

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, April 17, 2024 at 2:00pm
Hybrid / Meeting Room
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

This is a hybrid meeting, which means you can attend in-person at the above address, or you can attend by the following:

Teleconference Call-In Number:	Meeting ID:	Passcode:
1 (253) 215-8782	833 7146 2484	76242024

Webinar Access:

<https://us02web.zoom.us/j/83371462484?pwd=TkZmK1hMUWJkL2RNakpGVGRrUIZqQT09>

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

TENTATIVE AGENDA

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<ul style="list-style-type: none"> • Pledge of Allegiance • Roll Call • Modifications, Additions, and Changes to the Agenda • Declaration of Potential Conflicts of Interest 	
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3. APPROVAL OF MEETING MINUTES	
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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, March 20, 2024

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

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

1. CALL MEETING TO ORDER

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

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- Webster noted that there were added information items to the packet: Information Item G, Discussion of a Sea Lion Policy and Information Item H, Board Practices Assessment Date. There were no other modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:17

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:32

A. Approve Minutes of Regular Commissioner Meeting Wednesday, February 21, 2024.

A motion was made by Jonas and seconded by Fraser to approve the meeting minutes. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:56

There was one public comment by Mike Murphy regarding Information Item D, Port Rates, but asked the Board if he could make his comment when the Board gets to Information Item D, which the Board approved.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:38

Webster reported that an RFP was published regarding asphalt repair, Tidewater was the lowest bid and will complete work when weather permitted. RV Park fence fell in some spots due to windstorm; staff is looking into a chain-link fence before repairs are made. RV Park received a new camp host. The sea lions have returned to J Dock. Port has received the Golden Anchor Reward with OSMB Clean Marina Program. King reviewed the Safety, Security & Environmental Report. Board allowed public comment. Walker reviewed the Financial Report. Walker informed the Board that our current auditor has asked for another extension, which was approved.

A motion was made by Jonas and seconded by Hartung to approve the Management & Financial Reports as presented. The motion passed 4 – 0.

6. ACTION ITEMS

- A. Resolution 2024-03, Reestablishing Reserve Fund Policy** – Audio time 0:11:46
Webster reviewed item with the Board. Board had no comment.

A motion was made by Hartung and seconded by Jonas to approve Resolution No 2024-03, Reestablishing Reserve Fund policy and for it to take effect in Fiscal Year 2024-25. The motion passed 4 – 0.

- B. Review Auditors Proposals for FY 23-24** – Audio time 0:13:42
Webster reviewed item with the Board. Board asked about our current auditor's rates, does this price include the FEMA audit. Walker reported on her interactions with each firm so far. Board allowed public comment.

A motion was made by Jonas and seconded by Fraser to accept Umpqua Valley Financial Municipal Auditing Services Proposal for a (3) year contract for Fiscal Years 2023-24, 2024-25, and 2025-26 services. The motion passed 4 – 0.

- C. Donation of Docks to Port of Gold Beach** – Audio time 0:25:15
Webster explained that the Port of Gold Beach wants to rebuild a few docks. Suggested donating twenty docks along with two to four extra docks for spare parts. These docks are just sitting in our boat yard and this is a good opportunity to help other small ports.

A motion was made by Jonas and seconded by Hartung to approve donating the Port of Brookings Harbor old concrete floating docks at the discretion of the Port Manager to the Port of Gold Beach. The motion passed 4 – 0.

- D. El Cazadores Property Sale** – Audio time 0:28:41
Webster explained we are finally getting to the end of this property sale; we just need approval on the final signer.

A motion was made by Hartung and seconded by Jonas to approve Travis Webster as the authorized signer for all necessary documents for closing the property sale with Cendi and Javier Olmedo. The motion passed 4 – 0.

7. INFORMATION ITEMS

A. **FEMA PW-189 Dredging Update** – Audio Time 0:30:36

Webster explained the clamshell removed 2438 cubic yards and the dredge from dragflow arrived February 16. Board asked about maintenance and what Webster thought of the dredge. Webster thinks we will need to ask for an extension to complete the project.

B. **EPA Time Extension** – Audio time 0:38:11

Webster reviewed item. Spoke with DEQ regarding permit, permit process is taking longer than expected, we have elected to request for another time extension.

C. **DEQ 1200Z Stormwater Test Results** – Audio Time 0:42:09

Webster reviewed item and informed them that this is our second test, again we failed in the boat yard and per our tier two corrective action report we have already purchased an oil water separator for the boat yard. We have put an RFP out for a contractor to install. Board asked about the culvert in the boat yard. Board allowed public comment.

D. **Resolution 2024-XX, Port Rates for FY 2024-25** – Audio Time 0:45:48

Board allowed Mike Murphy to give his public comment regarding rates. Webster reviewed each page of the proposed rates. Board discussed the charter fees and implementing the fees. Fraser asked about the CPI increase and what we are charging.

E. **2024 Events** – Audio Time 1:09:31

Webster reviewed item with the Board.

F. **Salmon Season Update** – Audio Time 1:10:37

Heap reviewed the proposed dates for recreational and commercial salmon fishing. Board allowed public comment.

G. **Discussion of a Sea Lion Policy** – Audio Time 1:22:25

Webster explained that the sea lions are here and asked what the Boards expectations are for staff and the public and opened this up for discussion. Board allowed public comment. Board agreed that the sea lions aren't going to leave, and we aren't going to be able to get a policy together by the time they leave, and to just look at potential solutions for next year.

H. **Board Practices Assessment Date** – Audio Time 1:49:16

Webster reviewed item with the Board. Board discussed possible dates of April regular meeting or any date after April 6 but before May 1.

8. COMMISSIONER COMMENTS – Audio time 1:52:31

Commissioner Hartung thinks Webster and staff are doing a great job, and good job on the award.

Commissioner Heap asked the Board if they were interested in sponsoring a winner for the Art of the Boardwalk. Mentioned HB 4080, regarding offshore windmills was approved.

9. NEXT REGULAR MEETING DATE – Wednesday, April 17, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 1:56:23

Having no further business, the meeting adjourned at 3:55pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

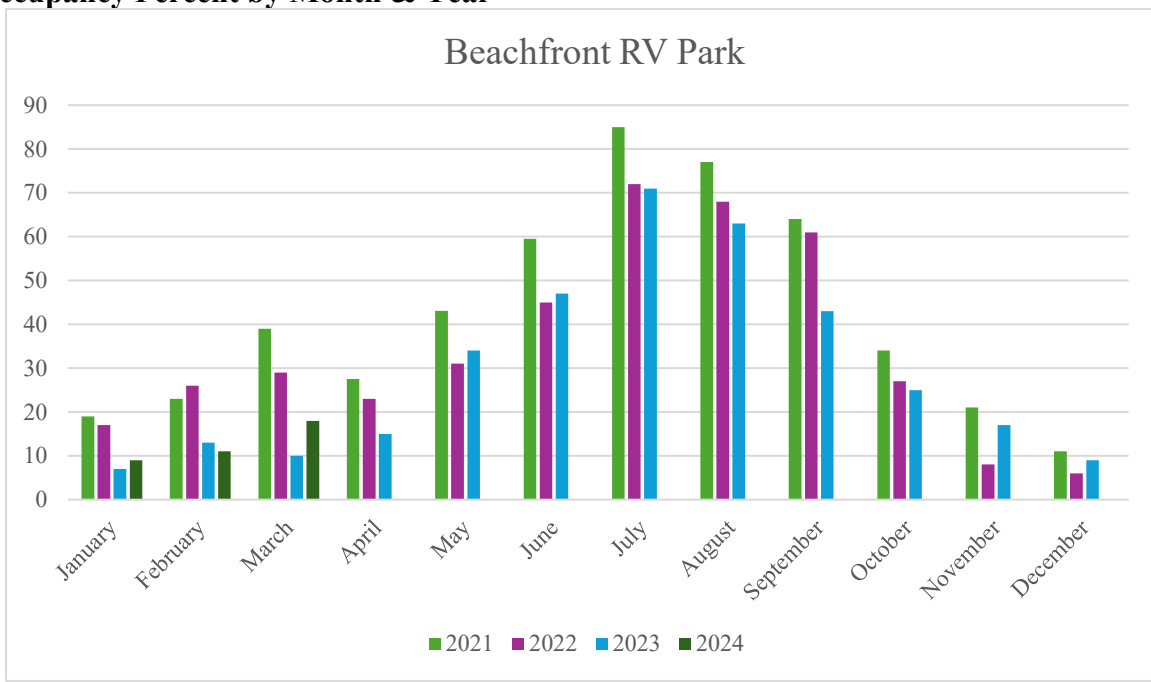
MANAGEMENT REPORT

DATE: April 17, 2024
RE: March 2024
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

RV Park

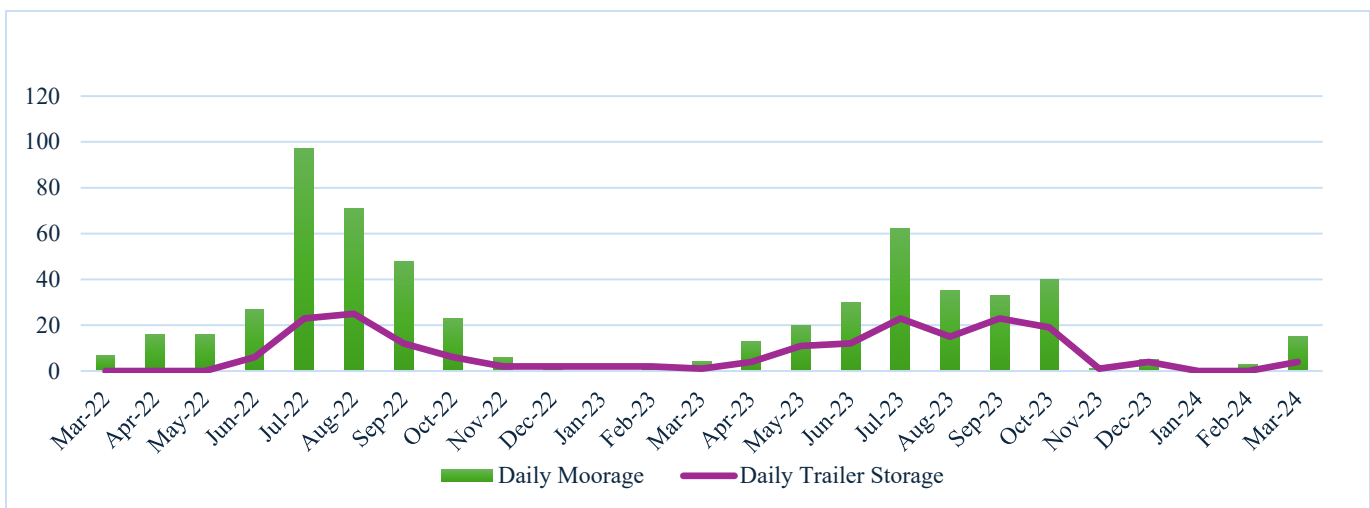
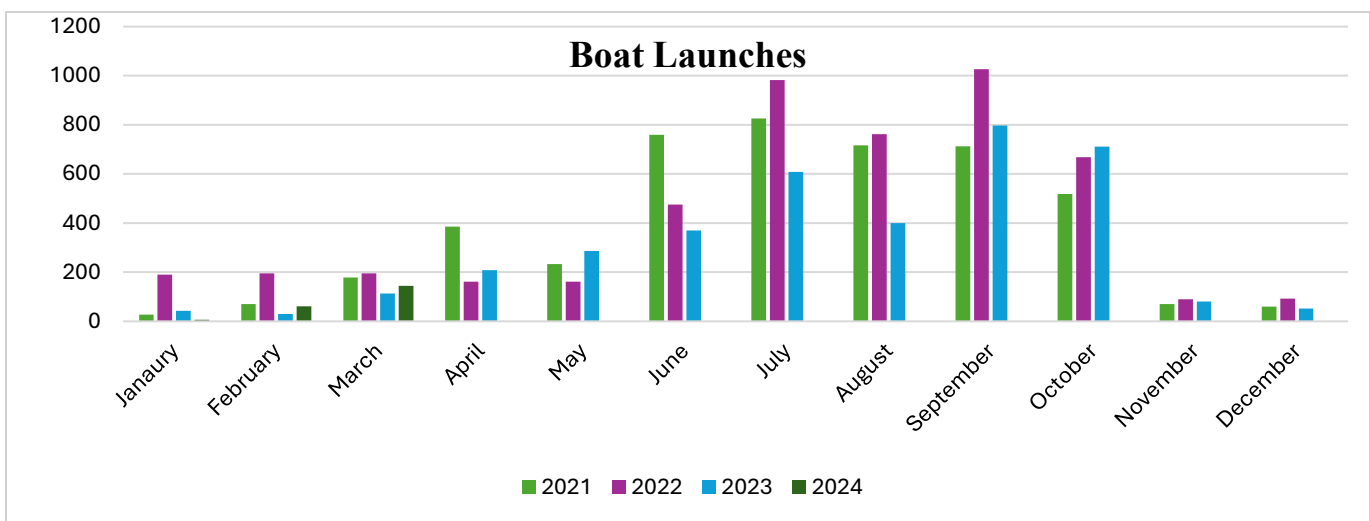
- Our new camp host had a family emergency and had to leave. We have put an ad out to find a replacement.
- Material has been ordered to replace the existing back row fence. This order will complete the first 700ft. After the staff has installed that portion, we will place an order for the remainder.
- A new bench was ordered for the beachfront walkway. This will replace an old bench that was damaged during a winter storm.
- Staff will continue to pull weeds and remove sand from walkways as well as finishing clean up in dry camp.

Occupancy Percent by Month & Year



Marina

- Sea lions are still occupying J-Dock. Some of them have seemed to move on as of March 31st. So far 2 power pedestals will need to be replaced. Other minor repairs will need to be done after they have moved on.
- Quarterly dock inspections are completed. Multiple work orders have been created from the inspection. Staff will get materials that are needed and will work on getting items done throughout the month of April.
- Weed and grass removal is completed in Basin 1.
- Oil booms were replaced in catch basins throughout the port.
- Fishing vessel Beach King was towed in after it capsized while crabbing. The vessel was towed, partially sunk, and tied to our work dock. Oil booms were put around the vessel as well as containment booms to capture fluids. Port staff were able to maneuver the vessel into the travel lift shoot and pull the vessel over the straps with telehandler.



Equipment Services Performed by Port Staff

Telehandler Work

	2020	2021	2022	2023	2024
January	2	0	8	3	1
February	6	3	2	2	2
March	4	6	5	4	3
April	10	5	7	14	
May	3	7	6	7	
June	0	3	4	7	
July	5	0	1	2	
August	4	1	0	0	
September	3	1	2	7	
October	6	5	7	1	
November	9	13	9	9	
December	5	3	2	5	

Totals **57** **47** **53** **61** **6**

Travel Lift Haul-Outs

	2020	2021	2022	2023	2024
January	1	0	2	1	2
February	5	1	6	1	1
March	5	6	6	1	5
April	5	6	7	7	
May	9	5	8	8	
June	15	12	6	7	
July	14	7	8	9	
August	4	7	5	8	
September	6	8	4	4	
October	8	4	11	4	
November	5	12	6	6	
December	1	0	7	4	

Totals **78** **68** **76** **60** **8**

Commercial Receiving Dock

- **Public Hoist** – Operational
- **Hallmark Seafood** – Operational
- **Bornstein Seafood/Fisherman’s catch** – Operational
- **Pacific Seafood** – Operational
- **New Pacific Seafood Dock** – Operational – 5 more gussets were added to the dock.
- **Requests for 1st quarter landing totals will be April 30th. Requests have been sent.**

Commercial Retail Building

- New pumps arrived for the retail septic system.
- Gutters were checked and cleaned in the retail area.
- Work continues at the Augustino Winery building. Owners are planning for the new water line and meter to be installed towards the end of April. Estimated opening is still sometime in May.
- Lease renewal letters were sent to Chetco Dustless Blasting and Pacific Seafood for their dock and storage work area.

Maintenance Crew

- Staff completed **87** work orders for the month of March 2024. See attached work orders for.

Office Staff

- 20 moorage renewals.
- Invoicing for gear and leased areas.
- Daily checks of port grounds and safety issues. Work orders have been made and field staff will work on completing them throughout the month.
- Rate and Budget preparation is completed and sent out on time, according to the budget schedule.
- Reviewed the mobile food cart lease template.

WORK ORDERS LOG
Port of Brookings Harbor
March 2024

Date	Location	Description of Work	Action	Completed	Completed By
3/1/24	RV Park	Made key for new park host	Completed	3/1/24	Trent
3/4/24	Office Security System	Changed batteries	Completed	3/4/24	Brent
3/4/24	Basin 2, I-7	Fixed boards and installed new cleat	Completed	3/4/24	Sean
3/4/24	Boardwalk Mail	Cleaned out gutters	Completed	3/5/24	Marian
3/5/24	Kite Field Parking Lot	Switched two parking signs that were on the wrong posts	Completed	3/5/24	Brent & Sean
3/5/24	Retail	Cleaned septic system	Completed	3/5/24	Brent
3/5/24	Port	Completed monthly sewer inspections	Completed	3/5/24	Brent
3/6/24	Sani Sailor	Completed monthly inspections	Completed	3/6/24	Brent
3/6/24	Fuel Dock	Completed monthly inspections	Completed	3/6/24	Brent & Sean
3/6/24	Launch Ramp Parking Area	Replaced oil sorbents	Completed	3/6/24	Brent & Sean
3/6/24	Fuel Dock	Stored oil boom	Completed	3/6/24	Brent & Sean
3/6/24	Gear Storage	Moved piling	Completed	3/6/24	Brent & Sean
3/6/24	Dredge holding spoils area	Disassembled some parts	Completed	3/6/24	Brent & Sean
3/6/24	Basin 1, A13-15	Installed new cleat and fixed failing rub board	Completed	3/6/24	Sean
3/7/24	Dredge Settling Pond	Pumped out water from pond	Completed	3/7/24	Sean
3/8/24	Lawn at Indian Memorial Area	Mowed lawn	Completed	3/8/24	Brent
3/8/24	Kite Field Bathroom	Cleared main sewer	Completed	3/8/24	Brent & Marian
3/8/24	F/V Alex	Net reels & winches on - moved to new spot - doors & tank	Completed	3/8/24	Brent & Travis
3/8/24	Basin 2, I Dock	Removed sea lion countermeasures	Completed	3/8/24	Sean
3/8/24	Gear Storage	Drained rock pile	Completed	3/8/24	Sean
3/8/24	RV Park	Graded and filled potholes at exit	Completed	3/8/24	Sean
3/8/24	RV Park	Weedeated and mowed the back row	Completed	3/8/24	Trent
3/10/24	RV Park	Weedeated the picnic area along the beach	Completed	3/10/24	Trent
3/11/24	Boardwalk Mail	Replaced fluorescent bulbs	Completed	3/11/24	Brent
3/11/24	Transient Dock F/V Kathleen	Replaced rub board	Completed	3/11/24	Brent & Sean
3/11/24	Launch Ramp Ticket Machine	Went through troubleshooting with Ventek - they are configuring a new modem for us	Completed	3/11/24	Brent
3/11/24	RV Park	Removed driftwood from picnic area along the beach	Completed	3/11/24	Trent
3/12/24	Retail	Replaced exterior lights on Building #1	Completed	3/12/24	Brent
3/12/24	Retail	Adjusted auto light switch	Completed	3/12/24	Brent
3/12/24	Launch Ticket Machine	Did troubleshooting (awaiting replacement modem)	Completed	3/12/24	Brent
3/12/24	RV Park	Placed pedestrian signs	Completed	3/12/24	Brent
3/12/24	Gear Storage	Set delineators	Completed	3/12/24	Brent
3/14/24	Kite Field Bathroom	Cleaned and scoped clogged sewer	Completed	3/14/24	Brent, Travis & Gary
3/14/24	Fuel Dock	Changed out dispenser filters, Des Case filters and Blue Gas supply hose	Completed	3/14/24	Brent and PP&T
3/14/24	RV Park, Pull Throughs	Blew off the concrete pads	Completed	3/14/24	Trent
3/16/24	RV Park	Swept sand off sidewalk at north end of park	Completed	3/16/24	Trent
3/16/24	RV Park	Removed sand/grass/weeds by front sidewalks and parking stalls	Completed	3/16/24	Trent
3/17/24	RV Park	Re-painted handicap parking stalls	Completed	3/17/24	Trent
3/18/24	RV Park	Re-taped signs on dumpsters	Completed	3/18/24	Trent
3/18/24	Basin 1 Gangway	Removed 3 signs and placed on block wall at entrance	Completed	3/18/24	Brent
3/18/24	Basin 1, C-2	Checked out power (customer reported out) - Power is good - made contact with customer	Completed	3/18/24	Brent
3/18/24	Dredge Project	Covered generator and secured flexible pipe	Completed	3/18/24	Brent, Sean & Marian
3/18/24	RV Park	Cleaned up dry camp	Completed	3/18/24	Sean - Marian - Trent - Brent

