

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Thursday, February 20, 2020 • 6:00pm
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

TENTATIVE AGENDA

	Page
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 - CONSENT ITEMS	
A. Approved Minutes of Regular Meeting Tuesday, January 28, 2020.....	2
B. Approved Minutes of Special Meeting Tuesday, February 4, 2020.....	7
3. PUBLIC COMMENTS (Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the Chairman prior to the beginning of the meeting.)	
4. MANAGEMENT REPORTS	
A. Financial Report – January 2020.....	9
B. Safety Report – January 2020.....	32
C. Harbormaster Report – January 2020.....	33
D. Port Manager Report – January 2020.....	38
5. ACTION ITEMS	
A. Number of Signatures on Checks.....	40
B. Receiving Dock Schedule of Charges and Guidelines.....	45
C. Public Records Policy.....	48
D. Delinquent Account Write Off Request.....	64
E. Appoint Budget Officer FY 2020/2021.....	72
F. Open New LGIP Account for Dredging Fund.....	74
6. INFORMATION ITEMS	
A. Kathy’s Corner Market.....	80
B. Launch Ramp Grabrail.....	81
C. IT Security Policy.....	82
D. Fuel Dock Repairs.....	83
E. RV Park Restroom/Shower, Laundry Room & Pull Thru Sites.....	87
F. 36 Inch Culvert Cleaning.....	88
7. COMMISSIONER COMMENTS	
8. NEXT REGULAR MEETING DATE – Tuesday, March 17, 2020 at 6:00pm	
9. ADJOURNMENT	

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

Tuesday, January 28, 2020

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

1. Call Meeting to Order:

I. Pledge of Allegiance

II. Roll Call:

- Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap, and Kenneth Range.
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, Financial Officer Kim Boom and Administrative Assistant Danielle Shepard.

III. Modifications, Additions, and Changes to the Agenda:

- Modifications to the agenda: added action item P, Events. Moving information item D to action item Q, Green Building Site Improvement Plan.
- Heap made a motion to approve the agenda as amended. Second by Range.
Motion Passed 5-0.
- There was no other modifications, additions or changes to the agenda.

IV. Declaration of Potential Conflicts of Interest:

- There was no declaration of potential conflicts of interest.

2. Approval of Agenda – Consent Items:

A. Approved Minutes of Special Meeting Wednesday, December 4, 2019

B. Approved Minutes of Regular Meeting Tuesday, December 17, 2019

C. Approved Minutes of Special Meeting Friday, December 27, 2019:

- I. Heap commented that on December 17 Meeting Minutes that he was present for that meeting, not via phone.
- II. Heap made a motion to approve the agenda and consent items, A, B & C, minutes of December 4, December 17, and December 27. Second by Hartung.
Motion passed 5-0.

3. Public Comments:

- I. The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Larry Brocker and Mike Brouillette.

4. Management Reports:

A. Financial Report – December 2019:

- I. Port Manager presented Financial Report.
- II. Commission discussed item.
- III. Heap made a motion to approve the Financial Report for December 2019. Second by Hartung. **Motion passed 5-0.**

B. Safety Report – December 2019:

- I. Port Manager presented Safety Report.

- C. **Port Manager Report – December 2019:**
 - I. Port Manager presented Port Manager Report.
 - II. Commission discussed item.
- D. **Harbormaster Report – December 2019:**
 - I. Harbormaster presented Harbormaster Report.
 - II. Commission discussed item
 - III. Heap made a motion to approve the Managers Report B, C, & D. Second by Speir. **Motion passed 5-0.**

5. Action Items:

- A. **Policy & Procedure Review List:**
 - I. Port Manager presented item
 - II. Commission discussed item.
 - III. Speir made a motion to approve the proposed policy and procedure review list for calendar year 2020. Second by Heap. **Motion Passed 5-0.**
- B. **Port Employee Handbook:**
 - I. Port Manager presented item.
 - II. Speir made a motion to approve Resolution No. 531 Port Employee Handbook. Second by Heap. **Motion passed 5-0.**
- C. **RV Park Rates and Operating Procedures:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Range made a motion to approve Resolution No. 532 Beachfront RV Park Terms and Conditions. Second by Heap. **Motion passed 5-0.**
- D. **Ground User Agreement:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Chairman allowed public comments.
 - IV. Chairman moved the discussion back to the commission.
 - V. Heap made a motion to approve Resolution No. 533 Event Permit and Use Agreement. Second by Hartung. **Motion passed 5-0.**
- E. **Financial Management Policy:**
 - I. Port Manager presented item.
 - II. Speir made a motion to approve Resolution No. 534 Adopting Financial Management Policy. Second by Heap **Motion passed 5-0.**
- F. **Port Audit Action Plan:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to approve Resolution No. 535, Audit FY 2018-19 Plan of Action and to submit to Secretary of State Oregon Audits Division. Second by Speir. **Motion passed 5-0.**

- G. Marine Fuel Dock Station:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Chairman allowed public comments.
 - IV. Chairman moved the discussion back to the commission.
 - V. Speir made a motion to approve repairing the existing ramp access including piping, finish restoration around the tanks, replace wood piles on transient dock, refurbish transient dock whalers and dock bolts, and replace gas/diesel pump dispenser per engineered drawings and recommendations. Second by Hartung. **Motion passed 5-0.**
- H. Culvert Material Removal:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to request a Board to Board meeting with Curry County at the earliest convenience of both Boards. Second by Hartung. **Motion passed 5-0.**
- I. Strategic Business Plan Request for Proposal:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to approve moving forward with BergerABAM Consulting firm to provide an estimated cost for the Strategic Business Plan update for Sections 6.1, 6.1.1, 6.1.2 and 7.0. Second by Hartung. **Motion passed 5-0.**
- J. Basin I F & G Dock Modification:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Speir made a motion to approve the proposed dock modifications to Basin 1, F & G docks to create side-ties. Second by Hartung. **Motion passed 5-0.**
- K. Port Fire Hydrants:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Speir made a motion to approve new fire hydrant locations and to relocate fuel dock fire hydrant when funds are available. Second by Heap. **Motion passed 5-0.**
- L. Restroom/Shower and Laundry Room Cost Estimate:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Hartung made a motion to install restroom/shower building and build nine new pull-thru sites with utilities and proceed with a loan amount of \$700,000. Second by Speir. **Motion failed 1-4. Yes: Hartung, No: Speir, Range, Heap, Davis.**

- IV. Heap made a motion to install a second prefab building next to the restroom/shower building and build nine new pull-thru sites with utilities and to increase the loan amount to \$700,000. Extend the loan payment to match the estimated revenue increase from the nine new pull-thru sites and coin operated laundromat. Second by Range.
- V. Heap amended motion to include contacting Crow & Clay to add this to their scope of work. Second by Range. **Motion passed 5-0.**

M. Kathy's Corner Market:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to have the Port Manager work with her to come up with a termination date. Second by Heap. **Motion passed 5-0.**

N. Service Contracts:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion approve the Port Manager or designee to execute service contracts on behalf of the Port of Brookings Harbor Commission in the form approved by counsel for the following: 5-R Excavation and Paving LLC for Earthwork (not-to-exceed \$20,000), Gowman Electric for Electrical (not-to-exceed \$15,000) Financial Consultant (not-to-exceed \$6,000 on retainer for advice and aid) and (estimated \$5,000 for financial audit report preparation). Second by Hartung. **Motion passed 5-0.**

O. Port Manager Performance Evaluation 2019:

- I. Board agreed to discuss at the end of all action items.
- II. Port Manager presented item.
- III. Commission discussed item.
- IV. Heap made a motion approve Commission and General Manager Performance Evaluation 2019. Second by Hartung. **Motion passed 5-0.**
- V. Heap made a motion approve wage increase at 7% amount to be budgeted in Fiscal Year 2020-21. Second by Hartung. **Motion passed 5-0.**

P. Events "4th of July":

- I. Port Manager presented item.
- II. Commission discussed item.
- III. No action taken.

Q. Green Building Site Improvement Plan:

- I. Commissioner Range presented item.
- II. Commission discussed item.
- III. Heap made a motion to allow Commissioner Ken Range get some information on metal buildings and the cost of developing that into a storage site. Second by Speir. **Motion passed 5-0.**

6. Information Items:

A. Ice House at Port of Charleston:

- I. Port Manager presented item.
 - II. Commission discussed item.
- B. Port Project List 2019-20:**
- I. Port Manager presented item.
 - II. Commission discussed item.
- C. Legislative Letters on Channel Dredging:**
- I. Port Manager presented item.
- D. Green Building Site Improvement Plan:**
- I. See agenda item 1.3, information item was moved to action item Q.
- E. Developing Future Scenarios for Climate Change in the California Current Ecosystem:**
- I. Commissioner Heap presented item.
 - II. Commission discussed item.
- 7. Commissioner Comments:**
- I. Commissioners reported on their recent activities.
- 8. Next Regular Meeting Date – Thursday, February 20, 2019, 6:00 pm**
- 9. Adjournment:**
Chairman adjourned the meeting at 9:20 pm.

Secretary, Sharon Hartung

Date Signed

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

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

Tuesday, February 4, 2020

The Port of Brookings Harbor District met in special session on the above date at 2:00 P.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

1. Call Meeting to Order:

I. Roll Call:

- Commissioners present:, Secretary Sharon Hartung, Vice Chairman Richard Heap, and Commissioner Kenneth Range. Treasurer Joseph Speir and Chairman Roy Davis were absent
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

II. Modifications, Additions, and Changes to the Agenda:

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

III. Declaration of Potential Conflicts of Interest:

- There was no declaration of potential conflicts of interest.

2. Approval of Agenda:

- Hartung made a motion to approve the agenda as written. Second by Range. **Motion passed 3-0.**

3. Public Comments:

- No public comments.

4. Consent Items:

- A. None

5. Action Items:

- A. None

6. Information Items:

- A. None

7. EXECUTIVE SESSION per ORS 192.660 (2)(h):

- A. ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- I. Adjourn out of special session and commence into executive session at 2:02pm.
 - II. Adjourn out of executive session and reconvene into special session at 2:30pm.
 - III. Range made a motion to approve settlement of claim of Renee and Kevin Gainey on the terms presented in Executive Session. Second by Hartung. **Motion passed 3-0.**

8. Commissioner Comments:

- Commissioners had no comments at this time.

9. Adjournment:

- Vice Chairman adjourned the meeting at 2:32 pm.

Secretary, Sharon Hartung

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

FINANCIAL REPORT

DATE: February 20, 2020
RE: Month End Report of Financial Activities for January 2019
TO: Gary Dehlinger, Port Manager
ISSUED BY: Kim Boom, Financial Officer

Modified Cash Basis – January 2020

General Revenue/ Non-Operation – Net Income \$76,621

- Non-Operating Revenue {Tax Appropriations, Interest & Dividends, Inter-fund Transfers, FEMA & Grant Revenue & Misc. Income} - \$219,776
- Non-Operating Expenditures {FEMA, Grant & Loan Payments Expenditures, Inter-fund Transfers, Capital Outlay} - \$147,155

Program Revenue/ Operations – Net Income \$7,703

- Program Revenues \$173,673
- Operation Expenditures \$165,970
- Capital Outlay

Net Income \$80,324

Breakdown of General Port Operations

ADMINISTRATION – Operating Net Income (\$53,959)

- Revenue \$4,505
- Expenditures \$58,464

HIGHLIGHTED EXPENDITURES

\$52,690 for Personnel Services – includes payroll and benefits – 3 pay periods in January 2020
\$1,470 to Weebly - G Suite for Domain 'Port of Brookings Harbor' website
\$2,340 to SDAO for 2020 Annual Conference
\$6,432 to Special District Insurance Services SDIS –Property & Casualty Policy
\$665 to Black, Rice & Luna for legal services

BEACHFRONT RV PARK – Operating Net Income \$5,972

- Revenue \$16,952
- Expenditures \$10,981

(Reserve Amount for Depreciation \$1,702 and Loan Payment Amount \$5,063, not factored)

HIGHLIGHTED EXPENDITURES

\$3,678 to CTR, Harbor Sanitary Dist. and Roto Rooter – water, sanitary & waste
\$1,766 to Coos Curry Electric – electric service
\$861 to South Coast Knight Security - Security Patrol

BOAT YARD – Operating Net Income \$4,247

- Revenue \$6,086
- Expenditures \$1,839

(Reserve Amount for Depreciation \$2,275 and Loan Payment Amount \$6,024, not factored)

HIGHLIGHTED EXPENDITURES

\$1,808 to CTR
\$570 to Special District Insurance Services SDIS – Property & Casualty Policy

COMMERCIAL / RETAIL LEASES – Operating Net Income \$35,366

- Revenue \$42,145
- Expenditures \$6,779

(Reserve Amount for Depreciation \$10,727 and Loan Payment Amount \$11,236, not factored)

HIGHLIGHTED EXPENDITURES

\$4,175 to Harbor Sanitary District, Coos Curry Electric, Harbor Water Dist. – Utilities for November
\$266 to Black, Rice & Luna for legal services for months of November
\$861 to South Coast Knight Security - Security Patrol for December 2019
\$1,402 to Special District Insurance Services SDIS – January Property & Casualty Policy

FUEL DOCK – Operating Net Income \$22,822

- Revenue \$51,417
- Expenditures \$28,327

(Reserve Amount for Depreciation \$833 and Loan Payment Amount \$1,754 not factored)

HIGHLIGHTED EXPENDITURES

\$27,472 purchasing petroleum product from Tyree Oil.

Gas and Diesel Pumped:

- Diesel – 19,438 gallons
- Gas – 128 gallons

MARINA – Operating Net Income \$3,726

- Revenue \$52,336
- Expenditures \$48,610
- *(Reserve Amount for Depreciation \$14,867 and Loan Payment Amount \$14,913, not factored)*

HIGHLIGHTED EXPENDITURES

\$3,049 to Freeman Rock - 2" OPEN QUARRY ROCK for Pot Holes Repair
\$741 to Tidewater Contractors - 1 1/2" Recycled aggregate for new secure boat storage area
\$4,140 to 5-R Excavation - Earthwork performed 12/15 & 12/20 for Secured Storage Improvement Project
\$750 to Englund Marine - 600' 2 IN 1 BRAIDED NYLON ROPE 5/8"
\$625 – Fastenal - Paper towels, Dogi-Pot bags, Band-Aids - (Marina 75% and RV Park 25%)
\$887 to South Coast Knight Security - Security Patrol
\$7,787 to Harbor Sanitary Dist., CTR, Coos Curry Electric, Harbor Water Dist. – Utilities

PROPERTY GROUND USE – Operating Net Income \$905

- Revenue \$1,024
- Expenditures \$119 (Electrical meters)

Other Port Funds

Misc. Non-Operating & Transfers from General Fund

- Total transfers to Debt Service Fund \$30,292
- Total transfers to Bond Debt Fund \$10,843
- Total transfers to Capital Projects Fund \$4,860
- Total transfers to Reserve Fund \$10,417

CAPITAL PROJECTS – NET INCOME (\$923)

- Revenue & Transfers \$83,624
- Expenditures & Transfers \$84,547

Projects in progress:

1. Basin 1 Piling, Project 65 – *FEMA PW319 Basin 1 Piling Projects – All expenses reimbursed*
2. Marine Fuel Dock Station C20193
3. DR-4432-OR 02/24/2019 DISASTER

4. DR-4452-OR 04/06/2019 DISASTER

DEBT SERVICE FUND – NET INCOME \$24,250

- Revenue & Transfers \$30,445
- Expenditures Loan Payments *including principal & interest* \$6,196

USDA REVENUE BOND FUND – NET INCOME \$10,843

- Revenue & Transfers \$10,843
- Expenditures /Loan Payments \$0

RESERVE FUND – NET INCOME \$10,620

- Revenue & Transfers \$10,620
- Expenditures & Transfers \$0

DOCUMENTS

- Fund Balance Report, 1 page
- Finance Debt Monthly Report, 1 page
- Profit & Loss, 3 pages
- Profit & Loss Budget Performance, 3 pages
- Check Register, 3 pages
- ***Vendor Expense Report, 9 pages*** New report to track cost expenditures

COMMISSIONERS ACTION

Recommended Motion:

Motion to accept Financial Report as presented.

Port of Brookings Harbor

Fund Balance Report

UNRESTRICTED FUNDS, AS OF 01/31/2020.

• GENERAL FUND

- \$269,133.62 General Fund Accounts
 - \$61,496.16 Umpqua Bank
 - \$205,605.00 LGIP
 - \$732.46 Petty Cash
 - \$1,300.00 Cash on Hand (RV Park, Fuel Dock and Office Drawers)

\$269,133.62 UNRESTRICTED FUNDS, 30-Day reserve amount needed \$181,789 (without depreciation)

RESTRICTED FUNDS, AS OF 01/31/2020.

Capital Projects Fund

- \$2,500.00

PROJECTS

- FEMA PW319 Basin 1 Piling Project – *Project completed and Payments Received*
- Marine Fuel Dock Station C20193 – *Project in the Engineering Phase, Payment Request #1 Received*

Debt Service Fund LGIP

- \$43,334.89 - Debt Service Fund \$72,500 Quarterly (IFA Business Oregon) Payment due March 31, 2020

Debt Service Fund Umpqua Bank

- \$2,508.93
- Monthly (Travel Lift Loan/Lease - \$4,659)
Payment due 22nd of each month – Next payment due February 22, 2020
- Monthly (2018 Genie Reach Forklift Loan - \$1,464.71)
Payment due 15th of each month – Next payment due February 15, 2020

Revenue Bond Fund

- \$46,850.75 Revenue Bond Fund \$143,132 Year (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 6, 2020

Reserve Fund

- \$107,085.70

\$202,280.27 RESTRICTED FUNDS, AS OF 01/31/2020.

TOTALS

- \$269,133.62 UNRESTRICTED FUNDS
- \$202,280.27 RESTRICTED FUNDS

TOTAL CURRENT CASH & CASH EQUIVALENTS \$471,413.89



PORT of BROOKINGS HARBOR

FINANCE DEBT MONTHLY REPORT

Date: February 20, 2020
Period: January 2020
To: Gary Dehlinger, Port Manager
Issued By: Kim Boom, Financial Officer

Debt Service and USDA Revenue Bond Payments

- IFA \$72,500 Paid 12/13/2019
 - L98004/Basin 2 Dock Improvement
PRINCIPAL BALANCE ...\$79,647.33 INTEREST BALANCE...\$312,338.92
 - X03004/Eureka Fishery-Property Improvement
PRINCIPAL BALANCE ...\$192,082.25 INTEREST BALANCE...\$197,881.55
 - 520139/Boardwalk
PRINCIPAL BALANCE ...\$53,108.13 INTEREST BALANCE...\$175,540.26
 - 525172/RV Park Improvement
PRINCIPAL BALANCE ...\$116,311.20 INTEREST BALANCE...\$138,594.25
 - 525176/Green Bldg.
PRINCIPAL BALANCE ...\$271,084.40 INTEREST BALANCE...\$263,665.71
 - 525181/Eureka Fishery-Property Purchase
PRINCIPAL BALANCE ...\$179,996.84 INTEREST BALANCE...\$347,562.39
 - L02001/Marine Fueling Dock
PRINCIPAL BALANCE ...\$173,676.64 INTEREST BALANCE...\$240,371.49
 - L02009/Cold Storage
PRINCIPAL BALANCE ...\$706,139.48 INTEREST BALANCE...\$1,025,118.15

IFA TOTAL PRINCIPLE BALANCE as of June 30, 2019...\$1,772,046.45

IFA TOTAL ACCURED INTEREST as of June 30, 2019...\$3,045,171.28

- Travelift - \$4659.00 paid to m2Lease
BALANCE...\$188,842.62
- 2018 Genie Reach Forklift - \$1464.71 paid to Umpqua Bank
BALANCE...\$76,683.89
- Land Purchase – paid to Kyle Aubin/Tidewaters \$72.00
BALANCE... \$14,616.00
- USDA Revenue Bond - \$130,120 paid November 6, 2019 to USDA (72,487.38 to Principal)
BALANCE...\$1,080,588.25

Port of Brookings Harbor
Profit & Loss
January 2020

	Jan 20
Income	
400 · REVENUES	
410 · GENERAL REVENUES	
10412 · Property Tax Current	3,957.27
10413 · Property Tax Prior	404.79
10414 · Interest General Fund	252.73
10418 · Miscellaneous	13.23
10419 · Transfer to General Fund	79,687.24
20414 · Interest Revenue Bond Fund	0.32
20419 · Transfer to USDA Bond Fund	10,843.00
30414 · Interest Debt Service Fund	81.74
30419 · Transfer to Debt Service Fund	30,291.71
40416 · Government Funding	
40416.2 · FEMA Funding	78,764.00
Total 40416 · Government Funding	78,764.00
40419 · Transfer to Capital Project	4,860.00
50414 · Interest Reserve Fund	203.04
50419 · Transfer to Reserve Fund	10,417.00
Total 410 · GENERAL REVENUES	219,776.07
420 · PROGRAM REVENUES	
10421 · MARINA	
10421.2 · Moorage	
10421.3 · Commercial Slip Rent	18,677.61
10421.4 · Recreational Slip Rent	19,603.67
10421.5 · Transient	32.50
10421.6 · Liveaboard	1,425.00
10421.7 · Balance Forward	200.00
10421.2 · Moorage - Other	300.00
Total 10421.2 · Moorage	40,238.78
10421.8 · Storage	8,011.16
10421 · MARINA - Other	4,286.22
Total 10421 · MARINA	52,536.16
10421.9 · Administration Fees	129.82
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	16,952.11
Total 10422 · BEACHFRONT RV PARK	16,952.11
10423 · BOATYARD	7,598.25
10424 · COMMERCIAL RETAIL	44,015.67
10425 · FUEL DOCK	51,417.05
10426 · PROPERTY GROUND EVENT USE	1,023.75
Total 420 · PROGRAM REVENUES	173,672.81
Total 400 · REVENUES	393,448.88

