

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, July 20, 2021 • 6:00pm**  
**Teleconference / Meeting Room (limited capacity)**

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

**Meeting ID: 771 205 4017**

**Passcode: 07202021**

**(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**

**3. ELECTION OF COMMISSION OFFICERS**

- A. Newly elected commissioners were sworn in on July 1, 2021.
- B. One-year term of office from July 1 until June 30.
  - President
  - Vice President
  - Secretary/Treasurer

**4. APPROVAL OF MEETING MINUTES**

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| A. Approve Minutes of Workshop Commissioner Meeting Thursday June 10, 2021.....                | 3           |
| B. Approve Minutes of Supplemental Budget Hearing FY 2020-21 Tuesday June 15, 2021 at 5pm..... | 7           |
| C. Approve Minutes of Budget Hearing FY 2021-22 Tuesday June 15, 2021 at 5:30pm.....           | 9           |
| D. Approve Minutes of Regular Commissioner Meeting Tuesday June 15, 2021 at 6pm.....           | 11          |

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

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

**6. MANAGEMENT REPORTS**

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

**7. ACTION ITEMS**

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| B. Best Management Practices Policy Update.....        | 68 |
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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**  
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**Tuesday, July 20, 2021 • 6:00pm**  
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I. Roy Davis Memorial Bench Location.....	99
J. Delinquent Account Write Off Request.....	101
K. Curry County Land Use Application – RV Park Project.....	104

**8. INFORMATION ITEMS**

A. None

**9. COMMISSIONER COMMENTS**

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

**11. ADJOURNMENT**

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

*This Institution is an Equal Opportunity Provider*

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

**Tuesday, June 10, 2021**

**DRAFT**

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

The Port of Brookings Harbor District met for a workshop session on the above date at 3:00 pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 3:00 pm.

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

**2. APPROVAL OF AGENDA – Audio time 2:25**

**A motion was made by Range and seconded by Speir to approve the agenda as written. The motion passed 4 – 0.**

**3. PUBLIC COMMENTS – Audio time 2:54**

There was no public comment submitted.

**4. CURRY COUNTY STORM DRAIN MASTER PLAN PROJECT – Audio time 3:05**

Richard Christensen, Curry County Roadmaster, presented to the commission the County's plan for the Storm Drain Master Plan. County is looking to put all storm drain deficiencies into the plan with the goal to chase funding for the projects. County and Port partnerships could include the Port granting easements for the projects and the County funding the matching of the grants. Heap commented the port receives a lot of material into the basins primarily from the river but there are key sites from stormwater runoff that need to be fixed.

**5. INFORMATION ITEMS – Audio time 17:29**

**A. Supplemental Budget FY 2020-21, Resolution Adopting the Budget – Audio time 17:29**

Dehlinger reported the changes are cleanup adjustments for the end of the year. Range had a question under general fund for possible sale of abandon boats, what are we looking for possible sale and percentage of selling them. Dehlinger said there are two abandon boats going on the auction site for minimum starting bid of \$10,000 each. Number of individuals have shown interest in both boats. Heap said if we sell these boat does 80% go to Business Oregon. Dehlinger said yes.

**B. Resolution to Adopt Fiscal Year Budget 2021-22 – Audio time 19:46**

Dehlinger noted some adjustments were made to the budget from new information received after the budget committee meeting.

C. Beachfront Dry Camping Area – Audio time 20:47

Dehlinger discussed separating the day use from the paid RV Park guests, reduce damage to the grounds, allow trailer parking for RV Park guests and provide safety and security. Range had a concern if there is enough room for RVs to hookup along the road before they leave. Possibly move the concrete barriers in to provide enough room for RV adjustments. Further discussion from Webster, Range and Heap regarding the use of the area and possible limits for the public parking. Hartung wanted staff to look at a possible blind spot from the wood fence when you exit onto Boat Basin Road. Webster said he would look into it.

D. No Parking Zones – Audio time 31:50

Dehlinger discussed the parking issues with RVs at Basin 2 parking area and with the boat launch parking lot. Suggestion to improve parking signs at the commercial and kite field parking lots. Install signage at boat launch parking lot to help inform the public and paint some curbs red to identify no parking areas. Hartung said she saw parking tags on vehicle in the boat launch parking lot. Dehlinger said the port has increased its inspections. Heap said what happens when the parking lot is empty at night and the public sees an open parking lot. Webster said at the end of the day they are not supposed to park there. Heap suggested an idea to allow parking at the non-use times. Range mentioned the ordinance section regarding RV parking at the Port is contradictory and would be a challenge to enforce. Hartung suggested the ordinance section needs to be changed.

E. E Clampus Vitus Plaques – Monument Placement on Port Property – Audio time 39:33

Dehlinger reviewed the location Port staff and E Clampus proposes to place the monument. Hartung was worried people would step off the sidewalk to look at the monument. Webster said the monument would be facing the sidewalk and people would not need to step off the sidewalk to read or look at the monument.

F. Hungry Clam Outdoor Storage Alteration – Audio time 41:20

Dehlinger reviewed the Hungry Claim outdoor storage plan. The sketch includes a new wall with possible electrical. Permitting from Building and Safety may be required and the Port should be provided with the approved permit prior to construction.

G. Crow/Clay RV Park Draft Construction Drawings – Audio time 42:35

Dehlinger noted the change at Site 22 to be parallel with main restroom. Port received engineers estimate for the project. Port may need to supplement with general fund for any shortfalls.

H. Joint Permit Applicant – FEMA DR-4432 & DR-4452 Projects – Audio time 50:00

Dehlinger report the JPA was submitted to multiple agencies for approval. Range asked if a board member could attend visiting a dredge out-of-state. Dehlinger said it would require board approval.

I. FEMA DR-4432 & DR-4452 Scope of Work – Audio time 52:33

Dehlinger report the scope of work was turned to FEMA and is under review.

J. Moss in Slips – Audio time 53:15

Speir said this is nothing new for the last 45 years. Range said he thinks the Port doesn't address the needs of the customers 100%. Range said he is not criticizing the staff, tremendous amount of accomplishments have been done, but wants more attention towards customer needs. For instance, moss at the launch ramp covering the boat, rake it off and getting it out will save the owners of the boat possible damage. Pothole in the RV Park road over the weekend that only needed two bags of asphalt. If we do not have adequate number of staff, then we should hire more staff. Hartung said she got a big wad wrapped around the outdrive in the river itself. Webster said how much money are you willing to throw at this, and it will not be easy to remove and its seasonal issue. Large accumulations of moss on the launch ramps will be removed. Port always welcomes volunteers.

K. Brookings-Harbor Chamber of Commerce Membership Renewal – Audio time 1:02:49

Dehlinger reported the renewal is due.

- L. Becky Hannen Payment Relief Request – Audio time 1:04:05  
Dehlinger reported Becky was not able to call-in but provided an email to the Port of her situation. This issue is also under Item T.
- M. Transient Dock Electrical Building – Audio time 1:05:16  
Dehlinger reported the condition of the existing building should be replaced. Some equipment may need to be replaced. This project will be earmarked for next budget cycle.
- N. USACE Maintenance Dredging FY-22 Budget Request – Audio time 1:09:35  
Dehlinger reported the Federal government funding for FY 2022 dredging request for Chetco River is about the same as this year.
- O. IT Security Policy – Audio time 1:13:00  
Dehlinger reported this policy was developed about a year ago and when COVID hit this policy was postponed. With current cyberattacks and ransomware happening, this policy should be established.
- P. Aboveground Fuel Tank Capacity Change – Audio time 1:13:40  
Dehlinger reported this idea was mentioned in a previous meeting. Webster noted at this time of the year more shrimp boats are here taking thousands of gallons of diesel. Having more diesel capacity would provide better supply and demand. Heap mentioned having more diesel capacity would be better for disaster preparedness. Range agrees with the plan, but what are the costs involved? Webster is working to get this done for no cost from Tyree, but there will be some costs. Webster estimates the cost to be under \$5,000.
- Q. Repair, Maintenance & Capital Projects Planning – Audio time 1:17:58  
Dehlinger discussed the repair and maintenance spreadsheet is to assist our staff planning for next year. Heap asked what landscaping slopes means. Dehlinger responded removing brush and trees from basin slopes.
- R. Security Camera Proposal – Audio time 1:19:47  
Dehlinger discussed the next step for the camera system is to install more cameras monitoring Port property. The new cameras are stationary with 360-degree view, four individual cameras within the dome will count as four cameras going to the main recording system.
- S. Crown Plumbing Change Order – Audio time 1:24:48  
Webster discussed the change order with Crown Plumbing for the refurbishing of the main RV Park restroom. The changes increased the total to require Board approval. Range asked who design the original remodel. Webster said Port staff did our own self planned project. The Port received partial plumbing permit approval to reopen the restrooms, showers will be completed and inspected later.
- T. Delinquent Account Receivable Write Off – Audio time 1:27:27  
Heap noted there are two retail tenants included on this list that were COVID related. Dehlinger said the tenants were COVID impacted. Both tenants were not eligible for Business Oregon relief plan because they were no longer in business when the plan became available. Heap said we have other tenants here that didn't make payments during COVID but were then made by the State. If these two tenants would have stayed in business they could received relief for the State. Heap feels that these are unique circumstance, but also does not want to set a precedent and what is the most reasonable thing to do. Heap asked for Rice's opinion, if we reduce the amount by a certain percentage due to COVID, would that put the Port in a box going down the road. Rice said no, if you set a policy given the circumstances, that were current out during the restrictions and narrow the policy in that period, and craft it to apply only to these two situations, and not generally to other businesses not able to pay their bills. Range asked if Corey Sample's boat is gone from here. Dehlinger said the boat is still here, but the owner of the boat is paying for the moorage. This account is for gear storage while Corey Sample was responsible for the payments. Webster said we are trying to work this out before we become the bad guy and securing the gear. Hartung asked if there was a timeline before acquiring the equipment. Webster said where its

at and the low demand for gear space we are working on getting paid before making it into a bigger project of securing, moving and selling the gear. Heap asked about Ashley Krauss account with the Port. Webster said she had recreational moorage for a wooded sailboat "Reality". Vessel is moored near the travel lift ramp in Basin 2. With this account, COVID hit, monthly charges continued because she was not providing the proper documentation to complete moorage. She ended up selling the vessel and the new owner has provided the proper documents and payment for moorage.

U. May 2021 Financial Report – Audio time 1:38:56

Dehlinger noted the financial report was provided for any comments or review and the report included a short history of where we were and where we currently stand.

**6. COMMISSIONER COMMENTS – Audio time 1:39:42**

There were no commissioner comments.

**7. NEXT REGULAR MEETING DATE – Tuesday, June 15, 2021 at 6:00 pm.**

**8. ADJOURNMENT**

Having no further business, the meeting adjourned at 4:40 pm.

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Sharon Hartung, Secretary/Treasurer

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Date Signed

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

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

**DRAFT**

Tuesday, June 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 a Supplemental Budget Hearing session on the above date at 5:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Fiscal Year 2020-2021 Supplemental Budget Hearing of the Port of Brookings Harbor of Commissioners to order at 5:00 pm.

- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); (Pos. #3 Vacant); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; and Travis Webster, Harbormaster.
- **Declaration of Potential Conflicts of Interest:**  
There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA**

**A motion was made by Speir and seconded by Range to approve the Fiscal Year 2020-2021 Supplemental Budget Hearing Agenda. The motion passed 4 – 0.**

**3. PRESENTATION OF SUPPLEMENTAL BUDGET FOR FY 2020-21**

Dehlinger reported the changes to the budget were made based on actuals revenues and expenses for the fiscal year.

**4. PUBLIC COMMENTS**

A. There was no public comment submitted.

**5. APPROVAL OF BUDGET**

**A motion was made by Hartung and seconded by Range to approve the proposed Supplemental Budget for the Port of Brookings Harbor's 2020-2021 fiscal year. The motion passed 4 – 0.**

**6. ADJOURNMENT**

- President adjourned the meeting at 5:04 pm.

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

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

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

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

**DRAFT**

Tuesday, June 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 a Budget Hearing session on the above date at 5:30 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Fiscal Year 2021-2022 Budget Hearing of the Port of Brookings Harbor of Commissioners to order at 5:30 pm.

- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); (Pos. #3 Vacant); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Kim Boom, Financial Officer via phone.
- **Declaration of Potential Conflicts of Interest:**  
There was no declaration of potential conflicts of interest.

**2. PRESENTATION OF THE BUDGET**

- A. Modifications to Budget Approved by the Budget Committee
  - I. Dehlinger introduced modifications since the approval by the budget committee.
- B. Governing Body Discussion
  - I. Range requested increasing payroll for additional temporary/seasonal staff for maintenance. Heap suggested increasing payroll for additional Port Office staff.

**A motion was made by Range and seconded by Speir to hire two maintenance workers and one office person as soon as it can be accomplished and to increase payroll by \$30,000 by reducing contingency \$30,000. The motion passed 4 – 0.**

**3. PUBLIC COMMENTS**

- A. There was no public comment submitted.

**4. ADJOURNMENT**

- President adjourned the meeting at 5:48 pm.

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

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

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



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

**Tuesday, June 15, 2021**

**DRAFT**

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

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

**1. CALL MEETING TO ORDER**

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

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); (Pos. #3 Vacant); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Martha Rice, Port Legal Counsel via phone.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 1:45**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 2:10**

- Draft minutes of Special Commissioner Meeting Thursday May 6, 2021
- Draft minutes of Budget Committee Meeting Tuesday May 11, 2021
- Draft minutes of Regular Commissioner Meeting Tuesday May 18, 2021

**A motion was made by Hartung and seconded by Speir to approve Special Commissioner Meeting Thursday May 6, 2021, Budget Committee Meeting Tuesday May 11, 2021, Regular Commissioner Meeting Tuesday May 18, 2021 meeting minutes. The motion passed 4 – 0.**

**4. PUBLIC COMMENTS – Audio time 3:00**

There was no public comment submitted.

**5. MANAGEMENT REPORTS – Audio time 3:40**

- Financial Report – May 2021. Dehlinger reported the end of the month financials for May 2021. End of the month unrestricted cash and equivalents totaled \$490,169. Restricted cash and equivalents totaled \$929,088, with Total Assets (cash) at \$1,443,510. May profit and loss Total revenues from all funds were \$502,755. Total

expenses were \$306,304. The net income was \$196,45. General Fund program revenues was \$226,888 and expenses was \$253,222. Unusual revenues this month include \$157,869 reimbursement from Business Oregon for the Fuel Dock Repair Project and \$9,000 from Business Oregon tenant relief program. No unusual expenses this month.

- Safety Report – May 2021. Dehlinger reported on the safety report for May 2021. Port staff training included proper protective equipment, lawn mowing and trimming etiquette. No injuries to report. Couple of needles were found on port grounds and disposed properly. RV guest hit the park fence and damaged their vehicle. Had some issues of individuals doing donuts with their vehicles in dry camping area. Boat leaked fuel on the ground was in the boat yard going under repairs. Spill was cleaned up. Had an issue with homeless individuals camping inside the Indian Memorial site. Sheriff removed them from the site and trespassed from the Port when they refused to take all their belongs off Port property. Individual at Beachfront public parking ran into the concrete block seawall and damaged their vehicle.
- Harbormaster Report – May 2021. Webster reported on the harbormaster report. Staff main focus of the month was reopening the main restroom at the RV Park. Port received a partial plumbing approval to reopen the restroom, but showers remain closed. Showers are expected to be open first of July after final inspection. RV Park occupancy is higher from last year. Dock inspections were completed. OSMB on site to inspect sani-sailors. Sani-Sailors are working properly. There were seven telehandler jobs and five haul outs. 49 less boat launches from year prior. Dredge Yaquina is here, and the Port had to make arrangements to pull the hoist at Bornstein dock and set the bumper. Staff completed 43 work orders and Pape made a list of repairs needed on the travel lift. Hartung had a question regarding the telehandler having some rust spots. Travis will take a look at the rust spots and make necessary repairs.
- Port Manager Report – May 2021. Dehlinger reported on the Port manager report. 79 parking violations were written. RV Park traffic counter is nearing half million vehicles for the year. Port hired a temporary employee at the RV Park for weekend office and couple days of maintenance work during the week. Port submitted a second earmark through Senator Merkley office, identical to Congressman DeFazio's earmark for a wastewater treatment plant.

**A motion was made by Speir and seconded by Range to approve the management reports as discussed. The motion passed 4 – 0.**

**6. ACTION ITEMS – Audio time 15:05**

**A. Supplemental Budget FY 2020-21, Resolution Adopting the Budget – Audio time 15:05**

**A motion was made by Speir and seconded by Hartung to approve draft Resolution No. 2021-05, Resolution Adopting the Supplemental Budget for FY 2020-21. The motion passed 4 – 0.**

**B. Resolution to Adopt Fiscal Year Budget 2021-22 – Audio time 16:18**

**A motion was made by Speir and seconded by Hartung to approve Resolution No. 2021-06 Adopting Fiscal Year 2020-21 Budget with adding \$30,000 to the payroll from contingency to add two part-time landscapers and one office clerk. The motion passed 4 – 0.**

**C. Beachfront Dry Camping Area – Audio time 17:58**

Dehlinger discussed separating the day use from the paid RV Park guests, reduce damage to the grounds, allow trailer parking for RV Park guests and provide safety and security. Hartung added there is enough room for RVs to hookup along the road before they leave.

**A motion was made by Speir and seconded by Hartung to approve separating dry camping area sites and day use area using concrete blocks and any necessary signage to accomplish the delineation. The motion passed 4 – 0.**

D. No Parking Zones – Audio time 20:59

Dehlinger discussed the parking issues with the boat launch parking lot and throughout the Port. Suggested to improve our parking signs at the Port. Range made a suggestion to meet with owners of Zola's and new owner of Righetti's property to discuss parking. Webster said the Port did meet with the new owner of Righetti's yesterday and they are cooperative with the way the parking is right now. But parking will become an issue with them once their new renter opens and the parking continues as it is now. They are open to suggestion on changing the traffic and moving the concrete barriers for better access.

**A motion was made by Speir and seconded by Hartung to approve updating Port parking signs at the commercial basin and kite field parking lots. Install sign at boat "ready area" for boat ready parking only and paint curbs red along the entrance roadway into the boat launch ramp and parking lot. Consult with OSMB regarding signage prior to installing the additional signs at the boat launch parking lot. Authorize Port Manager to initiate changing the boat launch parking lot agreement with OSMB to allow other than recreational boat parking during specific times of a 24-hour period. The motion passed 4 – 0.**

E. E Clampus Vitus Plaques – Monument Placement on Port Property – Audio time 36:13

Dehlinger reviewed the location Port staff and E Clampus proposes to place the monument.

**A motion was made by Range and seconded by Speir to approve installing the Japanese I-25 Submarine monument at Beachfront RV Park location as presented. The motion passed 4 – 0.**

F. Hungry Clam Outdoor Storage Alteration – Audio time 37:21

Dehlinger reviewed the Hungry Claim outdoor storage plan.

**A motion was made by Range and seconded by Speir to approve Hungry Clam storage alteration plan as presented. New building construction must be permitted through Curry County Building & Safety and all associated costs including permits are covered by Hungry Clam. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor. The motion passed 4 – 0.**

G. Crow/Clay RV Park Draft Construction Drawings – Audio time 39:01

Dehlinger noted the change for Site 22 to be parallel with main restroom.

**A motion was made by Speir and seconded by Hartung to approve draft RV Park Construction Drawings and Specifications and proceed with acquiring permits and bidding the project. The motion passed 4 – 0.**

H. Brookings-Harbor Chamber of Commerce Membership Renewal – Audio time 40:35

**A motion was made by Range and seconded by Speir to approve Brookings-Harbor Chamber of Commerce membership renewal and allow the Port Manager to sign the renewal documentation. The motion passed 4 – 0.**

I. IT Security Policy – Audio time 41:30

Heap noted this item was discussed at our last workshop meeting.

**A motion was made by Speir and seconded by Hartung to approve draft IT Security Policy. The motion passed 4 – 0.**

J. Aboveground Fuel Tank Capacity Change – Audio time 42:11

Heap noted this item was discussed at our last workshop meeting.

**A motion was made by Speir and seconded by Hartung to approve changing the capacity of diesel to 15,000 gallons and gasoline to 5,000 gallons for the aboveground fuel tanks supplying the fuel dock. The motion passed 4 – 0.**

- K. Crown Plumbing Change Order – Audio time 43:05  
Heap noted this item was discussed at our last workshop meeting.

**A motion was made by Speir and seconded by Range to approve the final payment to Crown Plumbing in the amount of \$8,840.64. The motion passed 4 – 0.**

- L. Delinquent Account Receivable Write Off – Audio time 44:00  
Heap noted there are eight Port accounts before the Board that are delinquent with two accounts requesting relief. Hartung asked a question if all these accounts had received a COVID letter. Dehlinger said not all received the COVID letter. Recreational moorage holders were not covered under COVID and did not receive a letter.

# 1 – Ashley Krauss account:

Range asked which boat this was and where it is located. Webster responded the boat name is “Reality” located on N-Dock close to the boat yard, pirate looking ship. Ashley sold the boat and never paid the Port the outstanding bill. Hartung asked about number three account, why would the Port sell the boat and still send to collections. Rice clarified there are two different processes for selling a boat, one is from a lien on the moorage that is unpaid, and one is from abandonment. Once a boat is deemed abandon and the Port has gone through the prescribed time period, and gets ownership of the boat, then it can be sold. The other process is putting a lien on the boat, then sell the boat to pay off the debt that is owed.

