

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Agenda

Harbor Fire / Harbor Water District
Conference Room
98069 W Benham Lane
Harbor OR 97415

Tuesday, January 16, 2018 • 6:00 pm

Agenda

- | | |
|---|--------------|
| 1. Call to Order and Roll Call | |
| 2. Pledge of Allegiance | |
| 3. Approval of Agenda | |
| 4. Approval of Minutes | Page# |
| a. Special Meeting – Wednesday, December 13, 2017 | 1 |
| b. Regular Meeting – Tuesday, December 19, 2017 | 4 |
| c. Special Meeting – Wednesday, December 27, 2017 | 10 |
| d. Special Meeting – Friday, December 29, 2017 | 15 |
| 5. Financial Review | 17 |
| 6. Operational Report | 53 |
| 7. Agenda Related Public Comments * | |
| 8. Old Business | |
| a. Port Rates – July 1, 2018 (Schedule workshop date) | 54 |
| 9. New Business | |
| a. Write-Offs | 55 |
| b. Boat Shop and More, LLC Draft Lease Agreement | 62 |
| c. POBH Budget 2018-19 Calendar | 81 |
| d. Legislative Update from Rep David Brock-Smith | |
| 10. Commissioners Report | |
| 11. Non-Agenda Related Public Comments * | |
| 12. Adjournment | |

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

FULL MEETING PACKET AVAILABLE AT www.portofbrookingsharbor.com

This Institution is an Equal Opportunity Provider.

Port of Brookings Harbor Board of Commissioners
Special Meeting Minutes
Wednesday, December 13, 2017, 6:00 p.m.
Port of Brookings Harbor Office: 16330 Lower Harbor Rd, Brookings OR, 97415

1. Call to Order and Roll Call:

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

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

Staff Present: Port Manager Gary Dehlinger.

2. Approval of Agenda:

VP Barbas made the motion to approve the agenda as written. Seconded by Treas. Thompson. Voting Yes: Unanimous.

3. Agenda Related Public Comments:

No agenda related public comments.

4. Executive Session – pursuant to ORS 192.660(2)(e)(f)(h)

a. Claim to Prescriptive Easement on Righetti/Port Boundary

b. Dave Hoover Construction

c. Sale of Port Real Property

Pres. Christian underlined that the issues are to consider information or records that are exempt from public inspection and to consult with counsel concerning legal rights and duties regarding litigation likely to be filed.

The board went into executive session at 6:03 pm.

The board came out of executive session at 7:46 pm.

*VP Barbas moved to direct Port Manager Dehlinger to seek an engineering report with regards to the BC Fisheries dock with spending authority as discussed. Seconded by Treas. Thompson.
Voting yes: unanimous.*

5. Old Business:

a. Port Counsel Procurement Process:

DRAFT

Treas. Thompson brought up doing research on changing auditors, Mr. Dehlinger informed him that the board has already directed him to do so. Vice Pres. Barbas informed everyone that if we adopt these rules for our public contracting rules, that have been drafted as far as Resolution 284, an auditor, is the type of person you're hiring under a personal service contract, other classic examples are lawyers too. As noted in here, we need to be careful hiring architects/engineer related to services unless it's under a \$100,000, and you can't ask them what their price is. You got to do it on a qualification based process. Mr. Dehlinger asked Mr. Barbas if we've tied to the requirements stated in the OAR and ORS doc? Mr. Barbas replied that while we are tied to the requirements that are stated in OAR and ORS, but exhibit A, the rules and procedure for public contracting services including public contracts, looks like it came from SDAO and looks pretty good. Mr. Barbas would be willing to move to pass this, subject to legal counsel review. Mr. Dehlinger wanted the board to understand that policy prevents us to do what you guys ask for, to review the Port and determine the best fit for the Port, and we need to change what the current policy is.

Mr. Dehlinger wanted to add in, we got the design for boarding docks from Oregon State Marine Board. We're going to have to put this out to contract and it's our responsibility to do so. Would like to send it to Mr. Barbas for him to look at and make sure we're doing things the proper way. And, prior to that, have another special meeting.

*Sec. Martin made the motion to adopt Resolution 484.
Seconded by Treas. Thompson. Voting Yes: Unanimous*

*Sec. Martin made the motion to direct Port Manager Dehlinger to
consult with Port Council to review all Port procurement processes and
update them as necessary to bring something back to the board.
Seconded by Treas. Thompson. Voting Yes: Unanimous*

6. New Business:

a. Resolution No. 483, POBH Authorizing the Sale of Port Real Property:

*Treas. Thompson made the motion to authorize the sale of Port property,
Resolution number 483 for Port of Brookings Harbor, authorizing the
sale of Port Real Property. Seconded by Sec. Martin.
Voting Yes: Unanimous*

b. Procurement Request for Zola's Sewer Upgrade:

Treas. Thompson questioned if the pump is the problem or the cover? Mr. Dehlinger informed the board that the problem is last year Harbor Sanitary came over and directed the Port to fix the I&I issue there. The tank is below ground, so water does come in there. Doesn't know if the tank is actually sealed or not, but Harbor Sanitary is asking that they build it properly. Mr. Dehlinger asked the board if we want to spend \$20,000 roughly on a sewer upgrade for that building? And suggested that since the building won't out last the sewer upgrade, maybe we just go test it to make sure it's watertight. Sec. Martin had some concerns and would be willing to commit on this if the board knew that they were going to take care of their STC fees and commit to a lease. But is not willing to do it, when for some reason, we haven't even heard why they won't sign their lease and we don't know. The board agreed to take no action and have Mr. Dehlinger look more into this item more.

7. **Non-Agenda Related Public Comments:**

No non-agenda related public comments.

8. **Adjournment:**

The meeting was adjourned at 7:20 p.m.

Port Commissioner

Port of Brookings Harbor Board of Commissioners
Commissioners Meeting Minutes
Tuesday, December 19, 2017 7:00 pm
Best Western Conference Room: 16011 Boat Basin Rd, Brookings OR, 97415

1. Call to Order and Roll Call:

President Christian called the meeting to order at 7:00 pm.

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

Staff Present: Port Manager Gary Dehlinger.

2. Pledge of Allegiance:

The board and public performed the pledge of allegiance.

3. Approval of Agenda:

*Treas. Thompson made a motion to approve the agenda as written.
Seconded by Sec. Martin. Voting yes: unanimous.*

4. Approval of Minutes:

a. Special Meeting – Thursday, October 26, 2017

VP Barbas made a motion to approve the Special Meeting Minutes for Thursday, October 26, 2017 as amended. Seconded by Treas. Thompson. Voting yes: unanimous.

b. Special Meeting – Friday, November 3, 2017

VP Barbas made a motion to approve the Special Meeting Minutes for Friday, November 3, 2017 as amended. Seconded by Sec. Martin. Voting yes: unanimous.

c. Regular Meeting – Tuesday, November 21, 2017

VP Barbas made a motion to approve the Regular Meeting Minutes for Tuesday, November 21, 2017 as amended. Seconded by Treas. Thompson. Voting yes: unanimous.

5. Financial & Managers Report:

Mr. Dehlinger asked the Board if there were any question of comments.

Pres. Christian mentioned that she did request that the board receives the payables and the receivables report weekly.

All board members were pleased with the financial and managers' report, and appreciate Mr. Dehlinger doing this each week and posting it to the website for the public to see.

DRAFT

*VP Barbas made a motion to approve the financial report as written.
Seconded by Comm. Davis. Voting yes: unanimous.*

6. Agenda Related Public Comments:

No agenda related public comments.

7. Old Business:

a. Moorage Waiting List Policy

VP Barbas found some parts of the application to be redundant, and was unsure how the fees run.

Mr. Dehlinger explained that there is a \$50 administration fee and a \$25 to go on the list.

The board would like for the fees to be more transparent.

Treas. Thompson made a motion to approve the moorage waiting list policy with a few corrections. Seconded by VP Barbas. Vote: 2-3. Voting no: Sec. Martin and Comm. Davis. Voting yes: VP Barbas, Treas. Thompson, and Pres. Christian. Motion passed.

b. Pacific Ocean Harvesters Lease Amendment

Treas. Thompson made a motion to approve the Pacific Ocean Harvesters lease amendment. Seconded by Vice Pres. Barbas. Voting yes: unanimous.

8. New Business:

a. Commercial Fish Unloading on Recreational Docks

Treas. Thompson had some questions, and the way he is reading this is that a guide cannot unload catch, and during salmon season this happens all the time. And, as a board we can ask the Marine Board to allow us certain things on that dock, and they can approve or deny it.

Mr. Dehlinger agreed and informed the board that he has been told by Marine Board personnel that we can request this but there might be a cost to it. We may have to pay back a certain amount of the grants, or our grant percentage matching may go up. But it all depends on what the board is asking for.

Sec. Martian was concerned for the fishermen since there isn't a public hoist right now that they can use and asked what is the solution?

Treas. Thompson suggest to do what Port of Alsea, Port of Siuslaw and Salmon Harbor are doing, have separate agreements giving permission to guides who launch daily.

The board agreed to have Mr. Dehlinger ask OSMB to come to the next regular meeting to discuss

DRAFT

this further, and asked Mr. Dehlinger to put together some different options.

b. Port Audit FY 2016-17 Draft

Mr. Dehlinger informs the board that there are some more updates that Signe Grimstad is doing which may change some conundrums around this regarding the dock renovation money. Asked for a special meeting the last week of December since we are going to be getting another draft in a couple of days.

The board requested that Signe Grimstad to be at the next special meeting to go over the draft audit the them.

c. KDRV Weather Cam Sponsorship 2018

Mr. Dehlinger brought this up the board since the current budget doesn't allow for the next six months of service, but they said they'll still continue running those pictures with all the cameras.

*Sec. Martin made a motion to not renew the KDRV Weather cam.
Seconded by Comm. Davis.*

VP Barbas was concerned with not having the cameras, due to the boards mission is thee economic development and part of that's bringing people to the district and isn't clear that he agrees that this is not consistent with our mission

Treas. Thompson would rather see the Port spend that \$6,000, and have a camera look right down the mouth of the river.

Voting yes: unanimous.

The board agreed to have Mr. Dehlinger look into a camera system, and if it is over \$5000 to bring it back to the board. And suggested to present this to TPAC since it's going to benefit all of those in Brookings.

d. Uncorked Wine Bar – Retail Lease Application / Proposal

Sec Martin likes the proposal and the idea but doesn't think the Port should pay for new flooring, but is not opposed to giving a short-term discount.

VP Barbas suggested (2) months free rent, which the other board members where not opposed of.

Mr. Dehlinger did inform the board that when Uncorked Wine Bar owner, Sarah Vietz, went to talk to Harbor Sanitary the receptionist told Mrs. Vietz the SDC fees would be \$13,000, than she went back and Kelly told her \$23,000, because they think it's going to be a huge increase of waste sewer.

*Treas. Thompson made a motion to accept Uncorked Wine Bar to lease suites 102 and 103, with (2) months free rent. Seconded by VP Barbas.
Voting yes: unanimous.*

Uncorked Wine Bar owner, Sarah Vietz, came into the meeting, Pres. Christian asked for her to come up and speak to the board. Ms. Vietz informed the board that she had spoken with Harbor

DRAFT

Sanitary and was told that if the sanitation development was underway the cost would have been less. When she went in to get the sanitation started she was told it would cost \$23,000. Ms. Vietz asked the board if it was possible to split those cost since it's not something that they will be able to turn around and sell, it's not an asset to their company, but it's an asset to the building.

Pres Christian suggested to show Kelly the proposal and tell her exactly what you're doing.

Ms. Vietz tried to do that but was told it didn't matter as long as a wine bar or any sort of bar going in, and that it's going to cost \$1.80 per square foot.

The board suggested Ms. Vietz to go back to Harbor Sanitary and ask why the coffee shop was quoted \$13,000 and what the difference is and to go to the Harbor Sanitary Board of Commissioners meeting and talk to them about waiving the fee to improve economic development. it.

e. Port Rates – July 1, 2018

Mr. Dehlinger informed the board that they have this proposal, so it can be done in a three-month time period to give us time to research anything that the board may want to bring up, and give the public more time for input for whatever changes that these four months will present.

The board agreed that they would like to have a special meeting or workshops regarding the Port rates.

f. POBH Strategic Business Plan Annual Review

The board agreed that they would like to have a special meeting or workshops regarding the Strategic Business Plan Annual Review.

g. Supplemental Budget FY 2017-18, Purchase Reach Lift

Pres. Christian stated; a public hearing on a proposed supplemental budget for Port of Brookings Harbor for the current fiscal year will be held at Beachfront Best Western of Basin Road. Hearing will take place today, Tuesday, December 19th. The purpose is to discuss the supplemental budget with interested persons. A copy of the supplemental budget may be inspected or obtained, on or after December 18th at the Port of Brookings Harbor. The purchase of the 2018 Genie Reach Lift forklift, with a seven-year lease, purchase cost 142,507. Financing 93,000 with the down payment of 42,507.

Mr. Dehlinger informed the board that the correct amount is \$100,000

Treas. Thompson made the motion to modify this subject as presented.

Pres. Christian opened the hearing to public comments:

John Brazil: President of Harbor Fire, want to say mainly good in the order, this is how it should be done, how it should be presented, and it clearly states where on the existing budget the funds are coming from and what they're specifically going to. I like this type of timely budget management.

