

# PORT OF BROOKINGS HARBOR

## Board of Commissioners

### Regular Meeting Agenda

Harbor Fire / Harbor Water District

Conference Room

98069 W Benham Lane

Harbor OR 97415

**Tuesday, September 18, 2018 • 6:00 pm**

#### **Agenda**

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Approval of Agenda**
- 3. Executive Session ORS 192.660 (2)(e) and ORS 192.660 (2)(h)**
  - e. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
  - h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.Adjourn out of executive session and reconvene into regular session.
- 4. Agenda Related Public Comments \***
- 5. Minutes to be accepted**
  - a. Tuesday, August 7, 2018, Special Meeting
  - b. Tuesday, August 21, 2018, Regular Meeting
  - c. Friday, August 31, 2018, Special Meeting
- 6. Financial Review**
- 7. Managers Report & Operational Report**
- 8. Old Business**
  - a. Dehlinger Litigation
- 9. New Business**
  - a. Safety and Health Program
  - b. Masterplan for RV Park
  - c. Rogue Credit Union Lease
  - d. Grimstad & Associates
  - e. Ordinance
- 10. Commissioners Report**
- 11. Non-Agenda Related Public Comments \***
- 12. Adjournment**

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

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## Executive Session

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to **ORS 192.660(2)(e)** To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and **ORS 192.660(2)(h)** To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to **ORS 192.660(4)**.

*An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com) and the transcript is available only by request at the Port Office.*

## **PORT OF BROOKINGS HARBOR Board of Commissioners**

### **Special Meeting Agenda**

Previous Port Office  
16340 Lower Harbor Rd Suite 103  
Harbor OR 97415

**Tuesday, August 7, 2018 • 3:00 pm**

Commissioners present: Position 1, Secretary Joe Speir (by phone); Position 2, Commissioner Wesley Ferraccioli; Position 3, President Roy Davis; Position 4 Vice President Richard Heap; and Position 5, Treasurer Kenneth Range. Also present were, Kathy Lindley Hall, Interim Manager; Martha Rice, Port Attorney; participating staff members and members of the public.

#### **1. Call to Order, Pledge of Allegiance, and Roll Call**

Davis called the meeting to order at 3:05 pm. Board and audience stated the pledge of allegiance.

#### **2. Approval of Agenda**

Davis requested to add in item, Port document loan papers from the State, to the agenda as New Business item C. Heap made a motion to approve the agenda as amended. Second by Range. Motion passed 5-0.

#### **3. Agenda Related Public Comments**

No agenda related public comments.

#### **4. Old Business**

- a. No old business.

#### **5. New Business**

- a. Memo of Understanding (MOU) w/ Harbor Sanitary:

Lindley Hall explained that she had met with Kelly, the Manager of Harbor Sanitary, last week and with each of them had two commissioners. We all came to an understanding of the responsibilities that the Port has to the Harbor Sanitary District and agreed upon a memo of understanding, which Lindley Hall read aloud. Range would like to see that they can't have one of their employees present at any work we're doing incorporated into the memo. That board came to a consensus to have Lindley Hall proceed and work with Harbor Sanitary District.

- b. Signature Approval:

Lindley Hall explained that Harbor Sanitary is going forward with a conditional use permit, asked for permission to sign all documents. Davis took a vote to direct Kathy Lindley Hall and give her approval from the board to sign a conditional permit form for Harbor Sanitary land purchase of the southern port property. Unanimous vote.

c. Port Document Loan Papers from the State:

Davis requested to direct Kathy Lindley Hall to obtain Port loan documents any and all from the State of Oregon, having to do with the Port's debt. Unanimous vote.

**6. Non-Agenda Related Public Comments**

No non-agenda related public comments.

Range gave an update on the coast guard vessel. Heap requested to talk about the transient dock by the boat ramp and event use permit application at the next regular meeting. Lindley Hall stated that the covert repair has started and would like to talk about it at the next regular meeting. Heap gave a fishing report, stated that ODFW is coming down for a meeting and requested to represent the Port. Would be requesting to split the coast into two parts for rock fish allocation. Ferraccioli made a motion to have Richard Heap represent the Port of Brookings Harbor Board and the Staff, to go to the meeting with ODFW. Second by Davis motion passed 5-0.

**7. Executive Session ORS 192.660 (2)(e) and ORS 192.660 (2)(h)**

Board went into executive session at 3:41 pm.

- e. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Adjourn out of executive session and reconvene into regular meeting at 5:27 pm

**8. Adjournment**

Davis adjourned the meeting at 5:28 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

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[crosstalk]

**Kathy Lindley Hall:** Okay. Roy?

**Roy Davis:** Yes, ma'am?

**Kathy:** I sent a text to Joe telling him it was time. Have you heard anything from him?

**Roy:** I have not and I have two calls into him.

**Kathy:** Okay.

**Roy:** His last talk is he's on the road somewhere. At three o'clock, we'd probably not going to get him because he's probably going to be riding.

**Kathy:** Okay.

**Danielle Shephard:** Do you want me to give him a call and see if we can get a hold of him?

**Kathy:** Yes.

**Roy:** He's probably going to be traveling.

**Kathy:** You don't mind delaying just a little bit?

**Roy:** No. No, no. You tell me when-

**Kathy:** Because it's 3:00, right?

**Roy:** Yeah, 2:58 for sure. No.

**Danielle:** No. He's not available.

**Roy:** I don't mind.

**Kathy:** Okay. We aren't going to have Joe?

**Danielle:** No, not right now.

**Kathy:** I thought Martha was going to be here.

**Roy:** Can we call her real quick?

**Kathy:** Yes.

**Roy:** Just to make sure.

[crosstalk]

**Kathy:** Hi. Do you hear me?

**Joe Speir:** Yes.

**Kathy:** Okay. This is good. I'm going to put you over on the table. Joe is here. Okay. Joe is here. Do you have Martha's-

**Roy:** Hey, Joe?

**Kathy:** - phone number?

**Joe:** Hey, guys.

[crosstalk]

**Ken:** Tell us what's happening on your world, Joe.

**Joe:** Lots of concerts. It's 90 somewhat degrees here. I've been swimming all day. That's about it.

**Wesley Ferraccioli:** Hang up on him.

**Roy:** We're going to hang up now, Joe.

**Joe:** Am I going to hang up now?

**Roy:** No, we're going to hang up with you.

**Joe:** Okay.

**Roy:** No. We was just kidding, Joe. Don't go to words.

**Joe:** I know. I'm just joking with you though. There's lots of noise here right now.

**Kathy:** Tell him he's being taped.

**Roy:** Yeah. You're on speaker phone too, Joe.

**Joe:** I know. I'm not [unintelligible 00:02:42].

**Roy:** Are we waiting on a return call from Martha?

**Kathy:** Danielle is trying to reach her.

**Roy:** Okay.



[crosstalk]

**Kathy:** No answer?

**Danielle:** No.

**Kathy:** Okay.

**Danielle:** I have her personal number in my office. I called her in her office. I don't have-

**Kathy:** Roy, let's go ahead and start the meeting.

**Roy:** Okay.

**Kathy:** We'll wait for Martha to show up. When she shows up, we'll introduce her. There are still some things under executive session that I can't bring up to speed on without her being present.

**Roy:** Okay. I'm going to bring the order. The reg report meeting here for Tuesday, August 7th, 2018 at three o'clock. Can we get a roll call, Danielle, please?

**Danielle:** Ken Range?

**Ken Range:** Here.

**Danielle:** Richard Heap?

**Richard Heap:** Here.

**Danielle:** Roy Davis?

**Roy:** Here.

**Danielle:** Wesley Ferraccioli?

**Wesley:** Here.

**Danielle:** Joe Speir?

**Joe:** Here.

**Danielle:** Kathy Lindley Hall?

**Kathy:** Here.

**Danielle:** Okay.

**Roy:** Can we [inaudible 00:05:31]?

[crosstalk]

**All:** I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**Roy:** On the agenda, I would like to add a small item under new business. I'd like that to become item C, if the board approves it. I would like that topic to be port document loan papers from the state. Wes, are you okay with that?

**Wesley:** Yes.

**Roy Davis:** Richard?

**Richard:** Aye.

**Roy:** Ken, are you okay with that?

**Ken:** Okay.

**Roy:** Okay. Item C will be port document loan papers from the state. Can we get an approval of the agenda as amended?

**Richard:** I move to approve the amended agenda.

**Ken:** I'll second.

**Roy:** Roll call, Danielle.

**Danielle:** Ken Range?

**Ken:** Yes.

**Danielle:** Richard Heap?

**Richard:** Aye.

**Danielle:** Roy Davis?

**Roy:** Yes.

**Danielle:** Wesley Ferraccioli?

**Wesley:** Yes.

**Danielle:** Joe Speir? Joe?

**Joe:** Did you say Joe? Yes. I can barely hear Danielle.



**Roy:** Okay. Thanks, Joe. Okay. There are no agenda related public comments. There's no old business for today's meeting. Going into new business, item 5 [inaudible 00:07:18], memo of understanding, MOU, with Harbor Sanitary. Kathy?

**Kathy:** Kelly the manager of Harbor Sanitary, and I, had a meeting-- well, I've forgotten the date. Anyway, we had a meeting last week. We each had two of our commissioners to make sure that we got along, and we got along fine. We came to an understanding of the responsibilities that the port has to Harbor Sanitary Districts from their lines. Joe, can you hear me okay? Almost closer. Anyway, we had the manager's meeting and we both decided that-- we didn't lose the momentum of the meeting that the two of us had that we would come to a memo of understanding.

You all haven't seen it until just now. It's still a single sheet and I'll read it to you. "The purpose of this memo of understanding is to facilitate communications between the Port of Brookings Harbor, Port Staff, and Harbor Sanitary District, HSD staff with respect to port employees when assessing, modifying, removing or exposing equipment or structures owned by HSD. The procedure; when port employees intend to access, expose, modify, move or remove any equipment or structures owned or routed to HSD, a work order will be prepared by the port manager.

The work order will briefly describe the location in extent of the intended work, date of the work, and responsible employee. The work order will be conveyed by the port manager to their designee to the HSD manager prior to the work commencing. The HSD manager or their designee will review the work order and initial to indicate their concurrence. Any event that the work is caused by an emergency that will affect public health and safety or caused damage to port property, it is not intended that the port delay immediate repairs to correct the situation. The port manager will notify the HSD manager as soon as possible following the event.

At least quarterly the port manager and the HSD manager shall meet to discuss and confirm that these procedures are being followed and that they adequately address normal operations and interactions between the port and HSD. The port as a customer of HSD understands that port facilities must comply with HSD, department of environmental quality and other state-agency rules, restrictions and guidelines." Then they're on this memo of understanding, there is a line for me to sign and for Kelly to sign.

**Wesley:** Thank you Kathy, very good. In your opinion [unintelligible 00:10:55] that were present at that meeting went well. Sounds like you did.

**Kathy:** Well I thought it went really well.

**Ken:** It did. Sounds like a-

**Wesley:** Either way, which one of the commissioners is real?

[coughing]

**Kathy:** Tony was there.

**Wesley:** Tony was there?

**Ken:** I have-.

**Wesley:** You're with the [unintelligible 00:11:10]

**Kathy:** No.

[coughing]

**Ken:** That's right, I found out this Tuesday that we've got a meeting.

**Wesley:** The true chairman didn't notify you?

**Ken:** No.

**Richard:** I have one suggestion. HSD can't have one of their employees present at any work we're doing that-

**Wesley:** Absolutely. I agree.

**Richard:** That should be incorporated in a memo.

**Kathy:** Where? This is a just a draft. Work at it-

**Richard:** I know.

**Kathy:** Tell me where. Do know where it needs to go?

**Wesley:** We'll just put it in the paragraphs. The work is being completed.

**Speaker 1:** I want to applaud Richard stepping forward and actually drafting this. When he floated it pass to me, it seemed like there was one or two things that might have been missing but I never did land on what it might have been. Again there was- Tony did you have anything, do you recall that's not here?

**Tony:** No.

**Kathy:** Okay, for some reason I have renamed you, sir.

[laughter]

There was a couple of other things that have come up. Will you put a time to this and that Martha has arrived, Roy?

**Roy:** Yes. It is 3:10 Tuesday, August 7th, 2018 and the [unintelligible 00:13:03] Martha has arrived at the meeting.

**Kathy:** Thank you. Again, this is just a draft there were a couple of other things that happened at the meeting and I'm going to have to have more conversation with Kelly. It was suggested as you know, we have too much sand that gets into the bathroom of the RV Park. The port has some sand filters to go into the drains that are not in the showers to catch additional sand. Also, it was suggested that instead of putting up a Pony Wall in front of the entrance to the bathrooms that the entrances being relocated on the side and the whole front be sealed up.

It's going to be spindy when Travis and I talked about it the beginning cost we thought would maybe be ten thousand dollars but from the porch point of view, we'd like to have reassurances from Harbors Sand that will buy us-- than show good faith on the ports behalf and delay on the letter that we got that said the full extent of what they could hurt us. When it's a \$5,000 investment to have that investment go maybe through the winter is really good but to have double that investment, I'd like to have a longer reassurance or guidelines from Harbor Sand. Ideally, the bathroom would be switched in for in, with the total opening would be opposite of the ocean waves and we wouldn't have that high-wave action that gets in and tears up all the machinery.

Anyway, that's something that I will be coming back to the commission and asking for that expenditure and October is probably a good month to do that but the way the time has been flying it's going to be here before we can catch a breathe.

**Wesley:** Do you have another meeting with Kelly? [unintelligible 00:15:53]

**Kathy:** Not yet, but the communications. The avenue of communications are good and you're going to have a meeting on Tuesday night you said. I need to send her an e-mail about that that I just talked about for some additional reassurances. Additionally, I found out today, I don't know why I haven't thought about it. When we're going through this revamp, I'd like to see an additional outdoor shower or at least a new downwash-- foot wash. When we have the surfers, the surfers go into the showers and that's where they're washing off their wetsuits. You think about all the sand that's on those wetsuits [rumbling] that is so much more impacting.

**Wesley:** Yes you're right.

**Kathy:** I haven't even thought about it, but I was told that today by somebody that is down there often and sees it. Wow that's huge, that's really huge. That's what I have to say about the MoU.

**Wesley:** We'd like to thank you Kathy, and I also like to thank the other two commissioners that went with you and most of all getting the outdoor communications back over with Harbor Sanitary District because I know it's been at the least minimal.

**Kathy:** There were a number of other things that came up and were proactive. It's really good.

**Roy:** One of my take home from sitting and listening at this meeting is and I think it's actually in everybody's best interest to have as many people in this to know where that stuff is in the graph. I actually know, but I haven't seen it. As people turn over out here, that institutional memory is lost and everybody is going well-

**Richard:** Maybe some maps drafted in put in bottle, we do all these research and know where all they're at. It would be very simple to take some notes drawn into the map, and we would have Danielle and have her incorporate into a professional.

[crosstalk]

**Wewsley:** If you have the [unintelligible 00:18:40] and got the line there and something that's backed up

**Roy:** A number or ninety.

**Wesley:** My other thought is we should probably have a similar MoU for the same reason

**Kathy:** Joe can you hear everything that's going on? Joe? Hello?

[crosstalk]

You're here okay. Can you hear what's going on?

**Joe:** I can hear you really well and Roy but I could just barely hear Danielle or Richard or anyone else.

**Kathy:** Okay let's try this again.

[laughter]

Okay, if the commissioners are of a consensus, I will work with an arrangement with Harbor Water. The port employees have worked really well with Herman, but it's the same thing. Things get opened port practices in the past was just a waterline without letting anybody know. It's one of Herman's problems and Kelly has stated these two and there are some serious issues with the communications of the-

**Roy:** Are you going to address on how Kathy going to MoU with water supply?

**Ken:** Yes.

**Kathy:** And it will be similar if not exactly with the one that goes with corrections.

**Roy:** Joe you good with that?

**Joe:** If everyone else is, yes.

**Roy:** Yes for a MoU, Harbor Water memorandum of understanding.

**Joe:** Okay.

**Roy:** Yes, so that's unanimous for you Kathy.

**Kathy:** Okay, that's great and it doesn't need to be a motion and tell you actually how the finished document in front of you.

**Roy:** And just for everybody knows that Herman, the man that Kathy is talking about has been around for 30 years.

**Kathy:** I can he, yes-

**Roy:** I can't remember when he wasn't around.

**Kathy:** Exactly.

**Roy:** He was-

**Joe:** [unintelligible 00:21:06]

**Roy:** --- yes he was our harbor operation guy forever and now he's actually the manager [cross talk] second in command [cross talk]

**Danielle:** Do you know his title now?

**Kathy:** Yes, he's the go-to guy.

**Roy:** Yes he's very easy to work with.

**Kathy:** Yes there was any number of incidences describing waterlines that got laid when nobody knew about it. Anyway, so that will do on that. Do you want to go to the next one?

**Roy:** Yes the signature approval.

**Kathy:** Okay so the signature approval that I'm asking for has to do with --- It initially started because our persentenary district is going forward with a conditional use permit even though the property is not in there - property has not been transferred yet out of the port ownership to them. Apparently, the process is time-consuming and they were hoping to get that started. With your permission, I can sign that document or all of you have to. And there are from time to time there are some other documents that call for the owner of port properties to sign and I can't give you an example right now, I don't want to blanket on that I didn't necessarily want it to be a resolution because it reminds me that you have to be informed.

**Roy:** As long as it is in a meeting and it's recorded on the minutes for Kathy to sign that document, I don't have a problem with that unless the board does not.

**Ken:** The document you talking about is the pumping station-

**Kathy:** The conditional use permit to go forward with the county.

**Roy:** It's like this permit.

**Ken:** I'm good with it.

**Roy:** You good Wes?

**Wesley:** Yap.

**Kathy:** Okay, thank you.

**Roy:** Okay Kathy, that was good for you.

**Ken:** Don't forget Joe.

**Roy:** Joe.

**Joe:** Yes, I've heard part of that.

**Roy:** Okay we're taking a vote to direct Kathy and give her approval from the board and recorded by the minutes at our regular meeting, does she has the approval to sign a conditional permit form for her to sanctuary land purchase on the southern port property. We got a four unanimous vote here.

**Joe:** That's what I thought you were talking about, that's a yes on me too.

**Roy:** Okay Joe. So that's unanimous five Kathy.

**Kathy:** Okay.

**Roy:** Moving to new business, item C, for document loan papers from the state. I would like to request and direct Kathy with the approval of the rest of board members to obtain report loan documents any/ from the state of Warden having to do with the port's debt.

**Kathy:** And that's the original loan documents?

**Roy:** The original loan documents. That is correct Kathy.

**?Wesley:** And that would be the document would set up the terms and conditions alone?

**Roy:** That's correct.

**Wesley:** And what our limitations are?

**Roy:** That is correct. Joe did you hear that.

**Joe:** Yes I did.

File name: August 7 2018 SM Audio Part 1.WMA

**Roy:** Okay we going to hear a yes form you, Joe?

**Joe:** Yes.

**Roy:** Wes?

**Wesley:** Yes.

**Roy:** Yes?

**Wesley:** Yes.

**Ken:** Yes.

**Roy:** So Kathy you have a five unanimous vote to direct you to proceed to go to the state and ask for documents concerning original loans, conditions, and terms.

**Kathy:** Okay.

**Roy:** No further new business at this time, I have no known agenda, related public comments?

**Ken:** Do you mind an update on the [unintelligible 00:25:29] vote.

**Roy:** Yes absolutely.

**Ken:** When I brought it up with the last meeting with Brad [unintelligible 00:25:42] I was unaware, apparently the rest of the board was unaware that the west Port Washington Marine Museum had contacted Gary almost a year ago I guess and was interested in the vote and they are coming tomorrow-

**Kathy:** This week. Are you available for that?

**Ken:** Possibly, but they have expressed interest, they want to move the boat to west port, restore the boat it will be included in the museum. I talked to Brad, he is still interested in the boat if they do not want it. The historical society that was put together for the preservation of the boat is transferring the money they have to the museum, west port museum. And before you put that on paper we need to confirm it, but that's what Howard told me this morning.

**Kathy:** Well and they haven't shown up yet to look at the vessel.

**Ken:** But then Kathy is still in the loop as far as the --- and she's the person who bought the boat initially and brought it here, she's in the lop as far as and her significant other just dies so she's having a little difficulty but something is going to happen with the 44 in the very near future which will be great. If it's restored in a museum. If it's set up there it's going to deteriorate and be gone then we'll have to pay to deal with the junk pile.

**Roy:** I think that would be a proud thing to do. I also met with Brad on [unintelligible 00:27:31] within and probably haven't been on the boat for five years and when I went into that engine room, everything was corroded, heavily corroded. Those engines have zincs in them, they're all gone. So what happens then is all a metal structure trying to protect itself and hasn't done very well in the last five years I can tell you. Brad was very thorough, we were right there for two hours and the guy was very serious, he did not leave no stone unturned, he was very knowledgeable man. I enjoyed my time with him and at the historical museum, we're talking about the Westport.

**Kathy:** Maritime museum.

**Roy:** Is that the one Kathy, I think the big one at the Astoria or it's a different one?

**Kathy:** No, this is west port Washington.

**Roy:** It's a different museum?

**Kathy:** Yes it's on the north. And it's my understanding I thought that they intend to use it for sea scouts?

**Roy:** I think someone mentioned that?

**Ken:** I'm not sure on that one but they have a cascade boat already on display and they also operate a lighthouse. They're not a --- they have somewhere revolt to do what they say want to do.

**Kathy:** And just a by the way, one of the people that is a part of the maritime museum in Westport also ran this 44.

**Roy:** So somebody is going to the maritime museum and Astoria, I encourage you to put that under list. Have never been to the one on Westport but I think if it would be a very honorable thing for that boat [unintelligible 00:29:09] if it was --- well somebody had some money and some time. History has proven that it's not going to happen in the port any time soon with all the other issues that this port is trying to solve so.

**Kathy:** Along that line, one of the questions that had come up was if the 44 had accumulated storage fees and we have no storage fees on our records but something that is potentially that large the commissioners would have to make a motion to wave any storage fees that might be applicable to the 44. That's way beyond my ability to take care of.

**Wesley:** -no agreement. From the time it showed up here there was no agreement signed about storage?

**Kathy:** I can't find anything.



**Wesley:** We won't? Why would there be storage fees?

**Kathy:** Well, there that's still a question too as to whether the port is actually owned-

**Wesley:** It's been assumed.

**Kathy:** There are a lot of people because it's some port property have assumed.

**Wesley:** Now the ownership went to-

**Kathy:** The museum.

**Wesley:** Joanne [unintelligible 00:30:24] [crosstalk] there's no quote legal title. It's strictly a bill of sale she cannot find it. That is the last I heard and Howard- Well, Jim Relford Howard, Tingley, and Dick Laskey were the last three of the-

**Kathy:** Officers.

**Wesley:** Well, yes they were the signatory required on the group that was going to restore the boat. They did not have a title to that.

**Ken:** I don't recall ever then becoming-- there was a little thing, a nonprofit forum.

**Wesley:** Right. That's three that are-- That group has dissolved.

**Ken:** [crosstalk] that both should've been at the port at all because Joanne [unintelligible 00:31:21] end at this port. We accepted that donation.

**Wesley:** That's what's being researched right now. Did she donate it to the port or did she donate it to the-

**Kathy:** I thought she donated it to the 5-0-1-3-C. Which is the maritime-

**Ken:** That was informed when she donated. That was- that one came a long time after that was done.

**Kathy:** Well, a couple of years. Yes.

**Ken:** I guess there are some research that has to be done.

**Wesley:** Either way, if there was no agreement at some point, find that you're going to pay this much money, then I don't know what there is for us to dissolve.

**Kathy:** I just want to make sure that nobody thinks it's my decision [laughs].

**Wesley:** I don't think you can just keep going back on the past and think [crosstalk] now we have some kind of storage.

**Kathy:** I agree.

**Ken:** We've got to do that upfront then we all know where we are. We can try and here we are trying to reconstruct it out.

**Roy:** You agree that was?

**Ken:** I don't even know when the boat was moved. That should be- well, Ted had it moved if I would-

**Kathy:** Of course not happening. [crosstalk] employees moved the boat over here.

**Ken:** Well, I agree with Richard that we should just-

**Kathy:** If it doesn't exist we can't charge. Okay.

**Ken:** When time comes we'll make a motion. We need a few better in the future.

**Kathy:** Yes [laughs].

**Wesley:** Even if we agree they are not charged storage fee, we should at least have some formal record that says the boat is here and are deliberate [unintelligible 00:33:01] because it's a nonprofit. Buy 1-3-3 we are not going to charge 6-4. And that's in the record

**Ken:** The worst case scenario to me would be if we had to claim storage fees on the boat and you can go back and make them a minimal which would then, the society that Preservation Society does not want the boat. If Joe and Kathy does not want the boat and she is in agreement that it can go up there, then we can put a lien on the boat, get the court legal title and it's not going to be registered as a watercraft anymore unless they want to do it-

**Speaker 4:** Yes they can do the [unintelligible 00:33:47]

**Ken:** Goes through the normal link or secure the would on any other boat that's left in the home yard. I don't say that being- it might take a lot of paperwork but- and Daniel also well also do that.

**Kathy:** Well, they've been through it a lot. It is time consuming and it's like two months three months process. It is all-- there is a time frame.

**Wesley:** Do we want to start that process now?

**Kathy:** We'll better do the research first. Joanne in the past and Travis remember seeing her box of documents and everything was there. The port just never got any copies of it.

**Wesley:** Jim Reliford is supposed to have all the documents on the boat.

**Ken:** Can we contact Jim if you can?

**Wesley:** I have not spoken to him. Howard, I talked to him yesterday. He's talking but again Joe and Katie significant other disguise in the last few days I guess. Howard will get back to me on what her wishes are and if there's any restrictions or anything that she's concerned about and if she's not concerned, it's off--

**Ken:** Carry on.

**Wesley:** Send the boat to Washington.

**Roy:** You agree with us?

**Wesley:** Yes.

**Roy:** Joe, you agree with that?

**Joe:** Yes.

**Roy:** Okay.

**Ken:** Before you go to executive section can we talk about the next regular meeting agenda?

**Roy:** We can talk about anything we want to talk about before we go [unintelligible 00:35:24]

**Ken:** [unintelligible 00:35:25] happen next regular meeting which is [unintelligible 00:35:31]

**Wesley:** I would like to have on the agenda discussion about the [unintelligible 00:35:37] dock where the boat ramp.

**Kathy:** Okay. There's the one that's forced, okay.

**Wesley:** There we deal with marine board on- and also on the agenda discussion about special use permit applications. Special use permit application.

**Ken:** Oh special permit-

**Wesley:** The one we have an event here, that thing that they fill out.

**Kathy:** Oh, Okay. The event form that we're using right now. That you all got copies of. Okay so this is the next meeting. Honestly, we are just here to discuss the transit dock and based on one and especially the event form that we are using.

**Ken:** Do you understand that Joe?

**Joe:** Most of it yes.

**Ken:** Okay so on the agenda for the regular meeting coming up. We are going to have on that agenda discussion on the transit dock over Specific Harbour to see [unintelligible 00:36:46] at the boat lucheon and we also we are also going to add on the agenda special event application for discussion.

**Roy:** You are the lowest?

**Ken:** I guess.

**Kathy:** Okay. If you have any other thing so come up- be sure to let me know.

**Roy:** Is there anything less?

**Ken:** No.

**Kathy:** Okay.

**Ken:** Something in our agenda looks good.

**Kathy:** Something that comes up. Okay.

**Ken:** [unintelligible 00:37:13] anything we discuss or you mentioned before we go to the executive section?

**Kathy:** Except for Wes, I was able to describe to Joe and to Roy about Jack Akin's suggestion on fixing our covert. We started it. One of the documents you have talks about repair of that. When Travis did the removal and some of you have seen now that would under my \$ 5,000 allowable but the repair will be different [laughs]. Just giving you a heads up on that.

**Wesley:** For the publics knowledge, Jack Akin is our ports engineer consultant guy. He also mentioned at the end of the call and this has to do Harbor Sanitary district. In one of our calls he also recommends that we clean it out there's the [unintelligible 00:38:21] growing in it. The destruction in it. It's not flowing properly. It's not well in debris and the sand get out like it shouldn't, backing up what's always abroad. Jack discovered that recently on this culvert.

**Kathy:** Travis and Brand exposed it. It's all exposed and the results are gone.

**Wesley:** That's been taken care of.

**Kathy:** As far as exposing it, it's the repair that we're going to be talking about at the future meeting.

**Ken:** It's going to be exposed [unintelligible 00:38:56]

**Wesley:** Brad.

**Roy:** I'm sorry to break in but [unintelligible 00:39:05] that if we all work under the attorney. We cannot do anything palm grains. [crosstalk] I misunderstood it.

**Ken:** Anyway we have-

**Kathy:** We are going to have that repair to face when Jack gives us more specialized information. I just didn't-- I wanted to bring that up for the next meeting also.

**Ken:** Did Travis cut that box off? That box, you don't think its--

**Kathy:** We are going to discuss that in a while.

**Ken:** Okay.

**Roy:** Are there any discussions from the board [unintelligible 00:39:53]

**Ken:** [unintelligible 00:39:55]

**Roy:** Absolutely. He's good.

**Ken:** I'll do it in July 29

**Richard:** Oregon in total have got 1550 Chinook, of those 712 are here. So more than half.

**Ken:** How much? 700 and-

**Richard:** -712 of 1550. On my count. We caught 3018 Coho north of us. As of August 2nd, we have caught 1873 pounds of Albet here on our recreational fishery. We have 79% of the quarters left.

**Ken:** That's [unintelligible 00:40:32]

**Richard:** Which is not a lot. But can support an [unintelligible 00:40:34]

[laughter]

**Kathy:** Thank you for that.

**Ken:** Yes. That's encouraging.

**Richard:** So long as I'm [unintelligible 00:40:43]

**Ken:** Sure.

**Richard:** Tomorrow night-

**Ken:** Tomorrow night?

**Richard:** ODFW is coming down here for a meeting on hauler and rock fish. There is an issue that if you will allow me, I'll represent us on. That is a request to split the coast into two parts for rock fish allocation. Currently, 70% of the rock fish habitat occurs from Cape Arago south. From Charleston south. 60% of the harvest occurs north of Florence.

**Kathy:** Yes.

**Richard:** We're in a situation last year where we saw the rock fishing come down, because we had exceeded our quarter on both yelloweye and blackrock fishing. The request for them would be to divide the coast at the Florence south jetty and establish a quarter for the south and a quarter for the north based on whatever formula they want to come up with. If I was in a management position I would say, we got a [unintelligible 00:41:50] have 30,000, base our quarter on that but- I doubt if much will be done. But if it's okay with you, I would represent that to them.

**Wesley:** Absolutely. I would-

**Richard:** I have a little different slant now that I'm a report commissioner economically as well as recreationally. We can't afford to lose rock fish.

**Wesley:** I absolutely am a yes to Richard Heap to represent the Port of Brookings.

**Kathy:** Have it be in a motion, somebody make a motion. Did you here all of that Joe?

**Joe:** Most of it. Yes.

**Roy:** When you say most of it all these times Joe, what are you missing out here on?

**Kathy:** If he misses it out, how does he know? [crosstalk]

**Joe:** [unintelligible 00:42:33]

**Roy:** Okay, I was making sure you aren't listening to some music or something.

**Joe:** No, It's pretty quiet right here.

**Roy:** You just got louder so you got closer to your phone.

**Wesley:** I move to approve that.

**Kathy:** You're making that motion?

**Wesley:** Absolutely.

**Kathy:** Okay.

**Roy:** I'll second it that motion to have Richard Heap represent the Port of Brookings harbor board and the staff to go to the meeting ODF and WF to represent the Port of Brookings harbor.

**Kathy:** Okay.

**Kathy:** Ken Range

**Ken:** Yes.

**Kathy:** Richard Heap.

**Richard:** Yes.

**Kathy:** Roy Davis.

**Roy:** Yes.

**Kathy:** Wesley Ferraccioli

**Wesley:** Yes.

**Kathy:** Joe Speir.

**Joe:** Yes.

[laughter]

**Richard:** A lot of good information. Thank you everybody for coming to the meeting today. A new copy left?

**Kathy:** No we're ready.

**Richard:** So that being said, at 3:41, Tuesday August 7th 2018, we are going to adjourn out of public sector and adjourn into executive session-

[00:43:51] [END OF AUDIO]



August 7, 2018 Special Meeting Transcript Part 2

**\*PLEASE NOTE THESE TRANSCRIPTS HAVE NOT BEEN ALTERED OR CHANGED BY THE PORT OF BROOKINGS HARBOR\***

**Speaker 1:** Tuesday, August 7th, 2018. We're going to adjourn back into the public sector at 5:27, Tuesday, August 7th, 2018. Do we have any [unintelligible 00:00:14] discussion from the board in public sector?

**Speaker 2:** No.

**Speaker 3:** Danielle's funny. She's running out to make sure no one's out there.

**Speaker 4:** I move to adjourn.

[inaudible 00:00:27]

**Speaker 1:** Meeting is adjourned at 5:28, Tuesday, August 7th, 2018

[00:00:37] [END OF AUDIO]



*An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com) and the transcript is available only by request at the Port Office.*

## **PORT OF BROOKINGS HARBOR**

### **Board of Commissioners**

#### **Regular Meeting Agenda**

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

**Tuesday, August 21, 2018 • 6:00 pm**

Commissioners present: Position 1, Secretary Joe Speir, Position 2, Commissioner Wesley Ferraccioli, Position 3, Chairman Roy Davis, Position 4, Vice Chairman Richard Heap, and Position 5, Secretary/Treasurer Kenneth Range. Also present were, Kathy Lindley Hall, Interim Manager, Martha Rice, Port Attorney, participating staff members and members of the public.

#### **1. Call to Order, Pledge of Allegiance, and Roll Call:**

Davis called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance.

