

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, March 16, 2021 • 6:00pm
Teleconference / Meeting Room (limited capacity)

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

Meeting ID: 771 205 4017

Passcode: 03162021

(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. APPROVAL OF MEETING MINUTES

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B. Approve Minutes of Workshop Commissioner Meeting Wednesday February 10, 2021.....	4
C. Approve Minutes of Regular Commissioner Meeting Tuesday February 16, 2021.....	7
D. Approve Minutes of Special Commissioner Meeting Friday February 26, 2021.....	11

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

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

5. MANAGEMENT REPORTS

A. Financial Report – February 2021.....	14
B. Safety Report – February 2021.....	36
C. Harbormaster Report – February 2021.....	38
D. Port Manager Report – February 2021.....	41

Sample motion: Motion to approve management reports for February 2021 as discussed.

6. ACTION ITEMS

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B. Audit Engagement Letter.....	49
C. Appoint Budget Committee.....	55
D. Pithitude and Harbor Corner Market Security Gate.....	57
E. Whale’s Tail Candy & Gifts Lessor’s Consent Agreement.....	59
F. Crow/Clay & Associates Contract Amendment No. 4.....	62
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H. Harbor Sanitary District Agreement.....	82

7. INFORMATION ITEMS

A. Salmon Season Review.....	89
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8. COMMISSIONER COMMENTS

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

10. ADJOURNMENT

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

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

Thursday, February 4, 2021

The Port of Brookings Harbor District met in Special session on the above date at 9:00 A.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via zoom teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. Commissioner Joseph Speir was absent.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

A. Commissioner Roy Davis

- I. Vice President presented item.
- II. Port Manager discussed item.
- III. Commission discussed item.
- IV. *Hartung made a motion to declare Commissioner position #3 vacant. Second by Range. Motion passed 3-0.*
- V. *Range made a motion to leave the position vacant until the next election. Second by Hartung. Motion passed 3-0.*

B. Fuel Dock Project Changes

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Harbormaster discussed item.
- IV. Commission discussed item.
- V. Engineer Jack Akin discussed item.
- VI. *Range made a motion to approve eliminating the concrete access structure and relocate the ramp and utilities to the proposed location. Project*

*monetary changes will be reconciled at a later date. Second by Hartung.
Motion passed 3-0.*

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities and grieved over the loss of a commissioner.

7. NEXT REGULAR MEETING DATE – Tuesday, February 16, 2021 at 6:00 P.M.

8. ADJOURNMENT

- Vice President adjourned the meeting at 9:26 am.

Secretary/Treasurer, Sharon Hartung

Date Signed

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

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

Wednesday, February 10, 2021

The Port of Brookings Harbor District met in workshop session on the above date at 10:00 A.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via zoom teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. Commissioner Joseph Speir was absent.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- No public comments.

4. INFORMATION ITEMS

A. DEQ Tier I Report

- I. Port Manager presented item.
- II. Commission discussed item.

B. FEMA Projects Update/Planning & Permitting, Phase 1

- I. Port Manager presented item.
- II. Commission discussed item.

C. Fuel Dock Project

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. Vice President allowed public comments.
- IV. Vice President moved discussion back to the board.
- V. Commission discussed item.

D. 2021 Events at the Port

- I. Port Manager presented item.

- II. Commission discussed item.
- III. Harbormaster discussed item.
- IV. Port Counsel discussed item.
- V. Commission discussed item.

E. Coronavirus Relief Fund

- I. Port Manager presented item.
- II. Commission discussed item.

F. Righetti/Port Property Line Adjustment

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.

G. Business Credit Card

- I. Port Manager presented item.
- II. Commission discussed item.

H. Appoint Budget Officer FY 2021/22

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. Commission discussed item.
- V. Vice President allowed public comments.
- VI. Vice President moved discussion back to the board.
- VII. Commission discussed item.

I. Roy Davis Memorial

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.

J. RV Park Project

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. Harbormaster discussed item.
- V. Commission discussed item.

5. COMMISSIONER COMMENTS

- Commissioners had nothing to report at this time.

6. NEXT REGULAR MEETING DATE – Tuesday, February 16, 2021 at 6:00 P.M.

7. ADJOURNMENT

- Vice President adjourned the meeting at 11:28 am.

Secretary/Treasurer, Sharon Hartung

Date Signed

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

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

Tuesday, February 16, 2021

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

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance.
- **Roll Call**
 - Commissioners present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Coordinator Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
 - Port Manager requested to add Information Item C, Blue Finn Reality Lease
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Speir made a motion to approve the agenda as written, with additional information item Bluefinn Reality. Second by Range. **Motion passed 4-0.***

3. ELECTION OF NEW OFFICERS

- Port Manager presented item.
- *Range made a motion to elect Richard Heap as President. Second by Hartung. Hartung made a motion to elect Joe Speir for Vice President. Second by Range. Range made a motion to elect Sharon Hartung for Secretary/Treasurer. Second by Speir. **Motion passed. 4-0.***
- Commission took a moment of silence for Roy Davis.

4. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Workshop Meeting Tuesday, January 12, 2021.**
- B. Approve minutes of Regular Meeting Tuesday, January 19, 2021.**
- C. Approve minutes of Special Meeting Wednesday, January 27, 2021.**
 - I. *Speir made a motion to approve meeting minutes items A, B, and C as discussed. Second by Hartung. **Motion passed 4-0.***

5. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Dan Fraser.

6. MANAGEMENT REPORTS

A. Financial Report – January 2021

- I. Port Manager presented item.
- II. Commission discussed item.

B. Safety Report – January 2021

- I. Safety Coordinator presented item.

C. Harbormaster Report – January 2021

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Harbormaster discussed item.

D. Port Manager Report – January 2021

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Harbormaster discussed item.
- VI. Port Manager discussed item.
- VII. *Speir made a motion to approve the financial report, safety report, harbormaster report and manager reports for January 2021 as discussed. Second by Range. Motion passed 4-0.*

7. ACTION ITEMS

A. Appoint Budget Officer FY 2021-22

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve Kim Boom as the Budget Officer for fiscal year 2021-2022 budget. Second by Hartung Motion passed 4-0.*
- IV. Port Manager discussed item.
- V. Commission discussed item.

B. 2021 Port Events

- I. President presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager discussed item.
- VII. Commission discussed item.
- VIII. President allowed public comments.
- IX. President moved discussion back to the board.
- X. Harbormaster discussed item.
- XI. Commission discussed item.

- XII. *Range made a motion to approve outdoor events at the Port if event coordinators provided an acceptable plan that would meet the Governor's Sector Risk Level guidelines. They understand that the event can be canceled at any time the risk level changes, it has to be legal event, provide the port insurance, plan has to be submitted to Gary, and approved by the sheriff's department also.*
- XIII. Commission discussed item.
- XIV. Harbormaster discussed item.
- XV. Commission discussed item.
- XVI. *Motion was second by Hartung. **Motion passed 3-1. Yes: Hartung, Speir, & Range. No: Heap.***

C. RV Park Project

- I. President presented item.
- II. Port Manager discussed item.
- III. Commission discussed item.
- IV. *Range made a motion that due to the information provided this evening that we could be looking at permitting fees that are greater than we expected that we are going to submit a drawing to the county to get written documentation on how we can proceed. Second by Speir. **Motion passed 4-0.***
- V. President allowed public comments.
- VI. President moved discussion back to the board.

D. Business Credit Card

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager discussed item.
- VII. *Speir made a motion to approve obtaining one account with Capital One for the Spark business credit card at a limit of \$10,000, with 2 cards. Second by Range. **Motion passed 4-0.***

E. Roy Davis Memorial

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. President allowed public comments.
- VII. President moved discussion back to the board.
- VIII. Commission discussed item.
- IX. Port Manager discussed item.
- X. *Speir made a motion to approve Roy Davis memorial donation fund for expenses of a memorial for Roy Davis at the Port. Design, type, and location of monument to be determine later and approved by the Board of Commissioners. Second by Hartung. **Motion passed 4-0.***

8. INFORMATION ITEMS

- A. Special District Election**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- B. RV Park Reservation Program**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- C. Blue Finn Reality Lease**
 - I. Port Manager presented item.

9. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.
- President allowed public comments.
- President moved discussion back to the board.

10. NEXT REGULAR MEETING DATE – Tuesday, March 16, 2021 at 6:00 P.M.

11. ADJOURNMENT

- President adjourned the meeting at 7:32 pm.

Secretary/Treasurer, Sharon Hartung

Date Signed

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

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

Tuesday, February 26, 2021

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

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
 - Commissioner Range requested to add Information Item A, Potholes in Dry Camping
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Range made a motion to approve the agenda as written with the addition of potholes in information item. Second by Speir. **Motion passed 4-0.***

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

A. RV Park Restroom Restoration

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager and Harbormaster discussed item.
- IV. Commission discussed item.
- V. Harbormaster discussed item.
- VI. *Speir made a motion to approve the restoration of the existing main restroom/shower building as part of the RV Park Project using the Port Construction Fund. Second by Range.*
- VII. Commission discussed item.
- VIII. **Motion passed 4-0.**

B. RV Park Project

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Harbormaster discussed item.
- IV. Commission discussed item.
- V. Port Manager discussed item.

- VI. Commission discussed item.
- VII. Harbormaster discussed item.
- VIII. Commission discussed item.
- IX. President allowed public comments.
- X. President moved discussion back to the board.
- XI. *Speir made a motion to approve modifying the scope of the RV Park Project. Scope of the project will include installing new pull-thru sites with utilities, reconfiguring, and remodeling pull-thru site 78-103 for better access with new utilities and dividers. All remaining pull-thru sites to include new utilities and new dividers. All sewer caps to be replaced with a self-closing cap and two new trash bin enclosures. Second by Hartung. Motion passed 4-0.*

C. Eviction of Seal Cove Realty

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Counsel discussed item.
- IV. Commission discussed item.
- V. Port Manager and Harbormaster discussed item.
- VI. Commission discussed item.
- VII. Counsel discussed item.
- VIII. *Hartung made a motion to approve Port legal counsel to begin the legal process of removing personal belongings from Seal Cove Realty leased premises and give the Port Manager the authority to sign any legal notices. Second by Range. Heap amended motion to add legal notices and documents pertaining to this issue. Motion passed 4-0.*

5. INFORMATION ITEMS

A. Potholes in Dry Camping

- I. Commissioner Range presented item.
- II. Port Manager discussed item.
- III. Commission discussed item.
- IV. Port Manager discussed item.

6. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

7. NEXT REGULAR MEETING DATE – Tuesday, March 16, 2021 at 6:00 P.M.

8. ADJOURNMENT

- President adjourned the meeting at 2:44 pm.

Secretary/Treasurer, Sharon Hartung

Date Signed

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

FINANCIAL SUMMARY REPORT

Date: March 16, 2021
Period: Month End Report of Financial Activities for February 2021
To: Honorable Board President and Harbor District Board Members
Issued by: Gary Dehlinger, Port Manager

February 2021 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$419,641. Restricted cash and equivalents totaled \$942,516, with Total Assets (cash) at \$1,389,246.

February Profit & Loss

Total revenues from all funds were \$398,855. Total expenses were \$184,644*. The net income was \$214,211.

General Fund program revenues was \$210,966 and expenses was \$160,859.

Revenue Centers		Expenses
Marina**	\$65,135	\$78,326
Beachfront RV Park	\$94,660	\$9,782
Commercial / Retail	\$48,161	\$5,767
Fuel Dock	\$6,489	\$8,994

**Marina includes Administration costs.

Unusual revenues this month includes the reimbursement payment to the contractor for the Fuel Dock Project from Business Oregon for \$126,000.

\$57,778 was transferred out of the General Fund to Debt, Capital Project and Reserve Funds.

Fiscal Year Profit & Loss vs. Budget Performance

We have completed eight (8) months of the fiscal year; the year is 66.7% complete.

✓ **Income**

Any number above 66.7% is ahead of budget.

Total Income is 67.6% or 0.9% above budget.

General Fund Program Revenue is 70.8% or 4.1% above budget. Increase of 0.3% from last month. Port general program revenues is on track to meet budgeted expectations.

* 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).

✓ **Expenses**

Any number below 66.7% is ahead of budget.

Total Expense is 55.8% or 10.9% below budget. Port has expended less than budgeted.

General Fund Expenditure is 63.7% or 3.0% below budget. Port has expended less than budgeted expectations.

DOCUMENTS

- Port Balance Sheet, 2 pages
- Profit & Loss February 2021, 4 pages
- Profit & Loss and Budget Performance FY 2020-2021, July 2020 thru February 2021, 5 pages
- Check Register, 4 pages
- Vendor Expense Report for January thru February 2021, 5 pages

Port of Brookings Harbor
Balance Sheet
As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	120,431.16
10105 · General Fund LGIP 6017	279,329.73
10107 · Dredging Fund LGIP 6254	17,991.55
Total 101 · GENERAL FUND CHECKING & LGIP	417,752.44
10101 · Petty Cash	388.59
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	419,641.03
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,519.93
30104 · Debt Service Umpqua MM 8627	2,513.78
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,533.71
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	56,292.74
30105 · IFA Debt Service Fund LGIP 6020	68,459.33
50105 · Reserve Fund LGIP 6018	178,275.83
70105 · Capital Projects Fund 6273	631,954.84
Total 105 · RESTRICTED LGIP	934,982.74
Total 110 · RESTRICTED CASH & EQUIVALENTS	942,516.45
Total Checking/Savings	1,362,157.48
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-29,444.06
Total Accounts Receivable	-29,444.06
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	45,232.90
Total 130 · DUE FROM TRANSFERS	45,232.90
150 · Undeposited Funds	11,299.18
Total Other Current Assets	56,532.08
Total Current Assets	1,389,245.50
TOTAL ASSETS	1,389,245.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Port of Brookings Harbor
Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
Credit Cards	
106 · RCU VISA ACCT	888.13
Total Credit Cards	888.13
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-171.60
Total 100222 · Payroll Liabilities	-171.60
10226 · Lodging Tax Payable	16,718.99
230 · DUE TO TRANSFERS	
40230 · Due To General from Capt Proj	45,232.90
Total 230 · DUE TO TRANSFERS	45,232.90
Total Other Current Liabilities	61,780.29
Total Current Liabilities	62,668.42
Total Liabilities	62,668.42
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	280,775.87
20301 · Revenue Bond Unappropriate Bal	99,897.67
30301 · Debt Service Unappropriated Bal	21,005.79
40301 · Capital Project Unappropriated	10,578.95
50301 · Reserve Fund Unappropriated Bal	33,092.32
Total 301 · Unappropriated Balance	445,350.60
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-280,775.87
20302 · Revenue Bond Appropriated Carry	-99,897.67
30302 · Debt Service Appropriated Carry	-21,005.79
40302 · Capital Proj Appropriated Carry	-10,578.95
50302 · Reserve Fund Appropriated Carry	-33,092.32
Total 302 · Appropriated Carryover	-445,350.60
Total 300 · Fund Balance	0.00
3900 · RETAINED EARNINGS	603,812.03
Net Income	722,765.05
Total Equity	1,326,577.08
TOTAL LIABILITIES & EQUITY	<u>1,389,245.50</u>

Port of Brookings Harbor
Profit & Loss
 February 2021

	Feb 21
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	2,679.20
10413 · Property Tax Prior	589.61
10414 · Interest General Fund	104.31
10418 · Miscellaneous	200.00
Total 401 · GENERAL FUND REVENUES	3,573.12
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	20,947.64
10421.4 · Recreational Slip Rent	27,116.84
10421.5 · Transient	1,043.57
10421.6 · Liveaboard	75.00
10421.7 · Daily Moorage/Kiosk	15.00
Total 10421.2 · MOORAGE	49,198.05
10421.8 · BOAT LAUNCH	450.00
10421.9 · SHOWER REVENUE	173.50
10422 · STORAGE	
10422.1 · Gear Storage	6,709.70
10422.2 · Boat Storage	2,120.00
Total 10422 · STORAGE	8,829.70
10423 · ADMINISTRATIVE FEES	
10423.1 · Charter License Fee	500.00
10423 · ADMINISTRATIVE FEES - Other	382.95
Total 10423 · ADMINISTRATIVE FEES	882.95
10424 · MARINE SERVICES	
10424.2 · 12 K Telehandler	388.20
10424 · MARINE SERVICES - Other	1,553.86
Total 10424 · MARINE SERVICES	1,942.06
10421 · MARINA - Other	180.00
Total 10421 · MARINA	61,656.26
10426 · BEACHFRONT RV PARK	
10426.1 · Space Rental	91,614.66
10426.2 · Wood Sales	100.00
10426.3 · Transaction Fee	2,945.00
10426.4 · Other Fees	0.00
Total 10426 · BEACHFRONT RV PARK	94,659.66
10427 · COMMERCIAL RETAIL	
10427.1 · Retail Property	29,837.40
10427.2 · Docks	17,842.16
10427.3 · Utilities	457.89
10427.4 · CPI and Other Fees	23.38
Total 10427 · COMMERCIAL RETAIL	48,160.83
10428 · FUEL DOCK	6,488.85

Port of Brookings Harbor
Profit & Loss
 February 2021

	Feb 21
Total 402 · GENERAL FUND PROGRAM REVEN...	210,965.60
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	32.47
20419 · Transfer to USDA Bond Fund	10,843.00
	10,875.47
Total 420 · USDA REVENUE BOND FUND	10,875.47
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	39.72
30419 · Transfer to Debt Service Fund	30,291.71
	30,331.43
Total 430 · DEBT SERVICE FUND REVENUE	30,331.43
440 · CAPITAL PROJECTS FUND REVENUE	
40416 · Government Funding	
40416.3 · State Lottery Funding	126,000.00
	126,000.00
Total 40416 · Government Funding	126,000.00
40419 · Transfer to Capital Project	9,833.50
	135,833.50
Total 440 · CAPITAL PROJECTS FUND REVENUE	135,833.50
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	102.51
50419 · Transfer to Reserve Fund	2,000.00
	2,102.51
Total 450 · RESERVE FUND REVENUE	2,102.51
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	363.38
	363.38
Total 470 · PORT CONSTRUCTION FUND REVE...	363.38
Total 400 · REVENUES	398,854.88
Total Income	398,854.88
Gross Profit	398,854.88
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	57,778.08
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,217.60
10502 · Port Office Staff	8,962.85
10503 · RV Park Office Staff	2,246.34
10504 · Operations Staff	18,737.17
10505 · Overtime	
10505.1 · Office	195.92
10505.2 · Operations	150.32
	346.24
Total 10505 · Overtime	346.24
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	1,278.40
10506.2 · Sick Leave Benefit	171.21