WORK ORDERS LOG
Port of Brookings Harbor
March 2024

Date	Location	Description of Work	Action	Date Completed	Completed By
3/18/24	Gear Storage	Dragged and lane filled	Completed	3/18/24	Sean
3/18/24	Boat Yard	Set F/V Desert Storm	Completed	3/18/24	Sean and Brent
3/19/24	Port	Mowed everywhere	Completed	3/19/24	Brent
3/19/24	Charter signs on Port Property	Removed Twin Spin Guide Service from signs	Completed	3/19/24	Sean
3/19/24	Dredge	Covered dredge for summer	Completed	3/19/24	Brent - Sean - Marian
3/20/24	Dredge	Finished covering dredge	Completed	3/20/24	Brent & Sean
3/20/24	Travel lift chute	Removed oil boom and cleaned up	Completed	3/20/24	Brent & Sean
3/21/24	F/V Little Joe	Put on 2 reels - outriggers - 2 winches - moved doors	Completed	3/21/24	Brent & Sean
3/21/24	Boat Yard	Loaded docks for disposal	Completed	3/21/24	Brent - Travis - Gary
3/21/24	Fuel Dock	Moved blocks at exit	Completed	3/21/24	Brent - Travis - Gary
3/21/24	Launch Ramp	Replaced modem in launch ramp kiosk	Completed	3/21/24	Brent
3/22/24	RV Park #18	Dug up and tightened valve (fixed water leak)	Completed	3/22/24	Sean - Marian - Trent
3/22/24	Basin 2, D-J	Installed number plates	Completed	3/22/24	Sean and Marian
3/25/24	Retail Women's' Lock Connector	Fixed locking latch	Completed	3/25/24	Brent
3/25/24	Work Boat	Refueled	Completed	3/25/24	Brent
3/25/24	Basin 1	Towed - Hauled Out - Set F/V SharMar	Completed	3/25/24	Brent - Sean - Travis - Gary
3/25/24	Retail Center	Fixed lanyard and re-hung American flag	Completed	3/25/24	Sean
3/25/24	RV Park	Rebuilt dry camp section	Completed	3/25/24	Sean
3/25/24	RV Park	Set new post in dry camp	Completed	3/25/24	Sean
3/26/24	Basin 2, Transient Dock	Inspected power pedestal and Miss Emily	Completed	3/26/24	Brent & Gowman Electric
3/26/24	Basin 2, End of J Dock	Removed electric pedestal damaged by sea lions	Completed	3/26/24	Brent & Gowman Electric
3/26/24	Pedestal at end of Basin 2	Replaced failed pedestal	Completed	3/26/24	Brent & Gowman Electric
3/26/24	Hallmark	Secured main water line	Completed	3/26/24	Brent & Marian
3/26/24	Fuel Dock & Sport Transient Dock	Met with OSMB to complete annual inspections (Passed with flying colors)	Completed	3/26/24	Brent
3/26/24	Basins	Added "Caution, watch your step, ramps may be slick" signs	Completed	3/26/24	Brent
3/27/24	Sidewalk between Coast Guard and Boat Yard	Filled empty post holes	Completed	3/27/24	Marian
3/27/24	Kite Field Bathroom	Replaced broken soap dispenser	Completed	3/27/24	Brent
3/27/24	Kite Field Walkway	Picked up all cones from fill holes project	Completed	3/27/24	Brent
3/27/24	Boat Yard	Pumped out Rosalie and Shar Mar	Completed	3/27/24	Sean
3/27/24	Basin 2 - O Dock	Installed new board to hold fire extinguisher	Completed	3/27/24	Sean
3/27/24	Fish Station	Unclogged floor drains and cleaned station	Completed	3/27/24	Brent
3/28/24	Kite Field Bathroom	Cleared plugged sewer	Completed	3/28/24	Sean - Brent - Trent
3/28/24	Fish Station	Hauled fish to dump	Completed	3/28/24	Brent
3/28/24	Launch Ramp	Cleaned debris from ramps	Completed	3/28/24	Brent - Sean - Travis - Gary
3/28/24	Gear Storage	Move pilings	Completed	3/28/24	Brent & Sean
3/28/24	Retail Septic	Skimmed & Cleaned	Completed	3/28/24	Brent
3/28/24	Retail Septic	Pulled #1 and cleared	Completed	3/28/24	Brent & Sean
3/28/24	Steel Wall	Removed abandoned van	Completed	3/28/24	Brent & Wes' Towing
3/28/24	RV Park	Fueled truck	Completed	3/28/24	Trent
3/29/24	Basin 2. O Dock	Reinstalled fire extinguisher	Completed	3/29/24	Sean

WORK ORDERS LOG
Port of Brookings Harbor
March 2024

Date	Location	Description of Work	Action	Date Completed	Completed By	
3/29/24	Basin 1, Old Fishing Pier	Installed orange floats to mark pilings	Completed	3/29/24	Brent & Sean	84
3/29/24	RV Park Office	Got 9V battery for the AED	Completed	3/29/24	Trent	85
3/29/24	RV Park, Site 162	Rehung sign	Completed	3/29/24	Trent	86
3/29/24	RV Park Cleaning Shed	Lubed the lock	Completed	3/29/24	Trent	87
					TOTAL	87



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

1 Apr 2024 1:10:02PM

Date: March 01, 2024 to March 31, 2024

Payment type: ALL

Transaction IDs: ALL

Terminals: ALL

Location	Terminal	Product	Count	Cash	Visa	MC	Amex	Discover	Smart Card	Debit	Cash Refund	Credit Refund	Total
Date: 2024 / March													
1	VS_All Pay												
	1	Boat Launch	144	320.00	295.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	695.00
	2	Daily Moorage	15	15.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
	4	Trailer Storage	4	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
	Subtotal		163	335.00	470.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	885.00
Total Sales			163	335.00	470.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	885.00

Grand Totals

Total Sales			163	335.00	470.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	885.00
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Beachfront RV Park Occupancy Forecast

March	18%
April	9%
May	15%
June	20%
July	37%
August	26%
September	4%

Beachfront RV Park March 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
03/01/2024	127	3	124	2%
03/02/2024	127	4	123	3%
03/03/2024	127	5	122	4%
03/04/2024	127	8	119	6%
03/05/2024	127	7	120	6%
03/06/2024	127	7	120	6%
03/07/2024	127	12	115	9%
03/08/2024	127	12	115	9%
03/09/2024	127	11	116	9%
03/10/2024	127	8	119	6%
03/11/2024	127	8	119	6%
03/12/2024	127	13	114	10%
03/13/2024	127	15	112	12%
03/14/2024	127	26	101	20%
03/15/2024	127	40	87	31%
03/16/2024	127	39	88	31%
03/17/2024	127	29	98	23%
03/18/2024	127	16	111	13%
03/19/2024	127	18	109	14%
03/20/2024	127	21	106	17%
03/21/2024	127	24	103	19%
03/22/2024	127	42	85	33%
03/23/2024	127	53	74	42%
03/24/2024	127	45	82	35%
03/25/2024	127	36	91	28%
03/26/2024	127	30	97	24%
03/27/2024	127	38	89	30%
03/28/2024	127	37	90	29%
03/29/2024	127	51	76	40%
03/30/2024	127	46	81	36%
03/31/2024	127	23	104	18%

Total Occupancy for March:	18%
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Beachfront RV Park April 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
04/01/2024	127	16	111	13%
04/02/2024	127	15	112	12%
04/03/2024	127	17	110	13%
04/04/2024	127	16	111	13%
04/05/2024	127	21	106	17%
04/06/2024	127	21	106	17%
04/07/2024	127	13	114	10%
04/08/2024	127	11	116	9%
04/09/2024	127	12	115	9%
04/10/2024	127	11	116	9%
04/11/2024	127	11	116	9%
04/12/2024	127	13	114	10%
04/13/2024	127	10	117	8%
04/14/2024	127	8	119	6%
04/15/2024	127	6	121	5%
04/16/2024	127	7	120	6%
04/17/2024	127	5	122	4%
04/18/2024	127	10	117	8%
04/19/2024	127	11	116	9%
04/20/2024	127	16	111	13%
04/21/2024	127	9	118	7%
04/22/2024	127	9	118	7%
04/23/2024	127	6	121	5%
04/24/2024	127	8	119	6%
04/25/2024	127	6	121	5%
04/26/2024	127	14	113	11%
04/27/2024	127	13	114	10%
04/28/2024	127	8	119	6%
04/29/2024	127	10	117	8%
04/30/2024	127	12	115	9%

Total Occupancy for April:	9%
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Beachfront RV Park May 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
05/01/2024	127	13	114	10%
05/02/2024	127	16	111	13%
05/03/2024	127	11	116	9%
05/04/2024	127	8	119	6%
05/05/2024	127	12	115	9%
05/06/2024	127	13	114	10%
05/07/2024	127	12	115	9%
05/08/2024	127	11	116	9%
05/09/2024	127	14	113	11%
05/10/2024	127	18	109	14%
05/11/2024	127	19	108	15%
05/12/2024	127	17	110	13%
05/13/2024	127	11	116	9%
05/14/2024	127	12	115	9%
05/15/2024	127	12	115	9%
05/16/2024	127	11	116	9%
05/17/2024	127	15	112	12%
05/18/2024	127	9	118	7%
05/19/2024	127	8	119	6%
05/20/2024	127	9	118	7%
05/21/2024	127	8	119	6%
05/22/2024	127	18	109	14%
05/23/2024	127	37	90	29%
05/24/2024	127	76	51	60%
05/25/2024	127	77	50	61%
05/26/2024	127	75	52	59%
05/27/2024	127	24	103	19%
05/28/2024	127	10	117	8%
05/29/2024	127	12	115	9%
05/30/2024	127	11	116	9%
05/31/2024	127	6	121	5%

Total Occupancy for May:	15%
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Beachfront RV Park June 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
06/01/2024	127	8	119	6%
06/02/2024	127	9	118	7%
06/03/2024	127	10	117	8%
06/04/2024	127	9	118	7%
06/05/2024	127	6	121	5%
06/06/2024	127	7	120	6%
06/07/2024	127	13	114	10%
06/08/2024	127	17	110	13%
06/09/2024	127	22	105	17%
06/10/2024	127	22	105	17%
06/11/2024	127	21	106	17%
06/12/2024	127	21	106	17%
06/13/2024	127	32	95	25%
06/14/2024	127	31	96	24%
06/15/2024	127	29	98	23%
06/16/2024	127	31	96	24%
06/17/2024	127	21	106	17%
06/18/2024	127	27	100	21%
06/19/2024	127	30	97	24%
06/20/2024	127	34	93	27%
06/21/2024	127	39	88	31%
06/22/2024	127	45	82	35%
06/23/2024	127	37	90	29%
06/24/2024	127	37	90	29%
06/25/2024	127	30	97	24%
06/26/2024	127	33	94	26%
06/27/2024	127	38	89	30%
06/28/2024	127	41	86	32%
06/29/2024	127	39	88	31%
06/30/2024	127	33	94	26%

Total Occupancy for June:	20%
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Beachfront RV Park July 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
07/01/2024	127	34	93	27%
07/02/2024	127	48	79	38%
07/03/2024	127	95	32	75%
07/04/2024	127	108	19	85%
07/05/2024	127	106	21	83%
07/06/2024	127	75	52	59%
07/07/2024	127	38	89	30%
07/08/2024	127	41	86	32%
07/09/2024	127	41	86	32%
07/10/2024	127	37	90	29%
07/11/2024	127	37	90	29%
07/12/2024	127	43	84	34%
07/13/2024	127	35	92	28%
07/14/2024	127	35	92	28%
07/15/2024	127	35	92	28%
07/16/2024	127	36	91	28%
07/17/2024	127	40	87	31%
07/18/2024	127	45	82	35%
07/19/2024	127	44	83	35%
07/20/2024	127	40	87	31%
07/21/2024	127	38	89	30%
07/22/2024	127	32	95	25%
07/23/2024	127	33	94	26%
07/24/2024	127	33	94	26%
07/25/2024	127	35	92	28%
07/26/2024	127	43	84	34%
07/27/2024	127	49	78	39%
07/28/2024	127	44	83	35%
07/29/2024	127	42	85	33%
07/30/2024	127	45	82	35%
07/31/2024	127	37	90	29%

Total Occupancy for July:	37%
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Beachfront RV Park August 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
08/01/2024	127	38	89	30%
08/02/2024	127	40	87	31%
08/03/2024	127	36	91	28%
08/04/2024	127	32	95	25%
08/05/2024	127	33	94	26%
08/06/2024	127	30	97	24%
08/07/2024	127	31	96	24%
08/08/2024	127	49	78	39%
08/09/2024	127	61	66	48%
08/10/2024	127	64	63	50%
08/11/2024	127	44	83	35%
08/12/2024	127	34	93	27%
08/13/2024	127	36	91	28%
08/14/2024	127	35	92	28%
08/15/2024	127	45	82	35%
08/16/2024	127	49	78	39%
08/17/2024	127	43	84	34%
08/18/2024	127	34	93	27%
08/19/2024	127	20	107	16%
08/20/2024	127	25	102	20%
08/21/2024	127	22	105	17%
08/22/2024	127	22	105	17%
08/23/2024	127	23	104	18%
08/24/2024	127	20	107	16%
08/25/2024	127	19	108	15%
08/26/2024	127	18	109	14%
08/27/2024	127	17	110	13%
08/28/2024	127	12	115	9%
08/29/2024	127	19	108	15%
08/30/2024	127	28	99	22%
08/31/2024	127	27	100	21%

Total Occupancy for August:	26%
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Beachfront RV Park September 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
09/01/2024	127	24	103	19%
09/02/2024	127	15	112	12%
09/03/2024	127	14	113	11%
09/04/2024	127	13	114	10%
09/05/2024	127	11	116	9%
09/06/2024	127	11	116	9%
09/07/2024	127	5	122	4%
09/08/2024	127	5	122	4%
09/09/2024	127	4	123	3%
09/10/2024	127	3	124	2%
09/11/2024	127	3	124	2%
09/12/2024	127	6	121	5%
09/13/2024	127	6	121	5%
09/14/2024	127	6	121	5%
09/15/2024	127	5	122	4%
09/16/2024	127	7	120	6%
09/17/2024	127	5	122	4%
09/18/2024	127	7	120	6%
09/19/2024	127	4	123	3%
09/20/2024	127	5	122	4%
09/21/2024	127	2	125	2%
09/22/2024	127	2	125	2%
09/23/2024	127	0	127	0%
09/24/2024	127	0	127	0%
09/25/2024	127	0	127	0%
09/26/2024	127	0	127	0%
09/27/2024	127	0	127	0%
09/28/2024	127	0	127	0%
09/29/2024	127	0	127	0%
09/30/2024	127	0	127	0%

Total Occupancy for September:	4%
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SAFETY, SECURITY, AND ENVIRONMENTAL REPORT

DATE: April 17, 2024
RE: March 2024
TO: Travis Webster, Port Manager
ISSUED BY: Danielle King, Safety, Security & Environmental Coordinator

SAFETY

- Port maintenance discussed eye safety.

INCIDENTS

Port recorded (0) incidents for the month of March.

SECURITY

Four Aces Security Solutions and Port recorded (15) security issues for the month of March.
Issues included:

- (8) Overnight parking tickets
- (1) Unauthorized Visitor
- (3) Parking Violation throughout the Boat Launch Parking
- (2) Parking Violation throughout the Port
- (1) Vandalism

ENVIRONMENTAL / DEQ 1200-Z INDUSTRIAL STORMWATER

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

FINANCIAL SUMMARY

DATE: April 17, 2024
RE: Month End Report for March 2024
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: April Walker, Office Manager

March 2024 Financial Report – Overview

Balance Sheet

- Unrestricted Cash and Equivalents totaled \$358,991
- Restricted Cash and Equivalents totaled \$571,984
- Total Checking/Savings (cash) at \$930,975

March Profit & Loss

- Total revenue for all funds was \$286,214
- Total expense for all funds was \$350,610
- The net income for March was (\$64,396)

March Program Revenues		March Program Expenditures	Net
Beachfront RV Park	\$69,779	\$26,260	\$43,519
Commercial / Retail	\$46,240	\$18,559	\$27,681
Fuel Dock	\$23,731	\$29,491	(\$5,760)
Marina	\$73,793	\$46,205	\$27,588
Total General Fund	\$213,543	\$120,515	\$93,028

Budget Performance FY 2023-2024

- Total income for all funds is 38.9%, with total general fund program revenues at 67.7%
- Total expenditure for all funds is 30.7%, with general fund expenditure at 63.6%

Notes for March Financial Report

- Moved \$300,000 used for FEMA purchases back into Reserve Fund, Resolution 2023-07
- Paid 1st Quarter IFA loan payment for 2024 in the amount of \$77,500
- Finalized Proposed Budget for FY 2024-2025 which will be distributed on April 8th.
- Expenditures include spending on Dredging (FEMA), Wastewater Treatment Plant (EPA) and Hazard Mitigation (HMGP).

Outstanding Reimbursements are as follows:

Project Agency	Project Name	Total Amount Submitted	Federal Share Amount	Other Share Amount	Amount Received	Amount Outstanding
FEMA PW-189	Dredging 75%	942,480.78	706,860.59	235,620.20	641,075.06	(301,405.72)
EPA	WWTP	201,891.20	161,512.96	40,378.24	161,512.96	(40,378.24)
HMGP 4452-05 Commer.		20,532.00	-	20,532.00	-	(20,532.00)
FEMA-B-OR PW-189	Dredging 25%	190,999.00			180,271.00	180,271.00
FEMA PW-190		24,185.73	24,185.73		10,943.48	(13,242.25)
HMGP 4499-20 Boat Yard						
Totals		1,189,089.71	892,559.28	296,530.43	993,802.50	(195,287.21)

Attachments

- Port Balance Sheet as of March 31, 2024, 2 pages
- Profit & Loss March 2024, 3 pages
- Profit & Loss General Fund March 2024, 2 pages
- Profit & Loss Budget Performance, FY July 1, 2023, through June 30, 2024, 4 pages
- March 2024 Check Register, 4 pages
- March 2024 ACH and Debit Card Payments, 3 pages
- Purchases by Vendor Summary March 2024, 2 pages

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

Port of Brookings Harbor Purchases by Vendor Summary

Cash Basis

March 2024

	Mar 24
5-R Excavation, LLC	1,107.50
Adobe	19.99
ADP	658.18
Amazon Capital Services	655.77
AutoZone, Inc.	7.59
BoomTech	78.23
Chevron Business Card	1,280.74
Coos-Curry Electric Cooperative, Inc.	10,790.80
Country Media, Inc.	682.96
Curry County Community Development	872.41
Curry Transfer & Recycling	5,025.41
Elavon	1,579.89
EMC-Engineers/Scientists, LLC	9,020.00
Fastenal Industrial Supplies	1,120.13
Firefly Reservations	282.80
Flags.com	1,170.00
Four Aces Security Solutions LLC	2,900.00
FRED MEYER	32.17
Gold Beach Lumber Yard, Inc.	2,078.59
Gowman Electric, Inc.	447.74
Grainger	446.86
Grants Pass Water Lab, Inc.	1,686.00
Grizzly Fence & Construction LLC	7,403.46
Harbor Logging Supply, Inc.	99.50
Harbor Sanitary District	4,785.16
Harbor Water District P.U.D.	1,989.81
Intuit	1,149.99
JAS Forwarding (USA) Inc	553.80
John Kellum/John's Portable Welding	1,160.00
Les Schwab Tire Center	1,756.97
Miller Nash LLP	1,561.00
NAPA Auto Part	501.26
Pacific Coast Congress of HM & PM	365.00
Pacific Office Automation	595.77
Pacific Rim Copy Center	312.65
Pump Pipe & Tank Services, LLC	130.00
Quill Corporation	283.77
Rentprep Enterprise/Fidelis Screening	19.95
Roberts & Associates Land Surveying, Inc.	787.50
SAIF (workers' compensation provider)	834.90
SDAO Spec. Dist. Assoc. OR - Healthcare	9,681.66
SDAO Spec. Dist. Assoc. OR - Prop & Cas	13,004.92
SimpliSafe	19.99
Spectrum Business 8413 10 002 0001063	129.99
Spectrum Business 8413 10 002 0062263	124.98
Spectrum Business 8413 10 002 0066603	134.98
Spectrum Enterprise 177075701	109.98
Texas Boom Company	12,700.00
The Park Catalog	1,700.16
Thermo Fluids, Inc.	141.40
Tidewater Contractors, Inc.	19,040.00
Tradewind Signs LLC	360.00
Triangle Pump & Equipment, Inc	6,688.00
Tyree Oil, Inc	22,892.24
ULine	936.88
United Rentals, Inc.	298.00
US Bank Equipment Finance	223.20
US Postal Service	9.85

**Port of Brookings Harbor
Purchases by Vendor Summary**

Cash Basis

March 2024

	<u>Mar 24</u>
US Relay/HD Relay	99.00
VERIZON WIRELESS	377.87
Vonage	296.25
Ziplay Fiber 541-412-7930-102902-5	50.03
Ziplay Fiber 541-469-5867-121516-5	90.75
Zoom Video Communications Inc.	15.99
TOTAL	<u>155,360.37</u>