Treas. Thompson made a motion to accept the supplemental budget as

presented. Seconded by Comm. Davis. Voting yes: unanimous.

VP Barbas made a motion to adopt Resolution 485, a resolution of the Port of Brookings Harbor to appropriate funds to the budget. Second by Comm. Davis. Voting yes: unanimous.

h. New Location for Regular Commissioner Meetings

Mr. Dehlinger informed the board that we were told that this facility won't be holding meeting anymore, and we have already contacted Harbor Water Facility.

Treas. Thompson made the motion to move our regular meeting to the Harbor Water Facility.

Pres. Christian asked the board to entertain the idea of changing the time of our meetings to 6:00 pm.

Treas. Thompson changed his motion to have Port Staff contact harbor Water, to rent the facility on a monthly basis for our meeting. Seconded by VP Barbas. Voting yes: unanimous.

Pres. Christian amend the motion to change the time to 6:00 pm for the third Tuesday of the month. Second by Comm. Davis. Voting yes: unanimous.

9. Commissioners Report:

The board expressed their respect to the staff and thanked them, and Sec. Martin gave an update for the bottom fish season.

10. Non-Agenda Related Public Comments:

John Brazil: Covered most of it in the budget hearing, but would like to thank Port staff for doing the job that they are doing and working with Harbor Fire agencies.

Leroy Blodgett: gave the history of the 1988 Shillelagh boat that he had bought at the Port Auction back in May. Wants to give the boat back to the Port, and doesn't want to have a negative relationship with the port. Pres. Christian went over that the Port had an auction, everyone who purchased through that auction bought it as is where is, and the port isn't in the business of buying and selling boats. The board decided that we don't want the boat, and we want to be paid the boat yard fees.

11. Adjournment:

The meeting was adjourned at 8:51 p.m.

Comm. Davis wanted to keep discussing the 1988 Shillelagh boat.

Comm. Davis mentioned that it's going to cost about \$1,800 to put that boat in the dumpster, and it's been sitting there before the auction, and it's going to continue sitting there. There's not a one of us at this table that would want to be skewed in the amount that it would cost to rebuild those two

engines in that boat, that weren't rebuilt, that are seized up, are both full up with water when it rains. Leroy's come tonight. He is not asking for his \$9,000. He is merely saying, "I've been around the Port for a long time. I don't want my money back. I just don't want the boat," period.

Skylar informed the board the history of the sale of the 1988 Shillelagh boat and the lien process.

Comm. Davis made the motion to accept Leroy's offer to accept the boat and waive the storage fees provided that the port is able to establish clear title. Second by VP Barbas. Vote: 3-2. Voting no: Sec Martin, Treas. Thompson, and Pres. Christian. Voting yes: Comm. Davis and VP Barbas. Motion failed.

The meeting was adjourned at 9:06 p.m.

Port Commissioner

Port of Brookings Harbor Board of Commissioners
Special Meeting Minutes
Wednesday, December 27, 2017, 6:00 p.m.
Port of Brookings Harbor Office: 16330 Lower Harbor Rd, Brookings OR, 97415

1. Call to Order and Roll Call:

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

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

Staff Present: Port Manager Gary Dehlinger.

2. Approval of Agenda:

VP Barbas requested to add an item to the agenda, under new business 5 D, would like to discuss resolutions 446 and 447 and recently discussed 447 as the emergency declaration, and a part of a no bid contract to Dave Hover. Turns out there's two resolution 447s and two resolution 446s and I would like to get some discussion going on that.

Treas. Thompson made the motion to approve the agenda as amended.

Sec. Martin would like to add in item E to discuss both the pilings and fuel dock.

*Treas. Thompson amended the motion to include item E, Fuel Dock.
Seconded by VP Barbas. Voting yes: unanimous.*

3. Agenda Related Public Comments:

No agenda related public comments.

4. Old Business:

a. Port Audit FY 2016-17 Draft:

Signe Grimstad with Grimstad and Associates informed the board that this is the latest draft since they had contact with IFA this morning. Essentially what you are looking at is a report that reflects no receivables. Anything to do with that last loan 1601. It's a regular loan, we had a conversation with Mark Freeman last week and he followed through. Nothing has changed. We're looking at a debt. Now, that doesn't mean things could change, but we are not provided anything in writing or verbally that there's going to be any grant or relief on that loan.

Pres. Christian commented that we are on the right tack today and moving forward and that's important.

*VP Barbas made the motion to table this pending scheduling a special meeting to approve it at management and president's discretion.
Seconded by Comm. Davis. Voting yes: unanimous*

DRAFT

The board agreed to have another special meeting on Friday at 6pm regarding this item.

5. New Business:

a. Invitation to Bid FG#1587 Documents for Boarding Docks Fabrication:

Pres. Christian gave some background to the document.

VP Barbas had some concerns regarding the compensation section and requested to see milestones or a schedule of payments.

Mr. Dehlinger informed the board that this needs to be put to bid immediately or schedule is going to be out of whack. Also, that we don't have the money. We have to get the money from the Oregon State Marine Board.

Treas. Thompson made the motion to accept and send a bid out of copies without any revisions to it and go on. Motion dismissed due to a lack of a second.

VP Barbas felt that the contract should state, 30 days from when Port of Brookings Harbor receives funds from OSMB. And requested for this item to be discussed at Friday's meeting.

Pres. Christian suggested to wait until Friday's meeting.

Extensive dialogue followed resulting in:

Treas. Thompson made the motion to accept invitation-to-bid as written by Coffee. Seconded by Sec. Martin. Vote: 3-2. Voting yes: Comm. Davis, Treas. Thompson, Sec. Martin. Voting no: VP Barbas, Pres. Christian. Motion Passed.

b. Department of State Lands – State Public Facility License No. 25994-LI:

Treas. Thompson made the motion to sign the agreement with the State Marine, state land boards to have a fishing pier. Seconded by VP Barbas. Voting yes: unanimous.

c. Harbor Sanitary District Easement:

Treas. Thompson made the motion to approve the Harbor Sanitary District Easement. Seconded by Comm. Davis. Voting yes: unanimous.

Treas. Thompson made the motion to allow the Port Manager to sign the document. Seconded by Sec Martin.

VP Barbas requested an amendment, that the document refers to the Harbor Sanitary District Easement. Second by Sec Martin. Voting yes: unanimous.

d. Resolution 446 & 447:

VP Barbas handed out copies of resolution 447.

VP Barbas states; As best I can ascertain, the second one that's stapled. The resolution augmenting Resolution 229 came before the board on October 20th, 2015, 1 hour and 5 minutes and about 46 seconds into the audio tape. Then Chair Davis reads it into the record by title. The title matches this document here that he read. At about 1 hour and 6 minutes and 40 or so seconds, the board begins voting and votes unanimously to adopt this resolution. This resolution is not in the Court's Book of Resolutions. It's just not there.

Then I didn't bring copies of 446 but 446 was adopted by the board in June of 2015 and it was the budget resolution for the 2015/2016 budget year. Then there's another 446 that comes after both of these 447s in March of 2016. It is amending the budget to take the dock loan, related to the BC Fishery Dock. We have two of each of these. Now this second 447, the one declaring an emergency. It says it was adopted on the 25th day of January 2016. I'm not aware of any meeting on that day. There's nothing on the port website.

I sent an email to Gary. I think all the commissioners got the response where he says the only thing he can hear is that at the regular January meeting which was on the 19th, he heard Roger on the tape. He gave us all a copy of the clip where he says we just passed 447. But Roger's talking about the public commenting issue that was in front of the board then. I think he's referring to this first 447 which deals with how the board is supposed to behave. I can't find any record.

I looked from December, every meeting from December to April. This contract that followed from this was signed March 16th of 2016. I can't find any record that this came before the board. That's 447, that's the emergency contract with Dave Hoover. I don't know. I think all that's basically in the public record. We've had some executive sessions talking about this contract, I don't know how far we want to go into that if at all. That would be a board decision, but I think we need to figure out what's going on with these resolutions.

We have a situation where we have a contract that says we declared an emerge- or a resolution says we declared an emergency and we skipped out of the public contracting laws and awarded a \$1.6 million contract. Roger alluded earlier that that contract's in trouble. On a no bid basis. I feel there's consequences to this thing.

Mr. Dehlinger mentions that this just boil down to the lack of keeping documents in the past. That he already has different people working in the office if this doesn't show up in our book which it didn't because it never got signed, we don't know why this is never in the book at all because we have unsigned resolutions as well. This is just a poor accounting.

Pres. Christian asked what are you driving at? Where do we go from here with this?

VP Barbas was unsure, but suggested to have this investigated and suggested that we have the sheriff and the DA refer it to the Oregon Department of Justice for investigation.

VP Barbas made the motion to have the Port refer it the Curry County Sheriff and DA with the request that they refer it to the Oregon Department of Justice for investigation. Seconded by Treas. Thompson.

Treas. Thompson needed further clarification on what we are asking them to investigate. VP Barbas was not clear if there is any criminal violation or civil violation.

Mr. Dehlinger clarified that the contractor, Dave Hoover, is illegal? The meeting was illegal or it's then just funds were illegal? VP Barbas thinks those are possibilities, or could have been other things but just didn't know.

Sec. Martin needed further clarification, VP Barbas replied “: I think that procedure should be that the port takes it to the sheriff and court or the sheriff and the DA should coordinate and we're asking them to make a referral to Oregon DOJ.”

Voting yes: unanimous.

VP Barbas made the motion directing Port staff to cooperate with any investigation and to sign any formal complaint required. Second by Pres. Christian.

Mr. Dehlinger remarked that he isn't qualified to do a complaint, and the board needed further clarification on the motion. VP Barbas replied that this one says to cooperate and to sign any complaint that they ask you to sign, so not to draft it.

Voting yes: unanimous.

VP Barbas made the motion to direct staff, to renew the records, to straighten out the numbering on the resolutions beginning on January 1, 2015 to present, and make sure that they're all present that have been voted on and approved and that any that have not been approved. don't know if you want to remove them but maybe indicate that they have not been approved and bring that to the board for approval of scrivener's errors. Scrivener's error is changed, non-standard changes like the numbering. Second by Treas. Thompson. Voting yes: unanimous.

e. Fuel Dock:

Sec. Martin was concerned and wanted to see if we needed any discussion about this especially going into crab season.

The board asked Mr. Dehlinger about how are we going to provide fuel, how are we going to prevent leaks, how are we going to except sanitary waste, and how big of a project time wise and money wise is it to disconnect the lines that go under that walk way and put them above it somehow?

Mr. Dehlinger replied that it has been all engineered. To me it's going to be down the road before we relocate all those lines above ground. What the best solution that we got for us going forward is to get the fuel dock back and up in working order, disconnect the ramp to where it's connected to now and just bring it down five feet. Because there is an old ramp connection that we want to just connect, reconnect to that point. It takes away from the upper section that's failing and put it out to lower section. That way the ramp is still a bridge for all the utilities. We want to make that not a ramp anymore. It's just like a bridge for the utilities. And then from there we need to start looking into an engineered reroute of all these lines and give it sometime to discuss how we want

to do it, because is going to be a costly reroute. We need to reroute these lines anyways to demo this thing.

The board agreed for Mr. Dehlinger to proceed and to come back to the board if needed.

The board showed concern regarding another piling coming out of D dock and will it impact the base of the dock more? Mr. Dehlinger was unsure but every pile that we lose, it loses the strength of the infrastructure.

6. Non-Agenda Related Public Comments:

No non-agenda related public comments.

7. Adjournment:

The meeting was adjourned at 8:15 p.m.

Port Commissioner

Port of Brookings Harbor Board of Commissioners
Special Meeting Minutes
Friday, December 29, 2017, 6:00 p.m.
Port of Brookings Harbor Office: 16330 Lower Harbor Rd, Brookings OR, 97415

1. Call to Order and Roll Call:

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

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

Staff Present: Port Manager Gary Dehlinger.

2. Approval of Agenda:

*VP Barbas made the motion to approve the agenda as written.
Seconded by Sec. Martin. Voting yes: unanimous.*

3. Agenda Related Public Comments:

No agenda related public comments.

4. Old Business:

a. Port Audit FY 2016-17 Draft:

*VP Barbas made the motion to approve Resolution 487, a resolution of the Port of Brookings Harbor, for acceptance of -- since draft audit report, I think this is now final audit report, so I just say acceptance of final audit report for fiscal year 2016/2017 with/and adapted by the Port of Brookings Harbor on the 29th day of December 2017.
Seconded by Treas. Thompson. Voting yes: unanimous*

5. New Business:

a. SEP – IRA Fix-It Guide:

Mr. Dehlinger informed the board of the SEP-IRA laws.

Sec. Martin would like to see this be reviewed by CPA to have them review out SEP plan and review the proposed action.

Sec. Martin made the motion to have a consultation with the CPA and bring it back to the board. Second by VP Barbas. Voting yes: unanimous.

6. Non-Agenda Related Public Comments:

DRAFT

No non-agenda related public comments.

7. **Adjournment:**

The meeting was adjourned at 6:13 p.m.

The meeting was reconvened at 6:15 pm to discuss the signing of the court audit, fiscal year 2016-17.