Port of Brookings Harbor
Profit & Loss
February 2021

	Feb 21
10506.3 · Vacation	747.64
10506.5 · SEP Retirement	
10506.6 · Office	1,238.83
10506.7 · Operations	1,501.12
10506.8 · Port Manager	653.06
Total 10506.5 · SEP Retirement	3,393.01
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	4,215.78
Total 10506 · Payroll Taxes/Costs/Benefits	10,119.10
10509 · Health Care and Dental	6,821.10
Total 500 · PERSONNEL SERVICES	53,450.40
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	226.56
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	5,046.77
10602.2 · Contracts and Agreements	2,790.00
10602.3 · Tools & Equipment Purchases	212.60
10602.4 · Supplies & Services	6,542.70
Total 10602 · REPAIRS & MAINTENANCE	14,592.07
10603 · FUEL purchased for resale	8,672.93
10605 · UTILITIES	
10605.2 · RV Park Cable TV	571.26
10605.3 · Sanitary	2,620.76
10605.5 · Telecommunications	933.01
10605.6 · Waste Removal	3,606.33
10605.7 · Water	1,505.08
Total 10605 · UTILITIES	9,236.44
10606 · OFFICE EXPENSE	967.35
10607 · BANK SERVICE & FINANCE FEES	3,964.05
10608 · TRAINING & TRAVEL	55.55
10609 · PERMITS, LICENSES, TAXES & MISC	39.90
10610 · INSURANCE; PROP & CAS, BOND	9,441.36
10611 · PROFESSIONAL FEES	
10611.1 · Accounting	500.00
10611.2 · Attorney	1,392.00
10611.6 · Payroll Administration	443.51
10611.7 · IT/Computer Support	99.00
Total 10611 · PROFESSIONAL FEES	2,434.51
Total 601 · GENERAL FUND Material & Service	49,630.72
Total 600 · GENERAL FUND EXPENDITURES	160,859.20
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,006.25
30804P · 2018 Genie Forklift Principal	1,137.04
Total 801 · Principal	5,143.29
810 · Interest Payments	

Port of Brookings Harbor
Profit & Loss
February 2021

	Feb 21
30813I · 50 BFMII Travelift Interest	652.75
30814I · 2018 Genie Forklift Interest	327.67
Total 810 · Interest Payments	980.42
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	3,010.00
40702.2 · Materials & Services	9,833.50
Total 40702 · Land Improvement - Capt Proj	12,843.50
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	12,843.50
Total 640 · CAPT. PROJ. EXPENDITURES	12,843.50
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,147.56
60815I · RV Park Improv. Loan Interest	1,662.31
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.	7.50
Total 70100 · PORT CONST. CAPITAL OUTLAY	7.50
Total 670 · PORT CONST FUND EXPENDITURES	7.50
Total Expense	184,643.78
Net Income	214,211.10

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

	Jul '20 - Feb 21	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	0.00	319,000.00	0.0%
10412 · Property Tax Current	229,964.75	245,000.00	93.9%
10413 · Property Tax Prior	8,281.00	9,500.00	87.2%
10414 · Interest General Fund	1,375.89	3,570.00	38.5%
10415 · Loans - General Fund	700,000.00	700,000.00	100.0%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	19,570.48	29,652.00	66.0%
10419 · Transfer to General Fund	15,267.02		
10420 · Grants & Other Funding - GF	87,786.18	100,000.00	87.8%
Total 401 · GENERAL FUND REVENUES	1,062,245.32	1,412,722.00	75.2%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	94,096.08		
10421.4 · Recreational Slip Rent	233,380.82		
10421.5 · Transient	12,492.95		
10421.6 · Liveaboard	3,675.00		
Total 10421.2 · MOORAGE	343,644.85		
10421.8 · BOAT LAUNCH	18,985.55		
10421.9 · SHOWER REVENUE	3,191.39		
10422 · STORAGE			
10422.1 · Gear Storage	39,480.50		
10422.2 · Boat Storage	23,849.20		
Total 10422 · STORAGE	63,329.70		
10423 · ADMINISTRATIVE FEES			
10423.1 · Charter License Fee	4,200.00		
10423 · ADMINISTRATIVE FEES - Other	3,087.14		
Total 10423 · ADMINISTRATIVE FEES	7,287.14		
10424 · MARINE SERVICES			
10424.1 · Travelift	15,457.70		
10424.2 · 12 K Telehandler	5,418.00		
10424 · MARINE SERVICES - Other	26,852.41	70,000.00	38.4%
Total 10424 · MARINE SERVICES	47,728.11	70,000.00	68.2%
10425 · PROPERTY GROUND EVENT USE	-43.75	0.00	100.0%
10421 · MARINA - Other	180.00	640,000.00	0.0%
Total 10421 · MARINA	484,302.99	710,000.00	68.2%
10426 · BEACHFRONT RV PARK			
10426.1 · Space Rental	496,132.12		
10426.2 · Wood Sales	2,395.00		
10426.3 · Transaction Fee	22,135.00		
10426.4 · Other Fees	240.00		
10426 · BEACHFRONT RV PARK - Other	0.00	571,000.00	0.0%
Total 10426 · BEACHFRONT RV PARK	520,902.12	571,000.00	91.2%
10427 · COMMERCIAL RETAIL			
10427.1 · Retail Property	207,991.05		
10427.2 · Docks	133,449.67		

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

	Jul '20 - Feb 21	Budget	% of Budget
10427.3 · Utilities	5,724.62		
10427.4 · CPI and Other Fees	8,000.41		
10427 · COMMERCIAL RETAIL - Other	0.00	515,000.00	0.0%
Total 10427 · COMMERCIAL RETAIL	355,165.75	515,000.00	69.0%
10428 · FUEL DOCK	357,149.68	630,000.00	56.7%
Total 402 · GENERAL FUND PROGRAM REVE...	1,717,520.54	2,426,000.00	70.8%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	530.44	2,000.00	26.5%
20419 · Transfer to USDA Bond Fund	86,744.00	130,120.00	66.7%
Total 420 · USDA REVENUE BOND FUND	87,274.44	230,515.00	37.9%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	435.46	1,500.00	29.0%
30419 · Transfer to Debt Service Fund	242,333.68	368,283.00	65.8%
Total 430 · DEBT SERVICE FUND REVENUE	242,769.14	393,385.00	61.7%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	0.00	0.0%
40416.2 · FEMA Funding	0.00	120,000.00	0.0%
40416.3 · State Lottery Funding	299,113.00	570,000.00	52.5%
Total 40416 · Government Funding	299,113.00	690,000.00	43.3%
40419 · Transfer to Capital Project	-5,260.25	75,000.00	-7.0%
Total 440 · CAPITAL PROJECTS FUND REVEN...	293,852.75	767,500.00	38.3%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	1,006.03	3,000.00	33.5%
50419 · Transfer to Reserve Fund	16,000.00	24,000.00	66.7%
Total 450 · RESERVE FUND REVENUE	17,006.03	157,000.00	10.8%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	33,669.09	52,908.00	63.6%
Total 460 · DEBT SERV. RV PARK IMPROV. F...	33,669.09	52,908.00	63.6%
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	3,484.41	5,000.00	69.7%
70419 · Transfers to Port Const. Fund	684,000.00	684,000.00	100.0%
Total 470 · PORT CONSTRUCTION FUND REV...	687,484.41	689,000.00	99.8%
Total 400 · REVENUES	4,141,821.72	6,129,030.00	67.6%
Total Income	4,141,821.72	6,129,030.00	67.6%
Gross Profit	4,141,821.72	6,129,030.00	67.6%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	1,057,486.52	1,334,311.00	79.3%
500 · PERSONNEL SERVICES			

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

	Jul '20 - Feb 21	Budget	% of Budget
10501 · Port Manager	55,878.64	84,500.00	66.1%
10502 · Port Office Staff	68,366.72	116,465.00	58.7%
10503 · RV Park Office Staff	25,595.79	48,194.00	53.1%
10504 · Operations Staff	154,988.57	256,620.00	60.4%
10505 · Overtime			
10505.1 · Office	1,825.84	863.00	211.6%
10505.2 · Operations	1,716.83		
10505 · Overtime - Other	0.00	9,137.00	0.0%
Total 10505 · Overtime	3,542.67	10,000.00	35.4%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	11,102.40		
10506.2 · Sick Leave Benefit			
Families First COVID-19 Act	1,975.02		
10506.2 · Sick Leave Benefit - Other	2,104.99		
Total 10506.2 · Sick Leave Benefit	4,080.01		
10506.3 · Vacation	22,186.71		
10506.5 · SEP Retirement			
10506.6 · Office	11,419.14		
10506.7 · Operations	13,473.15		
10506.8 · Port Manager	6,258.16		
Total 10506.5 · SEP Retirement	31,150.45		
10506.9 · Personal Vehicle Allowance	2,817.54		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	28,682.23	141,785.00	20.2%
Total 10506 · Payroll Taxes/Costs/Benefits	105,369.42	141,785.00	74.3%
10508 · Workers Compensation	7,536.46	18,920.00	39.8%
10509 · Health Care and Dental	56,084.60	81,855.00	68.5%
Total 500 · PERSONNEL SERVICES	477,362.87	758,339.00	62.9%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	2,667.35	14,105.00	18.9%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	123,638.92		
10602.1 · Maintenance & Repairs - Other	30,704.13	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	154,343.05	0.00	100.0%
10602.2 · Contracts and Agreements	28,464.48		
10602.3 · Tools & Equipment Purchases	2,017.15		
10602.4 · Supplies & Services	117,216.95		
10602 · REPAIRS & MAINTENANCE - Other	0.00	342,586.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	302,041.63	342,586.00	88.2%
10603 · FUEL purchased for resale	290,570.34	580,000.00	50.1%
10605 · UTILITIES			
10605.1 · Electric	59,572.12		
10605.2 · RV Park Cable TV	5,016.63		
10605.3 · Sanitary	41,860.44		
10605.5 · Telecommunications	7,639.78		
10605.6 · Waste Removal	50,516.33		
10605.7 · Water	17,048.50		

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

	Jul '20 - Feb 21	Budget	% of Budget
10605 · UTILITIES - Other	0.00	319,483.00	0.0%
Total 10605 · UTILITIES	181,653.80	319,483.00	56.9%
10606 · OFFICE EXPENSE	34,418.66	61,011.00	56.4%
10607 · BANK SERVICE & FINANCE FEES	32,960.06	34,818.00	94.7%
10608 · TRAINING & TRAVEL	835.67	10,162.00	8.2%
10609 · PERMITS, LICENSES, TAXES & MISC	4,893.21	12,085.00	40.5%
10610 · INSURANCE; PROP & CAS, BOND	64,233.11	86,996.00	73.8%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	4,000.00		
10611.2 · Attorney	11,877.00		
10611.3 · Audit	15,500.00		
10611.4 · Engineering/Consultant	40,385.00		
10611.6 · Payroll Administration	3,742.08		
10611.7 · IT/Computer Support	3,216.88		
10611 · PROFESSIONAL FEES - Other	0.00	97,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	78,720.96	97,463.00	80.8%
Total 601 · GENERAL FUND Material & Service	992,994.79	1,558,709.00	63.7%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	39,191.50	6,000.00	653.2%
10704 · Equipment	11,261.00	60,000.00	18.8%
Total 710 · GENERAL FUND CAPITAL OUTLAY	50,452.50	66,000.00	76.4%
920 · OPERATING CONTINGENCY	0.00	76,363.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	2,578,296.68	3,793,722.00	68.0%
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%
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	11,380.38		
30802.2 · OBDD #525172/RV Park Prin.	10,262.76		
30802.3 · OBDD #525176/Green Bldg Prn	18,072.27		
30802.4 · OBDD #525181/EurekaFish Prn	11,738.94		
30802.5 · SPWF #L02009/Cold Strg Prin	57,254.58		
30802.6 · SPWF #L96003/RV Beach Prin	26,315.84		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	42,104.60		
30802.9 · SPWF X03004/Eureka Fishery Prin	17,897.39		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	217,500.00	294,800.00	73.8%
801 · Principal			
30803P · 50 BFMII Travelift Principal	31,490.85	47,754.00	65.9%
30804P · 2018 Genie Forklift Principal	8,967.39	13,616.00	65.9%
Total 801 · Principal	40,458.24	61,370.00	65.9%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	5,781.15	8,154.00	70.9%
30814I · 2018 Genie Forklift Interest	2,750.29	3,959.00	69.5%

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

	Jul '20 - Feb 21	Budget	% of Budget
Total 810 · Interest Payments	8,531.44	12,113.00	70.4%
Total 630 · DEBT SERVICE FUND EXPENDITURES	266,489.68	368,283.00	72.4%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	46.00		
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	29,210.00		
40702.2 · Materials & Services	294,608.63		
40702 · Land Improvement - Capt Proj - Ot...	0.00	765,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	323,818.63	765,000.00	42.3%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	323,818.63	765,000.00	42.3%
Total 640 · CAPT. PROJ. EXPENDITURES	339,131.65	765,000.00	44.3%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	21,871.91	34,540.00	63.3%
60815I · RV Park Improv. Loan Interest	11,797.18	18,368.00	64.2%
Total 660 · DEBT SERV. RV PARK EXPENDITUR...	33,669.09	52,908.00	63.6%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	71,529.57	689,000.00	10.4%
Total 70100 · PORT CONST. CAPITAL OUTLAY	71,529.57	689,000.00	10.4%
Total 670 · PORT CONST FUND EXPENDITURES	71,529.57	689,000.00	10.4%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	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	329,997.00	0.0%
Total Expense	3,419,236.67	6,129,030.00	55.8%
Net Income	722,585.05	0.00	100.0%

Port of Brookings Harbor
Check Registers
As of February 28, 2021

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	DEBIT	02/05/2021	US Bank Equipment Finance	Contract No. 500-0623925-000		223.20
Check	DEBIT	02/05/2021	ADP	Advice of Debit 573273713 Payroll Date: 01/27/2021		131.58
Check	DEBIT	02/02/2021	Elavon	JANUARY 2021 MERCHANT SERVICE FEE ACCT#316		518.29
Check	DEBIT	02/02/2021	Elavon	JANUARY 2021 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		22.56
Check	DEBIT	02/02/2021	Elavon	JANUARY 2021 MERCHANT SERVICE FEE ACCT#902		29.99
Check	DEBIT	02/02/2021	Elavon	JANUARY 2021 MERCHANT SERVICE FEE ACCT#951		29.99
Bill Pmt -Check	DEBIT	02/19/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		7,591.98
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QTJ6C		123.63
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QVQB3		209.07
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QVYK1		134.44
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QW1ZV		133.04
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QW5QH		130.32
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QW92X		165.87
Check	DEBIT	02/10/2021	Edward Jones	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QWD65		289.20
Check	DEBIT	02/10/2021	TD Ameritrade	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QWHJ8		187.41
Check	DEBIT	02/10/2021	US Bank Sep- IRA	Employer Contribution 02/10/2021 ConfirmationR6XNQ-QWMMKJ		326.53
Bill Pmt -Check	DEBIT	02/22/2021	Tyree Oil, Inc	Account # 56851 Fuel Purchase		626.56
Check	DEBIT	02/19/2021	ADP	Advice of Debit 574137818 Payroll Date: 02/10/2021		131.58
Bill Pmt -Check	DEBIT	02/17/2021	Chevron Business Card	Account #: 0496007075666		215.99
Check	DEBIT	02/26/2021	ADP	Advice of Debit 574785763 MISC.... Effective 3/26/2021 Rate increase \$7.00	0.00	
Check	DEBIT	02/26/2021	ADP	Advice of Debit #574976167 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		180.35
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3TJFL		135.22
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3VR8W		205.39
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3VVJF		106.61
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3VXNR		133.77
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3W0H1		125.55
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3W4K3		161.58
Check	DEBIT	02/24/2021	Edward Jones	Employer Contribution 02/24/2021 ConfirmationR8BM5-3W6ZG		289.20
Check	DEBIT	02/24/2021	TD Ameritrade	Employer Contribution 02/24/2021 ConfirmationR8BM5-3W9FT		209.65
Check	DEBIT	02/24/2021	US Bank Sep- IRA	Employer Contribution 02/24/2021 ConfirmationR8BM5-3WF23		326.53
Bill Pmt -Check	DEBIT	02/25/2021	Pitney Bowes Global Lease	LEASE ACCT#0017098499		415.41
General Journal	DEBT 02/01	02/01/2021		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 02/01	02/01/2021		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 02/01	02/01/2021		Transfer to Debt Service Fund RV Park Improvement Fund		4,809.87
General Journal	IFA 02/01	02/01/2021		Transfer to IFA Debt Service for 1st QTR 2021 Pmt		24,168.00
General Journal	RES 02/01	02/01/2021		Transfer to Reserve Fund		2,000.00
General Journal	USDA 2/01	02/01/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment		10,843.00
General Journal	CP 02/10	02/10/2021		Transfer to Capital Projects for payment to John's Portable Welding inv#350704		1,350.00
General Journal	PAY 02/10	02/10/2021		Rec 02/10/2021 payroll		15,184.83
General Journal	TAX 02/10	02/10/2021		Rec 02/10/2021 payroll		6,024.16
General Journal	CP 02/16	02/16/2021		Transfer to Capital Projects for payment to EMC Engineering inv#91009-2062		3,010.00
General Journal	CP 02/16	02/16/2021		Transfer to Capital Projects for payment to DaTone inv#470145		30.00
General Journal	USCG 2/16	02/16/2021		JAN 2021 LEASE Pmt	923.24	
General Journal	USCG 2/23	02/23/2021		FEB 2021 LEASE Pmt	923.24	
General Journal	PAY 02/24	02/24/2021		Rec 02/24/2021 payroll		15,392.77
General Journal	TAX 02/24	02/24/2021		Rec 02/24/2021 payroll		6,005.96

