

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, August 17, 2021 • 6:00pm**  
**Teleconference / Meeting Room (limited capacity)**

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Teleconference Call-In Number: 1 (253) 215-8782  
Meeting ID: 771 205 4017                      Passcode: 08172021                      (to mute/unmute: \* 6)

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**TENTATIVE AGENDA**

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MEETING MINUTES**

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- A. Approve Minutes of Workshop Commissioner Meeting Thursday July 15, 2021..... 3  
B. Approve Minutes of Regular Commissioner Meeting Tuesday July 20, 2021..... 6

\*\*\* Sample motion: Motion to approve meeting minutes items A and B. \*\*\*

**4. PUBLIC COMMENTS** – (Limited to a maximum of three minutes per person. Please email your comments to [portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com) prior to the meeting. Please wait to be called on before speaking).

**5. MANAGEMENT REPORTS**

- A. Financial Report – July 2021..... 11  
B. Harbormaster Report – July 2021..... 26  
C. Port Manager Report – July 2021..... 30

\*\*\*Sample motion: Motion to approve management reports for May 2021 as discussed.\*\*\*

**6. ACTION ITEMS**

- A. Rotary Beach Bingo Cleanup..... 37  
B. Resolution 2021-08 Best Management Practices Policy..... 38  
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**7. INFORMATION ITEMS**

- A. Coos-Curry Electric Service Repairs..... 79  
B. Zola's on the Water Traffic and Parking Plan..... 100  
C. Pacific Seafood Housing on Port Property Request..... 113  
D. Wastewater Treatment Plant Funding..... 116

**8. COMMISSIONER COMMENTS**

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

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, August 17, 2021 • 6:00pm**  
**Teleconference / Meeting Room** *(limited capacity)*

**9. NEXT REGULAR MEETING DATE** – Tuesday, September 21, 2021 at 6:00pm

**10. ADJOURNMENT**

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

*This Institution is an Equal Opportunity Provider*

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

**Thursday, July 15, 2021**

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

The Port of Brookings Harbor District met for a workshop session on the above date at 2:00 pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

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

- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Kim Boom, Financial Officer via phone.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 3:51**

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

**3. PUBLIC COMMENTS – Audio time 4:14**

There was no public comment submitted.

**4. INFORMATION ITEMS**

- A. Best Management Practices Policy Update – Audio time 4:50  
Dehlinger reported in IGA with OSMB to demolish two recreational abandon boats the Port will need to update the BMP. The Port is currently following the information as stated in IGA Exhibit C. BMP Section 1.1 will also be updated regarding pressure washing on port property.
- B. Beachfront RV Park Rules & Information Update – Audio time 8:40  
Dehlinger discussed updating the rules to remove prohibiting slid-on campers of setting on the ground and updating the dry camping area.
- C. Catalyst Seafood Building Addition – Audio time 11:15  
Dehlinger noted these plans were brought to the board for review in a previous meeting. Catalyst requested in writing for Port permission to move forward with the project at no cost to the Port.
- D. Port Security Contract – Audio time 12:15  
Dehlinger noted the current contract with OrCal has expired, but we are running month-to-month. Board discussed possible changes to the contract and enforcement of parking violations.

- E. Boat Launch Parking Lot Signage – Audio time 31:38  
Heap noted this topic was discuss during the previous topic. Dehlinger added the signage plan was reviewed by OSMB staff.
- F. Traffic & Parking at Zola’s on the Water – Audio time 34:39  
Dehlinger reviewed a plan for traffic and parking in the area. Board discussed other options for traffic flow and parking including adding Zola’s parking sign for direction. Range asked if the Port could talk to the County regarding the left turn into the boat launch parking lot by creating a left turn lane.
- G. Fire Hydrant at Basin 2 Commercial Parking Lot – Audio time 43:40  
Dehlinger discussed installing the second fire hydrant and the proposed location.
- H. Joint Permit Application Update – Audio time 46:15  
Dehlinger reported the agencies involved getting the permit are requiring more core sampling than anticipated and the costs will increase. The JPA is postponed until next year and will continue working with FEMA to finish the scope of work. FEMA project should begin next year.
- I. Catalyst Seafood Event – Audio time 52:28  
Dehlinger reported Catalyst Seafood is planning a concert on July 23 and plan to detour traffic entering the transient dock area.
- J. Roy Davis Memorial Bench Location – Audio time 53:12  
Dehlinger reported the area that was proposed earlier is becoming more difficult to install than expected. Staff has proposed a new location on the concrete boardwalk.
- K. Delinquent Account Write Off Request – Audio time 56:14  
Dehlinger reported the Port has exhausted all its contact methods and requesting write off and send to collections.
- L. Curry County Land Use Application – RV Park Project – Audio time 1:02:51  
Dehlinger noted this is the first step to acquire County permit which needs Board’s authorization to sign the permit.
- M. J Sloane Request for Air Conditioning – Audio time 1:06:05  
Dehlinger reported the Port received a request from J Sloane for air conditioning in their leased space. Board discussed some options for the tenant and comes down to three things; 1) tenant won’t do it, 2) tenant pays for it and becomes property of the Port or 3) Port puts it in and charge the tenant.
- N. Accessible Parking Spaces – Audio time 1:10:30  
Dehlinger reported accessible parking spaces will be install for Basin 2 and Transient Dock. Webster noted a contractor will paint the striping and the Port will install posts and signage per designed regulations.
- O. Blue Fin Lease Building Roof and Rot Repair – Audio time 1:16:04  
Webster noted this building was recently leased out and staff been looking at repairing the roof and replacing siding rot. Roofing will be done by a contractor and siding will be done by Port staff.
- P. SDAO Board of Directors and Management Staff Training – Audio time 1:19:09  
Dehlinger reported every year at this time SDAO provides training for Board of Directors and management staff. All commissioners and some staff are registered for this training.
- Q. Wastewater Treatment Plant Funding Update – Audio time 1:20:13

Dehlinger reported a news release from DeFazio's Office regarding the funding has passed the House of Representatives. Heap noted this funding is embed in the depart of interior budget and not in the infrastructure bill. Matching will be required for this funding.

**5. COMMISSIONER COMMENTS** – Audio time 1:23:52

There were no commissioner comments.

**6. NEXT REGULAR MEETING DATE** – Tuesday, July 20, 2021 at 6:00 pm.

**7. ADJOURNMENT**

Having no further business, the meeting adjourned at 3:24 pm.

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Sharon Hartung, Secretary/Treasurer

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Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com).*

DRAFT

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

**Tuesday, July 20, 2021**

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

The Port of Brookings Harbor District met in regular session on the above date at 6:00 pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 6:00 pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Martha Rice, Port Legal Counsel via phone.
- There were two action items (L & M) updated on the tentative agenda and one information item (A) added to the
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 3:15**

**A motion was made by Spier and seconded by Range to approve the agenda as written and add Information Item Safety at the RV Park. The motion passed 5 – 0.**

**3. ELECTION OF COMMISSION OFFICERS**

A. Newly elected commissioners.

Dehlinger noted newly elected commissioners were sworn in on July 1, 2021.

B. One-year term of office from July 1 until June 30.

- President  
**Range nominated Richard Heap for President and seconded by Speir. Nomination for Richard Heap to be President passed 5 – 0.**
- Vice President  
**Range nominated Joseph Speir for Vice-President and seconded by Jonas. Nomination for Joseph Speir to be Vice-President passed 5 – 0.**
- Secretary/Treasurer  
**Range nominated Sharon Hartung for Secretary/Treasurer and seconded by Speir. Nomination for Sharon Hartung to be Secretary/Treasurer passed 5 – 0.**

**4. APPROVAL OF MEETING MINUTES – Audio time 5:59**

- Draft Minutes of Workshop Commissioner Meeting Thursday June 10, 2021
- Draft Minutes of Supplemental Budget Hearing FY 2020-21 Tuesday June 15, 2021 at 5pm
- Draft Minutes of Budget Hearing FY 2021-22 Tuesday June 15, 2021 at 5:30pm
- Draft Minutes of Regular Commissioner Meeting Tuesday June 15, 2021 at 6pm

**A motion was made by Hartung and seconded by Speir to approve Minutes of Workshop Commissioner Meeting Thursday June 10, 2021, Minutes of Supplemental Budget Hearing FY 2020-21 Tuesday June 15, 2021, Minutes of Budget Hearing FY 2021-22 Tuesday June 15, 2021, Minutes of Regular Commissioner Meeting Tuesday June 15, 2021. The motion passed 5 – 0.**

**5. PUBLIC COMMENTS – Audio time 7:38**

There was no public comment submitted.

**6. MANAGEMENT REPORTS – Audio time 7:56**

- Financial Report – June 2021.  
Dehlinger reported the end of the month financials for June 2021. End of the month unrestricted cash and equivalents totaled \$587,554. Restricted cash and equivalents totaled \$905,561, with Total Assets (cash) at \$1,473,465. June profit and loss total revenues from all funds were \$493,594. Total expenses were \$418,130. The net income for June was \$75,464. General Fund program revenues were \$346,322 and expenses were \$304,618.
- Harbormaster Report – June 2021. Audio time 11:40  
Webster reported on the harbormaster report. Final inspection was completed on the RV Park shower rooms. New hire Trenton is doing a great job at the RV Park. Concrete blocks were placed at the dry camping area. Demolition of two boats were completed through OSMB program. USACE were here to dredge the federal channel, port staff installed the bumper at the steel wall for the dredge. Commercial receiving dock hoist broke when they tried to lift a hatch that was still bolted. Hoist was repaired by the Port and billing will be forward to tenant. Maintenance completed 72 work orders throughout the Port.  
  
Hartung commented on deficiencies of receiving dock ladders. Including a ladder at Hallmark. Webster stated the tenants are responsible for the upkeep but will inform them to take care of repairing the ladders and will check to see the situation.
- Port Manager Report – June 2021. Audio time 17:46  
Dehlinger reported on the Port manager report. Port had one recordable injury last month. 191 security issues were written. Majority were parking violations. Submitted another earmark through Senator Wyden’s Office, identical to Congressman DeFazio’s earmark for a wastewater treatment plant. Placed help wanted ads for Maintenance Level II and Accounting Assistant positions.

**A motion was made by Range and seconded by Hartung to approve the management reports A, B and C. The motion passed 5 – 0.**

**7. ACTION ITEMS – Audio time 23:50**

- A. Resolution 2021-07 Adopting IT Security Policy – Audio time 15:05  
Dehlinger noted this policy was approved in the last meeting and this resolution is memorizing the approval.

**A motion was made by Speir and seconded by Range to approve draft Resolution No. 2021-07 Adopting IT Security Policy. The motion passed 5 – 0.**

- B. Best Management Practices Policy Update – Audio time 24:38

Dehlinger noted this update is following the IGA with OSMB for the demolition of two abandon vessels. Also updated Section 1.1 regarding pressure washing locations within Port properties.

**A motion was made by Hartung and seconded by Speir to approve draft Best Management Practices Policy. The motion passed 5 – 0.**

- C. Beachfront RV Park Policy Update – Audio time 25:54  
Dehlinger noted this update removes the slide-on camper rule and updating dry camping information.

**A motion was made by Speir and seconded by Hartung to approve draft Beachfront RV Park Rules and Regulations. The motion passed 5 – 0.**

- D. Catalyst Seafood Building Addition – Audio time 26:53  
Heap noted the addition was discussed at the workshop meeting. No further comments were made.

**A motion was made by Speir and seconded by Range to approve Catalyst Seafood kitchen expansion plan as presented. New construction must be permitted through Curry County Building & Safety and all associated costs including permits will be covered by Catalyst Seafood. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor. The motion passed 5 – 0.**

- E. Authorized Bank Signatures – Audio time 27:44  
Heap noted this is needed for check signatures.

**A motion was made by Hartung and seconded by Range to approve:  
Position #1; Joseph Speir as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).  
Position #2; Sharon Hartung as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).  
Position #3; Larry Jonas as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).  
Position #4; Richard Heap as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).  
Position #5; Kenneth Range as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**The motion passed 5 – 0.**

- F. Boat Launch Parking Signage – Audio time 29:40  
Dehlinger noted this was reviewed at the workshop meeting. Range commented about placing a large Zola's sign at a better location to help direct business parking.

**A motion was made by Speir and seconded by Hartung to approve adding new signage and locations as presented at the boat launch parking lot. The motion passed 5 – 0.**

- G. Traffic & Parking at Zola's on the Water – Audio time 34:24  
Dehlinger noted the proposed traffic flow was changed from the workshop meeting. Range commented better traffic access should be made entering the retail area. Webster noted further planning will be needed to address traffic access into retail area.

**A motion was made by Speir and seconded by Hartung to carry over this item to next meeting. The motion passed 5 – 0.**

- H. Fire Hydrant at Basin 2 Commercial Parking Lot – Audio time 40:10  
Heap noted this item was discussed at the workshop meeting.

**A motion was made by Speir and seconded by Jonas to approve installing a new fire hydrant for Basin 2 east side as presented. The motion passed 5 – 0.**



- I. Roy Davis Memorial Bench Location – Audio time 41:13  
Heap noted this item was discussed at our last workshop meeting.

**A motion was made by Speir and seconded by Range to approve moving Roy Davis Memorial Bench to the new concrete boardwalk as presented. The motion passed 5 – 0.**

- J. Delinquent Account Write Off Request – Audio time 42:00  
Dehlinger noted staff has exhausted contacting Tyler Betnar to pay outstanding balance with the Port.

**A motion was made by Jonas and seconded by Range to approve write off Tyler Betnar accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,690.83. The motion passed 5 – 0.**

- K. Curry County Land Use Application – RV Park Project – Audio time 43:35  
Heap noted this item is for President to sign the Land Use Application and the Port Manager to sign remaining permit applications.

**A motion was made by Speir and seconded by Jonas to approve authorizing Board President to sign the Land Use Application and authorize Port Manager to sign other permit applications as required by Curry County for the Beachfront RV Park Project. The motion passed 5 – 0.**

- L. Whale’s Tail Candy & Gifts/Becky Hannen Collections Settlement Offer – Audio time 44:33  
Dehlinger noted the Port receive this offer from the collection agency. Range wanted to hear Rice’s opinion on this matter. Rice provided her opinion. Hartung commented the offer was okay due to COVID and other issues. Heap suggested handling these accounts now and then later update the policy to handle these types of situations.

**A motion was made by Heap and seconded by Speir to not accept the settlement offer of \$4,500 and proceed with collections for the full amount owed including collection fees. The motion passed 4 yes (Range, Speir, Jonas, Heap) – 1 no (Hartung).**

- M. CBN Visitor Center/Barbara Ciaramella Collections Decision – Audio time 57:30  
Heap noted this is a similar issue than previous item. Dehlinger noted on this issue the customer sent a check to the Port for the amount owed after the account was sent to collections. Now, additional charges from the collection agency are due.

**A motion was made by Jonas and seconded by Range to approve payment of \$6,892.90 and continue process with collections to include collection fees. The motion passed 5 – 0.**

## 8. INFORMATION ITEMS

- A. Safety at the RV Park – Audio time 1:03:15  
Hartung commented along the roadway, children riding bicycles this weekend, there are some potholes along the edge of the asphalt. Is there a way to repair the holes along the edge of the road. Webster noted this is an ongoing issue with our infrastructure and address as it arises. Webster will take a look at this situation.

## 9. COMMISSIONER COMMENTS – Audio time 1:15:43

Commissioner Speir – Port is doing really well.

Commissioner Hartung – Port is doing really well, the RV Park is full and the staff is doing a really good job.

Commissioner Heap – Met with RV Park guest from Nevada, they knew of our project at the park and they visit as much as possible, they like the way the park is now, but improving would be even better. They were complimentary of staff and camp host.

Commissioner Range – wants to make a recommendation to change regular meeting time.

**10. NEXT REGULAR MEETING DATE** – Tuesday, August 17, 2021 at 6:00 pm.

**11. ADJOURNMENT** – Audio time 1:19:40

Having no further business, the meeting adjourned at 7:20 pm.

\_\_\_\_\_  
Sharon Hartung, Secretary/Treasurer

\_\_\_\_\_  
Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com).*

DRAFT

# FINANCIAL SUMMARY REPORT

**Date:** August 17, 2021  
**Period:** Month End Report of Financial Activities for July 2021  
**To:** Honorable Board President and District Board Members  
**Issued by:** Gary Dehlinger, Port Manager

## July 2021 Financial Reports

### Overview / Comments

#### Balance Sheet

End of the month unrestricted cash and equivalents totaled \$602,396. Restricted cash and equivalents totaled \$947,413, with Total Assets (cash) at \$1,538,564.

#### July Profit & Loss

Total revenues from all funds were \$364,301. Total expenses were \$286,705\*. The net income for July was \$77,596.

General Fund program revenues were \$283,886 and expenses were \$261,983.

July Revenue Centers		Expenses
Marina**	\$104,432	\$104,625
Beachfront RV Park	\$74,083	\$29,070
Commercial / Retail	\$32,515	\$7,491
Fuel Dock	\$92,298	\$67,335

\*\*Marina includes Administrative costs.

Unusual revenues this month include:

1. \$10,100 for the auction of vessel Seute Deern.

Unusual expenses this month include:

1. \$14,448 Second Quarter Curry County Lodging Tax payment.
2. \$5,072 to Traffic Safety Supply for new metal tubing signposts.
3. \$2,759 to Tank Testers for switching gasoline to diesel tank capacity for the fuel dock.
4. \$1,462 to John's Portable Welding for building new piling hoops and dock hoist repair.

\$59,712 was transferred out of the General Fund to Debt, Capital Project and Reserve Funds.

#### Fiscal Year Profit & Loss vs. Budget Performance

We have completed one (1) month of the fiscal year; the year is 8.3% complete.

#### ✓ **Income**

*Any number above 8.3% is ahead of budget.*

Total Income 5.0% or 3.3% below budget.

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

General Fund Program Revenue is 10.1% or 1.9% ahead of budget. Port's general revenue centers are ahead of budgeted expectations.

✓ **Expenses**

*Any number below 8.3% is ahead of budget.*

Total Expense 4.0% or 4.3% below budget.

General Fund Expenditure is 7.7% or 0.6% below budget. Port expended less than budgeted expectations.

DOCUMENTS

- Port Balance Sheet, 2 pages
- Profit & Loss Budget Performance, July 2021, 4 pages
- July Check Register, 4 pages
- Vendor Expense Report for January thru July 2021, 3 pages

1:17 PM  
 08/07/21  
 Cash Basis

Port of Brookings Harbor  
**Balance Sheet**  
 As of July 31, 2021

	Jul 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	151,900.56
10104 · RCU Business Ownership 0687	17.53
10105 · RCU Business Savings 0600	5.00
10106 · General Fund LGIP 6017	423,102.46
10107 · Dredging Fund LGIP 6254	25,061.19
Total 101 · GENERAL FUND CHECKING & LGIP	600,086.74
10101 · Petty Cash	499.05
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	200.00
10102.2 · RV Park Cash Drawer	810.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,810.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	602,395.79
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.37
30104 · Debt Service Umpqua MM 8627	2,515.29
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,535.66
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	110,730.51
30105 · IFA Debt Service Fund LGIP 6020	54,182.74
50105 · Reserve Fund LGIP 6018	191,054.43
70105 · Capital Projects LGIP 6273	
40105.2 · Government Funds	25,010.77
70105.2 · Port Construction Fund	558,898.60
Total 70105 · Capital Projects LGIP 6273	583,909.37
Total 105 · RESTRICTED LGIP	939,877.05
Total 110 · RESTRICTED CASH & EQUIVALENTS	947,412.71
Total Checking/Savings	1,549,808.50
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-21,535.71
Total Accounts Receivable	-21,535.71
Other Current Assets	
150 · Undeposited Funds	10,290.98
Total Other Current Assets	10,290.98
Total Current Assets	1,538,563.77
<b>TOTAL ASSETS</b>	<b>1,538,563.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	

1:17 PM  
08/07/21  
Cash Basis

Port of Brookings Harbor  
**Balance Sheet**  
As of July 31, 2021

	Jul 31, 21
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
106 · RCU VISA ACCT	937.76
106.1 · RCU Business Ownership 0687	17.53
106.2 · RCU Business Savings 0600	5.00
<b>Total Credit Cards</b>	960.29
<b>Other Current Liabilities</b>	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-839.18
<b>Total 100222 · Payroll Liabilities</b>	-839.18
10226 · Lodging Tax Payable	24,345.88
<b>Total Other Current Liabilities</b>	23,506.70
<b>Total Current Liabilities</b>	24,466.99
<b>Total Liabilities</b>	24,466.99
<b>Equity</b>	
<b>300 · Fund Balance</b>	
<b>301 · Unappropriated Balance</b>	
10301 · General Fund Unappropriated Bal	243,690.35
20301 · Revenue Bond Unappropriate Bal	101,658.23
30301 · Debt Service Unappropriated Bal	94,693.65
40301 · Capital Project Unappropriated	2,500.00
50301 · Reserve Fund Unappropriated Bal	161,269.80
<b>Total 301 · Unappropriated Balance</b>	603,812.03
<b>302 · Appropriated Carryover</b>	
10302 · General Fund Appropriated Carry	-243,690.35
20302 · Revenue Bond Appropriated Carry	-101,658.23
30302 · Debt Service Appropriated Carry	-94,693.65
40302 · Capital Proj Appropriated Carry	-2,500.00
50302 · Reserve Fund Appropriated Carry	-161,269.80
<b>Total 302 · Appropriated Carryover</b>	-603,812.03
<b>Total 300 · Fund Balance</b>	0.00
3900 · RETAINED EARNINGS	1,436,500.93
Net Income	77,595.85
<b>Total Equity</b>	1,514,096.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,538,563.77</b>

## Port of Brookings Harbor Profit & Loss Budget Performance July 2021

	Jul 21	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	0.00	300,000.00	0.0%
10412 · Property Tax Current	0.00	240,000.00	0.0%
10413 · Property Tax Prior	2,070.80	9,000.00	23.0%
10414 · Interest General Fund	226.42	2,000.00	11.3%
10415 · Loans - General Fund	0.00	0.00	0.0%
10417 · Assets Sales	10,100.00	50,000.00	20.2%
10418 · Miscellaneous	7,831.24	31,500.00	24.9%
10420 · Grants & Other Funding - GF	0.00	80,000.00	0.0%
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>20,228.46</b>	<b>712,500.00</b>	<b>2.8%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · MOORAGE</b>			
10421.3 · Commercial Slip Rent	3,023.87	0.00	100.0%
10421.4 · Recreational Slip Rent	39,542.01	0.00	100.0%
10421.5 · Transient	987.06	0.00	100.0%
10421.6 · Other Moorage	2,100.00	0.00	100.0%
10421.2 · MOORAGE - Other	0.00	735,000.00	0.0%
<b>Total 10421.2 · MOORAGE</b>	<b>45,652.94</b>	<b>735,000.00</b>	<b>6.2%</b>
10422 · OTHER MARINA REVENUE	5,369.60	0.00	100.0%
<b>10423 · STORAGE</b>			
10423.1 · Gear Storage	8,149.35	0.00	100.0%
10423.2 · Boat Storage	4,418.24	0.00	100.0%
<b>Total 10423 · STORAGE</b>	<b>12,567.59</b>	<b>0.00</b>	<b>100.0%</b>
10424 · ADMINISTRATIVE FEES	467.79	0.00	100.0%
<b>10425 · MARINE SERVICES</b>			
10425.1 · Travelift	5,698.00	0.00	100.0%
10425.2 · 12 K Telehandler	1,549.40	0.00	100.0%
10425.3 · Other Sales & Fees	9,626.38	0.00	0.0%
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
<b>Total 10425 · MARINE SERVICES</b>	<b>16,873.78</b>	<b>0.00</b>	<b>100.0%</b>
10426 · PROPERTY GROUND EVENT USE	3,125.50	0.00	100.0%
<b>Total 10421 · MARINA</b>	<b>84,057.20</b>	<b>735,000.00</b>	<b>11.4%</b>
<b>10427 · BEACHFRONT RV PARK</b>			
10427.1 · Space Rental	67,896.06	750,000.00	9.1%
10427.2 · Other Sales & Fees	6,186.50	0.00	100.0%
<b>Total 10427 · BEACHFRONT RV PARK</b>	<b>74,082.56</b>	<b>750,000.00</b>	<b>9.9%</b>
<b>10428 · COMMERCIAL RETAIL</b>			
10428.1 · Retail Property	23,457.53	0.00	100.0%
10428.2 · Docks	8,189.41	0.00	100.0%
10428.3 · CPI and Other Fees	868.06	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	566,280.00	0.0%
<b>Total 10428 · COMMERCIAL RETAIL</b>	<b>32,515.00</b>	<b>566,280.00</b>	<b>5.7%</b>
10429 · FUEL DOCK	93,231.69	770,000.00	12.1%
<b>Total 402 · GENERAL FUND PROGRAM REVENUE...</b>	<b>283,886.45</b>	<b>2,821,280.00</b>	<b>10.1%</b>
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	0.00	102,380.00	0.0%
20414 · Interest Revenue Bond Fund	55.96	500.00	11.2%
20419 · Transfer to USDA Bond Fund	10,843.00	130,120.00	8.3%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>10,898.96</b>	<b>233,000.00</b>	<b>4.7%</b>
<b>430 · DEBT SERVICE FUND REVENUE</b>			

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

	Jul 21	Budget	% of Budget
30411 · Cash Carry Over - Debt Service	0.00	27,420.00	0.0%
30414 · Interest Debt Service Fund	24.52	450.00	5.4%
30419 · Transfer to Debt Service Fund	40,038.71	423,485.00	9.5%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>40,063.23</b>	<b>451,355.00</b>	<b>8.9%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>			
40411 · Cash Carry Over - Capt Proj	0.00	62,500.00	0.0%
40416 · Government Funding			
40416.3 · State Lottery Funding	0.00	0.00	0.0%
40416 · Government Funding - Other	0.00	2,000,000.00	0.0%
<b>Total 40416 · Government Funding</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.0%</b>
40419 · Transfer to Capital Project	0.00	0.00	0.0%
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>0.00</b>	<b>2,062,500.00</b>	<b>0.0%</b>
<b>450 · RESERVE FUND REVENUE</b>			
50411 · Cash Carry Over - Reserve Fund	0.00	186,575.00	0.0%
50414 · Interest Reserve Fund	95.80	1,200.00	8.0%
50419 · Transfer to Reserve Fund	4,020.00	34,000.00	11.8%
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>4,115.80</b>	<b>221,775.00</b>	<b>1.9%</b>
<b>460 · DEBT SERV. RV PARK IMPROV. FUND</b>			
60411 · Cash Carry Over - OR FFC 2020	0.00	0.00	0.0%
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87	57,718.00	8.3%
<b>Total 460 · DEBT SERV. RV PARK IMPROV. FUND</b>	<b>4,809.87</b>	<b>57,718.00</b>	<b>8.3%</b>
<b>470 · PORT CONSTRUCTION FUND REVENUE</b>			
70411 · Cash Carry Over - Port Const.	0.00	575,000.00	0.0%
70414 · Interest Port Construction Fund	298.05	2,000.00	14.9%
70419 · Transfers to Port Const. Fund	0.00	100,000.00	0.0%
<b>Total 470 · PORT CONSTRUCTION FUND REVEN...</b>	<b>298.05</b>	<b>677,000.00</b>	<b>0.0%</b>
<b>Total 400 · REVENUES</b>	<b>364,300.82</b>	<b>7,237,128.00</b>	<b>5.0%</b>
<b>Total Income</b>	<b>364,300.82</b>	<b>7,237,128.00</b>	<b>5.0%</b>
<b>Gross Profit</b>	<b>364,300.82</b>	<b>7,237,128.00</b>	<b>5.0%</b>
<b>Expense</b>			
<b>600 · GENERAL FUND EXPENDITURES</b>			
10900 · Operating Transfers Out General	59,711.58	745,323.00	8.0%
<b>500 · PERSONNEL SERVICES</b>			
10501 · Port Manager	6,528.00	0.00	100.0%
10502 · Port Office Staff	6,053.71	132,000.00	4.6%
10503 · RV Park Office Staff	4,553.92	54,120.00	8.4%
10504 · Operations Staff	17,599.26	262,460.00	6.7%
10505 · Overtime	326.19	6,655.00	4.9%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	1,317.92	0.00	100.0%
10506.2 · Sick Leave Benefit	2,670.04	0.00	100.0%
10506.3 · Vacation & Other	1,624.30	0.00	100.0%
10506.4 · Payroll Taxes	4,146.23	0.00	100.0%
10506.5 · SEP Retirement	3,444.81	0.00	100.0%
10506 · Payroll Taxes/Costs/Benefits - Other	0.00	153,680.00	0.0%
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>13,203.30</b>	<b>153,680.00</b>	<b>8.6%</b>
10507 · Workers Compensation	0.00	11,810.00	0.0%
10508 · Health Care and Dental	7,207.92	86,500.00	8.3%
<b>Total 500 · PERSONNEL SERVICES</b>	<b>55,472.30</b>	<b>707,225.00</b>	<b>7.8%</b>
<b>601 · GENERAL FUND Material &amp; Service</b>			
10601 · ADVERTISING & NOTIFICATIONS	1,590.78	8,680.00	18.3%
10602 · REPAIRS & MAINTENANCE			