*VP Barbas made the motion to grant signature authority to Angi Christian and one other commissioner for the Resolution 487, and to Angi Christian for, Grimstad & Associates letter dated November 21, 2017, regarding financial statements and information provided government specific section and part of the audit, summary of the audit.
Second by Sec Martin. Voting yes: unanimous.*

The meeting was adjourned at 6:20 p.m.

Port Commissioner

Port of Brookings Harbor
General Funds (Check Register)

Accrual Basis

December 1, 2017 - December 31, 2017

Type	Date	Num	Name	Memo	Amount
1001 - CASH & CASH EQUIVALENTS					
1002 - General Funds Ckg Umpqua 3634					
Transfer	12/12/2017			Funds Transfer to General Fund, combining subaccount with main account	-37,183.23
Transfer	12/12/2017			Funds Transfer to General Fund, combining subaccount with main account	37,183.23
Transfer	12/12/2017			Funds Transfer from Umpqua General to LGIP General Funds TRANS#2542671	-190,500.00
Transfer	12/28/2017			Funds Transfer USCG Dec Lease Pmt to General Funds	923.24
Check	12/04/2017	DEBIT	Elavon	NOVEMBER 2017 MERCHANT SERVICE FEE ACCT#316	-331.34
Check	12/04/2017	DEBIT	Elavon	NOVEMBER 2017 Merchant Service Fee - acct#873 Ventek	-26.48
Check	12/04/2017	DEBIT	Elavon	NOVEMBER 2017 MERCHANT SERVICE FEE ACCT#902	-450.61
Check	12/04/2017	DEBIT	Elavon	NOVEMBER 2017 MERCHANT SERVICE FEE ACCT#951	-64.85
Check	12/15/2017	DEBIT	ADP	Advice of Debit #504522606 PAYROLL 12/06/2017	-115.36
Bill Pmt -Check	12/20/2017	DEBIT	Parker Corporation LP	Transcription- 12/19/17 Mig Order#S2T1701381	-165.15
Check	12/29/2017	DEBIT	ADP	Advice of Debit #505268784 PAYROLL 12/20/17	-119.39
Bill Pmt -Check	12/27/2017	DEBIT	Spectrum Business 8752 19 060...	Internet for Port Office 12/05/17-01/04/18	-72.51
Bill Pmt -Check	12/29/2017	DEBIT	Parker Corporation LP	Transcription- 12/27/17 Mig Order#S2T1707884	-166.97
Bill Pmt -Check	12/06/2017	DEBIT/PAYPA	Parker Corporation LP	Transcription- 12/27/17 Mig Order#S2T1707884	-161.91
Bill Pmt -Check	12/06/2017	DEBIT/PayPal	Parker Corporation LP	Transcription- 12/27/17 Mig Order#S2T1707884	-161.91
General Journal	12/20/2017	MAP GRANT	OREGON STATE MARINE BOA...	MAP GRANT FISCAL YEAR 2018 BATCH 2 PAY NO. 1165197 VP022934	4,825.00
General Journal	12/06/2017	IFA 12/6		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	-4,807.00
General Journal	12/06/2017	LIFT 12/6		To transfer to Debt Service funds for DEC 2017 Travelift payment	-1,165.00
General Journal	12/06/2017	PAY 12/06		Rec 12/06/2017 payroll- INCLUDES US BANK SEP IRA PMT CHECK \$1444.93 & ...	-13,031.13
General Journal	12/06/2017	TAX 12/06		Rec 12/06/2017 payroll Taxes	-4,578.56
General Journal	12/06/2017	USDA 12/6		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	12/12/2017	IFA 12/12		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	-4,807.00
General Journal	12/12/2017	LIFT 12/12		To transfer to Debt Service funds for JAN 2018 Travelift payment	-1,165.00
General Journal	12/12/2017	USDA 12/12		To transfer to Debt Service funds for JAN 2018 Travelift payment	-2,503.00
General Journal	12/18/2017	IFA 12/18		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	12/18/2017	LIFT 12/18		To transfer to Debt Service funds for JAN 2018 Travelift payment	-1,165.00
General Journal	12/18/2017	USDA 12/18		To transfer to Debt Service funds for JAN 2018 Travelift payment	-2,503.00
General Journal	12/20/2017	PAY 12/20		Rec 12/20/2017 payroll- INCLUDES US BANK SEP IRA PMT CHECK \$1761.50	-16,209.69
General Journal	12/27/2017	IFA 12/27		Rec 12/20/2017 payroll Taxes	-5,650.49
General Journal	12/27/2017	LIFT 12/27		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	12/27/2017	USDA 12/27		To transfer to Debt Service funds for JAN 2018 Travelift payment	-1,165.00
Bill Pmt -Check	12/06/2017	8437	Brookings Electronic Service, Inc.	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
Bill Pmt -Check	12/06/2017	8438	Kerr's Ace Hardware Inc	Customer#56	-366.23
Bill Pmt -Check	12/06/2017	8439	Kerr's Ace Hardware Inc	Customer#56	-528.36
Bill Pmt -Check	12/06/2017	8440	NAPA Auto Part	VOID: Customer#56	-2.19
Bill Pmt -Check	12/06/2017	8441	Oregon Dept of Revenue	ACCT#60285	-297.00
Bill Pmt -Check	12/06/2017	8442	Pitney Bowes Global Lease	BIN: 0294055-3	-415.41
Bill Pmt -Check	12/06/2017	8443	Xerox Capital Services, LLC	LEASE ACCT#0017098499	-1,101.53
Bill Pmt -Check	12/12/2017	8444	BI-MART	Account #931481	-12.90
Bill Pmt -Check	12/12/2017	8445	Curry Transfer & Recycling	Account #2040-2434-001	-4,233.27
Bill Pmt -Check	12/12/2017	8446	Eureka Oxygen Co.	NOVEMBER 2017 Monthly Cylinder Rental	-148.10
Bill Pmt -Check	12/12/2017	8447	Gold Beach Lumber Yard, Inc.	Account #776	-28.28
Bill Pmt -Check	12/12/2017	8448	Grimstad & Associates	Work in Progress; Preparation of audit report for year ended June 30, 2017	-5,000.00
Bill Pmt -Check	12/12/2017	8449	Harbor Sanitary District	NOV 2017 Sanitary Bill	-2,761.38
Bill Pmt -Check	12/12/2017	8450	Harbor Water District P.U.D.	10/21-11/20 SERVICE/WATER BILL	-1,087.58
Bill Pmt -Check	12/12/2017	8451	KDRV News Watch 12	WEATHER CAM NETWORK SPONSOR / DIGITAL 11/1/2017-11/30/2017	-500.00
Bill Pmt -Check	12/12/2017	8452	Peterson Cat Rental Store	Account#4799830	-5,199.48
Bill Pmt -Check	12/12/2017	8453	Roto Rooter	2940-522445-001	-650.00
Bill Pmt -Check	12/12/2017	8454	Western Communications	ACCT# 816180	-178.88

Port of Brookings Harbor
General Funds (Check Register)

Accrual Basis

December 1, 2017 - December 31, 2017

Type	Date	Num	Name	Memo	Amount
Check	12/14/2017	8455	C.D.M.	Rental for Christmas Party	-50.00
Bill Pmt -Check	12/18/2017	8456	Del-Cur Supply Co-op	0# REDI MIX Concrete - RV Park	-54.12
Bill Pmt -Check	12/18/2017	8457	Fastenal Industrial Supplies	Customer No.ORBKR0013	-79.78
Bill Pmt -Check	12/18/2017	8458	Harbor RFPD	Emergency Services JULY 1, 2017 - JUNE 30, 2018	-15,000.00
Bill Pmt -Check	12/18/2017	8459	Kerr's Ace Hardware Inc	Customer#56	-203.02
Bill Pmt -Check	12/18/2017	8460	Oregon Dept of Revenue	BIN: 0294055-3	-388.00
Bill Pmt -Check	12/18/2017	8461	Pacific Coast Congress of HM & ...	ANNUAL MEMBERSHIP DUES 2018	-225.00
Bill Pmt -Check	12/18/2017	8462	Quill Corporation	ACCT#1932158	-197.42
Bill Pmt -Check	12/18/2017	8463	Spec Dist Assoc of OR- Healthc...	Customer #: 03-0016414	-5,990.55
Bill Pmt -Check	12/18/2017	8464	Spec Dist Assoc of OR- Prop & ...	VOID: Policy#31P16414-203 Customer ID: 01-16414	-4,785.00
Bill Pmt -Check	12/18/2017	8465	Stebbins Coffey & Collins	LEGAL ASSISTANCE NOVEMBER 2017	-7,676.15
Bill Pmt -Check	12/18/2017	8466	Spec Dist Assoc of OR- Prop & ...	Policy#31P16414-203 Customer ID: 01-16414	-400.00
Bill Pmt -Check	12/27/2017	8467	Curry County Title	Plant Service Report Title Report on Righetti's Property	-89.86
Bill Pmt -Check	12/27/2017	8468	Curry Equipment	Supplies for weed eater for RV Park	-24.44
Bill Pmt -Check	12/27/2017	8469	BOARDWALK MAIL SERVICE	Postage to ship Revo Security Camera Controller for repair	-20.24
Bill Pmt -Check	12/27/2017	8470	Fastenal Industrial Supplies	Customer No.ORBKR0013	-75.00
Bill Pmt -Check	12/27/2017	8471	John Kellum/John's Portable Wel...	Repaired 3 strap pins for Travelift	-602.00
Bill Pmt -Check	12/27/2017	8472	Lease Finance Partners	LEASE#00040031070	-710.96
Bill Pmt -Check	12/27/2017	8473	Mascott Equipment	Replaced defective display on fast diesel pump	-40.00
Bill Pmt -Check	12/27/2017	8474	Pacific Coast Congress of HM & ...	ANNUAL MEMBERSHIP DUES 2018	-61.36
Bill Pmt -Check	12/27/2017	8475	Quill Corporation	ACCT#1932158	-5,830.39
Bill Pmt -Check	12/27/2017	8476	Rogue Credit Union	ACCT #306-89 CARD#8593	-1,000.00
Bill Pmt -Check	12/27/2017	8477	South Coast Knight Security	Patrol for NOVEMBER 2017	-327.89
Bill Pmt -Check	12/27/2017	8478	Spec Dist Assoc of OR- Worker...	Cust #02-0016414	-326,137.97
Total 1002 - General Funds Ckg Umpqua 3634					
1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 - CASH & CASH EQUIVALENTS - Other					-326,137.97
1020 - RESTRICTED - CASH/EQUIVALENTS					
1022 - USDA BOND Umpqua MM 9529					
Transfer	12/12/2017			Funds Transfer from Umpqua Bank to LGIP USDA Revenue Acct TRANS#2542671	-25,590.00
General Journal	12/06/2017	USDA 12/6		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
General Journal	12/12/2017	USDA 12/12		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
Total 1022 - USDA BOND Umpqua MM 9529					-20,584.00
1024 - Capital Projects Umpqua 8018					
Transfer	12/12/2017			Funds Transfer from Umpqua to LGIP Capital Projects Fund TRANS#2542671	-28,910.00
Transfer	12/18/2017			Funds Transfer LGIP Capt Proj to Umpqua Capt Proj	2,604.31
Transfer	12/27/2017			Funds Transfer to pay Capital Projects AP	2,000.00
Transfer	12/28/2017			Funds Transfer USCG Dec Lease Pmt to General Funds	-923.24
General Journal	12/20/2017	MAP GRANT		MAP GRANT FISCAL YEAR 2018 BATCH 2 PAY NO. 1165197 VP022934	-4,825.00
Bill Pmt -Check	12/06/2017	153		Customer#56	-22.53
Bill Pmt -Check	12/12/2017	154		Concrete for Trench Drain	-742.50
Bill Pmt -Check	12/18/2017	155		HMGP Dev for Basin 1 Pile Replacement	-2,980.00
Bill Pmt -Check	12/27/2017	156		Continuation of HMGP -Replacing Basin 1 Piles	-1,850.00
Bill Pmt -Check	12/27/2017	157		for OSMB Trench Drain	-250.00

Port of Brookings Harbor
General Funds (Check Register)

Accrual Basis

December 1, 2017 - December 31, 2017

Type	Date	Num	Name	Memo	Amount
Total 1024 · Capital Projects Umpqua 8018					
1028 · Debt Service Umpqua MM 8627					
IFA LOAN SAVINGS					
Transfer	12/18/2017			Funds Transfer Umpqua Debt Service Fund to LGIP Debt Service Fund	-7,810.22
General Journal	12/06/2017	IFA 12/6		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	4,807.00
General Journal	12/12/2017	IFA 12/12		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	4,807.00
Bill Pmt -Check	12/18/2017	1010			-62,500.00
Infrastructure Finance Authority					
Total IFA LOAN SAVINGS					
TRAVEL LIFT					
Transfer	12/18/2017			Funds Transfer Umpqua Debt Service Fund to LGIP Debt Service Fund	-156.00
Check	12/22/2017	DEBIT		Customer #107104 Loan#110561 Pmt #14	-4,659.00
General Journal	12/06/2017	LIFT 12/6	m2 Lease LLC	To transfer to Debt Service funds for DEC 2017 Travelift payment	1,165.00
General Journal	12/12/2017	LIFT 12/12		To transfer to Debt Service funds for JAN 2018 Travelift payment	1,165.00
Total TRAVEL LIFT					
1028 · Debt Service Umpqua MM 8627 - Other					
Total 1028 · Debt Service Umpqua MM 8627					
Total 1020 · RESTRICTED - CASH/EQUIVALENTS					
TOTAL					
					-2,485.00
					-63,181.22
					-119,664.18
					-445,802.15