#### **2. Approval of Agenda:**

Heap moved to approve the agenda as written. Motion passed 5-0.

#### **3. Executive Session ORS 192.660 (2)(e), ORS 192.660 (2)(h), and ORS 192.660 (2)(f):**

Board went into executive session at 6:03 pm.

e. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

f. To consider information or records that are exempt by law from public inspection.

h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Adjourn out of executive session and reconvene into regular session at 7:26 pm.

Heap moved to accept Jane Stebbins withdrawal as counsel and move to approve Martha Rice as Counsel. Second by Range. Motion passed 5-0.

#### **4. Agenda Related Public Comments:**

Mike Frederick: regarding the ground use agreement form. Mr. Frederick suggested a review program to analyze events. Heard a rumor about an issue with parking and motioned that he has used a shuttle service in the past. The section in the agreement that states "as is" which he agrees with but the "as is" has changed since this agreement was put in place. They are receiving less but are being charged the same price. Does not agree with being charged for setup time and tear down time.

**5. Minutes to be accepted:**

- a. Friday, June 15, 2018, Special Meeting
- b. Tuesday, June 19, 2018, Regular Meeting
- c. Friday, June 27, 2018, Special Meeting
- d. Tuesday, July 17, 2018, Regular Meeting
- e. Monday, July 23, 2018, Special Meeting

Speir made a motion to accept those minutes. Heap noticed that in June 15<sup>th</sup> meeting minutes under approval of the agenda it shows that he made the motion and second it and that needs to be changed. The board agreed to approve all minutes with that one change to June 15<sup>th</sup>. Second by Range. Motion passed 5-0.

**6. Financial Review:**

The board didn't have any questions. Range made a motion to approve the financial review. Second by Heap. Motion passed 5-0.

**7. Managers Report & Operational Report:**

Lindley-Hall read over her Managers report, and Harbormaster Travis Webster's operational report. Davis gave an update to the board regarding the Coast Guard Vessel and will go to the Maritime Museum and bring back some information.

**8. Old Business:**

a. Enterprise Zone:

Tracey Loomis was present for the board to ask any other questions they may have. Range needed more information on taxes. The board asked about the process. Range made a motion to approve Port of Brookings Harbor Resolution 492. Second by Speir. Motion passed 5-0.

b. Transient Dock by Boat Ramp:

Heap is requesting to amend ordinance number one, which takes two meetings to complete. Heaps proposal is; move to amend ordinance number one as follows. Add 4.23.1, no commercial use of the boat ramp transit dock in basin one will be allowed. Commercial use includes the offloading of catch for delivery to a business vehicle or other conveyance. Amend 4.39.1 to read the existing language is there shall be no public parking except in areas so designated by the Port of Brookings Harbor. I'm adding language, areas where public parking is expressly prohibited include the launch ramp parking area, except as designated for daily use by vehicles towing boat

trailers, and single car parking and designated areas; the boat wash lanes and approach lanes except when washing trailer boat; other areas deemed as necessary to ensure compliance with grant agreements. Second by Ferraccioli. Motion passed 5-0.

c. Culvert Repair:

Lindley-Hall explained that we have exposed the culvert in basin one and waiting on a plan to bring you.

d. Harbor Sanitary Credits:

Lindley-Hall explained that when Fely's and the laundry mat were demolished we received Harbor Sanitary credits. Range explained to the board why he does not agree to give away credits. Range made a motion that we draft a resolution prohibiting the credits that we get from the Harbor Sanitary to be transferred to anybody, any private business without the board approval. Second by Speir. Motion passed 5-0. Range believes that everything right now is just a "Band-Aid". Range made a motion that we have Jack Akin get a hold of Harbor Sanitary staff and see if they can come up with a solution to put in a sand trap, sand separator. Range made a motion we spend up to a thousand dollars in the feasibility of putting in a sand separator and some costs. Second by Davis. Motion passed 5-0.

**9. New Business:**

a. J. Sloane:

No discussion necessary per Port Counsel.

b. Ground User Agreement Form:

Heap would like to revise the ground user agreement form and is willing to meet with the event sponsors. The board agreed, and Heap will get with Ms. Shepard to set up a meeting day.

c. Green Building Work Group – Connie Hunter:

Mrs. Hunter gave her background in development work, talked about partners and who the Port would want to contact in regard to the Coast Guard Vessel. The board advised Mrs. Hunter to email Ms. Lindley-Hall with this information. Mrs. Hunter than started talking about the green building, and that there are a few things she needs to know to be able to get potential funders. Requested a letter from the board with our permission to move forward. Has created three different business plans and has created a fundraising plan for each one. Believes funding can be in place in about a year and a plan together in about 4 months. The board had a few questions for her, like her enthusiasm, and recommended that she put together a list of her needs and questions, give it to staff and we can get you those answers for her.

**10. Commissioners Report:**

Range went over the salmon season, which officially ends on the 26<sup>th</sup>. Davis is pleased that the property next to State Farm is getting de-brushed and cleaned up. No other commissioner reports.

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

Barbara Ciaramella: was no longer present.

**12. Adjournment**

Davis adjourned the meeting at 9:05 pm.

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President

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Secretary

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Date Signed

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**Paul DeSardino:** Roy, if I can speak out of turn?

**Roy Davis:** Yes sir.

**Paul DeSardino:** My name is Paul DeSardino. I'm the captain with Harbor Fire and also the family liaison for the [electronic sound] [unintelligible 00:00:12] family and we really do appreciate you guys giving your time for the moment [inaudible 00:00:18] we do appreciate it. Thank you.

[background noise]

**Danielle Shepard:** Are you sitting down? [inaudible 00:00:26] looking for you.

**Roy Davis:** Thank you Mike. We haven't called order yet.

[laughter]

**Danielle Shepard:** I was just jumping the gun.

[background noise]

**Roy Davis:** [unintelligible 00:00:39]

[background noise] [chatter]

**Roy Davis:** We're going to do [gavel] a call to order, 6:00, August 21, 2018, 6:00, at the Fire Harbor Water District building. Can we get the Pledge of Allegiance please?

**[In Unison]:** I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands. One nation, under God, indivisible, with liberty and justice for all.

[background noise] [chatter] [laughter]

**Roy Davis:** Before everybody leaves, before we do roll call, when we say the Pledge of Allegiance, we say "the republic". If anyone has any information on that I'd like to hear that later sometime. Could we get roll call, Danielle?

**Danielle Shepard:** Kenneth Range.

**Kenneth Range:** Here.

**Danielle Shepard:** Richard Heap.

**Richard Heap:** Here.

**Danielle Shepard:** Roy Davis.

**Roy Davis:** Here.

**Danielle Shepard:** Wesley Ferraccioli.

**Wesley Ferraccioli:** Here.

**Danielle Shepard:** Joe Speir.

**Joe Speir:** Here.

**Danielle Shepard:** Kathy Lindley Hall.

**Kathy Lindley Hall:** Here.

**Danielle Shepard:** Martha Rice, for council.

**Martha Rice:** Here.

**Roy Davis:** Can we get an approval of the agenda as written?

[background noise]

**Richard Heap:** I move to approve the agenda as written.

**Roy Davis:** Danielle, roll call please?

**Danielle Shepard:** Ken.

**Ken Range:** Here.

**Danielle Shepard:** Richard.

**Richard Heap:** Yes.

**Danielle Shepard:** Roy.

**Roy Davis:** Yes.

**Danielle Shepard:** Wes.

**Wesley Ferraccioli:** Yes.

**Danielle Shepard:** Joe.

**Joe Speir:** Yes.

**Roy Davis:** We're going to adjourn out of public session, and then to executive session. We're going to have to ask the public to leave. The reason we're doing this



August 21, 2018 Regular Meeting Transcript

at the forward end of the meeting tonight is our lawyer doesn't have to sit here for the next three hours waiting for us to get to the end of the meeting. We're going to try to get her on her way and save a little bit of time and money for the report. That's why we have this jumped back up to the top of the meetings. Please hang around, got a good meeting coming up, a lot of information. I'm going to have to ask the public to leave.

**[00:02:53] [END OF AUDIO]**

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**?Richard Heap:** Thank you, Martha.

**Roy Davis:** Yes, thank you, Martha. [crosstalk]

**Richard:** Thank you.

**Martha Rice:** I can hear [unintelligible 00:00:04]

**?Wesley Ferraccioli:** Do we have to actually adjourn?

**Roy:** Yes.

**?Wes:** It's going to be a long meeting, so it's just [unintelligible 00:00:11]

**Roy:** We're now adjourning out of the executive session. It's 7:25, Tuesday, August 21st, 2018. We're now adjourning back into public session at 7:26, Tuesday, August 21st, 2018.

[background conversation]

**Richard:** It's the end of August. They're headed for the trip for the Klamath Falls, they're not here.

[background conversation]

**Danielle Shepard:** Is it too late to hand out? Thank you.

**Roy:** In the side of the door, Richard.

[background noise]

**?Wes:** We had our own meeting in the little boys room.

[laughter]

**?Wes:** We made her blush.

[laughter]

**Roy:** I'm going to ask for a motion from the board to accept James Steving's resignation as to litigation, and to replace with Martha Rice, motion on that.

**Richard:** I move to accept James Steving's withdrawal as counsel and move to approve Martha Rice as counsel.

**Wes:** I'll second.



**Roy:** Danielle?

**Danielle:** Ken Range?

**Ken Range:** Yes.

**Danielle:** Richard Heap?

**Richard:** Yes.

**Danielle:** Roy Davis?

**Roy:** Yes.

**Danielle:** Wes Ferraccioli?

**Wesley:** Yes.

**Danielle:** Joe Speir.

**Joe Speir:** Yes.

**Roy:** We're going to go to agenda-related comments. Make sure the [unintelligible 00:03:27] here. Michael Frederick, we're going to call on you for ground user agreement form. It's on the agenda.

**Mike Frederick:** Do you want me to come up front, or--

**Roy:** Sure. Yes, so our recording device can hear you.

**Mike:** I'm looking at the packet online. I know that was put together almost two years ago. We were at those meetings and workshops trying to put that together. Something I wasn't going to mention is that at the time, in putting that together, one of the things that Alex and I have recommended and said you guys have in place a reviewing program to analyze events and look at them and see if you're happy with how the people are running the events and so on.

I don't see that there is any really kind of established review. Things I wanted to mention. I heard a rumor that there were some issue with parking and having to do with events. Someone had mentioned something about it having to do with the sport fishing area, having to do with events. We, last year, for Rock the Chetco, we got shuttles in place to help alleviate that.

We actually, that weekend, had to deal with the worst parking situation because we had a car show down there. So that takes up a big chunk of the parking. I thought that the shuttles helped, but maybe that's something that we can look at, also in regard to parking down there.

There's a section in there in the agreement as the "as is" part of it, where anyone who's getting the venue down there is taking it "as is". I think that makes sense to not expect the Port to change things just- when doing an event that we can do something, but the "as is" has changed since that agreement was put in place. When that started, we had the full boardwalk. We don't have that anymore.

At that time we had 11 tables down there which dropped to three, actually four, and it's back up to seven now. So what's happened is we're getting less but we're being charged the same, which I think that should be reviewed and looked at. I don't know why we should be charged the same.

Now this year, we're being charged for setup time for Oktoberfest because we have to set this up late the day before, clean up some of it early Sunday morning, the day after. I find it unreasonable to be getting charged for setup time and tear-down time.

We do a really good job. We're very conscientious on our stuff down there. We had one issue with a vendor at Rock the Chetco, and when we got notified about it, we contacted him immediately. He paid the penalty for the cleanup. I think the setup down there can even attract attention, get people down there, get them interested in what's going on, but I don't think we should be charged for the setup time and the tear-down time.

Anything else I have here? We didn't get charged for it last year. I don't know why this year it's different and we're being charged. If that could be addressed at some point, or we could discuss that, I would appreciate that. [crosstalk]

**Ken:** What you done? Where are you at? What did you do?

**Mike:** We did the Rock the Chetco Memorial Day event, we did the Dog Days event, we're doing the Salmon Famine event, we're doing Oktoberfest, and we do the Saturday Markets in the Port. Then we do a couple of other things--[crosstalk]

**Roy:** For the past two years, correct, Mike? Three years?

**Mike:** Yes, the last two years.

**Roy:** Two years. They've done some large events.

**Wes:** You're doing a good job.

**Mike:** Thank you.

**Wes:** Please keep it up.

**Roy:** Thank you, Mike. I do have another public request, and it's talking about gender-related items, so I'll call on you at the end.

**Barbara:** It has to do with the event and parking for that--[crosstalk]

**Roy:** We have nothing like that on the agenda, Barbara, so I'm going to have to call on you-

**Barbara:** Okay.

**Roy:** -at the proper time, please. You'll get your time. I realize the connection between the two.

**Barbara:** Thank you.

**Roy:** Five is to accept the minutes from Friday, June 15th, 2018; June 19th, 2018; June 27th, 2018; Tuesday, July 17th, 2018; and Monday, July 23rd, 2018. Can I get a motion to accept those minutes? Accept those minutes.

**Wes:** I make a motion to accept those minutes.

**Roy:** Do I have any discussion from the board?

**Richard:** I have one.

**Roy:** Yes, sir.

**Richard:** I'm just curious, and I asked Kathy here, why do we have a verbatim transcript of these meetings produced?

**Roy:** I don't think we're doing that anymore, are we?[crosstalk]

**Richard:** Right here.

**Kathy:** That's why your packet are so thick. Because the way I heard George Dunkle do the special district's training that you were at, he had said that we could attach the recording. This is the recording.

**Richard:** I go to a lot of meetings every year that have minutes, and this is the only one I've ever seen that has the minutes transcribed.

**Kathy:** Because we tape it, no one is taking any written notes.

**Richard:** Right.

**Kathy:** Because it's taped, the whole tape is therefore the minutes.

**Wes:** But we do have to spend money to transcribe this, and we have to spend money for our port employees to go through this- if I'm not correct please let me know- and then label each person that's talking. Is that correct?

**Kathy:** Danielle is the one person that does this.

**Danielle:** Before, when I was doing it, and I sent it to the-- Before it going to be transcribed, I have to sit down and listen to everything that every person said, and you had to speak very clearly for me to understand what you said. It could take me a week to two months to finish a set of minutes.

The transcript gets to me in five days and I can get it done in a day, because if I can't understand you, then at least the transcript gives me an idea of what's going on, and I won't have to listen to you 20 times and hope that I got it right.

**Wes:** In your opinion, is this is the most effective way to--[crosstalk]

**Danielle:** It saves me so much time.

**Wes:** Okay. All right.

**Danielle:** It does cost to send it out, but in my opinion, it saves money to not have me sit there and listen to a two hour meeting that take days and days and days, and then I can't do the rest of my job.

**Wes:** Perfect. Thank you for the clarification. Is that good with you guys?

**Ken:** Yes, that's fine.

**Wes:** Good deal.

**Roy:** I'm not so sure about something. He made the motion.

**Ken:** Yes, and then he seconded it.

**Richard:** I can't do that.

**Roy:** All right.

**Richard:** There's a question on June 15th for the approval of the agenda, you show that I made the motion to approve and seconded it also, we need to fix that. I made the motion to approve, but I don't think I seconded it.

**Danielle:** I just suggest in account in these meeting, if you tell me any errors before, so I can get it fixed, and then now he says a minute can't be accepted at this meeting, and they have to wait till next month. If that's just simple error, so that's something that I can easily fix and change before any of this be [unintelligible 00:11:47] . It's nice for me to know any errors beforehand, so that I can get it fixed, and that's a simple thing.

**Kathy:** Unless you know who seconded--[crosstalk]

**Danielle:** Sometimes as far as you tell, even with the recording, they can't tell who you are, so I have to listen, and it's not to be rude or anything, you tend to have the same tone and talk really quietly, so it's hard to tell who is who. [crosstalk] It's my

mistake not paying attention to the fact that I put you down. Most likely is that I heard you, I thought I heard you speak to second it, and I wrote it down and moved on. It's just hard for me to distinguish the two voices sometimes.

**Ken:** Okay.

**Kathy:** But you could accept, except for those one set of minutes that are in question, that the other minutes are not in question, you could accept--

**Ken:** I think we could accept that the June 15th meeting also because there was only three commissioners, so that narrows it down to me that seconded it because Roy- she would know him. [crosstalk] With that correction, I think I'll second the motion we accept all the meetings. [crosstalk]

**Roy:** And before we get a roll call for the new commissioners, I for one thoroughly appreciate this transcript right here, because there was a certain meeting where the audio was turned off and there were very, very poor minutes taken. For this transcript to be sitting in front of me like this, I'm loving every second, every page of it, and it is absolutely wonderful to me.

There are a lot of documents in our Port office that are missing, and there's a lot of reasons they're missing. If I can get this information to a tape, and then you all can get it done in a day to five- get in five days, Danielle, if I can get this, I know it cost paper, but to be in our files that any question of a meeting, whether it be public meeting or whether it be executive meeting, the more of this you can get, and you'll hear more of this about it, soon to come, and why. I appreciate the long-hand myself. Can we get a roll call we had a second, Danielle?

**Danielle:** Ken Range. [crosstalk]

**Ken:** I second it.

**Roy:** Yes.

**Ken:** Yes.

**Danielle:** Richard Heap.

**Richard:** Yes.

**Danielle:** Roy Davis.

**Roy:** Yes.

**Danielle:** Wes Ferraccioli.

**Wes:** Yes.

**Danielle:** Joe Speir.

**Joe Speir:** Yes.

**Roy:** Kathy, can we get a financial review?

**Kathy:** In your packet. Do you have the format-- The Port has been bringing forward to you. I just assume, and try to answer any questions that you might have, as the Port [unintelligible 00:14:56] . Do you have any questions?

**Roy:** Ken, do you have any questions?

**Ken:** No.

**Roy:** Wes, do you have any questions from the Financial Review?

**Wes:** Not right now.

**Joe:** No.

**Roy:** Can I get a motion to accept the Financial Review as written?

**Ken:** I'll make a motion we accept it as written.

**Roy:** Can I get a second?

**Richard:** Second.

**Roy:** Danielle?

**Danielle:** Ken Range.

**Ken:** Yes.

**Danielle:** Richard Heap.

**Richard:** Yes.

**Danielle:** Roy Davis.

**Roy:** Yes.

**Danielle:** Wes Ferraccioli.

**Wes:** Yes.

**Danielle:** Joe Speir.

**Joe Speir:** Yes.

**Roy:** Kathy, managers report and operational report.

**Kathy:** They both have written out- I don't want to take up any additional precious time, just the highlights that we started with the [unintelligible 00:15:56] . David Allen is in the audience, and I appreciate your parking lot being available for one of the dumpsters that we have.

As you commissioners have already been informed, Jordan White, Officer Jordan White has- they informed the whole [unintelligible 00:16:20] changing and was relocated into the Port property, that's adjacent to the state farm property. It became even more implement--

It was something that we've been- I've been working on for two months to give it [unintelligible 00:16:37] . I've been talking with County Deputy White that became even more important. After talking with- I believe I talked with each and every one of you about the situation, and I look forward- the Port will lease [unintelligible 00:17:01] without a half hour about all that.

Totally [unintelligible 00:17:07] of today, and something really well. The [unintelligible 00:17:13] event. We hope to have the [unintelligible 00:17:15] event on the [unintelligible 00:17:16] stock, November 5th, at 12. Still working with Harbor San on something more band-aid on the Port bathrooms, sand that comes in the high tides that were going to extract as where, not just--

And then Travis included some of the [unintelligible 00:17:51] ? [laughs] Thank you. [unintelligible 00:17:58] Just Travis goes through the different things that the Port's been working on, and we [unintelligible 00:18:07] .

We did order the new Port truck. It is in [unintelligible 00:18:11] . It hasn't arrived here yet. The older wheel truck has to go over to be serviced. They're going to have it serviced. Ken will pick out the new time at the same time. Also in my report, you still have the lendings [unintelligible 00:18:34] Bottom line, just in the Port of Brookings sits the image [unintelligible 00:18:43] 1st of August has brought in \$12.5 million in profit.

That's the value of internal revenue, as a modification. That's it.

**Roy:** Kathy, can you or Richard take that \$12 million and tell the board and the public some comparisons to other Ports? Can we compare it to Charleston with that figure? Do we know what Charleston's brought in since that time frame?

**Kathy:** I don't have that information. Do you, Richard?

**Richard:** No, not right off the top of my head. It would be hard to compare because of the [unintelligible 00:19:29] . I don't think Charleston receive [unintelligible 00:19:34] really.

**Kathy:** Yes, they do. [crosstalk]

**Richard:** I don't know.

**Kathy:** Yes, historically, the Port of Brookings has [unintelligible 00:19:40] in the lendings of the state. The three leading ports are Astoria, Newport, and Charleston. Brookings comes in fourth. The commercial activity in the other ports is- just doesn't qualify them to push us out of the fourth place.

**Roy:** Thank you, Kathy. Any questions from the board for Kathy?

**Richard:** I have a comment. First of all, I appreciated that fisheries information. I haven't seen that before, and I like that. Another comment for the staff would be, thank goodness you got that tree out by the bathroom.

[laughter]

**Richard:** Safely.

**Kathy:** Exactly. We removed a bunch of trees out of the RV park. As you know the sharp plants-- They blow in the wind and they can [unintelligible 00:20:37] It was beginning to be a problem with the- along the RV or so. Most of the trees have been taken out of the RV parking lot.

**Roy:** Ken, any questions for Kathy? Wes, any questions?

**Wesley:** No.

**Kathy:** I do have one more thing to add. Or Ken, were you going to bring it up during managers report about the visit from Westport? The museum? To see the 44 footer?

**Ken:** Roy should have the most information on that because he just talked to Joanne. Right?

**Roy:** Yes. I will update everybody on that. I had a two-hour meeting with Joanne. Her and I came to an agreement. Not her, I, and the board. This was a private meeting that I had with Joe and Katie who's the owner of the lighthouse up here on the point. That is a registered working lighthouse in the State of Oregon.

Her husband Bil-- Katie bought that boat with intentions of giving it to the Port of Brookings, and it's staying in the Port of Brookings. I have not met-- is it, Mr. John Shaw, since--?

**Kathy:** Yes.

**Roy:** Up in Westport. It's entirely up to the board. We can vote on any meeting what to do with this boat. I'm just letting the board know that Joanne and I felt the same.

**Ken:** Kathy and I did meet with Bob Shaw.

**Roy:** Joanne is hesitant to sign anything. A member of our community that was once in charge of that vessel with US Coast Guard Auxiliary asked me to go meet with Joanne. Joanne requested me to come up and meet with her. I did. Her concern is



that there has been so much going on in the Port. The small things like the boat registration. Not a small thing, but the giant cleanup.

These things haven't been done. She feels kind of like the boats just been kind of passed on. She was insulted on a visit to the Port when the boat was actually being moved from the Coast Guard area to where it sets now. Felt really bad to hear about that. I told Joanne I would do this for her.

I told her I would take it upon myself, my own expense and time to go up to the Westport Museum, meet with John Shaw, talk to the staff there, see the items that they have on display. Joanne is persistent that she does not want that boat to be sold for profit.

In her opinion, it must remain in a 503(c) nonprofit organization. It was a little bit of a hard meeting. Joanne just lost her husband just a few days before I met with her. The conversation was clearly more about the boat than anything. I did offer that to Joanne for me to drive to Westport, look in the Museum, come back, meet with her again, get her opinion, bring it back to the board.

If the board think that's a waste of time and we just want to vote on it to get it out of here or do something with it, the board can tell me-- It's a voting process. We vote what to do with that boat. If it was to be brought to a vote tonight, I would vote no, not to submit to the museum as of now.

I would rather make one last attempt at a citizen who donated a very large nautical maritime piece of history to this boat, a boat served out of San Francisco as a lifesaving vessel. There have been at least a half a dozen people that I've met that actually served on that vessel. Two were the Coxswains. Recently, we had a wife and a husband served on it. The boat was very special to him. The word's getting out. The boat's here.

I sat down to Richard Heap tonight before this meeting started. I told him I'm frustrated. There's so much going on in the Port of Brookings right now that nothing-- I mean, we're getting cleaned up. Yes, we launched [unintelligible 00:25:38] there some things, but we're not where we need to be because of other stuff that's negative that's getting in our way. I feel that this boat is very important.

I feel that it's worth a trip to the museum, to meet the man, to see his staff, to see his other restoration projects. The Coast Guard boat, I haven't been on it until recently for five years. The engine room is an absolute disaster. There's been no ventilation in it. Those boats weren't made with ventilation in it. It's corroded. It's seized up. Nothing works. It's a disaster. It's aluminum and a steel substructure--

Another five years, and nobody's going to want the boat because you're going to have to re-skin it or do something. The equipment in the engine room is nonfunctional. There was no water, no oil. There was no water and oil, no oil in the water. Those parts of the engine have stayed separate, like they're supposed to be.

I just personally have not spoken with John Shaw for seeing the facility. I've been to the Astoria Maritime Museum probably a dozen times. If it's anything like that, we should consider it. Yes, Richard.

**Richard:** I have some experience with military restorations. I can tell you that in order to do one, it takes a huge amount of work and a huge organization that's willing to do it.

**Roy:** That's correct.

**Richard:** I'd love to have that boat stay here, if we have that momentum in this community-- [crosstalk]

**Roy:** It's not going to get done.

**Richard:** If they're going to do it up there and they're willing to do it right, then I have no problem personally with that boat going up there. The bottom line is there's a finite number of those that are around. If we'll let one go, then that's one less that's going to be available for some museums someplace. That's just my top-bottom.

**Roy:** I agree with you, Richard. I totally agree with you. I doubt with what's going on in the Port's history and present, that boat's going to just get worse and worse and worse, and nobody's going to want it. I'll make the trip up there in probably two weeks.

No more than two weeks, I'll make that trip up there. I'll bring back-- we'll have a special meeting and let the commissioners know what I saw, talked to, and we can make a vote on it. I'm like Richard. I don't see that vessel getting restored in the Port of Brookings. It's been here- Kathy, it's '05?

**Kathy:** Yes. [unintelligible 00:28:30] since 2005.

**Roy:** Something like 2005. It's been here a long, long time. We've had the boy scouts involved. We've had the churches involved. We've had Coast Guard Auxiliary involved. We've had volunteer people involved. We've had umteen groups. I do boat work for a living. It's not a lot of fun. It's a lot of works, but it is like Richard said, it's very expensive to have done.

I'll go to the museum. I'll come back. I'll call a vote. Guy says looks like his product is museum. Has anybody been to that museum? In Westport? I didn't know they had one. I saw some pictures. It looks pretty nice. You've been there, Doug?

**Doug:** Yes.

**Roy:** It's pretty nice?

**Doug:** Yes. It's real nice museum. Really nice. Wish we had something like that here.

**Roy:** Yes. There was an attempt at one time, Doug. Manuel Lopez and Stuart Ehrenreich-- matter of fact Stuart Ehrenreich called me today, Kathy. Called me today. Stuart Ehrenreich and Manuel Lopez along with Diane, I can't remember her name, and several others tried to start a museum in this Port.

**Joe:** And Parks.

**Roy:** Remember Joe?

**Joe:** Diane Parks.

**Roy:** Diane Parks. [crosstalk] What's that?

**Doug:** Give them the Green Building.

**Roy:** It was as late as I talked about that. It was very much talked about that, but nothing never took off the ground, Doug. For whatever reason, I wish we get the crap out of our way, and talk about the [unintelligible 00:30:16] docks, the pile of products--

This vessel is just one small thing, but we need this crap out of the way and go to work and support. I'm getting off subject. That was what I had to say, and one moment, Connie, you're going to be up in just a minute.

**Connie:** I want to talk about the funding for that, or you're going to--[crosstalk]

**Roy:** You're going to have your time in just a minute, Connie.

**Connie:** But before that vote.

**Roy:** You're on the agenda for specific item tonight, okay, honey, please.

**Connie:** In public comments?

**Roy:** Yes, you can talk about in public comments for the non-agenda related public comments. Did you fill up the form on that?

**Connie:** [crosstalk] paperwork, yes.

**Roy:** You're supposed to, Connie, but that would be on a- we're going to let you do it tonight, in the public comments. Not right now.

**Ken:** She's got to fill it out.[crosstalk]

**Roy:** You've got to fill out, okay. Yes, for sure, Connie. It will be a non-agenda, Connie. Anyway, where are we going now?

**Kathy:** The enterprise zone-- Tracey is here in the audience again, you remember her last month?

**Roy:** You want to come up again, Tracey?

**Tracey:** It's up to you. If you have more questions, I can--[crosstalk]

**Roy:** I don't think I have any questions myself. I've read it. I've talked with the manager, talked with David Brock Smith the state representative about it. Thank you, Connie. I'm going to see what the other commissioners would like to say, or maybe make a motion to support it. Our representative sure does want us to support it, and it doesn't hurt or help the Port, it's just supporting economic growth. I'll start with Richard. Still working on that, Rich. Ken?

**Ken:** I don't fully understand it, so I need a little more information on it, and then primarily with the taxes, how taxes get dealt with.

**Tracey:** Okay. Do you want me to come up and just--[crosstalk]

**Roy:** Sure, these guys have questions, absolutely.

**Tracey:** All right. Taxes. For the enterprise zone, I'm not sure exactly what you mean, but taxes like as in the [crosstalk] available.

**Ken:** Property taxes.

**Tracey:** If somebody comes in to a site that's within the enterprise or on the boundary, they can meet the eligibility, ready to go. Anything that's on the tax rolls remain on the tax rolls. The land, by law, nothing can ever be taken off in the tax rolls. What is abated it is new and eligible equipment to manufacture something.

Building improvements, new construction, machinery and equipment, those things are simply abated. The assessed value is put on the tax rolls at the end of a three year period.

**Ken:** For three years the Port, or the county is losing money?

**Tracey:** Money that they haven't collected yet. You know what I mean?

**Ken:** Okay, but in three years, you're going to collect some money, but are you going to go collect the money from the back three year, or you're just going to forgive that? [crosstalk]

**Tracey:** No that's the state incentive plan for the enterprise zone.

**Roy:** To attract people?

**Tracey:** To attract people, to give perhaps new people or- most of what- a big percentage of what we see now is are businesses that are expanding. It gives them an opportunity maybe a step up to put in some machinery equipment or some sort of upgrades and growth.[crosstalk]

**Ken:** Is there an agency then that approves their concept of whatever the improvements they want to make before they invest this money?

**Tracey:** I am not quite sure. Any permitting that's normal, they have to get whatever that would be. The equipment, there is an eligibility what is it going to manufacture or something. It's not for retail, it's not for help, here it's ascertain by statute certain businesses. [crosstalk]

**Ken:** The question needs asking would come out in the eligibility determination. They would have to state the business plan, they have to hire people, is that correct?

**Tracey:** Yes.

**Roy:** Who did they submit it to?

**Tracey:** An application is filled out. The Curry County has in their resolution appointed CCD, who- they're a private nonprofit we did, where the enterprise zone manager for several different enterprise zones in Coos, Curry, and Douglas County. The application comes to us, just so we can get it to one place, and then we work with Curry County and the assessor's department on going through, making sure that those items that they are listing are eligible.

That the employment is met. There's annual forms every year, like we fill out our tax papers. They have a form also that shows what the actual items were or did cost, et cetera, and that's when they were from the assessors department.

**Ken:** Thank you.

**Roy:** Richard.

**Richard:** I might call [unintelligible 00:36:23] on favor of this. It's an advantage to the board to be able to maybe be a little more attractive to the businesses or advance the businesses, and I don't see a disadvantage to the Port at all. If people want to expand and improve their properties and make them more valuable, that's to our benefit. If they want to hire more people, that's for our benefit, or improve the [unintelligible 00:36:44]

**Roy:** I, as well. Wes?

**Wes:** I agree.

**Roy:** Joe?

**Joe:** I agree.

**Roy:** Do we want to make a motion to support the enterprise zone?

**Kathy:** There's a resolution in your packet, that's 492.

**Roy:** 492.

**Richard:** I make a motion that we have approve of Port of Brookings Harbor resolution number 492.

**Roy:** Get a second?

**Ken:** I'll second.

**Roy:** Danielle?

**Danielle:** Ken Range?

**Ken:** Yes.

**Danielle:** Richard Heap?

**Richard:** Yes.

**Danielle:** Roy Davis?

**Roy:** Yes.

**Danielle:** Wes Ferraccioli?

**Wesley:** Yes.

**Danielle:** Joe Speir?

**Joe:** Yes.

**Roy:** Thank you.

**Tracey:** If I can come back and explain the [unintelligible 00:37:20] just give me a holler.

**Roy:** All right, it sounds good, thank you.

[background conversation]

**Roy:** The transit dock by the boat ramp. Do we want to call on Richard for this, Kathy?

**Kathy:** In effect, when [unintelligible 00:37:42] introduce your proposed language for resolution.

**Richard:** This stems from the request you made of me to get a hold all of the [unintelligible 00:37:50] which I did, and I sent you a report at the July meeting. I'm going to propose to amend ordinance number one which takes a two meeting process. Is that correct?

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**Kathy:** Yes.

**Richard:** Okay, and the reason I'm doing that, our regional language from the Marine Board, they're very specific about that. They call it the **[unintelligible 00:38:10]** dock or the boat ramp is further restricted for commercial use because federal boating infrastructure grant funding for the gangway and dock renovations were expanded, excuse me.

Basically what will happen is if we have any commercial use of that, it puts us at risk of default with the US Fish and Wildlife Service, and we would have to repay the federal funds to that. I don't remember what the federal funds were, but I think they were over a million dollars. We also talked about parking here.

What they basically say is that any activity that has been funded by recreational fishing dollars like the boat ramp parking area that interferes with the use of that, could result in us forfeiting our grant. There are something at stake, and that's for the reason that the parking issue came up. My proposal is I move to amend ordinance number one as follows.