Port of Brookings Harbor
Profit & Loss
January 2020

	Jan 20
Total Income	393,448.88
Gross Profit	393,448.88
Expense	
500 · PERSONNEL SERVICES	
10501 · Port Manager	9,087.12
10502 · Port Office Staff	14,367.49
10503 · RV Park Office Staff	2,643.86
10504 · Operations Staff	27,013.72
10505 · Overtime	
10505.1 · Office	91.81
10505.2 · Operations	220.20
Total 10505 · Overtime	312.01
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	4,253.28
10506.2 · Sick Leave Benefit	1,449.86
10506.3 · Vacation	3,721.98
10506.5 · SEP Retirement	
10506.6 · Office	2,142.91
10506.7 · Operations	2,825.27
10506.8 · Port Manager	908.70
Total 10506.5 · SEP Retirement	5,876.88
10507 · Payroll Taxes	6,689.65
Total 10506 · Payroll Taxes/Costs/Benefits	21,991.65
10509 · Health Care and Dental	7,163.64
Total 500 · PERSONNEL SERVICES	82,579.49
600 · MATERIALS & SERVICES	
10601 · ADVERTISING & NOTIFICATIONS	221.54
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	3,838.42
10602.2 · Contracts and Agreements	10,023.22
10602.4 · Supplies & Services	3,036.52
Total 10602 · REPAIRS & MAINTENANCE	16,898.16
10603 · FUEL purchased for resale	27,472.42
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	9,754.12
10605.2 · Water, Sanitary & Waste	9,133.55
10605.3 · Telecommunications & Cable TV	1,773.69
10605 · UTILITIES - Other	41.38
Total 10605 · UTILITIES	20,702.74
10606 · OFFICE EXPENSE	3,295.46
10607 · BANK SERVICE & FINANCE FEES	1,477.64
10608 · TRAINING & TRAVEL	2,518.69

Port of Brookings Harbor
Profit & Loss
January 2020

	Jan 20
10609 · PERMITS, LICENSES, TAXES & MISC	79.80
10610 · INSURANCE; PROP & CAS, BOND	8,996.24
10611 · PROFESSIONAL FEES	
10611.2 · Attorney	931.00
10611.6 · Payroll Administration	647.75
10611.7 · IT/Computer Support	149.00
Total 10611 · PROFESSIONAL FEES	1,727.75
Total 600 · MATERIALS & SERVICES	83,390.44
700 · CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	4,860.00
Total 40702 · Land Improvement - Capt Proj	4,860.00
Total 700 · CAPITAL OUTLAY	4,860.00
800 · DEBT SERVICE	
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,774.97
30804P · 2018 Genie Forklift Principal	1,062.84
30805P · Property Purch-Kyle Aubin Prin.	72.00
Total 801 · Principal	4,909.81
810 · Interest Payments	
30813P · 50 BFMII Travelift Interest	884.03
30814P · 2018 Genie Forklift Interest	401.87
Total 810 · Interest Payments	1,285.90
Total 800 · DEBT SERVICE	6,195.71
900 · Operating Transfers Out	
10900 · Operating Transfers Out General	56,411.71
40900 · Operating Transfers Out Capital	79,687.24
Total 900 · Operating Transfers Out	136,098.95
Total Expense	313,124.59
Net Income	80,324.29

**Port of Brookings Harbor
Profit & Loss Budget Performance
July 2019 through January 2020**

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
400 · REVENUES			
410 · GENERAL REVENUES			
10411 · Cash Carry Over		442,386.00	
10417 · Assets Sales	100.00	5,066.00	1.97%
30414 · Interest Debt Service Fund	742.03	600.00	123.67%
20414 · Interest Revenue Bond Fund	1,172.08	700.00	167.44%
10414 · Interest General Fund	1,779.23	7,304.00	24.36%
10413 · Property Tax Prior	4,594.32	9,000.00	51.05%
10418 · Miscellaneous	19,497.56	20,657.00	94.39%
40419 · Transfer to Capital Project	19,710.03	625,000.00	3.15%
50419 · Transfer to Reserve Fund	72,939.00	125,000.00	58.35%
20419 · Transfer to USDA Bond Fund	75,901.00	130,120.00	58.33%
40416 · Government Funding			
40416.3 · State Lottery Funding		600,000.00	
40416.1 · Grant Funding	4,825.00	4,785.00	100.84%
40416.2 · FEMA Funding	182,173.16	182,000.00	100.1%
Total 40416 · Government Funding	<u>186,998.16</u>	<u>786,785.00</u>	<u>23.77%</u>
10419 · Transfer to General Fund	201,544.79	795,500.00	25.34%
30419 · Transfer to Debt Service Fund	212,041.97	363,748.00	58.29%
10412 · Property Tax Current	220,178.70	225,000.00	97.86%
Total 410 · GENERAL REVENUES	<u>1,017,198.87</u>	<u>3,536,866.00</u>	<u>28.76%</u>
420 · PROGRAM REVENUES			
10426 · PROPERTY GROUND EVENT USE	6,192.90	8,926.00	69.38%
10423 · BOATYARD	71,415.74	93,974.00	76.0%
10424 · COMMERCIAL RETAIL	310,501.08	519,402.00	59.78%
10422 · BEACHFRONT RV PARK	335,135.20	556,869.00	60.18%
10421 · MARINA	420,240.74	654,707.00	64.19%
10425 · FUEL DOCK	591,170.98	581,596.00	101.65%
Total 420 · PROGRAM REVENUES	<u>1,734,656.64</u>	<u>2,415,474.00</u>	<u>71.81%</u>
Total 400 · REVENUES	<u>2,751,855.51</u>	<u>5,952,340.00</u>	<u>46.23%</u>
Total Income	<u>2,751,855.51</u>	<u>5,952,340.00</u>	<u>46.23%</u>
Gross Profit	2,751,855.51	5,952,340.00	46.23%
Expense			
920 · OPERATING CONTINGENCY		10,149.00	
930 · Fund Balances			
10930 · Unappropriated Balance GF		83,500.00	
20930 · Unappropriated Balance-USDA		99,095.00	
30930 · Unappropriated Balance Debt		23,602.00	
40930 · Unappropriated Balance Capt Pro		2,500.00	
50930 · Unappropriated Balance Reserve		149,390.00	
Total 930 · Fund Balances		<u>358,087.00</u>	
700 · CAPITAL OUTLAY			

17

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>% of Budget</u>
10702 · Land Improvements		80,000.00	
40702 · Land Improvement - Capt Proj			
40702 · Land Improvement - Capt Proj - Other			
40702.2 · Materials & Services	679.45	604,785.00	0.11%
40702.1 · Engineering/Consultants	17,873.75	20,000.00	89.37%
Total 40702 · Land Improvement - Capt Proj	<u>18,553.20</u>	<u>624,785.00</u>	<u>2.97%</u>
10704 · Equipment	29,724.41	30,000.00	99.08%
Total 700 · CAPITAL OUTLAY	<u>48,277.61</u>	<u>734,785.00</u>	<u>6.57%</u>
800 · DEBT SERVICE			
810 · Interest Payments			
30814P · 2018 Genie Forklift Interest	2,886.40	4,773.00	60.47%
30813P · 50 BFMII Travelift Interest	6,611.58	10,706.00	61.76%
20810 · USDA Revenue Bond Interest	57,652.78	57,633.00	100.03%
Total 810 · Interest Payments	<u>67,150.76</u>	<u>73,112.00</u>	<u>91.85%</u>
801 · Principal			
30805P · Property Purch-Kyle Aubin Prin.	504.00	864.00	58.33%
30804P · 2018 Genie Forklift Principal	7,366.57	12,803.00	57.54%
30803P · 50 BFMII Travelift Principal	26,001.42	45,202.00	57.52%
20801 · USDA Revenue Bond Principal	72,467.22	72,487.00	99.97%
30802P · IFA PRINCIPAL	145,080.00	290,000.00	50.03%
Total 801 · Principal	<u>251,419.21</u>	<u>421,356.00</u>	<u>59.67%</u>
Total 800 · DEBT SERVICE	<u>318,569.97</u>	<u>494,468.00</u>	<u>64.43%</u>
500 · PERSONNEL SERVICES			
10505 · Overtime			
10505 · Overtime - Other		4,316.00	
10505.1 · Office	2,053.66	6,512.00	31.54%
Total 10505 · Overtime	<u>2,053.66</u>	<u>10,828.00</u>	<u>18.97%</u>
10508 · Workers Compensation	15,447.61	14,205.00	108.75%
10503 · RV Park Office Staff	20,226.59	46,585.00	43.42%
10501 · Port Manager	48,464.64	84,018.00	57.68%
10509 · Health Care and Dental	50,779.95	85,964.00	59.07%
10502 · Port Office Staff	77,940.77	153,838.00	50.66%
10506 · Payroll Taxes/Costs/Benefits	96,891.26	157,710.00	61.44%
10504 · Operations Staff	155,531.13	248,578.00	62.57%
Total 500 · PERSONNEL SERVICES	<u>467,335.61</u>	<u>801,726.00</u>	<u>58.29%</u>
900 · Operating Transfers Out			
40900 · Operating Transfers Out Capital	201,544.79	795,500.00	25.34%
10900 · Operating Transfers Out General	380,592.00	1,243,868.00	30.6%
Total 900 · Operating Transfers Out	<u>582,136.79</u>	<u>2,039,368.00</u>	<u>28.55%</u>
600 · MATERIALS & SERVICES			
10604 · DISPOSAL of Abandon Vessels		40,000.00	
10608 · TRAINING & TRAVEL	3,966.91	2,629.00	150.89%
10601 · ADVERTISING & NOTIFICATIONS	5,875.69	12,928.00	45.45%

18

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>% of Budget</u>
10609 · PERMITS, LICENSES, TAXES & MISC	10,109.66	29,317.00	34.48%
10607 · BANK SERVICE & FINANCE FEES	24,076.78	28,804.00	83.59%
10606 · OFFICE EXPENSE	33,107.87	34,365.00	96.34%
10610 · INSURANCE; PROP & CAS, BOND	43,855.84	83,940.00	52.25%
10611 · PROFESSIONAL FEES	74,386.28	99,570.00	74.71%
10605 · UTILITIES	177,356.04	281,292.00	63.05%
10602 · REPAIRS & MAINTENANCE	433,795.96	408,780.00	106.12%
10603 · FUEL purchased for resale	512,073.02	492,132.00	104.05%
Total 600 · MATERIALS & SERVICES	<u>1,318,604.05</u>	<u>1,513,757.00</u>	<u>87.11%</u>
Total Expense	<u>2,734,924.03</u>	<u>5,952,340.00</u>	<u>45.95%</u>
	<u>16,931.48</u>		<u>100.0%</u>

19

Port of Brookings Harbor
Check Registers

As of January 31, 2020

1:16 PM
02/05/20
Cash Basis

Type	Num	Date	Name	Memoranda	Debit	Credit	Balance
100 - UNRESTRICTED CASH & EQUIVALENTS							
101 - GENERAL FUND CHECKING & LGIP							
10103 - General Funds Ctg Umpqua 3634							
Bill Pmt -Check		01/11/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		10,991.44	-1,581,479.06
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2VCCB		138.28	-1,581,903.31
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2ZGNK		185.60	-1,742,148.97
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2ZKJH		126.82	-1,742,472.85
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2ZJNJ		144.23	-1,742,599.67
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2Z53H		144.86	-1,742,743.90
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-2Z53K		115.89	-1,742,889.76
Check	DEBIT	01/01/2020	Edward Jones	Employer Contribution 01/01/2020 ConfirmationPW5TV-30097		161.20	-1,743,004.65
Check	DEBIT	01/01/2020	Nationwide Life Insurance	Employer Contribution 01/01/2020 ConfirmationPW5TV-30399		277.20	-1,743,165.85
Check	DEBIT	01/01/2020	TD Ameritrade	Employer Contribution 01/01/2020 ConfirmationPW5TV-30397B		129.75	-1,743,443.05
Check	DEBIT	01/01/2020	US Bank Sep-IRA	Employer Contribution 01/01/2020 ConfirmationPW5TV-300CFJ		168.62	-1,743,572.80
Check	DEBIT	01/03/2020	ADP	Employer Contribution 01/01/2020 ConfirmationPW5TV-30H2B		302.90	-1,744,044.32
Check	DEBIT	01/02/2020	Elavon	Advice of Debit #548494314ezLaborManager(ADP 300 Timeclock		101.45	-1,744,145.77
Check	DEBIT	01/02/2020	Elavon	DECEMBER 2019 MERCHANT SERVICE FEE ACCT#316		744.92	-1,744,890.69
Check	DEBIT	01/02/2020	Elavon	DECEMBER 2019 MERCHANT SERVICE FEE ACCT#873 Ventiek Boat Launch		26.53	-1,744,917.22
Check	DEBIT	01/02/2020	Elavon	DECEMBER 2019 MERCHANT SERVICE FEE ACCT#802		393.36	-1,745,310.58
Check	DEBIT	01/02/2020	Elavon	DECEMBER 2019 MERCHANT SERVICE FEE ACCT#851		312.07	-1,745,622.65
Sales Tax Paym...		01/02/2020	Oregon Lodging Tax	BIN: 0294055-3 Confirmation #0-680-832-512		1,156.56	-1,746,779.21
Bill Pmt -Check		01/18/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		16,480.98	-1,763,260.19
Check	DEBIT	01/15/2020	ADP	Advice of Debit 549751703 Payroll Date: 01/01/2020		133.81	-1,763,394.00
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-79NYQ		145.72	-1,763,539.72
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78K0L		185.76	-1,763,725.48
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78NND		126.23	-1,763,851.71
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78RS5		290.78	-1,764,142.49
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78V8X		146.21	-1,764,288.70
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78YMS		104.71	-1,764,393.41
Check	DEBIT	01/15/2020	Edward Jones	Employer Contribution 01/15/2020 ConfirmationXPPL-78ZKS		159.93	-1,764,553.34
Check	DEBIT	01/15/2020	Nationwide Life Insurance	Employer Contribution 01/15/2020 ConfirmationXPPL-785H9		277.20	-1,764,830.54
Check	DEBIT	01/15/2020	TD Ameritrade	Employer Contribution 01/15/2020 ConfirmationXPPL-788BX		129.16	-1,764,959.70
Check	DEBIT	01/15/2020	US Bank Sep-IRA	Employer Contribution 01/15/2020 ConfirmationXPPL-78CHY		191.14	-1,765,150.84
Bill Pmt -Check		01/21/2020	Pliny Bowes, Inc.	Employer Contribution 01/15/2020 ConfirmationXPPL-78CN56		302.90	-1,765,453.74
Check	DEBIT	01/24/2020	ADP	Power Postage Acct# 8000-9000-0324-9186		300.00	-1,765,753.74
Check	DEBIT	01/29/2020	ADP	Advice of Debit 549464179 Payroll Date: 01/15/2020		136.04	-1,765,889.78
Check	DEBIT	01/29/2020	Edward Jones	Advice of Debit 549879694 Processing Charges for Year End 2019		136.04	-1,766,025.82
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNMK9Z		141.92	-1,766,167.74
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNHXR		185.32	-1,766,353.06
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNNH4		128.41	-1,766,481.47
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNNR81		159.97	-1,766,641.44
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNNW83		116.73	-1,766,758.17
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YNZ75		144.84	-1,766,902.99
Check	DEBIT	01/29/2020	Edward Jones	Employer Contribution 01/29/2020 ConfirmationZ0S4-YP33V		159.12	-1,767,062.11
Check	DEBIT	01/29/2020	Nationwide Life Insurance	Employer Contribution 01/29/2020 ConfirmationZ0S4-YP66B		277.20	-1,767,339.31
Check	DEBIT	01/29/2020	TD Ameritrade	Employer Contribution 01/29/2020 ConfirmationZ0S4-YPR2Q		128.28	-1,767,467.59
Check	DEBIT	01/29/2020	US Bank Sep-IRA	Employer Contribution 01/29/2020 ConfirmationZ0S4-YPH3N		178.10	-1,767,645.69
Check	DEBIT	01/31/2020	ADP	Employer Contribution 01/29/2020 ConfirmationZ0S4-YPLJ4		302.90	-1,767,948.57
General Journal	DEBIT 01/02	01/02/2020		Advice of Debit #550694099 ezLaborManager(ADP 300 Timeclock		101.45	-1,768,050.02
General Journal	DEBIT 01/02	01/02/2020		Transfer to Debt Service Fund for Travelit Payment		4,659.00	-1,772,709.02
General Journal	CP 1/2/20	01/22/2020		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71	-1,774,173.73
General Journal	GF 1/24/20	01/23/2020		PAY NO. 1543779 SPWF REQ-2 Port of Brookings Harbor L19003 Draw #2 Doc No. VP072640		78,764.00	-1,852,937.73
General Journal	PAY 1/1/20	01/12/2020		Transfer to Capital Projects for payments EMC inv#91009-1967		100,000.00	-1,952,937.73
General Journal	PAY 1/15/20	01/15/2020		Transfer \$100,000 from Umpqua Bank to LGIP - General Funds		15,536.63	-1,968,474.36
General Journal	PAY 1/29/20	01/29/2020		Rec 01/01/2020 payroll		17,290.17	-1,985,764.53
General Journal	TAX 1/1/20	01/01/2020		Rec 01/15/2020 payroll		16,049.52	-2,001,814.05
General Journal	TAX 1/15/20	01/15/2020		Rec 01/01/2020 payroll		6,454.32	-2,008,268.37
General Journal	TAX 1/29/20	01/29/2020		Rec 01/15/2020 payroll		6,935.36	-2,015,203.73
General Journal	USCG 1/20	01/23/2020		Rec 01/29/2020 payroll		6,553.67	-2,021,757.40
Sales Tax Paym...	9649	01/08/2020	Curry County TLT	JAN 2020 USCG LEASE Pmt	923.24		-2,022,680.64
Check	9650	01/08/2020	Spoorthaven's Marina	Curry County Lodging Tax 4th Qtr 2019		4,487.72	-2,027,168.36
Bill Pmt -Check	9651	01/08/2020	BOARDWALK MAIL SERVICE	Return for January 2020 lease pmt	858.43		-2,027,806.79
Bill Pmt -Check	9652	01/08/2020	Curry Equipment	Sent broken door frame from ECR3713 - 2019 Club Car Cart for warranty repair	4.42		-2,027,811.21
				Account# 1052 Equip Repair & Maint. Supplies	83.95		-2,027,895.16

