

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, January 19, 2022 at 2:00pm
Teleconference / Meeting Room *(limited capacity)*
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782

Meeting ID: 771 205 4017

Passcode: 76242022

(to mute/unmute: * 6)

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

Page

3. APPROVAL OF MEETING MINUTES

- A. Approve Minutes of Special Commissioner Meeting Wednesday December 8, 2021..... 3
- B. Approve Minutes of Regular Commissioner Meeting Wednesday December 15, 2021..... 7
- C. Approve Minutes of Special Commissioner Meeting Friday December 17, 2021..... 10
- D. Approve Minutes of Special Commissioner Meeting Wednesday December 22, 2021..... 12

4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to portmanager@portofbrookingsharbor.com prior to the meeting. Please wait to be called on before speaking).

5. MANAGEMENT REPORTS

- A. December 2021 Safety & Security Report, presented by Danielle King..... 14
- B. December 2021 Financial Report, presented by Gary Dehlinger..... 15
- C. December 2021 Harbormaster Report, presented by Travis Webster..... 35
- D. December 2021 Port Manager Report, presented by Gary Dehlinger..... 38

6. ACTION ITEMS

- A. Best Management Practices Amendment..... 45
- B. Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application..... 65
- C. Notification to Gear Storage Users..... 70
- D. Pelican Bay Arts Association Request for 5-year Agreement..... 74
- E. POBH Employee Handbook 2022..... 75
- F. Sale of Business Bounder Crab Shack Consent to Assignment and Assumption of Lease..... 163
- G. North Jetty Access and Crab Dock Removal..... 166
- H. Boardwalk Condition and Modification..... 168
- I. CBN Enterprises..... 172
- J. Financial Consultant Contract..... 173
- K. Blue Fin Realty Lease Renewal Amendment No. 1..... 175

7. INFORMATION ITEMS

- A. Budget Calendar for Fiscal Year 2022-23..... 177

8. COMMISSIONER COMMENTS

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

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, January 19, 2022 at 2:00pm
Teleconference / Meeting Room *(limited capacity)*
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

9. NEXT REGULAR MEETING DATE – Wednesday February 16, 2022, at 2:00pm

10. ADJOURNMENT

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

This Institution is an Equal Opportunity Provider

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

Wednesday, December 8, 2021

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

The Port of Brookings Harbor District met for a Special Meeting on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Heap called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Heap, President (Pos. #4) and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster and Danielle King, Safety / Health / Environmental Coordinator

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

• There was no declaration of potential conflicts of interest.

2. PUBLIC COMMENTS – Audio time 2:28

There was no public comment.

3. ACTION ITEMS

A. General Counsel Services RFQ – Audio time 2:33

Dehlinger noted the request for qualifications was completed and the Port received one proposal before the deadline. Another law firm reached out after the deadline saying they were interested if the deadline was extended.

A motion was made by Heap and seconded by Hartung to authorize the manager to extend the deadline period for the general counsel services RFQ until Wednesday December 15, 2021 and report back to the board of the results. The motion passed 4 – 0. Audio time 25:40

B. Transient Dock Moorage – Audio time 10:30

Dehlinger discussed the Coast Guard and Core of Engineers both designated this port as a safe haven or port of refuge, but neither require dock space availability. If there is no dock space, they would go to the next available port. We have vessels at certain times of the year that want to stay on the transient dock for longer stays and have asked for monthly or prorated rates.

A motion was made by Jonas and seconded by Hartung to approve authorizing Port Manager or designee to allow moorage monthly rates to apply on longer stay transient vessels. The motion passed 4 – 0.

C. LGIP Bank Authorization Signature – Audio time 17:49

Dehlinger noted the Port needs to update the authorized signatures for this account.

Motions were made by Hartung and seconded by Range to approve:

- 1) **Removal of Roy Davis as authorized signer for Port of Brookings Harbor LGIP account(s).**
- 2) **Addition of Joseph Speir, position #1, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.**
- 3) **Retaining Sharon Hartung, position #2, with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, Add/Remove ACH/wire/transfer instructions, Open/Close pool accounts, Receive paper statements.**
- 4) **Addition of Larry Jonas, position #3, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.**
- 5) **Addition of Richard Heap, position #4, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information, Add/Remove ACH/wire/transfer instruction, Open/Close pool account.**
- 6) **Addition of Kenneth Range, position #5, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.**
- 7) **Retaining Gary Dehlinger with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, initiate transactions, Add/Remove ACH/wire/transfer instructions, Manage permissions.**
- 8) **Retaining Kimberley Boom with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, initiate transactions, Add/Remove ACH/wire/transfer instructions, Manage permissions.**

The motions passed 4 – 0.

D. Rogue Bank Authorization Signature – Audio time 22:18

Dehlinger noted the Port needs to update the authorized signatures for this account.

Motions were made by Hartung and seconded by Range to approve:

- 1) **Removal of Roy Davis as authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 2) **Retaining Joseph Speir, position #1, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 3) **Retaining Sharon Hartung, position #2, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 4) **Addition of Larry Jonas, position #3, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 5) **Retaining Richard Heap, position #4, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**

- 6) **Retaining Kenneth Range, position #5, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 7) **Addition of Gary Dehlinger with authorization to access account information for Port of Brookings Harbor Rogue Credit Union Business Saving Account #4000030600.**
- 8) **Retaining Kimberley Boom with authorization to access account information for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**

The motions passed 4 – 0.

4. INFORMATION ITEMS

- A. **Wastewater Treatment Plant Information / Presentation – Audio time 26:21**
Two representatives from Pacific Seafood, Brett Hester and Sarah Holland provided information on the discussions and meetings with Harbor Sanitary and City of Brookings for the disposal of the plant effluent. Jack Akin with EMC Engineers/Scientists provided and presented a slide presentation on a type of wastewater treatment plant that could be installed at this Port. Jack answered Board and public questions throughout the presentation of size of the plant, potential smells from the plant, size of buildings and equipment, certifications requirements, regulatory requirements, effluent temperatures, etc.
- B. **FEMA DR-4432 / DR-4452 Schedule and Updated Information – Audio time 1:25:22**
Dehlinger provided an update on the FEMA project engineering and permitting fund increase, update on core sampling progress, changes to dredge material disposal, relocation of the sediment basin and project schedule for construction.
- C. **Storage Buildings Concept and Funding Opportunities – Audio time 1:40:00**
Dehlinger reviewed the storage building concept, potential funding for the project and financial analysis summary. Board discussion followed and was determined the time is not right to pursue storage buildings at this time. Port will continue to look at other funding solutions.
- D. **Fiscal Year 2020-21 Annual Audit Review – Audio time 1:55:22**
Dehlinger noted the annual audit is due every year by December 31. The annual audit was completed and the Board has a draft copy for their review to be voted on next week.
- E. **Cat Houses at the Port – Audio time 1:59:25**
Dehlinger noted the Port received emails from the cat colony caretaker that all the cats were removed and the Port has removed the cat houses next to the boat yard and Basin 2. Fence repairs and relocation of the docks will be going on in the area in preparation for the FEMA project.
- F. **New Fire Hydrant at Basin 2 Eastside – Audio time 2:01:47**
Webster noted the permits are getting completed and work should begin soon.

5. COMMISSIONER COMMENTS – Audio time 2:04:28

6. NEXT REGULAR MEETING DATE – Wednesday December 8, 2021 at 2:00 pm.

7. ADJOURNMENT – Audio time 2:05:14

Having no further business, the meeting adjourned at 12:05pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

DRAFT

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

Wednesday, December 15, 2021

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

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

1. CALL MEETING TO ORDER

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

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and Martha Rice, Port General Counsel via phone.
- There was one addition to the agenda, Action Item C - Umpqua Bank Account Access Authorization Form.
- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 1:53

A motion was made by Range and seconded by Jonas to approve the agenda as modified. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 2:15

- Approve Minutes of Regular Commissioner Meeting Wednesday November 17, 2021.

A motion was made by Speir and seconded by Hartung to approve Meeting Minutes for Regular Commissioner Meeting Wednesday November 17, 2021. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 2:49

There was no public comment.

5. MANAGEMENT REPORTS – Audio time 3:00

- Safety & Security Report – November 2021
Danielle reported on staff safety training, incident reports and security issues.
- Financial Report – November 2021. Audio time 4:28
Dehlinger reported the end of the month financials for November 2021. Reviewed end of the month balance sheet, November profit & loss numbers and fiscal year profit & loss vs. budget performance.

- Harbormaster Report – November 2021. Audio time 11:44
Webster reported on the harbormaster report. Reviewed the RV Park occupancy, boat launches, telehandler and travel lift operations for the month. Port staff completed 97 work orders during the month.
- Port Manager Report – November 2021. Audio time 14:55
Dehlinger reported on the Port manager report.

A motion was made by Speir and seconded by Jonas to approve the management reports for November 2021 as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

- A. **Fiscal Year 2020-21 Annual Audit Report** – Audio time 18:22
Dehlinger noted the annual report is due every year by December 31.

A motion was made by Jonas and seconded by Speir to approve Annual Financial Report for Fiscal Year 2020-2021 and submit to State of Oregon. The motion passed 5 – 0.

- B. **Martha Rice Appreciation Letter** – Audio time 21:30
Heap express our gratitude and thanks for the work provided to the Port and guidance was much appreciated.

A motion was made by Jonas and seconded by Hartung to approve draft Martha Rice Appreciation Letter. The motion passed 5 – 0.

- C. **Umpqua Bank Account Access Authorization Form** – Audio time 23:20
Dehlinger noted the recent issue with a stolen check from the Post Office and the difficulty Port staff had discussing with Umpqua Bank accounts. Authorization form will provide Port staff information access to Umpqua Bank accounts.

A motion was made by Speir and seconded by Jonas to approve Board President, Richard Heap to sign Account Access Authorization Form for authorized agents Kim Boom and Gary Dehlinger. The motion passed 5– 0.

7. INFORMATION ITEMS

- A. **Non-Moorage Charter Fees** – Audio time 26:05
Webster reviewed the information gathered from other ports in Oregon. Board discussion followed with ideas of charging a fee with a decal on an annual basis.

8. COMMISSIONER COMMENTS – Audio time 46:45

Commissioner Range appreciated the information gathered on non-moorage charter fees.

9. NEXT REGULAR MEETING DATE – Wednesday, January 19, 2022 at 2:00pm.

10. ADJOURNMENT – Audio time 47:27

Having no further business, the meeting adjourned at 2:48pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

DRAFT

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

Friday, December 17, 2021

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

The Port of Brookings Harbor District met for a Special Meeting on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Heap called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Heap, President (Pos. #4) and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and Martha Rice, Port General Counsel via phone.

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

• There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 2:00

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

3. PUBLIC COMMENTS – Audio time 2:30

There was no public comment.

4. ACTION ITEMS

A. General Counsel Services Selection – Audio time 2:38

Commissioners reviewed both proposals and had open discussion with staff and current legal counsel.

A motion was made by Heap and seconded by Hartung to enter into a contract with Miller Nash to be our legal counsel for a two-year contract. The motion passed 4 – 0.

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS – Audio time 19:35

No comments.

7. NEXT REGULAR MEETING DATE – Wednesday January 19, 2022 at 2:00 pm.

8. **ADJOURNMENT** – Audio time 20:00

Having no further business, the meeting adjourned at 10:22am.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

DRAFT

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

Wednesday, December 22, 2021

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

The Port of Brookings Harbor District met for a Special Meeting on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Heap called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Heap, President (Pos. #4) and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Danielle King, Safety/Administrative.

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

• There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 1:50

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

3. PUBLIC COMMENTS – Audio time 2:11

There was no public comment.

4. ACTION ITEMS

A. General Counsel Services Selection – Audio time 2:22

Dehlinger noted the Port received the draft agreement from Miller Nash and port legal counsel reviewed the agreement and added the insurance acknowledgement and agreement.

A motion was made by Jonas and seconded by Range to accept and sign Miller Nash LLP agreement for legal services including the insurance acknowledgement and agreement. The motion passed 4 – 0.

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS – Audio time 4:06

No comments.

7. NEXT REGULAR MEETING DATE – Wednesday January 19, 2022 at 2:00 pm.

8. ADJOURNMENT – Audio time 4:27

Having no further business, the meeting adjourned at 10:05am.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

SAFETY, SECURITY, AND ENVIRONMENTAL

MONTHLY REPORT

Date: January 19, 2022
Period: December 2021
To: Honorable Board President and District Board Members
Issued By: Danielle King, Safety, Security, & Environmental Coordinator

Safety

Port maintenance staff was trained on fall protection and ladder safety.

Incidents

South Coast Knight Security trespassed (3) people on (3) separate dates due to repeatedly camping, parking on Port property after hours and refusing to leave.

Security

South Coast Knight Security and POBH recorded (107) security issues, making it (993) of the year. Issues included:

- (74) Overnight parking tickets.
- (1) Vehicles missing or unable to read boat launch ticket.
- (5) Parking violations throughout the port.
- (12) No camping warnings.
- (9) Maintenance issues throughout the Port.

Environmental / DEQ 1200-Z Industrial Stormwater

Maintenance noticed a sheen in the water near the transient dock. They spent a few hours investigating to see if they could find the source with no luck due to off and on rains and so many vessels coming in and out of the harbor for crab season. Absorbent booms were placed on either side of the transient dock, National Response Center was notified along with DEQ.

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP). Stormwater testing was completed during the recent storms. This was the fourth of four required tests this year.

FINANCIAL SUMMARY REPORT

Date: January 19, 2022
Period: Month End Report of Financial Activities for December 2021
To: Honorable Board President and District Board Members
Issued by: Gary Dehlinger, Port Manager

December 2021 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$596,296. Restricted cash and equivalents totaled \$821,504, with Total Assets (cash) at \$1,417,263.

December Profit & Loss

Total revenues from all funds were \$365,221. Total expenses were \$419,912*. The net income for December was a negative \$54,691.

\$49,612 was transferred out of the General Fund to Debt and Reserve Funds.

December Revenue Centers		Expenses
Marina**	\$86,612	\$145,218
Beachfront RV Park	\$29,708	\$18,163
Commercial / Retail	\$58,206	\$5,562
Fuel Dock	\$139,412	\$81,299

**Marina includes Administrative costs.

Unusual revenues this month include:

	Amount	From	Description
1	\$18,090	Coos Curry Electric	Coos Curry Elec Patronage - Retirement of your remaining patronage capital credits for 1993 and all of your patronage capital credits for 1994

Unusual expenses this month include:

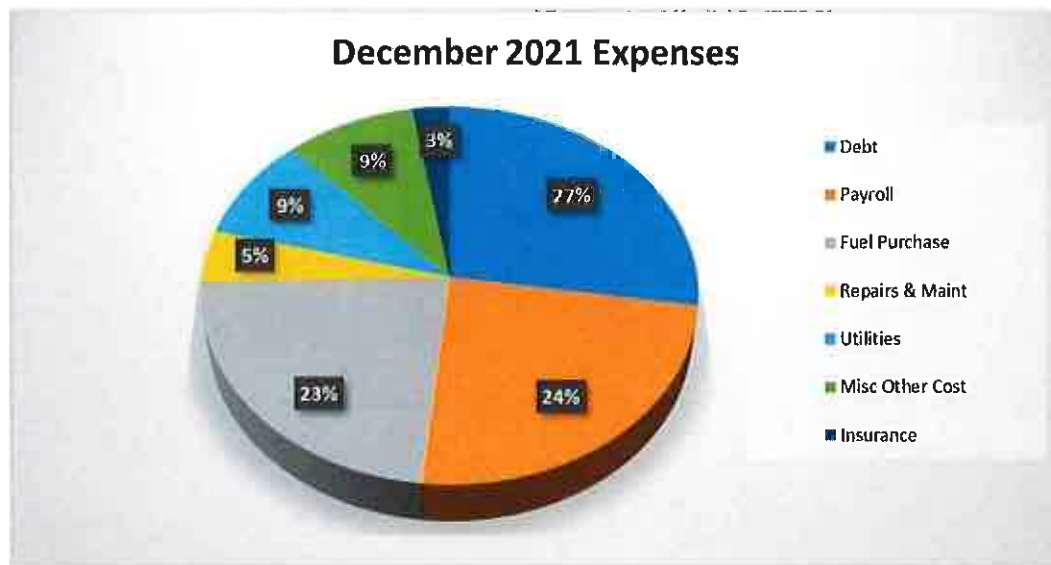
	Amount	Company	Description
1	\$83,196	IFA Business Oregon	2021 4 th Quarterly Payment
2	\$10,725	C.J. Huntsman CPA	Audit FY 2020-21 Annual Review Report
3	\$7,000	Gerald Burns, CPA	Financial Consultant Agreement / Audit FY 2020-21

Calendar year total for vendor expenses was \$2,331,892. Two of the largest expenses were Legacy Contracting at \$469,976 and purchasing fuel for resale at \$560,100. SDAO (Employee health and Port insurance) was \$228,563. Utilities (Electric, Water, Sewer & Trash) was \$263,237.

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



Total revenue and expenses for this month from General Fund operations.



Breakdown of expenses for this month. Note: Misc. Cost include office, bank fees, professional fees, permits, taxes, etc.

Fiscal Year Profit & Loss vs. Budget Performance (July 1, 2021 thru June 30, 2022)

We have completed six (6) months of the fiscal year July 1 thru December 31; the year is 50% complete.

✓ **Income**

Any number above 50% is ahead of budget.

Total Income 48.6% or **1.4% below budget.**

Port's overall income is below budgeted expectations.

General Fund Program Revenue is 51.3% or **1.3% ahead of budget.**

Port's general revenue centers are ahead of budgeted expectations.

✓ **Expenses**

Any number below 50% is ahead of budget.

Total Expense 29.4% or **20.6% below budgeted expectations.**

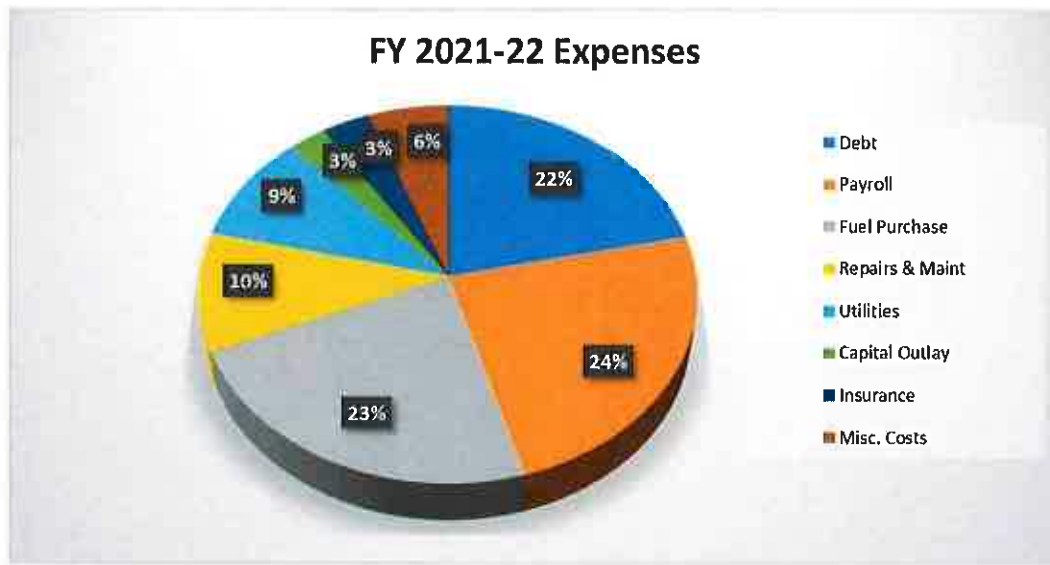
This is mainly due to FEMA Projects estimated to begin later this fiscal year.

