obligation which Tenant fails to perform within the time required by this lease, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant shall on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit shall be returned to Tenant upon termination of this lease, or, by mutual

agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant shall use the Leased Premises for storage and occasional repair of components brought in from the field and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant shall at its expense promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including, but not limited to, those of the Port of Brookings Harbor, Curry County and the State of Oregon and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant shall not create or maintain any nuisance, noise, objectionable fumes, or vibrations, as determined by the Port of Brookings Harbor or any other local or state governmental authority, while using the Leased Premises.

a. Landlord is not, by virtue of this section, a partner or joint venture, with Tenant in connection with the business carried on under this lease and shall have no obligation with respect to Tenant's debts or other liabilities, and no interest in Tenant's profits.

6. **Equipment.** Tenant shall install in the Leased Premises only such equipment as is customary for the intended *use* and shall not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles. Any equipment installed by Tenant shall remain Tenant's property and shall be installed and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant shall be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus shall be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant shall comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware shall be removed upon termination of this lease with the sign location restored to its formal state unless Landlord elects to retain all or any portion thereof.

8. **Utilities and Services.** Landlord shall furnish all utilities up to the Leased Premises and Tenant shall be directly responsible for any

and all electrical charges or fees for electrical service and shall make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant shall make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant shall comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Unless caused by Landlord's negligence or intentional act, interruption, limitation, curtailment, or rationing of services or utilities shall not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease, and Landlord shall take all reasonable steps to correct any interruption in service.

9. Maintenance and Repair - Tenant

- a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements excepted. Subject only to the provisions contained in Section 10 herein, Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Repair of damage caused by negligent or intentional acts or breach of this lease by Tenant, its employees or invitees, shall be at Tenant's expense.
- b. Landlord shall have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord shall have no liability for interference with Tenant's use because of repairs and installations. Tenant shall have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or otherwise eviction of Tenant.
- c. Tenant shall be responsible for any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees, except repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.

- d. Tenant is responsible for all other repairs to the Leased Premises which Landlord is not required to make under Section 10 or Section 15.
- e. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law shall be due and payable as additional rent to Landlord together with Tenant's next Base Rent installment.
- f. On the last day of the term hereof, or on any sooner termination, Tenant shall surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises shall not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

10. Maintenance and Repair - Landlord's Obligations. The following shall be the responsibility of Landlord:

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to a water supply and electricity.
- c. Repair and maintenance of existing exterior water, sewage, gas (if applicable) and electrical services up the point of entry to the Leased Premises.
- d. Repair and maintain any structural element, that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.

e. Repair and maintenance of the roof and gutters, exterior walls, including painting, structural members, floor slabs and foundation.

11. Alterations. Tenant shall not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, and approved additions shall at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord shall have the right to approve the contractor used by Tenant for any work in the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises. Any approved tenant improvement costs to building structure or Port infrastructure within the Lease Premises may be credited up to 50% of the base lease rate.

12. Indemnity. Tenant shall not allow any liens to attach to the Lease Premises, or Tenant's interest in the Leased Premises, as a result of Tenant's activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion of requiring Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien, and Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney fees and costs relating to any such lien.

Except as otherwise provided herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than solely by reason of the predominant negligence or willful act of Landlord, its officers, employees, or agents. Tenant shall defend, indemnify and hold Landlord harmless from and against any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than solely by reason of the predominant negligence or willful act of Landlord, its officers, employees, or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death shall be caused in whole or in part

by the act, neglect, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees (including, without limitation, when such damage, injury, illness, or death shall have been caused in part by Landlord, its officers, employees, or agents.) Landlord shall have no liability to Tenant because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph shall survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

- 13. Insurance.** Tenant shall carry liability insurance with limits of not less than Two Million Dollars (\$2,000,000) insurance, shall have an endorsement naming Landlord as an additional insured and covering the liability insured under Paragraph 16 of this Lease.

Tenant shall furnish a certificate evidencing such insurance which shall state that the coverages required below shall not be cancelled or materially changed without fifteen (15) days advance notice to Landlord.

Leases / Tenants

General Liability, Each Occurrence	\$2,000,000
Damage to Rented Premises (each occurrence)	\$ 300,000
Medical Expenses (any one person)	\$ 5,000
Personal and Adverse Injury.....	\$2,000,000
General Aggregate.....	\$2,000,000
Products - Comp/Op Aggregate.....	\$2,000,000

- 14. Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord shall not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods, wares, merchandise or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor shall Landlord be liable for injury to the person of Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or

from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other portions of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant, unless such injury and/or damage results from the predominant negligence or willful acts of Landlord. Landlord shall not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable, or which will cost more than twenty-five percent (25%) of the pre-damage value of the Leased Premises to repair, or which is not covered by insurance. In case of major damage, Landlord or Tenant may elect to terminate this lease by notice in writing to the other party within thirty (30) days after such date. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord shall promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, shall be the responsibility of the Tenant. Rent shall be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.
16. **Waiver of Subrogation.** Tenant shall be responsible for insuring its personal property and trade fixtures located on the Leased Premises and any alterations or Tenant improvements it has made to the Leased Premises. Neither Landlord nor Tenant shall be liable to the other for any loss or damage caused by water damage, sprinkler leakage, or any of the risks that are or could be covered by a standard all risk insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claims by one party's insurance carrier against the other party arising out of any such loss.
17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the

condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate shall be that the portion of the Leased Premises taken shall be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent shall be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds shall belong to Landlord, and Tenant shall have no claims against Landlord or the condemnation award because of the taking.

- 18. Assignment and Subletting.** This lease shall bind and inure to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant shall not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision shall apply to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment shall relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting shall be consent to any further assignment or subletting. Landlord shall not unreasonably withhold or delay its consent to any assignment, or to subletting, accepting that the proposed Tenant has been approved by Landlord in writing.

A new base rent may be established for the remainder of the lease at the sole option of the Landlord. If Tenant proposes a subletting or assignment to which Landlord is required to consent under this paragraph, Landlord shall have the option of terminating this lease and dealing directly with the proposed sub-tenant or assignee, or any third party. If an assignment or subletting is permitted, any cash profit, or the net value of any other consideration received by Tenant as a result of such transaction shall be paid to Landlord promptly following its receipt by Tenant. Tenant shall pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney fees.

19. Default.

- a. Any of the following shall constitute a default by Tenant under this lease:
1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after its due, or failure to comply with any other term or condition within

twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision shall be satisfied if Tenant commences correction within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.

2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of Section 18 above.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this Lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

20. Remedies for Default. In case of default as described in Section 19 above, Landlord shall have the right to the following remedies which are intended to be cumulative and in addition to any other remedies provided under applicable law.

- a. Landlord may terminate the lease and reenter and retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to re-let the Leased Premises shall be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.