**A motion was made by Range and seconded by Speir to approve write off Ashley Krauss accounts receivable as uncollectable and submit this to collection agency in the amount of \$11,710.77. The motion passed 4 – 0.**

# 2 – Ross Angel account:

**A motion was made by Speir and seconded by Hartung to approve write off Ross Angel accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,598.09. The motion passed 4 – 0.**

# 3 – Leanna Suggs and Andrew Axelse account:

**A motion was made by Speir and seconded by Hartung to approve write off Leanna Suggs and Andrew Axelse accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,625.00. The motion passed 4 – 0.**

# 4 – Corey Sample account:

**A motion was made by Hartung and seconded by Range to approve write off Corey Sample accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,592.53. The motion passed 4 – 0.**

# 5 – CBN Enterprises/Barbara Ciaramella account:

**A motion was made by Range and seconded by Speir to approve write off CBN Enterprises/Barbara Ciaramella accounts receivable as uncollectable and submit this to collection agency in the amount of \$6,892.90. The motion passed 4 – 0.**

# 6 – Whale’s Tail Candy/Becky Hannen account:

**A motion was made by Speir and seconded by Hartung to approve write off Whale's Tail Candy/Becky Hannen accounts receivable as uncollectable and submit this to collection agency in the amount of \$4,333.08. The motion passed 4 – 0.**

Heap made a comment on number 5 and 6 that we were happy they were tenants and was unfortunate that COVID happen, and they were given opportunities to work with the Port. Other tenants at the Port had the same issues and managed to make their payments. In the interest of not establishing any precedent or any issues down the road this had to be done.

# 7 – Mark Fowler account:

**A motion was made by Hartung and seconded by Speir to approve write off Mark Fowler accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,605. The motion passed 4 – 0.**

# 8 – Dawn Hatch / John Hartt account:

**A motion was made by Speir and seconded by Hartung to approve write off Dawn Hatch / John Hartt accounts receivable as uncollectable and submit this to collection agency in the amount of \$3,640.16. The motion passed 4 – 0.**

#### **7. INFORMATION ITEMS**

There are no information items.

#### **8. COMMISSIONER COMMENTS – Audio time 59:15**

Heap commented on California Fish and Game has trucked 17 million smolts into the bay (San Francisco Bay) because of poor river conditions.

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

#### **10. ADJOURNMENT**

Having no further business, the meeting adjourned at 7:00 pm.

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

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

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

# FINANCIAL SUMMARY REPORT

**Date:** July 20, 2021  
**Period:** Month End Report of Financial Activities for June 2021  
**To:** Honorable Board President and District Board Members  
**Issued by:** Gary Dehlinger, Port Manager

## June 2021 Financial Reports

### Overview / Comments

#### Balance Sheet

End of the month unrestricted cash and equivalents totaled \$587,554. Restricted cash and equivalents totaled \$905,561, with Total Assets (cash) at \$1,473,465.

#### June Profit & Loss

Total revenues from all funds were \$493,594. Total expenses were \$418,130\*. The net income for June was \$75,464.

General Fund program revenues were \$346,322 and expenses were \$304,618.

June Revenue Centers		Expenses
Marina**	\$87,114	\$84,157
Beachfront RV Park	\$75,051	\$25,473
Commercial / Retail	\$84,104	\$5,915
Fuel Dock	\$96,238	\$99,860

\*\*Marina includes Administrative costs.

Unusual revenues this month include:

1. \$90,000 from Oregon Emergency Management (OEM) for FEMA DR-4432 & DR-4452 Phase 1 Planning and Permitting. This is 75% of the \$120,000 lump sum payment amount. The other 25% matching will come from Business Oregon once the entire FEMA project funding is established.

Unusual expenses this month include:

1. \$2,668 to Tidewater Contractors for concrete blocks. Blocks were originally purchased for the Port Shop trash enclosure, but we ended up using them at our dry camping area.
2. \$6,613 to Strahm's Sealcoating & Striping for the sealcoating and striping at the fishing pier parking lot.
3. \$1,150 to Curry Equipment to replace a broken electric generator.
4. \$2,150 to Tank Testers to repair a sensor on the Fuel Dock fast pump.
5. \$2,343 to 5-R Excavation to reconnect RV Park main restroom sewer to Harbor Sanitary main sewer line and clear rock debris from boat launch ramp.

\$49,420 transferred out of the General Fund to Debt, Capital Project and Reserve Funds.

\* 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).

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

We have completed the fiscal year.

✓ **Income**

Any number above 100% is ahead of budget.

Total Income 100.1% or 0.1% ahead of budget.

General Fund Program Revenue is 103% or 3% above budget.

✓ **Expenses**

Any number below 100% is ahead of budget.

Total Expense 77.9% or 22.1% below budget.

General Fund Expenditure is 93.1% or 6.9% below budget. Port expended less than budgeted expectations.

Revenue Centers for FY 2020-21		Expenses
Marina*	\$1,796,894**	\$1,212,892
Beachfront RV Park	\$863,921	\$208,873
Commercial / Retail	\$548,406	\$85,164
Fuel Dock	\$532,104	\$491,922***

\*Marina includes Administrative costs.

\*\*Includes \$700,000 RV Park Loan

\*\*\*Does not include Port labor

**FINANCIAL DEBT SUMMARY**

IFA Quarterly payment of \$73,680 was paid this month. Extra \$1,180 was paid from sells of Port assets during this quarter. Summary report of all Port debt is attached for review.

**DOCUMENTS**

- Port Balance Sheet, 2 pages
- Profit & Loss June 2021, 4 pages
- Profit & Loss and Budget Performance FY 2020-2021, July 2020 thru June 2021, 5 pages
- Check Register, 4 pages
- Vendor Expense Report for January thru June 2021, 3 pages
- Financial Summary Report 2<sup>nd</sup> Quarter 2021, 1 page

## Port of Brookings Harbor

## Balance Sheet

As of June 30, 2021

	Jun 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	141,789.33
10104 · RCU Business Ownership 0687	17.53
10105 · RCU Business Savings 0600	5.00
10106 · General Fund LGIP 6017	422,889.65
10107 · Dredging Fund LGIP 6254	21,006.26
Total 101 · GENERAL FUND CHECKING & LGIP	585,707.77
10101 · Petty Cash	346.63
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	200.00
10102.2 · RV Park Cash Drawer	500.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,500.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	587,554.40
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,520.35
30104 · Debt Service Umpqua MM 8627	2,515.22
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,535.57
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	99,831.57
30105 · IFA Debt Service Fund LGIP 6020	20,243.29
50105 · Reserve Fund LGIP 6018	186,938.63
70105 · Capital Projects LGIP 6273	
40105.2 · Government Funds	29,740.77
70105.2 · Port Construction Fund	561,270.77
Total 70105 · Capital Projects LGIP 6273	591,011.54
Total 105 · RESTRICTED LGIP	898,025.03
Total 110 · RESTRICTED CASH & EQUIVALENTS	905,560.60
Total Checking/Savings	1,493,115.00
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-19,650.30
Total Accounts Receivable	-19,650.30
Total Current Assets	1,473,464.70
<b>TOTAL ASSETS</b>	<b>1,473,464.70</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
106.1 · RCU Business Ownership 0687	17.53
106.2 · RCU Business Savings 0600	5.00
Total Credit Cards	22.53
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-100.41



Port of Brookings Harbor  
**Balance Sheet**  
As of June 30, 2021

	<u>Jun 30, 21</u>
Total 100222 · Payroll Liabilities	-100.41
10226 · Lodging Tax Payable	37,041.65
Total Other Current Liabilities	36,941.24
Total Current Liabilities	36,963.77
Total Liabilities	36,963.77
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	243,690.35
20301 · Revenue Bond Unappropriate Bal	101,658.23
30301 · Debt Service Unappropriated Bal	94,693.65
40301 · Capital Project Unappropriated	2,500.00
50301 · Reserve Fund Unappropriated Bal	161,269.80
Total 301 · Unappropriated Balance	603,812.03
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-243,690.35
20302 · Revenue Bond Appropriated Carry	-101,658.23
30302 · Debt Service Appropriated Carry	-94,693.65
40302 · Capital Proj Appropriated Carry	-2,500.00
50302 · Reserve Fund Appropriated Carry	-161,269.80
Total 302 · Appropriated Carryover	-603,812.03
Total 300 · Fund Balance	0.00
Net Income	1,436,500.93
Total Equity	1,436,500.93
TOTAL LIABILITIES & EQUITY	<u>1,473,464.70</u>

Port of Brookings Harbor  
**Profit & Loss**  
 June 2021

	Jun 21
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	5,588.19
10413 · Property Tax Prior	695.78
10414 · Interest General Fund	197.44
10417 · Assets Sales	900.00
10418 · Miscellaneous	7.50
	7,388.91
Total 401 · GENERAL FUND REVENUES	
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	17,703.30
10421.4 · Recreational Slip Rent	49,859.96
10421.5 · Transient	682.23
10421.6 · Liveaboard	1,050.00
10421.7 · Daily Moorage/Kiosk	600.00
	69,895.49
Total 10421.2 · MOORAGE	
10421.8 · BOAT LAUNCH	4,685.00
10421.9 · SHOWER REVENUE	181.00
10422 · STORAGE	
10422.1 · Gear Storage	4,954.42
10422.2 · Boat Storage	4,003.00
	8,957.42
Total 10422 · STORAGE	
10423 · ADMINISTRATIVE FEES	336.49
10424 · MARINE SERVICES	
10424.1 · Travelift	2,546.00
10424.2 · 12 K Telehandler	679.35
10424 · MARINE SERVICES - Other	3,440.40
	6,665.75
Total 10424 · MARINE SERVICES	
10425 · PROPERTY GROUND EVENT USE	90.00
	90,811.15
Total 10421 · MARINA	
10426 · BEACHFRONT RV PARK	
10426.1 · Space Rental	70,451.12
10426.2 · Wood Sales	760.00
10426.3 · Transaction Fee	3,840.00
10426.4 · Other Fees	0.00
	75,051.12
Total 10426 · BEACHFRONT RV PARK	
10427 · COMMERCIAL RETAIL	
10427.1 · Retail Property	40,845.74
10427.2 · Docks	41,884.69
10427.3 · Utilities	660.76
10427.4 · CPI and Other Fees	712.70
	84,103.89
Total 10427 · COMMERCIAL RETAIL	
10428 · FUEL DOCK	96,355.36
	346,321.52
Total 402 · GENERAL FUND PROGRAM REVEN...	

Port of Brookings Harbor  
**Profit & Loss**  
 June 2021

	Jun 21
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	49.31
20419 · Transfer to USDA Bond Fund	10,843.00
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>10,892.31</b>
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	29.40
30419 · Transfer to Debt Service Fund	31,471.71
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>31,501.11</b>
440 · CAPITAL PROJECTS FUND REVENUE	
40416 · Government Funding	
40416.2 · FEMA Funding	90,000.00
<b>Total 40416 · Government Funding</b>	<b>90,000.00</b>
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>90,000.00</b>
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	92.07
50419 · Transfer to Reserve Fund	2,295.00
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>2,387.07</b>
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
<b>Total 460 · DEBT SERV. RV PARK IMPROV. FUND</b>	<b>4,809.87</b>
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	293.48
<b>Total 470 · PORT CONSTRUCTION FUND REVE...</b>	<b>293.48</b>
<b>Total 400 · REVENUES</b>	<b>493,594.27</b>
<b>Total Income</b>	<b>493,594.27</b>
<b>Gross Profit</b>	<b>493,594.27</b>
<b>Expense</b>	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	49,419.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	9,326.40
10502 · Port Office Staff	11,072.89
10503 · RV Park Office Staff	6,621.28
10504 · Operations Staff	27,684.50
10505 · Overtime	
10505.1 · Office	749.27
10505.2 · Operations	249.29
<b>Total 10505 · Overtime</b>	<b>998.56</b>
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	1,338.40
10506.2 · Sick Leave Benefit	176.52
10506.3 · Vacation	3,509.44
10506.5 · SEP Retirement	
10506.6 · Office	1,845.60
10506.7 · Operations	2,301.19

**Port of Brookings Harbor**  
**Profit & Loss**  
 June 2021

	Jun 21
10506.8 · Port Manager	979.59
Total 10506.5 · SEP Retirement	5,126.38
10506.9 · Personal Vehicle Allowance	469.59
10507 · Payroll Taxes	6,835.70
Total 10506 · Payroll Taxes/Costs/Benefits	17,456.03
10509 · Health Care and Dental	7,207.92
Total 500 · PERSONNEL SERVICES	80,367.58
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	368.03
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	
10602.5 · Projects	4,313.00
10602.1 · Maintenance & Repairs - Other	13,303.36
Total 10602.1 · Maintenance & Repairs	17,616.36
10602.3 · Tools & Equipment Purchases	1,796.90
10602.4 · Supplies & Services	14,191.65
Total 10602 · REPAIRS & MAINTENANCE	33,604.91
10603 · FUEL purchased for resale	96,890.31
10605 · UTILITIES	
10605.1 · Electric	16,149.36
10605.2 · RV Park Cable TV	571.26
10605.3 · Sanitary	3,150.95
10605.5 · Telecommunications	1,258.90
10605.6 · Waste Removal	3,899.01
10605.7 · Water	1,456.36
Total 10605 · UTILITIES	26,485.84
10606 · OFFICE EXPENSE	2,736.94
10607 · BANK SERVICE & FINANCE FEES	5,008.04
10608 · TRAINING & TRAVEL	37.07
10609 · PERMITS, LICENSES, TAXES & MISC	202.25
10610 · INSURANCE; PROP & CAS, BOND	9,216.36
10611 · PROFESSIONAL FEES	
10611.6 · Payroll Administration	280.74
Total 10611 · PROFESSIONAL FEES	280.74
Total 601 · GENERAL FUND Material & Service	174,830.49
Total 600 · GENERAL FUND EXPENDITURES	304,617.65
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	19,084.86
30802.8 · SPWF L02001/MarineFuel Dock Prn	32,758.76
30802.9 · SPWF X03004/Eureka Fishery Prin	4,684.93

Port of Brookings Harbor  
Profit & Loss  
June 2021

	<u>Jun 21</u>
Total 30802P · IFA PRINCIPAL	73,680.00
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,080.22
30804P · 2018 Genie Forklift Principal	1,164.91
Total 801 · Principal	5,245.13
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	578.78
30814I · 2018 Genie Forklift Interest	299.80
Total 810 · Interest Payments	878.58
Total 630 · DEBT SERVICE FUND EXPENDITURES	79,803.71
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	-12.50
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	10,290.00
Total 40702 · Land Improvement - Capt Proj	10,290.00
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	10,290.00
Total 640 · CAPT. PROJ. EXPENDITURES	10,277.50
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,177.88
60815I · RV Park Improv. Loan Interest	1,631.99
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	18,620.78
Total 70100 · PORT CONST. CAPITAL OUTLAY	18,620.78
Total 670 · PORT CONST FUND EXPENDITURES	18,620.78
Total Expense	418,129.51
Net Income	<u>75,464.76</u>

Port of Brookings Harbor  
Profit & Loss Budget Performance FY 2020-2021  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	243,690.35	319,000.00	76.4%
10412 · Property Tax Current	245,690.07	245,000.00	100.3%
10413 · Property Tax Prior	10,227.34	9,500.00	107.7%
10414 · Interest General Fund	2,020.78	2,500.00	80.8%
10415 · Loans - General Fund	700,000.00	700,000.00	100.0%
10417 · Assets Sales	1,475.00	6,000.00	24.6%
10418 · Miscellaneous	32,987.09	50,000.00	66.0%
10420 · Grants & Other Funding - GF	104,786.18	105,000.00	99.8%
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>1,340,876.81</b>	<b>1,437,000.00</b>	<b>93.3%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · MOORAGE</b>			
10421.3 · Commercial Slip Rent	166,359.36		
10421.4 · Recreational Slip Rent	414,159.97		
10421.5 · Transient	13,759.53		
10421.6 · Liveaboard	5,250.00		
<b>Total 10421.2 · MOORAGE</b>	<b>599,528.86</b>		
10421.8 · BOAT LAUNCH	28,625.55		
10421.9 · SHOWER REVENUE	3,751.51		
<b>10422 · STORAGE</b>			
10422.1 · Gear Storage	64,207.90		
10422.2 · Boat Storage	38,044.20		
<b>Total 10422 · STORAGE</b>	<b>102,252.10</b>		
<b>10423 · ADMINISTRATIVE FEES</b>			
10423.1 · Charter License Fee	5,100.00		
10423 · ADMINISTRATIVE FEES - Other	3,995.47		
<b>Total 10423 · ADMINISTRATIVE FEES</b>	<b>9,095.47</b>		
<b>10424 · MARINE SERVICES</b>			
10424.1 · Travelift	24,047.70		
10424.2 · 12 K Telehandler	8,099.65		
10424 · MARINE SERVICES - Other	31,787.21	70,000.00	45.4%
<b>Total 10424 · MARINE SERVICES</b>	<b>63,934.56</b>	<b>70,000.00</b>	<b>91.3%</b>
10425 · PROPERTY GROUND EVENT USE	346.25	0.00	100.0%
10421 · MARINA - Other	0.00	760,000.00	0.0%
<b>Total 10421 · MARINA</b>	<b>807,534.30</b>	<b>830,000.00</b>	<b>97.3%</b>
<b>10426 · BEACHFRONT RV PARK</b>			
10426.1 · Space Rental	822,736.25		
10426.2 · Wood Sales	4,495.00		
10426.3 · Transaction Fee	36,430.00		
10426.4 · Other Fees	260.00		
10426 · BEACHFRONT RV PARK - Other	0.00	800,000.00	0.0%
<b>Total 10426 · BEACHFRONT RV PARK</b>	<b>863,921.25</b>	<b>800,000.00</b>	<b>108.0%</b>
<b>10427 · COMMERCIAL RETAIL</b>			
10427.1 · Retail Property	319,764.41		
10427.2 · Docks	212,004.14		
10427.3 · Utilities	7,821.52		

Port of Brookings Harbor  
**Profit & Loss Budget Performance FY 2020-2021**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
10427.4 · CPI and Other Fees	9,519.80		
10427 · COMMERCIAL RETAIL - Other	0.00	515,000.00	0.0%
<b>Total 10427 · COMMERCIAL RETAIL</b>	<b>549,109.87</b>	<b>515,000.00</b>	<b>106.6%</b>
10428 · FUEL DOCK	534,379.69	530,000.00	100.8%
<b>Total 402 · GENERAL FUND PROGRAM REVE...</b>	<b>2,754,945.11</b>	<b>2,675,000.00</b>	<b>103.0%</b>
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	101,658.23	98,395.00	103.3%
20414 · Interest Revenue Bond Fund	697.69	2,000.00	34.9%
20419 · Transfer to USDA Bond Fund	130,116.00	130,120.00	100.0%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>232,471.92</b>	<b>230,515.00</b>	<b>100.8%</b>
<b>430 · DEBT SERVICE FUND REVENUE</b>			
30411 · Cash Carry Over - Debt Service	94,693.65	96,102.00	98.5%
30414 · Interest Debt Service Fund	548.86	1,500.00	36.6%
30419 · Transfer to Debt Service Fund	364,680.52	368,283.00	99.0%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>459,923.03</b>	<b>465,885.00</b>	<b>98.7%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>			
40411 · Cash Carry Over - Capt Proj	2,500.00	2,500.00	100.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	0.00	0.0%
40416.2 · FEMA Funding	90,000.00	90,000.00	100.0%
40416.3 · State Lottery Funding	585,846.00	586,000.00	100.0%
<b>Total 40416 · Government Funding</b>	<b>675,846.00</b>	<b>676,000.00</b>	<b>100.0%</b>
40419 · Transfer to Capital Project	73,095.36	75,000.00	97.5%
<b>Total 440 · CAPITAL PROJECTS FUND REVEN...</b>	<b>751,441.36</b>	<b>753,500.00</b>	<b>99.7%</b>
<b>450 · RESERVE FUND REVENUE</b>			
50411 · Cash Carry Over - Reserve Fund	161,269.80	130,000.00	124.1%
50414 · Interest Reserve Fund	1,373.83	3,000.00	45.8%
50419 · Transfer to Reserve Fund	24,295.00	24,000.00	101.2%
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>186,938.63</b>	<b>157,000.00</b>	<b>119.1%</b>
<b>460 · DEBT SERV. RV PARK IMPROV. FUND</b>			
60419 · Transfer OR FFC 2020 Debt Serv.	52,908.57	52,908.00	100.0%
<b>Total 460 · DEBT SERV. RV PARK IMPROV. F...</b>	<b>52,908.57</b>	<b>52,908.00</b>	<b>100.0%</b>
<b>470 · PORT CONSTRUCTION FUND REVENUE</b>			
70414 · Interest Port Construction Fund	4,698.64	5,000.00	94.0%
70419 · Transfers to Port Const. Fund	684,000.00	684,000.00	100.0%
<b>Total 470 · PORT CONSTRUCTION FUND REV...</b>	<b>688,698.64</b>	<b>689,000.00</b>	<b>100.0%</b>
<b>Total 400 · REVENUES</b>	<b>6,468,204.07</b>	<b>6,460,808.00</b>	<b>100.1%</b>
<b>Total Income</b>	<b>6,468,204.07</b>	<b>6,460,808.00</b>	<b>100.1%</b>
<b>Gross Profit</b>	<b>6,468,204.07</b>	<b>6,460,808.00</b>	<b>100.1%</b>
<b>Expense</b>			
<b>600 · GENERAL FUND EXPENDITURES</b>			
10900 · Operating Transfers Out General	1,329,095.45	1,334,311.00	99.6%
<b>500 · PERSONNEL SERVICES</b>			
10501 · Port Manager	83,857.84	84,500.00	99.2%