General Fund Expenditure is 48.6% or **1.4% below budgeted budget expectations.**

Port's general fund expenditures is ahead of budgeted expectations.



Total revenue and expenses for this fiscal year from General Fund operations.



Breakdown of expenses for the fiscal year. Note: Note: Misc. Cost include office, bank fees, professional fees, permits, taxes, etc.

ATTACHMENTS

- Port Balance Sheet as of December 31, 2021, 2 pages
- Profit & Loss December 2021, 3 pages
- Profit & Loss Budget Performance, July 2021 thru December 2021, 4 pages
- December 2021 Check Register, 4 pages
- Vendor Expense Report for January thru December 2021, 4 pages

**Port of Brookings Harbor
Balance Sheet**

As of December 31, 2021

Cash Basis

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	130,787.63
10104 · RCU Business Ownership 0687	17.78
10105 · RCU Business Savings 0600	10.00
10106 · General Fund LGIP 6017	435,566.50
10107 · Dredging Fund LGIP 6254	27,729.59
Total 101 · GENERAL FUND CHECKING & LGIP	594,111.50
10101 · Petty Cash	474.01
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	400.00
10102.2 · RV Park Cash Drawer	510.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,710.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	596,295.51
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.73
30104 · Debt Service Umpqua MM 8627	2,515.65
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,536.38
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	35,023.69
30105 · IFA Debt Service Fund LGIP 6020	20,411.37
50105 · Reserve Fund LGIP 6018	203,150.86
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	555,381.98
Total 70105 · Capital Projects LGIP 6273	555,381.98
Total 105 · RESTRICTED LGIP	813,967.90
Total 110 · RESTRICTED CASH & EQUIVALENTS	821,504.28
Total Checking/Savings	1,417,799.79
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-24,617.65
Total Accounts Receivable	-24,617.65
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	13,361.01
Total 130 · DUE FROM TRANSFERS	13,361.01
150 · Undeposited Funds	10,719.56
Total Other Current Assets	24,080.57
Total Current Assets	1,417,262.71
TOTAL ASSETS	1,417,262.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE	

**Port of Brookings Harbor
Balance Sheet**

Cash Basis

As of December 31, 2021

	Dec 31, 21
40202 · Capital Projects Accts Payable	-151.67
Total 200 · ACCOUNTS PAYABLE	-151.67
Total Accounts Payable	-151.67
Credit Cards	
106 · RCU VISA ACCT	1,203.04
106.1 · RCU Business Ownership 0687	17.78
106.2 · RCU Business Savings 0600	10.00
Total Credit Cards	1,230.82
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-730.51
Total 100222 · Payroll Liabilities	-730.51
10226 · Lodging Tax Payable	12,726.63
230 · DUE TO TRANSFERS	
40230 · Due To General Fund from CP	13,361.01
Total 230 · DUE TO TRANSFERS	13,361.01
Total Other Current Liabilities	25,357.13
Total Current Liabilities	26,436.28
Total Liabilities	26,436.28
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	532,465.33
20301 · Revenue Bond Unappropriate Bal	102,351.92
30301 · Debt Service Unappropriated Bal	22,758.51
40301 · Capital Project Unappropriated	40,430.77
50301 · Reserve Fund Unappropriated Bal	186,938.63
70301 · Port Const. Fund Unappropriated	569,448.67
Total 301 · Unappropriated Balance	1,454,393.83
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-532,465.33
20302 · Revenue Bond Appropriated Carry	-102,351.92
30302 · Debt Service Appropriated Carry	-22,758.51
40302 · Capital Proj Appropriated Carry	-40,430.77
50302 · Reserve Fund Appropriated Carry	-186,938.63
70302 · Port Const. Fund Appropriated	-569,448.67
Total 302 · Appropriated Carryover	-1,454,393.83
Total 300 · Fund Balance	0.00
Net Income	1,390,826.43
Total Equity	1,390,826.43
TOTAL LIABILITIES & EQUITY	1,417,262.71

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

December 2021

	Dec 21
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	8,854.66
10413 · Property Tax Prior	380.40
10414 · Interest General Fund	180.13
10418 · Miscellaneous	18,909.37
Total 401 · GENERAL FUND REVENUES	28,324.56
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	10,549.80
10421.4 · Recreational Slip Rent	30,987.38
10421.5 · Transient	1,889.58
10421.6 · Other Moorage	990.00
Total 10421.2 · MOORAGE	44,416.76
10422 · OTHER MARINA REVENUE	610.00
10423 · STORAGE	
10423.1 · Gear Storage	5,222.34
10423.2 · Boat Storage	2,515.00
Total 10423 · STORAGE	7,737.34
10424 · ADMINISTRATIVE FEES	1,048.01
10425 · MARINE SERVICES	
10425.1 · Travelift	1,690.00
10425.2 · 12 K Telehandler	726.00
10425.3 · Other Sales & Fees	356.70
10425.4 · Public Hoist	1,872.50
Total 10425 · MARINE SERVICES	4,645.20
Total 10421 · MARINA	58,457.31
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	28,110.44
10427.2 · Other Sales & Fees	1,597.75
Total 10427 · BEACHFRONT RV PARK	29,708.19
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	28,756.98
10428.2 · Docks	13,201.09
10428.3 · CPI and Other Fees	16,247.55
Total 10428 · COMMERCIAL RETAIL	58,205.62
10429 · FUEL DOCK	140,587.93
Total 402 · GENERAL FUND PROGRAM REVENUES	286,959.05
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	13.41
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,856.41
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	20.17
30419 · Transfer to Debt Service Fund	31,958.71
Total 430 · DEBT SERVICE FUND REVENUE	31,978.88
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	77.61
50419 · Transfer to Reserve Fund	2,000.00
	2,077.61

Port of Brookings Harbor Profit & Loss

Cash Basis

December 2021

	Dec 21
Total 450 · RESERVE FUND REVENUE	2,077.61
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	214.68
Total 470 · PORT CONSTRUCTION FUND REVENUE	214.68
Total 400 · REVENUES	365,221.06
Total Income	365,221.06
Gross Profit	365,221.06
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	49,611.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	9,792.00
10502 · Port Office Staff	15,099.30
10503 · RV Park Office Staff	6,539.93
10504 · Operations Staff	24,631.17
10505 · Overtime	416.95
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	4,329.60
10506.2 · Sick Leave Benefit	85.84
10506.3 · Vacation & Vehicle Allowance	3,664.04
10506.4 · Payroll Taxes	5,888.75
10506.5 · SEP Retirement	5,288.77
Total 10506 · Payroll Taxes/Costs/Benefits	19,257.00
10508 · Health Care and Dental	8,008.80
Total 500 · PERSONNEL SERVICES	83,745.15
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	508.86
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	83.11
10602.2 · Supplies	9,352.78
10602.3 · Services	5,536.12
Total 10602 · REPAIRS & MAINTENANCE	14,972.01
10603 · FUEL purchased for resale	79,247.12
10605 · UTILITIES	
10605.1 · Electric	19,138.65
10605.2 · RV Park Cable TV	595.08
10605.3 · Sanitary	3,446.23
10605.5 · Telecommunications	1,300.55
10605.6 · Waste Removal	6,732.03
Total 10605 · UTILITIES	31,212.54
10606 · OFFICE EXPENSE	2,743.64
10607 · BANK SERVICE & FINANCE FEES	2,270.39
10608 · TRAINING & TRAVEL	47.44
10609 · PERMITS, LICENSES, TAXES & MISC	2,684.72
10610 · INSURANCE; PROP & CAS, BOND	9,216.04
10611 · PROFESSIONAL FEES	
10611.1 · Accounting/Auditing	17,725.00
10611.2 · Attorney	708.00
10611.3 · Engineering	2,870.00
10611.4 · Other Support/Consultant	826.32

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

December 2021

	Dec 21
Total 10611 · PROFESSIONAL FEES	22,129.32
Total 601 · GENERAL FUND Material & Service	165,032.08
710 · GENERAL FUND CAPITAL OUTLAY	
10704 · Equipment	1,464.30
Total 710 · GENERAL FUND CAPITAL OUTLAY	1,464.30
Total 600 · GENERAL FUND EXPENDITURES	299,853.11
630 · DEBT SERVICE FUND EXPENDITURES	
30802P · IFA PRINCIPAL	
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46
30802.2 · OBDD #525172/RV Park Prin.	3,420.92
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98
30802.5 · SPWF #L02009/Cold Strg Prin	41,919.15
30802.8 · SPWF L02001/MarineFuel Dock Prn	19,440.47
30802.9 · SPWF X03004/Eureka Fishery Prin	4,684.93
Total 30802P · IFA PRINCIPAL	83,196.00
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,195.82
30804P · 2018 Genie Forklift Principal	1,206.12
Total 801 · Principal	5,401.94
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	463.18
30814I · 2018 Genie Forklift Interest	258.59
Total 810 · Interest Payments	721.77
Total 630 · DEBT SERVICE FUND EXPENDITURES	89,319.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	25,929.20
Total 40702 · Land Improvement - Capt Proj	25,929.20
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	25,929.20
Total 640 · CAPT. PROJ. EXPENDITURES	25,929.20
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,225.21
60815I · RV Park Improv. Loan Interest	1,584.66
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	419,911.89
Net Income	-54,690.83

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

Cash Basis

	Jul - Dec 21	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	532,465.33	300,000.00	177.5%
10412 · Property Tax Current	222,866.44	240,000.00	92.9%
10413 · Property Tax Prior	7,717.54	9,000.00	85.8%
10414 · Interest General Fund	1,109.25	2,000.00	55.5%
10415 · Loans - General Fund	0.00	0.00	0.0%
10417 · Assets Sales	18,520.00	50,000.00	37.0%
10418 · Miscellaneous	47,839.57	31,500.00	151.9%
10420 · Grants & Other Funding - GF	0.00	80,000.00	0.0%
Total 401 · GENERAL FUND REVENUES	830,518.13	712,500.00	116.6%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	50,831.51		
10421.4 · Recreational Slip Rent	176,519.26		
10421.5 · Transient	8,907.20		
10421.6 · Other Moorage	6,690.00		
10421.2 · MOORAGE - Other	0.00	735,000.00	0.0%
Total 10421.2 · MOORAGE	242,947.97	735,000.00	33.1%
10422 · OTHER MARINA REVENUE	17,473.10		
10423 · STORAGE			
10423.1 · Gear Storage	28,337.36		
10423.2 · Boat Storage	17,247.24		
Total 10423 · STORAGE	45,584.60		
10424 · ADMINISTRATIVE FEES	4,958.31	0.00	100.0%
10425 · MARINE SERVICES			
10425.1 · Travelift	17,008.00	0.00	100.0%
10425.2 · 12 K Telehandler	4,651.40	0.00	100.0%
10425.3 · Other Sales & Fees	21,624.57		
10425.4 · Public Hoist	1,977.50		
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
Total 10425 · MARINE SERVICES	45,261.47	0.00	100.0%
10426 · PROPERTY GROUND EVENT USE	3,806.00		
Total 10421 · MARINA	360,031.45	735,000.00	49.0%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	282,475.78	750,000.00	37.7%
10427.2 · Other Sales & Fees	22,322.30	0.00	100.0%
Total 10427 · BEACHFRONT RV PARK	304,798.08	750,000.00	40.6%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	170,660.78	0.00	100.0%
10428.2 · Docks	93,154.62	0.00	100.0%
10428.3 · CPI and Other Fees	23,702.66	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	566,280.00	0.0%
Total 10428 · COMMERCIAL RETAIL	287,518.06	566,280.00	50.8%
10429 · FUEL DOCK	493,996.12	770,000.00	64.2%
Total 402 · GENERAL FUND PROGRAM REVENUES	1,446,343.71	2,821,280.00	51.3%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	102,351.92	102,380.00	100.0%
20414 · Interest Revenue Bond Fund	254.50	500.00	50.9%
20419 · Transfer to USDA Bond Fund	65,058.00	130,120.00	50.0%
Total 420 · USDA REVENUE BOND FUND	167,664.42	233,000.00	72.0%

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

Cash Basis

	Jul - Dec 21	Budget	% of Budget
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	22,758.51	27,420.00	83.0%
30414 · Interest Debt Service Fund	158.51	450.00	35.2%
30419 · Transfer to Debt Service Fund	206,568.26	423,485.00	48.8%
Total 430 · DEBT SERVICE FUND REVENUE	229,485.28	451,355.00	50.8%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	40,430.77	62,500.00	64.7%
40416 · Government Funding			
40416.3 · State Lottery Funding	0.00	0.00	0.0%
40416 · Government Funding - Other	0.00	2,000,000.00	0.0%
Total 40416 · Government Funding	0.00	2,000,000.00	0.0%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	40,430.77	2,062,500.00	2.0%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	186,938.63	186,575.00	100.2%
50414 · Interest Reserve Fund	508.23	1,200.00	42.4%
50419 · Transfer to Reserve Fund	15,704.00	34,000.00	46.2%
Total 450 · RESERVE FUND REVENUE	203,150.86	221,775.00	91.6%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60411 · Cash Carry Over - OR FFC 2020	0.00	0.00	0.0%
60419 · Transfer OR FFC 2020 Debt Serv.	28,859.22	57,718.00	50.0%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	28,859.22	57,718.00	50.0%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	569,448.67	575,000.00	99.0%
70414 · Interest Port Construction Fund	1,495.71	2,000.00	74.8%
70419 · Transfers to Port Const. Fund	0.00	100,000.00	0.0%
Total 470 · PORT CONSTRUCTION FUND REVENUE	570,944.38	677,000.00	84.3%
Total 400 · REVENUES	3,517,396.77	7,237,128.00	48.6%
Total Income	3,517,396.77	7,237,128.00	48.6%
Gross Profit	3,517,396.77	7,237,128.00	48.6%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	316,189.48	745,323.00	42.4%
500 · PERSONNEL SERVICES			
10501 · Port Manager	42,432.00	88,470.00	48.0%
10502 · Port Office Staff	56,257.51	132,000.00	42.6%
10503 · RV Park Office Staff	29,094.65	54,120.00	53.8%
10504 · Operations Staff	120,131.51	262,460.00	45.8%
10505 · Overtime	3,245.27	7,255.00	44.7%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	8,656.32	0.00	100.0%
10506.2 · Sick Leave Benefit	5,771.05	0.00	100.0%
10506.3 · Vacation & Vehicle Allowance	24,655.38	0.00	100.0%
10506.4 · Payroll Taxes	27,792.85	0.00	100.0%
10506.5 · SEP Retirement	23,784.09	0.00	100.0%
10506 · Payroll Taxes/Costs/Benefits - Other	0.00	153,680.00	0.0%
Total 10506 · Payroll Taxes/Costs/Benefits	90,659.69	153,680.00	59.0%
10507 · Workers Compensation	14,548.35	11,810.00	123.2%
10508 · Health Care and Dental	48,052.80	86,500.00	55.6%
Total 500 · PERSONNEL SERVICES	404,421.78	796,295.00	50.8%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	3,630.82	8,680.00	41.8%

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

Cash Basis

	Jul - Dec 21	Budget	% of Budget
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	16,256.25	0.00	100.0%
10602.2 · Supplies	90,663.30	0.00	100.0%
10602.3 · Services	63,322.00	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	452,797.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	170,241.55	452,797.00	37.6%
10603 · FUEL purchased for resale	392,948.42	725,000.00	54.2%
10605 · UTILITIES			
10605.1 · Electric	52,021.42	0.00	100.0%
10605.2 · RV Park Cable TV	3,522.78	0.00	100.0%
10605.3 · Sanitary	27,907.99	0.00	100.0%
10605.5 · Telecommunications	6,604.58	0.00	100.0%
10605.6 · Waste Removal	60,826.35	0.00	100.0%
10605.7 · Water	10,155.86	0.00	100.0%
10605 · UTILITIES - Other	0.00	279,173.00	0.0%
Total 10605 · UTILITIES	161,038.98	279,173.00	57.7%
10606 · OFFICE EXPENSE	31,998.30	52,827.00	60.6%
10607 · BANK SERVICE & FINANCE FEES	27,310.04	40,482.00	67.5%
10608 · TRAINING & TRAVEL	4,545.22	4,486.00	101.3%
10609 · PERMITS, LICENSES, TAXES & MISC	32,690.96	13,000.00	251.5%
10610 · INSURANCE; PROP & CAS, BOND	57,687.34	95,292.00	60.5%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	20,725.00	0.00	100.0%
10611.2 · Attorney	8,087.00	0.00	100.0%
10611.3 · Engineering	9,410.77	0.00	100.0%
10611.4 · Other Support/Consultant	8,375.94	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	95,425.00	0.0%
Total 10611 · PROFESSIONAL FEES	46,598.71	95,425.00	48.8%
Total 601 · GENERAL FUND Material & Service	928,690.34	1,767,162.00	52.6%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	13,309.90	15,000.00	88.7%
10703 · Buildings	0.00	50,000.00	0.0%
10704 · Equipment	31,567.18	90,000.00	35.1%
Total 710 · GENERAL FUND CAPITAL OUTLAY	44,877.08	155,000.00	29.0%
920 · OPERATING CONTINGENCY	0.00	20,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,694,178.68	3,483,780.00	48.6%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	79,917.32	79,917.00	100.0%
20810I · USDA Revenue Bond Interest	50,202.68	50,203.00	100.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	7,586.92	0.00	100.0%
30802.2 · OBDD #525172/RV Park Prin.	6,841.84	0.00	100.0%
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18	0.00	100.0%
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96	0.00	100.0%
30802.5 · SPWF #L02009/Cold Strg Prin	61,004.01	0.00	100.0%
30802.7 · SPWF L98004/Dock Impr Prin	0.00	0.00	0.0%
30802.8 · SPWF L02001/MarineFuel Dock Prn	65,139.23	0.00	100.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	9,369.86	0.00	100.0%
30802P · IFA PRINCIPAL - Other	0.00	350,000.00	0.0%
Total 30802P · IFA PRINCIPAL	169,816.00	350,000.00	48.5%
801 · Principal			
30803P · 50 BFMII Travelift Principal	24,840.01	50,447.00	49.2%

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

Cash Basis

	Jul - Dec 21	Budget	% of Budget
30804P · 2018 Genie Forklift Principal	7,120.09	14,469.00	49.2%
Total 801 · Principal	31,960.10	64,916.00	49.2%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	3,113.99	5,461.00	57.0%
30814I · 2018 Genie Forklift Interest	1,668.17	3,108.00	53.7%
Total 810 · Interest Payments	4,782.16	8,569.00	55.8%
Total 630 · DEBT SERVICE FUND EXPENDITURES	206,558.26	423,485.00	48.8%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	49,989.20	0.00	100.0%
40702.2 · Supplies	420.54	0.00	100.0%
40702.3 · Services	882.04		
40702 · Land Improvement - Capt Proj - Other	0.00	2,060,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	51,291.78	2,060,000.00	2.5%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	51,291.78	2,060,000.00	2.5%
Total 640 · CAPT. PROJ. EXPENDITURES	51,291.78	2,060,000.00	2.5%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	19,233.59	38,751.00	49.6%
60815I · RV Park Improv. Loan Interest	9,625.63	18,967.00	50.7%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	28,859.22	57,718.00	50.0%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.			
70701.1 · Engineering/Consultants	11,257.64		
70701.2 · Supplies	4,304.76		
70700 · Land Improvement - Port Const. - Other	0.00	677,000.00	0.0%
Total 70700 · Land Improvement - Port Const.	15,562.40	677,000.00	2.3%
Total 70100 · PORT CONST. CAPITAL OUTLAY	15,562.40	677,000.00	2.3%
Total 670 · PORT CONST FUND EXPENDITURES	15,562.40	677,000.00	2.3%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	50,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	102,880.00	0.0%
30930 · Unappropriated Balance Debt	0.00	27,870.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	221,775.00	0.0%
Total 930 · Fund Balances	0.00	405,025.00	0.0%
Total Expense	2,126,570.34	7,237,128.00	29.4%
Net Income	1,390,826.43	0.00	100.0%