Port of Brookings Harbor
Balance Sheet
As of December 31, 2017

Dec 31, 17

ASSETS

Current Assets

Checking/Savings

1001 · CASH & CASH EQUIVALENTS

1002 · General Funds Ckg Umpqua 3634 55,438.06

1005 · General Fund LGIP 6017 190,656.58

Total 1001 · CASH & CASH EQUIVALENTS 246,094.64

1006 · Cash on Hand/Petty Cash

1008 · Office/Financial Assistant 322.80

1010 · Fuel Dock Cash Drawer 400.00

1012 · RV Park Cash Drawer 620.00

1014 · Office/Reception Cash Drawer 200.00

Total 1006 · Cash on Hand/Petty Cash 1,542.80

1020 · RESTRICTED - CASH/EQUIVALENTS

1022 · USDA BOND Umpqua MM 9529 2,502.06

1024 · Capital Projects Umpqua 8018 3,400.00

1028 · Debt Service Umpqua MM 8627

IFA LOAN SAVINGS 318.03

TRAVEL LIFT 2,188.00

Total 1028 · Debt Service Umpqua MM 8627 2,506.03

1030 · Oregon State Treasury LGIP

1032 · USDA Bond Fund LGIP 6021 30,618.78

1034 · Capital Projects Fund LGIP 6019 24,327.72

1036 · Reserve Fund LGIP 6018 11,009.04

1038 · Debt Service Fund LGIP 6020 19,918.84

Total 1030 · Oregon State Treasury LGIP 85,874.38

Total 1020 · RESTRICTED - CASH/EQUIVALENTS 94,282.47

Total Checking/Savings 341,919.91

Accounts Receivable

1200 · Accounts Receivable Account 27,977.71

Total Accounts Receivable 27,977.71

Other Current Assets

1210 · A/R-Auditor Adjustment Account 14,926.01

1305 · FUEL Inventory 27,950.55

1310 · Prepaid Insurance 14,081.00

1320 · Due from Other Port Funds

1322 · Due from Capital Projects Fund 21,001.23

Total 1320 · Due from Other Port Funds 21,001.23

1330 · Trans out to Other Port Funds

1334 · Trans out to Capital Proj Fund 54,224.79

1336 · Trans out to Reserve Fund 11,000.00

Port of Brookings Harbor
Balance Sheet
As of December 31, 2017

	Dec 31, 17
1338 · Trans out to USDA Bond Fund	103,108.60
1340 · Trans out to Debt Service Fund	161,650.39
Total 1330 · Trans out to Other Port Funds	329,983.78
1400 · RECEIVABLES	
1405 · Grants Receivables	
1408 · Dock Renovation L16010	1,520,579.00
Total 1405 · Grants Receivables	1,520,579.00
Total 1400 · RECEIVABLES	1,520,579.00
1499 · Undeposited Funds	2,981.54
Total Other Current Assets	1,931,503.11
Total Current Assets	2,301,400.73
Fixed Assets	
1600 · Fixed Asset	
1605 · Construction in Progress	317,006.75
1610 · Land	2,537,448.00
1620 · Buildings & Docks	15,257,991.68
1630 · Equipment	
1632 · 50 BFMII Travelift Mobile Boat	343,750.00
1635 · Ford F250 Truck	25,701.50
1630 · Equipment - Other	190,982.00
Total 1630 · Equipment	560,433.50
Total 1600 · Fixed Asset	18,672,879.93
1690 · Allowance for depreciation	-5,296,202.00
Total Fixed Assets	13,376,677.93
TOTAL ASSETS	15,678,078.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	20,685.23
2002 · Capital Projects Accts Payable	310.49
Total Accounts Payable	20,995.72
Credit Cards	
2008 · RCU VISA ACCT	882.51
Total Credit Cards	882.51
Other Current Liabilities	
2012 · ACCRUED BENEFITS	22,830.55
2015 · DEFERRED REVENUE	14,926.01
2020 · Security Deposits C/R	10,586.53
2022 · Key Deposit	600.00
2026 · Deposits Payable	1,000.00

**Port of Brookings Harbor
Balance Sheet
As of December 31, 2017**

	Dec 31, 17
2100 · Payroll Liabilities	
Employee Benefits	
2114 · Dental Insurance/Dependents	19.16
2116 · Medical Ins./Dependents	250.49
Total Employee Benefits	269.65
Total 2100 · Payroll Liabilities	269.65
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	21,001.23
Total 2120 · Due to Other Port Funds	21,001.23
2130 · Trans in to Other Port Funds	
2134 · Trans in to Capital Proj Fund	54,224.79
2136 · Trans in to Reserve Fund	11,000.00
2138 · Trans in to USDA Bond Fund	103,108.60
2140 · Trans in to Debt Service Fund	161,650.39
Total 2130 · Trans in to Other Port Funds	329,983.78
2150 · Current Portion of LT Debt	1,158,799.00
Total Other Current Liabilities	1,559,996.75
Total Current Liabilities	1,581,874.98
Long Term Liabilities	
2200 · Notes Payable	
Revenue Bonds Payable	
2280 · USDA #97-02	1,222,053.58
Total Revenue Bonds Payable	1,222,053.58
2205 · 50 BFMII Travelift Mobile Boat	277,987.10
2235 · Land Purchase-Kyle Aubin	16,488.00
2250 · OEDD/Restructure Prin Pmts	
IFA/OBDD LOANS	
2256 · IFA/OBDD #520139/Boardwalk	83,455.96
2257 · IFA/OBDD #525172/RV Park Improv	143,678.66
2258 · IFA/OBDD #525176/Green Bldg	319,277.12
2259 · IFA/OBDD #525181/EurekaFishery	211,300.68
Total IFA/OBDD LOANS	757,712.42
IFA/SPWF LOANS	
2261 · IFA/SPWF L02009/Cold Storage	858,818.36
2263 · IFA/SPWF L96003/RV Park Beach	84,779.47
2264 · IFA/SPWF L98004/Dock Improv	239,487.65
2265 · L02001/Marine Fueling Dock	215,780.00
2266 · X03004/Eureka Fishery Invoice	229,103.57
2267 · L16010/Comm Rec Dock Reno	1,520,579.00
Total IFA/SPWF LOANS	3,148,548.05
Total 2250 · OEDD/Restructure Prin Pmts	3,906,260.47

Port of Brookings Harbor
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
Total 2200 · Notes Payable	5,422,789.15
2206 · INTEREST PAYABLE RESTRICTED	43,657.00
2207 · Accrued interest payable	2,605,943.00
2290 · Less current portion	<u>-1,158,799.00</u>
Total Long Term Liabilities	<u>6,913,590.15</u>
Total Liabilities	8,495,465.13
Equity	
2900 · Port Equity Account	7,162,741.28
3900 · RETAINED EARNINGS	-349,519.67
Net Income	<u>369,391.92</u>
Total Equity	<u>7,182,613.53</u>
TOTAL LIABILITIES & EQUITY	<u>15,678,078.66</u>

Port of Brookings Harbor
Profit & Loss Budget Performance
July through December 2017

	Jul - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · MARINA/ADMINISTRATION	270,693.30	731,532.00	37.0%
4200 · COMMERCIAL RETAIL	249,760.49	559,042.00	44.68%
4400 · RV PARK	320,222.65	545,395.00	58.71%
4500 · FUEL SALES	181,699.37	564,761.00	32.17%
4600 · BOATYARD	58,502.50	222,240.00	26.32%
4900 · PROPERTY GROUND USE	28,882.25	12,100.00	238.7%
Total Income	1,109,760.56	2,635,070.00	42.12%
Gross Profit	1,109,760.56	2,635,070.00	42.12%
Expense			
5000 · PERSONNEL SERVICES/PAYROLL			
5010 · WAGES & SALARIES	182,495.03	452,006.00	40.37%
5060 · EMPLOYEE COSTS & BENEFITS	102,378.57	144,250.00	70.97%
6000 · MATERIALS & SERVICES			
6001 · ADVERTISING & NOTIFICATIONS	6,128.88	6,549.00	93.59%
6100 · REPAIRS & MAINTENANCE	117,791.45	241,072.00	48.86%
6150 · FUEL purchased for resale	146,059.33	440,400.00	33.17%
6200 · UTILITIES	144,842.04	316,389.00	45.78%
6300 · OFFICE EXPENSE	26,302.77	53,806.00	48.88%
6350 · BANK SERVICE & FINANCE FEES	13,993.03	28,505.00	49.09%
6400 · TRAVEL & ENTERTAINMENT	50.00	2,340.00	2.14%
6500 · PERMITS, LICENSES, TAXES & MISC	10,404.82	20,208.00	51.49%
6585 · HARBOR RFPD SERVICE	15,000.00	15,000.00	100.0%
6600 · BAD DEBT	917.73	5,507.00	16.67%
6800 · INSURANCE; PROP & CAS, BOND	49,835.90	96,852.00	51.46%
6900 · PROFESSIONAL FEES	48,307.88	63,272.00	76.35%
Total Expense	864,507.43	1,886,156.00	45.83%
Net Ordinary Income	245,253.13	748,914.00	32.75%
Other Income/Expense			
Other Income			
7000 · PROPERTY TAX	206,894.94	205,000.00	100.92%
7100 · INTEREST & DIVIDENDS INCOME	315.18		
7110 · MISC INCOME	20,079.58		100.0%
7170 · Sale of Assets	33,626.40		
7200 · GRANT REVENUES	4,785.00	1,880,213.00	0.25%
7300 · FEMA REVENUE		819,761.00	
7400 · Dredging/Income			
Total Other Income	265,701.10	2,904,974.00	9.15%
Other Expense			
8055 · CAPITAL PROJECTS/REPAIRS	32,433.82	65,000.00	49.9%
8100 · FEMA EXPENSES	828.54	1,000,000.00	0.08%
8200 · GRANT EXPENSES	34,966.36	529,785.00	6.6%

Port of Brookings Harbor
Profit & Loss Budget Performance
July through December 2017

	Jul - Dec 17	Budget	% of Budget
8400 · DEBT SERVICE FUND	8,961.79	17,237.00	51.99%
8600 · USDA REVENUE BOND	64,371.80	64,372.00	100.0%
Total Other Expense	141,562.31	1,676,394.00	8.44%
Net Other Income	124,138.79	1,228,580.00	10.1%
Net Income	369,391.92	1,977,494.00	18.68%

**Port of Brookings Harbor
 Port Profit & Loss
 December 2017**

	<u>Dec 17</u>
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	418.97
4130 · Boat Launch	1,590.00
4135 · Storage	2,397.30
4300 · MOORAGE	
4310 · Commercial Slip Rent	12,791.25
4320 · Recreational Slip Rent	12,330.02
4325 · Transient	309.30
4335 · Dock Box	319.98
4340 · Moorage Electric	5,348.17
4350 · Other Fees	
Total 4300 · MOORAGE	<u>31,098.72</u>
Total 4100 · MARINA/ADMINISTRATION	<u>35,504.99</u>
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,724.04
4211 · CR/ Electric	79.29
4212 · CR/ Water	90.00
4214 · CR/ Sewer	32.08
4222 · CPI-U	135.31
Total 4200 · COMMERCIAL RETAIL	<u>41,060.72</u>
4400 · RV PARK	
4410 · Space Rental	17,397.00
4440 · Laundry & Showers	334.50
4450 · Wood Sales	50.00
4460 · Dump Charges	5.00
4470 · Misc Purchases & Sales	20.00
Total 4400 · RV PARK	<u>17,806.50</u>
4500 · FUEL SALES	5,114.78
4600 · BOATYARD	
4630 · Other Services & Sales	1,191.00
4635 · Travel Lift Haul Out	1,985.00
4640 · Labor	170.00
4655 · Yard Days	4,882.20
Total 4600 · BOATYARD	<u>8,228.20</u>
4900 · PROPERTY GROUND USE	
4910 · Grounds Use Fee	600.00
Total 4900 · PROPERTY GROUND USE	<u>600.00</u>
Total Income	<u>108,315.19</u>
Gross Profit	<u>108,315.19</u>
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	