Port of Brookings Harbor ACH and Debit Card Payments

March 2024

Num	Date	Name	Account	Paid Amount
ACH Debit	03/11/2024	BoomTech	10103 - General Funds Ckg Umpqua 3634	-1.53
ACH Debit	03/12/2024	Quill Corporation	10103 - General Funds Ckg Umpqua 3634	-166.22
ACH Debit	03/12/2024	Miller Nash LLP	10103 - General Funds Ckg Umpqua 3634	-1,561.00
ACH Debit	03/12/2024	Four Aces Security Solutions LLC	10103 - General Funds Ckg Umpqua 3634	-2,900.00
ACH Debit	03/20/2024	Chevron Business Card	10103 - General Funds Ckg Umpqua 3634	-637.35
ACH Debit	03/20/2024	Amazon Capital Services	10103 - General Funds Ckg Umpqua 3634	-82.95
ACH Debit	03/20/2024	Quill Corporation	10103 - General Funds Ckg Umpqua 3634	-117.55
ACH Debit	03/21/2024	BL/ RV Park	10103 - General Funds Ckg Umpqua 3634	-881.48
ACH Debit	03/22/2024	JAS Forwarding (USA) Inc	40104 - Capital Projects Umpqua 8018	-3.00
ACH Debit	03/26/2024	JAS Forwarding (USA) Inc	40104 - Capital Projects Umpqua 8018	-550.80
ACH DEBIT	03/01/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-158.11
ACH DEBIT	03/04/2024	Curry Transfer & Recycling	10103 - General Funds Ckg Umpqua 3634	-5,025.41
ACH DEBIT	03/05/2024	US Bank Equipment Finance	10103 - General Funds Ckg Umpqua 3634	-223.20
ACH DEBIT	03/05/2024	Chevron Business Card	10103 - General Funds Ckg Umpqua 3634	-643.39
ACH DEBIT	03/05/2024	Tyree Oil, Inc	10103 - General Funds Ckg Umpqua 3634	-22,892.24
ACH DEBIT	03/06/2024	Spectrum Business 8413 10 002 0062263	10103 - General Funds Ckg Umpqua 3634	-124.98
ACH DEBIT	03/08/2024	Spectrum Enterprise 177075701	10103 - General Funds Ckg Umpqua 3634	-109.98
ACH DEBIT	03/08/2024	Firefly Reservations	10103 - General Funds Ckg Umpqua 3634	-282.80
ACH DEBIT	03/12/2024	Intuit	10103 - General Funds Ckg Umpqua 3634	-1,149.99
ACH DEBIT	03/12/2024	Amazon Capital Services	10103 - General Funds Ckg Umpqua 3634	-56.99
ACH DEBIT	03/15/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-158.11
ACH DEBIT	03/18/2024	VERIZON WIRELESS	10103 - General Funds Ckg Umpqua 3634	-377.87
ACH DEBIT	03/20/2024	Ziplay Fiber 541-412-7930-102902-5	10103 - General Funds Ckg Umpqua 3634	-50.03
ACH DEBIT	03/28/2024	Spectrum Business 8413 10 002 0001063	10103 - General Funds Ckg Umpqua 3634	-129.99
ACH DEBIT	03/29/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-183.85
ACH DEBIT	03/29/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-158.11
ATM Debit	03/12/2024	Grainger	10103 - General Funds Ckg Umpqua 3634	-446.86
ATM Debit	03/13/2024	SAIF (workers' compensation provider)	10103 - General Funds Ckg Umpqua 3634	-834.90
ATM DEBIT	03/01/2024	FRED MEYER	10103 - General Funds Ckg Umpqua 3634	-2.19
ATM DEBIT	03/01/2024	Rentprep Enterprise/Fidelis Screening	10103 - General Funds Ckg Umpqua 3634	-19.95

Port of Brookings Harbor ACH and Debit Card Payments

March 2024

ATM DEBIT	03/02/2024	Pacific Office Automation	10103 · General Funds Ckg Umpqua 3634	-272.32
ATM DEBIT	03/04/2024	Spectrum Business 8413 10 002 0066603	10103 · General Funds Ckg Umpqua 3634	-134.98
ATM DEBIT	03/06/2024	US Postal Service	10103 · General Funds Ckg Umpqua 3634	-9.85
ATM DEBIT	03/09/2024	BoomTech	10103 · General Funds Ckg Umpqua 3634	-76.70
ATM DEBIT	03/21/2024	ZiPLY Fiber 541-469-5867-121516-5	10103 · General Funds Ckg Umpqua 3634	-90.75
ATM DEBIT	03/23/2024	Zoom Video Communications Inc.	10103 · General Funds Ckg Umpqua 3634	-15.99
ATM DEBIT	03/26/2024	SimpliSafe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	03/26/2024	Flags.com	10103 · General Funds Ckg Umpqua 3634	-1,170.00
ATM DEBIT	03/26/2024	US Relay/HD Relay	10103 · General Funds Ckg Umpqua 3634	-99.00
ATM DEBIT	03/27/2024	Pacific Office Automation	10103 · General Funds Ckg Umpqua 3634	-323.45
ATM DEBIT	03/27/2024	Adobe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	03/29/2024	The Park Catalog	10103 · General Funds Ckg Umpqua 3634	-1,700.16
ATM DEBIT	03/29/2024	FRED MEYER	10103 · General Funds Ckg Umpqua 3634	-29.98
ATM DEBIT	03/29/2024	Vonage	10103 · General Funds Ckg Umpqua 3634	-296.25
DEBIT	03/04/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-14.13
DEBIT	03/04/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-706.13
DEBIT	03/04/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-859.63
DEBIT	03/06/2024	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-267.22
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-156.88
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-378.17
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-162.46
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-157.71
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-54.88
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-204.88
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-223.29
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-240.00
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-153.74
DEBIT	03/06/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-161.92
DEBIT	03/15/2024	Umpqua Bank/Loan#747041620	30104 · Debt Service Umpqua MM 8627	-1,464.71
DEBIT	03/15/2024	Umpqua Bank/OR FFC Agreement 2020	60104 · OR FFC 2020 Debt Service	-4,809.87
DEBIT	03/19/2024	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-216.94
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-162.68
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-378.17

Port of Brookings Harbor ACH and Debit Card Payments

March 2024

DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-157.87
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-159.35
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-45.25
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-204.91
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-249.59
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-240.00
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-153.08
DEBIT	03/19/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-161.92
DEBIT	03/20/2024	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-5.95
DEBIT	03/26/2024	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-17,151.45
DEBIT	03/26/2024	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-4,684.93
DEBIT	03/26/2024	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-55,663.62
Total for March 2024				-133,841.57

Port of Brookings Harbor
Check Registers
As of March 31, 2024

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	ACH Debit	03/12/2024	Quill Corporation	ACCT#1932158 Office Supplies		166.22
Bill Pmt -Check	ACH Debit	03/12/2024	Miller Nash LLP	Legal Services		1,561.00
Bill Pmt -Check	ACH Debit	03/12/2024	Four Aces Security Solutions LLC	FEBRUARY 2024 - 58 Hours Security Patrol - 33.33%Marina, 33.33%Beachfront RV Park, 33.33...		2,900.00
Bill Pmt -Check	ACH Debit	03/11/2024	BoomTech	SVC CHARGE - PMT FOR 15 MAR 2024 - 15 MAR 2025 Year Subscription Calendar Premium fo...		1.53
Bill Pmt -Check	ACH Debit	03/20/2024	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		637.35
Bill Pmt -Check	ACH Debit	03/20/2024	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		82.95
Bill Pmt -Check	ACH Debit	03/20/2024	Quill Corporation	ACCT#1932158 Office Supplies		117.55
Check	ACH Debit	03/21/2024	BL/ RV Park	STRIPE DEBIT - REFUNDS \$881.48 issued 3/21/2024		881.48
Bill Pmt -Check	ACH DEBIT	03/05/2024	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		223.20
Check	ACH DEBIT	03/01/2024	ADP	Advice of Debit 655037405 Payroll Date: 2/21/2024		158.11
Bill Pmt -Check	ACH DEBIT	03/06/2024	Spectrum Business 8413 10 002 0062...	Internet & Voice for Port Meeting Room 2/19/24 - 3/18/24		124.98
Bill Pmt -Check	ACH DEBIT	03/08/2024	Spectrum Enterprise 177075701	Internet for Port Office 2/29/2024 - 3/28/2024		109.98
Bill Pmt -Check	ACH DEBIT	03/05/2024	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		643.39
Bill Pmt -Check	ACH DEBIT	03/05/2024	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		22,892.24
Bill Pmt -Check	ACH DEBIT	03/04/2024	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		5,025.41
Bill Pmt -Check	ACH DEBIT	03/20/2024	Ziply Fiber 541-412-7930-102902-5	541-412-7930-102902-5 Fuel Dock Telephone		50.03
Bill Pmt -Check	ACH DEBIT	03/12/2024	Intuit	8744861 Quickbooks Service Plan (2024 Update) renewal for 2024		1,149.99
Bill Pmt -Check	ACH DEBIT	03/18/2024	VERIZON WIRELESS	Account#742050310-00001 Mobile Phones for Staff		377.87
Bill Pmt -Check	ACH DEBIT	03/08/2024	Firefly Reservations	Beachfront RV Park reservation system		282.80
Bill Pmt -Check	ACH DEBIT	03/12/2024	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		56.99
Check	ACH DEBIT	03/15/2024	ADP	Advice of Debit 655959726 Payroll Date: 3/6/2024		158.11
Bill Pmt -Check	ACH DEBIT	03/28/2024	Spectrum Business 8413 10 002 0001...	8752 19 060 0025169-Beachfront RV Internet		129.99
Check	ACH DEBIT	03/29/2024	ADP	Advice of Debit 657162688 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Check	ACH DEBIT	03/29/2024	ADP	Advice of Debit 657159223 Payroll Date: 3/20/2024		158.11
Bill Pmt -Check	ATM Debit	03/12/2024	Grainger	ACCT# 822663001		446.86
Bill Pmt -Check	ATM Debit	03/13/2024	SAIF (workers' compensation provider)	Workers' Compensation Policy (February 2024)		834.90
Bill Pmt -Check	ATM DEBIT	03/04/2024	Spectrum Business 8413 10 002 0066...	Internet & Voice for Port Shop Offices 2/17/24 - 3/16/24		134.98
Bill Pmt -Check	ATM DEBIT	03/01/2024	FRED MEYER	KEY FOR NEW RV PARK HOST		2.19
Bill Pmt -Check	ATM DEBIT	03/01/2024	Rentprep Enterprise/Fidelis Screening	Background Check for Moorage Application		19.95
Bill Pmt -Check	ATM DEBIT	03/02/2024	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		272.32
Bill Pmt -Check	ATM DEBIT	03/06/2024	US Postal Service	PRIORITY MAIL		9.85
Bill Pmt -Check	ATM DEBIT	03/21/2024	Ziply Fiber 541-469-5867-121516-5	541-469-5867-121516-5 Beachfront RV Park		90.75
Bill Pmt -Check	ATM DEBIT	03/09/2024	BoomTech	15 MAR 2024 - 15 MAR 2025 Year Subscription Calendar Premium for Website Calendar		76.70
Bill Pmt -Check	ATM DEBIT	03/23/2024	Zoom Video Communications Inc.	Account#113208511 Standard Pro Monthly Service		15.99
Bill Pmt -Check	ATM DEBIT	03/26/2024	SimpliSafe	Support for Port Office Alarm System SUPPORT MARCH 2024		19.99
Bill Pmt -Check	ATM DEBIT	03/26/2024	Flags.com	FLAGS		1,170.00
Bill Pmt -Check	ATM DEBIT	03/26/2024	US Relay/HD Relay	HD Relay Advanced Streaming - 500GB Monthly		99.00
Bill Pmt -Check	ATM DEBIT	03/27/2024	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		323.45
Bill Pmt -Check	ATM DEBIT	03/27/2024	Adobe	Adobe Acrobat Pro DC Annual Plan Paid Monthly 27-MAR-2023 to 26-APR-2024 - Danielle		19.99
Bill Pmt -Check	ATM DEBIT	03/29/2024	The Park Catalog	Bench for RV Park/Sportshaven		1,700.16
Bill Pmt -Check	ATM DEBIT	03/29/2024	FRED MEYER	BATTERIES FOR AED AT RV PARK		29.98
Bill Pmt -Check	ATM DEBIT	03/29/2024	Vonage	Account#175698		296.25
Bill Pmt -Check	DEBIT	03/04/2024	Elavon	FEB 2024 MERCHANT SERVICE FEE ACCT #873 Ventek Boat Launch		14.13
Bill Pmt -Check	DEBIT	03/04/2024	Elavon	FEB 2024 MERCHANT SERVICE FEE ACCT #951 Fuel Dock		706.13
Bill Pmt -Check	DEBIT	03/04/2024	Elavon	FEB 2024 MERCHANT SERVICE FEE ACCT #316 Port Office		859.63
Check	DEBIT	03/06/2024	Charles Schwab & Co., Inc	Employer Contribution 3/6/2024		267.22
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		156.88
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		378.17
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		162.46
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		157.71
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		54.88
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		204.88
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		223.29

Port of Brookings Harbor
Check Registers
As of March 31, 2024

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		240.00
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		153.74
Check	DEBIT	03/06/2024	Edward Jones	Employer Contribution 3/6/2024		161.92
Check	DEBIT	03/19/2024	Charles Schwab & Co., Inc	Employer Contribution 3/20/2024		216.94
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		162.68
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		378.17
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		157.87
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		159.35
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		45.25
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		204.91
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		249.59
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		240.00
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		153.08
Check	DEBIT	03/19/2024	Edward Jones	Employer Contribution 3/20/2024		161.92
Check	DEBIT	03/20/2024	Umpqua Bank (Service fees)	Miscellaneous Debit Business Bill Payment Activity for 2/24		5.95
General Journal	RES Landing	03/22/2024		Transfer (4th QTR 2023) Landing Fees from General Fund to Reserve Fund		9,409.32
General Journal	DEBT 3/6	03/06/2024		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 3/6	03/06/2024		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 3/6	03/06/2024		Transfer to IFA Debt Service for 1st QTR 2024 Pmt		25,835.00
General Journal	PAY 3/6	03/06/2024		Rec 3/6/2024 Payroll		18,010.32
General Journal	PortCon 3/6	03/06/2024		(SLFRF) Transfer remaining Port Construction Funds to General Fund, Resolution 2024-02	19,911.00	
General Journal	RES 3/6	03/06/2024		Transfer to Reserve Fund		2,000.00
General Journal	TAX 3/6	03/06/2024		Rec 3/6/2024 Payroll		7,553.90
General Journal	USDA 3/6	03/06/2024		To transfer to USDA Revenue Bond Fund for November 2024 Payment		10,843.00
General Journal	CP 3/12	03/12/2024		Transfer to pay invoices for PW189 (Amazon, Gold Beach, Napa, Texas Boom)		14,057.01
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC (HMGP)		810.00
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC (WWTP)		2,460.00
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC, Curry Co, Pacific Rim (PW189)		4,710.15
General Journal	PAY 3/20	03/19/2024		Rec 3/20/2024 Payroll		17,853.59
General Journal	TAX 3/20	03/19/2024		Rec 3/20/2024 Payroll		7,350.11
General Journal	CP 3/22	03/22/2024		Misc Debit for ACH CCD originated from JAS Forwarding payments		3.00
General Journal	CP 3/22	03/22/2024		Transfer to pay Building Permit Fee (PW189)		522.41
General Journal	CP 3/26	03/26/2024		Transfer to pay JAS Forwarding USA Inc (PW189)		550.80
General Journal	CP 3/29	03/29/2024		Transfer to pay Pacific Rim (PW189)		92.50
General Journal	CP 3/29	03/29/2024		Transfer to pay Tidewater Contractors (PW189)		19,040.00
General Journal	OEM5 PW189	03/19/2024		OEM Payment #5 for DR4432 - PW189	11,703.59	
General Journal	OEM5 PW189	03/19/2024		OEM Payment #5 for DR4432 - PW189		11,703.59
Bill Pmt -Check	11807	03/12/2024	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		141.40
Bill Pmt -Check	11808	03/12/2024	SDAO Spec. Dist. Assoc. OR - Health...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,681.66
Bill Pmt -Check	11809	03/12/2024	Roberts & Associates Land Surveying,...	SURVEY FOR CAZADORES LAND SALE		787.50
Bill Pmt -Check	11810	03/12/2024	Pump Pipe & Tank Services, LLC	Change dispenser filters at fuel dock		130.00
Bill Pmt -Check	11811	03/12/2024	Pacific Coast Congress of HM & PM	Annual Membership 2024 Calendar Year Pacific Coast Congress of Harbormasters and Port Mana...		365.00
Bill Pmt -Check	11812	03/12/2024	Les Schwab Tire Center	ACCT#24804672		1,756.97
Bill Pmt -Check	11813	03/12/2024	John Kellum/John's Portable Welding	WELDING - MARINA		640.00
Bill Pmt -Check	11814	03/12/2024	In-Motion Graphics and Design, LLC	SIGNS FOR BOARDWALK		360.00
Bill Pmt -Check	11815	03/12/2024	Harbor Water District P.U.D.	1/23/2023 - 2/21/2024 SERVICE/WATER BILL		1,989.81
Bill Pmt -Check	11816	03/12/2024	Harbor Sanitary District	FEBRUARY 2024 Sanitary Bill		4,785.16
Bill Pmt -Check	11817	03/12/2024	Harbor Logging Supply, Inc.	MATERIALS FOR COMMERCIAL RECEIVING DOCKS		99.50
Bill Pmt -Check	11818	03/12/2024	Grants Pass Water Lab, Inc.	2/14/24 Water Test - Storm Water and Aluminum - Pacific Seafood, Bornstein; Gear Storage; Hall...		1,686.00
Bill Pmt -Check	11819	03/12/2024	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,120.13
Bill Pmt -Check	11820	03/12/2024	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		10,790.80
Bill Pmt -Check	11821	03/12/2024	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		682.96
Bill Pmt -Check	11822	03/12/2024	United Rentals, Inc.	Customer#2663682		298.00
Bill Pmt -Check	11823	03/12/2024	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		443.94
Bill Pmt -Check	11824	03/20/2024	5-R Excavation, LLC	CCB: 155657		1,107.50
Bill Pmt -Check	11825	03/20/2024	AutoZone, Inc.	Customer ID: 011533394 - Supplies/Equipment Repair & Maintenance		7.59

Port of Brookings Harbor
Check Registers
As of March 31, 2024

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	11826	03/20/2024	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		135.24
Bill Pmt -Check	11827	03/20/2024	SDAO Spec. Dist. Assoc. OR - Prop &...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		13,004.92
Bill Pmt -Check	11828	03/20/2024	John Kellum/John's Portable Welding	WELD PLATES AT FISH PLANT		520.00
Bill Pmt -Check	11829	03/20/2024	EMC-Engineers/Scientists, LLC	11.8 hrs Engineering & Planning (Port)		1,180.00
Bill Pmt -Check	11830	03/28/2024	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,294.73
Bill Pmt -Check	11831	03/28/2024	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		312.50
Bill Pmt -Check	11832	03/28/2024	Grizzly Fence & Construction LLC	700' of fencing, mesh and all parts to rebuild RV park back row fencing		7,403.46
Bill Pmt -Check	11833	03/29/2024	Triangle Pump & Equipment, Inc	Sewer Pumps		6,688.00
Bill Pmt -Check	11834	03/29/2024	ULine	Customer No. 15340135 OIL SORBENT BOOMS		936.88
Total 10103 · General Funds Ckg Umpqua 3634					31,614.59	276,942.12
Total 101 · GENERAL FUND CHECKING & LGIP					31,614.59	276,942.12
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					31,614.59	276,942.12
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
60104 · OR FFC 2020 Debt Service						
Check	DEBIT	03/15/2024	Umpqua Bank/OR FFC Agreement 20...	OR FFC Agreement 2020 Payment #44		4,809.87
General Journal	DEBT 3/6	03/06/2024		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment	4,809.87	
Total 60104 · OR FFC 2020 Debt Service					4,809.87	4,809.87
30104 · Debt Service Umpqua MM 8627 - Other						
Check	DEBIT	03/15/2024	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #73		1,464.71
General Journal	DEBT 3/6	03/06/2024		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627 - Other					1,464.71	1,464.71
Total 30104 · Debt Service Umpqua MM 8627					6,274.58	6,274.58
40104 · Capital Projects Umpqua 8018						
70104.1 · Port Construction Fund						
General Journal	PortCon 3/6	03/06/2024		(SLFRF) Transfer remaining Port Construction Funds to General Fund, Resolution 2024-02		19,911.00
Total 70104.1 · Port Construction Fund					0.00	19,911.00
40104 · Capital Projects Umpqua 8018 - Other						
Bill Pmt -Check	ACH Debit	03/22/2024	JAS Forwarding (USA) Inc	Misc Debit for ACH CCD originated from JAS Forwarding payments		3.00
Bill Pmt -Check	ACH Debit	03/26/2024	JAS Forwarding (USA) Inc	Customs Charges for Containers, Shipping Dredge (PW189)		550.80
General Journal	CP 3/12	03/12/2024		Transfer to pay invoices for PW189 (Amazon, Gold Beach, Napa, Texas Boom)	14,057.01	
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC (HMGP)	810.00	
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC (WWTP)	2,460.00	
General Journal	CP 3/20	03/20/2024		Transfer to pay EMC, Curry Co, Pacific Rim (PW189)	4,710.15	
General Journal	CP 3/22	03/22/2024		Misc Debit for ACH CCD originated from JAS Forwarding payments		3.00
General Journal	CP 3/22	03/22/2024		Transfer to pay Building Permit Fee (PW189)		522.41
General Journal	CP 3/26	03/26/2024		Transfer to pay JAS Forwarding USA Inc (PW189)		550.80
General Journal	CP 3/29	03/29/2024		Transfer to pay Pacific Rim (PW189)		92.50
General Journal	CP 3/29	03/29/2024		Transfer to pay Tidewater Contractors (PW189)	19,040.00	
Bill Pmt -Check	0465	03/28/2024	EMC-Engineers/Scientists, LLC	4.3 Hrs, Funding pursuit - HMGP-Hazard Mitigation Plan:FEMA 4432DR PW 162-1		430.00
Bill Pmt -Check	531	03/12/2024	Amazon Capital Services	Wreches and Miscellaneous tools for dredge (PW189)		113.86