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Cash Basis

## Port of Brookings Harbor Profit & Loss Budget Performance July 2021

	Jul 21	Budget	% of Budget
10602.1 · Maintenance & Repairs	8,913.32	0.00	100.0%
10602.2 · Supplies & Services	30,507.50	0.00	100.0%
10602.3 · Projects	2,913.80	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	452,797.00	0.0%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>42,334.62</b>	<b>452,797.00</b>	<b>9.3%</b>
10603 · FUEL purchased for resale	62,920.12	725,000.00	8.7%
10605 · UTILITIES			
10605.1 · Electric	7,873.27	0.00	100.0%
10605.2 · RV Park Cable TV	571.26	0.00	100.0%
10605.3 · Sanitary	4,550.99	0.00	100.0%
10605.5 · Telecommunications	882.33	0.00	100.0%
10605.6 · Waste Removal	4,548.29	0.00	100.0%
10605.7 · Water	2,182.04	0.00	100.0%
10605 · UTILITIES - Other	0.00	279,173.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>20,608.18</b>	<b>279,173.00</b>	<b>7.4%</b>
10606 · OFFICE EXPENSE	854.13	52,827.00	1.6%
10607 · BANK SERVICE & FINANCE FEES	6,020.29	40,482.00	14.9%
10608 · TRAINING & TRAVEL	463.44	4,486.00	10.3%
10609 · PERMITS, LICENSES, TAXES & MISC	139.65	13,000.00	1.1%
10610 · INSURANCE; PROP & CAS, BOND	9,216.36	95,292.00	9.7%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	500.00	0.00	100.0%
10611.2 · Attorney	1,501.00	0.00	100.0%
10611.3 · Engineering	0.00	0.00	0.0%
10611.4 · Other Support/Consultant	650.78	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	95,425.00	0.0%
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>2,651.78</b>	<b>95,425.00</b>	<b>2.8%</b>
<b>Total 601 · GENERAL FUND Material &amp; Service</b>	<b>146,799.35</b>	<b>1,767,162.00</b>	<b>8.3%</b>
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	0.00	15,000.00	0.0%
10703 · Buildings	0.00	50,000.00	0.0%
10704 · Equipment	0.00	90,000.00	0.0%
<b>Total 710 · GENERAL FUND CAPITAL OUTLAY</b>	<b>0.00</b>	<b>155,000.00</b>	<b>0.0%</b>
920 · OPERATING CONTINGENCY	0.00	20,000.00	0.0%
<b>Total 600 · GENERAL FUND EXPENDITURES</b>	<b>261,983.23</b>	<b>3,394,710.00</b>	<b>7.7%</b>
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	0.00	79,917.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	50,203.00	0.0%
<b>Total 620 · USDA REVENUE BOND EXPENDITURES</b>	<b>0.00</b>	<b>130,120.00</b>	<b>0.0%</b>
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	0.00	0.00	0.0%
30802.2 · OBDD #525172/RV Park Prin.	0.00	0.00	0.0%
30802.3 · OBDD #525176/Green Bldg Prn	0.00	0.00	0.0%
30802.4 · OBDD #525181/EurekaFish Prn	0.00	0.00	0.0%
30802.5 · SPWF #L02009/Cold Strg Prin	0.00	0.00	0.0%
30802.7 · SPWF L98004/Dock Impr Prin	0.00	0.00	0.0%
30802.8 · SPWF L02001/MarineFuel Dock Prn	0.00	0.00	0.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	0.00	0.00	0.0%
30802P · IFA PRINCIPAL - Other	0.00	350,000.00	0.0%
<b>Total 30802P · IFA PRINCIPAL</b>	<b>0.00</b>	<b>350,000.00</b>	<b>0.0%</b>
801 · Principal			
30803P · 50 BFMII Travelift Principal	4,098.93	50,447.00	8.1%

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Cash Basis

## Port of Brookings Harbor Profit & Loss Budget Performance July 2021

	Jul 21	Budget	% of Budget
30804P · 2018 Genie Forklift Principal	1,176.54	14,469.00	8.1%
<b>Total 801 · Principal</b>	<b>5,275.47</b>	<b>64,916.00</b>	<b>8.1%</b>
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	560.07	5,461.00	10.3%
30814I · 2018 Genie Forklift Interest	288.17	3,108.00	9.3%
<b>Total 810 · Interest Payments</b>	<b>848.24</b>	<b>8,569.00</b>	<b>9.9%</b>
<b>Total 630 · DEBT SERVICE FUND EXPENDITURES</b>	<b>6,123.71</b>	<b>423,485.00</b>	<b>1.4%</b>
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	0.00	0.00	0.0%
40702.2 · Materials & Services	4,730.00	0.00	100.0%
40702 · Land Improvement - Capt Proj - Other	0.00	2,060,000.00	0.0%
<b>Total 40702 · Land Improvement - Capt Proj</b>	<b>4,730.00</b>	<b>2,060,000.00</b>	<b>0.2%</b>
<b>Total 740 · CAPT. PROJ. CAPITAL OUTLAY</b>	<b>4,730.00</b>	<b>2,060,000.00</b>	<b>0.2%</b>
<b>Total 640 · CAPT. PROJ. EXPENDITURES</b>	<b>4,730.00</b>	<b>2,060,000.00</b>	<b>0.2%</b>
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	3,186.14	38,751.00	8.2%
60815I · RV Park Improv. Loan Interest	1,623.73	18,967.00	8.6%
<b>Total 660 · DEBT SERV. RV PARK EXPENDITURES</b>	<b>4,809.87</b>	<b>57,718.00</b>	<b>8.3%</b>
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	2,670.22	677,000.00	0.4%
<b>Total 70100 · PORT CONST. CAPITAL OUTLAY</b>	<b>2,670.22</b>	<b>677,000.00</b>	<b>0.4%</b>
<b>Total 670 · PORT CONST FUND EXPENDITURES</b>	<b>2,670.22</b>	<b>677,000.00</b>	<b>0.4%</b>
700 · CAPITAL OUTLAY	6,387.94		
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	50,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	102,880.00	0.0%
30930 · Unappropriated Balance Debt	0.00	27,870.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	221,775.00	0.0%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>405,025.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>286,704.97</b>	<b>7,148,058.00</b>	<b>4.0%</b>
<b>Net Income</b>	<b>77,595.85</b>	<b>89,070.00</b>	<b>87.1%</b>

Port of Brookings Harbor  
**Check Registers**  
 As of July 31, 2021

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Type	Num	Date	Name	Memo	Debit	Credit
<b>100 - UNRESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>101 - GENERAL FUND CHECKING &amp; LGIP</b>						
<b>10103 - General Funds Ckg Umpqua 3634</b>						
General Journal	Asset Sale	07/23/2021		Transfer to Reserve Fund for 20% Net Proceeds from Surplus Sale Vessel Seute D...		2,020.00
General Journal	Asset Sale	07/23/2021		Transfer to Debt Service Fund, includes 80% Net Proceeds from Surplus Sale Vess...		8,080.00
Bill Pmt -Check	Debit	07/05/2021	US Bank Equipment Finance	Contract No. 500-0623925-000		223.20
Check	DEBIT	07/02/2021	ADP	Advice of Debit #583121639 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Check	DEBIT	07/02/2021	Elavon	JUNE 2021 MERCHANT SERVICE FEE ACCT#316		1,142.37
Check	DEBIT	07/02/2021	Elavon	JUNE 2021 MERCHANT SERVICE FEE ACCT#873 Veritek Boat Launch		132.84
Check	DEBIT	07/02/2021	Elavon	JUNE 2021 MERCHANT SERVICE FEE ACCT#951		1,377.76
Sales Tax Pa...	DEBIT	07/07/2021	Oregon Lodging Tax	BIN: 0294055-3 CONFIRMATION# 0-450-202-368		3,095.93
Bill Pmt -Check	DEBIT	07/19/2021	Tyreer Oil, Inc	Account # 56851 Fuel Purchase		26,998.20
Check	DEBIT	07/09/2021	ADP	Advice of Debit 583479190 Payroll Date: 06/30/2021		142.71
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5TX0M		147.13
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5VX3M		208.50
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5W21F		149.23
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5W54S		149.41
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5W81Y		74.95
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5WCGB		134.98
Check	DEBIT	07/14/2021	Edward Jones	Employer Contribution 07/14/2021 ConfirmationRR101-5WJLB		303.68
Check	DEBIT	07/14/2021	TD Ameritrade	Employer Contribution 07/14/2021 ConfirmationRR101-5WQ43		188.88
Check	DEBIT	07/14/2021	US Bank Sep- IRA	Employer Contribution 07/14/2021 ConfirmationRR101-5WVYV		342.05
Check	DEBIT	07/14/2021	Tyreer Oil, Inc	Account # 56851 Fuel Purchase		26,171.52
Bill Pmt -Check	DEBIT	07/26/2021	US Bank Sep- IRA	Account #: 0496007075666 Fuel for Port Vehicles Confirmation #363407162021		341.16
Bill Pmt -Check	DEBIT	07/16/2021	Chevron Business Card	Account # 56851 Fuel Purchase		9,750.40
Bill Pmt -Check	DEBIT	07/31/2021	Tyreer Oil, Inc	Account # 56851 Fuel Purchase		140.37
Check	DEBIT	07/23/2021	ADP	Advice of Debit 584240591 Payroll Date: 07/14/2021		140.37
Bill Pmt -Check	DEBIT	07/20/2021	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		300.00
Check	DEBIT	07/30/2021	ADP	Advice of Debit #5585035549 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-Y8WLL		129.67
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-Y9ZL3		216.15
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YB4CX		147.12
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YB7ZD		138.43
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YBD9V		145.74
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YBHYH		136.28
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YBMMX		303.68
Check	DEBIT	07/28/2021	Edward Jones	Employer Contribution 07/28/2021 ConfirmationRSJJV-YBR5Y		186.88
Check	DEBIT	07/28/2021	TD Ameritrade	Employer Contribution 07/28/2021 ConfirmationRSJJV-YBWL5		342.05
Check	DEBIT	07/28/2021	US Bank Sep- IRA	Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 07/01	07/01/2021		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 07/01	07/01/2021		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	DEBT 07/01	07/01/2021		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6...		4,042.27
General Journal	DREDGE 7/1	07/01/2021		Transfer to IFA Debt Service for 3rd QTR 2021 Pmt		25,835.00
General Journal	IFA 07/01	07/01/2021		Transfer to Reserve Fund		2,000.00
General Journal	RESA 07/01	07/01/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment	9,555.48	
General Journal	USDA 07/01	07/01/2021		Pmt-Reimbursement via EFTVP025897 & VP025898		
General Journal	OSMB 07/02	07/06/2021		Rec 07/14/2021 payroll		15,846.57
General Journal	PAY 07/14	07/14/2021		Rec 07/14/2021 payroll		6,174.69
General Journal	TAX 07/14	07/14/2021		JULY 2021 LEASE Pmt		
General Journal	USCG JUL 21	07/22/2021		Rec 07/28/2021 payroll	923.24	
General Journal	PAY 07/28	07/28/2021				15,445.78

Port of Brookings Harbor  
**Check Registers**  
 As of July 31, 2021

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Type	Num	Date	Name	Memo	Debit	Credit
General Journal	TAX 07/28	07/28/2021		Rec 07/28/2021 payroll		6,060.83
Bill Pmt -Check	10475	07/01/2021	Black & Rice LLP	MAY 2021 Legal Services		703.00
Bill Pmt -Check	10476	07/01/2021	Gerald W. Burns, CPA	JUN Bill #6-2021		500.00
Bill Pmt -Check	10477	07/01/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		85.00
Bill Pmt -Check	10478	07/01/2021	In-Motion Graphics and Desig...	'RV Camping Only' Signs for RV Park		120.00
Bill Pmt -Check	10479	07/01/2021	Spec Dist. Assoc of OR- Wor...	Cust #02-0016414 Worker's Comp. Coverage Period: 7/1/2021-6/30/2022 Policy/Inv...		10,767.28
Bill Pmt -Check	10480	07/01/2021	Spec Dist Assoc of OR- Prop ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY P...		9,216.36
Bill Pmt -Check	10481	07/09/2021	Curry County TLT	Curry County Lodging Tax 2nd QTR 2021		14,447.66
Sales Tax Pa...	10481	07/09/2021	Curry County TLT	Curry County Lodging Tax 2nd QTR 2021		14,447.66
Bill Pmt -Check	10482	07/09/2021	Harbor Sanitary District	JUNE 2021 Sanitary Bill		4,550.99
Bill Pmt -Check	10483	07/09/2021	Harbor Water District P.U.D.	05/20/2021 - 06/21/2021 SERVICE/WATER BILL		2,182.04
Bill Pmt -Check	10484	07/09/2021	Black & Rice LLP	JUN 2021 Legal Services		798.00
Bill Pmt -Check	10485	07/09/2021	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		671.70
Check	10486	07/09/2021	Harbor View Enterprises	REFUND of Moorage Charges for FV: LITTLE JOE		1,956.50
Bill Pmt -Check	10487	07/09/2021	Alexandre EcoDairy Farms	LOADS OF FISH WASTE; February 28, 2021 - July 6, 2021		250.00
Bill Pmt -Check	10488	07/09/2021	Boat Shop & More LLC	JUN 2021 Boatyard Use & Sump Clean		450.00
Bill Pmt -Check	10489	07/09/2021	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		8,381.17
Bill Pmt -Check	10490	07/09/2021	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		61.40
Bill Pmt -Check	10491	07/09/2021	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		470.80
Bill Pmt -Check	10492	07/09/2021	John Kellum/John's Portable ...	Weld and repair hoist for Bornstein		112.50
Bill Pmt -Check	10493	07/09/2021	Orcal Security Consulting LLC	Security Patrol for JUNE 2021		2,790.00
Bill Pmt -Check	10494	07/09/2021	Pacific Rim Copy Center	RV Park Const. & "old" Sewer Drawings		146.00
Bill Pmt -Check	10495	07/09/2021	Spec Dist Assoc of OR- Health...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,251.83
Bill Pmt -Check	10496	07/09/2021	Suburban Propane	Repair to instant hot water heaters at RV Park		270.00
Check	10497	07/14/2021	Petty Cash	Replenish Petty Cash/Safe		463.37
Bill Pmt -Check	10498	07/14/2021	BI-MART	Account #931481 Water & Supplies		61.04
Bill Pmt -Check	10499	07/14/2021	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		12.50
Bill Pmt -Check	10500	07/14/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		97.35
Bill Pmt -Check	10501	07/14/2021	Kendrick Equipment USA LLC	VALVE, FLOW CONTROL for EQ#4605 50T Marine Travel Lift		283.56
Bill Pmt -Check	10502	07/14/2021	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		316.47
Bill Pmt -Check	10503	07/14/2021	Traffic Safety Supply Co.	Customer ID: C004722 Posts for Signage Project		5,071.80
Bill Pmt -Check	10504	07/15/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		312.91
Bill Pmt -Check	10505	07/15/2021	Tank Testers, LLC	Fuel Storage Tank Swap		2,759.00
Bill Pmt -Check	10506	07/26/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		5,529.69
Bill Pmt -Check	10507	07/26/2021	Coos-Curry Electric Cooperati...	ACCT # 67601 Electrical Service		7,873.27
Bill Pmt -Check	10508	07/26/2021	Da-Tone Rock Products	3/4 OPEN ROCK - RV Park		239.65
Bill Pmt -Check	10509	07/26/2021	John Kellum/John's Portable ...	07/12,07/13, 07/20 -Cut, Drill and Weld 7 Piling Hoops		1,350.00
Bill Pmt -Check	10510	07/26/2021	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		3,095.39
Bill Pmt -Check	10511	07/26/2021	Rogue Credit Union	Membership #306 Acc#600189521 CC Ending#7681		9,787.72
Bill Pmt -Check	10512	07/26/2021	Slice Recovery	660 Bundles FIREWOOD for Resale RV Park		2,013.00
Bill Pmt -Check	10513	07/26/2021	Spec Dist Assoc of Or -TRAI...	ACCT#30999 SDAO 2021 Board of Directors and Management Training		450.00

Total 10103 · General Funds Ckg Umpqua 3634

10106 · General Fund LGIP 6017  
 Check DEBIT 07/01/2021

Total 10106 · General Fund LGIP 6017

Total 101 · GENERAL FUND CHECKING & LGIP

10,478.72 288,809.64  
 0.95  
 0.00 0.95  
 10,478.72 288,810.59

Port of Brookings Harbor  
**Check Registers**  
 As of July 31, 2021

1:25 PM  
 08/07/21  
 Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
<b>10101 · Petty Cash</b>						
Transfer		07/06/2021		Funds Transfer - Quarters for showers at RV Park		10.00
Transfer		07/14/2021		Funds Transfer - Quarters for the change machine at RV Park		300.00
Bill Pmt -Check	CASH	07/26/2021	US Postal Service	First Class Mail; Large Envelope Letter size containing keys to: Billings, MT 59105	463.37	0.95
Check	10497	07/14/2021	Petty Cash	Replenish Petty Cash/Safe		
Total 10101 · Petty Cash						310.95
Total 100 · UNRESTRICTED CASH & EQUIVALENTS						289,121.54
<b>110 · RESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>104 · RESTRICTED MONEY MKT &amp; CHECKING</b>						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
<b>30104 · Debt Service Umpqua MM 8627</b>						
Check	DEBIT	07/15/2021	Umpqua Bank/Loan#7470416...	Genie Reach Forklift Loan#747041620 Payment #41		1,464.71
Check	DEBIT	07/15/2021	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #57 - 50 BFMll Travelift	4,659.00	4,659.00
General Journal	DEBT 07/01	07/01/2021		Transfer to Debt Service Fund for Travelift Payment	1,464.71	
General Journal	DEBT 07/01	07/01/2021		Transfer to Debt Service Fund for Fork Lift Payment	6,123.71	6,123.71
Total 30104 · Debt Service Umpqua MM 8627						12,247.42
<b>40104 · Capital Projects Umpqua 8018</b>						
General Journal	OSMB 07/02	07/06/2021		Pmt-Reimbursement via EFTVP025897 & VP025898		9,555.48
General Journal	USCG JUL 21	07/22/2021		JULY 2021 LEASE Pmt		923.24
Total 40104 · Capital Projects Umpqua 8018						10,478.72
Total 104 · RESTRICTED MONEY MKT & CHECKING						16,602.43
<b>105 · RESTRICTED LGIP</b>						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 07/01	07/01/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021						10,843.00
<b>30105 · IFA Debt Service Fund LGIP 6020</b>						
General Journal	Asset Sale	07/23/2021		Transfer to Debt Service Fund, includes 80% Net Proceeds from Surplus Sale Vess...	8,080.00	
General Journal	IFA 07/01	07/01/2021		Transfer to IFA Debt Service for 3rd QTR 2021 Pmt	25,835.00	
Total 30105 · IFA Debt Service Fund LGIP 6020						33,915.00
<b>50105 · Reserve Fund LGIP 6018</b>						
General Journal	Asset Sale	07/23/2021		Transfer to Reserve Fund for 20% Net Proceeds from Surplus Sale Vessel Seute D...	2,020.00	
General Journal	RES 07/01	07/01/2021		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018						4,020.00
Total 105 · RESTRICTED LGIP						48,778.00
Total 110 · RESTRICTED CASH & EQUIVALENTS						16,602.43

Port of Brookings Harbor  
**Check Registers**  
 As of July 31, 2021

1:25 PM  
 08/07/21  
 Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
TOTAL					65,843.80	305,723.97

2:01 PM  
08/06/21  
Cash Basis

Port of Brookings Harbor  
Purchases by Vendor Summary  
January through July 2021

	Jan - Jul 21
5-R Excavation, LLC	8,313.16
Absolute Golf Carts	650.00
Adobe	59.96
ADP	3,761.02
Alexandre EcoDairy Farms	500.00
AMAZON MKTPLACE	2,917.41
Anchor Lock & Key	2,706.00
Armoilo Display Solutions	273.46
Association of Pacific Ports	165.00
BI-MART	628.51
Black & Rice LLP	8,701.00
BOARDWALK MAIL SERVICE	183.21
Boat Launch Kiosk	11.00
Boat Shop & More LLC	1,190.00
BOLI PWR	1,000.00
BoomTech	77.47
Bronze Memorials Inc.	1,582.48
Brookings Harbor Chamber of Commerce	450.00
Brookings Signs & Graphics	117.00
Bullet Rental	2,725.08
C.O. Construction	535.00
CED	379.50
CertifiedMailLabels.com	600.00
CHEVRON	1,279.10
Chevron Business Card	2,763.33
Coastal Audio & Tint	300.00
Cole-Parmer	156.51
Coos-Curry Electric Cooperative, Inc.	62,456.67
Country Media, Inc.	2,229.24
Crescent ACE Hardware	498.66
Crow/Clay & Associates, Inc	11,607.80
Crown Plumbing	10,833.14
Curry County Business License	102.50
Curry County Clerk	3,772.27
Curry County Community Development	2,615.96
Curry County Sheriff	125.00
Curry County Tax Collector	2,110.05
Curry Equipment	1,420.86
Curry Transfer & Recycling	31,730.27
Da-Tone Rock Products	2,831.95
Del-Cur Supply Co-op	841.45
Dish Network	3,998.81
Elavon	3,331.28
EMC-Engineers/Scientists, LLC	68,390.00
Engineering Resource Services LLC	1,205.00
Englund Marine Supply	323.62
Fastenal Industrial Supplies	11,549.30
Ferguson Enterprises, Inc.	21,605.69
Firefly Reservations	1,095.00
Fluid Manufacturing	874.09
Frank's Heating & Refrigeration	1,667.57
FRED MEYER	67.60
Freeman Rock, Inc.	2,190.12
Gerald W. Burns, CPA	3,000.00
Gold Beach Lumber Yard, Inc.	21,769.96
Gowman Electric, Inc.	14,181.38
Grainger	252.70
Grants Pass Water Lab, Inc.	3,240.00

2:01 PM  
08/06/21  
Cash Basis

Port of Brookings Harbor  
Purchases by Vendor Summary  
January through July 2021

	<u>Jan - Jul 21</u>
Grating Pacific, LLC	452.00
GSS, Inc.	110.00
Harbor Corner Market LLC	29.18
Harbor Logging Supply, Inc.	4,564.93
Harbor Sanitary District	27,710.45
Harbor Truss and Supply LLC	180.00
Harbor View Windows, Heating & Air	1,500.75
Harbor Water District P.U.D.	12,524.96
HD SUPPLY FACILITIES	1,272.72
Heartsmart.com	546.11
Home Depot	3,481.00
In-Motion Graphics and Design, LLC	450.00
Industrial Steel & Supply Co. Inc.	313.00
Interstate Plastics	450.00
Intuit	2,707.72
iSecure Information Security	621.50
John Kellum/John's Portable Welding	7,050.00
K&K Insurance Group, Inc.	225.00
Kendrick Equipment USA LLC	928.37
Legacy Contracting, Inc.	469,975.59
Les Schwab Tire Center	16.99
M & J Glazebrook Construction	614.75
Mascott Equipment	2,343.38
Mc Court Floor Coverings, Inc	75.00
McLennan Excavation, Inc.	9,990.00
Microsoft	199.98
My Parking Permit	130.00
NAPA Auto Part	580.12
NorthCoast Health Screening	80.00
Northwest Parking Equipment Company	1,335.84
ONLINE Purchases	686.20
Orcal Security Consulting LLC	19,170.00
Oregon Alarm	42,690.00
Oregon Coast Magazine	675.00
Oregon Department of Agriculture	278.00
Pacific Office Automation	1,529.51
Pacific Rim Copy Center	449.40
Palm Industries, Inc.	2,479.99
Pape Material Handling	4,667.90
Personnel Concepts	48.85
Pitney Bowes Global Lease	838.50
Pitney Bowes, Inc.	1,412.96
Platt	1,213.41
PPS Store	6,387.94
Pump Pipe & Tank Services, LLC	926.54
Quill Corporation	5,999.99
Rentprep Enterprise/Fidelis Screening	578.55
Roberts & Associates Land Surveying, Inc.	2,150.00
Rock Island Design	1,047.05
SimpliSafe	89.94
Slice Recovery	3,927.00
SmartSign	132.26
SO Backflow Techs	28.00
Spec Dist Assoc of OR- Workers Comp	10,767.28
Spec Dist Assoc of OR- Healthcare	55,054.88
Spec Dist Assoc of OR- Prop & Cas	64,514.52
Spec Dist Assoc of Or -TRAINING	450.00
Spectrum Business 8752 19 060 0025169	661.54



2:01 PM  
08/06/21  
Cash Basis

Port of Brookings Harbor  
Purchases by Vendor Summary  
January through July 2021

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	<u>Jan - Jul 21</u>
Spectrum Business 8752 19 060 0226494	666.28
Spectrum Business 8752 19 060 0247029	569.86
Spectrum Business 8752 19 060 0251369	540.79
Stericycle	98.05
Strahm's Sealcoat & Striping, Inc.	26,739.00
Suburban Propane	270.00
SUPPLYHOUSE.COM	465.35
Tank Testers, LLC	13,406.50
The Park Catalog	1,247.73
The Roofers, LLC	10,327.84
Thermo Fluids, Inc.	941.80
Tidewater Contractors, Inc.	3,220.00
Traffic Safety Supply Co.	5,071.80
Travel Information Council	348.00
Tyree Oil, Inc	230,072.16
U Printing	257.83
Uline	1,007.89
US Bank Equipment Finance	1,562.40
US Postal Service	183.95
US Relay/HD Relay	337.00
Valvoline	247.75
Ventek International	2,070.00
VERIZON WIRELESS	2,276.79
Vonage	1,519.48
Wayfair LLC	285.99
WebReserv	495.00
WEEBLY-CHARGE.COM	910.00
Ziplay Fiber 541-412-7930-102902-5	235.71
Ziplay Fiber 541-469-5867-121516-5	533.77
Zoom Video Communications Inc.	104.93
<b>TOTAL</b>	<b><u>1,419,271.34</u></b>

# HARBORMASTER MONTHLY REPORT

**Date:** August 17th, 2021  
**Period:** July 2021  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Travis Webster, Harbormaster

## RV Park

Beachfront occupancy hit 85% for the month of July. Staff did a great job keeping up with the large amounts of guests. Small repairs were made to cable TV ends, leaking hose bibs, breakers and plugs. Staff filled minor potholes with rock and asphalt patch along front road. Small adjustments are still being made in the refurbished restroom, but overall is working great and have had good feed back on the work that we did.

### Occupancy by Month & Year

RV Park	2020	2021	Change	Month	2020	2021	Change
January	7.45%	19%	11.45%	July	84.66%	85%	.34%
February	16%	23%	7%	August	70%		
March	16.4%	39%	22.6%	September	51%		
April	0%	27.5%	27.5%	October	68%		
May	5.7%	43.13%	37.43%	November	22%		
June	71.08%	59.52%	(11.56%)	December	15%		

## Marina

Staff began the demo of 2 boats that are port owned and have been in the boat yard for nearly 5 years. Staff removed all fluids, tanks, and motors first. All fluids were pumped into barrels and removed by Thermo fluids. After that was complete, staff began breaking down the vessels and ready them for dumpsters. Boat demo will be complete in early Aug. Staff also purchased steel to have 7 new pile hoops made for the remainder of the fuel dock and to replace wore out hoops on the public fishing dock.

Staff responded to a sinking vessel in Basin 2. The vessel was not completely submerged. Management discussed the situation and decided to use port staff to rescue the vessel. There was no discharge of any pollutants, and the conditions were right to use port equipment to do the work. All charges were invoiced to the boat owner.

### Boat Launches Paid through Launch Machine

Month	2020	2021	Change	Month	2020	2021	Change
January	5	27	22	July	1095	826	(269)
February	102	70	(32)	August	768		
March	204	178	(26)	September	583		
April	244	386	142	October	713		
May	282	233	(49)	November	109		
June	697	759	62	December	40		

**Equipment services performed by Port staff**  
**Telehandler, 0 jobs**  
**Travel Lift, 7 haul outs**

### **Commercial Receiving Dock**

Staff replaced a broken board supporting the ladder at Hallmark Fisheries. Walk through inspection was done on the remaining docks with no other major issues to report. Staff will begin cleaning catch basins around receiving docks next month to prepare for the rainy season.

### **Commercial Retail Building**

The Roofers LLC will be doing the roof replacement at Blue Fin Reality. Work on the roof may begin at the end of August. Staff also placed an order to replace rotten siding at Blue Fin. This work will start about the same time as the roof. Once all work is complete staff will paint to match the retail buildings.

### **Maintenance Crew**

Maintenance completed 85 work orders throughout the port. Most work was maintaining the Port and making sure that services were operational, and grounds were kept up. Staff was able to start demoing 2 vessels in the boat yard that will help with rearranging of the boat yard for upcoming FEMA projects.