**Port of Brookings Harbor
Port Profit & Loss
December 2017**

	Dec 17
5014 · Salary/Port Manager	6,058.08
5016 · Wages/Port Office	7,764.39
5018 · Wages/RV Park	2,614.91
Total 5012 · OFFICE STAFF	16,437.38
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	2,692.48
5022 · Wages/Comm Retail	864.69
5023 · Wages/Fuel Dock	337.84
5025 · Wages/Marina	2,806.13
5026 · Wages/RV Park	737.64
5028 · Wages/Capital Projects	1,780.55
Total 5020 · OPERATIONS STAFF	9,219.33
5030 · BONUS	
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	33.47
5046 · Overtime/RV Park Office	39.77
Total 5042 · OFFICE/OVERTIME	73.24
5050 · OPERATIONS/OVERTIME	
5052 · Overtime/Comm Retail	33.47
5055 · Overtime/Marina	106.31
5057 · Overtime/Capital Projects	
Total 5050 · OPERATIONS/OVERTIME	139.78
Total 5040 · OVERTIME	213.02
Total 5010 · WAGES & SALARIES	25,869.73
5060 · EMPLOYEE COSTS & BENEFITS	
5064 · Paid Holidays	2,278.80
5066 · Non Tax Mileage Reimbursement	218.50
5068 · Paid Time Off	4,928.24
5070 · Payroll Taxes	3,230.47
5072 · Workers Compensation	327.89
5074 · Personal Vehicle Allowance	277.00
5076 · Health Care and Dental	5,451.25
5090 · SEP Retirement	
5092 · Port Manager	883.30
5094 · Office	1,096.70
5096 · Operations	1,226.43
Total 5090 · SEP Retirement	3,206.43
Total 5060 · EMPLOYEE COSTS & BENEFITS	19,918.58
6001 · ADVERTISING & NOTIFICATIONS	
6004 · Legal Notices	288.50
Total 6001 · ADVERTISING & NOTIFICATIONS	288.50
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	5,181.81

**Port of Brookings Harbor
Port Profit & Loss
December 2017**

	Dec 17
6115 · Services & Supplies	8,232.57
6135 · Security Contract	1,000.00
Total 6100 · REPAIRS & MAINTENANCE	14,414.38
6150 · FUEL purchased for resale	4,321.96
6200 · UTILITIES	
6210 · Telecommunications	480.56
6220 · Electric	7,697.36
6230 · Water	1,087.58
6240 · Sanitary	2,761.38
6250 · Waste Management	4,633.27
6260 · Cable TV	456.99
6270 · Propane Gas	177.48
Total 6200 · UTILITIES	17,294.62
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	1,396.30
6320 · Leased Equipment(incl'g copier)	1,703.53
6330 · Dues, Subs & Pubs	990.12
6345 · Postage	33.96
Total 6300 · OFFICE EXPENSE	4,123.91
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	922.25
Total 6350 · BANK SERVICE & FINANCE FEES	922.25
6400 · TRAVEL & ENTERTAINMENT	
6420 · Meals & Other	50.00
Total 6400 · TRAVEL & ENTERTAINMENT	50.00
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	416.95
6575 · Permits & Licenses	388.00
Total 6500 · PERMITS, LICENSES, TAXES & MISC	804.95
6585 · HARBOR RFPD SERVICE	15,000.00
6800 · INSURANCE; PROP & CAS, BOND	8,187.15
6900 · PROFESSIONAL FEES	
6935 · Legal	5,185.00
6945 · IT Support/Services	2,279.00
6955 · Payroll Administration Fee	234.75
Total 6900 · PROFESSIONAL FEES	7,698.75
Total Expense	118,894.78
Net Ordinary Income	-10,579.59
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	77.20
7020 · Current Tax Levy	3,333.65
Total 7000 · PROPERTY TAX	3,410.85

Port of Brookings Harbor
Port Profit & Loss
December 2017

	<u>Dec 17</u>
7100 · INTEREST & DIVIDENDS INCOME	226.39
7110 · MISC INCOME	
7115 · Coos Curry CO-OP Patronage	7,954.06
7120 · Restitution & Settlements	83.07
Total 7110 · MISC INCOME	<u>8,037.13</u>
7200 · GRANT REVENUES	
7240 · MAP Grant	4,825.00
Total 7200 · GRANT REVENUES	<u>4,825.00</u>
Total Other Income	16,499.37
Other Expense	
8100 · FEMA EXPENSES	
8125 · FEMA/OEM Fuel Ramp Repairs	86.54
Total 8100 · FEMA EXPENSES	<u>86.54</u>
8200 · GRANT EXPENSES	
8210 · Parking Improvement Grant #1481	250.00
8240 · Basin 1 Piling Project	5,053.95
Total 8200 · GRANT EXPENSES	<u>5,303.95</u>
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8432 · IFA	457.69
8443 · 50 BFMII Travelift Interest	1,291.94
Total 8430 · Paid Interest	<u>1,749.63</u>
Total 8400 · DEBT SERVICE FUND	<u>1,749.63</u>
Total Other Expense	<u>7,140.12</u>
Net Other Income	<u>9,359.25</u>
Net Income	<u><u>-1,220.34</u></u>

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
December 2017

	Dec 17	Dec 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · MARINA/ADMINISTRATION				
4110 · Returned Check Charges		35.00	-35.00	-100.0%
4120 · Finance Charges/Income	418.97	-3,825.62	4,244.59	110.95%
4125 · Administrative Fees		1.00	-1.00	-100.0%
4130 · Boat Launch	1,590.00	395.00	1,195.00	302.53%
4135 · Storage	2,397.30	4,009.54	-1,612.24	-40.21%
4300 · MOORAGE				
4310 · Commercial Slip Rent	12,791.25	17,433.00	-4,641.75	-26.63%
4320 · Recreational Slip Rent	12,330.02	6,192.72	6,137.30	99.11%
4325 · Transient	309.30	270.00	39.30	14.56%
4335 · Dock Box	319.98		319.98	100.0%
4340 · Moorage Electric	5,348.17	3,946.65	1,401.52	35.51%
4350 · Other Fees				
Total 4300 · MOORAGE	31,098.72	27,842.37	3,256.35	11.7%
Total 4100 · MARINA/ADMINISTRATION	35,504.99	28,457.29	7,047.70	24.77%
4200 · COMMERCIAL RETAIL				
4210 · Commercial Retail Lease	40,724.04	33,041.14	7,682.90	23.25%
4211 · CR/ Electric	79.29		79.29	100.0%
4212 · CR/ Water	90.00	31.00	59.00	190.32%
4214 · CR/ Sewer	32.08	562.70	-530.62	-94.3%
4222 · CPI-U	135.31		135.31	100.0%
Total 4200 · COMMERCIAL RETAIL	41,060.72	33,634.84	7,425.88	22.08%
4400 · RV PARK				
4410 · Space Rental	17,397.00	13,522.00	3,875.00	28.66%
4430 · Mini Mart		169.72	-169.72	-100.0%
4440 · Laundry & Showers	334.50	955.50	-621.00	-64.99%
4450 · Wood Sales	50.00		50.00	100.0%
4460 · Dump Charges	5.00		5.00	100.0%
4470 · Misc Purchases & Sales	20.00		20.00	100.0%
Total 4400 · RV PARK	17,806.50	14,647.22	3,159.28	21.57%
4500 · FUEL SALES	5,114.78	45,236.27	-40,121.49	-88.69%
4550 · SPECIAL EVENT				
4561 · Apparel Sales		-70.00	70.00	100.0%
Total 4550 · SPECIAL EVENT		-70.00	70.00	100.0%
4600 · BOATYARD				
4630 · Other Services & Sales	1,191.00	1,830.00	-639.00	-34.92%
4635 · Travel Lift Haul Out	1,985.00		1,985.00	100.0%
4640 · Labor	170.00	1,550.00	-1,380.00	-89.03%
4655 · Yard Days	4,882.20	2,036.43	2,845.77	139.74%
Total 4600 · BOATYARD	8,228.20	5,416.43	2,811.77	51.91%
4700 · ICE HOUSE		910.00	-910.00	-100.0%

30

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
December 2017

	Dec 17	Dec 16	\$ Change	% Change
4800 · COLD STORAGE		984.76	-984.76	-100.0%
4900 · PROPERTY GROUND USE				
4910 · Grounds Use Fee	600.00	600.00		
Total 4900 · PROPERTY GROUND USE	600.00	600.00		
Total Income	108,315.19	129,816.81	-21,501.62	-16.56%
Gross Profit	108,315.19	129,816.81	-21,501.62	-16.56%
Expense				
5010 · WAGES & SALARIES				
5012 · OFFICE STAFF				
5014 · Salary/Port Manager	6,058.08	5,769.60	288.48	5.0%
5016 · Wages/Port Office	7,764.39	7,094.25	670.14	9.45%
5018 · Wages/RV Park	2,614.91	1,742.25	872.66	50.09%
Total 5012 · OFFICE STAFF	16,437.38	14,606.10	1,831.28	12.54%
5020 · OPERATIONS STAFF				
5021 · Wages/Boatyard	2,692.48	9,315.89	-6,623.41	-71.1%
5022 · Wages/Comm Retail	864.69		864.69	100.0%
5023 · Wages/Fuel Dock	337.84		337.84	100.0%
5025 · Wages/Marina	2,806.13		2,806.13	100.0%
5026 · Wages/RV Park	737.64		737.64	100.0%
5028 · Wages/Capital Projects	1,780.55		1,780.55	100.0%
Total 5020 · OPERATIONS STAFF	9,219.33	9,315.89	-96.56	-1.04%
5030 · BONUS				
5040 · OVERTIME				
5042 · OFFICE/OVERTIME				
5044 · Overtime/Port Office	33.47		33.47	100.0%
5046 · Overtime/RV Park Office	39.77		39.77	100.0%
5042 · OFFICE/OVERTIME - Other		326.26	-326.26	-100.0%
Total 5042 · OFFICE/OVERTIME	73.24	326.26	-253.02	-77.55%
5050 · OPERATIONS/OVERTIME				
5052 · Overtime/Comm Retail	33.47		33.47	100.0%
5055 · Overtime/Marina	106.31		106.31	100.0%
5057 · Overtime/Capital Projects				
5050 · OPERATIONS/OVERTIME - Other		666.96	-666.96	-100.0%
Total 5050 · OPERATIONS/OVERTIME	139.78	666.96	-527.18	-79.04%
Total 5040 · OVERTIME	213.02	993.22	-780.20	-78.55%
Total 5010 · WAGES & SALARIES	25,869.73	24,915.21	954.52	3.83%
5060 · EMPLOYEE COSTS & BENEFITS				
5062 · Disability Bank		175.50	-175.50	-100.0%
5064 · Paid Holidays	2,278.80	1,800.00	478.80	26.6%
5066 · Non Tax Mileage Reimbursement	218.50	284.75	-66.25	-23.27%
5068 · Paid Time Off	4,928.24	1,025.75	3,902.49	380.45%
5070 · Payroll Taxes	3,230.47	2,748.49	481.98	17.54%
5072 · Workers Compensation	327.89		327.89	100.0%

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
December 2017

	Dec 17	Dec 16	\$ Change	% Change
5074 · Personal Vehicle Allowance	277.00	277.00		
5076 · Health Care and Dental	5,451.25	4,490.58	960.67	21.39%
5090 · SEP Retirement				
5092 · Port Manager	883.30	604.66	278.64	46.08%
5094 · Office	1,096.70	743.18	353.52	47.57%
5096 · Operations	1,226.43	1,257.60	-31.17	-2.48%
Total 5090 · SEP Retirement	3,206.43	2,605.44	600.99	23.07%
Total 5060 · EMPLOYEE COSTS & BENEFITS	19,918.58	13,407.51	6,511.07	48.56%
6001 · ADVERTISING & NOTIFICATIONS				
6002 · Marketing & Advertising		500.00	-500.00	-100.0%
6004 · Legal Notices	288.50	357.43	-68.93	-19.29%
6001 · ADVERTISING & NOTIFICATIONS - Other		43.75	-43.75	-100.0%
Total 6001 · ADVERTISING & NOTIFICATIONS	288.50	901.18	-612.68	-67.99%
6100 · REPAIRS & MAINTENANCE				
6110 · Maintenance & Repairs	5,181.81	13,622.10	-8,440.29	-61.96%
6115 · Services & Supplies	8,232.57	9,731.14	-1,498.57	-15.4%
6135 · Security Contract	1,000.00	664.00	336.00	50.6%
6140 · Dredging Expense		1,075.00	-1,075.00	-100.0%
Total 6100 · REPAIRS & MAINTENANCE	14,414.38	25,092.24	-10,677.86	-42.55%
6150 · FUEL purchased for resale	4,321.96	40,202.30	-35,880.34	-89.25%
6200 · UTILITIES				
6210 · Telecommunications	480.56	834.05	-353.49	-42.38%
6220 · Electric	7,697.36	15,120.75	-7,423.39	-49.09%
6230 · Water	1,087.58	3,782.40	-2,694.82	-71.25%
6240 · Sanitary	2,761.38	2,138.70	622.68	29.12%
6250 · Waste Management	4,633.27	6,515.99	-1,882.72	-28.89%
6260 · Cable TV	456.99	398.68	58.31	14.63%
6270 · Propane Gas	177.48	742.53	-565.05	-76.1%
Total 6200 · UTILITIES	17,294.62	29,533.10	-12,238.48	-41.44%
6300 · OFFICE EXPENSE				
6315 · Office Services & Supplies	1,396.30	1,290.73	105.57	8.18%
6320 · Leased Equipment(incl'g copier)	1,703.53	1,490.36	213.17	14.3%
6330 · Dues, Subs & Pubs	990.12	225.00	765.12	340.05%
6345 · Postage	33.96	8.21	25.75	313.64%
Total 6300 · OFFICE EXPENSE	4,123.91	3,014.30	1,109.61	36.81%
6350 · BANK SERVICE & FINANCE FEES				
6335 · Merchant Services Fees	922.25	938.05	-15.80	-1.68%
6360 · Bank Service Charge/Fees		45.00	-45.00	-100.0%
6365 · Finance Charge/Late Fee		1.95	-1.95	-100.0%
Total 6350 · BANK SERVICE & FINANCE FEES	922.25	985.00	-62.75	-6.37%
6400 · TRAVEL & ENTERTAINMENT				
6420 · Meals & Other	50.00	974.40	-924.40	-94.87%
Total 6400 · TRAVEL & ENTERTAINMENT	50.00	974.40	-924.40	-94.87%