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Type	Num	Date	Name	Memo	Debit	Credit
General Journal	GF 02/25	02/25/2021		Transfer \$25,000 from Umpqua Bank to LGIP - General Funds		25,000.00
General Journal	CP 02/26	02/26/2021		Transfer to Capital Projects for payment to various vendors, see attached for C2019...		4,817.92
General Journal	CP 02/26	02/26/2021		Transfer to Capital Projects for payment to Platt Electric inv# 1H18447 for C201937...		1,213.41
General Journal	CP 02/26	02/26/2021		Transfer to Capital Projects for payment to Gowman Electric inv#2536		2,178.63
General Journal	CP 02/26	02/26/2021		Transfer to Capital Projects for payment to Da-Tone inv#470210 for C2019375 Dock...		243.54
Bill Pmt -Check	10254	02/05/2021	BI-MART	Account #931481 Water & Supplies		60.10
Bill Pmt -Check	10255	02/05/2021	BOARDWALK MAIL SERVICE	Mailbox Renewal Notice Term: 2/10/2021-2/10/2022		108.00
Bill Pmt -Check	10256	02/05/2021	Coastal Audio & Tint	Tint Kiosk at Boat Launch		300.00
Bill Pmt -Check	10257	02/05/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		61.44
Bill Pmt -Check	10258	02/05/2021	Gowman Electric, Inc.	Electrical Repairs		485.29
Bill Pmt -Check	10259	02/05/2021	Harbor Sanitary District	JANUARY 2021 Sanitary Bill		2,350.76
Bill Pmt -Check	10260	02/05/2021	Harbor Water District P.U.D.	12/19/2020 - 01/20/2021 SERVICE/WATER BILL		1,505.08
Bill Pmt -Check	10261	02/05/2021	Mc Court Floor Coverings, Inc	Repair Carpet - Gary's Office		75.00
Bill Pmt -Check	10262	02/05/2021	Orcal Security Consulting LLC	Security Patrol for JANUARY 2021		2,790.00
Bill Pmt -Check	10263	02/05/2021	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		413.92
Bill Pmt -Check	10264	02/05/2021	Quill Corporation	ACCT#1932158 Office Supplies		39.99
Bill Pmt -Check	10265	02/05/2021	ULine	VOID: Customer No. 15340135 OIL SORBENT BOOMS	0.00	
Bill Pmt -Check	10266	02/05/2021	ULine	Customer No. 15340135 OIL SORBENT BOOMS		470.30
Bill Pmt -Check	10267	02/10/2021	Harbor Sanitary District	JANUARY 2021 Sanitary Bill		270.00
Bill Pmt -Check	10268	02/10/2021	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		226.56
Bill Pmt -Check	10269	02/10/2021	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		3,606.33
Bill Pmt -Check	10270	02/10/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		544.01
Bill Pmt -Check	10271	02/10/2021	Freeman Rock, Inc.	DISPOSAL YARD CLIPPINGS - bush/debris from basin cleanup		300.00
Bill Pmt -Check	10272	02/10/2021	Grants Pass Water Lab, Inc.	DEQ Water Testing 02/01/2021		1,620.00
Bill Pmt -Check	10273	02/10/2021	M & J Glazebrook Construction	10/26/2020 - Fill Connection at bottom of sewer disconnected from "old" Zola's Bldg.		614.75
Bill Pmt -Check	10274	02/10/2021	Spec Dist Assoc of OR- Healt...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,562.24
Bill Pmt -Check	10275	02/10/2021	Spec Dist Assoc of OR- Prop ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY P...		9,216.36
Bill Pmt -Check	10276	02/16/2021	Black & Rice LLP	JANUARY 2021 Legal Services		1,392.00
Bill Pmt -Check	10277	02/16/2021	Freeman Rock, Inc.	Concrete for Sidewalk Port Office Employee Entrance		406.50
Bill Pmt -Check	10278	02/16/2021	Gowman Electric, Inc.	Electrical Repairs		170.00
Bill Pmt -Check	10279	02/16/2021	K&K Insurance Group, Inc.	Policy Number: 50206538714071001		225.00
Bill Pmt -Check	10280	02/16/2021	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		17.97
Bill Pmt -Check	10281	02/16/2021	Pacific Rim Copy Center	13 Copies Construction Re-vised Drawings for RV Park Restroom & Improv		65.00
Bill Pmt -Check	10282	02/16/2021	Quill Corporation	ACCT#1932158 Office Supplies		66.77
Bill Pmt -Check	10283	02/16/2021	Rock Island Design	Port Apparel for Staff 2020		853.98
Bill Pmt -Check	10284	02/26/2021	Frank's Heating & Refrigeration	01/29/2021 & 02/01/2021- Service Call Repair to HVAC at Whales Tail		775.78
Bill Pmt -Check	10285	02/26/2021	Gerald W. Burns, CPA	FEB Bill #2-2021		500.00
Bill Pmt -Check	10286	02/26/2021	Gowman Electric, Inc.	Electrical Repairs		363.05
Bill Pmt -Check	10287	02/26/2021	Harbor Logging Supply, Inc.	Materials for Piling Hoops at Coast Guard dock		24.23
Bill Pmt -Check	10288	02/26/2021	Industrial Steel & Supply Co. ...	3 REC TUBE PILE HOOPS for USCG piling hoops		313.00
Bill Pmt -Check	10289	02/26/2021	Pacific Rim Copy Center	4 Copies for RV Park Restroom & Improv		20.00
Bill Pmt -Check	10290	02/26/2021	John Kellum/John's Portable ...	02/22/21-Fabricate and Weld 3 piling hoop for USCG Dock		375.00
Bill Pmt -Check	10291	02/26/2021	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		3,551.18
Bill Pmt -Check	10292	02/26/2021	BI-MART	Account #931481 Water & Supplies		70.42
Bill Pmt -Check	10293	02/26/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		42.66
Bill Pmt -Check	10294	02/26/2021	Quill Corporation	ACCT#1932158 Office Supplies		38.99
Bill Pmt -Check	10295	02/26/2021	Curry County Community Dev...	SIMPLE LLA PROCESSING FEE- PROPERTY LINE ADJUSTMENT Righetti		200.00
Bill Pmt -Check	10296	02/26/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		879.86
Bill Pmt -Check	10297	02/26/2021	Da-Tone Rock Products	3/4" QUARRY ROCK for Gear Storage Roads		1,521.53

Port of Brookings Harbor
Check Registers
As of February 28, 2021

Type	Num	Date	Name	Memo	Debit	Credit
Total 10103 · General Funds Ckg Umpqua 3634					1,846.48	186,399.34
10105 · General Fund LGIP 6017						
Check	DEBIT	02/01/2021		LGIP Fees for JANUARY 2021		0.30
General Journal	CP 02/22	02/22/2021		PAY NO. 1717698 LDA REQ-4 Port of Brookings Harbor C2019375 Draw #4 Doc N...	126,000.00	
General Journal	GF 02/25	02/25/2021		Transfer \$25,000 from Umpqua Bank to LGIP - General Funds	25,000.00	
Total 10105 · General Fund LGIP 6017					151,000.00	0.30
Total 101 · GENERAL FUND CHECKING & LGIP					152,846.48	186,399.64
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					152,846.48	186,399.64
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
Check	DEBIT	02/16/2021	Umpqua Bank/Loan#7470416...	Genie Reach Forklift Loan#747041620 Payment #36		1,464.71
Check	DEBIT	02/22/2021	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #52 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 02/01	02/01/2021		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 02/01	02/01/2021		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71
40104 · Capital Projects Umpqua 8018						
General Journal	USCG 2/16	02/16/2021		JAN 2021 LEASE Pmt		923.24
General Journal	CP 02/22	02/22/2021		PAY NO. 1717698 LDA REQ-4 Port of Brookings Harbor C2019375 Draw #4 Doc N...	126,000.00	
General Journal	CP 02/22	02/22/2021		PAY NO. 1717698 LDA REQ-4 Port of Brookings Harbor C2019375 Draw #4 Doc N...		126,000.00
General Journal	USCG 2/23	02/23/2021		FEB 2021 LEASE Pmt		923.24
Total 40104 · Capital Projects Umpqua 8018					126,000.00	127,846.48
Total 104 · RESTRICTED MONEY MKT & CHECKING					132,123.71	133,970.19
105 · RESTRICTED LGIP						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 2/01	02/01/2021		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
30105 · IFA Debt Service Fund LGIP 6020						
General Journal	IFA 02/01	02/01/2021		Transfer to IFA Debt Service for 1st QTR 2021 Pmt	24,168.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					24,168.00	0.00
50105 · Reserve Fund LGIP 6018						
General Journal	RES 02/01	02/01/2021		Transfer to Reserve Fund	2,000.00	

1:52 PM
03/11/21
Cash Basis

Port of Brookings Harbor
Check Registers
As of February 28, 2021

Type	Num	Date	Name	Memo	Debit	Credit
			Total 50105 · Reserve Fund LGIP 6018		<u>2,000.00</u>	<u>0.00</u>
			Total 105 · RESTRICTED LGIP		<u>37,011.00</u>	<u>0.00</u>
			Total 110 · RESTRICTED CASH & EQUIVALENTS		<u>169,134.71</u>	<u>133,970.19</u>
TOTAL					<u>321,981.19</u>	<u>320,369.83</u>

**Port of Brookings Harbor
Expenditures per Vendor
JAN 2021 - FEB 2021**

VENDOR	BALANCE
Alexandre EcoDairy Farms	
Total Alexandre EcoDairy Farms	250.00
AMAZON MKTPLACE	
Total AMAZON MKTPLACE	538.53
Anchor Lock & Key	
Total Anchor Lock & Key	485.00
BI-MART	
Total BI-MART	213.18
Black & Rice LLP	
Total Black & Rice LLP	2,613.00
BOARDWALK MAIL SERVICE	
Total BOARDWALK MAIL SERVICE	130.95
Brookings Signs & Graphics	
Total Brookings Signs & Graphics	67.00
Bullet Rental	
Total Bullet Rental	1,181.47
C.O. Construction	
Total C.O. Construction	535.00
CertifiedMailLabels.com	
Total CertifiedMailLabels.com	300.00
CHEVRON	
Total CHEVRON	988.95
Chevron Business Card	
Total Chevron Business Card	215.99
Coastal Audio & Tint	
Total Coastal Audio & Tint	300.00
Cole-Parmer	
Total Cole-Parmer	156.51
Coos-Curry Electric Cooperative, Inc.	
Total Coos-Curry Electric Cooperative, Inc.	9,786.96
Country Media, Inc.	
Total Country Media, Inc.	849.82
Crow/Clay & Associates, Inc	
Total Crow/Clay & Associates, Inc	2,593.75
Curry County Community Development	
Total Curry County Community Development	200.00
Curry Transfer & Recycling	
Total Curry Transfer & Recycling	7,195.76

**Port of Brookings Harbor
Expenditures per Vendor
JAN 2021 - FEB 2021**

Da-Tone Rock Products	
Total Da-Tone Rock Products	2,060.52
Del-Cur Supply Co-op	
Total Del-Cur Supply Co-op	151.00
Dish Network	
Total Dish Network	1,142.51
EMC-Engineers/Scientists, LLC	
Total EMC-Engineers/Scientists, LLC	17,632.50
Englund Marine Supply	
Total Englund Marine Supply	322.61
Fastenal Industrial Supplies	
Total Fastenal Industrial Supplies	3,481.59
Firefly Reservations	
Total Firefly Reservations	99.50
Frank's Heating & Refrigeration	
Total Frank's Heating & Refrigeration	1,667.57
FRED MEYER	
Total FRED MEYER	45.57
Freeman Rock, Inc.	
Total Freeman Rock, Inc.	999.26
Gerald W. Burns, CPA	
Total Gerald W. Burns, CPA	1,000.00
Gold Beach Lumber Yard, Inc.	
Total Gold Beach Lumber Yard, Inc.	3,702.13
Gowman Electric, Inc.	
Total Gowman Electric, Inc.	6,880.43
Grants Pass Water Lab, Inc.	
Total Grants Pass Water Lab, Inc.	3,240.00
GSS, Inc.	
Total GSS, Inc.	110.00
Harbor Corner Market LLC	
Total Harbor Corner Market LLC	2.99
Harbor Logging Supply, Inc.	
Total Harbor Logging Supply, Inc.	2,302.87
Harbor Sanitary District	
Total Harbor Sanitary District	9,360.13
Harbor Water District P.U.D.	
Total Harbor Water District P.U.D.	3,831.36
Heartsmart.com	
Total Heartsmart.com	546.11

**Port of Brookings Harbor
Expenditures per Vendor
JAN 2021 - FEB 2021**

Industrial Steel & Supply Co. Inc.	
Total Industrial Steel & Supply Co. Inc.	313.00
Intuit	
Total Intuit	754.57
John Kellum/John's Portable Welding	
Total John Kellum/John's Portable Welding	3,937.50
K&K Insurance Group, Inc.	
Total K&K Insurance Group, Inc.	225.00
Labor Law Posters Online	
Total Labor Law Posters Online	48.85
Legacy Contracting, Inc.	
Total Legacy Contracting, Inc.	126,000.00
Les Schwab Tire Center	
Total Les Schwab Tire Center	16.99
M & J Glazebrook Construction	
Total M & J Glazebrook Construction	614.75
Mc Court Floor Coverings, Inc	
Total Mc Court Floor Coverings, Inc	75.00
Microsoft	
Total Microsoft	199.98
NAPA Auto Part	
Total NAPA Auto Part	28.72
ONLINE Purchases	
Total ONLINE Purchases	218.66
Orcal Security Consulting LLC	
Total Orcal Security Consulting LLC	5,580.00
Oregon Alarm	
Total Oregon Alarm	33,200.00
Pacific Office Automation	
Total Pacific Office Automation	345.46
Pacific Rim Copy Center	
Total Pacific Rim Copy Center	246.90
Pape Material Handling	
Total Pape Material Handling	1,027.52
Pitney Bowes Global Lease	
Total Pitney Bowes Global Lease	415.41
Pitney Bowes, Inc.	
Total Pitney Bowes, Inc.	399.92
Platt	

**Port of Brookings Harbor
Expenditures per Vendor
JAN 2021 - FEB 2021**

Total Platt	1,213.41
Quill Corporation	
Total Quill Corporation	2,446.43
Rentprep Enterprise/Fidelis Screening	
Total Rentprep Enterprise/Fidelis Screening	99.75
Roberts & Associates Land Surveying, Inc.	
Total Roberts & Associates Land Surveying, Inc.	1,970.00
Rock Island Design	
Total Rock Island Design	1,047.05
Rogue Credit Union	
Total Rogue Credit Union	10,025.75
SimpliSafe	
Total SimpliSafe	14.99
Slice Recovery	
Total Slice Recovery	1,914.00
Spec Dist Assoc of OR- Healthcare	
Total Spec Dist Assoc of OR- Healthcare	15,124.48
Spec Dist Assoc of OR- Prop & Cas	
Total Spec Dist Assoc of OR- Prop & Cas	18,432.72
Spectrum Business 8752 19 060 0025169	
Total Spectrum Business 8752 19 060 0025169	180.44
Spectrum Business 8752 19 060 0226494	
Total Spectrum Business 8752 19 060 0226494	94.98
Spectrum Business 8752 19 060 0247029	
Total Spectrum Business 8752 19 060 0247029	139.96
Spectrum Business 8752 19 060 0251369	
Total Spectrum Business 8752 19 060 0251369	153.94
Tank Testers, LLC	
Total Tank Testers, LLC	2,217.50
Thermo Fluids, Inc.	
Total Thermo Fluids, Inc.	504.50
Tyree Oil, Inc	
Total Tyree Oil, Inc	8,218.54
ULine	
Total ULine	995.20
US Bank Equipment Finance	
Total US Bank Equipment Finance	446.40
Valvoline	
Total Valvoline	45.99

**Port of Brookings Harbor
Expenditures per Vendor
JAN 2021 - FEB 2021**

VERIZON WIRELESS	
Total VERIZON WIRELESS	656.08
Vonage	
Total Vonage	252.77
WebReserv	
Total WebReserv	198.00
WEEBLY-CHARGE.COM	
Total WEEBLY-CHARGE.COM	910.00
Zipty Fiber 541-412-7930-102902-5	
Total Zipty Fiber 541-412-7930-102902-5	39.23
Zipty Fiber 541-469-5867-121516-5	
Total Zipty Fiber 541-469-5867-121516-5	150.92
Zoom Video Communications Inc.	
Total Zoom Video Communications Inc.	29.98

SAFETY MONTHLY REPORT

Date: March 16, 2021
Period: February 2021
To: Gary Dehlinger, Port Manager
Issued By: Danielle King, Safety Representative

Safety Meetings:

- Port maintenance staff was trained on the stormwater pollution control plan (SWPCP). Staff was given maps of where our catch basins are located around Port property, what revisions have been done to the SWPCP plan, what safety procedures need to be done when staff encounters a spill, preventive maintenance to Port property, how staff needs to prevent spills, general housekeeping protocols, how the SWPCP samples/visual monitoring & record keeping is completed, emergency procedures and notifications that need to be done when staff encounters a spill, and given the best management practices (BMP) for the Port.

Employee Accidents:

- An employee was entering the Port boat and hit their shin, creating a goose egg on their leg. No medical attention was needed.

Accident / Incident Reports:

1. February 8, after 10:00PM the RV Park Host heard a lady screaming and yelling throughout the park. Security was called to remove the homeless lady pushing a shopping cart from the park. When security arrived, he proceeded to escort the lady from Port property, but she wanted to take a break before leaving the property. Security told her once she has left the property, she can take a break. The lady started to scream and yell at security, in the process of security calling the sheriffs to help remove the lady, a guest approached security who did not believe he was security. Camp host approached the situation, who had to tell the guest that he truly is security, the guest walked back to his RV but was threatening security and the camp host the whole way back to his RV. The sheriffs came down and was able to help remove the homeless lady and informed the RV guest that in the morning he will have to leave the park and if he leaves his RV tonight, he will be arrested.
2. February 10, Security caught the same lady pushing a shopping cart from February 8th incident who was trying to set up camp at the kite field. Security was able to remove the lady from the property.
3. February 12, An RV in site 80 had flames coming out of the RV. Park Manager called 911 and contacted the RV owner who was out of town at the time. The Harbormaster and Port Manager came to the scene, Harbormaster turned off propane tanks to the RV, which put out the flames. Harbor Fire arrived and examined the situation, since the flames had stopped and the smoke had ceased, even though the smoke alarm was still going off, Harbor Fire left the scene.
4. February 17, a vessel that was entered its 3rd pre seizure notice, started to take on water. Port staff pumped the 2 feet of water out of the vessel and made sure it was not continuing to take on water. The vessel was impounded and hauled out February 18. Staff

found out after the incident that the owner has been in the hospital for a while and will be passing away soon.