Add 4.23.1, no commercial use of the boat ramp transit dock invasion one will be allowed. Commercial use includes the offloading of catch for delivery to a business vehicle or other conveyance, Amend 4.39.1 to read the existing language is there shall be no public parking except in areas so designated by the Port of Brookings Harbor.

I'm adding language, areas where public parking is expressly prohibited include the launch ramp parking area, except as designated for daily use by vehicles towing boat trailers, and single car parking and designated areas. Michael, the boat **[unintelligible 00:39:52]** lanes and approach lanes except when working a trailer boat, some might go in. Other areas deemed as necessary to ensure compliance with grant agreements. That's my motion.

**Roy:** That's your motion, Richard.

**Richard:** That's the motion.

**Ken:** Second.

**Roy:** Yes, good. Danielle? Roll call please?

**Danielle:** Ken Range?

**Ken:** Yes.

**Danielle:** Richard Heap?

**Richard:** Yes.

**Danielle:** Roy Davis?

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**Roy:** Yes.

**Danielle:** Wes Ferraccioli?

**Wes:** Yes.

**Danielle:** Joe Speir?

**Joe:** Yes.

**Kathy:** To [unintelligible 00:40:20] , to my understanding talking with Martha before the meeting and after the executive session, that this is, again, this is a [unintelligible 00:40:30] meeting process. What you all did tonight was you agreed the language and the numbers described in the process to amend ordinance 1.

**Richard:** Now, that's out for public review? We have an opportunity at the next meeting to comment.

**Kathy:** Martha, without having seen our resolution felt- or felt that it was going to have to become ordinance 2 with our ordinance book. There is a little bit of legal ways that Martha's going to have to pursue before we continue to call it Ordinance 1. Ordinance 1 is 1998.

To the best of my knowledge, there was no verbiage in Ordinance 1 that has been changed since 1998. Martha's going to need to do a little bit of work before this verbiage is actually added into the full document.

**Ken:** My only comment would be when I read Ordinance 1, I was impressed with laid out, so that 4.23.1, it's made to be added to, and modified.

**Kathy:** Exactly. She just wants to be in our other ordinances, the ones that have expired or have been replaced.

**Ken:** Okay.

**Roy:** Do we vote on this?

**Kathy:** Yes, you can.

**Roy:** My question, this allows the Port to enforce this?

**Richard:** It's already there. The language in Ordinance 1 is already specific about who will enforce it and how. What is basically says is that the port manager or their designee are authorized to enforce this. One of the provisions is that vehicles that are parked illegally can be towed and stored at the [unintelligible 00:42:33]. Not that I'm suggesting that.

**Roy:** Thank you for the research, Richard. That's good news.



**Richard:** Well, it's not good news for people who wanted to use that dock.

**Roy:** It's not. It's not.

**Richard:** I get that. Unfortunately, after we asked, we got the answer, and the answer is pretty unequivocal to me.

**Roy:** Okay. Culvert repair. Kathy?

**Kathy:** We exposed the coverage in the [unintelligible 00:43:09] basin one that was crushed. We are waiting now for a plan to go up that I can bring to you on how to replace them or when you build it. Jack Akin is working on it along with a lot of the other things that he's in the process of. I just wanted you to know that we did expose the culvert and now we have to go over into repair mode.

**Roy:** Any questions from the board for Kathy?

**Commissioners:** No.

**Roy:** Thank you, Kathy. I will just tell the public that Jack Akin has been a consultant engineer go-to guy for the Port for a very long time. When we talk about Jack Akin, that's who we're talking about. He's been around for a long, long time and done a great job for the Port for a lot of years. Harbor Sanitary Credits. Kathy?

**Kathy:** Ken Range wanted this to be discussed. As you know, when [unintelligible 00:44:16] was demolished, we received transferable credits from Harbor San, a one time only deal away from the continuous land, you know what I mean. Ken was hoping to talk about or ask the commissioners what they feel about how these credits will be used.

**Roy:** Ken?

**Ken:** The first thing, the Harbor San credits, we received \$200,000 around the demolishing of [unintelligible 00:45:00] and the laundromat. The past practice of the commissions has been to give them to private businesses. I mean give them, from what I can understand. If we want to build the Green Building, maybe you know, Kathy, or you know, Roy, those disappeared--

**Kathy:** They were transferred to another business.

**Ken:** Bottom line is, if we want to complete the Green Building or we want to build a new laundromat, we have to provide credits. These credits come from the determination by the Harbor San as to what- if it's a restaurant, they're going to put more demand on the system, and they judge their price by how much the city is going to charge Harbor San for pumping the sewage. All of our sewage from the harbor goes to the city's sewer plant.

Some of these things are worth thousands of dollars, some are not worth so much, but it makes no sense to me to give away an asset that is transferable to anything

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for 10 years, any business, and then be in a position where we don't have any when we want to build a new laundromat or a new business that belongs to the poor, then we're going to have to go out and come up with these credits.

I have a real problem with past practice of giving them away to a private business. That should be their obligation. If they want to expand their business and it's going to put more demand on the sewage system, then they should be paying for it. That's what I want the board to consider is we do not give away an asset that the taxpayers paid for.

**Roy:** Ken, would you be interested to form a committee to try to come up with a policy?

**Ken:** I think the policy is pretty simple. If there's any credits, they cannot be given away without the board approval.

**Roy:** I understand that, but do we want to put something in our operations file, that when a tenant comes to build in the Green Building, here's the paperwork. Because we sure don't have anything like that in our office.

**Ken:** Kathy, do you have a recommendation on that part of it?

**Kathy:** What you're talking about is a new policy. You're replacing the past practice and the commissioner-set policy. If it is the policy of this commission that a business-- I could name anyone of the four retailers. Let's use the coffee shop as one. They wanted to expand, it would take X amount of credits.

What I hear you saying, and I'm not sure the rest of the commission is following it, is that they're going to expand their business. That's not the responsibility of the Port to give them the credits to make their expansion.

**Roy:** That is correct.

**Kathy:** It would be theirs only. You're setting the policy and you're setting the policy in two different methods. You could set a policy under motion which is only good until a new motion is made, or you can make it in the form of a resolution which lasts longer.

**Ken:** I would make it in the form of a resolution. Do we need to have that drafted and come back with it at the next meeting?

**Kathy:** Yes.

**Ken:** Okay. I would make a motion that we have a resolution drafted to prohibit the credits that we get from the Harbor San to be transferred to anybody, any private business without the board approval.

**Wes:** I second that.

**Roy:** Danielle?

**Wes:** She's outside.

**Roy:** Is there any further discussion? Richard?

**Richard:** No, I'm for it.

**Roy:** Wes?

**Wes:** Yes, I'm good.

**Roy:** Joe?

**Joe:** I'm good, yes.

**Kathy:** Ken?

**Roy:** Hold on, just a minute.

**?Doug:** Just one quick question to Ken. You said the credits were all good for 10 years. What happens to the credits after 10 years?

**Ken:** They would disappear.

**Roy:** Go away.

**?Doug:** Okay, fine. Thanks a lot.

**Ken:** We have time, I don't know if they could be extended or not. That would be a question of--[crosstalk]

**?Doug:** I understand where you're at, but I think it's a--[crosstalk]

**Ken:** But the bottom line is as a long term objective that I see is putting back a laundromat. That was a cash cow. To turn around and penalize ourselves a couple of hundred thousand dollars seems pretty stupid.

**?Doug:** I agree. It just the part that [unintelligible 00:50:42] disappear.

**Danielle:** Ready to vote.

**Roy:** Yes.

**Danielle:** Ken?

**Ken:** Yes.

**Danielle:** Richard?

**Richard:** Yes.

**Danielle:** Roy?

**Roy:** Yes.

**Danielle:** Wes?

**Wes:** Yes.

**Danielle:** Joe?

**Joe:** Yes.

**Ken:** Okay. I have one more item with Harbor San, we can talk about it.

**Roy:** Okay.

**Ken:** Kathy, last time you proposed the moving of the doors to the back of the restrooms or on the beach.

**Kathy:** That came up at the manager's meeting between Kelly and myself.

**Ken:** Okay. I've talked to a couple of the people over there, and that's really a band-aid. It's not going to be a proven fix, and it's going to require a lot of maintenance. It still requires- I don't know if all of you are aware of it, but the sand traps are nothing like a coffee filter, and when the sand gets in them, they have to be emptied.

If they're not emptied at appropriate times, the sand goes into the sewer system, and it's just like if you're running a sandblaster through the pipelines and into the pumping apparatus, we're destroying their equipment. They've contacted us last April and they want it fixed.

We put indoors, we've done some basic fixes, but what I would recommend is we have Jack Akin's, the engineer, get with Harbor San, and according to them, it's not an expensive system, but you put it in a sand filter. The sand filter only has to be cleaned- could be weekly, monthly, depending on the size and all that. There's an issue that that restroom is built right on top of some sort of a-- Do you know what the drain issue is over there, Kathy?

**Kathy:** I can't answer that, no. I can't.

**Ken:** That's why I would make the recommendation that we have Jack Akin get with the harbor engineer or staff and come up with a permanent solution. I don't think it's so severe that we can't solve it. It shouldn't take building a new restroom, but what we're doing is all band-aids, and we're not getting anywhere, and they're not real happy with us.

My recommendation on that, I'll make a motion that we have Jack Akin get a hold of Harbor San staff, and see if they can come up with a solution to put in a sand trap, sand separator.

**Kathy:** The best guess on that was \$100,000.

**Ken:** No, that's not according from what I've heard. I think it would be--

**Kathy:** Second opinions are always good.

**Ken:** Okay. I think it would be wise to get an opinion and a price tag. It can't cost that much to have Jack, I don't think- we can put an authorized amount on there, if you want.

**Kathy:** I can't tell you when he might be available, but I will reach out to him and tell him what's going on. Kelly is on vacation this week. I had reached out to her that before you know we're going to be in the high tides, we're going to be in the winter storms.

I was still hoping that for less than \$5,000 we could put up a [unintelligible 00:54:21] wall in front of the doors while this is being engineered. So far Harbor port was not ready to offer that to me.

**Ken:** Right. I guess the first thing would be you would need to talk to Jack Akin and see if he's interested in doing that. If he is, then I would make a motion we spend up to a thousand dollars in the feasibility of putting in a sand separator and some costs.

**Joe:** I'll second that.

**Richard:** A comment before we vote. The issue isn't just the big tides, it's also the surfers that are washing their wetsuits and the people that are coming off the beach and washing their feet--[crosstalk]

**Kathy:** Exactly.

**Roy:** -and their kids. It's not an event that occurs just once. It is occurring day after day after day as people use that restroom. We could use the existing sand filters that are about that big and they sit in the drain and have to be cleaned out about every hour to be effective. We don't have the personnel to do that.

You could do that if you washed everything out instead of in the drain, which is counterproductive. The only real solution I think is what Ken suggest, and that's to bite the bullet and do what we have to do to fix it, because I've had some experience with pumps and bowls. That sand was just like he said, it's like sandblasting those bowls and pumps pretty quick, they're gone. That's Harbor Sanitation expense.

**Roy:** We have a second. A seconded? Danielle?

**Danielle:** Ken Range?

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**Ken:** Yes.

**Danielle:** Richard Heap?

**Richard:** Yes.

**Danielle:** Roy Davis?

**Roy:** Yes.

**Danielle:** Wes Ferraccioli?

**Wes:** Yes.

**Danielle:** Joe Speir?

**Joe:** Yes.

**Roy:** Okay. Moving on to new business. J. Sloane, as advised by council, no discussion necessary. B, ground user agreement form. Kathy?

**Kathy:** This came forward- Richard Heap [unintelligible 00:56:38] to address this?

**Richard:** After the event where the boat race got cancelled, and I finally looked at one of those forms. It's pretty evident to me that that form wasn't very well done. It's not very explanatory what's going to happen. There's a name of an event and a brief description. I think we would be much better off to revise that form without making it unduly complicated to have a little better description of all the activities that are going to be involved.

We need to add a piece on there if there's going to be portable restrooms brought in. Harbor Sanitation requires a--

**Roy:** Permit.

**Richard:** -permit fee for each of those. We should have a place on there that specifies that. I'd certainly be willing to sit down with some of the event sponsors and have a discussion about this and parking and all the things that we've come up with that we've discussed here tonight, see if we can come up with a package that pretty well represents what we want to do.

The dilemma I see here is we're having special events which I think are great. We're also having fishermen come over here to try and fish, and sometimes the two aren't necessarily meshing very well. I'll use the latest event that happened down there, the pirate festival. I walked through there on Saturday and I parked over by the Green Building.

As I went by the boat, look down, I see some guy trying to back his boat out of that traffic down there. The problem was there were cars and motorcycles parked in the

boat, he couldn't get in there, plus he couldn't get out. I helped him get out. I walked over to the boat ramp launch or boat launch parking area, and every time a boat trailer, this is about 11 o'clock, every time a boat trailer pulled out, two cars pulled in.

So pretty quick you replaced all the boat trailer parking. The guy goes down and gets his boat out, comes back to go find a place to park while they cleaned the fish and there was nothing left, so we have this conflict. I like to figure out if we can sit down with the event sponsors and see if we can figure out a way to resolve that.

**Roy:** That is awesome. Mike, would you be interested in that?

**Mike:** Yes.

**Roy:** Richard has a lot of good ideas, for sure. He's a problem solver, and maybe we could reach out to Bruce Ellis. Barbara, I'm going to call on you, honey. I'm going to call on you.

**Barbara:** [unintelligible 00:59:02] [crosstalk]

**Roy:** Okay. You have a public comment up here, and I'm going to call on you, please.

**Richard:** Let me work with Mike and--[crosstalk]

**Roy:** Exactly.

**Richard:** -and some sponsors. We'll put a group together, and we'll include some fishermen, too, so we can have a general discussion about this and see what we can come up with.

**Roy:** But we definitely want Barbara Ciaramella in this circle as well. She has done leaps and bounds for events, promotions. We want Barbara to be included in this, please. But Richard's a great guy to work with. We know a lot about Richard, and the rest of the community here from the board. Mike, we'll look forward to that. Barbara, you look forward to that.

**Richard:** Can I ask a question now, if we have a meeting--

**Kathy:** If you have a committee.

**Richard:** A committee.

**Kathy:** It has to be public noticed, as a public meeting.

**Richard:** If we had a manager meeting with the people involved, do we still have to do that?

**Kathy:** When Kelly and I met manager to manager, we would have witnesses to our conversation. It was nice, and it was important. When we turned months, we had the MOU in. What did we ever do about the MOU?

**Richard:** We'll just leave this as a committee, and I'll get a hold of Danielle, and put upon her a public notice to this, we'll do it that way.

**Kathy:** Right. It won't have to be in the newspaper, as long as it's at the library, on our door, and on our website, and if that- is sufficient for public meeting which--

**Female Speaker:** I had a question for [unintelligible 01:00:50] . Richard, you suggested these things apart from these other motion, and then changing the form?

**Richard:** No, let us have the meeting first and we'll talk about that.

**Joe:** I'd like to be part of that with you, Richard, if you don't mind?

**Richard:** Sure.

**Joe:** Okay, thank you.

**Kathy:** But then the one thing that do come out of the manager meeting with Harbor San was that- and Danielle did called the pirates festival that it was required to have a permit to put before the Harbor San. With your permission, we'll make sure that is consistent on all of the established events, until we got a new--

**Roy:** Okay, so [unintelligible 01:01:52] committees, as one of that people, and Richard Heap will be your go-to guy, the contact guy on it. Joe Speir will also be a go-to contact guy on it, and hopefully we can resolve things, keep programs going, and everybody get along. I think Richard and Ken can make that happen. Joe, I think--

I want to take advantage of this board while we got it, so let's use this up. Green Building work group, Connie, let's try to hold it to 15 minutes, please. Connie, it's a late meeting, and you also, Connie, can talk about the funding for the boat as well while you're up here.

**Connie:** Sure, if you want I'll do the boat first.

**Roy:** Anyway you want to do it.

**Connie:** I'll show you something. I have a background in development work, what you're looking at here works, I'm pushing [unintelligible 01:02:57] . What you're looking at here is a World War two memorial at the Arizona State Capital. These two things are gun barrels, setter cannons, one from the USS Arizona. The one from the USS Missouri, one weighs 67 tons. I did all of the fundraising development work plan for the secretary of state's office to do this.



You're looking at that. I still have the major donor plan for all the national organizations, but I also have a list of who you want to be your partners right here in Oregon to do a project on that. First of all, the state of Oregon is still funding for veteran memorials. They got \$80,000 for the one that was in Gold Beach, however, they give up to \$250,000.

The reason I know that was I advised the people and work with the people to initiate a grant for the US Cellular Park, 80% replica of the Vietnam Memorial wall, and they got the full \$250,000. We would be eligible if that boat were to be considered a memorial in some way, so we have to look at that. The national organizations that fund the restoration of project, I have that major donor list, it's proprietary information.

I'm glad they share it. The Oregon Military Museum you want as a partner, Travel Oregon you want as a partner. Oregon Cultural Trust you'll want as a partner. We're talking funding partners, and the Oregon Historical Society. In addition to that, the Oregon Museum Association will give really good information on how to project manage or to come up with funding for the restoration projects.

The National Endowment for the Arts provide significant funding and capital to the feds. Technically, depending on how you want to go about this, I know where the money is, but I'll give you this information. I don't think you'll have to do a whole lot of outside fundraising if you use the things that are already funding for memorials and for restoration projects.

**Roy:** Richard?

**Richard:** I get the funding, who's going to do the work?

**Connie:** It's really simple. Right now, if you wanted to hire somebody to do your cursory plan, I've just filled out a grant to the Ford Family Foundation. They have what they call a capacity building grant, but what it technically- and they fund up to \$5000, they turned it around in less than 30 days. I have never heard of that grant not being funded.

What you do is, it pays for you to hire an outside expert to do the work for you, to put together that development plan. I just fill that out and turn one in. It took me about an hour to do the whole thing. Even though they ask you what your budget is you, don't even have to show them the budget, they just take your word for it.

In other words, the idea is to provide outside consultants in situations where you can't do it yourself, and you can't be expecting somebody to do it for free, and that can be turned around in less than 30 days. I'll gladly share that information with you, too. So you can get an outside person to help manage that, and I would give out a name.

I personally won't have time to do it, but I certainly can help fill out that grant and help you choose somebody that might make sense for managing that project in the very beginning.

**Roy:** Let me ask Richard a question, please. Richard, were you talking about who's going to do the grant money?

**Richard:** No, who was going to do the physical bulk work.

**Roy:** That's a problem, Connie, is getting people-- Grant money is a problem, too, I'm sure, but if we only have the money, the workforce is going to be--

**Connie:** What they do is they provide the money. In other words, the State of Oregon, when they provide memorial funding, they expect some slight equity in that mix.

**Roy:** We don't have the personnel is-- [crosstalk]

**Richard:** The reason I asked the question, I'll now use airplanes because I'm much more familiar with those, but there's a skill set that has to be available to do the work on these types of things. We would have to find somebody who's- or somebodies who are dedicated or knowledgeable about restoration of that type of equipment.

**Connie:** And that's where I mentioned the Oregon Military Museum and also the Oregon Museum Association because they will be the people that can give you the names of people that do these kinds of restorations that you want. Those are real simple inquiries. Believe me, when we were hauling a 67-ton piece of artillery back from Virginia, we had to have experts advise us on how to restore those, but that's why these exist.

In addition to that, the Oregon Historical Society will also have good information on who does museum type preservations.

**Roy:** Connie, can you leave a list of phone numbers and the name of the organization with Kathy Lindley? [crosstalk]

**Connie:** You know what, what I'll do is I'll put that together for you. I just sat down and--[crosstalk]

**Roy:** Let's call for these people, see what they have to say. [crosstalk]

**Connie:** I'll put it there, I'll tell you who to contact, where, and probably even have a name associated with not just the organizations you may need--[crosstalk]

**Roy:** We'll really appreciate that.

**Connie:** It will take a couple hours to do that but if you'll give me a couple of--[crosstalk]

**Roy:** Maybe sometime this week, because I'm headed up to West Port to that museum, and if it looks good up there, Connie, the board is going to do a vote, but if you've got contact numbers for us to call in the meantime like that military museum, Oregon Military Museum, and they want to do something right here in Brookings that we can put the skids on, but were not seeing the time frame here. We're all going to be dead here pretty soon kind of thing--[crosstalk]

**Connie:** This is not a big time frame kind of thing, because depending on how you do this, if you can get qualified as a memorial, those memorial grounds are turned around. I know this because we just have that done about two years ago when we started raising money for that 80% replica of the Vietnam wall is going to be--[crosstalk]

**Roy:** That would be totally awesome, yes, absolutely.

**Connie:** That turnaround was, I think, less than three months.

**Roy:** That will be great.

**Connie:** I'll give you the information, we can act on it. I will do some more inquiries on a couple of things.

**Richard:** I'd like that. Thank you for your time and your effort and your expertise, no doubt, in what you're talking about, it's very clear, so thank you for-- [crosstalk]

**Connie:** You know what? [crosstalk] You can thank [unintelligible 01:10:32] for that. He was the special projects manager at the secretary of state's office in the Arizona capital museum, and they pulled me in because of my background with the arts and culture development in--[crosstalk]

**Richard:** Thank you. That's awesome information.[crosstalk]

**Connie:** That's why I argued with you a little bit. Let me up here--[crosstalk]

[laughter]

**Roy:** You're going to talk about something, right?

**Connie:** Yes, sir, I am.

**Roy:** You want to talk about the Green Building a little bit?

**Connie:** Yes, sir, I am. We're going to hand out a few things. So we talked about 501(c)(3), and I want you to know that the work that I do, I do for non profits. So these are the ethical standards that I have to go by. When I ask for information from the poor, and I am trying to get non profits money, grant money, or private foundations involved, you don't have to look down-- I highlight that for you. I have to tell- ethically, I am bound, almost like an attorney.

**Roy:** Who binds it [unintelligible 01:11:42] [crosstalk]

**Connie:** Professional organization that oversee non profits. Years ago was the National Society of Fundraising executives, now it's the AFP, the Associations of Fundraising Professionals. I go by their ethical standards. When I ask somebody for money, I have to tell them the truth. If I know something that might turn that donor off, I still have to tell him the truth and navigate that.

Some of the truth that I was not able to tell potential funders about the Green Building, I have to get answer now. For example, it was a big issue about whether those footers are actually [unintelligible 01:12:30] deep enough and I need confirmation of that.

We had Alex Campbell, regional solutions team coordinator here who reports directly to the governor's office, and had a walk through, and we were very close to dotting I's and crossing the T's to get direct appropriations, and a former port commissioner came down there and misrepresented at the vote of the Port commission and other things.

The questions that we still need answered that would never allowed to me because of the-- I'm going to show you the body language of your port manager when he said don't come back until you have \$1.2 million in your pocket. You can't get the money if you have to tell the truth first.

That was what we were greeted with, that night, go, don't come back. I'm going to need some answers. I'm going to need the Port commission to provide all of the information regarding porters and foundation. That particular port commission turned off about four of every leaders in that meeting, and we literally have a [unintelligible 01:13:44] out of that walk through with that person from- who reports directly to the governor's office.

I'm going to need information regarding Tsunami zone designation, because I have to provide that information accurately to funders. That's not going to chase them away if we have it in the right context. The idea is they know that there were some [unintelligible 01:14:11] and we have an answer and a way to navigate that.

I also want to ask that you- let's see, I don't want to go through a roller coaster ride too much if I ask for a workshop. The reason I ask for a workshop is there are very specific things that we have to go over, and it's very detailed, and 15 minutes isn't going to cut it. I'm going to need permission, and I mentioned this before, just a minute ago to apply for certain grants in the short term to get funded to convene certain things.

I would apply for those under South Coast Development Council which is now providing the economic development for the county. We would have an extra public policy green light going after that money. Permission to query all potential funders and a letter from the Port commission acknowledge my permission to do so.

When I was talking directly to Alex Campbell and other funders, and mentioned the Port commission and so forth, I didn't have anything that said, Connie, go ahead and do this. I just need a letter that says, hey, you have our permission to go with this, and the vote of the Port commission to continue.

I mentioned again that-- I'm touchy about that because of the way that was turned off me at that Green Building. Have I had that piece of paper, I would have been able to say something. I have remained firm in all my conversations and training with the funders. For example USDA, I attended all of their workshops between- since we stopped talking, and now.

I know who the people are at USDA rural development, and whether the money is there. But I also have something cleared up, how is your relationship with IFA these days? Is it worked up, straightened up, because I won't go after USDA money if there are still some things hanging in the backgrounds. That's an answer I need.

I have written three different business plans to see which one would work best, and created a fundraising plan for each one of those business plans. What's happening is there's more money now than ever coming from the VA and the state of Oregon, and you are going to see VA mission at information in your packages there. If you go to page 10-11, it talks about special federal funded pilot projects.

We are seeking to get one here in Oregon, here in Curry County, which would allow us to do a major project like this. You're going to also see information on the VA health care summit. That's kind of a misnomer, but we are going to talk about health care, but we are also going to talk about the social determinants of health, and especially with veteran's mental health.

We've asked the state to bring Oregon Department of Veterans Affairs top director. We already have Oregon Department Veterans Affairs women's program coming. We have the top executive staff of the VA. We have potential funders such as the Gordon Elwood Foundation. We're putting together the nuts and bolts of all the stakeholders that would invest in a project like this.

In addition to that, I'm bringing on two people as advisers in this process to coordinate that effort. One is a gentleman who is Kevin Burco, he's a PhD, but his story is that he's Native American, came up the reservation back poverty, went in the military, was an army, Somalia, come back a veteran, taught at West Point, got out with rural back PTSD to put himself through schooling.

A fantastic economic developer working with the tribes. We have always wanted the tribes to be involved here in the Green Building. We've already made those connections to start doing that. The other adviser that we're bringing in is a gentleman who is the head of- pardon me, he's the senior instructor at the school of management for [unintelligible 01:19:04] . He does micro commerce development.

We see a piece of that Green Building providing opportunities for incubation of businesses and business development, and building that entrepreneurial ecosystem in Curry County.

**Roy:** Can I ask you a question? Where are all these meetings taking place?

**Connie:** These meeting will be at- you will see in your packet, it says the VA health care summit. It is taking place on September 21st. It will be at South Western Oregon Community College--[crosstalk]

**Roy:** Here in Brookings?

**Connie:** Right, here in Brookings. I convened the meeting, I convened the first VA health care summit, and the deal was that we were able to put together their support that are veterans- this was before they had the Choice Act in place. That kind of network could do business with the VA. Veterans didn't have to go out of the area to get their healthcare, but it also keeps healthcare dollars local, and that's the same as shopping local. We put some big deals together at the summit, and the important thing here is that we're looking for that big project that could be funded specifically from all of these groups coming together.

We have that in place with a VA promising staff and things like that, and the only reason it came apart was because of the Port commission issues. I kind of was a little bit put off when I said- somebody said something about personal. Are you kidding me?

**Roy:** May I ask another question, Connie?

**Connie:** Sure.

**Roy:** What is the time frame for all of this?

**Connie:** We could do something in about a year in terms of getting the funding in place, to put together the plan that says we're going to be able to do A, B, C, and D and go forward. We can do that, and I know you gave me a timeline of six months, I would we get it done in four because of the level of public policy green light that we currently have, but also because of the new energy that we're bringing together in terms of the developers, and having access to that money.

It's there, and it's- it's like low hanging fruit, even better position than we were when we originally talked about the Green Building. Now, we still can go out after some of the major donors that we had already wanted to go after, but we have to give some straight answers, and they have to understand why a fourth commission would allow this to happen to someone like me--[crosstalk]

**Roy:** We're on our 15 minutes. What I'm going to do now is I'm going to ask the commissioners if they have any questions for you, or any suggestions, any interest in the workshop. Ken, do you have any questions for Connie?



**Ken:** I like your enthusiasm. I want to do something with that Green Building. There were two inspections done. One of them was the foundation, the other was a framing. We do not know- Kathy, if we ever heard anything on the IFA launch?

**Kathy:** I got an email at 5:30 tonight. I will have them available from tomorrow afternoon. They have been sent to me six of the original months.

**Ken:** There's \$307,000 on that building through the IFA, we do not know what is encumbered in that \$307,000, it could be tied into some other building, et cetera. We don't know the answers to those. We're working on that.

My understanding is there's a possible right of way issue, and if that right of way issue is in fact part of the solution that means that we would have to give an easement to the county, we would have to pay to have all of that easement, a left turn lane, basically, created to turn into that building.

**Connie:** Can I speak to that?

**Ken:** Sure.

**Connie:** And not to interrupt you. We have a good relationship with county planning right now. They're wanting to see this go through. They were always willing to work with us, but that is certainly something that we have to follow through on because of the way that the county commission is configured right now.

We know we have the votes to get variances, and probably for the county to maybe even share in some of the costs if we can work out something with them. So that the easement that I don't see as a big issue, and we had navigated that pretty much in the beginning.

We just haven't dotted I's and T's, and that was something that I was told would be followed up on, and we can we can take it from here. I don't mind presenting to the County Planning Commission I do many times.

**Ken:** I don't know what you can present to them yet, we haven't got all the information.

**Connie:** What we can say to them is we're looking at trying to change the way that we can get to that Green Building, and they have that information, and they know- and I don't have that all information- how we had suggested going about it. At that point in time, the county, and under Carolyn Johnson, we have not had any change in that attitude.

We initiated that conversation anytime. I just won't do it until I know that certain things like the IFA and that responsibility for that 300 plus thousand dollars, how we're going to navigate that. That actual number was never totally disclosed to me, and that was something that I know it existed, but I could never get a straight answer, so thank you for that straight answer.

**Richard:** I would like to see something happen here, and it's either going to be fix the building and occupy [unintelligible 01:25:38] . We're paying \$2,000 a month for that building and have been for a long time, so we've got to have something happen, and if this happens, I think that would be great.

If it doesn't, there's got to be a kind of a time certain at some point where we, as a group say, it's time. We kick this can down the road too long, and we got to do something with this place. So I'm hoping- it sounds very promising to me, and I hope it turns out.

**Connie:** We always have a plan for where the money was. We were just being hamstrung by the lack of information, and that's why I say, I have to tell this truths.

**Ken:** Trust me, everybody on this board wants that information. We really want to know the facts. Can we do something with that or not? If we can't, let's cut our losses. I mean, just get out of it. If we can fix it, it can be done, then great. That would be excellent [crosstalk].

**Barbara:** Can I ask something into this conversation?

**Roy:** Barbara, we're going to call on you, please.

**Barbara:** No, it's not about what--[crosstalk]

**Roy:** I know, but we have a person on the floor, they have the floor.

**Barbara:** Excuse me. Other people--[crosstalk]

**Roy:** Please, please.

**Barbara:** Thank you. I will.

**Roy:** Do you still have any questions?

**Richard:** No, I'm [unintelligible 01:26:52]

**Roy:** I also, like Richard, there's- you got to put a time frame on it, Connie, got to be a time frame, so the board--[crosstalk]

**Connie:** Can I speak to that [unintelligible 01:27:03] Is four months going to work for you? Four months--[crosstalk]

**Roy:** We're going to have to let the board to decide that, I'm probably thinking a workshop. Let you make a presentation one more time, and then let the board--[crosstalk]

**Wes:** I'm thinking that this is all a little premature. I think the first thing we need is the answer to these questions. To the foundations, to hear if they're framing all right, can



it even be done. Once we get the answer to that, then we explore what happens next.

**Connie:** One thing that we do have is with regards to the trusses is we have an architect's rendering of how to fix that, and all we have to do is then get that architectural stamp. So we know that, and my brother who's did trusses for a living saw the architectural remedy, and he went-- I don't see if there's a problem there at all now--[crosstalk]

**Ken:** An engineer who has looked at the building, and it is structurally sound and repairs are minor, it's just whether it's cost effective.

**Connie:** The other part of it \$1.2 million is not a hard amount to raise up with the right information. We just never could get the right information, and also without that right information, I can't dot I's and cross the T's. We were always just chasing our tails because of the hurdles that were thrown up in front of us. If you take those away, we're good to go.

**Roy:** So we're going to cut you off now, Connie, [unintelligible 01:28:48] . Make a list of your needs, your questions. Please take- put it in a format, not in handwritten please. Put it on format, take it to the office, make sure you give it to Kathy or just any of the staff, and then I believe that our staff will do their best in a timely manner to get some answers.

**Connie:** I have to tell you, it was a litmus test for me that they came to me to make sure I have my information instead of me having to go five times to say, are we on the agenda? Thank you for that, it made me rest assured that I'm going to be heard.

**Roy:** Like Richard said, let's get some answers for you. Definitely no harm in that, and see where it goes from there, and then we can possibly put a time frame on it and- because something's got to happen, and there are some great ideas floating around that are definitely in the best interest to the Port, Connie.

There are several groups that have come forth now, so definitely I think all of us would love to see a Veterans Memorial type building in there. I would. Get your information to the office, and we'll see if we can't get you some answers and go from there.

**Connie:** One small thing on the IFA, I need to know if we have to get that covered in some way first. Because we may be able to do that, but I'm just saying, I will add, what, another \$300,000 plus to what we have to raise. I just need to know it and then I can plan accordingly.

**Roy:** Kathy, maybe she's got the--[crosstalk]

**Connie:** Thank you, that's good information.

**Roy:** Got the information.

**Ken:** Let us do a check up on the [unintelligible 01:30:37] If we can resuscitate it, we'll go from there. How's that?

**Connie:** Thank you. A lot of people were disappointed, and a lot of people were like, "Okay, how can we work with them?" I said, "You know what? Over time." That's why we're still here, because of your resilience, our resilience, and that attitude that we're going to get it done--[crosstalk]

**Roy:** We all want something for the veterans and the Green Building. If we can get a national project here in Brookings, we'd be loving it.