Port of Brookings Harbor

Check Registers

As of December 31, 2021

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
100 - UNRESTRICTED CASH & EQUIVALENTS						
101 - GENERAL FUND CHECKING & LGIP						
10103 - General Funds Ckg Umpqua 3634						
Bill Pmt -Check	DEBIT	12/05/2021	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		316.60
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T8D2T		138.90
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9CHG		211.42
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9GP1		149.23
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9LCV		148.74
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9P56		170.46
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9RVZ		136.13
Check	DEBIT	12/01/2021	Edward Jones	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9VBF		303.68
Check	DEBIT	12/01/2021	TD Ameritrade	Employer Contribution 12/01/2021 ConfirmationS6B5T-T9XWM		186.34
Check	DEBIT	12/01/2021	US Bank Sep- IRA	Employer Contribution 12/01/2021 ConfirmationS6B5T-TB0Q8		340.25
Bill Pmt -Check	DEBIT	12/15/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,010.99
Bill Pmt -Check	DEBIT	12/16/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		30,184.14
Check	DEBIT	12/02/2021	Elavon	NOV 2021 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		22.81
Check	DEBIT	12/02/2021	Elavon	NOV 2021 MERCHANT SERVICE FEE ACCT#316		458.22
Check	DEBIT	12/02/2021	Elavon	NOV 2021 MERCHANT SERVICE FEE ACCT#951		487.30
Bill Pmt -Check	DEBIT	12/10/2021	DMV2U/Dept. of Transportation	VOID: Research on Oregon Trailer Plate R937111- Debit Declined due to restricted account	0.00	
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-79985		145.96
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7B9J2		209.91
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BDWJ		143.34
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BHFH		148.70
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BL48		158.54
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BNJ4		134.82
Check	DEBIT	12/15/2021	Edward Jones	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BRG2		303.68
Check	DEBIT	12/15/2021	TD Ameritrade	VOID: Employer Contribution 12/15/2021 ConfirmationS7TG2-7BV5P - Debit Cancelled -frozen acco...	0.00	
Check	DEBIT	12/15/2021	US Bank Sep- IRA	Employer Contribution 12/15/2021 ConfirmationS7TG2-7BXYG		340.25
Check	DEBIT	12/10/2021	ADP	Advice of Debit 593734507 Payroll Date: 12/01/2021		142.49
Bill Pmt -Check	DEBIT	12/27/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,010.99
Bill Pmt -Check	DEBIT	12/27/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		27,041.00
Bill Pmt -Check	DEBIT	12/18/2021	DMV2U/Dept. of Transportation	Research on Oregon Trailer Plate R937111- confirmation: 0-006-339-566		4.00
Bill Pmt -Check	DEBIT	12/16/2021	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment confirmation: 363412162021		486.19
Check	DEBIT	12/24/2021	ADP	Advice of Debit 594365812 Payroll Date: 12/15/2021		142.49
Check	DEBIT	12/20/2021	BL/ RV Park	STRIPE DEBIT (312.10) Refunds issued 16 DEC 2021		312.10
Check	DEBIT	12/27/2021	BL/ RV Park	DEBIT to Stripe - Refunds issued 23 DEC 2021		565.85
Check	DEBIT	12/28/2021	BL/ RV Park	STRIPE DEBIT - Refunds issued 24 DEC 2021		512.16
Check	DEBIT	12/30/2021	BL/ RV Park	STRIPE DEBIT - REFUNDS issued 12/28/2021		144.06
Check	DEBIT	12/31/2021	ADP	Advice of Debit #595333070 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		187.35
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5L4J3		115.17
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5M4LY		208.37
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5M8ZY		148.71
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5MCRT		127.79
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5MH0W		166.96
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5ML1S		136.25
Check	DEBIT	12/29/2021	Edward Jones	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5MPNS		303.68
Check	DEBIT	12/29/2021	TD Ameritrade	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5MS6N		371.24
Check	DEBIT	12/29/2021	US Bank Sep- IRA	Employer Contribution 12/29/2021 ConfirmationS9KJ5-5MX0J		340.25
Check	DEBIT	12/31/2021	BL/ RV Park	STRIPE DEBIT/Refunds issued 29 DEC 2021		460.87
General Journal	DEBT 12/01	12/01/2021		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 12/01	12/01/2021		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 12/01	12/01/2021		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 12/01	12/01/2021		Transfer to IFA Debt Service for 4th QTR 2021 Pmt		25,835.00
General Journal	PAY 12/01	12/01/2021		Rec 12/01/2021 payroll		16,973.76
General Journal	RES 12/01	12/01/2021		Transfer to Reserve Fund		2,000.00
General Journal	TAX 12/01	12/01/2021		Rec 12/01/2021 payroll		6,534.92

27

Port of Brookings Harbor

Check Registers

As of December 31, 2021

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	USDA 12/01	12/01/2021		To transfer to USDA Revenue Bond Fund for November 2022 Payment		10,843.00
General Journal	PAY 12/15	12/15/2021		Rec 12/15/2021 payroll		16,520.38
General Journal	TAX 12/15	12/15/2021		Rec 12/15/2021 payroll		6,293.27
General Journal	PAY 12/29	12/29/2021		Rec 12/29/2021 payroll		16,111.44
General Journal	TAX 12/29	12/29/2021		Rec 12/29/2021 payroll		6,103.54
Bill Pmt -Check	10710	12/01/2021	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		9,216.04
Bill Pmt -Check	10718	12/01/2021	Amazon Capital Services	Business Account #A2VUC5YWS42764 Supplies/Materials		132.32
Bill Pmt -Check	10719	12/01/2021	Curry County Assessor	Filing Fee-Tax Exemption for Business Personal Property 'leased property' (Ricoh Copier)		75.00
Bill Pmt -Check	10720	12/01/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		108.74
Bill Pmt -Check	10721	12/01/2021	Grainger	VOID: ACCT# 822663001 - Power Cord - EQ#4606 Public Hoist - check returned due to restricted a...	0.00	
Bill Pmt -Check	10722	12/10/2021	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		88.26
Bill Pmt -Check	10723	12/10/2021	C.J. Huntsman CPA, P.C.	Audit FY ending JUN 30, 2021		10,725.00
Bill Pmt -Check	10724	12/10/2021	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		280.36
Bill Pmt -Check	10725	12/10/2021	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		29.99
Bill Pmt -Check	10726	12/10/2021	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		7,531.03
Bill Pmt -Check	10727	12/10/2021	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		476.43
Bill Pmt -Check	10728	12/10/2021	DJC Oregon	10100539 Request for Qualifications General Counsel Services, Publish Dates: 11/17 ; 11/19; 11/2...		228.50
Bill Pmt -Check	10729	12/10/2021	EMC-Engineers/Scientists, LLC	15.4 Hrs. Engineering- Wastewater Treatment Plant Presentation		1,540.00
Bill Pmt -Check	10730	12/10/2021	Englund Marine Supply Co.	Bilge Pump and Float Switch		151.67
Bill Pmt -Check	10731	12/10/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		239.51
Bill Pmt -Check	10732	12/10/2021	Freeman Rock, Inc.	12/3/2021 & 12/08/2021 Debris Disposal Brush		96.00
Bill Pmt -Check	10733	12/10/2021	Government of Ethics Commision	0GE0001059 Annual Charge for Oregon Ethics Commission 07/01/2021-06/30/2022		548.82
Bill Pmt -Check	10734	12/10/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		117.03
Bill Pmt -Check	10735	12/10/2021	Harbor Logging Supply, Inc.	Misc. Metal for Repairs Q Dock/FV:MISS PACIFIC		148.72
Bill Pmt -Check	10736	12/10/2021	Harbor Sanitary District	NOVEMBER 2021 Sanitary Bill		3,446.23
Bill Pmt -Check	10737	12/10/2021	Harbor Water District P.U.D.	VOID: 10/19/2021 - 11/22/2021 SERVICE/WATER BILL -Returned Check due to Frozen Acct.	0.00	
Bill Pmt -Check	10738	12/10/2021	Hot And Mighty	Freight Wash Water Recycling System		865.54
Bill Pmt -Check	10739	12/10/2021	Mascott Equipment	Sump Sensor for Fuel Dock		323.11
Bill Pmt -Check	10740	12/10/2021	Orcal Security Consulting LLC	Patrol Security - November 2021		2,479.50
Bill Pmt -Check	10741	12/10/2021	Oregon Health Authority	Annual Surcharge for Recreational Park		370.00
Bill Pmt -Check	10742	12/10/2021	Oregon PERS/State Social Security Ad...	ER No. 8147 Oregon PERS Fee July 1, 2021-June 30, 2022		15.00
Bill Pmt -Check	10743	12/10/2021	Pacific Coast Congress of HM & PM	2022 Annual Membership Pacific Coast Congress of HM & PM		265.00
Bill Pmt -Check	10744	12/10/2021	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,422.72
Bill Pmt -Check	10745	12/15/2021	Bullet Rental	Customer#32581 06 DEC 2021 Tractor Rental to grade secure storage area		1,281.25
Bill Pmt -Check	10746	12/15/2021	Da-Tone Rock Products	07 DEC 2021 Rock for pothole repair in gear storage area		510.46
Bill Pmt -Check	10747	12/15/2021	Gerald W. Burns, CPA	Financial Consultant Agreement & Annual Financial Report FY ending 06/30/2021		7,000.00
Bill Pmt -Check	10748	12/15/2021	Quill Corporation	ACCT#1932158 Office Supplies		224.98
Bill Pmt -Check	10749	12/15/2021	Stadelman Electric, Inc.	June 1, 2021 Fuel Dock Repair		173.90
Bill Pmt -Check	10750	12/15/2021	Thermo Fluids, Inc.	12/01/2021 - Remove used oil for recycling from fishing fleet		219.00
Bill Pmt -Check	10751	12/16/2021	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		9,368.58
Bill Pmt -Check	10752	12/16/2021	EMC-Engineers/Scientists, LLC	13.3 Hrs. Engineering- Wastewater Treatment Plant Presentation		1,330.00
Bill Pmt -Check	10753	12/16/2021	Grainger	ACCT# 822663001 Power Cord - EQ#4606 Public Hoist less credit		15.16
Bill Pmt -Check	10754	12/22/2021	Crow/Clay & Associates, Inc	RV Park Project #19005 - Contractor Submittal Review		140.00
Bill Pmt -Check	10755	12/22/2021	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		199.83
Bill Pmt -Check	10756	12/22/2021	Department of Environmental Quality	Annual Fee for DEQ Permit: GEN12Z		1,386.00
Bill Pmt -Check	10757	12/22/2021	Grants Pass Water Lab, Inc.	12/13/2021-Storm Water Runoff Testing		1,410.00
Bill Pmt -Check	10758	12/22/2021	Platt	Customer Acct#127691 Electrical Supplies		146.95
Bill Pmt -Check	10759	12/22/2021	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		361.00
Bill Pmt -Check	10760	12/22/2021	BI-MART	Account #931481 Water & Supplies		73.50
Bill Pmt -Check	10761	12/22/2021	Stadelman Electric, Inc.	Material & Labor for Electrical Work - Security Camera Project		598.76
Bill Pmt -Check	10762	12/30/2021	Black & Rice LLP	Legal Services		708.00
Bill Pmt -Check	10763	12/30/2021	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		9,770.07
Bill Pmt -Check	10764	12/30/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		404.02
Bill Pmt -Check	10765	12/30/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		554.13
Bill Pmt -Check	10766	12/30/2021	Quill Corporation	ACCT#1932158 Office Supplies		283.11
Bill Pmt -Check	10767	12/30/2021	Rogue Credit Union	Membership #306 Acct#600189521 CC Ending#7681		6,794.49

Port of Brookings Harbor
Check Registers
As of December 31, 2021

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10768	12/30/2021	Thermo Fluids, Inc.	12/17/2021-Removal of Oily water and Filter Drum Pickup		359.70
Bill Pmt -Check	10769	12/30/2021	Tidewater Contractors, Inc.	Customer Code: 000081 Stamped Concrete Blocks for Zola's Trash Enclosure		1,140.00
Total 10103 · General Funds Ckg Umpqua 3634					0.00	300,298.68
10106 · General Fund LGIP 6017						
Check	DEBIT	12/01/2021		LGIP Fees for NOV 2021		0.50
General Journal	CP 12/20	12/20/2021		Transfer to Capital Projects for partial payment to EMC Engineering inv#91009-2133		13,361.01
Total 10106 · General Fund LGIP 6017					0.00	13,361.51
Total 101 · GENERAL FUND CHECKING & LGIP					0.00	313,660.19
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					0.00	313,660.19
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
Check	DEBIT	12/15/2021	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #46		1,464.71
Check	DEBIT	12/22/2021	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #62 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 12/01	12/01/2021		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 12/01	12/01/2021		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71
40104 · Capital Projects Umpqua 8018						
Total 104 · RESTRICTED MONEY MKT & CHECKING					6,123.71	6,123.71
105 · RESTRICTED LGIP						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 12/01	12/01/2021		To transfer to USDA Revenue Bond Fund for November 2022 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00
30105 · IFA Debt Service Fund LGIP 6020						
Check	DEBIT	12/13/2021	Infrastructure Finance Authority	4th QTR 2021 - Depositor's Acct #1230000433 - REF#3414782		4,684.93
Check	DEBIT	12/13/2021	Infrastructure Finance Authority	4th QTR 2021-Depositor's Acct#1230000473 REF#3414785,86,87,88		17,151.45
Check	DEBIT	12/13/2021	Infrastructure Finance Authority	4th QTR 2021-Depositor's Acct#1230000995 REF#3414783		19,440.47
Check	DEBIT	12/13/2021	Infrastructure Finance Authority	4th QTR 2021-Depositor's Acct#1230001027 REF#3414784		41,919.15
General Journal	IFA 12/01	12/01/2021		Transfer to IFA Debt Service for 4th QTR 2021 Pmt	25,835.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					25,835.00	83,196.00
50105 · Reserve Fund LGIP 6018						
General Journal	RES 12/01	12/01/2021		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00
Total 105 · RESTRICTED LGIP					38,678.00	83,196.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					44,801.71	89,319.71

29

Port of Brookings Harbor
Check Registers
As of December 31, 2021

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
TOTAL					<u>44,801.71</u>	<u>402,979.90</u>

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

Cash Basis

	Jan - Dec 21
101 Things To Do	1,320.00
5-R Excavation, LLC	11,757.16
Absolute Golf Carts	650.00
Adobe	149.90
ADP	6,640.75
Alexandre EcoDairy Farms	875.00
Amazon Capital Services	7,338.45
Anchor Lock & Key	2,808.65
Anchorside Printing	78.25
Aquarius Environmental, LLC	1,480.77
Armoilo Display Solutions	273.46
Association of Pacific Ports	1,660.00
Asurion Wireless Insurance	19.00
Best Buy	2,039.95
BI-MART	1,004.76
Black & Rice LLP	13,876.00
BOARDWALK MAIL SERVICE	183.21
Boat-ed.com/Safety Courses	54.95
Boat Launch Kiosk	21.00
Boat Shop & More LLC	10,350.50
BOLI PWR	1,657.00
BoomTech	77.47
Bronze Memorials Inc.	1,582.48
Brookings Harbor Chamber of Commerce	450.00
Brookings Signs & Graphics	117.00
Bullet Rental	4,006.33
C.J. Huntsman CPA, P.C.	10,725.00
C.O. Construction	535.00
CAL/OR Insurance Specialists, Inc.	2,389.50
Carbonite	1,299.99
CED	379.50
CertifiedMailLabels.com	800.00
Chetco Automotive	10.78
CHEVRON	1,279.10
Chevron Business Card	5,888.96
City of Brookings	2,812.50
Coastal Audio & Tint	300.00
Cole-Parmer	213.58
Coos-Curry Electric Cooperative, Inc.	106,604.82
Costco	119.97
Country Media, Inc.	3,559.40
Crescent ACE Hardware	2,973.26
Crow/Clay & Associates, Inc	15,050.73
Crown Plumbing	10,833.14
Curry Coastal Pilot	78.00
Curry County Assessor	75.00
Curry County Business License	102.50
Curry County Clerk	3,772.27
Curry County Community Development	4,720.40
Curry County Sheriff	125.00
Curry County Tax Collector	26,832.15
Curry Equipment	1,713.32
Curry Transfer & Recycling	84,974.45
Da-Tone Rock Products	3,342.41
Del-Cur Supply Co-op	4,808.10
Department of Environmental Quality	1,386.00
Dish Network	6,950.33
DJC Oregon	730.54

Port of Brookings Harbor Purchases by Vendor Summary

January through December 2021

Cash Basis

	Jan - Dec 21
DMV2U/Dept. of Transportation	86.00
Dollar Tree	1.00
DropBox	119.88
Elavon	16,017.46
EMC-Engineers/Scientists, LLC	113,389.20
Engineering Resource Services LLC	1,205.00
Englund Marine Supply Co.	1,984.05
Fastenal Industrial Supplies	19,929.86
Ferguson Enterprises, Inc.	21,605.69
Firefly Reservations	2,090.00
Fluid Manufacturing	874.09
Frank's Heating & Refrigeration	1,667.57
FRED MEYER	460.49
Freeman Rock, Inc.	5,831.44
Gerald W. Burns, CPA	12,500.00
GODaddy.com	239.88
Gold Beach Lumber Yard, Inc.	32,278.55
Government of Ethics Commission	548.82
Gowman Electric, Inc.	15,637.58
Grainger	482.21
Grants Pass Water Lab, Inc.	5,670.00
Grating Pacific, LLC	1,941.00
GSS, Inc.	110.00
Harbor Corner Market LLC	29.18
Harbor Logging Supply, Inc.	9,419.51
Harbor Sanitary District	51,159.45
Harbor Truss and Supply LLC	330.00
Harbor View Windows, Heating & Air	1,500.75
Harbor Water District P.U.D.	20,498.78
Hartwick Automotive	267.92
HD SUPPLY FACILITIES	1,272.72
Heartsmart.com	546.11
Home Depot	3,615.54
Honeybee Bakery	43.75
Hot And Mighty	13,075.54
In-Motion Graphics and Design, LLC	842.00
Industrial Steel & Supply Co. Inc.	313.00
Interstate Plastics	450.00
Intuit	7,135.21
iSecure Information Security	621.50
Jacknob	121.20
JAM Paper & Envelope	198.31
John Kellum/John's Portable Welding	8,775.00
K&K Insurance Group, Inc.	225.00
Kaman Industrial Technologies	3,666.24
Kendrick Equipment USA LLC	5,491.94
Legacy Contracting, Inc.	469,975.59
Les Schwab Tire Center	45.99
M & J Glazebrook Construction	614.75
Marine Surveyors & Consultants	990.00
Mascott Equipment	2,764.29
Mc Court Floor Coverings, Inc	75.00
McLennan Excavation, Inc.	9,990.00
Microsoft	469.95
My Parking Permit	2,108.60
NAPA Auto Part	669.61
NorthCoast Health Screening	165.00
Northwest Parking Equipment Company	1,335.84