Port of Brookings Harbor  
**Profit & Loss Budget Performance FY 2020-2021**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
10502 · Port Office Staff	106,564.74	116,465.00	91.5%
10503 · RV Park Office Staff	39,537.84	48,194.00	82.0%
10504 · Operations Staff	240,559.68	256,620.00	93.7%
10505 · Overtime			
10505.1 · Office	3,919.09	863.00	454.1%
10505.2 · Operations	2,159.99		
10505 · Overtime - Other	0.00	9,137.00	0.0%
<b>Total 10505 · Overtime</b>	<b>6,079.08</b>	<b>10,000.00</b>	<b>60.8%</b>
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	12,440.80		
10506.2 · Sick Leave Benefit			
Families First COVID-19 Act	1,975.02		
10506.2 · Sick Leave Benefit - Other	3,640.39		
<b>Total 10506.2 · Sick Leave Benefit</b>	<b>5,615.41</b>		
10506.3 · Vacation	32,463.88		
10506.4 · Bereavement Leave/Jury Duty	105.52		
10506.5 · SEP Retirement			
10506.6 · Office	17,111.45		
10506.7 · Operations	20,638.20		
10506.8 · Port Manager	9,196.93		
<b>Total 10506.5 · SEP Retirement</b>	<b>46,946.58</b>		
10506.9 · Personal Vehicle Allowance	4,226.31		
10507 · Payroll Taxes	54,024.35		
10506 · Payroll Taxes/Costs/Benefits - Other	0.00	160,000.00	0.0%
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>155,822.85</b>	<b>160,000.00</b>	<b>97.4%</b>
10508 · Workers Compensation	7,536.46	18,920.00	39.8%
10509 · Health Care and Dental	83,755.82	81,855.00	102.3%
<b>Total 500 · PERSONNEL SERVICES</b>	<b>723,714.31</b>	<b>776,554.00</b>	<b>93.2%</b>
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	4,398.07	14,105.00	31.2%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	131,159.83		
10602.1 · Maintenance & Repairs - Other	71,111.53	0.00	100.0%
<b>Total 10602.1 · Maintenance &amp; Repairs</b>	<b>202,271.36</b>	<b>0.00</b>	<b>100.0%</b>
10602.2 · Contracts and Agreements	36,474.48		
10602.3 · Tools & Equipment Purchases	4,276.77		
10602.4 · Supplies & Services	176,199.54		
10602 · REPAIRS & MAINTENANCE - Other	0.00	432,000.00	0.0%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>419,222.15</b>	<b>432,000.00</b>	<b>97.0%</b>
10603 · FUEL purchased for resale	449,503.84	480,000.00	93.6%
10605 · UTILITIES			
10605.1 · Electric	104,368.56		
10605.2 · RV Park Cable TV	7,301.67		
10605.3 · Sanitary	55,159.77		
10605.5 · Telecommunications	12,093.35		
10605.6 · Waste Removal	66,399.67		
10605.7 · Water	23,560.06		



Port of Brookings Harbor  
**Profit & Loss Budget Performance FY 2020-2021**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
10605 · UTILITIES - Other	0.00	319,483.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>268,883.08</b>	<b>319,483.00</b>	<b>84.2%</b>
10606 · OFFICE EXPENSE	42,884.93	61,011.00	70.3%
10607 · BANK SERVICE & FINANCE FEES	52,108.92	49,818.00	104.6%
10608 · TRAINING & TRAVEL	1,086.33	10,162.00	10.7%
10609 · PERMITS, LICENSES, TAXES & MISC	7,722.91	12,085.00	63.9%
10610 · INSURANCE; PROP & CAS, BOND	101,098.55	100,108.00	101.0%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	5,500.00		
10611.2 · Attorney	32,464.00		
10611.3 · Audit	15,500.00		
10611.4 · Engineering/Consultant	41,125.00		
10611.6 · Payroll Administration	5,627.80		
10611.7 · IT/Computer Support	5,661.35		
10611 · PROFESSIONAL FEES - Other	0.00	100,000.00	0.0%
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>105,878.15</b>	<b>100,000.00</b>	<b>105.9%</b>
<b>Total 601 · GENERAL FUND Material &amp; Service</b>	<b>1,452,786.93</b>	<b>1,578,772.00</b>	<b>92.0%</b>
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	5,991.50	6,000.00	99.9%
10704 · Equipment	55,378.40	60,000.00	92.3%
<b>Total 710 · GENERAL FUND CAPITAL OUTLAY</b>	<b>61,369.90</b>	<b>66,000.00</b>	<b>93.0%</b>
920 · OPERATING CONTINGENCY	0.00	76,363.00	0.0%
<b>Total 600 · GENERAL FUND EXPENDITURES</b>	<b>3,566,966.59</b>	<b>3,832,000.00</b>	<b>93.1%</b>
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	76,090.59	76,112.00	100.0%
20810I · USDA Revenue Bond Interest	54,029.41	54,008.00	100.0%
<b>Total 620 · USDA REVENUE BOND EXPENDITURES</b>	<b>130,120.00</b>	<b>130,120.00</b>	<b>100.0%</b>
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	18,967.30		
30802.2 · OBDD #525172/RV Park Prin.	17,104.60		
30802.3 · OBDD #525176/Green Bldg Prn	30,120.45		
30802.4 · OBDD #525181/EurekaFish Prn	19,564.90		
30802.5 · SPWF #L02009/Cold Strg Prin	95,424.30		
30802.7 · SPWF L98004/Dock Impr Prin	48,789.08		
30802.8 · SPWF L02001/MarineFuel Dock Prn	106,442.12		
30802.9 · SPWF X03004/Eureka Fishery Prin	27,267.25		
30802P · IFA PRINCIPAL - Other	0.00	367,300.00	0.0%
<b>Total 30802P · IFA PRINCIPAL</b>	<b>363,680.00</b>	<b>367,300.00</b>	<b>99.0%</b>
801 · Principal			
30803P · 50 BFMII Travelift Principal	47,707.65	47,754.00	99.9%
30804P · 2018 Genie Forklift Principal	13,620.08	13,616.00	100.0%
<b>Total 801 · Principal</b>	<b>61,327.73</b>	<b>61,370.00</b>	<b>99.9%</b>
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	8,200.35	8,154.00	100.6%
30814I · 2018 Genie Forklift Interest	3,956.44	3,959.00	99.9%

Port of Brookings Harbor  
**Profit & Loss Budget Performance FY 2020-2021**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
Total 810 · Interest Payments	12,156.79	12,113.00	100.4%
Total 630 · DEBT SERVICE FUND EXPENDITURES	437,164.52	440,783.00	99.2%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	66.00		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	96,160.00		
40702.2 · Materials & Services	622,974.59		
40702 · Land Improvement - Capt Proj - Ot...	0.00	751,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	719,134.59	751,000.00	95.8%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	719,134.59	751,000.00	95.8%
Total 640 · CAPT. PROJ. EXPENDITURES	719,200.59	751,000.00	95.8%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	34,538.36	34,540.00	100.0%
60815I · RV Park Improv. Loan Interest	18,370.21	18,368.00	100.0%
Total 660 · DEBT SERV. RV PARK EXPENDITUR...	52,908.57	52,908.00	100.0%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	127,427.87	689,000.00	18.5%
Total 70100 · PORT CONST. CAPITAL OUTLAY	127,427.87	689,000.00	18.5%
Total 670 · PORT CONST FUND EXPENDITURES	127,427.87	689,000.00	18.5%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	280,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
Total 930 · Fund Balances	0.00	564,997.00	0.0%
Total Expense	5,033,788.14	6,460,808.00	77.9%
Net Income	<u>1,434,415.93</u>	<u>0.00</u>	<u>100.0%</u>

Port of Brookings Harbor  
Check Registers  
As of June 30, 2021

Type	Num	Date	Name	Memo	Debit	Credit
<b>100 · UNRESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>101 · GENERAL FUND CHECKING &amp; LGIP</b>						
<b>10103 · General Funds Ckg Umpqua 3634</b>						
Bill Pmt -Check		06/11/2021	Del-Cur Supply Co-op	QuickBooks generated zero amount transaction for bill payment stub	0.00	
Bill Pmt -Check	DEBIT	06/05/2021	US Bank Equipment Finance	Contract No. 500-0623925-000		223.20
Bill Pmt -Check	DEBIT	06/07/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		5,120.18
Bill Pmt -Check	DEBIT	06/07/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		10,382.56
Bill Pmt -Check	DEBIT	06/01/2021	Pitney Bowes Global Lease	LEASE ACCT#0017098499		423.09
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W035C		142.92
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W1JHB		198.21
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W1PLY		139.61
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W1VB0		144.90
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W1YNN		157.45
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W2210		129.00
Check	DEBIT	06/02/2021	Edward Jones	Employer Contribution 06/02/2021 ConfirmationRLVYV-W2562		289.20
Check	DEBIT	06/02/2021	TD Ameritrade	Employer Contribution 06/02/2021 ConfirmationRLVYV-W28QP		193.77
Check	DEBIT	06/02/2021	US Bank Sep- IRA	Employer Contribution 06/02/2021 ConfirmationRLVYV-W2D0Q		326.53
Check	DEBIT	06/11/2021	ADP	Advice of Debit 581441493 Payroll Date: 06/02/2021		140.37
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y6GL9		145.27
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y7GH4		199.94
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y7LJN		135.25
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y7PKK		141.61
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y7S3C		77.35
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y7Y9C		126.83
Check	DEBIT	06/16/2021	Edward Jones	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y82CF		289.20
Check	DEBIT	06/16/2021	TD Ameritrade	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y85CH		200.52
Check	DEBIT	06/16/2021	US Bank Sep- IRA	Employer Contribution 06/16/2021 ConfirmationRN5KP-Y887R		326.53
Bill Pmt -Check	DEBIT	06/17/2021	Chevron Business Card	Account #: 0496007075666 Invoice#72312958 Fuel Purchases May 17 - June 15		364.32
Check	DEBIT	06/25/2021	ADP	Advice of Debit 582314245 Payroll Date: 06/16/2021		140.37
Bill Pmt -Check	DEBIT	06/25/2021	Chevron Business Card	Account #: 0496007075666		306.57
Check	DEBIT	06/30/2021	TD Ameritrade	Employer Contribution 06/30/2021 ConfirmationRPHCT-8K9C0		178.87
Bill Pmt -Check	DEBIT	06/28/2021	Quill Corporation	ACCT#1932158 Office Supplies - DEBIT Confirmation #143215081		138.22
Check	DEBIT	06/02/2021	Elavon	MAY 2021 MERCHANT SERVICE FEE ACCT#316		937.14
Check	DEBIT	06/02/2021	Elavon	MAY 2021 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		90.91
Check	DEBIT	06/02/2021	Elavon	MAY 2021 MERCHANT SERVICE FEE ACCT#951		469.03
General Journal	CP 06/01	06/01/2021		Transfer to Capital Projects for payment of misc./maintenance fee		12.50
General Journal	DEBT 06/01	06/01/2021		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 06/01	06/01/2021		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 06/01	06/01/2021		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 06/01	06/01/2021		Transfer to IFA Debt Service for 2nd QTR 2021 Pmt		24,168.00
General Journal	RES 06/01	06/01/2021		Transfer to Reserve Fund		2,000.00
General Journal	USDA 06/01	06/01/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment		10,843.00
General Journal	PAY 06/02	06/02/2021		Rec 06/02/2021 payroll		16,163.06
General Journal	TAX 06/02	06/02/2021		Rec 06/02/2021 payroll		6,326.97
General Journal	CP 06/03	06/03/2021		Transfer to General Fund for credit of misc./maintenance fee	12.50	
General Journal	GF 06/15	06/15/2021		Transfer \$50,000 from Umpqua Bank to LGIP - General Funds		50,000.00
General Journal	IFA 06/15	06/15/2021		Transfer to Reserve Fund for 20% Net Proceeds from Surplus Sale July 1, 2020 to J...		295.00
General Journal	IFA 06/15	06/15/2021		Transfer to Debt Service Fund, includes 80% Net Proceeds from Surplus Sale July ...		1,180.00
General Journal	PAY 06/16	06/16/2021		Rec 06/16/2021 payroll		15,767.21

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Cash Basis

Port of Brookings Harbor  
Check Registers  
As of June 30, 2021

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	TAX 06/16	06/16/2021		Rec 06/16/2021 payroll		6,110.53
General Journal	USCG 06/24	06/24/2021		JUNE 2021 LEASE Pmt	923.24	
General Journal	PAY 06/30	06/30/2021		Rec 06/30/2021 payroll		16,077.54
General Journal	TAX 06/30	06/30/2021		Rec 06/30/2021 payroll		6,379.77
Bill Pmt -Check	10420	06/11/2021	Anchor Lock & Key	Purchase & Installation of Auto Lock at Beachfront RV Park Restroom		908.00
Bill Pmt -Check	10421	06/11/2021	Boat Shop & More LLC	05/21/2021 - Semi Rental - Trash Enclosures & MAY-Sump Clean		540.00
Bill Pmt -Check	10422	06/11/2021	Coos-Curry Electric Cooperati...	ACCT # 67601 Electrical Service		7,945.22
Bill Pmt -Check	10423	06/11/2021	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		20.03
Bill Pmt -Check	10424	06/11/2021	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		64.00
Bill Pmt -Check	10425	06/11/2021	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		3,899.01
Bill Pmt -Check	10426	06/11/2021	Engineering Resource Servic...	ACM Vessel Survey - Rebelina HIN:978 & Momentum HIN: M32#40		1,205.00
Bill Pmt -Check	10427	06/11/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		347.90
Bill Pmt -Check	10428	06/11/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		106.74
Bill Pmt -Check	10429	06/11/2021	Harbor Logging Supply, Inc.	COLD ROLL & FLAT BAR for Port Shop		286.08
Bill Pmt -Check	10430	06/11/2021	Harbor Water District P.U.D.	04/22/2021 - 05/21/2021 SERVICE/WATER BILL		1,456.36
Bill Pmt -Check	10431	06/11/2021	Harbor Sanitary District	MAY 2021 Sanitary Bill		3,150.95
Bill Pmt -Check	10432	06/11/2021	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		309.88
Bill Pmt -Check	10433	06/11/2021	NorthCoast Health Screening	2 - 6-PANEL + ALCOHOL URINE DRUG SCREEN -- PRE-EMPLOYMENT		80.00
Bill Pmt -Check	10434	06/11/2021	Quill Corporation	ACCT#1932158 Office Supplies		912.10
Bill Pmt -Check	10435	06/11/2021	Spec Dist Assoc of OR- Healt...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,991.85
Bill Pmt -Check	10436	06/11/2021	Spec Dist Assoc of OR- Prop ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY P...		9,216.36
Bill Pmt -Check	10437	06/11/2021	Thermo Fluids, Inc.	05/20/2021-Removal of USED OIL FROM GENERATOR		87.50
Bill Pmt -Check	10438	06/11/2021	Tidewater Contractors, Inc.	Customer Code: 000061 CONCRETE BLOCKS for PROJECTS:Trash Enclosures		2,668.00
Bill Pmt -Check	10439	06/21/2021	Tyree Oil, Inc	VOID: Account # 56851 Fuel Purchase	0.00	
Bill Pmt -Check	10440	06/11/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		28,306.04
Check	10441	06/18/2021	Ainsworth, Sidney & Gloria	REFUND on Annual Moorage		1,476.84
Bill Pmt -Check	10442	06/18/2021	Boat Shop & More LLC	Rental JOHN DEERE 270L Excavator for vessel demolitions		200.00
Bill Pmt -Check	10443	06/18/2021	Brookings Harbor Chamber of...	Annual Memebership (Class 3 Gold (10-14 employees) 06/01/2021 - 05/31/2022		450.00
Bill Pmt -Check	10444	06/18/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		591.80
Bill Pmt -Check	10445	06/18/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		85.00
Bill Pmt -Check	10446	06/18/2021	Harbor View Windows, Heatin...	06/02/2021 - HVAC Repair - Bell & Whistle		277.00
Bill Pmt -Check	10447	06/18/2021	Kendrick Equipment USA LLC	Inventory (Valves & Hoses) EQ#4605 50T Marine Travel Lift		644.81
Bill Pmt -Check	10448	06/18/2021	Strahm's Sealcoat & Striping,...	Sealcoat & Striping Public Fishing Pier		6,613.00
Bill Pmt -Check	10449	06/18/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		21,885.67
Bill Pmt -Check	10450	06/18/2021	United States Treasury	Payroll Taxes Due - Tax Period June 2020 (COVID tax credit taken in error)		219.09
Bill Pmt -Check	10451	06/18/2021	Travel Information Council	Highway Signs - Beachfront RV Park		348.00
Bill Pmt -Check	10452	06/18/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		8,900.05
Bill Pmt -Check	10453	06/25/2021	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		1,150.00
Bill Pmt -Check	10454	06/25/2021	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		98.70
Bill Pmt -Check	10455	06/25/2021	Orcal Security Consulting LLC	Security Patrol for MAY 2021		2,790.00
Bill Pmt -Check	10456	06/25/2021	Tank Testers, LLC	Repair Sensor on 'fast pump' at Fuel Dock Repair Sensor on 'fast pump' at Fuel Dock		2,150.00
Bill Pmt -Check	10457	06/25/2021	5-R Excavation, LLC	CCB: 155657 Repairs/Earthwork at RV Park & Launch Ramp Area		2,343.16
Bill Pmt -Check	10458	06/25/2021	Curry County Clerk	Apportioned Costs for 05/18/2021 Election		3,766.02
Bill Pmt -Check	10459	06/25/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		2,117.96
Bill Pmt -Check	10460	06/25/2021	Quill Corporation	ACCT#1932158 Office Supplies		382.25
Bill Pmt -Check	10461	06/25/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		12,299.82
Bill Pmt -Check	10462	06/25/2021	Rogue Credit Union	CC Acct#600189521 CREDIT CARD Ending#7681		7,252.62
Check	10463	06/28/2021	Rogue Credit Union	CC Acct#600189521 CREDIT CARD Ending#7681 DUE 6/24 to 6/25		223.03
Bill Pmt -Check	10464	06/28/2021	Coos-Curry Electric Cooperati...	ACCT # 67601 Electrical Service		8,204.14
Bill Pmt -Check	10465	06/28/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		7.99

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Cash Basis

Port of Brookings Harbor  
**Check Registers**  
As of June 30, 2021

Type	Num	Date	Name	Memo	Debit	Credit
Check	10466	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Account#86585116		141.10
Check	10467	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Acct#86585136		239.02
Check	10468	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Account#86585131		312.62
Check	10469	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Account#86587088		144.63
Check	10470	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Account#86585756		130.32
Check	10471	06/28/2021	US Bank Sep- IRA	Employer Contribution 06/30/2021 Dehlinger, G Acct#653604168126		326.53
Bill Pmt -Check	10472	06/28/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		9,995.99
Check	10473	06/28/2021	Rogue Credit Union	CC Acct#600189521 CREDIT CARD Ending#7681 DUE 6/25 to 6/28		92.12
Check	10474	06/28/2021	Edward Jones	Employer Contribution 06/30/2021 Account #86585123		289.20
Total 10103 · General Funds Ckg Umpqua 3634					935.74	354,185.58
<b>10106 · General Fund LGIP 6017</b>						
Check	DEBIT	06/01/2021		LGIP Fees for MAY 2021		0.55
General Journal	CP 06/10	06/10/2021		PAY NO. 1769363 DR4432 PW162 FEMA 4432&4452 Engineer/Permits FINAL PM...	49,969.23	
General Journal	GF 06/15	06/15/2021		Transfer \$50,000 from Umpqua Bank to LGIP - General Funds	50,000.00	
Total 10106 · General Fund LGIP 6017					99,969.23	0.55
Total 101 · GENERAL FUND CHECKING & LGIP					100,904.97	354,186.13
<b>10101 · Petty Cash</b>						
Bill Pmt -Check	CASH	06/23/2021	US Postal Service	Priority Mail; 2-Day Pkg to SOCS		9.05
Total 10101 · Petty Cash					0.00	9.05
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					100,904.97	354,195.18
<b>110 · RESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>104 · RESTRICTED MONEY MKT &amp; CHECKING</b>						
<b>20104 · USDA BOND Umpqua MM 9529</b>						
Total 20104 · USDA BOND Umpqua MM 9529						
<b>30104 · Debt Service Umpqua MM 8627</b>						
Check	DEBIT	06/15/2021	Umpqua Bank/Loan#7470416...	Genie Reach Forklift Loan#747041620 Payment #40		1,464.71
Check	DEBIT	06/22/2021	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #56 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 06/01	06/01/2021		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 06/01	06/01/2021		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
<b>40104 · Capital Projects Umpqua 8018</b>						
General Journal	CP 06/01	06/01/2021		Transfer to Capital Projects for payment of misc./maintenance fee	12.50	
General Journal	CP 06/03	06/03/2021		Transfer to General Fund for credit of misc./maintenance fee		12.50
General Journal	CP 06/10	06/10/2021		PAY NO. 1769363 DR4432 PW162 - FEMA 4432&4452 Engineer/Permits FINAL P...	29,700.00	
General Journal	CP 06/10	06/10/2021		PAY NO. 1769363 DR4452 PW 61 - FEMA 4432&4452 Engineer/Permits FINAL P...	60,300.00	
General Journal	CP 06/10	06/10/2021		PAY NO. 1769363 DR4432 PW162 FEMA 4432&4452 Engineer/Permits FINAL PM...		49,969.23
General Journal	CP 06/10	06/10/2021		Internal transfer from Umpqua Bank Acct#8018 Government Funds to LGIP acct#62...		40,030.77
General Journal	USCG 06/24	06/24/2021		JUNE 2021 LEASE Pmt		923.24
Total 40104 · Capital Projects Umpqua 8018					90,012.50	90,935.74