**Connie:** It could be done. We were not the hurdles, I promise you that.

**Roy:** Thank you, Connie.

**Connie:** You're welcome.

**Roy:** We look forward to seeing you again.

**Connie:** It was great to be back.

**Roy:** Keep coming back.

**Connie:** With that new attitude, I'm never going away, I never would run away. I just stay away when would be perhaps avoiding gunfire [laughs].

**Roy:** With that being said, we're going to go into commissioners report. Ken Range?

**Ken:** [unintelligible 01:31:36] person I want to talk to first in here. Okay, never mind.

**Roy:** Barbara looks like she left. She got upset with me. I am going to tell the public, I'm going to run in order of the meeting, and I always have, and it's going to be fair. If somebody's got the floor, that person has totally got the floor at that time. I'm not taking comments from the back row. People waving their hand and make up face gestures that me.

That's how I'm leading this meeting. If you see people get up and leave, they're in the back row, that's back throwing of hand gestures or face gestures to me, I'm not taking away the person who has made time to get on the agenda, and they're obeying the rule, has the answers.

When you hear that, the board's the authority, the manager is then asked to get some information for Connie, and I believe that that will be done. If I don't call on somebody, I'm not disrespecting you. I'm just giving the respect to the person who has the floor at the time, or if another commissioner is talking, the commissioner is going to have the floor, manage them, have the floor, and I will try always to let the public talk in the end.

We're going into the commissioner's report now. We're going into non-agenda related comments. If somebody didn't throw out a comment form right about now, and they got something to say, I[unintelligible 01:32:51] say it. We're going to let them ask a question about tonight's meeting or a topic, if they have a topic.

I'm definitely not denying anybody a turn to speak, I promise you. We've had that. Anyway, it's commissioner's report. Ken Range?

**Ken:** I've covered everything I wanted to cover tonight.

**Roy:** I'm going to get this right. Richard.

**Richard:** The [unintelligible 01:33:19] is an official recreational [unintelligible 01:33:22] officially ends on the 26th, it's over, but it officially ends on the 26th. There's not very many fish being caught, so we're done. I will remind people that we are not having a September season because of impacts.

I explained that when I came in before. Everything we catch after September 1st, that's a climates fish, it comes off the top next year. It's an expanded number. If we catch five climates fish, the number of impacts means maybe 200 to 300 fish come off the top next year. Given the low abundance, I elected to not do that this year. [inaudible 01:34:02]

**Roy:** Danielle?

**Danielle:** Is there going to be a bubble this year?

**Richard:** There will be a bubble four days.

**Danielle:** Four days?

**Richard:** The first and second weekend of October.

**Danielle:** First and second?

**Richard:** I'm pretty sure I'll have to check the information, just one fish this year.

**Joe:** One fish and the size increase [unintelligible 01:34:25]

**Richard:** The size went to 26 inches, correct?

**Danielle:** Thank you.

**Richard:** That's the state does that, not me. That's based on a forecast for very little abundance in Chetco this year, which just as a personal side, I cannot differentiate why we have no fish, and then [unintelligible 01:34:49] got the forecast for 440,000 [unintelligible 01:34:52] on record. The fish go to the same place. If it's ocean survival, you're going to have to explain to me why our fish don't move to--anyway.

**Kathy:** May I ask for [unintelligible 01:35:04]

**Richard:** No.

**Kathy:** That's what I thought.

**Richard:** We're not going to have a season during September. They're having a slam salmon, salmon, I think.

**Female Speaker:** Are they all having that?

**Roy:** They're having the event without the fishing.

**Kathy:** No, fishing.

**Roy:** Correct. Mike probably left as well. Wes, do you have anything to report?

**Wes:** No.

**Roy:** Joe?

**Joe:** No.

**Roy:** Well, I do. I'm so happy that piece of property next door to David Allen State Farm is getting de-brushed and cleaned up. I don't- cannot handle--[crosstalk]

[laughter]

**Roy:** I walked there the other day and I'm telling you what? Not really much frightens me, but that was pretty frightening about the debris of garbage, the people that were there were non threatening, but just the Port owns that property, and it needs to look like the Port owns it.

As part of the cleanup process, it's getting groomed. Charles ran into a hiccup an inch and a half pin, broken half which never happens on heavy equipment, hardly ever, but it did. They've been stung by bees. They are dressed up like a hazmat people over there. I wouldn't want to do that job. They're cleaning it up, and they're not complaining about the bee stings. I watched Brett today, he was awesome, he's great.

He had about a 10-foot weed eater, and he was whacking at a bush like that. [unintelligible 01:36:47] you still remember me?" He whacked at that bush a couple times. He was looking for bees. He didn't want to get in there in just wide open and that he was checking for bees because him and Travis were- Travis was stung horrendously. He was very much in a lot of pain.

That cleanup project is going on. I want to remind everybody, with an events coordinator, people who work behind the scenes. You got people that are willing to

work with you on this board right now, it's Connie. Connie has talked about the past, but right now I can't tell you what a board you got up here.

If you got something you want to get done, come to these men. They're here to help you. They're not here to do this to you, Connie.

[laughter]

**Roy:** There has been good fishing. I talk with Trinity every other day. She's our local fish checker lady. A lot of fishing has been good, there's been some salmon caught. It's been slow. There's not a lot of good going on there. Anyway, thanks for coming tonight. Thanks for hanging out with the executive session and coming back in. Very, very important.

**Ken:** Are we going to go back to the previous plan? The executive meeting will be at the end of the meeting.

**Roy:** If we don't have a lawyer to pay, absolutely. If we don't have a lawyer to pay, the executive session will be last, and you'll have to do that. We got some really steep lawyer bills.

**Kathy:** To answer Ken's question, the next two meetings it looks like we'll have executive sessions. If you want to pay the attorney to be here for the whole meeting, or if you want a have the executive session in the morning, or probably in--

**Roy:** That's why I said if we have a lawyer involved, then the executive session will be first.

**Richard:** Can I ask a question?

**Roy:** Yes.

**Richard:** We have an executive session at four o'clock or five o'clock, and then have the meeting at 6:00.

**Joe:** [crosstalk] That would be much better if the people--[crosstalk]

**Roy:** Why not?

**Kathy:** [crosstalk] I'd like to suggest that as long as the public meeting is advertised properly.

**Joe:** I think it would be better for a lot of people instead of being here at 9:30 or 9:00.[crosstalk]

**Richard:** Like making everybody wait.

**Joe:** Those kids are supposed to be ready for school tomorrow.



August 21, 2018. Regular Meeting Transcript

**Wes:** They'll up, they're mine.

[laughter]

**Ken:** I'm impressed how well behaved they are.

**Wes:** They're going to be locked up in the closet when they get home.

[laughter]

**Roy:** That being said--

**Ken:** Motion to adjourn.

**Roy:** Second.

**Richard:** Third.

**Roy:** Meeting adjourned at 9:05, Tuesday, August 21st, 2018.

[01:40:04] [END OF AUDIO]

| |

*An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com) and the transcript is available only by request at the Port Office.*

**PORT OF BROOKINGS HARBOR  
Board of Commissioners  
Special Meeting Agenda**

Previous Port Office  
16340 Lower Harbor Rd Suite 103  
Harbor OR 97415

**Friday, August 31, 2018 • 3:00 pm**

Commissioners present: Position 1, Secretary Joe Speir, Position 3, Chairman Roy Davis, and Position 5, Secretary/Treasurer Kenneth Range. Also present were, Kathy Lindley Hall, Interim Manager, Martha Rice, Port Attorney, participating staff members and members of the public.

**1. Call to Order, Pledge of Allegiance, and Roll Call:**

Davis called the meeting to order at 3:00 pm. Board and audience stated the pledge of allegiance.

**2. Approval of Agenda:**

Range made a motion to add Resolution 497 to the agenda under new business letter C. Second by Speir. Motion passed 3-0. Range made a motion to approve the agenda as amended. Second by Speir. Motion passed 3-0.

**3. Executive Session ORS 192.660 (2)(e):**

The board adjourned out of regular meeting and reconvene into executive session at 3:03pm.

- e. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The board adjourn out of executive session and reconvene into regular meeting at 3:19pm.

**4. Agenda Related Public Comments:**

No agenda related public comments.

**5. Old Business:**

- a. No old business:

**6. New Business:**

a. IFA Loans:

Range informed the board that we have received the IFA Loans, but it is a stack. It's going to be interesting to be able to go through there and see what is encumbered by all of these different loans. Ms. Lindley Hall informed the board that eventually, you'll see a larger map down to three maps that show that indeed all of our property, with this one exception, the liens are filed with the county.

b. Sale of Port Property - MAP #41-13-05DB Tax Lot #1100:

Range made a motion to reject the offer, as it is, from Jerry Palogh. Second by Speir. Motion passed 3-0.

c. Resolution 497:

Davis informed the public Resolution 497 is limiting transfers of Harbor Sanitary District System Development Credit. Speir made a motion to accept Resolution 497. Second by Range. Motion passed 3-0.

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

No non-agenda related public comments.

**8. Adjournment:**

Davis adjourned the meeting at 3:26 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

*An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com) and the transcript is available only by request at the Port Office.*



**\*PLEASE NOTE THESE TRANSCRIPTS HAVE NOT BEEN ALTERED OR  
CHANGED BY THE PORT OF BROOKINGS HARBOR\***

**Roy:** Okay. Can we get a roll call, Danielle, please?

**Danielle:** Joe Speir?

**Joe:** Here.

**Danielle:** Roy Davis?

**Roy:** Here.

**Danielle:** Ken Range?

**Ken:** Here.

**Danielle:** Martha Rice?

**Martha:** Here.

**Danielle:** Kathy Lindley Hall?

**Kathy:** Here.

**Danielle:** Richard Deep and Wesley Baratoli are absent.

**Roy:** Okay. Can we stand and say the pledge of allegiance please?

**Everyone:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**Roy:** I'm going to ask the board. If we want to take action on this resolution. We're going to have to add it to the agenda.

**Ken:** Add it to the agenda.

**Roy:** I agree.

**Kathy:** You should do it formally in the form of a motion.

**Roy:** We will. I am just getting their opinions. Joe?

**Joe:** Yes. I'm all for it.

**Roy:** Okay. Can I get a motion to add resolution number 497 to the agenda under new business alphabet letter C?

**Joe:** I'll make the motion that we do.

File name: August 31, 2018 SM Audio Part 1.WMA

**Ken:** I'll second that.

**Roy:** Danielle?

**Danielle:** Joe Speir.

**Joe:** Yes.

**Danielle:** Roy Davis?

**Roy:** Yes.

**Danielle:** Ken Range?

**Ken:** Yes.

**Roy:** Okay. Can I get an approval of the agenda as amended?

**Joe:** I'll make a motion we approve the agenda as amended.

**Ken:** I second it.

**Roy:** Danielle?

**Danielle:** Joe?

**Joe:** Yes.

**Danielle:** Roy?

**Roy:** Yes.

**Danielle:** ken.

**Ken:** Yes.

**Roy:** Okay. We're going to adjourn out of public sector and into executive session. I'm going to have to ask the public to stand outside please. Please wait there's a lot of meeting after the executive session.

**Joe:** Also, it shouldn't be a whole lot long I don't think.

**Roy:** No.

**[00:02:26] [END OF AUDIO]**

**\*PLEASE NOTE THESE TRANSCRIPTS HAVE NOT BEEN ALTERED OR CHANGED BY THE PORT OF BROOKINGS HARBOR\***

**Roy Davis:** Session at 3:19 August 31st, 2018, we're going to adjourn into public sector at 3:20 August 31st, 2018. As per discussion by council, I'm going to ask Ken to make a motion on the decline of the agreement on the property, south of David Allen Insurance which is-- Is this the sale of property number down here? Kathy will look at this. That map number would be number 41-13-05 DB, tax lot number 1100.

**Kathy Lindley Hall:** The print is too small for me. I'm going to assume that that's the correct information.

**Roy:** It was like you're running out of ink in your printer.

**Ken Range:** I can see it fine.

**Roy:** What's that?

**Joe Speir:** Are we taking it out of the agenda?

**Roy:** No.

**Joe:** Okay.

**Roy:** When we get to this B, we'll have the motion.

**Joe:** Okay.

**Roy:** I have no agenda-related public comments before us today. There is no old business before us. New business, alphabet A, IFA Loans, Kathy or Ken?

**Ken:** We've got all the copies. I just haven't had time to go through them yet.

**Roy:** There wasn't that much reading.

**Kathy:** [laughs] There wasn't that much reading.

**Danielle Shepard:** We have a copy if you want.

**Roy:** It was intimidating.

**Kathy:** You don't need it for reference. [laughs]

**Roy:** I think it's interesting on the loan documents so that we can see what it is. Each document has some sort of attachment to it as far as the physical properties. It will be interesting to be able to go through there and see what is encumbered by all of these different loans and then if there's a blanket thing that covers, [laughs] the catch-all on the rest of the property, that will be interesting. If nothing else, it'll be an interesting event.



August 31, 2018, Special Meeting Audio Part 2

**Kathy:** I don't think we can afford to pay Martha [unintelligible 00:03:06].

**Roy:** No, we're not.

[laughter]

**Danielle:** I may need the reference at some point. So, I'll take the stack.

**Kathy:** [laughs] You're welcome to the stack. Please don't read the monarch [unintelligible 00:03:18].

**Danielle:** I got you.

**Roy:** With that being said, Kathy, do you have anything to add to the IFA loan information under new business?

**Kathy:** Having the loans and again, the stack is intimidating to me. I do have the title search that was done in 2009 that show the specific liens against-- and then there is a map, very much like the one that is attached to this and in some cases on the title search that was done in 2009, I was able to highlight that particular aerial. It's all going to help and eventually, you'll see larger maps down to three maps that show that indeed all of our property, with this one exception, the liens are filed with the county.

**Roy:** Joe, do you have anything to add to that?

**Joe:** No.

**Roy:** Ken?

**Ken:** No.

**Roy:** Okay. We're going to move to new business, alphabet B. Sale of property. Map number 41-13-05 DB, tax lot number 1100. We're going to decline that offer and I'm going to ask Commissioner Ken Range to make a motion pertaining to that rejection.

**Ken:** I would make a motion we reject the offer as it is. Do we need anything more than that?

**Kathy:** I would mention who submitted the offer.

**Ken:** Who submitted it? Okay. Jerry P-A-L-O-G-H.

**Roy:** Is that good?

**Ken:** Yes. That's the person who made the offer.

**Joe:** I second that.

File name: August 31, 2018 SM Audio Part 2.WMA

**Ken:** I'm waiting when you guys finish.

**Danielle:** Joe?

**Joe:** Yes.

**Danielle:** Roy?

**Roy:** Yes.

**Danielle:** Ken?

**Ken:** Yes.

**Roy:** Okay. There are no non-agenda related--

**Kathy:** Wait a minute. You've got number C.

**Roy:** C? I'm sorry. New business alphabet C is Resolution 497. For Britain's harbor, a resolution by the port of British harbor, limiting transfers of harbor sanitary district system development's credit. Can I get your motion?

**Ken:** I motion to accept that resolution 497. It was blurry.

**Joe:** I second that.

**Roy:** Danielle?

**Danielle:** Joe?

**Joe:** Yes.

**Danielle:** Roy?

**Roy:** Yes.

**Danielle:** Ken?

**Ken:** Yes.

**Roy:** There are no non-agenda related comments today. With that being said, meeting is adjourned. Meeting was adjourned at 3:26 August 31st, 2018.

**[00:06:56] [END OF AUDIO]**



# Port of Brookings Harbor

## Financial Reports for the August 2018

- **Balance Sheet**
- **Port Profit & Loss**
- **Profit & Loss Budget Performance**
- **Profit & Loss Pervious Year Comparison**
- **Beachfront RV Park Profit & Loss**
- **Boatyard Profit & Loss**
- **Commercial Retail Profit & Loss**
- **Commercial Retail Leases**
- **Fuel Dock Profit & Loss**
- **Marina & Administration Profit & Loss**
- **Property Ground Use Profit & Loss**
- **Capital Projects Activity**
- **Check Registers**

**Port of Brookings Harbor  
Balance Sheet**  
As of August 31, 2018

	Aug 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · CASH & CASH EQUIVALENTS	49,962.16
1002 · General Funds Ckg Umpqua 3634	250,388.73
1005 · General Fund LGIP 6017	300,350.89
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	300,350.89
1006 · Cash on Hand/Petty Cash	
1008 · Office/Financial Officer	460.31
1010 · Fuel Dock Cash Drawer	600.00
1012 · RV Park Cash Drawer	930.00
1014 · Office/Reception Cash Drawer	200.00
<b>Total 1006 · Cash on Hand/Petty Cash</b>	2,190.31
1020 · RESTRICTED - CASH/EQUIVALENTS	
1022 · USDA BOND Umpqua MM 9529	2,504.56
1024 · Capital Projects Umpqua 8018	2,500.00
1028 · Debt Service Umpqua MM 8627	
TELEHANDLER	200.00
TRAVEL LIFT	200.00
1028.1 · IFA LOAN SAVINGS	2,507.31
<b>Total 1028 · Debt Service Umpqua MM 8627</b>	2,907.31
1030 · Oregon State Treasury LGIP	
1032 · USDA Bond Fund LGIP 6021	119,256.68
1034 · Capital Projects Fund LGIP 6019	960.87
1036 · Reserve Fund LGIP 6018	11,160.11
1038 · Debt Service Fund LGIP 6020	
IFA LOAN	60,327.53
1038.2 · TRAVELIFT	3,423.00
1038.3 · GENIE FORKLIFT	1,316.16
<b>Total 1038 · Debt Service Fund LGIP 6020</b>	65,066.69
<b>Total 1030 · Oregon State Treasury LGIP</b>	196,444.35
1020 · RESTRICTED - CASH/EQUIVALENTS	
<b>Total 1020 · RESTRICTED - CASH/EQUIVALENTS</b>	204,356.22
<b>Total Checking/Savings</b>	506,897.42

**Port of Brookings Harbor**  
**Balance Sheet**  
As of August 31, 2018

	Aug 31, 18
Accounts Receivable	
1200 · Accounts Receivable Account	39,776.66
<b>Total Accounts Receivable</b>	<b>39,776.66</b>
Other Current Assets	
1210 · A/R-Auditor Adjustment Account	32,891.00
1305 · FUEL Inventory	34,745.35
1310 · Prepaid Insurance	8,230.00
1320 · Due from Other Port Funds	
1322 · Due from Capital Projects Fund	56,510.65
<b>Total 1320 · Due from Other Port Funds</b>	<b>56,510.65</b>
1330 · Trans out to Other Port Funds	
1334 · Trans out to Capital Proj Fund	639.35
1338 · Trans out to USDA Bond Fund	22,525.00
1340 · Trans out to Debt Service Fund	55,989.00
<b>Total 1330 · Trans out to Other Port Funds</b>	<b>79,153.35</b>
<b>1400 · RECEIVABLES</b>	
1402 · Tax Appropriations Receivable	22,893.00
1405 · Grants Receivables	
1408 · Dock Renovation L.16010	41,578.00
<b>Total 1405 · Grants Receivables</b>	<b>41,578.00</b>
<b>Total 1400 · RECEIVABLES</b>	<b>64,471.00</b>
1499 · Undeposited Funds	1,862.30
<b>Total Other Current Assets</b>	<b>277,853.65</b>
<b>Total Current Assets</b>	<b>824,537.73</b>
Fixed Assets	
1600 · Fixed Asset	
1605 · Construction in Progress	1,537,645.75
1610 · Land	2,537,448.00
1615 · Idle & Impaired Assets	557,163.00
1620 · Buildings & Docks	14,504,923.68



**Port of Brookings Harbor  
Balance Sheet  
As of August 31, 2018**

	Aug 31, 18
1630 · Equipment	
1632 · 2017-50 BFMIII Travelift	343,750.00
1635 · 2017 Ford F250 Truck	25,701.50
1636 · 2018 Genie Forklift GTH-1256	147,852.00
1638 · 2018 Ford F150 Truck	20,552.82
1630 · Equipment - Other	190,982.00
<b>Total 1630 · Equipment</b>	<b>728,838.32</b>
<b>Total 1600 · Fixed Asset</b>	<b>19,866,018.75</b>
1690 · Allowance for depreciation	-5,123,949.00
<b>Total Fixed Assets</b>	<b>14,742,069.75</b>
<b>TOTAL ASSETS</b>	<b>15,566,607.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	-17,018.51
<b>Total Accounts Payable</b>	<b>-17,018.51</b>
Credit Cards	
2008 · RCU VISA ACCT	634.12
<b>Total Credit Cards</b>	<b>634.12</b>
Other Current Liabilities	
2012 · ACCRUED BENEFITS	22,830.55
2013 · Accrued Int Payable-Restricted	81,705.00
2015 · DEFERRED REVENUE	44,555.00
2020 · Security Deposits C/R	10,786.53
2022 · Key Deposit	1,460.00
2026 · Deposits Payable	1,000.00
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	56,510.65
<b>Total 2120 · Due to Other Port Funds</b>	<b>56,510.65</b>

**Port of Brookings Harbor  
Balance Sheet  
As of August 31, 2018**

	Aug 31, 18
<b>2130 - Trans in to Other Port Funds</b>	
2134 - Trans in to Capital Proj Fund	639.35
2138 - Trans in to USDA Bond Fund	22,525.00
2140 - Trans in to Debt Service Fund	55,989.00
<b>Total 2130 - Trans in to Other Port Funds</b>	79,153.35
<b>2150 - Current Portion of LT Debt</b>	377,043.00
<b>Total Other Current Liabilities</b>	675,044.08
<b>Total Current Liabilities</b>	658,659.69
<b>Long Term Liabilities</b>	
2200 - Notes Payable	
Revenue Bonds Payable	
2280 - USDA #97-02	1,222,071.87
<b>Total Revenue Bonds Payable</b>	1,222,071.87
<b>2205 - 50 BFMII Travelift Mobile Boat</b>	250,550.64
<b>2215 - 2018 Genie Reach Forklift</b>	94,153.91
<b>2235 - Land Purchase-Kyle Aubin</b>	15,912.00
<b>2250 - OEDD/Restructure Prin Pmts</b>	
<b>IFA/OBDD LOANS</b>	
2256 - IFA/OBDD #520139/Boardwalk	75,869.07
2257 - IFA/OBDD #525172/RV Park Im...	136,836.72
2258 - IFA/OBDD #525176/Green Bldg	307,229.04
2259 - IFA/OBDD #525181/EurekaFish...	203,474.72
<b>Total IFA/OBDD LOANS</b>	723,409.55
<b>IFA/SPWF LOANS</b>	
2261 - IFA/SPWF L02009/Cold Storage	820,648.64
2263 - IFA/SPWF L96003/RV Park Bea...	68,779.57
2264 - IFA/SPWF L98004/Dock Improv	222,971.25
2265 - L02001/Marine Fueling Dock	205,254.16
2266 - X03004/Eureka Fishery Invoice	220,191.83
<b>Total IFA/SPWF LOANS</b>	1,537,845.45
<b>Total 2250 - OEDD/Restructure Prin Pmts</b>	2,261,255.00
<b>Total 2200 - Notes Payable</b>	3,843,943.42

**Port of Brookings Harbor  
Balance Sheet  
As of August 31, 2018**

	Aug 31, 18
2207 · Accrued interest payable	2,730,127.00
2290 · Less current portion	-377,043.00
<b>Total Long Term Liabilities</b>	<b>6,197,027.42</b>
<b>Total Liabilities</b>	<b>6,855,687.11</b>
<b>Equity</b>	
2900 · Port Equity Account	7,878,948.45
3900 · <b>RETAINED EARNINGS</b>	583,420.46
Net Income	248,551.46
<b>Total Equity</b>	<b>8,710,920.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,566,607.48</b>

Port of Brookings Harbor  
**Port Profit & Loss**  
 August 2018

Aug 18

Ordinary Income/Expense

Income

4100 · MARINA/ADMINISTRATION	
4110 · Returned Check Charges	50.00
4120 · Finance Charges/Income	272.41
4125 · Administrative Fees	225.69
4130 · Boat Launch	2,670.00
4135 · Storage	6,839.25
4140 · Other Revenue	100.00
4300 · MOORAGE	
4310 · Commercial Slip Rent	17,673.18
4320 · Recreational Slip Rent	45,936.50
4325 · Transient	2,704.79
4340 · Moorage Electric	2,057.54
Total 4300 · MOORAGE	<u>68,372.01</u>
Total 4100 · MARINA/ADMINISTRATION	<u>78,529.36</u>
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	41,742.90
4211 · CR/ Electric	67.88
4212 · CR/ Water	90.00
4214 · CR/ Sewer	136.34
4221 · Repair & Improvement	100.00
4222 · CPI-U	780.73
Total 4200 · COMMERCIAL RETAIL	<u>42,917.85</u>
4400 · RV PARK	
4410 · Space Rental	106,113.00
4440 · Laundry & Showers	978.50
4450 · Wood Sales	690.00
4460 · Dump Charges	5.00
4470 · Misc Purchases & Sales	146.00
Total 4400 · RV PARK	<u>107,932.50</u>
4500 · FUEL SALES	

Port of Brookings Harbor  
**Port Profit & Loss**  
 August 2018

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4505 · DIESEL 65,038.71  
 4510 · GAS 15,073.76  
 4515 · OTHER FUEL SALES 823.60  
 Total 4500 · FUEL SALES 80,936.07

4600 · BOATYARD  
 4630 · Other Services & Sales 609.00  
 4635 · Travel Lift Haul Out 1,829.70  
 4640 · Labor 120.00  
 4645 · Telehandler 360.00  
 4655 · Yard Days 3,592.50  
 Total 4600 · BOATYARD 6,511.20

4900 · PROPERTY GROUND USE  
 4910 · Grounds Use Fee 300.00  
 Total 4900 · PROPERTY GROUND USE 300.00

Total Income 317,126.98

Gross Profit 317,126.98

Expense

5000 · PERSONNEL SERVICES/PAYROLL  
 5010 · WAGES & SALARIES  
 5012 · OFFICE STAFF  
     5016 · Wages/Port Office 11,806.43  
     5018 · Wages/RV Park 5,103.30  
 Total 5012 · OFFICE STAFF 16,909.73

5020 · OPERATIONS STAFF  
     5021 · Wages/Boatyard 3,221.03  
     5022 · Wages/Comm Retail 913.31  
     5023 · Wages/Fuel Dock 1,680.54  
     5024 · Wages/Land Use 484.22  
     5025 · Wages/Marina 8,167.49  
     5026 · Wages/RV Park 1,546.23  
 Total 5020 · OPERATIONS STAFF 16,012.82

5040 · OVERTIME

**Port of Brookings Harbor  
Port Profit & Loss  
August 2018**

Aug 18

<b>5042 · OFFICE/OVERTIME</b>	
5044 · Overtime/Port Office	389.51
5046 · Overtime/RV Park Office	232.68
<b>Total 5042 · OFFICE/OVERTIME</b>	<u>622.19</u>
<b>5050 · OPERATIONS/OVERTIME</b>	
5051 · Overtime/Boatyard	7.51
5052 · Overtime/Comm Retail	148.39
5053 · Overtime/Fuel Dock	190.75
5055 · Overtime/Marina	355.45
5056 · Overtime/RV Park Operations	133.80
<b>Total 5050 · OPERATIONS/OVERTIME</b>	<u>835.90</u>
<b>Total 5040 · OVERTIME</b>	<u>1,458.09</u>
<b>Total 5010 · WAGES &amp; SALARIES</b>	<u>34,380.64</u>
<b>5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	
5068 · Paid Time Off	4,978.34
5070 · Payroll Taxes	4,174.12
5076 · Health Care and Dental	4,247.81
5090 · SEP Retirement	
5094 · Office	1,416.91
5096 · Operations	2,218.09
<b>Total 5090 · SEP Retirement</b>	<u>3,635.00</u>
<b>Total 5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	<u>17,035.27</u>
<b>Total 5000 · PERSONNEL SERVICES/PAYROLL</b>	<u>51,415.91</u>
<b>6100 · REPAIRS &amp; MAINTENANCE</b>	
6110 · Maintenance & Repairs	5,693.72
6115 · Services & Supplies	9,272.08
6120 · Landscaping & Beautification	1,300.00
6125 · Tools-Under \$5,000	1,037.06
6135 · Security Contract	2,000.00
<b>Total 6100 · REPAIRS &amp; MAINTENANCE</b>	<u>19,302.86</u>
<b>6150 · FUEL purchased for resale</b>	72,484.74
<b>6200 · UTILITIES</b>	

Port of Brookings Harbor  
**Port Profit & Loss**  
 August 2018

	Aug 18
6210 · Telecommunications	679.90
6220 · Electric	7,872.14
6230 · Water	1,868.90
6240 · Sanitary	4,493.92
6250 · Waste Management	14,549.25
6270 · Propane Gas	186.58
<b>Total 6200 · UTILITIES</b>	<b>29,650.69</b>
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	527.85
6320 · Leased Equipment(Incl'g copier)	2,193.70
6330 · Dues, Subs & Pubs	475.12
6345 · Postage	704.88
<b>Total 6300 · OFFICE EXPENSE</b>	<b>3,901.55</b>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	4,927.90
6360 · Bank Service Charge/Fees	30.46
<b>Total 6350 · BANK SERVICE &amp; FINANCE FEES</b>	<b>4,958.36</b>
6400 · TRAVEL & ENTERTAINMENT	
6425 · Mileage Reimbursement	314.31
<b>Total 6400 · TRAVEL &amp; ENTERTAINMENT</b>	<b>314.31</b>
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	110.00
<b>Total 6500 · PERMITS, LICENSES, TAXES &amp; MISC</b>	<b>110.00</b>
6800 · INSURANCE; PROP & CAS, BOND	
6900 · PROFESSIONAL FEES	6,477.00
6924 · Management Consulting	3,000.00
6925 · Consultants	5,732.00
6935 · Legal	4,884.00
6945 · IT Support/Services	149.00
6955 · Payroll Administration Fee	229.60
<b>Total 6900 · PROFESSIONAL FEES</b>	<b>13,994.60</b>
<b>Total Expense</b>	<b>202,610.02</b>

Port of Brookings Harbor  
**Port Profit & Loss**  
 August 2018

	<u>Aug 18</u>
Net Ordinary Income	114,516.96
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	530.97
7020 · Current Tax Levy	547.03
Total 7000 · PROPERTY TAX	<u>1,078.00</u>
7100 · INTEREST & DIVIDENDS INCOME	
7110 · MISC INCOME	
7155 · Donations	25.00
Total 7110 · MISC INCOME	<u>25.00</u>
7200 · GRANT REVENUES	
7213 · Boarding Docks/Launch FG #1587	3,590.98
7240 · MAP Grant	4,825.00
Total 7200 · GRANT REVENUES	<u>8,415.98</u>
Total Other Income	<u>10,249.32</u>
Other Expense	
8300 · HMGP-FEMA & GRANTS EXPENSE	
8310 · FEMA - DR4258-OR-7 B 1 Piling	2,670.00
8330 · FEMA/OEM Fuel Ramp Repairs	1,090.00
8300 · HMGP-FEMA & GRANTS EXPENSE - Other	460.00
Total 8300 · HMGP-FEMA & GRANTS EXPENSE	<u>4,220.00</u>
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8443 · 50 BFMII Travelift Interest	1,166.45
8444 · 2018 Genie Forklift Interest	491.65
Total 8430 · Paid Interest	<u>1,658.10</u>
Total 8400 · DEBT SERVICE FUND	<u>1,658.10</u>
Total Other Expense	<u>5,878.10</u>
Net Other Income	<u>4,371.22</u>
Net Income	<u><u>118,888.18</u></u>



Port of Brookings Harbor  
**Profit & Loss Budget Performance**

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · MARINA/ADMINISTRATION	163,367.12	620,400.00	26.33%
4200 · COMMERCIAL RETAIL	136,625.81	522,700.00	26.14%
4400 · RV PARK	268,655.00	576,349.00	46.61%
4500 · FUEL SALES	236,527.97	458,516.00	51.59%
4600 · BOATYARD	18,397.15	104,437.00	17.62%
4900 · PROPERTY GROUND USE	3,570.00	5,000.00	71.4%
<b>Total Income</b>	<b>827,143.05</b>	<b>2,287,402.00</b>	<b>36.16%</b>
<b>Gross Profit</b>	<b>827,143.05</b>	<b>2,287,402.00</b>	<b>36.16%</b>
<b>Expense</b>			
5000 · PERSONNEL SERVICES/PAYROLL	111,392.14	656,478.95	16.97%
6001 · ADVERTISING & NOTIFICATIONS	1,444.64	12,169.00	11.87%
6100 · REPAIRS & MAINTENANCE	39,564.49	329,593.29	12.0%
6150 · FUEL purchased for resale	187,556.05	373,543.00	50.21%
6200 · UTILITIES	72,874.10	280,891.00	25.94%
6300 · OFFICE EXPENSE	8,934.89	48,004.00	18.61%
6350 · BANK SERVICE & FINANCE FEES	13,307.41	26,803.95	49.65%
6400 · TRAVEL & ENTERTAINMENT	543.75	2,725.00	19.95%
6500 · PERMITS, LICENSES, TAXES & MISC	2,984.85	19,062.95	15.66%
6585 · HARBOR RFPD SERVICE		15,000.00	
6600 · BAD DEBT		6,482.00	
6800 · INSURANCE; PROP & CAS, BOND	38,327.00	101,299.16	37.84%
6900 · PROFESSIONAL FEES	25,164.00	125,921.00	19.98%
<b>Total Expense</b>	<b>502,093.32</b>	<b>1,997,973.30</b>	<b>25.13%</b>
<b>Net Ordinary Income</b>	<b>325,049.73</b>	<b>289,428.70</b>	<b>112.31%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · PROPERTY TAX	3,160.62	222,504.00	1.42%
7100 · INTEREST & DIVIDENDS INCOME	1,262.78	3,616.24	34.92%