Port of Brookings Harbor Purchases by Vendor Summary

January through December 2021

Cash Basis

	Jan - Dec 21
ONLINE Purchases	1,580.58
Orcal Security Consulting LLC	32,494.50
Oregon Alarm	60,120.00
Oregon Building Codes - Coos Bay Office	1,639.89
Oregon Coast Magazine	675.00
Oregon Department of Agriculture	278.00
Oregon Health Authority	370.00
Oregon Pacific Leasing Inc. Roto Rooter	6,500.00
Oregon PERS/State Social Security Admin.	15.00
Oregon Secretary of State	300.00
Overton Safety Training, Inc.	3,770.00
Pacific Coast Congress of HM & PM	265.00
Pacific Office Automation	2,643.19
Pacific Rim Copy Center	449.40
Palm Industries, Inc.	2,479.99
Pape Material Handling	9,652.94
Paygov/Vessel Documentation Mgt System	100.00
Personnel Concepts	48.85
Pitney Bowes Global Lease	1,684.68
Pitney Bowes, Inc.	2,212.96
Platt	2,777.43
Port of Brookings Harbor	15.00
PPS Store	6,387.94
Pump Pipe & Tank Services, LLC	2,602.92
Quill Corporation	8,181.88
Rentprep Enterprise/Fidelis Screening	877.80
Roberts & Associates Land Surveying, Inc.	2,150.00
Rock Island Design	1,047.05
Rotary Club of Brookings-Harbor	250.00
Roto Rooter	455.05
See Water Inc.	159.00
Sensaphone	299.40
Shellback Plumbing	1,150.00
SimpliSafe	179.88
Slice Recovery	5,940.00
SmartSign	132.26
SO Backflow Techs	364.00
Spec Dist Assoc of OR- Workers Comp	14,548.35
Spec Dist Assoc of OR- Healthcare	102,969.36
Spec Dist Assoc of OR- Prop & Cas	110,596.00
Spec Dist Assoc of Or -TRAINING	450.00
SPECIAL DISTRICTS ASSC OR (annual dues)	10,411.28
Spectrum Business 8752 19 060 0025169	1,162.64
Spectrum Business 8752 19 060 0226494	1,141.18
Spectrum Business 8752 19 060 0247029	1,119.76
Spectrum Business 8752 19 060 0251369	970.64
Stadelman Electric, Inc.	5,665.32
Stericycle	98.05
Stormwater Biochar LLC	2,014.49
Strahm's Sealcoat & Striping, Inc.	26,739.00
Suburban Propane	784.79
SUPPLYHOUSE.COM	559.13
T3E Company	885.00
Tank Testers, LLC	14,312.00
The Park Catalog	6,162.21
The Roofers, LLC	18,127.84
Thermo Fluids, Inc.	2,867.80
Tidewater Contractors, Inc.	8,078.00

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

Cash Basis

	<u>Jan - Dec 21</u>
Traffic Safety Supply Co.	7,880.33
Travel Information Council	732.00
Tyree Oil, Inc	560,100.46
U Printing	881.68
ULine	3,212.47
Umpqua Valley Fire Services, Inc.	1,564.87
US Bank Equipment Finance	2,771.80
US Postal Service	183.95
US Relay/HD Relay	832.00
Valvoline	342.73
Ventek International	2,070.00
VERIZON WIRELESS	3,930.97
Victra/ Verizon	689.96
VISTA PRINT	28.00
Vonage	3,055.73
Walmart	140.55
Wayfair LLC	285.99
WebReserv	495.00
WEEBLY-CHARGE.COM	1,379.00
Wes' Towing	90.00
Whales Tail Candy and Gifts	70.56
Wilkins Action Graphics	385.00
ZiPLY Fiber 541-412-7930-102902-5	431.39
ZiPLY Fiber 541-469-5867-121516-5	914.16
Zoom Video Communications Inc.	179.88
TOTAL	<u>2,331,891.69</u>

HARBORMASTER MONTHLY REPORT

Date: January 19, 2021
Period: December, 2021
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Routine maintenance and checks were done daily. New blocks were ordered for the RV park trash enclosure once construction is completed. Blocks were estimated at 3 months out. Maintenance shed was cleaned, golf cart greased, and batteries were checked. Stadelman Electric came out and installed a power box for 3 security cameras to be installed at the park bathroom.

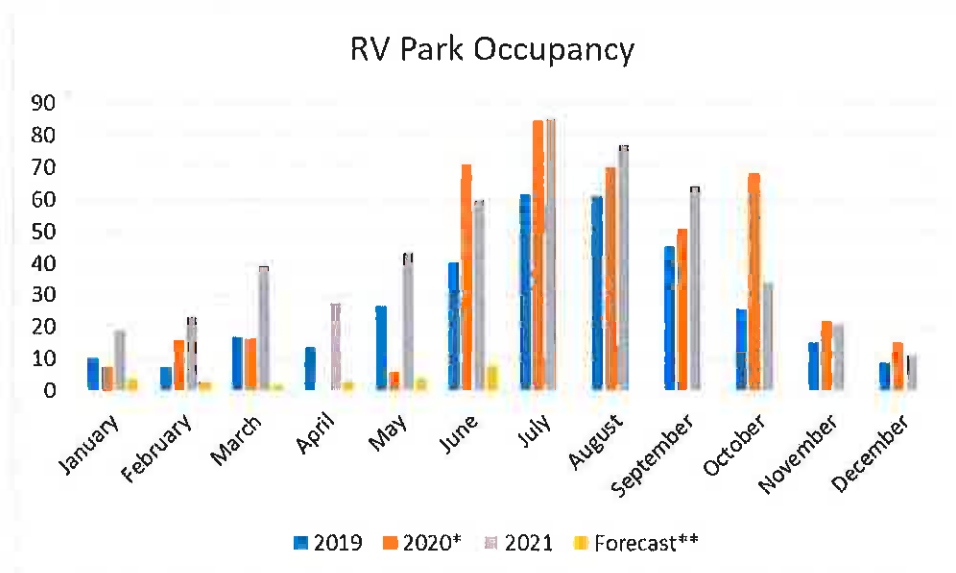
Occupancy Percent by Month & Year

	2019	2020*	2021	Change from 2020	Forecast**
January	10.3	7.5	19	11.5	4
February	7.3	16	23	7	3
March	16.8	16.4	39	22.6	2
April	13.5	0	27.5	27.5	3
May	26.4	5.7	43.1	37.4	4
June	39.9	71.1	59.5	(11.6)	8
July	61.3	84.7	85	0.3	
August	60.8	70	77	7	
September	45.4	51	64	13	
October	25.4	68	34	34	
November	15.2	22	21	(1)	
December	8.5	15	11	(4)	

Average 27.5 35.6 41.9

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

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

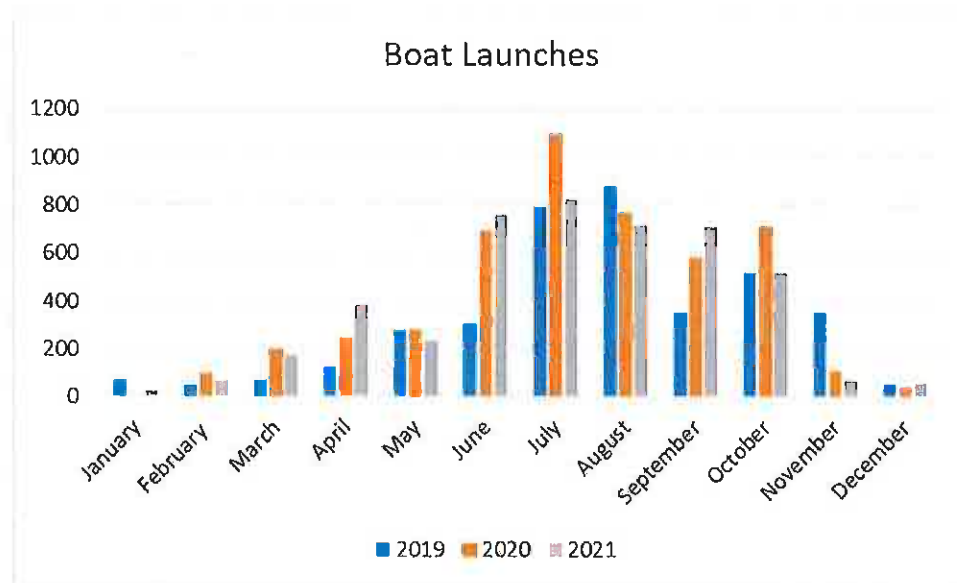


Marina

Staff is walking docks daily to check vessels and structure of docks. Work orders were made for any repairs that were needed. Small fixes such as loose cleats, water leaks, and debris cleanup was done immediately. Power boxes were installed at the kite field bathroom and commercial bathrooms. 3 cameras will be placed at each location. Cameras will give port staff better oversight of parking lots and basin 2. 3 more cameras will be placed at A dock ramp.

Boat Launches Paid through Launch Machine

	2019	2020	2021	Change from 2020
January	66	5	27	22
February	47	102	70	(32)
March	66	204	178	(26)
April	122	244	386	142
May	276	282	233	(49)
June	303	697	759	62
July	794	1095	826	(269)
August	875	768	716	(52)
September	350	583	713	130
October	518	713	518	(195)
November	352	109	70	(39)
December	53	40	60	20
Totals	3,822	4,842	4,556	-286



Equipment Services Performed by Port Staff

Telehandler Jobs

	2019	2020	2021
January	4	2	0
February	1	6	3
March	6	4	6
April	7	10	5
May	6	3	7
June	3	0	3
July	1	5	0
August	3	4	1
September	3	3	1
October	10	6	5
November	3	9	13
December	15	5	3
Totals	62	57	47

Travel Lift Haul-Outs

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

Commercial Receiving Dock

Quarterly dock inspections were completed. There are no major items to report. Power box was installed for a new camera to overlook public hoist.

Commercial Retail Building

Port received notice from J. Slone Hair Studio that her front windows were not operating correctly. Staff has contacted window installers to see what can be fixed or if we have to replace what we have. Staff also has gone through both retail buildings and have identified a few others that will need to be looked at. Concrete blocks were purchased for Zola's trash enclosure after the parking lot work is done in springtime. 3 cameras will also be placed on top of the port office that will overlook the retail parking lot.

Maintenance Crew

Maintenance completed 68 work orders throughout the port. Throughout the year of 2021 staff completed 1,005 work orders. We have made great steps identifying small maintenance issues and completing them in a timely manner. Our staff is becoming very knowledgeable and effective at dealing with port operations. Everyone had a great year!

PORT MANAGER

MONTHLY REPORT

Date: January 19, 2022
Period: December 2021
To: Honorable Board President and District Board Members
Issued By: Gary Dehlinger, Port Manager

Dahna Black a new Field Representative from Senator Merkley's Office was in the area and wanted to get to know the Port. We reviewed our FEMA project, finances, other upcoming projects, DEQ issues and then toured the port.

Had several meetings with South Coast Knight Security regarding their patrols. Patrols throughout the port have improved.

2021 Year End Summary

Board Meetings

1. 32 board meetings (11 regular meetings, 13 special meetings, 5 workshop meetings, 2 budget hearings and 1 supplemental budget hearing)
2. 122 Action Items reviewed (only 4 items were held over for additional information)
3. 135 Information Items reviewed
4. 14 Resolutions

Port Achievements in 2021

1. Fuel Dock Repair Project included:
 - Removed damaged failing access ramp to floating fuel dock
 - Installed new ramp to floating fuel dock
 - Installed new ramp to work dock
 - Transient dock piling replacement
 - Work dock piling replacement
 - Transient and work dock refurbishment
 - Storm drain and paving improvement around aboveground fuel tanks
2. Install initial security camera system which included the new bar camera
3. Refurbished and reopened main RV Park restroom
4. Public hoist returned to service
5. Repair major sinkholes at Fishing Pier parking lot
6. Repair pavement at Fishing Pier parking lot and RV Park exit road
7. Sealcoat and restripe Fishing Pier parking lot
8. Demolished (4) four abandoned boats. (2) Two of which were funded by OSMB
9. Sold (2) two abandon boats
10. Roof and rot repairs to retail building
11. Signage at boat launch parking lot
12. Accessible parking stalls installed at Basin 2 and Transient Dock parking lots
13. Securing nearly \$1 million matching funds for the FEMA project
14. Completing and submitting annual audit before the deadline (second year in the row!)
15. All debt payments made on time with additional \$15k paid to IFA Business Oregon from asset sales
16. Property line issue resolved
17. Reserve Fund reached highest ever, over \$200,000
18. Port reached a goal established from 2015 Strategic Business Plan to have 90-days of General Fund expenditures \$567,000 (Port averages nearly \$189,000 per month)
19. Congressman DeFazio \$3.5 million earmark funding for a wastewater treatment plant, approval in Congress waiting for Senate approval.

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
1	Tuesday, January 12, 2021		Delinquent Accounts		
2			Blue Fin Realty Lease		
3			DEQ Tier 1 Report		
4			FEMA Projects Update / Planning & Permitting, Phase I		
5			Icehouse Pile and Catwalk Repair Cost		
6			Garbage Reception Facilities at Ports Under MARPOL Annex V		
7			Fuel Dock Project		
8			2021 Events at the Port		
9			Keypad Locks on Restroom Facilities		
10			Port Infrastructure Status		
11			Port Holidays 2021 – 2025		
12			Coronavirus Relief Fund		
13			RV Park Project Update		
14			Financial Consultant Contract		
15			Commissioner Meetings Under COVID-19		
16			Sporthaven Beach Equipment Contribution		
17	Tuesday, January 19, 2021	Blue Fin Realty Lease		Approved	
18		Financial Consultant Contract		Approved	
19		Mike Smith Account		Approved	Reduce amount if paid by Jan 26
20		Corey Sample Account		Approved	Reduce amount if paid by Mar 31
21		Port Restroom Facilities		Approved	Install keypads when funds avail.
22	Wednesday, January 27, 2021	Resolution No. 2021-01 Port Signatures on PLA Deeds		Approved	Righetti Property Line Adjustment
23		Fuel Dock Fender Piles		Approved	Add piles at Hallmark & Icehouse
24	Thursday, February 4, 2021	Commissioner Roy Davis		Approved	Position # 3 vacant
25		Commissioner Roy Davis		Approved	Leave Position # 3 vacant
26		Fuel Dock Project		Approved	Eliminated concrete structure
27	Wednesday, February 10, 2021		DEQ Tier 1 Report		
28			FEMA Projects Update / Planning & Permitting, Phase I		
29			Fuel Dock Project		
30			2021 Events at the Port		
31			Coronavirus Relief Fund		
32			Righetti / Port Property Line Adjustment		
33			Business Credit Card		
34			Appoint Budget Officer FY 2021/22		
35			Roy Davis Memorial		
36			RV Park Project		
37	Tuesday, February 16, 2021	Appoint Budget Officer FY 2021/22		Approved	
38		2021 Port Events		Approved	Approved with additional conditions
39		RV Park Project		Hold	Request additional information
40		Business Credit Card		Approved	
41		Roy Davis Memorial		Approved	Start memorial fund
42			Special District Election		
43			RV Park Reservation Program		
44			Blue Fin Realty Lease		

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
45	Friday, February 26, 2021	RV Park Restroom Restoration		Approved	Restore old restroom
46		RV Park Project		Approved	Change Scope of Project
47		Eviction of Seal Cove Realty		Approved	Begin legal process
48			Potholes in Dry Camp		Exit road condition
49	Thursday, March 11, 2021		Hallmark Lease Renewal		
50			Audit Engagement Letter		
51			Budget Committee		
52			Pithitude and Harbor Corner Market Security Gate		
53			Whale's Tail Candy & Gifts Lessor's Consent Agreement		
54			DEQ Stormwater Tier 1 Report		
55			RV Park Exit Road		
56			Fishing Pier Sinkholes		
57			Boardwalk Condition Update		
58			Ocean Acidification, Salmon Study & Ropeless Fishing System		
59			Crow/Clay Associates Contract Amendment No. 4		
60			Business Oregon Commercial Rent Relief Program		
61			Abandon & Derelict Vessels		
62			Sheriff K-9 Training at Port		
63			Port Rates 2021-22		
64			Harbor Sanitary District Agreement		
65			Pacific Seafood		
66			FLOATING OFFSHORE WIND IN OREGON		
67	Tuesday, March 16, 2021	Hallmark Lease Renewal		Approved	
68		Audit Engagement Letter		Approved	
69		Appoint Budget Committee		Approved	
70		Pithitude and Harbor Corner Market Security Gate		Approved	
71		Whale's Tail Candy & Gifts Lessor's Consent Agreement		Approved	
72		Crow/Clay & Associates Contract Amendment No. 4		Approved	
73		Port Rates 2021-22		Approved	
74		Harbor Sanitary District Agreement		Approved	
75			Salmon Season Review		
76	Monday, March 29, 2021	Blue Fin Sign		Approved	
77		Zola's on the Water Construction Plan		Approved	
78			Sinkhole Repair at Fishing Pier		
79			Asphalt Repair at RV Park and Fishing Pier		
80			MARPOL Certificate of Adequacy Form C		
81			Seal Cove Realty Eviction		
82	Tuesday, April 6, 2021	Draft Resolution No. 2021-02 Business Oregon Commercial Rent Relief Program		Approved	
83		Draft Resolution No. 2021-03 Supporting Funding Efforts for a Wastewater Treatment Plant		Approved	
84		Draft Resolution No. 2021-04 Port Rates Fiscal Year 2021-22		Approved	
85		Port Employee SDIS Health Care Plan Application Renewal		Approved	
86			Roy Davis Memorial Fund Update		
87			Regular Commissioner Meeting April 20, 2021		
88			Special Meeting April 13, 2021 at 6pm		

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
89			Special Meeting April 29, 2021 at 2pm		
90	Thursday, April 29, 2021		FEMA Projects Planning & Permitting, Phase I	Presentation to Board	
91		Pacific Seafood Consent to Assignment		Hold	Documents not ready
92		Pacific Seafood Restated Lease		Hold	Documents not ready
93		Legacy Contracting Change Order No. 2		Approved	
94		Spothaven Beach Equipment		Approved	
95		US Relay Contract - Bar Cam		Approved	
96			Roy Davis Memorial		
97			Travel Oregon Competitive Grant		
98			SDAO Call to Action		
99			Salmon Season Review		
100			Umpqua Joe Chapter 1859 Monument		
101			Hungry Clam Proposed Storage Plan		
102			Business Oregon Commercial Rent Relief Program		
103			Seal Cove Realty Eviction		
104			2022 Community Funding - DeFazio Application		
105			Oregon DEQ Regulation Changes		
106			Fred Meyer Container Storage		
107			Public Hoist		
108			Curry County Potholing Storm Drain		
109			Catalyst Seafood Building Expansion		
110	Thursday, May 6, 2021	Pacific Seafood Consent and Restated Lease		Approved	
111		FEMA Projects Planning & Permitting, Phase I		Approved	Scope of Work
112		Collect Northwest Collection		Approved	
113	Tuesday, May 11, 2021	Review and approved FY2021-22 Budget		Approved	Budget Committee
114	Tuesday, May 18, 2021	ODFW Agreement of Confidentiality		Approved	
115		Oregon Life Homes Commercial Lease		Approved	
116		Delinquent Account Write Off		Approved	
117		OSMB IGA - Demo Abandon Boats		Approved	
118		Roy Davis Memorial		Approved	
119		The Roofers Change Order		Approved	
120			Pacific Seafood Receiving Docks		
121			USACE Channel Dredging 2021		
122			Travel Oregon Grant Application Status		
123			Business Oregon Commercial Rent Relief Program		
124			Emergency Response Team		
125	Thursday, June 10, 2021		Supplemental Budget FY 2020-21, Resolution Adopting the Budget		
126			Resolution to Adopt Fiscal Year Budget 2021-22		
127			Beachfront Dry Camping Area		
128			No Parking Zones		
129			E Clampus Vitus Plaques – Monument Placement on Port Property		
130			Hungry Clam Outdoor Storage Alteration		
131			Crow/Clay RV Park Draft Construction Drawings		
132			Joint Permit Applicant – FEMA DR-4432 & DR-4452 Projects		