Port of Brookings Harbor
Check Registers
As of March 31, 2024

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	532	03/12/2024	Amazon Capital Services	Miscellaneous tools for dredge (PW189)		401.97
Bill Pmt -Check	533	03/12/2024	Gold Beach Lumber Yard, Inc.	Dredge materials/supplies (PW189)		339.92
Bill Pmt -Check	534	03/12/2024	NAPA Auto Part	ACCT#60285 Dredging tools for assembly and maintenance (PW189)		501.26
Bill Pmt -Check	535	03/12/2024	Texas Boom Company	Type III Boom Turbidity Curtain with shipping (PW189)		12,700.00
Bill Pmt -Check	536	03/20/2024	EMC-Engineers/Scientists, LLC	41.4 Hours Planning & Engineering (PW189)		4,140.00
Bill Pmt -Check	537	03/20/2024	Curry County Community Development	Planning Clearance Fee (PW189)		350.00
Bill Pmt -Check	538	03/20/2024	Pacific Rim Copy Center	Drawings for Dredge Equip. Building (PW189)		220.15
Bill Pmt -Check	539	03/20/2024	EMC-Engineers/Scientists, LLC	4.9 Hours Engineering & Permitting (HMGP) Commercial Area		490.00
Bill Pmt -Check	540	03/20/2024	EMC-Engineers/Scientists, LLC	3.2 Hrs Engineering (HMGP) Boatyard		320.00
Bill Pmt -Check	541	03/20/2024	EMC-Engineers/Scientists, LLC	24.6 Hours Planning & Engineering (WWTP)		2,460.00
Bill Pmt -Check	542	03/22/2024	Curry County Community Development	Building Permit Application Plan Review Fee (PW189)		522.41
Bill Pmt -Check	543	03/29/2024	Tidewater Contractors, Inc.	110 full size and 4 half size, concrete blocks (PW189)		19,040.00
Bill Pmt -Check	544	03/29/2024	Pacific Rim Copy Center	15 drawings 24x36 for county permit, FEMA storage (PW189)		92.50
Total 40104 · Capital Projects Umpqua 8018 - Other					42,245.87	42,675.87
Total 40104 · Capital Projects Umpqua 8018					42,245.87	62,586.87
Total 104 · RESTRICTED MONEY MKT & CHECKING					48,520.45	68,861.45
Total 110 · RESTRICTED CASH & EQUIVALENTS					48,520.45	68,861.45
TOTAL					80,135.04	345,803.57

**Port of Brookings Harbor
Profit & Loss Budget Performance FY 2023-2024**

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	407,328.91	402,242.00	101.3%
10412 · Property Tax Current	271,146.51	270,000.00	100.4%
10413 · Property Tax Prior	13,481.52	10,000.00	134.8%
10414 · Interest General Fund	10,230.56	2,000.00	511.5%
10417 · Assets Sales	2,103.00	10,000.00	21.0%
10418 · Miscellaneous	10,733.32	50,000.00	21.5%
10419 · Transfer to General Fund	0.00	0.00	0.0%
10420 · Grants & Other Funding - GF	9,119.69	0.00	100.0%
Total 401 · GENERAL FUND REVENUES	724,143.51	744,242.00	97.3%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	151,727.07		
10421.4 · Recreational Slip Rent	238,645.99		
10421.5 · Transient	10,596.86		
10421.6 · Other Moorage	8,753.00		
10421.2 · MOORAGE - Other	15.00		
Total 10421.2 · MOORAGE	409,737.92		
10422 · Boat Launch	18,778.05		
10423 · STORAGE			
10423.1 · Gear Storage	47,085.90		
10423.2 · Boat Storage	27,420.00		
Total 10423 · STORAGE	74,505.90		
10424 · ADMINISTRATIVE FEES	6,147.86		
10425 · MARINE SERVICES			
10425.1 · Travelift	25,524.00		
10425.2 · 12 K Telehandler	7,761.00		
10425.3 · Other Sales & Fees	46,461.50		
10425.4 · Public Hoist	831.04		
Total 10425 · MARINE SERVICES	80,577.54		
10426 · EVENTS ON PORT PROPERTY	5,802.00		
10421 · MARINA - Other	0.00	750,000.00	0.0%
Total 10421 · MARINA	595,549.27	750,000.00	79.4%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	502,916.54		
10427.2 · Other Sales & Fees	37,401.26		
10427 · BEACHFRONT RV PARK - Other	0.00	750,000.00	0.0%
Total 10427 · BEACHFRONT RV PARK	540,317.80	750,000.00	72.0%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	289,451.65		
10428.2 · Docks	149,505.48		
10428.3 · CPI and Other Fees	22,762.63		
10428 · COMMERCIAL RETAIL - Other	0.00	590,000.00	0.0%
Total 10428 · COMMERCIAL RETAIL	461,719.76	590,000.00	78.3%
10429 · FUEL DOCK	520,150.78	1,000,000.00	52.0%
10430 · Landing Fees	9,409.32	50,000.00	18.8%
Total 402 · GENERAL FUND PROGRAM REVENUES	2,127,146.93	3,140,000.00	67.7%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	105,089.67	103,660.00	101.4%
20414 · Interest Revenue Bond Fund	2,627.20	800.00	328.4%
20419 · Transfer to USDA Bond Fund	108,430.00	130,120.00	83.3%
Total 420 · USDA REVENUE BOND FUND	216,146.87	234,580.00	92.1%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	31,343.32	23,700.00	132.3%
30414 · Interest Debt Service Fund	1,968.04	616.00	319.5%
30419 · Transfer to Debt Service Fund	291,633.10	486,213.00	60.0%
Total 430 · DEBT SERVICE FUND REVENUE	324,944.46	510,529.00	63.6%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	2,500.00	2,500.00	100.0%

**Port of Brookings Harbor
Profit & Loss Budget Performance FY 2023-2024**

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
40416 · Government Funding			
40416.2 · FEMA Funding PW 162 (Closed)	79,842.98	0.00	100.0%
40416.4 · FEMA- Dredging PW 189	643,022.13	1,835,304.00	35.0%
40416.5 · FEMA- Dredging PW 190 (Admin)	10,943.48	0.00	100.0%
40416.6 · EPA- Wastewater Treatment Plant	86,650.26	3,500,000.00	2.5%
40416.7 · Hazard Mitigation-Paving/Drains	0.00	1,200,000.00	0.0%
40416.8 · Business Oregon Match-Dredging	39,744.00	500,000.00	7.9%
40416.9 · Business Oregon Match-HMGP	0.00	500,000.00	0.0%
40416 · Government Funding - Other	140,527.00		
Total 40416 · Government Funding	1,000,729.85	7,535,304.00	13.3%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
70414 · Interest Capital Project Fund	1,069.71	0.00	100.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	1,004,299.56	7,537,804.00	13.3%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	425,327.45	400,236.00	106.3%
50414 · Interest Reserve Fund	5,126.30	2,000.00	256.3%
50419 · Transfer to Reserve Fund	20,000.00	24,000.00	83.3%
50430 · Landing Fees	9,409.32	50,000.00	18.8%
Total 450 · RESERVE FUND REVENUE	459,863.07	476,236.00	96.6%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	48,098.70	57,718.00	83.3%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	48,098.70	57,718.00	83.3%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	8,199.11	2,500.00	328.0%
70419 · Transfers to Port Const. Fund	50,000.00	50,000.00	100.0%
Total 470 · PORT CONSTRUCTION FUND REVENUE	58,199.11	52,500.00	110.9%
Total 400 · REVENUES	4,962,842.21	12,753,609.00	38.9%
70429 · Returned Check Charges	50.00		
Total Income	4,962,892.21	12,753,609.00	38.9%
Gross Profit	4,962,892.21	12,753,609.00	38.9%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	477,571.12	658,051.00	72.6%
500 · PERSONNEL SERVICES			
10502 · Office Staff	277,398.85	292,398.00	94.9%
10504 · Operations Staff	138,673.59	271,653.00	51.0%
10506 · Overtime	8,014.74	11,475.00	69.8%
10508 · Payroll Taxes/Costs/Benefits			
10508.1 · Paid Holidays	16,025.16		
10508.2 · Sick Leave Benefit	7,370.69		
10508.3 · Vacation	25,307.26		
10508.4 · Payroll Taxes	49,134.22		
10508.5 · SEP Retirement	44,020.18	0.00	100.0%
10508 · Payroll Taxes/Costs/Benefits - Other	0.01	185,338.00	0.0%
Total 10508 · Payroll Taxes/Costs/Benefits	141,857.52	185,338.00	76.5%
10510 · Health Care and Dental	84,632.83	130,000.00	65.1%
10512 · Workers Compensation	8,198.17	15,000.00	54.7%
Total 500 · PERSONNEL SERVICES	658,775.70	905,864.00	72.7%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	4,035.80	5,476.00	73.7%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	46,234.49		
10602.2 · Supplies	128,485.01		
10602.3 · Services	150,737.65		
10602 · REPAIRS & MAINTENANCE - Other	0.00	368,078.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	325,457.15	368,078.00	88.4%
10603 · FUEL purchased for resale	470,429.88	800,000.00	58.8%
10605 · UTILITIES			
10605.1 · Electric	68,782.87		
10605.3 · Sanitary	40,413.81		
10605.5 · Telecommunications	12,614.41		
10605.6 · Waste Removal	65,223.20		

**Port of Brookings Harbor
Profit & Loss Budget Performance FY 2023-2024**

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
10605.7 · Water	23,000.86		
10605 · UTILITIES - Other	0.00	310,000.00	0.0%
Total 10605 · UTILITIES	210,035.15	310,000.00	67.8%
10606 · OFFICE EXPENSE	14,755.34	41,000.00	36.0%
10607 · BANK SERVICE & FINANCE FEES	39,705.19	60,000.00	66.2%
10608 · TRAINING & TRAVEL	3,519.18	10,000.00	35.2%
10609 · PERMITS, LICENSES, TAXES & MISC			
10609 · PERMITS, LICENSES, TAXES & MISC - Ot...	29,808.83	80,392.00	37.1%
Total 10609 · PERMITS, LICENSES, TAXES & MISC	29,808.83	80,392.00	37.1%
10610 · INSURANCE; PROP & CAS, BOND	112,252.03	130,000.00	86.3%
10611 · PROFESSIONAL FEES			
10611.2 · Attorney	57,102.00		
10611.3 · Engineering	6,127.50		
10611.4 · Other Support/Consultant	13,521.10		
10611 · PROFESSIONAL FEES - Other	0.00	235,000.00	0.0%
Total 10611 · PROFESSIONAL FEES	76,750.60	235,000.00	32.7%
Total 601 · GENERAL FUND Material & Service	1,286,749.15	2,039,946.00	63.1%
710 · GENERAL FUND CAPITAL OUTLAY			
10704 · Equipment	30,089.00		
710 · GENERAL FUND CAPITAL OUTLAY - Other	0.00	0.00	0.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	30,089.00	0.00	100.0%
920 · OPERATING CONTINGENCY	0.00	255,382.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	2,453,184.97	3,859,243.00	63.6%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	88,084.37	42,010.00	209.7%
20810I · USDA Revenue Bond Interest	42,035.63		
620 · USDA REVENUE BOND EXPENDITURES - Other	0.00	88,110.00	0.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	11,380.38		
30802.2 · OBDD #525172/RV Park Prin.	10,262.76		
30802.3 · OBDD #525176/Green Bldg Prn	18,072.27		
30802.4 · OBDD #525181/EurekaFish Prn	11,738.94		
30802.5 · SPWF #L02009/Cold Strg Prin	166,990.86		
30802.9 · SPWF X03004/Eureka Fishery Prin	14,054.79		
30802P · IFA PRINCIPAL - Other	0.00	310,000.00	0.0%
Total 30802P · IFA PRINCIPAL	232,500.00	310,000.00	75.0%
801 · Principal			
30803P · 50 BFMII Travelift Principal	18,424.36	18,424.00	100.0%
30804P · 2018 Genie Forklift Principal	12,156.00	16,333.00	74.4%
30806P · Land Sale Assests, Pay IFA Debt	0.00	140,000.00	0.0%
Total 801 · Principal	30,580.36	174,757.00	17.5%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	211.64	212.00	99.8%
30814I · 2018 Genie Forklift Interest	1,026.39	1,243.00	82.6%
Total 810 · Interest Payments	1,238.03	1,455.00	85.1%
Total 630 · DEBT SERVICE FUND EXPENDITURES	264,318.39	486,212.00	54.4%
640 · CAPT. PROJ. EXPENDITURES			
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.4 · FEMA- Dredging PW 189	677,048.74	1,835,304.00	36.9%
40702.5 · FEMA- Dredging PW 190 (Admin)	8,335.39	0.00	100.0%
40702.6 · EPA- Wastewater Treatment Plant	113,982.83	3,500,000.00	3.3%
40702.7 · Hazard Mitigation-Paving/Drains	0.00	1,200,000.00	0.0%
40702.8 · Business Oregon- Dredging	225,649.66	500,000.00	45.1%
40702.9 · Business Oregon- HMGP	0.00	500,000.00	0.0%
40702 · Land Improvement - Capt Proj - Other	0.00	0.00	0.0%
Total 40702 · Land Improvement - Capt Proj	1,025,016.62	7,535,304.00	13.6%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	1,025,016.62	7,535,304.00	13.6%
Total 640 · CAPT. PROJ. EXPENDITURES	1,025,016.62	7,535,304.00	13.6%
650 · RESERVE FUND EXPENDITURES			
50100 · RESERVE FUND CAPITAL OUTLAY	0.00	0.00	0.0%
50200 · RESERVE for FUTURE EXPENDITURE	0.00	0.00	0.0%
Total 650 · RESERVE FUND EXPENDITURES	0.00	0.00	0.0%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	30,699.74	41,085.00	74.7%
60815I · RV Park Improv. Loan Interest	12,589.09	16,633.00	75.7%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	43,288.83	57,718.00	75.0%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70100 · PORT CONST. CAPITAL OUTLAY - Other	0.00	50,000.00	0.0%
Total 70100 · PORT CONST. CAPITAL OUTLAY	0.00	50,000.00	0.0%
Total 670 · PORT CONST FUND EXPENDITURES	0.00	50,000.00	0.0%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	25,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	104,460.00	0.0%
30930 · Unappropriated Balance Debt	0.00	24,316.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	476,236.00	0.0%
70930 · Unappropriated Balance Port Con	0.00	2,500.00	0.0%
Total 930 · Fund Balances	0.00	635,012.00	0.0%
Total Expense	3,915,928.81	12,753,609.00	30.7%
Net Income	1,046,963.40	0.00	100.0%

**Port of Brookings Harbor
Profit & Loss General Fund
March 2024**

	BEACHFRONT RV ... (GENERAL FUND)	COMMERCIAL RET... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FU...	TOTAL
Income						
400 · REVENUES						
401 · GENERAL FUND REVENUES						
10417 · Assets Sales	0.00	0.00	0.00	2,103.00	2,103.00	2,103.00
Total 401 · GENERAL FUND REVENUES	0.00	0.00	0.00	2,103.00	2,103.00	2,103.00
402 · GENERAL FUND PROGRAM REVENUES						
10421 · MARINA						
10421.2 · MOORAGE						
10421.3 · Commercial Slip Rent	0.00	0.00	0.00	12,553.64	12,553.64	12,553.64
10421.4 · Recreational Slip Rent	0.00	0.00	0.00	23,874.22	23,874.22	23,874.22
10421.5 · Transient	0.00	0.00	228.00	887.25	1,115.25	1,115.25
10421.6 · Other Moorage	0.00	0.00	0.00	650.00	650.00	650.00
Total 10421.2 · MOORAGE	0.00	0.00	228.00	37,965.11	38,193.11	38,193.11
10422 · Boat Launch	0.00	0.00	0.00	1,100.00	1,100.00	1,100.00
10423 · STORAGE						
10423.1 · Gear Storage	0.00	0.00	0.00	9,050.00	9,050.00	9,050.00
10423.2 · Boat Storage	0.00	0.00	0.00	2,670.00	2,670.00	2,670.00
Total 10423 · STORAGE	0.00	0.00	0.00	11,720.00	11,720.00	11,720.00
10424 · ADMINISTRATIVE FEES	0.00	0.00	0.00	549.50	549.50	549.50
10425 · MARINE SERVICES						
10425.1 · Travelift	0.00	0.00	0.00	1,917.00	1,917.00	1,917.00
10425.2 · 12 K Telehandler	0.00	0.00	0.00	735.00	735.00	735.00
10425.3 · Other Sales & Fees	0.00	0.00	0.00	17,373.40	17,373.40	17,373.40
Total 10425 · MARINE SERVICES	0.00	0.00	0.00	20,025.40	20,025.40	20,025.40
Total 10421 · MARINA	0.00	0.00	228.00	71,360.01	71,588.01	71,588.01
10427 · BEACHFRONT RV PARK						
10427.1 · Space Rental	65,944.19	0.00	0.00	0.00	65,944.19	65,944.19
10427.2 · Other Sales & Fees	3,834.49	0.00	0.00	0.00	3,834.49	3,834.49
Total 10427 · BEACHFRONT RV PARK	69,778.68	0.00	0.00	0.00	69,778.68	69,778.68
10428 · COMMERCIAL RETAIL						
10428.1 · Retail Property	0.00	30,573.59	0.00	0.00	30,573.59	30,573.59
10428.2 · Docks	0.00	14,941.59	0.00	0.00	14,941.59	14,941.59
10428.3 · CPI and Other Fees	0.00	724.80	0.00	0.00	724.80	724.80
Total 10428 · COMMERCIAL RETAIL	0.00	46,239.98	0.00	0.00	46,239.98	46,239.98
10429 · FUEL DOCK	0.00	0.00	23,503.18	0.00	23,503.18	23,503.18
10430 · Landing Fees	0.00	0.00	0.00	330.47	330.47	330.47
Total 402 · GENERAL FUND PROGRAM REVENUES	69,778.68	46,239.98	23,731.18	71,690.48	211,440.32	211,440.32
Total 400 · REVENUES	69,778.68	46,239.98	23,731.18	73,793.48	213,543.32	213,543.32
Total Income	69,778.68	46,239.98	23,731.18	73,793.48	213,543.32	213,543.32
Gross Profit	69,778.68	46,239.98	23,731.18	73,793.48	213,543.32	213,543.32