20

Port of Brookings Harbor
Check Registers
As of January 31, 2020

1:16 PM
02/05/20
Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Bill Pmt - Check	9653	01/09/2020	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		4,926.39	-1,878,575.09
Bill Pmt - Check	9654	01/09/2020	Freeman Rock, Inc.	60 Tons 2" OPEN QUARRY ROCK for Gear Storage Roads Repair		1,389.10	-1,879,964.19
Bill Pmt - Check	9655	01/08/2020	Harbor Sanitary District	DECEMBER 2019 Sanitary Bill		3,255.80	-1,883,219.99
Bill Pmt - Check	9656	01/08/2020	Quill Corporation	ACCT #1932158 Office Supplies		237.80	-1,883,457.79
Bill Pmt - Check	9657	01/08/2020	South Coast Knight Security	Security Patrol		2,610.00	-1,886,067.79
Bill Pmt - Check	9658	01/09/2020	Spec Dist Assoc of OR- Healthcare	Customer # : 03-0016414 - HEALTHCARE PREMIUM		7,798.11	-1,893,865.90
Bill Pmt - Check	9659	01/09/2020	Wes' Towing	TOW/TRANSPORT Boat Registration # OR727YD & RV License #R671965 at Basin 2 to Boaty...		225.00	-1,894,090.90
Bill Pmt - Check	9660	01/09/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		863.25	-1,894,954.15
Bill Pmt - Check	9661	01/15/2020	Black Rice & Luna LLP	INVOICE#370 - Attorney Services DECEMBER 2019		221.54	-1,895,885.15
Bill Pmt - Check	9662	01/15/2020	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		221.54	-1,896,106.69
Bill Pmt - Check	9663	01/15/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		776.74	-1,896,731.45
Bill Pmt - Check	9664	01/15/2020	Freeman Rock, Inc.	2" OPEN QUARRY ROCK for Gear Storage Roads Repair		951.36	-1,897,508.19
Bill Pmt - Check	9665	01/15/2020	Harbor Water District P.U.D.	11/20 - 12/19/2019 SERVICE/WATER BILL		6,771.24	-1,898,459.55
Bill Pmt - Check	9666	01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY POLICY		8,771.24	-1,907,230.79
Bill Pmt - Check	9667	01/15/2020	Spec Dist Assoc of Or- TRAINING	ACCT#30999 2020 SDAO Annual Conference Registrations		2,340.00	-1,909,570.79
Bill Pmt - Check	9668	01/23/2020	Gozman Electric, Inc.	Electrical Repairs		109.65	-1,909,680.44
Bill Pmt - Check	9669	01/23/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		114.79	-1,909,795.23
Bill Pmt - Check	9670	01/23/2020	K&K Insurance Group, Inc.	Policy Number: 50206538714071001 Annual Volunteer Insurance Policy		225.00	-1,910,020.23
Bill Pmt - Check	9671	01/23/2020	Tidewater Contractors, Inc.	Customer Code: 0000681 1 1/2" Recycled aggregate for new secure boat storage area		741.16	-1,910,761.39
Bill Pmt - Check	9672	01/23/2020	Workamper News, Inc.	Customer #931481 Water & Supplies		39.00	-1,910,800.39
Check	9673	01/27/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481 Statement Period: 12/24/19-01/23/20		4,493.51	-1,915,293.90
Bill Pmt - Check	9674	01/31/2020	S-H Excavation, LLC	Account #931481 Water & Supplies		187.55	-1,921,588.90
Bill Pmt - Check	9675	01/31/2020	Bi-MART	ACCT # 67601 Electrical Service		9,754.12	-1,921,786.45
Bill Pmt - Check	9676	01/31/2020	Coos-Curry Electric Cooperative, Inc.	Account#1052 Equip Repair & Maint. Supplies		19.16	-1,931,540.57
Bill Pmt - Check	9677	01/31/2020	Curry Equipment	Customer No. 38700 Hardware & Other Supplies		287.80	-1,931,559.73
Bill Pmt - Check	9678	01/31/2020	Del-Cur Supply Co-op	2 IN 1 BRAIDED NYLON ROPE 5/8"		287.80	-1,931,847.53
Bill Pmt - Check	9679	01/31/2020	Englund Marine Supply	Customer No. ORBRK0013 Toiletries & Supplies		750.00	-1,932,597.53
Bill Pmt - Check	9680	01/31/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		301.36	-1,932,898.89
Bill Pmt - Check	9681	01/31/2020	Freeman Rock, Inc.	2" OPEN QUARRY ROCK for Fuel Tank Area Repair		198.36	-1,933,097.25
Bill Pmt - Check	9682	01/31/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		464.42	-1,933,561.67
Bill Pmt - Check	9683	01/31/2020	Gozman Electric, Inc.	Electrical Repairs		578.77	-1,934,140.44
Total 10103 - General Funds Ckg Umpqua 3634							
10105 - General Fund LGIP 6017							
Check	DEBIT	01/02/2020		LGIP Fees for DECEMBER 2019	79,687.24	282,670.15	-1,934,140.44
General Journal	IFA 01/02	01/02/2020		Transfer to IFA Debt Service for 1st QTR 2020 Pmt		0.45	149,254.22
General Journal	RES 01/02	01/02/2020		Transfer to Reserve Fund		24,168.00	149,253.77
General Journal	USDA 01/02	01/02/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment		10,417.00	125,085.77
General Journal	GF 1/24/20	01/24/2020		Transfer \$100,000 from Umpqua Bank to LGIP - General Funds	100,000.00	10,843.00	114,668.77
Total 10105 - General Fund LGIP 6017							
Total 101 - GENERAL FUND CHECKING & LGIP							
10101 - Petty Cash	cash	01/13/2020		Vehicle Title History Fee for abandoned RV license: R671965	100,000.00	45,428.45	203,825.77
Bill Pmt - Check					179,687.24	328,098.60	-1,730,314.67
Total 10101 - Petty Cash							
Total 100 - UNRESTRICTED CASH & EQUIVALENTS							
110 - RESTRICTED CASH & EQUIVALENTS							
104 - RESTRICTED MONEY MKT & CHECKING							
20104 - USDA BOND Umpqua MM 9529							
Total 20104 - USDA BOND Umpqua MM 9529							
30104 - Debt Service Umpqua MM 8627							
Check	DEBIT	01/15/2020		Genie Reach Forklift Loan#747041620 Payment #23		1,464.71	2,503.65
Check	DEBIT	01/22/2020		Customer #107104 Loan#110561 Pmt #39 - 50 BFM#1 Travellit		4,659.00	1,038.94
General Journal	DEBT 01/02	01/02/2020		Transfer to Debt Service Fund for Travellit Payment	4,659.00		-3,620.06
General Journal	DEBT 01/02	01/02/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71		1,038.94
Total 30104 - Debt Service Umpqua MM 8627							
40104 - Capital Projects Umpqua 8018							
General Journal	Draw #2	01/22/2020		PAY NO. 1543779 SPWF REQ-2 Port of Brookings Harbor L 19003 Draw #2 Doc No. VP072640	78,764.00	6,123.71	2,503.65
Total 40104 - Capital Projects Umpqua 8018							
General Journal							
Total 100 - UNRESTRICTED CASH & EQUIVALENTS							

25

Port of Brookings Harbor
Check Registers
As of January 31, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
General Journal	Draw #2	01/22/2020					
General Journal	CP 1/23/20	01/23/2020		PAY NO. 1543779 SPWF REC-2 Port of Brookings Harbor L19003 Draw #2 Doc No. VP072640	4,860.00	76,764.00	-3,039.44
General Journal	USCG 1/20	01/23/2020		Transfer to Capital Projects for payments EMC Inv#91009-1967		923.24	1,820.56
Bill Pmt - Check	252	01/23/2020	EMC-Engineers/Scientists, LLC	JAN 2020 USCG LEASE Pmt		4,860.00	897.32
				11/25/2019 - 1/21/2020-Engineering - Feasibility Study Marine Fuel Dock Station C20193			-3,962.68
				Total 40104 - Capital Projects Umpqua 8018	83,624.00	84,547.24	-3,962.68
				Total 104 - RESTRICTED MONEY MKT & CHECKING	89,747.71	90,670.95	1,052.40
				105 - RESTRICTED LGIP			
				20105 - USDA Bond Fund LGIP 6021			
General Journal	USDA 01/02	01/02/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment	10,843.00		146,368.70
				Total 20105 - USDA Bond Fund LGIP 6021	10,843.00	0.00	32,324.24
				30105 - IFA Debt Service Fund LGIP 6020			
General Journal	IFA 01/02	01/02/2020		Transfer to IFA Debt Service for 1st QTR 2020 Pmt	24,168.00		42,598.14
				Total 30105 - IFA Debt Service Fund LGIP 6020	24,168.00	0.00	42,598.14
				50105 - Reserve Fund LGIP 6018			
General Journal	RES 01/02	01/02/2020		Transfer to Reserve Fund	10,417.00		95,614.32
				Total 50105 - Reserve Fund LGIP 6018	10,417.00	0.00	106,031.32
				Total 105 - RESTRICTED LGIP	45,428.00	0.00	191,796.70
				Total 110 - RESTRICTED CASH & EQUIVALENTS	135,175.71	90,670.95	192,849.10
				TOTAL	314,882.95	418,782.05	-1,537,063.82

Port of Brookings Harbor Expenditures per Vendor January 2020

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
5-R Excavation, LLC				
01/31/2020	5-R Excavation, LLC	12/15/2019-Drill holes for new fence at boat storage, Secured Storage Improvement Project Cha...	1,590.00	1,590.00
01/31/2020	5-R Excavation, LLC	12/20/2019-Dig out and spread rock in new boat storage, Secured Storage Improvement Project C...	2,550.00	4,140.00
01/31/2020	5-R Excavation, LLC	1/6/2020- Grading for Gear Storage Road Grading Project Charges applied to Earthwork Contract...	2,165.00	6,305.00
Total 5-R Excavation, LLC				
BI-MART				
01/31/2020	BI-MART	KNIT WRIST GLOVE	7.94	7.94
01/31/2020	BI-MART	NEOPRENE WADERS	59.99	67.93
01/31/2020	BI-MART	PVC KNEE BOOT	11.47	79.40
01/31/2020	BI-MART	NEOPRENE WADERS	59.99	139.39
01/16/2020	BI-MART	BOTTLED WATER	90.16	181.39
01/31/2020	BI-MART	BOTTLED WATER	90.16	229.55
01/16/2020	BI-MART	WATER EXCH CERT	-42.00	187.55
Total BI-MART				
Black Rice & Luna LLP				
01/15/2020	Black Rice & Luna LLP	12/03/2019-Respond to various e-mail/questions from Gary (Kathy's Mkt, SDIS Agreemine, RV Park L...	95.00	95.00
01/15/2020	Zola's on the Water	12/05/2019 Review Zola's lease comments and respond, send to Gary	38.00	133.00
01/15/2020	Pacific Fishing LLC.:Commercial Stor...	12/06/2019 Review and revise lease amendment for Pacific Fishing LLC	171.00	304.00
01/15/2020	Black Rice & Luna LLP	12/11/2019 Review agenda packet	76.00	380.00
01/15/2020	Black Rice & Luna LLP	12/13/2019 Email Gary regarding abandoned vessel proper notice, prevention and recovery	38.00	418.00
01/15/2020	Zola's on the Water	12/17/2019 Review and comment on revised lease agreement for Zola's on the Water	57.00	475.00
01/15/2020	Black Rice & Luna LLP	12/17/2019 Attend Meeting of Port Commission	266.00	741.00
01/15/2020	Black Rice & Luna LLP	12/17/2019 Travel fee	95.00	836.00
01/15/2020	Zola's on the Water	12/30/2019 Phone call with Tony Mavrides regarding Zola's lease	38.00	874.00
01/15/2020	Zola's on the Water	12/30/2019 Draft estoppel certificate for Sporhaven Marina lease (Zola's on the Water), mails w...	95.00	969.00
01/15/2020	Black Rice & Luna LLP	12/30/2019 Review/revise boatyard salvage items purchaser agreement	38.00	1,007.00
Total Black Rice & Luna LLP				
BOARDWALK MAIL SERVICE				
01/08/2020	BOARDWALK MAIL SERVICE	USPS First Class Pkg Service Ship to: Foursom Golf Cars 2380 National Way Wooburn, OR 97071-...	4.42	4.42
Total BOARDWALK MAIL SERVICE				
CertifiedMailLabels.com				
01/02/2020	CertifiedMailLabels.com	Certified Mail Label Balance Update	300.00	300.00
Total CertifiedMailLabels.com				
CHEVRON				
01/11/2020	CHEVRON	UNLEADED REG for EQ#1110 2007 Chevrolet CK2500 MILEAGE: 134,691	56.02	56.02
01/14/2020	CHEVRON	UNLEADED REG MILEAGE: 4,933.7	52.00	108.02
01/16/2020	CHEVRON	UNLEADED REG MILEAGE: 4217.4	57.00	165.02
01/21/2020	CHEVRON	UNLEADED REG for EQ#1110 2007 Chevrolet CK2500 MILEAGE: 134,713	54.85	219.87
01/24/2020	CHEVRON	UNLEADED REG MILEAGE: 4547.7	58.71	278.58
Total CHEVRON				
Coos-Curry Electric Cooperative, Inc.				
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#65995 ACCT#67601001 (Lower Harbor Rd near B-Sport Dock-Parking Lots/Docks)	47.92	47.92
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80951ACCT#67601002 (Lower Harbor Rd #104) Kathy's Market	86.08	134.00
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90194 ACCT#67601005 (Lower Harbor Rd-B Dock-Sport Dock)	43.13	177.13
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80837 ACCT#67601006 (16340 Lower Harbor Rd-LM - Retail Restroom)	135.78	312.91

**Port of Brookings Harbor
Expenditures per Vendor
January 2020**

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90095 ACCT#67601010 (16340 Lower Harbor Rd Basin #1-Sport Dock A-D)	1,642.74	1,955.65
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#57152 ACCT#67601011 (16374 Lower Harbor Rd -Coast Guard/Boat Launch)	66.24	2,021.89
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#63023 ACCT#67601012 (16370 Lower Harbor Ramp-Sport Transient Dock)	46.29	2,068.18
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80766 ACCT#67601013 (16374 Lower Harbor Rd-Fish Cleaning Station)	51.67	2,119.85
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#69813 ACC#67601014 (16350 Lower Harbor Rd - Event Panel Next to Port Office)	39.29	2,159.14
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90192 ACCT#67601017 (16110 Lower Harbor Rd-Commercial Transient Dock)	273.29	2,432.43
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#57354 ACCT#67601018 (16200 Lower Harbor Rd - Fuel Dock)	107.76	2,540.19
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80814 ACCT#67601019 (16060 Lower Harbor Rd - BU, Front Boat Yard Shop Wall)	297.85	2,838.04
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80923 ACCT#67601020 (16060 Lower Harbor Rd - BU, Front Boat Yard Shop Wall)	138.75	2,976.79
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#65823 ACCT#67601021 (16035 Boat Basin RD-TP, Kite Field)	40.15	3,016.94
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#70929 ACCT#67601022 (16035 Boat Basin RD-RV Park @ Site 43)	214.12	3,231.06
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#66346 ACCT#67601023 (16024 Boat Basin-RR, RV Park back of RV Restroom)	302.25	3,533.31
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#66347 ACCT#67601024 (16035 Boat Basin Rd, RV Park @ Site 13)	82.92	3,616.23
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#66345 ACCT#67601025 (16035 Boat Basin Rd-MH, RV Park back of Office)	297.85	3,914.08
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#66348 ACCT#67601026 (16374 Lower Harbor Rd - RV Park Electric Shed)	423.37	4,337.45
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90092 ACCT#67601027 (Boat Basin-Island DOCKS-Kite Field/Ramp to Docks I-J)	445.91	4,783.36
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#64942 ACCT#67601028 (16011 Boat Basin-Repr Specs, Boat Yard Wall Abutting Sebastians)	195.99	4,979.35
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#64944 ACCT#67601029 (16011 Boat Basin-San Blaster, Boat Yard Back Gate)	62.88	5,042.23
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90094 ACCT#67601031 (16110 Lower Harbor Rd - Seal Cove Realty)	216.76	5,258.99
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90191 ACCT#67601032 (16011 Boat Basin Rd - O&N Docks)	1,458.61	6,717.60
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90193 ACCT#67601033 (16011 Lower Harbor Rd - P&Q Docks)	1,147.89	7,865.49
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80092 ACCT#67601034 (16115 Lower Harbor Rd - BU, Secured Storage.#2 Area)	50.52	7,916.01
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#90093 ACCT#67601035 (16035 Boat Basin Rd-RR, CS Dock C-H)	511.12	8,427.13
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80536 ACCT#67601036 (16350 Lower Harbor Rd #202 - Port Meeting Hall)	101.35	8,528.48
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#0 ACCT#67601040 (MASTER SEP OL PORT COMM-Parking Lot Lights)	574.51	9,102.99
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#69827 ACCT#67601041 (Boat Basin Rd-Event Panel-Kite Field North End)	39.58	9,142.57
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#69892 ACCT#67601042 (16367 Lower Harbor-Vendor)	39.48	9,182.05
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#69814 ACCT#67601044 (16330 Lower Harbor-(Port Office)	280.67	9,462.72
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80857 ACCT#67601044 (16350 Lower Harbor Rd#205) HUNGARY CLAM	56.75	9,519.47
01/31/2020	Coos-Curry Electric Cooperative, Inc.	METER#80382 ACCT#67601052 (16266 Lower Harbor-Freezer Storage - Ice House)	234.65	9,754.12

Total Coos-Curry Electric Cooperative, Inc.

Country Media, Inc.

01/15/2020	Country Media, Inc.	12/13/19 -Invoice#405039 Advertising Notice of Public Meeting The Port of Brookings Harbor Board...	21.83	21.83
01/15/2020	Country Media, Inc.	12/20/19 -Invoice#406045 Advertising Request for Proposal The Port of Brookings Harbor is requ...	43.66	43.66
01/15/2020	Country Media, Inc.	12/24/19 -Invoice#406331 Advertising Notice of Public Meeting The Port of Brookings Harbor Boar...	23.02	66.68
01/15/2020	Country Media, Inc.	12/27/19 -Invoice#407099 Advertising Port of Brookings Harbor is seeking labor and equipment rat...	25.41	92.09
01/15/2020	Country Media, Inc.	12/27/19 -Invoice#407100 Advertising Port of Brookings Harbor is seeking Electrical labor rates ...	25.41	117.50
01/15/2020	Country Media, Inc.	12/27/19 -Invoice#407102 Advertising Port of Brookings Harbor is seeking labor rates on time and ...	30.19	147.69
01/15/2020	Country Media, Inc.	12/27/19 -Invoice#407103 Advertising Request for Proposal The Port of Brookings Harbor is request...	26.61	174.30
01/15/2020	Country Media, Inc.	12/27/19 -Invoice#407104 Advertising Port of Brookings Harbor is seeking labor and equipment rate...	21.83	196.13
01/15/2020	Country Media, Inc.		25.41	221.54

Total Country Media, Inc.

Curry Equipment

01/08/2020	Curry Equipment	SHARPEN 16 AND UNDER	32.00	32.00
01/08/2020	Curry Equipment	RAKER GRIND	8.00	40.00
01/08/2020	Curry Equipment	WALBRO PRIMER ASSY	8.95	48.95
01/08/2020	Curry Equipment	MINIMUM SHOP CHARGE	35.00	83.95
01/31/2020	Curry Equipment	SLEEVE for Stihl Power Heads	19.16	103.11

Total Curry Equipment

Curry Transfer & Recycling

01/08/2020	Curry Transfer & Recycling	Brookings Transfer Site 1203/19	11.25	11.25
------------	----------------------------	---------------------------------	-------	-------

24

**Port of Brookings Harbor
Expenditures per Vendor
January 2020**

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
01/08/2020	Curry Transfer & Recycling	ACCT#2434-002 6 Yds Weekly 12/1/19-12/31/19	1,779.86	1,791.11
01/08/2020	Curry Transfer & Recycling	ACCT#2434-002 Gate Commercial 12/1/19-12/31/19	7.45	1,798.56
01/08/2020	Curry Transfer & Recycling	ACCT#2434-002 Recycle Charge Comm 12/1/19-12/31/19	21.07	1,819.63
01/08/2020	Curry Transfer & Recycling	ACCT#2434-009 Auto Lock Charge 12/1/19-12/31/19	12.96	1,832.59
01/08/2020	Curry Transfer & Recycling	ACCT#2434-009 6 Yds Weekly 12/1/19-12/31/19	1,779.86	3,612.45
01/08/2020	Curry Transfer & Recycling	ACCT#2434-009 6 Yds Weekly 12/1/19-12/31/19	222.48	3,834.93
01/08/2020	Curry Transfer & Recycling	Yardage Frontload 341070RBrastr	16.79	3,851.72
01/08/2020	Curry Transfer & Recycling	ACCT#2434-012 5 Yds Eow 12/1/19-12/31/19	381.02	4,232.74
01/08/2020	Curry Transfer & Recycling	ACCT#2434-012 Auto Lock Charge 12/1/19-12/31/19	4.32	4,237.06
01/08/2020	Curry Transfer & Recycling	ACCT#2434-013 3 Yds Weekly 12/1/19-12/31/19	453.72	4,690.78
01/08/2020	Curry Transfer & Recycling	Acct#2434-014 3 Yds Eow 12/1/19-12/31/19	235.61	4,926.39
Total Curry Transfer & Recycling				
Del-Cur Supply Co-op				
01/31/2020	Del-Cur Supply Co-op	2" ORENCO GROMMET	27.90	27.90
01/31/2020	Del-Cur Supply Co-op	1 1/2" ORENCO GROMMET	17.90	45.80
01/31/2020	Del-Cur Supply Co-op	FREIGHT CHARGE PLUMBING	10.00	55.80
01/31/2020	Del-Cur Supply Co-op	3" SCH 40 ELEC CONDUIT 10' STK	160.00	215.80
01/31/2020	Del-Cur Supply Co-op	3" 90X36" COND SWEEP	72.00	287.80
Total Del-Cur Supply Co-op				
Dish Network				
01/24/2020	Dish Network	RV PARK DISH NETWORK 01/08/20 - 02/07/2020	571.24	571.24
Total Dish Network				
DMV Driver & Motor Vehicle Services				
01/13/2020	DMV Driver & Motor Vehicle Services	Vehicle Title History Fee for abandoned RV license: R671965	22.50	22.50
Total DMV Driver & Motor Vehicle Services				
Dollar Tree				
01/08/2020	Dollar Tree	BWL SPRAY	2.00	2.00
01/08/2020	Dollar Tree	AIRWICK	2.00	4.00
01/08/2020	Dollar Tree	TAB DIVIDERS	16.00	20.00
Total Dollar Tree				
EMC-Engineers/Scientists, LLC				
01/23/2020	EMC-Engineers/Scientists, LLC	11/25/2019 - 1/21/2020: POBH Fixed Dock sheet steel wall and fill design, associated budgeting (-...	4,860.00	4,860.00
Total EMC-Engineers/Scientists, LLC				
Englund Marine Supply				
01/24/2020	Englund Marine Supply	2 IN 1 BRAIDED NYLON ROPE 3/4" tax	882.00	882.00
01/24/2020	Englund Marine Supply	2 IN 1 BRAIDED NYLON ROPE 5/8"	66.15	948.15
01/31/2020	Englund Marine Supply		750.00	1,698.15
Total Englund Marine Supply				
Fastenal Industrial Supplies				
01/15/2020	Fastenal Industrial Supplies	800'BwntPprTwrRoll	78.77	78.77
01/15/2020	Fastenal Industrial Supplies	800'BwntPprTwrRoll	26.26	105.03
01/15/2020	Fastenal Industrial Supplies	Pat Waste Bag Roll	379.35	484.38
01/15/2020	Fastenal Industrial Supplies	Pat Waste Bag Roll	126.45	610.83
01/15/2020	Fastenal Industrial Supplies	KnuckleWovenBnd 40Ct	10.45	621.28
01/15/2020	Fastenal Industrial Supplies	KnuckleWovenBnd 40Ct	3.48	624.76