**WORK ORDERS LOG**  
**Port Of Brookings Harbor**  
**July 2020**

	Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
458	7/1/21	Port Septic Systems	Monthly inspection	Completed	7/1/21	Brent	1
459	7/1/21	Retail Septic System	Solid debris on top	Skimmed and cleaned	7/1/21	Brent	2
460	7/1/21	J Sloan - Retail	Vent windows stuck	Lubricated hinges	7/1/21	Brent	3
461	7/2/21	RV Park, Site 90	Hose bib is leaking	Repaired	7/2/21	Trent	4
462	7/2/21	PAC Choice, Entry gate	Hinges need repair	Completed	7/2/21	Brent & Travis	5
463	7/6/21	RV Park Dumpsters	Need to be compacted	Completed	7/6/21	Brent	6
464	7/6/21	Basin 2, F Dock	Add cleats	Completed	7/6/21	Shawn	7
465	7/6/21	RV Park, Restroom	Finish shower rooms	Completed	7/6/21	Shawn & Sean	8
466	7/6/21	RV Park, Dry Camp	Install signs	Completed	7/6/21	Shawn	9
467	7/6/21	Public Surplus - Auction website	Relist 41' sailboat at \$5,000	Completed	7/6/21	Brent	10
468	7/6/21	Fish Cleaning Station	Dump carcasses	Completed	7/6/21	Brent	11
469	7/7/21	Retail Area, Boardwalk	Replace deck boards	Completed	7/7/21	Shawn & Sean	12
470	7/6/21	RV Park Office	Need firewood	Delivered 2 pallets of firewood	7/7/21	Shawn	13
471	7/7/21	RV Park, Restroom	Finish shower auto-quarter system	Completed	7/7/21	Brent	14
472	7/7/21	Fuel Dock	Secure fill caps on tanks	Completed	7/7/21	Brent	15
473	7/7/21	Fuel Dock	Repair fill / plug port at tank # 3	Completed	7/7/21	Brent	16
474	7/7/21	J Sloan - Retail	Vent broken	Pryed open, needs fixture work	7/7/21	Brent	17
475	7/7/21	Fuel Dock	Remove water from annular	Completed	7/7/21	Brent	18
476	7/7/21	Port Office	Back-up system failed	Carbonite issue resolved	7/8/21	Brent	19
477	7/8/21	Port Propery	Cut grass / riding lawn mower	Completed	7/8/21	Shawn	20
478	7/8/21	Transient Dock	Paint numbers on dock	Completed	7/8/21	Shawn & Sean	21
479	7/8/21	RV Park Dumpsters	Need to be compacted	Completed	7/8/21	Brent	22
480	7/9/21	RV Park, Site 22	Cable connector is corroded	Replaced connector	7/9/21	Trent	23
481	7/7/21	RV Park	New concrete area needs to be swept	Completed	7/9/21	Trent	24
482	7/8/21	RV Park, Site 49	Secure fire ring and fill holes back of site	Completed	7/9/21	Trent	25
483	7/12/21	Basin 2, Men's Restroom	Shower not functioning	Removed jam from quarter acceptor	7/12/21	Brent	26
484	7/12/21	Retail Area, Boardwalk	Replace deck boards	Replaced 13 bad boards	7/12/21	Shawn & Sean	27
485	7/12/21	RV Park	Put out new picnic tables	Completed	7/12/21	Shawn & Sean	28
486	7/12/21	RV Park Office	Need firewood	Delivered more firewood	7/13/21	Brent	29
487	7/13/21	Port Truck	Needs oil change	Completed	7/13/21	Shawn	30
488	7/13/21	Retail Areas	Burn and pull weeds	Completed	7/13/21	Shawn & Sean	31
489	7/14/21	RV Park Restroom	Hang shower curtain rods	Completed women's side	7/14/21	Shawn	32
490	7/14/21	EQ # 3710	Needs fuel	Completed	7/14/21	Brent	33
491	7/14/21	RV Park Dumpsters	Need to be compacted	Completed	7/14/21	Brent	34
492	7/15/21	RV Park Restroom	Hang shower curtain rods	Completed men's side	7/15/21	Shawn	35
493	7/15/21	Boat Basin 1 and 2	Clear debri	Completed	7/15/21	Shawn & Sean	36
494	7/15/21	Boat Launch	Install Life Ring	Completed	7/15/21	Shawn & Sean	37
495	7/15/21	Retail Area	Clean sidewalks and weeds	Completed	7/15/21	Shawn & Sean	38
496	7/16/21	Port Propery	Blocks need to be put back into place	Completed	7/16/21	Brent	39
497	7/16/21	Basin 1, F 8	Water leak	Repaired	7/16/21	Shawn	40
498	7/14/21	RV Park Restroom	Toilets not shutting off completely	Replaced plunger caps	7/16/21	Brent	41
499	7/16/21	RV Park, Site 19	Water valve cover broken in half	Replaced cover	7/19/21	Brent	42
500	7/19/21	Port Shop	Finish form for pad (trash)	Completed	7/19/21	Shawn	43
501	7/18/21	RV Park Restroom, Woman's shower	Quarter acceptor not working	Cleared jam and reassembled	7/19/21	Brent	44
502	7/19/21	RV Park Office	Received 10 pallets of firewood	Stacked in boatyard	7/19/21	Brent	45
503	7/19/21	RV Park, Site 77	Fix picnic table	Completed	7/19/21	Shawn	46

504	7/19/21	RV Park	Grease gate	Completed	7/19/21	Sean	47
505	7/19/21	Boat Basin 1 and 2	Walk docks	Completed	7/19/21	Shawn & Sean	48
506	7/19/21	RV Park, Site 27	Hose bib is leaking	New elbow installed	7/19/21	Sean	49
507	7/21/21	Fish Cleaning Station	Dump carcasses	Completed	7/21/21	Brent	50
508	7/21/21	Retail Area, Electric Panel	Paint panel box	Completed	7/21/21	Shawn & Sean	51
509	7/21/21	Hallmark	Broken ladder	Repaired	7/21/21	Shawn, Sean, Travis & Brent	52
510	7/21/21	Retail/Ramp to Basin 1 (A-D), Electric Panel	Paint panel box	Completed	7/21/21	Shawn	53
511	7/22/21	Port Storage Area	Dispose of abandoned trailer	Hauled to CTR	7/22/21	Travis & Brent	54
512	7/22/21	RV Park	Fill potholes	Completed	7/22/21	Travis & Brent	55
513	7/22/21	Basin 1 and 2, various areas	Tighten bolts on slips, electric pedestals	Completed	7/22/21	Shawn & Sean	56
514	7/22/21	Port Shop	Clean Up	Completed	7/22/21	Shawn	57
515	7/22/21	Retail Boardwalk Area	Install bench & post	Completed	7/22/21	Shawn, Sean & Travis	58
516	7/19/21	RV Park, Site 30	Cable end needs to be replaced / repaired	Completed	7/22/21	Brent & Trent	59
517	7/20/21	RV Park, Site 90	Guest states cable is not working	Found no problem with cable	7/22/21	Brent & Trent	60
518	7/23/21	RV Park Restroom	2 coin acceptors malfunctioning	Replaced # 5 and Repaired # 1	7/23/21	Brent	61
519	7/21/21	Basin 2 Restroom	Broken faucet	Replaced	7/23/21	Brent	62
520	7/14/21	RV Park Office	Wash golf cart	Completed	7/22/21	Trent	63
521	7/23/21	Trailer Storage Areas	Inventory	Completed	7/23/21	Shawn	64
522	7/23/21	Boatyard	Pump diesel fuel out: 4-Play	Completed	7/23/21	Shawn, Sean & Travis	65
523	7/23/21	Boatyard	Demo deck / remove fuel tanks: 4-Play	Completed	7/23/21	Shawn & Sean	66
524	7/26/21	Boatyard	Demo boat	Completed	7/26/21	Shawn & Brent	67
525	7/27/21	Boatyard	Demo and pull tanks: Stella	Completed	7/27/21	Shawn, Sean & Travis	68
526	7/28/21	Fish Cleaning Station	Dump carcasses	Completed	7/28/21	Brent	69
527	7/28/21	RV Park Restroom	Faucets vandalized, need to be secured	Completed	7/28/21	Brent	70
528	7/28/21	Launch Ramp Parking Lot	Create locates order	Completed	7/28/21	Brent	71
529	7/6/21	RV Park, Site 49 - 57	Shovel out firepits	Completed	7/28/21	Trent	72
530	7/28/21	RV Park, Site 12	Missing sewer riser	New riser installed	7/28/21	Sean	73
531	7/29/21	Boatyard	Demo boats and load dumpsters	Completed	7/29/21	Shawn, Sean, Travis & Brent	74
532	7/22/21	RV Park Restroom	Install Handicap stickers as needed	Completed	7/29/21	Trent	75
533	7/29/21	RV Park, Site 140	Clean up mess from dripping grey tank	Completed	7/29/21	Trent	76
534	7/26/21	RV Park, Site 79	End of cable needs to be replaced	Completed	7/29/21	Trent	77
535	7/28/21	RV Park, Site 54	Hose bib is stripped	Replaced bib	7/29/21	Trent	78
536	7/7/21	RV Park, Dry Camp Sites, and along riverbed	Weedwhack	Completed	7/29/21	Trent	79
537	7/29/21	RV Park Dumpsters	Need to be compacted	Completed	7/29/21	Trent	80
538	7/29/21	Port Office	Server needs to be backed-up	Completed	7/29/21	Brent	81
539	7/30/21	Catalyst Parking Lot	Fill potholes	Completed	7/30/21	Shawn & Sean	82
540	7/30/21	Port Property	Fill potholes	Completed (filled 9 holes)	7/30/21	Shawn & Sean	83
541	7/30/21	RV Park Exit Road	Concrete needs to be swept	Completed	7/30/21	Trent	84
542	7/30/21	RV Park, Full hook up sites	Concrete needs to be swept	Completed	7/30/21	Trent	85

# PORT MANAGER

## MONTHLY REPORT

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**Date:** August 17, 2021  
**Period:** July 2021  
**To:** Honorable Board President and District Board Members  
**Issued By:** Gary Dehlinger, Port Manager

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### Safety & Security

Port received a call of a possible sinking vessel in Basin 1 on C-Dock. We found a boat that had water in the engine compartment but did not appear to be taking on water. Water inside the engine compartment was pumped out. The owner of the boat lives out of town and could not be reached by phone until a few days later. Owner has 30 days to get the boat seaworthy. In Basin 2, Port responded to a sinking boat and staff did a tremendous job recovering and removing the boat from the harbor.

At the RV Park, guests broke a cable box post that was rotten and damaged electrical pedestal that needed to be replaced. Non guest fell on the old laundromat building slab. Someone vandalized our newly renovated restroom sink faucet. Other guests causing problems were interfering with new arrivals, disturbing other guests, and a sewage spill. Car struck the concrete blocks at dry camp which seemed to be on purpose.

At the boat yard, while demolishing abandon vessel small amount of hydraulic oil spilled on the ground and was cleaned up.

Two medical emergency response calls occurred. One happened when someone was hurt on the ocean and the response team arrived at the transient dock for medical assistance. The other incident occurred when the response team removed an individual from his boat on N-Dock for medical health issues and taken to the hospital.

Pacific Seafood employee's van caught fire in the parking area while working at the processing plant. Fire Department arrived on scene to put the fire out.

Incident Log, 1 page, attached for your review.

OrCal Security and POBH recorded 159 security issues. Issues included:

- 115 overnight parking tickets.
- 27 vehicles missing or unable to read boat launch ticket.
- 12 parking violations for vehicles parked in the boat launch parking lot trailer stall.
- 2 unhitched trailers in retail parking lot.
- 1 no camping warning in the commercial basin parking lot.
- 1 parking violation at the RV Park.
- OrCal reported the fire department responded to a call at Beachfront RV Park during the 4<sup>th</sup> of July. There were no details on the fire response.

July 2021 Security Log, 5 pages, attached for your review.

### Port Office

RV Park Curry County Planning Application(s) were completed and submitted for the new RV Park sites and upgrades. The Plumbing and Electrical permits are under review.

Curry County Road Department installed k-rail at the turnout on Lower Harbor Road to prevent camping and abandon vehicles using the space.

Employment hiring process for Maintenance Level II and Accounting Assistance was completed this month. Port received couple of applications for both positions. Part-time Accounting Assistance was filled. One temporary part-time maintenance position was offered, and we elevated one of our existing part-time positions to full-time. Full-time position will provide more maintenance coverage throughout the entire year.

Abandon boat Seute Deern was sold on the auction website. Port received the funds on the purchase which 80% goes to IFA Debt payment and 20% to Port Reserve Fund. The new owner hauled the vessel out to make repairs and cleanup. The owner plans to take the vessel to another port once the repairs and cleanup are completed.

Second abandon boat did not sell during the 30-day period on the auction site. Boat was relisted at a reduced minimum amount.

Travis and I met with County Roadmaster and their engineer regarding installing a left turn lane on Lower Harbor Road into our boat launch parking lot. It will be a few months at least before the county gets something to report. The County is also looking at a larger project to install "round a bout" at the Shopping Center and Lower Harbor Road intersection as well as sidewalks all along Lower Harbor Road and Boat Basin Road. This larger plan is several years out.

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

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP). Second Quarterly Report was submitted to DEQ. No stormwater testing was done during the quarter. The required stormwater testing was completed during the first quarter.

#### **2019 FEMA Disasters**

Port received approval from Oregon Emergency Management for engineering and permitting for DR-4432 and DR-4452. Joint Permit Application placed on hold until January 2022 or until a new engineering contract is completed. OEM/FEMA continues to review the Port's "Scope of Work" and construction budget.

- FEMA DR-4432 February 24, 2019 storm damage to Basin 2 Slopes (2,000 LF) and dredging 8,000 cubic yards.
- FEMA DR-4452 April 6, 2019 storm damage to basins (dredging 30,000 cubic yards)

**JULY 2021  
INCIDENT LOG**

#	Date	Description of Incident	Location	Corrective Actions
48	7/2/2021	Possible sinking boat	Basin 1, C-28	Boat had rain water buildup covering half the engine. Water pumped and owner notified.
49	7/3/2021	Needle found	Men's shower commercial restroom	Properly picked up and disposed into hazardous waste container
50	7/6/2021	Damaged cable box post	RV Park Site 49	Rotten post repaired
51	7/11/2021	Individual fell on concrete slab, emergency response removed person	RV Park - old laundry concrete pad	Area was barricaded off, future construction area
52	7/14/2021	Damaged electrical box	RV Park Site 77	Ordered replacement box, site closed until repaired
53	7/15/2021	Individual removed from boat by emergency response team	Basin 2, N-12	Individual having medical emergency was taken to hospital
54	7/16/2021	Vehicle struck concrete blocks at dry camping	RV Park Dry Camping	Blocks reset
55	7/24/2021	Guest didn't leave RV site	Site 55	Guest left 4 hours later preventing new guest from using site
56	7/25/2021	Emergency Response to Boater	Transient Dock	N/A - Open gate at fuel dock ramp
57	7/25/2021	Van caught Fire	Pacific Seafood Parking Lot	Pacific Seafood employee involved was terminated
58	7/26/2021	Vandalism to Faucet	RV Park Main Men's RR	Faucet repaired
59	7/26/2021	Boat Sinking	Basin 2, E-14	Boat was up righted, water pumped and towed to launch ramp for removal from harbor
60	7/27/2021	Sewage Spill from RV	RV Park Site 76	Spill cleaned up and disinfected
61	7/27/2021	Hydraulic Oil Spill from Boat Demo	Boat Yard	Spill contained and cleaned up
62	7/30/2021	Guest leaving trash and disturbing other guests	Site 72	Staff warned guest causing disturbance and leaving mess



**JULY 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
348	07/01/21	OrCal	Overnight Parking	Retail Parking Lot	B04237G	WA
349	07/01/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
350	07/01/21	OrCal	Overnight Parking	Commercial Basin Lot	6N31758	CA
351	07/01/21	OrCal	Overnight Parking	Commercial Basin Lot	Y1951N	TN
352	07/02/21	POBH	Ticket Violation	Boat Launch Parking Lot	SL88831	OR
353	07/02/21	OrCal	Overnight Parking	Kite Field	073EEU	OR
354	07/02/21	OrCal	Overnight Parking	Kite Field	152LVZ	OR
355	07/02/21	OrCal	Overnight Parking	Kite Field	WXJ479	OR
356	07/02/21	OrCal	Overnight Parking	Retail Parking Lot	25621D3	CA
357	07/02/21	OrCal	Overnight Parking	Retail Parking Lot	162GMF	OR
358	07/03/21	OrCal	Overnight Parking	Retail Parking Lot	2D2373	SD
359	07/03/21	OrCal	Overnight Parking	Retail Parking Lot	797JBL	OR
360	07/03/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
361	07/03/21	OrCal	Overnight Parking	Retail Parking Lot	301GBN	OR
362	07/03/21	OrCal	Overnight Parking	Commercial Basin Lot	677KRF	OR
363	07/04/21	OrCal	Overnight Parking	Retail Parking Lot	420KPS	OR
364	07/04/21	OrCal	Overnight Parking	Retail Parking Lot	KLK9307	TX
365	07/04/21	OrCal	Emergency Vehicle	RV Park		Fire
366	07/05/21	OrCal	Overnight Parking	Retail Parking Lot	766DHZ	OR
367	07/05/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
368	07/05/21	OrCal	Overnight Parking	Retail Parking Lot	KLK9307	TX
369	07/05/21	OrCal	Overnight Parking	Commercial Basin Lot	7L64878	CA
370	07/05/21	OrCal	Overnight Parking	Commercial Basin Lot	HC51986	OR
371	07/05/21	OrCal	Overnight Parking	Commercial Basin Lot	989JBP	OR
372	07/05/21	OrCal	Overnight Parking	Commercial Basin Lot	888KWV	OR
373	07/05/21	OrCal	Overnight Parking	Commercial Basin Lot	76615X1	CA
374	07/05/21	OrCal	Overnight Parking	Kite Field	B50906L	WA
375	07/05/21	OrCal	Overnight Parking	Kite Field	820MUX	OR
376	07/05/21	OrCal	Overnight Parking	Kite Field	872CPV	OR
377	07/05/21	OrCal	Overnight Parking	Kite Field	6HFM955	CA
378	07/05/21	OrCal	Overnight Parking	RV Park	681FCY	OR
379	07/05/21	OrCal	Overnight Parking	RV Park	635JFH	OR
380	07/05/21	OrCal	Overnight Parking	RV Park	420LCW	OR
381	07/05/21	OrCal	Overnight Parking	RV Park	349BYH	OR
382	07/05/21	OrCal	Overnight Parking	RV Park	HC37743	OR
383	07/05/21	OrCal	Overnight Parking	RV Park	228LKC	OR
384	07/05/21	OrCal	Overnight Parking	RV Park	012JPL	OR
385	07/06/21	POBH	Ticket Violation	Boat Launch Parking Lot	641LVL	OR - no ticket
386	07/06/21	POBH	Ticket Violation	Boat Launch Parking Lot	812KXU	OR - no ticket
387	07/07/21	POBH	Ticket Violation	Boat Launch Parking Lot	886MUT	OR - no ticket
388	07/07/21	POBH	Ticket Violation	Boat Launch Parking Lot	665FXT	OR - cant see date
389	07/07/21	POBH	Ticket Violation	Boat Launch Parking Lot	953JXX	OR - expired ticket
390	07/07/21	OrCal	Overnight Parking	Kite Field	930HBW	OR
391	07/07/21	OrCal	Overnight Parking	Retail Parking Lot	8UIT125	CA
392	07/07/21	POBH	Ticket Violation	Boat Launch Parking Lot	812JAV	OR - no ticket
393	07/07/21	POBH	Ticket Violation	Boat Launch Parking Lot	B67135H	OR - no ticket

**JULY 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
394	07/08/21	POBH	Ticket Violation	Boat Launch Parking Lot	886MUJ	OR - cant see date
395	07/08/21	POBH	Ticket Violation	Boat Launch Parking Lot	MMTS	OR - no ticket
396	07/08/21	POBH	Unhitched Trailer	Kite Field	244MUU	OR
397	07/08/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	65VV102	
398	07/09/21	OrCal	Overnight Parking	RV Park	G414FN	UT
399	07/09/21	OrCal	Overnight Parking	Commercial Basin Lot	WC40274	OR
400	07/09/21	OrCal	Overnight Parking	Commercial Basin Lot	733VW	CA
401	07/09/21	OrCal	Overnight Parking	Commercial Basin Lot	4XWX111	CA
402	07/10/21	OrCal	Overnight Parking	Kite Field	783MDE	OR
403	07/10/21	OrCal	Overnight Parking	Kite Field	255MMK	OR
404	07/12/21	OrCal	Overnight Parking	Retail Parking Lot	ZSF865	OR
405	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	121MVY	OR
406	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
407	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	757EEN	OR
408	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	YQP581	OR
409	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	085JMG	OR
410	07/14/21	OrCal	Overnight Parking	Retail Parking Lot	820LZV	OR
411	07/14/21	OrCal	Overnight Parking	Kite Field	D73491	OR
412	07/14/21	OrCal	Overnight Parking	Kite Field	642JPD	OR
413	07/14/21	OrCal	Overnight Parking	Commercial Basin Lot	503FXT	OR
414	07/15/21	POBH	Ticket Violation	Boat Launch Parking Lot	574KSG	OR
415	07/15/21	POBH	Ticket Violation	Boat Launch Parking Lot	68401H2	CA
416	07/15/21	POBH	Ticket Violation	Boat Launch Parking Lot	258MQA	OR
417	07/15/21	POBH	Ticket Violation	Boat Launch Parking Lot	259KPS	OR
418	07/16/21	POBH	Ticket Violation	Boat Launch Parking Lot	11533WI	CA
419	07/16/21	POBH	Ticket Violation	Boat Launch Parking Lot	247GPS	OR
420	07/16/21	POBH	Ticket Violation	Boat Launch Parking Lot	88831	OR
421	07/16/21	POBH	Parking Violation	RV Park	574KSG	OR
422	07/16/21	OrCal	Overnight Parking	Retail Parking Lot	RCY448	OR
423	07/16/21	OrCal	Overnight Parking	Retail Parking Lot	820LZV	OR
424	07/16/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
425	07/16/21	OrCal	Overnight Parking	Transient / Fuel Dock	155JCR	OR
426	07/16/21	OrCal	Overnight Parking	Commercial Basin Lot	AQY2108	WA
427	07/16/21	OrCal	Overnight Parking	Commercial Basin Lot	541HNR	OR
428	07/16/21	OrCal	Overnight Parking	Commercial Basin Lot	697MUF	OR
429	07/16/21	OrCal	Overnight Parking	Commercial Basin Lot	594CTP	OR
430	07/16/21	OrCal	Overnight Parking	Commercial Basin Lot	517HJP	OR
431	07/17/21	OrCal	Overnight Parking	Kite Field	203MXG	OR
432	07/17/21	OrCal	Overnight Parking	Commercial Basin Lot	BR53E55	CA
433	07/17/21	OrCal	Overnight Parking	Commercial Basin Lot	395MUG	OR
434	07/17/21	OrCal	Overnight Parking	Retail Parking Lot	085JMG	OR
435	07/17/21	OrCal	Overnight Parking	Retail Parking Lot	820LZV	OR
436	07/17/21	OrCal	Overnight Parking	Retail Parking Lot	RCY448	OR
437	07/17/21	OrCal	Overnight Parking	Retail Parking Lot	BR00H08	CA
438	07/17/21	OrCal	Overnight Parking	Retail Parking Lot	9V9701	OR
439	07/18/21	OrCal	Overnight Parking	Retail Parking Lot	903FNA	OR

**JULY 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
440	07/18/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
441	07/18/21	OrCal	Overnight Parking	Retail Parking Lot	CB26817	OR
442	07/18/21	OrCal	Overnight Parking	Commercial Basin Lot	541HNR	OR
443	07/19/21	POBH	Ticket Violation	Boat Launch Parking Lot	306LLX	OR
444	07/19/21	POBH	Ticket Violation	Boat Launch Parking Lot	516KAH	OR
445	07/19/21	POBH	Ticket Violation	Boat Launch Parking Lot	D44865	OR
446	07/20/21	OrCal	Overnight Parking	Retail Parking Lot	377JGV	OR
447	07/20/21	OrCal	Overnight Parking	Retail Parking Lot	U411551	
448	07/20/21	POBH	Ticket Violation	Boat Launch Parking Lot	88831	OR
449	07/21/21	OrCal	Overnight Parking	Commercial Basin Lot	149HKE	OR
450	07/21/21	OrCal	Overnight Parking	Commercial Basin Lot	WJN136	OR
451	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	04250S2	CA
452	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	148LLB	OR
453	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	661HLT	OR
454	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	1175151	CA
455	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	118LNB	OR
456	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	948DWA	OR
457	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	8TFS023	CA
458	07/21/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	51187N2	CA
459	07/22/21	OrCal	Overnight Parking	Boat Launch Parking Lot	329JTR	OR
460	07/22/21	OrCal	Overnight Parking	Boat Launch Parking Lot	DIGN4U	OR
461	07/22/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
462	07/22/21	OrCal	Overnight Parking	Retail Parking Lot	500MKE	OR
463	07/22/21	OrCal	Overnight Parking	Commercial Basin Lot	174BPR	OR
464	07/22/21	OrCal	No Camping	Commercial Basin Lot	40274	OR
465	07/22/21	POBH	Ticket Violation	Boat Launch Parking Lot	36814Y1	CA
466	07/22/21	POBH	Ticket Violation	Boat Launch Parking Lot	68401H2	CA
467	07/22/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
468	07/22/21	OrCal	Overnight Parking	Retail Parking Lot	635FDL	OR
469	07/22/21	OrCal	Overnight Parking	Transient / Fuel Dock	8N00304	CA
470	07/23/21	OrCal	Overnight Parking	Retail Parking Lot	635FDL	OR
471	07/23/21	OrCal	Overnight Parking	Retail Parking Lot	081LNE	OR
472	07/23/21	OrCal	Overnight Parking	Commercial Basin Lot	PXSQ71	FL
473	07/23/21	OrCal	Overnight Parking	Commercial Basin Lot	974MLQ	OR
474	07/23/21	OrCal	Overnight Parking	Commercial Basin Lot	7VAH776	CA
475	07/24/21	OrCal	Overnight Parking	Retail Parking Lot	766DHZ	OR
476	07/24/21	OrCal	Overnight Parking	Retail Parking Lot	635FDL	OR
477	07/24/21	OrCal	Overnight Parking	Retail Parking Lot	081LNE	OR
478	07/24/21	OrCal	Overnight Parking	Commercial Basin Lot	4XWX111	CA
479	07/24/21	OrCal	Overnight Parking	Commercial Basin Lot	149HKE	OR
480	07/24/21	OrCal	Overnight Parking	Commercial Basin Lot	4KGS593	CA
481	07/24/21	OrCal	Overnight Parking	Commercial Basin Lot	WJN136	OR
482	07/24/21	OrCal	Overnight Parking	Commercial Basin Lot	VTR145	OR
483	07/25/21	OrCal	Overnight Parking	RV Park	8AJD922	CA
484	07/26/21	OrCal	Overnight Parking	Commercial Basin Lot	VTR145	OR
485	07/26/21	OrCal	Overnight Parking	Commercial Basin Lot	149HKE	OR

**JULY 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
486	07/26/21	OrCal	Overnight Parking	Commercial Basin Lot	ZZU016	OR
487	07/27/21	OrCal	Overnight Parking	Retail Parking Lot	8CQM372	CA
488	07/27/21	OrCal	Overnight Parking	Retail Parking Lot	A1517763	OR
489	07/27/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
490	07/27/21	POBH	Ticket Violation	Boat Launch Parking Lot	41957R1	CA
491	07/28/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	149GDF	OR
492	07/28/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	4568Z0	CA
493	07/28/21	POBH	Vehicle in Boat Trailer	Boat Launch Parking Lot	P546W0	CA
494	07/28/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
495	07/28/21	OrCal	Overnight Parking	Commercial Basin Lot	4XWX111	CA
496	07/28/21	OrCal	Overnight Parking	Commercial Basin Lot	517HJP	OR
497	07/29/21	POBH	Ticket Violation	Boat Launch Parking Lot	149JAF	OR
498	07/29/21	POBH	Ticket Violation	Boat Launch Parking Lot	356BYP	OR
499	07/29/21	OrCal	Overnight Parking	Retail Parking Lot	078WTN	NM
500	07/29/21	OrCal	Overnight Parking	Transient / Fuel Dock	5TYJ988	CA
501	07/29/21	OrCal	Overnight Parking	Transient / Fuel Dock	578MQQ	OR
502	07/29/21	OrCal	Overnight Parking	Commercial Basin Lot	8Z51419	CA
503	07/30/21	POBH	Ticket Violation	Boat Launch Parking Lot	610JMJ	OR
504	07/30/21	POBH	Unhitched Trailer	Retail Parking Lot	U566008	OR
505	07/30/21	OrCal	Overnight Parking	Kite Field	107JQV	OR
506	07/30/21	OrCal	Overnight Parking	Commercial Basin Lot	2512132	MT

## **ACTION ITEM – A**

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**DATE:** August 17, 2021  
**RE:** Rotary Beach Bingo Cleanup  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Janece Payne, Rotary Board Member presented a plan to Port staff for cleaning up the local beaches and parks. She would like permission to leave the bingo cards at the Beachfront RV Park for the manager to pass out at check-in.
- She would also like to request a sponsorship from the Port of Brookings Harbor. A platinum sponsor would be a donation of \$1,000, a gold sponsor would be \$500, a silver sponsor would be \$250, and a bronze sponsor would be \$100. All monies gathered from sponsors will be used to pay for the cost of this program.
- Judy May Lopez and Janece Payne will be attending the board meeting on the 17th.