- b. Landlord may recover all damages caused by Tenant's default which shall include an amount equal to rentals lost because of the default, all attorney fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages shall bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable to the remaining term of the lease. Such damages shall be measured by the difference between the rent under this lease and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.
- c. Landlord may make any payment or perform any obligation which Tenant has failed to perform, in which case Landlord shall be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord shall not waive Tenant's default.

21. Regulations. Landlord shall have the right (but shall not be obligated) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies shall be complied with as if part of this lease.

22. Access. During times, other than normal business hours Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord shall have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord shall have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in case of emergency such entry shall be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.

23. **Notices.** Notices to the parties relating to the lease shall be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent shall be payable to Landlord at the same address and in the same manner, but shall be considered paid only when received.
24. **Subordination.** This lease shall be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease shall be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances, and Tenant shall execute such documents as may reasonably be requested by Landlord or the beholder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant shall attorn to the purchaser or transferee and recognize it as the Landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the transferor shall have no further liability hereunder.
26. **Estoppel.** Either party will within twenty (20) days after notice from the other execute, acknowledge and deliver to the other party a certificate whether or not this lease has been modified and is in full force and effect, whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease. Unresolved good faith disputes between Landlord and Tenant shall be resolved pursuant to mandatory binding arbitration as provided herein.
27. **Attorney's Fees.** In the event, any action, suit, arbitration or other proceeding shall be instituted by either party to this Lease to enforce any provision of this Lease or any matter arising therefrom

or to interpret any provision of this Lease, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee to be determined by the Court or Arbitrator(s). In addition to recovery of a reasonable attorney fee, the prevailing party shall be entitled to recover from the other costs and disbursements, including all costs of Arbitration and the Arbitrator(s) fees, and expert witness fees, as fixed by the Court or tribunal in which the case is heard.

In the event, any such action, suit, arbitration or other proceeding is appealed to any higher court or courts, the prevailing party shall recover from the other a reasonable attorney fee for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney fees in the lower court, or courts, or arbitration proceeding, such fee to be determined by the appellate court or lower court or arbitrator, as the appellate court may determine. In addition to recovery of a reasonable attorney fee on appeal, the prevailing party shall be entitled to recover from the other costs and disbursements and expert witness fees as fixed by the appellate court. All costs and disbursements which may be awarded pursuant to this paragraph shall bear interest at the maximum legal rate from the date they are incurred until the date they are paid by the losing party.

- 28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, it shall be entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord shall have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.

- 29. **Complete Agreement.** This lease and the attached Exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.

- 30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.

- 31. **Real Property Taxes.**

- a. **Payment of Taxes.** Tenant shall pay the real property tax, if any, as defined in paragraph 31.c. below applicable to Tenant's portion of the Port as represented by the lease.
 - b. **Additional Improvements.** Tenant shall be responsible for paying Tenant's share of any increase in real property tax specified in the Tax Assessor's records and work sheets as being caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for the use by Tenant.
 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" shall include any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.
32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provisions herein.
33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this Lease.
34. **Security Measures.** Each party acknowledges that they shall have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes all responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained shall prevent Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.
35. **"As-is".** The real property subject to this lease is not subject to any implied warranties, but is leased "as is".
36. **Parking.** Landlord reserves the right to reassign parking spaces provided to Tenant at any time during the period of this lease with thirty (30) days written notice to Tenant and Tenant's consent, which shall not be unreasonably withheld.

37. Arbitration.

37.1 Any controversy or claim arising out of or relating to this lease, including, without limitation, the making, performance or interpretation of this lease, shall be settled by arbitration in Curry County, Oregon, and any Judgment on the arbitration award may be entered in any court having Jurisdiction over the subject matter of the controversy.

37.2 Any party asserting a claim arising out of or relating to this lease may make a written demand for arbitration. In this event, the parties shall agree to submit their controversy to binding arbitration before a single arbitrator. The arbitrator shall be an attorney licensed to practice law in the State of Oregon. If the parties cannot agree within 30 days to the selection of a single arbitrator after the election to arbitrate, either party may request that the selection of an arbitrator be made by a Judge of the Circuit Court of the State of Oregon for Curry County. The dispute shall be heard by the arbitrator selected within 90 days thereafter, unless the parties agree otherwise.

37.3 The parties will pay their own costs of arbitration, and each will be obligated for one-half of the arbitrator's fee. In the event of arbitration under the provisions of this Lease, the prevailing party shall be awarded reasonable attorney fees and related costs.

37.4 If arbitration is commenced, the parties agree to permit discovery proceedings of the type provided by the Oregon Rules of Civil Procedure both in advance of, and during recess of, the arbitration hearings. ORS 183.450(1) through (4), where applicable, shall control the admission of evidence at the hearing in any arbitration conducted hereunder, provided however no error by the arbitrator in application of the statute shall be grounds as such for vacating the arbitrator's award. Each party shall be entitled to present evidence and argument to the arbitrator. The arbitrator shall give written notice to the parties stating the arbitration determination and shall furnish to each party a signed copy of such determination and Judgment so the award may be entered in any court having Jurisdiction over the parties. The parties agree that all facts and other information relating to any arbitration arising under this contract shall be kept confidential to the fullest extent permitted by law.

37.5 The parties agree that the arbitrator shall have no Jurisdiction to render an award and/or Judgment for punitive damages. The parties agree that the decision of the arbitrator shall be final and binding on the parties and a Judgment may be entered on the arbitrator's award.

Unless otherwise inconsistent herewith, the provisions of ORS Chapter 36 shall apply to any arbitration hereunder. The duty to arbitrate shall survive the cancellation or termination of this contract.

- 37.6** Service of process in connection therewith shall be made by certified mail. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be the existence of the agreement to arbitrate and the failure of one Party to comply with that agreement, and those issues shall be determined summarily by the court without a jury. All other issues shall be decided by the arbitrator, whose decision thereon shall be final and binding. There may be no appeal of an order compelling arbitration except as part of an appeal concerning confirmation of the decision of the arbitrator.
- 37.7** Neither Party shall institute any legal proceeding against the other to enforce any right hereunder or for breach hereof, except that either Party may institute litigation (i) to enforce its rights of arbitration hereunder (ii) to confirm and have judgment entered upon any arbitration award issued hereunder, and (iii) to stay the running of any statute of limitation or prevent any other occurrence (including, without limitation, the passage of time) which would constitute laches, estoppel, waiver or any other such legal consequence that suit is necessary to avoid, provided, however, that neither Party shall pursue litigation under item (iii) beyond such action as is necessary to prevent prejudice to its cause of action pending ultimate resolution by arbitration under this Section 37.
- 37.8** If any dispute between the Parties arises from or in connection with any claim of litigation initiated by any third party (either as claimant, plaintiff, counterclaimant, or defendant/third Party plaintiff), then, unless the Parties agree otherwise, the resolution of that dispute under the arbitration provisions of this Section may at the option of either Party be deferred until the resolution of that third-party claim or litigation, provided, however that in the event of any such dispute in connection with a claim or litigation so initiated by a third party, either Party may at any time initiate arbitration under this Section 37 to determine prospective liability between the Parties upon facts which are stipulated, admitted solely for the purpose of arbitrating prospective liability, or not reasonably in dispute. The issue of whether any fact is "reasonably in dispute" under the preceding sentence shall be subject to mandatory arbitration hereunder upon the demand of either Party. In the event Landlord is made a party to such claim or litigation so initiated by a third party, Owner shall select its own counsel and have complete control over all claim or litigation decisions concerning its participation in that claim or litigation, regardless of whether Owner is required to, or in fact does, initiate a crossclaim, counterclaim, or third-party claim under

Subclause (iii) of Subsection above, and regardless of Tenant's indemnity obligations under Section 12 above.