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12:34 PM  
07/08/21  
Cash Basis

Port of Brookings Harbor  
**Check Registers**  
As of June 30, 2021

Type	Num	Date	Name	Memo	Debit	Credit
Total 104 · RESTRICTED MONEY MKT & CHECKING					96,136.21	97,059.45
<b>105 · RESTRICTED LGIP</b>						
<b>20105 · USDA Bond Fund LGIP 6021</b>						
General Journal	USDA 06/01	06/01/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00
<b>30105 · IFA Debt Service Fund LGIP 6020</b>						
Check	DEBIT	06/15/2021	Infrastructure Finance Authority	2nd QTR 2021 - Depositor's Acct #1230000433 - REF#3313747		4,684.93
Check	DEBIT	06/15/2021	Infrastructure Finance Authority	2nd QTR 2021-Depositor's Acct#1230000473 REF#3313750, 51, 52, 53, 54		17,151.45
Check	DEBIT	06/15/2021	Infrastructure Finance Authority	2nd QTR 2021-Depositor's Acct#1230000995 REF#3313748		32,758.76
Check	DEBIT	06/15/2021	Infrastructure Finance Authority	2nd QTR 2021-Depositor's Acct#1230001027 REF#3313749		19,084.86
General Journal	IFA 06/01	06/01/2021		Transfer to IFA Debt Service for 2nd QTR 2021 Pmt	24,168.00	
General Journal	IFA 06/15	06/15/2021		Transfer to Debt Service Fund, includes 80% Net Proceeds from Surplus Sale July ...	1,180.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					25,348.00	73,680.00
<b>50105 · Reserve Fund LGIP 6018</b>						
General Journal	RES 06/01	06/01/2021		Transfer to Reserve Fund	2,000.00	
General Journal	IFA 06/15	06/15/2021		Transfer to Reserve Fund for 20% Net Proceeds from Surplus Sale July 1, 2020 to J...	295.00	
Total 50105 · Reserve Fund LGIP 6018					2,295.00	0.00
Total 105 · RESTRICTED LGIP					38,486.00	73,680.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					134,622.21	170,739.45
<b>TOTAL</b>					<b>235,527.18</b>	<b>524,934.63</b>

**Port of Brookings Harbor**  
**Purchases by Vendor Summary**  
 January through June 2021

	<u>Jan - Jun 21</u>
5-R Excavation, LLC	8,313.16
Absolute Golf Carts	650.00
Adobe	44.97
ADP	3,110.24
Alexandre EcoDairy Farms	250.00
AMAZON MKTPLACE	2,635.47
Anchor Lock & Key	2,706.00
Armoilo Display Solutions	273.46
Association of Pacific Ports	165.00
BI-MART	567.47
Black & Rice LLP	7,200.00
BOARDWALK MAIL SERVICE	183.21
Boat Launch Kiosk	11.00
Boat Shop & More LLC	740.00
BOLI PWR	1,000.00
BoomTech	77.47
Bronze Memorials Inc.	1,582.48
Brookings Harbor Chamber of Commerce	450.00
Brookings Signs & Graphics	117.00
Bullet Rental	2,725.08
C.O. Construction	535.00
CED	379.50
CertifiedMailLabels.com	300.00
CHEVRON	1,279.10
Chevron Business Card	2,422.17
Coastal Audio & Tint	300.00
Cole-Parmer	156.51
Coos-Curry Electric Cooperative, Inc.	54,583.40
Country Media, Inc.	1,557.54
Crescent ACE Hardware	498.66
Crow/Clay & Associates, Inc	10,771.65
Crown Plumbing	10,833.14
Curry County Business License	102.50
Curry County Clerk	3,766.02
Curry County Community Development	865.96
Curry County Sheriff	125.00
Curry County Tax Collector	2,110.05
Curry Equipment	1,420.86
Curry Transfer & Recycling	23,349.10
Da-Tone Rock Products	2,592.30
Del-Cur Supply Co-op	767.55
Dish Network	3,427.55
Elavon	1,820.68
EMC-Engineers/Scientists, LLC	63,660.00
Engineering Resource Services LLC	1,205.00
Englund Marine Supply	323.62
Fastenal Industrial Supplies	11,078.50
Ferguson Enterprises, Inc.	21,521.62
Firefly Reservations	896.00
Fluid Manufacturing	522.85
Frank's Heating & Refrigeration	1,667.57
FRED MEYER	67.60
Freeman Rock, Inc.	2,190.12
Gerald W. Burns, CPA	2,500.00
Gold Beach Lumber Yard, Inc.	16,240.27
Gowman Electric, Inc.	13,686.12
Grainger	252.70
Grants Pass Water Lab, Inc.	3,240.00
Grating Pacific, LLC	452.00
GSS, Inc.	110.00
Harbor Corner Market LLC	29.18
Harbor Logging Supply, Inc.	4,564.93
Harbor Sanitary District	23,159.46
Harbor Truss and Supply LLC	180.00
Harbor View Windows, Heating & Air	1,500.75
Harbor Water District P.U.D.	10,342.92

**Port of Brookings Harbor**  
**Purchases by Vendor Summary**  
 January through June 2021

	Jan - Jun 21
HD SUPPLY FACILITIES	1,272.72
Heartsmart.com	546.11
Home Depot	3,481.00
In-Motion Graphics and Design, LLC	330.00
Industrial Steel & Supply Co. Inc.	313.00
Intuit	2,707.72
iSecure Information Security	621.50
John Kellum/John's Portable Welding	5,587.50
K&K Insurance Group, Inc.	225.00
Kendrick Equipment USA LLC	644.81
Labor Law Posters Online	48.85
Legacy Contracting, Inc.	469,975.59
Les Schwab Tire Center	16.99
M & J Glazebrook Construction	614.75
Mascott Equipment	2,343.38
Mc Court Floor Coverings, Inc	75.00
McLennan Excavation, Inc.	9,990.00
Microsoft	199.98
My Parking Permit	130.00
NAPA Auto Part	580.12
NorthCoast Health Screening	80.00
Northwest Parking Equipment Company	1,335.84
ONLINE Purchases	437.37
Orcal Security Consulting LLC	16,380.00
Oregon Alarm	42,690.00
Oregon Coast Magazine	675.00
Oregon Department of Agriculture	278.00
Pacific Office Automation	1,005.15
Pacific Rim Copy Center	303.40
Palm Industries, Inc.	2,479.99
Pape Material Handling	1,256.04
Pitney Bowes Global Lease	838.50
Pitney Bowes, Inc.	1,112.96
Platt	1,213.41
Pump Pipe & Tank Services, LLC	926.54
Quill Corporation	5,999.99
Rentprep Enterprise/Fidelis Screening	438.90
Roberts & Associates Land Surveying, Inc.	2,150.00
Rock Island Design	1,047.05
SimpliSafe	74.95
Slice Recovery	1,914.00
SmartSign	132.26
SO Backflow Techs	28.00
Spec Dist Assoc of OR- Healthcare	45,803.05
Spec Dist Assoc of OR- Prop & Cas	55,298.16
Spectrum Business 8752 19 060 0025169	561.32
Spectrum Business 8752 19 060 0226494	571.30
Spectrum Business 8752 19 060 0247029	569.86
Spectrum Business 8752 19 060 0251369	540.79
Stericycle	98.05
Strahm's Sealcoat & Striping, Inc.	26,739.00
SUPPLYHOUSE.COM	373.41
Tank Testers, LLC	10,647.50
The Park Catalog	1,247.73
The Roofers, LLC	10,327.84
Thermo Fluids, Inc.	941.80
Tidewater Contractors, Inc.	3,220.00
Travel Information Council	348.00
Tyree Oil, Inc	167,152.04
U Printing	257.83
ULine	1,007.89
US Bank Equipment Finance	1,339.20
US Postal Service	183.00
US Relay/HD Relay	238.00
Valvoline	100.98
Ventek International	2,070.00



12:22 PM  
07/08/21  
Cash Basis

Port of Brookings Harbor  
**Purchases by Vendor Summary**  
January through June 2021

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	<u>Jan - Jun 21</u>
VERIZON WIRELESS	1,958.69
Vonage	1,265.79
Wayfair LLC	285.99
WebReserv	495.00
WEEBLY-CHARGE.COM	910.00
Zipty Fiber 541-412-7930-102902-5	196.37
Zipty Fiber 541-469-5867-121516-5	457.77
Zoom Video Communications Inc.	89.94
TOTAL	<u><u>1,253,955.13</u></u>

# Financial Debt Summary

DATE: July 20, 2021  
RE: Report of Debt for 2<sup>nd</sup> Quarter 2021  
TO: Gary Dehlinger, Port Manager  
ISSUED BY: Kim Boom, Financial Officer

## IFA Debt Service and USDA Revenue Bond Payments

- IFA \$73,680 Paid 06/15/2021
  - **L98004/Basin 2 Dock Improvement**  
PRINCIPAL BALANCE \$0.00 -PRINCIPAL PAID IN FULL 09/25/2020  
INTEREST BALANCE...\$312,338.92
  - **X03004/Eureka Fishery-Property Improvement**  
PRINCIPAL BALANCE ...\$160,130.07      INTEREST BALANCE...\$197,881.55
  - **520139/Boardwalk**  
PRINCIPAL BALANCE ...\$30,347.55      INTEREST BALANCE...\$175,540.26
  - **525172/RV Park Improvement**  
PRINCIPAL BALANCE ...\$95,785.68      INTEREST BALANCE...\$138,594.25
  - **525176/Green Bldg.**  
PRINCIPAL BALANCE ...\$234,939.86      INTEREST BALANCE...\$263,665.71
  - **525181/Eureka Fishery-Property Purchase**  
PRINCIPAL BALANCE ...\$156,518.96      INTEREST BALANCE...\$347,562.39
  - **L02001/Marine Fueling Dock**  
PRINCIPAL BALANCE ...\$61,971.60      INTEREST BALANCE...\$240,371.49
  - **L02009/Cold Storage**  
PRINCIPAL BALANCE ...\$591,630.32      INTEREST BALANCE...\$1,025,118.15
- **IFA TOTAL PRINCIPAL BALANCE as of June 30, 2021...\$1,332,505.26**  
**IFA TOTAL INTEREST as of June 30, 2021...\$3,142,262.13**
- **USDA Revenue Bond - \$130,120 paid November 6, 2020, to USDA (76,111.75 to Principal)**  
**BALANCE...\$1,004,476.50**

## Other Notes Payable

- **Travelift - \$13,977.00 paid to m2Lease**  
**BALANCE...\$122,163.87**
- **2018 Genie Reach Forklift - \$4,394.13 paid to Umpqua Bank**  
**BALANCE...\$57,632.95**
- **RV Park Restroom & Improvement Loan - \$14,429.61 paid to Umpqua Bank**  
**BALANCE...\$665,461.64**

APPROXIMATE END OF MONTH BALANCES

# HARBORMASTER MONTHLY REPORT

**Date:** July 20, 2021  
**Period:** June 2021  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Travis Webster, Harbormaster

## RV Park

Port staff is finishing the last bit of the shower work. Port will call for final inspection the first week of July. Our new hire, Trent, is doing a great job of maintaining the park. Along with park maintenance he is also removing sand that is building up at the parking stops along with sweeping sand as it builds up in the walkways. Port placed concrete blocks in the dry camping area to delineate the public parking area and the dry camping. Signs were made to help with direction and will be installed in early July.

**Occupancy by Month & Year**

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

## Marina

Staff completed the demo of 2 abandoned boats. This work was made possible by the ADV program that OSMB has put together to help ports with the costs of removing and demoing the vessels. The port has been reimbursed already from OSMB for the work that the Port performed. USACE was dredging the federal channel. Port installed the bumper and removed it when the work was completed. Channel dredging was complete at the end of June. Port will receive survey information when it becomes available. Staff removed the Bornstein hoist as requested so no damage was done to the hoist and then re installed.

**Boat Launches Paid through Launch Machine**

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

## **Equipment services performed by Port staff**

**Telehandler, 3 jobs  
Travel Lift, 12 haul outs**

### **Commercial Receiving Dock**

Bornstein and Pac choice worked together while the USACE was here dredging. Bornstein reported that the hoist that they were using had broken. The bottom pinned sheared off. It was found that it was an operator error. Repairs were made with the help of Port staff to get them back up and going. Bornstein will receive the bill for the work. Port also notified Bornstein of deficiencies with their ladder. They said that they will make the repairs.

### **Commercial Retail Building**

Staff placed an RFP in the paper and posted on website that we are seeking quotes to replace the roof on the Blue Fin Realty building. Saturday market started in June. Staff removed some traffic cones in front of slugs and stones that will now allow for more room for events and boardwalk area.

### **Maintenance Crew**

Maintenance completed 72 work orders throughout the port. The Travel Lift hit 500 hours inspection and maintenance. The Travelift was shut down for 1 day to do that inspection and fluid change. Hoses were also replaced but no other repairs were listed. All small engines and golf carts were serviced for the semi-annual inspections. Weed eating and mowing were completed the week before the 4<sup>th</sup> of July. Staff focus will be serving customers, maintaining trash, and fish station during the weekend of the 4<sup>th</sup>.

**WORK ORDERS LOG**  
**Port Of Brookings Harbor**  
**June 2021**

<b>Date</b>	<b>Location</b>	<b>Description of Work</b>	<b>Corrective Action</b>	<b>Date Completed</b>	<b>Completed By</b>
6/1/21	Basin II, D Dock	requested a new location due to sharing a cleat with another moorage holder	Cleat was added so the boats are not sharing a cleat anymore	6/1/21	Shawn
6/1/21	RV Park	Pothole in road	Filled	6/1/21	Shawn
6/1/21	Basin I, A 20	Add cleat midship	Completed	6/1/21	Shawn
6/1/21	Boat Yard	Prep sailboats for demo	Completed	6/1/21	Shawn & Sean
6/1/21	Fuel Tanks	Replaced defective sensor in tank, vacuumed water from annular	will be repairing tank to stop water intrusion	6/1/21	Brent
6/1/21	Bell & Whistle	No AC	Harborview Heating charged unit	6/2/21	Brent
6/2/21	Commercial Men's Restroom	Leaking Faucet	Stopped leak	6/2/21	Brent
6/2/21	Boat Shop Yard	Pull motors, masts, and tanks	Completed	6/2/21	Shawn, Sean & Travis
6/2/21	RV Park	New paper towel dispenser	Installed	6/2/21	Shawn
6/2/21	RV Park, Site 19	Spigot Broke	Fixed	6/2/21	Shawn
6/3/21	Pump Portal	Need to install upgrade chip	Completed	6/3/21	Brent
6/3/21	Retail Restroom Septic System	Remove solids and clean	Completed	6/3/21	Brent
6/3/21	Basin II, H, I, & J Dock	Add grate clips	Completed	6/3/21	Shawn
6/3/21	Blue Fin Realty	Hot water not working	Reset internal breaker	6/3/21	Brent
6/3/21	Blue Fin Realty	Back door not locking	Adjusted	6/3/21	Brent
6/3/21	Boardwalk Lights	Not functioning	tightened on switch and reprogrammed	6/3/21	Brent
6/3/21	Boat Yard	Finish wrapping sailboats up	Completed	6/3/21	Shawn & Sean
6/1/21	RV Park, Site 69	End of cable came off	Replaced end, added tail and secured	6/3/21	Brent
6/4/21	Fuel Tank # 3 & 4	Vacuumed annular	Continue to draw moisture out of the annular and then seal	6/4/21	Brent
6/4/21	RV Park Restroom	Work on shower rooms	Completed	6/4/21	Shawn & Sean
6/1/21	RV Park Pull Through Sites	Weed eat between sites	Completed	6/4/21	Trent
6/1/21	RV Park sites	Pick up driftwood left in sites	Completed	6/5/21	Trent
6/3/21	RV Park Partial Hook Up	Pick up driftwood left in sites	Completed	6/5/21	Trent
6/3/21	RV Park - All Sites	Check each site for cable connectors	Completed	6/13/21	Trent
6/7/21	Fuel Dock Pumps	Dept of Weights and Measures Inspection	Completed	6/8/21	David Gray
6/7/21	Fuel Tanks	Sensor Alarm # 3	Vacuumed water from Annular	6/7/21	Brent
6/7/21	RV Park Dry Camp Sites	Mow / Weed eat	Completed	6/10/21	Trent
6/8/21	RV Pak Restroom	Finish shower rooms	Completed	6/8/21	Sean & Shawn
6/8/21	RV Park Pull Through Sites	Weed eat between sites	Completed	6/10/21	Trent
6/8/21	RV Park Partial Hook Up	Shovel out fire pits	Completed	6/12/21	Trent
6/9/21	RV Park Restroom	Finish shower rooms	Completed	6/9/21	Sean & Shawn
6/10/21	Fish Cleaning Station	Dump carcasses	Completed	6/10/21	Brent
6/10/21	RV Park	Dumpsters are full	Compacted with Telehandler	6/10/21	Brent

6/10/21	Retail Lights and Receptacles	Lights have been off sporadically	Reset timer, replaced receptacles as needed	6/10/21	Brent	34
6/10/21	Port Property	Mow all areas	Completed	6/10/21	Shawn	35
6/11/21	S/V Alita Marie - Boatyard	Set up auction online	Completed	6/11/21	Brent	36
6/11/21	Kite Field CR2	Suction nipple broken	Replaced broken nipple	6/11/21	Brent	37
6/12/21	Retail Restroom Septic System	Pump # 1 Clogged	Cleaned system to functioning	6/12/21	Brent & Ralph	38
6/12/21	Basin 1, A dock	Water line ruptured	Cut out break, reattached line	6/12/21	Brent & Marian	39
6/14/21	RV Park Restroom	Finishing touches	Completed	6/14/21	Shawn & Sean	40
6/15/21	RV Park Restroom	Prep Exterior of building	Completed	6/15/21	Shawn & Sean	41
6/15/21	RV Park Restroom	Finish Caulking Doors	Completed	6/15/21	Shawn	42
6/14/21	RV Park, Site 47	Move fire pit back to Site 49	Completed	6/16/21	Trent	43
6/15/21	Boatyard	Pump out sailboats in yard	Completed	6/16/21	Brent	44
6/15/21	Sailboats in Boatyard	Set up auction online	Completed	6/17/21	Brent	45
6/15/21	RV Park	Sweep new patch of road	Completed	6/16/21	Trent	46
6/15/21	RV Park, Site 37	Hose bib is stripped	Fixed hose bib	6/16/21	Trent	47
6/15/21	RV Park, Dry Camp	Weed eat between sites & river bank	Completed	6/17/21	Trent	48
6/15/21	RV Park, Site 82	Hose bib is stripped	Fixed hose bib	6/19/21	Trent	49
6/15/21	RV Park	Weed eat empty sites	Completed	6/20/21	Trent	50
6/16/21	RV Park Restroom	Paint exterior of building	Begin painting	6/16/21	Shawn & Sean	51
6/17/21	Boat Launch Ramps	Fix trex on docks	Completed	6/17/21	Shawn	52
6/17/21	Travelift	Not functioning properly	Resynced the remote	6/17/21	Brent	53
6/17/21	RV Park Restroom	Paint exterior of building	Completed painting	6/17/21	Shawn & Sean	54
6/17/21	RV Park, Site 55	Guest reports power not working at pedestal	Tested & working properly	6/17/21	Trent	55
6/17/21	RV Park, Dry Camp	Replace "permit only" parking signs	Completed	6/17/21	Trent	56
6/18/21	Fish Cleaning Station	Dump carcasses	Completed	6/18/21	Brent	57
6/18/21	RV Park	Pickup trash around perimeter of park	Completed	6/19/21	Trent	58
6/18/21	RV Park Golf Cart	Needs to be washed and wiped down	Completed	6/20/21	Trent	59
6/21/21	Boat Launch Area	Paint no parking lines	Completed	6/21/21	Shawn, Sean & Travis	60
6/21/21	RV Park, Dry Camp	Place blocks in dry camp area	Completed	6/21/21	Shawn, Sean, Travis & Gary	61
6/21/21	Kite Field Restroom	Paint over graffiti and all of bathroom	Completed	6/21/21	Shawn, Sean & Travis	62
6/21/21	Kite Field Restroom	Replace broken soap dispenser, Men's side	Completed	6/21/21	Marian	63
6/22/21	Basin 1	Water leak	Repaired	6/22/21	Travis & Brent	64
6/23/21	Retail Area	Take out delineator	Completed	6/23/21	Shawn & Sean	65
6/23/21	Transient Dock	Paint Electric Panel	Completed	6/23/21	Shawn	66
6/25/21	RV Park Restroom	Attach Showerheads	Completed	6/25/21	Brent	67
6/25/21	Fish Cleaning Station	Dump carcasses	Completed	6/25/21	Brent	68
6/25/21	Retail: J Sloane Salon	Upper window vents need lubrication	Completed	6/28/21	Brent	69
6/25/21	RV Park, Site 27	Hose bib is leaking	Repaired	6/25/21	Trent	70
6/23/21	RV Park	Mow and weed eat any empty sites	Completed	6/25/21	Trent	71
6/29/21	RV Park Restroom	Women's side toilet plunger is off	Reattached	6/29/21	Brent	72
					Total Work Orders	72

# PORT MANAGER

## MONTHLY REPORT

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**Date:** July 20, 2021  
**Period:** June 2021  
**To:** Honorable Board President and District Board Members  
**Issued By:** Gary Dehlinger, Port Manager

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### **Safety & Security**

Port had one recordable accident during the month of June. Employee hurt their back while cleaning restrooms. It was unclear how the injury occurred. SDAO Workers Comp is handling the claim. Needles and other drug paraphernalia were found at the Basin 2 east restroom. Two bundles of firewood were stolen from RV guests and a wood bench was ran over. Incident Log, 1 page, attached for your review.