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
133			FEMA DR-4432 & DR-4452 Scope of Work		
134			Moss in Slips		
135			Brookings-Harbor Chamber of Commerce Membership Renewal		
136			Becky Hannen Payment Relief Request		
137			Transient Dock Electrical Building		
138			USACE Maintenance Dredging FY-22 Budget Request		
139			IT Security Policy		
140			Aboveground Fuel Tank Capacity Change		
141			Repair, Maintenance & Capital Projects Planning		
142			Security Camera Proposal		
143			Crown Plumbing Change Order		
144			Delinquent Account Receivable Write Off		
145			May 2021 Financial Report		
146	Tuesday, June 15, 2021	Supplemental Budget Hearing - FY 2020-21		Approved	
147	Tuesday, June 15, 2021	Budget Hearing - FY 2021-22		Approved	
148	Tuesday, June 15, 2021	Supplemental Budget FY 2020-21, Resolution Adopting the Budget		Approved	
149		Resolution to Adopt Fiscal Year Budget 2021-22		Approved	
150		Beachfront Dry Camping Area		Approved	Install blocks for separation
151		No Parking Zones		Approved	Install signs, paint curbs, etc.
152		E Clampus Vitus Plaques – Monument Placement on Port Property		Approved	Placement along beach walkway
153		Hungry Clam Outdoor Storage Alteration		Approved	
154		Crow/Clay RV Park Draft Construction Drawings		Approved	
155		Brookings-Harbor Chamber of Commerce Membership Renewal		Approved	
156		IT Security Policy		Approved	
157		Aboveground Fuel Tank Capacity Change		Approved	
158		Crown Plumbing Change Order		Approved	
159		Delinquent Account Receivable Write Off		Approved	All accounts going to collections
160	Thursday, July 15, 2021		Best Management Practices Policy Update		
161			Beachfront RV Park Rules & Information Update		
162			Catalyst Seafood Building Addition		
163			Port Security Contract		
164			Boat Launch Parking Lot Signage		
165			Traffic & Parking at Zola's on the Water		
166			Fire Hydrant at Basin 2 Commercial Parking Lot		
167			Joint Permit Application Update		
168			Catalyst Seafood Event		
169			Roy Davis Memorial Bench Location		
170			Delinquent Account Write Off Request		
171			Curry County Land Use Application – RV Park Project		
172			J Sloane Request for Air Conditioning		
173			Accessible Parking Spaces		
174			Blue Fin Lease Building Roof and Rot Repair		
175			SDAO Board of Directors and Management Staff Training		
176			Wastewater Treatment Plant Funding Update		

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
177	Tuesday, July 20, 2021	Resolution 2021-07 Adopting IT Security Policy		Approved	
178		Best Management Practices Policy Update		Approved	
179		Beachfront RV Park Policy Update		Approved	
180		Catalyst Seafood Building Addition		Approved	
181		Authorized Bank Signatures		Approved	
182		Boat Launch Parking Signage		Approved	
183		Traffic & Parking at Zola's on the Water		Hold	
184		Fire Hydrant at Basin 2 Commercial Parking Lot		Approved	
185		Roy Davis Memorial Bench Location		Approved	
186		Delinquent Account Write Off Request		Approved	
187		Curry County Land Use Application – RV Park Project		Approved	
188		Whale's Tail Candy & Gifts/Becky Hannen Collections Settlement Offer		Approved	Board did not accpet offer
189		CBN Visitor Center/Barbara Ciaramella Collections Decision		Approved	Accept payment and continue with collections
190	Tuesday, August 3, 2021	Sea Otter Coalition Letter		Approved	
191	Tuesday, August 17, 2021	Rotary Beach Bingo Cleanup		Approved	
192		Resolution 2021-08 Best Management Practices Policy		Approved	
193		Bounder Fresh Crab Lease Renewal		Approved	
194		Pithitude Lease Renewal		Approved	
195		Aboveground Fuel Tank Pollution Insurance Renewal		Approved	
196		Gear Storage / Boat Storage Relocation		Approved	
197		Heat Illness Prevention Plan		Approved	
198		Congressman DeFazio Visit to the Port		Approved	
199		Regular Meetings of the Commission Change		Approved	
200			Coos Curry Electric Service Repairs		
201			Zola's on the Water Traffic and Parking Plan		
202			Pacific Seafood Housing on Port Property Request		
203			Wastewater Treatment Plant Funding		
204	Tuesday, September 21, 2021	Resolution 2021-09 Regular Meetings of the Commission		Approved	
205		Authorizing Port Manager to Sign Renewal Documents		Approved	Resolution 2021-10
206		Contract Approval for New Fire Hydrant		Approved	McLennan Excavation
207		Contract Approval for Port Security		Approved	South Coast Knight Security
208		Contract Approval for Port Engineering		Approved	EMC Engineering / Scientists
209		Rogue Credit Union Lease Renewal		Approved	
210		Boatyard Wash Water System Procurement		Approved	
211		Port Security Cameras Quote		Approved	
212		Zola's on the Water Parking & Traffic Plan		Approved	One-way traffic and repairs
213		Public Dock Hoist Waiver Form		Approved	\$35 for Eq per hour / \$0.05 per lb. fish
214		Donating Digital Fish Scales		Approved	
215			Request For Proposals, FEMA 4432 and Wastewater Treatment Plant Engineering		
216			Wastewater Treatment Plant Information		EMC provided general info.
217			Roy Davis Memorial Dedication		
218	Thursday, October 7, 2021	RV Park Improvements Bid Award		Approved	
219	Wednesday, October 20, 2021	Resolution 2021-11 Adopting Public Dock Hoist Rates and Use Agreement		Approved	
220		Port Vehicles Procurement Approval		Approved	

2021 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes
221		Port Paying Lease Property Tax		Approved	
222		FEMA Engineering Services Award		Approved	
223		RV Park Improvements Contract Approval		Approved	
224			DEQ Tier II Requirements		
225			Feature Film Production on Port Property		
226			Tidewinds Sportfishing Request to Change Charter Fees		
227	Thursday, October 28, 2021	FEMA DR-4432/4452 Professional Engineering Service Contract Approval		Approved	
228	Wednesday, November 17, 2021	Resolution 2021-12 Adopting Property Tax Payment Policy		Approved	
229		Charter Fee Change Request		Approved	Research non-moorage charters
230		Warranty Information on New Ford Vehicles		Approved	
231		Chetco River Bar Camera Sponsorship Agreement		Approved	
232		Public Dock Equipment Use Agreement & Release		Approved	
233		Bell & Whistle Coffee Shop Lease Renewal		Approved	
234		Shanebrook Media Location Agreement		Approved	
235		Henry Johnson Draft Appreciation Letter		Approved	
236		Strategic Business Plan Annual Review		Approved	Add landromat/food service area
237		Business Oregon General Application SPWF, FEMA DR-4432 Mitigation and Repair		Approved	
238		Business Oregon General Application SPWF, FEMA DR-4452 Mitigation and Repair		Approved	
239			Harbor Water District – Wastewater Treatment Plant Information		
240			Request For Qualifications (RFQ) for General Counsel Services		
241			DEQ Stormwater Testing Results		
242	Wednesday, December 8, 2021	General Counsel Services RFQ		Approved	Deadline extended one week
243		Transient Dock Moorage		Approved	Monthly rates on transient dock
244		LGIP Bank Authorization Signature		Approved	
245		Rogue Bank Authorization Signature		Approved	
246			Wastewater Treatment Plant Information / Presentation		by Jack Akin/EMC Engineers
247			FEMA DR-4432 / DR-4452 Schedule and Updated Information		
248			Storage Buildings Concept and Funding Opportunities		
249			Fiscal Year 2020-21 Annual Audit Review		
250			Cat Houses at the Port		
251			New Fire Hydrant at Basin 2 Eastside		
252	Wednesday, December 15, 2021	Fiscal Year 2020-21 Annual Audit Report		Approved	
253		Martha Rice Appreciation Letter		Approved	
254		Umpqua Bank Account Access Authorization Form		Approved	
255			Non-Moorage Charter Fees		
256	Friday, December 17, 2021	General Counsel Services Selection		Approved	Miller Nash LLP
257	Wednesday, December 22, 2021	General Counsel Services – Miller Nash LLP Contract Approval		Approved	

ACTION ITEM – A

DATE: January 19, 2022
RE: Port Best Management Practices Amendment
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Section 9 Pumpouts and Dump Stations and 10 Public Restroom Cleaning and Maintenance were added to the Best Management Practices to satisfy Oregon State Marine Board Maintenance Assistance Grant application.
- Section 9 Pumpouts and Dump Stations, information was gathered from OSMB pumpouts and dump station maintenance program.
- Section 10 Public Restroom Cleaning, information came from another public agency restroom cleaning procedures.
- Resolution 2022-01 Adopting Best Management Practices would memorialize Board approval.
- Port legal counsel is reviewing the BMP changes and resolution.

DOCUMENTS

- Draft Port Best Management Practices, 18 pages
- Draft Resolution 2022-01 Adopting Best Management Practices, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Draft Resolution 2022-01 Adopting Best Management Practices to include Section 9 Pumpouts and Dump Stations and Section 10 Public Restroom Cleaning.

Best Management Practices (BMPs)



Draft Adopted by Resolution 2022-001

(Revision Draft January 2022)

CONTENTS

Introduction

- BMP 1.0 Vessel Maintenance and Repair – General (Including Engines)
- BMP 1.1 Vessel Cleaning
- BMP 1.2 Scraping and Sandblasting
- BMP 1.3 Vessel Painting
- BMP 2.0 Vessel Storage
- BMP 3.0 Fuel Handling
- BMP 4.0 Storage, Handling and Disposal of Hazardous Materials and Waste
- BMP 5.0 Solid Waste Handling, Disposal and Recycling
- BMP 6.0 Stormwater Management
- BMP 6.1 Stormwater Management – Maintenance of Oil and Sediment Trapping Devices
- BMP 7.0 Maintenance of Physical Structures
- BMP 8.0 Prevention of Abandoned and Derelict Vessels in Year-Round Moorages
- BMP 9.0 Pumpouts and Dump Stations (Proposed Draft)
- BMP 10.0 Public Restroom Cleaning and Maintenance (Proposed Draft)

INTRODUCTION

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

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

Environmental Concerns:

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

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

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

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

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

BMP 1.1 Vessel Cleaning:

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

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

BMP 1.2 – Scraping and Sandblasting:

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

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

BMP 1.3 – Vessel Painting:

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

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

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

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

BMP 2.0 – Vessel Storage:

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

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

BMP 3.0 – Fuel Handling:

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

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

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

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

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

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

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

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

BMP 5.0 Solid Waste Handling, Disposal and Recycling:

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

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

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

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

Demolition of Buildings on Port Grounds

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

BMP 6.0 Stormwater Management:

The purpose of this BMP is to address stormwater management.

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

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

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

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

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

BMP 7.0 Maintenance of Physical Structures:

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

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

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

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

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

Marina policies should:

Insurance

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

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

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

AND/OR

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

Seaworthiness:

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

State Registration:

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

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

Moorage Rules:

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

BMP 9.0 Pumpouts and Dump Stations

For the purposes of the MAG program, portable pumpout stations, punpouts and dump stations are for the collection of marine generated sewage from recreational boats. Pumpouts and dump stations are typically located on transient floats or marine fuel stations to provide convenient access for larger boats with holdings tanks. Portable pumpouts stations in general provide backup sewage collection in the event the main pumpout is not operational or to existing service during peak use periods. To qualify for MAG assistance, a pumpout, dump station or combination unit must be free to all recreational boaters and pumpout and dump station use must be logged and reported.

Maintenance

Pumpouts and dump stations do not require intensive maintenance but need consistent routine maintenance. Timely repairs to pumpouts and dump stations help serve boaters, especially if no other facilities are in the waterway. Being responsive to repairs will extend the lifespan of the facility and help avoid premature replacement.

Routine Maintenance

The frequency of routine maintenance will largely depend on the amount of use the units receive. Routine maintenance and operation activities are typically completed on a daily, weekly or monthly schedule that is adjusted for boating season. Proper and consistent maintenance activities ensure that the boarding floats will be clean, safe and usable for boaters; extends the useful life of a pumpout and dump station; and reduces or eliminates liability exposure for the Port.

Pumpouts and dump stations have many components that can be replaced or repaired. A small repair that could be easily be fixed can worsen and become a costly repair if left unattended. A close inspection of the pumpout and dump station should be made routinely.

Pumpout station components to inspect on a routine basis:

- **Nozzle tip**
Inspect the nozzle making sure the tip is present and there is no visible cracking or wear that would prevent a seal from forming for optimal suction. Replace the nozzle as needed.
- **Ball valve**
Inspect the ball valve level making sure the lever easily moves into open and close positions. After inspection place the lever in the closed position.
- **Sight glass**
Inspect the sight glass for cracking or damage that can lead to leakage. If any solids are present, pump a five-gallon bucket of water through the unit to clear the sight glass. If it does not clear there may be a blockage.
- **Hose**
Inspect the hose for any leaks, cracks or damage. Any damage to the hose will prevent or drastically diminish suction and the unit's the ability to evacuate sewage from a boat holding tank. Damage to the hose exposes people directly to sewage which increases liability to the Port.
- **Pumpout enclosure**
Inspect the interior and exterior of the pumpout enclosure and perform the following routine cleaning activities as needed.
 - Clean the enclosure exterior removing bird droppings, fish guts, dirt and grime
 - Remove all cobwebs or insect nests
 - Pick up litter, cigarette butts or other debris on or near the enclosure
 - Remove any vegetation growing on or near the enclosure
- **Pumpout testing**
During routine inspections and cleaning, test the pumpout by filling a five-gallon bucket with water and timing how long it takes to empty the bucket.

Dump stations components to inspect on a routine basis:

- Rinse Hose
Inspect the rinse hose and nozzle for cracks, leaks or damage. Repair or replace as needed. Inspect water pressure making sure it is sufficient to provide adequate rinsing capability.
- Interior and exterior of the enclosure
Inspect the interior and exterior of the pump station enclosure and perform the following routine cleaning activities as needed:
 - Clean the enclosure surface removing bird dropping, fish guts, dirt and grime
 - Remove all cobwebs or insect nests
 - Pick up litter, cigarette butts or other debris on or near the enclosure
 - Remove any vegetation growing on or near the enclosure
 - Clean and sanitize the inside making sure it drains completely
- Hinges and Lid
Inspect hinges and lid for proper operation, corrosion, excessive wear, proper fit, and movement. Clean, repair, or replace, and lubricate using manufacturers recommended products.

Seasonal Maintenance

Seasonal maintenance and operation activities are typically completed on a quarterly schedule that is adjusted for the boating use season.

Annual or Bi-Annual Maintenance

Annual or bi-annual is also referred to as preseason and postseason maintenance and operation. The frequency of annual or bi-annual maintenance will largely depend upon the waterway and weather conditions.

- Structural Enclosure Inspection
Inspect the pumpout and dump station enclosure for damage and corrosion. Repair or replace as needed.
- Signs and Instructions
Inspect for sign replacement, fading or damage. Replace signs as needed.

Boater Concerns, Comments and Complaints

Boaters' concerns, comments or complaints can help draw attention to mechanical issues or missing equipment. The boater can also become an advocate to make changes or facility improvements. Document the boaters' concerns, comments and complaints. This information will be essential for future Boating Facility Grants applications.

Emergency Facility Closure

In the event it is necessary to temporarily close a boating facility for safety notify the Marine Board, Boating Facilities Section Manager immediately.

BMP 10.0 Public Restroom Cleaning and Maintenance

We all want to promote a good image of our facility by keeping public restrooms clean. The condition of our restrooms communicates to our customers how much we care about their health, safety, and comfort. It's not just about smelling and looking pretty. Most of all, it is about the health & happiness of your customers. A fresh, clean restroom promotes health, hygiene and lowers risk of spreading infection and disease. Practice the following tips for cleaning public restrooms.

Essential Tips for Keeping Restrooms Clean

Janitorial staff need a strategic and informed procedure in place for consistent restroom cleaning. In general, public restroom surfaces should be cleaned with a multi-purpose cleaner, followed by targeted disinfection of certain surfaces. Cleaning should always be completed before disinfecting. The initial cleaning removes surface dirt, allowing disinfectants to reach and kill germs. Follow the steps below to keep your restrooms in tip top shape!

1) Gather Supplies

Be sure you have your cart, cleaning products, sanitizer/disinfectant, refills for soap, paper towels, etc., trash bags.

2) Cleaning Public Restrooms in the Proper Order

Clean from top to bottom, working your way to the exit. Arrange your cleaning procedures step by step, from cleaner surfaces to dirtier surfaces to reduce the spread of germs from one area to the next. Scientists have studied bacteria in public restrooms and found that the largest concentrations of bacteria are found in "high touch" areas.

Germiest Areas in Public Restrooms Include:

- toilet flush handles
- door handles, latches, panels and edges
- faucet handles
- soap dispenser levers
- baby changing table

3) Pre-clean Surfaces

First, clean up dirt, debris, & soiled matter with a multi-purpose cleaner. For low touch surfaces such as floors, walls, and benches, a general cleaning may be all that's needed to keep the area hygienic, unless bodily fluids have contaminated the surfaces.

- Dust from top to bottom (Recommended once a week)
- Spray down surfaces and wipe with clean cloth
- Sweep or dust mop the floors to remove trash before wet mopping

4) Sanitizing & Disinfecting Surfaces

Disinfect surfaces with an EPA-registered products that kills virus and bacteria's like E. coli & MRSA. Sanitizers are generally used in food service areas. Whereas, in public restrooms, disinfectants are more likely to be used. Disinfectants need time in contact with germs to kill them, so read & follow the directions on the product you're using. Allow product to stand as directed.

Cleaning Public Restrooms Toilets & Urinals spray disinfectant, complete other tasks while you let product stand, and return to disinfect them after the disinfectant has had time to kill germs.

Flush toilets before cleaning.

Clean inside the bowl and scrub under the flush rim.

5) Wipe Water Drips

Using a glass and surface cleaner, remove water drops, marks, and streaks from mirrors and around hand-drying fixtures.

6) Frequently Replace Cleaning Cloths

Minimize cross contamination by changing clothes between each restroom. Microfiber cleaning clothes tend to be more absorbent than cotton or rayon cloths. The Centers for Disease Control and Prevention recommends changing a mop head daily or after cleaning up blood or body fluids. Another recommendation is to allow the mop heads to dry between use.

7) Stock Toilet Paper, Soap, Paper Towels, Toilet Seat Cover, Etc.

Remember, when you're restocking supplies, take time to clean dispensers. Restock all supplies. Make sure you always have toilet paper, soap, and paper towels stocked to encourage hand washing and good hygiene.

8) Use Touchless Fixtures Where Possible

To prevent the spread of germs, use touchless technologies wherever you can, from the toilet flushes, soap dispenser, faucet, and hand dryer. This also makes it much easier for you to keep restrooms clean.

9) Empty the trash

POBH Best Management Practices

Remove trash every day and don't forget to empty the feminine hygiene disposal. Before replacing the liners, spray with inside receptacle with disinfectant.

10) Wet Mop

Mop carefully around and BEHIND toilet & urinal fixtures. Work your way out, towards the exit.

11) Post Wet Floor & Hand Washing Signs

Put up wet floor sign when mopping. Posting a sign encouraging customers to wash their hands has been shown to improve restroom hygiene and prevent the spread of germs.

Cleaning public restrooms is an essential task that must be done properly to build the reputation of our Port.

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

RESOLUTION NO. 2022-01

A RESOLUTION ADOPTING BEST MANAGEMENT PRACTICES

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

WHEREAS, the Port has updated Best Management Practices to include pumpout and dump stations, and restroom cleaning procedures; and

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

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

APPROVED AND ADOPTED and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 19th day of January, 2022.