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
December 2017

	Dec 17	Dec 16	\$ Change	% Change
6500 · PERMITS, LICENSES, TAXES & MISC				
6510 · Conferences/Education/Meetings	416.95	60.82	356.13	585.55%
6575 · Permits & Licenses	388.00		388.00	100.0%
Total 6500 · PERMITS, LICENSES, TAXES & MISC	804.95	60.82	744.13	1,223.5%
6550 · SPECIAL EVENTS				
6552 · Clothing				
6558 · Advertising		67.90	-67.90	-100.0%
Total 6550 · SPECIAL EVENTS		67.90	-67.90	-100.0%
6585 · HARBOR RFPD SERVICE	15,000.00		15,000.00	100.0%
6600 · BAD DEBT		2,337.60	-2,337.60	-100.0%
6800 · INSURANCE; PROP & CAS, BOND	8,187.15		8,187.15	100.0%
6900 · PROFESSIONAL FEES				
6920 · Audit		3,382.41	-3,382.41	-100.0%
6924 · Management Consulting		5,327.88	-5,327.88	-100.0%
6935 · Legal	5,185.00	620.05	4,564.95	736.22%
6945 · IT Support/Services	2,279.00	149.00	2,130.00	1,429.53%
6955 · Payroll Administration Fee	234.75	324.33	-89.58	-27.62%
Total 6900 · PROFESSIONAL FEES	7,698.75	9,803.67	-2,104.92	-21.47%
Total Expense	118,894.78	151,295.23	-32,400.45	-21.42%
Net Ordinary Income	-10,579.59	-21,478.42	10,898.83	50.74%
Other Income/Expense				
Other Income				
7000 · PROPERTY TAX				
7010 · Previously Levied Tax	77.20	124.07	-46.87	-37.78%
7020 · Current Tax Levy	3,333.65	5,156.27	-1,822.62	-35.35%
Total 7000 · PROPERTY TAX	3,410.85	5,280.34	-1,869.49	-35.41%
7100 · INTEREST & DIVIDENDS INCOME	226.39		226.39	100.0%
7110 · MISC INCOME				
7115 · Coos Curry CO-OP Patronage	7,954.06	6,700.72	1,253.34	18.71%
7120 · Restitution & Settlements	83.07		83.07	100.0%
Total 7110 · MISC INCOME	8,037.13	6,700.72	1,336.41	19.94%
7200 · GRANT REVENUES				
7240 · MAP Grant	4,825.00	4,785.00	40.00	0.84%
Total 7200 · GRANT REVENUES	4,825.00	4,785.00	40.00	0.84%
Total Other Income	16,499.37	16,766.06	-266.69	-1.59%
Other Expense				
8100 · FEMA EXPENSES				
8120 · PW 29-Ice House Dredging		780.00	-780.00	-100.0%
8125 · FEMA/OEM Fuel Ramp Repairs	86.54		86.54	100.0%
Total 8100 · FEMA EXPENSES	86.54	780.00	-693.46	-88.91%
8200 · GRANT EXPENSES				
8210 · Parking Improvement Grant #1481	250.00		250.00	100.0%
8240 · Basin 1 Piling Project	5,053.95	1,420.00	3,633.95	255.91%

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
 December 2017

	Dec 17	Dec 16	\$ Change	% Change
Total 8200 · GRANT EXPENSES	5,303.95	1,420.00	3,883.95	273.52%
8400 · DEBT SERVICE FUND				
8430 · Paid Interest				
8432 · IFA	457.69	457.70	-0.01	
8443 · 50 BFMII Travelift Interest	1,291.94	1,463.25	-171.31	-11.71%
Total 8430 · Paid Interest	1,749.63	1,920.95	-171.32	-8.92%
Total 8400 · DEBT SERVICE FUND	1,749.63	1,920.95	-171.32	-8.92%
Total Other Expense	7,140.12	4,120.95	3,019.17	73.26%
Net Other Income	9,359.25	12,645.11	-3,285.86	-25.99%
Net Income	-1,220.34	-8,833.31	7,612.97	86.19%

Port of Brookings Harbor
RV PARK
 December 2017

	TOTAL
Ordinary income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	17,397.00
4440 · Laundry & Showers	334.50
4450 · Wood Sales	50.00
4460 · Dump Charges	5.00
4470 · Misc Purchases & Sales	20.00
Total 4400 · RV PARK	17,806.50
Total Income	17,806.50
Gross Profit	17,806.50
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5018 · Wages/RV Park	2,614.91
Total 5012 · OFFICE STAFF	2,614.91
5020 · OPERATIONS STAFF	
5026 · Wages/RV Park	737.64
Total 5020 · OPERATIONS STAFF	737.64
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5046 · Overtime/RV Park Office	39.77
Total 5042 · OFFICE/OVERTIME	39.77
Total 5040 · OVERTIME	39.77
Total 5010 · WAGES & SALARIES	3,392.32
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	283.66
Total 5060 · EMPLOYEE COSTS & BENEFITS	283.66
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	120.96
6115 · Services & Supplies	874.00
6135 · Security Contract	1,000.00
Total 6100 · REPAIRS & MAINTENANCE	1,994.96
6200 · UTILITIES	
6210 · Telecommunications	154.39
6220 · Electric	1,017.28
6230 · Water	89.50
6240 · Sanitary	301.04
6250 · Waste Management	1,287.72
6260 · Cable TV	456.99
6270 · Propane Gas	177.48
Total 6200 · UTILITIES	3,484.40
6300 · OFFICE EXPENSE	
6320 · Leased Equipment(Incl'g copier)	602.00
	602.00

Port of Brookings Harbor
RV PARK
December 2017

	<u>TOTAL</u>
Total 6300 · OFFICE EXPENSE	602.00
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	<u>450.61</u>
Total 6350 · BANK SERVICE & FINANCE FEES	450.61
6585 · HARBOR RFPD SERVICE	15,000.00
6800 · INSURANCE; PROP & CAS, BOND	109.73
6900 · PROFESSIONAL FEES	
6945 · IT Support/Services	<u>149.00</u>
Total 6900 · PROFESSIONAL FEES	<u>149.00</u>
Total Expense	<u>25,466.68</u>
Net Ordinary Income	<u>-7,660.18</u>
Net Income	<u><u>-7,660.18</u></u>

Port of Brookings Harbor
BOATYARD
December 2017

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4600 · BOATYARD	
4630 · Other Services & Sales	1,191.00
4635 · Travel Lift Haul Out	1,985.00
4640 · Labor	170.00
4655 · Yard Days	4,882.20
Total 4600 · BOATYARD	<u>8,228.20</u>
Total Income	<u>8,228.20</u>
Gross Profit	8,228.20
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	2,692.48
Total 5020 · OPERATIONS STAFF	<u>2,692.48</u>
Total 5010 · WAGES & SALARIES	2,692.48
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	329.74
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>329.74</u>
6100 · REPAIRS & MAINTENANCE	
6115 · Services & Supplies	5,465.09
Total 6100 · REPAIRS & MAINTENANCE	<u>5,465.09</u>
6800 · INSURANCE; PROP & CAS, BOND	1,040.24
Total Expense	<u>9,527.55</u>
Net Ordinary Income	<u>-1,299.35</u>
Net Income	<u><u>-1,299.35</u></u>

Port of Brookings Harbor
MARINA
December 2017

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	418.97
4130 · Boat Launch	1,590.00
4135 · Storage	2,397.30
4300 · MOORAGE	
4310 · Commercial Slip Rent	12,791.25
4320 · Recreational Slip Rent	12,330.02
4325 · Transient	309.30
4335 · Dock Box	319.98
4340 · Moorage Electric	5,348.17
4350 · Other Fees	
Total 4300 · MOORAGE	<u>31,098.72</u>
Total 4100 · MARINA/ADMINISTRATION	<u>35,504.99</u>
Total Income	<u>35,504.99</u>
Gross Profit	<u>35,504.99</u>
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5016 · Wages/Port Office	7,764.39
Total 5012 · OFFICE STAFF	<u>7,764.39</u>
5020 · OPERATIONS STAFF	
5025 · Wages/Marina	2,806.13
Total 5020 · OPERATIONS STAFF	<u>2,806.13</u>
5030 · BONUS	
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	33.47
Total 5042 · OFFICE/OVERTIME	<u>33.47</u>
5050 · OPERATIONS/OVERTIME	
5055 · Overtime/Marina	106.31
Total 5050 · OPERATIONS/OVERTIME	<u>106.31</u>
Total 5040 · OVERTIME	<u>139.78</u>
Total 5010 · WAGES & SALARIES	<u>10,710.30</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5064 · Paid Holidays	2,278.80
5066 · Non Tax Mileage Reimbursement	218.50
5068 · Paid Time Off	2,430.20
5070 · Payroll Taxes	2,240.67
5072 · Workers Compensation	327.89
5076 · Health Care and Dental	5,451.25
5090 · SEP Retirement	
5094 · Office	1,096.70

Port of Brookings Harbor
MARINA
December 2017

	TOTAL
5096 · Operations	1,226.43
Total 5090 · SEP Retirement	2,323.13
Total 5060 · EMPLOYEE COSTS & BENEFITS	15,270.44
6001 · ADVERTISING & NOTIFICATIONS	
6004 · Legal Notices	252.50
Total 6001 · ADVERTISING & NOTIFICATIONS	252.50
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	3,123.78
6115 · Services & Supplies	1,598.34
Total 6100 · REPAIRS & MAINTENANCE	4,722.12
6200 · UTILITIES	
6210 · Telecommunications	288.62
6220 · Electric	5,611.79
6230 · Water	693.42
6240 · Sanitary	1,180.56
6250 · Waste Management	2,346.75
Total 6200 · UTILITIES	10,121.14
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	1,396.30
6320 · Leased Equipment(Incl'g copier)	1,101.53
6330 · Dues, Subs & Pubs	990.12
6345 · Postage	9.52
Total 6300 · OFFICE EXPENSE	3,497.47
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	406.79
Total 6350 · BANK SERVICE & FINANCE FEES	406.79
6400 · TRAVEL & ENTERTAINMENT	
6420 · Meals & Other	50.00
Total 6400 · TRAVEL & ENTERTAINMENT	50.00
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	416.95
Total 6500 · PERMITS, LICENSES, TAXES & MISC	416.95
6800 · INSURANCE; PROP & CAS, BOND	6,288.48
6900 · PROFESSIONAL FEES	
6935 · Legal	1,881.00
Total 6900 · PROFESSIONAL FEES	1,881.00
Total Expense	53,617.19
Net Ordinary Income	-18,112.20
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	77.20
7020 · Current Tax Levy	3,333.65
Total 7000 · PROPERTY TAX	3,410.85

Port of Brookings Harbor
MARINA
December 2017

	<u>TOTAL</u>
7100 · INTEREST & DIVIDENDS INCOME	156.58
7110 · MISC INCOME	
7115 · Coos Curry CO-OP Patronage	7,954.06
7120 · Restitution & Settlements	83.07
Total 7110 · MISC INCOME	<u>8,037.13</u>
Total Other Income	<u>11,604.56</u>
Net Other Income	<u>11,604.56</u>
Net Income	<u><u>-6,507.64</u></u>

Port of Brookings Harbor
COMMERCIAL RETAIL
 December 2017

	TOTAL
Ordinary Income/Expense	
Income	
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,724.04
4211 · CR/ Electric	79.29
4212 · CR/ Water	90.00
4214 · CR/ Sewer	32.08
4222 · CPI-U	135.31
Total 4200 · COMMERCIAL RETAIL	41,060.72
Total Income	41,060.72
Gross Profit	41,060.72
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5022 · Wages/Comm Retail	864.69
Total 5020 · OPERATIONS STAFF	864.69
5040 · OVERTIME	
5050 · OPERATIONS/OVERTIME	
5052 · Overtime/Comm Retail	33.47
Total 5050 · OPERATIONS/OVERTIME	33.47
Total 5040 · OVERTIME	33.47
Total 5010 · WAGES & SALARIES	898.16
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	110.12
Total 5060 · EMPLOYEE COSTS & BENEFITS	110.12
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	1,138.12
Total 6100 · REPAIRS & MAINTENANCE	1,138.12
6200 · UTILITIES	
6220 · Electric	895.69
6230 · Water	304.66
6240 · Sanitary	1,201.99
6250 · Waste Management	679.96
Total 6200 · UTILITIES	3,082.30
6300 · OFFICE EXPENSE	
6345 · Postage	24.44
Total 6300 · OFFICE EXPENSE	24.44
6500 · PERMITS, LICENSES, TAXES & MISC	
6575 · Permits & Licenses	388.00
Total 6500 · PERMITS, LICENSES, TAXES & MISC	388.00
6800 · INSURANCE; PROP & CAS, BOND	462.37
6900 · PROFESSIONAL FEES	
6935 · Legal	3,304.00
Total 6900 · PROFESSIONAL FEES	3,304.00