**Port of Brookings Harbor
Expenditures per Vendor
January 2020**

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
01/23/2020	Fastenal Industrial Supplies	1/2 USS FW Galv	12.09	636.85
01/23/2020	Fastenal Industrial Supplies	1/2 USS FW Galvaniz	102.70	739.55
01/31/2020	Fastenal Industrial Supplies	1/2" -13 GALV FINISHED HEX NUT	19.71	759.26
01/31/2020	Fastenal Industrial Supplies	1/2" -13 X 12" GALV FINISHED HEX BOLT	161.92	921.18
01/31/2020	Fastenal Industrial Supplies	1/2" GALV FINISH SPLIT LOCK WASHER	6.87	928.05
01/31/2020	Fastenal Industrial Supplies	1/2"x2" oxd1/4" GALV FINISH STEEL SQUARE WASHER	112.86	1,040.91
Total Fastenal Industrial Supplies				
1,040.91				
FRED MEYER				
01/07/2020	FRED MEYER	UNLEADED REG EO#1108 2017 F250 Ford Truck MILEAGE: 15,489	71.03	71.03
01/21/2020	FRED MEYER	UNLEADED REG MILEAGE: 15,679	70.19	141.22
01/29/2020	FRED MEYER	BULK PROPANE	27.80	169.02
Total FRED MEYER				
169.02				
Freeman Rock, Inc.				
01/08/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44323	330.48	330.48
01/08/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44323	332.10	662.58
01/08/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44323	324.41	986.99
01/08/2020	Freeman Rock, Inc.	BROOKINGS DELIVERY ZONE 01	402.11	1,389.10
01/15/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44381	319.14	1,674.64
01/09/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44381	319.14	1,708.24
01/15/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44384	297.68	1,974.59
01/09/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44384	297.68	2,005.92
01/15/2020	Freeman Rock, Inc.	BROOKINGS DELIVERY ZONE 01	251.30	2,032.37
01/15/2020	Freeman Rock, Inc.	BROOKINGS DELIVERY ZONE 01	251.30	2,257.22
01/09/2020	Freeman Rock, Inc.	BROOKINGS REBATE	-91.38	2,230.77
01/09/2020	Freeman Rock, Inc.	BROOKINGS REBATE	-91.38	2,197.17
01/09/2020	Freeman Rock, Inc.	BROOKINGS REBATE	-91.38	2,165.84
01/31/2020	Freeman Rock, Inc.	BRK 2" OPEN QUARRY 44477	140.94	2,306.78
01/31/2020	Freeman Rock, Inc.	BROOKINGS DELIVERY ZONE 01	57.42	2,364.20
Total Freeman Rock, Inc.				
2,364.20				
Frontier 541-412-7930-102902-5				
01/16/2020	Frontier 541-412-7930-102902-5	Fuel Dock Account#541-412-7930-102902-5 Service 12/28/19-1/27/2020	41.38	41.38
Total Frontier 541-412-7930-102902-5				
41.38				
Frontier 541-469-5867-121516-5				
01/22/2020	Frontier 541-469-5867-121516-5	Service 1/1/2020 - 1/31/2020 at Beachfront RV Park (Phone & Internet)	73.91	73.91
Total Frontier 541-469-5867-121516-5				
73.91				
Gold Beach Lumber Yard, Inc.				
01/31/2020	Gold Beach Lumber Yard, Inc.	1x6x6' PREM DECAR FENCE D/E	249.50	249.50
01/31/2020	Gold Beach Lumber Yard, Inc.	2X4X8 PRESSURE TREATED DOUGLAS FIR	107.04	356.54
01/31/2020	Gold Beach Lumber Yard, Inc.	2X4X10 PRESSURE TREATED DOUGLAS FIR	107.88	464.42
Total Gold Beach Lumber Yard, Inc.				
464.42				
Gowman Electric, Inc.				
01/23/2020	Gowman Electric, Inc.	1/15/2020- Changed 125A breaker at the RV Park Charges applied to Electrical Contract	85.00	85.00
01/23/2020	Gowman Electric, Inc.	Job Materials Charges applied to Electrical Contract	24.65	109.65
01/31/2020	Gowman Electric, Inc.	1/21/2020- Changed 30A receptacle at B2 P-g Charges applied to Electrical Contract	85.00	194.65
01/31/2020	Gowman Electric, Inc.	1/28/2020- Job Material - Concrete junction box for boat storage yard. Charges applied to Elect...	493.77	688.42

Port of Brookings Harbor Expenditures per Vendor January 2020

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
Total Gowman Electric, Inc.				
	Harbor Sanitary District			688.42
01/08/2020	Harbor Sanitary District	1403C Port of Brookings Harbor Meter #30150 Catalyst Sealfood	236.34	236.34
01/08/2020	Harbor Sanitary District	1723C Port of Brookings Harbor Meter#03085000 (RV PARK)	256.39	492.73
01/08/2020	Harbor Sanitary District	1724C Port of Brookings Harbor Westside R/R Meter#30750 (KITE FIELD/CS DOCKS)	93.07	585.80
01/08/2020	Harbor Sanitary District	1725C Port of Brookings Harbor OLD FERREL GAS Meter#302 (CHETCO MARINE)	102.00	687.80
01/08/2020	Harbor Sanitary District	1757C Port of Brookings Harbor METER#02200000 (BOAT LAUNCH/FISH STATION)	322.94	1,010.74
01/08/2020	Harbor Sanitary District	1759C Port of Brookings Harbor 4M TACKLE/PORT SHOP (BOAT YARD)	51.00	1,061.74
01/08/2020	Harbor Sanitary District	1771C Port of Brookings Harbor Meter#22100 (ZOLAS)	144.90	1,206.64
01/08/2020	Harbor Sanitary District	1837C METER#02220000 (MAIN RETAIL CENTER)	1,499.32	2,705.96
01/08/2020	Harbor Sanitary District	1861C Port of Brookings Harbor/16011 Lower Harbor Road- Pacifica Boat Basin LLC	276.98	2,982.94
01/08/2020	Harbor Sanitary District	1911C Port of Brookings Harbor HALLMARK	33.14	3,016.08
01/08/2020	Harbor Sanitary District	2024C Port of Brookings Harbor FUEL DOCK	33.14	3,049.22
01/08/2020	Harbor Sanitary District	2026C Port of Brookings Harbor PUBLIC DOCKS (SPORT DOCKS)	33.14	3,082.36
01/08/2020	Harbor Sanitary District	2041C Port of Brookings Harbor Meter#22450 BOAT SHOP	33.14	3,115.50
01/08/2020	Harbor Sanitary District	2068C Port of Brookings Harbor/BC Fisheries Meter#226	140.30	3,255.80
Total Harbor Sanitary District				
Harbor Water District P.U.D.				
01/15/2020	Harbor Water District P.U.D.	ACCT#02200000 PORT (SPORT BASIN/LAUNCH RAMPS/FISH STATIONS)	78.50	78.50
01/15/2020	Harbor Water District P.U.D.	ACCT#02220000 16330 LOWER HARBOR ROAD (PORT OFFICE/BOARDWALK)	203.18	281.68
01/15/2020	Harbor Water District P.U.D.	ACCT#02245000 BASIN#7 (DOCKS/BOATWASH)	106.58	388.26
01/15/2020	Harbor Water District P.U.D.	ACCT#02245002 16288 LOWER HARBOR ROAD (BOAT/REPAIR SHOP)	31.68	419.94
01/15/2020	Harbor Water District P.U.D.	ACCT#02250000 16278 LOWER HARBOR ROAD (BC FISHERIES)	26.40	446.34
01/15/2020	Harbor Water District P.U.D.	ACCT#03012501 16266 LOWER HARBOR ROAD (BROOKINGS HARBOR ICE & Bornstein)	124.50	570.84
01/15/2020	Harbor Water District P.U.D.	ACCT#03015200 LOWER HARBOR ROAD (YARD SHOP)	26.00	596.84
01/15/2020	Harbor Water District P.U.D.	ACCT#03025000 LOWER HARBOR ROAD (COMMERCIAL RESTROOMS)	30.98	627.82
01/15/2020	Harbor Water District P.U.D.	ACCT#03030000 LOWER HARBOR ROAD (COMMERCIAL DOCK)	126.04	753.86
01/15/2020	Harbor Water District P.U.D.	ACCT#03070000 PORT (BOAT YARD)	26.00	779.86
01/15/2020	Harbor Water District P.U.D.	ACCT#03075000 PORT (KITE FIELD RESTROOM)	26.00	805.86
01/15/2020	Harbor Water District P.U.D.	ACCT#03080000 WEST SIDE DOCK (COMMERCIAL SPORT DOCKS)	832.66	1,638.52
01/15/2020	Harbor Water District P.U.D.	ACCT#03085000 BOAT BASIN ROAD (BEACHFRONT RV PARK)	35.60	1,674.12
01/15/2020	Harbor Water District P.U.D.		83.10	1,757.22
Total Harbor Water District P.U.D.				
K&K Insurance Group, Inc.				
01/23/2020	K&K Insurance Group, Inc.	Annual Renewal Volunteer Insurance Policy #6AGP 0000006417001	225.00	225.00
Total K&K Insurance Group, Inc.				
Kerr's Ace Hardware Inc				
01/31/2020	Kerr's Ace Hardware Inc	TOILET SEAT ELING PREM WH	19.99	12.78
01/31/2020	Pithitude	FILTER AIR PLEAT 20X20X1	9.98	19.16
Total Kerr's Ace Hardware Inc				
Microsoft				
01/06/2020	Microsoft	Office 365 Home Annual Subscription for Gary's Computer	99.99	99.99
Total Microsoft				
My Parking Permit				
01/10/2020	My Parking Permit	Custom Parking Hang Tags, 5"x3"	149.50	149.50

Port of Brookings Harbor Expenditures per Vendor January 2020

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
	Total My Parking Permit			149.50
	Pitney Bowes, Inc.			
01/21/2020	Pitney Bowes, Inc.	Postage Re-Set 12/17/2019	300.00	300.00
	Total Pitney Bowes, Inc.			300.00
	Quill Corporation			
01/08/2020	Quill Corporation	BINDER CLIPS, MINI, 1/4" CAPACITY, 12/BOX	7.74	7.74
01/08/2020	Quill Corporation	4" 3-RING D-RING VIEW BINDER, BLACK	119.94	127.68
01/08/2020	Quill Corporation	#9 DOUBLE WINDOW SECURITY ENVELOPES	83.18	210.86
01/08/2020	Quill Corporation	HANGING FOLDER TABS, 3.5" X 26.5", CLEAR, 25/PACK	26.94	237.80
	Total Quill Corporation			237.80
	Renprep Enterprise/Fidelis Screening			
01/02/2020	Gardner, Fletcher	Background Check for Moorage Application	19.95	19.95
01/02/2020	McLennan, Cody	Background Check for Moorage Application	39.90	59.85
01/02/2020	Swigert, Trenton	Background Check for Moorage Application	19.95	79.80
01/02/2020	Todd, Hank	Background Check for Moorage Application	19.95	99.75
	Total Renprep Enterprise/Fidelis Screening			99.75
	RezStream			
01/02/2020	RezStream	Booking Engine - Monthly Billing 12/1/19-12/31/19	149.00	149.00
	Total RezStream			149.00
	SimpliSafe			
01/28/2020	SimpliSafe	Support for Port Office Alarm System SUPPORT January 2020	14.99	14.99
	Total SimpliSafe			14.99
	South Coast Knight Security			
01/08/2020	South Coast Knight Security	Charges applied to Security Contract 2 Hours of Vehicle/Foot Patrols of Entire Port of Brooki...	887.40	887.40
01/08/2020	South Coast Knight Security	Charges applied to Security Contract 2 Hours of Vehicle/Foot Patrols of Entire Port of Brooki...	861.30	1,748.70
01/08/2020	South Coast Knight Security	Charges applied to Security Contract 2 Hours of Vehicle/Foot Patrols of Entire Port of Brooki...	861.30	2,610.00
	Total South Coast Knight Security			2,610.00
	Spec Dist Assoc of OR- Healthcare			
01/08/2020	Spec Dist Assoc of OR- Healthcare	HealthCare Premium - Employer Paid	6,518.05	6,518.05
01/08/2020	Spec Dist Assoc of OR- Healthcare	Dental Premium - Employer Paid	566.06	7,084.11
01/08/2020	Spec Dist Assoc of OR- Healthcare	Life Premium - Employer Paid	26.07	7,110.18
01/08/2020	Spec Dist Assoc of OR- Healthcare	Short Term Premium - Employer Paid	53.46	7,163.64
01/02/2020	Spec Dist Assoc of OR- Healthcare	HealthCare Premium - Dependent - Travis Webster	634.47	7,798.11
01/02/2020	Spec Dist Assoc of OR- Healthcare	HealthCare Premium - Dependent - Travis Webster	634.47	8,432.58
01/08/2020	Spec Dist Assoc of OR- Healthcare	HealthCare Premium - Dependent - Travis Webster	634.47	9,067.05
	Total Spec Dist Assoc of OR- Healthcare			9,067.05
	Spec Dist Assoc of OR- Prop & Cas			
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	General Liability Contribution \$52,670 (less Best Practices Credit \$5,267) and less Multi-Line D...	3,779.58	3,779.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Liability - Vehicle EQ#1102 1996 Chevrolet 2500 Lift Gate	15.25	3,794.83
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Liability - Vehicle EQ#1108 2017 F250 Ford Truck	15.92	3,810.75
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Liability - Vehicle EQ#1109 2019 Ford F-150	15.92	3,826.67
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Liability - Vehicle EQ#1110 2007 Chevrolet CK2500	15.92	3,842.59
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Liability - Vehicle EQ#1117 2018 F150 Ford Truck	15.92	3,858.51
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Non-owned and Hired Auto Liability	14.58	3,873.09

28

9:06 AM
02/13/20
Cash Basis

Port of Brookings Harbor Expenditures per Vendor January 2020

Date	Name	Memo	Original Amount	Balance
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Auto Physical Damage-Marina	49.58	3,922.67
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Hired Auto Physical Damage	11.42	3,934.09
01/15/2020	Chetco Sealfood/Bill Goergen	16414P101767W-Property Contribution-District Facility - 16182 Lower Harbor Rd - Restaurant/Catal...	89.33	4,023.42
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102411W-Property Contribution-District Facility - 16035 Boat Basin Rd - Public Fishing Pier	97.00	4,120.42
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102413W-Property Contribution-District Facility - 16340 Lower Harbor Rd - Concrete Boardwalk	158.67	4,279.09
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102407W-Property Contribution-District Facility - 16340 Lower Harbor Rd - Pump Out Station #1	5.33	4,284.42
01/15/2020	Mountain View Custom Cycles	16414P75374W-Property Contribution-District Facility - Retail- Motorcycle Shop, Tattoo Parlor	34.25	4,318.67
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102408W-Property Contribution-District Facility - 16230 Lower Harbor Rd - Pump Out Station #2	5.33	4,324.00
01/15/2020	BC Fisheries LLC	16414P10715-Property Contribution - District Facility - 16263 Lower Harbor Rd - BC Fisheries Dock	318.00	4,642.00
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102409W-Property Contribution - District Facility - 16263 Lower Harbor Rd - Receiving Doc...	347.33	4,989.33
01/15/2020	Boat Shop & More, LLC	16414P8186P-Property Contribution-District Facility - 16282 Lower Harbor Rd -Boat Shop	37.25	5,026.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P75442W-Property Contribution-District Facility - 16330 Lower Harbor Road - Port Office	39.58	5,066.16
01/15/2020	CBN Enterprises/Barbara C	16414P10205W-Property Contribution-District Facility - 16364 Lower Harbor Rd - CBN Enterprises	33.50	5,099.66
01/15/2020	Zola's Pizzeria	16414P75372W-Property Contribution-District Facility - 16342 Lower Harbor Rd - Zola's Pizzeria	48.67	5,148.33
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P6231P-Property Contribution-District Facility - 16374 Lower Harbor Rd - Docks Basin 1	430.83	5,579.16
01/15/2020	Pacific Ocean Harvesters LLC	16414P75376W-Property Contribution-District Facility - 16372 Lower Harbor Rd - Retail Sealood Market	64.17	5,643.33
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P100790W-Property Contribution-District Facility - 16374 Lower Harbor Rd - Crabbing Dock	9.25	5,652.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P979-Property Contribution-District Facility - 16340 Lower Harbor Rd - Wooden Boardwalk	287.67	5,940.25
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P980-Property Contribution-District Facility - 16340 Lower Harbor Rd - Comm Retail #1	163.50	6,103.75
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P981-Property Contribution-District Facility - 16350 Lower Harbor Rd - Comm Retail #2	164.75	6,268.50
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P5051-Property Contribution-District Facility - 16110 Lower Harbor Rd - Docks Basin 2	611.17	6,879.67
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P978-Property Contribution-District Facility - 16408 Lower Harbor Rd - Fish Cleaning Station	7.42	6,887.09
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P974-Property Contribution-District Facility - 16035 Boat Basin Road - Restroom - RV Park S...	3.25	6,890.34
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P984-Property Contribution-District Facility - 16408 Lower Harbor Rd - Restroom #1, New Boa...	15.50	6,905.84
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P985-Property Contribution-District Facility - 16110 Lower Harbor Rd - Restroom #2, Basin 2	32.58	6,938.42
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P983-Property Contribution-District Facility - 16408 Lower Harbor Rd - Restroom #4, by Comm...	21.08	6,959.50
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P986-Property Contribution-District Facility - 16408 Lower Harbor Rd - Restroom #4, by Comm...	26.75	6,986.25
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P8189-Property Contribution-District Facility - 16060 Lower Harbor Rd - Shop/Warehouse	175.33	7,161.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P5050-Property Contribution-District Facility - Lower Harbor Rd - Shop/Warehouse	124.83	7,286.41
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102410W-Property Contribution-District Facility - 16408 Lower Harbor Rd - Boat Launch Pay ...	2.67	7,289.08
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	16414P102412W-Property Contribution-District Facility - 16408 Lower Harbor Rd - Boat Launch Ramps	84.50	7,373.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment Digitalway 48 Channel Headend System - Beachfront RV Park	31.17	7,404.75
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment Office/Small Tools, Miscellaneous	20.50	7,425.25
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	RV Power Equipment System - Beachfront RV Park	111.25	7,536.50
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3701 - 2013 Doosan Forklift	28.25	7,564.75
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3705 Port Work Boat	11.17	7,575.92
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3707 Ride-On Lawn Mower	8.33	7,584.25
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3710 - 2018 Genie Variable Reach Forklift	161.33	7,745.58
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3711 Golf Cart - Marina	2.75	7,748.33
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3712 Golf Cart - Marina	2.75	7,751.08
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#3713 Golf Cart - Beachfront RV Park	13.08	7,764.16
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Property Contribution-Equipment EQ#4605 - 50 BFM II Marine Travelift Mobile Boat Hoist	360.50	8,124.66
01/15/2020	Bornstein Seafoods Inc	Property Contribution-Equipment Hoist Installed 2012 - Bornstein	74.58	8,199.24
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Earthquake Contribution	329.33	8,528.57
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Flood Coverage Contribution	157.42	8,685.99
01/15/2020	Spec Dist Assoc of OR- Prop & Cas	Crime Coverage Contribution	85.25	8,771.24
	Total Spec Dist Assoc of OR- Prop & Cas		8,771.24	
	Spec Dist Assoc of Or - TRAINING			
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration - Danielle	230.00	230.00
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration with Pre-Conference - Gary	330.00	560.00
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration with Pre-Conference - Joe	330.00	890.00
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration - Kim	230.00	1,120.00
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration with Pre-Conference - Roy	330.00	1,450.00
01/15/2020	Spec Dist Assoc of Or - TRAINING	Full Conference Registration with Pre-Conference - Richard	330.00	1,780.00