The duty to arbitrate shall survive the cancellation or termination of this lease.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this lease as of the day and year first written above.

**PORT OF BROOKINGS-
HARBOR,
Landlord**

**D & R Equipment Repair LLC,
Tenant**

By: _____

Name: Anqi
Christian

Title: President

ATTEST:

By: _____

Name: _____

Title: _____

By: _____

Name: Dave Jones

Title: Owner

Mailing Address:

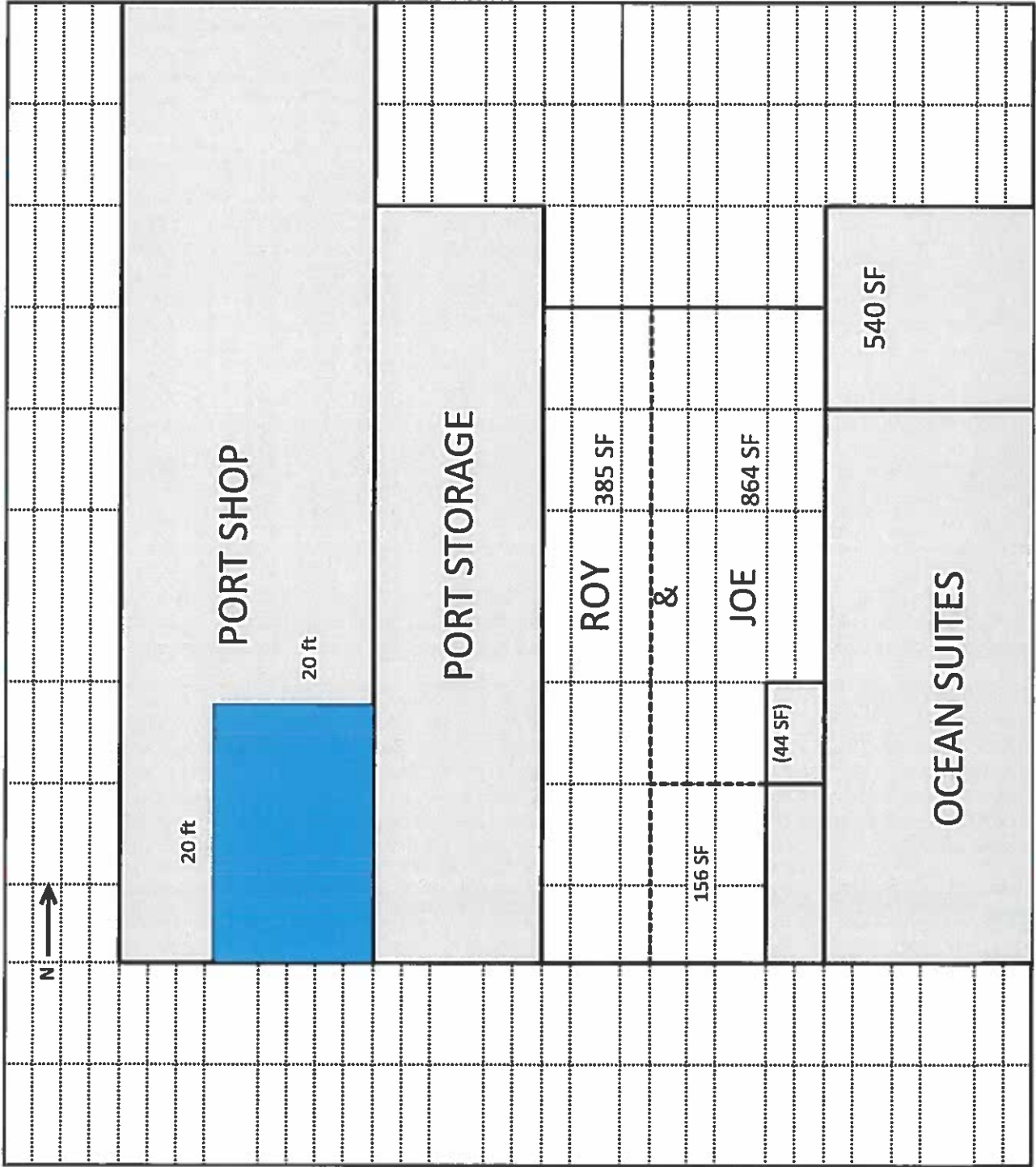
PO Box 692

Brookings OR 97415

Phone 541-613-7343

Tenant Initial _____
Date _____

POBH Initial _____
Date _____



NEW BUSINESS AGENDA ITEM D

DATE: *April 17, 2018*
RE: *Boat Shop and More, LLC Lease*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

- Adjusted square footage
- Updated lease
- January 16, Board tabled lease until there is an interim manager.

DOCUMENTS

- Boat Shop and More, LLC, Lease Agreement, 17 pages
- Map of leased area, 1 page

COMMISSIONERS ACTION

- Recommend approving Boat Shop and More, LLC Lease Agreement

COMMERCIAL LEASE AGREEMENT

This lease is made and entered into at Brookings, Oregon this 1st day of May 2018, by and between the **Port of Brookings Harbor** (the Landlord) and **Kennt Francis dba Boat Shop and More, LLC** (the Tenant).

1. **Leased Premises.** Landlord hereby leases to Tenant the following described properties located in the Port of Brookings Harbor on the terms and conditions stated below:

a. A commercial retail space, as shown in Exhibit "A", attached hereto and incorporated herein by this reference (the "Leased Premises").

2. **Lease Term and Base Rental.**

a. Landlord hereby leases to Tenant approximately 9,548 square-feet of commercial retail space, (the Leased Premises, as shown in Exhibit A), located at 16282 Lower Harbor Road, Brookings, Oregon. The Leased Premises contains Two Thousand Four Hundred Twenty (2,420) square feet of commercial shop space and Seven Thousand One Hundred Twenty-Eight (7,128) square feet of bare ground space. The Base Rental for the Leased Premises shall be as follows:

1. The rental rate for the commercial shop space shall be \$0.50 per square foot per month for 2,420 square feet for a total of One Thousand Two Hundred Ten and 00/100 Dollars per month (\$1,210);

2. The rental rate for the bare ground shall be \$0.0575 per square foot per month for 7,128 square feet for a total of Four Hundred Nine and 86/100 Dollars per month (\$409.86);

3. The initial term of this lease shall be for a term of five(5) years commencing May 1, 2018 and ending onApril 30, 2021.