**Port of Brookings Harbor
Profit & Loss General Fund
March 2024**

	BEACHFRONT RV ... (GENERAL FUND)	COMMERCIAL RET... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FU...	TOTAL
Expense						
600 · GENERAL FUND EXPENDITURES						
500 · PERSONNEL SERVICES						
10508 · Payroll Taxes/Costs/Benefits						
10508.5 · SEP Retirement	805.29	1,004.24	1,004.23	1,477.15	4,290.91	4,290.91
Total 10508 · Payroll Taxes/Costs/Benefits	805.29	1,004.24	1,004.23	1,477.15	4,290.91	4,290.91
10510 · Health Care and Dental	2,409.24	2,409.24	2,409.24	2,409.24	9,636.96	9,636.96
10512 · Workers Compensation	208.73	208.72	208.72	208.73	834.90	834.90
Total 500 · PERSONNEL SERVICES	3,423.26	3,622.20	3,622.19	4,095.12	14,762.77	14,762.77
601 · GENERAL FUND Material & Service						
10601 · ADVERTISING & NOTIFICATIONS						
10601 · ADVERTISING & NOTIFICATIONS	170.74	170.73	170.74	170.75	682.96	682.96
10602 · REPAIRS & MAINTENANCE						
10602.1 · Equip. Repair/Maintenance	0.00	0.00	0.00	2,062.06	2,062.06	2,062.06
10602.2 · Supplies	8,838.53	7,810.25	758.71	5,410.92	22,818.41	22,818.41
10602.3 · Services	966.65	1,091.65	130.00	6,628.26	8,816.56	8,816.56
Total 10602 · REPAIRS & MAINTENANCE	9,805.18	8,901.90	888.71	14,101.24	33,697.03	33,697.03
10603 · FUEL purchased for resale						
10603 · FUEL purchased for resale	0.00	0.00	22,892.24	0.00	22,892.24	22,892.24
10605 · UTILITIES						
10605.1 · Electric	1,428.71	544.17	114.38	8,703.54	10,790.80	10,790.80
10605.3 · Sanitary	2,703.21	938.34	33.14	1,110.47	4,785.16	4,785.16
10605.5 · Telecommunications	313.24	92.48	142.51	766.60	1,314.83	1,314.83
10605.6 · Waste Removal	2,708.66	0.00	0.00	2,316.75	5,025.41	5,025.41
10605.7 · Water	1,029.20	133.25	26.00	801.36	1,989.81	1,989.81
Total 10605 · UTILITIES	8,183.02	1,708.24	316.03	13,698.72	23,906.01	23,906.01
10606 · OFFICE EXPENSE						
10606 · OFFICE EXPENSE	359.48	275.70	271.79	272.14	1,179.11	1,179.11
10607 · BANK SERVICE & FINANCE FEES						
10607 · BANK SERVICE & FINANCE FEES	2,369.62	0.00	706.13	873.76	3,949.51	3,949.51
10608 · TRAINING & TRAVEL						
10608 · TRAINING & TRAVEL	0.00	0.00	0.00	311.96	311.96	311.96
10609 · PERMITS, LICENSES, TAXES & MISC						
10609 · PERMITS, LICENSES, TAXES & MISC	8.99	9.00	9.00	467.94	494.93	494.93
10610 · INSURANCE; PROP & CAS, BOND						
10610 · INSURANCE; PROP & CAS, BOND	1,185.73	2,556.16	59.75	9,203.28	13,004.92	13,004.92
10611 · PROFESSIONAL FEES						
10611.2 · Attorney	390.25	390.25	390.25	390.25	1,561.00	1,561.00
10611.3 · Engineering	0.00	760.00	0.00	1,207.50	1,967.50	1,967.50
10611.4 · Other Support/Consultant	363.54	164.56	164.51	1,412.78	2,105.39	2,105.39
Total 10611 · PROFESSIONAL FEES	753.79	1,314.81	554.76	3,010.53	5,633.89	5,633.89
Total 601 · GENERAL FUND Material & Service	22,836.55	14,936.54	25,869.15	42,110.32	105,752.56	105,752.56
Total 600 · GENERAL FUND EXPENDITURES	26,259.81	18,558.74	29,491.34	46,205.44	120,515.33	120,515.33
Total Expense	26,259.81	18,558.74	29,491.34	46,205.44	120,515.33	120,515.33
Net Income	43,518.87	27,681.24	-5,760.16	27,588.04	93,027.99	93,027.99

Port of Brookings Harbor
Profit & Loss
 March 2024

	Mar 24
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	6,563.28
10413 · Property Tax Prior	39.55
10414 · Interest General Fund	2.36
10417 · Assets Sales	2,103.00
Total 401 · GENERAL FUND REVENUES	8,708.19
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	12,553.64
10421.4 · Recreational Slip Rent	23,874.22
10421.5 · Transient	1,115.25
10421.6 · Other Moorage	650.00
Total 10421.2 · MOORAGE	38,193.11
10422 · Boat Launch	1,100.00
10423 · STORAGE	
10423.1 · Gear Storage	9,050.00
10423.2 · Boat Storage	2,670.00
Total 10423 · STORAGE	11,720.00
10424 · ADMINISTRATIVE FEES	549.50
10425 · MARINE SERVICES	
10425.1 · Travelift	1,917.00
10425.2 · 12 K Telehandler	735.00
10425.3 · Other Sales & Fees	17,373.40
Total 10425 · MARINE SERVICES	20,025.40
Total 10421 · MARINA	71,588.01
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	65,944.19
10427.2 · Other Sales & Fees	3,834.49
Total 10427 · BEACHFRONT RV PARK	69,778.68
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	30,573.59
10428.2 · Docks	14,941.59
10428.3 · CPI and Other Fees	724.80
Total 10428 · COMMERCIAL RETAIL	46,239.98
10429 · FUEL DOCK	23,503.18
10430 · Landing Fees	330.47
Total 402 · GENERAL FUND PROGRAM REVENUES	211,440.32
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	0.02
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,843.02
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	0.04
30419 · Transfer to Debt Service Fund	27,299.71
Total 430 · DEBT SERVICE FUND REVENUE	27,299.75

Port of Brookings Harbor
Profit & Loss
 March 2024

	Mar 24
440 · CAPITAL PROJECTS FUND REVENUE	
40416 · Government Funding	
40416.4 · FEMA- Dredging PW 189	11,703.59
Total 40416 · Government Funding	11,703.59
Total 440 · CAPITAL PROJECTS FUND REVENUE	11,703.59
450 · RESERVE FUND REVENUE	
50419 · Transfer to Reserve Fund	2,000.00
50430 · Landing Fees	9,409.32
Total 450 · RESERVE FUND REVENUE	11,409.32
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
Total 400 · REVENUES	286,214.06
Total Income	286,214.06
Gross Profit	286,214.06
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	54,361.90
500 · PERSONNEL SERVICES	
10502 · Office Staff	27,794.29
10504 · Operations Staff	13,168.39
10506 · Overtime	975.46
10508 · Payroll Taxes/Costs/Benefits	
10508.1 · Paid Holidays	1,634.84
10508.2 · Sick Leave Benefit	1,240.29
10508.3 · Vacation	1,101.18
10508.4 · Payroll Taxes	4,942.87
10508.5 · SEP Retirement	4,290.91
Total 10508 · Payroll Taxes/Costs/Benefits	13,210.09
10510 · Health Care and Dental	9,636.96
10512 · Workers Compensation	834.90
Total 500 · PERSONNEL SERVICES	65,620.09
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	682.96
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	2,062.06
10602.2 · Supplies	22,818.41
10602.3 · Services	8,816.56
Total 10602 · REPAIRS & MAINTENANCE	33,697.03
10603 · FUEL purchased for resale	22,892.24
10605 · UTILITIES	
10605.1 · Electric	10,790.80
10605.3 · Sanitary	4,785.16
10605.5 · Telecommunications	1,314.83
10605.6 · Waste Removal	5,025.41
10605.7 · Water	1,989.81
Total 10605 · UTILITIES	23,906.01
10606 · OFFICE EXPENSE	1,179.11
10607 · BANK SERVICE & FINANCE FEES	3,958.46
10608 · TRAINING & TRAVEL	311.96
10609 · PERMITS, LICENSES, TAXES & MISC	494.93
10610 · INSURANCE; PROP & CAS, BOND	12,664.92

Port of Brookings Harbor
Profit & Loss
 March 2024

	Mar 24
10611 · PROFESSIONAL FEES	
10611.2 · Attorney	1,561.00
10611.3 · Engineering	1,967.50
10611.4 · Other Support/Consultant	2,105.39
	5,633.89
Total 10611 · PROFESSIONAL FEES	5,633.89
Total 601 · GENERAL FUND Material & Service	105,421.51
Total 600 · GENERAL FUND EXPENDITURES	225,403.50
630 · DEBT SERVICE FUND EXPENDITURES	
30802P · IFA PRINCIPAL	
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46
30802.2 · OBDD #525172/RV Park Prin.	3,420.92
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98
30802.5 · SPWF #L02009/Cold Strg Prin	55,663.62
30802.9 · SPWF X03004/Eureka Fishery Prin	4,684.93
	77,500.00
Total 30802P · IFA PRINCIPAL	77,500.00
801 · Principal	
30804P · 2018 Genie Forklift Principal	1,382.49
	1,382.49
Total 801 · Principal	1,382.49
810 · Interest Payments	
30814I · 2018 Genie Forklift Interest	82.22
	82.22
Total 810 · Interest Payments	82.22
Total 630 · DEBT SERVICE FUND EXPENDITURES	78,964.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.4 · FEMA- Dredging PW 189	29,229.62
40702.6 · EPA- Wastewater Treatment Plant	2,460.00
40702.8 · Business Oregon- Dredging	9,743.25
	41,432.87
Total 40702 · Land Improvement - Capt Proj	41,432.87
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	41,432.87
Total 640 · CAPT. PROJ. EXPENDITURES	41,432.87
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,444.56
60815I · RV Park Improv. Loan Interest	1,365.31
	4,809.87
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	350,610.95
Net Income	-64,396.89

Port of Brookings Harbor Balance Sheet

Cash Basis

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	151,076.89
10106 · General Fund LGIP 6017	151,990.79
10107 · Dredging LGIP 6254	53,819.27
Total 101 · GENERAL FUND CHECKING & LGIP	356,886.95
10101 · Petty Cash	394.00
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	400.00
10102.2 · RV Park Cash Drawer	510.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,710.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	358,990.95
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,521.76
30104 · Debt Service Umpqua MM 8627	2,507.58
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,529.34
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	72,662.11
30105 · IFA Debt Service Fund LGIP 6020	30,818.78
50105 · Reserve Fund LGIP 6018	
50105.2 · Landing Fees	9,409.32
50105 · Reserve Fund LGIP 6018 - Other	448,453.75
Total 50105 · Reserve Fund LGIP 6018	457,863.07
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	217,128.94
70105 · Capital Projects LGIP 6273 - Other	-214,017.74
Total 70105 · Capital Projects LGIP 6273	3,111.20
Total 105 · RESTRICTED LGIP	564,455.16
Total 110 · RESTRICTED CASH & EQUIVALENTS	571,984.50
Total Checking/Savings	930,975.45
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-32,069.18
Total Accounts Receivable	-32,069.18
Other Current Assets	
130 · DUE FROM TRANSFERS	
10130 · Due from General Fund	50,000.00
40130 · Due From Capital Projects	-204,635.67
Total 130 · DUE FROM TRANSFERS	-154,635.67
150 · Undeposited Funds	5,104.60
Total Other Current Assets	-149,531.07
Total Current Assets	749,375.20
TOTAL ASSETS	749,375.20
LIABILITIES & EQUITY	

Port of Brookings Harbor Balance Sheet

Cash Basis

	Mar 31, 24
Liabilities	
Current Liabilities	
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-912.66
Total 100222 · Payroll Liabilities	-912.66
10226 · Lodging Tax Payable	23,978.43
230 · DUE TO TRANSFERS	
10230 · Due to General Fund	-598,970.15
40230 · Due To General Fund from CP	394,334.48
Total 230 · DUE TO TRANSFERS	-204,635.67
Total Other Current Liabilities	-181,569.90
Total Current Liabilities	-181,569.90
Total Liabilities	-181,569.90
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	532,465.33
20301 · Revenue Bond Unappropriate Bal	102,351.92
30301 · Debt Service Unappropriated Bal	22,758.51
40301 · Capital Project Unappropriated	40,430.77
50301 · Reserve Fund Unappropriated Bal	402,738.52
70301 · Port Const. Fund Unappropriated	569,448.67
Total 301 · Unappropriated Balance	1,670,193.72
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-939,794.24
20302 · Revenue Bond Appropriated Carry	-207,441.59
30302 · Debt Service Appropriated Carry	-54,101.83
40302 · Capital Proj Appropriated Carry	-42,930.77
50302 · Reserve Fund Appropriated Carry	-828,065.97
70302 · Port Const. Fund Appropriated	-577,647.78
Total 302 · Appropriated Carryover	-2,649,982.18
Total 300 · Fund Balance	-979,788.46
3900 · RETAINED EARNINGS	982,045.53
Net Income	928,688.03
Total Equity	930,945.10
TOTAL LIABILITIES & EQUITY	749,375.20

ACTION ITEM – A

DATE: April 17, 2024
RE: Draft Resolution 2024-04, Port Rates for FY 2024-25
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Every year about this time the Port reviews the current rates and proposes new rates based on economic and other related factors. Usually, Port staff reviews the annual CPI for all West Urban Consumers for one of the factors of the rate increases. Most Port leases have built within them an annual CPI increase. Some leases have flat rate increases every five years. Keeping our lease rates equal, we typically raise the base lease rates by the annual CPI amount.
- Last year rates were increased by the annual CPI of 6.5%.
- Per Resolution No. 444 Dredging Surcharge, approved June 17, 2014, the Port may add 2% to the standard rate increase of 5% at the discretion of the Port Manager on an annual basis. Port will maintain the current contribution to dredge fund.
- The annual CPI for all West Urban Consumers for 2023 is 3.4% per the U.S. Bureau of Labor Statistics.
- March 20, 2024 Regular meeting Board reviewed and discussed proposed rates.

DOCUMENTS

- Draft Resolution 2024-04, Port Rates for FY 2024-25, 11 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Resolution No. 2024-04, Port Rates for Fiscal Year 2024 – 25.

**PORT OF BROOKINGS HARBOR
RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE PORT OF BROOKINGS HARBOR
PORT RATES FOR FISCAL YEAR 2024-25**

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

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Regular Board of Commissioners Meeting on April 19, 2023; and

WHEREAS, the Port Commission reviewed and approved draft Rates FY 2024-25 at a Regular Board Meeting on March 20, 2024; and

WHEREAS, the Port Commission increased rates as noted and intends that user fees should cover the costs of the Port.

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

1. Unless otherwise noted, all Rates, Fees & Charges are effective July 1, 2024.
2. The attached document "Rates FY 2024-25" is incorporated herein by reference as Exhibit A.
3. The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and Charges Resolution prior to the subsequent budget's adoption.
4. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners this 17 day of April 2024.

ATTEST:

Richard Heap, President

Sharon Hartung, Secretary/Treasurer

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

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PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

Section 1. Service Rates

Rates apply to all Port of Brookings Harbor locations unless otherwise noted. Rates become effective July 1, 2023. Port owned equipment to be operated by port personnel. 30-minute minimum on all hourly rates. All port equipment rates include operator.

	FY 2024-25 Rate
A. <u>Forklift, 5 ton capacity</u>	
per hour	\$ 77.00
B. <u>12 K Telehandler</u>	
per hour	\$ 154.00
C. <u>Port Truck</u>	
per hour	\$ 77.00
D. <u>Port Boat</u>	
per hour	\$ 154.00
E. <u>Boat Pump Out</u>	
per hour	\$ 128.00
F. <u>Welding Machine</u>	
per hour	\$ 77.00
G. <u>Welding Plug</u>	
per day	\$ 22.00
H. <u>Boat / Trailer Storage</u>	
Fenced Area	
per day, maximum 10-days	\$ 10.00
per month	\$ 100.00
I. <u>Gear Storage</u>	
per SF per month	\$ 0.11
J. <u>Clean-Up</u>	
Fees will be charged for each man-hour at established rates	
Equipment charges are extra	Time and Materials
K. <u>Disposal Fees</u>	
1) Waste Oil	No Charge
2) Oil-Water Mix per gallon	Time and Materials
3) Net / Gear Disposal	
per pound	Time and Materials
4) Garbage, per pound	Time and Materials
L. <u>Port Labor</u>	
1) All Port Labor including administration staff	
per hour	\$ 100.00
2) Overtime, any service required outside established working hours	
per hour	\$ 120.00
3) Emergency call-out	
Any services requiring a port employee NOT currently on duty to report to duty after hours will be charged twice the normal rate	
per hour, minimum 1 hour	\$ 200.00
M. <u>Permit to Sell Fish from Boat, per year</u>	\$ 10.00
N. <u>Outside Crane Use on Port Property</u>	
Crane certification per OR/OSHA and Insurance required per Section 9A (Port approval prior to work)	

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

Section 2. Boat Yard

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

Haul-out includes one hour of in strap for boat wash. 1-hour minimum on hourly rates.

No long term storage rates for boats in the boat yard.

	FY 2024-25 Rate
Boat Travel Lift 50 MT Capacity - Includes 1-Hour Boat Wash	
A. Two Moves	\$ 670.00
B. Single Move	\$ 447.00
C. After Hours Move Surcharge	\$ 279.00
D. Boat Wash Additional Hour	\$ 78.00
E. Remain in Straps After 1-Hour with Port Approval, Per Hour	\$ 223.00
F. Trailers Lifts (Placing On or Removing), Plus Hourly Port Labor Rates May Apply	\$ 447.00
G. Yard Days	
Vessel per foot per day	\$ 1.50
Monthly Rate	\$ 0.75
Yard days include: tarps/visqueen, blocks, stands, power, water & trash	
H. Environmental Service Charge	10% of Total Invoice
Service charge includes stormwater pollution controls and testing.	
I. Outrigger Pole Storage	
Monthly Rate	\$ 20.00
J. Cleanup Charge	per hour at Port Labor & Material Rate(s)
Failure to cleanup laydown area	

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

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

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

<u>A. Moorage Rate includes Power & Water, per linear foot</u>	FY 2024-25 Rate
1) Daily	\$ 0.80
2) Weekly	\$ 4.73
3) Calendar Month	\$ 14.20
4) Semi-Annual	\$ 32.25
5) Annual	\$ 56.62
6) Live-aboard. Monthly rate by agreement only.	
a) First person	\$ 92.00
b) Each additional	\$ 92.00
B. Charter Boats	
Charter License, <i>annual rate per vessel</i>	
per boat with Annual Moorage Agreement (includes Launch Fee)	\$ 200.00
per boat without Moorage Agreement (includes Launch Fee)	\$ 300.00
C. Dock Box - No New Dock Boxes	
.....	
D. Line Replacement, Hourly labor rate, half hour minimum	
per cost of rope, plus Port Labor	Time and Materials
E. Launch Fee	
1) Daily	\$ 5.00
F. Boat Launch Pass	
1) Annual Boat Launch Pass	Discounted Rates
a) Jan - June, to remainder of year \$ 150.00	\$ 120.00
b) July - Sept, to remainder of year \$ 100.00	\$ 80.00
c) Oct - Dec, to remainder of year \$ 75.00	\$ 60.00

Discount for local residents, senior citizens (65 & over) & veterans - active, retired or disabled

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

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

<u>A. Moorage, per linear foot</u>	
1) Daily	\$ 0.77
2) Weekly	\$ 4.59
3) Calendar Month	\$ 13.76
4) Semi-Annual	\$ 31.23
5) Annual	\$ 54.83

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

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

<u>A. Moorage, per linear foot</u>	
1) Daily	\$ 0.80
2) Weekly	\$ 4.73
3) Calendar Month	\$ 14.20
4) Semi-Annual	\$ 32.25
5) Annual	\$ 47.59

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

Section 4. Fuel

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

	FY 2024-25 Rate
A. <u>Diesel, ULSD #2 Marine Blend</u>	
1) Fuel Rate, plus per gallon	\$ 0.39
B. <u>92 Pre Non Ethanol Gasoline</u>	
1) Fuel Rate, plus per gallon	\$ 1.26
C. <u>Fueling Over the Dock</u>	
per gallon	\$ 0.10
.....	