Port of Brookings Harbor
COMMERCIAL RETAIL
December 2017

	TOTAL
Total Expense	<u>9,407.51</u>
Net Ordinary Income	<u>31,653.21</u>
Net Income	<u><u>31,653.21</u></u>

Port of Brookings Harbor
FUEL DOCK
 December 2017

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4500 · FUEL SALES	5,114.78
Total Income	<u>5,114.78</u>
Gross Profit	5,114.78
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5023 · Wages/Fuel Dock	337.84
Total 5020 · OPERATIONS STAFF	<u>337.84</u>
Total 5010 · WAGES & SALARIES	337.84
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	44.43
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>44.43</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	723.95
Total 6100 · REPAIRS & MAINTENANCE	<u>723.95</u>
6150 · FUEL purchased for resale	4,321.96
6200 · UTILITIES	
6210 · Telecommunications	37.55
6220 · Electric	54.25
6240 · Sanitary	77.79
6250 · Waste Management	318.84
Total 6200 · UTILITIES	<u>488.43</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	64.85
Total 6350 · BANK SERVICE & FINANCE FEES	<u>64.85</u>
Total Expense	<u>5,981.46</u>
Net Ordinary Income	<u>-866.68</u>
Net Income	<u><u>-866.68</u></u>

Port of Brookings Harbor
LAND USE
December 2017

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4900 · PROPERTY GROUND USE	
4910 · Grounds Use Fee	<u>600.00</u>
Total 4900 · PROPERTY GROUND USE	<u>600.00</u>
Total Income	<u>600.00</u>
Gross Profit	<u>600.00</u>
Expense	
6200 · UTILITIES	
6220 · Electric	<u>118.35</u>
Total 6200 · UTILITIES	<u>118.35</u>
Total Expense	<u>118.35</u>
Net Ordinary Income	<u>481.65</u>
Net Income	<u><u>481.65</u></u>

44

Port of Brookings Harbor
CAPITAL PROJECTS
December 2017

	<u>TOTAL</u>
Ordinary Income/Expense	
Expense	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5028 · Wages/Capital Projects	1,780.55
Total 5020 · OPERATIONS STAFF	<u>1,780.55</u>
Total 5010 · WAGES & SALARIES	1,780.55
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	221.85
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>221.85</u>
Total Expense	<u>2,002.40</u>
Net Ordinary Income	-2,002.40
Other Income/Expense	
Other Income	
7100 · INTEREST & DIVIDENDS INCOME	31.07
7200 · GRANT REVENUES	
7240 · MAP Grant	4,825.00
Total 7200 · GRANT REVENUES	<u>4,825.00</u>
Total Other Income	4,856.07
Other Expense	
8100 · FEMA EXPENSES	
8125 · FEMA/OEM Fuel Ramp Repairs	86.54
Total 8100 · FEMA EXPENSES	<u>86.54</u>
8200 · GRANT EXPENSES	
8210 · Parking Improvement Grant #1481	250.00
8240 · Basin 1 Piling Project	5,053.95
Total 8200 · GRANT EXPENSES	<u>5,303.95</u>
Total Other Expense	<u>5,390.49</u>
Net Other Income	-534.42
Net Income	<u><u>-2,536.82</u></u>

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2017	1	3	4	8/0/0/0	15/0/0/0	7	5.83	\$306.00
12/2/2017	0	7	1	15/0/0/0	17/0/0/0	8	6.67	\$338.00
12/3/2017	4	4	2	17/0/0/0	13/0/0/0	6	5.00	\$241.00
12/4/2017	3	3	0	13/0/0/0	6/0/0/0	3	2.50	\$95.00
12/5/2017	0	3	5	6/0/0/0	16/0/0/0	8	6.67	\$285.00
12/6/2017	3	5	6	16/0/0/0	22/0/0/0	11	9.17	\$503.00
12/7/2017	5	6	4	22/0/0/0	20/0/0/0	10	8.33	\$438.00
12/8/2017	2	8	1	20/0/0/0	18/0/0/0	9	7.50	\$394.00
12/9/2017	3	6	2	18/0/0/0	16/0/0/0	8	6.67	\$331.00
12/10/2017	5	3	7	16/0/0/0	20/0/0/0	10	8.33	\$445.00
12/11/2017	5	5	5	20/0/0/0	20/0/0/0	10	8.33	\$452.00
12/12/2017	2	8	3	20/0/0/0	22/0/0/0	11	9.17	\$452.00
12/13/2017	2	9	2	22/0/0/0	22/0/0/0	11	9.17	\$510.00
12/14/2017	2	9	0	22/0/0/0	18/0/0/0	9	7.50	\$408.00
12/15/2017	4	5	3	18/0/0/0	16/0/0/0	8	6.67	\$338.00
12/16/2017	3	5	3	16/0/0/0	16/0/0/0	8	6.67	\$357.00
12/17/2017	0	8	2	16/0/0/0	20/0/0/0	10	8.33	\$408.00
12/18/2017	5	5	4	20/0/0/0	18/0/0/0	9	7.50	\$343.00
12/19/2017	4	5	2	18/0/0/0	14/0/0/0	7	5.83	\$299.00
12/20/2017	1	6	2	14/0/0/0	16/0/0/0	8	6.67	\$350.00
12/21/2017	3	5	6	16/0/0/0	22/0/0/0	11	9.17	\$445.00
12/22/2017	2	9	6	22/0/0/0	30/0/0/0	15	12.50	\$700.00
12/23/2017	3	12	5	30/0/0/0	34/0/0/0	17	14.17	\$802.00
12/24/2017	2	15	3	34/0/0/0	36/0/0/0	18	15.00	\$795.00
12/25/2017	5	13	4	36/0/0/0	34/0/0/0	17	14.17	\$695.00
12/26/2017	10	7	4	34/0/0/0	22/0/0/0	11	9.17	\$510.00
12/27/2017	6	5	12	22/0/0/0	34/0/0/0	17	14.17	\$797.00
12/28/2017	4	13	8	34/0/0/0	42/0/0/0	21	17.50	\$1,020.00
12/29/2017	9	12	17	42/0/0/0	58/0/0/0	29	24.17	\$1,414.00
12/30/2017	5	24	15	58/0/0/0	77/0/0/0	39	32.50	\$1,856.00
12/31/2017	6	33	6	77/0/0/0	77/0/0/0	39	32.50	\$1,880.00
	109	261	144	742/0/0/0	811/0/0/0	405	10.89	\$18,207.00

Occupancy percentages based on 120 total units

46

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2018	27	12	5	77/0/0/0	33/0/0/0	17	14.17	\$786.00
1/2/2018	10	7	3	33/0/0/0	20/0/0/0	10	8.33	\$392.00
1/3/2018	3	7	1	20/0/0/0	16/0/0/0	8	6.67	\$341.00
1/4/2018	2	6	1	16/0/0/0	14/0/0/0	7	5.83	\$188.00
1/5/2018	4	3	0	14/0/0/0	6/0/0/0	3	2.50	\$51.00
1/6/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$51.00
1/7/2018	1	1	4	4/0/0/0	10/0/0/0	5	4.17	\$204.00
1/8/2018	4	1	0	10/0/0/0	2/0/0/0	1	0.83	\$0.00
1/9/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/10/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
1/11/2018	0	2	2	4/0/0/0	8/0/0/0	4	3.33	\$153.00
1/12/2018	1	3	2	8/0/0/0	10/0/0/0	5	4.17	\$204.00
1/13/2018	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$204.00
1/14/2018	1	4	0	10/0/0/0	8/0/0/0	4	3.33	\$153.00
1/15/2018	3	1	0	8/0/0/0	2/0/0/0	1	0.83	\$0.00
1/16/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/17/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/18/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/19/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/20/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/21/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/22/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/23/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/24/2018	1	0	1	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/25/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/26/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/27/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/29/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/30/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/31/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	58	71	20	256/0/0/0	181/0/0/0	91	2.45	\$2,778.00

Occupancy percentages based on 120 total units

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
2/2/2018	0	1	2	2/0/0/0	6/0/0/0	3	2.50	\$72.00
2/3/2018	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$72.00
2/4/2018	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$72.00
2/5/2018	2	1	0	6/0/0/0	2/0/0/0	1	0.83	\$0.00
2/6/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
2/7/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
2/8/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
2/9/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
2/10/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/11/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/12/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
2/13/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
2/14/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/15/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/16/2018	1	1	2	4/0/0/0	6/0/0/0	3	2.50	\$102.00
2/17/2018	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$102.00
2/18/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$51.00
2/19/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/20/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/21/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/22/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$0.00
2/23/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/24/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/25/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$51.00
2/26/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
2/27/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
2/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	6	46	6	104/0/0/0	104/0/0/0	52	1.55	\$1,083.00

Occupancy percentages based on 120 total units

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/2/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/3/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/4/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/5/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/6/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/7/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/8/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/9/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/10/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/11/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/12/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/13/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/14/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/15/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/16/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/17/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/18/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/19/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/20/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/21/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/22/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/23/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/24/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/25/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/26/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/27/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/29/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/30/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
3/31/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	0	31	0	62/0/0/0	62/0/0/0	31	0.83	\$0.00

Occupancy percentages based on 120 total units

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
4/1/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
4/2/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
4/3/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
4/4/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
4/5/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
4/6/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
4/7/2018	0	0	2	0/0/0/0	3/0/0/0	2	1.67	\$78.00
4/8/2018	1	1	0	3/0/0/0	2/0/0/0	1	0.83	\$51.00
4/9/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
4/10/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
4/11/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
4/12/2018	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$51.00
4/13/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
4/14/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
4/15/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
4/16/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/17/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/18/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/19/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/20/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/21/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/22/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/23/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/24/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/25/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/26/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/27/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/28/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/29/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
4/30/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
	4	10	3	27/0/0/0	25/0/0/0	13	0.36	\$384.00

Occupancy percentages based on 120 total units

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
5/1/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/2/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/3/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/4/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/5/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/6/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/7/2018	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$51.00
5/8/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/9/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
5/10/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/11/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/12/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/13/2018	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$51.00
5/14/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/15/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/16/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/17/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/18/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
5/19/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
5/20/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/21/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/22/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/23/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/24/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/25/2018	0	0	6	0/0/0/0	12/0/0/0	6	5.00	\$330.00
5/26/2018	0	6	0	12/0/0/0	12/0/0/0	6	5.00	\$330.00
5/27/2018	0	6	0	12/0/0/0	12/0/0/0	6	5.00	\$330.00
5/28/2018	6	0	0	12/0/0/0	0/0/0/0	0	0.00	\$0.00
5/29/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/30/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
5/31/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
	8	18	8	52/0/0/0	52/0/0/0	26	0.70	\$1,398.00

Occupancy percentages based on 120 total units

Guest Forecast

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

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
6/1/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
6/2/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
6/3/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
6/4/2018	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$51.00
6/5/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$51.00
6/6/2018	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
6/7/2018	0	0	2	0/0/0/0	4/0/0/0	2	1.67	\$102.00
6/8/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$102.00
6/9/2018	0	2	2	4/0/0/0	8/0/0/0	4	3.33	\$204.00
6/10/2018	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$204.00
6/11/2018	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$204.00
6/12/2018	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$204.00
6/13/2018	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$102.00
6/14/2018	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$204.00
6/15/2018	0	4	2	8/0/0/0	14/0/0/0	6	5.00	\$197.00
6/16/2018	0	6	0	14/0/0/0	14/0/0/0	6	5.00	\$299.00
6/17/2018	3	3	0	14/0/0/0	8/0/0/0	3	2.50	\$153.00
6/18/2018	1	2	0	8/0/0/0	4/0/0/0	2	1.67	\$102.00
6/19/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$102.00
6/20/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$0.00
6/21/2018	2	0	0	4/0/0/0	0/0/0/0	0	0.00	\$0.00
6/22/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
6/23/2018	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
6/24/2018	0	0	1	0/0/0/0	2/0/0/0	1	0.83	\$51.00
6/25/2018	0	1	1	2/0/0/0	3/0/0/0	2	1.67	\$102.00
6/26/2018	0	2	0	3/0/0/0	3/0/0/0	2	1.67	\$102.00
6/27/2018	0	2	0	3/0/0/0	3/0/0/0	2	1.67	\$102.00
6/28/2018	0	2	0	3/0/0/0	3/0/0/0	2	1.67	\$102.00
6/29/2018	0	2	1	3/0/0/0	5/0/0/0	3	2.50	\$153.00
6/30/2018	0	3	0	5/0/0/0	5/0/0/0	3	2.50	\$102.00
	7	56	10	127/0/0/0	132/0/0/0	66	1.83	\$2,995.00

Occupancy percentages based on 120 total units

OPERATIONAL REPORT AGENDA ITEM

DATE: *January 16, 2018*
RE: *Operational Report*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

1)

COMMISSIONERS ACTION

1)

Intentionally blank, will be in here before the meeting.

OLD BUSINESS AGENDA ITEM

DATE: *January 16, 2018*
RE: *Port Rates – July 1, 2018 (Schedule workshop date)*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

COMMISSIONERS ACTION

- 1) Schedule a date to have a workshop to discuss Port Rates, suggest January 23, 2018 at 6pm at the Port office.