OrCal Security and POBH recorded 191 security issues. 184 parking violations in June, (116) one hundred-sixteen overnight parking, (8) eight no camping, (2) two unhitched trailers, (2) two trespassing issues, (4) four time lights were out at retail courtyard, utility door was left open behind a restroom and possible damage to a car back window. POBH wrote (57) fifty-seven parking violations at the boat launch parking lot. June 2021 Security Log, 5 pages, attached for your review.

### **Port Office**

With Danielle on maternity leave until October 1, the staff is doing our best to fill in and continue to provide customer service. We wish her and family the best.

Port staff install a traffic counter at the entrance of the RV Park on June 30, 2020. Counter recorded 498,113 vehicles for the entire year.

Completed and submitted same wastewater treatment plant from Congressman DeFazio earmark information to Senator Wyden Office.

Port placed help wanted ads in Pilot and website for Maintenance Level II and Accounting Assistant. RFP was also placed in the Pilot and website for the roof repair at Blue Fin lease building.

Allstate paid the salvage company the removal of sunken boat Poor Daddy. The Port was paid in full, and this incident is now closed.

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

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP).

### **2019 FEMA Disasters**

Port received approval from Oregon Emergency Management for engineering and permitting for DR-4432 and DR-4452. Budget amount for this work is \$120,000. Port submitted and received \$90,000 lump sum payment for this phase of work. Jack Akin/EMC Engineers/Scientists continues working on Joint Permit Application (JPA). The regulatory agencies are requesting more sampling and testing in the basins. USACE and ODSL are requesting more detailed drawings. ODEQ may require Water Quality Certifications (WQC) 401 and 1200-C Construction Stormwater General Permit. In short, these additional requirements will take more time and increase permitting costs. JPA is on hold until January 2022.

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

#	Date	Description of Incident	Location	Corrective Actions
39	6/6/2021	Needle found	Commercial Basin Mens Restroom	Properly picked up and disposed into hazardous waste container
40	6/7/2021	Fire wood bundle stolen	RV Park Site 81	
41	6/7/2021	Blood splatter in restroom stall	Kite Field	Cleaned and Disinfected
42	6/13/2021	Needle found	Men's shower commercial restroom	Properly picked up and disposed into hazardous waste container
43	6/14/2021	Needle found	Boardwalk trash can	Properly picked up and disposed into hazardous waste container
44	6/17/2021	Employee injury	Port	Strained back cleaning restrooms
45	6/18/2021	Found drug paraphernalia	Commercial Basin Mens Restroom	Disposed of material
46	6/23/2021	Stolen fire wood	RV Park Site 42	Replaced stolen firewood
47	6/28/2021	Broken wood park bench	RV Park Site 70	Removed broken bench and buying new to replace



**JUNE 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
157	06/01/21	OrCal	No Camping	Commercial Basin Lot		No Plate #
158	06/01/21	OrCal	No Camping	Kite Field	501GNY	OR
159	06/01/21	OrCal	Overnight Parking	Kite Field	14465	OR
160	06/01/21	OrCal	Overnight Parking	Kite Field	UGR230	OR
161	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	964GKD	OR
162	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	671EKJ	OR
163	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	541MBA	OR
164	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	41554B3	
165	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	8BRL685	
166	06/01/21	OrCal	Overnight Parking	Commercial Basin Lot	8W76878	CA
167	06/01/21	OrCal	Overnight Parking	Transient / Fuel Dock	448JJZ	OR
168	06/01/21	OrCal	Overnight Parking	Transient / Fuel Dock	222EYK	OR
169	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	635JXX	OR
170	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	SB15931	OR
171	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	105OUE	CO
172	06/02/21	OrCal	No Camping	Retail Parking Lot	4PZM170	CA
173	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	Land Rover	No Plate #
174	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	561LPP	OR
175	06/02/21	OrCal	Overnight Parking	Retail Parking Lot	C92226K	WA
176	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	Land Rover	No Plate #
177	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	105OUE	CO
178	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
179	06/03/21	OrCal	Overnight Parking	Kite Field	EPO7412	CA
180	06/03/21	OrCal	Unhitched Trailer	Kite Field	U546830	OR
181	06/03/21	OrCal	Lights Out	Retail Parking Lot		
182	06/03/21	OrCal	Overnight Parking	Commercial Basin Lot	671EKJ	OR
183	06/03/21	OrCal	Overnight Parking	Commercial Basin Lot	41554B3	CA
184	06/03/21	OrCal	Overnight Parking	Commercial Basin Lot	8BRL685	CA
185	06/03/21	OrCal	Overnight Parking	Commercial Basin Lot	052DPB	OR
186	06/03/21	OrCal	No Camping	Commercial Basin Lot	ZSY783	OR
187	06/03/21	POBH	Parking Violation	Retail Parking Lot	105OUE	CO - Tow Notice
188	06/03/21	OrCal	Overnight Parking	Commercial Basin Lot	HC21481	OR
189	06/03/21	OrCal	Overnight Parking	Transient / Fuel Dock	448JJZ	OR
190	06/03/21	OrCal	Overnight Parking	Transient / Fuel Dock	76696T2	CA
191	06/03/21	OrCal	Overnight Parking	Transient / Fuel Dock	201JWA	OR
192	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	635JXX	OR
193	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	105OUE	CO
194	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	23485RVC	NM
195	06/03/21	OrCal	Overnight Parking	Retail Parking Lot	63062RP	WA
196	06/04/21	OrCal	Overnight Parking	Retail Parking Lot	433FLC	OR
197	06/04/21	OrCal	Overnight Parking	Transient / Fuel Dock	76696T2	CA
198	06/04/21	OrCal	Overnight Parking	Commercial Basin Lot	656LWU	OR
199	06/04/21	OrCal	Overnight Parking	Kite Field	467LVR	OR
200	06/04/21	OrCal	Overnight Parking	Kite Field	SL89271	OR
201	06/05/21	OrCal	Overnight Parking	Commercial Basin Lot	HD32088	OR-RV
202	06/05/21	OrCal	Overnight Parking	Retail Parking Lot	449MGT	OR

**JUNE 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
203	06/05/21	OrCal	Overnight Parking	Retail Parking Lot	176LLB	OR
204	06/06/21	OrCal	Overnight Parking	RV Park	YJ525	OR
205	06/06/21	OrCal	Overnight Parking	RV Park	A1584387	OR
206	06/06/21	OrCal	Back window gone	Transient / Fuel Dock		Permit# 405
207	06/08/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
208	06/08/21	POBH	Parking Violation	Boat Launch Parking Lot	135CVY	No launch ticket
209	06/08/21	POBH	Parking Violation	Boat Launch Parking Lot	022MDE	No launch ticket
210	06/08/21	POBH	Parking Violation	Boat Launch Parking Lot	964DHX	No boat trailer or ticket
211	06/08/21	POBH	Parking Violation	Boat Launch Parking Lot	454LZZ	No launch ticket & parked on sidewalk
212	06/08/21	OrCal	Lights Out	Retail Parking Lot		
213	06/09/21	OrCal	Overnight Parking	Retail Parking Lot	635JXX	OR
214	06/09/21	OrCal	Overnight Parking	Commercial Basin Lot	310GNQ	OR
215	06/09/21	OrCal	Overnight Parking	Commercial Basin Lot	HC36891	OR-RV
216	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	W2361	AZ-no ticket
217	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	444KPS	OR-single car spot
218	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	A1399847	OR-no ticket
219	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	829CCY	OR-single car spot
220	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	73359	OR-single car spot
221	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	893ENZ	OR-single car spot
222	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	716ASW	OR-single car spot
223	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	104DBR	OR-no ticket
224	06/09/21	POBH	Parking Violation	Boat Launch Parking Lot	523KYQ	OR-single car spot
225	06/09/21	OrCal	Open Door	Retail Restroom		storage room
226	06/09/21	OrCal	Lights Out	Retail Courtyard		
227	06/10/21	OrCal	Overnight Parking	Boat Launch Parking Lot	YTV837	OR
228	06/10/21	OrCal	Overnight Parking	Retail Parking Lot	WBC370	OR
229	06/10/21	OrCal	Overnight Parking	Retail Parking Lot	756HMY	OR
230	06/10/21	OrCal	Overnight Parking	Commercial Basin Lot	444JJY	OR
231	06/10/21	OrCal	Overnight Parking	Commercial Basin Lot	032BBJ	OR
232	06/10/21	POBH	Parking Violation	Boat Launch Parking Lot	632FSC	OR
233	06/10/21	POBH	Parking Violation	Boat Launch Parking Lot	213GDF	OR
234	06/10/21	POBH	Parking Violation	Boat Launch Parking Lot	81750	OR
235	06/10/21	POBH	Parking Violation	Boat Launch Parking Lot	6T67507	CA
236	06/10/21	POBH	Parking Violation	Boat Launch Parking Lot	964DHX	OR
237	06/10/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
238	06/10/21	OrCal	Overnight Parking	Commercial Basin Lot	535FXT	OR
239	06/11/21	OrCal	Overnight Parking	RV Park	ROSSOHT	CA
240	06/13/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
241	06/14/21	POBH	Parking Violation	Boat Launch Parking Lot	Jeep	OR - single car spot
242	06/14/21	OrCal	Overnight Parking	Kite Field	286DCC	OR
243	06/14/21	OrCal	Overnight Parking	Commercial Basin Lot	8UDR434	CA
244	06/14/21	OrCal	Overnight Parking	Transient / Fuel Dock	27877Y2	CA
245	06/14/21	POBH	Parking Violation	Boat Launch Parking Lot	581DJY	OR - single car spot
246	06/14/21	POBH	Parking Violation	Boat Launch Parking Lot	KJHQ	OR - single car spot

**JUNE 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
247	06/14/21	POBH	Parking Violation	Boat Launch Parking Lot	096JUJ	OR - single car spot
248	06/15/21	POBH	Parking Violation	Boat Launch Parking Lot	853JXX	OR - single car spot
249	06/15/21	POBH	Parking Violation	Boat Launch Parking Lot	187GHU	OR - Expired ticket
250	06/15/21	POBH	Parking Violation	Boat Launch Parking Lot	784DWP	OR - single car spot
251	06/16/21	OrCal	Lights Out	Retail Courtyard		
252	06/16/21	OrCal	No Camping	Retail Parking Lot	7L23709	CA
253	06/16/21	OrCal	Overnight Parking	Commercial Basin Lot	8UDR434	CA
254	06/16/21	OrCal	Overnight Parking	Commercial Basin Lot	310GNQ	OR
255	06/17/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
256	06/17/21	OrCal	Overnight Parking	Retail Parking Lot	820LZV	OR
257	06/17/21	OrCal	Overnight Parking	Commercial Basin Lot	310GNQ	OR
258	06/17/21	OrCal	Overnight Parking	Retail Parking Lot	502GRL	OR
259	06/17/21	OrCal	Overnight Parking	Kite Field	470VNL	NV
260	06/17/21	OrCal	Overnight Parking	Commercial Basin Lot	7HWT663	CA
261	06/17/21	POBH	Parking Violation	Boat Launch Parking Lot	BSY3995	WA
262	06/17/21	POBH	Parking Violation	Boat Launch Parking Lot	387KKE	OR
263	06/19/21	POBH	Parking Violation	Boat Launch Parking Lot	199HLV	OR
264	06/19/21	POBH	Parking Violation	Boat Launch Parking Lot	BSY3995	WA
265	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	346KYR	OR
266	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	314GPA	OR
267	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	502GRL	OR
268	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	GW14952	OR
269	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	820LZV	OR
270	06/19/21	OrCal	Overnight Parking	Retail Parking Lot	766DHZ	OR
271	06/20/21	OrCal	Overnight Parking	Retail Parking Lot	661BJL	OR
272	06/20/21	POBH	Parking Violation	Boat Launch Parking Lot	40499	OR
273	06/20/21	POBH	Parking Violation	Boat Launch Parking Lot	085LLB	OR
274	06/20/21	POBH	Parking Violation	Boat Launch Parking Lot	741JLB	OR
275	06/21/21	OrCal	Overnight Parking	Transient / Fuel Dock	38988Z1	CA
276	06/21/21	OrCal	Overnight Parking	Transient / Fuel Dock	440MSG	OR
277	06/21/21	OrCal	Overnight Parking	Transient / Fuel Dock	829HZW	OR
278	06/21/21	OrCal	Overnight Parking	Commercial Basin Lot	CU51073	OR
279	06/21/21	OrCal	Overnight Parking	Commercial Basin Lot	233KVJ	OR
280	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	201BPH	OR
281	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	101MHP	OR
282	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	946L2F	OR
283	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	838JSG	OR
284	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	7PUP038	CA
285	06/22/21	POBH	Parking Violation	Boat Launch Parking Lot	5WZP200	CA
286	06/22/21	POBH	Unhitched Trailer	Retail Parking Lot	U5400243	OR
287	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	934FMB	OR
288	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	008BDZ	OR
289	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	88831	OR
290	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	886MGJ	OR
291	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	20924W2	CA
292	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	870MMF	OR

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
293	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	640KCP	OR
294	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	49303G1	CA
295	06/23/21	POBH	Parking Violation	Boat Launch Parking Lot	68401H2	CA
296	06/23/21	OrCal	Overnight Parking	Boat Launch Parking Lot	346KYR	OR
297	06/23/21	OrCal	No Camping	Retail Parking Lot	KNU902	OR
298	06/23/21	OrCal	Overnight Parking	Retail Parking Lot	635JXK	OR
299	06/23/21	OrCal	Overnight Parking	Retail Parking Lot	YCM072	OR
300	06/23/21	OrCal	Overnight Parking		BTA5673	WA
301	06/23/21	OrCal	Overnight Parking	Kite Field	303JAD	OR
302	06/23/21	OrCal	Overnight Parking	Kite Field	707VIBE	CA
303	06/23/21	OrCal	Overnight Parking	Commercial Basin Lot	310GNQ	OR
304	06/24/21	OrCal	Overnight Parking	Boat Launch Parking Lot	7YHU256	CA
305	06/24/21	OrCal	Trespassing	Commercial Basin Lot		Mike Brown found laying on the ground at 3:29am and was trespassed from the Port for repeated violations
306	06/25/21	POBH	Parking Violation	Boat Launch Parking Lot		parked in ready area
307	06/25/21	OrCal	Overnight Parking	Transient / Fuel Dock	829HZW	OR
308	06/25/21	OrCal	Overnight Parking	Kite Field	HD21907	OR - RV
309	06/25/21	POBH	Parking Violation	Boat Launch Parking Lot	DBWT	OR - no ticket
310	06/25/21	POBH	Parking Violation	Boat Launch Parking Lot	869040	WA - no ticket
311	06/25/21	OrCal	No Camping	Kite Field	HD01421	OR - RV
312	06/25/21	OrCal	Overnight Parking	RV Park	AHBH99	NM
313	06/25/21	OrCal	Overnight Parking	RV Park	919MMM	OR
314	06/25/21	OrCal	Overnight Parking	RV Park	562FQD	OR
315	06/25/21	OrCal	Overnight Parking	RV Park	LJY9642	TX
316	06/25/21	OrCal	Overnight Parking	RV Park	UFA1445	VA
317	06/25/21	OrCal	Overnight Parking	RV Park	861MRH	OR
318	06/25/21	OrCal	Overnight Parking	RV Park	373LHY	OR
319	06/25/21	OrCal	Overnight Parking	RV Park	150MMX	OR
320	06/25/21	OrCal	Overnight Parking	RV Park	SL84196	OR
321	06/25/21	OrCal	Overnight Parking	Commercial Basin Lot	073MQX	OR
322	06/25/21	OrCal	Overnight Parking	Commercial Basin Lot	026MWB	OR
323	06/25/21	OrCal	Overnight Parking	Retail Parking Lot	833JSL	OR
324	06/25/21	OrCal	Overnight Parking	Retail Parking Lot	6VDT950	CA
325	06/25/21	OrCal	Overnight Parking	Retail Parking Lot	GW14952	OR
326	06/26/21	POBH	Parking Violation	Retail Parking Lot	9V2142	OR
327	06/26/21	POBH	Parking Violation	Retail Parking Lot	868MNE	OR
328	06/26/21	POBH	Parking Violation	Retail Parking Lot	987GQR	OR
329	06/26/21	POBH	Parking Violation	Retail Parking Lot	908LVZ	OR
330	06/27/21	OrCal	Overnight Parking	Retail Parking Lot	733KGT	OR

**JUNE 2021  
SECURITY LOG**

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
331	06/27/21	OrCal	Overnight Parking	Commercial Basin Lot	233KVJ	OR
332	06/27/21	OrCal	Overnight Parking	Commercial Basin Lot	AYF6832	OR
333	06/27/21	OrCal	Parking Violation	Boat Launch Parking Lot	2145	MS
334	06/28/21	POBH	Parking Violation	Boat Launch Parking Lot	813MTX	OR - no ticket
335	06/29/21	OrCal	Overnight Parking	Commercial Basin Lot	HD24104	OR
336	06/30/21	OrCal	Unauthorized Visitor	Boat Launch Parking Lot		Individual sleeping inside fish station
337	06/30/21	OrCal	No Camping	Retail Parking Lot	R881050	OR-RV
338	06/30/21	OrCal	Overnight Parking	Commercial Basin Lot	5BWR952	CA
339	06/30/21	OrCal	Overnight Parking	Commercial Basin Lot	BSF0196	WA
340	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	944KFY	OR - no ticket
341	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	Single car in trailer stall	
342	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	Single car in trailer stall	
343	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	Single car in trailer stall	
344	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	Single car in trailer stall	
345	06/30/21	POBH	Parking Violation	Boat Launch Parking Lot	Single car in trailer stall	
346	06/30/21	OrCal	Overnight Parking	RV Park	W787RU	UT
347	06/30/21	OrCal	Overnight Parking	RV Park	833MID	OR

## 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			Spothaven 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		

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## 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

bh

## **ACTION ITEM – A**

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**DATE:** July 20, 2021  
**RE:** Resolution 2021-07 Adopting IT Security Policy  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Board approved the draft IT Security Policy during June 15, 2021 Regular Commissioner Meeting.
- This resolution will memorialize the approval.

### DOCUMENTS

- Draft Resolution 2021-07 Adopting IT Security Policy, 17 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Draft Resolution No. 2021-07 Adopting IT Security Policy.

**PORT OF BROOKINGS HARBOR  
RESOLUTION NO. 2021-07**

**DRAFT**

**A RESOLUTION ADOPTING IT SECURITY POLICY**

**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**, Port recognizes the need to protect the security and access to electric media and data: and

**WHEREAS**, Port staff has prepared a Port of Brookings Harbor IT Security Policy document, attached hereto as Exhibit A, that outlines policies and procedures for IT Security; and

**WHEREAS**, the Board of Commissioners of the Port of Brookings Harbor approved the draft IT Security Policy June 15, 2021 during the regular commissioner meeting; 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 IT Security Policy, 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 software, 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 20th day of July, 2021.

**ATTEST:**

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

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



# IT Security Policy

*Adopted by Resolution 2021-07*

# PORT OF BROOKINGS HARBOR IT SECURITY POLICY

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# Chapter 1. Passwords

## 1.1 *Overview*

- (a) Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of the Port of Brookings Harbor's (Port) resources. All users, including contractors and vendors with access to Port systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

## 1.2 *Purpose*

- (a) The purpose of this chapter is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

## 1.3 *Scope*

- (a) The scope of this chapter includes all personnel, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any of the Port's facilities, has access to the Port network, or stores any public or non-public Port information. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

## 1.4 *Password Creation*

- (a) All user-level and system-level passwords must conform to the Password Construction guidelines included in this Policy.
- (b) Users must not use the same password for Port accounts as for other non-Port access (for example, personal ISP account, option trading, benefits, and so on).
- (c) Where possible, users must not use the same password for various Port access needs.
- (d) User accounts that have system-level privileges granted through group memberships must have a unique password from all other accounts held by that user to access system-level privileges.
- (e) Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of public, private, and system and must be different from the passwords used to log in interactively. SNMP community strings must meet password construction guidelines.

## 1.5 Password Change

- (a) All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every six months. The recommended change interval is every four months. Password documents should be stored in secured out-of-site locations.
- (b) Statement of Password Guidelines:

Strong passwords are long, the more characters you have the stronger the password. The Port recommends a minimum of 10 characters, preferably 14 in your password. In addition, we highly encourage the use of passphrases, passwords made up of multiple words. Examples include *"It's time for vacation"* or *"block-curious-sunny-leaves"*, Passphrases are both easy to remember and type, yet meet the strength requirements.

Poor, or weak, passwords have the following characteristics, and shall not be used at the Port:

- Contain eight characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.

Example of weak passwords are "Welcome123" "Password123" "Changeme123".

- (c) Every work account should have a different, unique password. Whenever possible, the Port encourages the use of multi-factor authentication.

## Chapter 2. Software Installation

### 2.1 Overview

- (a) Allowing personnel to install software on Port of Brookings Harbor (Port) computing devices may open the organization up to unnecessary exposure. Conflicting file versions or DLLs which can prevent programs from running, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organization's network are examples of the problems that can be introduced when personnel install software on Port equipment.

### 2.2 Purpose

- (a) The purpose of this section is to outline the requirements around installation of software on the Port computing devices. This is intended to minimize the risk of loss of program functionality, the exposure of sensitive information contained



within the Port's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

### **2.3**     *Scope*

- (a) This section applies to all Port personnel, contractors, vendors and agents with a Port-owned mobile devices. This section covers all computers, servers, smartphones, tablets and other computing devices operating within the Port.