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

Section 5. RV Park

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

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

	FY 2024-25 Rate
1) Daily	
• Pull thru full hook-up	\$ 58.00
• Back in full hook-up	\$ 50.00
• Partial hook-up	\$ 41.00
• Dry Camping	\$ 37.00
2) Weekly	
• Pull thru full hook-up	\$ 347.00
• Back in full hook-up	\$ 302.00
• Partial hook-up	\$ 246.00
• Dry Camping	\$ 221.00

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

1) Daily	
• Pull thru full hook-up	\$ 49.00
• Back in full hook-up	\$ 42.00
• Partial hook-up	\$ 36.00
• Dry Camping	\$ 32.00
2) Weekly	
• Pull thru full hook-up	\$ 296.00
• Back in full hook-up	\$ 252.00
• Partial hook-up	\$ 214.00
• Dry Camping	\$ 189.00

C. July 4th Holiday, 3 night minimum

1) Daily	
• Pull thru full hook-up	\$ 107.00
• Back in full hook-up	\$ 95.00
• Partial hook-up	\$ 61.00
• Dry Camping	\$ 53.00

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

1) Daily	
• Pull thru full hook-up	\$ 62.00
• Back in full hook-up	\$ 53.00
• Partial hook-up	\$ 42.00
• Dry Camping	\$ 39.00

E. Laundry Machines - Currently not available

per load	When Available	\$ 2.00
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F. Non-refundable Transaction Fee	\$	10.00
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**PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025**

Section 6. Commercial Retail

	FY 2024-25 Rate
A. <u>Warehouse - Shop/Storage</u> per square foot	\$ 0.61
B. <u>Commercial Docks</u> per square foot	\$ 0.80
C. <u>Surfaced Concrete</u> per square foot	\$ 0.64
D. <u>Surfaced Asphalt</u> per square foot	\$ 0.38
E. <u>Retail Center</u> per square foot	\$ 1.35
F. <u>Bare Ground</u> per square foot	\$ 0.11
G. <u>Port Meeting Room Suite 202</u> Flat daily rate from 8am to 8pm	\$ 55.00

**PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025**

Section 7. Administration Fees

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

	FY 2024-25 Rate
A. <u>Public Records Request Fee Schedule</u>	
1) Copies of Records, Black & White, 8X11, per page	\$ 0.25
5) Attorney Review	at cost
B. <u>Research and Computer Time</u>	
Written request required. Hourly rate, half-hour minimum, under 15 min not charge	\$ 35.00
C. <u>Administrative Fees</u>	\$ 35.00
G. <u>Notice Posting.</u> For non-payment of lease or moorage	\$ 50.00
H. <u>Failure to Register.</u> For research related to unregistered boats	\$ 25.00
I. <u>Returned Check Fee</u>	\$ 50.00
J. <u>Per Annum Interest Rate.</u> Applied to past due accounts	19%
K. <u>POV Mileage Reimbursement Rate (IRS)</u>	Current
L. <u>Impound Seizure Fee.</u> Vessel impounding	\$ 800.00
M. <u>Events on Port Property</u>	
1) Boardwalk, per day	\$ 735.00
2) Saturday Market, per vendor, per day	\$ 15.00
3) Parking Lot, per square foot, per day	\$ 0.01
N. <u>Impound Seizure Fee.</u> Car / Truck / Trailer/ <u>RV, plus tow fee</u>	\$ 275.00
O. <u>Background Check</u>	\$ 30.00
Q. <u>Waiting List Application</u>	\$ 75.00
1) Annual Renewal	\$ 25.00
R. <u>Transfer List</u>	\$ 25.00
S. <u>Security Camera Footage Review, per hour</u>	\$ 35.00

**PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025**

Section 8. Insurance Certificate Limits

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

<u>A. Leases / Tenants</u>	FY 2024-25 Rate
1) General Liability, Each Occurrence	\$ 2,000,000.00
2) Damage to Rented Premises (each occurrence)	\$ 300,000.00
3) Medical Expenses (any one person)	\$ 5,000.00
4) Personal and Adverse Injury	\$ 2,000,000.00
5) General Aggregate	\$ 2,000,000.00
6) Products - Comp/Op Aggregate	\$ 2,000,000.00
<u>B. Moorage & Transient Vessels - Marine-Watercraft with Wreck Removal Policy and Port additional insured</u>	
1) Commercial Vessels	
a. Marine/Watercraft General Liability*	\$ 500,000.00
*Coverage to include wreckage removal and fuel spill liability	
2) Recreational Vessels	
a. Marine/Watercraft General Liability*	\$ 500,000.00
*Coverage to include wreckage removal and fuel spill liability	
3) Charter / Guide Vessels	
a. Marine/Watercraft General Liability*	\$ 500,000.00
*Coverage to include wreckage removal and fuel spill liability	

PORT OF BROOKINGS HARBOR
APPROVED RATES
JULY 1, 2024 to JUNE 30, 2025

Section 9. Public Dock Hoist / Landing Fees

Public Dock Hoist Use Agreement & Release must be completed prior to use. Rates include dock and hoist only. No other equipment, scales or personnel are included in the rates.

<u>A. Equipment / Materials Loading or Offloading (600-Pound Maximum Capacity)</u>	FY 2024-25 Rate
per hour	\$ 39.00
<u>B. Fish / Crustaceans (600-Pound Maximum Capacity)</u>	
per pound	\$ 0.06
<u>C. Landing Fees</u>	
Associated with all leased Port Dock Hoists for repairs, future needs and upgrades.	
Crab per pound	\$ 0.01
Fish, Shrimp and other species per pound	\$ 0.005

**APPENDIX A
SPORT - BASIN 1 and 2**

CALCULATED RATES PER LENGTH

LIVE ABOARD FEE ADDITIONAL: 1st Person \$88.00 per month, Each Additional Person \$88.00

NOTE: Rates are based on vessel length or slip length - whichever is greater
Price includes voyage trash, power and shore water
Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	16.00	94.60	284.00	645.00	1132.40
21	16.80	99.33	298.20	677.25	1189.02
22	17.60	104.06	312.40	709.50	1245.64
23	18.40	108.79	326.60	741.75	1302.26
24	19.20	113.52	340.80	774.00	1358.88
25	20.00	118.25	355.00	806.25	1415.50
26	20.80	122.98	369.20	838.50	1472.12
27	21.60	127.71	383.40	870.75	1528.74
28	22.40	132.44	397.60	903.00	1585.36
29	23.20	137.17	411.80	935.25	1641.98
30	24.00	141.90	426.00	967.50	1698.60
31	24.80	146.63	440.20	999.75	1755.22
32	25.60	151.36	454.40	1032.00	1811.84
33	26.40	156.09	468.60	1064.25	1868.46
34	27.20	160.82	482.80	1096.50	1925.08
35	28.00	165.55	497.00	1128.75	1981.70
36	28.80	170.28	511.20	1161.00	2038.32
37	29.60	175.01	525.40	1193.25	2094.94
38	30.40	179.74	539.60	1225.50	2151.56
39	31.20	184.47	553.80	1257.75	2208.18
40	32.00	189.20	568.00	1290.00	2264.80
41	32.80	193.93	582.20	1322.25	2321.42
42	33.60	198.66	596.40	1354.50	2378.04
43	34.40	203.39	610.60	1386.75	2434.66
44	35.20	208.12	624.80	1419.00	2491.28
45	36.00	212.85	639.00	1451.25	2547.90
46	36.80	217.58	653.20	1483.50	2604.52
47	37.60	222.31	667.40	1515.75	2661.14
48	38.40	227.04	681.60	1548.00	2717.76
49	39.20	231.77	695.80	1580.25	2774.38
50	40.00	236.50	710.00	1612.50	2831.00
51	40.80	241.23	724.20	1644.75	2887.62
52	41.60	245.96	738.40	1677.00	2944.24
53	42.40	250.69	752.60	1709.25	3000.86
54	43.20	255.42	766.80	1741.50	3057.48
55	44.00	260.15	781.00	1773.75	3114.10
56	44.80	264.88	795.20	1806.00	3170.72
57	45.60	269.61	809.40	1838.25	3227.34
58	46.40	274.34	823.60	1870.50	3283.96
59	47.20	279.07	837.80	1902.75	3340.58
60	48.00	283.80	852.00	1935.00	3397.20
61	48.80	288.53	866.20	1967.25	3453.82
62	49.60	293.26	880.40	1999.50	3510.44

**APPENDIX A
SPORT - BASIN 1 and 2**

CALCULATED RATES PER LENGTH

LIVE ABOARD FEE ADDITIONAL: 1st Person \$88.00 per month, Each Additional Person \$88.00

NOTE: Rates are based on vessel length or slip length - whichever is greater
Price includes voyage trash, power and shore water
Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
63	50.40	297.99	894.60	2031.75	3567.06
64	51.20	302.72	908.80	2064.00	3623.68
65	52.00	307.45	923.00	2096.25	3680.30
66	52.80	312.18	937.20	2128.50	3736.92
67	53.60	316.91	951.40	2160.75	3793.54
68	54.40	321.64	965.60	2193.00	3850.16
69	55.20	326.37	979.80	2225.25	3906.78
70	56.00	331.10	994.00	2257.50	3963.40
71	56.80	335.83	1008.20	2289.75	4020.02
72	57.60	340.56	1022.40	2322.00	4076.64
73	58.40	345.29	1036.60	2354.25	4133.26
74	59.20	350.02	1050.80	2386.50	4189.88
75	60.00	354.75	1065.00	2418.75	4246.50
76	60.80	359.48	1079.20	2451.00	4303.12
77	61.60	364.21	1093.40	2483.25	4359.74
78	62.40	368.94	1107.60	2515.50	4416.36
79	63.20	373.67	1121.80	2547.75	4472.98
80	64.00	378.40	1136.00	2580.00	4529.60
81	64.80	383.13	1150.20	2612.25	4586.22
82	65.60	387.86	1164.40	2644.50	4642.84
83	66.40	392.59	1178.60	2676.75	4699.46
84	67.20	397.32	1192.80	2709.00	4756.08
85	68.00	402.05	1207.00	2741.25	4812.70
86	68.80	406.78	1221.20	2773.50	4869.32
87	69.60	411.51	1235.40	2805.75	4925.94
88	70.40	416.24	1249.60	2838.00	4982.56
89	71.20	420.97	1263.80	2870.25	5039.18
90	72.00	425.70	1278.00	2902.50	5095.80
91	72.80	430.43	1292.20	2934.75	5152.42
92	73.60	435.16	1306.40	2967.00	5209.04
93	74.40	439.89	1320.60	2999.25	5265.66
94	75.20	444.62	1334.80	3031.50	5322.28
95	76.00	449.35	1349.00	3063.75	5378.90
96	76.80	454.08	1363.20	3096.00	5435.52
97	77.60	458.81	1377.40	3128.25	5492.14
98	78.40	463.54	1391.60	3160.50	5548.76
99	79.20	468.27	1405.80	3192.75	5605.38
100	80.00	473.00	1420.00	3225.00	5662.00

APPENDIX B
SPORT - BASIN 1 WATER ONLY

CALCULATED RATES PER LENGTH

NOTE: Rates are based on vessel length or slip length - whichever is greater
 Price includes voyage trash and shore water (**No Power**)
 Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	15.40	91.80	275.20	624.60	1096.60
21	16.17	96.39	288.96	655.83	1151.43
22	16.94	100.98	302.72	687.06	1206.26
23	17.71	105.57	316.48	718.29	1261.09
24	18.48	110.16	330.24	749.52	1315.92
25	19.25	114.75	344.00	780.75	1370.75
26	20.02	119.34	357.76	811.98	1425.58
27	20.79	123.93	371.52	843.21	1480.41
28	21.56	128.52	385.28	874.44	1535.24
29	22.33	133.11	399.04	905.67	1590.07
30	23.10	137.70	412.80	936.90	1644.90
31	23.87	142.29	426.56	968.13	1699.73
32	24.64	146.88	440.32	999.36	1754.56
33	25.41	151.47	454.08	1030.59	1809.39
34	26.18	156.06	467.84	1061.82	1864.22
35	26.95	160.65	481.60	1093.05	1919.05
36	27.72	165.24	495.36	1124.28	1973.88
37	28.49	169.83	509.12	1155.51	2028.71
38	29.26	174.42	522.88	1186.74	2083.54
39	30.03	179.01	536.64	1217.97	2138.37
40	30.80	183.60	550.40	1249.20	2193.20
41	31.57	188.19	564.16	1280.43	2248.03
42	32.34	192.78	577.92	1311.66	2302.86
43	33.11	197.37	591.68	1342.89	2357.69
44	33.88	201.96	605.44	1374.12	2412.52
45	34.65	206.55	619.20	1405.35	2467.35
46	35.42	211.14	632.96	1436.58	2522.18
47	36.19	215.73	646.72	1467.81	2577.01
48	36.96	220.32	660.48	1499.04	2631.84
49	37.73	224.91	674.24	1530.27	2686.67
50	38.50	229.50	688.00	1561.50	2741.50
51	39.27	234.09	701.76	1592.73	2796.33
52	40.04	238.68	715.52	1623.96	2851.16
53	40.81	243.27	729.28	1655.19	2905.99
54	41.58	247.86	743.04	1686.42	2960.82
55	42.35	252.45	756.80	1717.65	3015.65
56	43.12	257.04	770.56	1748.88	3070.48
57	43.89	261.63	784.32	1780.11	3125.31
58	44.66	266.22	798.08	1811.34	3180.14
59	45.43	270.81	811.84	1842.57	3234.97
60	46.20	275.40	825.60	1873.80	3289.80
61	46.97	279.99	839.36	1905.03	3344.63
62	47.74	284.58	853.12	1936.26	3399.46
63	48.51	289.17	866.88	1967.49	3454.29
64	49.28	293.76	880.64	1998.72	3509.12

APPENDIX B
SPORT - BASIN 1 WATER ONLY

CALCULATED RATES PER LENGTH

NOTE: Rates are based on vessel length or slip length - whichever is greater
 Price includes voyage trash and shore water (**No Power**)
 Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
65	50.05	298.35	894.40	2029.95	3563.95
66	50.82	302.94	908.16	2061.18	3618.78
67	51.59	307.53	921.92	2092.41	3673.61
68	52.36	312.12	935.68	2123.64	3728.44
69	53.13	316.71	949.44	2154.87	3783.27
70	53.90	321.30	963.20	2186.10	3838.10
71	54.67	325.89	976.96	2217.33	3892.93
72	55.44	330.48	990.72	2248.56	3947.76
73	56.21	335.07	1004.48	2279.79	4002.59
74	56.98	339.66	1018.24	2311.02	4057.42
75	57.75	344.25	1032.00	2342.25	4112.25
76	58.52	348.84	1045.76	2373.48	4167.08
77	59.29	353.43	1059.52	2404.71	4221.91
78	60.06	358.02	1073.28	2435.94	4276.74
79	60.83	362.61	1087.04	2467.17	4331.57
80	61.60	367.20	1100.80	2498.40	4386.40
81	62.37	371.79	1114.56	2529.63	4441.23
82	63.14	376.38	1128.32	2560.86	4496.06
83	63.91	380.97	1142.08	2592.09	4550.89
84	64.68	385.56	1155.84	2623.32	4605.72
85	65.45	390.15	1169.60	2654.55	4660.55
86	66.22	394.74	1183.36	2685.78	4715.38
87	66.99	399.33	1197.12	2717.01	4770.21
88	67.76	403.92	1210.88	2748.24	4825.04
89	68.53	408.51	1224.64	2779.47	4879.87
90	69.30	413.10	1238.40	2810.70	4934.70
91	70.07	417.69	1252.16	2841.93	4989.53
92	70.84	422.28	1265.92	2873.16	5044.36
93	71.61	426.87	1279.68	2904.39	5099.19
94	72.38	431.46	1293.44	2935.62	5154.02
95	73.15	436.05	1307.20	2966.85	5208.85
96	73.92	440.64	1320.96	2998.08	5263.68
97	74.69	445.23	1334.72	3029.31	5318.51
98	75.46	449.82	1348.48	3060.54	5373.34
99	76.23	454.41	1362.24	3091.77	5428.17
100	77.00	459.00	1376.00	3123.00	5483.00

APPENDIX C COMMERCIAL - BASIN 1 and 2

CALCULATED RATES PER LENGTH

LIVE ABOARD FEE ADDITIONAL: 1st Person \$88.00 per month, Each Additional Person \$88.00

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes voyage trash, power and shore water

Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	16.00	94.60	284.00	645.00	951.80
21	16.80	99.33	298.20	677.25	999.39
22	17.60	104.06	312.40	709.50	1046.98
23	18.40	108.79	326.60	741.75	1094.57
24	19.20	113.52	340.80	774.00	1142.16
25	20.00	118.25	355.00	806.25	1189.75
26	20.80	122.98	369.20	838.50	1237.34
27	21.60	127.71	383.40	870.75	1284.93
28	22.40	132.44	397.60	903.00	1332.52
29	23.20	137.17	411.80	935.25	1380.11
30	24.00	141.90	426.00	967.50	1427.70
31	24.80	146.63	440.20	999.75	1475.29
32	25.60	151.36	454.40	1032.00	1522.88
33	26.40	156.09	468.60	1064.25	1570.47
34	27.20	160.82	482.80	1096.50	1618.06
35	28.00	165.55	497.00	1128.75	1665.65
36	28.80	170.28	511.20	1161.00	1713.24
37	29.60	175.01	525.40	1193.25	1760.83
38	30.40	179.74	539.60	1225.50	1808.42
39	31.20	184.47	553.80	1257.75	1856.01
40	32.00	189.20	568.00	1290.00	1903.60
41	32.80	193.93	582.20	1322.25	1951.19
42	33.60	198.66	596.40	1354.50	1998.78
43	34.40	203.39	610.60	1386.75	2046.37
44	35.20	208.12	624.80	1419.00	2093.96
45	36.00	212.85	639.00	1451.25	2141.55
46	36.80	217.58	653.20	1483.50	2189.14
47	37.60	222.31	667.40	1515.75	2236.73
48	38.40	227.04	681.60	1548.00	2284.32
49	39.20	231.77	695.80	1580.25	2331.91
50	40.00	236.50	710.00	1612.50	2379.50
51	40.80	241.23	724.20	1644.75	2427.09
52	41.60	245.96	738.40	1677.00	2474.68
53	42.40	250.69	752.60	1709.25	2522.27
54	43.20	255.42	766.80	1741.50	2569.86
55	44.00	260.15	781.00	1773.75	2617.45
56	44.80	264.88	795.20	1806.00	2665.04
57	45.60	269.61	809.40	1838.25	2712.63
58	46.40	274.34	823.60	1870.50	2760.22
59	47.20	279.07	837.80	1902.75	2807.81
60	48.00	283.80	852.00	1935.00	2855.40
61	48.80	288.53	866.20	1967.25	2902.99
62	49.60	293.26	880.40	1999.50	2950.58
63	50.40	297.99	894.60	2031.75	2998.17

APPENDIX C COMMERCIAL - BASIN 1 and 2

CALCULATED RATES PER LENGTH

LIVE ABOARD FEE ADDITIONAL: 1st Person \$88.00 per month, Each Additional Person \$88.00

NOTE: Rates are based on vessel length or slip length - whichever is greater

Price includes voyage trash, power and shore water

Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
64	51.20	302.72	908.80	2064.00	3045.76
65	52.00	307.45	923.00	2096.25	3093.35
66	52.80	312.18	937.20	2128.50	3140.94
67	53.60	316.91	951.40	2160.75	3188.53
68	54.40	321.64	965.60	2193.00	3236.12
69	55.20	326.37	979.80	2225.25	3283.71
70	56.00	331.10	994.00	2257.50	3331.30
71	56.80	335.83	1008.20	2289.75	3378.89
72	57.60	340.56	1022.40	2322.00	3426.48
73	58.40	345.29	1036.60	2354.25	3474.07
74	59.20	350.02	1050.80	2386.50	3521.66
75	60.00	354.75	1065.00	2418.75	3569.25
76	60.80	359.48	1079.20	2451.00	3616.84
77	61.60	364.21	1093.40	2483.25	3664.43
78	62.40	368.94	1107.60	2515.50	3712.02
79	63.20	373.67	1121.80	2547.75	3759.61
80	64.00	378.40	1136.00	2580.00	3807.20
81	64.80	383.13	1150.20	2612.25	3854.79
82	65.60	387.86	1164.40	2644.50	3902.38
83	66.40	392.59	1178.60	2676.75	3949.97
84	67.20	397.32	1192.80	2709.00	3997.56
85	68.00	402.05	1207.00	2741.25	4045.15
86	68.80	406.78	1221.20	2773.50	4092.74
87	69.60	411.51	1235.40	2805.75	4140.33
88	70.40	416.24	1249.60	2838.00	4187.92
89	71.20	420.97	1263.80	2870.25	4235.51
90	72.00	425.70	1278.00	2902.50	4283.10
91	72.80	430.43	1292.20	2934.75	4330.69
92	73.60	435.16	1306.40	2967.00	4378.28
93	74.40	439.89	1320.60	2999.25	4425.87
94	75.20	444.62	1334.80	3031.50	4473.46
95	76.00	449.35	1349.00	3063.75	4521.05
96	76.80	454.08	1363.20	3096.00	4568.64
97	77.60	458.81	1377.40	3128.25	4616.23
98	78.40	463.54	1391.60	3160.50	4663.82
99	79.20	468.27	1405.80	3192.75	4711.41
100	80.00	473.00	1420.00	3225.00	4759.00

ACTION ITEM – B

DATE: April 17, 2024
RE: Umpqua Valley Financial Contract
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- March 20, 2024 Regular meeting Board reviewed and accepted Umpqua Valley Financial Municipal Auditing Services Proposal for a (3) year contract for Fiscal Years 2023-24, 2024-25, and 2025-26 services.

DOCUMENTS

- Umpqua Valley Financial Contract, 10 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Port Manager to sign contract with Umpqua Valley Financial.



March 25th, 2024

Port of Brookings Harbor

Attn: Board of Directors and April Walker, Office Manager

16330 Lower Harbor Road

PO Box 848

Brookings, Oregon 97415

We are pleased to confirm our understanding of the services we are to provide the Port of Brookings Harbor for the fiscal year ending June 30th, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities (if any), the business-type activities (if any), each major fund, and the aggregate remaining fund information (if applicable), and the disclosures, which collectively comprise the financial statements of the Port of Brookings Harbor as of and for the fiscal year ending June 30th, 2024.

The Port of Brookings Harbor utilizes a modified cash basis of accounting, a special purpose framework.

Special purpose framework guidance provides for certain supplementary information (SI) such as management discussion and analysis (MDA) to supplement the government's financial statements.