4. The total Base Rental for the Leased Premises shall be One Thousand Six Hundred Nineteen and 86/100 Dollars (\$1,619.86) per month, as calculated above, payable on the first day of each month commencing April 1, 2018.

- b. Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for one (1) additional five (5) year term at terms and conditions to be negotiated, provided Tenant a) is not in default of this lease at the time the option is exercised and b) Landlord does not need the ground for its own use and c) Landlord is otherwise satisfied with Tenant's use of the leased premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.
- c. Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the lease of tenant's intent to exercise all or any portion of Tenant's option to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. **Base Rent Payment.** Tenant shall pay the base rent for the leased Premises and any additional rent provided herein without deduction or offset. The Base rent shall increase annually, on each anniversary of the lease commencement for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The Base Rent increase shall be for the total amount of the Base Rent due. Base rent shall include all prior percentage increases.

Rent for any partial month during the lease term shall be prorated to reflect the number of days during the month that Tenant occupies the Premises.

Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of the Lease agreement, a new Base Rent will be established. Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event, suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any Returned payment.

4. **Lease Consideration/Security Deposit.** Upon execution of the lease, Tenant base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in the sum of \$1,619.86. Landlord may apply the security deposit to pay the cost of performing any obligation which Tenant fails to perform within the time required by this lease, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant shall on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit shall be returned to Tenant upon termination of this lease, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant shall use the Leased Premises for boat shop and specialty auto work and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant shall at its expense promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including, but not limited to, those of the Port of Brookings Harbor, Curry County and the State of Oregon, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant shall not create or maintain any nuisance, noise, objectionable fumes, or vibrations while using the Leased Premises. Tenant shall be responsible for all System Development Charges, if any are assessed by the Port of Brookings Harbor for the premises.

6. **Equipment.** Tenant shall install in the Leased Premises only such equipment as is customary for the intended *use* and shall not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles. Any equipment installed by Tenant shall remain Tenant's property and shall be installed and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant shall be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus shall be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant shall

comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware shall be removed upon termination of this lease with the sign location restored to its formal state unless Landlord elects to retain all or any portion thereof.

8. Utilities and Services. Landlord shall furnish all utilities up to the Leased Premises and Tenant shall be directly responsible for any and all electrical charges or fees for electrical service, and shall make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant shall make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant shall comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Unless caused by Landlord's negligence or intentional act, interruption, limitation, curtailment, or rationing of services or utilities shall not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease, and Landlord shall take all reasonable steps to correct any interruption in service.

9. Maintenance and Repair - Tenant

a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements excepted. Subject only to the provisions contained in Section 10 herein, Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord shall have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord shall have no liability for interference with Tenant's use because of repairs and installations. Tenant shall have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or otherwise eviction of Tenant. Repair of damage caused by negligent or intentional acts or breach by this lease by Tenant, its employees or invitees shall be at Tenant's expense.

- b. Tenant shall be responsible for any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees, except repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.
- c. Tenant is responsible for all other repairs to the Leased Premises which Landlord is not required to make under Section 10 or Section 15.
- d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law shall be due and payable as additional rent to Landlord together with Tenant's next Base Rent installment.
- e. On the last day of the term hereof, or on any sooner termination, Tenant shall surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises shall not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

10. Maintenance and Repair - Landlord's Obligations. The following shall be the responsibility of Landlord:

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to a water supply and electricity.
- c. Repair and maintenance of existing exterior water, sewage, gas and electrical services up the point of entry to the Leased Premises.

- d. Repair and maintain any structural element, that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.
- e. Repair and maintenance of the roof and gutters, exterior walls, including painting, structural members, floor slabs and foundation.
- f. Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or Tenants of other portions of the same building.

11. Alterations. Tenant shall not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, and approved additions shall at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord shall have the right to approve the contractor used by Tenant for any work in the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises. Any approved tenant improvement costs to building structure or Port infrastructure within the Lease Premises may be credited up to 50% of the base lease rate.

12. Indemnity. Tenant shall not allow any liens to attach to the Lease Premises, or Tenant's interest in the Leased Premises, as a result of Tenant's activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion of requiring Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien, and Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney fees and costs relating to any such lien.

Except as otherwise provided herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than solely by reason of the predominant negligence or willful act of Landlord, its officers, employees, or agents. Tenant shall defend, indemnify and hold Landlord harmless from and against any and all

claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than solely by reason of the predominant negligence or willful act of Landlord, its officers, employees, or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death shall be caused in whole or in part by the act, neglect, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees (including, without limitation, when such damage, injury, illness, or death shall have been caused in part by Landlord, its officers, employees, or agents.) Landlord shall have no liability to Tenant because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph shall survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

- 13. Insurance.** Tenant shall carry liability insurance with limits of not less than Two Million Dollars (\$2,000,000) insurance, shall have an endorsement naming Landlord as an additional insured and covering the liability insured under Paragraph 16 of this Lease.

Tenant shall furnish a certificate evidencing such insurance which shall state that the coverages required below shall not be cancelled or materially changed without fifteen (15) days advance notice to Landlord.

Leases / Tenants

General Liability, Each Occurrence	\$2,000,000
Damage to Rented Premises (each occurrence).....	\$ 300,000
Medical Expenses (any one person).....	\$ 5,000
Personal and Adverse Injury.....	\$2,000,000
General Aggregate.....	\$2,000,000
Products - Comp/Op Aggregate.....	\$2,000,000

- 14. Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord shall not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods, wares,

merchandise or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor shall Landlord be liable for injury to the person of Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other portions of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant, unless such injury and/or damage results from the predominant negligence or willful acts of Landlord. Landlord shall not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable, or which will cost more than twenty-five percent (25%) of the pre-damage value of the Leased Premises to repair, or which is not covered by insurance. In case of major damage, Landlord or Tenant may elect to terminate this lease by notice in writing to the other party within thirty (30) days after such date. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord shall promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, shall be the responsibility of the Tenant. Rent shall be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.

16. **Waiver of Subrogation.** Tenant shall be responsible for insuring its personal property and trade fixtures located on the Leased Premises and any alterations or Tenant improvements it has made to the Leased Premises. Neither Landlord nor Tenant shall be liable to the other for any loss or damage caused by water damage, sprinkler leakage, or any of the risks that are or could be covered by a standard all risk insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be

no subrogated claims by one party's insurance carrier against the other party arising out of any such loss.

17. Eminent Domain. If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate shall be that the portion of the Leased Premises taken shall be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent shall be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds shall belong to Landlord, and Tenant shall have no claims against Landlord or the condemnation award because of the taking.

18. Assignment and Subletting. This lease shall bind and inure to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant shall not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision shall apply to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment shall relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting shall be consent to any further assignment or subletting. Landlord shall not unreasonably withhold or delay its consent to any assignment, or to subletting, accepting that the proposed Tenant has been approved by Landlord in writing.