### **2.4**     *Policy*

- (a) Personnel may not install software on the Port's computing devices operated within the Port network, without proper authorization from the Port Manager or delegate.
- (b) Software requests must first be approved by the requestor's supervisor and then be made to the Port Manager in writing or via email.
- (c) Software must be selected from an approved software list, maintained by the Port Manager's delegate, unless no selection on the list meets the requestor's need.
- (d) The delegate will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.
- (e) Personnel may not use a web-based software for Port business that is not preauthorized by the Port. With or without authorization, all information input into the database during business hours is considered Port property and subject to the State retention schedule.

## **Chapter 3. Email**

### **3.1**     *Overview*

- (a) Electronic email is pervasively used in almost all industries and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal privacy and security risks; thus, it is important for users to understand the appropriate use of electronic communications.

### **3.2**     *Purpose*

- (a) The purpose of this email section is to ensure the proper use of the Port of Brookings Harbor's (Port) email system and make users aware of what the Port deems as acceptable and unacceptable use of its email system. This section outlines the minimum requirements for use of email within the Port's Network.

### **3.3**     *Scope*

- (a) This section covers appropriate use of any email sent from a Port email address and applies to all personnel, vendors, and agents operating on behalf of the Port.

### **3.4 Policy**

- (a) All use of email must be consistent with the Port's policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- (b) A Port email account should be used primarily for business-related purposes; personal communication is permitted on a limited basis, but non-Port related commercial uses are prohibited.
- (c) All Port data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- (d) Email shall be retained according to State of Oregon Record Retention Schedule.
- (e) The Port email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Personnel who receive any emails with this content from any Port personnel should report the matter to their supervisor (or Port Manager) immediately.
- (f) Users are prohibited from automatically forwarding Port email to a third-party email system.. Individual messages which are forwarded by the user must not contain Port confidential information.
- (g) Users are prohibited from using storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Port business, to create or memorialize any binding transactions, or to store or retain email on behalf of the Port. Such communications and transactions should be conducted through proper channels using port- approved documentation.
- (h) Using a reasonable amount of Port resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Port email account is prohibited.
- (i) Port personnel shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- (j) The Port may monitor messages without prior notice. The Port is not obliged to monitor email messages.

## **Chapter 4. Acceptable Use**

### **4.1 Overview**

- (a) The Port of Brookings Harbor's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the Port of Brookings Harbor's established culture of

openness, trust and integrity. The Port of Brookings Harbor is committed to protecting its personnel, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

- (b) Internet/Intranet/Extra net-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Port of Brookings Harbor. These systems are to be used for business purposes in serving the interests of the Port of Brookings Harbor, and of our clients and customers in the course of normal operations.
- (c) Effective security is a team effort involving the participation and support of every Port of Brookings Harbor personnel and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

#### **4.2 Purpose**

- (a) The purpose of this section is to outline the acceptable use of computer equipment at the Port of Brookings Harbor. These rules are in place to protect the personnel and the Port of Brookings Harbor. Inappropriate use exposes the Port of Brookings Harbor to risks including virus attacks, compromise of network systems and services, and legal issues.

#### **4.3 Scope**

- (a) This section applies to the use of information, electronic and computing devices, and network resources to conduct the Port of Brookings Harbor business or interact with internal networks and business systems, whether owned or leased by the Port of Brookings Harbor, Port personnel, or a third party. All personnel, contractors, consultants, temporary, and other workers at the Port of Brookings Harbor are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with the Port of Brookings Harbor's policies and standards, and local laws and regulation.
- (b) This section applies to personnel, contractors, consultants, temporaries, and other workers at the Port of Brookings Harbor, including all personnel affiliated with third parties. This section applies to all equipment that is owned, rented or leased by the Port of Brookings Harbor.

#### **4.4 General Use and Ownership**

- (a) The Port of Brookings Harbor proprietary information stored on electronic and computing devices whether owned or leased by the Port of Brookings Harbor, Port personnel or a third party, remains the sole property of the Port of Brookings Harbor. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.
- (b) You have a responsibility to promptly report the theft, loss or unauthorized disclosure of the Port of Brookings Harbor proprietary information.

- (c) You may access, use or share the Port of Brookings Harbor proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- (d) Personnel are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extra net systems. In the absence of such policies, personnel should be guided by departmental policies on personal use, and if there is any uncertainty, personnel should consult their supervisor or the Port Manager.
- (e) For security and network maintenance purposes, authorized individuals within the Port of Brookings Harbor may monitor equipment, systems and network traffic at any time.
- (f) The Port of Brookings Harbor reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **4.5 *Security and Proprietary Information***

- (a) All mobile and computing devices that connect to the internal network must comply with the IT Security Policy.
- (b) System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- (c) All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- (d) Postings by personnel from a Port of Brookings Harbor email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the Port of Brookings Harbor, unless posting is in the course of business duties.
- (e) Personnel must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. Personnel shall report suspicious email to their supervisor or the Port Manager.

#### **4.6 *Unacceptable Use***

- (a) The following activities are, in general, prohibited. Personnel may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
- (b) Under no circumstances are Port of Brookings Harbor personnel authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Port of Brookings Harbor-owned resources.
- (c) The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

(d) The following activities are strictly prohibited:

- (1) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Port of Brookings Harbor.
- (2) Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Port of Brookings Harbor or the end user does not have an active license.
- (3) Accessing data, a server or an account for any purpose other than conducting the Port of Brookings Harbor business, even if you have authorized access.
- (4) Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Port Manager must be consulted prior to export of any material that is in question.
- (5) Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- (6) Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- (7) Using a Port of Brookings Harbor computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- (8) Making fraudulent offers of products, items, or services originating from any Port of Brookings Harbor account.
- (9) Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- (10) Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the personnel is not an intended recipient or logging into a server or account that the personnel is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- (11) Port scanning or security scanning is expressly prohibited, unless prior authorization has been received by the Port Manager.

- (12) Executing any form of network monitoring which will intercept data not intended for the personnel's host, unless this activity is a part of the personnel's normal job/duty.
- (13) Circumventing user authentication or security of any host, network or account.
- (14) Introducing honeypots, honeynets, or similar technology on the Port of Brookings Harbor network.
- (15) Interfering with or denying service to any user other than the personnel's host (for example, denial of service attack).
- (16) Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extra net.
- (17) Providing information about, or lists of, the Port of Brookings Harbor personnel to parties outside the Port of Brookings Harbor, except as required by law.

#### **4.7     *Email and Communication Activities***

- (a) When using company resources to access and use the Internet, personnel must realize they represent the company. Whenever personnel state an affiliation to the Port, they must also clearly indicate that *"the opinions expressed are my own and not necessarily those of the Port"*.
- (b) The following activities are strictly prohibited:
  - (1) Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
  - (2) Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
  - (3) Unauthorized use, or forging, of email header information.
  - (4) Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
  - (5) Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
  - (6) Use of unsolicited email originating from within the Port of Brookings Harbor's networks of other Internet/Intranet/Extra net service providers on behalf of, or to advertise, any service hosted by the Port of Brookings Harbor or connected via the Port of Brookings Harbor's network.
  - (7) Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

## 4.8 *Blogging and Social Media*

- (a) Blogging by personnel, using the Port of Brookings Harbor's property and systems is prohibited.
- (b) The Port of Brookings Harbor's Confidential Information policy also applies to blogging. As such, personnel are prohibited from revealing any Port of Brookings Harbor confidential or proprietary information, trade secrets or any other material covered by Port of Brookings Harbor's Confidential Information policy when engaged in blogging.
- (c) Personnel shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the Port of Brookings Harbor and/or any of its personnel. Personnel are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Port of Brookings Harbor's Non-Discrimination and Anti-Harassment policy. This prohibition is not intended to abridge any person's ability to blog on matters of public concern as recognized by the U.S. Supreme Court.
- (d) Personnel may also not attribute personal statements, opinions or beliefs to the Port of Brookings Harbor when engaged in blogging. If personnel is expressing his or her beliefs and/or opinions in blogs, the personnel may not, expressly or implicitly, represent themselves as personnel or representative of the Port of Brookings Harbor. Personnel assume any and all risk associated with blogging.
- (e) Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the Port of Brookings Harbor's trademarks, logos and any other Port of Brookings Harbor intellectual property may not be used in connection with any blogging activity.

## Chapter 5. Data Breach Response

### 5.1 *Purpose*

- (a) The purpose of this chapter is to establish the goals and the vision for the breach response process. This chapter clearly defines to whom it applies and under what circumstances. It also includes the definition of a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms. The policy shall be well publicized and made easily available to all personnel whose duties involve data privacy and security protection.
- (b) The Port of Brookings Harbor's intentions for publishing a Data Breach Response Policy are to focus significant attention on data security and data security breaches and how the Port of Brookings Harbor's established culture of openness, trust and integrity should respond to such activity. The Port of Brookings Harbor is committed to protecting the Port's personnel, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

## 5.2 *Background*

- (a) This section mandates that any individual who suspects that a theft, breach or exposure of the Port of Brookings Harbor protected data or sensitive data has occurred must immediately provide a description of what occurred via e-mail [portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com) or by calling 541-469-2218. The designated party will be responsible for contacting the information system support team to investigate all reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred. If a theft, breach or exposure has occurred, the appropriate procedure will be followed.

## 5.3 *Scope*

- (a) This applies to all whom collect, access, maintain, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle Personally Identifiable Information (PII) or Protected Information (PI) of the Port of Brookings Harbor personnel.

## 5.4 *Confirmed theft, data breach or exposure of Port of Brookings Harbor protected data or Port of Brookings Harbor sensitive data*

- (a) As soon as a theft, data breach or exposure containing Port of Brookings Harbor protected data or Port of Brookings Harbor sensitive data is identified, the process of removing all access to that resource will begin.
- (b) The Port Manager will chair an incident response team to handle the breach or exposure.
- (c) The team will include members from:
- IT Support Team (team that maintains servers)
  - The Internet Service Provider (provides Firewall for the Port)
  - Chairman of the Port Commission (or delegate)
  - Harbormaster
  - Financial Officer
  - Legal (if applicable)
  - Communications (if applicable)
  - Additional individuals as deemed necessary by the Port Manager

## 5.5 *Confirmed theft, breach or exposure Of Port of Brookings Harbor data*

- (a) The Port Manager or delegate will be notified of the theft, breach or exposure. The Port's Internet Service Provider and/or Internet Service Provider along with the designated contractor (Forensic Investigators), will analyze the breach or exposure to determine the root cause.
- (b) The Port Manager or delegate will work with Forensic Investigators.
- (c) As provided by Port of Brookings Harbor cyber insurance, the insurer will need to provide access to forensic investigators and experts that will determine how the breach or exposure occurred; the types of data involved; the number of internal/external individuals and/or



organizations impacted; and analyze the breach or exposure to determine the root cause.

- (d) The Port Manager or delegate will develop a communication plan.
- (e) The Port Manager or delegate will work with Port of Brookings Harbor communications, legal counsel, and Board of Commissioners to decide how to communicate the breach to (a) personnel, (b) the public, and (c) those directly affected.

## 5.6 *Ownership and Responsibilities*

### (a) Roles & Responsibilities

- (1) Sponsors are those members of the Port of Brookings Harbor personnel or contractors that have primary responsibility for maintaining any particular information resource. Sponsors may be designated by any member of the Port Manager in connection with their administrative responsibilities, or by the actual sponsorship, collection, development, or storage of information.
- (2) Information Security Administrator is that individual of the Port of Brookings Harbor community, designated by the Port Manager, who provides administrative support for the implementation, oversight and coordination of security procedures and systems with respect to specific information resources in consultation with the relevant Sponsors.
- (3) Users include virtually all members of the Port of Brookings Harbor personnel to the extent they have authorized access to information resources, and may include personnel, trustees, contractors, consultants, interns, temporary personnel and volunteers.

## 5.7 *Enforcement*

- (a) Any Port of Brookings Harbor personnel found in violation of this section may be subject to disciplinary action, up to and including termination of employment. Any third-party partner company found in violation may have their network connection terminated.

## 5.8 *Definitions*

- (a) **Denial of Service Attack** - A Denial-of-Service (DOS) attack is an attack meant to shut down a machine or network, making it inaccessible to its intended users.
- (b) **Encryption or Encrypted Data** - The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text.
- (c) **Forged Routing** - Sending packets to a router with the intent of changing or corrupting the contents of its routing table or other databases, which can degrade the functionality of the router and the network.
- (d) **Honeynet** - A network set up with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information

used to increase network security. A Honeynet contains one or more honey pots, which are computer systems on the Internet expressly set up to attract and "trap" people who attempt to penetrate other people's computer systems.

- (e) **Honeypot** - A network-attached system set up as a decoy to lure cyber attackers and to detect, deflect or study hacking attempts in order to gain unauthorized access to information systems.
- (f) **Hacker** - A slang term for a computer enthusiast, i.e., a person who enjoys learning programming languages and computer systems and can often be considered an expert on the subject(s).
- (g) **Information Resource** - The data and information assets of an organization, department or unit.
- (h) **Network Sniffing** - A network sniffer (also known as a network analyzer, protocol analyzer or packet analyzer) is a software or hardware tool that can intercept and log traffic on a digital network. As data flows across the network, the sniffer captures each packet and, if necessary, decode the packet's raw data.
- (i) **Packet Sniffing or Packet Spoofing** - The act of capturing packets of data flowing across a computer network.
- (j) **Ping Flood** - A ping flood is a denial-of-service attack in which the attacker attempts to overwhelm a targeted device with ICMP echo-request packets, causing the target to become inaccessible to normal traffic.
- (k) **Protected Health Information (PHI)** - Under US law is any information about health status, provision of health care, or payment for health care that is created or collected by a "Covered Entity" (or a Business Associate of a Covered Entity), and can be linked to a specific individual.
- (l) **Personally Identifiable Information (PII)** - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.
- (m) **Personnel** - Includes all Port of Brookings Harbor full-time, part-time and temporary employees, volunteers, consultants, and Commissioners. This term is used both to mean individuals and the collective group.
- (n) **Plain Text** - Unencrypted data.
- (o) **Protected Data** - See PII and PHI
- (p) **Safeguards** - Countermeasures, controls put in place to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets. Safeguards help to reduce the risk of damage or loss by stopping, deterring, or slowing down an attack against an asset.

- (q) **Sensitive Data** - Data that is encrypted or in plain text and contains PII or PHI data. See PII and PHI above.

**5.9 Policy Compliance**

- (a) **Compliance Measurement:** The Port IT contractor and identified staff will verify compliance to this policy through various methods, including but not limited to, periodic walk-through's, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

**5.10 Exceptions**

- (a) Any exception to the Policy must be approved by the Port Manager or delegate in advance.

**5.11 Non-Compliance**

- (a) Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**References**

Reserved

## **ACTION ITEM – B**

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**DATE:** July 20, 2021  
**RE:** Best Management Practices Policy Update  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port entered into Intergovernmental Agreement (IGA) with Oregon State Marine Board (OSMB) to demolish two abandon boats this year. Part of the IGA required the Port to update our Best Management Practices (BMP) per Exhibit C.
- The two boats within the IGA were demolished and the Port was reimbursed costs for the work.
- Exhibit C, in general recommends:
  - Insurance for wreck removal and environmental cleanup
  - Seaworthiness
  - State Registration
  - Moorage Rules
- The Port's moorage agreement covers items recommended in Exhibit C.
- Created new section BMP 8.0 Prevention of Abandon Derelict Vessels in Year-Round Moorages that complies with OSMB recommendation.
- Updated BMP 1.1 Vessel Cleaning regarding available areas at the Port.

### DOCUMENTS

- Port Best Management Practices Draft, 14 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve draft Best Management Practices Policy.

DRAFT

## Best Management Practices (BMPs)



*Adopted by Resolution 2021-XX*

## CONTENTS

### Introduction

- BMP 1.0 Vessel Maintenance and Repair – General (Including Engines)
- BMP 1.1 Vessel Cleaning
- BMP 1.2 Scraping and Sandblasting
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- 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

## 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 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”, providing these activities do not produce waste water;
  - Painting and maintenance of sanitary waste water 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.

Avoid the use of heavy duty detergents containing ammonia, sodium hypochlorite, chlorinated solvents, petroleum distillates, acids or lye.

In water hull cleaning by divers is not permitted.

Do not discharge liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.

Do not dispose of liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.

Do not dispose of liquid wastes in dumpsters.

Hydro blast (high pressure washing) operations should be conducted in accordance with the following practices:

- Hydro blast waste water 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.

Sandblasting is prohibited.

Scraping should only be conducted in designated vessel work areas.

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.

Hand sanding is allowable, but all power sanders must have a dust collection unit attached.

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.

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.

As new, environmentally safe products become available which minimize the need for scraping and sanding, their use will be encouraged.

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.

The use of non-toxic, high bonding, easily cleaned hull coatings should be encouraged, more alternative coatings are anticipated to become available as the state of the art advances.

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.

**PAINTING USING AREOSOLS OR SPRAY EQUIPMENT IS PROHIBITED.**

The bottom edges of tarps and plastic sheeting should be weighted to keep them in place.

Drip pans, tarps, and sheeting should be used to contain droppings and spilled material.

The mixing of paints and solvents should be carried out in locations and under conditions such that no spill enters State waters.

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.

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.

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.

All materials in the drip pan should be properly disposed.

Do not discharge paints, solvents, or other related materials onto the ground or allow them to enter storm drains.

Do not dispose of liquid waste in dumpsters.

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.

Do not perform other vessel maintenance and repair activities in dry storage areas unless the other management measures are fully implemented.

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.

Fuel tanks should be emptied and purged as required for storage.

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.

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.

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.

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.

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..

Re-use or recycle anti-freeze, storing of waste anti-freeze should be in a container clearly marked “Waste Anti-Freeze Only”.

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 water generator, bet 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.

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.

The 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.

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.

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.

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.

Encourage the use of recyclable materials and provide for collection of recyclables.

Waste disposals and/or collection bins, dumpsters and containers should be clearly marked and accessible to patrons.

Signs should be posted directing patrons to solid waste disposal areas.

Solid waste disposal areas should have signs clearly spelling out rules and regulations for disposal, including materials which are not acceptable for disposal.

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.

Dumpsters containing solid waste from repair areas should be covered.

Waste disposal areas should be conveniently located with respect to repair and maintenance areas.

Any waste receptacles placed on docks or near waters edge should be secured.

Disposal of liquid waste in solid waste receptacles will not be permitted.

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.

Appropriate receptacles for waste oil and antifreeze should be provided.

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.

Dustless sanders are the approved method for sanding during boat work.

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.

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.

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.

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 constitutes 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 with 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.

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.

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.

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.

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. 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.

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.

Sediment and grit traps associated with pressure washing should be inspected after each use to ensure the retention of solids.

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.

Oil may be removed by a skimming device and disposed as waste oil or by using absorbent pads and disposed as a solid waste.

### **BMP 7.0 Maintenance of Physical Structures:**

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

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

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

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

## **ACTION ITEM – C**

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**DATE:** July 20, 2021  
**RE:** Beachfront RV Park Rules & Information Update  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port staff had some negative interaction with slide-in camper guests. A slide on camper is simply a camper which slides onto the back of a pickup truck that has a flat tray or platform it can be mounted on. Usually, once at the campsite you can opt to remove it from the vehicle, so you can set up and still go exploring without having to pack up your campsite to use your vehicle.
- Under section, RV Policy, Port staff is recommending removing the requirement for “slide-in campers are not permitted to be taken off the vehicle”. Staff feels this requirement is not necessary and will increase guest use.
- One other change, under section, RV Camp Site Types, removing tents sites and updating dry camping sites for fully contained RVs only.

### DOCUMENTS

- Draft Beachfront RV Park Rules and Regulations, 2 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve draft Beachfront RV Park Rules and Regulations.



## **BEACHFRONT RV PARK**

**DRAFT**

### **Term & Conditions**

#### **Reservations Check In:**

- Check in time: 1:00 p.m.
- Check out time: 12:00 p.m.
- Reservations can only be made with credit cards.
- Payment in full is required when you make your reservation.
- Online Reservations must be made at least 2 days prior to the planned arrival date.
- Reservations are accepted up to 180 days (6 months) in advance.
- Maximum stay is 14 nights and guests may return after spending at least 3 nights out of the park.
- There is a non-refundable \$5.00 transaction fee.
- You must be at least 18 years old to reserve a site. The registered guest is responsible for the activities of everyone at the site – sites may not be sublet.
- Memorial Day, Fourth of July & Labor Day Weekend - Three night minimum. All other holidays - two night minimum.

#### **Reservations Cancellation Policy:**

- Only the person who made the reservation may change or cancel a reservation.
- Transaction fees are non-refundable – no exceptions.
- If you cancel your reservation at least 3 days before your arrival date, you will receive a full refund less the reservation transaction fee.
- If you cancel your reservation less than 3 days before your arrival date, you will still be charged the first night plus the reservation transaction fee and refunded the remainder. Please contact the RV Park Office to cancel if there are less than 3 days to your arrival date.

#### **Late Arrivals and No Shows for Overnight Reservations:**

- Reservations will be held until 1:00pm on the day following your arrival date.
- If you do not call or show up by 1:00pm on the day following your arrival date, your reservation will be cancelled and you will not receive a refund of any fees collected for your stay.