5. February 22, Port maintenance came across a plugged toilet in the commercial basin restroom, women's side. When maintenance plunged toilet, a needle came back up. Maintenance disposed of the needle properly into our hazardous waste container.
6. February 26, RV Park customer plugged into pedestal at site 40 and pedestal started to spark and small flames. Gowman electric came out and replaced the melted GFI breaker.
7. February 28, Maintenance found (1) hypodermic needle with cap on the ground in boat/trailer storage at the commercial basin and found (1) hypodermic needle on the fuel dock gangway. Maintenance disposed of the needle in the Ports hazardous waste container.

HARBORMASTER MONTHLY REPORT

Date: March 16, 2021
Period: February 2021
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Staff completed 14 work orders throughout the park. Work included broken sewer risers, broken fence boards, and adding shelves for bathroom supplies. Staff started planning and permitting to refurbish the existing restroom at the park. We also began procurement process for work such as roof replacement, plumbing and electrical. Work is expected to start sometime by mid to end of March.

Occupancy by Month & Year

RV Park	2020	2021	Change	Month	2020	2021	Change
January	7.45%	19%	11.45%	July	84.66%		
February	16%	23%	7%	August	70%		
March	16.4%			September	51%		
April	0%			October	68%		
May	5.7%			November	22%		
June	71.08%			December	15%		

Marina

Port staff continues to walk docks, inspect vessels, and correct issues that may arise. Staff made numerous trips in port work boat to pick up wood debris in the basin and docks, along with walking docks to inspect mooring lines, cleats, and to hopefully catch any boats that may be taking on water or be in danger of sinking. Staff has been weed eating and completing landscaping around the basins as weather permits.

Removal of brush and small trees in basin 1 by Zola's, removal of vegetation on E, F, and G dock. Staff repaired broken water lines and tightened dock bolts F, G, and H docks along with cleat tightening and replacement on A, B, and C docks. Staff had new pile hoops made for the Coast Guard dock. Their dock has been held in place by chain pile hoops for many years and were in desperate need for a functioning pile hoop.

Fuel dock project is still ongoing with much of the work almost complete. At the end of February, the fuel dock gangway has been set and utilities lines have been re routed and connected. Fuel dock is now back opened and now finishing up the pickup work. Work dock gangway is installed, with 4 new pilings and hoops, and 70' of additional work dock space.

Equipment services performed by Port staff

**Telehandler, 3 jobs, 3.5hrs billed
Travel Lift, 1 haul out**

Boat Launches Paid through Launch Machine

Month	2020	2021	Change	Month	2020	2021	Change
January	5	27	22	July	1095		
February	102	70	(32)	August	768		
March	204			September	583		
April	244			October	713		
May	282			November	109		
June	697			December	40		

Commercial Receiving Dock

Port staff did walk through and visual inspections. Staff did minor bumper repairs at steel wall and continue to clear drains and check absorbent pads and replace as needed.

Update on the damaged pilings at the Icehouse dock. Piles have been placed and catwalk held up with temporary supports. The bumper should be delivered in late March. Some anchors and bracket to hold up catwalk still need to be installed.

Commercial Retail Building

Pacific Ocean Harvester's put up their new fence. This was discussed during his lease expansion. Blue Fin Reality has moved in and has made their approved changes. Hungry clam had a leaking water pipe in the wall at their kitchen area, a heater breaker went out, and minor adjustment made to the exterior door that required and new door handle. Other repairs included Whales Tale heater was stuck on and repairs had to be made to Pithitude outside air unit.

Maintenance Crew

Port maintenance completed 85 work orders for the month of February. Staff repaired water line breaks in Basin 1, replaced light bulbs in retail bathroom, made small repairs to bathroom cleaners. Staff also continues to do dock walks after each storm or rain event to check for vessels that either have lines that are broken or make notifications if we see an issue. Staff will pump and replace lines if we feel that it is immediately necessary or if contact cannot be made. For Port services we bill according to our Port rates. Also, certain employees were retrained on maintenance and greasing of equipment, and how following recommended maintenance schedules will increase the life of equipment and keep them in good working order.

WORK ORDERS LOG
Port of Brookings Harbor
February 2021

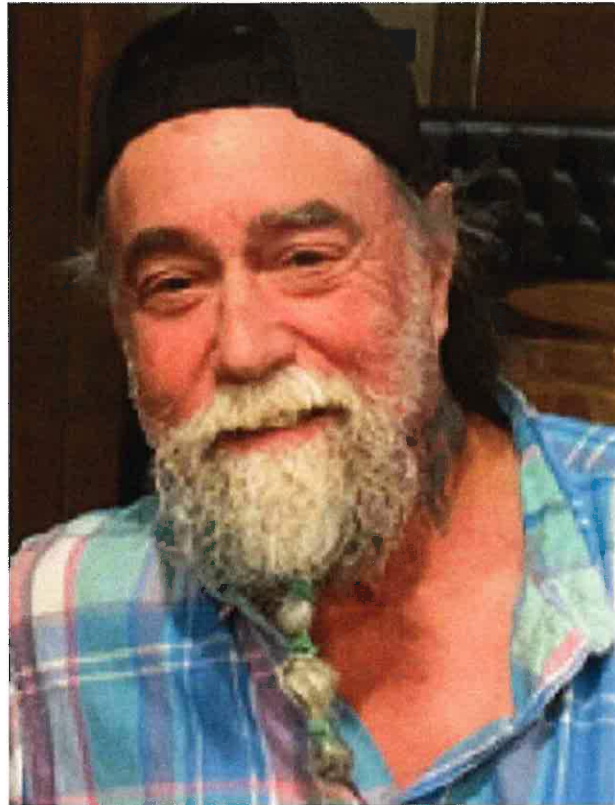
	Date	Location	Description of Work	Corrective Action	Completed	Completed By	
87	2/1/21	Boardwalk & Basin I Hillside	Remove brush and weeds	Completed	2/1/21	Shawn, Sean & Marian	1
88	2/2/21	Fuel Dock	Work with Joe, Tank Testers	Took pictures and forward to Joe	2/2/21	Brent	2
89	2/2/21	Gear Storage	Place 20 yard dumpster for pallet removal	Completed	2/2/21	Brent	3
90	2/2/21	Launch Ramp Kiosk	Screen has lines running through it	Replaced screen with a loaner	2/2/21	Brent	4
91	2/1/21	Port Office	Make walkway	poured & placed concrete	2/3/21	Sean, Shawn & Brent	5
92	2/3/21	Basin I Hillside	Clear bushes	Completed	2/3/21	Shawn & Sean	6
93	2/3/21	Basin II, end of J Dock	Reattached bumper	Completed	2/3/21	Sean & Shawn	7
94	2/3/21	Hungry Clam	Heater is popping breaker	Gowman dispatched to change breaker	2/4/21	Brent	8
95	2/4/21	Launch Ramp	Sani-Sailor water leak	Fixed leak	2/4/21	Brent	9
96	2/4/21	Port Office	Remove stakes and forms around concrete	Completed	2/4/21	Brent	10
97	2/4/21	Kite Field Restroom, Mens	Faucet loose and slow turning off	Tightened faucet, adjusted timing	2/4/21	Brent	11
98	2/4/21	RV Park, Site 91	Sewer extension broken	Fixed	2/4/21	Brent	12
99	2/5/21	Fuel Dock	Remove moss & skid plates. Reattach metal bridge piece	Completed	2/5/21	Shawn & Sean	13
100	2/5/21	Port Office, entry way	Take out forms	Completed	2/5/21	Shawn & Sean	14
101	2/5/21	Basin I, F 36	Water leak	Fixed	2/5/21	Sean	15
102	2/2/21	RV Park, Site 77	Guest left their sewer cap attached, can not remove	Removed parts	2/7/21	Brent	16
103	2/3/21	Basin I, E, F, & G Docks	Remove grass from docks	Completed	2/8/21	Marian	17
104	2/7/21	Basin I, F 6	Water leak	Fixed	2/8/21	Shawn & Sean	18
105	2/7/21	Basin I, E 44	Water leak	Fixed	2/8/21	Shawn & Sean	19
106	2/7/21	Basin I, G 36	Water leak	Fixed	2/8/21	Shawn & Sean	20
107	2/8/21	RV Park	Pot Holes	Completed	2/8/21	Shawn & Sean	21
108	1/20/21	RV Park, Site 91	Broken sewer pipe	Completed	2/8/21	Brent	22
109	2/8/21	RV Park, Site 27	Cap stuck	Completed	2/8/21	Shawn & Sean	23
110	2/8/21	RV Park	Clean out dumpster enclosure	Completed	2/8/21	Shawn & Sean	24
111	2/8/21	Port Drains	Move sandbags and add more	Completed	2/8/21	Shawn & Sean	25
112	2/9/21	Hungry Clam	Leaking water pipe	Replaced pipe	2/9/21	Brent & Travis	26
113	2/8/21	RV Park, Site 91	Sewer pipe still coming off	Fixed	2/9/21	Shawn	27
114	2/8/21	RV Park, Site 73	Sewer pipe is broken off	Fixed	2/9/21	Shawn	28
115	2/9/21	RV Park	Rehang sign post and sign	Completed	2/9/21	Shawn	29
116	2/9/21	Basin I, Dock F, G, & H	Check & tighten bolts	Completed	2/9/21	Shawn & Sean	30
117	2/10/21	Work Dock	Place caps on pilings	Completed	2/10/21	Shawn & Sean	31
118	2/10/21	Basin I, Dock A, B, & C	Install & replace cleats	Completed	2/10/21	Shawn & Sean	32
119	2/10/21	Boat Yard / Fuel Dock	Take some fuel lines to fuel dock	Completed	2/10/21	Shawn, Sean & Brent	33
120	2/10/21	Basin I & Basin II	Remove debris	Completed	2/10/21	Shawn & Sean	34
121	2/11/21	Boat Yard / Fuel Dock	Take remaining pipes to fuel dock	Completed	2/11/21	Shawn & Sean	35
122	2/9/21	RV Park, Site 1	Can not get extension back into pipe	Completed	2/11/21	Shawn	36
123	2/11/21	Maintenance Shop Dumpsters	Clean around dumpster	Completed	2/11/21	Shawn & Sean	37
124	2/9/21	Basin I, C Dock, Slip M20	Remove broken dock box	Completed	2/11/21	Sean	38
125	2/8/21	Port Office	Install (2) wall inboxes for Travis & Brent	Completed	2/11/21	Shawn	39
126	2/11/21	Fish Cleaning Station	Pressure wash	Completed	2/11/21	Shawn	40
127	2/12/21	Basin I & Basin II	Walk Docks	Completed	2/12/21	Shawn & Sean	41
128	2/12/21	Boat Yard	Move logs	Completed	2/12/21	Shawn, Sean, & Brent	42
129	2/12/21	Fuel Dock	Place brackets onto gangway	Completed	2/12/21	Shawn, Sean, Brent & Travis	43
130	2/12/21	Retail Restroom, Mens	Shalls are falling apart	Fixed as best as possible, stalls need to be replaced	2/12/21	Shawn & Sean	44
131	2/14/21	RV Park, Tent sites	Broken fence	clean up, placed in boat yard until fixed	2/14/21	Marian	45
132	2/16/21	Fuel Dock	Dig out electrical & water lines	Completed	2/16/21	Shawn & Sean	46
133	2/16/21	Coast Guard Dock	Install plates for hoops	Work in progress	2/16/21	Shawn & Sean	47
134	2/17/21	Basin I B Dock, Slip 17	Pumpout sailboat	Completed	2/17/21	Shawn, Sean, Brent & Travis	48
135	2/17/21	Fuel Dock	Put back together	Work in progress	2/17/21	Shawn, Sean, Brent & Travis	49
136	2/18/21	Real Estate Building	Remove signs	Completed	2/18/21	Shawn	50
137	2/18/21	Work Dock Gangway	Needs small retaining wall	Installed	2/18/21	Sean	51
138	2/18/21	Fuel Dock	Rebuild	Work in progress	2/18/21	Shawn & Sean	52
139	2/19/21	Basin I & Basin II	Walk Docks	Completed	2/19/21	Shawn & Sean	53
140	2/19/21	Fuel Dock	Rebuild / Electrical	Completed	2/19/21	Shawn & Sean	54
141	2/19/21	Basin I B Dock, Slip 17	Haul out sailboat	Completed	2/19/21	Shawn, Sean, Brent & Travis	55
142	2/22/21	Commercial Basin Restroom, Mens	Coin acceptor not working	Replaced	2/22/21	Brent	56
143	2/22/21	Launch Ramp Restroom, Mens	Toilet seat loose	Fixed	2/22/21	Brent	57
144	2/22/21	Coast Guard Dock	Install piling hoops	Completed	2/22/21	Shawn & Sean	58
145	2/22/21	Launch Ramp Restroom, Storage Room	Shelf too high for Karen	Moved storage shelf lower	2/22/21	Shawn & Sean	59
146	2/16/21	RV Park, Site 68	Electrical panel will not close	Fixed	2/22/21	Brent	60
147	2/23/21	Launch Ramp Restroom, Womens	Sink faucet loose	welded with dowel	2/23/21	Brent	61
148	2/23/21	Kite Field Restroom, EDIC CR2 Machine	Spray nozzle malfunctioning	Fixed	2/23/21	Brent	62
149	2/23/21	Fuel Dock	Put fence back up	Completed	2/23/21	Shawn & Sean	63
150	2/22/21	RV Park Storage Shed	Add shelf for toiletries	Completed	2/23/21	Shawn	64
151	2/23/21	Retail Restroom, Mens	Faucet running too long	Adjusted timing	2/24/21	Brent	65
152	2/24/21	Fish Cleaning Station	Dump fish carcasses	Completed	2/24/21	Brent	66
153	2/24/21	Port Property	Mow	Completed	2/24/21	Shawn	67
154	2/24/21	Fuel Dock	Help Greg Gowman	Completed	2/24/21	Shawn	68
155	2/24/21	Commercial Basin Restroom	Remove old floodlight on roof	Completed	2/24/21	Sean	69
156	2/23/21	Port Maintenance	Place mailbox on street	Completed	2/24/21	Sean	70
157	2/23/21	Launch Ramp Restroom, Womens	Replace lightbulb	Completed	2/24/21	Sean	71
158	2/23/21	Retail Restroom, Mens	Replace lightbulb	Replace ballast	2/24/21	Brent	72
159	2/23/21	EDIC CR2 Restroom Cleaning Machine	Tripping GFCI	Reset switch	2/24/21	Brent	73
160	2/25/21	Work Dock	Remove electrical from old gangway	Completed	2/25/21	Shawn	74
161	2/25/21	Commercial Basin Restroom, Mens	Replace soap dispenser	Completed	2/25/21	Shawn	75
162	2/25/21	Fuel Dock	Grind off hinge pins & handrail	Completed	2/25/21	Sean	76
163	2/25/21	Work Dock	Install plates under gangway	Completed	2/25/21	Shawn, Brent & Travis	77
164	2/25/21	Maintenance Shop	Grease Telehandler	Completed	2/25/21	Shawn, Sean & Brent	78
165	2/26/21	Fuel Dock	Install posts and water spigot	Completed	2/26/21	Shawn & Sean	79
166	2/26/21	Fuel Dock	Finish connecting fuel and water	Completed	2/26/21	Shawn, Sean & Brent	80
167	2/26/21	RV Park	Clean signs	Completed	2/26/21	Shawn & Sean	81
168	2/26/21	Steel Wall	Rehang bumpers	Completed	2/26/21	Shawn, Sean & Brent	82
169	2/27/21	Kite Field Curb	Weedat hillside and clean curb	Completed	2/27/21	Marian	83
170	2/28/21	Fuel Dock Pad	Cut back blackberry bushes and brush	Completed	2/28/21	Marian	84
171	2/28/21	Commercial Basin Fenced Boat/Trailer Storage	Weedat	Completed	2/28/21	Marian	85
						Total Work Orders	85

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PORT MANAGER MONTHLY REPORT

Date: March 16, 2021
Period: February 2021
To: Honorable Board President and Harbor District Board Members
Issued By: Gary Dehlinger, Port Manager

All of us at Port of Brookings Harbor were saddened to hear of Roy Davis's passing. We extend our deepest sympathy to the family. Roy Davis's leadership on the Board of Commissioners will be sorely missed by the Port Staff and the community as well as by his numerous friends.



Curry County COVID-19 risk level went up one level at the end of the month. Governor has modified or frozen the movement going up for a few weeks. Curry County was looking at going back to Extreme Risk, but that is on hold for now. Port Office remained open to the public between the hours 9am to noon and 1pm to 4pm throughout this month.

Security

OrCal Security and POBH recorded 14 contacts/violations/incidents in February, (9) nine overnight parking (public obeyed and left property), (1) one no camping, (2) two parking violations and (1) disturbance and trespassing from the same individual. February 2021 Security Log attached for your review.

Commercial Fishing Receiving Docks

In the past six years, the average commercially caught Dungeness crab landing at Brookings Harbor between January and February is 1,039,996 pounds. This year for January and February the total pounds landed is 69,850. 2015 January / February numbers were worse at 56,840 pounds and the entire year finished with only 155,327 pounds. Attached is a spreadsheet which has all landings from 2015 to present for your review.

Port Office

Traffic counter at the RV Park recorded 35,958 vehicles in February, average of 1,284 per day. Counting started on June 30, the 8-month total is 330,223 vehicles.

Received information from Ron Righetti the property was sold. We have not met the new owners. Port paid all the property line adjustment costs upfront. The costs were split 50/50 and the Righetti's have paid their share of the costs.

Latest on the sunken boat Poor Daddy. The insurance company (Allstate) is continuing their investigation on the loss. Allstate is investigating the liability coverage of the owners of this incident. Allstate has paid the owner \$9,550.00 under the wreckage coverage. Salvage company invoice is \$17,083.40 and within this amount Port's portion is \$2,768.40.

Boat from Crescent City arrived broke down, left port couple weeks later, returned knowing they would be trespassed for not being able to pay and anchored in the river. When the boat moved into the federal channel Coast Guard towed it to the transient dock. Family members paid for a week on transient dock. Individuals planned to sail away but ended up abandoning the boat on transient dock. Port moved the boat to the work dock because the vessel was a hazard on the transient dock.