As part of our engagement, we will apply certain limited procedures to the government's supplementary information in accordance with auditing standards generally accepted in the United States of America (GAAS). We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements:

- 1) Management's Discussion and Analysis
- 2) Schedules of Revenues, Expenditures, Changes in fund balance – budget versus actual
- 3) Pension and/or OPEB schedules accordingly

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

- 1) Debt Schedules, if in existence

In accordance with the *Minimum Standards for Audits of Oregon Municipal Corporations*, we will issue a report on our consideration of the Port of Brookings Harbor's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on the government's compliance.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with special purpose framework guidance, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

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

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Port of Brookings Harbor's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Port of Brookings Harbor's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Port of Brookings Harbor's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Port of Brookings Harbor in conformity with special purpose framework guidance and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with special purpose framework guidance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

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

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

complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by or on July 1st, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with special purpose framework guidance. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with special purpose framework guidance; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with special purpose framework guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the government; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Umpqua Valley Financial, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the relevant Federal and State Agency(ies) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Umpqua Valley Financial, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the relevant Federal and State Agency(ies). If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Steve Tuchscherer is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We expect to begin our audit on approximately August 1st, 2024 and to issue our reports to Oregon Secretary of State and Oregon Department of Education, no later than December 31st, 2024, barring any unforeseen events, including but not limited to unavailable or delayed information, schedules, and other required cooperation by Port of Orford Harbor's Staff that may cause a delay. In the event of or potential for such a delay, we will be in communication with staff to ensure they are aware of the delay as early as possible, the cause of the delay and how to remedy, if possible. Further, it is understood that the Single Audit procedures and reports have a deadline of March 31st, 2025. While we will make all reasonable efforts to complete the Single Audit by December 31st, 2024, and submit with the Financial Report, it is possible that the Single Audit work will be completed after December 31st, 2024, but prior to March 31st, 2025.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$22,800 plus \$5,250 for the Single Audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of the Port of Brookings Harbor. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely

to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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

Very truly yours,

A handwritten signature in black ink, appearing to be "B. J. ...", written in a cursive style.

Umpqua Valley Financial, LLC

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____

C O N T R A C T

THIS CONTRACT, made this 25th day of March 2024, in accordance with the requirements of Oregon Revised Statutes Chapter 297.405 through 297.555, between UMPQUA VALLEY FINANCIAL, LLC of Roseburg, Oregon, and PORT OF BROOKINGS HARBOR, Brookings, Oregon provides as follows:

1. It is hereby agreed that UMPQUA VALLEY FINANCIAL, LLC shall conduct an audit of the accounts and fiscal affairs of PORT OF BROOKINGS HARBOR, Brookings, Oregon, for the fiscal year ending June 30, 2024, and annually thereafter, in accordance with the Minimum Standards for Audit of Municipal Corporations, as prescribed by law. The audit shall be undertaken in order to express an opinion on the financial statements of PORT OF BROOKINGS HARBOR, Brookings, Oregon, and to determine if PORT OF BROOKINGS HARBOR has complied substantially with appropriate legal provisions.

2. UMPQUA VALLEY FINANCIAL, LLC agrees that the services to be performed under this contract shall be rendered by Steve Tuchscherer, CPA or under his personal supervision, and that the work will be faithfully performed with care and diligence.

3. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of UMPQUA VALLEY FINANCIAL, LLC are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall

be delivered to PORT OF BROOKINGS HARBOR, Brookings, Oregon, who shall instruct UMPQUA VALLEY FINANCIAL, LLC in writing, concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the Party issuing the same.

4. The audit shall be started as soon after this contract is executed as is agreeable to the Parties hereto and shall be completed and a written report thereon delivered within a reasonable time. Adequate copies of such report shall be delivered to PORT OF BROOKINGS HARBOR, Brookings, Oregon, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.


5. It is understood and agreed that PORT OF BROOKINGS HARBOR, Brookings, Oregon, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that UMPQUA VALLEY FINANCIAL, LLC shall draft them for PORT OF BROOKINGS HARBOR, Brookings, Oregon. The cost of preparing such financial statements shall be included in the fee for conducting the audit as set forth in Paragraph 7 below.

6. It is understood and agreed that either Party may cancel this contract by giving notice in writing to the other Party at least ninety days prior to July 1 of any year.

7. In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, PORT OF BROOKINGS HARBOR, Brookings, Oregon, hereby agrees to pay UMPQUA VALLEY FINANCIAL, LLC a reasonable fee not to exceed \$22,800 for the fiscal year ending June 30, 2024, plus \$5,250 for the Single Audit. PORT OF BROOKINGS HARBOR, Brookings, Oregon, hereby affirms that proper provision for the payment of such fee has been or will be duly made, and that funds for the payment thereof are or will be made legally available.

UMPQUA VALLEY FINANCIAL, LLC
(Auditor)

PORT OF BROOKINGS HARBOR, Oregon
(Client)

By: 

By: _____

Date: _____

ACTION ITEM – C

DATE: April 17, 2024
RE: Letter of Support to Beacon Broadband
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Beacon Broadband is filing grant applications for Broadband Deployment Program offered by the Oregon Broadband Office through ARPA funding.
- To further advance this application, they have requested a letter of support from the Port of Brookings Harbor.

DOCUMENTS

- Email from Beacon Broadband, 1 page
- Draft Letter of Support, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Port Manager to sign the letter of support for Beacon Broadband.

**Fwd: Beacon Broadband Support**

2 messages

Travis Webster <travis@portofbrookingsharbor.com>
To: Danielle King <danielle@portofbrookingsharbor.com>

----- Forwarded message -----

From: **Val Early** <vale@beaconbroadband.com>
Date: Wed, Apr 3, 2024 at 10:18 AM
Subject: Beacon Broadband Support
To: travis@portofbrookingsharbor.com <travis@portofbrookingsharbor.com>

Hi Travis,
I am working with Beacon on grant applications at this time.

Beacon is pursuing a Broadband Deployment Program grant offered by the Oregon Broadband Office through ARPA funding. The timeline for the grant application is extra application. If you could please email me the letter by April 19th it would be greatly appreciated.

Below is a sample letter with some information but, please, edit, adjust or change completely. It can be copied/pasted onto your own letterhead.

Please let me know if you have any questions or would like to talk about it. I'm also happy to come to the Commission meeting on the 17th and answer any questions.

Val Early
Grant Management Specialist
Beacon Broadband

Oregon Broadband Deployment Program
[775 Summer St NE, Ste 200](https://www.beaconbroadband.com)
Salem, OR 97301

Subject: Letter of Support for Beacon Broadband, Inc. - Fiber to the Home for Oregon's Rural South Coast

Dear Director,
On behalf of the board for the Port of Brookings Harbor, based in Brookings, I am writing this letter of support for the Beacon Broadband, Inc. - Fiber to the Home for Oregon's Rural South Coast Project.

The Port of Brookings Harbor Board supports Beacon Broadband's efforts to bring high-speed internet service where no one else will go. Beacon Broadband has committed to bring reliable and affordable broadband services to more previously unserved or underserved broadband service locations throughout unincorporated Curry and Coos County.

Beacon Broadband has proven it can build and support fiber to the premises network. Beacon's commitment to investing in Oregon's broadband infrastructure will promote economic growth, innovation, and development opportunities for rural communities in Southwestern Oregon. As our local electrical co-op partner, Beacon's partnership with educational opportunities and job training will continue to contribute to our local economy.

Thank you in advance for considering this important project. We look forward to its swift completion.
Sincerely,

Reply Forward



Port of Brookings Harbor

This Institution is an Equal Opportunity Provider

April XX, 2024

Oregon Broadband Deployment Program
775 Summer St NE, Ste 200
Salem, OR 97301

Subject: Letter of Support for Beacon Broadband, Inc. - Fiber to the Home for Oregon's Rural South Coast

Dear Director,

On behalf of the Board for the Port of Brookings Harbor, based in Brookings Oregon, I am writing this letter of support for the Beacon Broadband, Inc. - Fiber to the Home for Oregon's Rural South Coast Project.

The Port of Brookings Harbor Board supports Beacon Broadband's efforts to bring high-speed internet service where no one else will go. Beacon Broadband has committed to bring reliable and affordable broadband services to more previously unserved or underserved broadband service locations throughout unincorporated Curry and Coos County.

Beacon Broadband has proven it can build and support fiber to the premises network. Beacon's commitment to investing in Oregon's broadband infrastructure will promote economic growth, innovation, and development opportunities for rural communities in Southwestern Oregon. As our local electrical co-op partner, Beacon's partnership with educational opportunities and job training will continue to contribute to our local economy.

Thank you in advance for considering this important project. We look forward to its swift completion.

Sincerely,

Travis Webster
Port Manager

ACTION ITEM – D

DATE: April 17, 2024
RE: Letter of Support to SDAO
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Special Districts Association of Oregon (SDAO) has been working on a House Bill that was approved this month by the Federal House Oversight and Accountability Committee.
- If passed, this bill would establish a formal definition of “special district” in federal law, as well as require the Office of Management and Budget to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.
- SDAO is asking all members to send the U.S. House of Representative a support letter for H.R. 7525.

DOCUMENTS

- SDAO’s Special District Digest Weekly News, Events and Resources Email, 8 pages
- Draft Letter of Support, 2 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Port Manager to sign the letter of support for SDAO.



Danielle King <danielle@portofbrookingsharbor.com>

SDAO Weekly Update: Special Districts Digest

1 message

SDAO News <eNews@sdao.com>
To: danielle@portofbrookingsharbor.com

Tue, Apr 2, 2024 at 4:32 PM

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the [online version](#).

**SPECIAL DISTRICT DIGEST**
WEEKLY NEWS, EVENTS, AND RESOURCES

As of June 30, 2023, Special Districts Insurance Services concluded the workers' compensation program. We have since been managing all open claims internally. However, effective April 1, 2024, the administration of all ongoing workers' compensation claims will transition to CorVel Corporation.

CorVel adjuster, Amy Muter, will oversee management of these claims. Her contact information is below.

Districts and agents may still contact Gina Wescott at gwescott@sdao.com with any workers' compensation questions.

Adjuster:

Amy Muter

Phone: 503-821-2604

Fax: 866-495-3630

Email: Amy_Muter@CorVel.com

Mailing Address:

CorVel Corporation

10200 SW Greensburg RD, #150

Portland, OR 97281



Tuesday, April 2nd, 2024

Special District Socialites Series: Elevate Your District's Social Media Presence

Hosted by SDAO and Streamline

Presented by Mac Clemmens and Maria Lara

Ready to amplify your district's voice and build stronger community connections? Join SDAO and Streamline for a 3-part social media webinar series! This series will equip your district with the tools to navigate online rumors, target the right audience, and craft engaging content that keeps the community informed and involved. Register today and learn how social media can be a powerful tool for your agency!

Part 1 | Tuesday, May 7 | 12-1pm | Cut through the noise and build trust: Learn how to combat rumors, and connect with your community on social media.

Part 2 | Thursday, May 9 | 12-1pm | Turn theory into action: Master our 6 social media best practices for impactful district engagement.

Part 3 | Tuesday, May 14 | 12-1pm | Content to captivate your audience: How to create engaging posts that keep your community informed and involved.

Free for SDAO Members

[REGISTER NOW...](#)

Call to Action: Special District Grant Accessibility Act (H.R. 7525)

This month, the Special District Grant Accessibility Act was approved by the Federal House Oversight and Accountability Committee on a 38-2 vote. This is a bill the National Special Districts Coalition (NSDC) has been working on for several years. SDAO is a founding member of NSDC. Committee staff has indicated that it's unclear when House leadership will schedule the special district bill for a floor vote. If passed, this bill would establish a formal definition of "special district" in federal law, as well as require the Office of Management and Budget to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.

Contact Your U.S. House Representative and Add Your Support to the SDAO Letter

If you have not already, please reach out to your U.S. House Representative asking them to support H.R. 7525 to prioritize its passage.

We have put together a template letter for you to use as well as a one-page handout that you are encouraged to include with your message. Please visit

<https://www.sdao.com/template-for-letter-regarding-hb-7525> to download.

SDAO is submitting a letter to House congressional leaders, and we invite you to add your district name to the letter to show your support. Please visit

<https://cvent.me/ekzZGP> to add your district.

This issue affects all special districts nationwide. We greatly appreciate your help with making sure our congressional delegation understands the importance of this bill.

If you have any questions, please contact us at memberservices@sdao.com.

Need Funds to Attend a Training?

Would you or another representative from your district like to attend a training but your district does not have budgeted funds to do so? Don't despair, check out the SDAO Scholarship and Grant Fund! This fund was established to be a resource for members to utilize for education and training related to the operation of a special district. The application process is simple.

Visit [our website](#) to learn more.

other announcements

Securing Your Water: Proactive Measures for SCADA/OT Systems & Threat Hunting in the Digital Age

Offered by [Carezian](#)

Is your water system prepared for the evolving cyber threat landscape?

Small water and wastewater utilities are increasingly targeted by sophisticated cyberattacks. These attacks can disrupt critical operations, contaminate water supplies, and cause significant public health risks.

This essential webinar will equip you with the knowledge and actionable insights to defend your SCADA and OT systems. We'll delve into:

- CISA's recently released guidance on securing water systems, outlining best practices and practical steps for improved cybersecurity.
- Effective strategies for threat hunting, proactively identifying and mitigating potential cyber threats before they escalate.
- Specific measures to safeguard your SCADA and OT systems, including secure asset management, vulnerability mitigation, and incident response planning.

Don't wait until it's too late!

Register now and gain the knowledge and tools to safeguard your water system and the communities you serve.

Wednesday, April 17th

10am-11am

[Learn more and register](#)

Leadership Training for Special District Governing Boards

Leadership skills are more important than ever for members of locally elected boards. Regardless of the type of special district, boards face many common challenges, including rising costs, added state and federal mandates, increased voter resistance to tax and fee increases, interpersonal conflicts, and ideological rifts in the community that spill into board success and individual leadership effectiveness.

An important element of the session deals with the relationship between the board and the board's chief executive officer. We highly encourage the CEO (executive director, superintendent, fire chief, or whatever title is bestowed by your district) to also participate in the session.

To make the training accessible across the state, we are offering the training in two modes: in-person on the Portland State University campus, and live remote via Zoom.

[Learn more.](#)

Calendar

SDAO/SDIS Trainings and Events

First Thursday Webinar: Exploring SDAO Member Benefits - Consulting Services

Date: April 4th

Location: Online

Time: 12pm

[Register Now!](#)

Securing Your Water: Proactive Measures for SCADA/OT Systems & Threat Hunting in the Digital Age

Date: April 17th

Location: Online

Time: 10am-11am

[Register Now!](#)

Dates, times and locations subject to change. All changes will be communicated in advance to registrants and members via email and our website.

Member Classifieds

Job Openings:

[Columbia 9-1-1 Communications District - Communications Specialist](#)

[Water Environment Services - Asset Manager](#)

[Clackamas River Water - Water Treatment Processing Specialist](#)

[Clackamas River Water - Customer Service Specialist](#)

[Clackamas River Water - Chief Financial Officer](#)

[Tualatin Valley Fire & Rescue - Leaves and Benefits Specialist](#)

[Rogue Valley Sewer Services - Operations and Maintenance Manager](#)

[Port of Astoria - Executive Assistant](#)

[Sunrise Water Authority - Senior Regulatory Specialist](#)

[Sunrise Water Authority - Business Analyst](#)

Other Trainings and Events

BOLI

Visit the [BOLI website](#) for information about upcoming trainings.

[Click here](#) for BOLI seminar information

[Click here](#) for BOLI seminar registration information.

Have an event coming up? Share it with SDAO members. Email event information to [SDAO Member Services](#).

[Springfield Utility Board - Safety Administrator](#)

[The Dalles Irrigation District - Office Manage](#)

Have a classified you'd like to post? Email your posting to [SDAO Member Services](#). It is free for SDAO members and will be advertised on our website and weekly email update.

NSDC Grant Update

[Department of Commerce. FY 2024 Regional Alliances and Multistakeholder Partnerships to Stimulate Cybersecurity Education and Workforce Development](#)

[Department of Energy. FY 2024 Solar and Wind Interconnection for Future Transmission \(SWIFTR\)](#)

[Department of Health and Human Services. FY 2024 Opioid-Impacted Family Support Program](#)

[Department of the Interior. FY 2024 National Fish Passage Program \(NFPP\) Base Funding](#)

[Department of Justice. FY 2024 Community Policing Development \(CPD\) Microgrants Program](#)

[Department of Justice. FY 2024 Demonstration Program on Trauma-Informed, Victim-Centered Training for Law Enforcement on Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program](#)

[Department of Transportation. FY 2025/2026 Multimodal Project Discretionary Grant \(MPDG\) - Nationally Significant Freight and Highway Projects \(INFRA\)](#)

[Department of Transportation. FY 2025/2026 Multimodal Project Discretionary Grant \(MPDG\) – National Infrastructure Project Assistance \(Mega\)](#)

[Department of Transportation. FY 2025/2026 Multimodal Project Discretionary Grant \(MPDG\) Opportunity: Rural Surface Transportation Grant Program](#)

[National Endowment for the Humanities. FY 2024 Public Impact Projects \(PIP\) at Smaller Organizations](#)



March 27th - April 2nd

At-Large

[RVTD making changes to three routes, aims to serve more customers](#)

KOBI NBC 5 Medford | 04/02/2024

[Molalla bus service will get new 'express route' in July](#)

Molalla Pioneer | 04/02/2024

[Blue Mountain Hospital District to fill board seat this month](#)

Blue Mountain Eagle | 03/31/2024

[Free mobile wood chipping program returns for Hood River County residents](#)

Hood River News | 03/28/2024

Fire Districts

[Tony Prior named new Sisters-Camp Sherman fire chief, succeeding retiring Roger Johnson](#)

KTVZ FM (Bend) | 04/02/2024

[Glide Rural Fire: volunteering to protect the community](#)

Roseburg News Review | 04/01/2024

[Austin Page: helping people through their worst moments](#)

Roseburg News Review | 04/01/2024

Parks and Recreation

[Chehalem Park district gets \\$20K grant to develop aquatics programs](#)

Newberg Graphic | 03/28/2024

[Commentary: Yes-Yes for Parks & Rec campaign launches](#)

Columbia Gorge News | 03/27/2024

Ports

[Merkley Monthly: Shoring up investments in Oregon's ports](#)

Polk County Observer | 03/30/2024

[Port dives into campground management](#)

Hood River News | 03/27/2024

Irrigation

[Water allotments for Jefferson County farmers inch higher but hardships aren't going away](#)

Bend Bulletin | 03/30/2024

[Ochoco Irrigation District completing title transfer with BOR](#)

Central Oregonian | 03/28/2024

[Water pumped from Tulelake through historic D-Plant to Lower Klamath National Wildlife Refuge for the first time in four years](#)

Klamath Falls Herald and News | 03/27/2024

Sanitary

No News.

Water

No News.

Special Districts Association of Oregon

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Port of Brookings Harbor

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April XX, 2024

The Honorable Val Hoyle
U.S. House of Representatives
1620 Longworth House Office Building
Washington, D.C. 20515

Dear Representative Hoyle,

On behalf of the Port of Brookings Harbor, I'm writing to request that you support the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan legislation was overwhelmingly approved by the House Oversight and Accountability Committee on March 7 and is now awaiting action by the full House. We urge you to work with congressional leadership to ensure that the legislation is considered in a timely fashion.

H.R. 7525 would require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. The bill also would codify in federal law a long-overdue, formal definition of "special district."

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. In the state of Oregon, there are over 1,000 special districts providing a broad range of public services, including commercial and recreational fishing, fire protection, drinking water and wastewater services, healthcare, transit, natural resource conservation, mosquito abatement, and many more essential local services.

Despite the prevalence of special districts throughout the United States, federal law lacks a consistent definition of special purpose units of local government. As a result, some special districts face challenges in accessing federal funding opportunities and are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as "geographic units of government." As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Again, we urge you to support the *Special District Grant Accessibility Act* and to work with your House colleagues to prioritize passage of this critically important bill.

Thank you for considering this request. If you have any questions or if you need any additional information, please feel free to reach out to me or contact the Port Office.