Port of Brookings Harbor Expenditures per Vendor January 2020

9:06 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
01/15/2020	Spec Dist Assoc of Or -TRAINING	Full Conference Registration with Pre-Conference - Ken	330.00	2,110.00
01/15/2020	Spec Dist Assoc of Or -TRAINING	Full Conference Registration - Travis	230.00	2,340.00
Total Spec Dist Assoc of Or -TRAINING				
Spectrum Business 8752 19 060 0025169				
01/28/2020	Spectrum Business 8752 19 060 0025169	Beachfront RV Park WiFi 01/11/2020-02/10/2020	90.22	90.22
Total Spectrum Business 8752 19 060 0025169				
Spectrum Business 8752 19 060 0226494				
01/22/2020	Spectrum Business 8752 19 060 0226494	Internet for Port Office 01/05/20 - 02/04/20	71.75	71.75
Total Spectrum Business 8752 19 060 0226494				
Stripe				
01/22/2020	Stripe	BBPOS Chipper 2X BT	118.00	118.00
01/22/2020	Stripe	Stripe Terminal Test Card	5.00	123.00
01/22/2020	Stripe	BBPOS Charging Cradle	19.00	142.00
01/22/2020	Stripe	Verifone P400 Card Reader	299.00	441.00
01/22/2020	Stripe	Shipping	16.00	457.00
Total Stripe				
Tidewater Contractors, Inc.				
01/23/2020	Tidewater Contractors, Inc.	CR QR 1 1/2 - 0 RECYCLE ticket#271918	195.16	195.16
01/23/2020	Tidewater Contractors, Inc.	CR QR 1 1/2 - 0 RECYCLE ticket#271919	179.06	374.22
01/23/2020	Tidewater Contractors, Inc.	CR QR 1 1/2 - 0 RECYCLE ticket#271920	180.74	554.96
01/23/2020	Tidewater Contractors, Inc.	CR QR 1 1/2 - 0 RECYCLE ticket#271921	186.20	741.16
Total Tidewater Contractors, Inc.				
Tyree Oil, Inc				
01/11/2020	Tyree Oil, Inc	DIESEL #2 DYED ULS	10,977.94	10,977.94
01/11/2020	Tyree Oil, Inc	FEDERAL LUST TAX	4.50	10,982.44
01/11/2020	Tyree Oil, Inc	OREGON STATE LOAD FEE	9.00	10,991.44
01/18/2020	Tyree Oil, Inc	DIESEL #2 DYED ULS	16,450.00	27,441.44
01/18/2020	Tyree Oil, Inc	FEDERAL LUST TAX	7.00	27,448.44
01/18/2020	Tyree Oil, Inc	FEDERAL OIL SPILL TAX	14.98	27,463.42
01/18/2020	Tyree Oil, Inc	OREGON STATE LOAD FEE	9.00	27,472.42
Total Tyree Oil, Inc				
VERIZON WIRELESS				
01/01/2020	VERIZON WIRELESS	Monthly Charges 01/02 - 02-01	312.98	13.59
01/22/2020	VERIZON WIRELESS	Monthly Charges 01/02 - 02-01	312.98	312.98
01/01/2020	VERIZON WIRELESS	Equipment Charges	91.49	316.95
01/22/2020	VERIZON WIRELESS	Equipment Charges	91.49	404.47
01/01/2020	VERIZON WIRELESS	Surcharges	-17.94	404.09
01/01/2020	VERIZON WIRELESS	Surcharges	-17.94	390.50
01/01/2020	VERIZON WIRELESS	Surcharges	-17.94	386.53
01/22/2020	VERIZON WIRELESS	Taxes, Governmental Surcharges & Fees	8.80	394.95
01/01/2020	VERIZON WIRELESS	Taxes, Governmental Surcharges & Fees	8.80	395.33
Total VERIZON WIRELESS				
WEEBLY-CHARGE.COM				
01/15/2020	WEEBLY-CHARGE.COM	G Suite for Domain 'Port of Brookings Harbor' website	1,470.00	1,470.00

30

**Port of Brookings Harbor
Expenditures per Vendor
January 2020**

9:09 AM
02/13/20
Cash Basis

Date	Name	Memo	Original Amount	Balance
Total WEEBLY-CHARGE.COM				
Wendy's 01/23/2020	Wendy's	Lunch for Travis & Gary - Out of Town Meetings 1/23/20	19.48	1,470.00
Total Wendy's				
Wes' Towing 01/08/2020	Wes' Towing	TOW/TRANSPORT RV License #R671965 at Basin 2 to Boatyard	125.00	125.00
01/08/2020	Wes' Towing	TOW/TRANSPORT Boat Registration # OR72YD Boat Owner: Scott Vaught Boatyard to CTR for disposal	100.00	225.00
Total Wes' Towing				
Workamper News Inc. 01/23/2020	Workamper News Inc.	Ad for Park Host 12/6/2019	39.00	39.00
Total Workamper News Inc.				
Xerox Capital Services, LLC				
01/08/2020	Xerox Capital Services, LLC	BASE CHARGE - W7970 PRINTER SER BOW-S92355 DECEMBER 2019	483.16	483.16
01/08/2020	Xerox Capital Services, LLC	5806 TOTAL BLACK PRINTS - METER CHARGE 11/21/19 - 12/21/19	40.64	523.80
01/08/2020	Xerox Capital Services, LLC	3321 TOTAL COLOR PRINTS - METER CHARGE 11/21/19 - 12/21/19	234.46	758.26
01/08/2020	Xerox Capital Services, LLC	BASE CHARGE - XEROX PRINTER WC865X DECEMBER 2019	70.14	828.40
01/08/2020	Xerox Capital Services, LLC	836 TOTAL BLACK PRINTS - METER CHARGE 11/23/2019 TO 12/24/2019	21.07	849.47
01/08/2020	Xerox Capital Services, LLC	95 TOTAL COLOR PRINTS - METER CHARGE 11/23/2019 TO 12/24/2019	13.78	863.25
Total Xerox Capital Services, LLC				
TOTAL				94,160.02

31



SAFETY MONTHLY REPORT

Date: February 20, 2020
Period: January 2020
To: Gary Dehlinger, Port Manager
Issued By: Danielle Shepard, Safety Representative

Safety Meetings:

- January 7, Safety Committee Meeting, met with Harbor Fire and Harbor Water regarding fire hydrant locations.
- January 8, All Staff Safety Meeting regarding Harassment & Discrimination policy and training in the workplace and working as a team.
- Next Incident Response Team training will be in March.
- Next safety meeting topic recommendation: Eye and Face Protection.

Employee Accidents:

- Posted OSHA 300A form, showing (5) employee accidents for the year of 2019.
- No known employee accidents reported for January

Accident / Incident Reports:

- (1) Accident/Incidents happened in the month of January.

<u>#</u>	<u>Date</u>	<u>Description of Incident</u>	<u>Location</u>	<u>Corrective Actions</u>
1	1/7/2020	Rainbow sheen from storm drains	Fuel dock	called into Spill Report Center and Coast Guard

Safety Notes:

- Employees filled pot holes to avoid any tripping hazards for walking pedestrians.



HARBORMASTER MONTHLY REPORT

Date: February 20, 2020
Period: January 2020
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Small repairs continue with water leaks, breaker replacement, and cable TV repairs. Port purchased wood and concrete to begin work on broken fences throughout RV park. Port staff also completed potholes at North end of park. A new reservation system has been selected and approved by board. The new system should be up and running by first week of February. A notice has been posted on Beachfront RV website that "As of now there will be no fireworks on the 4th of July".

Occupancy by Month & Year

January	2019	2020	Change	YTD 2019	YTD 2020	Change
RV Park	10.35 %	7.45%	-2.9%	10.35 %	7.45%	-2.9%

Marina

Port has completed about 80% of culvert cleaning by Port office. As discussed in January's meeting, the Port will be requesting another board to board meeting with the County to discuss the current situation with culverts at the Port.

Port staff went through Basin 1 and 2 to check dock bolts, wood, and cleats. Approximately 40 cleats were tightened, moved, or replaced.

Other repairs included a finger rebuild in Basin 1, B dock (40ft finger), and brush removal under the entire boardwalk.

Max Capacity – 512 slips Slips Closed – 14 slips Available Slips – 498 slips

Basin 2 239 slips	Water & Power Available	Basin 1 273 slips	With Power Available	Without Power Available
	17 – 24' slips 1 – 40' slips		4 - 40' slips 0 – 30' slips	7 – 40' slips 15 – 30' slips 116 - slips under 22'

Moorage Renewals by Month

Total Moorage Rentals

January	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational	10	14	4	29	22	-7
Commercial	19	8	-11			
Transient	7	1	-6	7	1	-6

Boat Launches Paid through Launch Machine

January	2019	2020	Change	YTD 2019	YTD 2020	Change
Boat Launch	66	5	-61	66	5	-61

Gear & Boat / Trailer Storage

Weekly inventory of all gear storage, boat storage and trailer storage was completed. New boat storage area is near complete. Rock has been spread throughout area to make ground drivable, and early next month Port staff will move boats around to open more rentable secured storage space. Coos Curry Electric has started to move the electric meter and running new conduit, providing secured storage with approximately 12 storage slips that can provide 30-amp power for an extra fee.

Commercial Receiving Dock

Port staff continues to monitor and inspect receiving docks. Port purchased rock and had earthwork contractor, 5R Construction, grade the gear storage roads. This allowed us to fill big potholes and get the road back to flat where it can be graded. The main dirt/gravel roads that run throughout gear storage will need to be regraded at least on a monthly basis to maintain what we currently have.

Boat Yard

Salvageable parts and gear lists from the abandoned boats are out for sealed bids and are due February 18th at 2:00pm, bids will be publicly open at 2:15pm. Packets of available salvageable items are located at Port Office and on the Port's website. Port staff cleaned up boat yard and organized and cleaned boat stands for future haul outs.

Travel Lift work included 2 boats with various types of maintenance work.
Forklift work included 2 job loading and unloading gear for the commercial fleet.

Billable Services Performed this Month and Boat Yard Inventory

Description	2019	2020	Hours	Change	YTD 2019	YTD 2020	Change
Reach lift (Forklift)	4	2	2.5	-2	4	2	-2
Travel Lift Haul Ins-Outs	2	1	-	-1	2	1	-1

Description	Working	Newly Abandon
Vessels in Boat Yard	3	1

Maintenance Crew

Port maintenance completed 100 work orders for the month of January. Please see attached log for descriptions. Port maintenance completed garbage and debris clean up in gear storage areas that could not be claimed by a gear storage holder. Other work included potholes at North exit of RV park, kite field parking area, and east parking lot of commercial basin 2.

Abandoned Boats (Port Acquired)

- | | |
|--------------------|-------------------------------------|
| 1. Sweet Genevieve | 5. Gypsy Lee |
| 2. Katish | 6. Stella |
| 3. 4 play | 7. Kanygo 289938 |
| 4. No-Yo | 8. Syanna OR727YD (disposed at CTR) |

(1) Lost & Found RV

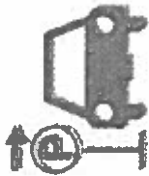
WORK ORDERS LOG
Port Of Brookings Harbor
January 2020

	Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
1	12/30/19	RV Park, Site 93	Hose bib fell off the water spout	Replaced bib	1/2/2020	Sean & Brent	1
2	1/27/19	Boatyard - Travelift	RPMs not increasing properly	Waiting for Marine Travelift to send a new preprogrammed control module	1/2/2020	Brent	2
3	1/2/2020	RV Park	Golf cart has a broken door	Repaired / replaced door	1/2/2020	Brent	3
4	1/2/2020	B1, A Dock	Gate access lock handle is stuck	Repaired lock and handle	1/2/2020	Brent	4
5	1/2/2020	Fuel Dock	Alarm is sounding, sump #2	Pumped catch basin. Alarm clear.	1/2/2020	Brent	5
6	1/2/2020	Fuel Dock Landing	Remove bridge plate & stairs	Removed bridge	1/2/2020	Brent	6
7	1/2/2020	Basin 1, B 25 & 27	Broken whalers on dock	Fixed dock, towed to Basin 1	1/2/2020	Cameron, Shawn & Sean	7
8	1/2/2020	Commercial Storage Area	Vehicles parking in front of entry gate	Put up cones and no parking signs	1/3/2020	Shawn, Cameron & Marian	8
9	1/3/2020	Fuel Dock	#2 sump, at bottom of gangway, is collecting rainwater	Fashioned new lid & sealed sump	1/3/2020	Brent	9
10	1/2/2020	Basin 1, D 21	Check if slip is vacant or occupied	OR044ZN charter boat in slip	1/2/2020	Brent	10
11	12/29/2019	Retail Building #1	Shingles blown off of the roof	Removed & replaced damaged shingles	1/3/2020	Brent	11
12	1/3/2020	Basin 1, A 14	Tie downs are loose, boat is moving	Retied vessel to cleats	1/3/2020	Travis	12
13	1/3/2020	Retail Parking Lot	Culvert clogged with sediment/rock	Dragged chain through culvert. Used shovels and handtools to clean out	1/3/2020	Shawn, Cameron & Marian	13
14	1/3/2020	Basin 2, I & J Gangway	Gate lock handle is malfunctioning	Reprogrammed lock and handle	1/3/2020	Brent	14
15	1/4/2020	Basin 1	Fix Turbidity screen	Done	1/4/2020	Shawn & Marian	15
16	1/4/2020	Basin 1, A 28	Vessel listing; engine 3/4 submerged	Rainwater pumped out by Port	1/5/2020	Shawn & Marian	16
17	1/5/2020	Basin 1, A 2	Vessel listing; tie down line broken	Water pumped out, retied by Port	1/5/2020	Sean & Marian	17
18	1/6/2020	Basin 1 and 2	Debris in harbor and on docks	Cleaned debris from harbor/docks	1/6/2020	Cameron	18
19	1/6/2020	Retail Parking Lot	Culvert clogged with sediment/rock	Dragged chain through culvert. Used shovels and handtools to clean out	1/6/2020	Cameron, Sean & Marian	19
20	1/6/2020	State Farm / Foster Creek	3 inch sewer pipe remains behind State Farm building & along road	Removed pipes and braces that were holding the pipes	1/6/2020	Cameron, Sean & Marian	20
21	1/7/2020	Retail Parking Lot	Culvert clogged with sediment/debris	Dragged chain through culvert. Used shovels and handtools to clean out	1/7/2020	Cameron, Shawn & Sean	21
22	1/7/2020	Boatyard	Get rid of Syrianna boat & trailer	Arranged for Wes's Towing to haul to CTR for disposal	1/7/2020	Brent	22
23	1/6/2020	The Boat Shop	Septic system failed	Cleared/unclogged, adjusted float	1/8/2020	Brent	23
24	1/8/2020	Retail Parking Lot	Culvert clogged with sediment/debris	Dragged chain through culvert. Used shovels and handtools to clean out	1/8/2020	Cameron, Shawn & Sean	24
25	1/9/2020	Fuel Dock	Diesel (slow pump) malfunctioned	Totalizer making sound. Pump is operating. Ryan (Pump Pipe & Tank) suggests letting the situation develop.	1/9/2020	Brent	25
26	1/9/2020	Retail Area	Take down flags	Flags taken down	1/9/2020	Sean	26
27	1/9/2020	Port Vehicles	Update registration/insurance cards	Done	1/9/2020	Brent	27
28	1/9/2020	RV Park	Guest has dead battery	Jumped started the vehicle	1/9/2020	Brent	28
29	1/27/2019	Travelift	RPMs not increasing properly	Installed new control module	1/9/2020	Brent	29
30	1/9/2020	Retail Parking Lot	Culvert clogged with sediment/debris	Dragged chain through culvert. Used shovels and handtools to clean out	1/9/2020	Cameron, Shawn & Sean	30
31	1/10/2020	Basin 2	Wood/debris floating near/on docks	Removed wood/debris & disposed	1/10/2020	Cameron	31
32	1/10/2020	Basin 2	Dock bumpers floating in water	Pulled from water & resecured	1/10/2020	Cameron	32
33	1/8/2020	Basin 1, D 11	Slip needs a triangle	Installed triangle	1/10/2020	Shawn & Cameron	33
34	1/1/2019	Basin 1, F 1 and 2	Slip need a triangles	Installed triangles	1/10/2020	Shawn & Cameron	34
35	1/8/2020	Basin 1, D 33	Triangle near finger is loose	Resecured to finger	1/10/2020	Shawn & Cameron	35
36	1/10/2020	Basin 1, G 3	Slip needs a triangle	Replaced wooden cross braces and triangle	1/10/2020	Shawn & Cameron	36
37	1/10/2020	Fuel Dock	Diesel (slow pump) shutting off	Changed filter, will monitor	1/10/2020	Brent	37
38	1/9/2020	Basin 2, I & J Gangway	Gate lock handle is malfunctioning	Reset lock and handle	1/10/2020	Brent	38
39	1/10/2020	Fish Cleaning Station	Carcasses bin is full	Took waste to Alexander Dairy	1/10/2020	Brent	39
40	1/11/2020	Basin 2, Restroom	Sewer backed up onto floor	Toilet plugged by a spoon, fixed	1/11/2020	Brent	40
41	1/13/2020	Boat Yard	Dock broken at end towards Travelift ramp	Secured dock	1/13/2020	Brent	41
42	1/13/2020	Port Office	No Internet Connection - April's Computer	Fixed and reconnected	1/13/2020	Brent	42
43	1/13/2020	Kenny's Boat Shop	Septic system needs to be sealed	Finished installing gromets	1/13/2020	Brent	43
44	1/13/2020	Boat Yard	Pallets left around Port need to be cleaned up and disposed of	Filled dumpsters with pallets	1/13/2020	Brent & Marian	44
45	1/14/2020	Retail Parking Lot	Remove chain from culvert	Done	1/14/2020	Brent	45

35

46	1/14/2020	RV Park	Electric Breaker, turn on 150 amp and ensure it's not tripping	Completed	1/14/2020	Brent
47	1/14/2020	Travelift	Grease	Completed	1/14/2020	Brent
48	1/14/2020	Indian Memorial	Drain swamp area	Completed	1/14/2020	Brent
49	1/14/2020	Basin 1	Missing numerous cleats on fingers	Added 15 missing cleats. Tightened bolts on other cleats as needed.	1/14/2020	Cameron, Shawn & Sean
50	1/14/2020	Basin 2	Missing numerous cleats on fingers	Added 20 missing cleats. Tightened bolts on other cleats as needed.	1/14/2020	Cameron, Shawn & Sean
51	1/14/2020	Basin 2, slip Q-2	Bow cleat broken from whaler	Replaced cleat with 18" cleat	1/14/2020	Cameron & Shawn
52	1/15/2020	Boat Yard, Oil Dump	Oil dump area is trashed	Dumped oil, broke down buckets, emptied trash	1/15/2020	Sean
53	1/15/2020	Basin 2, slips E 12 & 14	Loose whalers and cleats, finger needs to be removed and rebuilt	Towed dock to Travelift; rebuilt then reinstalled	1/15/2020	Cameron, Shawn & Sean
54	1/16/2020	Fish Cleaning Station	Needs 6" discharge line connected	Completed	1/16/2020	Brent
55	1/16/2020	Retail Area Restroom	Men's side missing lock	New lock installed	1/16/2020	Brent
56	1/16/2020	Meeting Room, suite 202	Move 5 chairs from shop into room	Completed	1/16/2020	Brent
57	1/16/2020	Boat Yard	Trash, debri and dunnage scattered around yard	Cleaned up, organized yard. Stacked usable dunnage into pile.	1/16/2020	Cameron, Shawn & Sean
58	1/17/2020	Retail Area Boardwalk	Need to replace boards	Replaced 2 boards (2x12x20)	1/17/2020	Shawn & Cameron
59	1/17/2020	Boat Yard	Wood dunnage and scrap metal scattered in yard. Rusty boat stands.	Organized dunnage & scrap. Greased approximately 10 boat stands.	1/17/2020	Cameron & Shawn
60	1/21/2020	Retail Area	Mowing and Landscaping needed	Mowed. Landscaped. Trimmed bushes back from buildings & walkways.	1/21/2020	Shawn & Sean
61	1/21/2020	Launch Parking Area	Islands need weeding. Pick up old broken Sporthaven sign.	Done	1/21/2020	Shawn & Sean
62	1/21/2020	Port Lots/Driveways	Potholes need to be filled in	RV Park exit done	1/21/2020	Shawn & Sean
63	1/21/2020	Basin 1	Check triangles	Replaced 5 triangles on E,F&G	1/21/2020	Shawn & Sean
64	1/21/2020	Fuel Dock	Change fiters	All pump filters werer changed	1/21/2020	Brent
65	1/20/2020	RV Park	Channel 4 not working - cable	Reprogrammed receiver	1/21/2020	Brent
66	1/17/2020	RV Park Office	Out of Cable Barrel connectors	Gave stock to Jennifer	1/21/2020	Brent
67	1/21/2020	Port Lots/Driveways	Potholes need to be filled in	Basin 2 lot near restroom, done	1/21/2020	Shawn & Sean
68	1/21/2020	RV Park Office	Security Cameras are down	Power supply failed. Replaced.	1/22/2020	Brent
69	1/22/2020	Basin 1, A 29	Needs cleats	Added cleat	1/23/2020	Brent
70	1/23/2020	BC Fisheries Parking Lot	Lot filling/swamping from rainfall	Cut ditch, drains into catch basin	1/23/2020	Brent
71	1/22/2020	Boat Shop Storage Area	Combo lock seems to be frozen	Lubricated, loosened up, working	1/23/2020	Brent
72	1/23/2020	Port	Monthly septic inspections	Completed	1/23/2020	Brent
73	1/23/2020	Sani Sailor Stations	Monthly inspections	Completed	1/23/2020	Brent
74	1/24/2020	Pac Choice Parking Lot	Unpermitted RV Parked in lot	Given 2 weeks (Jan 16th) to move	1/24/2020	Travis
75	1/24/2020	BC Fisheries Parking Lot	Unpermitted small Trailer in lot	Given 2 weeks (Jan 16th) to move	1/24/2020	Travis
76	1/24/2020	Transient Dock	Bolt out at Haida, missing rub boards	Drove bolt through, added boards	1/24/2020	Shawn & Cameron
77	1/22/2020	Retail Area Boardwalk	Remove vegetation growth underneath Boardwalk	Removed vegetation using handtools	1/24/2020	Cameron, Shawn & Sean
78	1/24/2020	Fish Cleaning Station	Carcasses bin is full	Took waste to Alexander Dairy	1/24/2020	Brent
79	1/24/2020	Fuel Tank Driveway	Tankers slipping in the mud at Exit	2" open spread, done	1/24/2020	Brent
80	1/24/2020	EQ# 3710 Telehandler	Needs fuel	Completed	1/24/2020	Brent
81	1/25/2020	Basin 1, slip C 25	Vessel taking on water	Pump out (billed labor to owner)	1/25/2020	Shawn & Marian
82	1/26/2020	Retail Area	Landscape - Weeds	Sprayed retail area and islands	1/26/2020	Sean
83	1/26/2020	Basin 1	Landscape - Weeds	Weeded along walk way areas	1/26/2020	Marian
84	1/27/2020	Basin 1, C 25	Previously pumped boat taking on water	Contacted owner, will check boat	1/27/2020	Brent
85	1/27/2020	Basin 2, Mens Restroom	TP lock is siezed shut	Cut lock off and replaced	1/27/2020	Brent
86	1/27/2020	Indian Memorial	Contact Harbor Water to mark line	Contacted Herman, will mark line	1/27/2020	Brent
87	1/27/2020	Basin 2, C-D Gangway	Gate lock handle is stuck down	Realigned handle	1/27/2020	Brent
88	1/24/2020	Transient Dock	Haida's piling hoops	Added 1 chain hoop to location	1/27/2020	Cameron & Sean
89	1/24/2020	Basin 1, A 27	Broken bolt on cleat	Removed and replaced cleat	1/27/2020	Cameron & Sean
90	1/27/2020	Transient Dock	Loose bolts and whalers	Added 1 bolt, tightened loose bolts	1/27/2020	Cameron & Sean
91	1/27/2020	Boat Yard Dock	Post 2nd notice on sailboat	Completed	1/27/2020	Brent
92	1/29/2020	Port	Potholes need to be filled in	Filled 28 holes with Asphalt Patch	1/29/2020	Sean & Cameron
93	1/29/2020	Port	Potholes need to be filled in	Filled 10 holes & trench with Patch	1/30/2020	Sean & Cameron
94	1/30/2020	Secured Storage Area	Pick up trash	Completed	1/30/2020	Shawn
95	1/30/2020	BC Fisheries	Landscape - Weeds	Completed	1/30/2020	Shawn
96	1/30/2020	Secured Storage Area	Boats need to be moved for electrical project	Moved boats	1/30/2020	Brent
97	1/29/2020	Boardwalk	Some lights are out on pedestals	Replaced 3 bulbs	1/31/2020	Brent
98	1/29/2020	Retail - Pithitude	Air filters need to be replaced	Completed	1/31/2020	Brent
99	1/31/2020	Indian Memorial	Move large mound of dirt	Completed	1/31/2020	Brent
100	1/31/2020	Basin 2 Parking lots	Potholes need to be filled in	Filled holes (25 bags of asphalt)	1/31/2020	Cameron & Shawn