Fuel Dock Project has progressed this month. Fuel dock was reopened for business at the end of the month. Paving around the aboveground fuel tanks was completed. Old wood piles were removed and hauled away. All new dock piles were driven including the Icehouse repair piling. Icehouse and Hallmark dock fender piles were installed using old steel piling from transient dock. Concrete access pad was eliminated from the project. New ramps were installed at the work dock and fuel dock. Few items remain to be completed at the end of February include installing piling hoops, refurbishing transient dock and connecting the H-pile supports to the new piles.

Port Staff had a meeting with South Coast Lumber regarding barging lumber at the Port. South Coast Lumber is continuing to look at the footprint for moving lumber/timber, storage space, barge size and how tying up to the receiving dock might work. There are some difficult logistics to work out, it may take some time, but they are still interested and want to figure out a solution.

Contacted all past event organizers to let them know the Port will allow events this year but they must follow the governor's guidelines for events and have sheriff notification approval besides the normal Port approval. Kite Festive was already cancelled for this year. Raining Cats and Dogs was discontinued, but

they may plan a small event. Car Show, Pirate Festival, Memorial Weekend and Saturday Market events are still a possibility. Port has not received event applications at this time.

Harbormaster from Crescent City retired this month. Both Ports have a good working relationship and share information. Their Board will be searching for a replacement or promote their new Deputy Harbormaster. Travis and I met with their new Deputy Harbormaster to review port matters and exchanged contact information.

Next year's budget development has begun. Budget message and worksheets getting updated and planning out project repair list.

Letter was set out to gear storage tenants to clean up their spaces by the end of March. If their spaces are not cleaned, further action will be taken.

DEQ 1200-Z Industrial Stormwater

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

Completed second round of stormwater testing for this year. Total of four tests are required, two tests between January and June, two tests between July and December. Second test results again exceeded the State's benchmarks. Tier 1 Report was completed and filed as required.

Port Upcoming Projects

In the next several months the Port will be looking to continue its maintenance and repair projects: Maintenance and repair projects may include:

- 1) RV Park Exit Road Repair
- 2) Fishing Pier Sinkhole Repair
- 3) Install fire hydrant at Basin 2 (Lower Harbor Rd side of basin)
- 4) General cleanup across Lower Harbor Road, Port property area
- 5) Repair travel lift ramp cross bracing
- 6) Repair Basin 2 commercial restroom roof and paint
- 7) Reorganize docks in Boat Yard and general cleanup
- 8) Separating main water source to Basin 1 Docks E, F & G. Adding a new water connection
- 9) Clean all Port signage
- 10) Installing keypad locks on other Kite Field and Retail restrooms

Large projects include:

- 1) Fuel dock repair and transient dock repairs (Legacy Contracting)
- 2) FEMA DR-4432 & 4452 Engineering and Permitting (Jack Akin EMC/Engineers)
- 3) Installing security camera system

2019 FEMA Disasters

Port received approval from Oregon Emergency Management for engineering and permitting for DR-4432 and DR-4452. Jack Akin/EMC Engineering continues working on construction method and drawings. Jack has encountered some delays on the drawings and hope to have a draft set for review by end of March.

- 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)

FEMA Hazard Mitigation Grant Program was completed, and we are hopeful to receive additional construction mitigation funding under DR-4452. With the additional funding and matching coming from Business Oregon, this disaster repair and mitigation project could total \$4 million.

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
12	02/08/21	OrCal	Disturbance	RV Park		Homeless going through trash after 10pm and refused to leave
13	02/09/21	POBH	Parking Violation	RV Park	131MGN	OR
14	02/10/21	OrCal	Trespassing	Kite Field		Same person that caused disturbance at RV Park on 2/8/21
15	02/12/21	OrCal	Overnight Parking	Commercial Basin Lot	VXM119	OR
16	02/12/21	OrCal	Overnight Parking	Commercial Basin Lot	534GSA	OR
17	02/12/21	OrCal	Overnight Parking	Commercial Basin Lot	55386B2	CA
18	02/12/21	OrCal	Overnight Parking	Kite Field	790JQW	OR
19	02/15/21	OrCal	Overnight Parking	Retail Parking Lot	BUV7660	WA
20	02/16/21	OrCal	Overnight Parking	Commercial Basin Lot	337LAE	OR
21	02/17/21	OrCal	Parking Violation	Commercial Basin Lot	CSJ6421	AZ
22	02/18/21	OrCal	Overnight Parking	Commercial Basin Lot	337LAE	OR
23	02/20/21	OrCal	Overnight Parking	Kite Field	83895E!	CA
24	02/26/21	OrCal	Overnight Parking	Retail Parking Lot	559LSW	OR
25	03/03/21	OrCal	No Camping	Retail Parking Lot	8PNN151	CA

2015 - 2021

POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON
IN GOLD BEACH/BROOKINGS

<i>Fish</i>	2015	2016	2017	2018	2019	2020	2021
Cabezon	11,872	6,050	9,245	7,055	8,287	2,704	46
Flounder, Arrowtooth	18,836	23,359	59,229	64,122	28,541	18,082	
Flounder, Starry	0	0	0	5	0	0	
Greenling SP.	10,272	7,560	7,550	9,101	5,946	3,483	5
Grenadier, Pacific	3,637	3,141	7,327	1,121	102	0	
Grenadier, Unsp.	4,456	8,534	639	1,534	0	0	
Hagfish SP	0	45,194	34,750	546	22,750	89,539	
Halibut, California	0	0	0	0	0	52	
Halibut, Pacific	1,405	52	4,142	65	1,218	2,060	
Lingcod	36,991	36,513	91,494	67,791	43,579	20,480	474
Opah	0	0	0	0	18	0	
Pacific Ocean Perch	704	974	1,856	2,497	3,086	5,157	
Ratfish	85	2	0	0	0	0	
Rockfish, Black	72,911	66,689	64,321	68,189	75,508	57,161	1,912
Rockfish, Black&Yellow	43	0	4	0	0	0	
Rockfish, Blue	552	602	1,691	1,136	3,819	2,343	41
Rockfish, Brown	10	0	7	0	10	1	
Rockfish, Canary	15	411	48,402	23,857	7,751	1,397	6
Rockfish, China	1,142	1,179	1,569	1,756	3,283	1,773	21
Rockfish, Copper	195	286	793	541	1,696	770	
Rockfish, Darkblotched	15,888	18,579	42,672	62,028	90,719	57,602	
Rockfish, Gopher	21	41	34	26	38	21	3
Rockfish, Grass	335	94	132	168	68	56	
Rockfish, Olive	3	0	9	28	6	5	
Rockfish, Quillback	246	160	397	408	1,303	721	
Rockfish, Rougheye/blacks	452	267	1,371	337	389	69	
Rockfish, Shelf	13	474	48,217	37,877	2,615	1,659	
Rockfish, Shortaker	68	27	171	301	157	40	
Rockfish, Slope	7,052	4,454	9,873	8,782	10,108	4,901	
Rockfish, Tiger	77	10	8	26	45	35	
Rockfish, Vermillion	770	627	1,180	988	2,186	1,233	21
Rockfish, Widow	15	4,606	7,981	4,758	223	21	
Rockfish, Yelloweye	6	29	69	4	48	0	
Rockfish, Yellowtail	118	9,882	20,044	11,227	6,993	114	
Sablefish	489,631	390,870	508,247	472,298	461,414	184,909	
Salmon Eggs	34	37	27	23	5	0	
Salmon, Chinook	64,029	6,926	5,130	49,212	21,958	12,336	
Sanddab, Pacific	0	1	562	1,291	4	0	
Shark, Brown Cat	0	0	4	1	0	52	
Shark, Spiny Dogfish	1,384	67	227	13	24	0	
Shark, Thresher	0	0	38	0	99	0	
Skate, Big	57	440	12,100	3,372	1,512	154	
Skate, Longnose	76,124	65,359	70,562	46,342	55,220	36,773	
Skates Unsp.	919	2,734	742	768	325	302	

2015 - 2021

POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON
IN GOLD BEACH/BROOKINGS

Sole, Curlfin (Turbot)	0	0	8	1	0	0	
Sole, Dover	1,225,945	1,960,829	1,706,617	1,562,827	1,293,236	656,338	
Sole, English	4,599	20,535	24,695	18,154	4,600	1,796	
Sole, Patrale	258,979	202,703	262,337	271,821	151,750	62,733	
Sole, Rex	85,868	78,416	79,218	83,824	63,389	50,698	
Sole, Rock	0	1	11	0	7	0	
Sole, Slender	80	0	32	0	0	0	
Surfperch	9	0	107	7	0	0	
Surfperch SPP	2	0	114	0	0	0	
Thornyhead, Longspine	154,817	241,541	369,434	122,846	57,003	22,491	
Thornyhead, Shortspine	119,668	216,487	221,955	160,402	146,887	81,676	
Tomcod, Pacific	204	0	0	0	0	0	
Tuna, Albacore	104,868	77,878	145,559	81,488	79,173	59,987	
Tuna, Bluefin	0	0	0	0	0	68	
Whiting, Pac. (Hake)	615	644	711	514	390	320	
Wolf-eel	18	0	10	7	27	11	6
Yellowtail		3	0	0	0	0	
Fish in Total	2,776,040	3,505,267	3,873,624	3,251,485	2,657,515	1,442,123	2,535

Crustaceans

Crab, Dungeness, Bay	0	66	0	0	0	0	
Crab, Dungeness, Ocean	155,327	2,360,997	1,031,745	2,563,059	1,847,203	1,004,450	69,850
Shrimp, Coonstrip	33	0	0	0	0	0	
Shrimp, Pink	6,989,499	5,403,66	4,125,073	7,336,959	3,956,580	8,837,914	
Crustaceans in Total	7,144,859	7,764,729	5,156,818	9,900,018	5,803,783	9,842,364	69,850

Molluscs

Clams, Cockle	0	0	0	245	0	0	
Clams, Gaper	2,404	0	0	0	0	0	
Clams, Softshell	0	0	0	909	0	0	
Octopus	73	73	0	81	0	129	80
Squid, Market	0	0	0	0	2,917	0	
Molluscs in Total	2,477	73	0	1,235	2,917	129	80

Other Invertebrates

Sea Urchin, Red	64,386	20,059	109,083	304,427	133,423	236,289	
Invertebrates in Total	64,386	20,059	109,083	304,427	133,423	236,289	0

Total	9,987,762	11,290,128	9,139,525	13,457,165	8,597,638	11,520,905	72,465
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ACTION ITEM – A

DATE: March 16, 2021
RE: Hallmark Lease Renewal
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Hallmark Lease has an option to extend their lease for another 5-years and they timely requested the extension. Lease would be extended through March 31, 2026.
- Port legal counsel reviewed the draft lease amendment.
- Hallmark is in good standings with the Port.

DOCUMENTS

- Draft Hallmark Lease Amendment No. 1, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Hallmark Fisheries Lease Amendment No. 1, lease extension for 5-years commencing April 1, 2021 to March 31, 2026.

COMMERCIAL LEASE AGREEMENT

DRAFT

AMENDMENT NO. 1

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and Hallmark Fisheries ("Tenant") to amend the terms of the commercial lease dated April 1, 2016.

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

Pursuant to paragraph 2.c., Tenant has timely requested and Landlord approves a five-year extension of the lease commencing April 1, 2021 and ending March 31, 2026.

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

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

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

PORT OF BROOKINGS HARBOR, Landlord	HALLMARK FISHERIES, Tenant
Dated: By: _____ Richard Heap, Board President ATTEST: _____ Commissioner	Dated: By: _____ Name: _____ Title: _____

ACTION ITEM – B

DATE: March 16, 2021
RE: Audit Engagement Letter
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port audits must be reviewed by Certified Public Accountant (CPA) and approved by the Board. Then submitted to State of Oregon by December 31st of every year.
- Port solicited for CPA's and received only one response.
- Securing CPA early in the year ensures the Port audit to be completed by the State deadline.
- Audit Engagement Letter is for Fiscal Year 2020-21 service.

DOCUMENTS

- Draft C.J. Huntsman, Audit Engagement Letter, 5 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept C.J. Huntsman Audit Engagement Letter for the Fiscal Year 2020-2021 services.

C. J. Huntsman, CPA, P.C.

Constance J. Huntsman
Certified Public Accountant
Admin@huntsmancpa.net

P.O. Box 569
Coos Bay, OR 97420
541-808-3080

Memberships
American Institute of CPA's
Oregon Society of CPA's

AUDIT ENGAGEMENT LETTER

DRAFT

February 12, 2021

To the Board of Commissioners and Port Manager

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

I am pleased to confirm my understanding of the services I am to provide the Port of Brookings Harbor for the year ended June 30, 2021.

Audit Scope and Objectives

I will audit the financial statements of the governmental activities and each major fund, and the disclosures, which collectively comprise the basic financial statements of the Port of Brookings Harbor as of and for the year ended June 30, 2021.

The Port of Brookings Harbor's basic financial statements are reported on a modified cash basis of accounting. While there is no standard setting body that establishes accounting standards for the modified cash basis of accounting, both the Government Finance Officers Association (GFOA) and the American Institute of Certified Public Accountants (AICPA) publish guidance and example materials used in preparing modified cash basis financial statements. The Port of Brookings Harbor uses these application materials published by the GFOA and the AICPA in preparing their basic financial statements. The modified cash basis of accounting differs from generally accepted accounting principles in that not all Governmental Accounting Standards Board (GASB) pronouncements apply to the presentation and disclosures contained in financial statements.

I have been engaged to report on supplementary information that accompanies the Port of Brookings Harbor's basic financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and I will provide an opinion on it in relation to the financial statements as a whole, in a report combined with my auditor's report on the financial statements:

- Schedule of Property Tax Transactions – Modified Cash Basis
- Schedule of Long-Term Debt Principal and Interest Transactions
- Schedules of Future Cash Requirements for Payment of Long-Term Debt
 - Revenue Bond Series 2000
 - Combined IFA Notes Payable
 - Notes Payable

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In connection with my audit of the basic financial statements, I will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, I conclude that an uncorrected material misstatement of the other information exists, I am required to describe it in my report.

- Trend Information Since Adoption of the Modified Cash Basis of Accounting
- Introductory Section
 - Transmittal Letter
 - Elected Board of Commissioners
 - Administration
 - Port Organization Chart
 - Port Geographic Boundaries
 - Port Pictures

The objectives of my audit is to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes my opinion about whether your financial statements are fairly presented, in all material respects, in confirm with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

I will conduct my audit in accordance with GAAS and will include tests of your accounting records and other procedures I consider necessary to enable me to express such opinions. As part of an audit in accordance with GAAS, I exercise professional judgment and maintain professional skepticism throughout the audit.

I will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. I will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by me, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

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I will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. I will also request written representations from your attorneys as part of the engagement.

I may, from time to time and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

I will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for my opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the Port of Brookings Harbor's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of my audit will not be to provide an opinion on overall compliance, and I will not express such an opinion.

Responsibilities of Management for the Financial Statements

My audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

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Management is responsible for making drafts of financial statements, all financial records, and related information available to me and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that I may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites area means of distributing information and, therefore, I am not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

The audit documentation for this engagement is the property of C. J. Huntsman, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oregon Secretary of State, or its designee. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of C. J. Huntsman, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the Oregon Secretary of State or its designee. 53

I expect to begin my audit on approximately July 31, 2021 and to issue my reports no later than December 30, 2021. As a sole practitioner, I am responsible for supervising the engagement and signing the report.

My fee for these audit services will be at my standard hourly rate of \$130 per hour except that I agree that my gross fee, including expenses, will not exceed \$10,725. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. I make no guarantees on my standard rate for audit services to be performed in a subsequent year.

Reporting

I will issue a written report upon completion of my audit of the Port of Brookings Harbor’s finance statements. My report will be addressed to the Board of Commissioners of the Port of Brookings Harbor. Circumstances may arise in which my report may differ from its expected form and content based on the results of my audit. Depending on the nature of these circumstances, it may be necessary for me to modify my opinions or add an emphasis-of-matter or other-matter paragraph to my auditor’s report, or if necessary, withdraw from this engagement. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or withdraw from the engagement.

I appreciate the opportunity to be of service to the Port of Brookings Harbor and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign a copy of this letter and return it to me.

Very truly yours,

Constance J. Huntsman, CPA
Constance J. Huntsman, CPA
C. J. Huntsman, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Port of Brookings Harbor.

Management signature: _____
Printed Name and Title: _____
Date: _____

Commissioner signature: _____
Printed Name: _____
Date: _____

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ACTION ITEM – C

DATE: March 16, 2021
RE: Appoint Budget Committee
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Budget committee is appointed by the governing body.
- The budget committee consist of the members of the governing body and a number equal to the number of members of the governing body of electors of the municipal corporation appointed by the governing body. In our case we currently have 4 governing members, and we have 3 electors to make the budget committee.
- Port staff placed ads on the Port website and local newspaper from September 2020 to March 5, 2021 to fill the vacancies. No applications were received.
- Current makeup of the budget committee:

Governing Body:

Position	Name	Term Ends
1	Joseph Speir	2021
2	Sharon Hartung	2023
3	Vacant	2023
4	Richard Heap	2021
5	Kenneth Range	2021

Electors:

Position	Name	Term Ends
6	Vacant	
7	Richard Contestabile	2023
8	Thomas Beene	2023
9	Al Cornell	2021
10	Vacant	

DOCUMENTS

- Budget Calendar, 1 page

COMMISSIONERS ACTION

- **Recommended Action:**
Motion to appoint budget committee as presented for the Fiscal Year 2021-22 budget.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2021-22

1. Appoint Budget Officer - *DONE* February 16 (Regular Meeting)
2. Appoint Budget Committee (BC) March 16 (Regular Meeting)
3. Prepare Proposed Budget April 12
4. Publish 1st Notice of BC Meeting (Newspaper & Website) April 23 (Friday)
5. Publish 2nd Notice of BC Meeting (Newspaper & Website) April 30 (Friday)
6. BC meeting & Subsequent Meetings if needed May 11 (Tuesday 6pm)
7. Publish Notice of Budget Hearing (Newspaper & Website) June 4 (Friday)
8. Hold Budget Hearing June 15 (Regular Meeting)
9. Enact Resolutions to Adopt, etc. June 15 (Regular Meeting)
10. Submit Tax Certification Documents by July 15
11. Send Copy of all Budget Documents to County Clerk by Sept 30

ACTION ITEM – D

DATE: March 16, 2021
RE: Pithitude and Harbor Corner Market Security Gate
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Tenants have requested to install a security gate at the porch entrance behind their leased spaces.
- The gate will provide safety and security from individuals that should not be in that area.
- This security gate proposal would be installed by the tenants at no cost to the Port.
- Design and material of the fencing and gate would be approved by Port Staff. Keys for access would be provided to the Port.