**Port of Brookings Harbor**  
**Profit & Loss Budget Performance**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget
7110 · MISC INCOME	225.00	31,384.00	0.72%
7170 · Sale of Assets		184,000.00	
7200 · GRANT REVENUES	8,415.98	321,760.86	2.62%
7300 · FEMA REVENUE	3,600.88		
7400 · HMGP-FEMA & GRANTS REVENUE		2,375,958.00	
<b>Total Other Income</b>	<b>16,665.26</b>	<b>3,139,223.10</b>	<b>0.53%</b>
<b>Other Expense</b>			
7700 · CAPITAL OUTLAYS; GENERAL FUND	13,818.12	32,433.82	42.6%
8100 · FEMA EXPENSES		15,000.00	
8200 · GRANT EXPENSES	3,473.90	330,354.30	1.05%
8300 · HMGP-FEMA & GRANTS EXPENSE	5,420.00	1,844,903.81	0.29%
8400 · DEBT SERVICE FUND	3,778.74	19,333.83	19.55%
8600 · USDA REVENUE BOND		64,390.09	
<b>Total Other Expense</b>	<b>26,490.76</b>	<b>2,306,415.85</b>	<b>1.15%</b>
<b>Net Other Income</b>	<b>-9,825.50</b>	<b>832,807.25</b>	<b>-1.18%</b>
<b>Net Income</b>	<b>315,224.23</b>	<b>1,122,235.95</b>	<b>28.09%</b>

## Port of Brookings Harbor Profit & Loss Previous Year Comparison August 2018

	Aug 18	Aug 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · MARINA/ADMINISTRATION				
4110 · Returned Check Charges	50.00	50.00		100.0%
4120 · Finance Charges/Income	272.41	212.53	59.88	354.93%
4125 · Administrative Fees	225.69	7.50	218.19	2,909.2%
4126 · Revenue/Collections	32.21	-32.21		-100.0%
4130 · Boat Launch	2,670.00	2,256.00	414.00	18.35%
4135 · Storage	6,839.25	4,276.81	2,562.44	59.92%
4140 · Other Revenue	100.00	518.00	-418.00	-80.7%
4300 · MOORAGE				
4310 · Commercial Slip Rent	17,673.18	5,457.69	12,215.49	223.82%
4320 · Recreational Slip Rent	45,936.50	43,789.18	2,147.32	4.9%
4325 · Transient	2,704.79	1,866.95	817.84	43.34%
4330 · Liveaboard	900.00	-900.00		-100.0%
4335 · Dock Box	186.00	-186.00		-100.0%
4340 · Moorage Electric	2,057.54	2,366.05	-308.51	-13.04%
<b>Total 4300 · MOORAGE</b>	<b>68,372.01</b>	<b>54,585.87</b>	<b>13,786.14</b>	<b>25.26%</b>
<b>Total 4100 · MARINA/ADMINISTRATION</b>	<b>78,529.36</b>	<b>61,736.27</b>	<b>16,793.09</b>	<b>27.2%</b>
4200 · COMMERCIAL RETAIL				
4210 · Commercial Retail Lease	41,742.90	38,548.64	3,194.26	8.29%
4211 · CRJ Electric	67.88	866.62	-798.74	-92.17%
4212 · CRJ Water	90.00	79.00	11.00	13.92%
4214 · CRJ Sewer	136.34	32.08	104.26	325.0%
4221 · Repair & Improvement	100.00	100.00		100.0%
4222 · CPI-U	780.73	102.27	678.46	663.4%
<b>Total 4200 · COMMERCIAL RETAIL</b>	<b>42,917.85</b>	<b>39,628.61</b>	<b>3,289.24</b>	<b>8.3%</b>
4400 · RV PARK				
4410 · Space Rental	106,113.00	76,549.00	29,564.00	38.62%
4440 · Laundry & Showers	978.50	1,247.25	-268.75	-21.55%
4450 · Wood Sales	690.00	395.00	295.00	74.68%
4460 · Dump Charges	5.00	10.00	-5.00	-50.0%
4470 · Misc Purchases & Sales	146.00	268.19	-122.19	-45.56%
<b>Total 4400 · RV PARK</b>	<b>107,932.50</b>	<b>78,469.44</b>	<b>29,463.06</b>	<b>37.55%</b>

## Port of Brookings Harbor Profit & Loss Previous Year Comparison August 2018

	Aug 18	Aug 17	\$ Change	% Change
<b>4500 · FUEL SALES</b>				
4505 · DIESEL	65,038.71	42,716.29	22,322.42	52.26%
4510 · GAS	15,073.76	10,250.96	4,822.80	47.05%
4515 · OTHER FUEL SALES	823.60	580.80	242.80	41.8%
<b>Total 4500 · FUEL SALES</b>	<b>80,936.07</b>	<b>53,548.05</b>	<b>27,388.02</b>	<b>51.15%</b>
<b>4600 · BOATYARD</b>				
4630 · Other Services & Sales	609.00	1,034.00	-425.00	-41.1%
4635 · Travel Lift Haul Out	1,829.70	2,899.70	-1,070.00	-36.9%
4640 · Labor	120.00	120.00		
4645 · Telehandler	360.00		360.00	100.0%
4655 · Yard Days	3,592.50	6,610.30	-3,017.80	-45.65%
<b>Total 4600 · BOATYARD</b>	<b>6,511.20</b>	<b>10,664.00</b>	<b>-4,152.80</b>	<b>-38.94%</b>
<b>4900 · PROPERTY GROUND USE</b>				
4910 · Grounds Use Fee	300.00	240.00	60.00	25.0%
4920 · Labor		150.00	-150.00	-100.0%
4930 · Material/Repair		100.00	-100.00	-100.0%
<b>Total 4900 · PROPERTY GROUND USE</b>	<b>300.00</b>	<b>490.00</b>	<b>-190.00</b>	<b>-38.78%</b>
<b>Total Income</b>	<b>317,126.98</b>	<b>244,536.37</b>	<b>72,590.61</b>	<b>29.69%</b>
<b>Gross Profit</b>	<b>317,126.98</b>	<b>244,536.37</b>	<b>72,590.61</b>	<b>29.69%</b>
<b>Expense</b>				
<b>5000 · PERSONNEL SERVICES/PAYROLL</b>				
<b>5010 · WAGES &amp; SALARIES</b>				
5012 · OFFICE STAFF				
5014 · Salary/Port Manager		9,087.12	-9,087.12	-100.0%
5016 · Wages/Port Office	11,806.43	9,225.24	2,581.19	27.98%
5018 · Wages/RV Park	5,103.30	6,086.74	-983.44	-16.16%
<b>Total 5012 · OFFICE STAFF</b>	<b>16,909.73</b>	<b>24,399.10</b>	<b>-7,489.37</b>	<b>-30.7%</b>
<b>5020 · OPERATIONS STAFF</b>				
5021 · Wages/Boatyard	3,221.03	6,362.35	-3,141.32	-49.37%
5022 · Wages/Comm Retail	913.31	359.90	553.41	153.77%
5023 · Wages/Fuel Dock	1,680.54	1,139.00	541.54	47.55%
5024 · Wages/Land Use	484.22	107.10	377.12	352.12%
5025 · Wages/Marina	8,167.49	6,411.57	1,755.92	27.39%
5026 · Wages/RV Park	1,546.23		1,546.23	100.0%

**Port of Brookings Harbor  
Profit & Loss Previous Year Comparison  
August 2018**

	Aug 18	Aug 17	\$ Change	% Change
5028 · Wages/Capital Projects		1,541.94	-1,541.94	-100.0%
<b>Total 5020 · OPERATIONS STAFF</b>	16,012.82	15,921.86	90.96	0.57%
<b>5040 · OVERTIME</b>				
<b>5042 · OFFICE/OVERTIME</b>				
5044 · Overtime/Port Office	389.51	26.78	362.73	1,354.48%
5046 · Overtime/RV Park Office	232.68	1,134.80	-902.12	-79.5%
<b>Total 5042 · OFFICE/OVERTIME</b>	622.19	1,161.58	-539.39	-46.44%
<b>5050 · OPERATIONS/OVERTIME</b>				
5051 · Overtime/Boatyard	7.51	1,181.45	-1,173.94	-99.36%
5052 · Overtime/Comm Retail	148.39	18.50	129.89	702.11%
5053 · Overtime/Fuel Dock	190.75	69.70	121.05	173.67%
5054 · Overtime/Land Use	355.45	229.95	229.95	-100.0%
5055 · Overtime/Marina	133.80	162.42	193.03	118.85%
5056 · Overtime/RV Park Operations		133.80	133.80	100.0%
5057 · Overtime/Capital Projects		1,178.11	-1,178.11	-100.0%
<b>Total 5050 · OPERATIONS/OVERTIME</b>	835.90	2,840.13	-2,004.23	-70.57%
<b>Total 5040 · OVERTIME</b>	1,458.09	4,001.71	-2,543.62	-63.56%
<b>Total 5010 · WAGES &amp; SALARIES</b>	34,380.64	44,322.67	-9,942.03	-22.43%
<b>5060 · EMPLOYEE COSTS &amp; BENEFITS</b>				
5068 · Paid Time Off	4,978.34	2,211.24	2,767.10	125.14%
5070 · Payroll Taxes	4,174.12	4,723.12	-549.00	-11.62%
5072 · Workers Compensation				
5074 · Personal Vehicle Allowance		415.50	-415.50	-100.0%
5076 · Health Care and Dental	4,247.81	5,451.25	-1,203.44	-22.08%
5090 · SEP Retirement				
5092 · Port Manager		950.25	-950.25	-100.0%
5094 · Office	1,416.91	1,543.21	-126.30	-8.18%
5096 · Operations	2,218.09	2,143.88	74.21	3.46%
<b>Total 5090 · SEP Retirement</b>	3,635.00	4,637.34	-1,002.34	-21.62%
<b>Total 5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	17,035.27	17,438.45	-403.18	-2.31%
<b>Total 5000 · PERSONNEL SERVICES/PAYROLL</b>	51,415.91	61,761.12	-10,345.21	-16.75%
5540 · MINI-MART (Cost of Goods)				
6001 · ADVERTISING & NOTIFICATIONS				
6002 · Marketing & Advertising		2,332.75	-2,332.75	-100.0%

**Port of Brookings Harbor**  
**Profit & Loss Previous Year Comparison**  
 August 2018

	Aug 18	Aug 17	\$ Change	% Change
6004 · Legal Notices		320.14	-320.14	-100.0%
<b>Total 6001 · ADVERTISING &amp; NOTIFICATIONS</b>		2,652.89	-2,652.89	-100.0%
<b>6100 · REPAIRS &amp; MAINTENANCE</b>				
6110 · Maintenance & Repairs	5,693.72	3,671.73	2,021.99	55.07%
6115 · Services & Supplies	9,272.08	7,322.09	1,949.99	26.63%
6120 · Landscaping & Beautification	1,300.00	1,300.00	0.00	100.0%
6125 · Tools-Under \$5,000	1,037.06	1,037.06	0.00	100.0%
6135 · Security Contract	2,000.00	1,000.00	1,000.00	100.0%
<b>Total 6100 · REPAIRS &amp; MAINTENANCE</b>	19,302.86	11,993.82	7,309.04	60.94%
6150 · FUEL purchased for resale	72,484.74	43,038.12	29,446.62	68.42%
<b>6200 · UTILITIES</b>				
6210 · Telecommunications	679.90	722.71	-42.81	-5.92%
6220 · Electric	7,872.14	8,354.56	-482.42	-5.77%
6230 · Water	1,868.90	4,775.54	-2,906.64	-60.87%
6240 · Sanitary	4,493.92	10,581.24	-6,087.32	-57.53%
6250 · Waste Management	14,549.25	15,621.44	-1,072.19	-6.86%
6260 · Cable TV	398.68	398.68	0.00	100.0%
6270 · Propane Gas	186.58	132.01	54.57	41.34%
<b>Total 6200 · UTILITIES</b>	29,650.69	40,586.18	-10,935.49	-26.94%
<b>6300 · OFFICE EXPENSE</b>				
6315 · Office Services & Supplies	527.85	686.29	-158.44	-23.09%
6320 · Leased Equipment(inc'l'g copier)	2,193.70	1,798.66	395.04	21.96%
6330 · Dues, Subs & Pubs	475.12	1.00	474.12	47,412.0%
6345 · Postage	704.88	90.50	614.38	678.87%
<b>Total 6300 · OFFICE EXPENSE</b>	3,901.55	2,576.45	1,325.10	51.43%
<b>6350 · BANK SERVICE &amp; FINANCE FEES</b>				
6335 · Merchant Services Fees	4,927.90	3,418.56	1,509.34	44.15%
6360 · Bank Service Charge/Fees	30.46	-29.11	59.57	204.64%
6365 · Finance Charge/Late Fee				
<b>Total 6350 · BANK SERVICE &amp; FINANCE FEES</b>	4,958.36	3,389.45	1,568.91	46.29%
<b>6400 · TRAVEL &amp; ENTERTAINMENT</b>				
6425 · Mileage Reimbursement	314.31	584.99	-270.68	-46.27%
<b>Total 6400 · TRAVEL &amp; ENTERTAINMENT</b>	314.31	584.99	-270.68	-46.27%
<b>6500 · PERMITS, LICENSES, TAXES &amp; MISC</b>				

**Port of Brookings Harbor**  
**Profit & Loss Pervious Year Comparison**  
 August 2018

	Aug 18	Aug 17	\$ Change	% Change
6510 · Conferences/Education/Meetings	110.00	3.00	107.00	3,566.67%
6582 · Lien Expenses		66.00	-66.00	-100.0%
<b>Total 6500 · PERMITS, LICENSES, TAXES &amp; MISC</b>	<b>110.00</b>	<b>69.00</b>	<b>41.00</b>	<b>59.42%</b>
6600 · BAD DEBT		109.00	-109.00	-100.0%
6800 · INSURANCE; PROP & CAS, BOND	6,477.00	9,410.35	-2,933.35	-31.17%
6900 · PROFESSIONAL FEES				
6924 · Management Consulting	3,000.00		3,000.00	100.0%
6925 · Consultants	5,732.00	1,356.00	4,376.00	322.71%
6935 · Legal	4,884.00	1,831.50	3,052.50	166.67%
6945 · IT Support/Services	149.00	-100.99	249.99	247.54%
6955 · Payroll Administration Fee	229.60	228.71	0.89	0.39%
<b>Total 6900 · PROFESSIONAL FEES</b>	<b>13,994.60</b>	<b>3,315.22</b>	<b>10,679.38</b>	<b>322.13%</b>
<b>Total Expense</b>	<b>202,610.02</b>	<b>179,486.59</b>	<b>23,123.43</b>	<b>12.88%</b>
Net Ordinary Income	114,516.96	65,049.78	49,467.18	76.05%
Other Income/Expense				
Other Income				
7000 · PROPERTY TAX				
7010 · Previously Levied Tax	530.97	777.62	-246.65	-31.72%
7020 · Current Tax Levy	547.03	678.41	-131.38	-19.37%
<b>Total 7000 · PROPERTY TAX</b>	<b>1,078.00</b>	<b>1,456.03</b>	<b>-378.03</b>	<b>-25.96%</b>
7100 · INTEREST & DIVIDENDS INCOME	730.34	20.63	709.71	3,440.18%
7110 · MISC INCOME				
7155 · Donations	25.00		25.00	100.0%
<b>Total 7110 · MISC INCOME</b>	<b>25.00</b>	<b>25.00</b>	<b>0.00</b>	<b>100.0%</b>
7200 · GRANT REVENUES				
7213 · Boarding Docks/Launch FG #1587	3,590.98		3,590.98	100.0%
7240 · MAP Grant	4,825.00		4,825.00	100.0%
<b>Total 7200 · GRANT REVENUES</b>	<b>8,415.98</b>	<b>8,415.98</b>	<b>0.00</b>	<b>100.0%</b>
Total Other Income	10,249.32	1,476.66	8,772.66	594.09%
Other Expense				
7700 · CAPITAL OUTLAYS; GENERAL FUND				
7720 · Sewer Repair		1,523.91	-1,523.91	-100.0%
<b>Total 7700 · CAPITAL OUTLAYS; GENERAL FUND</b>		<b>1,523.91</b>	<b>-1,523.91</b>	<b>-100.0%</b>
8200 · GRANT EXPENSES				

**Port of Brookings Harbor  
Profit & Loss Pervious Year Comparison  
August 2018**

	Aug 18	Aug 17	\$ Change	% Change
8210 · Parking Improvement Grant #1481		49.50	-49.50	-100.0%
<b>Total 8200 · GRANT EXPENSES</b>		49.50	-49.50	-100.0%
<b>8300 · HIMG-P-FEMA &amp; GRANTS EXPENSE</b>				
8310 · FEMA - DR4258-OR-7 B 1 Piling	2,670.00	742.00	1,928.00	259.84%
8330 · FEMA/OEM Fuel Ramp Repairs	1,090.00	1,090.00	0.00	100.0%
8300 · HMG-P-FEMA & GRANTS EXPENSE - Other	460.00	460.00	0.00	100.0%
<b>Total 8300 · HIMG-P-FEMA &amp; GRANTS EXPENSE</b>	<b>4,220.00</b>	<b>742.00</b>	<b>3,478.00</b>	<b>468.73%</b>
<b>8400 · DEBT SERVICE FUND</b>				
8430 · Paid Interest				
8443 · 50 BFMII Travelift Interest	1,166.45	1,389.91	-223.46	-16.08%
8444 · 2018 Genie Forklift Interest	491.65	491.65	0.00	100.0%
<b>Total 8430 · Paid Interest</b>	<b>1,658.10</b>	<b>1,389.91</b>	<b>268.19</b>	<b>19.3%</b>
<b>Total 8400 · DEBT SERVICE FUND</b>	<b>1,658.10</b>	<b>1,389.91</b>	<b>268.19</b>	<b>19.3%</b>
<b>Total Other Expense</b>	<b>5,878.10</b>	<b>3,705.32</b>	<b>2,172.78</b>	<b>58.64%</b>
<b>Net Other Income</b>	<b>4,371.22</b>	<b>-2,226.66</b>	<b>6,598.88</b>	<b>296.14%</b>
<b>Net Income</b>	<b>118,888.18</b>	<b>62,821.12</b>	<b>56,067.06</b>	<b>89.25%</b>



**Port of Brookings Harbor**  
**Profit & Loss BEACHFRONT RV PARK**  
 August 2018

Aug 18

Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	106,113.00
4440 · Laundry & Showers	978.50
4450 · Wood Sales	690.00
4460 · Dump Charges	5.00
4470 · Misc Purchases & Sales	146.00
Total 4400 · RV PARK	<u>107,932.50</u>
Total Income	<u>107,932.50</u>
Gross Profit	107,932.50
Expense	
5000 · PERSONNEL SERVICES/PAYROLL	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5018 · Wages/RV Park	5,103.30
Total 5012 · OFFICE STAFF	<u>5,103.30</u>
5020 · OPERATIONS STAFF	
5026 · Wages/RV Park	1,546.23
Total 5020 · OPERATIONS STAFF	<u>1,546.23</u>
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5046 · Overtime/RV Park Office	232.68
Total 5042 · OFFICE/OVERTIME	<u>232.68</u>
5050 · OPERATIONS/OVERTIME	
5056 · Overtime/RV Park Operations	133.80
Total 5050 · OPERATIONS/OVERTIME	<u>133.80</u>
Total 5040 · OVERTIME	<u>366.48</u>
Total 5010 · WAGES & SALARIES	7,016.01
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	853.08
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>853.08</u>
Total 5000 · PERSONNEL SERVICES/PAYROLL	<u>7,869.09</u>
6100 · REPAIRS & MAINTENANCE	

**Port of Brookings Harbor**  
**Profit & Loss BEACHFRONT RV PARK**  
**August 2018**

	<u>Aug 18</u>
6110 · Maintenance & Repairs	170.35
6115 · Services & Supplies	2,052.12
6120 · Landscaping & Beautification	650.00
6125 · Tools-Under \$5,000	107.45
<b>Total 6100 · REPAIRS &amp; MAINTENANCE</b>	<u>2,979.92</u>
6200 · UTILITIES	
6210 · Telecommunications	155.96
6220 · Electric	3,223.64
6230 · Water	237.30
6240 · Sanitary	970.79
6250 · Waste Management	3,419.07
6270 · Propane Gas	186.58
<b>Total 6200 · UTILITIES</b>	<u>8,193.34</u>
6300 · OFFICE EXPENSE	
6320 · Leased Equipment(incl'g copier)	602.00
<b>Total 6300 · OFFICE EXPENSE</b>	<u>602.00</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	2,771.30
<b>Total 6350 · BANK SERVICE &amp; FINANCE FEES</b>	<u>2,771.30</u>
6800 · INSURANCE; PROP & CAS, BOND	48.24
6900 · PROFESSIONAL FEES	
6945 · IT Support/Services	149.00
<b>Total 6900 · PROFESSIONAL FEES</b>	<u>149.00</u>
<b>Total Expense</b>	<u>22,612.89</u>
<b>Net Ordinary Income</b>	<u>85,319.61</u>
<b>Other Income/Expense</b>	
Other Income	
7110 · MISC INCOME	
7155 · Donations	25.00
<b>Total 7110 · MISC INCOME</b>	<u>25.00</u>
<b>Total Other Income</b>	<u>25.00</u>
<b>Net Other Income</b>	<u>25.00</u>
<b>Net Income</b>	<u><u>85,344.61</u></u>

Port of Brookings Harbor  
**Profit & Loss BOATYARD**  
 August 2018

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
4600 · BOATYARD	
4630 · Other Services & Sales	609 00
4635 · Travel Lift Haul Out	1,829 70
4640 · Labor	120 00
4645 · Telehandler	360 00
4655 · Yard Days	3,592 50
Total 4600 · BOATYARD	<u>6,511 20</u>
Total Income	<u>6,511 20</u>
Gross Profit	6,511 20
Expense	
5000 · PERSONNEL SERVICES/PAYROLL	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	3,221 03
Total 5020 · OPERATIONS STAFF	<u>3,221 03</u>
5040 · OVERTIME	
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	7 51
Total 5050 · OPERATIONS/OVERTIME	<u>7 51</u>
Total 5040 · OVERTIME	<u>7 51</u>
Total 5010 · WAGES & SALARIES	<u>3,228 54</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	396 59
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>396 59</u>
Total 5000 · PERSONNEL SERVICES/PAYROLL	<u>3,625 13</u>
6100 · REPAIRS & MAINTENANCE	
6115 · Services & Supplies	450 94
Total 6100 · REPAIRS & MAINTENANCE	<u>450 94</u>
6200 · UTILITIES	
6250 · Waste Management	322 60
Total 6200 · UTILITIES	<u>322 60</u>
6800 · INSURANCE; PROP & CAS, BOND	
	910 16
Total Expense	<u>5,308 83</u>
Net Ordinary Income	<u>1,202 37</u>
Net Income	<u>1,202 37</u>

**Port of Brookings Harbor**  
**Profit & Loss COMMERCIAL RETAIL**  
**August 2018**

	Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4200 · COMMERCIAL RETAIL</b>	
4210 · Commercial Retail Lease	41,742.90
4211 · CR/ Electric	67.88
4212 · CR/ Water	90.00
4214 · CR/ Sewer	136.34
4221 · Repair & Improvement	100.00
4222 · CPI-U	780.73
<b>Total 4200 · COMMERCIAL RETAIL</b>	42,917.85
<b>Total Income</b>	42,917.85
<b>Gross Profit</b>	42,917.85
<b>Expense</b>	
<b>5000 · PERSONNEL SERVICES/PAYROLL</b>	
<b>5010 · WAGES &amp; SALARIES</b>	
5020 · OPERATIONS STAFF	
5022 · Wages/Comm Retail	913.31
<b>Total 5020 · OPERATIONS STAFF</b>	913.31
<b>5040 · OVERTIME</b>	
5050 · OPERATIONS/OVERTIME	
5052 · Overtime/Comm Retail	148.39
<b>Total 5050 · OPERATIONS/OVERTIME</b>	148.39
<b>Total 5040 · OVERTIME</b>	148.39
<b>Total 5010 · WAGES &amp; SALARIES</b>	1,061.70
<b>5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	
5070 · Payroll Taxes	126.68
<b>Total 5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	126.68
<b>Total 5000 · PERSONNEL SERVICES/PAYROLL</b>	1,188.38
<b>6100 · REPAIRS &amp; MAINTENANCE</b>	
6110 · Maintenance & Repairs	310.00
6115 · Services & Supplies	1,423.20
	1,423.20

**Port of Brookings Harbor**  
**Profit & Loss COMMERCIAL RETAIL**  
**August 2018**

	Aug 18
<b>Total 6100 · REPAIRS &amp; MAINTENANCE</b>	1,733.20
<b>6200 · UTILITIES</b>	
6220 · Electric	865.85
6230 · Water	622.72
6240 · Sanitary	1,594.22
6250 · Waste Management	811.03
<b>Total 6200 · UTILITIES</b>	3,893.82
<b>6800 · INSURANCE; PROP &amp; CAS, BOND</b>	523.29
<b>6900 · PROFESSIONAL FEES</b>	
6935 · Legal	1,825.00
<b>Total 6900 · PROFESSIONAL FEES</b>	1,825.00
<b>Total Expense</b>	9,163.69
<b>Net Ordinary Income</b>	33,754.16
<b>Net Income</b>	33,754.16

# Port of Brookings Harbor Commercial Retail Leases August 2018

4:03 PM

09/13/18

Accrual Basis

Date	Name Account #	Name	Memo	Ship To Address 1	Amount
<b>4200 - COMMERCIAL RETAIL</b>					
4210 - Commercial Retail Lease					
08/01/2018	CL0025	Seal Cove Realty	AUGUST 2018 Lease	16110 Lower Harbor Road	334.72
08/01/2018	CL0027	Spothaven's Marina	AUGUST 2018 Lease	16374 Lower Harbor Road	1,022.71
08/01/2018	CL0012	Hellmark Fishes/CA Shellfish Co	AUGUST 2018 Lease County Account# R19554 Dock Premises	16178 Lower Harbor Road	5,994.05
08/01/2018	CL0009	Busch, Marilyn & Robert	AUGUST 2018 Lease Commercial Parking Area	16224 Lower Harbor Road	143.78
08/01/2018	CL0001	Bandon Pacific	AUGUST 2018 Lease Dock, Hoist and Work Area	16273 Harbor Drive	2,606.50
08/01/2018	CL0002	BC Fisheries LLC Old Dock & Ground...	AUGUST 2018 Lease Dock and Hoist	16273 Harbor Dr	2,700.50
08/01/2018	CL0003	BC Fisheries LLC Process Plant, Ne...	AUGUST 2018 Lease Leased property for the Processing Plant Facility	16273 Harbor Dr	1,531.25
08/01/2018	CL0000	BC Fisheries LLC Process Plant, Ne...	AUGUST 2018 Lease Leased property for the Unloading Dock	16273 Harbor Dr	2,268.00
08/01/2018	CL0004	Boardwalk Mail Service LLC	AUGUST 2018 Lease Building	16340 Lower Harbor Rd Ste 106	964.80
08/01/2018	CL0005	Boat Shop & More, LLC	AUGUST 2018 Lease Building	Building/16282 Lower Harbor Road	1,210.00
08/01/2018	CL0005	Boat Shop & More, LLC	AUGUST 2018 Lease Ground	Building/16282 Lower Harbor Road	409.86
08/01/2018	CL0008	Bomstein Seafoods Inc	AUGUST 2018 Lease Dock Area	16277 Harbor Drive	2,340.90
08/01/2018	CL0008	Bomstein Seafoods Inc	AUGUST 2018 Lease Work Area	16277 Harbor Drive	832.32
08/01/2018	CL0006	Brookings Harbor Cold Storage LLC	AUGUST 2018 Cold Storage Lease	16273 Harbor Dr	1,008.00
08/01/2018	CL0006	Brookings Harbor Ice House LLC	AUGUST 2018 Ice House Lease	16266 Harbor Dr	463.14
08/01/2018	CL0007	Brookings Harbor Ice House LLC	AUGUST 2018 Ice House Lease	16266 Harbor Dr	567.00
08/01/2018	CL0010	CBN Enterprises/Barbara C	AUGUST 2018 Lease Building	16358 Lower Harbor Road	840.00
08/01/2018	CL0011	D&R Equipment Repair LLC	AUGUST 2018 Lease Warehouse & Shop	16182 Lower Harbor Road	998.25
08/01/2018	CL0011	Hungry Clam	AUGUST 2018 Lease Warehouse - Shop per square foot	Commercial Shop Space	200.00
08/01/2018	CL0014	J Sicane Hair Studio LLC	AUGUST 2018 Lease Retail Building	16350 Lower Harbor Road, Ste 205 & 206	1,619.79
08/01/2018	CL0015	Kathy's Corner Market	AUGUST 2018 Lease Outdoor Space	16340 Lower Harbor Rd Ste 105	115.80
08/01/2018	CL0017	Mountain View Custom Cycles	AUGUST 2018 Lease Building	16340 Lower Harbor Rd Ste 104	895.12
08/01/2018	CL0017	Mountain View Custom Cycles	AUGUST 2018 Lease Retail Center per square foot	16340 Lower Harbor Rd Ste 104	753.62
08/01/2018	CL0017	Ocean Suites Motel	AUGUST 2018 Lease Building	16340 Lower Harbor Road	110.42
08/01/2018	CL0019	Pacific Fishing/Commercial Shop Spa...	AUGUST 2018 Lease Outdoor Space	16118 Lower Harbor Road	45.00
08/01/2018	CL0020	Pacific Ocean Harvesters LLC	AUGUST 2018 Lease Building/Storage	16060 Lower Harbor Road	417.38
08/01/2018	CL0020	Pacific Ocean Harvesters LLC	AUGUST 2018 Lease Building	16060 Lower Harbor Road	760.00
08/01/2018	CL0020	Pacific Ocean Harvesters LLC	AUGUST 2018 Lease Surfacted Asphalt per square foot	16376 Lower Harbor Road	1,618.29
08/01/2018	CL0022	Pacific Boat Basin, LLC; Parking Lot ...	AUGUST 2018 Lease Unimproved Property (dirt area)	16376 Lower Harbor Road	186.00
08/01/2018	CL0021	Pacific Boat Basin, LLC; Restaurant ...	AUGUST 2018 Lease Land & Additional Parking for Inn	16011 Boat Basin Rd - Inn Land & Parking	968.00
08/01/2018	CL0023	Portside RV Park	AUGUST 2018 Lease Restaurant Area	16011 Boat Basin Road	1,138.50
08/01/2018	CL0026	Slugs 'n Stones 'n Ice Cream Cones	AUGUST 2018 Lease Ground	16219 Lower Harbor Road	193.55
08/01/2018	CL0034	Spear, Joe; Commercial Storage F/V ...	AUGUST 2018 Lease Surfacted Asphalt per square foot	16360 Lower Harbor Road	480.00
08/01/2018	CL0027	Spear, Joe; Davis Roy	AUGUST 2018 Lease Warehouse - Storage per square foot	16060 Lower Harbor Road	162.00
08/01/2018	CL0029	The Bell & Whistle Coffee House, Inc.	AUGUST 2018 Lease Building/Shop 1	16060 Lower Harbor Rd Shop	680.50
08/01/2018	CL0030	Tidewind Sport Fishing	AUGUST 2018 Lease Building	16340 Lower Harbor Rd Ste 101	685.00
08/01/2018	CL0031	US Coast Guard Lease	AUGUST 2018 Lease Building	16350 Lower Harbor Rd Ste 201	686.11
08/01/2018	CL0032	Whales Tail Candy & Gifts	AUGUST 2018 Lease Dock & Ground	16133 Boat Basin Road	923.24
08/01/2018	CL0033	Zola's Pizzeria	AUGUST 2018 Lease Building Extension on lease with increase	16350 Lower Harbor Rd Ste 204	953.10
Total 4210 - Commercial Retail Lease					41,742.90
Total 4200 - COMMERCIAL RETAIL					41,742.90
<b>TOTAL</b>					<b>41,742.90</b>

Port of Brookings Harbor  
**Profit & Loss FUEL DOCK**  
 August 2018

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
4500 · FUEL SALES	65,038.71
4505 · DIESEL	15,073.76
4510 · GAS	823.60
4515 · OTHER FUEL SALES	80,936.07
Total 4500 · FUEL SALES	<u>80,936.07</u>
Total Income	<u>80,936.07</u>
Gross Profit	<u>80,936.07</u>
Expense	
5000 · PERSONNEL SERVICES/PAYROLL	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5023 · Wages/Fuel Dock	1,680.54
Total 5020 · OPERATIONS STAFF	<u>1,680.54</u>
5040 · OVERTIME	
5060 · OPERATIONS/OVERTIME	
5053 · Overtime/Fuel Dock	190.75
Total 5060 · OPERATIONS/OVERTIME	<u>190.75</u>
Total 5040 · OVERTIME	<u>190.75</u>
Total 5010 · WAGES & SALARIES	1,871.29
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	225.15
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>225.15</u>
Total 5000 · PERSONNEL SERVICES/PAYROLL	<u>2,096.44</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	778.04
Total 6100 · REPAIRS & MAINTENANCE	<u>778.04</u>
6160 · FUEL purchased for resale	72,484.74
6200 · UTILITIES	
6220 · Electric	55.59
6240 · Sanitary	33.14
6250 · Waste Management	225.47
Total 6200 · UTILITIES	<u>314.20</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	1,294.38
Total 6350 · BANK SERVICE & FINANCE FEES	<u>1,294.38</u>
Total Expense	<u>76,967.80</u>
Net Ordinary Income	<u>3,968.27</u>
Net Income	<u><u>3,968.27</u></u>