**No early departure refunds are available. Fees and rules subject to change.**

(Additional RV Park Rules & Information on reverse)

## Beachfront RV Park Rules and Information

DRAFT

The Port of Brookings Harbor has established rules and regulations to protect park areas for the enjoyment of future generations as well as for the convenience and safety of the park visitors. To ensure your visit is a pleasant one, please observe the following:

- **NATURAL SCENERY, PLANTS AND ANIMAL LIFE** are the principal attractions of most parks. They are integral parts of the ecosystem and natural community. As such they are protected by Federal, State and Park laws. Disturbance or destruction of these resources is strictly forbidden.
- **RV Policy.** Only RVs 20 years old or newer will be accepted. RVs are defined as either motor vehicles or towable trailers and are primarily intended for leisure activities such as vacations and camping. Recreational vehicle types include the motorhome (class A, B, B+, and C), travel trailer, fifth wheel trailer, toy hauler, popup trailer, and slide-in camper. The RV must be in good condition, with original parts. Windows must not be obscured, except for curtains or blinds.
- **RV Camp Site Types.** There are five basic types of campsites: (1) Pull-thru Full Hookup – Picnic table, cable tv, sewer, electricity and water; (2) Back-in Full Hookup – Picnic table, cable tv, sewer, electricity and water; (3) Back-in Partial Hookups – Picnic table, fire pit, electricity and water; and (4) Dry Camping for fully contained RVs only – no utilities.
- **RV Camp Site.** Only one RV and a maximum of one vehicle are allowed in your RV Camp Site. Excess vehicles must be parked in designated areas. No tents or non-transparent gazebos may be placed within a RV camp site. Tent sites may be available to reserve in addition to your RV reservation if needed. Any additional trailers (boat, ATV, etc.) are not permitted in RV camp sites or tent site areas. The Port of Brookings Harbor can assist with recreational trailer parking. Trailer reservations can be made through the Port of Brookings Harbor, please call 541-469-2218. No clothes lines or hanging clothes or ornament objects on trees, vehicles or fences. Parking is permitted only in designated areas. Blocking parking spaces is prohibited.
- **Guests.** Up to six guests may stay at a single camp site. Additional fees may apply for additional persons.
- **Quiet Hours.** Quiet hours are from 10:00 p.m. to 7:00 a.m. Generators must be turned off at 10:00 p.m.
- **Pets.** Pet owners must follow all applicable state and local laws and ordinances and, in addition, confine their pets to the guest's RV space. All pets must accompany the guest when they leave Beachfront RV Park and at no time may be left unattended. Guests with a vicious, dangerous or disruptive animal(s) will be removed from the park. Guests are required to immediately pick up after their pets.
- **Wildlife.** Please be advised that we have wonderful wildlife residing around our park. Please be respectful and **DO NOT FEED OR PET WILDLIFE.** The Port of Brookings Harbor is not responsible under any circumstances for injuries caused by guests' failure to obey park rules regarding wildlife.
- **Internet and Cable Television.** Internet and cable television are provided as a courtesy and are not guaranteed. Channel lineup and internet password will be provided at RV Park Office or by the Campground Host on duty.
- **Garbage.** There is no garbage collection service at the each camp site. Guests are required to take their garbage to one of the trash bins located throughout the park.
- **Fires.** Fires are permitted only in facilities provided for this purpose. It is the responsibility of every visitor to use extreme caution with any burning materials, including tobacco. No explosives, fireworks or other substances that could cause harm are allowed in park or on the beach. Fire pits requested from Beachfront RV Park are on a first-come, first-serve basis. Wood can be purchased at RV Park Office or from the Campground Host on duty. Driftwood fires are not allowed. Portable stoves may be used only in established campsites and picnic areas.
- **Marijuana Use.** It is unlawful to use marijuana or marijuana items in the park. More information on recreational marijuana in Oregon can be found at [whatslegaloregon.com](http://whatslegaloregon.com).
- **Drones.** Port of Brookings Harbor prohibits anyone from flying a drone in the park or on Port properties.
- **Beach & Jetty Areas.** Guests assume all risk when visiting the beach and jetty areas. Please be alert at all times and watch out for sneaker waves.
- **Liability.** All facilities are used at your own risk. Our equipment, apparatus and facilities are furnished solely for the convenience of our registered guests. All persons using such do so at their own risk. The Port of Brookings Harbor is not responsible for accidents, injuries or loss of property due to fire, theft, wind or acts of God. The Port of Brookings reserves the right to make site changes and the right to refuse service to anyone who fails to abide by park rules and regulations.
- Additional rules or notices may be provided at check-in.
- **Emergencies call 9-1-1.**

## **ACTION ITEM – D**

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**DATE:** July 20, 2021  
**RE:** Catalyst Seafood Building Addition  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Board reviewed drawings from Catalyst Seafood for a kitchen expansion.
- Catalyst Seafood has formally requested Port approval to move forward with this plan:
  - Catalyst Seafood is planning a small addition to the kitchen area that will allow us to relocate our dishwashing area as well as provide space for a walk-in cooler. We are planning to start the project in mid-summer 2021. The cost of the project, including any required Harbor Sanitary District SDC's, will be the sole responsibility of Catalyst Seafood. Catalyst Seafood will also obtain all required building, electrical and plumbing permits. We are not adding any additional dining area nor are we adding employees as a result of this addition so additional parking will not be required.

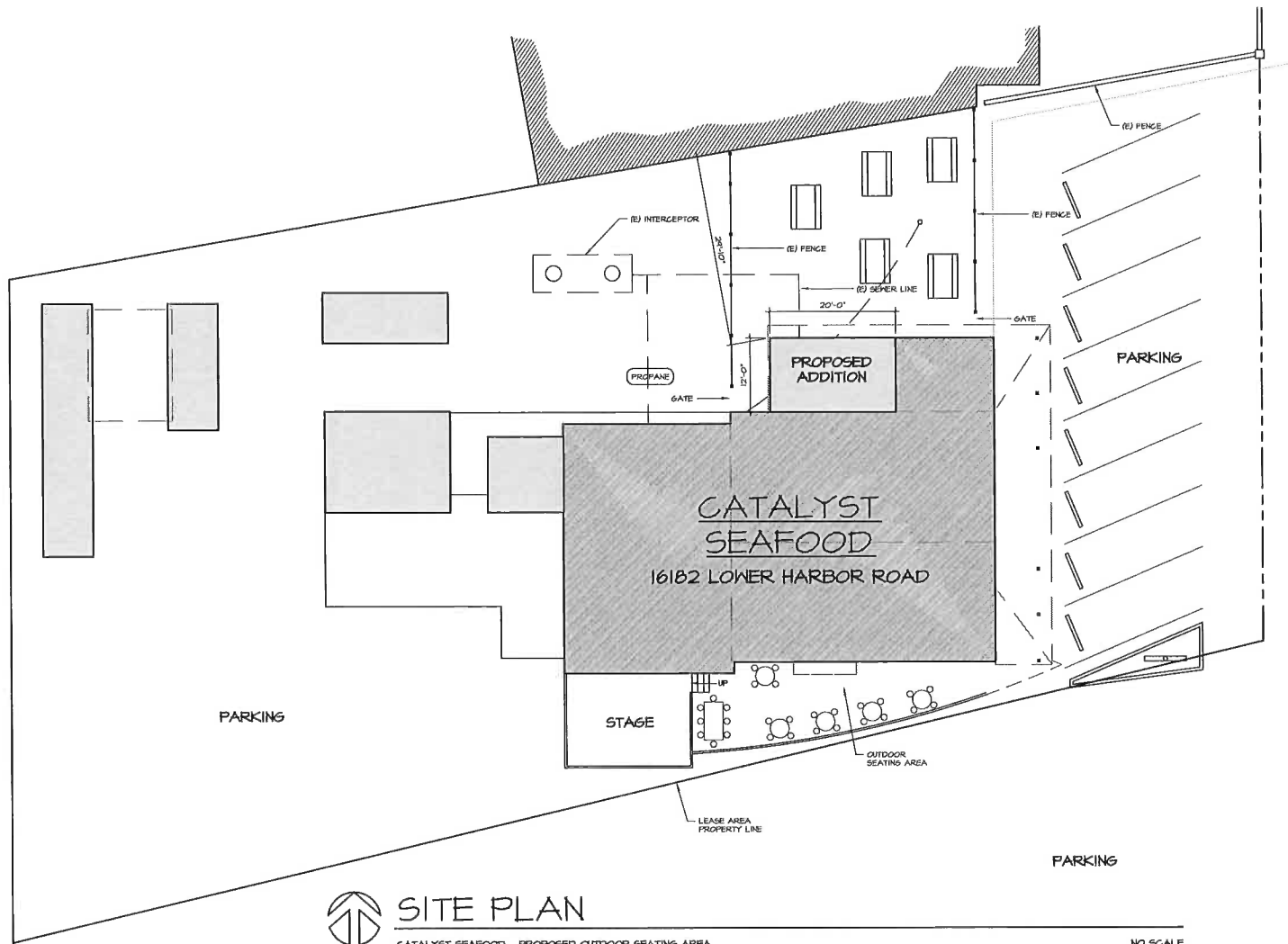
### DOCUMENTS

- Catalyst Seafood Construction Drawings, 2 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve Catalyst Seafood kitchen expansion plan as presented. New construction must be permitted through Curry County Building & Safety and all associated costs including permits will be covered by Catalyst Seafood. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor.





**SITE PLAN**  
 CATALYST SEAFOOD - PROPOSED OUTDOOR SEATING AREA

NO SCALE

**BARON  
 DESIGNS**  
 ANTHONY BARON  
 11244 S. PASSLEY RD  
 BROOKINGS OREGON  
 97415  
 PH: (541)-661-4085

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# ACTION ITEM - E

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**DATE:** July 20, 2021  
**RE:** Authorized Bank Signatures  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- With a new Board composition, updating the signature authorization will be required to sign checks.
- Updating the signature authorization requires Board action.

## DOCUMENTS

- Draft Authorized Signature Letter to Umpqua Bank, 1 page

## COMMISSIONERS ACTION

- **Recommended Motion Position #1:**  
Motion to approve Joseph Speir as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).
- **Recommended Motion Position #2:**  
Motion to approve Sharon Hartung as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).
- **Recommended Motion Position #3:**  
Motion to approve Larry Jonas as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).
- **Recommended Motion Position #4:**  
Motion to approve Richard Heap as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).
- **Recommended Motion Position #5:**  
Motion to approve Kenneth Range as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).



DRAFT

To Whom It May Concern:

The following individuals are authorized on behalf of the Port of Brookings Harbor, Oregon to open an account (s) at Umpqua Bank for the purpose of investing/depositing into a Public Money Market Account, Certificate of Deposit or Depository Operating Account.

Individuals authorized to open/deposit/withdraw/close these Account (s) for the Port of Brookings Harbor

Joseph Speir	Commissioner
Sharon Hartung	Commissioner
Larry Jonas	Commissioner
Richard Heap	Commissioner
Kenneth Range	Commissioner

Please see approved motion from enclosed minutes from the Board of Commission meeting held on July 20, 2021.

If you have any question, please do not hesitate to contact me.

Thank you.

Sincerely,

President, Port of Brookings Harbor Board of Commission

## ACTION ITEM – F

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**DATE:** July 20, 2021  
**RE:** Boat Launch Parking Lot Signage  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port received a complaint through Oregon State Marine Board staff of vehicles parking in the boat launch parking lot that were not related to recreational fishing.
- Since the notice from OSMB, the Port has increased its patrol of the parking lot. Port has also communicated with business nearby of the situation. Port also discussed options to reduce public parking within the boat launch parking lot.
- Last month the Board approved painting curbs red for no parking on the entrance road and increase signage to help identify intended parking use. The curbs were painted red and the boat ready area sign was installed.
- Port staff proposed the attached signage plan to OSMB staff and they accepted the plan.

### DOCUMENTS

- Proposed boat launch signs, 2 pages
- Proposed locations of the signs, 1 page

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to adding new signage and locations as presented at the boat launch parking lot.



**WELCOME  
TO**



**PORT OF BROOKINGS  
HARBOR LAUNCH RAMP**

CHETCO RIVER MILE 0.4

**RESERVED PARKING FOR BOAT RAMP USERS**

2 each 36" x 36" sign with two steel tubing posts.



**RESERVED PARKING FOR  
BOAT RAMP USERS ONLY**

**LAUNCH FEE REQUIRED**

**NO PUBLIC PARKING**

6 each 36" x 36" sign with two steel tubing posts.



## ACTION ITEM – G

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**DATE:** July 20, 2021  
**RE:** Traffic & Parking at Zola's on the Water  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

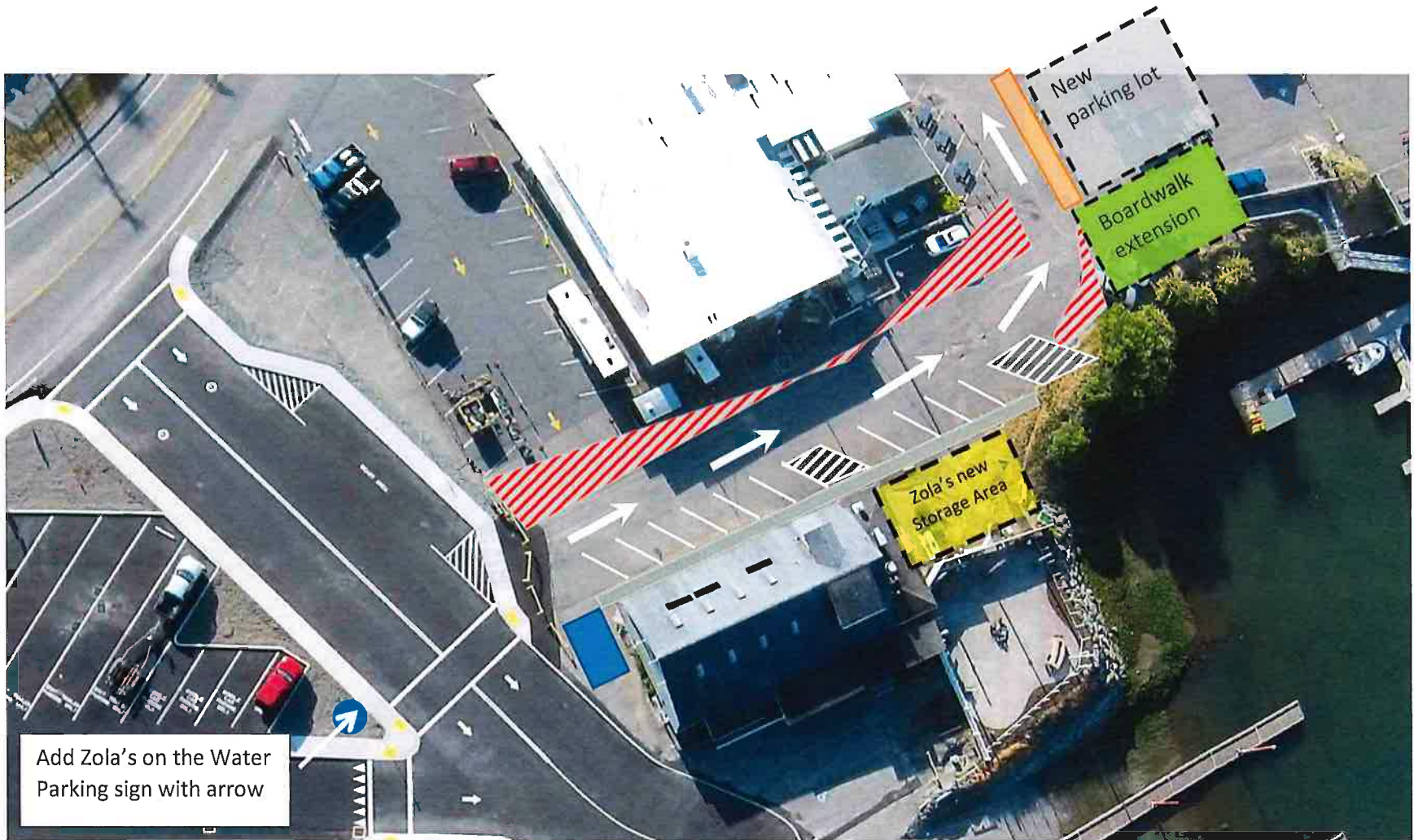
- The Board approved removing the parking along the private property and creating a fire lane and parking between the two buildings. Zola's completed their storage expansion and drainage upgrade and it is time make some asphalt repairs, sealcoat and restripe the parking.
- Port staff discussed with Zola's and the new owner changing the traffic to one-way and creating the fire lane (no parking along the new owner's property) and both agreed to this idea.
- The traffic would enter from the boat launch parking entrance road and exiting on the north side of retail center. Parking stalls would remain the same slant with unloading zones. We will also create a walkway between the parking stalls and Zola's on the Water building. Some grading may be necessary for water drainage. Signs will be installed to increase traffic direction at the boat launch entrance road.

### DOCUMENTS

- Proposed traffic and parking at Zola's on the Water, 1 page

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve minor grading, asphalt repairs, sealcoating and restriping the parking lot and changing traffic flow to one-way between Zola's on the Water and private property as presented.



Accessible Parking Space



No Parking Zones



Unloading & Trash Bin Zones



## ACTION ITEM – H

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**DATE:** July 20, 2021  
**RE:** Fire Hydrant at Basin 2 Commercial Parking Lot  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- The Board approved installing two new fire hydrants for better access for firefighting equipment at Basin 2.
- Last year, the first fire hydrant was installed on the west side of Basin 2 near the boat yard. This year we are looking at installing the second fire hydrant on the east side.
- Installing this fire hydrant will require crossing Lower Harbor Road. The water main is located on the east side of the road. The fire hydrant would be placed in the existing grass island as shown on the attached map.

### DOCUMENTS

- Proposed map of fire hydrant location, 1 page

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve installing a new fire hydrant for Basin 2 east side as presented.

# Port of Brookings Harbor

## New Fire Hydrant at Basin 2 East Side

### Scope of Work:

Install new fire hydrant at Basin 2. Hot tap to existing Harbor Water District main waterline on Lower Harbor Road per Harbor Water District specifications. Cross Lower Harbor Road following Curry County Road Department specifications. Excavate into existing landscape, install piping, fire hydrant and backfill trench per Harbor Water District specifications.



# INFORMATION ITEM – I

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**DATE:** July 20, 2021  
**RE:** Roy Davis Memorial Bench Location  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- Staff has run into some issues with the terrain for the memorial bench. The proposed location has multiple slopes where it will turn into a larger project to make it accessible.
- Staff proposes moving the location of the memorial bench to the newer concrete boardwalk as shown on the attached drawing.

## DOCUMENTS

- Proposed memorial bench location, 1 page

## COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve moving Roy Davis Memorial Bench to the new concrete boardwalk as presented.



New proposed location.

## **ACTION ITEM – J**

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**DATE:** July 20, 2021  
**RE:** Delinquent Account Write Off Request  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Once a year, typically before the end of the fiscal year, delinquent accounts are reviewed and written off per Resolution 478. Port Manager has the authority to write off delinquent accounts below \$1,000 and submit to a collection agency, if we find the accounts unretrievable. Any amounts over \$1,000 requires Board action.
- Staff has prepared a summary account and attached for your review on Tyler Betnar. The Port has exhausted all attempts to contact and retrieve amounts due. Requesting to move forward on seizing gear as abandon and sending account to collections.

### DOCUMENTS

- Delinquent Account Write Off Request, 2 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve write off Tyler Betnar accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,690.83.



# Delinquent Account Write Off Request

**Customer:** Betnar, Tyler/F/V PURSUIT & FATAL FLASH

**Amount Owed:** \$1,690.83 **Date:** July 15, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Betnar, Tyler/F/V PURSUIT & FATAL FLASH.

- 12/31/2019 8:39:05 AM: I spoke with Tyler on 12/09 when I discovered the "Pursuit" was moored in the Basin. He stated at that time that they would be in with documents and payment. I spoke with Tyler again today about being in a slip without providing insurance or payment for the slip. He stated that I told him I could not take payment without insurance, which is true however, I did not give him permission to put his vessel in the slip. Tyler apologized for not communicating better and said that his insurance company does not consider Roy's survey as an accredited survey. Tyler said that he has been contacting other insurance companies. I said it should not take over a month to get insurance and that I was going to have to speak with the Harbormaster concerning the next step. Di
- 12/31/2019 1:27:42 PM: Travis left a message on Tyler's phone asking for insurance and all documentation needed for moorage otherwise he be tied onto our docks, and he may only be at the transient dock at a daily rate. He may be trespassed due to theft of services. DS
- 1/2/2020 10:36:37 AM: Tyler came in today to pay his moorage but did not have proof of insurance. He stated that Travis said he could pay his moorage and keep working on getting his insurance. I called Travis who said that Tyler must have the insurance documentation before we can accept moorage beyond transient dock daily rates. I relayed this to Tyler and gave him some names of insurance companies in town that he could go to. He went to David Allen and came back saying they turned him down because they are "Too conservative of an Insurance Company and no longer do commercial insurance". Tyler was going to check out other companies. I reminded him that if he could not get insurance, he would have to move his vessel to the Transient Dock and pay the daily rate as per the Harbormaster. Di
- 1/9/2020 9:11:28 AM: Tyler contacted me to say that he was working to find someone to insure him 01/06/2020. I called him back today to see where he is at with and left a VM for him to please call me back. Di
- 1/10/2020 9:57:30 AM; Received (finally!) proof of insurance from Tyler this morning!

I let Travis know it was here, and I have attached a copy of it to Tyler's moorage file.