DOCUMENTS

- Proposed location of security gate, 1 page

COMMISSIONERS ACTION

- **Recommended Action:**
Motion to approve installing a security gate at the porch entrance behind Pithitude and Corner Market lease premises with the approval of Port Staff on type of materials and construction at no cost to the Port.



Pithitude

Harbor Corner Market

Security Fencing with Gate

ACTION ITEM – E

DATE: March 16, 2021
RE: Whale's Tail Candy & Gifts Lessor's Consent Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The Port Board approved the transfer of lease to the new owners July 24, 2020.
- The sale of the business has taken longer because of COVID impacted the loan process.
- Port legal counsel has reviewed the document, the lender is trying to establish first position when it comes to the business assets and also that if the lender has to take possession of the business, that it will not be liable for past debt of the business owner. I do not have a problem with this as this does not alter the status quo agreement with lessees.

DOCUMENTS

- CCD Business Development Corporation, Lessor's Consent Agreement - Lease, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Lessor's Consent Agreement with CCD Business Development Corporation for Whale's Tail Candy & Gifts.

Requested By:
CCD Business Development Corporation
540 Anderson Avenue
Coos Bay, OR 97420

Return To:
CCD Business Development Corporation
540 Anderson Avenue
Coos Bay, OR 97420

LESSOR'S CONSENT AGREEMENT - LEASE

TO: CCD Business Development Corporation "CCD"
540 Anderson Avenue
Coos Bay, OR 97420

FROM: Port of Brookings Harbor "LESSOR"

RECITALS:

A. Lessor is the lessor in that certain lease (the Lease) dated _____ between Port of Brookings Harbor, an Oregon municipal corporation, as Lessor and Andy Sale & Amy Sale, as Lessee (the "Borrower"). The real property covered by the Lease is a building located at 16350 Lower Harbor Road, Ste. 204, Brookings, Oregon. (Property description – see attached).

B. Borrower has requested that CCD loan Borrower the sum of Forty Thousand Dollars and No/100 Dollars (\$40,000.00). The loan funds will be used to purchase a business and business assets located at 16350 Lower Harbor Road, Ste. 204, Brookings, OR 97415. CCD has agreed to make the loan only so long as Lessor executes this Agreement.

C. To induce CCD to extend the loan to Borrower, Lessor hereby agrees with CCD and Borrower as follows:

LESSOR'S AGREEMENT:

1. Recitals Incorporated. The recitals are incorporated into this Agreement as if fully set forth.
2. Lease in Effect. Lessor and Borrower acknowledge that the Lease is in full force and effect; and no events of default or events which with the passage of time or notice or both would become an event of default have occurred.
3. Amendments and Cancellation. Lessor and Borrower acknowledge that prior to the date of this Agreement, there have been no changes, supplements, amendments, or modifications to the Lease. Lessor agrees for so long as the loan described above remains unpaid, to notify CCD if the lease is modified, amended or cancelled.
4. Right to Personal Property Hazard (BPP) Insurance Proceeds. Lessor waives any claim to the proceeds of any Personal Property Hazard (BPP) Insurance maintained on the

Premises by Borrower in which CCD is named as an additional insured.

5. CCD's Liability Under the Lease. So long as CCD has not entered into possession of the Premises, CCD shall not be liable for rent or any other obligations of Borrower under the Lease. If CCD does enter into possession of the Premises, CCD shall only be liable for such rent and other obligations of Borrower which arise while CCD remains in possession of the Premises.
6. Business Assets. Lessor disclaims all right, title and interest in and to all equipment, furniture, inventory, and detachable fixtures (BPP) placed by Borrower on the Premises and waives any right of Lessor's distraint.
7. Captions for Convenience. The captions of the sections of this Agreement are for convenience only and are not to be used to interpret or define the provisions of this Agreement.
8. Attorneys' Fees. In the event suit or action is instituted to enforce or interpret any of the provisions of this Consent and Acknowledgment, including, but not limited to, any action or participation by Borrower, Lessor or CCD in or in connection with the case or proceeding under the Bankruptcy Code or any successor statute, the prevailing party shall be entitled to recover all expenses reasonably incurred at, before and after trial and on appeal, whether or not taxable as costs, including, without limitation, attorneys' fees, witness fees and other expenses.
9. Borrower Acknowledgment. Borrower also signs this Consent and Acknowledgment to signify it has read the Consent and Acknowledgment and has agreed to disclose to Lessor the information contained in the Consent.

IN WITNESS WHEREOF, Lessor and Borrower have signed this Lessor's Acknowledgment and Consent or caused it to be executed by their duly authorized representative(s) as of the date first written above.

LESSOR: Port of Brookings Harbor

X: _____
~~Roy Davis, Chairman BOC~~
RICHARD HEAP

Date: _____

BORROWER: Andrew W. & Amy R Sale
dba Whalestail Candy & Gifts

By: Andrew W. Sale
Andrew W. Sale

Date: 03/01/2021

By: Amy R. Sale
Amy R. Sale

Date: 3/01/2021

ACTION ITEM – F

DATE: March 16, 2021
RE: Crow/Clay & Associates Contract Amendment No. 4
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board approved modifying the scope of work for the RV Park Project during February 26, 2021 Special Meeting.
- Mike Crow estimated the engineering and drawing revisions would not exceed \$10,000.

DOCUMENTS

- Crow/Clay & Associates Draft Contract Amendment No. 4, 2 pages
- Email from Mike Crow, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Draft Crow/Clay & Associates Contract Amendment No. 4.

**AMENDMENT NO. 4
TO
PORT OF BROOKINGS HARBOR
AGREEMENT FOR PERSONAL SERVICES**

DRAFT

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and Crow Clay & Associates Inc. ("Contractor") to amend the terms of the Agreement for Personal Services dated September 24, 2019 (the "Agreement").

1. AMENDMENTS. The Agreement as amended by Amendment No. 3 dated December 21, 2020, is hereby further amended as follows:

A. Scope of Services. Paragraph 2.0, Scope of Services, of the Agreement is hereby amended to include:

2.0 Scope of Services. Contractor's services under this Agreement consist of the following (the "Work"):

A. Design and prepare construction documents (plans and specifications) to include the following modifications to the RV Park:

- Seven (7) new pull-thru RV sites with utilities (or as many new sites as possible);
- Electrical upgrade to 30/50/110 for seven new RV sites (or as many new sites as possible);
- Demolition of small restroom;
- Two (2) new trash bin enclosures;
- Utility upgrades including electrical upgrade to 30/50/110 and dividers on remaining front row pull-thru sites;
- All sewer caps to be replaced with self-closing cap;
- Realignment of Sites 78 through 103 for better access.

B. Compensation & Billing. Paragraph 3.01, Compensation, of the Agreement is hereby amended to read as follows:

3.01. Compensation. Contractor will be compensated on a time and materials basis at the rates identified in Exhibit A, attached hereto and incorporated herein by reference:

1. Contract amount increased to not-to-exceed \$10,000 for engineering and revise construction drawings to the modified Scope of Services per 2.0, A.

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the Agreement not in conflict with this Amendment No. 3 remain in full force and effect and remain unaffected hereby.

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

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

PORT OF BROOKINGS-HARBOR	Crow Clay & Associates Inc.
Dated: _____ By: _____ Richard Heap, Board President ATTEST: _____ Board Commissioner	Dated: _____ By: _____ Mike Crow Its: Principal

From: Mike Crow <mike@crowclay.com>
Sent: Monday, March 8, 2021 2:37 PM
To: Gary Dehlinger
Subject: RV Park revisions

Gary,
The revisions to the RV park will involve creating 2 new sheets for the front row of angled sites plus revising the overall site plan. I estimate our time as:
16 hours per each sheet = 48 hours + 16 hours of my time for review and coordination= $48 \times \$100 + 16 \times \$140 = \$7040$.
The engineer wants \$2300 so the new plans would run \$9340. Say hourly rate not to exceed \$10,000. Will this work for you?

Michael R. Crow, Principal
Crow/Clay& Associates Inc.
125 W. Central Ave Suite 400
Coos Bay, Oregon 97420
(541) 269-9388
mike@crowclay.com

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ACTION ITEM – G

DATE: March 16, 2021
RE: Port Rates 2021-22
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Each year the Board meets to review Port Rates. Rates are normally raised by at least the CPI percentage or by the standard 5%.
 - Two years ago, the Port raised all non-moorage rates 5%, administration fees were not increased. Moorage rates increased 10% to include power to the base moorage rate and another 2% for maintenance dredging fee.
 - Last year, due to COVID-19, the rates were increased by the CPI amount only, 2.7%. Administration fees were not increased.
- West Region annual CPI for the entire 2019 to 2020 was 1.7%.
- Per Resolution No. 444 Dredging Surcharge, the Port may add 2% to the **standard rate increase of 5%**.
- Moorage rates comparison to other ports in Oregon and Crescent City was completed.
 - All other ports rates, besides Astoria, include power and water. Astoria charges additional flat fee for power per month or day.
 - Charleston and Astoria moorage rates do not change between recreational and commercial.
 - Newport, Siuslaw and Garibaldi commercial rates are lower than recreational.
 - Crescent City and Salmon Harbor commercial rates are higher than recreational.
- Due to the continued COVID-19 restrictions from the State and the unusually poor fishing season to the commercial and recreational industry, Port staff recommends applying CPI increase to the Port Rates for 2021-22 as noted.
 - Section 1. Service Rates. 1.7% increase rounded to the nearest dollar.
 - Section 2. Boat Yard. Add scheduling routine maintenance through Boat Shop & More. Removed charges must be paid in full prior to launch and maintenance yard days (payment is now handled through the tenant).
 - Sections 3a. 3b. & 3c. Moorage rates increased 1.7%. Add wording “voyage trash” to clarify what trash from the vessels are part of the rates.
 - Section 6. Commercial / Retail. Lease rates increased 1.7%.
 - Section 8. Insurance Certificate Limits. Clarify insurance wording for moorage vessels to match insurance letter requirements. Also want to include insurance for all transient vessels.

DOCUMENTS

- Bureau of Labor Statistics Consumer Price Index, West Region, 2 pages
- Resolution No. 444 Dredging Surcharge, 1 page
- Comparison to other Ports Spreadsheet, 3 pages
- Draft Port Rates 2021-22, 8 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Port Rates 2021-22 beginning July 1, 2021.



Kim Boom <accounts@portofbrookingsharbor.com>

RE: [ro9] CPI increase for West Region

1 message

Insko, Matthew - BLS <Insko.Matthew@bls.gov>
To: "accounts@portofbrookingsharbor.com" <accounts@portofbrookingsharbor.com>

Fri, Jan 15, 2021 at 3:54 PM

Hi Kim,

Over-the-year percent changes can be accessed by clicking on the "12-month percent changes" link for the West Region on Table 1 of this page:

<https://www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm>

You will be able to view both a chart and a table. The numbers on the table represent 12-month percent changes.

For example, the 1.5 in the Dec 2020 cell means that from December 2019 to December 2020 the West Region CPI increased 1.5%.

The 1.7 in the Annual 2020 cell means the average increase for the entire 2019 to 2020 was 1.7%.

If there is anything else we can assist with let us know.

Thanks for contacting BLS and have a good weekend,

Matthew Insko

Economist

U.S. Bureau of Labor Statistics

Western Information Office

415.625.2282

BLS Jobs Report: Free monthly webinars

From: Request for West (San Francisco) Information [mailto:labdesk@bls.gov]
Sent: Friday, January 15, 2021 3:46 PM
To: BLSinfoSF <BLSinfoSF@BLS.GOV>
Subject: FW: [ro9] CPI increase for West Region

Bureau of Labor Statistics

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A user has contacted us. Here are the details of their message:

To receive an answer to your West region inquiry, enter the following:

<https://mail.google.com/mail/u/0?ik=0789bfc915&view=pt&search=all&permthid=thread-f%3A1688998895345262919&simpl=msg-f%3A168899889534...> 1/2



Databases, Tables & Calculators by Subject

Change Output Options: From: 2010 To: 2020 GO
 include graphs include annual averages [More Formatting Options](#)

Data extracted on: January 15, 2021 (6:57:21 PM)

CPI for All Urban Consumers (CPI-U)

12-Month Percent Change

Series Id: CUUR0400SA0

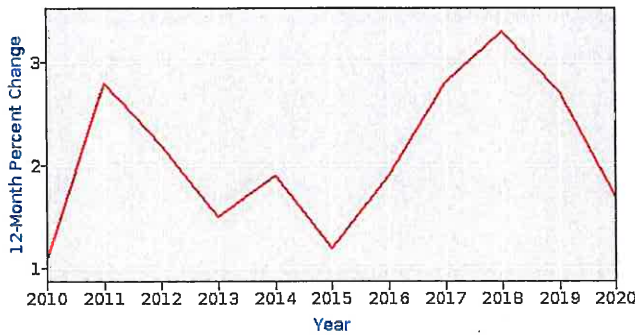
Not Seasonally Adjusted

Series Title: All items in West urban, all urban consumers, not seasonally adjusted

Area: West

Item: All items

Base Period: 1982-84=100



Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2010	1.9	1.4	1.6	1.5	1.3	0.6	0.8	0.7	0.5	0.6	0.9	1.3	1.1	1.4	0.8
2011	1.4	1.9	2.6	3.0	3.2	3.1	2.9	3.0	3.5	3.4	3.2	2.7	2.8	2.6	3.1
2012	2.6	2.5	2.4	2.1	2.0	2.0	1.8	2.1	2.2	2.5	1.9	1.7	2.2	2.3	2.0
2013	1.7	2.0	1.5	1.3	1.3	1.5	1.9	1.5	1.3	0.9	1.3	1.8	1.5	1.5	1.4
2014	1.7	1.3	1.5	1.8	2.3	2.3	2.3	2.1	2.0	2.0	1.7	1.3	1.9	1.8	1.9
2015	0.7	0.9	1.1	1.0	1.2	1.1	1.3	1.3	1.0	1.1	1.5	1.8	1.2	1.0	1.3
2016	2.6	2.1	1.5	1.8	1.5	1.6	1.4	1.5	2.0	2.3	2.3	2.5	1.9	1.9	2.0
2017	2.5	3.0	3.1	2.9	2.6	2.5	2.5	2.7	2.9	2.9	3.1	3.1	2.8	2.8	2.9
2018	3.1	3.1	3.2	3.2	3.5	3.6	3.6	3.6	3.4	3.5	3.3	3.1	3.3	3.3	3.4
2019	2.7	2.4	2.4	2.9	2.9	2.7	2.7	2.6	2.6	2.8	2.8	2.8	2.7	2.7	2.7
2020	2.9	3.1	2.5	1.3	0.8	1.2	1.7	1.9	1.6	1.2	1.4	1.5	1.7	1.9	1.5

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-5200 Federal Relay Service: 1-800-877-8339 www.bls.gov [Contact Us](#)

PORT OF BROOKINGS HARBOR

CURRY COUNTY, OREGON

RESOLUTION NO. 444 (Amended)

A Resolution of the Board of Commissioners for the Port of Brookings Harbor regarding a Dredging Surcharge in addition to the annual rate increase.

WHEREAS, certain studies and permit applications have been completed with regard to the two inner boat basins owned and operated by the Port of Brookings Harbor determining that in excess of 120,000 cubic yards of silt material has accumulated within said basins which needs to be removed to return the basins to their original project depth and

WHEREAS, silt accumulations are and have been negatively affecting the commercial viability of the Port's operations through limiting access to various areas within the project; and

WHEREAS, dredge removal of the silt accumulations is the only feasible method to return the two basins to their original project depth, thereby preserving the commercial viability of the project.

NOW BE IT RESOLVED THAT:

The Port of Brookings Harbor may increase rate(s) at a margin of 2% in addition to the standard annual rate increase of 5% at the discretion of the Port Manager on an annual basis, which monies shall be accumulated to accomplish dredging as needed within the basin(s) in the most cost-effective method possible and as circumstances allow.

ADOPTED by the Port of Brookings Harbor Board of Commissioners on this 17th day of June 2014.



Roy C. Davis, Chairman

ATTEST:



Jim Relaford, Secretary

RECREATIONAL MOORAGE RATE COMPARISON TO OTHER PORTS - 2021

Docks with Power Daily Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi**	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates	Difference
	Daily	Daily	Daily		Daily		Daily		Daily		Daily		Daily		Daily	
All Lengths	0.67	0.68							0.57	0.11					0.90	(0.22)
20	0.67	0.68	0.95	(0.27)	0.60	0.08	0.70	(0.02)			0.55	0.13	1.00	(0.32)		
21 - 25	0.67	0.68	0.76	(0.08)	0.54	0.14	0.70	(0.02)								
26 - 30	0.67	0.68	0.63	0.05	0.48	0.20	0.70	(0.02)					0.83	(0.15)		
31 and above	0.67	0.68			0.44	0.24	0.84	(0.16)			0.43	0.25				

Docks with Power Weekly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi**	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates	Difference
	Weekly	Weekly	Weekly		Weekly		Weekly		Weekly		Weekly		Weekly		Weekly	
All Lengths	3.98	4.05							N/A				N/A		5.60	(1.55)
20	3.98	4.05	5.70	(1.65)	2.40	1.65	4.13	(0.08)	N/A		3.30	0.75	N/A			
21 - 25	3.98	4.05	4.56	(0.51)	2.35	1.70	4.13	(0.08)	N/A				N/A			
26 - 30	3.98	4.05	3.80	0.25	2.41	1.64	4.13	(0.08)	N/A				N/A			
31 and above	3.98	4.05			2.33	1.72	5.00	(0.95)	N/A		2.60	1.45	N/A			

Docks with Power Monthly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi**	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates	Difference
	Monthly	Monthly	Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly	
All Lengths	11.95	12.15							8.67	3.48			11.00	1.15	16.70	(4.55)
20	11.95	12.15	14.25	(2.10)	6.60	5.55	13.73	(1.58)			9.90	2.25				
21 - 25	11.95	12.15	11.40	0.75	6.50	5.65	13.73	(1.58)								
26 - 30	11.95	12.15	9.50	2.65	6.64	5.51	13.73	(1.58)								
31 and above	11.95	12.15			6.41	5.74	15.81	(3.66)			7.80	4.35				

Docks with Power Semi-Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi**	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates	Difference
	Semi-Annual	Semi-Annual	Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual	
All Lengths	27.13	27.59							34.92	(7.33)	N/A		N/A		52.30	(24.71)
20	27.13	27.59	27.50	0.09	21.00	6.59	29.17	(1.58)			N/A		N/A			
21 - 25	27.13	27.59	26.00	1.59	21.04	6.55	29.17	(1.58)			N/A		N/A			
26 - 30	27.13	27.59	30.83	(3.24)	21.70	5.89	29.17	(1.58)			N/A		N/A			
31 and above	27.13	27.59			21.03	6.56	36.54	(8.95)			N/A		N/A			
61 and above	27.13	27.59					25.33	2.26			N/A		N/A			

Docks with Power Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi**	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates	Difference
	Annual	Annual	Annual		Annual		Annual		Annual		Annual		Annual		Annual	
All Lengths	47.64	48.45							61.92	(13.47)			43.00	5.45	82.05	(33.60)
20	47.64	48.45	39.45	9.00	42.00	6.45					56.50	(8.05)				
21 - 25	47.64	48.45	39.44	9.01	42.04	6.41	41.08	7.37								
26 - 30	47.64	48.45	41.00	7.45	43.39	5.06					53.60	(5.15)				
31 - 60	47.64	48.45			42.03	6.42										
61 and above	47.64	48.45			39.28	9.17					50.00	(1.55)				

In "Difference" column the positive number means our Port rates are higher. Negative numbers means our Port rates are lower.