ATTEST:

Richard Heap, President

Sharon Hartung, Secretary/Treasurer

ACTION ITEM – B

DATE: January 19, 2022

RE: Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Oregon State Marine Board (OSMB) is updating their maintenance assistance program that used to be called Maintenance Assistance Program (MAP). The new program is now called Maintenance Assistance Grant (MAG).

- Below are some of the key program changes:
 - Two-year agreement to reduce paperwork and provide more flexibility for maintenance and operation during the July 1, 2021 to June 30, 2023 performance period. The MAG application is due by January 31, 2022 and will be retroactive to July 1, 2021.

 - Grant award payments will be made on a reimbursement basis similar to other Marine Board grant programs. Applicant match will need to be included on your reimbursement request. The Board can reimburse up to 90 percent of the grant award amount as partial payments. The final reimbursement payment cannot be made prior to the performance period ending date of June 30, 2023.

 - The grant award is the cumulative sum of the eligible site allocations. Expenditures and match can be reported at the grant award level with the exception of pumpouts, dump stations and floating restrooms that must be reported at the site level. Pumpout, dump station and floating restroom maintenance is funded by federal grants that have requirements for site level expenditure and performance reporting.

 - Grant recipients may use awarded funds at any eligible approved access site with the exception that funds awarded for pumpouts, dump stations and floating restrooms must only be spent on those facilities. This should allow greater flexibility for the applicant to respond to changes for high or low water, fires, angling season modifications, usage or other situations.

 - Applicant match for approved eligible access sites is a minimum of 40 percent and applicant match for pumpout, dump station and floating restrooms is a minimum of 25 percent.

 - An applicant may request consideration to charge a fee that exceeds the daily rate of \$5.00 for short-term tie-up dock moorage and potentially still participate in MAG program. Details can be found on page 8 and 9 in the Procedure Guide.

- This grant supports about \$4,500 towards the maintenance of the boat launch restroom and floating pumpouts. Last five years the Port has averaged \$26,000 in labor, materials and supplies under this program.

DOCUMENTS

- OSMB MAG Application, 3 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Oregon State Marine Board Maintenance Assistance Grant application for July 1, 2021 to June 30, 2023 and allow Port Manager to sign the application.



Maintenance Assistance Grant (MAG) Application Form

For OSMB Use Only
Biennium
Date received

REFER TO THE MAINTENANCE ASSISTANCE GRANT PROCEDURE GUIDE FOR MORE INFORMATION.

1. APPLICANT INFORMATION (All applicants must complete)	
Name of Government Agency Port of Brookings Harbor	Phone: (541) 469-2218
Applicant mailing address: P.O. Box 848	City, State, Zip Brookings, OR 97415
Physical address 16330 Lower Harbor Road	City, State, Zip Brookings, OR 97415
Name of Project Manager: Gary Dehlinger	Title Port Manager
Email: portmanager@portofbrookingsharbor.com	Phone: (541) 254-4162
Name of Fiscal Point of Contact: Kim Boom	Title: Financial Officer
Email: accounts@portofbrookingsharbor.com	Phone: (541) 469-2218

2. ACCESS SITE INFORMATION

Have you participated in the MAG Program within the last two years? Yes No

If yes and there are no changes to the site inventories, including fees, season of use, type or quantity of site features, return this application.

If no, or there are changes or additions to the site inventories, complete the *Modifying or Adding Access Site Form* for each site and return with this application.

3. MAINTENANCE SCHEDULE AND PLAN

Describe the maintenance schedule and plan under which your maintenance program is operated. If you do not have an adopted or approved plan, identify the guidance, policy, rule or other documentation that describes the scope, expectations and frequency of the routinely completed maintenance tasks. If applicable, attach or provide the link where the schedule, plan, guidance, policy, rule or other documentation can be found.

On January 19, 2022, the Board of Commission approved Resolution 2022-01 Best Management Practices to include maintenance program for pump-out and pump-stations and restroom cleaning. See attached resolution for reference.

4. PROPOSED PROJECT FUNDING- (All applicants must complete)

A. Administrative Budget

	Applicant	Other	Marine Board	TOTAL
Administration	\$ 1,600.00	\$	\$ 600.00	\$ 2,200.00
Pre-agreement expenses (complete table below)	\$	\$	\$	\$ 0.00
Other (specify)	\$	\$	\$	\$ 0.00
Total Administrative Budget	\$ 1,600.00	\$ 0.00	\$ 600.00	\$ 2,200.00

Pre-agreement Expenses (Must be pre-approved, provide documentation)

Item Description	Value
	\$
	\$
	\$

B-Proposed Force Account Budget (Complete tables below for each)

	Applicant	Other	Marine Board	TOTAL
Force account labor	\$ 26,060.00	\$	\$ 6,450.00	\$ 32,510.00
Force account equipment	\$	\$	\$	\$ 0.00
Force account materials or supplies	\$	\$	\$	\$ 0.00
Total Force Account Budget	\$ 26,060.00	\$ 0.00	\$ 6,450.00	\$ 32,510.00

Force Account Labor

Staff	Volunteer	Labor description	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janitorial/Cleaning of Restroom, Launch Ramps & Parking Areas	\$ 21,260.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pump out and Dump Station Maintenance	\$ 4,800.00
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Equipment

Staff	Volunteer	Description and purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Materials or Supplies

Staff	Volunteer	Description and purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

C-Proposed Cash Budget

	Applicant	Other	Marine Board	TOTAL
Materials purchased	\$ 6,690.00	\$	\$ 2,600.00	\$ 9,290.00
Equipment rental	\$	\$	\$	\$ 0.00
Service contract	\$	\$	\$	\$ 0.00
Other	\$	\$	\$	\$ 0.00
Total Cash Match	\$ 6,690.00	\$ 0.00	\$ 2,600.00	\$ 9,290.00

68

D- Federal Indirect Rate (Only eligible for pumpouts, dump stations and floating restrooms)

Federal indirect percent rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

E-Total Proposed Project Funding

	Applicant	Other	Marine Board	TOTAL
A-Total Administrative Budget	\$ 1,600.00	\$	\$600.00	\$ 2,200.00
B-Total Force Account Budget	\$26,060.00	\$	\$6,450.00	\$32,510.00
C-Total Cash Budget	\$ 6,690.00	\$	\$2,600.00	\$ 9,290.00
D-Federal Indirect Rate	\$	NA	\$	\$0.00
Grand Total	\$ 34,350.00	\$0.00	\$9,650.00	\$44,000.00

F. "Other" Source, Type and Amount of Non-Applicant Contributions

Name of Contributor	Type of Contribution	Amount
		\$
		\$
		\$

5. APPLICATION SIGNATURE AND CERTIFICATION (All applicants must complete)

Applicant Signature and Certification

Application is hereby made for the activities described above, together with attachments. I certify that I am familiar with the information contained in the application and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority, including the necessary requisite property interests, to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of this request and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required.

By signing below, I affirm the Applicant's intention to enter into a Maintenance Assistance Grant Agreement and agree to comply with Oregon State Marine Board's program rules, policies, and guidelines as well as all applicable federal, state, and local laws relating to this proposal, additional conditions applicable to an approved Boating Facilities Grant, and the resulting project.

Gary Dehlinger

Print/Type Name

Applicant Signature

Port Manager

Title

01/19/2022

Date

Questions about this grant? Contact Janine Belleque, Boating Facilities Manager
503-378-2628 or janine.belleque@boat.oregon.gov

Submit application and supporting documentation to Jennifer Peterson, Facilities
Administrative Assistant, 503-378-2727, jennifer.peterson@boat.oregon.gov

ACTION ITEM – C

DATE: January 19, 2022
RE: Notification to Gear Storage Users
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The FEMA project continues to evolve at the gear storage area with the sediment basin relocation and possible changes to the grades throughout the area, including possible offsite removal of dredge sediment materials.
- We have considered delisting the existing gear storage areas that are failing stormwater tests and create a parking lot. Parking lots are exempted from stormwater testing. We are recommending continuing with this idea. The existing crab pot storage would be relocated at the green building site until construction is finished and a new location for gear storage is found on Port grounds or offsite.
- Notification to current gear storage users should be sent out soon for them to prepare for the upcoming construction and storage changes. The current plan for this work would occur in the Summer of 2023. If the relocated areas are approved, the Port would need time to remove boat storage areas and prepare the site for gear storage.

DOCUMENTS

- Draft Gear Relocation Notification Letter to Gear Storage Users, 2 pages
- FEMA Preliminary Schedule, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft notification letter to notify all gear storage users of the relocation of gear at the port.



Port of Brookings Harbor

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

Board of Commissioners

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

January 20, 2022

To: Gear Storage Customers

RE: FEMA Disaster Repairs and Crab Pots / Gear Storage Relocation

The Port encountered two storm related disasters in 2019 damaging Basin 2 slopes and depositing 38,000 cubic yards of sediment in the inner basins. The Port is currently working with FEMA and regulatory agencies on the engineering and permitting to repair the damage.

The Port's preliminary construction schedule is to begin in the Summer of 2022 in order to begin dredging next season October 2022 – March 2023. The Port will be purchasing dredge equipment and locating a permanent dredge sediment basin near the existing gear storage area. This will provide the Port the ability to dredge its inner basins on a yearly basis, something that has never been done. Basin 2 slope repair is scheduled to begin during the next in-water work period of October 2022 – March 2023.

The Port has also secured additional funding under FEMA mitigation measures to reduce future storm related damages to its facilities. These mitigation measures include storm drains, grading and paving. Paved roads will interconnect Lower Harbor Road to the receiving docks and to other areas of the Port for better transportation of materials and goods. These improvements will also address our stormwater quality issues and poor road conditions. This mitigation work is anticipated to begin in the Summer of 2022 and extend through 2023.

The current gear and crab pot storage arrangement will be changing to allow for construction to take place. Port staff will work with each customer to maximize crab pot and gear storage areas, but there could be situations where some gear may need to be removed from the Port permanently. Please see attached drawing of the new gear storage area.

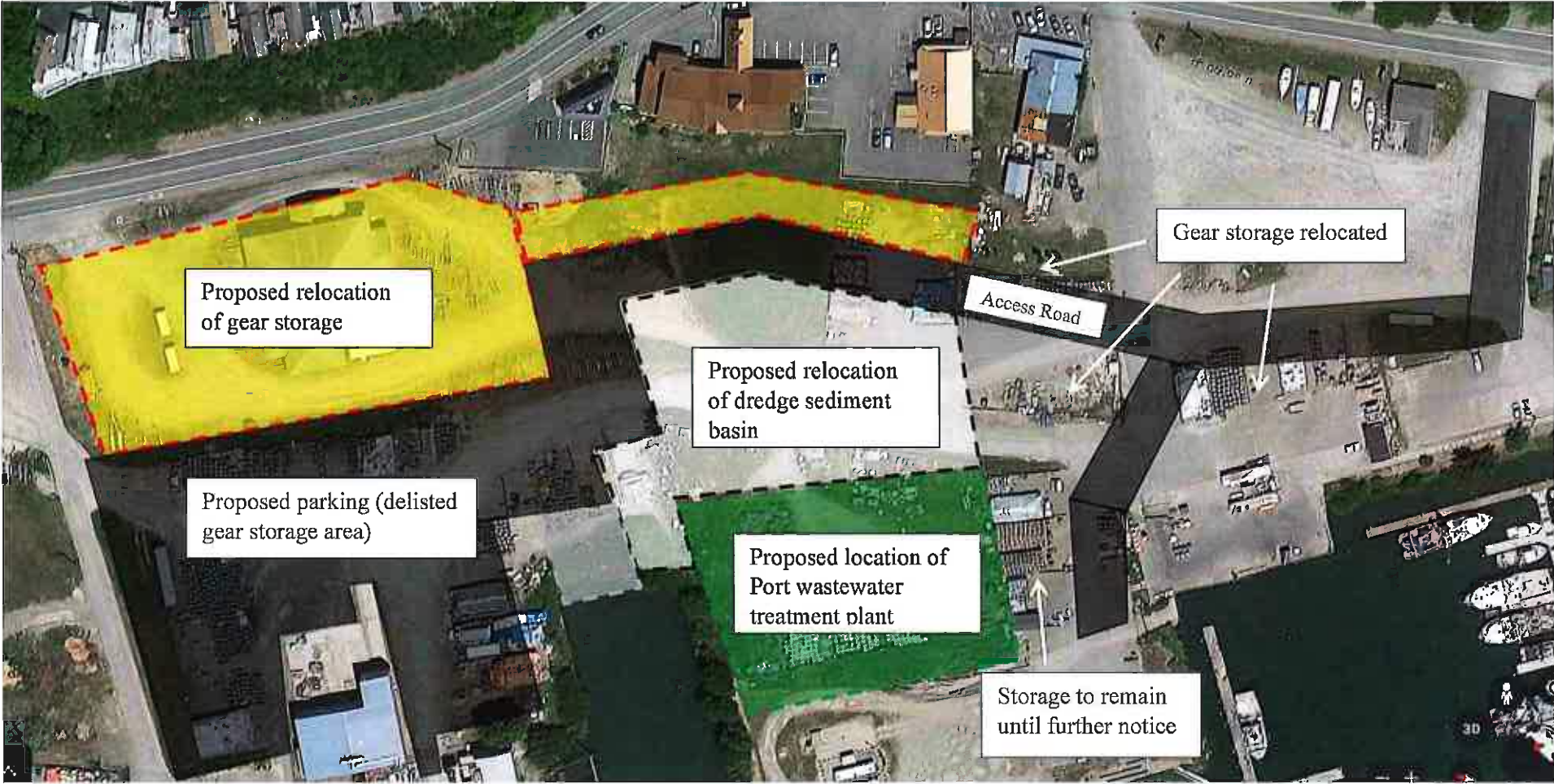
Please do not hesitate to contact me if you have any questions.

Sincerely,

Gary Dehlinger
Port Manager

Cc: Board of Commissioners

Port of Brookings Harbor Gear Storage Relocation Proposed Plan



ACTION ITEM – D

DATE: January 19, 2022
RE: Pelican Bay Arts Association Request for 5-Year Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port received a request from Pelican Bay Arts Association for Art on the Boardwalk and a 5-year agreement (2022 through 2026).
- The Port Event Permit and Use Agreement is intended to be completed each year. Port staff does not foresee an issue with a 5-year agreement for this event. No fees been charged for this event since no space on the boardwalk is occupied.
- Pelican Bay Arts Association is requesting space between event booths and the artwork along the entire boardwalk handrail for access to view the artwork during other events on boardwalk.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve 5-year agreement with Pelican Bay Arts Association to use the boardwalk handrail for the Art on the Boardwalk. Include a provision the organizer of other events will be responsible for damaged artwork.

ACTION ITEM – E

DATE: January 19, 2022
RE: POBH Employee Handbook 2022
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

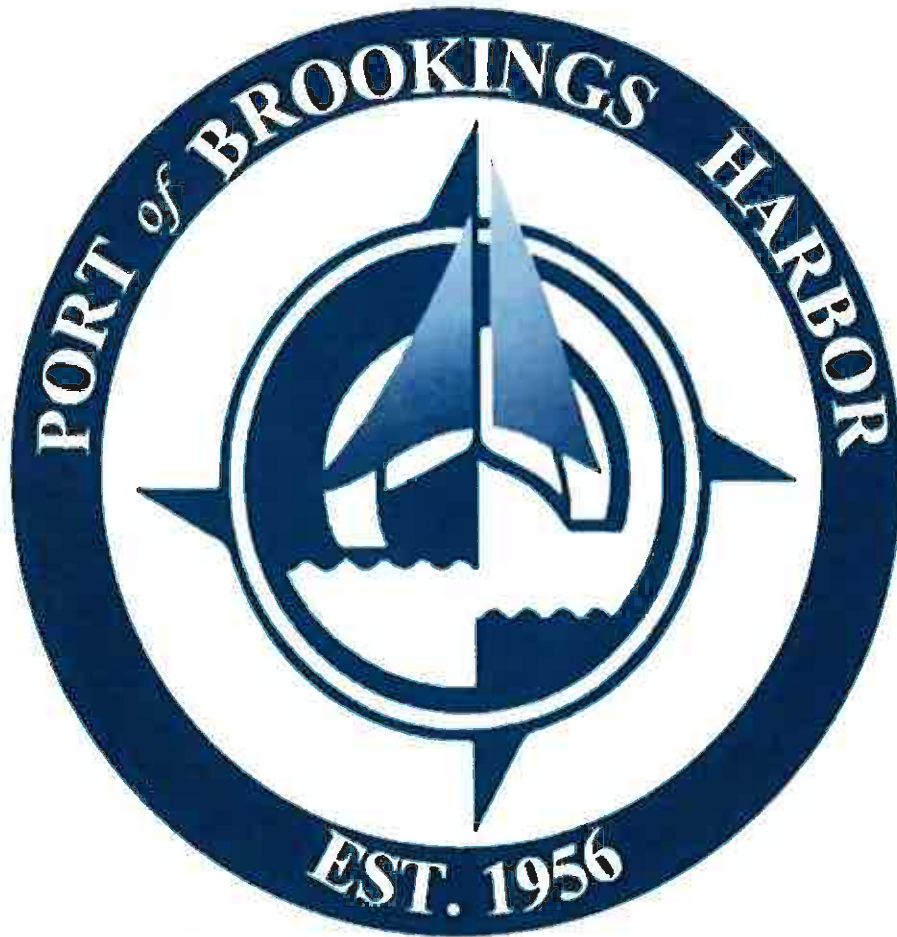
- Port of Brookings Harbor employee handbook was updated to meet State of Oregon employment standards and from recommendations by SDAO.
- Notable changes besides the SDAO recommended and State required:
 - 1) Full-time employment benefits changed from 40 hours per week to 30 hours per week.
 - 2) New-hire probationary period reduced from 90-days to 60-days.
 - 3) New State of Oregon Holiday – Juneteenth (June 19).
- Port legal counsel is reviewing the handbook.

DOCUMENTS

- Draft POBH Handbook 2022, 87 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Port of Brookings Harbor 2022 Employee Handbook.