**Port of Brookings Harbor**  
**Profit & Loss MARINA/ADMINISTRATION**  
**August 2018**

Aug 18

**Ordinary Income/Expense**

**Income**

<b>4100 · MARINA/ADMINISTRATION</b>	
4110 · Returned Check Charges	50.00
4120 · Finance Charges/Income	272.41
4125 · Administrative Fees	225.69
4130 · Boat Launch	2,670.00
4135 · Storage	6,839.25
4140 · Other Revenue	100.00
<b>4300 · MOORAGE</b>	
4310 · Commercial Slip Rent	17,673.18
4320 · Recreational Slip Rent	45,936.50
4325 · Transient	2,704.79
4340 · Moorage Electric	2,057.54
<b>Total 4300 · MOORAGE</b>	<u>68,372.01</u>
<b>Total 4100 · MARINA/ADMINISTRATION</b>	<u>78,529.36</u>
<b>Total Income</b>	<u>78,529.36</u>
<b>Gross Profit</b>	
<b>Expense</b>	
<b>5000 · PERSONNEL SERVICES/PAYROLL</b>	
<b>5010 · WAGES &amp; SALARIES</b>	
5012 · OFFICE STAFF	
5016 · Wages/Port Office	11,806.43
<b>Total 5012 · OFFICE STAFF</b>	<u>11,806.43</u>
<b>5020 · OPERATIONS STAFF</b>	
5025 · Wages/Marina	8,167.49
<b>Total 5020 · OPERATIONS STAFF</b>	<u>8,167.49</u>
<b>5040 · OVERTIME</b>	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	389.51
<b>Total 5042 · OFFICE/OVERTIME</b>	<u>389.51</u>
<b>5050 · OPERATIONS/OVERTIME</b>	



**Port of Brookings Harbor**  
**Profit & Loss MARINA/ADMINISTRATION**  
**August 2018**

	Aug 18
5055 · Overtime/Marina	355.45
Total 5050 · OPERATIONS/OVERTIME	355.45
Total 5040 · OVERTIME	744.96
Total 5010 · WAGES & SALARIES	20,718.88
5060 · EMPLOYEE COSTS & BENEFITS	
5068 · Paid Time Off	4,978.34
5070 · Payroll Taxes	2,515.89
5076 · Health Care and Dental	4,247.81
5090 · SEP Retirement	
5094 · Office	1,416.91
5096 · Operations	2,218.09
Total 5090 · SEP Retirement	3,635.00
Total 5060 · EMPLOYEE COSTS & BENEFITS	15,377.04
Total 5000 · PERSONNEL SERVICES/PAYROLL	36,095.92
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	4,435.33
6115 · Services & Supplies	5,345.82
6120 · Landscaping & Beautification	650.00
6125 · Tools-Under \$5,000	929.61
6135 · Security Contract	1,000.00
Total 6100 · REPAIRS & MAINTENANCE	12,360.76
6200 · UTILITIES	
6210 · Telecommunications	523.94
6220 · Electric	3,583.97
6230 · Water	1,008.88
6240 · Sanitary	1,895.77
6250 · Waste Management	9,771.08
Total 6200 · UTILITIES	16,783.64
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	527.85
6320 · Leased Equipment(incl'g copier)	1,591.70
6330 · Dues, Subs & Pubs	475.12

**Port of Brookings Harbor**  
**Profit & Loss MARINA/ADMINISTRATION**  
**August 2018**

	Aug 18
6345 · Postage	704.88
<b>Total 6300 · OFFICE EXPENSE</b>	<b>3,299.55</b>
<b>6350 · BANK SERVICE &amp; FINANCE FEES</b>	
6335 · Merchant Services Fees	862.22
6360 · Bank Service Charge/Fees	30.46
<b>Total 6350 · BANK SERVICE &amp; FINANCE FEES</b>	<b>892.68</b>
<b>6400 · TRAVEL &amp; ENTERTAINMENT</b>	
6425 · Mileage Reimbursement	314.31
<b>Total 6400 · TRAVEL &amp; ENTERTAINMENT</b>	<b>314.31</b>
<b>6500 · PERMITS, LICENSES, TAXES &amp; MISC</b>	
6510 · Conferences/Education/Meetings	110.00
<b>Total 6500 · PERMITS, LICENSES, TAXES &amp; MISC</b>	<b>110.00</b>
<b>6800 · INSURANCE; PROP &amp; CAS, BOND</b>	
<b>6900 · PROFESSIONAL FEES</b>	4,995.31
6924 · Management Consulting	3,000.00
6925 · Consultants	5,732.00
6935 · Legal	3,059.00
6955 · Payroll Administration Fee	229.60
<b>Total 6900 · PROFESSIONAL FEES</b>	<b>12,020.60</b>
<b>Total Expense</b>	<b>86,872.77</b>
<b>Net Ordinary Income</b>	<b>-8,343.41</b>
<b>Other Income/Expense</b>	
Other Income	
<b>7000 · PROPERTY TAX</b>	
7010 · Previously Levied Tax	530.97
7020 · Current Tax Levy	547.03
<b>Total 7000 · PROPERTY TAX</b>	<b>1,078.00</b>
<b>7100 · INTEREST &amp; DIVIDENDS INCOME</b>	
Total Other Income	388.73
Net Other Income	1,466.73
Net Income	-6,876.68

**Port of Brookings Harbor  
Profit & Loss PROPERTY GROUND USE**

August 2018

Ordinary Income/Expense	
Income	
4900 · PROPERTY GROUND USE	300.00
4910 · Grounds Use Fee	300.00
<b>Total 4900 · PROPERTY GROUND USE</b>	<b>300.00</b>
Total Income	300.00
Gross Profit	300.00
Expense	
5000 · PERSONNEL SERVICES/PAYROLL	
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5024 · Wages/Land Use	484.22
<b>Total 5020 · OPERATIONS STAFF</b>	<b>484.22</b>
<b>Total 5010 · WAGES &amp; SALARIES</b>	<b>484.22</b>
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	56.73
<b>Total 5060 · EMPLOYEE COSTS &amp; BENEFITS</b>	<b>56.73</b>
<b>Total 5000 · PERSONNEL SERVICES/PAYROLL</b>	<b>540.95</b>
6200 · UTILITIES	
6220 · Electric	143.09
<b>Total 6200 · UTILITIES</b>	<b>143.09</b>
Total Expense	684.04
<b>Net Ordinary Income</b>	<b>-384.04</b>
<b>Net Income</b>	<b>-384.04</b>

**Port of Brookings Harbor  
CAPITAL PROJECTS ACTIVITY  
August 2018**

	Aug 18
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7100 · INTEREST & DIVIDENDS INCOME	23.12
7200 · GRANT REVENUES	
7213 · Boarding Docks/Launch FG #1587	3,590.98
7240 · MAP Grant	4,825.00
<b>Total 7200 · GRANT REVENUES</b>	8,415.98
<b>Total Other Income</b>	8,439.10
<b>Other Expense</b>	
8300 · HMGP-FEMA & GRANTS EXPENSE	
8300 · HMGP-FEMA & GRANTS EXPENSE - Other	460.00
8330 · FEMA/OEM Fuel Ramp Repairs	1,090.00
8310 · FEMA - DR4258-OR-7 B 1 Piling	2,670.00
<b>Total 8300 · HMGP-FEMA &amp; GRANTS EXPENSE</b>	4,220.00
<b>Total Other Expense</b>	4,220.00
<b>Net Other Income</b>	4,219.10
<b>Net Income</b>	4,219.10

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Accrual Basis

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Type	Date	Num	Name	Memo	Amount
<b>1001 - CASH &amp; CASH EQUIVALENTS</b>					
<b>1002 - General Funds Ckg Umpqua 3634</b>					
Transfer	08/02/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	-20,000.00
Transfer	08/15/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	-24,000.00
Transfer	08/22/2018			Funds Transfer USGC August lease pmt to General Funds	-25,000.00
Transfer	08/23/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	923.24
Check	08/22/2018			STORE CURRENCY DEPOSITED & SOLD FOR 07/18	-24,476.40
Check	08/02/2018		Elavon	JULY 2018 MERCHANT SERVICE FEE ACCT#902	-17.76
Check	08/02/2018		Elavon	JULY 2018 Merchant Service Fee - acct#873 Ventek	-2,771.30
Check	08/02/2018		Elavon	JULY 2018 MERCHANT SERVICE FEE ACCT#316	-99.57
Check	08/02/2018		Elavon	JULY 2018 MERCHANT SERVICE FEE ACCT#951	-1,294.38
Bill Pmt -Check	08/08/2018		Parker Corporation LP	TRANSCRIPT for 8/7/18 Commissioner Meeting	-51.58
Check	08/10/2018		ADP	Advice of Debt #518625132 PAYROLL 8/1/2018	-114.80
Check	08/01/2018		TD Ameritrade	Employer Contribution - 08/01/2108 Confirmation:N4WY5-DONVD	-172.17
Check	08/15/2018		TD Ameritrade	Employer Contribution - 08/15/2108 Confirmation:N69LL-DSLC0	-183.43
Check	08/01/2018		Edward Jones	Employer Contributions for Payroll 08/01/2018	-1,047.31
Check	08/15/2018		Edward Jones	Employer Contributions for Payroll 08/15/2018	-1,020.88
Check	08/20/2018		BLJ RV Park	CHARGEBACK Case # 1031175541 7/27/2018 Partial Hook-up	-36.00
Check	08/24/2018		ADP	Advice of Debt #519496897 PAYROLL 8/15/2018	-114.80
Bill Pmt -Check	08/22/2018		Parker Corporation LP	TRANSCRIPT for 8/21/18 Commissioner Meeting	-119.42
Check	08/29/2018		Edward Jones	Employer Contributions for Payroll 08/29/2018	-1,028.78
Check	08/29/2018		TD Ameritrade	Employer Contribution - 08/29/2108 Confirmation:N7QQT-7PFHT	-182.43
Check	08/02/2018		Capital Projects Fund	EFT for Pmt to Strahm's Sealcoat & Striping, Inc. - restriping Launch Ramp Parking Lot	-3,374.00
Check	08/10/2018		Capital Projects Fund	EFT for Pmt to EMC Invoices #91009-1805,91009-1806, 91009-1807	-2,700.00
Check	08/10/2018		Capital Projects Fund	EFT for Pmt to EMC Invoices #91009-1805,91009-1806, 91009-1807	-1,520.00
Check	08/29/2018		EFT	Rec 8/1/2018 payroll	-10,640.62
General Journal	08/01/2018		PAY 8-1	Rec 8/1/2018 payroll Taxes	-4,138.89
General Journal	08/01/2018		TAX 8-1	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-4,808.00
General Journal	08/02/2018		DEBT 8/2	To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	08/02/2018		DEBT 8/2	To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	08/02/2018		USDA 8/2	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	08/09/2018		DEBT 8/9	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-4,808.00
General Journal	08/09/2018		DEBT 8/9	To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	08/09/2018		DEBT 8/9	To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	08/09/2018		USDA 8/9	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	08/09/2018		O SMB 8/10	Pay No1275871 VP023465 OSMB BOARDING DOCKS FG#1587 FINAL PMT	3,590.98
General Journal	08/15/2018		DEBT 8/15	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-4,808.00
General Journal	08/15/2018		DEBT 8/15	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-1,075.00
General Journal	08/15/2018		DEBT 8/15	To transfer to Debt Service Fund LGIP for Travelift Pmt	-338.00
General Journal	08/15/2018		TAX 8/15	Rec 8/15/2018 payroll	-10,496.32
General Journal	08/15/2018		TAX 8/15	Rec 8/15/2018 payroll Taxes	-4,108.38
General Journal	08/17/2018		MAP 8/17	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	08/22/2018		DEBT 8/22	Pay No1278833 VP023518 (MAP) MAINTENANCE ASSISTANCE PROGRAM	4,825.00
General Journal	08/22/2018		DEBT 8/22	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-4,808.00
General Journal	08/22/2018		DEBT 8/22	To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	08/22/2018		DEBT 8/22	To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	08/22/2018		USDA 8/22	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	08/24/2018		DEBT 8/23	Bounced Check# 1136	-1,941.00
General Journal	08/24/2018		DEBT 8/24	Bank service charges for bounced check# 1136	-12.00
General Journal	08/29/2018		PAY 8/29	Rec 8/29/2018 payroll	-10,369.69
General Journal	08/29/2018		TAX 8/29	Rec 8/29/2018 payroll Taxes	-4,073.51
General Journal	08/30/2018		DEBT 8/30	To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	-4,808.00
General Journal	08/30/2018		DEBT 8/30	To transfer to Debt Service Fund LGIP for Travelift Pmt	-1,075.00
General Journal	08/30/2018		DEBT 8/30	To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	-338.00
General Journal	08/30/2018		USDA 8/30	To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
Check	08/02/2018		8777	ACCT# 306-89 Statement Date:08/24/18-07/23/18	-2,213.68
Bill Pmt -Check	08/02/2018		8778	Corrected circuit and light at Zola's	-369.45

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Accrual Basis

Type	Date	Numb	Name	Memo	Amount
Bill Pmt -Check	08/02/2018	8779	Bullet Rental	Landscape Loader rented to smooth roads around Mainina	-650.00
Bill Pmt -Check	08/02/2018	8780	Carson	CUSTOMER # 76-0011262	-16,145.90
Bill Pmt -Check	08/02/2018	8781	Fastenal Industrial Supplies	Customer No. ORBRK0013	-39.98
Bill Pmt -Check	08/02/2018	8782	Gold Beach Lumber Yard, Inc.	Account #776	-39.96
Bill Pmt -Check	08/02/2018	8783	Hell, Katherine D Lindley	Interim Manager - 80 hours JULY 2018	-3,000.00
Bill Pmt -Check	08/02/2018	8784	Harbor Sanitary District	JULY 2018 Sanitary Bill	-4,493.92
Bill Pmt -Check	08/02/2018	8785	Kerr's Ace Hardware Inc	Customer#56	-492.92
Bill Pmt -Check	08/02/2018	8786	Palm Industries, Inc.	Replaced 2 Urinals at Kite Field Restroom & 1 Urinal at RV Park restroom	-1,128.64
Bill Pmt -Check	08/02/2018	8787	Pump Pipe & Tank Services, LLC	7-23-18 - Fuel Dock -Service Call for high flow D/F handle switch	-119.96
Bill Pmt -Check	08/02/2018	8788	South Coast Knight Security	Patrol for JULY 2018	-2,000.00
Bill Pmt -Check	08/02/2018	8789	Traffer CC	Customer ID C004722	-290.42
Bill Pmt -Check	08/02/2018	8790	Department of Motor Vehicles	Trap Set up - Racoon at RV Park shed	-50.00
Bill Pmt -Check	08/02/2018	8791	Anchor Lock & Key	INF 70 for owner history - Paul Brown's trailer & vessel	-10.00
Bill Pmt -Check	08/10/2018	8792	Black & Rice LLP	30 keys for boat storage secured	-75.00
Bill Pmt -Check	08/10/2018	8793	Brookings Signs & Graphics	JULY LEGAL ASSISTANCE - RICE	-3,306.00
Bill Pmt -Check	08/10/2018	8794	Bullet Rental	SIGNS - "NO VACANCY"-RV PARK & "RESERVED PARKING" - Mainina	-496.00
Bill Pmt -Check	08/10/2018	8795	Carson	Rental of Excavator for dirt work at Gear Storage Area	-1,040.00
Bill Pmt -Check	08/10/2018	8796	EMC-Engineers/Scientists, LLC	CUSTOMER # 76-0011262	-31,193.58
Bill Pmt -Check	08/10/2018	8797	Eureka Oxygen Co.	Retainer to Rich Roberts & Associates & Survey & Study - Righetti's	-4,942.00
Bill Pmt -Check	08/10/2018	8798	Full Spectrum Landscaping Inc.	JULY 2018 Monthly Cylinder Rental	-157.21
Bill Pmt -Check	08/10/2018	8799	Gold Beach Lumber Yard, Inc.	JULY LANDSCAPING for Marina & RV Park	-1,300.00
Bill Pmt -Check	08/10/2018	8800	Harbor Logging Supply, Inc.	Account #776	-541.73
Bill Pmt -Check	08/10/2018	8801	Harbor Water District P.U.D.	1/2"X15' CHOKER for Crane	-46.05
Bill Pmt -Check	08/10/2018	8802	Highway Specialties, LLC	6/20-7/20 SERVICE/WATER BILL	-1,868.90
Bill Pmt -Check	08/10/2018	8803	Pump Pipe & Tank Services, LLC	DELINEATORS - 3" Yellow for Retail Area	-470.00
Bill Pmt -Check	08/10/2018	8804	Quill Corporation	8/2/18 - Service Call on Fuel Dock pump	-686.04
Bill Pmt -Check	08/10/2018	8805	Roto Rooter	ACCT#1932158	-461.69
Bill Pmt -Check	08/10/2018	8806	Spec Dist Assoc of OR- Healthcare	2940-522445-001	-485.00
Bill Pmt -Check	08/10/2018	8807	Suburban Propane	Customer # - 03-0016414	-4,247.81
Bill Pmt -Check	08/10/2018	8808	Xerox Capital Services, LLC	PROPANE for RV Park delivery 8/3/18	-186.58
Bill Pmt -Check	08/13/2018	8810	Curry Transfer & Recycling	Account #2040-2434-001	-1,591.70
Bill Pmt -Check	08/13/2018	8811	Roto Rooter	2940-522445-001	-14,064.25
Bill Pmt -Check	08/14/2018	8812	Harbor Water District P.U.D.	Account #2040-2434-001	-310.00
Bill Pmt -Check	08/14/2018	8813	Carson	Hall Rental for Commissioner's Meetings	-110.00
Bill Pmt -Check	08/21/2018	8814	BI-MART	Customer # 76-0011262	-11,602.91
Bill Pmt -Check	08/21/2018	8815	Carson	Account #931481	-63.26
Bill Pmt -Check	08/21/2018	8816	Fastenal Industrial Supplies	CUSTOMER # 76-0011262	-10,415.96
Bill Pmt -Check	08/21/2018	8817	Harbor Logging Supply, Inc.	Customer No. ORBRK0013	-26.80
Bill Pmt -Check	08/21/2018	8818	Lease Finance Partners	CHOKER for tree removal at RV Park	-1,457.58
Bill Pmt -Check	08/21/2018	8819	NAPA Auto Part	LEASE#00040031070	-602.00
Bill Pmt -Check	08/21/2018	8820	Quill Corporation	ACCT#60285	-128.49
Bill Pmt -Check	08/21/2018	8821	Spec Dist Assoc of OR- Prop & Cas	ACCT#1932158	-527.85
Bill Pmt -Check	08/21/2018	8822	Western Communications	Policy#31P16414-203 Customer ID: 01-16414	-6,370.00
Bill Pmt -Check	08/29/2018	8823	Rogue Credit Union	ACCT# 816180	-404.26
Bill Pmt -Check	08/29/2018	8824	Hell, Katherine D Lindley	ACCT #306-89 CARD#8593	-3,401.76
Bill Pmt -Check	08/29/2018	8825	EMC-Engineers/Scientists, LLC	Interim Manager - 80 hours AUGUST 2018	-3,000.00
Bill Pmt -Check	08/29/2018	8826	Carson	Study revisions for Righetti Case concerning culvert	-790.00
Bill Pmt -Check	08/29/2018	8827	Computer Fusion	CUSTOMER # 76-0011262	-10,247.93
Bill Pmt -Check	08/29/2018	8828	Coos-Curry Electric Cooperative, Inc.	8/20/18-Set up passwords on router	-80.00
Bill Pmt -Check	08/29/2018	8829	Curry Equipment	ACCT # 67601	-7,872.14
Bill Pmt -Check	08/29/2018	8830	Fastenal Industrial Supplies	Customer No. ORBRK0013	-534.01
Bill Pmt -Check	08/29/2018	8831	Gold Beach Lumber Yard, Inc.	Account #776	-976.69
Bill Pmt -Check	08/29/2018	8832	Gowman Electric, Inc.	INSPECTION/CERTIFICATION Travelift - July 26, 2018	-117.92
Bill Pmt -Check	08/29/2018	8833	Marine Surveyors & Consultants	ACCT#60285	-1,888.00
Bill Pmt -Check	08/29/2018	8834	NAPA Auto Part	0GE0001059 000	-655.00
Bill Pmt -Check	08/29/2018	8835	Oregon Gov Ethics	Policy#31P16414-203 Customer ID: 01-16414	-86.53
Bill Pmt -Check	08/29/2018	8836	Spec Dist Assoc of OR- Prop & Cas		-12,740.00

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Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/29/2018	8837	Stebbins Coffey & Collins	LEGAL ASSISTANCE-STEBBINS JULY 2018	-1,578.00
Bill Pmt -Check	08/29/2018	8838	Pump Pipe & Tank Services, LLC	8/27/18-Service Call/Labor - replaced fillers - Fuel Dock	-92.00
Bill Pmt -Check	08/29/2018	8839	Bullet Rental	Rental of Excavators for cleanup at the lot for sale across Lower Harbor RD	-2,800.00
Bill Pmt -Check	08/29/2018	8840	Highway Specialties, LLC	DELINEATORS for Commercial Retail	-235.00
Bill Pmt -Check	08/31/2018	8841	Carson	CUSTOMER # 76-0011262	-9,024.36
Bill Pmt -Check	08/31/2018	8842	Desi's Tree Trimming	Chip trees removed from Park and Boat Ramp	-800.00
Total 1002 - General Funds Ckg Umpqua 3634					-377,777.74
1005 - General Fund LGIP 6017					
Transfer	08/02/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	20,000.00
Transfer	08/15/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	24,000.00
Transfer	08/22/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	25,000.00
Transfer	08/23/2018			Funds Transfer Umpqua Bank General Fund to LGIP General Fund	24,476.40
Check	08/01/2018	debit-8/1		LGIP Fees for JULY 2018	-0.70
Total 1005 - General Fund LGIP 6017					93,475.70
1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 - CASH & CASH EQUIVALENTS - Other					-284,302.04
1000 - Cash on Hand/Petty Cash					
1008 - Office/Financial Officer					
Check	08/15/2018	Cash	Kinkey, William	Key Deposit Return/Refund	-20.00
Check	08/16/2018	Cash	Chandler, Richard	Return of Key Deposit/Refund Cash	-20.00
Check	08/20/2018	Cash	Howe, Jeremy	Return Key /Refund for deposit	-20.00
Check	08/19/2018	Cash	BLJ RV Park	Refund for 50¢ stuck in showers - Brian Quinn 8/19/18	-0.50
Check	08/21/2018	Cash	Wolters, George & Karen	Key/Card Deposit Fee	-20.00
Check	08/27/2018	Cash	Flohaug, Mickey	Refund/Return Key Deposit - Cash	-20.00
Check	08/29/2018	Cash	Bierer, Robert	Refund Deposit/Return of Key	-20.00
Total 1008 - Office/Financial Officer					-120.50
Total 1006 - Cash on Hand/Petty Cash					-120.50
1020 - RESTRICTED - CASH/EQUIVALENTS					
1022 - USDA BOND Umpqua MM 9529					
Total 1022 - USDA BOND Umpqua MM 9529					
1024 - Capital Projects Umpqua 8018					
Transfer	08/22/2018			Funds Transfer USGC August lease pmt to General Funds	-923.24
General Journal	08/09/2018	OSMB 8/10		Pay No1275871 VP023465 OSMB BOARDING DOCKS FG#1587 FINAL PMT	3,590.98
General Journal	08/09/2018	OSMB 8/10		Pay No1275871 VP023465 OSMB BOARDING DOCKS FG#1587 FINAL PMT	-3,590.98
General Journal	08/17/2018	MAP 8/17		Pay No1278933 VP023518 (MAP) MAINTENANCE ASSISTANCE PROGRAM	4,825.00
General Journal	08/17/2018	MAP 8/17		Pay No1278933 VP023518 (MAP) MAINTENANCE ASSISTANCE PROGRAM	-4,825.00
Bill Pmt -Check	08/02/2018	185	Strahm's Sealcoat & Striping, Inc.	RE-STRIPED BOAT LAUNCH PARKING LOT AND ROADWAY	-3,374.00
Bill Pmt -Check	08/10/2018	186	EMC-Engineers/Scientists, LLC	Communications with OEM in regards to Basin 1 Filings Project	-2,700.00
Bill Pmt -Check	08/29/2018	187	EMC-Engineers/Scientists, LLC		-1,520.00
Total 1024 - Capital Projects Umpqua 8018					-8,517.24
1028 - Debt Service Umpqua MM 8627					
TELEHANDLER					
Transfer	08/15/2018	DEBIT	Umpqua Bank/Loan#747041620	Funds Transfer from LGIP Debt Service Fund to Umpqua Bank Debt Service fund for August Pmt	1,464.71
Check	08/15/2018	DEBIT		Genie Reach Forklift Loan#747041620 Payment #6	-1,464.71
Total TELEHANDLER					
TRAVEL LIFT					

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Type	Date	Num	Name	Memo	Amount
Transfer Check	08/15/2018			Funds Transfer from LGIP Debt Service Fund to Umpqua Bank Debt Service Fund for August Pmt	4,659.00
	08/22/2018	DEBIT	m2 Lease LLC	Customer #107104 Loan# 110561 Pmt #22 - 50 BFMI Travelift	-4,659.00
Total TRAVELIFT					
<b>1028.1 - IFA LOAN SAVINGS</b>					
Total	1028.1 - IFA LOAN SAVINGS				
<b>1028 - Debt Service Umpqua MM 8627 - Other</b>					
Total	1028 - Debt Service Umpqua MM 8627 - Other				
Total 1028 - Debt Service Umpqua MM 8627					
<b>1030 - Oregon State Treasury LGIP</b>					
1032 - USDA Bond Fund LGIP 6021					
General Journal	08/02/2018	USDA 8/2		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,502.00
General Journal	08/09/2018	USDA 8/9		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
General Journal	08/15/2018	USDA 8/15		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
General Journal	08/22/2018	USDA 8/22		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
General Journal	08/30/2018	USDA 8/30		To transfer to USDA Revenue Bond - savings for November 2018 pmt	2,503.00
Total 1032 - USDA Bond Fund LGIP 6021					
<b>1034 - Capital Projects Fund LGIP 6019</b>					
Total	1034 - Capital Projects Fund LGIP 6019				
<b>1036 - Reserve Fund LGIP 6018</b>					
Total	1036 - Reserve Fund LGIP 6018				
<b>1038 - Debt Service Fund LGIP 6020</b>					
IFA LOAN					
General Journal	08/02/2018	DEBT 8/2		To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	4,808.00
General Journal	08/09/2018	DEBT 8/9		To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	4,808.00
General Journal	08/15/2018	DEBT 8/15		To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	4,808.00
General Journal	08/22/2018	DEBT 8/22		To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	4,808.00
General Journal	08/30/2018	DEBT 8/30		To transfer to Debt Service funds for 3RD QTR IFA 2018 Pmt	4,808.00
Total IFA LOAN					
<b>1038.2 - TRAVELIFT</b>					
Transfer	08/15/2018			Funds Transfer from LGIP Debt Service Fund to Umpqua Bank Debt Service Fund for August Pmt	-4,659.00
General Journal	08/02/2018	DEBT 8/2		To transfer to Debt Service Fund LGIP for Travelift Pmt	1,075.00
General Journal	08/09/2018	DEBT 8/9		To transfer to Debt Service Fund LGIP for Travelift Pmt	1,075.00
General Journal	08/15/2018	DEBT 8/15		To transfer to Debt Service Fund LGIP for Travelift Pmt	1,075.00
General Journal	08/22/2018	DEBT 8/22		To transfer to Debt Service Fund LGIP for Travelift Pmt	1,075.00
General Journal	08/30/2018	DEBT 8/30		To transfer to Debt Service Fund LGIP for Travelift Pmt	1,075.00
Total 1038.2 - TRAVELIFT					
<b>1038.3 - GENIE FORKLIFT</b>					
Transfer	08/15/2018			Funds Transfer from LGIP Debt Service Fund to Umpqua Bank Debt Service fund for August Pmt	-1,464.71
General Journal	08/02/2018	DEBT 8/2		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	338.00
General Journal	08/09/2018	DEBT 8/9		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	338.00
General Journal	08/15/2018	DEBT 8/15		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	338.00
General Journal	08/22/2018	DEBT 8/22		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	338.00
General Journal	08/30/2018	DEBT 8/30		To transfer to Debt Service Fund LGIP for Genie Forklift Pmt	338.00
Total 1038.3 - GENIE FORKLIFT					
<b>1038 - Debt Service Fund LGIP 6020 - Other</b>					
Total	1038 - Debt Service Fund LGIP 6020 - Other				



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Type	Date	Num	Name	Memo	Amount
Total 1038 - Debt Service Fund LGIP 6020					24,981.29
Total 1030 - Oregon State Treasury LGIP					37,495.29
Total 1020 - RESTRICTED - CASH/EQUIVALENTS					28,978.05
<b>TOTAL</b>					<b>-255,444.49</b>