### DOCUMENTS

- Rotary Beach Bingo Cleanup Donation and Packet, 4 pages.

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Rotary Beach Bingo Clean Up pamphlet to be included in the RV Park guest packets.



Rotary Club of Brookings-Harbor Presents:

# BEACH

# CLEAN-UP

Help keep our beaches clean and

## WIN PRIZES!

Monthly Drawings



## Play Beach BINGO

Blackout or Regular Bingo

*Now through Fall*

Get your bingo card from local participating businesses and have some fun!
























Sponsors names area

For details visit:

[www.BrookingsHarborRotary.org](http://www.BrookingsHarborRotary.org)  
[www.Facebook.com/BrookingsHarborRotary](https://www.Facebook.com/BrookingsHarborRotary)



Rotary Club of Brookings-Harbor

				
Water bottle	Food Wrapper	Plastic Bag	Tobacco Waste	Clothing
				
Paper Sack	Chips Bag	Beer Container	Bottle Caps	Glass/broken
		<b>YOUR PICK</b>		
Coffee Cup	Mask		Plastic	Soda Can
				
Plastic Straw	Food Container	Can tabs-rings	Plastic Item	Utensils
				
Take-Out	Fishing Gear	Bring a Friend	Paper	Metal pieces

Beach BINGO Clean-Up

IT'S A GREAT TIME TO PLAY BINGO!

Have fun and help keep our community clean.

Drawings held monthly. Entries due by the last day of each month. One entry per person, per month.

**Be one of the Lucky Winners!**

**\$40 Winners for Blackout Bingo**

**\$20 Winners for Regular Bingo**

**Monthly Prizes for Local Gift Certificates!**

- 1) Take this Bingo Card with you on your next Beach/Park walk and mark off the boxes as you find and pick up the listed items.
- 2) You can play Blackout Bingo or Regular Bingo.
- 3) Drop off your completed Bingo card at participating businesses which are listed on Rotary's Facebook and Website pages.
- 4) Post your card and a selfie with the collected trash on the Brookings-Harbor Rotary's Facebook page.

Name: \_\_\_\_\_

Email/Phone \_\_\_\_\_  
(Print clearly.)

Dispose of your trash responsibly.

Sponsors: Business 1, Business 2, Business 3,  
Business 4, Business 5

# The Rotary Club of Brookings-Harbor

## Beach BINGO

Become a *Sponsor*—or a *Donor*

- Sponsor:**  Platinum—\$1000                       Silver—\$250  
 Gold—\$500     Bronze—\$100

It's a great time for playing BINGO (Blackout or Regular) and help keep our community clean. Players mark off the boxes on their BINGO cards and pick up trash—then turn their cards in for a chance at monthly drawings. Winners will receive gift certificates to local businesses. One entry per person, per month; winners chosen by random drawings and will be announced monthly on the Rotary Facebook/website pages.

### Sponsors:

- ✓ Your business on all BINGO cards, Facebook/Website/Social Media pages
- ✓ Your business in all press releases to local newspaper/radio stations, etc.
- ✓ Can have BINGO poster and cards available at your place of business
- ✓ Your 3'x5' business banner at Kick-Off Celebration
- ✓ Choose to participate in monthly drawings

**Donor:**  Local Business Gift Certificates for  
Black-Out Bingo: \$40 - Regular Bingo: \$20

### Donors—Six Monthly Winners will receive:

- ✓ Listing on Rotary Facebook/Website/Social Media pages
- ✓ Mention in all press releases to newspaper/radio/etc.

**Kick-Off—Stay tuned for details!**

(Give us your contact information for details.)

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Rotary Club of  
Brookings - Harbor

### SPONSOR LETTER OF AGREEMENT

(Name of sponsor) \_\_\_\_\_

agrees to Sponsor the **Rotary Beach/Park BINGO** in the amount of

\$ \_\_\_\_\_ and stated amount will be received/payable to **B-H Rotary with notation "BINGO"** on or before \_\_\_\_\_.

Sponsor Contact Person: \_\_\_\_\_

Email \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address \_\_\_\_\_

As a valued sponsor, please indicate below your desire to participate in one or both of the following:

\_\_\_\_\_ Poster at my place of business

\_\_\_\_\_ BINGO cards available for the public to pick up at my place of business

\_\_\_\_\_ Drop box for completed BINGO cards to be dropped off in my place of business

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

**Rotary Contacts:**

Janece Payne: 541.254.0720, [janecepa@gmail.com](mailto:janecepa@gmail.com)

Damien Garrels: 541. \_\_\_\_\_, [Damien.garrels@edwardsjones.com](mailto:Damien.garrels@edwardsjones.com)

Judy May-Lopez: 541.661.2066, [jmaylopez@charter.net](mailto:jmaylopez@charter.net)

## **ACTION ITEM – B**

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**DATE:** August 17, 2021  
**RE:** Resolution 2021-08 Adopting Best Management Practices  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Board approved the draft Best Management Practices during the July 20, 2021 Regular Commissioner Meeting.
- This resolution will memorialize the approval.
- Port legal counsel reviewed the BMP document and made some typographical corrections.

### DOCUMENTS

- Draft Resolution 2021-08 Adopting Best Management Practices, 15 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Draft Resolution No. 2021-08 Adopting Best Management Practices.

**PORT OF BROOKINGS HARBOR  
RESOLUTION NO. 2021-08**

**A RESOLUTION ADOPTING BEST MANAGEMENT PRACTICES**

**WHEREAS**, the Port of Brookings Harbor is a port district, organized and operated under the provisions of ORS Chapter 777, and has the authority to adopt resolutions; and

**WHEREAS**, the Port entered into Intergovernmental Agreement with Oregon State Marine Board to demolish two derelict recreational vessels, Rebelina OR244ACH and Momentum OR062AAA on May 19, 2021; and

**WHEREAS**, the IGA required updating the Port of Brookings Harbor Best Management Practices for the prevention of abandon and derelict vessels in year-round moorages; and

**WHEREAS**, the Board of Commissioners of the Port of Brookings Harbor approved the draft Best Management Practices on July 20, 2021 during the regular commissioner meeting.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as follows:

1. The Port of Brookings Harbor Best Management Practices, attached hereto as Exhibit A, is hereby adopted by reference.
2. The Policies and Procedures may be modified by Resolution or may be modified administratively to follow best practices, for example, to update items to comply with Port Personnel Policy, to adapt to changing technology, or to incorporate new laws and rules.
3. Staff is directed to codify this policy according to past administrative practices.

**APPROVED AND ADOPTED** and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 17th day of August, 2021.

**ATTEST:**

\_\_\_\_\_  
Richard Heap, President

\_\_\_\_\_  
Sharon Hartung, Secretary/Treasurer

Exhibit A

## Best Management Practices (BMPs)



*Adopted by Resolution 2021-08*

## CONTENTS

### Introduction

- BMP 1.0 Vessel Maintenance and Repair – General (Including Engines)
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## INTRODUCTION

This document discusses Best Management Practices (BMP's) for minimizing water quality impacts. Operations and maintenance activities at Boat Yards are potential sources of a wide range of pollutants including sediments, heavy metals, antifoulants, hydrocarbons, solvents, antifreeze, acids and alkalis, surfactants, nutrients, bacteria, floatables and plastics. Some of these pollutants – particularly heavy metals, solvents and hydrocarbons – may be toxic to aquatic life at low concentrations.

It is the responsibility of the Port Staff to enforce the contents of this document.

### Environmental Concerns:

Operations and maintenance activities at the Port of Brookings Harbor Boat Yard facility include vessel maintenance and repair, vessel storage, waste disposal, fuel handling, solid waste handling, structural maintenance, vessel work areas and storm water management. These activities are potential sources of a wide range of pollutants. It is the intent of Port staff to operate this facility under Best Management Practices (BMP's) and in an environmentally responsible manner. It is the responsibility of every user of the Port of Brookings Harbor Boat Yard facility to comply with published operating BMP's.

### BMP 1.0 Vessel Maintenance and Repair – General (Including Engines):

The purpose of this BMP is to govern potential discharges of contaminants associated with the routine maintenance of vessels, including engine maintenance and repair.

- 1) The following activities may be conducted on board vessels while in the water, unless the vessel can be taken out of the water by trailer:
  - Routine engine tune-ups, oil changes and other minor servicing and repair;
  - Routine care and cleaning of rigging and fittings, interior surfaces, and “bright work”, provided these activities do not produce wastewater;
  - Painting and maintenance of sanitary wastewater facilities;
  - Bilge pump repair;
  - Removal and replacement of an engine, when such activities are conducted so as to contain any discharges or spills of engine fluids; and
  - Similar activities for which an accidental spill can be contained on deck or within the vessel.
- 2) The following activities should be conducted with the vessel out of the water and as appropriate, within an area specifically designed for the following purposes:
  - Repairs requiring the disassembly of the outboard or lower drive unit;

- Bilge repairs requiring opening or penetrating the hull;
- Scraping, sandblasting or painting the hull exterior or drive units;
- Interior or on-deck painting or similar activity involving aerosol application with a risk of overspray or drippage beyond the confines of the vessel;
- Cleaning of the hull exterior with cleaning agents other than fresh water or natural seawater. Wastewater from such cleaning should be collected and treated or discharged into a community sewage system. Discharge from wash water into waters of the State is prohibited; and
- Any other activities involving the potential risk of an uncontained discharge of oil, chemical, nutrients or other contaminants to waters of the State.

### **BMP 1.1 Vessel Cleaning:**

The purpose of this BMP is to minimize the risk of a discharge of cleaning compounds, paint and varnish. The only authorized site at the Port of Brookings Harbor for vessel pressure washing is in the Boat Yard. Boat rinse only (pressure washing prohibited) is available in the retail parking lot. All other boat washing on Port property is prohibited. The following guidelines also apply:

- 1) Do not use heavy duty detergents containing ammonia, sodium hypochlorite, chlorinated solvents, petroleum distillates, acids or lye.
- 2) In water hull cleaning by divers is not permitted.
- 3) Do not discharge liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.
- 4) Do not dispose of liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.
- 5) Do not dispose of liquid wastes in dumpsters.
- 6) Hydro blast (high pressure washing) operations should be conducted in accordance with the following practices:
  - Hydro blast wastewater must be contained by directing it to a holding tank or treatment unit. This prevents paint chips and oil from being discharged to State waters;
  - Cleaning processes that use chemical additions such as solvents or degreasers must be conducted in self-contained systems that prevent any discharge to storm drains or sanitary sewers;
  - Permission will be required to discharge these wastes to local municipal sanitary sewer systems. Pre-treatment is required.

**BMP 1.2 – Scraping and Sandblasting:**

The purpose of this BMP is to minimize the risk of discharge of paint or varnish residues and contaminated blast grit to the environment, either by direct discharge to water, conveyance via storm water or conveyance by air.

- 1) Sandblasting is prohibited.
- 2) Scraping should only be conducted in designated vessel work areas.
- 3) Vessels in gravel work areas must sit on a tarp to prevent dust, paint chips and other materials from accumulation in the soil or sand.
- 4) Hand sanding is allowable, but all power sanders must have a dust collection unit attached.
- 5) Work areas must be kept clean of debris and grit from scraping and sanding operations so that runoff and wind will not carry any waste into the water.
- 6) Tarps and sheeting should be used in the gravel lot to collect debris and spent materials for appropriate disposal. All vessel work areas must be cleaned at the end of each work day.
- 7) As new, environmentally safe products become available which minimize the need for scraping and sanding, their use will be encouraged.
- 8) Scrapings and debris should be stored under cover in a manner that minimizes contact with processed water or storm water. Scrapings may be classed as a special waste or hazardous waste if soluble metals or antifoulant chemicals are present in large amounts.

**BMP 1.3 – Vessel Painting:**

The purpose of this BMP is to minimize the risk of a discharge of paint, solvents, and associated materials to the environment by either airborne or waterborne mechanisms.

- 1) The use of non-toxic, high bonding, easily cleaned hull coatings is encouraged, more alternative coatings are anticipated to become available as the technology advances.
- 2) Painting and varnishing of vessels in water should be generally limited to the interior surfaces and to “bright work”, where paint materials and spills can be contained and prevented from entering the water.
- 3) PAINTING USING AREOSOLS OR SPRAY EQUIPMENT IS PROHIBITED.
- 4) The bottom edges of tarps and plastic sheeting should be weighted to keep them in place.
- 5) Drip pans, tarps, and sheeting should be used to contain droppings and spilled material.
- 6) The mixing of paints and solvents should be carried out in locations and under conditions such that no spill enters State waters.
- 7) Drip pans or other protective devices should be used for all paint mixing, solvent transfer, or equipment cleanup operations unless the operations are conducted in controlled areas away from storm drains, surface waters, shorelines, piers, docks or floats.
- 8) Paint and solvent mixing, brush cleaning and similar activities should not be conducted on open floats or on structures over water, but should be done in an on-shore work area. Paints mixed in a separate work area and transferred to an outdoor work area for



application should be carried in a tightly covered container and re-opened at the work site.

- 9) When painting open floats or lighters, paints should be kept in cans of one gallon or less. Paint cans should be kept in drip pans with drop cloths or tarps underneath the drip pans.
- 10) All materials in the drip pan should be properly disposed.
- 11) Do not discharge paints, solvents, or other related materials onto the ground or allow them to enter storm drains.
- 12) Do not dispose of liquid waste in dumpsters.
- 13) Paint and solvent spills present a threat to waters of the State and, therefore, must be prevented from reaching storm drains or deck drains and subsequent discharge into waters.

### **BMP 2.0 – Vessel Storage:**

The purpose of this BMP is to govern potential discharge of contaminants associated with vessel storage.

- 1) Do not perform other vessel maintenance and repair activities in dry storage areas unless the other management measures are fully implemented.
- 2) Bilges should be inspected and cleaned prior to extended vessel storage. All water, oil or foreign materials found in the bilge shall be cleaned utilizing approved absorbent materials to remove contaminated bilge water. Used absorbents should be disposed of properly. Contaminated bilge water must not be allowed to enter waters of the State.
- 3) Fuel tanks should be emptied and purged as required for storage.
- 4) Tarps shall be placed under the footprint of each stored vessel.

### **BMP 3.0 – Fuel Handling:**

This BMP deals with operation and maintenance practices for fuel handling. Its purpose is to minimize the potential for a release of petroleum products to the environment and to deal with spills if they occur.

- 1) Fuel delivery, storage and dispensing all pose a potential for accidental releases. Each operator is responsible for the prompt containment and clean-up of any spills or releases of hazardous materials. Any spill or release must be reported immediately to the Oregon Emergency Response System (OERS) at 1-800-452-0311; or the National Response Center at 1-800-424-8802.
- 2) All containment berms or devices should be inspected weekly for their physical integrity and maintained in good condition. Signs of leakage or spillage of contained material should be investigated and cleaned up immediately.
- 3) Fueling facilities and storage areas must be secured when not in use by appropriate shut down devices or security locks. Licensed operators with Port approved spill plans are allowed to fuel vessels over the Public Hoist Dock only.

- 4) Appropriate containment and control materials should be stored in a clearly marked location, readily accessible to work and storage areas, emergency phone numbers should be posted in a conspicuous location.

**BMP 4.0 – Storage, Handling & Disposal of Hazardous Materials and Waste:**

The purpose of this BMP is to govern the storage, handling and disposal of hazardous materials and waste at the Port of Brookings Harbor.

- 1) Re-use or recycle anti-freeze, storing of waste anti-freeze should be in a container clearly marked “Waste Anti-Freeze Only”.
- 2) A number of substances used in Boat Yard operations may be considered “hazardous materials” or “hazardous waste” and subject to “cradle to grave” management measures specified under Federal and State statutes and regulations. The waste generator, be it the Port, vessel owner, or Port lessee, is responsible for determining whether materials handled at the facility are subject to regulated management and for complying with applicable regulations for handling, storage, transportation and ultimate disposal of these materials, including any manifesting and reporting requirements.
- 3) In addition to the above requirements, and unless suspended by the above requirements, this BMP identifies some housekeeping practices for outdoor hazardous materials storage from the point of view of non-point source control.
- 4) This BMP addresses substances that fall within the definitions of hazardous materials or hazardous waste under State and Federal statutes. Always check with the local Department of Environmental Quality (DEQ) office with questions concerning information or hazardous materials or hazardous waste. Where feasible, minimize the use and storage of hazardous materials on-site.
- 5) Solid chemicals, chemical solutions and waste materials, including used batteries, when stored outside, should be stored in a manner which will prevent in the inadvertent entry of these materials into receiving waters, including ground waters. Storage should be in a manner that will prevent spillage by overfilling, tipping or rupture. In addition, the following practices should be followed:
  - All hazardous liquid products stored outside should be stored on durable impervious surfaces and within berms or impoundments. Impoundments should contain capacity equal to 110 percent volume of the largest tank or container.
  - Waste liquids should be stored under cover in closed containers.
  - Incompatible or reactive materials should be segregated and securely stored in separate areas and closed containers that prevent mixing of chemicals.
  - Concentrated waste or spilled chemicals must be transported off-site, in accordance with State law. These materials must not be discharged to any sewer or State waters.
  - Storage of the above listed materials must be done in accordance with State regulations, local codes and fire regulations.
- 6) Paints and solvents should be prevented from entering waterways by use of drip pans, drop cloths or tarps. Wherever possible, paints and solvents should be mixed in bermed areas, away from storm drains, surface waters, shorelines and piers. Only one gallon or

less of paint should be opened at one time when working on floats and should be contained within drip pans or tarps. Paint and solvent spills should be prevented from reaching storm or deck drains, cleaned up and disposed of properly. Clean up materials soaked with solvent or paint must be handled as hazardous waste.

- 7) In the event that a spill occurs, the following steps should be performed as quickly as possible:
  - a) Stop the source of the spill if possible.
  - b) Contain the spill.
  - c) Cover the spill with absorbent material, such as kitty litter, sawdust or oil absorbent pads. Do not use straw.
  - d) For small spills of flammable liquids, the absorbent can be aired out; check with the local fire department. When dry, put in dumpster. Keep area well ventilated.
  - e) Deploy containment booms, if any spill may reach the water.
  - f) Comply with State and Federal regulations to contain and clean up the spill and dispose of materials at an approved facility.

#### **BMP 5.0 Solid Waste Handling, Disposal and Recycling:**

This BMP applies to routine disposal of non-hazardous solid waste at Boat Yard sites.

- 1) Encourage the use of recyclable materials and provide for collection of recyclables.
- 2) Waste disposals and/or collection bins, dumpsters and containers should be clearly marked and accessible to patrons.
- 3) Signs should be posted directing patrons to solid waste disposal areas.
- 4) Solid waste disposal areas should have signs clearly spelling out rules and regulations for disposal, including materials which are not acceptable for disposal.
- 5) The area surrounding solid waste collection facilities should be inspected daily or more frequently by Boat Yard personnel and any waste should be cleaned up immediately.
- 6) Dumpsters containing solid waste from repair areas should be covered.
- 7) Waste disposal areas should be conveniently located with respect to repair and maintenance areas.
- 8) Any waste receptacles placed on docks or near water's edge should be secured.
- 9) Disposal of liquid waste in solid waste receptacles will not be permitted.
- 10) Provide separation of solid and liquid waste for recycling. Furnish containers for separation of recyclable material and other recyclables in clearly marked, accessible locations. Post notices to inform users of required separation practices.
- 11) Appropriate receptacles for waste oil and antifreeze should be provided.
- 12) Use tarps and vacuums to contain and collect paint chips, sandings and other debris from boat maintenance areas. Dispose of non-hazardous solids in a covered dumpster or other

covered solid waste receptacle. Dispose of hazardous wastes in accordance with BMP 4.0.

- 13) Dustless sanders are the approved method for sanding during boat work.
- 14) After the contents of a drum or container are used, it should be flattened and made unusable. If possible, re-use or recycle empty drums rather than dispose as solid waste.
- 15) Cleaning must be done to prevent debris from falling into the water and to prevent the accumulation of waste materials that may get blown onto surface water. Cleaning with a vacuum is the preferred method for collecting sandings and trash. Hosing of decks and docks should not be done when it might cause debris to be washed into the drains or directly into receiving waters.
- 16) Boat Yard operators are responsible for the contents of their dumpsters and hazardous waste should never be put in them. Dumpsters may be locked to prevent "midnight dumping".

### **Demolition of Buildings on Port Grounds**

The Port Manager and/or Harbormaster must ensure that, in conformance with all local, state and federal laws and ordinances, all utilities, alarms, fire suppression systems, battery backups, pumps, wells, heating/cooling, above/underground storage, wastewater treatment, asbestos-containing building materials, hazardous materials, hazardous wastes, solid wastes and lead-painted surfaces will be disconnected, decommissioned and/or removed prior to building demolition.

### **BMP 6.0 Stormwater Management:**

The purpose of this BMP is to address stormwater management.

- 1) Stormwater runoff from parking lots as well as other facility areas represents a significant mode of transportation of contaminants from land-based Boat Yard facilities and activities to Boat Yard waters. The runoff water quality constituents from parking areas and other impervious surfaces include pollutants typical of urban runoff (e.g. nutrients, metals, suspended solids, hydrocarbons, bacteria, etc.). However, depending upon the nature of specific activities within the Boat Yard, (boat scrapings and painting, boat cleaning, fueling, engine repair, commercial fisheries, etc.) runoff may contain higher concentrations of some pollutants. Pollutants generated from these activities may, in some cases, not be adequately treated in stormwater treatment devices without design modifications.
- 2) All areas of the Port of Brookings Harbor Boat Yard should be cleaned on a regular basis to prevent oils, paints, dust, grinding residues and other materials from being washed into surface waters, storm drains, ditches, swales, sloughs and other water courses.
- 3) Cleanup of Boat Yard areas should be accomplished by mechanical or manual methods to sweep up or collect debris. Debris in work areas should not be allowed to accumulate and should be cleaned up after each job.

- 4) Dispose of material in accordance with BMP 4.0 Hazardous Waste, or BMP 5.0 Solid Waste.

**BMP 6.1 Stormwater Runoff Quality Management: Maintenance of Oil and Sediment Trapping Devices.**

The purpose of this BMP is to address stormwater management as it relates to maintenance of oil and sediment trapping devices.

- 1) Structural measures may be employed at Boat Yards to direct stormwater runoff from parking lots, roofs, and other facility areas to oil/grit separation devices and other sediment trapping facilities.
- 2) Rinse water from boat washing operations should be directed into an oil and silt trapping device as part of the treatment system, but not into a common device. To maximize the performance of these devices, this BMP deals with the maintenance and cleaning of oil/grit separator devices, catch basins and other sediment traps.
- 3) All sediment traps and oil/grit separators in the stormwater drainage system should be inspected on a monthly basis and after each major storm event, and cleaned as necessary to ensure the interception and retention of oils and solids entering the drainage system. At a minimum, stormwater cartridges will be replaced annually as records of those replacements are maintained.
- 4) Sediment and grit traps associated with pressure washing should be inspected after each use to ensure the retention of solids.
- 5) Inspections can be done visually. Clean out can be done manually, or by using a vacuum device. Wastes should be disposed of appropriately as solid waste after de-watering.
- 6) Oil may be removed by a skimming device and disposed as waste oil or by using absorbent pads and disposed as a solid waste.

**BMP 7.0 Maintenance of Physical Structures:**

Physical structures within the Port of Brookings Harbor may contribute pollutants to the marine environment as materials degrade or through leaching. Maintenance activities for these structures can be a source of pollution. The purpose of this BMP is to minimize these potential sources through the selection of suitable repair or replacement materials as well as through appropriate maintenance practices. This BMP deals with maintenance and repair practices for waterfront and in-water structures, as well as shore-side structures. This BMP addresses pollutants deriving from the following sources:

- 1) Treated timber used for waterfront and in-water structures.
- 2) Paints, solvents, paint chips and related materials from scraping and painting operations.
- 3) Floatable debris from deteriorating waterfront structures, such as broken and degraded styrofoam from floats. Source Reduction:

- Natural vegetation should be used for shoreline stabilization whenever feasible and maintained in a good condition by prompt repair and reseeded of washouts and other losses of vegetation.
- Riprap revetments are generally encouraged over vertical bulkheads, because sloping rip rapped embankments provide greater habitat and reduce wave reflections. Permits are required through the Oregon Division of State Lands and the U.S. Army Corps of Engineers.
- Timber which has been pressure treated with a preservative such as chromated copper arsenate (CCA) is generally preferred over creosote treated materials for construction and replacement. Where appropriate, steel piling should be used.
- Scraping of in-water structures and land-side structures should be conducted according to the same management principles as for vessels. Refer to BMP 1.2.
- Painting of structures should be conducted according to the same management principles as for vessels, refer to BMP 1.3.
- Where feasible, floating structures should be removed to shore. Line facilities for scraping, painting and major repairs.
- All styrofoam floats must be encapsulated.

### **BMP 8.0 Prevention of Abandoned and Derelict Vessels in Year-Round Moorages:**

In the past decade, Oregon has seen an increase in the number of abandoned and derelict vessels (ADV's) that are present on waterways and moored at marinas and public ports. These vessels can become very expensive for a marina to dispose of when an owner abandons it and leaves the clean-up for others to manage. In addition, these ADV's pose a serious threat of environmental pollution in most cases so it's vital that all parties involved with managing recreational boating (government agencies and marina managers) take significant steps to curb the problem. Due to the increase in the severity of the issue, the Oregon State Marine Board (OSMB) and other partners have developed some guidance for port and marina management that will help to mitigate the ongoing issue of abandoned boats. Listed below are the best management practices (BMP's) that, if fully implemented, should alleviate some of the problems currently faced by marina managers. The three main elements to this strategy are: (1) an adequate vessel insurance policy to cover salvage and clean-up of oil/fuel spills, (2) requirements that all vessels moored at marinas are kept in a seaworthy condition at all times, and (3) requirements that all moored recreational vessels must meet registration requirements prescribed by Oregon state law.

Marina policies should:

#### **Insurance**

- Require proof of adequate vessel insurance from customers and verify that the policy covers the cost of salvage (sometimes referred to as coverage for the boat hull and

equipment) in the event of a sinking at the docks, in addition to environmental clean-up activities for an oil or fuel spill.

- Require that a customer's insurance policy name the marina as a third-party designee and that they provide a copy of the policy declarations page to the marina. This ensures the marina is made aware of any lapses or changes in a policy.

AND/OR

- Ensure that the marina's insurance policy covers the salvage of sunken vessels and cleanup of oil/fuel spills for *any* vessel moored at their facility.
  - As a certified Clean Marina, you might be eligible for a discount on your facility's environmental liability insurance, so make sure to investigate this with your insurance company.

**Seaworthiness:**

- Require all owners to keep their vessels in a seaworthy condition. Any vessel of concern as identified by either the marina management, a State agency, or local law enforcement shall be required to perform a seaworthiness demonstration. This can be as simple as having a vessel leave the marina under its own power and then return to the docks.
- If seaworthiness cannot be proven, then a vessel owner shall be given no more than 90 days to complete any necessary maintenance to return it to a seaworthy condition. If this cannot be completed, the vessel will need to be removed from the water at the owner's expense.
  - No vessel should be allowed to become derelict at the docks. Vessels should not have multiple tarps covering them unless they are kept adequately secured and in good condition. Accumulation of growing moss topside should not be allowed, and any heavy underwater hull fouling should be addressed (out-of-the-water work). Vessel propulsion systems shall always be maintained in working order and bilge pumps shouldn't have to run continuously to keep vessels afloat.

**State Registration:**

- Marina staff shall perform regular checks on the docks for compliance with state registration requirements. No vessels shall have expired stickers displayed.
  - All owners are required to maintain state registration if their vessel is in Oregon waters, even if the boat is not in use. Additionally, all federally documented recreational boats are required to maintain a valid state registration and display a sticker on the stern of the vessel.

## POBH Best Management Practices

- Marinas should always maintain a minimum 90% registration compliance rate on the docks and strive for 100% compliance. Delinquent vessel owners should be contacted regularly for compliance follow-up and be given a deadline to comply.
- Marina managers should ensure that the moorage lessee is the owner listed on the vessel title. If a discrepancy is noted, the marina manager should determine whether there is a valid reason or if the lessee should be referred to the OSMB to properly title the vessel.
- If boaters remain noncompliant then it's recommended that your County Sheriff's Marine Patrol be contacted and that you ask them to perform an enforcement action.

### **Moorage Rules:**

- Update moorage rules and customer agreements to include the above items if they are not already part of your current package.
- Ensure moorage agreements provide the marina with the authority to require an owner to remove the vessel from the water if the boat is not in compliance with required moorage rules and give authority to the marina to remove a vessel of concern at the owner's expense if they don't comply with a marina order to do so.
- Actively enforce all established moorage rules and complete required follow-up activities for vessels deemed not-in-compliance in a timely fashion.
- Require tenants to notify marina management immediately if a vessel is sold and remains at the marina.