36



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

3 Feb 2020 8:42:29AM

Date: January 01, 2020 to January 31, 2020

Location: 1 (1)

Location	Terminal	Cash	Visa	MC	Amex	Discover	Smart Card	Debit	Gross Total	Cash Refund	Credit Refund	Total
Date: 2020 / January												
1	VS All Pay	20.05	5.00	0.00	0.00	0.00	0.00	0.00	25.05	0.00	0.00	25.05
Total Sales		20.05	5.00	0.00	0.00	0.00	0.00	0.00	25.05	0.00	0.00	25.05
Grand Totals												
Total Sales		20.05	5.00	0.00	0.00	0.00	0.00	0.00	25.05	0.00	0.00	25.05

37



PORT MANAGER MONTHLY REPORT

Date: February 20, 2020
Period: January 2020
To: Honorable Board President and Harbor District Board Members
Issued By: Gary Dehlinger, Port Manager

Security

South Coast Knight Security and POBH recorded 4 overnight parking violations and 4 no camping on Port properties. January 2020 Security Log attached for your review.

Port Office

Port still waiting on DEQ 1200-Z final approval. DEQ started a public review period January 13, 2020 for this project. Once Port receives final approval, Stormwater Pollution Control Plan will be implemented.

Financial Report includes a new vendor report that will list expenditures with each vendor. Each month the total amount will accumulate for each vendor.

2019 FEMA

FEMA changed the Project Delivery Manager and the new person is reviewing the claims. No other updates to report.

FEMA DR-4432 February 24, 2019 storm damage to slopes, fuel dock ramp and dredging is waiting for final approval. Estimated cost for slope repair is \$755,000.

FEMA DR-4452 April 6, 2019 storm damage to basins sediment is waiting for final approval. Estimated cost for dredging is \$1,770,000 for hauling spoils off site.

SECURITY LOG

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
1	01/04/20	SCKS	No Camping	Commercial Boat Basin	H111071	
2	01/05/20	SCKS	No Camping	Commercial Boat Basin	HD25485	
3	01/10/20	SCKS	Overnight Parking	RV Park	1A038JV	
4	01/10/20	SCKS	Overnight Parking	RV Park	262KYR	
5	01/14/20	SCKS	No Camping	Retail Parking Lot	TDL669	
6	01/20/20	SCKS	Overnight Parking	RV Park	006DYJ	
7	01/22/20	SCKS	Overnight Parking	Retail Parking Lot	BRL2743	
8	01/25/20	SCKS	No Camping	Commercial Boat Basin	UME339	

ACTION ITEM – A

DATE: February 20, 2020
RE: Number of Signatures on Checks
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- March 19, 2019 Board approved reviewing policies and procedures on a biannual schedule. Throughout this year three or four policies are scheduled to be reviewed each month.
- Resolution No. 388 directed Port staff to have two (2) commissioners sign checks drawn from Port accounts.
- I would recommend not changing the policy for two (2) commissioners signing checks.

DOCUMENTS

- Policy & Procedure Review List, 3 pages
- Resolution No. 388 Signatories on Checks, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to continue using same procedure per Resolution No. 388 Signatories on Checks.

**PORT OF BROOKINGS HARBOR
Policy and Procedure List**

2/13/2020

#	Policy or Procedure Description	Resolution No.	Year	Amended Resolutions						Review Date
				No.	Year	No.	Year	No.	Year	
1	By-Laws for Port of Brookings	1	1957							N/A
2	Accounting Procedures	507	2019							N/A
3	Use of All Facilities and Services	123	1982							N/A
4	Port Name Change	152	1987							N/A
5	Personnel Rules - Employee Handbook	531	2020							January 2020
6	Number of Signatures on Checks	388	2006							February 2020
7	Receiving Dock Schedule of Charges and Guidelines	193	1990							February 2020
8	RV Park Rates and Operating Procedures	532	2020							January 2020
9	Public Records Request Policy	466	2017							February 2020
10	Write-Offs Accounts Rec.	478	2017							March 2020
11	Port Ordinance No. 1	No.21, 22, 23 & 24	1988							March 2020
12	Board and Port Staff Conduct Policy	229	1993	447	2015					March 2020
13	Permit for Sales of Fish Products (Vending Facilities)	235	1994							April 2020
14	Permit for Sales of Fish Product Off Boats	238	1994							April 2020
15	Events on Port Properties Permit	533	2020							January 2020
16	Boat & Trailer Storage Agreements	456	2016							April 2020

41

**PORT OF BROOKINGS HARBOR
Policy and Procedure List**

2/13/2020

#	Policy or Procedure Description	Resolution No.	Year	Amended Resolutions						Review Date
				No.	Year	No.	Year	No.	Year	
17	Best Management Practices	469	2017							May 2020
18	Standard Operating Procedures for Security Personnel	273	1996							May 2020
19	Exterior Sign Code	275	1996							May 2020
20	Parking to One Space within a 24 Hour Time Frame	320	1998							June 2020
21	Moorage Waiting List Fees / Waiting List Policy	486	2017							June 2020
22	Rules and Procedures for Public Contracting	368	2005	370	2005	484	2017	525B	2019	June 2020
23	New Leases and Contracts Initials and Dates on each Page	380	2005							July 2020
24	Change One Signature Bank Account to a Two Signature Account	409	2009							July 2020
25	Exclusion from Port Policy	441	2013							July 2020
26	Volunteer Application Form	467	2017	Mar	2019					August 2020
27	Boat Repair Yard Work Plan Agreement	470	2017							August 2020
28	Moorage License Agreement Form	471	2017							August 2020
29	General Manager Evaluation Form	476	2016							September 2020
30	Port Rates	521	2019	527	2019					April 2020
31	Employee Hiring Policy and Procedures	502	2019							September 2020

42

**PORT OF BROOKINGS HARBOR
Policy and Procedure List**

2/13/2020

#	Policy or Procedure Description	Resolution No.	Year	Amended Resolutions						Review Date
				No.	Year	No.	Year	No.	Year	
32	Spill Prevention Control and Countermeasure Plan	August	2017							September 2020
33	RV Park Camp Host Policy	November	2017							January 2020
34	MOU with Harbor Sanitary District	518	2019							October 2020
35	Emergency Response Plan	517	2019							October 2020
36	Gear Storage Service Agreement	508	2019							November 2020
37	Moorage Policy & Procedure	510	2019							November 2020
38	Port Surplus Policy	516	2019							November 2020
39	Safety Program	515	2019							December 2020
40	Live-Aboard Policy	June	2019							December 2020
41	Meeting Room Agreement	July	2019							December 2020
42	MOU with City of Brookings	August	2019							December 2020
43	Financial Management Policies	534	2020							January 2020
44	Equipment Request Policy	Under Development								April 2020
45	IT Security Policy	Under Development								March 2020
46										
47										

43

PORT OF BROOKINGS HARBOR
CURRY COUNTY, OREGON

RESOLUTION NO. 388

A RESOLUTION AMENDING SIGNATORIES ON CHECKS

WHEREAS, The Board of Commissioners adopted Resolution No. 185 on July 24, 1989, providing for the adoption to designate Port Officials as signatories on checks issued by the Port of Brookings Harbor; and

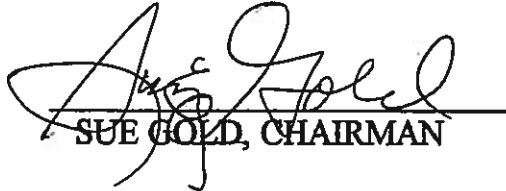
WHEREAS, on October 3, 1989, Resolution No. 185 was adopted putting said designated signatories into effect; and

WHEREAS, it is now necessary to amend said designated signatories;

NOW, THEREFORE, BE IT RESOLVED that the Port of Brookings Harbor Board of Commissioners establish and adopt the following amendment to replace page 1 paragraph 5 said amendment to be effective May 1, 2006;

BE IT RESOLVED, that effective May 1, 2006, checks drawn on Port deposits, will be signed and countersigned by TWO (2) Port Commissioners.

PASSED by the Board of Commissioners of the Port of Brookings Harbor this 18th day of April, 2006


SUE GOLD, CHAIRMAN

ATTEST:


KATHY LINDLEY, SECRETARY/TREASURER

ACTION ITEM – B

DATE: February 20, 2020
RE: Receiving Dock Schedule of Charges and Guidelines
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Resolution No. 193 provided the Port staff guidelines and rates to unload product on Port receiving docks.
- The current status of receiving companies leasing Port docks leaves no space for Port operations to operate per Resolution No. 193. If dock space does become available in the future, new guidelines and rates should be established.
- I recommend leaving this resolution as-is until the time is needed to update the guidelines and rates.

DOCUMENTS

- Resolution No. 193 Receiving Dock Schedule of Charges and Guidelines, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to revisit Resolution No. 193 Receiving Dock Schedule of Charges and Guidelines when Port infrastructure allows the use of a public hoist.

PORT OF BROOKINGS HARBOR
CURRY COUNTY, OREGON

RESOLUTION NO. 193
RECEIVING DOCK SCHEDULE OF CHARGES AND GUIDELINES

WHEREAS, the Port of Brookings Harbor Board of Commissioners established on December 14, 1982, under Resolution No. 127 new rates for unloading fish product at the Port Receiving Dock; and

WHEREAS, the Board of Commissioners now desire to increase these rates and do hereby desire to confirm, adopt and ratify the following charges and guidelines effective July 25, 1990;

<u>PRODUCT</u>	<u>CHARGE</u>
Shrimp	.03
Hook and Line	.02
Drag Fish	.015
Salmon	.05
Crab	.05
Sea Urchin	.025

All prices subject to change - thirty (30) days written notice will be given to users before change is in effect.

All accounts must be paid within 30 days after receipt of bill. Billing is sent the first week of the month. All accounts 30 days past due will be charged a 1 1/2 % service charge per month on the unpaid balance.

Any account 60 days past due will be turned over to the Port of Brookings Harbor attorney for collection unless prior arrangements are made with the Port Manager.

No fishing vessel shall be left unattended while tied to the receiving dock front.

The first responsibility of receiving dock personnel will be to hoist and weigh product. It is at the discretion of the Harbormaster to choose the most expedient means to keep the product that has been hoisted and weighed clear and away from normal off-loading procedures. This also includes keeping the dock front clear of any boats that are not off-loading product, and also to dispatch any trucks that have been loaded to make way for any new truck arrivals.

It is at the discretion of the Harbormaster to operate the dock in a manner that services are equal to all, this can only be accomplished through the cooperation of all users.

NOW, THEREFORE, BE IT RESOLVED that the Port of Brookings Harbor Board of Commissioners do hereby confirm, adopt and ratify the above charges and guidelines effective July 25, 1990 for the receiving dock.

DATED this 31st day of July, 1990.

Board of Commissioners


JOHN E. SHRECK, President

ATTEST:


S. JOHN ZIA, Secretary

ACTION ITEM – C

DATE: February 20, 2020
RE: Public Records Policy
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Resolution No. 466 updated the Port's Public Records Request Policy. January 1, 2018 new requirements were instituted. Below is an outline of the changes.
- **Recent Changes to Public Records Law** - By: Mark Wolf, Local Government Law Group

The Oregon Legislature passed four public records laws last session - SB 481, SB 106, HB 2101, and HB 3361. This article focuses on the impacts of SB 481, which among other things, sets time requirements that public bodies must meet when responding to requests for public records and specifies the process for responding.

Currently, if a person makes a written request to inspect a public record or to receive a copy of a public record, the public body receiving the request shall respond as soon as practicable and without unreasonable delay. Effective January 1, 2018, the public body has five business days to either (a) acknowledge the request, or (b) complete the request.

How to acknowledge the request:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the public body must:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the public body has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.505 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

Other changes:

- The shot clock pauses when: (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).
- The time limits do not apply if: (1) necessary staff to complete the request is unavailable, (2) processing the request would impede other necessary services, or (3) the volume of requests is too large. However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.
- The public body shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Best practices:

- Ensure you have a written policy (if not, create one) available to the public and specify the designee who will process the requests.
- Require all requests to be in writing.
- Include a list of records available online on the same site or form that explains the record request policy - this may help reduce the overall requests received.
- Make sure you follow all time deadlines.
- Call your attorney to ensure your policy updates comply with the new law or if you have any questions regarding these changes in the law.

DOCUMENTS

- Resolution No. 466 Public Records Policy, 4 pages
- Draft Resolution No. 536 Public Records Request Policy, 8 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Draft Resolution No. 536 Public Records Policy.

**PORT OF BROOKINGS HARBOR
CURRY COUNTY, OREGON**

RESOLUTION NO. 466

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY

WHEREAS, the Port of Brookings Harbor Board of Commissioners shall adopt a Public Records resolution in accordance with ORS 192.440; and

WHEREAS, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the Port of Brookings Harbor subject to reasonable procedure, and

WHEREAS, the Port of Brookings Harbor recognizes that some informal requests for public records may exceed its ability to provide the requested documents by electronic means or that the public may prefer to submit a formal request for records, and

WHEREAS, the Port of Brookings Harbor recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner, and

WHEREAS, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians, and

WHEREAS, the State Attorney General recommends there be a process in which the public has opportunity to comment on these measures;

NOW THEREFORE THE PORT OF BROOKINGS HARBOR BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port shall keep and maintain all public records for the retention periods required by Oregon Administrative Rules (OAR 166-150-0005).

Section 2. The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Port may reasonably designate from time to time.

Section 3. All requests to inspect a public record should be in writing when possible with the date, name, address, email address, and signature of the person making the request.

Section 4. The request form (Attachment "A") must contain the specific records requested, furnishing the dates, subject matter and such other detail as necessary to enable Port personnel to readily locate the records sought. The records officer shall have the authority to modify the form to more efficiently meet changes in state statute.

Section 5. The Port shall respond to all public document requests within five working days or explain why more time is needed for a full response.

Section 6. The Port shall not create any new documents or customize any existing documents in response to a records request.

Section 7. If the public record is maintained in machine readable or electronic form, staff shall provide copies of the public record in the form requested, if available. If the record is not available in the form requested, it shall be made available in the form in which it is maintained.

Section 8. A person making a public record request may personally inspect the requested document during normal business hours. A Port staff member must be present while any original public records are being inspected to insure protection of the documents.

Section 9. Providing nonexempt public records is a governmental activity covered by the American with Disabilities Act (ADA). The Port will provide an opportunity for individuals with disabilities to request an alternative form.

Section 10. A staff member must review the requested document to make certain the record does not contain any exempt information before releasing the public record for inspection. If a document does contain exempt information, a copy, in lieu of the original, will be provided for inspection with the exempt portion blanked out.

Section 11. Original public documents may not be taken out of the Port's custody.

Section 12. Port records shall be released only under the conditions that the records are "public" records; the records are not exempt from disclosure under ORS 192.410 - 192.505. In order to recover its costs for responding to public records requests, the following fee schedule is adopted:

A. Copies of Public Records: Copies of public records shall be \$.25 cents per page for standard, single-sided, letter size copies.

B. Copies of Port Code or By-laws: Copies of the Facilities Code or Bylaws shall be \$20.00.

C. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Port.

D. Research Fees: If a request for records requires Port personnel to spend more than 30 minutes compiling a record to meet the person's request, the minimum fee shall be the actual labor rate per hour or portion of a half hour unit, with a minimum charge for one half hour. Such calculations shall include time spent by staff in locating the requested records, reviewing the records in order to delete exempt material, supervising the inspection of original documents, and copying the records. The Port shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

E. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual costs of producing records.

F. Fee Waivers or Reduction:


1. Copies of public records may be furnished without cost or at a substantial reduction if the General Manager determines the waiver is in the public interest because making the record available primarily benefits the general public.
2. A person requesting a waiver of charges shall file a written request to include his/her identity, the purpose for which he/she intends to use the information, and whether he/she can demonstrate the ability to disseminate the information to the public. The General Manager will review the waiver request while also considering the requester's ability to pay and any financial hardship on the Port that might arise from granting the waiver.
3. Copies of routine materials requested by the news media will be made without charge. Any non-routine materials requested by the news media will be charged at the fee described above unless the fees are waived or reduced.
4. Copies of routine materials personal to a requester will be furnished without charge. Any non-routine materials requested will be charged at the fee described above.
5. Copies of routine materials requested by any Port of Brookings Harbor elected official or appointed advisory body member will be furnished without charge if the request relates to information needed in his/her official capacity. Any other materials requested will be charged at the fee described above.
6. Routine materials are defined as those items already regularly produced during the Port's regular course of business.

Section 13. The Port shall adopt personnel policies for the keeping of all e-mails that qualify as public records for the retention periods required under OAR 166-150-005; the specific retention period shall be determined by the subject matter of each e-mail. All port business shall be conducted using Port-provided e-mail addresses.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 21ST Day of February 2017.



Roy C. Davis, Chairman



Commissioner



Port of Brookings Harbor

Attention: Custodian of Records

16340 Lower Harbor Rd, Brookings, OR 97365

541-469-2218 / 541-469-0672 Fax

info@portofbrookingsharbor.com

PUBLIC RECORDS REQUEST FORM*

The Port will not recognize/accept any other means of public records request pursuant to Resolution 466.

Requester Information (Please print clearly):

Name:	Request Date:
Mailing Address:	
Daytime Phone:	Email Address:
	Fax Number:

• Preferred method of contact: Mail Phone Email

Is this request related to a lawsuit in which the Port is a party, or a tort claims notice filed with the Port of Brookings Harbor? Yes No

If yes, claimant name and incident date:

Description of Records Requested: (Describe in detail the type of document, date, author, title, etc. If you need more room, please attach additional sheet(s). Please indicate if you want to inspect the records or if you need certified copies of the records. If no indication is made, regular copies will be provided):

Copies may be furnished without charge or at a substantially reduced fee if the Port Manager determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits and will be distributed to the public at large, not an individual or group.

Does this request primarily benefit the general public? Yes No If yes, please describe the particular or specific public benefit below:

Preferred method of receiving the described records: Mail Email Fax

*Fees are reviewed annually.

Note: Additional charges may be assessed (e.g. postage or staff time for faxing material).

The Port will respond to your request as soon as practicable and without unreasonable delay.

- If the estimated costs involved in fulfilling your request exceed \$25, the Port will advise you of the estimated costs and require your approval before beginning the request.
- If the fee estimate exceeds \$100, a 50% deposit may be required to begin work.
- Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the costs associated with fulfilling this Public Records Request according to the conditions as set forth above. These costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records. I agree to pay a maximum of \$25 without further approval.

Signature of Requester: _____

Date: _____

Adopted by the Board of Commissioners

February 27, 2017

Reference: Resolution No. 466

53

PORT OF BROOKINGS HARBOR
CURRY COUNTY, OREGON

DRAFT

RESOLUTION NO. 536

A RESOLUTION ADOPTING PUBLIC RECORDS POLICY

WHEREAS, the Port of Brookings Harbor adopted Resolution No. 466 Adopting a Public Records Policy; and

WHEREAS, the Oregon Legislature enacted revisions to and renumbered the Oregon Revised Statutes as relates to public records requests; and

WHEREAS, the Special District Insurance Services (SDIS) Best Practices Program for 2019 recommends adopting a Public Records Policy; and

WHEREAS, the Port of Brookings Harbor wishes to update the policy to comply with current law and law as may be modified by the Oregon Legislature from time to time, and revise the format; and

WHEREAS, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians; and

WHEREAS, the State Attorney General recommends there be a process in which the public has opportunity to comment on these measures;

NOW THEREFORE,

THE PORT OF BROOKINGS HARBOR BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port of Brookings Harbor Public Records Policy, attached hereto as Exhibit A, is hereby adopted by reference.