Astoria* Monthly electrical not included - 30 amp \$65 / 50 amp \$100

Astoria* Daily electrical not included - 30 amp \$5 / 50 amp \$10

** Power and water included

*** Power and water included with additional fees for upgrades and service calls

COMMERCIAL MOORAGE RATE COMPARISON TO OTHER PORTS - 2021

Daily / Transient Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates***	Difference
	Daily	Daily	Daily		Daily		Daily		Daily		Daily		Daily		Daily	
up to 30	0.65	0.66			0.63	0.03	N/A		0.57	0.09	0.55	0.11			0.73	(0.07)
30	0.65	0.66	0.63	0.03	0.48	0.18	N/A		0.57	0.09	0.43	0.23	0.83	(0.17)	0.73	(0.07)
40	0.65	0.66	0.62	0.04	0.38	0.28	N/A		0.57	0.09	0.40	0.26	0.75	(0.09)	0.73	(0.07)
50	0.65	0.66	0.64	0.02	0.38	0.28	N/A		0.57	0.09	0.36	0.30	0.80	(0.14)	0.73	(0.07)
60	0.65	0.66	0.63	0.03	0.32	0.34	N/A		0.57	0.09	0.33	0.33	0.75	(0.09)	0.73	(0.07)
70	0.65	0.66	0.62	0.04	0.27	0.39	N/A		0.57	0.09	0.32	0.34	0.71	(0.05)	0.73	(0.07)
71 or over	0.65	0.66	0.63	0.03	0.26	0.40	N/A		0.57	0.09					0.73	(0.07)

Weekly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates***	Difference
	Weekly	Weekly	Weekly		Weekly		Weekly		Weekly		Weekly		Weekly		Weekly	
up to 30	3.87	3.94			N/A		N/A		N/A		3.30	0.64	N/A		N/A	
30	3.87	3.94	3.80	0.14	N/A		N/A		N/A		2.60	1.34	N/A		N/A	
40	3.87	3.94	3.75	0.19	N/A		N/A		N/A		2.25	1.69	N/A		N/A	
50	3.87	3.94	3.84	0.10	N/A		N/A		N/A		2.40	1.54	N/A		N/A	
60	3.87	3.94	3.80	0.14	N/A		N/A		N/A		2.00	1.94	N/A		N/A	
70	3.87	3.94	3.77	0.17	N/A		N/A		N/A		1.97	1.97	N/A		N/A	

Monthly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates***	Difference
	Monthly	Monthly	Monthly		Monthly		Monthly		Monthly		Monthly		Monthly		Monthly	
up to 30	11.64	11.84			4.08	7.76	N/A		8.67	3.17	9.90	1.94	11.00	0.84	13.08	(1.24)
30	11.64	11.84	9.50	2.34	3.60	8.24	N/A		8.67	3.17	7.80	4.04	11.00	0.84	13.08	(1.24)
40	11.64	11.84	9.50	2.34	3.08	8.76	N/A		8.67	3.17	7.20	4.64	11.00	0.84	13.08	(1.24)
50	11.64	11.84	9.50	2.34	3.28	8.56	N/A		8.67	3.17	6.48	5.36	11.00	0.84	13.08	(1.24)
60	11.64	11.84	9.50	2.34	2.73	9.11	N/A		8.67	3.17	6.00	5.84	11.00	0.84	13.08	(1.24)
70	11.64	11.84	9.50	2.34	2.67	9.17	N/A		8.67	3.17	5.91	5.93	11.00	0.84	13.08	(1.24)

Semi-Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates***	Difference
	Semi-Annual	Semi-Annual	Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual	
up to 30	22.26	22.64			N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)
30	22.26	22.64	35.40	(12.76)	N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)
40	22.26	22.64	35.40	(12.76)	N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)
50	22.26	22.64	35.40	(12.76)	N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)
60	22.26	22.64	35.40	(12.76)	N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)
70	22.26	22.64	35.40	(12.76)	N/A		N/A		34.92	(12.28)	N/A		N/A		47.92	(25.28)

Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City**	Difference	Siuslaw**	Difference	Garibaldi*	Difference	Charleston**	Difference	Salmon Harbor**	Difference	Astoria*	Difference	Newport FY 2021-22 Rates***	Difference
	Annual	Annual	Annual		Annual		Annual		Annual		Annual		Annual		Annual	
up to 30	39.13	39.80			32.96	6.84			61.92	(22.12)	62.85	(23.05)	43.00	(3.20)	63.89	(24.09)
30	39.13	39.80	63.00	(23.20)	28.30	11.50	34.38	5.42	61.92	(22.12)	58.40	(18.60)	43.00	(3.20)	63.89	(24.09)
40	39.13	39.80	63.00	(23.20)	24.93	14.87	39.38	0.42	61.92	(22.12)	56.18	(16.38)	43.00	(3.20)	63.89	(24.09)
50	39.13	39.80	63.00	(23.20)	24.62	15.18	39.38	0.42	61.92	(22.12)	54.84	(15.04)	43.00	(3.20)	63.89	(24.09)
60	39.13	39.80	63.00	(23.20)	20.52	19.28	39.38	0.42	61.92	(22.12)	53.95	(14.15)	43.00	(3.20)	63.89	(24.09)
70	39.13	39.80	63.00	(23.20)	20.44	19.36	39.38	0.42	61.92	(22.12)	53.31	(13.51)	43.00	(3.20)	63.89	(24.09)

In "Difference" column the positive number means our Port rates are higher. Negative numbers means our Port rates are lower.

Astoria* Monthly electrical not included - 30 amp \$95 / 50 amp \$125

Astoria* Daily electrical not included - 30 amp \$5 / 50 amp \$10

** Power and water included

*** Power and water included with additional fees for upgrades and service calls

Crescent City has 5% discount to Vets or seniors 65 and older

RECREATIONAL MOORAGE RATE COMPARISON TO OTHER PORTS - 2021

DOCKS WITHOUT POWER

Docks without Power Daily Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City	Difference	Siuslaw	Difference	Garibaldi	Difference	Charleston	Difference	Salmon Harbor	Difference	Newport	Difference
	Daily	Daily	Daily		Daily		Daily		Daily		Daily		Daily	
20	0.64	0.65			0.65	0.00								

Docks without Power Weekly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City	Difference	Siuslaw	Difference	Garibaldi	Difference	Charleston	Difference	Salmon Harbor	Difference	Newport	Difference
	Weekly	Weekly	Weekly		Weekly		Weekly		Weekly		Weekly		Weekly	
20	3.80	3.86			3.25	0.61								

Docks without Power Monthly Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City	Difference	Siuslaw	Difference	Garibaldi	Difference	Charleston	Difference	Salmon Harbor	Difference	Newport	Difference
	Monthly	Monthly	Monthly		Monthly		Monthly		Monthly		Monthly		Monthly	
20	11.38	11.57			9.75	1.82								

Docks without Power Semi-Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City	Difference	Siuslaw	Difference	Garibaldi	Difference	Charleston	Difference	Salmon Harbor	Difference	Newport	Difference
	Semi-Annual	Semi-Annual	Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual		Semi-Annual	
	25.84	26.28			N/A									

Docks without Power Annual Rates

Boat Length	POBH Current Rate	New POBH Rate CPI Increase 1.7%	Crescent City	Difference	Siuslaw	Difference	Garibaldi	Difference	Charleston	Difference	Salmon Harbor	Difference	Newport	Difference
	Annual	Annual	Annual		Annual		Annual		Annual		Annual		Annual	
20	45.37	46.14			N/A		34.70	11.44						

In "Difference" column the positive number means our Port rates are higher. Negative numbers means our Port rates are lower.

**PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES**

DRAFT

Section 1. Service Rates

Rates apply to all Port of Brookings Harbor locations unless otherwise noted. Rates become effective July 1, 2021. Port owned equipment to be operated by port personnel. 30-minute minimum on all hourly rates. All port equipment rates include operator.

	FY 2020 Rate	Rounded to nearest dollar FY 2021 Rate
A. <u>Forklift, 5 ton capacity</u> per hour	\$ 64.70	\$ 66.00
B. <u>12 K Telehandler</u> per hour	\$ 129.40	\$ 132.00
C. <u>Port Truck</u> per hour	\$ 64.70	\$ 66.00
D. <u>Port Boat</u> per hour	\$ 129.40	\$ 132.00
E. <u>Boat Pump Out</u> per hour	\$ 107.80	\$ 110.00
F. <u>Welding Machine</u> per hour	\$ 64.70	\$ 66.00
G. <u>Boat / Trailer Storage</u> Fenced Area per day	\$ 3.00	No Change
per month	\$ 61.00	No Change
H. <u>Gear Storage</u> per SF per month	\$ 0.06	No Change
I. <u>Clean-Up</u> Fees will be charged for each man-hour at established rates Equipment charges are extra	Time and Materials	No Change
J. <u>Disposal Fees</u> 1) Waste Oil	No Charge	
2) Oil-Water Mix per gallon	Time and Materials	No Change
3) Net / Gear Disposal per pound	Time and Materials	
4) Garbage, per pound	Time and Materials	
K. <u>Port Labor</u> 1) All Port Labor including administration staff per hour	\$ 100.00	No Change
2) Overtime, any service required outside established working hours per hour	\$ 120.00	No Change
3) Emergency call-out Any services requiring a port employee NOT currently on duty to report to duty after hours will be charged twice the normal rate per hour, minimum 1 hour	\$ 200.00	No Change
L. <u>Permit to Sell Fish from Boat, per year</u>	\$ 158.00	No Change
M. <u>Outside Crane Use on Port Property</u> Crane certification per OR/OSHA and Insurance required per Section 9A (Port approval prior to work)		

**PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES**

Section 2. Boat Yard

A routine maintenance haul-out or launch is not an emergency. An emergency situation exists only when a vessel is distressed to the degree that it is taking on water at a rate that will cause damage that can be prevented by removing the vessel from the water. **All routine vessel maintenance must be scheduled through Boat Shop & More.**

~~Haul-out and repair yard charges must be paid in full prior to launch or at the end of each 30 days the vessel remains in the repair yard.~~ Haul-out includes one hour of in strap for boat wash. 1-hour minimum on hourly rates.

~~Yard days may be reduced due to inclement weather by Harbormaster/Port Manager approval.~~ No long term storage rates for boats in the boat yard. All boats in storage yard charged as stated below.

<u>A. Haul Out, 50 ton capacity, 28 foot minimum</u>	FY 2020 Rate	FY 2021 Rate
1) Round Trip, per foot		
40 foot and less	\$ 10.00	No Change
2) greater than 40 foot	\$ 12.00	No Change
<u>B. Remain In Strap, after 1 hour</u>		
per hour	\$ 200.00	No Change
<u>C. Lift to Trailer or Vessel Survey / after 1 hour "Remaining in Strap Rate" begins</u>		
half haul out rate		
<u>D. Moving After Being Blocked</u>		
per hour	\$ 200.00	No Change
<u>E. Yard Days</u>		
First and last day no charge		
per foot per day	\$ 1.00	No Change
<u>F. Boat Rinse</u>		
per vessel foot, per hour	\$ 1.50	No Change
<u>G. Port Pressure Washer Equipment Rental (No Port Labor)</u>		
per hour	\$ 15.00	No Change

PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES

Section 3a. Sport Moorage Rate includes Voyage Trash, Power & Water

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length. Abuse of utilities will be charged according.

<u>A. Moorage Rate includes Power & Water, per linear foot</u>	FY 2020 Rate	FY 2021 Rate
1) Daily	\$ 0.67	\$ 0.68
2) Weekly	\$ 3.98	\$ 4.05
3) Calendar Month	\$ 11.95	\$ 12.16
4) Semi-Annual	\$ 27.13	\$ 27.59
5) Annual	\$ 47.64	\$ 48.45
6) Live-aboard. Monthly rate by agreement only.		
a) First person	\$ 75.00	No Change
b) Each additional	\$ 75.00	No Change
B. Charter Boats		
Charter License		
per person	\$ 50.00	No Change
C. Dock Box		
Purchase (at cost) Plus Port labor to install		
D. Line Replacement, Hourly labor rate, half hour minimum		
per cost of rope, plus Port Labor	Time and Materials	No Change
E. Launch Fee		
1) Daily	\$ 5.00	No Change
F. Boat Launch Pass		
1) Annual Boat Launch Pass		
a) Jan - June, to remainder of year	\$ 150.00	No Change
b) July - Sept, to remainder of year	\$ 100.00	No Change
c) Oct - Dec, to remainder of year	\$ 75.00	No Change

Section 3b. Sport Moorage with Voyage Trash and Water Only (No Power)

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length. Abuse of utilities will be charged according.

<u>A. Moorage, per linear foot</u>	FY 2020 Rate	FY 2021 Rate
1) Daily	\$ 0.64	\$ 0.65
2) Weekly	\$ 3.80	\$ 3.86
3) Calendar Month	\$ 11.38	\$ 11.57
4) Semi-Annual	\$ 25.84	\$ 26.28
5) Annual	\$ 45.37	\$ 46.14

Section 3c. Commercial and Charter Rates (includes voyage trash, power and water where available)

Per linear foot. All charges for greater length between dock and boat. *See appendix for calculated rates based on length. Abuse of utilities usage will be charged according.

<u>A. Moorage, per linear foot</u>	FY 2020 Rate	FY 2021 Rate
1) Daily	\$ 0.65	\$ 0.66
2) Weekly	\$ 3.87	\$ 3.94
3) Calendar Month	\$ 11.64	\$ 11.83
4) Semi-Annual	\$ 22.26	\$ 22.63
5) Annual	\$ 39.13	\$ 39.79

**PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES**

Section 4. Fuel

Fuel pricing will be adjusted per purchase price. No discounts for credit card or charge purchases. Schedule below is mark-up above fuel purchase price.

	FY 2020 Rate	FY 2021 Rate
A. <u>Diesel, ULSD #2 Marine Blend</u>		
1) Fuel Rate, plus per gallon	\$ 0.30	No Change
B. <u>92 Pre Non Ethanol Gasoline</u>		
1) Fuel Rate, plus per gallon	\$ 1.20	No Change
C. <u>Fueling Over the Dock</u>		
per gallon	\$ 0.06	No Change
.....		

**PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES**

Section 5. RV Park

Reservations can be made online, by phone or in person. (Base Rate, State and County Lodging Tax not Included)

A. Peak Season (Summer), April 1 - October 31

1) Daily

	FY 2020 Rate	FY 2021 Rate
• Pull thru full hook-up	\$ 51.00	No Change
• Back in full hook-up	\$ 44.00	No Change
• Partial hook-up	\$ 36.00	No Change

2) Weekly

• Pull thru full hook-up	\$ 306.00	No Change
• Back in full hook-up	\$ 264.00	No Change
• Partial hook-up	\$ 216.00	No Change

B. Off Season (Winter), November 1 - March 31

1) Daily

• Pull thru full hook-up	\$ 43.00	No Change
• Back in full hook-up	\$ 37.00	No Change
• Partial hook-up	\$ 31.00	No Change

2) Weekly

• Pull thru full hook-up	\$ 258.00	No Change
• Back in full hook-up	\$ 222.00	No Change
• Partial hook-up	\$ 186.00	No Change

C. July 4th Holiday, 3 night minimum

1) Daily

• Pull thru full hook-up	\$ 95.00	No Change
• Back in full hook-up	\$ 84.00	No Change
• Partial hook-up	\$ 54.00	No Change

D. Other Holidays, (Labor and Memorial Days 3 night stay min. other holiday are 2 night min.)

1) Daily

• Pull thru full hook-up	\$ 55.00	No Change
• Back in full hook-up	\$ 46.00	No Change
• Partial hook-up	\$ 38.00	No Change

D. Laundry Machines - Currently not available

per load	When Available	\$ 2.00	No Change
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**PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES**

Section 6. Commercial Retail

	FY 2020 Rate	FY 2021 Rate
A. <u>Warehouse - Shop</u> per square foot	\$ 0.54	\$ 0.55
B. <u>Warehouse - Storage</u> per square foot	\$ 0.43	\$ 0.44
C. <u>Commercial Docks</u> per square foot	\$ 0.68	\$ 0.69
D. <u>Surfaced Concrete</u> per square foot	\$ 0.54	\$ 0.55
E. <u>Surfaced Asphalt</u> per square foot	\$ 0.33	No Change
F. <u>Retail Center</u> per square foot	\$ 1.16	\$ 1.18
G. <u>Bare Ground</u> per square foot	\$ 0.08	No Change
H. <u>Port Meeting Room Suite 202</u> Flat daily rate from 8am to 8pm	\$ 50.00	No Change

PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES

Section 7. Administration Fees

Staff may require payment or deposit in advance of service. (ORS 192.440(4)(a))