A new base rent may be established for the remainder of the lease at the sole option of the Landlord. If Tenant proposes a subletting or assignment to which Landlord is required to consent under this paragraph, Landlord shall have the option of terminating this lease and dealing directly with the proposed sub-tenant or assignee, or any third party. If an assignment or subletting is permitted, any cash profit, or the net value of any other consideration received by Tenant as a result of such transaction shall be paid to Landlord promptly following its receipt by Tenant. Tenant shall pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney fees.

19. Default.

- a. Any of the following shall constitute a default by Tenant under this lease:
 - 1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after its due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision shall be satisfied if Tenant commences correction within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
 - 2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
 - 3. Assignment or subletting by Tenant in violation of Section 18 above.
 - 4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
 - 5. If this Lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

20. Remedies for Default. In case of default as described in Section 19 above, Landlord shall have the right to the following remedies which are intended to be cumulative and in addition to any other remedies provided under applicable law.

- a. Landlord may terminate the lease and reenter and retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to re-let the Leased Premises shall be sufficient if Landlord

follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.

- b. Landlord may recover all damages caused by Tenant's default which shall include an amount equal to rentals lost because of the default, all attorney fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages shall bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable to the remaining term of the lease. Such damages shall be measured by the difference between the rent under this lease and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.
- c. Landlord may make any payment or perform any obligation which Tenant has failed to perform, in which case Landlord shall be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord shall not waive Tenant's default.

21. Regulations. Landlord shall have the right (but shall not be obligated) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies shall be complied with as if part of this lease.

22. Access. During times, other than normal business hours Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord shall have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord shall have the right to enter upon the Leased Premises at any time by passkey or

otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in case of emergency such entry shall be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.

23. **Notices.** Notices to the parties relating to the lease shall be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent shall be payable to Landlord at the same address and in the same manner, but shall be considered paid only when received.
24. **Subordination.** This lease shall be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease shall be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances, and Tenant shall execute such documents as may reasonably be requested by Landlord or the beholder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant shall attorn to the purchaser or transferee and recognize it as the Landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the transferor shall have no further liability hereunder.
26. **Estoppel.** Either party will within twenty (20) days after notice from the other execute, acknowledge and deliver to the other party a certificate whether or not this lease has been modified and is in full force and effect, whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to

cure any default by Landlord under this lease. Unresolved good faith disputes between Landlord and Tenant shall be resolved pursuant to mandatory binding arbitration as provided herein.

27. **Attorney's Fees.** In the event, any action, suit, arbitration or other proceeding shall be instituted by either party to this Lease to enforce any provision of this Lease or any matter arising therefrom or to interpret any provision of this Lease, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee to be determined by the Court or Arbitrator(s). In addition to recovery of a reasonable attorney fee, the prevailing party shall be entitled to recover from the other costs and disbursements, including all costs of Arbitration and the Arbitrator(s) fees, and expert witness fees, as fixed by the Court or tribunal in which the case is heard.

In the event, any such action, suit, arbitration or other proceeding is appealed to any higher court or courts, the prevailing party shall recover from the other a reasonable attorney fee for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney fees in the lower court, or courts, or arbitration proceeding, such fee to be determined by the appellate court or lower court or arbitrator, as the appellate court may determine. In addition to recovery of a reasonable attorney fee on appeal, the prevailing party shall be entitled to recover from the other costs and disbursements and expert witness fees as fixed by the appellate court. All costs and disbursements which may be awarded pursuant to this paragraph shall bear interest at the maximum legal rate from the date they are incurred until the date they are paid by the losing party.

28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, it shall be entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord shall have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This lease and the attached Exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.

30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.
31. **Real Property Taxes.**
- a. **Payment of Taxes.** Tenant shall pay the real property tax, if any, as defined in paragraph 31.c. below applicable to Tenant's portion of the Port as represented by the lease.
 - b. **Additional Improvements.** Tenant shall be responsible for paying Tenant's share of any increase in real property tax specified in the Tax Assessor's records and work sheets as being caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for the use by Tenant.
 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" shall include any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.
32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provisions herein.
33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this Lease.
34. **Security Measures.** Each party acknowledges that they shall have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes all responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained shall prevent Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

35. **"As-is"**. This lease is not subject to any implied warranties, but is leased "as is".
36. **Parking**. Landlord reserves the right to reassign parking spaces provided to Tenant at any time during the period of this lease with thirty (30) days written notice to Tenant and Tenant's consent, which shall not be unreasonably withheld.
37. **Arbitration**.
- 37.1 Any controversy or claim arising out of or relating to this lease, including, without limitation, the making, performance or interpretation of this lease, shall be settled by arbitration in Curry County, Oregon, and any Judgment on the arbitration award may be entered in any court having Jurisdiction over the subject matter of the controversy.
- 37.2 Any party asserting a claim arising out of or relating to this lease may make a written demand for arbitration. In this event, the parties shall agree to submit their controversy to binding arbitration before a single arbitrator. The arbitrator shall be an attorney licensed to practice law in the State of Oregon. If the parties cannot agree within 30 days to the selection of a single arbitrator after the election to arbitrate, either party may request that the selection of an arbitrator be made by a Judge of the Circuit Court of the State of Oregon for Curry County. The dispute shall be heard by the arbitrator selected within 90 days thereafter, unless the parties agree otherwise.
- 37.3 The parties will pay their own costs of arbitration, and each will be obligated for one-half of the arbitrator's fee. In the event of arbitration under the provisions of this Lease, the prevailing party shall be awarded reasonable attorney fees and related costs.
- 37.4 If arbitration is commenced, the parties agree to permit discovery proceedings of the type provided by the Oregon Rules of Civil Procedure both in advance of, and during recess of, the arbitration hearings. ORS 183.450(1) through (4), where applicable, shall control the admission of evidence at the hearing in any arbitration conducted hereunder, provided however no error by the arbitrator in application of the statute shall be grounds as such for vacating the arbitrator's award. Each party shall be entitled to present evidence and argument to the arbitrator. The arbitrator shall give written notice to the parties stating the arbitration determination and shall furnish to each party a signed copy of such determination and Judgment so the award may be entered in any court having Jurisdiction over the parties. The parties agree that all facts and other information relating

to any arbitration arising under this contract shall be kept confidential to the fullest extent permitted by law.