Section 2. The Policy and Procedures may be modified by Resolution, or may be modified administratively to follow best practices, for example to update items to incorporate new laws and rules, or to meet Oregon Association of Municipal Recorders (OAMR) and other professional standards.

Section 3. Staff is directed to codify this policy according to past administrative practices.

Section 4. Repealer. All previous Public Records Policies are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 20th day of February 2020.

ATTEST:

Roy C. Davis, President

Sharon Hartung, Secretary

DRAFT



PUBLIC RECORDS POLICY

Adopted by Resolution XXX

Port of Brookings Harbor Public Records Policy

Table of Contents

Chapter 1. General Provisions	2
1.1 <i>Title.</i>	2
1.2 <i>Definitions.</i>	2
1.3 <i>Purpose and Scope.</i>	2
1.4 <i>Variances.</i>	3
1.5 <i>Interpretation.</i>	3
1.6 <i>Severability.</i>	3
Chapter 2. Public Records Requests	3
2.1 <i>Right to Inspect Public Records.</i>	3
2.2 <i>Specificity of Request.</i>	3
Chapter 3. Response to Public Records Requests	4
3.1 <i>Initial Response.</i>	4
3.2 <i>Inspection of Records.</i>	4
3.3 <i>Copies of Records.</i>	5
3.4 <i>Closing of the Request.</i>	5
Chapter 4. Public Records Request Fees.....	6
4.1 <i>Fee Schedule.</i>	6
4.2 <i>Fee Waivers or Reduction.</i>	6

Chapter 1. General Provisions

1.1 Title. This Policy and any amendments hereto shall be called, collectively, the Port of Brookings Harbor Public Records Policy.

1.2 Definitions. As used in this Policy, the following terms are defined as follows by ORS 192.311.

- (a) "Business day" means a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work. In the case of a community college district, community college service district, public university, school district or education service district, "business day" does not include any day on which the central administration offices of the district or university are closed.
- (b) "Custodian" means a public body mandated, directly or indirectly, to create, maintain, care for or control a public record. "Custodian" does not include a public body that has custody of a public record as an agent of another public body that is the custodian unless the public record is not otherwise available.
- (c) "Person" includes any natural person, corporation, partnership, firm, association or member or committee of the Legislative Assembly.
- (d) "Public body" includes every state officer, agency, department, division, bureau, board and commission; every county and city governing body, school district, special district, municipal corporation, and any board, department, commission, council, or agency thereof; and any other public agency of this state.
- (e) "Public record" includes any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.
- (f) "Public record" does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.
- (g) "Routine Materials" are those items already regularly produced during the Port's regular course of business.
- (h) "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

1.3 Purpose and Scope. The purpose of this policy is to provide reference to and identify procedures for complying with Oregon Public Records Law, ORS 192.311 – 192.478.

- 1.4 Variances.** The Port Manager shall have the discretion to vary or modify the strict application of the provisions of the policy in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.
- 1.5 Interpretation.** If any section or part of this policy is found to be inconsistent with any laws of the State of Oregon or of the United States, or any rule, regulation or standard established pursuant thereto, such section, or part thereof shall be interpreted in the manner most consistent with its original intent that is not inconsistent with any laws of the State of Oregon or the United States or any rules, regulations or standards established pursuant thereto. Nothing contained in this policy shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws or as a limitation of the powers of the Port Commission or management.
- 1.6 Severability.** Should any portion or the application thereof to any person or property be found invalid for any reason, the validity of the remainder of these provisions or the application of such remainder to other persons or property shall not be affected.

Chapter 2. Public Records Requests

2.1 *Right to Inspect Public Records.*

- (a) ORS 192.314 gives every person the right to inspect any non-exempt public record held by a public body. Requests for such Port of Brookings Harbor records must be made under the Oregon Public Records Law and in accordance with this policy.
- (b) The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Port may reasonably designate from time to time.

2.2 *Specificity of Request.*

- (a) In order to facilitate the public's access to records in the Port's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying shall submit that request in writing using the request form (Attachment A). The records officer shall have the authority to modify the form to more efficiently meet changes in state statute and best practices.
- (b) All requests for public records shall include the date, name, address email address, and signature of the person making the request.
- (c) The request form must contain the specific records requested, furnishing the dates, subject matter and such other details as necessary to enable Port personnel to readily locate the records sought.

Chapter 3. Response to Public Records Requests

3.1 Initial Response.

- (a) Within five (5) business days, the records officer or designee shall acknowledge all public records requests, according to ORS 192.324, either by fulfilling the request or responding:
 - (1) The Port is the custodian of the requested records; or
 - (2) The Port is not the custodian of the requested records; or
 - (3) The Port is uncertain whether it is the custodian of the requested records.
- (b) As soon as reasonably practicable, but not later than ten (10) business days after the date by which a public body is required to acknowledge receipt of the request under ORS 192.324, the Port shall:
 - (1) Complete its response to the public records request; or
 - (2) Provide a written statement that the Port is still processing the request, providing a reasonable estimate by which Port staff expects to complete its response based on the information currently available.
 - (3) The Port is not subject to this response timeframe if it is awaiting response from the requestor seeking clarification of an inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25.00 or more. Other considerations that apply are:
 - Complicated requests
 - Large volume of requests
 - Requests involving documents not readily available, or if the necessary staff are unavailable to fulfill the request.

3.2 Inspection of Records.

- (a) If a request to review original records is made, the Port shall permit such a review provided that search fees are paid in advance in accordance with Chapter 4 of this policy. A representative of the Port shall be present at any time original records are reviewed, and the charges for standing by while records are reviewed shall be the same as the charges for searching or reviewing records.
- (b) Inspection of records will occur during regular Port business hours, by appointment. All records shall be inspected at Port facilities. A requestor may personally inspect the requested records, but the right to inspect records does not include the right to disassemble or change the order of records in files. Original records may not leave the custody of the Port.

- (c) If the Port maintains copyrighted material, the Port will permit the person making the request to inspect the copyrighted material, and may allow limited copying of such material if allowed under federal copyright law. The Port may require the requestor to obtain written consent from the copyright holder before allowing copying of these materials.
- (d) If any person attempts to alter, remove or destroy any Port record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port.

3.3 Copies of Records.

- (a) Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.
- (b) Providing non-exempt public records is a governmental activity covered by the Americans with Disabilities Act (ADA). The Port will provide an opportunity for individuals with disabilities to request an alternate form.
- (c) A staff member or the Port attorney, depending on the complexity of the records, must review the requested documents to make certain the record does not contain any exempt information before releasing the public records. If a document does contain exempt information, a copy, in lieu of the original, may be provided for inspection with the exempt portion blanked out.

3.4 Closing of the Request.

- (a) Response to the public records request is complete when:
 - (1) The Port provides access to or copies of all requested records within the possession or custody of the county that are not exempt from public disclosure, or explains where the records are already publicly available; or
 - (2) The Port asserts any exemptions from disclosure that the county believes apply to any requested records and identifies state or federal law that the county relied on in asserting the exemptions; or
 - (3) The Port complies with ORS 192.338 regarding separation of exempt and non- exempt public records; or
 - (4) The requester fails to pay the fee within 60 days of the date on which the Port informed the requester of the fee, or fails to pay the fee within 60 days of the date on which the public body informed the requester of the denial of the fee waiver; or
 - (5) The requester fails to respond within 60 days to a good faith request from the Port for information or clarification.

Chapter 4. Public Records Request Fees

4.1 Fee Schedule.

- (a) Fees for public records requests and Port labor are set annually through a Resolution Setting Rates, Fees & Charges which is updated through the annual budget process.
- (b) Copies of non-standard documents may be charged in accordance with the actual costs incurred by the Port.
- (c) Once receipt of a public records request has been acknowledged, staff will prepare a cost estimate reflecting the cost of Port staff time, the materials required to make the records available, and any consultation time as required. The cost estimate will include the costs for researching, summarizing, and compiling the information.
 - (1) If the estimated costs involved in fulfilling your request exceed \$25, the Port will advise you of the estimated costs and require your approval before beginning the request.
 - (2) The Port requires a deposit in the full amount of the estimated costs before expending additional Port resources on the request. If the actual costs of completing the request exceed the estimate, the Port will not release the records until the actual costs are paid in full. If the actual cost of responding to the request is less than the estimated cost, the balance of the requestor's deposit will be refunded.
 - (3) Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.
- (d) Additional Charges: if a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual cost of producing the records.

4.2 Fee Waivers or Reduction.

- (a) A person requesting a waiver or reduction of fees shall file a written request by completing the section on the Public Records Request form, which should identify the purpose for which the requestor intends to use the information, and whether they can demonstrate the ability to disseminate the information to the public. The Port Manager will review the waiver request while also considering the requestor's ability to pay and any financial hardship on the Port that might arise from granting the waiver or reduction of fees.
- (b) The Port will respond to requests from the news media for routine materials by either providing copies or advising the information is available on the Port's website, free of charge. Any non-routine materials requested by the news media will be charged at the fees described above unless the fees are waived or reduced.

- (c) The Port will respond to requests for routine materials personal to the requestor by either providing copies or advising the information is available on the Port's website, free of charge. Any non-routine materials requested will be charged at the fees described above.

- (d) The Port will respond to requests for routine materials requested by any Port elected official or appointed advisory body member by either providing copies or advising the information is available on the Port's website, free of charge, if the request relates to information needed in the requestor's official capacity. Any other materials requested will be charged at the fees described above.

Attention: Custodian of Records

16330 Lower Harbor Rd. PO Box 848 Brookings, OR 97415
 (541) 469-2218 Phone / (541)-359-3999 Fax
info@portofbrookingsharbor.com



Port of Brookings Harbor

PUBLIC RECORDS REQUEST FORM*

*The Port will not recognize/accept any other means of public records request pursuant to Port of Brookings Harbor Public Records Policy, Adopted Resolution No. ____.

Requester Information (Please print clearly):

Name:		Request Date:
Mailing Address:		DRAFT
Daytime Phone:	Email Address:	
	Fax Number:	

- Preferred method of contact: Mail Phone Email

Is this request related to a lawsuit in which the Port is a party, or a tort claims notice filed with the Port of Brookings Harbor?

Yes No

If yes, claimant name and incident date:

Description of Records Requested: (Describe in detail the type of document, date, author, title, etc. If you need more room, please attach additional sheet(s). Please indicate if you want to inspect the records or if you need certified copies of the records. If no indication is made, regular copies will be provided):

Copies may be furnished without charge or at a substantially reduced fee if the Port Manager determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits and will be distributed to the public at large, not an individual or group.

Does this request benefit the general public? Yes No If yes, please describe the particular or specific public benefit below:

Preferred method of receiving the described records: Mail Email Fax

Note: Additional charges may be assessed (e.g. postage or staff time for faxing material). Fees are reviewed annually.

The Port will respond to your request as soon as practicable and without unreasonable delay.

- If the estimated costs involved in fulfilling your request exceed \$25, the Port will advise you of the estimated costs and require your approval before beginning the request.
- The Port requires a deposit in the full amount of the estimated costs before expending additional resources on the request.
- Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released. If the actual costs of responding to the request is less than the estimated cost, the balance of the requestor's deposit will be refunded.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the costs associated with fulfilling this Public Records Request according to the conditions as set forth above. These costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records. I agree to pay a maximum of \$25 without further approval.

Signature of Requester: _____

Date: _____

le3

ACTION ITEM – D

DATE: February 20, 2020
RE: Delinquent Account Write Off Request
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Resolution No. 478 establishes the Port policy for write-off of uncollectible and/or credit balance accounts receivable.
- Write-off accounts with an outstanding balance due in excess of \$1,000 must be approved by action of the Port Council (Board).
- John Rinker was a moorage holder in Basin 2 D-15. His insurance expired April 18, 2018. During 2019, number of issues occurred on his vessel which ended up being hauled out and placed into the boat yard. Description of seizure process is attached for your review.

DOCUMENTS

- John Rinker, Delinquent Account Write Off Request, 2 pages
- Resolution No. 478 Policy for write-off of uncollectible and/or credit balance accounts receivable, 5 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve John Rinker account with the Port as a bad debt and remove from accounts receivable.

Delinquent Account Write Off Request

Customer: Rinker, John **Vessel:** SWEET GENEVIEVE

Amount Owed: \$4,756.80 **Date:** February 20, 2020

Requesting permission to write off account on accounts receivable as bad debt and schedule vessel for sale and/or disposal.

Notes and timeline of collection attempts on the account of Rinker, John.

Description of Seizure Process:

2/21/2019 - Seized vessel - no notice sent at this time.

2/22/2019 8:39:20 AM: Haul out vessel yesterday due to various issues, including but not limited to taking on water and being unseaworthy. See Travis for more detail. kb

2/25/2019 11:21:51 AM: at 11:15 am Travis tried to call Mr. Rinker again but no answer. Left a message w/ date and time the vessel was hauled out. Included balance of haul out and that it was accumulating \$50.00 per day. DS

2/27/2019 1:18:59 PM: Travis called Mr. Rinker and spoke to his wife, when she was handing Mr. Rinker the phone Mr. Rinker hung up. Travis called back but there was no answer. DS

4/29/2019 9:16:54 AM: Start the seizure process. Boat was hauled out on 2/21/19 for various reasons, see notes. I created an invoice for yard days from 4/1/19 to 4/30/19, will use this number \$4,769.27 for the seizure process. There is a title and bill of sale in file, but boat was never registered with the OSMB in John Rinker's name. Known owners of the vessel are as follow;

John Rinker
Jill J Fairchild
N T Smith

Seizure Notices sent to all owners via certified mail w/signature 4/30/2019 with a deadline to pay debt and remove vessel by May 30, 2019.

4/30/2019-Seizure Notice sent with deadline of 6/20/2019 via certified to John Rinker. Notice returned as unclaimed and unable to forward on June 4, 2019.

4/30/2019-Seizure Notice sent with deadline of 6/20/2019 via certified to NT Smith Notice returned as "attempted - no known and unable to forward" on May 15, 2019.

4/30/2019-Seizure Notice sent with deadline of 6/20/2019 via certified to Jill Fairchild. Notice returned as unclaimed and unable to forward on June 10, 2019.

5/1/2019-Letter sent via certified mail to John Rinker informing Mr. Rinker of incident, per advice of Port's attorney. Letter was returned as unclaimed and unable to forward on June 5, 2019.

Incident - On April 29th a minivan traveling south to lower Harbor Road on Boat Basin Road drove through the bushes and security chain link fence and hit the vessel "SWEET GENEVIEVE" that was in

65

storage on stands. This letter requested Mr. Rinker contact the Port, and make arrangements to bring account current and remove the vessel from Port property.


5/17/2019-Post Seizure Notice and Claim of Lien Sent certified mail to John Rinker, delivered but unclaimed. Returned as unclaimed and unable to forward on June 21, 2019.

5/17/2019-Post Seizure Notice and Claim of Lien Sent certified mail to Jill Fairchild, delivered but refused. Returned as refused and unable to forward on May 29, 2019.

5/30/2019-Foreclosure Notice sent to John Rinker via Certified Mail. Returned as unclaimed and unable to forward on June 27, 2019.

Affidavit of Publication for Notice of Foreclosure Sale of vessel: "SWEET GENEVIEVE" published on 6/05/2019 and 6/12/2019. Per notice item will be put up for sale on August 5, 2019 at 8:00am.

1/28/2020 8:22:50 AM: Requesting permission for the board to accept this account as a bad debt and permission to remove from accounts receivable. kb

 Write off this account on accounts receivable as bad debt and **in the amount of \$4,756.80.**
Schedule vessel for disposal and/or surplus sale.

 Write off this account on accounts receivable as bad debt and **in the amount of \$4,756.80.**

Commissioner

Date

666

PORT OF BROOKINGS HARBOR

CURRY COUNTY, OREGON

RESOLUTION NO. 478

**A RESOLUTION OF THE PORT OF BROOKINGS HARBOR FOR ACCEPTANCE OF
POLICY FOR WRITE-OFF OF UNCOLLECTIBLE AND/OR CREDIT BALANCE ACCOUNTS
RECEIVABLE**

BE IT RESOLVED, that the Port of Brookings Harbor through its Board of Commissioners unanimously approved the attached policy for write-off of uncollectible and/or credit balance accounts receivable.

ADOPTED by the Port of Brookings Harbor Board of Commissioners on this 20th day of June, 2017.



Roy C. Davis, Chairman

ATTEST:



Tim Patterson / Treasurer

PORT OF BROOKINGS HARBOR

POLICY FOR WRITE-OFF OF UNCOLLECTIBLE AND/OR CREDIT BALANCE ACCOUNTS RECEIVABLE

PURPOSE

The purpose of this policy is to ensure that all reasonable diligence has been used to collect accounts receivable, improve measurement of the Port's accounts receivable and ensure the most efficient use of Port revenue collection resources.

POLICY

It is the policy of the Port of Brookings Harbor to actively pursue collection of past-due accounts receivable, regularly review the status of past-due accounts, and write-off amounts determined to be uncollectible. A write-off of uncollectible accounts receivable from the Port's accounting records does not constitute forgiveness of the debt or gift of public funds.

PROCEDURES

Collection procedures are established by the responsible departments and will vary depending on the nature of the receivable. Types of receivables covered by this policy include but are not limited to: electric utility billings; fees for services and supplies; rents; recovery for damage to Port property; fines and penalties; and legal judgments.

Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

The Port's policy is generally not issue refunds.

1. Designation of an Account as Uncollectible

- An account will be considered uncollectible after the appropriate collection procedures have been followed if it meets one or more of the following criteria:
- The debt is disputed and the Port has insufficient documentation to pursue collection efforts;
- The cost of further collection efforts will exceed the estimated recovery amount;
- The amount is under \$20 and remains unpaid after one year;
- The account remains unpaid after the lesser of four years or the applicable period for commencement of a recovery action (statute of limitations);
- The debtor cannot be located, nor any of the debtor's assets;
- The debtor has no assets and there is no expectation they will have any in the future;
- The debtor has died and there is no known estate or guarantor;
- The debtor is a company which is no longer in business;
- The debt is discharged through legal action (bankruptcy or court judgment);

LeB

- The debt has been forgiven by action of the Port Council.

2. Preparation of Request for Write-Off of Accounts Receivable

At least annually, each department will identify any accounts receivable for which it is responsible that meet the criteria for designation as an uncollectible account.

A request for write-off of accounts receivable will be prepared by departmental staff, signed by the department head, and submitted to the Port Manager for the December and/or June meetings.

The request for write-off of accounts receivable must include an itemized list of the uncollectible accounts to be written off specifying the following:

- Debtor name;
- Account balance;
- Due date;
- Brief description of receivable type;
- Criteria under which the account was deemed uncollectible;
- Account number of the receivable in the Port's accounting system.

For each uncollectible account, documentation must be attached to the request to support the uncollectible account designation and substantiate that the department has followed its collection procedures and exercised due diligence in its collection efforts. Due diligence documentation could include:

- Invoices, reminder letters, or collection letters (and any documentation that are returned as undeliverable, no known forwarding address, etc.);
- Referral to the Port's collection agency;
- Bankruptcy claim and any related plan or discharge;
- Judgment awarded by a court or settlement agreement;
- Notice of discontinuation of services.