## ACTION ITEM – C

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**DATE:** August 17, 2021  
**RE:** Bounder Fresh Crab Lease Renewal  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Bill Wood with Bounder Fresh Crab has requested to extend the lease for another 3-years for the business on the main dock in Basin 2.
- The amendment is necessary to confirm the renewal with the Port.
- Port legal counsel reviewed Amendment No. 1.

### DOCUMENTS

- Draft Commercial Lease Agreement Amendment No. 1, 1 page

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Bounders Fresh Crab draft Commercial Lease Agreement Amendment No. 1.

**COMMERCIAL LEASE AGREEMENT  
AMENDMENT NO. 1**

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and Bill and Leslie Wood, dba Bounders Fresh Crab ("Tenant") to amend the terms of the commercial lease dated June 1, 2018 ("Lease").

**1. WAIVER.** Landlord waives Tenant's default for failing to provide at least 90 days' advance written notice of Tenant's intent to exercise its option to extend the Lease term for an additional three years as required by the Lease. This is not an express or implied waiver of Tenant's obligation to fulfill the same Lease provision in the future or any other Lease provision during the term of the Lease.

**2. TERM.** The waiver of the default by Landlord results in a three-year extension to the term of the Lease for the period June 1, 2021 through May 31, 2024.

**3. OTHER TERMS AND CONDITIONS.** All other terms and conditions of the original Lease agreement, which includes the terms of the agreement dated June 1, 2018 between the parties regarding lease terms, remain in full force and effect and remain unaffected hereby.

**4. EFFECTIVE DATE.** This Amendment shall be effective as of June 1, 2021.

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

<b>Port of Brookings Harbor, Landlord</b>	<b>Bill and Leslie Wood, dba Bounder Fresh Crab, Tenant</b>
Dated: _____	Dated: _____
By: _____ Richard Heap, Board President	By: _____ Bill Wood
ATTEST:	
_____ Sharon Hartung, Board Secretary / Treasurer	By: _____ Leslie Wood

## ACTION ITEM – D

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**DATE:** August 17, 2021  
**RE:** Pithitude Lease Renewal  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Tamara Bissell with Pithitude has requested to extend the lease for 1-year for the business at the retail center.
- The amendment is necessary to confirm the renewal with the Port.
- Port legal counsel reviewed Amendment No. 1.

### DOCUMENTS

- Draft Commercial Lease Agreement Amendment No. 1, 1 page

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Pithitude draft Commercial Lease Agreement Amendment No. 1.

**COMMERCIAL LEASE AGREEMENT  
AMENDMENT NO. 1**

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and Tamara Bissell, dba Pithitude ("Tenant") to amend the terms of the commercial lease dated October 1, 2019.

**1. AMENDMENTS.** The following terms of the commercial lease agreement are amended as follows:

Pursuant to paragraph 2.e., Tenant has timely requested and Landlord approves a one-year extension of the lease commencing October 1, 2021 and ending September 30, 2022.

**2. OTHER TERMS AND CONDITIONS.** All other terms and conditions of the original lease agreement remain in full force and effect and remain unaffected hereby.

**3. EFFECTIVE DATE.** This Amendment shall be effective as of the date that it is executed.

IN WITNESS WHEREOF, the parties have entered into this agreement as of the date last below written at Brookings, Oregon.

<b>PORT OF BROOKINGS HARBOR, Landlord</b>	<b>TAMARA BISSELL DBA PITHITUDE, Tenant</b>
Dated:	Dated:
By: _____ Richard Heap, Board President	By: _____ Tamara Bissell, Owner
ATTEST:  _____ Sharon Hartung, Board Secretary / Treasurer	

## **ACTION ITEM – E**

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**DATE:** August 17, 2021  
**RE:** Aboveground Fuel Tank Pollution Insurance Renewal  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- This insurance is for the aboveground storage tanks at the fuel dock.
- Every year this insurance is renewed through our local Cal/OR Insurance Specialists. Port staff noticed until recently the renewal date was August 10. I consulted Commissioner Heap to sign the renewal prior to the expiration to prevent loss of coverage and then get approval and ratification from the Board after the fact.

### DOCUMENTS

- Insurance Renewal for Storage Tank Pollution Liability Coverage, 7 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve the insurance renewal for the aboveground fuel tanks.



# Insurance Group

A Washington Federal Company

## WAED Insurance Group, Inc.

CAL/OR Insurance Agency  
PO Box 2725  
Brookings OR 97415  
  
Phone # 541-469-3510

<b>Invoice # 11844</b>	Page 1 of 1
Account Number PORTOFB-01	Date 7/28/2021
BALANCE DUE ON 8/9/2021	
AMOUNT PAID	Amount Due \$2,389.50

**Port of Brookings  
P.O. Box 848  
Brookings, OR 97415**

General Liability	PolicyNumber: PENDING	Effective: 8/10/2021 to 8/10/2023
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
359101	8/10/2021	8/9/2021	RENB	Renewal of GLIA Effective 8/10/2021	\$2,176.00
359102	8/10/2021	8/9/2021	PFEE	Broker Fee	\$150.00
359103	8/10/2021	8/9/2021	POTX	OR State Tax	\$46.52
359104	8/10/2021	8/9/2021	PFEE	OR SLSC	\$10.00
359105	8/10/2021	8/9/2021	POTX	OR Fire Marshal Tax	\$6.98
<b>Total Invoice Balance:</b>					<b>\$2,389.50</b>

58



725 S. Figueroa Street, 19th Floor, Los Angeles, CA 90017  
office 213-236-4500 | fax 213-244-9655

07/27/2021

Quote # 7937223-01

TO: Cal/Or Insurance Specialists  
ATTN: Carrie Strain

Renewal of STP409525

FROM: Eric M Stuckman

Proposed Eff Date: 08/10/2021  
Proposed Exp Date: 08/10/2023

**INSURED: Port of Brookings Harbor**

We are pleased to offer the following Quotation:

**CARRIER: Crum & Forster Specialty Ins Co (Non-Admitted) AM Best Rating: A XIV**

**Coverage:** Storage Tank Pollution Liability

**An order to bind must be received in writing prior to effective date of coverage. All orders must be confirmed by our Binder for coverage to be effective.**

M&D Premium	\$	1,976.00	
M&D TRIA Premium	\$	200.00	
Broker Fee	\$	150.00	Fully retained at inception
OR State Tax	\$	46.52	
OR SLSC	\$	10.00	
OR Fire Marshal Tax	\$	6.98	
<b>Total Gross Amount</b>	<b>\$</b>	<b>2,389.50</b>	

**Balance due in 25 Days**

**25.0% MINIMUM RETAINED PREMIUM IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.**  
Fees are 100% Fully Earned. 100% fully earned premiums must be disclosed to finance companies as fully earned.

**We cannot bind without an application signed by the Insured, and as applicable, the signed TRIA.**

**This Quotation is valid for 30 days, or until inception of coverage, whichever is sooner.**

**"This is evidence of insurance procured and developed under the Oregon surplus lines laws. It is NOT covered by the provisions of ORS 734.510 to 734.710 relating to the Oregon Insurance Guaranty Association. If the insurer issuing this insurance becomes insolvent, the Oregon Insurance Guaranty Association has no obligation to pay Claims under this evidence of insurance."**

Worldwide Facilities LLC - 100162453

**For Non-Admitted Risks:** In order to comply with Surplus Line Regulations for policies with multi-state exposures, the retailer must provide WWF with the percentage of the insured's business operations and/or employees that are located in each state outside the home state, (as defined by NRRRA), prior to binding the policy. The surplus line taxes and fees are subject to change if it is determined that the premium allocations between or among states differ from any allocations that may or may not be contemplated in this quotation and/or binder.

**Please review the above Quotation carefully; terms and/or conditions herein represent noteworthy highlights but may not serve as a complete itemization of conditions contained within the policy and may differ from those requested in your submission. In addition to the mentioned exclusions, the policy contains other standard exclusions; specimen policies are available upon request. Terms herein are summarized for use by a licensed broker and should not be submitted in this format to the applicant. Please call with any questions.**



**CRUM & FORSTER**

A FAIRFAX COMPANY

**CRUM & FORSTER SPECIALTY INSURANCE COMPANY**

**ENVIRONMENTAL QUOTE**

**DATE OF PROPOSAL:**

07/27/2021

Item 1.	<b>NAMED INSURED &amp; ADDRESS:</b> <b>PORT OF BROOKINGS HARBOR</b> <i>PO Box 848</i> <i>Brookings, OR 97415</i>		<b>PRODUCER NAME &amp; ADDRESS:</b> <b>WORLDWIDE FACILITIES, LLC</b> <i>725 S. Figueroa St, Ste 1900</i> <i>Los Angeles, California 90017-0000</i>	
	<b>FORM OF BUSINESS:</b> Corporation		<b>PRODUCER CODE:</b> 495	
Item 2.	<b>PROPOSED POLICY PERIOD:</b>		08/10/2021 to 08/10/2023	
	12:01 a.m. Standard Time at the Named Insured's address stated above.			
Item 3.	<b>LIMITS OF INSURANCE:</b>			
	Each Confirmed Release Limit:		\$1,000,000	
	Policy Aggregate Limit :		\$1,000,000	
	Defense Expense Aggregate Limit:		\$250,000	
Item 4.	<b>DEDUCTIBLE/SELF-INSURED RETENTION:</b>		See Tank Schedule	
Item 5.	<b>RETROACTIVE DATES:</b>		See Tank Schedule	
Item 6.	<b>PREMIUM:</b>		1 Year	2 Year
	Policy Premium:		\$1,040	\$1,976
	Additional Insured Premium:		\$0	\$0
	TRIPRA Premium:		\$100	\$200
	Total Policy Premium:		\$1,140	\$2,176
	Minimum Earned Premium:		25%	
Minimum Policy Premium:		100%		
Item 7.	AUDIT PERIOD: Not Subject to Audit	Basis: Units: 0 USTs ,2 ASTs	Rate: Flat	

All rates are based on the revenue basis shown above and no deductions of any kind are allowed. All premiums applicable to additional coverage(s) as required during the policy period will be invoiced separately and will not apply toward the minimum earned or estimated policy premium. The broker is responsible for filing all affidavits and paying all fees, if applicable. The insured shall be responsible for applying any and all applicable taxes and surcharges.





# CRUM & FORSTER®

A FAIRFAX COMPANY

## FORMS AND ENDORSEMENTS

CFSTP 00 001 10 16	COMMERCIAL STORAGE TANK LIABILITY POLICY DECLARATIONS
EN002-0211	SCHEDULE OF FORMS AND ENDORSEMENTS
IL P 001 01 04	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICY HOLDERS
	C&F SPECIALTY SIGNATURE PAGE
CS 07001 01 21	CLAIMS REPORTING
EN0004-0521	SERVICE OF PROCESS CLAUSE
EN0005-1017	Policyholder Disclosure Notice of Terrorism Insurance Coverage
EN0006 0120	PRIVACY NOTICE
EN0011-1014	EMERGENCY RESPONSE HOTLINE
EN0050-0816	NOTICE OF LOSS ALL
EN0052-0816	STORAGE TANK POLLUTION POLICY
CFSTP 00 000 01 15	DEDUCTIBLE ENDORSEMENT
CFSTP 00 002 01 21	COVERED STORAGE TANK COVERAGE ENDORSEMENT
CFSTP 00 525 05 16	ABOVEGROUND STORAGE TANK POLLUTION CONDITION DEFINITION
CFSTP 00 541 10 13	AMENDATORY ENDORSEMENT
	LOADING OR UNLOADING COVERAGE ENDORSMENT
CFSTP 00 546 10 13	FINANCIAL RESPONSIBILITY CERTIFICATE OF INSURANCE - FED
CFSTP FR CERT-FED	

This proposal is based on the insurance carrier's most recent policy forms and endorsements and is subject to all terms and conditions of such forms and endorsements. If you would like to review a copy, please let me know and I would be pleased to send you a specimen form.

### WARRANTIES/REQUIREMENTS

Please be advised that coverage has been proposed conditional upon receipt, review, verification and approval of the following items:

<u>Subjectivity</u>	<u>Time Frame</u>
Crum & Forster Tank Application completed and signed by the First Named Insured	Prior to Binding
Signed Terrorism Rejection / Selection Form	Prior to Binding

**This proposal is valid until the policy effective date or 30 days from the date of this letter, whichever is sooner.**

After expiration, all terms and conditions of this proposal must be re-evaluated by Crum & Forster Specialty Insurance Company. Please note that this proposal is based upon terms and conditions that Crum & Forster Specialty Insurance Company is willing to offer and not the terms and conditions which were requested. It is your responsibility to review these terms and conditions prior to presenting this proposal. Crum & Forster Specialty Insurance Company reserves the right to modify, change or cancel any or all terms of this proposal at anytime without notice.



**CRUM & FORSTER®**  
A FAIRFAX COMPANY

### COVERED STORAGE TANK AND LOCATION ENDORSEMENT

<u>Loc #</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Tank #</u>	<u>AST /UST</u>	<u>Year Installed</u>	<u>Capacity</u>	<u>Contents</u>	<u>Deductible</u>	<u>Retroactive Date</u>
1	16200 Lower Harbor Rd.	Brookings	OR	97415	1	AST	2020	5,000	Gasoline	\$10,000	1/1/2020
1	16200 Lower Harbor Rd.	Brookings	OR	97415	2	AST	2020	15,000	Diesel	\$10,000	1/1/2020

## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

### TERRORISM RISK INSURANCE ACT


YOU ARE HEREBY NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE ACT, AS AMENDED, YOU HAVE A RIGHT TO PURCHASE INSURANCE COVERAGE FOR LOSSES RESULTING FROM ACTS OF TERRORISM, AS DEFINED IN SECTION 102(1) OF THE ACT; THE TERM "ACT OF TERRORISM" MEANS ANY ACT THAT IS CERTIFIED BY THE SECRETARY OF THE TREASURY-IN CONSULTATION WITH THE SECRETARY OF HOMELAND SECURITY AND THE ATTORNEY GENERAL OF THE UNITED STATES-TO BE AN ACT OF TERRORISM; TO BE A VIOLENT ACT OR AN ACT THAT IS DANGEROUS TO HUMAN LIFE, PROPERTY, OR INFRASTRUCTURE; TO HAVE RESULTED IN DAMAGE WITHIN THE UNITED STATES, OR OUTSIDE THE UNITED STATES IN THE CASE OF CERTAIN AIR CARRIERS OR VESSELS OR THE PREMISES OF A UNITED STATES MISSION; AND TO HAVE BEEN COMMITTED BY AN INDIVIDUAL OR INDIVIDUALS AS PART OF AN EFFORT TO COERCE THE CIVILIAN POPULATION OF THE UNITED STATES OR TO INFLUENCE THE POLICY OR AFFECT THE CONDUCT OF THE UNITED STATES GOVERNMENT BY COERCION.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF THE LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**IN ACCORDANCE WITH THE ACT, YOU MUST CHOOSE TO ELECT OR REJECT COVERAGE FOR "CERTIFIED ACTS OF TERRORISM" BELOW:**

	I hereby elect to purchase certified acts of terrorism coverage for a premium of <u>\$200</u> .
<b>X</b>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

  
 \_\_\_\_\_  
*Policyholder/Applicant Signature*  
**GARY DEHLINGER**  
 \_\_\_\_\_  
*Print Name*  
**7-28-2021**  
 \_\_\_\_\_  
*Date*

PORT OF BROOKINGS HARBOR  
 \_\_\_\_\_  
*Named Insured/Firm*  
 PO Box 848, Brookings, OR, 97415  
 \_\_\_\_\_  
*Mailing Address*  
 Renewal of STP-409525  
 \_\_\_\_\_  
*Quote/Policy Number*



**CRUM & FORSTER®**

A FAIRFAX COMPANY

**STORAGE TANK RENEWAL APPLICATION**

1 - Are all tanks in compliance with current EPA and State regulations?  Yes  No If No, please provide details. (Attach separately)

2 - Do you own the tanks?  Yes  No If No, please provide the name & address of the tank owner. (Attach separately)

3 - Is the Applicant aware of any incident, fact, circumstance, or situation including any act, error or omission that may result in a claim being made against it or any other person or entity for which coverage is sought?  Yes  No

4 - Have any claims ever been made against the applicant or have any claims ever been reported under any Storage Tank policy?  Yes  No If Yes, please provide details. (Attach separately)

5 - Has the Applicant ever had any reportable releases or spills of regulated substances, hazardous waste or any other pollutants, as defined by the applicable environmental statutes and regulations?  Yes  No If Yes, please provide details. (Attach separately)

6 - Has there ever been any contamination at any owned facility prior to or during your tenancy, operation and/or ownership?  Yes  No If Yes, please provide details. (Attach separately)

7 - Are there any plans to close, remove or upgrade any tanks at any facility in the next 18 months?  Yes  No If Yes, please indicate anticipated closure/removal/upgrade date and plans. (Attach separately)

8 - Are there any additional insureds?  Yes  No If Yes, please provide the name(s) and address(es). (Attach separately)

**REPRESENTATIONS AND WARRANTIES  
NOTICE TO APPLICANT - PLEASE READ CAREFULLY**

The undersigned authorized officer of the applicant declares that the statements set forth herein are true to the best of my knowledge and that no material fact has been omitted or misstated. The undersigned authorized officer agrees that if the information supplied on the application changes between the date of the application and the effective date of the insurance, he/she (undersigned) will immediately notify the insurer of such change, and the insurer may withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance.

Signing of this application does not bind the applicant to purchase or the insurer to provide the insurance. Acceptance of the applicant by the company is required prior to quotation or binding of coverage or the issuance of a policy. It is agreed that this application and the reliance upon its contents shall be the basis of the issuance of a policy and shall be attached and made part of said policy.

**FRAUD WARNING: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR DECEIVE ANY INSURANCE COMPANY, SUBMITS AN APPLICATION OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE, INCOMPLETE, OR MISLEADING INFORMATION MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.**

I HAVE READ AND FULLY UNDERSTAND THE QUESTIONS AND MY ANSWERS ON THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT OF ANY OF THE RESPONSES THAT ARE MATERIAL TO THE RISK ASSUMED (AS WELL AS ATTACHED TO THIS APPLICATION), MAY CAUSE THIS POLICY TO BECOME NULL AND VOID AND/OR MAY GIVE RISE TO A RESCISSION OF THE POLICY.

Applicant/Insured Signature: [Signature] Date: 7-28-2021

Print Name and Title: GARY ARTHURSON, PORT MANAGER

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

## ACTION ITEM – F

---

**DATE:** August 17, 2021  
**RE:** Gear Storage and Boat Storage Relocation  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- New information from Congressman DeFazio Office for the funding of a new wastewater treatment plant has become clearer. We been told it's just a matter of time. Once funding becomes available the Port has one year to build the project. The Port should use this time to begin making plans and preparing for this project.
- The area designated for the wastewater treatment plant would require commercial fishing gear to be relocated or removed from Port property. Staff is recommending relocating the gear storage and consolidating boat storage spaces.
- We are proposing the boats / trailers behind the Port Shop be moved to our other storage areas.
- Gear storage from the wastewater treatment plant site would be moved behind the Port Shop area or in other available spaces adjacent to Catalyst Seafood.

### DOCUMENTS

- Map of proposed wastewater treatment plant and relocated gear storage spaces, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve relocating boat/trailer storage behind the Port Shop into other boat storage locations to make room to relocate gear storage from wastewater treatment plant proposed site.

# Proposed Relocation of Gear Storage



## ACTION ITEM – G

---

**DATE:** August 17, 2021  
**RE:** Heat Illness Prevention Plan  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- News release from State of Oregon OSHA adopting emergency rule for heat illness prevention during the recent heatwave. This order stays in place for 180 days while OSHA continues working on a permanent rule.
- Oregon OSHA provided a sample plan for businesses to use. This plan was drafted by staff and reviewed by port legal counsel.
- Port field staff employees had a safety meeting reviewing the draft plan and heat illness prevention.

### DOCUMENTS

- News Release from Oregon OSHA, 3 pages
- Draft Heat Illness Prevention Plan, 6 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve the draft Heat Illness Prevention Plan.

For immediate release  
July 8, 2021

Contact information  
Aaron Corvin, Public Information Officer  
971-718-6973, [aaron.corvin@oregon.gov](mailto:aaron.corvin@oregon.gov)  
[Click to subscribe](#)

**Salem, OR** — Oregon OSHA today adopted an emergency rule that strengthens requirements for employers to protect workers from the dangers of high and extreme heat. The requirements expand access to shade and cool water. They also include regular cool-down breaks, training, communication, emergency planning and other measures.

The temporary rule is effective immediately and stays in place for 180 days, as Oregon OSHA continues its work on a permanent heat stress prevention rule with an eye on adopting it this fall. The temporary rule was adopted following direction from Oregon Gov. Kate Brown to enact emergency measures.

The temporary rule applies to any workplace – outdoors and indoors – where heat dangers are caused by the weather.

Andrew Stolfi, director of the Oregon Department of Consumer and Business Services, which includes Oregon OSHA, said the division's emergency measures and ongoing work on a permanent rule underscore the fact that the risks of working in high heat are not going away this, or any, summer. "In the face of an unprecedented heat wave in the Pacific Northwest – and tragic consequences – it is absolutely critical that we continue to build up our defenses against the effects of climate change, including extreme heat events," he said.

"This rule creates greater clarity for employers about the specific steps that need to be taken to protect workers from heat stress dangers at work," said Michael Wood, administrator for Oregon OSHA "For employees, it further crystalizes their existing rights to protection from heat hazards where they work."

Oregon OSHA encourages a careful reading of the entire rule, which reflects the best available science, and input from labor and employer stakeholders. The division offers [free resources](#) for understanding and implementing the rule. The rule incorporates the [heat index](#), which is what the temperature feels like to the human body when relative humidity is combined with the air temperature. The following is a summary of the rule's provisions.

**When the heat index is equal to or above 80 degrees Fahrenheit employers are required to provide:**

- Access to sufficient shade (specifics below)
- An adequate supply of drinking water (specifics below)

**When the heat index rises above 90 degrees Fahrenheit, all of the rules for 80 degrees apply and, in addition, employers must:**



- Ensure effective communication between an employee and a supervisor is maintained so that an employee can report concerns.
- Ensure that employees are observed for alertness and signs and symptoms of heat illness and monitored to determine whether medical attention is necessary.
- Provide a cool-down rest period in the shade of 10 minutes for every two hours of work. These preventative cool-down rest periods may be provided concurrently with any other meal or rest period required by policy, rule, or law.
- Develop and implement an emergency medical plan and practices to gradually adapt employees to working in the heat.

### **Access to shade**

To be sufficient, shade must:

- Be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.
- Either be open to the air or provide mechanical ventilation for cooling.
- At least accommodate the number of employees on recovery or rest periods, so that they can sit in in the shade.
- Be located as close as practical to the areas where employees are working.
- Shade present during meal periods must be large enough to accommodate the number of employees on the meal period that remain onsite.

### **Drinking water**

To qualify as an adequate supply of drinking water, it must:

- Be readily accessible to employees at all times and at no cost.
- Enable each employee to consume 32 ounces per hour.
- Be cool (66-77 degrees Fahrenheit) or cold (35-65 degrees Fahrenheit).
- Drinking water packaged as a consumer product and electrolyte-replenishing drinks that do not contain caffeine (for example, sports drinks) are acceptable substitutes, but should not completely replace the required water.
- Employers must also ensure that employees have ample opportunity to drink water.

### **Supervisor and employee training**

No later than Aug 1, 2021, employers must ensure that all employees, including new employees, supervisory, and non-supervisory employees, are trained in the following topics, in a language readily understood, before they begin work in a heat index equal to or in excess of 80 degrees Fahrenheit:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The procedures for complying with the requirements of this standard, including the employer's responsibility to provide water, provide daily heat index information,

shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without fear of retaliation.

- The concept, importance, and methods of adapting to working in a hot environment.
- The importance of employees immediately reporting symptoms or signs of heat illness in themselves, or in co-workers.
- The effects of non-job factors (medications, alcohol, obesity, etc.) on tolerance to workplace heat stress.
- The different types of heat-related illness, and the common signs and symptoms of heat-related illness.

The emergency rule documents are available on Oregon OSHA's Adopted Rules page: [Oregon Occupational Safety and Health : Adopted Rules : Rulemaking : State of Oregon](#)

Temporary Rules to Address Employee Exposure to High Ambient Temperatures: [Temporary Rules to Address Employee Exposure to High Ambient Temperatures \(oregon.gov\)](#)

Text of adopted rules: [Text of Temporary Rules to Address Employee Exposure to High Ambient Temperatures \(oregon.gov\)](#)

Workers [have a right to a safe and healthy workplace](#), including the right to be safe from the dangers of heat stress. They have the right to raise health and safety concerns, [free from retaliation](#). If they do not believe their concerns are being addressed, they have a right to [file a complaint with Oregon OSHA](#). The division does not give advance notice of inspections.

Meanwhile, the following free resources are available to help protect workers from high and extreme heat:

- [Oregon OSHA's consultation services](#) offers free assistance with health and safety programs. **No fault, no citations, and no penalties** are involved.
- The [division's technical experts](#) can help you understand health and safety requirements.
- The [federal OSHA heat stress app](#) is useful for planning outdoor work activities based on how hot it feels during the day.
- Oregon OSHA provides heat stress prevention videos in [English](#) and [Spanish](#).

[A-to-Z topic page about heat stress](#) includes quick guides, fact sheets, and posters in English and Spanish.

# Heat Illness Prevention Plan

## Port of Brookings Harbor

### PURPOSE

The purpose of this plan is to protect our employees from the hazards of hot working environments. Work activities that could potentially expose our employees to these hazards include:

- Landscaping
- Janitorial Work
- Repairs and Maintenance Operations
- Boat Haul-Out and In Operations
- Boat Fueling

### SCOPE

This plan implements efficient and safe work practices that will prevent both indoor and outdoor heat-related illnesses among employees at our workplace. It will be used for training new employees and for the annual refresher training of employees. All employees potentially exposed to hot working environments are subject to this plan.

### BACKGROUND

Heat-related illnesses can happen if workplace activities in a hot environment overwhelm the body's ability to cool itself. This becomes more likely if any of the risk factors are present. Examples include working in a hot environment without adequate access to water for rehydration, working in protective gear that does not allow air circulation across the skin, or working where the humidity is too high for sweat to evaporate.

### RISK FACTORS

The following are environmental risk factors for heat illness (see heat index on Page 4):

- Air temperature above 90 degrees F.
- Relative humidity above 40 percent
- Radiant heat from the sun and other sources
- Conductive heat sources such as dark-colored work surfaces
- Lack of air movement
- Physical effort needed for the work
- Use of nonbreathable protective clothing and other personal protective equipment

The following are personal risk factors for heat illness:

- Lack of acclimation to warmer temperatures

- Poor general health
- Dehydration
- Alcohol consumption
- Caffeine consumption
- Previous heat-related illness
- Use of prescription medications that affect the body's water retention or other physiological responses to heat such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

#### NIOSH HEAT STRESS APP -

<https://www.cdc.gov/niosh/topics/heatstress/heatapp.html>

#### HEAT-RELATED ILLNESSES

- Heat rash is the most common health problem in hot work environments. It is caused by sweating and looks like a red cluster of pimples or small blisters. Heat rash usually appears on parts of the body that overlap or rub other parts of the body, such as in the groin area, under the arms or breasts, and in knee or elbow creases. If an employee has symptoms of heat rash, provide a cooler, less humid work environment, if possible. Advise the employee to keep the area dry and not to use ointments and creams that make the skin warm or moist, which can make the rash worse.
- Heat exhaustion can best be prevented by being aware of one's physical limits in hazardous environment on hot, humid days. The most important factor is to drink enough clear fluids (especially water, not alcohol or caffeine) to replace those lost to perspiration. Signs and symptoms of heat exhaustion typically include:
  - Profuse sweating
  - Weakness and fatigue
  - Nausea and vomiting
  - Muscle cramps (associated with dehydration)
  - Headache
  - Light-headedness or fainting; fainting or loss of consciousness is potentially serious and should be treated as a medical emergency.

When you recognize heat exhaustion symptoms in an employee, you must intervene; stop the activity, and move the employee to a cooler environment. Cooling off and rehydrating with water (or electrolyte-replacing sports drinks) is the cornerstone of treatment for heat exhaustion. If the employee resumes work before their core temperature returns to normal levels, symptoms may quickly return.

If there is no intervention and the body's temperature regulation fails, heat exhaustion can rapidly progress to heat stroke, a life-threatening condition!