- 37.5** The parties agree that the arbitrator shall have no Jurisdiction to render an award and/or Judgment for punitive damages. The parties agree that the decision of the arbitrator shall be final and binding on the parties and a Judgment may be entered on the arbitrator's award. Unless otherwise inconsistent herewith, the provisions of ORS Chapter 36 shall apply to any arbitration hereunder. The duty to arbitrate shall survive the cancellation or termination of this contract.
- 37.6** Service of process in connection therewith shall be made by certified mail. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be the existence of the agreement to arbitrate and the failure of one Party to comply with that agreement, and those issues shall be determined summarily by the court without a jury. All other issues shall be decided by the arbitrator, whose decision thereon shall be final and binding. There may be no appeal of an order compelling arbitration except as part of an appeal concerning confirmation of the decision of the arbitrator.
- 37.7** Neither Party shall institute any legal proceeding against the other to enforce any right hereunder or for breach hereof, except that either Party may institute litigation (i) to enforce its rights of arbitration hereunder (ii) to confirm and have judgment entered upon any arbitration award issued hereunder, and (iii) to stay the running of any statute of limitation or prevent any other occurrence (including, without limitation, the passage of time) which would constitute laches, estoppel, waiver or any other such legal consequence that suit is necessary to avoid, provided, however, that neither Party shall pursue litigation under item (iii) beyond such action as is necessary to prevent prejudice to its cause of action pending ultimate resolution by arbitration under this Section 37.
- 37.8** If any dispute between the Parties arises from or in connection with any claim of litigation initiated by any third party (either as claimant, plaintiff, counterclaimant, or defendant/third Party plaintiff), then, unless the Parties agree otherwise, the resolution of that dispute under the arbitration provisions of this Section may at the option of either Party be deferred until the resolution of that third-party claim or litigation, provided, however that in the event of any such dispute in connection with a claim or litigation so initiated by a third party, either Party may at any time initiate arbitration under this Section 37 to determine prospective liability between the Parties upon facts which are stipulated, admitted solely for the purpose of arbitrating prospective liability, or not reasonably in dispute. The issue of whether any fact is "reasonably in dispute" under the preceding

sentence shall be subject to mandatory arbitration hereunder upon the demand of either Party. In the event Landlord is made a party to such claim or litigation so initiated by a third party, Owner shall select its own counsel and have complete control over all claim or litigation decisions concerning its participation in that claim or litigation, regardless of whether Owner is required to, or in fact does, initiate a crossclaim, counterclaim, or third-party claim under Subclause (iii) of Subsection above, and regardless of Tenant's indemnity obligations under Section 9 above.

The duty to arbitrate shall survive the cancellation or termination of this lease.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this lease as of the day and year first written above.

**PORT OF BROOKINGS-HARBOR,
Landlord**

**BOAT SHOP AND MORE LLC,
Tenant**

By: _____

By: _____

Name: Angi Christian

Name: Kennth Francis

Title: President

Title: _____

Mailing Address:

ATTEST:

By: _____

Name: _____

Phone _____

Title: _____

Exhibit "A"

Vessels will be cleared from this area

62 x 64 feet
3,968 SF

40 x 64 feet
2,560 SF

Shop
2,420 SF

40.19 x 60.22 feet

10 x 60 feet
600 SF

NEW BUSINESS AGENDA ITEM E

DATE: *April 17, 2018*
RE: *Regional Infrastructure Fund Applications for Fuel Dock*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Jan Barbas, Vice President*

BACKGROUND

- Vice President Barbas received an email from Althea Rizzo regarding Regional Infrastructure Fund Applications
- Jack Akin is working on the application.

DOCUMENTS

- Email, 2 pages

COMMISSIONERS ACTION

-



Danielle Shepard <moorage@portofbrookingsharbor.com>

Fwd: Regional Infrastructure Fund Applications

1 message

Kathy Lindley Hall <kathy@portofbrookingsharbor.com>
To: Jack Akin <emc@emcengineersscientists.com>
Cc: Danielle Shepard <moorage@portofbrookingsharbor.com>

Tue, Apr 10, 2018 at 12:43 PM

Jack are you aware of this funding?

Danielle, please have this in the meeting packet.

Kathy Lindley Hall
Interim Port Manager
Port of Brookings Harbor
Kathy@portofbrookingsharbor.com

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

From: Jan Barbas <jbarbas09@gmail.com>
Date: Tue, Apr 10, 2018 at 10:31 AM
Subject: Fwd: Regional Infrastructure Fund Applications
To: Kathy Lindley Hall <kathy@portofbrookingsharbor.com>, Sharon Hartung <angi@portofbrookingsharbor.com>

Hi Kathy,

Please make this available to the Board, and if it isn't too late maybe Jack Akin could put together an application for the fuel dock replacement, or something else. Given the time frame, with applications due April 30, I would suggest that a go/no go decision be considered at the regular April Meeting if you and Jack are able to put something together in time for that. Alternatively, a special meeting could be scheduled later in the month.

Thanks,

Jan

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

From: Althea Rizzo <althea.rizzo@state.or.us>
Date: Tue, Apr 10, 2018 at 9:08 AM
Subject: Regional Infrastructure Fund Applications
To: JBarbas09@gmail.com

[View this email in your browser](#)



Regional Infrastructure Fund Applications

Yesterday, Business Oregon and the Governor's Regional Solutions Program

officially opened a request for applications to the Regional Infrastructure Fund (RIF). This fund is one of the tools used to support economic and community development by providing grants and loans to local governments for Regional Solutions capital construction projects. Business Oregon administers the fund.

During the 2017 Legislative Session, the Legislature authorized the issuance of lottery bonds to produce \$4 million in net proceeds for the RIF and requested that projects be approved by the Legislature or Emergency Board before the bonds are sold in spring of 2019. The \$4 million is to be distributed statewide, with each of the 11 regions being allotted a minimum of \$200,000. We are seeking applications for capital construction projects between \$50,000 and \$1 million.

Applications are due by April 30, 2018. Please visit the [Regional Solutions website](#) for the application and more information.



Copyright © 2018 Oregon Office of Emergency Management, All rights reserved.

You are receiving this email because you are involved with tsunami safety on the Oregon coast.

Our mailing address is:

Oregon Office of Emergency Management

PO Box 14370

Salem, OR 97309

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

MailChimp

NEW BUSINESS AGENDA ITEM F

DATE: *April 17, 2018*
RE: *Employee Handbook*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

- Employee Handbook needs some rewording.

DOCUMENTS

- Employee Handbook Cover and table of contents, 4 pages
- Welcome, 2 pages
- SEP IRA Plan, 2 pages

COMMISSIONERS ACTION

- Approve the update to the employee handbook.



PORT
of
BROOKINGS
HARBOR

Employee Handbook

January 2017

Table of Contents

Port of Brookings Harbor

Employee Handbook

INTRODUCTION	1
WELCOME TO THE PORT OF BROOKINGS HARBOR!	2
ABOUT THIS HANDBOOK	3
EMPLOYMENT POLICIES.....	4
EMPLOYMENT RELATIONSHIP.....	5
EQUAL EMPLOYMENT OPPORTUNITY	6
HARASSMENT	7
<i>Reporting Incidents of Harassment or Discrimination</i>	8
WORKPLACE BULLYING	9
DISPUTE RESOLUTION	11
<i>Reporting Issues Other Than Harassment/Discrimination</i>	11
<i>Appeal Process</i>	11
ARBITRATION	12
EMPLOYMENT.....	13
NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS.....	14
<i>New Employee Orientation</i>	14
<i>Introductory Period</i>	14
<i>Promotions and Transfer Training Period</i>	14
<i>Reinstatement</i>	14
<i>Prior Service Credit</i>	15
<i>Employment Classifications</i>	15
EMPLOYMENT RECORD KEEPING	16
<i>Access to Personnel Files</i>	16
<i>Change in Personal Data</i>	16
EMPLOYMENT RELATIONS AND CONDUCT.....	17
ETHICS.....	18
<i>Conflict of Interest</i>	18
<i>Misrepresentation</i>	18
<i>Gratuities/Gifts</i>	18
<i>Outside Employment</i>	19
<i>Off-Duty Conduct</i>	19
<i>Solicitation and Bulletin Boards</i>	19
CONFIDENTIALITY	20
<i>Organization and Customers</i>	20
<i>Employee Records</i>	20
WORKPLACE RULES	22
WHISTLEBLOWER PROTECTIONS	23
DRESS CODE.....	24
COMMUNICATION AND SOFTWARE SYSTEMS	25
<i>Electronic Communications Systems</i>	25
<i>Electronic Mail System</i>	25
<i>Organization Personal Computers</i>	26
<i>Laptop Security</i>	26
<i>Mobile Devices</i>	26