3. Approval Authority for Write-Off Requests

Upon receipt of a request for write-off of accounts receivable by the accountant, management will review the request to ensure that it is complete and that all necessary due diligence documentation has been attached. Once management has completed its review of a request, the qualified debit or credit accounts to be written-off will be presented to the appropriate authorizing official for approval:

- The accountant is authorized to approve the write-off of accounts with an outstanding balance due of up to \$20;
- The Port Manager is authorized to approve the write-off of accounts with an outstanding balance of \$20 and up to \$1,000;

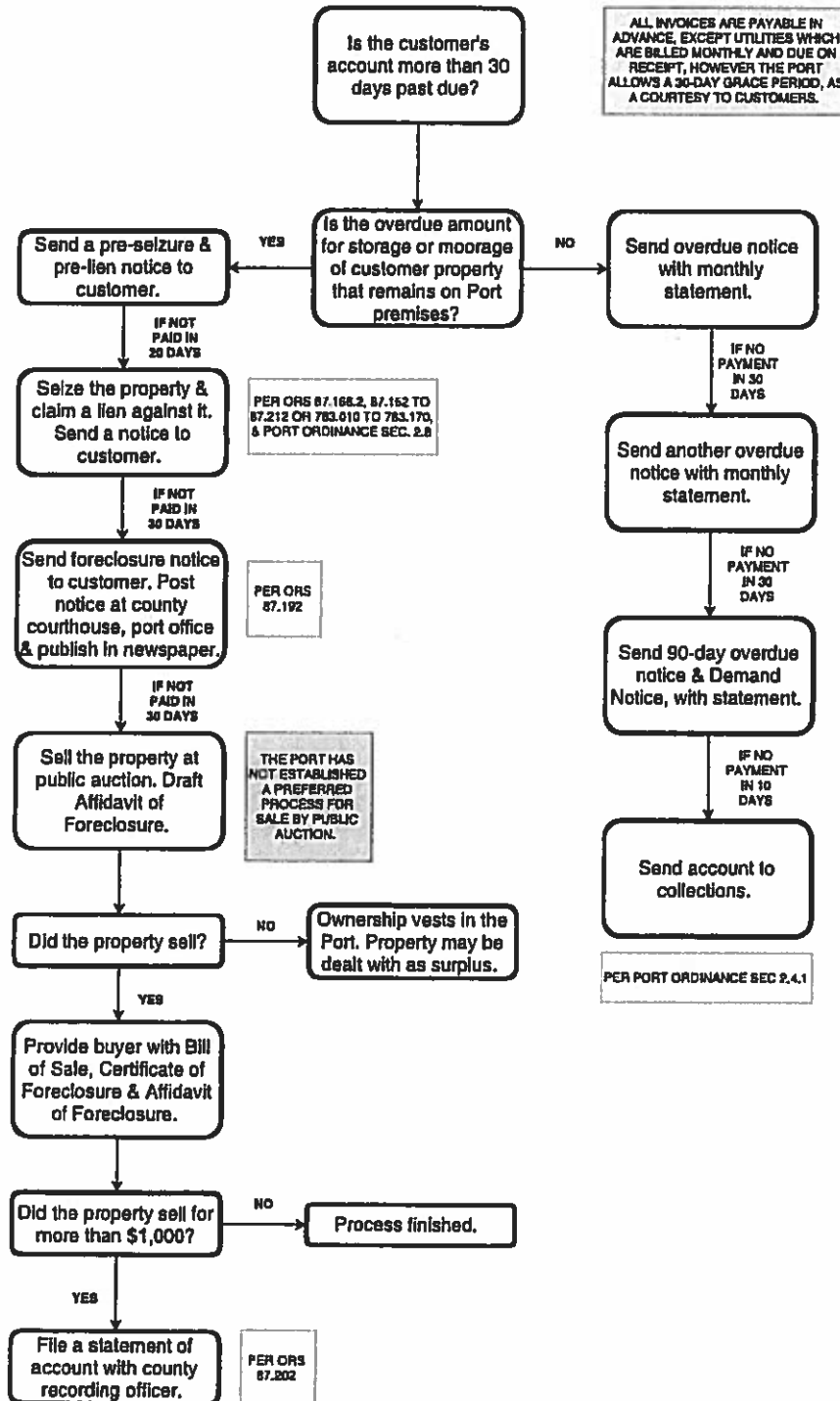
- Write-off of accounts with an outstanding balance due in excess of \$1,000 must be approved by action of the Port Council.



Port of Brookings Harbor

A Special District of the State of Oregon

Procedure for Non-Paying Customers



ACTION ITEM – E

DATE: February 20, 2020
RE: Appoint Budget Officer
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Financial Officer Kim Boom was appointed Budget Officer last year.
- Recommending to appoint Kim Boom as the 2020-21 Budget Officer this year.

DOCUMENTS

- 2020-21 Budget Calendar

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Kim Boom as the Budget Officer for fiscal year 2020-2021.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2020-21

- | | |
|---|-------------------------------|
| 1. Appoint Budget Officer | February 20 (Regular Meeting) |
| 2. Appoint Budget Committee (BC) | March 17 (Regular Meeting) |
| 3. Prepare Proposed Budget | April 13 |
| 4. Publish 1 st Notice of BC Meeting (Newspaper & Website) | April 21 (Tuesday) |
| 5. Publish 2 nd Notice of BC Meeting (Newspaper & Website) | May 1 (Friday) |
| 6. BC meeting & Subsequent Meetings if needed | May 12 (Tuesday 3:00pm) |
| 7. Publish Notice of Budget Hearing (Newspaper & Website) | June 9 (Tuesday) |
| 8. Hold Budget Hearing | June 16 (Regular Meeting) |
| 9. Enact Resolutions to Adopt, etc. | June 16 (Regular Meeting) |
| 10. Submit Tax Certification Documents | by July 15 |
| 11. Send Copy of all Budget Documents to County Clerk | by Sept 30 |

ACTION ITEM – F

DATE: February 20, 2020
RE: Open LGIP Account for Dredging Fund
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Effective July 1, 2019, the moorage rate increases included a 2% dredging surcharge.
- Port's Local Government Investment Pool (LGIP) currently has 4 accounts; General Fund, Debt Service Fund, USDA Bond Fund & Reserve Fund.
- New LGIP account would be un-restricted sub-account of the General Fund and would be named "Dredging Fund". There is no added cost to the Port to create this account.
- The purpose of new account would track the 2% dredging surcharge amount received and funds available for maintenance dredging in the basins.

DOCUMENTS

- LGIP Forms, 5 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve creating a new account labeled "Dredging Fund" within Local Government Investment Pool.



Oregon State Treasury

LGIP Account Opening

Use this form to open a pool account. Submit this form through EON, or fax or mail this form to the fax number or address at the bottom of the page.

Participant Information

Local Government Name Port of Brookings Harbor	Taxpayer Identification Number 93 - 6013807
--	---

Account Information

Account Title Dredging Fund	Date To Be Opened 02/24/20
Pay Dividends To <input checked="" type="checkbox"/> This account <input type="checkbox"/> Other pool account:	
Charge Fees To <input type="checkbox"/> This account <input checked="" type="checkbox"/> Other pool account: General Fund 6017	

Pool Account Number (POOL USE ONLY)

Additional Required Documentation

You must complete and submit the following additional forms:

- LGIP Permissions
- LGIP ACH Instructions and/or LGIP Wire Instructions

Signature (The Contact signing below must be authorized in the records of the pool to open pool accounts)

Authorized Contact Signature X	Authorized Contact Name Joseph Speir	Date 02/20/20
Title Treasurer Board of Commission	Phone Number (541) 469-2218	Ext.
		E-mail Address joe@portofbrookingsharbor.com

POOL USE ONLY		
	DATE	INITIALS
Processed		
Confirmed		

75



Oregon State Treasury

LGIP Account Opening

Use this form to open a pool account. Submit this form through EON, or fax or mail this form to the fax number or address at the bottom of the page.

Participant Information

Local Government Name Port of Brookings Harbor	Taxpayer Identification Number 93 - 6013807
--	---

Account Information

Account Title Dredging Fund	Date To Be Opened 02/24/20
Pay Dividends To <input checked="" type="checkbox"/> This account <input type="checkbox"/> Other pool account:	
Charge Fees To <input type="checkbox"/> This account <input checked="" type="checkbox"/> Other pool account: General Fund 6017	

Pool Account Number (POOL USE ONLY)

Additional Required Documentation

You must complete and submit the following additional forms:

- LGIP Permissions
- LGIP ACH Instructions and/or LGIP Wire Instructions

Signature (The Contact signing below must be authorized in the records of the pool to open pool accounts)

Authorized Contact Signature X	Authorized Contact Name Roy Davis	Date 02/20/20
Title Chairman Board of Commission	Phone Number (541) 469-2218	Ext.
		E-mail Address roy@portofbrookingsharbor.com

POOL USE ONLY		
	DATE	INITIALS
Processed		
Confirmed		

76



Oregon State Treasury

LGIP Permissions

Use this form to add/modify/remove/retain permissions for pool Contacts. To register a new Contact or to modify an existing registration, complete and submit an LGIP Contact Registration form. Submit this form through EON, or fax or mail this form to the fax number or address at the bottom of the page.

Participant Information

Local Government Name Port of Brookings Harbor	Taxpayer Identification Number 93 - 6013807
--	---

List the pool account number(s) to which this form applies:

Pool Account 1 Dredging Fund	Pool Account 2	Pool Account 3	Pool Account 4
Pool Account 5	Pool Account 6	Pool Account 7	Pool Account 8
Pool Account 9	Pool Account 10	Pool Account 11	Pool Account 12

Add/Modify Permissions for the Listed Accounts (Contacts must be registered with the pool)

Contact Name Gary Dehlinger			For the pool accounts listed above, this Contact may: <input checked="" type="checkbox"/> View/Access pool account information <input type="checkbox"/> Initiate transactions <input checked="" type="checkbox"/> Add/Remove ACH/wire/transfer instructions* <input type="checkbox"/> Open/Close pool accounts <input type="checkbox"/> Manage permissions <input type="checkbox"/> Receive electronic statements <input type="checkbox"/> Receive paper statements
<i>Complete the fields below only if the Contact is to receive statements.</i>			
ATTN Line			
Mailing Address P.O. Box 848			
City Brookings	State OR	ZIP Code 97415	

Contact Name Kimberley Boom			For the pool accounts listed above, this Contact may: <input checked="" type="checkbox"/> View/Access pool account information <input checked="" type="checkbox"/> Initiate transactions <input checked="" type="checkbox"/> Add/Remove ACH/wire/transfer instructions* <input type="checkbox"/> Open/Close pool accounts <input checked="" type="checkbox"/> Manage permissions <input checked="" type="checkbox"/> Receive electronic statements <input type="checkbox"/> Receive paper statements
<i>Complete the fields below only if the Contact is to receive statements.</i>			
ATTN Line P.O. Box 848			
Mailing Address			
City Brookings	State OR	ZIP Code 97415	

**At least two Contacts must be authorized to Add/Remove ACH/wire/transfer instructions.*

Oregon State Treasury | LGIP Permissions

Add/Modify Permissions for the Listed Accounts (Continued)

Contact Name Roy Davis			For the pool accounts listed above, this Contact may: <input checked="" type="checkbox"/> View/Access pool account information <input type="checkbox"/> Initiate transactions <input checked="" type="checkbox"/> Add/Remove ACH/wire/transfer instructions* <input checked="" type="checkbox"/> Open/Close pool accounts <input type="checkbox"/> Manage permissions <input type="checkbox"/> Receive electronic statements <input type="checkbox"/> Receive paper statements
<i>Complete the fields below only if the Contact is to receive statements.</i>			
ATTN Line			
Mailing Address P.O. Box 848			
City Brookings	State OR	ZIP Code 97415	

Contact Name Joseph Speir			For the pool accounts listed above, this Contact may: <input checked="" type="checkbox"/> View/Access pool account information <input type="checkbox"/> Initiate transactions <input checked="" type="checkbox"/> Add/Remove ACH/wire/transfer instructions* <input checked="" type="checkbox"/> Open/Close pool accounts <input type="checkbox"/> Manage permissions <input checked="" type="checkbox"/> Receive electronic statements <input type="checkbox"/> Receive paper statements
<i>Complete the fields below only if the Contact is to receive statements.</i>			
ATTN Line			
Mailing Address P.O. Box 848			
City Brookings	State OR	ZIP Code 97415	

***At least two Contacts must be authorized to Add/Remove ACH/wire/transfer instructions.**

Remove All Permissions for the Listed Accounts

Contact Name
Contact Name
Contact Name
Contact Name
Contact Name

Retain All Permissions for the Listed Accounts

Contact Name
Contact Name
Contact Name
Contact Name
Contact Name

Signature (The Contact signing below must already be authorized in the records of the pool to manage permissions)

Authorized Contact Signature X	Authorized Contact Name Kimberley Boom	Date
Title Financial Officer	Phone Number (541) 469-2218	Ext. 405
		E-mail Address accounts@portofbrookingsharbor.com

POOL USE ONLY		
	DATE	INITIALS
Processed		
Confirmed		



Oregon State Treasury

LGIP ACH Instructions

Use this form to add/remove ACH instructions for your pool accounts. ACH instructions may take up to 24 hours to set up and must be set up before ACH transactions can be processed. Submit this form through EON, or fax or mail this form to the fax number or address at the bottom of the page.

Participant Information

Local Government Name Port of Brookings Harbor	Taxpayer Identification Number 93 - 6013807
--	---

List the pool account number(s) to which this form applies:

Pool Account 1 Dredging Fund	Pool Account 2	Pool Account 3	Pool Account 4
Pool Account 5	Pool Account 6	Pool Account 7	Pool Account 8
Pool Account 9	Pool Account 10	Pool Account 11	Pool Account 12

ACH Instructions Add Remove

Financial Institution Name Umpqua Bank		Legal Account Owner Port of Brookings Harbor	
ACH ABA Routing Transit Number [REDACTED]	Bank Account Number [REDACTED]	Account Type <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	Nickname (Optional) Umpqua Bank General Fund
Addendum Details (Optional)			

Authorization (Two different authorized Contacts must sign)

We authorize the Oregon State Treasury and its agents to initiate debit and credit entries, and adjustments for any entries made in error, to the above-listed bank account. We also acknowledge that such ACH transactions must comply with the provisions of Oregon and U.S. law. This authorization will remain in effect until cancelled in writing to the below address in such time as to afford Treasury a reasonable opportunity to act on said cancellation.

Authorized Contact Signature X	Authorized Contact Name Kimberley Boom	Date 02/20/2020	
Title Financial Officer	Phone Number (541) 469-2218	Ext. 405	E-mail Address accounts@portofbrookingsharbor.com

Authorized Contact Signature X	Authorized Contact Name Gary Dehlinger	Date 02/20/2020	
Title Port Manager	Phone Number 5414692218	Ext. 406	E-mail Address portmanager@portofbrookingsharbor.com

POOL USE ONLY		
	DATE	INITIALS
Processed		
Confirmed		

INFORMATION ITEM – A

DATE: February 20, 2020
RE: Kathy's Corner Market
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Owner Victoria Fike stated that she was feeling better, family has agreed to help her, and has decide to continue operating the business.

DOCUMENTS

- None

INFORMATION ITEM – B

DATE: February 20, 2020
RE: Launch Ramp Grabrail
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Update on the launch ramp grabrail.
- Per OSMB, the Port would need to have the handrail and attachment designed and stamped by a structural engineer so that it did not cause damage to the docks and it can support the loading of someone pulling on the handrail.
- Topper Industries manufactured the launch ramps.
- Jack Akin/EMC Engineers/Scientists started the inquiry with OSMB and Topper Industries. At this time, no progress has occurred.
- I have reached out to Topper Industries and waiting for their response.

DOCUMENTS

- None

INFORMATION ITEM – C

DATE: February 20, 2020
RE: IT Security Policy
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- IT Security Policy is under staff and Port counsel review and should be available for the Board at the March Regular Meeting.

DOCUMENTS

- None

INFORMATION ITEM – D

DATE: February 20, 2020
RE: Fuel Dock Repairs
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Provided Business Oregon the revised description of work with estimated budget and preliminary construction schedule to amend the contract. Anticipating receiving the amended contract before the next meeting.
- Jack Akin/EMC Engineers/Scientists has begun working on the bid package for this project.

DOCUMENTS

- Description of Work and Estimated Budget, 2 pages
- Preliminary Construction Schedule, 1 page

Port of Brookings Harbor

Revised Marine Fuel Dock Station & Dock Repairs

Description of Work:

- A. Location of the work is on the Chetco River at the Port of Brookings Harbor, in Curry County, Oregon.
- B. Project is to repair the concrete ramp abutment with fuel and utility lines, install new gas/diesel pump dispenser, remove and replace wood piling with steel piles on the transient and work docks, refurbish wood walers/rubboards and dock bolts on transient dock, work dock and fuel dock. The Project work scope also includes restoration flat work around the fuel dock ramp and aboveground fuel tanks to complete the Marine Fuel Dock Station and slope repair adjacent to the ramp abutment according to engineer's directions.
- C. Repairs to existing fuel dock is contingent upon emergency In-Water Work permit approval from USACE. If emergency In-Water Work is approved, a second equipment mobilization may be required to complete dock pile replacement. If emergency In-Water Work is not approved, all work would begin October 1, 2020 and only one mobilization would be needed.

Estimated Budget:

Engineering – Administration

Item No.	Spec No.	Item	Unit	Quantity	Unit Price	Estimated Price
10		Engineering / Architectural	Lump Sum	All	Lump Sum	\$20,000
20		Permitting	Lump Sum	All	Lump Sum	\$10,000
30		Erosion Control	Lump Sum	All	Lump Sum	\$1,000
40		Pollution Plan	Lump Sum	All	Lump Sum	\$500
50		Construction Survey Work	Lump Sum	All	Lump Sum	\$4,000

Sub Total \$35,500

Repair Existing Marine Fuel Dock

100		Mobilization #1	Lump Sum	All	Lump Sum	\$60,000
110		Work Containment Plan & System	Lump Sum	All	Lump Sum	\$2,000
120		Demolition / Removal of Concrete Ramp Abutment	Lump Sum	All	Lump Sum	\$5,000
130		General Excavation	CY	650	35	\$22,750
140		Stone Embankment	Tons	250	175	\$43,750
150		Nonwoven Filter Geotextile	SF	275	9	\$2,475
160		Furnish & Install H-Pile	Each	5	5500	\$27,500
170		Form & Pour Ramp Abutment	Lump Sum	All	Lump Sum	\$10,000
180		Fuel Lines & Utilities	Lump Sum	All	Lump Sum	\$17,000
190		Fuel Dispensing Pump	Lump Sum	All	Lump Sum	\$25,000
200		Reconnect Existing Aluminum Ramp	Lump Sum	All	Lump Sum	\$2,000

Sub Total \$217,475

Port of Brookings Harbor

Revised Marine Fuel Dock Station & Dock Repairs

Fuel Dock Restoration Flat Work

300		Aggregate Base	SF	8000	\$3	\$24,000
310		Concrete Transfer Pad	Cubic Yard	50	\$200	\$10,000
320		Asphalt	SF	8000	\$3	\$24,000
330		Storm Drain Line	LF	140	\$50	\$7,000
340		Curb & Sidewalk	LF	200	\$62.50	\$12,500
340		Relocate Existing Fire Hydrant	Each	1	Lump Sum	\$15,000

Sub Total \$92,500

Transient Dock – Remove Wood Piling and Replace with Steel Piling. Refurbish Floating Docks

400		Mobilization #2	Lump Sum	All	Lump Sum	\$30,000
410		Remove Wood Dock Piling	Each	23	\$750	\$17,250
420		Furnish & Install 16" Steel Piling	Each	12	\$12,000	\$144,000
430		New Pile Hoop	Each	12	\$1,250	\$15,000
440		Refurbish Floating Docks	LF	750	\$90	\$67,500

Sub Total \$273,750

Work Dock – Remove Wood Piling and Replace with Steel Piling. Refurbish Floating Docks

500		Remove Wood Dock Piling	Each	9	\$750	\$6,750
510		Install 12" Steel Piling	Each	4	\$1,000	\$4,000
520		New Pile Hoop	Each	4	\$1,250	\$5,000
530		Refurbish Floating Docks	LF	100	\$90	\$9,000
540		Install Aluminum Ramp	Each	1	Lump Sum	\$10,000

Sub Total \$34,750

Estimated Total Cost \$653,975

**Port of Brookings Harbor
Revised Marine Fuel Dock Station and Dock Work Preliminary Construction Schedule**

REPAIR RAMP AND SLOPE INCLUDING RESTORATION

Description	Start Date	Finish Date	Days	February	March	April	May	June	July	August
Construction Drawings for Piling	2/17/2020	3/13/2020	25	■						
Permitting - All Agencies	3/2/2020	5/1/2020	60	■	■					
Emergency In-Water Work Permit	5/1/2020	5/2/2020	1				■			
Notice of Invitation to Bid	5/4/2020	5/18/2020	14				■			
Award of Contract	5/26/2020						■			
Order Steel	5/26/2020	6/25/2020	30				■	■		
Contractor Mobilization	6/26/2020	7/1/2020	5					■		
On-site Construction	7/1/2020	7/31/2020	30						■	
Contractor Demobilization	7/31/2020	8/5/2020	5							■

TRANSIENT DOCK AND WORK DOCK SCHEDULE

Description	Start Date	Finish Date	Days	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021
Contractor Mobilization	9/28/2020	10/3/2020	5	■				
On-site Construction	10/5/2020	10/26/2020	21	■	■			
Contractor Demobilization	10/27/2020	11/1/2020	5		■			

INFORMATION ITEM – E

DATE: February 20, 2020
RE: RV Park Restroom/Shower, Laundry Room & Pull-Thru Sites
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Met Mike Crow with Crow/Clay & Associates in Coos Bay to resume the construction drawings and bid package to install the new restroom/shower, laundry room and pull-thru sites.
- Crow/Clay schedule is busy now and expects to begin working on our project in March. Crow/Clay needs a geotechnical report to start the process.
- Geotechnical company Cascadia Geoservices was contacted to perform the testing and provide a geotechnical report to the Port. Testing and report will be done as soon as possible to not delay the bid package.
- Crow/Clay and their electrical firm were onsite to inspect the facility and make notes of the existing infrastructure. Electrical site evaluation report performed in 2017 and demolition reports were provided to Crow/Clay for information to be included in the bid package.
- Crow/Clay was instructed to add bid options to upgrade the entire RV Park electrical system to 30/50amp 100v service and another bid option for electrical upgrade for the pull-thru sites only. This will give the Port options, if funds are available, to choose on upgrading the electrical system.

DOCUMENTS

- None

INFORMATION ITEM – F

DATE: February 20, 2020
RE: 36 Inch Culvert Cleaning
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board agreed to schedule a meeting with Curry County Commissioners to discuss cleaning of 36-inch culvert and other culvert issues.
- We have learned the Curry County Road Department is planning a demonstration of a Vactor Truck to remove materials inside the culvert at the Port in late March or April this year.
- We plan to have the Board to Board meeting after this demonstration. Depending on the demonstration results, everyone would have better knowledge on a plan moving forward.

DOCUMENTS

- None