	FY 2020 Rate	FY 2021 Rate
A. <u>Public Records Request Fee Schedule</u>		
1) Copies of Public Records, Black & White, 8X11, per page	\$ 0.25	No Change
2) Copies of Sound Recordings	\$ 10.00	No Change
3) Copies of Port By-Laws, Codes	\$ 20.00	No Change
4) Copies of Nonstandard documents	Time and Materials	No Change
5) Attorney Review	at cost	No Change
B. <u>Research and Computer Time</u>		
Written request required. Hourly rate, half-hour minimum, under 15 min not charge	\$ 35.00	No Change
C. <u>CD Fee if available</u>	\$ 5.00	No Change
D. <u>Faxes/Emails</u>. Per page		
1) Local	\$ 1.00	No Change
2) Long Distance	\$ 1.50	No Change
3) Incoming	\$ 1.00	No Change
4) Copies	\$ 0.25	No Change
E. <u>Long Distance Phone Calls</u>	\$ 2.00	No Change
F. <u>Lamination</u>, per page, letter size	\$ 2.00	No Change
G. <u>Notice Posting</u>. For non-payment of lease or moorage	\$ 50.00	No Change
H. <u>Failure to Register</u>. For research related to unregistered boats	\$ 25.00	No Change
I. <u>Returned Check Fee</u>	\$ 50.00	No Change
J. <u>Per Annum Interest Rate</u>. Applied to past due accounts	18%	No Change
K. <u>POV Mileage Reimbursement Rate (IRS)</u>	Current	No Change
L. <u>Impound Seizure Fee</u>. Vessel impounding	\$ 750.00	No Change
M. <u>Events on Port Property</u>		
1) Boardwalk Retail, per day	\$ 315.00	No Change
2) Boardwalk Retail / Parking Lot, per day	\$ 630.00	No Change
3) Kite Field, per day	\$ 315.00	No Change
4) RV Park Picnic Area, per day	\$ 131.25	No Change
5) Parking Lot behind Port Office	\$ 315.00	No Change
6) Parking Lot at Boat Wash	\$ 315.00	No Change
7) Saturday Market, per vender	\$ 10.50	No Change
8) Car Shows, per vehicle	\$ 5.25	No Change
N. <u>Impound Seizure Fee</u>. Car / Truck / Trailer/ <u>RV, plus tow fee</u>	\$ 250.00	No Change
O. <u>Background Check</u>	\$ 25.00	No Change
P. <u>Credit Check</u>	\$ 35.00	No Change
Q. <u>Waiting List Application</u>	\$ 75.00	No Change
1) Annual Renewal	\$ 25.00	No Change
R. <u>Transfer List</u>	\$ 25.00	No Change

PORT OF BROOKINGS HARBOR
JULY 1, 2021 to JUNE 30, 2022 RATES

Section 8. Insurance Certificate Limits

Effective July 1, 2021. Additional coverages may be required based upon business type and Port's discretion. **A certificate naming the Port as an additional insured is also required.**

<u>A. Leases / Tenants</u>	FY 2020	FY 2021
1) General Liability, Each Occurrence	\$ 2,000,000.00	No Change
2) Damage to Rented Premises (each occurrence)	\$ 300,000.00	No Change
3) Medical Expenses (any one person)	\$ 5,000.00	No Change
4) Personal and Adverse Injury	\$ 2,000,000.00	No Change
5) General Aggregate	\$ 2,000,000.00	No Change
6) Products - Comp/Op Aggregate	\$ 2,000,000.00	No Change
<u>B. Moorage & Transient Vessels - Marine-Watercraft with Wreck Removal Policy and Port additional insured</u>		
1) Commercial Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
2) Recreational Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
3) Charter / Guide Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		

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ACTION ITEM – H

DATE: March 16, 2021
RE: Harbor Sanitary District Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Harbor Sanitary District Board approved the Hold Harmless Agreement in their last meeting. The Port will need to approve this agreement prior to HSD plumbing permit approval for the RV Park Restroom Restoration Project. Curry County Building & Safety will not review the plumbing permit until HSD signs off.
- Port legal counsel review the document and did not have any issues with the agreement. The agreement is basically saying that since the Port built “permanent” structures within the easement area (concrete pads, etc), that it will be the Port’s financial responsibility to repair those structures if HSD needs to disturb them to perform maintenance, repairs, etc. of the sewer line. Generally speaking, the owner of the property is not to make any improvements that interfere with the use of the easement. The original easement agreement only referred to HSD’s ability to remove bushes and trees.

DOCUMENTS

- Harbor Sanitary District and Port of Brookings Harbor Wavier of Liability, Hold Harmless and Release Agreement, 6 pages

COMMISSIONERS ACTION

- **Recommended Action:**
Motion to approve Harbor Sanitary District and Port of Brookings Harbor Wavier of Liability, Hold Harmless and Release Agreement and allow Port Manager to sign the agreement or revised agreement which may add Coast Guard easement documentation.

**Harbor Sanitary District and Port of Brookings Harbor
Waiver of Liability, Hold Harmless and Release Agreement**

Recitals:

1. The Port of Brookings Harbor ("Port") is the owner of real property located at 16035 Boat Basin Road, Brookings, Oregon, more particularly described as Curry County Assessor Map 4113-08A Tax lot 1500.
2. The Harbor Sanitary District ("District") is a sanitary sewer district, organized and operated pursuant to ORS Chapter 450.
3. The District has an easement for a sewer line on a portion of the above-described Port real property pursuant to a Right of Way and Easement, dated October 5, 1976 and recorded in Curry County book of records 49, page 413 on January 20, 1977, identified as Exhibit "A" to this Agreement and incorporated herein by this reference.
4. The Port has constructed a recreational vehicle park and a public restroom facility on a portion of the Boat Basin Road real property. The public restroom facility, and a portion of the recreational vehicle park constructed by Port, was constructed on the the District's easement identified in Exhibit "A".
5. As part of the recreational vehicle park, and in addition to the public restroom, Port has constructed cement pads and utility lines, all of which are located in the District's easement (hereinafter the "encroachments"). The District has notified Port of the encroachments constructed on the District's easement.
6. Port has requested that the District permit the public restroom facility, cement pads and utility lines to remain in their current location in the easement area.
7. Port has advised District that it intends to perform some remodeling of the public restroom located on District's easement. Port has requested that District sign a permit issued by Curry County and or authorize reconnection to the District sewer system to allow Port to perform the remodeling work.
8. District is willing to permit the Port to keep the encroachments as currently located in the District's easement, in lieu of District taking any legal action related to the encroachments and, further, to authorize District's Manager sign the Curry County permit and or authorize reconnection to the District sewer system, conditioned on Port agreeing to enter into this Hold Harmless, Waiver of Liability and Release Agreement.
9. This Agreement shall supplement and modify the Right-of-Way and Easement recorded in Curry County deed records as BR 49 Page 413, recorded January 20, 1977, and the parties hereto agree that this Agreement shall be recorded in Curry County deed records.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The above Recitals are true and accurate and are hereby incorporated in this Agreement by this reference.

2. In consideration of the mutual promises contained herein, Port hereby RELEASES, COVENANTS NOT TO SUE, WAIVES, DISCHARGES AND HOLDS HARMLESS DISTRICT from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or relating in any way to any loss, damage, repair or replacement costs or injury to the restroom facility, cement pads and utility lines constructed in the District's easement, in the event that District, in the sole discretion of District, needs to remove a portion or all of the encroachments to access the District's sewer main located in the sewer easement described in the recorded document referenced in Recital 2, above, for purposes of repairs(s) to the sewer main or to replace the sewer main.

3. This RELEASE, COVENANT NOT TO SUE, WAIVER AND HOLD HARMLESS Agreement shall be effective and apply to any future removal of a portion, or all, of the encroachments, including all or a portion of the public restroom, notwithstanding the District's signing the Curry County permit and or authorize reconnection to the District sewer system to allow Port to do remodeling work on the public restroom. By signing the permit and or authorize reconnection to the District sewer system as requested by Port, District is not and does not consent to any encroachment by Port onto District's easement.

4. District agrees that if any repair work needs to be performed on the sewer main located in the District's easement area, or if the sewer main needs to be replaced, that District shall first determine if such work can be performed using trenchless technology, to avoid removing all or a portion of the encroachments located in the District's easement. If the District uses trenchless technology to perform any repair work on the sewer main, Port agrees to pay to District any additional cost to the District for the use of trenchless technology to make the repairs. District will submit an invoice to Port for the cost of using trenchless technology and Port agrees to pay the invoice.

5. District further agrees that if any repair work needs to be performed on the sewer main located in the District's easement area, and the encroachments need to be moved to allow the work to be performed, District will first notify, or attempt to notify, Port to remove the encroachments, if possible, under the circumstances. Port agrees to remove the encroachments within, and not later than, two weeks (14 days) of the District giving Port the notice referenced herein.

6. The District agrees, to the extent reasonable, when performing any work in the easement area to make reasonable efforts to do such work without causing damage to the Port public restroom facility, cement pads and/or utility lines. Port acknowledges and agrees that if it is necessary for the District to access the easement area with a truck that this agreement shall apply to any damage caused to the cement pads and utility lines or to Port's public restroom facility.

7. It is the express intent of Port that this Waiver of Liability, Hold Harmless and Release Agreement shall bind the current owners of Port RV Park or its successors and assigns and be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the District for any loss, damage, repair or replacement costs or injury to Port's public restroom facility, cement pads and/or utility lines constructed on the District's easement, caused by District to repair or replace the sewer line in the District's easement.

8. Port hereby further agrees that this Waiver of Liability, Hold Harmless and Release Agreement shall be construed in accordance with the laws of the State of Oregon. Any portion of this document deemed unlawful or unenforceable is stricken and severable and shall be stricken without any effect on the enforceability of the remaining provisions.

9. This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, contracts, or representations, oral or written, not specified herein regarding this contract. Port by their signature below, hereby acknowledges that they have read this Agreement and agrees to its terms.

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

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

11. Any controversy or claim arising out of or relating to this Agreement including, without limitation, the making, performance, or interpretation of this Agreement, shall be settled by arbitration in Curry County, Oregon, and any Judgment on the arbitration award may be entered in any court having Jurisdiction over the subject matter of the controversy.

Any party asserting a claim arising out of or relating to this Agreement, may make a written demand for arbitration. In this event, the parties shall agree to submit their controversy to binding arbitration before a single arbitrator. The arbitrator shall be an attorney licensed to practice law in the State of Oregon. If the parties cannot agree within 30 days to the selection of a single arbitrator after the election to arbitrate, either party may request that the selection of an arbitrator be made by a Judge of the Circuit Court of the State of Oregon for Curry County. The dispute shall be heard by the arbitrator selected within 90 days thereafter, unless the parties agree otherwise.

The parties will pay their own costs of arbitration, and each will be obligated for one-half of the arbitrator's fee. The provisions of paragraph 7 above shall also apply to arbitration, and in the event

of arbitration under the provisions of this Contract, the prevailing party shall be awarded reasonable attorney fees and related costs.

If arbitration is commenced, the parties agree to permit discovery proceedings of the type provided by the Oregon Rules of Civil Procedure both in advance of, and during recess of, the arbitration hearings. ORS 183.450(1) through (4), where applicable, shall control the admission of evidence at the hearing in any arbitration conducted hereunder, provided however no error by the arbitrator in application of the statute shall be grounds as such for vacating the arbitrator's award. Each party shall be entitled to present evidence and argument to the arbitrator. The arbitrator shall give written notice to the parties stating the arbitration determination and shall furnish to each party a signed copy of such determination and Judgment so the award may be entered in any court having Jurisdiction over the parties. The parties agree that all facts and other information relating to any arbitration arising under this contract shall be kept confidential to the fullest extent permitted by law.

The parties agree that the arbitrator shall have no Jurisdiction to render an award and/or Judgment for punitive damages. The parties agree that the decision of the arbitrator shall be final and binding on the parties and a Judgment may be entered on the arbitrator's award. Unless otherwise inconsistent herewith, the provisions of ORS Chapter 36 shall apply to any arbitration hereunder. The duty to arbitrate shall survive the cancellation or termination of this Agreement.

Service of process in connection therewith shall be made by certified mail. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be the existence of the agreement to arbitrate and the failure of one Party to comply with that agreement, and those issues shall be determined summarily by the court without a jury. All other issues shall be decided by the arbitrator, whose decision thereon shall be final and binding. There may be no appeal of an order compelling arbitration except as part of an appeal concerning confirmation of the decision of the arbitrator.

Neither Party shall institute any legal proceeding against the other to enforce any right hereunder or for breach hereof, except that either Party may institute litigation (i) to enforce its rights of arbitration hereunder (ii) to confirm and have judgment entered upon any arbitration award issued hereunder, and (iii) to stay the running of any statute of limitation or prevent any other occurrence (including, without limitation, the passage of time) which would constitute laches, estoppel, waiver or any other such legal consequence that suit is necessary to avoid, provided, however, that neither Party shall pursue litigation under item (iii) beyond such action as is necessary to prevent prejudice to its cause of action pending ultimate resolution by arbitration under this Section.

If any dispute between the Parties arises from or in connection with any claim of litigation initiated by any third party (either as claimant, plaintiff, counterclaimant, or defendant/third Party plaintiff), then, unless the Parties agree otherwise, the resolution of that dispute under the arbitration provisions of this Section may at the option of either Party be deferred until the resolution of that third-party claim or litigation, provided, however that in the event of any such dispute in connection with a claim or litigation so initiated by a third party, either Party may at any time initiate arbitration under this section to determine prospective liability between the Parties upon facts which are stipulated, admitted solely for the purpose of arbitrating prospective liability, or not reasonably in dispute. The issue of whether any fact is "reasonably in dispute" under the preceding sentence shall be subject to

mandatory arbitration hereunder upon the demand of either Party. In the event either party is made a party to such claim or litigation so initiated by a third party, either party shall select its own counsel and have complete control over all claim or litigation decisions concerning its participation in that claim or litigation, regardless of whether either party is required to, or in fact does, initiate a crossclaim, counterclaim, or third-party claim under Sub-clause (iii) of the paragraph above.

IN SIGNING THIS AGREEMENT, PORT ACKNOWLEDGES AND REPRESENTS THAT Port has read the foregoing Waiver of Liability, Hold Harmless Agreement and Release Agreement, understands it and signs it voluntarily as the Port's own free act and deed; that no oral representations, statements, or inducements, apart from those contained in the foregoing written agreement have been made; and the Port Commission and District Board of Directors has approved the execution of this this Agreement by the Managers of the Port and District fully intending to be bound by the same.

IN WITNESS WHEREOF, I have signed this Agreement on the ____ day of March 2021.

PORT OF BROOKINGS HARBOR

By: Gary Dehlinger - Manager

HARBOR SANITARY DISTRICT

By: Kelly Beebe - Manager

41-13-8

RIGHT OF WAY and EASEMENT

THIS AGREEMENT made this 5th day of October, 1976, by and between Port of Brookings, a municipal corporation, and husband and wife, of Curry County, Oregon, PARTY OF THE FIRST PART, and Harbor Sanitary District, an Oregon Corporation of the State of Oregon, PARTY OF THE SECOND PART, witnesseseth:

PARTY of the first part, in consideration of the sum of One Dollar and other good and valuable consideration to GRANTOR in hand paid, receipt whereof being hereby acknowledged (X does) by these presents, bargain, sell, grant and convey to party of the second part, its successors and assigns, a right of way over and across an easement in the following described real property situated and being in Curry County, Oregon, to-wit:

A strip of land for sanitary sewer purposes, being 15 feet in width, 7.5 feet on each side of the centerline described below and as said strip of land occupies land in that property conveyed to Port of Brookings in Deed Volume 56, Page 470, Book of Records Volume 40, Page 895, and Book of Records Volume 32, Page 535 as of record in Curry County, Oregon. Said centerline lying within Section 8, Township 41 South, Range 13 West, Willamette Meridian is described as follows:

Beginning at a point lying on the West Line of the Harbor Sanitary Sewer Pump Station Site No. 2, as described in Book of Records 39, Page 49, being a Lease Agreement wherein the Port of Brookings is the Lessor and the Harbor Sanitary District is the Lessee, said point being North 31.13 feet and East 379.96 feet from a Brass Cap Iron Pipe marking the Southwest Corner of Donation Land Claim No. 39, said Section 8, T. 41 S., R. 13 W., W.M.; thence South 89°44'00" West, leaving the West Line of said Pump Station Lease Site, a distance of 274.97 feet; thence North 81°20'40" West a distance of 306.67 feet; thence North 35°01'30" West a distance of 299.23 feet; thence North 48°25'30" West a distance of 348.17 feet; thence North 48°21'50" West a distance of 411.00 feet, this being the terminal point of said easement, all lying and being within Curry County, Oregon.

for the purpose of constructing, reconstructing, maintaining, using and operating thereon pipe lines and other facilities thereof of the sanitary sewer system of the Harbor Sanitary District, with the right to remove trees and brush on such right of way, erect structures and make excavations therein as party of the second part may require or deem convenient for such purposes, also and together with the right of ingress and egress to and from such right of way for it, its agents and employees and its and their tools, vehicles, implements, materials, supplies and equipment.

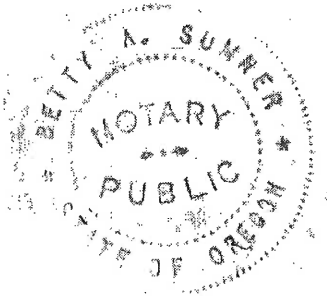
TO HAVE AND TO HOLD the right of way and easement hereby granted to said party of the second part, its successors and assigns forever.

Part... of the first part reserve and shall have the right to such use of said right of way as shall not interfere with the unrestricted use thereof by party of the second part for the purposes thereof.

Part... of the first part covenants and agrees to and with party of the second part that It (is) the owner in fee simple of said premises and that It will not construct or erect upon said right of way any building or structures that shall interfere with the unrestricted use thereof by party of the second part for said purposes and that It will not do or permit to be done any blasting upon said right of way without the written consent thereto of party of the second part.

IN WITNESS WHEREOF (I) (we) have hereunto set (my) (our) hand... and seal... this the day and year first above written.

Michael Stuckman (SEAL)
Glenn A. Rogers (SEAL)
Arthur J. Anderson (SEAL)



COUNTY OF CURRY }
STATE OF OREGON } ss.

This 5th day of October, 1976, personally appeared the above named Fred W. Stuckman, Glenn A. Rogers, and Arthur J. Anderson, Husband and Wife, who are known to me to be the identical individuals who executed the above instrument, and acknowledged the foregoing instrument to be their voluntary act.

INFORMATION ITEM – A

DATE: March 16, 2021
RE: Salmon Season Review
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Richard Heap will discuss this year's Salmon season.

DOCUMENTS

- None