<i>Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems</i>	27
<i>Social Media and Networking</i>	27
<i>Telephone Usage</i>	29
<i>Voice Mail System</i>	29
<i>Cell Phones</i>	29
PERFORMANCE MANAGEMENT AND REVIEW	31
CORRECTIVE ACTION	32
COMPENSATION	33
PAY ADMINISTRATION	34
<i>Pay Increases</i>	34
PAY PRACTICES	35
<i>Paydays</i>	35
<i>Payroll Deductions</i>	35
<i>Pay Advances</i>	34
<i>Delivery of Paychecks</i>	35
<i>Method of Payment</i>	35
<i>Employee Withholding Allowance Certificates (Form W-4)</i>	35
<i>Time Records for Non-Exempt Employees</i>	35
<i>Time Records for Exempt Employees</i>	36
<i>Dispute Resolution Process for Paycheck Errors</i>	36
<i>Final Paycheck</i>	36
HOURS OF WORK AND WORK SCHEDULES	37
<i>Organization Hours</i>	37
<i>Overtime</i>	37
<i>Meal and Rest Periods</i>	37
<i>Social and Recreational Activities</i>	37
<i>Inclement Weather and Emergency Closures</i>	37
EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT.....	39
<i>Mileage Reimbursement</i>	39
BENEFITS	40
PURPOSE AND POLICY	41
<i>Benefit Pro-ration and Employee Cost Sharing</i>	41
<i>Benefit Design and Modification</i>	41
<i>Benefit Plan Documents</i>	41
HEALTH INSURANCE BENEFIT	43
<i>Eligibility</i>	43
<i>Plan Enrollment</i>	43
<i>Premium Cost</i>	43
<i>Termination of Coverage</i>	43
<i>Portability/Conversion of Health Plan</i>	44
DENTAL INSURANCE BENEFIT	44
<i>Eligibility</i>	44
<i>Cost</i>	44
OTHER INSURANCE BENEFITS.....	45
<i>Group Life Insurance</i>	45
<i>Short-Term Disability</i>	45
PAID TIME OFF BENEFIT.....	46
<i>Eligibility</i>	46
<i>Extended Absence</i>	47
PAID HOLIDAY BENEFIT	48
<i>Eligibility</i>	48
VETERANS DAY HOLIDAY	48
<i>Veterans Day Holiday for Veterans</i>	48
OTHER BENEFITS	48
<i>Simplified Employee Pension (SEP) IRA</i>	48
LEAVES OF ABSENCE	49

LEAVE OF ABSENCE POLICY50
BEREAVEMENT LEAVE51
CIVIC DUTY LEAVE52
 Jury or Witness Duty.....52
 Voting Leave52
CRIME VICTIMS' LEAVE53
DOMESTIC VIOLENCE LEAVE54
LEAVE TO DONATE BONE MARROW55
PERSONAL LEAVE OF ABSENCE56
UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT57
HEALTH AND SAFETY.....59
 DRUGS AND ALCOHOL.....60
 WORKPLACE VIOLENCE63
 EMPLOYEE HEALTH AND SAFETY64
 Early Return to Work Program.....64
 Smoking in the Workplace.....65
 Employee Right to Know/Hazard Communication Program65
 EMERGENCY PREPAREDNESS.....66
EMPLOYMENT SEPARATION.....67
 SEPARATION FROM EMPLOYMENT68
 Resignation68
 Job Abandonment.....68
 Job Elimination, Reduction in Work Hours or Staff68
 Discharge.....69
 Exit Interview69
 Return of Organization Property69
EMPLOYEE'S NOTES70
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM.....71

WELCOME TO THE PORT OF BROOKINGS HARBOR!

On behalf of your colleagues and the Board of Commissioners – we’re glad you’ve joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and/or services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

Gary Dehlinger
Port Manager

WELCOME TO THE PORT OF BROOKINGS HARBOR!

On behalf of your colleagues and the Board of Commissioners – we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

Our organization values two-way communication, and our "open door" policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and/or services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

Port Manager

PAID HOLIDAY BENEFIT

The Port of Brookings Harbor observes the following holidays each year, and our offices are officially closed on these days:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Martin Luther King Jr Day
Veterans Day (Nov. 11)	Presidents Day

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 40 hours will receive a pro-rated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive 4 hours of holiday pay because he/she is working 50% of full-time.

OTHER BENEFITS

Simplified Employee Pension (SEP) IRA Plan

Full-time benefits-eligible employees may participate in the Simplified Employee Pension (SEP) six months from date of hire.

An eligible employee is an individual who meets all the following requirements:

- Has reached age 21
- Has worked for the employer in at least 1 of the last 5 years
- Received at least \$600 in compensation from the employer during the year

Contributions to a SEP IRA are fully funded by the Port of Brookings Harbor and provided through US Bank.

Contributions limits may vary from year to year. See Accounting Department for current maximum limits.

All employees receive the same 10% percent of compensation.

Port of Brookings Harbor has adopted IRS Form 5305-SEP.

PAID HOLIDAY BENEFIT

The Port of Brookings Harbor observes the following holidays each year, and our offices are officially closed on these days:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Martin Luther King Jr Day
Veterans Day (Nov. 11)	Presidents Day

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 40 hours will receive a pro-rated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive 4 hours of holiday pay because he/she is working 50% of full-time.

OTHER BENEFITS

Simplified Employee Pension (SEP) IRA Plan

An employee is eligible to participate in the Simplified Employee Pension IRA plan, after they have completed six months of full time employment with Port of Brookings Harbor.

An eligible employee is an individual who meets all the following requirements:

- Minimum of 21 years of age
- Been employed with Port of Brookings Harbor in at least one of the last five years and has met the minimum eligibility requirement of six months of employment in a full time status
- Received at least \$600 in compensation from the employer during the year

Contributions to the SEP-IRA are fully funded by the Port of Brookings Harbor through the designated financial institution. The Port of Brookings Harbor reserves the right to change the designated financial institution used for the SEP-IRA at any time, without notice.