NEW BUSINESS AGENDA ITEM

DATE: *January 16, 2018*
RE: *Write-Offs*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

- There are (2) accounts that are being requested to be written-off.
- Both accounts came about due to being in our repair yard.
- They both stopped paying
- We did a lien for both vessels
- Both liens became foreclosed on
- They then were placed onto Public Surplus
- They did not sell the first time and became Port Surplus

DOCUMENTS

- 90 Day's overdue notice
- Account statement
- Public surplus

COMMISSIONERS ACTION

- Recommend to write off both accounts



-Lien
- did not sell at auction
- became surplus on 12/1/17

SKyle

December 5, 2017

George Pollock

90 DAYS OVERDUE

Dear George,

Your account is now 90 days past due. This is your FINAL NOTICE.

Unless we hear from you within ten days, your account will be turned over to our collection agency. The Port will then have no further control in the collection process.

You are urged to contact us immediately to settle your account. You can reach our accounting department during regular business hours Monday through Friday, from 8:00am to 5:00pm at 541-469-2218, extension 405.

Sincerely,

Kim Boom
Financial Assistant
Port of Brookings Harbor

CC: Port Manager



Port of Brookings Harbor
 P.O. Box 848
 Brookings, OR 97415
 541-469-2218

Statement

Date
 12/31/2017

George Pollock

www.portofbrookingsharbor.com

For billing questions Call (541) 469-2218 ext 405

Amount Due

\$4,946.73

Date	Transaction				Amount	Balance
11/30/2017	Balance forward					4,946.73
	CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
	0.00	0.00	0.00	2,674.00	2,272.73	\$4,946.73

TERMS: Due upon receipt. A late charge of \$1.00 or 1.5% (18%Apr) whichever is greater will apply to past due amounts of \$1.00 or more.



Auction #1985911 - 34' Skookum Pilothouse Sloop 1983, Fiberglass, Doc#660180

<p>Final Price \$1,000.00 (Reserve not met) </p> <p>Time Left Closed</p> <p>High Bidder</p> <p># of Bids No Bids</p> <p>Auction Started Nov 21, 2017 9:53:47 AM PST</p> <p>Auction Ended Dec 1, 2017 8:00:00 AM PST</p> <p>Seller Port of Brookings Harbor [View seller's auctions]</p>	<p>Bidding History</p> <p> CHANGE WINNER</p> <p>View Viewing History [Bid Activity] [Graph]</p> <p>Resend Emails Resend closing emails [Resend]</p>
--	---

Note: Bids are listed from highest to lowest bid amount.
A star (*) indicates the current winner(s) of the auction.

No Bids

[Return to Auction](#)



- went through lien process
- vessel did not sell at auction
- vessel became surplus property: 11/2/17

-Skylar

December 5, 2017

90 DAYS OVERDUE

David Ginnetty / Linda Pielazcheck

Dear David,

Your account is now 90 days past due. This is your FINAL NOTICE.

Unless we hear from you within ten days, your account will be turned over to our collection agency. The Port will then have no further control in the collection process.

You are urged to contact us immediately to settle your account. You can reach our accounting department during regular business hours Monday through Friday, from 8:00am to 5:00pm at 541-469-2218, extension 405.

Sincerely,

Kim Boom
Financial Assistant
Port of Brookings Harbor

CC: Port Manager



Port of Brookings Harbor
 P.O. Box 848
 Brookings, OR 97415
 541-469-2218

Statement

Date
 12/31/2017

David Ginnetty / Linda Pielazcheck

www.portofbrookingsharbor.com		<i>For billing questions Call (541) 469-2218 ext 405</i>			Amount Due
					\$2,961.63
Date	Transaction			Amount	Balance
11/30/2017	Balance forward				2,961.63
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	2,961.63	\$2,961.63

TERMS: Due upon receipt. A late charge of \$1.00 or 1.5% (18%Apr) whichever is greater will apply to past due amounts of \$1.00 or more.

60



Auction #1959366 - 1972 Fiberglass Gladiator Sailboat, Sloop. 24'

<p>Final Price \$500.00 (Reserve not met) ?</p> <p>Time Left Closed</p> <p>High Bidder Indepth</p> <p># of Bids 1</p> <p>First Offer \$500.00</p> <p>Auction Started Oct 19, 2017 7:56:34 AM PDT</p> <p>Auction Ended Nov 2, 2017 8:00:00 AM PDT</p> <p>Seller Port of Brookings Harbor [View seller's auctions]</p>	<p>Bidding History</p> <p>↩ CHANGE WINNER</p> <p>View Viewing History [Bid Activity] [Graph]</p> <p>Resend Emails Resend closing emails [Resend]</p>
--	--

Note: Bids are listed from highest to lowest bid amount.
A star (*) indicates the current winner(s) of the auction.

Bidder		Bid Date	Bid Amount	Payment	Bid Deposit
indepth	*	Nov 1, 2017 8:09:48 PM PDT	\$500.00		

[Return to Auction](#)

NEW BUSINESS AGENDA ITEM

DATE: *January 16, 2018*
RE: *Boat Shop and More, LLC Draft Lease Agreement*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

- Adjusted square footage
- Updated lease

DOCUMENTS

- Boat Shop and More, LLC Draft Lease Agreement

COMMISSIONERS ACTION

- Recommend approving Boat Shop and More, LLC Draft Lease Agreement

DRAFT

COMMERCIAL LEASE AGREEMENT

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

1. **Leased Premises.** Landlord hereby leases to Tenant the following described properties located in the Port of Brookings Harbor on the terms and conditions stated below:
 - a. A commercial retail space, as shown in Exhibit "A", attached hereto and incorporated herein by this reference (the "Leased Premises").

2. **Lease Term and Base Rental.**
 - a. Landlord hereby leases to Tenant approximately 9,548 square-feet of commercial retail space, (the Leased Premises, as shown in Exhibit A), located at 16282 Lower Harbor Road, Brookings, Oregon. The Leased Premises contains Two Thousand Four Hundred Twenty (2,420) square feet of commercial shop space and Seven Thousand One Hundred Twenty-Eight (7,128) square feet of bare ground space. The Base Rental for the Leased Premises shall be as follows:
 1. The rental rate for the commercial shop space shall be \$0.50 per square foot per month for 2,420 square feet for a total of One Thousand Two Hundred Ten and 00/100 Dollars per month (\$1,210);
 2. The rental rate for the bare ground shall be \$0.0575 per square foot per month for 7,128 square feet for a total of Four Hundred Nine and 86/100 Dollars per month (\$409.86);
 3. The initial term of this lease shall be for a term of five (5) years commencing February 1, 2018 and ending on January 31, 2022.
 4. The total Base Rental for the Leased Premises shall be One Thousand Six Hundred Nineteen and 86/100 Dollars (\$1,619.86) per month, as calculated above, payable on the first day of each month commencing February 1, 2018.

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

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

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

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

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

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

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

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

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

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

9. **Maintenance and Repair - Tenant**

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

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

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

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

- d. Repair and maintain any structural element, that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.
 - e. Repair and maintenance of the roof and gutters, exterior walls, including painting, structural members, floor slabs and foundation.
 - f. Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or Tenants of other portions of the same building.
11. **Alterations.** Tenant shall not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, and approved additions shall at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord shall have the right to approve the contractor used by Tenant for any work in the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises. Any approved tenant improvement costs to building structure or Port infrastructure within the Lease Premises may be credited up to 50% of the base lease rate.
12. **Indemnity.** Tenant shall not allow any liens to attach to the Lease Premises, or Tenant's interest in the Leased Premises, as a result of Tenant's activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion of requiring Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien, and Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney fees and costs relating to any such lien.

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

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

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

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

Leases / Tenants

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

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

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

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

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

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

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

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

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

19. **Default.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 31. **Real Property Taxes.**
 - a. **Payment of Taxes.** Tenant shall pay the real property tax, if any, as defined in paragraph 31.c. below applicable to Tenant's portion of the Port as represented by the lease.

 - b. **Additional Improvements.** Tenant shall be responsible for paying Tenant's share of any increase in real property tax specified in the Tax Assessor's records and work sheets as being caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for the use by Tenant.

 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" shall include any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.

- 32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provisions herein.

- 33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this Lease.

- 34. **Security Measures.** Each party acknowledges that they shall have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes all responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained shall prevent Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

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

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

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

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

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

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

**PORT OF BROOKINGS-HARBOR,
Landlord**

**BOAT SHOP AND MORE LLC,
Tenant**

By: _____

By: _____

Name: Angi Christian

Name: Kennth Francis

Title: President

Title: _____

Mailing Address: _____

ATTEST:

By: _____

Name: _____

Phone _____

Title: _____

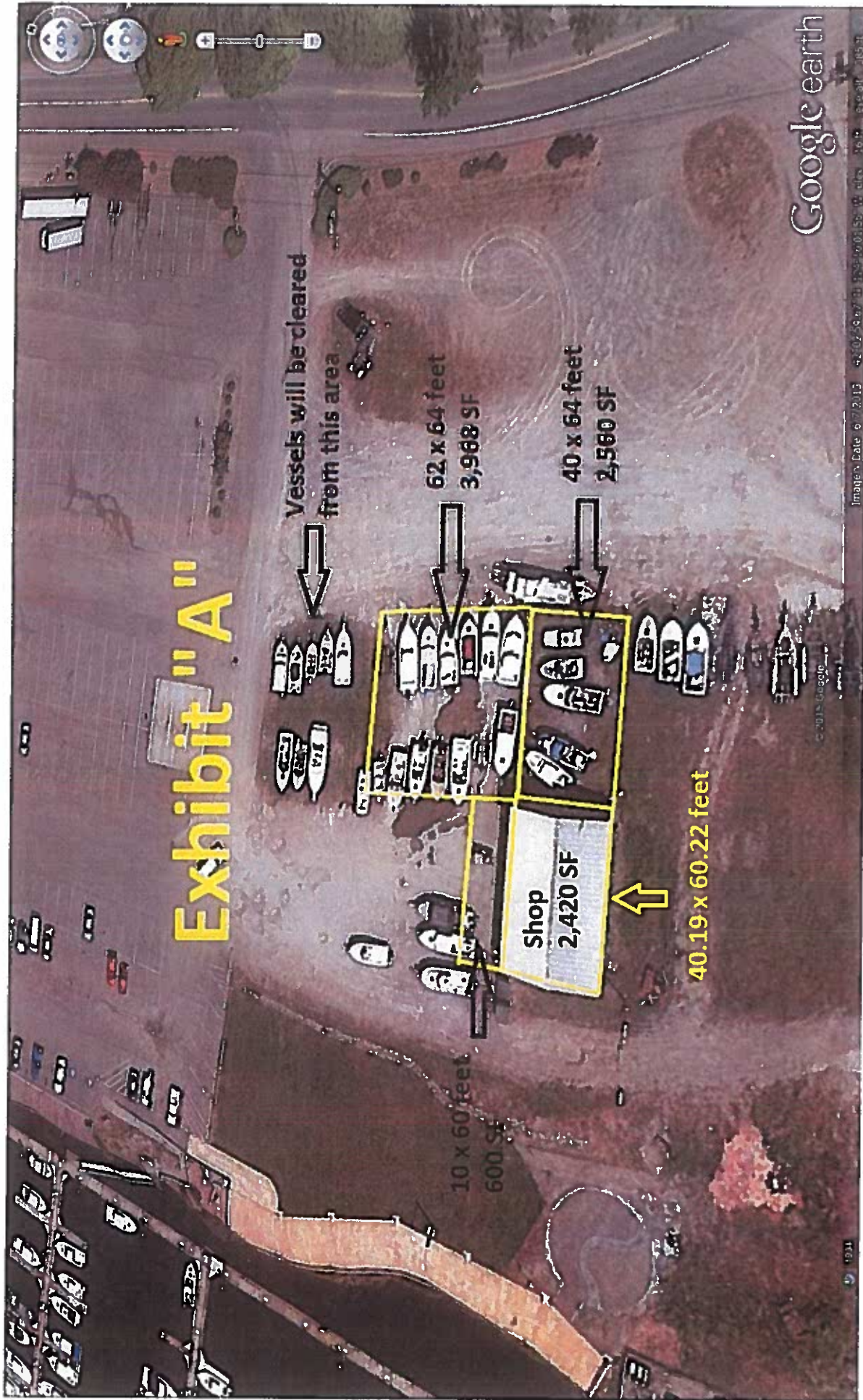


Exhibit "A"

Vessels will be cleared from this area

62 x 64 feet
3,968 SF

40 x 64 feet
2,560 SF

Shop
2,420 SF

40.19 x 60.22 feet

10 x 60 feet
600 SF

Google earth

Image Date: 6/7/2013 4:20:58 PM 33° 19' 01.58" N 105° 19' 01.58" W Alt: 16 ft 8 ft 9 ft 185 ft

DRAFT

NEW BUSINESS AGENDA ITEM

DATE: *January 16, 2018*
RE: *POBH Budget 2018-19 Calendar*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY:

BACKGROUND

- New budget calendar for 2018-19

DOCUMENTS

- Suggested budget calendar 2018-19

COMMISSIONERS ACTION

- Recommend approving Budget Calendar for 2018-19

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2018-19

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