**Port of Brookings Harbor
Employee Handbook**



Table of Contents

Port of Brookings Harbor

Employee Handbook

INTRODUCTION	2
WELCOME TO THE PORT OF BROOKINGS HARBOR!	3
ABOUT THIS HANDBOOK	4
EMPLOYMENT POLICIES.....	6
EMPLOYMENT RELATIONSHIP.....	7
AMERICANS WITH DISABILITIES ACT.....	8
HARASSMENT	9
<i>Reporting Incidents of Harassment</i>	10
<i>External Complaint Procedure</i>	10
<i>Employment Agreements</i>	10
<i>Additional Employee Support Services</i>	11
WORKPLACE PROFESSIONALISM.....	12
DISPUTE RESOLUTION	13
<i>Reporting Issues Other than Harassment/Discrimination</i>	13
EMPLOYMENT.....	14
<i>New Employee Orientation</i>	15
<i>Introductory Period</i>	15
<i>Promotions and Transfer Training Period</i>	15
<i>Re-employment</i>	15
<i>Credit for Prior Seniority</i>	15
<i>Employment Classifications</i>	16
EMPLOYMENT RECORD KEEPING.....	17
<i>Access to Personnel Files</i>	17
<i>Change in Personal Data</i>	17
EMPLOYMENT RELATIONS AND CONDUCT.....	18
ETHICS.....	19
<i>Misrepresentation</i>	19
<i>Outside Employment</i>	19
<i>Off-Duty Conduct</i>	19
<i>Solicitation and Bulletin Boards</i>	19
<i>Public Officials</i>	20
<i>Gifts</i>	20
<i>Use of Official Position or Office</i>	20
<i>Honoraria</i>	21
<i>Financial Interest in Public Contracts</i>	21
CONFIDENTIALITY	23
<i>Organization and Customers</i>	23
<i>Employee Records</i>	23
WORKPLACE RULES	25
WHISTLEBLOWER PROTECTIONS	26
DRESS CODE.....	27
COMMUNICATION AND SOFTWARE SYSTEMS	28
<i>Electronic Communications Systems</i>	28
<i>Electronic Mail System</i>	28
<i>Organization-owned Personal Computers</i>	29
<i>Laptop Security</i>	29

Mobile Devices.....	29
Use of Internet, Virtual Private Network, and Commercial Online Systems.....	30
Social Media and Networking.....	30
Business Use.....	30
Monitoring.....	31
Protection.....	31
Prohibited Conduct.....	31
Telephone Usage.....	31
Voice Mail System.....	31
Cell Phones.....	32
IT Security Policy.....	32
PERFORMANCE MANAGEMENT AND REVIEW.....	33
CORRECTIVE ACTION.....	34
COMPENSATION.....	36
PAY ADMINISTRATION.....	37
Pay Increases.....	37
PAY PRACTICES.....	38
Paydays.....	38
Payroll Deductions.....	38
Pay Advances.....	38
Delivery of Paychecks.....	38
Method of Payment.....	38
Employee Withholding Allowance Certificates (Form W-4).....	38
Time Records for Non-Exempt Employees.....	38
Time Records for Exempt Employees.....	39
Dispute Resolution Process for Paycheck Errors.....	39
Final Paycheck.....	39
HOURS OF WORK AND WORK SCHEDULES.....	40
Organization Hours.....	40
Overtime.....	40
Meal and Rest Periods.....	40
Non-exempt employees only:.....	40
Lactation.....	40
Social and Recreational Activities.....	41
Inclement Weather and Emergency Closures.....	41
TELEWORK OR TELECOMMUTE.....	42
EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT.....	42
PAY EQUITY.....	44
BENEFITS.....	46
PURPOSE AND POLICY.....	47
Benefit Pro-ration and Employee Cost Sharing.....	47
Benefit Design and Modification.....	47
Benefit Plan Documents.....	47
HEALTH INSURANCE BENEFIT.....	48
Eligibility.....	48
Plan Enrollment.....	48
Premium Cost.....	48
Termination of Coverage.....	48
Portability/Conversion of Health Plan.....	49
DENTAL INSURANCE BENEFIT.....	50
Eligibility.....	50
Cost.....	50
OTHER INSURANCE BENEFITS.....	50
Group Life Insurance.....	50
Short-Term Disability.....	50
Premium Only 125 Plan.....	50
VACATION BENEFIT.....	51

SICK LEAVE BENEFIT.....	52
<i>Eligibility and Accumulation</i>	52
PAID HOLIDAY BENEFIT	54
<i>Eligibility</i>	54
VETERANS DAY HOLIDAY	55
OTHER BENEFITS	56
<i>Simplified Employee Pension (SEP) IRA Plan</i>	56
LEAVES OF ABSENCE.....	58
LEAVE OF ABSENCE POLICY	59
BEREAVEMENT LEAVE	60
CIVIC DUTY LEAVE	61
<i>Jury or Witness Duty Leave</i>	61
<i>Voting Leave</i>	61
CRIME VICTIMS' LEAVE	62
DOMESTIC VIOLENCE LEAVE.....	63
FAMILY AND MEDICAL LEAVE (FMLA & OFLA).....	64
LEAVE TO DONATE BONE MARROW	65
PERSONAL LEAVE OF ABSENCE	66
UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT	67
OREGON MILITARY FAMILY LEAVE	69
HEALTH AND SAFETY.....	70
EMPLOYEE HEALTH AND SAFETY	71
<i>Early Return to Work Program</i>	71
<i>Smoking in the Workplace</i>	72
<i>Employee Right to Know/Hazard Communication Program</i>	72
SUBSTANCE AND ALCOHOL	74
WORKPLACE VIOLENCE	76
EMERGENCY PREPAREDNESS	77
EMPLOYMENT SEPARATION.....	78
SEPARATION FROM EMPLOYMENT	79
<i>Resignation</i>	79
<i>Job Abandonment</i>	79
<i>Job Elimination, Reduction in Work Hours</i>	79
<i>Discharge</i>	80
<i>Exit Interview</i>	80
<i>Return of Organization Property</i>	80
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM.....	82



INTRODUCTION

WELCOME TO THE PORT OF BROOKINGS HARBOR!

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

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

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

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

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

Port Manager

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all of our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the Port Manager or your Supervisor.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in The Port of Brookings Harbor's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by The Port of Brookings Harbor or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.



EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and The Port of Brookings Harbor are engaged in an “at-will” employment relationship. Therefore, employment at The Port of Brookings Harbor is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the Port Manager. It cannot be altered, except when in writing and signed by the Port Manager and you. The Port of Brookings Harbor will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

The Port of Brookings Harbor is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Port Manager or any other management representative with whom you feel comfortable speaking. We also encourage that you document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act [ADA], amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function [walking, seeing, hearing, breathing, bodily functions, etc].
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

The Port of Brookings Harbor offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Port Manager.

HARASSMENT

The Port of Brookings Harbor will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment.

- Submission to the conduct is in any way deemed to be a term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at The Port of Brookings Harbor. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of The Port of Brookings Harbor, you have the responsibility to immediately report any actions or words, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the Port Manager or any other management representative with whom you feel comfortable speaking. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organizations standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal services
- Counseling and Support Services and/or Employee Assistance Services.

WORKPLACE PROFESSIONALISM

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

The Port of Brookings Harbor defines unprofessionalism as repeated or one-time behavior, which is inappropriate, and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that The Port of Brookings Harbor will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on social media, texting, misuse of any other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Port of Brookings Harbor employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy, Prevention of Workplace Discrimination, Harassment, and Retaliation Policy approved and adopted on December 17, 2019. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate manager/supervisor), you may go directly to the next level of management or to the Port Manager for assistance.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on a 60-day introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 30 days. This period may be extended only by approval of the Port Manager. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of 60 days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. If an employee returns within 12 calendar months their previous Sick Leave balance will be restored in full.

Credit for Prior Seniority

All rehires shall be considered new employees, except where federal or state law requires otherwise e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement.

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time, or part-time, temporary, or on-call as described below:

- Introductory: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits.
- Regular Full-time: An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits. For health insurance coverage, 30 hours per week is considered full-time.
- Regular Part-time: An employee who is regularly scheduled to work at least 20 but less than 30 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.
- Temporary: An employee who is hired for a specified period of time, usually no more than six [6] months. This classification is typically not eligible for benefits, except for those mandated by law.
- On-Call: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor/manager.

- Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.
- Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with the Port Manager. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Port Manager.

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary[ies]
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

A **Change in Personal Data** form is available for your use in reporting any changes in your personal information.

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the state's Ethics laws found in ORS 244.

Misrepresentation

As an employee, you should consider how you represent the Port of Brookings Harbor in your transactions and interactions. You should be careful not to misrepresent the organization's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the organization's name, likeness, facilities, assets, resources, or the authority of your position with the organization for personal gain or private interests.

Outside Employment

While employed at the Port of Brookings Harbor you may not engage in outside employment that conflicts with the nature of the organization's business, competes with the organization, conducts business with the organization or otherwise interferes with your ability to perform according to established standards of performance and work rules. You also may not conduct business connected to outside employment during hours you are scheduled to work at the Port of Brookings Harbor or use company equipment for such purposes.

Off-Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the organization's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct that adversely affects the organization or its public image, or their own ability or credibility to carry out employment responsibilities may be subject to corrective action, up to and including termination.

Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following no-solicitation policy:

Individuals who are not employed at the organization may not solicit our employees or distribute literature on organization property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, clients, or anyone doing business with the organization.

You may not sell merchandise or collect funds of any kind without prior approval from the Port Manager.

We use our organization bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with organization business.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body, as an elected official, appointed official, employee, agent or otherwise, irrespective of whether you are compensated for services [ORS 244.020(15)]. An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.

- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, which is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

CONFIDENTIALITY

Organization and Customers

At The Port of Brookings Harbor, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from the Port Manager, except in the ordinary course of performing duties on behalf of The Port of Brookings Harbor. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

The Port of Brookings Harbor's practice is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Port Manager. The Port Manager has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration.

Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates *i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

The Port of Brookings Harbor believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to The Port of Brookings Harbor.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. The Port of Brookings Harbor records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by The Port of Brookings Harbor or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, *etc.*] will be condoned. This also applies to alcohol consumption when representing The Port of Brookings Harbor in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information or customer information in your possession (*i.e.*, personnel information, trade secrets, *etc.*).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page 13 of this Handbook.

WHISTLEBLOWER PROTECTIONS

The Port of Brookings Harbor encourages any employee with knowledge of an illegal or dishonest activity to report it to the Port Manager or designee. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Port Manager.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Port Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. The Port of Brookings Harbor will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Port Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Port Manager who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of The Port of Brookings Harbor in the way they present themselves. A professional appearance is essential to a favorable impression with customers and coworkers. Good grooming and appropriate dress reflect employee pride and inspire confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with the designated manager or supervisor.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings must utilize personal time or vacation time. If you are meeting clients, business dress is always appropriate. These policies may be changed as fashion trends in clothing for the business world change.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

The Port of Brookings Harbor provides electronic communication systems to maintain superior communications both within the organization and with customers and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy. For further reference consult the IT Security Policy adopted June 2021.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of The Port of Brookings Harbor to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information can be found on page 23 of this handbook. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve

and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's Port Manager.

Organization-owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the Port Manager. Personal or downloaded software may only be installed after written authorization from the Port Manager. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of the Port Manager.

Laptop Security

All staff that are issued laptops and other computer-related equipment will be given a copy of The Port of Brookings Harbor's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by The Port of Brookings Harbor.

Laptops and other applicable equipment will only be replaced by the company if the laptop and other equipment were secured by two anti-theft devices at the time they were stolen. For example, a computer camera stored in a locked cabinet within a locked office; a laptop locked in a safe in a locked motel room; a laptop secured in a locked drawer within a locked residence. An exception applies for a laptop or equipment taken during an assault situation.

In other situations, a deductible will apply to lost or stolen laptops and computer equipment. Employees should always follow company guidelines in safeguarding equipment. If an employee has followed these recommendations, the laptop and other equipment will be replaced. If the employee has not, however, the manager, has the option of paying the deductible or, for example, having the laptop replaced with a personal computer.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. ***This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data (e.g., applications, information, photos) to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the Port Manager. Security of these devices should always include two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, Virtual Private Network, and Commercial Online Systems

Although The Port of Brookings Harbor recognizes that the Internet may have useful applications to our business, you may not engage in Internet use without prior written approval from the Port Manager and unless a specific business purpose requires such use. Absent such approval, you may not access the Internet using our computer systems at any time or for any reason.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by The Port of Brookings Harbor that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to act as our official representative from The Port of Brookings Harbor you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of The Port of Brookings Harbor."

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, Instagram, TikTok and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market The Port of Brookings Harbor products and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. The Port of Brookings Harbor wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from The Port of Brookings Harbor, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

The Port of Brookings Harbor realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at The Port of Brookings Harbor is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of The Port of Brookings Harbor. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. The Port of Brookings Harbor, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from your supervisor.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

IT Security Policy

The Port of Brookings Harbor adopted the IT Security Policy in June 2021. You are urged to consult this reference in addition to the above policy.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which The Port of Brookings Harbor can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations (at least annually).

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards.
- Determine how well the organization is doing in assisting employees with work performance and meeting goals.
- Ensure communication and two-way feedback.
- Provide a consistent, objective, and fair method of making compensation decisions.
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training.
- Assigning, directing, controlling, and reviewing employee work.
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically.
- Accept additional responsibilities and show initiative.
- Review opportunities for advancement within the organization.
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of The Port of Brookings Harbor to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a supervisor without prior approval from the Port Manager. However, the Port Manager must be informed by the Supervisor of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the Port Manager before the action is taken.



COMPENSATION

PAY ADMINISTRATION

The Port of Brookings Harbor values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Pay Increases

It is The Port of Brookings Harbor 's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and the Port Manager.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

PAY PRACTICES

Paydays

You will be paid every two (2) weeks. Paydays are generally the Friday following the pay period. The pay period begins on Monday and ends on Sunday. If a payday falls on a banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Pay advances are not provided by the organization. Employees are encouraged to find other appropriate resources for any financial difficulties.

Delivery of Paychecks

Your paycheck will be hand-delivered to you each payday or put in your designated in-box; paychecks will not be delivered to anyone else without your written request.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck (or notice of direct deposit). Employees have the choice between direct deposit or payment by check.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The time sheet is a record of time worked. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued an ADP 'badge number.' This number is specific to you and should be used to clock in at the beginning of each work period, and clock out upon finishing that work period; this includes clocking in and out for lunch. Non-exempt employee pay is calculated from this record.

Time sheets should be reviewed carefully for completeness and accuracy as they will be used to calculate pay. Supervisors will review and initial time sheets each pay period. If an error needs to be corrected, the time sheet should be taken to the Port Manager or supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time sheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do not fill out time sheets and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because The Port of Brookings Harbor does have vacation and sick leave benefits programs, if you have earned time in these bank(s), you must use this time first (from whichever benefit applies) to cover any time off that is less than your normal workday.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Port Manager.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general Port Office, RV Park Office and Port Shop hours at The Port of Brookings Harbor are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. The total hours in a normal workweek are 40, Monday through Sunday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Employees are entitled to a break period of (15) minutes for each morning and each afternoon shift. Employees are entitled to a lunch period of (one hour) for every 6-hour shift worked.

Non-exempt employees only: Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation or on the rare occasion that my workload prohibits taking an hour lunch period, or if my lunch period is interrupted by work activity. In these situations, the meal period will be paid time.

Lactation

The Port of Brookings Harbor promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

The Port of Brookings Harbor will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms.

Check with the Port Manager. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties are entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

In the event that The Port of Brookings Harbor makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the Port Manager. A closure message will also be recorded on The Port of Brookings Harbor's general voice message line. It is the responsibility of each employee to check e-mail and call the voice message line (or other point of contact) for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail (or other method).

Exempt employees will be paid for all absences (full-day or partial day) related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available vacation may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

TELEWORK OR TELECOMMUTE

Currently, both telework and telecommute are not options available at the Port of Brookings Harbor.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

The Port of Brookings Harbor will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense Reimbursement Procedure and Reports

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense. Expense reports are due to the Port Manager within five (5) days following the end of the month.

Mileage Reimbursement

While in the course and scope of duties on behalf of The Port of Brookings Harbor, employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of The Port of Brookings Harbor and in the course and scope of duties assigned, liability would accrue to The Port of Brookings Harbor for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by The Port of Brookings Harbor for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for The Port of Brookings Harbor business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor and submitted to the Accounting Department for processing according to policy. If you have questions about expense reports and mileage allowances, please ask your supervisor or the Port Manager.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage, and any incidental expenses that are necessary and business related.

Meal Reimbursement Limits

The Port of Brookings Harbor will not reimburse more than the following amounts for any meal unless approved in advance by the Port Manager; these maximums are inclusive of gratuity.

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

Exceeding meal reimbursement limits

The Port of Brookings Harbor recognizes that there may be certain group meal functions at

locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from your supervisor.

Alcoholic Beverages

The Port of Brookings Harbor will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

The Port of Brookings Harbor will not pay for meals or entertainment of spouses/guest/significant others.

The Port of Brookings Harbor expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

PAY EQUITY

The Port of Brookings Harbor strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on The Port of Brookings Harbor's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Port Manager to obtain clarification.



BENEFITS

PURPOSE AND POLICY

The Port of Brookings Harbor strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by The Port of Brookings Harbor. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

The Port of Brookings Harbor reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. Official documents are available from the Port Manager for your review. We ask that you refer any questions about this information to the Port Manager.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

The Port of Brookings Harbor currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Port Manager.

Eligibility

This benefit is provided for all regular full-time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 60 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 60 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Port Manager. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The organization pays the full monthly premium for enrolled employees.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage. See the Port Manager for information.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. The Port of Brookings Harbor realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the number of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. The Port of Brookings Harbor determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of

qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within thirty (30) days, or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within thirty (30) days for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Portability/Conversion of Health Plan

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

DENTAL INSURANCE BENEFIT

The Port of Brookings Harbor provides a Dental Insurance plan for employees.

Eligibility

Full-time employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month after 60 days of employment. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute toward monthly premiums.

Employees may enroll dependents in the dental care plan but must pay all of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

OTHER INSURANCE BENEFITS

Group Life Insurance

The Port of Brookings Harbor provides group life insurance coverage for eligible employees. Full-time employees who are regularly scheduled to work 30 hours per week or more become eligible for this coverage on the first day of the month after 60 days of employment. The Port of Brookings Harbor pays the full premium.

Short-Term Disability

The Port of Brookings Harbor provides a Group Short-Term Disability plan. Full-time employees who are regularly scheduled to work 30 hours or more per week become eligible for this plan on the first day of the month after 60 days of employment. The Port of Brookings Harbor pays the full premium.

Premium Only 125 Plan

The Port of Brookings Harbor provides a Premium Only 125 Plan that allows employees to have any group medical, dental, or vision premium contributions deducted from their checks on a pre-tax basis. Details will be provided to employees at the time of eligibility first day after 60 days of employment.

VACATION BENEFIT

All full-time employees are eligible for vacation based on the schedule below. All accruals begin on the first day of regular employment, but employees are not eligible to use Vacation time until the introductory period of 60 days has been successfully completed. The accrual is based on the first day of regular employment and continuing with the anniversary date of employment.

You will earn vacation benefits according to the following schedule:

<u>Length of Employment</u>	<u>Hours Accumulated</u>
Accrued/Earned through 1 st year	80 hours
Accrued/Earned during 1 st through 2nd years	120 hours
Following 2 nd anniversary/year	160 hours
Following 5 th anniversary/year	200 hours

We provide vacation and personal time so you can enjoy periods of time away from work.

Eligible Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made via ADP Employee Access or made in writing and submitted to your supervisor. However, requests may be denied if management is unable to have the employee's requested time off covered. If more than one employee in a department asks for the same time off and gives the required advance notice, length of service within the department will be considered in granting the requests.

All Vacation will be paid at the employee's regular rate of base pay, including applicable shift differentials.

Eligible employees may accumulate unused vacation leave until the employee has accrued a total of one hundred (100) hours based on Date of Hire Anniversary. If the employee's benefits reach this maximum at the end of the Date of Hire Anniversary, employees with remaining vacation hours may exercise any of the following options:

- Have remaining hours transferred to next year's earned leave, not to exceed one hundred (100) hours.
- Cash out hours at 100% of face value.

The election of these option/s should take place one month prior to Date of Hire Anniversary. Employee should review the vacation balance at that time. After review, let the Port Manager aware of option/s you have chosen. This review of unused vacation hours is the employee's responsibility. Any unused vacation hours exceeding one hundred (100) hours on Date of Hire Anniversary will be automatically forfeited, only one hundred (100) hours may be carried over.

Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

SICK LEAVE BENEFIT

The Port of Brookings Harbor provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Port Manager.

- For an employee's own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care.
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care ("family member" has the same definition as under the Oregon Family Leave Act (OFLA), and thus includes spouses, parents, parents-in-law, children, grandparents, and grandchildren).
- For any purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the company is a "covered employer" under OFLA.
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law.
- In the event of a public health emergency, including upon an order of a general or specific health emergency, or when the employer excludes the employee from the workplace by law or rule for health reasons.
- Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. The Port of Brookings Harbor does allow employees to donate sick time to other employees in need.