- Heat stroke requires an immediate emergency medical response. The person may stop sweating, become confused or lethargic, and may even have a seizure! The internal body temperature may exceed 106 degrees F. Signs and symptoms of heat stroke typically include:
  - Absence of sweating
  - Dry skin
  - Agitation or strange behavior
  - Dizziness, disorientation, or lethargy
  - Seizures or signs that mimic those of a heart attack

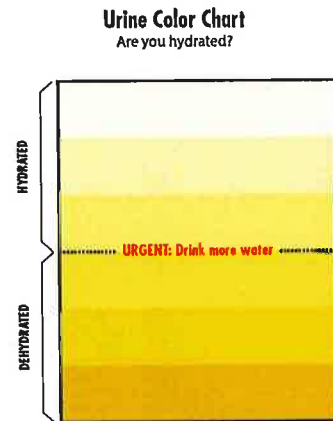
Ensure that emergency responders are summoned immediately if heat stroke is suspected. While waiting for emergency responders to arrive, cool the employee; move the employee to an air-conditioned environment or a cool, shady area; and help the employee remove any unnecessary clothing. Do not leave the employee unattended. Heat stroke requires immediate medical attention to prevent permanent damage to the brain and other vital organs that can result in death.

Heat index	Risk level	Protective measure
Less than 91°F (33°C)	Lower (caution)	Basic health and safety planning
91°F to 103°F (33°C to 39°C)	Moderate	Implement precautions and heighten awareness
103°F to 115°F (39°C to 46°C)	High	Additional precautions to protect workers
Greater than 115°F (46°C)	Very high to extreme	Even more aggressive protective measures

### PREVENTING HEAT-RELATED ILLNESSES

- Gradually increase workloads and allow more frequent breaks during the first week of work so that employees become acclimatized to higher temperatures, especially those who are new to working in the heat or have been away from that work for a week or more.

- Encourage employees to frequently drink small amounts of water before they become thirsty to stay hydrated. During moderate activity, in moderately hot conditions, employees should drink about 8 ounces of liquid every 15 to 20 minutes. Employees can monitor their hydration with a urine chart. Urine should be clear or slightly colored; dark urine is a warning sign! See urine color chart.
- Encourage employees to eat regular meals and snacks as they provide enough salt and electrolytes to replace those lost through sweating as long as enough water is consumed.
- Provide a buddy system where employees encourage each other to drink water, use shade to stay cool, and to watch each other for symptoms of heat-related illness.
- Educate employees that drinking extreme amounts of water can also be harmful (more than 12 quarts in a 24-hour period).
- Schedule frequent rest periods with water breaks in shaded or air-conditioned recovery areas. Note that air conditioning does not result in loss of heat tolerance.
- Ensure employees are aware of the signs of heat-related illnesses and encourage them to report immediately if they or their co-workers show symptoms.
- Monitor weather reports daily and reschedule jobs with high heat exposure to cooler times of the day, if possible. Be extra vigilant when air temperatures rise quickly. When possible, schedule routine maintenance and repair projects for the cooler parts of the year.
- Provide shade or cool areas for breaks



Water is located throughout the work areas. Locations include:

- Port Office
- Port Shop
- RV Park Office
- All Public Restrooms

Shade or cooling areas are located:

- Port Office
- Port Shop
- RV Park Office
- All Public Restrooms
- Fish Cleaning Station

Other measures we will follow to prevent heat-related illness at our workplace are:

- When ambient temperature reaches 90-degrees, all field work will stop.



## APPENDIX A

### BEST PRACTICES COULD INCLUDE PROVIDING EMPLOYEES WITH:

1. Containers that hold ice or otherwise keep drinking water and other beverages cold.
2. Chilled beverages such as electrolyte type sports drinks. Discourage caffeine consumption.
3. Cold treats at break time such as popsicles, ice cream, or fruit with high water content (watermelon, grapes, oranges).
4. A cooling trailer with conditioned air and cold water to consume.
5. Cooling tents with mist, fan, and cold water to consume.
6. Heat-reflective work clothing such as light-colored, breathable uniforms.
7. Evaporative accessories (cooling neck wraps, head bands)
8. Cooling vests designed to safely use ice packs.
9. Ventilated PPE (high-visibility garments or powered air purifying respirators, if appropriate)
10. Cell phone text orders from supervisor to stop and rest in shade and drink.



## ACTION ITEM – H

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**DATE:** August 17, 2021  
**RE:** Congressman DeFazio Visit to the Port  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Congressman DeFazio's Office scheduled the Congressman to visit the Port on August 25. Tentative time is 3pm at the Port Office. The Congressman wants to visit with the Port and Pacific Seafood regarding the wastewater treatment plant.
- Only two commissioners would be able to attend without creating a public meeting. Pacific Seafood will have a representative available during their visit. I have asked Jack Akin/EMC Engineers to attend this meeting for any technical questions.

### DOCUMENTS

- None

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to attend Congressman DeFazio visit to the Port on August 25th.

## **ACTION ITEM – I**

---

**DATE:** August 17, 2021  
**RE:** Regular Meetings of the Commission Change  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- The current regular meetings of the Commission are held monthly on the third Tuesday of each month at 6pm.
- Commissioner Range requested to change the time earlier in the day to help facilitate Port staff schedule.
- Port legal counsel has a conflict with the Tuesday afternoons and would not be able to attend. Wednesday or Thursday afternoons would fit the schedule better.
- Port staff recommends Wednesday afternoon at 2pm for the new time for our regular meetings.
- If the Board approves the new meeting time, a resolution would be created adopting the new schedule. I would recommend starting the new meeting schedule in October to allow enough notice to the public.

### DOCUMENTS

- None

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve changing the regular commissioner meeting to be held monthly on the third Wednesday of each month at 2pm. First meeting of the new schedule will begin Wednesday October 20, 2021 at 2pm.

## INFORMATION ITEM – A

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**DATE:** August 17, 2021  
**RE:** Coos-Curry Electrical Service Repairs  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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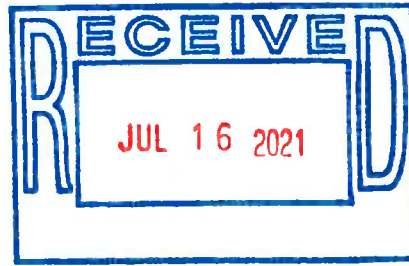
### OVERVIEW

- The Port received three more service repair notices from Coos-Curry Electric. The retail courtyard and Basin 1 electrical boxes required rust removal, treatment and coating. The electrical service at the Boat Yard warehouse requires new equipment.
- The rust treatment work was completed at the retail courtyard and at Basin 1. Port staff is getting proposals for the repairs at the Boat Yard warehouse. This work will be completed by a licensed electrical contractor and coordinated with Coos-Curry Electric. Initial proposals for these repairs are under \$10,000.
- Power to the warehouse will be off for a short period of time. Tenants at the warehouse will be notified in advance of the power outage.

### DOCUMENTS

- Coos-Curry Electric Notices and Port pictures of service repairs, 20 pages

July 14, 2021



BROOKINGS PORT COMM  
PO BOX 848  
BROOKINGS OR 97415

Re: Unsafe Service Condition: 16340 LOWER HARBOR BASIN #1

Dear Brookings Port,

Our records indicate you are the property owner at 16340 Lower Harbor Basin #1. During a routine inspection of our service point and equipment, our inspector found that electrical meter base has a significant amount of surface rust and is in the early stages of deterioration. (please see attached pictures). Over time, many factors can play a part in meter bases and equipment deteriorating and creating unsafe conditions. As part of your ongoing service agreement with Coos-Curry Electric Cooperative you are required to maintain the equipment on the load side of the Point of Delivery such that it complies with all federal, state, and local regulations. To help you visualize what equipment is the responsibility of Coos-Curry Electric Cooperative and what is the responsibility of the member, please see the enclosed graphic. We recommend that you do some preventative maintenance now, such as sanding and painting to prolong the life of your meter base.

Please direct questions regarding this matter and/or coordination of repairs to Walt Jurczenko at (541)332-6181.

Thank you for your assistance in allowing us to continue to serve you safely.

Sincerely,

Coos-Curry Electric Cooperative

Mailing Address for all Coos-Curry Electric Co-op offices: P.O. Box 1268, Port Orford OR 97465-1268

Port Orford Office: 43050 Hwy 101 Port Orford OR 97465 · Phone: 541-332-3931 Fax: 541-332-3501

Brookings Office: 815 Railroad St Brookings OR 97415 · Phone: 541-469-2103 Fax: 541-469-3193

Gold Beach Office: 29439 Ellensburg Gold Beach OR 97444 · Phone: 541-247-6638 Fax: 541-247-6630

Coquille Office: 220 S Mill Ave Coquille OR 97423 · Phone: 541-396-3118 Fax: 541-396-3119

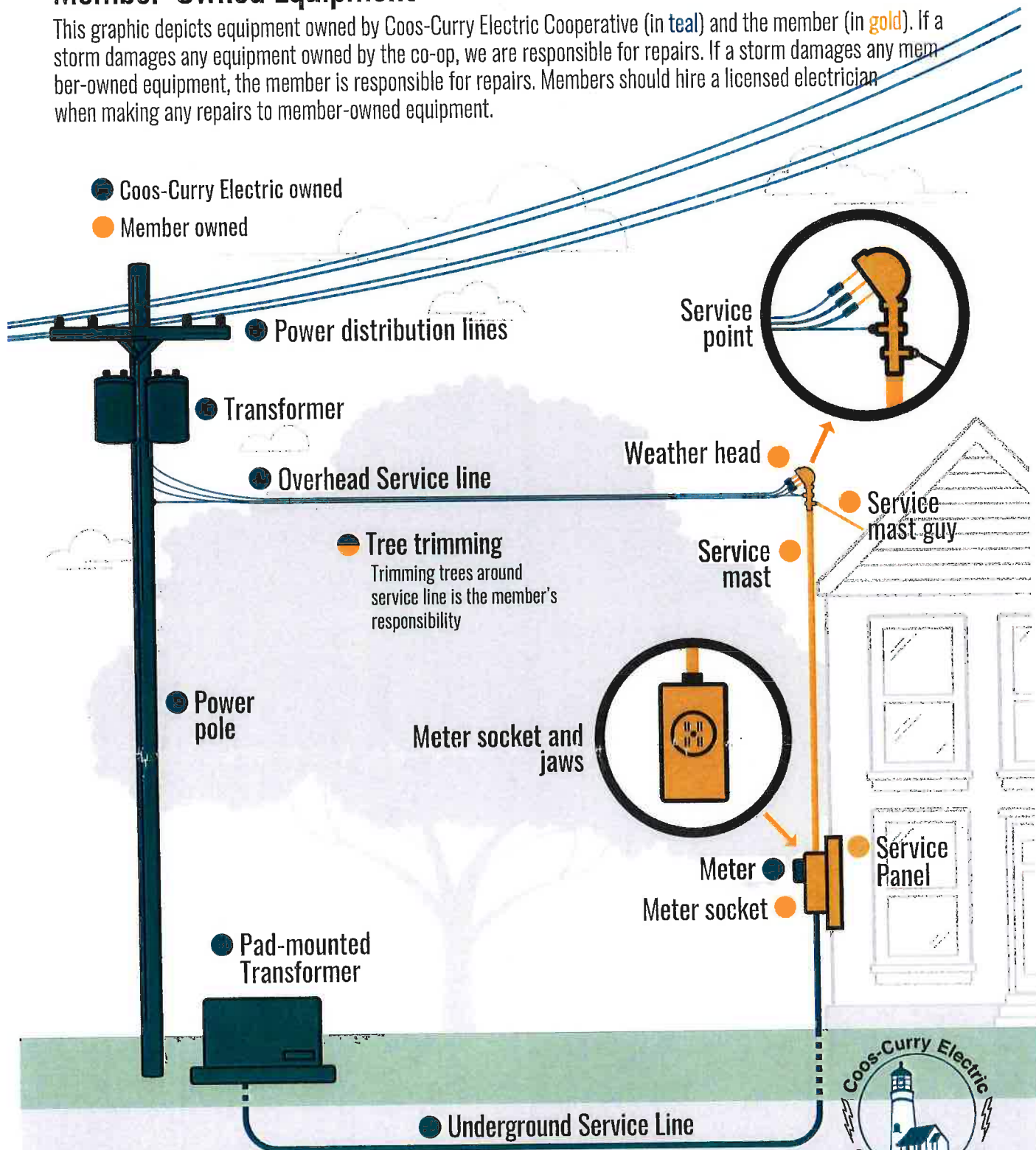
[www.ccec.coop](http://www.ccec.coop)

After Hours Outage Number 866-352-9044

# Who Owns What?

## Coos-Curry Electric Cooperative Owned Equipment vs Member-Owned Equipment

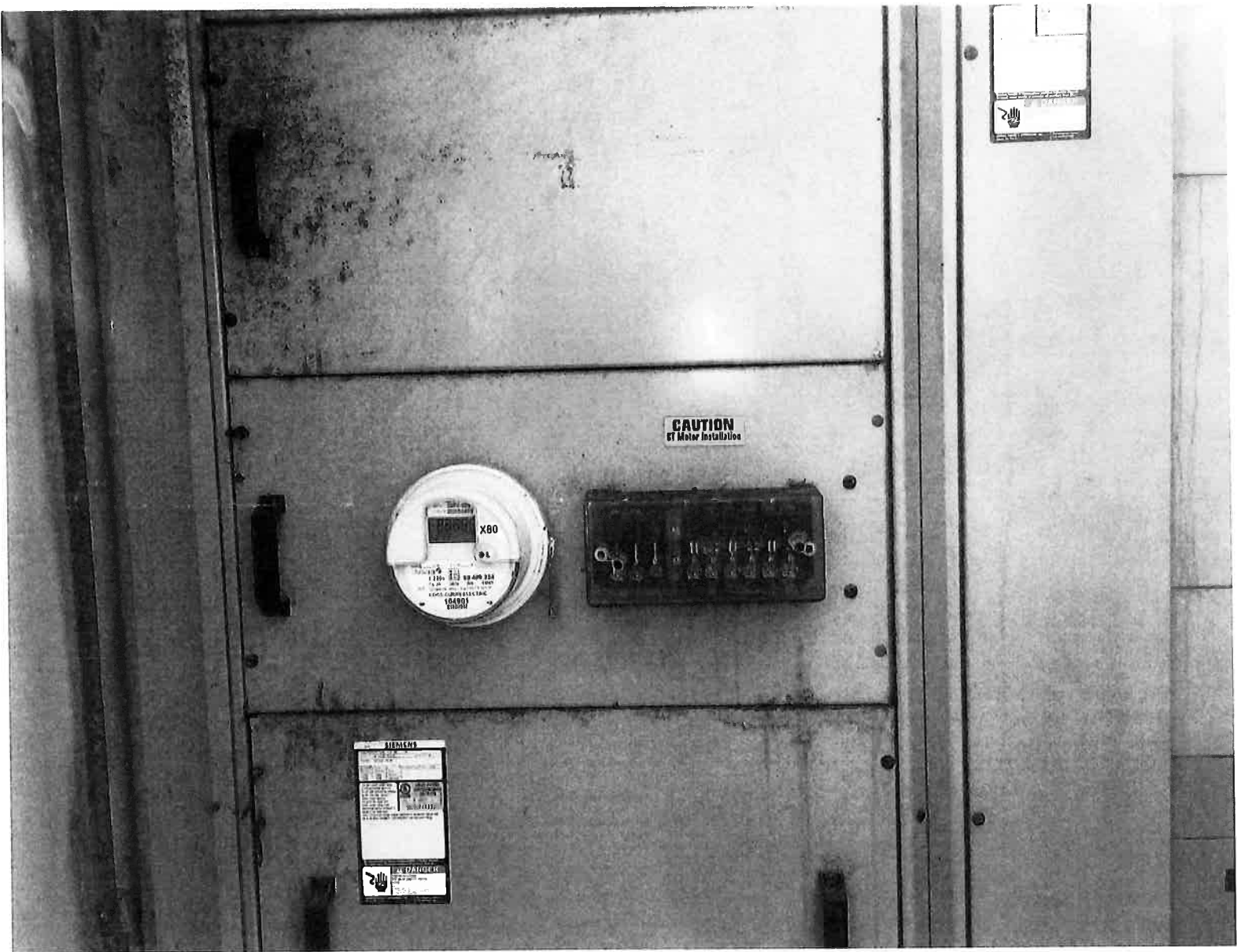
This graphic depicts equipment owned by Coos-Curry Electric Cooperative (in teal) and the member (in gold). If a storm damages any equipment owned by the co-op, we are responsible for repairs. If a storm damages any member-owned equipment, the member is responsible for repairs. Members should hire a licensed electrician when making any repairs to member-owned equipment.



Note: This graphic depicts overhead and underground service. Please be aware of which type of service you receive at your home or business.







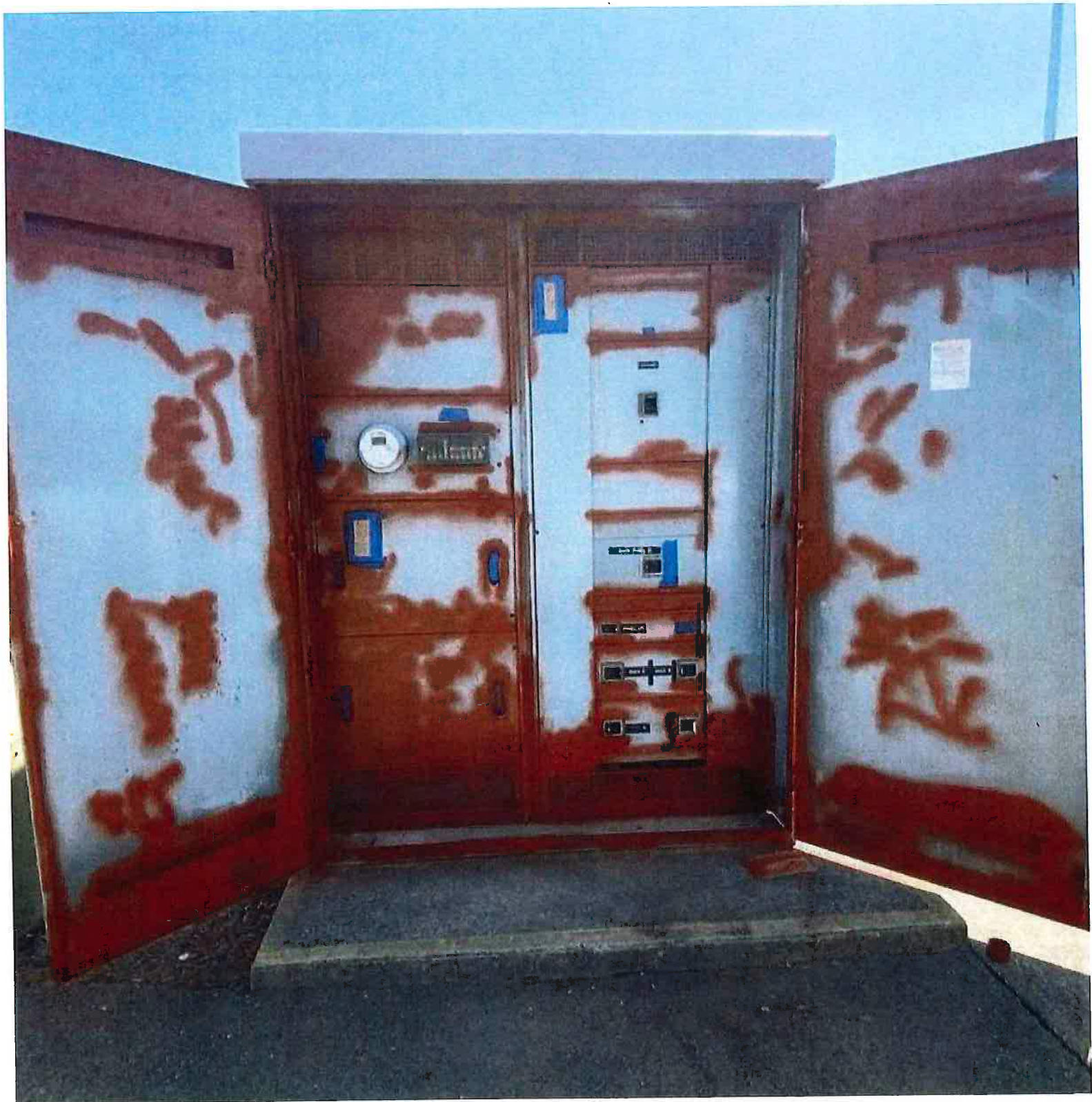
**CAUTION**  
of Motor Installation



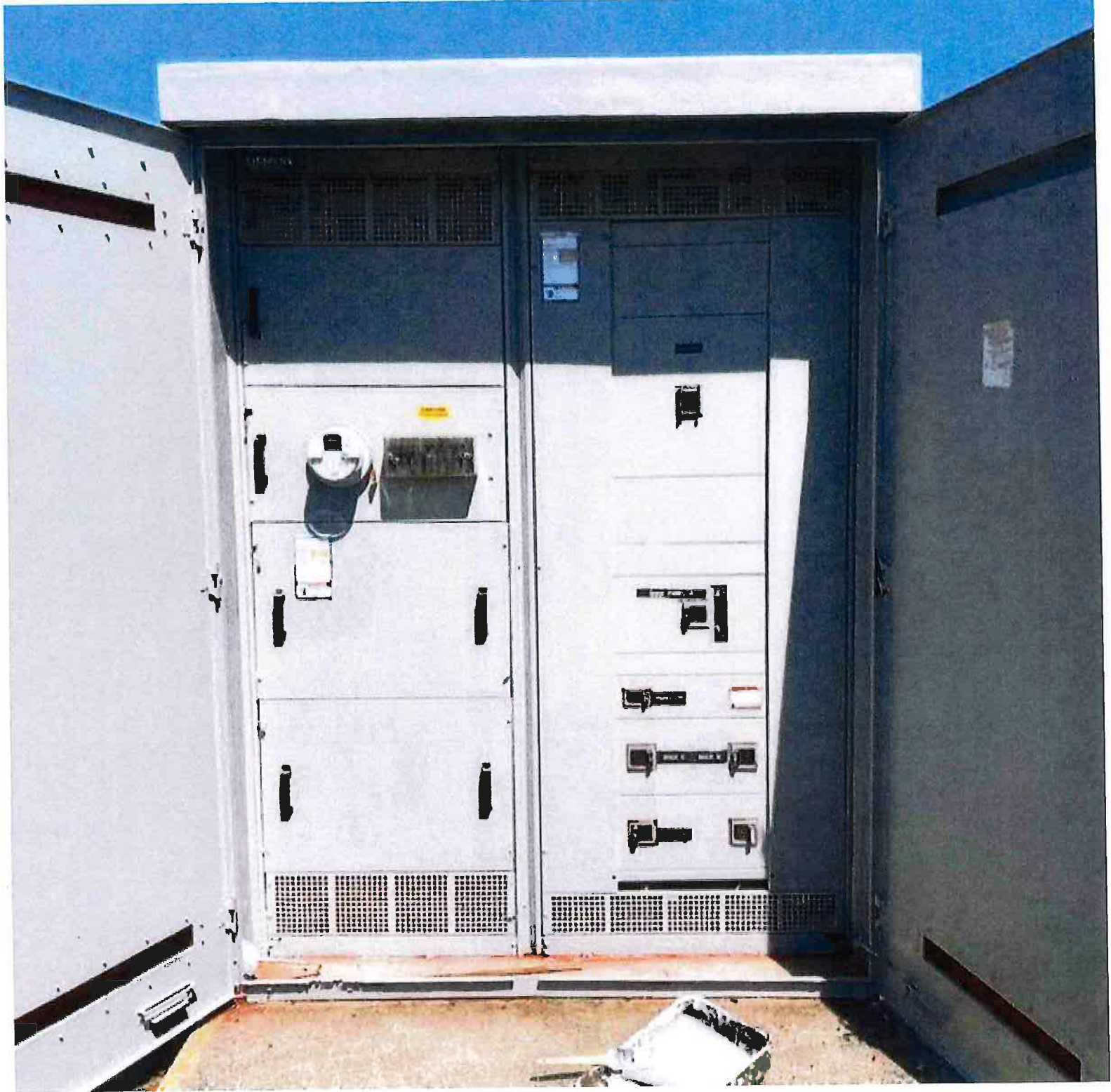








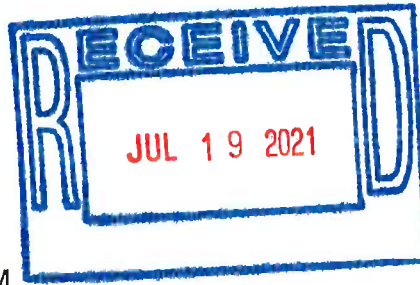
POUT REPAIRS COMPLETED 7-21-2021



PORT REPAIRS COMPLETED 7-21-2021



July 14, 2021



BROOKINGS PORT COMM  
PO BOX 848  
BROOKINGS OR 97415

Re: Unsafe Service Condition: LOWER HARBOR RD-B DOCK

Dear Brookings Port,

Our records indicate you are the property owner at Lower Harbor RD-B Dock. During a routine inspection of our service point and equipment, our inspector found that electrical meter base and CT can have a significant amount of surface rust and is in the early stages of deterioration. (please see attached pictures). Over time, many factors can play a part in meter bases and equipment deteriorating and creating unsafe conditions. As part of your ongoing service agreement with Coos-Curry Electric Cooperative you are required to maintain the equipment on the load side of the Point of Delivery such that it complies with all federal, state, and local regulations. To help you visualize what equipment is the responsibility of Coos-Curry Electric Cooperative and what is the responsibility of the member, please see the enclosed graphic. We recommend that you do some preventative maintenance now, such as sanding and painting to prolong the life of your meter base and CT can.

Please direct questions regarding this matter and/or coordination of repairs to Walt Jurczenko at (541)332-6181.

Thank you for your assistance in allowing us to continue to serve you safely.

Sincerely,

Coos-Curry Electric Cooperative

RECEIVED

JUL 19 2021

PM    HM     
MA    FO   

Mailing Address for all Coos-Curry Electric Co-op offices: P.O. Box 1268, Port Orford OR 97465-1268

Port Orford Office: 43050 Hwy 101 Port Orford OR 97465 · Phone: 541-332-3931 Fax: 541-332-3501

Brookings Office: 815 Railroad St Brookings OR 97415 · Phone: 541-469-2103 Fax: 541-469-3193

Gold Beach Office: 29439 Ellensburg Gold Beach OR 97444 · Phone: 541-247-6638 Fax: 541-247-6630

Coquille Office: 220 S Mill Ave Coquille OR 97423 · Phone: 541-396-3118 Fax: 541-396-3119

[www.ccec.coop](http://www.ccec.coop)

After Hours Outage Number 866-352-9044





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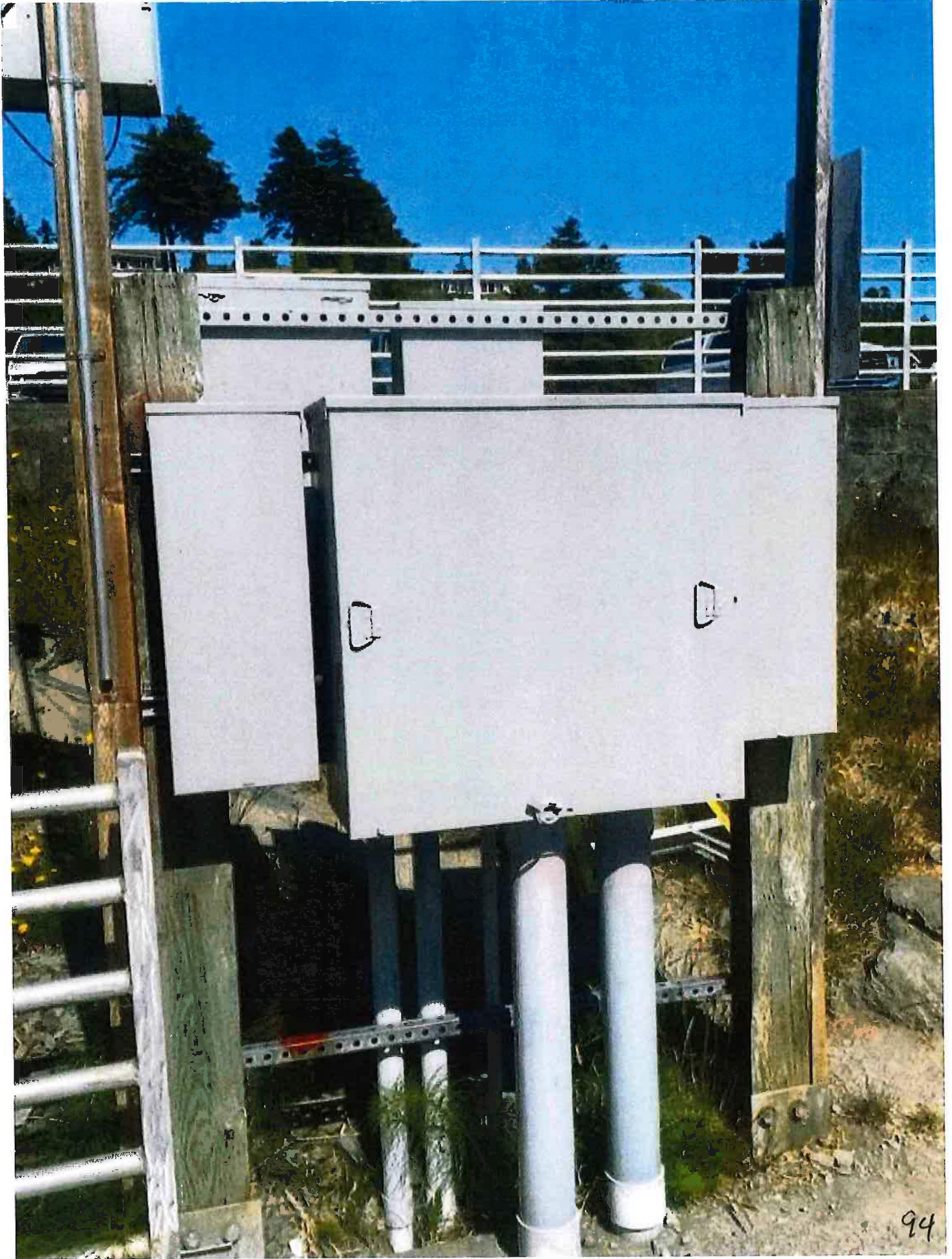
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CODE-CURRY ELECTRIC  
104945  
01001







REPAIRS COMPLETED 7-20-2021



REPAIRS COMPLETED 7-20-2021



95

RECEIVED

July 14, 2021

JUL 21 2021

PM \_\_\_\_\_ HM \_\_\_\_\_  
MA \_\_\_\_\_ FO \_\_\_\_\_

Brookings Port Comm  
PO Box 848  
Brookings, OR 97415



Re: Unsafe Service Condition: 16060 Lower Harbor Rd-BU

To Whom It May Concern:

Our records indicate you are the property owner at 16060 Lower Harbor Rd-BU. During a routine inspection of our service point and equipment, our inspector found that there is immediate maintenance required for us to continue to safely service your location. In this situation, our technician has found the condition of the electrical meter base to be unsafe. The CT Can and meter base need to be replaced. (please see attached pictures). Over time, many factors can play a part in meter bases and equipment deteriorating and creating unsafe conditions. As part of your ongoing service agreement with Coos-Curry Electric Cooperative you are required to maintain the equipment on the load side of the Point of Delivery such that it complies with all federal, state, and local regulations. To help you visualize what equipment is the responsibility of Coos-Curry Electric Cooperative and what is the responsibility of the member, please see the enclosed graphic.