# Guest Forecast

For: 08/01/2018 - 08/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
8/1/2018	34	71	33	374/0/0/0	389/0/0/0	104	86.67	\$4,278.00
8/2/2018	39	65	45	389/0/0/0	388/0/0/0	110	91.67	\$4,293.00
8/3/2018	42	68	48	388/0/0/0	346/0/0/0	116	96.67	\$4,601.00
8/4/2018	27	89	27	346/0/0/0	327/0/0/0	116	96.67	\$4,696.00
8/5/2018	56	60	42	327/0/0/0	283/0/0/0	102	85.00	\$4,145.00
8/6/2018	34	68	29	283/0/0/0	294/0/0/0	97	80.83	\$4,179.00
8/7/2018	39	58	27	294/0/0/0	285/0/0/0	85	70.83	\$3,447.00
8/8/2018	34	51	34	285/0/0/0	281/0/0/0	85	70.83	\$3,700.00
8/9/2018	29	56	52	281/0/0/0	347/0/0/0	108	90.00	\$4,473.00
8/10/2018	40	68	47	347/0/0/0	319/0/0/0	115	95.83	\$4,527.00
8/11/2018	24	91	24	319/0/0/0	313/0/0/0	115	95.83	\$4,589.00
8/12/2018	60	55	22	313/0/0/0	235/0/0/0	77	64.17	\$3,209.00
8/13/2018	36	41	21	235/0/0/0	181/0/0/0	62	51.67	\$2,484.00
8/14/2018	13	49	25	181/0/0/0	239/0/0/0	74	61.67	\$3,129.00
8/15/2018	19	55	30	239/0/0/0	296/0/0/0	85	70.83	\$3,610.00
8/16/2018	31	54	27	296/0/0/0	271/0/0/0	81	67.50	\$3,602.00
8/17/2018	24	57	57	271/0/0/0	372/0/0/0	114	95.00	\$4,542.00
8/18/2018	26	88	26	372/0/0/0	387/0/0/0	114	95.00	\$4,670.00
8/19/2018	70	44	38	387/0/0/0	312/0/0/0	82	68.33	\$3,278.00
8/20/2018	37	45	32	312/0/0/0	278/0/0/0	77	64.17	\$3,274.00
8/21/2018	28	49	16	278/0/0/0	221/0/0/0	65	54.17	\$2,800.00
8/22/2018	14	51	23	221/0/0/0	267/0/0/0	74	61.67	\$3,265.00
8/23/2018	29	45	29	267/0/0/0	235/0/0/0	74	61.67	\$3,112.00
8/24/2018	19	55	49	235/0/0/0	321/0/0/0	104	86.67	\$4,242.00
8/25/2018	18	86	23	321/0/0/0	339/0/0/0	109	90.83	\$4,366.00
8/26/2018	67	42	30	339/0/0/0	265/0/0/0	72	60.00	\$2,904.00
8/27/2018	26	46	21	265/0/0/0	245/0/0/0	67	55.83	\$2,923.00
8/28/2018	16	51	17	245/0/0/0	226/0/0/0	68	56.67	\$2,961.00
8/29/2018	12	56	14	226/0/0/0	231/0/0/0	70	58.33	\$2,940.00
8/30/2018	20	50	17	231/0/0/0	207/0/0/0	67	55.83	\$2,772.00
8/31/2018	28	39	70	207/0/0/0	324/0/0/0	109	90.83	\$4,634.00
	991	1803	995	9074/0/0/0	9024/0/0/0	2798	75.22	\$115,645.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 09/01/2018 - 09/30/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
9/1/2018	9	100	10	324/0/0/0	313/0/0/0	110	91.67	\$4,705.00
9/2/2018	6	104	2	313/0/0/0	301/0/0/0	106	88.33	\$4,634.00
9/3/2018	78	28	13	301/0/0/0	100/0/0/0	41	34.17	\$1,774.00
9/4/2018	16	25	11	100/0/0/0	91/0/0/0	36	30.00	\$1,523.00
9/5/2018	9	27	11	91/0/0/0	90/0/0/0	38	31.67	\$1,691.00
9/6/2018	5	33	14	90/0/0/0	112/0/0/0	47	39.17	\$2,180.00
9/7/2018	14	33	17	112/0/0/0	124/0/0/0	50	41.67	\$2,243.00
9/8/2018	6	44	8	124/0/0/0	128/0/0/0	52	43.33	\$2,368.00
9/9/2018	18	34	8	128/0/0/0	95/0/0/0	42	35.00	\$1,779.00
9/10/2018	14	28	2	95/0/0/0	67/0/0/0	30	25.00	\$1,356.00
9/11/2018	3	27	6	67/0/0/0	73/0/0/0	33	27.50	\$1,516.00
9/12/2018	8	25	5	73/0/0/0	67/0/0/0	30	25.00	\$1,356.00
9/13/2018	3	27	6	67/0/0/0	86/0/0/0	33	27.50	\$1,532.00
9/14/2018	6	27	10	86/0/0/0	96/0/0/0	37	30.83	\$1,622.00
9/15/2018	6	31	4	96/0/0/0	91/0/0/0	35	29.17	\$1,367.00
9/16/2018	15	20	1	91/0/0/0	65/0/0/0	21	17.50	\$859.00
9/17/2018	6	15	5	65/0/0/0	58/0/0/0	20	16.67	\$846.00
9/18/2018	4	16	7	58/0/0/0	60/0/0/0	23	19.17	\$1,035.00
9/19/2018	2	21	4	60/0/0/0	71/0/0/0	25	20.83	\$1,144.00
9/20/2018	4	21	5	71/0/0/0	86/0/0/0	26	21.67	\$1,202.00
9/21/2018	7	19	2	86/0/0/0	76/0/0/0	21	17.50	\$983.00
9/22/2018	4	17	6	76/0/0/0	80/0/0/0	23	19.17	\$837.00
9/23/2018	9	14	4	80/0/0/0	60/0/0/0	18	15.00	\$760.00
9/24/2018	5	13	2	60/0/0/0	50/0/0/0	15	12.50	\$680.00
9/25/2018	0	15	1	50/0/0/0	52/0/0/0	16	13.33	\$680.00
9/26/2018	2	14	4	52/0/0/0	60/0/0/0	18	15.00	\$790.00
9/27/2018	3	15	3	60/0/0/0	52/0/0/0	18	15.00	\$841.00
9/28/2018	3	15	4	52/0/0/0	54/0/0/0	19	15.83	\$892.00
9/29/2018	1	18	3	54/0/0/0	58/0/0/0	21	17.50	\$846.00
9/30/2018	8	13	1	58/0/0/0	36/0/0/0	14	11.67	\$547.00
	274	839	179	3040/0/0/0	2752/0/0/0	1018	28.28	\$44,588.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 10/01/2018 - 10/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
10/1/2018	7	7	5	36/0/0/0	27/0/0/0	12	10.00	\$496.00
10/2/2018	1	11	1	27/0/0/0	27/0/0/0	12	10.00	\$401.00
10/3/2018	3	9	1	27/0/0/0	23/0/0/0	10	8.33	\$445.00
10/4/2018	1	9	3	23/0/0/0	31/0/0/0	12	10.00	\$540.00
10/5/2018	3	9	2	31/0/0/0	30/0/0/0	11	9.17	\$489.00
10/6/2018	2	9	1	30/0/0/0	28/0/0/0	10	8.33	\$394.00
10/7/2018	2	8	2	28/0/0/0	28/0/0/0	10	8.33	\$445.00
10/8/2018	0	10	3	28/0/0/0	42/0/0/0	13	10.83	\$598.00
10/9/2018	0	13	2	42/0/0/0	46/0/0/0	15	12.50	\$649.00
10/10/2018	6	9	0	46/0/0/0	34/0/0/0	9	7.50	\$255.00
10/11/2018	3	6	1	34/0/0/0	22/0/0/0	7	5.83	\$255.00
10/12/2018	1	6	3	22/0/0/0	30/0/0/0	9	7.50	\$393.00
10/13/2018	0	9	0	30/0/0/0	30/0/0/0	9	7.50	\$393.00
10/14/2018	2	7	0	30/0/0/0	26/0/0/0	7	5.83	\$240.00
10/15/2018	2	5	0	26/0/0/0	18/0/0/0	5	4.17	\$204.00
10/16/2018	0	5	0	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/17/2018	0	5	0	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/18/2018	0	5	0	18/0/0/0	18/0/0/0	5	4.17	\$102.00
10/19/2018	1	4	1	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/20/2018	1	4	1	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/21/2018	0	5	0	18/0/0/0	18/0/0/0	5	4.17	\$153.00
10/22/2018	3	2	3	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/23/2018	0	5	0	18/0/0/0	18/0/0/0	5	4.17	\$204.00
10/24/2018	1	4	0	18/0/0/0	16/0/0/0	4	3.33	\$153.00
10/25/2018	0	4	0	16/0/0/0	16/0/0/0	4	3.33	\$153.00
10/26/2018	0	4	0	16/0/0/0	16/0/0/0	4	3.33	\$102.00
10/27/2018	0	4	1	16/0/0/0	22/0/0/0	5	4.17	\$204.00
10/28/2018	0	5	0	22/0/0/0	22/0/0/0	5	4.17	\$102.00
10/29/2018	2	3	0	22/0/0/0	10/0/0/0	3	2.50	\$102.00
10/30/2018	0	3	0	10/0/0/0	10/0/0/0	3	2.50	\$102.00
10/31/2018	1	2	0	10/0/0/0	8/0/0/0	2	1.67	\$51.00
	42	191	30	734/0/0/0	706/0/0/0	221	5.94	\$8,645.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 11/01/2018 - 11/30/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$43.00
11/2/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$0.00
11/3/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$43.00
11/4/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$43.00
11/5/2018	0	2	1	8/0/0/0	11/0/0/0	3	2.50	\$86.00
11/6/2018	0	3	0	11/0/0/0	11/0/0/0	3	2.50	\$86.00
11/7/2018	2	1	1	11/0/0/0	8/0/0/0	2	1.67	\$43.00
11/8/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$43.00
11/9/2018	0	2	0	8/0/0/0	8/0/0/0	2	1.67	\$43.00
11/10/2018	1	1	0	8/0/0/0	2/0/0/0	1	0.83	\$0.00
11/11/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/12/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$43.00
11/13/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/14/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/15/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/16/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/17/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/18/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$0.00
11/19/2018	0	2	1	4/0/0/0	6/0/0/0	3	2.50	\$86.00
11/20/2018	0	3	0	6/0/0/0	6/0/0/0	3	2.50	\$86.00
11/21/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$43.00
11/22/2018	0	2	1	4/0/0/0	6/0/0/0	3	2.50	\$86.00
11/23/2018	1	2	0	6/0/0/0	4/0/0/0	2	1.67	\$43.00
11/24/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
11/25/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$0.00
11/26/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
11/27/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/29/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/30/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	6	53	5	160/0/0/0	154/0/0/0	58	1.61	\$1,075.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 12/01/2018 - 12/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/1/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/2/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/3/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/4/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/5/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
12/6/2018	0	2	1	4/0/0/0	5/0/0/0	3	2.50	\$94.00
12/7/2018	0	3	0	5/0/0/0	5/0/0/0	3	2.50	\$94.00
12/8/2018	0	3	0	5/0/0/0	5/0/0/0	3	2.50	\$94.00
12/9/2018	0	3	0	5/0/0/0	5/0/0/0	3	2.50	\$94.00
12/10/2018	1	2	0	5/0/0/0	4/0/0/0	2	1.67	\$51.00
12/11/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$0.00
12/12/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
12/13/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/14/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/15/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/16/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/17/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/18/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/19/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/20/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/21/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/22/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/23/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/24/2018	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$55.00
12/25/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$55.00
12/26/2018	0	2	0	4/0/0/0	4/0/0/0	2	1.67	\$43.00
12/27/2018	1	1	0	4/0/0/0	2/0/0/0	1	0.83	\$0.00
12/28/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/29/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/30/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
12/31/2018	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	3	42	3	86/0/0/0	86/0/0/0	45	1.21	\$631.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 01/01/2019 - 01/31/2019

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/2/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/3/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/4/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/5/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/6/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/7/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/8/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/9/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/10/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/11/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/12/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/13/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/14/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/15/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/16/2019	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
1/17/2019	1	0	0	2/0/0/0	0/0/0/0	0	0.00	\$0.00
1/18/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/19/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/20/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/21/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/22/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/23/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/24/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/25/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/26/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/27/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/28/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/29/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/30/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
1/31/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
	1	16	0	34/0/0/0	32/0/0/0	16	0.43	\$0.00

Occupancy percentages based on 120 total units

# Guest Forecast

For: 02/01/2019 - 02/28/2019

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
2/1/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/2/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/3/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/4/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/5/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/6/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/7/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/8/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/9/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/10/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/11/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/12/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/13/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/14/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/15/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/16/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/17/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/18/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/19/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/20/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/21/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/22/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/23/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/24/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/25/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/26/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/27/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
2/28/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00

Occupancy percentages based on 120 total units



# Guest Forecast

For: 03/01/2019 - 03/31/2019

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
3/1/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/2/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/3/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/4/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/5/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/6/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/7/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/8/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/9/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/10/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/11/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/12/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/13/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/14/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/15/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/16/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/17/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/18/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/19/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/20/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/21/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/22/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/23/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/24/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/25/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/26/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/27/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/28/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/29/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/30/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
3/31/2019	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00
	0	0	0	0/0/0/0	0/0/0/0	0	0.00	\$0.00

Occupancy percentages based on 120 total units

# Managers Report

Commissioners,

I want to run some things past you that are very important.

1) Travis, Brent, and I met with Jack Akin yesterday. The Port has funding to replace/install 41 new pilings in the Sport Basin. I put a map and the FEMA award in your Port mail box. Anyway, the Port's obligation is \$114,000. The estimated cost for materials and supplies to re-install moorage docks is an additional \$10,000.

2) The fuel tanks must be cleaned and serviced inside, and hopefully painted to stop further deterioration. Because Travis and I cannot identify when the tanks were last serviced we expect the cost to be about \$45,000. We expect the actual quote within the next 2 weeks.

3) The roofs on the two retail buildings need replacing. Earlier this summer we got a bid of \$41,000 for 1 building. Travis and I think both roofs can be replaced for \$90,000. The \$8,000 difference would be applied to replacing rotting or missing wood.

4) The RV Park bathroom! We all know that the bathroom is in horrible shape and the sand trap system is not acceptable. If you have not toured the bathroom I strongly suggest you do so NOW. It needs a total workover. Travis and I have brainstormed little fixes to buy time through the upcoming winter storms. Locking doors were installed last year and the Port has concrete barriers that can be moved to block larger debris from entering the bathroom. We will do everything possible to minimize additional sand entering the bathroom. I have not even addressed the conditions of floors, walls and stalls. The Oregon State Parks will start the new funding cycle next February when I hope to apply for funds to replace the bathroom.

All these projects are high priority but items 1 and 2 lead the list. The Port currently has \$200,000 to complete all 4.

What do you want to do?

To restate:

1) \$124,000

2) \$45,000

3) \$90,000

4) unknown

Total needed to complete 3 projects \$259,000

Question about the decision from 9th Federal Districts Re Homeless Inbox x

Kathy Lindley Hall <kathy@portofbrookingsharbor.com>  
to Ron, George, Martha, Kim, Travis

I have been asked to get an opinion from you as to the ruling made on Tuesday September 4, 2018 that involves homeless people understanding they cannot be made to leave.

Is the Port considered public land? Is there a definition of "Public Land"?

The port hires security patrol and we need to have an answer. Also is someone staying in a RV or trailer who claims to be homeless

I'm sure I've left out questions I should ask but right now I don't know what those questions should be.

Thank you

Kathy Lindley Hall  
Interim Port Manager  
Port of Brookings Harbor  
PO Box 848  
Brookings, OR 97415  
[kathy@portofbrookingsharbor.com](mailto:kathy@portofbrookingsharbor.com)

*Disclaimer: If you received this email between 8:30 a.m. and 1 p.m. PDT I was on break from OTC.*

Martha Rice  
to me, Ron, George, Kim, Travis

Kathy,

The Court held that the Cruel and Unusual Punishments Clause of the Eighth Amendment precluded the enforcement of a statute prohibiting access to alternative shelter. So long as there is no option of sleeping indoors, the government cannot criminalize indigent, homeless people. Yes, Port property is public property. This is an issue which has been brewing since the 9th Circuit vacated a similar decision in 2007. Municipalities are trying to come up with strategies to get a handle on the situation. Bottom line is that a homeless individual cannot be shelter available. There are no homeless shelters in Brookings-Harbor. If Ron or George have any great ideas, I would love to hear them!



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**Sign & Return**

P.O. BOX 7054  
BROOKINGS, OR 97415  
541 469-3300 Fax#: 000

## PROPOSAL

CONTRACTOR'S LICENSE NUMBER  
California #249538 Oregon #75780

ESTIMATE #: 149190-001 DATE: 7/18/18

NAME: PORT OF BROOKINGS  
BRENT  
P.O. BOX 848  
HARBOR, OR 97415  
PHONE: 541 661-7280

JOB LOCATION: LOWER HARBOR RD, 16340  
BROOKINGS, OR 97415

AREA OF WORK: ENTIRE SOUTH BUILDING

Workmanship Guarantee: 10 Years, 00 Months  
\*\*\*\*\*

**SCOPE OF WORK:**

**ROOF DEMOLITION.**

OBTAIN ALL NECESSARY PERMITS.

REMOVE AND DISPOSE OF ONE LAYER OF EXISTING ROOFING DOWN TO SHEATHING.

(NOTE: WHEN TEARING OFF THE EXISTING ROOF, DIRT AND DEBRIS WILL SHIFT DOWN. OWNER IS RESPONSIBLE AND SHOULD TAKE NECESSARY PRECAUTIONS.)

**OTHER MISCELLANEOUS CARPENTRY PREPARATION.**

7/8" NAILS WILL BE USED FOR OPEN SOFFITS. WE CANNOT USE STAPLES, THEREFORE THIN SHEETING HAS THE POTENTIAL OF SHOWING NAILS IN THE OPEN SOFFIT. WE WILL NOT MAKE REPAIRS BASED SOLELY ON THESE AESTHETICS.

**ROOF UNDERLAYMENT.**

INSTALL ONE LAYER OF TIGER PAW UNDERLAYMENT. (GAF OPTIONS ONLY)

INSTALL ICE AND WATER SHIELD UNDERLAYMENT AT VALLEYS, WALLS, AND PENETRATIONS. (GOLD PLEDGE ONLY)

**METAL FLASHINGS, ROOF DRAINS, EDGE METAL, ETC.**

INSTALL NEW PAINTED 3 X 2 EDGE METAL.

INSTALL NEW VENT PIPE FLASHINGS.

\*\*\*\*\* INFORMATION CONTINUED ON NEXT PAGE \*\*\*\*\*

### Acceptance of Proposal

BY SIGNING BELOW, I REALIZE I AM ENTERING INTO A LEGAL AND BINDING CONTRACT FOR THE WORK SPECIFIED ABOVE. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry homeowner's insurance. Our workers are fully covered by Worker's Compensation Insurance. I attest I can comply with the following payment terms: 30 % AT ACCEPTANCE OF PROPOSAL, BALANCE DUE UPON COMPLETION. BALANCES PAST 30 DAYS WILL BE CHARGED A FINANCE CHARGE OF 1.5% PER MONTH. I understand that if I do not make timely payment McMurray and Sons, Inc. may exercise its right to file a Mechanic's Lien against the property, with the possibility of a foreclosure and public sale.

\_\_\_\_\_  
Owner's Signature  
  
\_\_\_\_\_  
Parcel #  
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
McMurray & Sons, Inc.  
  
\_\_\_\_\_  
Date  
  
We may withdraw this proposal if not accepted within 10 days



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PAGE: 2

NAME: PORT OF BROOKINGS

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ESTIMATE#: 149190-001

INSTALL CONTINUOUS RIDGE VENT TO MEET VENTILATION REQUIREMENTS.

### COMPOSITION SHINGLES

_____	INSTALL LIFETIME CLASS "A" LAMINATED COMPOSITION GAF TIMBERLINE HD SHINGLES. ALGAE RESISTANT. 110 MPH WIND WARRANTY. GOLD PLEDGE	46,840.00
_____	INSTALL LIFETIME CLASS "A" LAMINATED COMPOSITION GAF TIMBERLINE HD SHINGLES. ALGAE RESISTANT. 110 MPH WIND WARRANTY. SILVER PLEDGE**	43,790.00
_____	INSTALL LIFETIME CLASS "A" LAMINATED COMPOSITION GAF TIMBERLINE HD ULTRA SHINGLES. ALGAE RESISTANT. 110 MPH WIND WARRANTY. GOLD PLEDGE**	53,180.00
_____	INSTALL LIFETIME CLASS "A" LAMINATED COMPOSITION GAF TIMBERLINE HD ULTRA SHINGLES. ALGAE RESISTANT. 110 MPH WIND WARRANTY. SILVER PLEDGE.	50,140.00

MANUFACTURER'S WARRANTY IS A CONDITIONAL WARRANTY ON MATERIAL & LABOR.

NOTE: HOT DIPPED GALVANIZED NAILS WILL BE USED TO FASTEN THE SHINGLES.

GAF GOLDEN PLEDGE WARRANTY: 50 YEARS, 100% MATERIAL AND LABOR, 25 YEAR WORKMANSHIP. VALID ONLY WITH GAF COMPOSITION SHINGLES.

GAF SILVER PLEDGE WARRANTY: 50 YEARS, 100% MATERIAL AND LABOR, 10 YEAR WORKMANSHIP. VALID ONLY WITH GAF COMPOSITION SHINGLES.

CUSTOMER SPECIFIED COLOR: \_\_\_\_\_

### GENERAL INFORMATION.

NO OTHER CARPENTRY WORK ON DRY-ROTTED SHEATHING OR STRUCTURE INCLUDED. ANY ADDITIONAL CARPENTRY WOULD BE DONE ON A TIME AND MATERIAL BASIS.

TIME AND MATERIAL BASIS AT \$75.00 PER HOUR.

\*\*\*\*\* INFORMATION CONTINUED ON NEXT PAGE \*\*\*\*\*

CUSTOMER INITIALS \_\_\_\_\_



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THOROUGHLY CLEAN UP AND REMOVE ALL ROOFING RELATED MATERIAL FROM THE EXTERIOR. MCMURRAY & SONS IS NOT RESPONSIBLE FOR ANY WASHING OR CLEANING OF ANY INTERIOR OR EXTERIOR SURFACES SUCH AS WINDOWS, SIDING, SHRUBBERY, SIDEWALKS, DECKS, ATTICS, ETC.

WITHOUT TEARING OFF EXISTING ROOF, IT IS IMPOSSIBLE TO DETERMINE IF DRY ROT EXISTS IN THE ROOF SHEATHING.

OWNER AGREES TO REMOVE OR PROTECT ALL PROPERTY WHICH MAY BE DAMAGED DURING THIS JOB, INCLUDING MOVABLE LANDSCAPING, INTERIORS, VEHICLES, ETC. OWNER ACKNOWLEDGES THAT THIS WORK WILL PRODUCE SIGNIFICANT LEVELS OF NOISE, DUST, & DEBRIS; AND THAT DEBRIS MAY FILTER THROUGH ROOF BOARDS AND SETTLE ON CONTENTS BELOW. OWNER'S SIGNATURE RELEASES US FROM ALL LIABILITY OF ABOVE CONDITIONS, NOT INCLUDING SOLE NEGLIGENCE BY US.

INITIAL TO ACKNOWLEDGE ACCEPTANCE OF DAMAGE TERMS: \_\_\_\_\_

ANY VERTICAL SURFACE (WALL, CHIMNEY, ETC) ABOVE OUR NEW FLASHING ATTACHMENT IS NOT COVERED BY OUR WORKMANSHIP GUARANTEE.

STATE LAW REQUIRES THE INSPECTION OF SMOKE & CARBON MONOXIDE ALARMS WITH ALL BUILDING PERMITS. GOVERNMENT OFFICIALS WILL REQUIRE PHYSICAL INSPECTION. IT IS UNDERSTOOD AND AGREED THAT IT IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER TO REQUEST FINAL INSPECTIONS WITH THE APPROPRIATE AGENCY AND RESOLVE ANY ISSUES TO FINALIZE ANY PERMITS ISSUED APPLICABLE TO THIS CONTRACT. A LETTER WITH INSTRUCTIONS WILL BE SENT.

VARIOUS OPTIONS.

Specific Job Information:

-----

BID DOES NOT INCLUDE PERMITS. (IF ANY ARE REQUIRED)	
OPTION: 6 NAILS (4-STANDARD)	\$1280.00 _____
OPTION: STAINLESS NAILS (HOT DIPPED GALVANIZED STANDARD)	\$1308.00 _____
OPTION: 6 STAINLESS NAILS	\$2203.00 _____
OPTION: DECK ARMOR	\$1385.00 _____
OPTION: ICE AND WATER AT: EAVES	\$1218.00 _____

\*\*\*\*\* INFORMATION CONTINUED ON NEXT PAGE \*\*\*\*\*

CUSTOMER INITIALS \_\_\_\_\_



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ESTIMATE#: 149190-001

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RAKES	\$948.00	_____
RIDGES	\$812.00	_____

CUSTOMER INITIALS \_\_\_\_\_



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## INFORMATION NOTICE TO OWNERS ABOUT CONSTRUCTION LIENS

**OREGON LAW REQUIRES YOUR CONTRACTOR TO GIVE YOU THIS NOTICE, if your contract exceeds \$1,000. The purpose of this notice is to explain the basics of the construction lien law and to help you protect yourself.**

IF YOUR CONTRACTOR FAILS TO PAY SUBCONTRACTORS, MATERIAL SUPPLIERS OR LABORERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THOSE PEOPLE WHO ARE OWED MONEY CAN LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACT IN FULL. THIS IS TRUE IF YOU

- HAVE HIRED a contractor to build a new home
- ARE BUYING a newly-built home
- ARE REMODELING or improving your property.

Under Oregon's laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

Persons who supply materials or labor ordered by your contractor are permitted by law to file a lien only if they have sent to you a Notice of the Right to Lien.

If you enter into a contract to buy a newly-built home or a partly-built home, you may not receive a Notice of the Right to Lien. Be aware that a lien may be claimed even though you have not received notice. You may want to ask your contractor or title insurance company about an ALTA title insurance policy based upon the receipt of lien waivers.

You have final responsibility for seeing that all bills are paid even if you have paid your contractor in full.

If you receive a Notice of the Right to Lien, take the Notice seriously. Let your contractor know you have received the Notice. Find out what arrangements are being made to pay the sender of the Notice.

### WAYS TO PROTECT YOURSELF

- If you are dealing with a lending institution, ask your loan officer what precautions the institution takes when disbursing mortgage money to your contractor to verify that subcontractors and materials suppliers are being paid.
- If you are paying your contractor directly, request a current statement of labor or materials provided to your property from each party that has sent you a Notice of the Right to Lien. You should make this request in writing 15 days from the date your letter is received.
- Make your check payable jointly. Name the contractor and the subcontractor or supplier as payees.
- Ask your contractor for a lien waiver from each party who has sent you a Notice of the Right to Lien.
- Consider using the services of an escrow agent to protect your interest. Find out whether your escrow agent will protect you against liens when disbursing payments. If you are interested in this alternative, consult your attorney.

When in doubt or if you need more details, consult an attorney. When and how to pay your contractor is a decision to which you should give serious thought. By signing this notice you are indicating that you have received this notice, have read it, and understand it. Your signature does not, in anyway, give your contractor or those who provide materials, labor or services any additional rights to place a lien on your property.

JOB SITE ADDRESS: LOWER HARBOR RD, 16340 BROOKINGS, OR 97415

THIS NOTICE WAS FURNISHED BY:

Contractor: MCMURRAY AND SONS, INC.

Builders Board Registration #: 75780 Date: 7/18/18

THIS NOTICE WAS RECEIVED BY:

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

If you find yourself in a "pay twice" situation, help may be available to you through the Builders Board. You may be able to file a claim with that agency. For more details about the assistance available through the Builders Board, you may write to Builders Board, Department of Commerce, 403 Labor and Industries Building, Salem, Oregon 97310-0180.

The material in this notice is not intended to be a complete analysis of the law (ORS Chapters 87 and 701). For more detailed information, contract your attorney.





**2018 Preliminary  
POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - IN BROOKINGS**

Fish	January	February	March	April	May	June	July	August	September	October	November	December	Total
#	270,407	61,092	153,010	299,939	207,409	168,618	29,222	29,934					1,219,831
\$	182,358	44,104	109,575	199,649	159,539	280,105	147,106	78,395					1,199,831
Cabezon	# 19	74	441	637	298	647	287	116					2,529
\$	44	214	1,481	1,737	1,008	2,154	880	343					7,841
Flounder, arrowtooth	# 7,024	4,863	6,514	4,494	2,738	716		119					25,268
\$	662	439	522	445	271	56		26					2,421
Flounder, siaty	#				5								5
\$					2								2
Greenling sp.	# 6	49	539	382	268	220	189	92					1,755
\$	9	74	2,306	1,597	1,185	909	673	366					7,119
Grenadier, Pacific	#		686			425							1,121
\$			0			41							41
Hagfish sp	#			548									546
\$				55									55
Halibut, Pacific	#					44							44
\$						228							228
Lingcod	# 812	283	1,675	2,128	13,105	20,052	2,002	953					41,010
\$	994	826	4,556	3,163	13,935	18,674	5,008	2,390					49,546
Pacific Ocean perch	# 1	20	134	394		2							551
\$	0	7	60	158		1							228
Rockfish, black	# 900	275	3,543	1,284	2,460	2,559	2,620	2,566					16,207
\$	1,350	413	6,485	3,040	4,678	5,070	4,910	4,045					29,991
Rockfish, blue	# 2	8	72	10	39	101	41	34					307
\$	3	12	108	16	58	183	62	63					486
Rockfish, canary	# 962	9	7	145	6,740	13,670	34	20					21,567
\$	436	14	11	87	3,083	4,800	54	30					8,485
Rockfish, china	#	3	20	4		70	50	14					161
\$		6	123	27		423	207	80					866
Rockfish, copper	# 2				9	120	7						138
\$	3				27	420	11						461
Rockfish, darkblotched	# 628	48	2,471	14,409	19	794		50					18,419
\$	283	29	1,412	6,431	10	357		75					6,597
Rockfish, gopher	#				2								2
\$					10								10

Note: All pounds round

FTR205

Data As of 8/29/2018 3:26:37 PM | <http://fwreports.ocfw.int/ReportServer>



**2018 Preliminary  
POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - IN BROOKINGS**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Rockfish, grass	# 4			4	9	4	34	57					112
	\$ 8			6	19	28	132	194					387
Rockfish, quillback	#		11		7	81	2	9					110
	\$		52		11	328	6	17					412
Rockfish, Rougheye/blacks	# 71			47				52					170
	\$ 32			38				73					143
Rockfish, Shelf	# 3,021			100	6,019	12,568							22,306
	\$ 749			45	2,657	4,331							7,782
Rockfish, shortraker	#			16	11	5		28					61
	\$			7	7	2		15					31
Rockfish, Slope	# 782	580	1,509	824	156	662	9	319					4,842
	\$ 233	129	90	169	25	285	14	348					1,289
Rockfish, tiger	#					13							13
	\$					42							42
Rockfish, vermillion	# 17	9	18	10	15	139	9	12					229
	\$ 26	14	27	16	23	233	14	18					371
Rockfish, widow	# 2,975			644	41	46							3,706
	\$ 1,041			225	14	15							1,295
Rockfish, yelloweye	# 3				1								4
	\$ 1				0								1
Rockfish, yellowtail	# 10,165			205	730	21		1					11,122
	\$ 3,998			92	311	19		2					4,420
Sablefish	# 22,052	8,039	34,173	62,602	26,171	12,063		18,054					183,154
	\$ 46,185	15,737	50,293	87,068	31,766	13,250		42,090					286,389
Salmon, chinook	#				2,577	19,442	17,749	3,838					43,604
	\$				26,323	191,977	122,856	23,561					364,717
Sanddab, Pacific	# 88				14								102
	\$ 22				8								30
Shark, spiny dogfish	# 7												7
	\$ 0												0
Skate, Big	# 44				284								328
	\$ 7				114								121
Skate, Longnose	# 3,575	967	1,570	4,839	2,479	827		316					14,573
	\$ 769	380	612	966	688	47		83					3,565
Skates unsp.	# 135			24	32								191



**2018 Preliminary  
POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - IN BROOKINGS**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Sole, curffin (turbot)	\$ 0			0	0	1							0
	#					1							1
	\$					0							0
Sole, Dover	\$ 130,327	21,629	61,923	159,042	97,961	71,014		3					541,899
	#	53,404	10,046	28,463	70,860	30,252		2					235,579
Sole, English	\$ 610	1	468	1,645	1,428	3,036							7,166
	#	153	0	118	526	890							2,122
Sole, petrale	\$ 68,204	11,284	2,038	2,910	15,461	639							100,538
	#	64,233	11,760	2,142	3,311	735							99,150
Sole, rax	\$ 4,960	2,115	2,627	7,575	5,327	4,325							26,929
	#	1,579	738	832	2,194	1,165							8,161
Surfperch	\$ 7												7
	#	11											11
Thornyhead, longspine	\$ 5,366	5,990	27,077	13,327	11,649	1,217							64,646
	#	1,621	1,765	9,281	4,728	409							21,879
Thornyhead, shortspine	\$ 7,532	5,032	8,464	21,521	10,748	2,481		1					53,799
	#	4,512	1,493	2,621	11,622	1,561		2					27,441
Tuna, albacore	\$					616	6,178	3,281					10,075
	#					1,232	12,283	4,572					18,087
Whiting, Pac. (hake)	\$ 90			171	1								262
	#	0		0	0								0
Wolf-eel	\$				7								7
	#				11								11
Crustaceans	\$ 861	1,959,312	466,966	54,929	750,359	1,805,223	2,507,106	937,650					8,482,406
	#	0	5,377,124	1,701,663	280,125	1,365,301	1,839,468	678,283					11,987,195
Crab, Dungeness, ocean	\$ 861	1,959,312	466,966	54,929	36,376	23,549	14,683	5,348					2,562,034
	#	0	5,377,124	1,701,663	280,125	120,814	68,638	24,878					7,800,466
Shrimp, pink	\$				713,983	1,781,674	2,492,413	932,302					5,920,372
	#				519,007	1,244,487	1,769,830	653,405					4,186,729
Molluscs	\$		81										81
	#		41										41
Octopus	\$		81										81
	#		41										41
Total	\$ 271,268	2,020,404	620,057	354,868	957,768	1,973,641	2,536,328	967,564					9,702,118
	#	162,368	5,421,228	1,811,279	904,770	1,645,408	1,986,574	756,678					13,187,067



**Year (2009 - 2018) Preliminary**  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - ASTORIA**

	2008	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 165,617,614	188,490,479	219,306,912	246,178,358	274,637,325	235,481,131	146,898,392	171,784,151	256,181,024	170,530,249	2,060,105,635
	\$ 52,458,385	58,587,488	76,426,578	72,040,090	81,122,584	77,948,356	60,910,176	65,419,724	71,555,578	41,826,492	658,295,451
Crustaceans	# 44,184,712	47,557,251	65,788,767	58,018,290	73,815,359	64,083,708	55,974,790	51,440,387	42,227,084	52,457,381	555,567,710
	\$ 49,580,089	44,204,317	69,831,707	54,248,438	95,838,622	78,051,002	53,216,031	81,326,553	71,864,297	95,024,075	693,165,131
Molluscs	# 422,444	475,992	288,376	297,069	365,502	429,803	686,531	3,599,012	764,675	7,738,952	15,068,356
	\$ 296,719	281,005	189,952	180,931	323,485	337,456	561,789	2,057,703	692,461	3,847,994	8,729,485
Other Invertebrates	# 755,615	251,320	599,947	571,161	656,595	505,092	447,590	252,533	287,919	231,776	4,549,538
	\$ 342,103	135,025	313,548	330,009	377,313	284,540	260,975	152,184	365,980	456,439	3,019,828
Total	# 210,990,385	216,775,042	285,984,002	307,064,878	349,474,761	300,499,735	204,007,293	227,076,063	302,460,702	230,958,358	2,635,291,239
	\$ 102,657,296	103,187,835	146,741,785	126,798,468	177,662,004	156,621,354	114,848,971	148,956,174	144,478,016	141,157,000	1,363,209,903



**Year (2009 - 2018) Preliminary**  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - GEARHART/SEASIDE/CANNON BEACH/GARIBALDI/NEHALEM BAY**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 377,542	313,415	235,479	370,996	392,613	470,476	392,023	169,841	378,566	371,395	3,472,146
	\$ 442,098	498,510	488,330	817,379	895,613	1,393,459	1,065,189	430,623	953,008	737,450	7,721,659
Crustaceans	# 1,027,958	927,258	899,643	463,764	1,189,734	503,636	145,995	611,998	927,418	977,185	7,674,599
	\$ 2,163,073	1,974,752	2,429,360	1,453,299	3,272,823	2,092,336	782,146	2,396,333	3,032,061	3,423,087	23,019,270
Molluscs	# 247,217	235,477	216,131	224,405	300,539	292,352	530,876	715,231	707,101	633,950	4,103,279
	\$ 247,871	211,244	144,463	157,586	297,899	271,185	492,790	858,144	669,491	734,067	4,082,740
Other Invertebrates	# 6,120		20	43	2	24					6,208
	\$ 2,840		35	55	2	24					2,956
Total	# 1,658,837	1,476,150	1,351,273	1,059,208	1,882,888	1,266,488	1,068,894	1,496,870	2,013,085	1,982,540	15,256,233
	\$ 2,655,882	2,684,506	3,062,188	2,428,319	4,466,337	3,757,004	2,340,125	3,683,100	4,654,560	4,894,604	34,826,825



**Year (2009 - 2018) Preliminary**  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON -**  
**NETARTS/PACIFIC CITY/SILETZ BAY/SALMON RIVER/DEPOE BAY**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 72,123	66,869	41,300	95,675	71,167	88,811	94,822	66,400	69,950	48,843	715,960
	\$ 111,510	109,683	76,797	178,823	156,651	189,618	213,015	141,200	154,496	131,007	1,463,000
Crustaceans	# 32,068	25,576	26,075	18,292	25,111	9,698	34,156	35,069	35,671	22,192	263,908
	\$ 71,519	65,783	76,543	56,053	76,956	34,653	139,443	148,969	121,756	89,587	881,262
Molluscs	#	32,607	19,432	4,117	2,486	54,023	43,537	18,280	10,284	21,210	205,936
	\$ 16,096	16,096	10,440	2,069	1,639	28,959	24,404	9,443	5,281	12,922	111,253
Other Invertebrates	#		15,160	187,922	22,529	4	12,503		14,457		252,575
	\$		7,580	116,103	13,934	4	6,937		14,457		159,015
Total	# 104,191	125,052	101,967	306,006	121,253	152,536	185,018	119,749	130,362	92,245	1,436,379
	\$ 183,029	191,562	171,360	353,048	249,180	253,434	383,789	298,612	295,990	233,516	2,614,530