Eligibility and Accumulation

All regular employees are eligible for Sick Leave as soon as the employee becomes eligible (60 days after hire date) based on the following:

- Full Time Employees with One Year of Employment:

Employees with one year of employment and that work 30 or more hours a week will be assigned and made available 40 hours of Sick Leave Benefits at the beginning of each year.

- Full Time Employees Employed for Less Than a Full Year:

For employees employed for less than a full year, the number of hours of Sick Leave Benefits will be assigned on pro rata percentage of the hours to which the employee would be entitled for an entire year based on the number of hours the employee was actually employed for the year. As soon as the employee becomes eligible (60 days after hire date) these hours would be made available. Sick time may be used as it is accrued moving forward. On the first day of the immediately subsequent year the new employee will be assigned and made available 40 hours of Sick Leave Benefits at the beginning of each year.

- Part Time Employees:

Employees that are regularly scheduled to work less than 30 hours a week will accumulate Sick Leave Benefits at the rate of 1 hour per 30 hours an employee works. Sick time may be used as it is accrued moving forward.

All Sick Leave Time will be paid at the employee's regular rate of base pay, including applicable shift differentials.

Full-time employees that are regularly scheduled to work 30 or more hours a week may accumulate unused Sick Leave Time until the employee has accrued a total of 720 hours' worth of Sick Leave Benefits. If the employee's benefits reach this maximum, further accrual Sick Leave Benefits will be suspended until the employee has reduced the balance below the limit.

Part-time employees that are regularly scheduled to work less than 30 hours a week may accumulate unused Sick Leave Time until the employee has accrued a total of 80 hours' worth of Sick Leave Benefits. If the employee's benefits reach this maximum, further accrual Sick Leave Benefits will be suspended until the employee has reduced the balance below the limit.

No payment will be made for any unused or accrued Sick Leave hours upon separation.

PAID HOLIDAY BENEFIT

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

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

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

Eligibility

Full-time employees regularly scheduled to work 30 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 30 hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four 4 hours of holiday pay because 50% of a full-time schedule is worked.

VETERANS DAY HOLIDAY

Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled workday. This time will be paid as described in Paid Holiday Benefit, page 5 of this handbook.

Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Generally, an individual must have been deployed for at least one (1) day or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide documents establishing your eligibility.

Request Procedure

You must notify your manager or supervisor of your request at least 21 calendar days prior to the holiday. Your manager or supervisor will respond to your request no less than 14 calendar days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum number of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

OTHER BENEFITS

Simplified Employee Pension (SEP) IRA Plan

A full-time employee who is regularly scheduled to work (30) hours or more per week is eligible to participate in the Simplified Employee Pension IRA plan, after they have completed six months of full-time employment with Port of Brookings Harbor.

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

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

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

Contributions limits may vary from year to year. See the Port Manager for current maximum limits.

All eligible employees receive 10% of their salary, funded by Port of Brookings Harbor, after six months of full-time employment. The funding is not retroactive to first day of employment. You will be provided more detailed information upon eligibility.



LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

- | | | |
|-------------------|-----------------------------|-----------------------------|
| Bereavement Leave | Disability Leave [Non-FMLA] | |
| Civic Duty | Military Leave | Leave to Donate Bone Marrow |
| Personal Leave | Crime Victims' Leave | Domestic Violence Leave |

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Port Manager.

BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent/Parent-in-law
- Grandparent/Grandchild
- Sibling/Sibling-in-law
- Another Person of “In Loco Parentis” Relation
- Any other relative residing in the same house or person acting in the capacity of an immediate family member.

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral or alternative of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Length of Leave

The length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need. At a minimum, you are allowed to take up to three (3) consecutive regularly scheduled working days away from work for a bereavement leave for immediate family members. If you need additional time off for any bereavement purpose, you may ask your supervisor’s approval, or you may use earned vacation pay or apply for an unpaid personal leave of absence

Request Procedure

You are expected to give us as much notice as possible of the need for time-off so that we can make arrangements to cover your absence. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three (3) days of returning to work.

Pay While on Leave

You will continue to receive regular pay (based on straight-time work hours missed up to eight (8) hours a day) for up to three (3) days, which is the maximum company-paid absence allowed.

Status of Benefits

Company-paid bereavement leave won’t affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our personal leave policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation or sick time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to two weeks if you are a non-exempt employee; after that period, you may utilize paid time off if desired. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees unless you have earned hours of vacation or personal time that you can use for that purpose.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave (may/are required to) use any accrued paid (vacation/sick/personal) time available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued time (must be/may be) used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offense's statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Port of Brookings Harbor employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The Company will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave (may/are required to) use any accrued paid (vacation/sick/personal) time available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued time (must be/may be) used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

FAMILY AND MEDICAL LEAVE (FMLA & OFLA)

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off (paid or unpaid) may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after twelve (12) months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over thirty (30) consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is sixty (60) days.

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week (five working days) before time off that will exceed thirty (30) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through state continuation provisions or COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence but are instead retained at the same level.

Reinstatement

The organization will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously

employed, so long as you are qualified for the job or can become qualified after reasonable efforts by The Port of Brookings Harbor or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or
longer:

You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by The Port of Brookings Harbor or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, The Port of Brookings Harbor will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

OREGON MILITARY FAMILY LEAVE

Due to the size of the Port of Brookings Harbor, below 25 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

The Port of Brookings Harbor is committed and legally responsible to provide our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards. For further reference, The Port of Brookings Harbor adopted the Health and Safety Policy in 2019.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject The Port of Brookings Harbor to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs, you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Safety/Security & Environmental Coordinator

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job-related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

Smoking in the Workplace

The Port of Brookings Harbor is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Employee Right to Know/Hazard Communication Program

6. The Port of Brookings Harbor provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or our Safety/Security & Environmental Coordinator.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

7. The Operation Lead or the Safety/Security & Environmental Coordinator will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier's name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Operation Lead or the Safety/Security & Environmental Coordinator.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the Port Office and/or Port Shop. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Operation Lead or the Safety/Security & Environmental Coordinator before using the chemical or the machine containing it.

Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System.
- Chemicals present in your workplace operations.
- Location and availability of our written hazard communication program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Operation Lead or the Safety/Security & Environmental Coordinator is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, The Port of Brookings Harbor has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana).
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over the counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your immediate supervisor or the Port Manager before returning work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Port Manager. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination

155

WORKPLACE VIOLENCE

Weapon-Free Workplace

To ensure that The Port of Brookings Harbor maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

All Port of Brookings Harbor workers are subject to this provision, including contract workers and temporary employees. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the Port Manager.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

“Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

“Dangerous weapons” include firearms, explosives, knives (other than folding pocket-knife), and other weapons that might be considered dangerous or that could cause harm. If you have a question whether something may be considered a dangerous weapon in violation, you must ask your supervisor prior to bringing the item onto company property. Employees are responsible for making sure that any item possessed by the employee is not prohibited.

The Port of Brookings Harbor reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

This policy is administered and enforced by the Port Manager. Anyone with questions or concerns should contact the Port Manager.

EMERGENCY PREPAREDNESS

The Port of Brookings Harbor may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. The Port of Brookings Harbor will try to provide emergency and limited services during periods of disruptions. The Port Manager shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, tsunami, fire, explosion, or public health emergency, contact your immediate supervisor or the Port Manager.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available sick or vacation time.

Should a threat to company property or an employee be received, it should be reported immediately to your immediate supervisor or the Port Manager.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with The Port of Brookings Harbor occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is "at-will," which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least thirty (30) days' notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employee fails to call in or show up for work for three (3) consecutive shifts or days, job abandonment and voluntary resignation will be assumed.**

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job.
- Your job knowledge, skills, and ability to do the required work.
- Your performance, attendance, and safety and corrective action history and records.
- Your possession of licenses, registrations, and certifications required by the job.
- Your creativity and teamwork skills, if required for the job.
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of eight (8) weeks. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period

specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice are to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found on page (33) in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page (13) of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

Employee's Notes

The Port of Brookings Harbor
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of The Port of Brookings Harbor, I acknowledge the following:

I have been provided a copy of the Employee Handbook. I understand that the Handbook contains important information about The Port of Brookings Harbor's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and to ask my supervisor and/or the Port Manager for clarification of any information I do not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Port Manager is the only person authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The Port Manager is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. **I understand this information is critical to the success of The Port of Brookings Harbor and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.**

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name

ACTION ITEM – F

DATE: January 19, 2022
RE: Sale of Business – Bounders Fresh Crab Consent to Assignment and Assumption of Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The current owners Bill and Leslie Wood of Bounders Fresh Crab notified the Port of a pending sale of the business to James and Stephanie Pearce.
- James and Stephanie Pearce have expressed their desire to continue operating the business as Bounders Fresh Crab with the current lease agreement with the Port.
- Port legal counsel is reviewing the Consent to Assignment and Assumption to Lease agreement.

DOCUMENTS

- Draft Consent to Assignment and Assumption to Lease agreement, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Consent to Assignment and Assumption to Lease agreement between Bill and Leslie Wood, and James and Stephanie Pearce for the business Bounders Fresh Crab.

**CONSENT TO ASSIGNMENT
AND
ASSUMPTION OF LEASE**

This Consent to Assignment and Assumption of Lease (“Consent”) dated as of January 19, 2022, is made by and among the Port of Brookings Harbor (“Landlord”), an Oregon municipal corporation, Bill and Leslie Wood, dba Bounders Fresh Crab (“Assignor”) and James and Stephanie Pearce (“Assignee”).

WHEREAS, Assignor is the current tenant of the premises known as 16062 Lower Harbor Road dock space, located at Basin 2; and

WHEREAS, the original lease for the premises was entered into on June 1, 2018 and was amended on June 1, 2021 between Landlord and Bill and Leslie Wood, dba Bounder Fresh Crab as Tenant; and

WHEREAS, Assignor has requested Landlord’s consent to the assignment and assumption of the lease to James and Stephanie Pearce, dba Bounders Fresh Crab; and

WHEREAS, Landlord is willing to execute the Consent, subject to all of the terms and provisions herein contained.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **CONSENT TO ASSIGNMENT.** Landlord hereby consents to the assignment and assumption of the Lease by Assignor to Assignee subject to the terms and provisions of this Consent.
2. **LEASE TERM.** Assignor and Assignee acknowledge and agree that the Lease expiration date is May 31, 2024.
3. **FURTHER ASSIGNMENT.** This Consent is not to be deemed a consent to the further assignment of the Lease. Pursuant to the Lease, Landlord’s consent in writing must be obtained prior to any further assignment of the Lease.
4. **ASSUMPTION OF OBLIGATIONS.** Assignee hereby assumes all of the obligations of Assignor arising under the Lease from and after the Commencement Date of the Lease and agrees to be bound by and to perform all of the terms, covenants, agreements, provisions, and conditions of the Lease on Assignor’s part to be performed or observed from and after the Commencement Date of the Lease.
5. **RELEASE OF ASSIGNOR.** This Consent serves as a waiver and release of the continuing obligations of Assignor under the Lease as of the effective date of assignment of the lease from Assignor to Assignee. Assignor will remain responsible for any liabilities and obligations incurred up to the effective date of the assignment.

6. GOVERNING LAW. This Consent will be governed and construed in accordance with Oregon Law.

IN WITNESS WHEREOF, this Consent has been executed as of the day and year first above written.

LANDLORD:	ASSIGNOR:	ASSIGNEE:
Richard Heap, Board President	Name: Bill Wood Title: Owner	Name: James Pearce Title: Owner
Attest: Sharon Hartung, Board Secretary / Treasure	Name: Leslie Wood Title: Owner	Name: Stephanie Pearce Title: Owner

ACTION ITEM – G

DATE: January 19, 2022
RE: North Jetty Access and Crab Dock
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The north jetty access is located between the launch ramp and the fish market. Basically, where the pavement ends, and where the gravel/dirt road begins.
- There is a navigation beacon at the end of the jetty and a port crab dock located near the last quarter of the jetty. The jetty belongs to the Corps of Engineers. The Port has no authority to enforce any of our ordinances on the jetties. Access to the jetties from Port property is enforceable.
- Over the years there have been many issues with people camping on the north jetty, getting stuck trying to turn around, dumping trash, vehicle fires, etc. The most recent issue came in December where a vehicle was parked for multiple days camping. The Port received number of complaints to remove the vehicle.
- Port contacted the Corps of Engineers and asked if they had any issues with the Port installing a gate at the entrance. Only thing they asked for is a key to the gate for when they need to access the jetty.
- Vehicle access to the crab dock located on the north jetty does not have a safe turnaround space. The jetty surface is filled with large potholes. If the crab dock remains, this access should be made for only public foot traffic entering at their own risk.
- Port staff recommends installing a gate at the entrance of the jetty to stop public vehicle traffic. Provide a gate key to Corps of Engineers. Removing the crab dock from the jetty when another project warrants a barge crane.

DOCUMENTS

- Map of North Jetty and proposed location of the gate, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve installing a single bar gate with a sign (Enter at Your Own Risk) at the entrance to the North Jetty and providing the US Corps of Engineers a key for access. Remove entire crab dock including piling and ramp from the North Jetty when a project warrants a barge and crane or if other means become available.

Port of Brookings Harbor USACE North Jetty



ACTION ITEM – H

DATE: January 19, 2022
RE: Boardwalk Condition and Modifications
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The boardwalk gap continues to widen after every large rainstorm event.
- Port staff is concerned the damage will continue moving south along the good section of the boardwalk unless something is done to separate the broken section.
- Port staff is proposing to remove couple deck boards to access the hangers to separate the damaged section of boardwalk.

DOCUMENTS

- Photos of damage boardwalk, 3 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve separating the damage section of the boardwalk and extend the handrailing from the boardwalk to the ramp railing.

Boardwalk Condition and Modifications

Since this picture was taken on December 27, 2021. The gap has increased to 8.75 inches.



Boardwalk Condition and Modifications

Port staff recommends removing approximately 32 feet of the damage section of the boardwalk.



Boardwalk Condition and Modifications



ACTION ITEM – I

DATE: January 19, 2022
RE: CBN Enterprises
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Southern Oregon Credit Services / Collect Northwest is asking the Port's permission to proceed with litigation on CBN Enterprises to collect the remaining debt on the account.
- CBN Enterprises leased space from the Port between 2017 and 2020.
- CBN Enterprises decided not to extend the lease with the Port, the lease term ended October 31, 2020.
- Per COVID regulations concerning tenants, customer ceased paying monthly lease from April 2020 to termination of lease, November 2020.
- We received a signed Voluntary Repayment Plan Agreement on 10/22/2020 stating payment in full \$5,751.95 to be received March 31, 2021, with a zero balance.
- In February 2021, the Port discovered Curry County Property Taxes were delinquent.
- On 06/21/2020¹ this account was submitted to Collections per Approval of the Board of Commission on June 15, 2021. On 07/16/2021, customer made a payment of \$6,892.90 directly to the Port. The board approved continued efforts to collect remainder of amount owed.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Southern Oregon Credit Services / Collect Northwest to proceed with litigation on CBN Enterprises for the remaining debt owed.

ACTION ITEM – J

DATE: January 19, 2022
RE: Financial Consultant Contract
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last year the Port advertised for a financial consultant and received one proposal from Gerald Burns. Gerald has provided valuable assistance to the Port for the last four years and is a key part of the reason why the Port has been able to meet its state's audit reporting deadline for the last two years.
- Port staff is requesting to extend the agreement for (1) one additional year.
- **NOTE:** A Certified Public Accountant will be required to complete the state audit reporting. The CPA will be under a separate contract.
- Port legal counsel is reviewing the extension agreement.

DOCUMENTS

- 2021 Agreement for Professional Services, Financial Consultant, Amendment No. 1, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve extending the agreement for professional services, financial consultant with Gerald Burns for one additional year.

**AMENDMENT NO. 1
TO
PORT OF BROOKINGS HARBOR**

AGREEMENT FOR PROFESSIONAL SERVICES, FINANCIAL CONSULTANT

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and Gerald Burns, CPA an Oregon Individual/sole proprietor or single-member Limited Liability Company ("Contractor") to amend the terms of the Agreement for Professional Services, Financial Consultant dated January 19, 2021.

1. AMENDMENTS. The Agreement is hereby amended as follows:

A. Time of Performance and Termination. Paragraph 1, Effective Date and Duration, of the Agreement is hereby amended to read as follows:

This Agreement shall remain in full force and effect for one year from the effective date of this Amendment.

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the Professional Services, Financial Consultant agreement not in conflict with this Amendment No. 1 remain in full force and effect and remain unaffected hereby.

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

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

PORT OF BROOKINGS HARBOR	Gerald W. Burns, CPA
Dated: _____	Dated: _____
By: _____ Richard Heap, Board President	By: _____ Gerald W. Burns
ATTEST: _____ Sharon Hartung, Board Secretary / Treasurer	Its:

ACTION ITEM – K

DATE: January 19, 2022
RE: Blue Fin Realty Lease Renewal Amendment No. 1
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Blue Fin Realty lease ends January 31, 2022. The lease has one additional option to extend the for three years.
- Kim Jones has requested to extend the current lease for three years and add a partner to the lease agreement.
- The amendment is necessary to confirm the renewal with the Port which includes a wavier for the 90-day notification.
- Port legal counsel is reviewing the draft lease agreement amendment.

DOCUMENTS

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

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft lease renewal extension Amendment No.1 for Blue Fin Realty.

**COMMERCIAL LEASE AGREEMENT
AMENDMENT NO. 1**

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and **Kim Lorain Jones and Lisa Wopschall, DBA Blue Fin Realty** ("Tenant") to amend the terms of the commercial lease dated February 1, 2021 ("Lease").

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

2. TERM. The waiver of the default by Landlord results in a three-year extension to the term of the Lease for the period February 1, 2022 through January 31, 2025.

3. OTHER TERMS AND CONDITIONS. All other terms and conditions of the original Lease agreement, which includes the terms of the agreement dated February 1, 2021 between the parties regarding lease terms, remain in full force and effect and remain unaffected hereby.

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

Port of Brookings Harbor, Landlord	Kim Lorain Jones and Lisa Wopschall, DBA Blue Fin Realty, Tenant
Dated: _____	Dated: _____
By: _____ Richard Heap, Board President	By: _____ Kim Lorain Jones
ATTEST: _____ Sharon Hartung, Board Secretary / Treasurer	By: _____ Lisa Wopschall

INFORMATION ITEM – A

DATE: January 19, 2022
RE: Budget Calendar Fiscal Year 2022-23
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff has made the budget calendar for the upcoming 2022-23 fiscal year.
- Budget committee has some vacancies to fill. The Port is current advertising for budget committee members.

DOCUMENTS

- Budget Calendar for FY 2022-23, 1 page

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2022-23

1. Appoint Budget Officer February 16
(Regular Wednesday Meeting at 2 p.m.)
2. Appoint Budget Committee (BC) March 16
(Regular Wednesday Meeting at 2 p.m.)
3. Prepare Proposed Budget April 11 (Monday)
4. Publish 1st Notice of BC Meeting April 22 (Friday)
*(Newspaper & Website – submit to
Newspaper on Monday, April 18)*
5. Publish 2nd Notice of BC Meeting April 29 (Friday)
*(Newspaper & Website -submit to
Newspaper on Monday, April 25)*
- 6. Budget Committee Meeting May 10 (Tuesday 10:00 a.m.)**
7. Publish Notice of Budget Hearing June 3 (Friday)
*(Newspaper & Website – submit to
Newspaper on Friday, May 27)*
8. Hold Budget Hearing June 15 (Regular Wednesday Meeting at 2 p.m.)
9. Enact Resolutions to Adopt, etc. June 15 (Regular Wednesday Meeting at 2 p.m.)
10. Submit Tax Certification Documents by July 15
11. Send Copy of all Budget Documents by September 30
to County Clerk