**For the safety of the Cooperative's members and staff, please have the meter base replaced by August 28<sup>th</sup>, 2021.**

Please direct questions regarding this matter and/or coordination of repairs to Walt Jurczenko at (541) 332-6181.

Thank you for your assistance and prompt response in this matter.

Sincerely,

Coos-Curry Electric Cooperative

Mailing Address for all Coos-Curry Electric Co-op offices: P.O. Box 1268, Port Orford OR 97465-1268

Port Orford Office: 43050 Hwy 101 Port Orford OR 97465 · Phone: 541-332-3931 Fax: 541-332-3501

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[www.ccec.coop](http://www.ccec.coop)

After Hours Outage Number 866-352-9044







## INFORMATION ITEM – B

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**DATE:** August 17, 2021  
**RE:** Zola's on the Water Traffic and Parking Plan  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- The Port continues to receive complaints from OSMB of parking in the boat launch parking lot. Our new signs should be installed by the time of this meeting.
- Port staff, OSMB and commissioners have studied the parking and traffic surrounding Zola's on the Water and the issues of the parking in the boat launch parking lot for the last few months.
- The new signs should help reduce the public from parking in the boat launch parking lot. If parking continues to be an issue, the Port may increase enforcement.
- The area between Zola's on the Water and private property building is narrow creating traffic and parking congestion. The current traffic and parking between the buildings is two-way traffic and parking on both sides. One side has parking stalls slanted for one-way traffic, and the other side is straight pull-in stalls for two-way traffic. Traffic can enter from boat launch entrance lanes, private property parking lot and from the north side of Port retail center parking lot.
- Port staff has provided multiple scenarios to reduce congestion for customers of the Port. We have discussed these scenarios with the owner of Zola's on the Water.

### DOCUMENTS

- Latest email complaint from OSMB, 2 pages
- Existing and Proposed Traffic and Parking Drawings, 10 pages



**portmanager@portofbrookingsharbor.com**

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**From:** BELLEQUE Janine \* OSMB <Janine.BELLEQUE@oregon.gov>  
**Sent:** Monday, July 26, 2021 9:57 AM  
**To:** portmanager@portofbrookingsharbor.com  
**Cc:** 'Travis Webster'  
**Subject:** RE: Boat Ramp parking complaints  
**Attachments:** Brookings business entrance parking change.pdf

Hi Gary,

I've received some more complaints from boaters who could not use the boat ready area because cars were parked in the space and that they were frustrated by the amount of cars parked in boat trailer spaces and pedestrians who seem unaware they are walking across the access road to the boat ramp.

Can you please confirm if signs were installed in the identified locations as previously sent by the Port?

The Port had mentioned possibly painting the ready area curbing red and stenciling boat ready area only. Did this happen?

Does the Port's lease with Zola's discuss parking or business owner responsibilities?

How many vehicles have been towed from the boat trailer parking or ready area?

Could a gate be installed at the entrance and exit to the boating facility? Limited entry access could be given to fire, police, fish market etc.

Has there been any discussion about modifying entrance to business and parking alignment (see attached) or other similar ideas?

Sincerely,

Janine Belleque, Boating Facilities Manager  
Oregon State Marine Board  
Tel: 503-378-2628 Cell: 503-877-7580  
[www.boat.oregon.gov](http://www.boat.oregon.gov)



---

**From:** BELLEQUE Janine \* OSMB  
**Sent:** Tuesday, June 29, 2021 7:02 AM  
**To:** portmanager@portofbrookingsharbor.com  
**Cc:** 'Travis Webster' <travis@portofbrookingsharbor.com>  
**Subject:** RE: Boat Ramp parking complaints

Hi Gary,

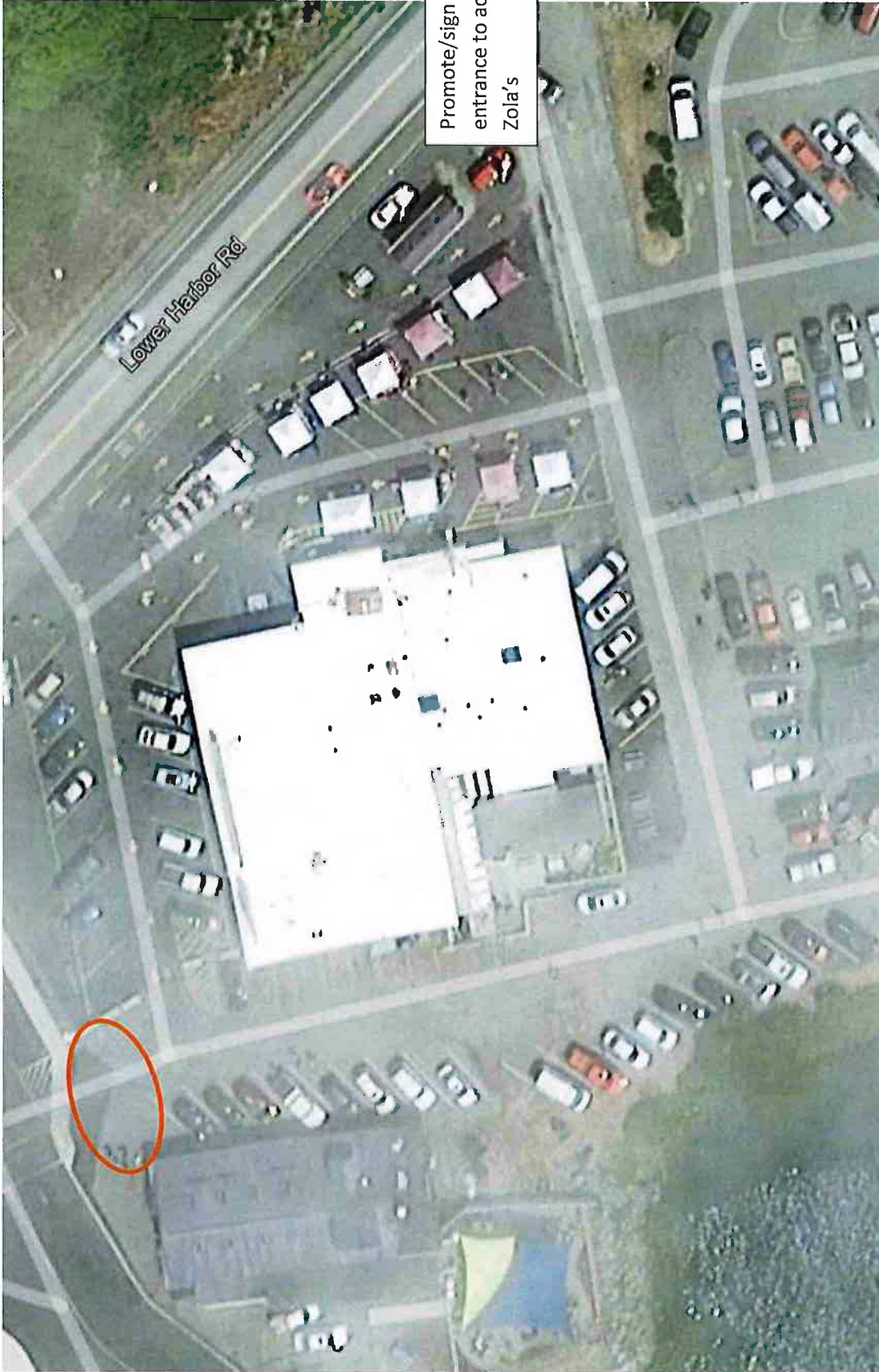
The signs and locations look good. Thank you for working on this.

Sincerely,  
Janine

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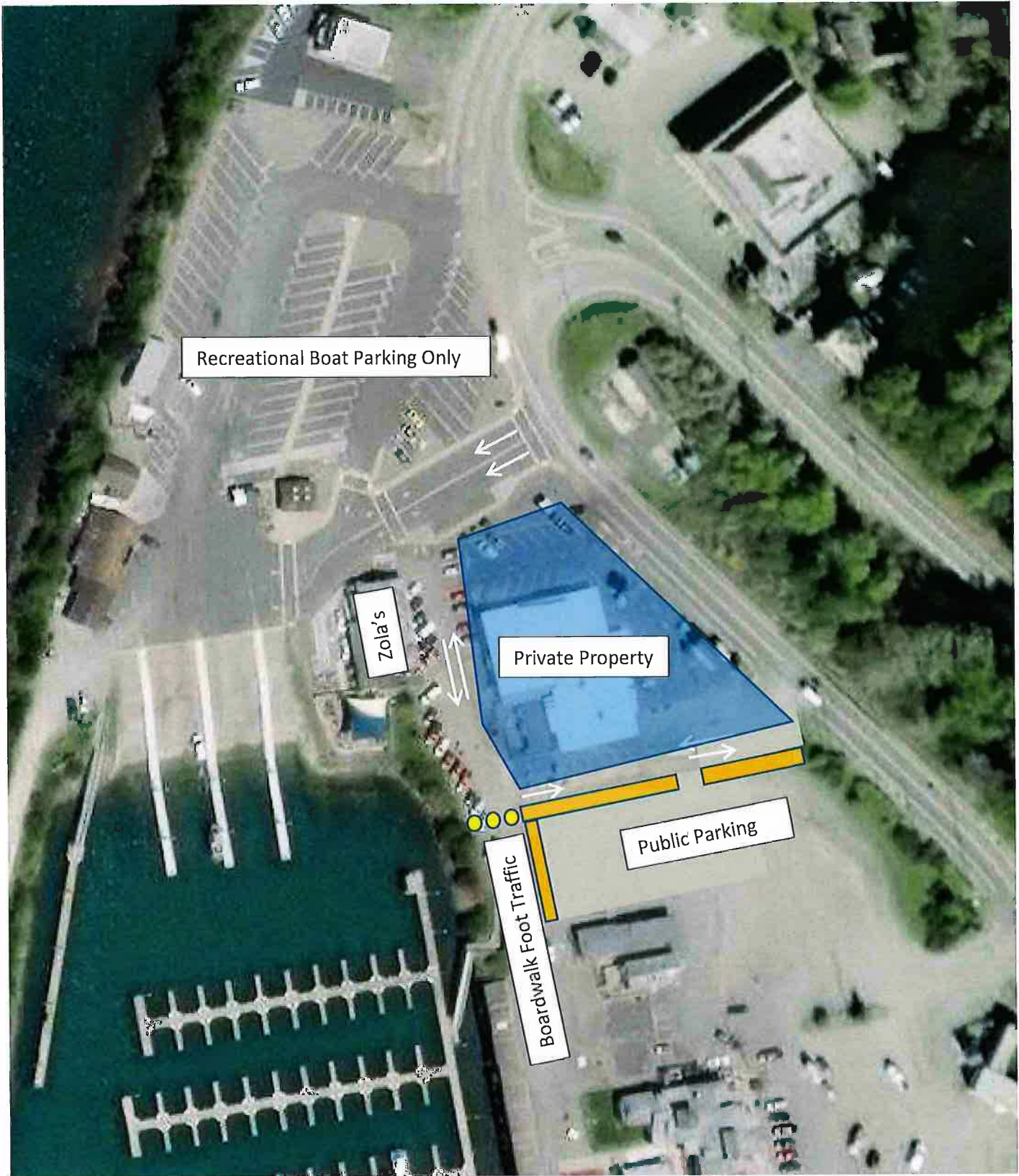
**From:** [portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com) <[portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com)>  
**Sent:** Monday, June 28, 2021 4:54 PM

Turn into a cul de sac vehicle turn around and restripe parking aligning the other direction.



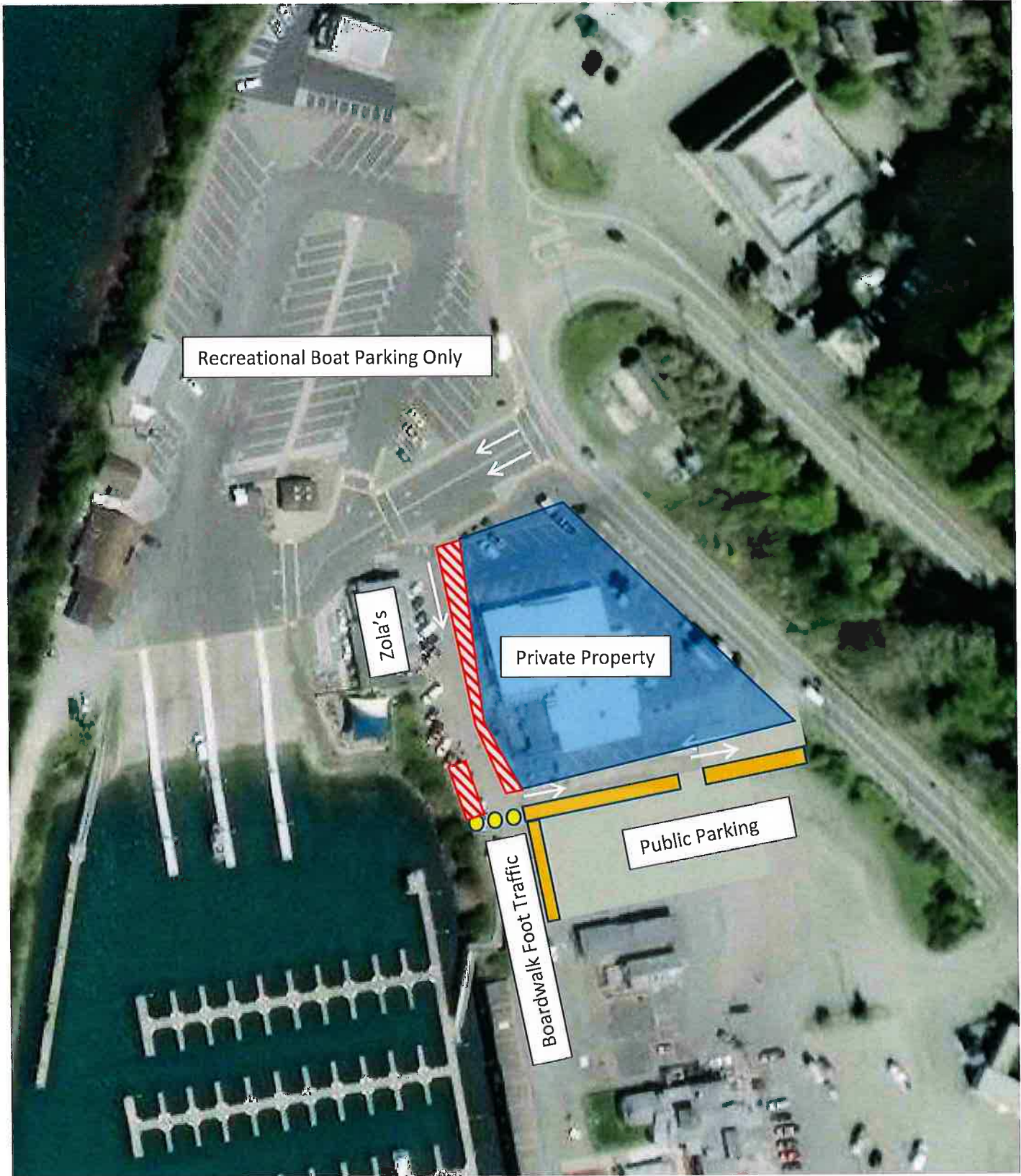
Promote/sign entrance to access Zola's

# Existing Traffic & Parking Conditions



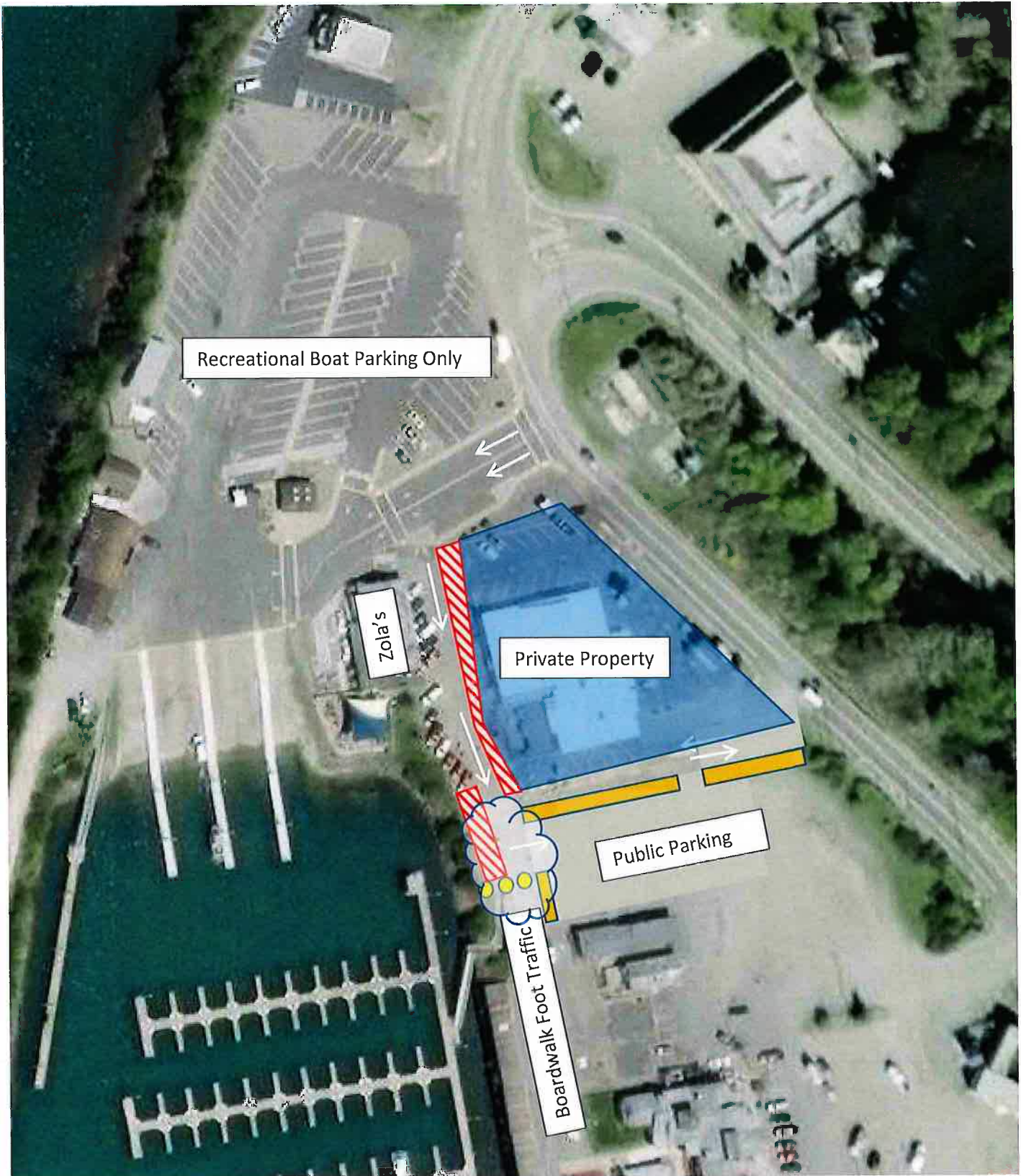
Current parking between buildings on both sides with two-way traffic.  
Traffic can enter and exit from Boat Launch Parking Lot.  
One-way exiting north side of retail parking lot.

# Option 1 - Traffic & Parking Conditions



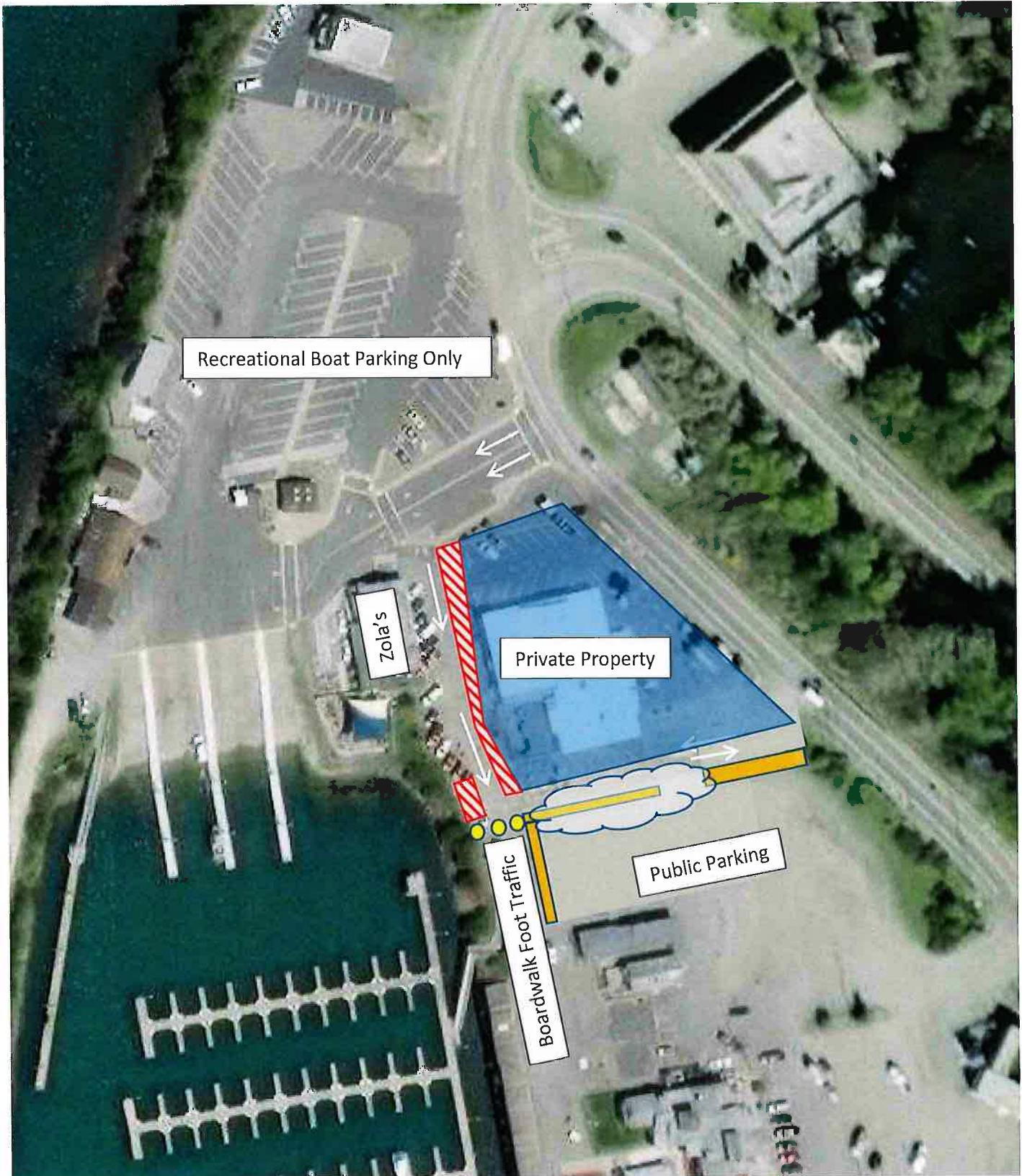
Parking only along Zola's building with one-way traffic from the boat launch parking lot.

## Option 2 - Traffic & Parking Conditions



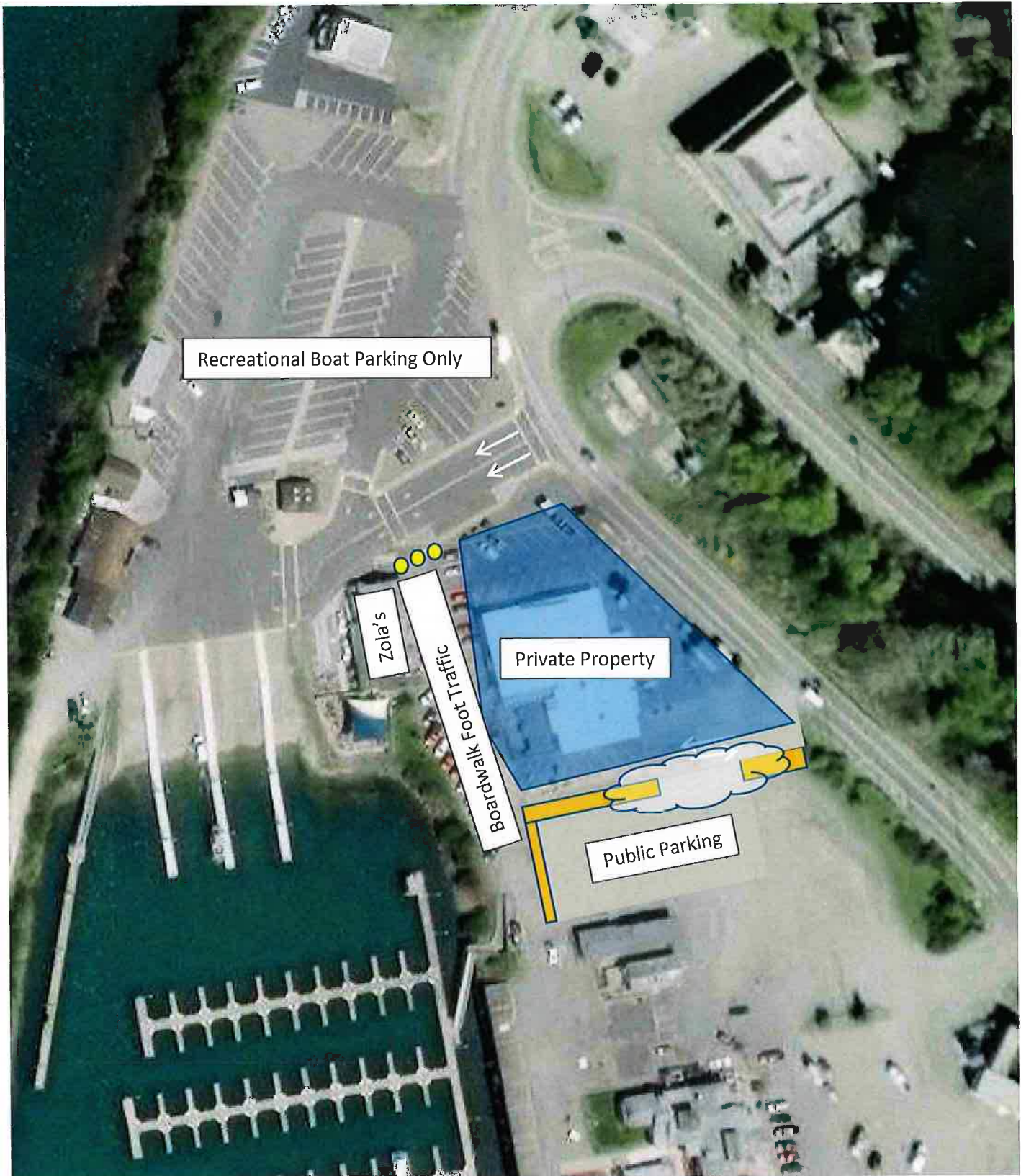
Parking only along Zola's building with one-way traffic from the boat launch parking lot.  
Move boardwalk foot traffic and remove some parking stalls to allow traffic to enter public parking area.