I also emailed Tyler with a statement from his account from Quickbooks, and a sent separate email asking when he would be able to make a payment for his moorage renewal, and storage (gear & trailer). I told him I was in the office today until 5:00 pm so he could make a payment in person or over the phone. AS

11:10 AM - RECEIVED account balance paid in full 1/20/2020. AS

- 2/19/2020 9:41:05 AM: I left a VM for Tyler explaining that we are no longer going to have unsecured storage beginning 04/01/20 and to please give me a call back. Di
- 6/18/2020 9:43:34 AM: I was instructed to send a demand notice for overdue account and start collection process. Before sending the notice, I did some research and found a couple of errors on the terms and the billing date of storage. Sending this to Travis and Gary on how to proceed. Kb



6/22/2020 2:04:32 PM: SENT DEMAND NOTICE in the amount of \$1,078.27 via USPS Certified and First-Class Mail as well as email with a deadline of 07/06/2020.kb

- 7/24/2020 8:36:57 AM: Received UNCLAIMED Demand Notice 07/23/2020. Tyler owes for Semi-Annual 06/04/2020 - 12/03/2020 as well as gear storage, see report. To Travis and Gary on how to proceed. Kb
- 7/24/2020 9:12:13 AM: Travis called Tyler this morning. Travis warned him about reverting to monthly moorage. Tyler is going to talk to his dad. Travis gave him a couple days, hopefully hear something by Monday, the 27th.kb
- 8/3/2020 11:46:25 AM: changed trailer tag from 341 to 137. DS
- 3/1/2021 11:16:02 AM: Sent 90 days past due notice, deadline March 15, 2021.kb
- 3/15/2021 1:49:33 PM: DEMAND NOTICE sent USPS and emailed - the 90 day's overdue amount of \$361.76 must be paid in full by March 26, 2021.kb
- 3/31/2021 3:05:15 PM: Sent 90 days overdue notice in the amount of \$484.32. kb
- 04/30/2021 12:26:32 PM: Demand Notice amount due \$1,490.22 sent on 05/01/2021 via USPS and email with a deadline of May 14, 2021.
- 5/28/2021 10:44:42 AM: A Demand Notice was sent on April 30, 2021, with a deadline to settle this account of May 14, 2021. We have received no payment or no contact with Tyler Betnar. He owes for Gear and Secured Storage back to August 2020. Requesting to start the termination process. Kb
- 6/7/2021 9:14:12 AM: Received permission to proceed with termination process. Notice of termination sent via certified mail label #9414811898765805471103 on 06/07/2021. Letter dated 06/04/2021.kb
- 6/29/2021 2:08:07 PM: Notice of Termination Letter sent on June 9, 2021. As of today, the notice is unclaimed in Warrenton, OR. The gear is still on Port property. The 30-day waiting period will be completed on July 9th, 2021. Kb
- 7/7/2021 8:34:55 AM: Notice of Termination was unclaimed and returned on July 6, 2021, 11: 40am.kb
- 7/8/2021 8:23:12 AM: Requesting permission to write off charges of \$1,690.83 as uncollectible and submit this amount to collection agency. Besides fuel purchased, the last payment we received from Tyler was on July 28, 2020.

On July 9, 2021, the property remaining on Port property is considered abandoned. Requesting to begin seizure of the any property (gear) remaining on Port property after July 9, 2021. Kb

- Begin Seizure Process on abandoned property on or after July 9, 2021.**
- Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$1,690.83.**
- Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$1,690.83.**
- Other Agreement/Terms as presented and approved.** Customer balance is \$1,690.83

Authorized / Attached Minutes \_\_\_\_\_ Date\_\_\_\_\_

## **ACTION ITEM – K**

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**DATE:** July 20, 2021  
**RE:** Curry County Land Use Application – RV Park Project  
**TO:** Honorable Board President and District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- The permit process for the RV Park Project from Curry County requires a Land Use Application. The application requires authorization for signature.
- Land Use Application fee is \$1,500 and Planning Clearance Application fee is \$250.

### DOCUMENTS

- Land Use Application, 13 pages

### COMMISSIONERS ACTIONS

- **Recommended Motion:**  
Motion to approve authorizing Board President to sign the Land Use Application and authorize Port Manager to sign other permit applications as required by Curry County for the Beachfront RV Park Project.





**Community Development - Planning Division**  
94235 Moore Street, #113  
Gold Beach, OR 97444  
Phone: (541) 247-3304 / FAX: (541) 247-4579

### LAND USE APPLICATION PROCESS

Applicant submits application packet and fee.



Planning staff will review the application for completeness within 30 days. If the application is incomplete, submittal of new information begins the completeness review again.



Once the application is determined to be complete, Planning Staff will mail a Notice of Application to nearby property owners, initiating a 20 day comment period for the application proposal. For T, FG, EFU and AG land use zones, neighbors within 500 ft will be notified. For all other land use zones, neighbors within 250 ft will be notified.



At the end of the 20 day comment period, the Planning Staff will review all submitted comments, develop a staff report addressing any relevant comments, and decide whether to approve, deny or forward the proposed land use application to the Planning Commission for action.



Once a decision is rendered, the Planning Staff will send out a Notice of Decision to the applicant and all parties who responded to the Notice of Application. Following a 15 day appeal period, the decision is final.



**CURRY COUNTY COMMUNITY DEVELOPMENT**  
**94235 MOORE STREET, SUITE 113**  
**GOLD BEACH, OREGON 97444**

**Becky Crockett**  
**Planning Director**

**Phone (541) 247-3228**  
**FAX (541) 247-4579**

File # \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Accepted by \_\_\_\_\_

**LAND USE DECISION APPLICATION FORM**

Application Type (Check One)

Comp Plan/Zone Change    Conditional Use    Variance    Partition    Subdivision    Development Permit

Application Date: \_\_\_\_\_ Hearing / Decision Date: \_\_\_\_\_

*APPLICANT: Please complete all parts of this form. The attached application checklist will be marked by staff to reflect the information and supporting items required for this request. Please return this prepared checklist, the completed application form and required fee at the time of submission. Please note that your application cannot be reviewed or processed until all the required items have been provided.*

**1. PROPERTY OWNER OF RECORD**

Name Port of Brookings Harbor

Mailing Address: PO Box 848

City, State, ZIP: Brookings, OR 97415

Telephone #: 541-469-2218 E-Mail portmanager@portofbrookingsharbor.com

**2. APPLICANT**

Name Same as above

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

City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail \_\_\_\_\_

**3. AGENT (If Any)**

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

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

City, State, ZIP: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

**4. BASIC PROPOSAL (Briefly describe your proposed land use)**

Port of Brookings Harbor - Beachfront RV Park plans to install six new full-hookup sites, upgrade electrical service to the front row sites, redesign sites 76 through 98 for better access and removal of small restroom.

**5. PROPERTY INFORMATION**

Assessor Map # 4113-08A-01500-00 Tax Lot (s) 1500

Zoning: C-1 Commercial-Light Total Acreage 4.8

6. **PROPERTY LOCATION**

Address (if property has a situs address) 16024 Boat Basin Road

Description of how to locate the property Beachfront RV Park is located on Boat Basin Road, approximately quarter mile west from Lower Harbor Road in Harbor, Oregon.

7. **EXISTING LAND USE (briefly describe the present land use of the property)**

Vacant  Developed; Describe existing development

Land is currently used for the Port RV Park and public parking to access Oregon beach.

8. **SURROUNDING LAND USES (Briefly describe the land uses on adjacent property)**

U.S. Coast Guard Station, open grass field with Port/public parking lot, hotel, restaurant and Port boat yard.

9. **SERVICE AND FACILITIES AVAILABLE TO THE PROPERTY**

Please indicate what services and facilities are available to the property. If on-site sewage disposal and/or water source is proposed, a copy of the approved site evaluation or septic system permit and a copy of any water rights or well construction permit must be submitted with this application.

Water Source Harbor Water District

Sewage Disposal Harbor Sanitary District

Electrical Power Coos-Curry Electric Co-Op

Telephone Service Spectrum - Ziplly

Fire Department/District Harbor Fire District

School District Brookings School District

10. **ROAD INFORMATION**

Nearest Public Road Boat Basin Road

Private Roads Serving the Property RV Park frontage road

Road Condition Fair

Legal Status Port is a Special District of the State of Oregon

Ownership: I own the road  Easement on others property  Joint Owner

Please submit record of ownership (i.e. deeds, easement, plat dedication, etc)

Proposed New Roads/Driveways (Briefly describe any new road construction related to this application)  
No new roads are proposed.

11. **PHYSICAL DESCRIPTION OF THE SUBJECT PROPERTY**

Topography (Briefly describe the general slope and terrain of the property)

Terrain is generally flat with a slight fall towards Chetco River.

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Vegetation (Briefly describe the vegetation on the property)

Grass

---

12. **FINDINGS OF FACT**

Oregon Statute and the zoning ordinance requires that land use decisions be supported by factual findings. The burden of proof is on the proponent therefore it is required that the application provide findings to support the request in this application. The standards and criteria that are relevant to this application will be provided by the staff and are considered to be a part of this application form. Please read the standards and criteria carefully and provide factual responses and evidence to address each standard. These findings must be sufficiently specific to allow the decision maker to determine whether your request meets the relevant standard. Please attach your written findings and supporting evidence to this application.

**FAILURE TO PROVIDE THE REQUIRED FINDINGS WILL PREVENT THE APPLICATION FROM BEING PROCESSED AND IT WILL BE RETURNED AS BEING INCOMPLETE.**

13. **APPLICANT'S SIGNATURE AND STATEMENT OF UNDERSTANDING**

(Please read the statement below *before* signing the signature blank)

I (We) \_\_\_\_\_ ;

Board President

\_\_\_\_\_ ;

\_\_\_\_\_ ;

\_\_\_\_\_ ; have filed this application for

Port of Brookings Harbor Commission

---

With the Curry County Department of Community Development-Planning Division to be reviewed and processed according to State of Oregon and county ordinance requirements. My (our) signature (s) below affirms that I (we) have discussed the application with the staff, and that I (we) acknowledge the following disclosures:

- (a) I (we are stating all information and documentation submitted with this application is true and correct to the best of my (our) knowledge.
- (b) I (we) understand that if false information and documentation has been submitted and the decision is based on that evidence, the decision may be nullified and the county may seek all legal means to have the action reversed.
- (c) I (We) understand any representations, conclusions or opinions expressed by the staff in pre-application review of this request do not constitute final authority or approval, and I (we) am (are) not entitled to rely on such expressions in lieu of formal approval of my (our) request.
- (d) I (We) understand that I (we) may ask questions and receive input from staff, but acknowledge that I (we) am (are) ultimately responsible for all information or documentation submitted with

this application. I (We) further understand staff cannot legally bind the county to any fact or circumstance which conflicts with State of Oregon or local ordinance, and in event a conflict occurs, the statement or agreement is null and void.

- (e) I (We) understand that I (we) have the burden of proving that this request meets statutory and Ordinance requirements, and I (we) must address all of the criteria that may apply to the decision being made. The criteria for approving or denying this request have been provided to me (us) as a part of the application form.
- (f) I (We) understand the staff is entitled to request additional information or documentation any time after the submission of this application if it is determined as such information is needed for review and approval.
- (g) I (We) understand this application will be reviewed by the Oregon Department of Land Conservation & Development (DLCD) and possibly other state agencies as part of the statewide land use coordination process. I (We) understand that agencies that participate in the review process have the legal right to appeal the approval of the request.
- (h) I (We) understand that it is my (our) responsibility, and not the county's, to respond to any appeal and to prepare the legal defense of the county's approval of my (our) request. I (We) further realize it is not the county's function to argue the case at any appeal hearing.
- (i) I (We) understand that I (we) am (are) entitled to have a lawyer or land use consultant represent me (us) regarding my application and to appear with me (or for me) at any appointment, conference or hearing relating to it. In light of the complexity and technical nature of most land use decisions, I (we) understand that it may be in my best interests to seek professional assistance in preparation of this application.

(j) The undersigned are the owner (s) of record for the property described as:

Assessor Map(s) 4113-08A-01500-00  
and Tax Lot(s) 1500  
in the records of Curry County.

This application MUST BE SIGNED BY ALL PROPERTY OWNERS OF RECORD, or you must submit a notarized document signed by each owner of record who has not signed the application form, stating that the owner has authorized this application.

- (1) Signature \_\_\_\_\_  
Print Name \_\_\_\_\_
- (2) Signature \_\_\_\_\_  
Print Name \_\_\_\_\_
- (3) Signature \_\_\_\_\_  
Print Name \_\_\_\_\_
- (4) Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

**ADDITIONAL NOTES:**

All fees must be paid at the time your application is filed. Staff will examine the application when filed to check for completeness and will not accept it if required items are missing. A final completeness check will be made prior to doing public notice regarding the pending decision. If it is determined to be incomplete or the findings are insufficient you will be notified and you must provide the required information in a timely manner to avoid denial of the request.

ORS 215.427 required the county to take final action on a land use application (except for plan/zone changes) including all local appeals within 120 days if inside an Urban Growth Boundary (UGB) or 150 days if outside a UGB once the application is deemed complete.

**PLOT PLANS:**

All applications require that a plot plan of the subject property be included with the application form. The plot plan is an understandable map of your property and its relationship to adjacent properties. The plot plan must show certain essential information that is needed for the staff and the decision makers in the evaluation of your request. The plot plan is also incorporated into the public notice sent to adjacent property owners and affected agencies. The plot plan should be prepared on a single sheet of paper (preferable 8 ½ x 11") so copies can easily be reproduced for review.

An example plot plan is attached to this form to give you an idea of what information should be included on your plan and how it should be drawn. The plot plan **does not** have to be prepared by a surveyor or engineer, and can generally be prepared by the applicant from the Assessor map of the property. The dimensional information included on the plot plan must be accurate and drawn to scale so that the plot plan reasonably represents the subject property and any development therein. If your application is for a land partition or subdivision Oregon Statute required that plat maps must be prepared by a surveyor licensed by the state.

**APPLICATION CHECKLIST**  
Please bring this form with your completed application

SPECIFIC TYPE OF APPLICATION : Flood Development Permit

If the item is checked or circled on the left you are required to provide that information.  
All applications require the following information:

- Completed application form and fee
- Current deed of the subject parcel(s)
- Vicinity map and detailed plot plan drawn to scale (see example) if your plot plan is not adequate it will delay processing of your application
- Service letter from agencies  
Please provide letters from the following agencies regarding your application:
  - Fire District                       Water District (if located within a district)
  - Electric Service                   Sewer District (if located within a district)
  - OTHER: \_\_\_\_\_
- Proposed source of water if not in district: \_\_\_\_\_
- Sanitation coordination form (if not in a sewer district)
- Erosion prevention and sediment control plan
- Storm and surface water management plan
- Documentation of proposed or existing access to parcel (county, state, federal or private road, or easement)
- MOST IMPORTANT: FINDINGS.** Depending on your application you will be required to provide specific facts and findings to support your application. Please provide the following: \_\_\_\_\_  
Flood Damage Prevention Ordinance - Sections 9.1-2, 9.1.4, 9.1-5, 9.2-2, 9.2-4

*FOR STRUCTURES IN NATURAL HAZARD AREAS:*

- Geohazard report prepared by a licensed geologist
- Elevation certificate and/or other flood ordinance requirements

OTHER REQUIRED ITEMS: \_\_\_\_\_

**FOR PARTITIONS AND SUBDIVISIONS:**

You must provide a plat or map of survey prepared by a licensed surveyor with your application. Partitions and subdivisions require an erosion prevention and sediment control plan as well as a storm and surface water management plan.

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# ***NOTICE***

## ***CHARGES FOR PRIVATE PROFESSIONAL SERVICES***

The Curry County Planning Division staff does not have technical expertise in some areas that are critical to the analysis of applications. When necessary, in the judgment of the Planning Director, Curry County Planning Division will contract with such specialists to assure that applications receive the proper review. These services include engineers, geologists, and hydrologists among others.

The County will be judicious in its decision to seek outside services. However, the cost of such services is the responsibility of the applicant. In such cases, the County will inform the applicant that the services of an appropriate consulting professional will be secured. The County will pay the invoices presented by the consultants and then invoice the applicant in turn for the cost incurred, plus 10% Administrative Fee (Curry County Resolution and Order No. 12372).

Failure of an applicant to honor the County's invoice within the 30 day period will delay the issuance of the permit or other entitlement which is being sought by the application.

For further information regarding this policy, you may contact Dave Pratt, Curry County Planning Director at 541-247-3304.

March 5, 2007



# CURRY COUNTY COMMUNITY DEVELOPMENT

94235 MOORE STREET, SUITE 113  
GOLD BEACH, OREGON 97444

Becky Crockett  
Planning Director

Phone (541) 247-3228  
FAX (541) 247-4579

## SERVICE PROVIDER CONFIRMATION FORM

**TO:**

**Name of Service Provider:** Coos-Curry Electric  
(Water, Sewer, Fire, Electric, etc)

The person(s) listed below are applying for the following type of land use approval from the Planning Division: Flood Development Permit

In order to process the application we need information from you on whether their proposal meets the requirements of your agency / department. If there are any conditions or restrictions that will be placed on your approval we need to be aware those so that we may include them in our final decision. Please provide the Planning Division any information you feel is relevant to this proposal in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name / Title Date  
Acting on behalf of the above referenced service provider

**TO THE APPLICANT:** In the space below describe your proposal with enough detail that the service provider listed above can make a determination regarding the project – if you need more room attach additional sheets:

Port of Brookings Harbor - Beachfront RV Park plans to install six new full-hookup sites, upgrade electrical service to the front row sites, redesign sites 76 through 98 for better access and removal of small restroom. Relocate three transformers with one to be replaced. Front row sites plan to be upgraded to 50 amp service with new electrical pedestal.  
\_\_\_\_\_  
\_\_\_\_\_

Applicant / Owner name: Port of Brookings Harbor  
Mailing Address: PO Box 848  
Brookings, OR 97415  
Assessor Map and Taxlot: 4113-08A-01500-00  
Subject Property Address: 16024 Boat Basin Road  
Harbor, OR 97415



# CURRY COUNTY COMMUNITY DEVELOPMENT

94235 MOORE STREET, SUITE 113  
GOLD BEACH, OREGON 97444

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Planning Director

Phone (541) 247-3228  
FAX (541) 247-4579

## SERVICE PROVIDER CONFIRMATION FORM

**TO:**

**Name of Service Provider:** Harbor Fire District  
(Water, Sewer, Fire, Electric, etc)

The person(s) listed below are applying for the following type of land use approval from the Planning Division: Flood Development Permit

In order to process the application we need information from you on whether their proposal meets the requirements of your agency / department. If there are any conditions or restrictions that will be placed on your approval we need to be aware those so that we may include them in our final decision. Please provide the Planning Division any information you feel is relevant to this proposal in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name / Title  
Acting on behalf of the above referenced service provider

\_\_\_\_\_  
Date

**TO THE APPLICANT:** In the space below describe your proposal with enough detail that the service provider listed above can make a determination regarding the project – if you need more room attach additional sheets:

Port of Brookings Harbor - Beachfront RV Park plans to install six new full-hookup sites, upgrade electrical service to the front row sites, redesign sites 76 through 98 for better access and removal of small restroom.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant / Owner name: Port of Brookings Harbor

Mailing Address: PO Box 848  
Brookings, OR 97415

Assessor Map and Taxlot: 4113-08A-01500-00

Subject Property Address: 16024 Boat Basin Road  
Harbor, OR 97415



# CURRY COUNTY COMMUNITY DEVELOPMENT

94235 MOORE STREET, SUITE 113  
GOLD BEACH, OREGON 97444

Becky Crockett  
Planning Director

Phone (541) 247-3228  
FAX (541) 247-4579

## SERVICE PROVIDER CONFIRMATION FORM

**TO:**

**Name of Service Provider:** Harbor Sanitary District  
(Water, Sewer, Fire, Electric, etc)

The person(s) listed below are applying for the following type of land use approval from the Planning Division: Flood Development Permit

In order to process the application we need information from you on whether their proposal meets the requirements of your agency / department. If there are any conditions or restrictions that will be placed on your approval we need to be aware those so that we may include them in our final decision. Please provide the Planning Division any information you feel is relevant to this proposal in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name / Title Date  
Acting on behalf of the above referenced service provider

**TO THE APPLICANT:** In the space below describe your proposal with enough detail that the service provider listed above can make a determination regarding the project – if you need more room attach additional sheets:

Port of Brookings Harbor - Beachfront RV Park plans to install six new full-hookup sites, upgrade electrical service to the front row sites, redesign sites 76 through 98 for better access and removal of small restroom. All site sewer caps plan to be replaced with self-closing lids to prevent water intrusion. Sewer for the six new sites plan to use the existing sewer system for disposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant / Owner name: Port of Brookings Harbor

Mailing Address: PO Box 848  
Brookings, OR 97415

Assessor Map and Taxlot: 4113-08A-01500-00

Subject Property Address: 16024 Boat Basin Road  
Harbor, OR 97415



# CURRY COUNTY COMMUNITY DEVELOPMENT

94235 MOORE STREET, SUITE 113  
GOLD BEACH, OREGON 97444

Becky Crockett  
Planning Director

Phone (541) 247-3228  
FAX (541) 247-4579

## SERVICE PROVIDER CONFIRMATION FORM

**TO:**

**Name of Service Provider:** Harbor Water District  
(Water, Sewer, Fire, Electric, etc)

The person(s) listed below are applying for the following type of land use approval from the Planning Division: Flood Development Permit

In order to process the application we need information from you on whether their proposal meets the requirements of your agency / department. If there are any conditions or restrictions that will be placed on your approval we need to be aware those so that we may include them in our final decision. Please provide the Planning Division any information you feel is relevant to this proposal in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name / Title Date  
Acting on behalf of the above referenced service provider

**TO THE APPLICANT:** In the space below describe your proposal with enough detail that the service provider listed above can make a determination regarding the project – if you need more room attach additional sheets:

Port of Brookings Harbor - Beachfront RV Park plans to install six new full-hookup sites, upgrade electrical service to the front row sites, redesign sites 76 through 98 for better access and removal of small restroom. Front row sites plan to have new waterlines installed during the utility upgrade.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant / Owner name: Port of Brookings Harbor

Mailing Address: PO Box 848  
Brookings, OR 97415

Assessor Map and Taxlot: 4113-08A-01500-00

Subject Property Address: 16024 Boat Basin Road  
Harbor, OR 97415