Contributions limits may vary from year to year. See Accounting Department for current maximum limits.

All eligible employees receive 10% of their salary, funded by Port of Brookings Harbor, after six months of full time employment. The funding is not retroactive to first day of employment.

NEW BUSINESS AGENDA ITEM G

DATE: *April 17, 2018*
RE: *CCD Business Development Corp, Resolution 492*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Jan Barbas, Vice President*

BACKGROUND

- Vice Pres. Barbas received an email from Tracey Loomis, Community Development Director. The email stated that The Curry County Board of Commissioners signed a Resolution for application for the Curry County Enterprise Zone. This has been sent in to Business Oregon, however we must ask for Consent Resolutions from the 3 port districts in Curry County, per State requirement.

DOCUMENTS

- Email, 2 pages
- Resolution 492, 2 pages

COMMISSIONERS ACTION

- Approve Resolution 492.



Danielle Shepard <moorage@portofbrookingsharbor.com>

Fwd: Port of Brookings-Harbor - Request

1 message

Kathy Lindley Hall <kathy@portofbrookingsharbor.com>
To: Danielle Shepard <moorage@portofbrookingsharbor.com>

Tue, Apr 10, 2018 at 4:53 PM

this is part of the agenda

resolution # 492

Kathy Lindley Hall
Interim Port Manager
Port of Brookings Harbor
Kathy@portofbrookingsharbor.com

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

From: Jan Barbas <jbarbas09@gmail.com>
Date: Sun, Apr 8, 2018 at 12:25 PM
Subject: Fwd: Port of Brookings-Harbor - Request
To: Kathy Lindley Hall <kathy@portofbrookingsharbor.com>, Sharon Hartung <angi@portofbrookingsharbor.com>

Maybe we can get this going on the April Agenda? I would like to hear from Tracy, if we could have her come.

Also for the April meeting, I would like to see more minutes available for approval, but I guess time is running short. I hope we will have any minutes in time for us to offer comments and get revisions in place before the meeting.

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

From: Jan Barbas <jbarbas09@gmail.com>
Date: Sat, Mar 31, 2018 at 5:48 AM
Subject: Fwd: Port of Brookings-Harbor - Request
To: Kathy Lindley Hall <kathy@portofbrookingsharbor.com>

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

From: T Loomis <t.loomis@ccdbusiness.com>
Date: Fri, Mar 30, 2018 at 8:56 AM
Subject: Port of Brookings-Harbor - Request
To: "jbarbas09@gmail.com" <jbarbas09@gmail.com>

Hi Jan,

I hope that this finds you well. If you recall, I met you at the Special District's Meeting at the Curry County Courthouse a few months back. I kept your business card, which I am sure glad that I didn't misplace it!

The Curry County Board of Commissioners signed a Resolution for application for the Curry County Enterprise Zone. This has been sent in to Business Oregon, however we must ask for Consent Resolutions from the 3 port districts in Curry County, per State requirement. I have attached a draft

Consent Resolution. Below is a link to Business Oregon's website regarding enterprise zones, if you would like further information.

<http://www.oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones/>

<http://www.oregon4biz.com/assets/docs/EZsponsor-guide.pdf>

Representative David Brock Smith and I have talked several times regarding this new, proposed zone, and he is in support. My last conversation with him, I told him that I had faxed and mailed the draft document to the Port of Brookings-Harbor, and left one voice message, but had not heard back. He gave me your name for contact.

The Port of Gold Beach has passed their Consent Resolution, and both SCDC and I have met with Port of Port Orford, and this may be decided at their next Port Commission Meeting in April.

Would you be able to get this information to the correct people? I could certainly be in attendance for their port meeting to present whatever information that you and/or the Port Manager feels would be necessary, etc. Please call if you have questions or would like to talk about this further.

Thank you very much, and I look forward to discussing this soon!

Tracy Loomis

Community Development Director

CCD Business Development Corporation

522 SE Washington, Ste. 111A, Roseburg, OR 97470

541.672.6728, Ext. 302 Office

541.672.7011 Fax

t.loomis@ccdbusiness.com

-



Visit us at www.ccdbusiness.org

-

This email transmission may contain confidential or privileged information. It is intended only for the recipient named above. If you are not the intended recipient, any disclosures or copying of this email or the taking of any action based on this email, is STRICTLY PROHIBITED.

PORT OF BROOKINGS HARBOR

DRAFT

CURRY COUNTY, OREGON

RESOLUTION NO. 492

CONSENT RESOLUTION

**AUTHORIZING SUBMITTAL OF THE CURRY COUNTY ENTERPRISE ZONE
APPLICATION TO THE OREGON BUSINESS DEVELOPMENT DEPARTMENT**

WHEREAS, the Port of Brookings-Harbor consents to an application for designation of a newly created enterprise zone with Zone Sponsor Curry County;

WHEREAS, Curry County, the Zone Sponsor, has formally advised and received consultation from the Oregon Business Development Department (0800) according to ORS 285C.078 in order to create this new Enterprise Zone to encourage new business investment, job creation, higher incomes for local residents, greater diversity of economic activity; and

WHEREAS, the proposed enterprise zone has a total area of 4.018 square miles; it meets other statutory limitations on size and configuration, is depicted on a drawn-to-scale map (Exhibit 1), and a legal description (Exhibit 2); and

WHEREAS, the proposed enterprise zone contains significant land that is reserved for industrial use, as indicated by land use zoning map with the application, consistent with Comprehensive Plans acknowledged by the Land Conservation and Development Commission, such industrial sites are accessible, serviced or serviceable, and otherwise ready for use and further development; and

WHEREAS, the designation of an enterprise zone does not grant or imply permission to develop land within the zone without complying with prevailing zoning, regulatory and permitting processes and restrictions for applicable jurisdictions; nor does it indicate any intent to modify those processes or restrictions, except as otherwise in accordance with Comprehensive Plans.

WHEREAS, the Port of Brookings-Harbor appreciates the impacts that a designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein, as governed by Oregon Revised Statutes (ORS) Chapter 285C and other provisions of Oregon Law.

WHEREAS, all of the other municipal corporations, school districts, special service districts and so forth, other than the sponsoring governments, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of the proposed enterprise zone were sent notice and invited to a public meeting regarding this proposal, in order for the sponsoring governments to effectively consult with these other local taxing districts,

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1:

DRAFT

Under ORS (285C,065/285C.245], Curry County does hereby designate an Oregon enterprise zone to be named: The Curry County Enterprise Zone, the boundary and area of which are described in Exhibits 1 and 2.

Section 2:

CCD Business Development Corporation is authorized to submit documentation of this enterprise zone designation to OBOO on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074.

Section 3:

CCD Business Development Corporation is appointed as the local zone manager for this enterprise zone. CCO will not only submit the application but make any substantive or technical changes to the enterprise zone, after adoption of this resolution, for the 10-year period of this enterprise zone.

ADOPTED by the Port of Brookings Harbor Board of Commissioners on this 17th day of April 2018.

Angi Christian, President

ATTEST:

Commissioner