## Option 3 - Traffic & Parking Conditions



Parking only along Zola's building with one-way traffic from the boat launch parking lot. Reduce the width of the new island and widen the exiting opening.

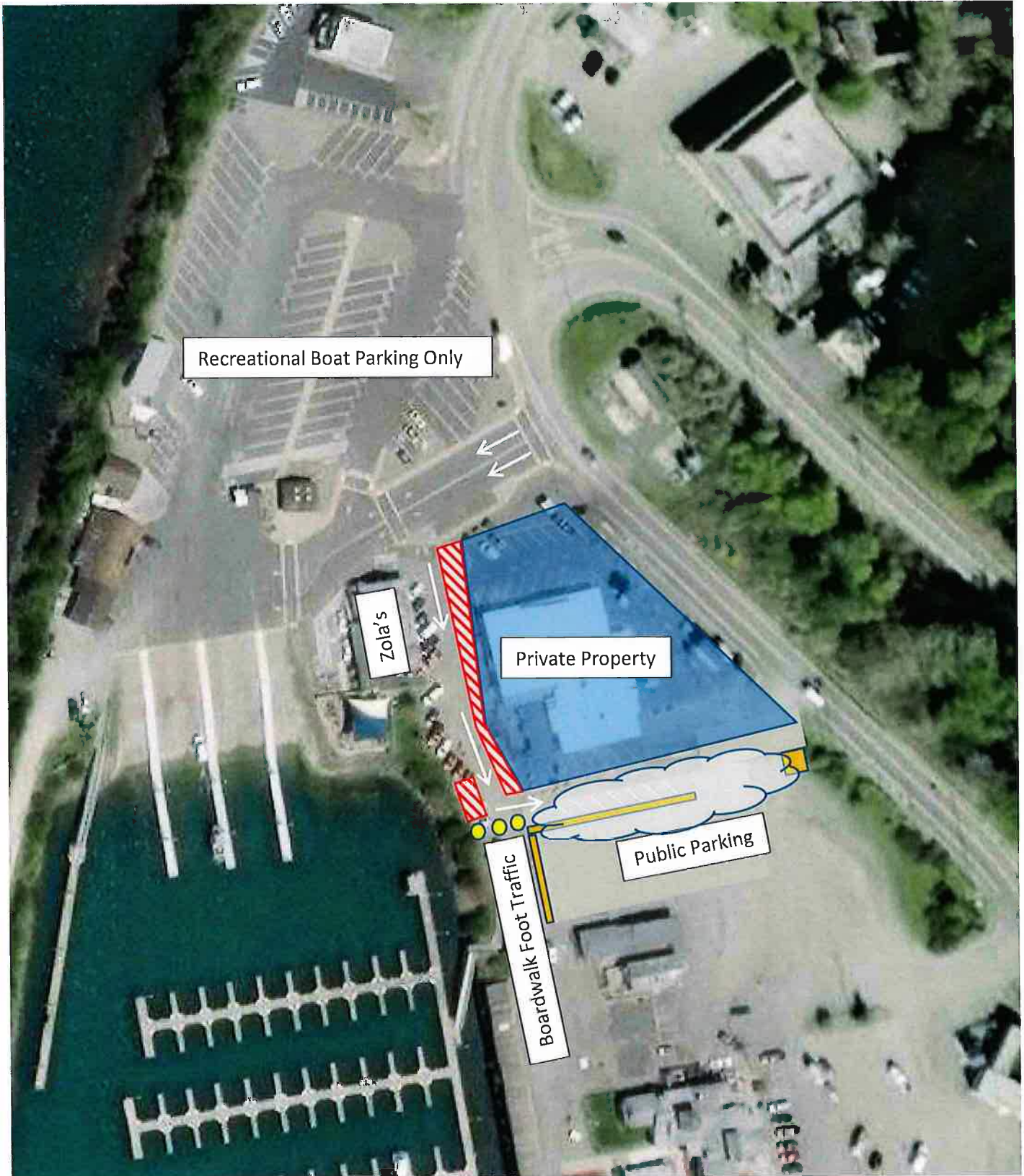
## Option 4 - Traffic & Parking Conditions



Eliminate all parking between buildings.

Widen the exiting opening between islands by shorting the island adjacent to Lower Harbor Road.

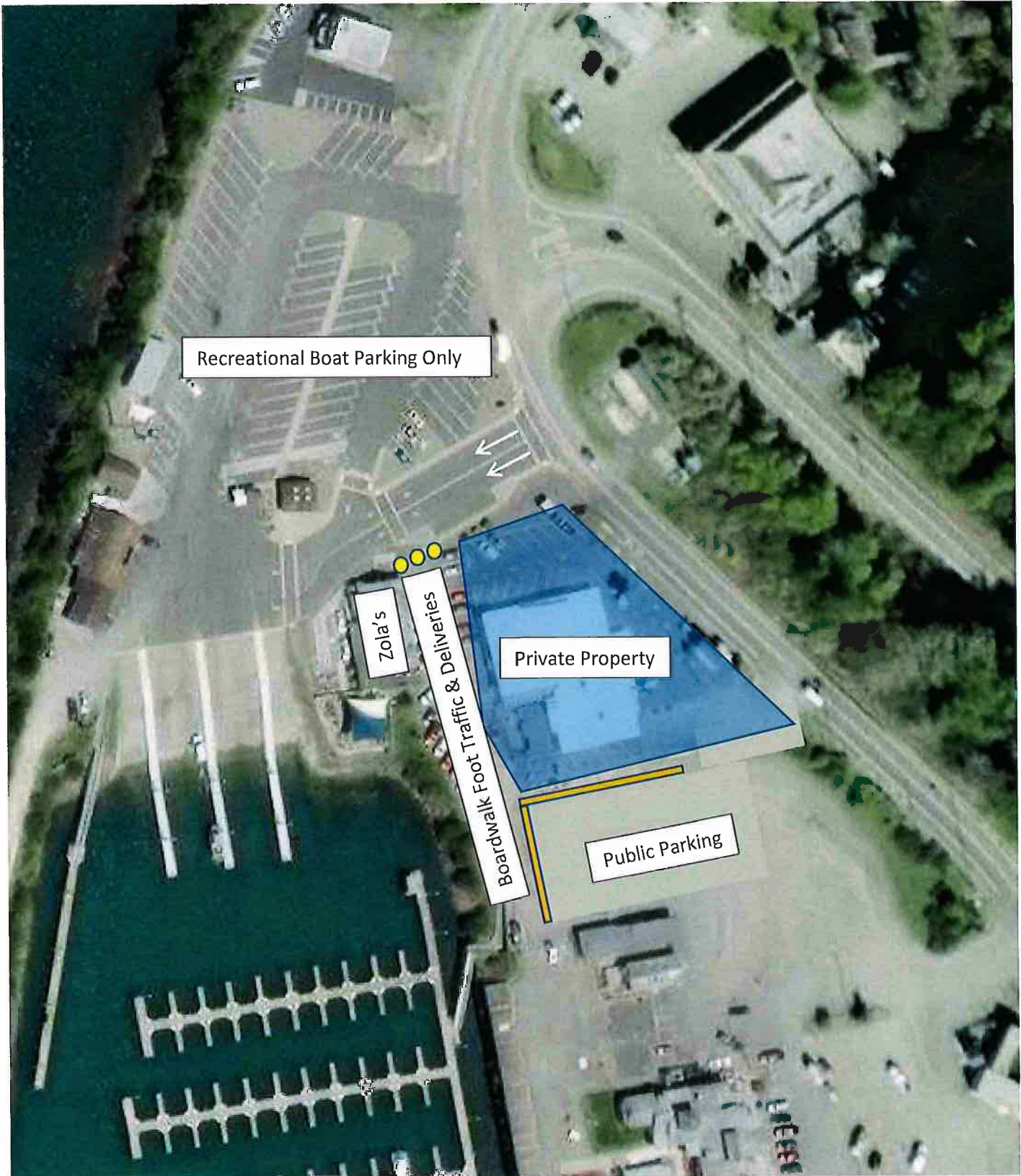
## Option 5 - Traffic & Parking Conditions



Parking only along Zola's building with one-way traffic from the boat launch parking lot.  
Reduce the width of the new island and widen the exiting opening.  
Create parking along reduced island.

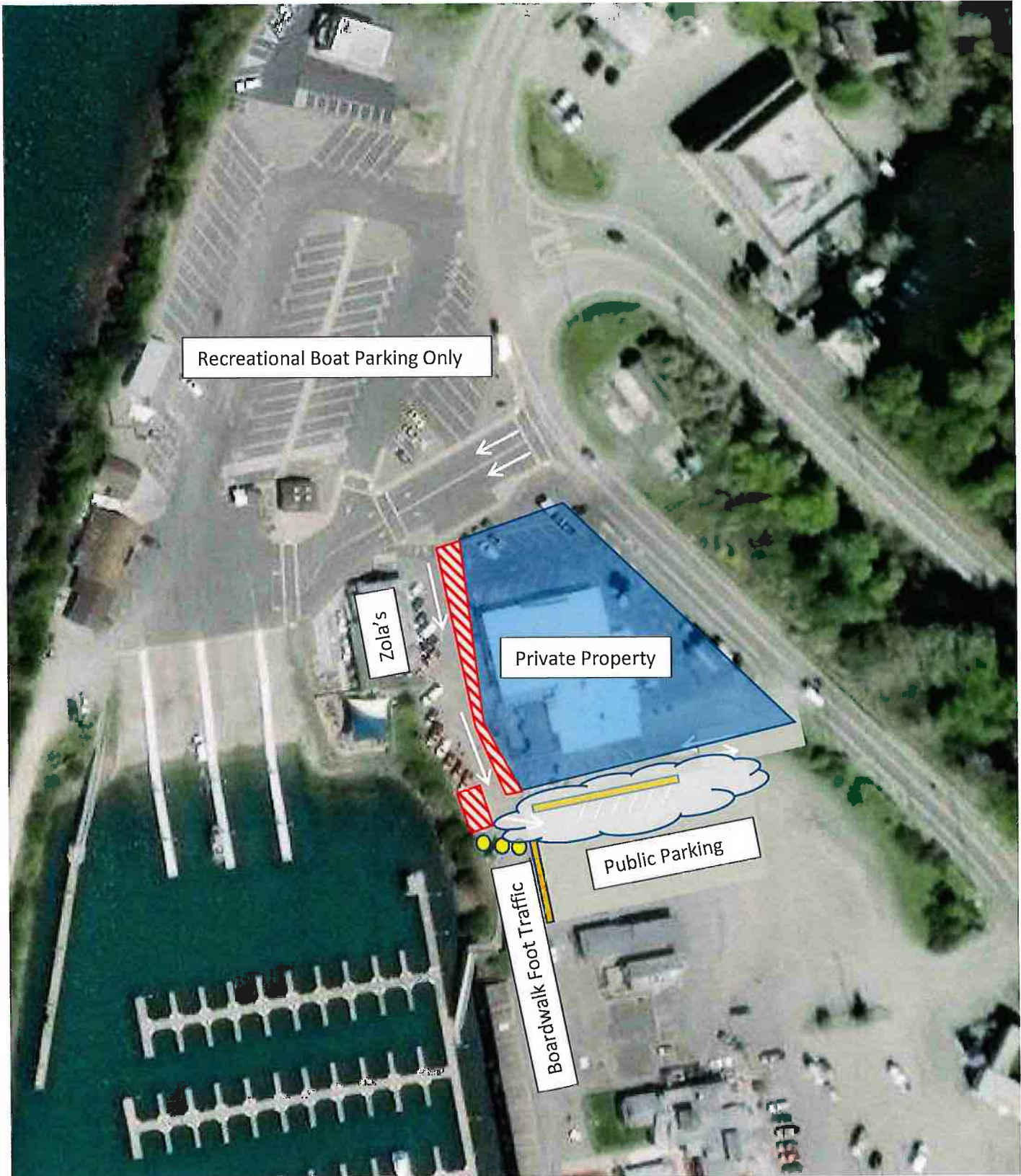


## Option 6 - Traffic & Parking Conditions

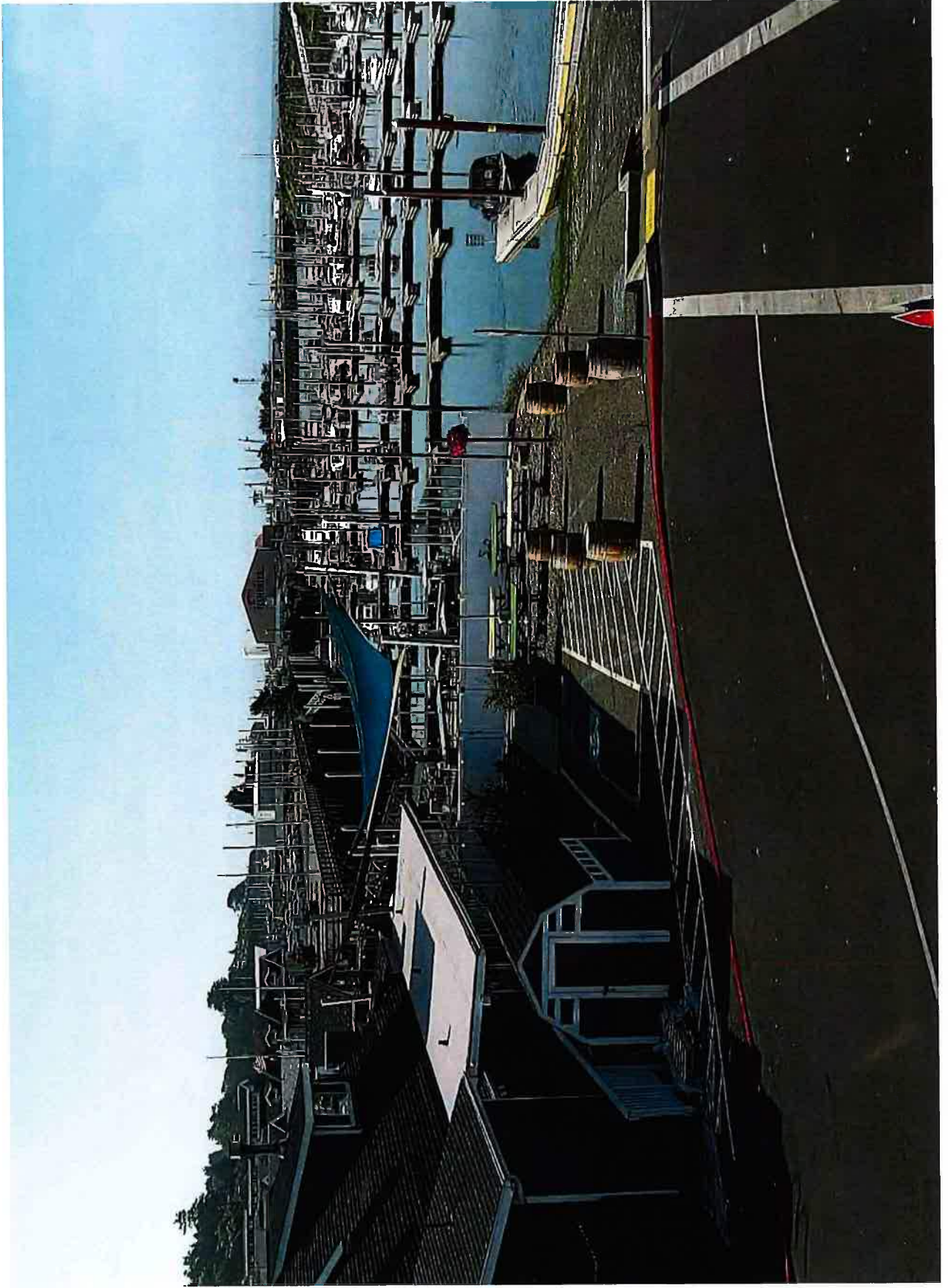


Eliminate all parking between buildings.  
Remove and reduce the island.  
Install curb along property line and expand public parking.

# Option 7 - Traffic & Parking Conditions



Parking only along Zola's building with one-way traffic from the boat launch parking lot. Remove and reduce island to allow one-way parking.





## INFORMATION ITEM – C

---

**DATE:** August 17, 2021  
**RE:** Pacific Seafood Housing on Port Property Request  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

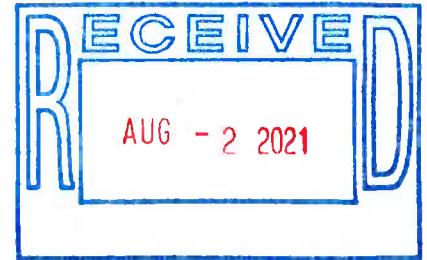
- The Port received a request from Pacific Seafood for housing on Port property. Pacific Seafood would lease the property and pay for the permitting and cost to install the units.
- Port staff checked the zoning classifications of possible locations near the existing plant. The zoning classification in the area is C-1, Light Commercial Zone. The following uses and their accessory uses are permitted outright:
  1. Multiple-family dwelling.
  2. Hotel or motel.
  3. Dinner-entertainment club, lounge or tavern.
  4. Hospital, sanitarium, medical or dental clinic.
  5. Retail or service establishment of a light commercial character and conducted within a building which will not be detrimental or obnoxious to the neighborhood in which it is to be located.
  6. Recreational vehicle trailer park/rural or urban, or campground.
  7. Church, school or community building for public or non-profit organizational use.
- Port legal counsel has reviewed this information.
- Port staff provided a map of possible locations for this project. All utilities are close to the proposed location.

### DOCUMENTS

- Request Letter from Pacific Seafood, 1 page
- Proposed Location Map, 1 page

# PacificSeafood®

Board of Commissioners  
Port of Brookings Harbor  
16330 Lower Harbor Rd.  
Brookings, OR 97415



Dear Commissioners,

Our local processing plant is having a difficult time obtaining enough employees to fill our positions. Because the demographics in the area, most manufacturing business are struggling to compete for the same workforce.

Less staffing results in lower processing volumes, and lower cashflow into the community. Last year during shrimp season we were able to actively employ over 50 people. This year we have only been able to fill 60% of those positions. These people buy food gas and other commodities throughout the community.

We also offloaded millions of pounds of product. This revenue went to local boat owners, crews and their families and created an economic ripple effect at a time when many businesses were suffering from the pandemic.

Bottom line, in order to run our business fully, we need people. This is not a specific issue to only Brookings. We face it in every city we do business. To combat this problem in other locations we have resorted to bringing in foreign workers to fulfill the positions that we can't fulfill from our local workforce. In order to do that, we need housing. The success with this program in our other locations has been huge and though we only need a fraction of the workers that we do in other operations, we hope this will be the solution to the Brookings facility as well.

We are submitting the following proposal for your consideration:

- Lease a piece of property located at the Port of Brookings Harbor
- Pacific would pay for all permitting and cost to install approximately 12 RV hookups

As we are still looking at alternative solutions, we would appreciate the Board's consideration of this proposal as a potential option.

# Proposed Locations for Housing Units



## INFORMATION ITEM – D

---

**DATE:** August 17, 2021  
**RE:** Wastewater Treatment Plant Funding  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- The information we are receiving from Congressman DeFazio's Office seems to indicate the funding for the wastewater treatment plant will happen, it's just a matter of when. If it's just a matter of time, the Port will need to secure the matching amounts as soon as possible.
- Matching amounts could be as high as \$875,000. The Port in partnership with private funding and possible funding from the county could meet the matching amounts. Any matching shortfalls, the Port may need to seek private loans.
- The proposed site for the wastewater treatment plant is adjacent to the aboveground fuel tanks. The preliminary design from Jack Akin/EMC Engineers would be based on 300,000 gallons per day system similar in handling wastewater strength that's been in operation for many years in other areas. The design is a modular build, designed to expand for handling future growth demands. Keep in mind, some planning/designs could change once regulatory permitting process begins.
- The engineering, permitting and planning needed for this project will exceed our current contract with EMC Engineers / Scientists. RFP following State's guidelines will be required to select Port engineer for the wastewater treatment plant and FEMA projects.

### DOCUMENTS

- Letter to County Board of Commissioners, 1 page
- Proposed site for wastewater treatment plant, 1 page
- Preliminary design drawing of the plant, 1 page





## Port of Brookings Harbor

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

### Board of Commissioners

Richard Heap, President  
Joseph Speirs, Vice-President  
Sharon Hartung, Secretary/Treasurer  
Kenneth Range  
Larry Jonas

August 5, 2021

Curry County Board of Commissioners  
94235 Moore Street, Suite 122  
Gold Beach, OR 97444

Dear Board of Commissioners,

I am writing on behalf of the Port of Brookings Harbor – and everyone that depends on the Port – to thank you for this opportunity to receive funds through the County and the American Rescue Plan.

While COVID-19 devastated the seafood and restaurant industries in our region, the Port has been fortunate and only seen relatively minimal negative financial impacts to the agency itself. However, the Port continues to have some major infrastructure challenges. The lack of a wastewater treatment system at the Port threatens the operations of the commercial fishing industry that supports our economic region.

Congressman DeFazio secured \$3.5 million for the construction of a new wastewater treatment plant that will be owned and operated by the Port of Brookings to improve compliance with state and federal clean water standards, return environmentally safe discharge into the water cycle, provide new capacity for the growing region, and build resilience against natural disasters.

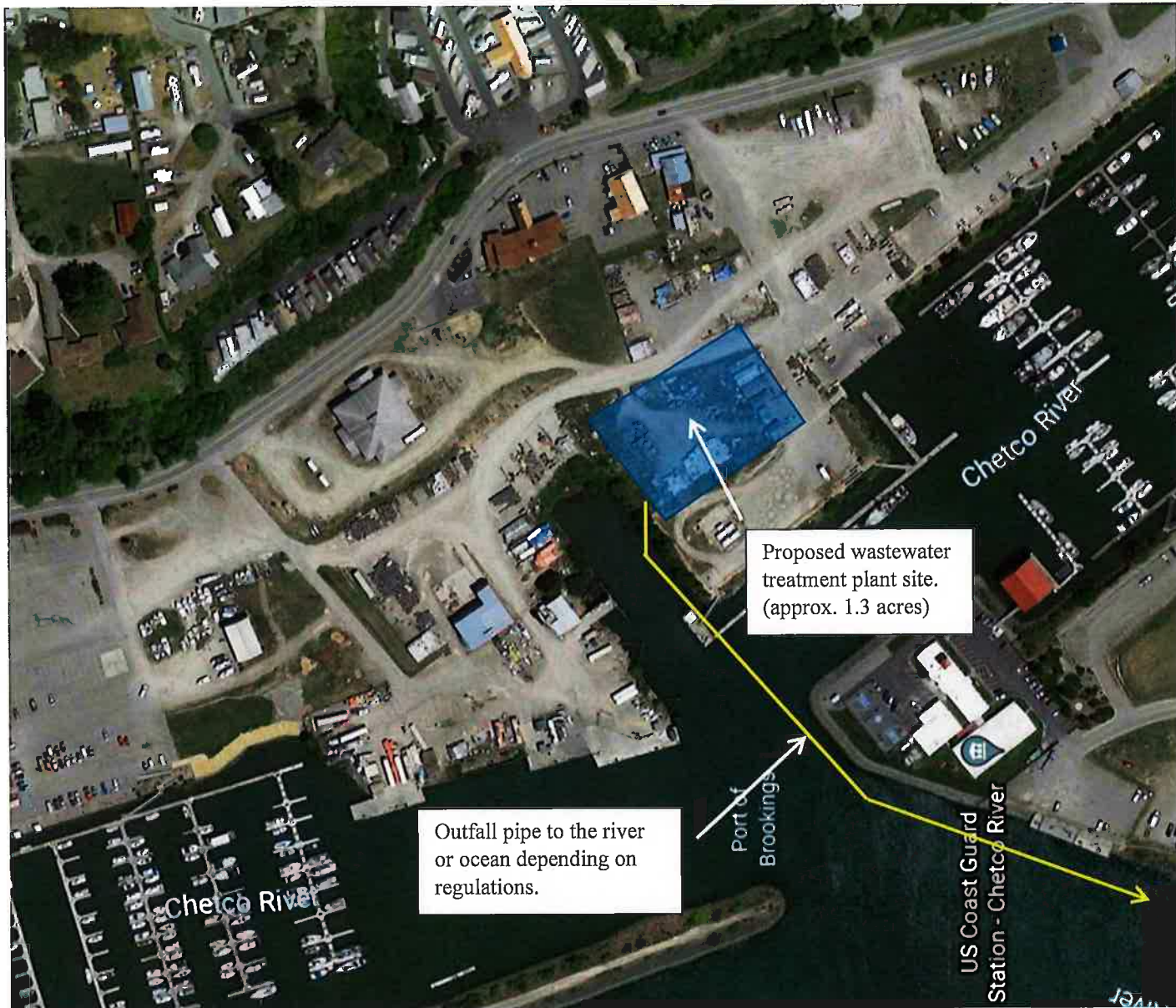
This funding from the federal government requires a local match (\$875,000) in order to proceed with the construction of the wastewater treatment plant project. The Port in partnership with private funding and ARP funds from the County can meet this local match and ensure that the Port continues to support the local commercial and recreational fishing community.

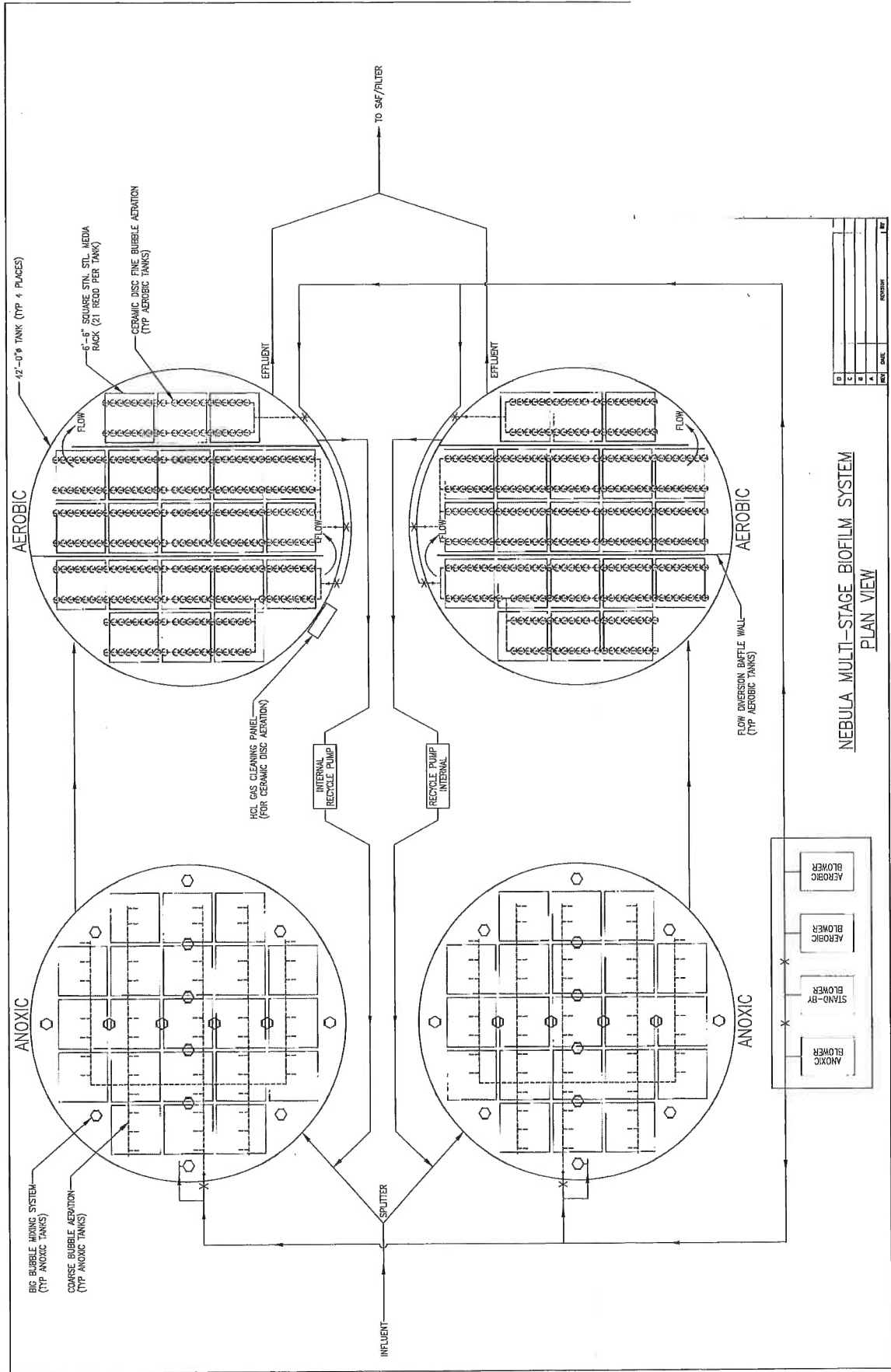
Port of Brookings Harbor appreciates your support for all the Ports and the communities that use our facilities.

Sincerely,

Gary Dehlinger  
Port Manager

# Proposed Location of Wastewater Treatment Plant





REV	DATE	BY	CHKD
1			
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NEBULA MULTI-STAGE BIOFILM SYSTEM  
PLAN VIEW