**Year (2009 - 2018) Preliminary**  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - NEWPORT**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 43,762,210	50,949,843	62,308,410	65,824,223	106,966,705	103,867,067	51,770,637	66,455,577	98,415,110	66,952,441	718,272,223
	\$ 15,644,410	16,765,025	21,724,756	22,865,368	26,978,832	25,034,144	17,941,822	23,326,086	25,250,271	14,712,767	210,241,481
Crustaceans	# 13,188,843	11,477,464	19,943,569	16,870,513	23,179,553	23,165,829	15,897,264	16,869,927	15,521,414	18,139,145	174,053,541
	\$ 15,203,952	13,858,062	22,077,682	14,362,905	28,100,520	27,562,944	15,278,082	24,004,072	27,491,526	34,784,553	222,724,298
Molluscs	# 76,743	163,200	31,185	29,551	23,812	30,615	35,679	1,764,095	19,657	2,276,773	4,451,510
	\$ 17,687	8,371	3,549	2,513	2,220	2,735	2,056	738,730	1,661	1,053,866	1,833,408
Other Invertebrates	# 237	415	69	57	112	19	159	597	96	285	2,035
	\$ 196	314	60	28	0	0	0	0	510	0	1,108
Total	# 57,028,033	62,590,922	82,283,233	82,724,344	130,170,182	127,063,530	67,703,756	84,880,186	114,956,477	87,368,644	696,778,309
	\$ 30,866,245	30,631,772	43,806,047	37,230,814	55,079,572	52,599,823	33,221,980	48,068,888	52,743,988	50,551,186	434,800,295





Year (2009 - 2018) Preliminary  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON -  
 WALDPORIT/YACHATS/FLORENCE/WINCHESTER BAY**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 219,244	179,303	318,405	334,409	356,101	270,462	3,045,928	164,154	254,169	332,933	5,475,008
	\$ 412,229	379,269	813,333	818,617	1,071,149	860,443	829,951	413,798	795,021	863,923	7,246,733
Crustaceans	# 246,520	225,545	516,787	399,761	709,073	659,034	939,892	474,047	629,111	794,708	5,594,476
	\$ 634,205	604,044	1,525,177	1,476,599	2,145,802	2,948,385	1,457,183	2,020,602	2,388,958	3,231,609	18,432,553
Molluscs	# 1,790	145	1,427		22		1,723	389,771		3,500,263	3,894,141
	\$ 691	73	1,521		0		1,231	110,415		1,602,643	1,716,574
Other Invertebrates	#				16	4					20
	\$				16	4					20
<b>Total</b>	# 467,554	404,893	838,619	734,170	1,065,212	929,500	3,987,443	1,026,972	883,280	4,627,902	14,963,645
	\$ 1,047,125	983,386	2,340,031	2,295,206	3,216,967	3,808,832	2,287,365	2,544,815	3,173,979	5,698,174	27,395,880



Year (2009 - 2018) Preliminary  
**POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - CHARLESTON**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 14,628,355	12,018,706	12,770,812	8,996,567	8,466,313	7,846,536	6,842,480	6,494,154	6,947,852	4,378,145	69,279,920
	\$ 8,283,030	9,905,210	12,844,109	9,441,993	11,528,208	12,076,387	8,404,892	9,072,682	9,616,317	5,591,686	96,544,494
Crustaceans	# 16,026,474	19,434,176	26,344,636	23,652,078	24,491,262	21,678,044	13,884,151	14,233,622	12,533,986	14,557,405	186,835,834
	\$ 14,722,049	14,142,164	23,048,548	17,508,132	22,893,890	22,027,591	13,153,235	18,517,040	17,838,519	23,128,279	188,977,447
Molluscs	# 45,868	36,503	12,134	15,079	21,037	32,806	36,451	694,327	11,858	1,305,174	2,211,237
	\$ 22,087	23,357	8,301	14,563	18,669	31,890	35,820	337,337	13,113	447,120	952,267
Other Invertebrates	# 4,969	4,488	1,398	27,207	4,365		8,350		35,645		86,362
	\$ 1,471	2,244	699	13,604	2,153		4,175		44,084		68,430
<b>Total</b>	# 30,705,666	31,493,673	39,128,980	32,580,931	32,982,917	29,557,386	20,771,432	21,422,103	19,529,341	20,240,724	278,413,363
	\$ 23,068,647	24,072,975	35,701,657	26,978,292	34,442,920	34,135,868	21,598,122	27,927,059	27,510,033	29,167,065	284,542,638



**Year (2009 - 2018) Preliminary  
POUNDS AND VALUES OF COMMERCIALY CAUGHT FISH AND SHELLFISH LANDED IN OREGON - BROOKINGS**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
Fish	# 2,836,659	3,077,465	2,358,188	2,701,719	3,499,888	3,870,728	2,723,328	3,438,830	3,786,404	1,244,259	29,538,464
	\$ 2,030,449	2,154,545	2,197,526	2,494,179	2,949,732	4,909,580	2,829,784	2,674,036	3,122,195	1,241,545	26,603,571
Crustaceans	# 3,475,489	3,402,755	3,195,288	6,021,025	9,729,223	4,487,232	7,134,817	7,761,072	5,153,776	8,702,533	59,073,218
	\$ 4,731,597	3,039,521	3,357,969	9,371,868	16,194,534	4,839,887	5,810,663	12,084,853	5,220,898	12,171,522	78,823,112
Molluscs	# 145	284			247		73	73		81	903
	\$ 83	208			137		73	37		41	577
Other Invertebrates	#	10,185	6,826	1,113			20,867		47,310		88,301
	\$	4,813	2,999	1,280			10,434		48,548		68,074
<b>Total</b>	# 6,312,293	6,490,709	5,561,310	8,723,857	13,229,338	8,367,958	9,879,083	11,199,975	8,987,490	9,946,873	88,696,886
	\$ 6,762,128	5,199,085	5,558,494	11,667,127	19,144,403	9,748,467	8,650,954	14,758,926	8,391,641	13,413,108	103,495,334

# OPERATIONAL REPORT

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**DATE:** *August 18, 2018*  
**RE:** *Operational Report*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:** *Travis Webster, Harbormaster*

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## OVERVIEW

- Clean up throughout the Port is ongoing as funds are available.
- We have started to layout docks to be re built for upcoming piling project.
- We continue to identify small problems that occur with day to day use and assign work orders and complete these jobs in an orderly fashion.
- Fuel tanks are to be cleaned on Sept. 18<sup>th</sup> by Carson Oil. (Our fuel provider)
- Brushing in our empty lot has been completed.
- Repair to main line that feeds the kite field side of commercial basin
- New Port Truck has arrived and logo and decals are on. |
- Boat yard haul outs as of Aug 21<sup>st</sup> to date. 7 vessels
- Thank you to staff for your hard work and dedication to this Port.



# OLD BUSINESS AGENDA ITEM A

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**DATE:** *September 18, 2018*  
**RE:** *Dehlinger Litigation*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:**

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## OVERVIEW

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## DOCUMENTS

- No supporting documents.

## COMMISSIONERS ACTION

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# NEW BUSINESS AGENDA ITEM A

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**DATE:** *September 18, 2018*  
**RE:** *Safety and Health Program*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:** *Special Districts Insurance Services*

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## OVERVIEW

- August 29, 2018, Manager Kathy Lindley Hall and staff meet with Greg Jackson, Risk Management Consultant with SDAO. All members insured through the SDIS workers' compensation pool are required by OR-OSHA to have a written Loss Prevention Plan in place. This plan was given to us by SDAO and we just placed Port of Brookings Harbor in the document.

## DOCUMENTS

- Safety and Health Program, 1 page.

## COMMISSIONERS ACTION

- Approve or deny Safety and Health Program.

## **Port of Brookings Harbor District** **Safety and Health Program**

The safety and health of all workers/employees is a shared goal of all who work for this District. The Port of Brookings Harbor District's policy is that managers, supervisors, and all other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The Port of Brookings Harbor District has a safety committee consisting of management and labor representatives. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the District's safety program.

The Port of Brookings Harbor District expects all management and hourly employees to focus on the following:

- Striving to achieve zero accidents and injuries.
- Taking reasonable steps to improve safety and health rules.
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- Identifying reasonable and appropriate mechanical and physical safeguards.
- Conducting reasonable safety and health inspections.
- Training workers as needed in safe work practices and procedures.
- Providing employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- Using appropriate personal protective equipment.
- Reporting hazards, unsafe work practices, and accidents.
- Assisting in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- Supervising workers in safe work practices.
- Enforcing applicable safe work rules.
- Disciplining workers that fail to work safely.
- Participating in and supporting safety committee activities.
- Reviewing the District's safety and health program annually or as needed.

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

**IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:**

Scott Neufeld, Loss Control Manager  
SDAO: 1-800-285-5461  
[sneufeld@sdao.com](mailto:sneufeld@sdao.com)

# NEW BUSINESS AGENDA ITEM B

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**DATE:** *September 18, 2018*  
**RE:** *Masterplan for RV Park*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:**

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## OVERVIEW

- The RV Park needs some attention. What needs to be fixed? How do we move forward?

## DOCUMENTS

- No supporting documents.

## COMMISSIONERS ACTION

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# NEW BUSINESS AGENDA ITEM C

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**DATE:** *September 18, 2018*  
**RE:** *Rogue Credit Union Lease*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:** *Kathy Lindley Hall, Interim Port Manager*

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## OVERVIEW

- Rogue Credit Union has an ATM next to the Port Office, this is a lease for that 220 sq. ft. facility.

## DOCUMENTS

- Rogue Credit Union Lease with Map, 18 pages.

## COMMISSIONERS ACTION

- Approve or deny commercial lease agreement with Rogue Credit Union.

## COMMERCIAL LEASE AGREEMENT

This lease commercial lease agreement ("Lease Agreement" or "Lease") is made and entered into at Brookings, Oregon this 1st day of August 2018, by and between the **Port of Brookings Harbor, an Oregon municipal corporation,** ("Landlord") and **Rogue Credit Union, an Oregon State chartered credit union headquartered in Medford, Oregon,** ("Tenant").

1. **Leased Premises.** Landlord hereby leases to Tenant the following described real property located in the Port of Brookings Harbor on the terms and conditions stated below:
  - a. Approximately 220 square-feet of commercial asphalt ground space located at 16330 Lower Harbor Road, Brookings, Oregon, as shown in Exhibit "A", attached hereto and incorporated herein by this reference (the "Leased Premises").
  
2. **Lease Term and Rent.**
  - a. **BASE RENT.** The Base Rent for the Leased Premises is Sixty-Six and 00/100 Dollars (\$66.00) per month, payable on the first day of each month commencing September 1, 2018.
  
  - b. **ELECTRIC SERVICE.** In addition to the Base Rent, Tenant will pay \$34.00 per month to Landlord for electrical service. This payment is due and payable at the same time as the base rent each month.
  
  - c. **INITIAL TERM.** The initial term of this lease is three (3) years commencing at 12:00 a.m. August 1, 2018 and ending at 11:59 p.m. on July 31, 2021.
  
  - c. **OPTION TO RENEW.** Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for one (1) additional three (3) year term at terms and conditions to be negotiated, provided Tenant: (a) is not in default of this lease at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant's use of the Leased Premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

- b. **NOTICE OF RENEWAL.** Tenant must notify Landlord in writing at least ninety (90) days prior to expiration of the lease of Tenant's intent to exercise all or any portion of Tenant's option to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.
3. **Base Rent Payment.** Tenant must pay the Base Rent for the Leased Premises and any additional rent provided herein without deduction or offset. The Base Rent will increase annually, on each anniversary of the lease commencement for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The Base Rent increase will be for the total amount of the Base Rent due. Base rent includes all prior percentage increases.

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

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

4. **Lease Consideration/Security Deposit.** Upon execution of this Lease Agreement, Tenant's Base Rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in the sum of \$100.00. Landlord may apply the security deposit to pay the cost of performing any obligation which Tenant fails to perform within the time required by this Lease Agreement, but such application by Landlord is not the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant must on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit will be returned to Tenant upon termination of

this Lease, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant may use the Leased Premises for an ATM for no other purpose without Landlord's express written consent. In connection with its use of the Leased Premises, Tenant must, at its sole expense, promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including, but not limited to, those of the Port of Brookings Harbor, Curry County and the State of Oregon, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant must not create or maintain any nuisance or waste while occupying the Leased Premises. Tenant will be responsible for any System Development Charges, if applicable, for the Leased Premises.
  
6. **Equipment.** Tenant may install in the Leased Premises only such equipment as is customary for the intended *use* and must not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating, communication equipment, or exceptionally heavy objects. Any equipment installed by Tenant will remain Tenant's property and must be installed, maintained, and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant must also be installed and operated at Tenant's expense.
  
7. **Sign.** No signs, awnings, antennas, or other apparatus shall be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all other applicable authorities. Signs and sign hardware must be removed upon termination of this Lease and the sign location restored, unless Landlord elects to retain all or any portion thereof.
  
8. **Utilities and Services.** Landlord will furnish all utilities up to the Leased Premises. Unless caused by Landlord's negligence or intentional act, any interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, or render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this



Lease. Landlord, however, shall take all reasonable steps to correct any interruption in service.

**9. Maintenance and Repair - Tenant**

- a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements excepted. Subject only to the provisions contained in Section 10 herein, Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord shall have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord shall have no liability for interference with Tenant's use because of repairs and installations. Tenant shall have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or otherwise eviction of Tenant. Repair of damage caused by negligent or intentional acts or breach by this lease by Tenant, its employees or invitees shall be at Tenant's expense.
- b. Tenant shall be responsible for any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees, except repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.
- c. Tenant is responsible for all other repairs to the Leased Premises which Landlord is not required to make under Section 10 or Section 15.
- d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law shall be due and payable as additional rent to Landlord together with Tenant's next Base Rent installment.

- e. On the last day of the term hereof, or on any sooner termination, Tenant shall surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises shall not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

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

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to a water supply and electricity.
- c. Repair and maintenance of existing exterior water, sewage, gas and electrical services up the point of entry to the Leased Premises.
- d. Repair and maintain any structural element, that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.
- e. Repair and maintenance of the roof and gutters, exterior walls, including painting, structural members, floor slabs and foundation.
- f. Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or Tenants of other portions of the same building.

**11. Alterations.** Tenant shall not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, and approved additions shall at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord shall have the

right to approve the contractor used by Tenant for any work in the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises. Any approved tenant improvement costs to building structure or Port infrastructure within the Lease Premises may be credited up to 50% of the base lease rate.

- 12. Indemnity.** Tenant shall not allow any liens to attach to the Lease Premises, or Tenant's interest in the Leased Premises, as a result of Tenant's activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion of requiring Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien, and Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney fees and costs relating to any such lien.

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

- 13. Insurance.** Tenant shall carry liability insurance with limits of not less than Two Million Dollars (\$2,000,000) insurance, shall have an

endorsement naming Landlord as an additional insured and covering the liability insured under Paragraph 16 of this Lease.

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

Leases / Tenants

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

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

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable, or which will cost more than twenty-five percent (25%) of the pre-damage value of the Leased Premises to repair, or which is not covered by insurance. In case of major damage, Landlord or Tenant may elect to terminate this lease by notice in writing to the other party within thirty (30) days after such date. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord shall promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, shall be the responsibility of the Tenant. Rent shall be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.
16. **Waiver of Subrogation.** Tenant shall be responsible for insuring its personal property and trade fixtures located on the Leased Premises and any alterations or Tenant improvements it has made to the Leased Premises. Neither Landlord nor Tenant shall be liable to the other for any loss or damage caused by water damage, sprinkler leakage, or any of the risks that are or could be covered by a standard all risk insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claims by one party's insurance carrier against the other party arising out of any such loss.
17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate shall be that the portion of the Leased Premises taken shall be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent shall be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds shall belong to Landlord, and Tenant shall have no claims against Landlord or the condemnation award because of the taking.

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

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

**19. Default.**

- a. Any of the following shall constitute a default by Tenant under this lease:
1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after its due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision shall be satisfied if Tenant commences correction within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
  2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision

of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.

3. Assignment or subletting by Tenant in violation of Section 18 above.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this Lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

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

- a. Landlord may terminate the lease and reenter and retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to re-let the Leased Premises shall be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.
- b. Landlord may recover all damages caused by Tenant's default which shall include an amount equal to rentals lost because of the default, all attorney fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages shall bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable to the remaining term of the lease. Such damages shall be measured by the difference between the rent under this lease and the reasonable rental value of the Leased

Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.

c. Landlord may make any payment or perform any obligation which Tenant has failed to perform, in which case Landlord shall be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord shall not waive Tenant's default.

21. **Regulations.** Landlord shall have the right (but shall not be obligated) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies shall be complied with as if part of this lease.
22. **Access.** During times, other than normal business hours Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord shall have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord shall have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in case of emergency such entry shall be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.
23. **Notices.** Notices to the parties relating to the lease shall be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent shall be payable to Landlord at the same address and in the same manner, but shall be considered paid only when received.



- 24. Subordination.** This lease shall be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease shall be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances, and Tenant shall execute such documents as may reasonably be requested by Landlord or the beholder of the encumbrance to evidence this subordination.
- 25. Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant shall attorn to the purchaser or transferee and recognize it as the Landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the transferor shall have no further liability hereunder.
- 26. Estoppel.** Either party will within twenty (20) days after notice from the other execute, acknowledge and deliver to the other party a certificate whether or not this lease has been modified and is in full force and effect, whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease. Unresolved good faith disputes between Landlord and Tenant shall be resolved pursuant to mandatory binding arbitration as provided herein.
- 27. Attorney's Fees.** In the event, any action, suit, arbitration or other proceeding shall be instituted by either party to this Lease to enforce any provision of this Lease or any matter arising therefrom or to interpret any provision of this Lease, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee to be determined by the Court or Arbitrator(s). In addition to recovery of a reasonable attorney fee, the prevailing party shall be entitled to recover from the other costs and disbursements, including all costs of Arbitration and the Arbitrator(s) fees, and expert witness fees, as fixed by the Court or tribunal in which the case is heard.

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

28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, it shall be entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord shall have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This lease and the attached Exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.
30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.
31. **Real Property Taxes.**
  - a. **Payment of Taxes.** Tenant shall pay the real property tax, if any, as defined in paragraph 31.c. below applicable to Tenant's portion of the Port as represented by the lease.
  - b. **Additional Improvements.** Tenant shall be responsible for paying Tenant's share of any increase in real property tax specified in the Tax Assessor's records and work sheets as being caused by additional improvements placed upon the

Leased Premises by Tenant or by Landlord for the use by Tenant.

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

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

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

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

35. **"As-is"**. This lease is not subject to any implied warranties, but is leased "as is".

36. **Parking.** Landlord reserves the right to reassign parking spaces provided to Tenant at any time during the period of this lease with thirty (30) days written notice to Tenant and Tenant's consent, which shall not be unreasonably withheld.

37. **Arbitration.**

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

- 37.2** Any party asserting a claim arising out of or relating to this lease may make a written demand for arbitration. In this event, the parties shall agree to submit their controversy to binding arbitration before a single arbitrator. The arbitrator shall be an attorney licensed to practice law in the State of Oregon. If the parties cannot agree within 30 days to the selection of a single arbitrator after the election to arbitrate, either party may request that the selection of an arbitrator be made by a Judge of the Circuit Court of the State of Oregon for Curry County. The dispute shall be heard by the arbitrator selected within 90 days thereafter, unless the parties agree otherwise.
- 37.3** The parties will pay their own costs of arbitration, and each will be obligated for one-half of the arbitrator's fee. In the event of arbitration under the provisions of this Lease, the prevailing party shall be awarded reasonable attorney fees and related costs.
- 37.4** If arbitration is commenced, the parties agree to permit discovery proceedings of the type provided by the Oregon Rules of Civil Procedure both in advance of, and during recess of, the arbitration hearings. ORS 183.450(1) through (4), where applicable, shall control the admission of evidence at the hearing in any arbitration conducted hereunder, provided however no error by the arbitrator in application of the statute shall be grounds as such for vacating the arbitrator's award. Each party shall be entitled to present evidence and argument to the arbitrator. The arbitrator shall give written notice to the parties stating the arbitration determination and shall furnish to each party a signed copy of such determination and Judgment so the award may be entered in any court having Jurisdiction over the parties. The parties agree that all facts and other information relating to any arbitration arising under this contract shall be kept confidential to the fullest extent permitted by law.
- 37.5** The parties agree that the arbitrator shall have no Jurisdiction to render an award and/or Judgment for punitive damages. The parties agree that the decision of the arbitrator shall be final and binding on the parties and a Judgment may be entered on the arbitrator's award. Unless otherwise inconsistent herewith, the provisions of ORS Chapter 36 shall apply to any arbitration hereunder. The duty to arbitrate shall survive the cancellation or termination of this contract.
- 37.6** Service of process in connection therewith shall be made by certified mail. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be the existence of the agreement to arbitrate and the failure of one Party to comply with that agreement, and those issues shall be determined summarily by the court without a jury. All other issues shall be

decided by the arbitrator, whose decision thereon shall be final and binding. There may be no appeal of an order compelling arbitration except as part of an appeal concerning confirmation of the decision of the arbitrator.

- 37.7** Neither Party shall institute any legal proceeding against the other to enforce any right hereunder or for breach hereof, except that either Party may institute litigation (i) to enforce its rights of arbitration hereunder (ii) to confirm and have judgment entered upon any arbitration award issued hereunder, and (iii) to stay the running of any statute of limitation or prevent any other occurrence (including, without limitation, the passage of time) which would constitute laches, estoppel, waiver or any other such legal consequence that suit is necessary to avoid, provided, however, that neither Party shall pursue litigation under item (iii) beyond such action as is necessary to prevent prejudice to its cause of action pending ultimate resolution by arbitration under this Section 37.
- 37.8** If any dispute between the Parties arises from or in connection with any claim of litigation initiated by any third party (either as claimant, plaintiff, counterclaimant, or defendant/third Party plaintiff), then, unless the Parties agree otherwise, the resolution of that dispute under the arbitration provisions of this Section may at the option of either Party be deferred until the resolution of that third-party claim or litigation, provided, however that in the event of any such dispute in connection with a claim or litigation so initiated by a third party, either Party may at any time initiate arbitration under this Section 37 to determine prospective liability between the Parties upon facts which are stipulated, admitted solely for the purpose of arbitrating prospective liability, or not reasonably in dispute. The issue of whether any fact is "reasonably in dispute" under the preceding sentence shall be subject to mandatory arbitration hereunder upon the demand of either Party. In the event Landlord is made a party to such claim or litigation so initiated by a third party, Owner shall select its own counsel and have complete control over all claim or litigation decisions concerning its participation in that claim or litigation, regardless of whether Owner is required to, or in fact does, initiate a crossclaim, counterclaim, or third-party claim under Subclause (iii) of Subsection above, and regardless of Tenant's indemnity obligations under Section 9 above.

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

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

**PORT OF BROOKINGS-HARBOR,  
Landlord**

**ROGUE CREDIT UNION  
Tenant**

By: \_\_\_\_\_

Name: Roy Davis

Title: Chairman

ATTEST:

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_





Exhibit "A"

MURKIN  
ROBBIT  
UNION

# NEW BUSINESS AGENDA ITEM D

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**DATE:** *September 18, 2018*  
**RE:** *Grimstad & Associates*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:** *Grimstad & Associates*

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## OVERVIEW

- The Port Auditor, Grimstad & Associates, has cease services to the Port of Brookings Harbor.

## DOCUMENTS

- Letter regarding ceasing services from Grimstad & Associates, 1 page.

## COMMISSIONERS ACTION

- Approve resignation from Grimstad & Associates. How would the board like to proceed?



**GRIMSTAD & ASSOCIATES**  
Certified Public Accountants

Newport Office:  
P.O. Box 1930  
530 N.W. 3rd St. Ste E  
Newport, OR 97365  
(541) 265-5411  
Fax (541) 265-9255  
info@grimstad-assoc.com

Lincoln City Office:  
1349 N.W. 15th Street  
Lincoln City, OR 97367  
(541) 994-5252  
Fax (541) 994-2105

September 12, 2018

To the Board of Port of Brookings-Harbor  
PO Box 848  
Brookings, OR 97415

Effective September 3, 2018, I will cease my services as your auditor. I have reached this decision reluctantly and after substantial deliberation because of the lack of staffing in my office coupled with meeting the year end filing deadline required by the Division of Audits.

I have appreciated working with the Port over these last ten years, and seeing it survive the many obstacles it has encountered.

Sincerely,

GRIMSTAD & ASSOCIATES



Signe Grimstad  
Certified Public Accountant

SG:dp

# NEW BUSINESS AGENDA ITEM E

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**DATE:** *September 18, 2018*  
**RE:** *Ordinance*  
**TO:** *Port of Brookings Harbor, Board of Commissioners*  
**ISSUED BY:**

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## OVERVIEW

- August 21, 2018 Regular Meeting, Richard Heap made the motion to move to amend ordinance number one as follows. Add 4.23.1, no commercial use of the boat ramp transit dock in basin one will be allowed. Commercial use includes the offloading of catch for delivery to a business vehicle or other conveyance. Amend 4.39.1 to read the existing language is there shall be no public parking except in areas so designated by the Port of Brookings Harbor. I'm adding language, areas where public parking is expressly prohibited include the launch ramp parking area, except as designated for daily use by vehicles towing boat trailers, and single car parking and designated areas; the boat wash lanes and approach lanes except when washing trailer boat; other areas deemed as necessary to ensure compliance with grant agreements. Motion Passed 5 -0.
- Per Port Counsel we can only amend an ordinance with an ordinance, so we should include the Introduction and First Reading of the Ordinance.

## DOCUMENTS

- Ordinance Procedure, 3 pages.
- Ordinance No. 21, 1 page.

## COMMISSIONERS ACTION

- Per Port Counsel the action would be to Waive full reading and Adopt Ordinance No. 21, Amending Ordinance No. 1-1998 Regarding Transient Dock Boat Ramp and Public Parking Regulations. The Ordinance would take effect 30 days after adoption.

**777.190 Ordinances for policing or regulating of port property.** A port may by ordinance in accordance with ORS 198.510 to 198.600 make, modify or abolish regulations to provide for the policing, control, regulation and management of property owned, operated, maintained or controlled by the port. A port, for the purpose of enforcing such ordinances, may appoint peace officers who shall have the same authority, for the purpose of the enforcement of the ordinances, as other peace officers. [1955 c.699 §§2,3,4; 1959 c.255 §1; 1971 c.268 §21; 1971 c.728 §42]

## ORDINANCES AND REGULATIONS

**198.510 Definitions for ORS 198.510 to 198.600.** As used in ORS 198.510 to 198.600, unless the context requires otherwise:

(1) “County” means the county in which the district, or the greater portion of the assessed value of the district, is located.

(2) “County board” means the board of county commissioners or the county court of the county.

(3) “County clerk” means the county clerk of the county.

(4) “District” has the meaning given that term in ORS 198.010 (2), (4), (5), (11), (12), (14), (16), (17), (19), (20) to (23), (25), (26) and (27). In addition, “district” means any one of the following:

(a) A county service district organized under ORS chapter 451.

(b) The Port of Portland established by ORS 778.010.

(5) “District board” means the governing body of a district and the term includes a county board that is in the governing body of a district.

(6) “Presiding officer” means the chairperson, president or other person performing the office of presiding officer of the district board.

(7) “Principal Act” means the law, other than ORS 198.510 to 198.600, applicable to a district. [1971 c.268 §2; 2007 c.179 §5; 2007 c.562 §22b; 2009 c.584 §22; 2015 c.544 §17; 2015 c.560 §12]

**198.520** [1971 c.268 §1; 1975 c.782 §48b; 1977 c.756 §3; 1981 c.226 §20; repealed by 2007 c.179 §9]

### **198.530 Procedure for adopting, amending or repealing ordinances or regulations.**

When a district board is authorized by the principal Act of a district to enact, amend or repeal regulations, it shall do so in accordance with ORS 198.510 to 198.600. In all counties which do not provide by ordinance or charter for the manner of enacting, amending or repealing ordinances and regulations, this section applies when a county board pursuant to statute is acting as the governing body of a district. [1971 c.268 §3]

**198.540 Notice prior to adoption of ordinance affecting regulation.** (1) Except in an emergency, an ordinance adopting, amending or repealing a regulation shall not be considered or voted upon by a district board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date and place of the meeting, give a brief description of the ordinances to be considered at the meeting and state that copies of the ordinances are available at the office of the district board.

(2) The presiding officer shall cause the agenda to be published not more than 10 days nor less than four days before the meeting, in one or more newspapers of general circulation within the district or, if there is no such newspaper, in a newspaper of general circulation in each county in which the district is located. The presiding officer may also cause the agenda:

(a) To be posted in three public places within the district at least 10 days before the meeting; or

(b) To be published by radio and television stations broadcasting in the district as provided by ORS 193.310 and 193.320. [1971 c.268 §4]

**198.550 Publication of ordinance; emergency ordinance procedure.** (1) Except as provided by subsection (3) of this section, before an ordinance is adopted it shall be read during regular meetings of the district board on two different days at least six days apart. The reading of an ordinance shall be full and distinct unless at the meeting:

(a) A copy of the ordinance is available for each person who desires a copy; and

(b) The board directs that the reading be by title only.

(2) Except as provided by subsection (3) of this section, the affirmative vote of a majority of the members of the district board is required to adopt an ordinance.

(3) An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the board at the meeting, a quorum being present, is required to adopt an emergency ordinance. [1971 c.268 §5]

**198.560 Filing of ordinance; notice of adoption of emergency ordinance.** (1) Within seven days after adoption of an ordinance, the enrolled ordinance shall be:

(a) Signed by the presiding officer;

(b) Attested by the person who served as recording secretary of the district board at the session at which the board adopted the ordinance; and

(c) Filed in the records of the district.

(2) A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.

(3) Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published as provided by ORS 198.540 (2) for notice of proposed ordinances. The notice shall:

(a) Briefly describe the ordinance;

(b) State the date when the ordinance was adopted and the effective date of the ordinance; and

(c) State that a copy is on file at the district office and at the office of the county clerk of the county, available for public inspection. [1971 c.268 §6]

**198.570 When ordinances take effect.** (1) Except as provided by subsection (2) of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the electors of the district, it shall not take effect until approved by a majority of those voting on the ordinance.

(2) An emergency ordinance may take effect upon adoption. [1971 c.268 §7; 1983 c.350 §3]

**198.580** [1971 c.268 §8; repealed by 1979 c.190 §431]

**198.590 Petition to adopt, amend or repeal ordinance.** Any interested person who is a landowner within the district or an elector registered in the district may petition the district board to adopt, amend or repeal an ordinance. Any such person may appear at any regular meeting of the board and shall be given a reasonable opportunity to be heard. [1971 c.268 §9; 1983 c.83 §6]

**198.600 Penalty for violation of regulations; jurisdiction; enforcement.** (1) If a penalty for a violation is not otherwise provided, violation of any regulation adopted by a district board under ORS 198.510 to 198.600 is a Class C misdemeanor.

(2) Actions to impose punishment shall be brought in the name of the district or county, as the case may be, in any court having jurisdiction of misdemeanors under state laws. The action shall be brought in the county in which the district, or the greater portion of the area of the district, is located.

(3) Any peace officer may enforce an ordinance adopted under ORS 198.510 to 198.600. ORS 221.333 is applicable to the enforcement of such ordinances. [1971 c.268 §10; 2011 c.597 §170]

**Ordinance No. 21**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS HARBOR  
AMENDING ORDINANCE NO. 1 – 1998 REGARDING TRANSIENT DOCK BOAT RAMP  
AND PUBLIC PARKING REGULATIONS**

WHEREAS, on May 26, 1998, the Board of Commissioners of the Port of Brookings Harbor adopted Ordinance No. 1-1998; and

WHEREAS, the Oregon State Marine Board has funded improvements to support recreational boating; and

WHEREAS, as a condition of the OSMB grant, the facilities are required to be used for recreational boating and not to support commercial purposes.

**Now, therefore, the Board of Commissioners of the Port of Brookings Harbor ordains as follows:**

**Section 1. Ordinance Identified.** The ordinance amends Ordinance No. 1-1998 adopted May 26, 1998.

**Section 2. Amendment One.** Section 4.39.1 of Part IV, Specific Rules and Regulations, of Ordinance No. 1-1998 is hereby repealed and amended to read as follows:

4.39.1 There shall be no public parking except in areas so designated by the Port of Brookings Harbor. Areas where public parking is expressly prohibited include: the launch ramp parking area except as designated for daily use by vehicles towing boat trailers and single car parking in designated areas: the boat wash lanes and approach lanes except when washing a trailered boat; other areas deemed necessary to insure compliance with grant agreements.

**Section 3. Amendment Two.** Part IV, Specific Rules and Regulations, of Ordinance No. 1-1998 is hereby amended by adding Section 4.23.1 to read as follows:

4.23.1 No commercial use of the boat ramp transient dock in Basin 1 will be allowed. Commercial use includes the offloading of catch for delivery to a business, vehicle or other conveyance.

**Section 4. Effective Date.** This ordinance will be effective 30 days following the date of its adoption.

INTRODUCED on the \_\_\_ day of \_\_\_\_\_, 2018.

APPROVED and ADOPTED on the \_\_\_ day of \_\_\_\_\_, 2018 by the following vote: on a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried on a \_\_\_ - \_\_\_ vote.

\_\_\_\_\_  
Chair of the Board of Commissioners

\_\_\_\_\_  
Secretary of the Board of Commissioners