Sincerely,

Travis Webster
Port Manager

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732

INFORMATION ITEM – A

DATE: April 17, 2024
RE: FEMA Dredging Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Total dredged to date is 2,644 cubic yards. The total dredging remaining under FEMA is 35,356 cubic yards.
- The dredge was removed from the basin and is currently stored under a tarp in the boat yard. The generator is also being stored under a tarp. The flexible discharge hose with floats will remain in the water on C-Dock through the off season.
- The dredge GPS system is waiting on a new router from Dragflow. The coordinates information will be hand-entered and should be ready to go before the dredging starts up again in October.
- The FEMA equipment storage building permit was submitted to Curry County Planning and Building Department for plan reviews. The plan reviews are expected to take 4 to 6 weeks.
- Once the county building permit is issued, the pole barn lumber will be ordered.
- The Port is still waiting on DEQ to decided on the clean fill determination on the dredge spoils. If we get the clean fill classification, it will make it easier to dispose.
- The 25% matching from Business Oregon is available until May 11, 2025, under Contract LS2009 for \$474,372. This contract will need to be extended prior to May 11, 2025. There are no deadlines to use these funds as long as the contracts are extended prior to the end date.
- Current dredging expenses and budget remaining (including matching amount) for PW-189 Dredging:

Description	Amount	Matching
Engineering & Permitting	\$43,690.00	
Equipment	\$633,393.27	
Port Labor & Equipment	\$41,379.53	
Contracts, Materials & Rentals	\$224,017.98	
Total Expended	\$942,480.78	\$190,999.00
Budget Amount Remaining	\$1,504,591.19	\$283,373.00

- Current expenses and budget remaining for PW-190 Administration:

Description	Amount
Port Labor & Office Expenses	\$24,185.73
Budget Amount Remaining	\$115,044.80

DOCUMENTS

- None

INFORMATION ITEM – B

DATE: April 17, 2024
RE: EPA WWTP Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

Phase 1 – Planning & Design

- Phase 1 (Initial Planning and Design) funding was extended to May 31, 2025.
- ODEQ (Oregon Department of Environmental Quality) has assigned a permit writer to the Port’s permit application. The permitting process is moving forward. The estimate timeframe for the permit is the end of 2024.
- The additional EPA/SHPO (State Historic Preservation Office) site survey has started and is going through the process. We are still estimating 6 months to complete.
- Current Phase 1 expenses (since 10/01/2021) and budget remaining:

Description	Total	EPA 80%	Port 20%
Engineering & Permitting	\$201,891.20	\$161,512.96	\$40,378.24
Budget Amount Remaining	\$311,108.80	\$248,887.04	

DOCUMENTS

- None

INFORMATION ITEM – C

DATE: April 17, 2024
RE: HMGP (Hazard Mitigation Grant Program) Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The current HMGP projects include the Commercial Area (FEMA 4452-05) and the Boat Yard (FEMA 4490-20).
- The FEMA funding for these two projects is a little unclear. The Port was told funds were set aside for these projects, but we have no documentation to say it is for sure. FEMA or OEM will not announce the funding until all the reviews are completed. These two projects will be funded by two different funding sources.
- The 25% matching from Business Oregon is available until May 11, 2025, under Contract LS2008 for \$458,934. This contract will need to be extended prior to May 11, 2025. There are no deadlines to use these funds as long as the contracts are extended prior to the contract end date.
- The Commercial Area (FEMA 4452-05) project is under EHP, review which could take anywhere from 18 months to 2 years to complete.
- The Boat Yard (FEMA 4490-20) project is on hold until FEMA is comfortable with the Commercial Area review process. FEMA will not provide any information as to when this may happen.
- Attached is a timeline from the beginning of the disaster to where we are today.

DOCUMENTS

- HMGP Timeline, 1 page

FEMA HMGP TIMELINE OF EVENTS

Start	Date	Activity / Description
	02-23-2019	Storm Damage #1
	04-06-2019	Storm Damage #2
18 mo	05-02-2019	Disaster Declaration Date – Storm #1 (DR-4432-OR)
	07-09-2019	Disaster Declaration Date – Storm #2 (DR-4452-OR)
	08-21-2020	Federal Award Date – Storm #1 (DR-4432-OR) Category G includes HMGP
	08-21-2020	Federal Award Date – Storm #2 (DR-4452-OR) Category G includes HMGP
	08-26-2020	PW-61 Engineering & Permitting – Development of construction drawings and JPA for 4432
	08-26-2020	PW-162 Engineering & Permitting – Development of construction drawings and JPA for 4452
	09-01-2020	Engineering, surveying, and drafting construction drawings for permitting commenced
16 mo	06-22-2021	USACE Joint Permit Application submitted and then withdrawn due to SAP and sediment evaluation requirements.
	10-01-2021	Procurement process and contract approval for engineering and permitting changes
	12-09-2021	Request for additional funding due to JPA requirements. Combined PW-61 & PW-162
	12-13-2021	PW-162-1 Version 1 captures additional funding for A/E costs due to regulatory requirements. Combines both disasters 4432 & 4452 A/E costs and Scope of Work changes. Category G includes HMGP projects. Phase 1
	03-01-2022	Core Sampling and laboratory analysis completed (delayed due to COVID issues)
	04-14-2022	Preliminary construction drawings and budget submitted to FEMA for final approval and to begin construction, Phase 2
14 mo	10-17-2022	Discussions with FEMA to change Category “G” to “A” and lose HMGP projects under 4432 & 4452
	02-16-2023	Federal Award Date – (DR-4432-OR) Category A (lost HMGP and now standalone project)
	02-19-2023	Submit budget for commercial area and west basin 2 slope under HMGP
	02-23-2023	PW-189 Dredging 38,000 cubic yards from Basins 1 & 2. Budget \$2,447,071.97, Category A
	05-31-2023	Submitted Updated Natural Hazard Mitigation Plan (NHMP) to OEM for review
	06-03-2023	Provide additional cost analysis and sub application worksheets and responses to HMGP requests for Commercial Area and Boatyard Area
	07-18-2023	OEM requested Extraordinary Circumstances Exception (ECE) submittal
	07-24-2023	Extraordinary Circumstances Exception (ECE) submitted for approval
12 mo	11-07-2023	Revised Natural Hazard Mitigation Plan (NHMP) approved by Board and submitted to FEMA
	12-01-2023	OEM – Designated “POBH – Commercial” sub-grant 4452-05 under FEMA EHP review. Award status unknown. Awaiting RFI’s
	12-01-2023	OEM – Designated “POBH – Boat Yard” sub-grant 4499-20 under FEMA EHP review. Award status unknown. Awaiting RFI’s
	03-11-2024	Team’s Meeting with OEM, FEMA EHP, FEMA Grant Program and EMC to review questions on Commercial Project. Awaiting additional RFI’s
	03-20-2024	OEM / FEMA wants to get 4452-05 Commercial Area where it needs to be and then address 4499-20 Boat Yard.
60 mo		

INFORMATION ITEM – D

DATE: April 17, 2024
RE: Infrastructure Needs - Grant Opportunities
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The objective of this topic is to determine which project the Port wants to begin working on to secure funding. Keep in mind, the funding could take multiple years to secure.
- The Ports Strategic Business Plan lists multiple projects of various sizes, types and costs that are needed throughout the entire Port. Attached is the list from the SBP Table 14 – Capital Improvement Plan that was highlighted to show related projects that could be combined and potential grant sources.
- Applying for a grant takes time to prepare for planning, engineering, design, public outreach for support, etc.
- Various grants will also require matching amounts that could range anywhere between 10% to 50% of the total cost of the project. The Port will need funds to cover any matching amounts.
- All grants are very competitive, and there are no guarantees the Port will be awarded the grant on the first attempt. It is possible that the Port may not receive a grant at all, and would, then need to find other funding sources from loans or direct legislative action.

DOCUMENTS

- Strategic Business Plan List of Projects, 1 page
- Port of Brookings Harbor SBP Map 2023, 1 page
- Recent Pictures of Port Infrastructure, 6 pages

Table 14 - Capital Improvement Plan

Map #	Location	Capital Improvements	Cost Estimates	Funded Yes / No / Maybe	Fund Source
1	Basins 1 & 2	Dredging 38,000 Cubic Yards	\$ 2,447,071	Yes	FEMA - Business Oregon
2	Wastewater Treatment Plant	Install Wastewater Treatment Plan on Pacific Seafood South Dock.	\$ 4,375,000	Yes / Not All Matching	EPA / Port / Private
3	Boat Yard	Stormwater improvements; grading and paving	\$ 1,000,000	Maybe / Matching Yes	HMGP - Business Oregon
4	Gear Storage Area	Stormwater improvements; grading and paving	\$ 1,000,000	Maybe / Matching Yes	HMGP - Business Oregon
5	Basin 2	West embankment repair; install fencing	\$ 800,000	No	HMGP / Other Sources
6	RV Park	Paving and stormwater improvements	\$ 500,000	No	HMGP / OSPR / Port / Other Sources
7	Retail Buildings	Make commercial building upgrades including new roofs	\$ 250,000	No	Port / Other Sources
8	Boat Yard	New Construction to replace existing building (Installing multiple buildings)	\$ 375,000	Proceeding with Port Funds	Port / Other Sources
9	Boat Yard	Rebuild travel lift ramp structure	\$ 1,000,000	No	HMGP / Port / Other Sources
10	Boardwalk	Repair / restore piling; secure slope; replace wood planks with concrete surface; expansion	\$ 1,000,000	No	Port / Other Sources
11	Basin 2	South & East embankment repair; install fencing	\$ 800,000	No	HMGP / Other Sources
12	Kite Field	Construction of 28 new RV Sites with new RV Park Office	\$ 1,500,000	No	Port / Other Sources
13	Receiving Docks - Hallmark	Demolish existing timber dock; construct concrete dock; install concrete pavement; install storm drainage facilities.	\$ 1,500,000	No	HMGP / Port / Other Sources
14	RV Park Facility Improvements	Upgrade back-in site utilities and improvements	\$ 700,000	No	Port / Other Sources
15	Basin 1	Basin1 slope repairs	\$ 600,000	No	HMGP / Other Sources
16	Receiving Docks - Pacific Seafood	Demolish existing timber dock; construct concrete dock; install concrete pavement; install storm drainage facilities.	\$ 750,000	No	HMGP / Port / Other Sources
17	Basin 2 - East Parking Area	Stormwater and paving improvements	\$ 250,000	No	Port / Other Sources
18	Transient Dock / Barge-Icehouse / Basin 2 Slopes	Transient dock and barge/icehouse slope repairs	\$ 500,000	No	HMGP / Other Sources
19	Port Office	Construction of new Port Office Facilities	\$ 1,000,000	No	Port / Other Sources
20	Basin 2 Docks	Replace old docks from C thru G and N thru P; reconfigure spaces to accommodate larger vessel	\$ 2,500,000	No	Port / Other Sources
21	Green Building Area	Develop site for covered storage units for all types of equipment, gear, vessels, vehicles, etc.	\$ 1,000,000	No	Port / Other Sources
22	RV Park Protection Wall	Install protective seawall	\$ 750,000	No	HMGP / Port / Other Sources
23	Commercial Center Upgrade	Commercial building and site repairs or building third retail building	\$ 2,000,000	No	Port / Other Sources
24	Development Potential of Port Bare Ground	Examine opportunity site for potential development - hotel / condo / business center	\$ 1,000,000	No	Port / Other Sources

Cost estimates are based on similar projects in other locations and not based on detailed engineering plans or analysis. Final engineering and construction costs may vary.

1	Basins 1 & 2 Dredging / Dredge Sediment Area	7	Retail Buildings Upgrades	13	Receiving Dock Repairs or New Dock	19	Port Office Relocation or Renovations
2	Wastewater Treatment Plant	8	Boat Yard New Building or Repair	14	RV Park Improvements to Back Row Sites	20	Basin 2 Dock Repairs or Replacements
3	Boat Yard Stormwater Improvements & Paving	9	Boat Yard New Travel Lift Ramp or Repair	15	Basin 1 Embankment Repairs	21	Green Building Site New Storage Buildings
4	Gear Storage Stormwater Improvements & Paving	10	Boardwalk New Structure, Repair or Expand	16	Receiving Dock Repairs or New Dock	22	RV Park Seawall Protection
5	Basin 2 West Embankment Repairs	11	Basin 2 South & East Embankment Repairs	17	Basin 2 East Parking Lot Stormwater & Paving	23	Third Retail Building Site
6	RV Park Stormwater Improvements & Paving	12	Kite Field RV Park Expansion	18	Transient / Barge Embankment Repairs	24	Develop Bare Ground

Facility Improvements
 Commercial-Marine Improvements
 Public / Private Partnership
 Public Improvements



Port of Brookings Harbor – Project Opportunities
 Curry County, Oregon | Concept Plan – Figure 4 | Proposed 2023 FEMA & FEMA HMGP Projects

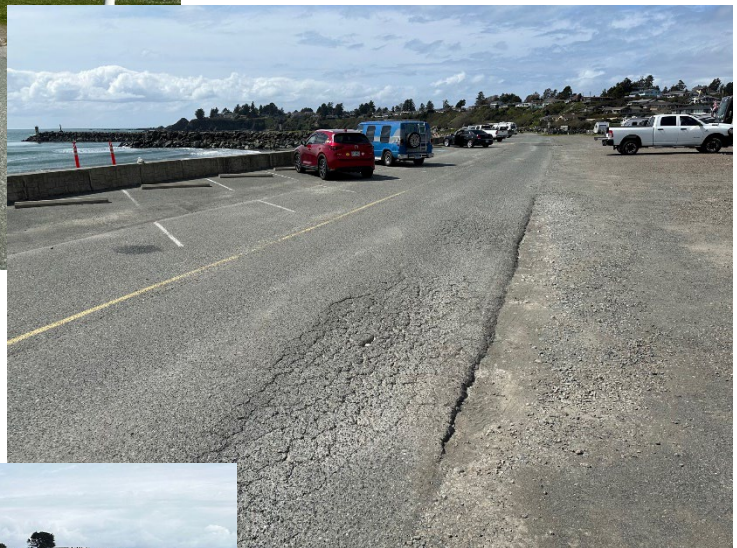


Map Number 5, 11, 15 & 18 – Basin 1 & 2 Slope Repairs





Map Number 6 & 14 – RV Park Paving and Stormwater Improvements



Map Number 9 – Rebuild Travel Lift Ramp Structure



Map Number 10 – Boardwalk Restoration



Map Numbers 13 & 16 – Receiving Dock Repairs



INFORMATION ITEM – E

DATE: April 17, 2024
RE: Basin II Dock Adjustments
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

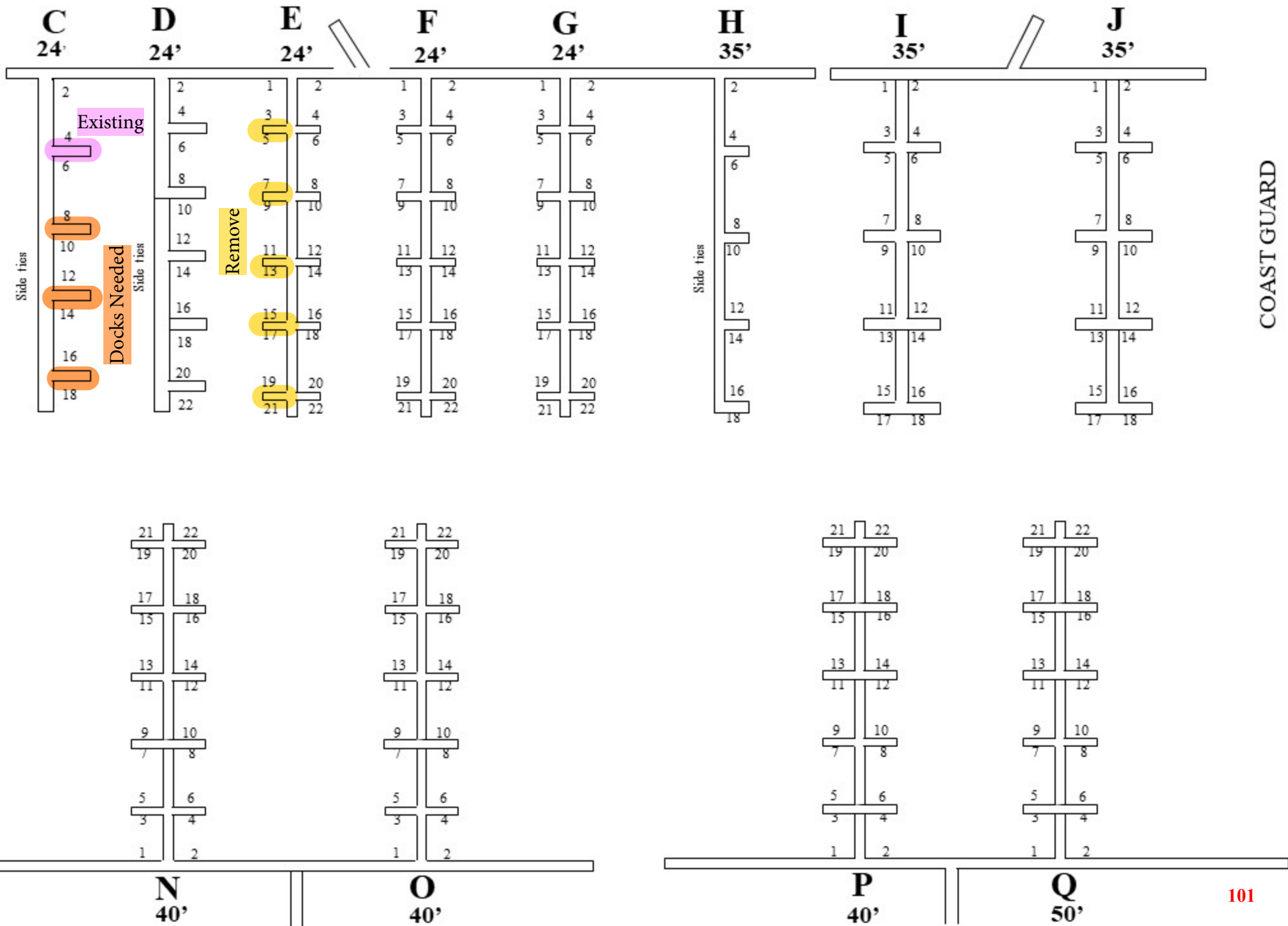
OVERVIEW

- The marina is not able to accommodate vessels over 50 feet long at this time.
- Currently, we have 88 moorage spaces available for vessels under 24 feet long. (About half of those remain vacant consistently.)
- By removing fingers off the main dock, we will be able to accommodate 2 additional commercial vessels that are 54 feet and 58 feet long.
- The docks that will be removed will finish the fingers needed to reopen slips on C Dock, and any leftover docks will be stored for future repairs.

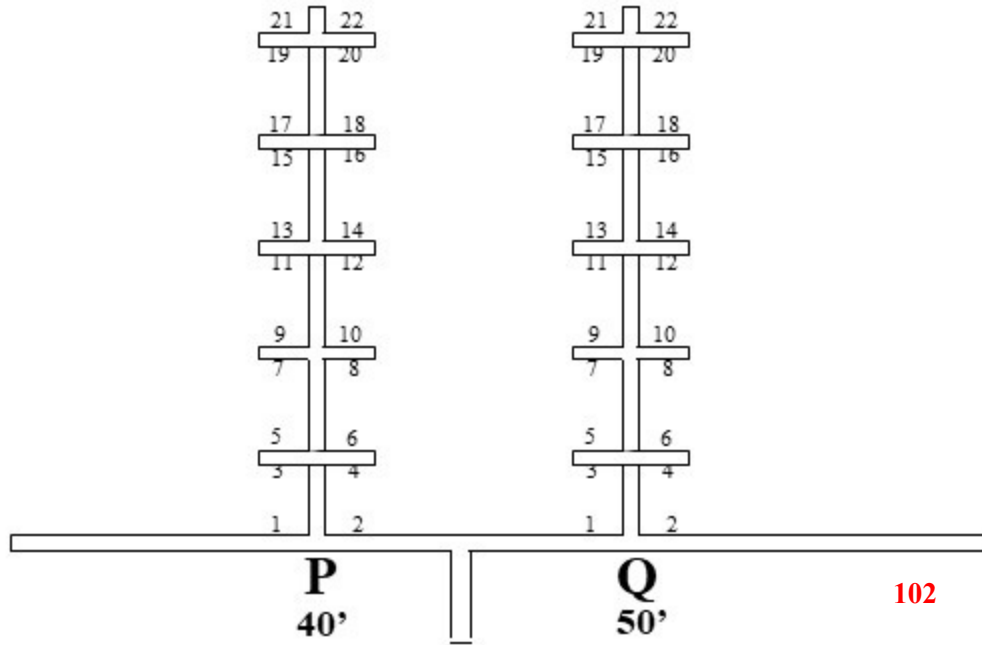
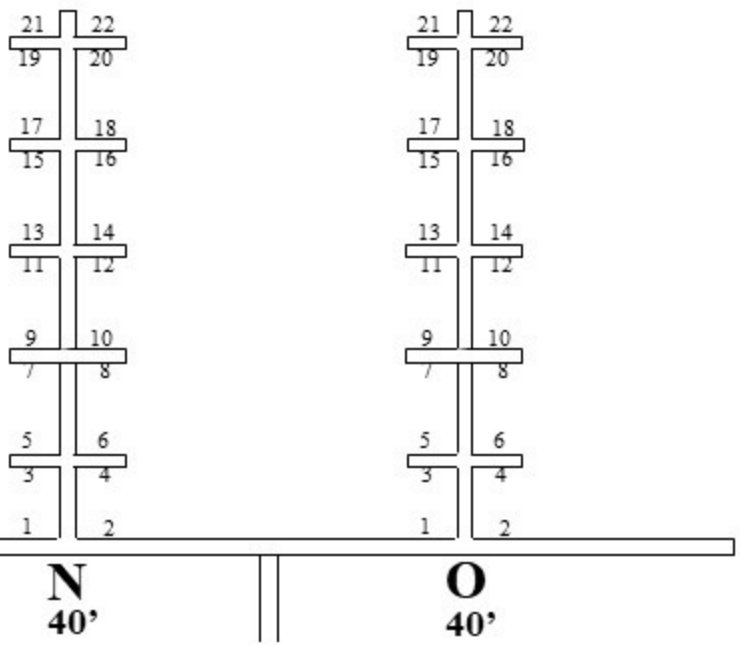
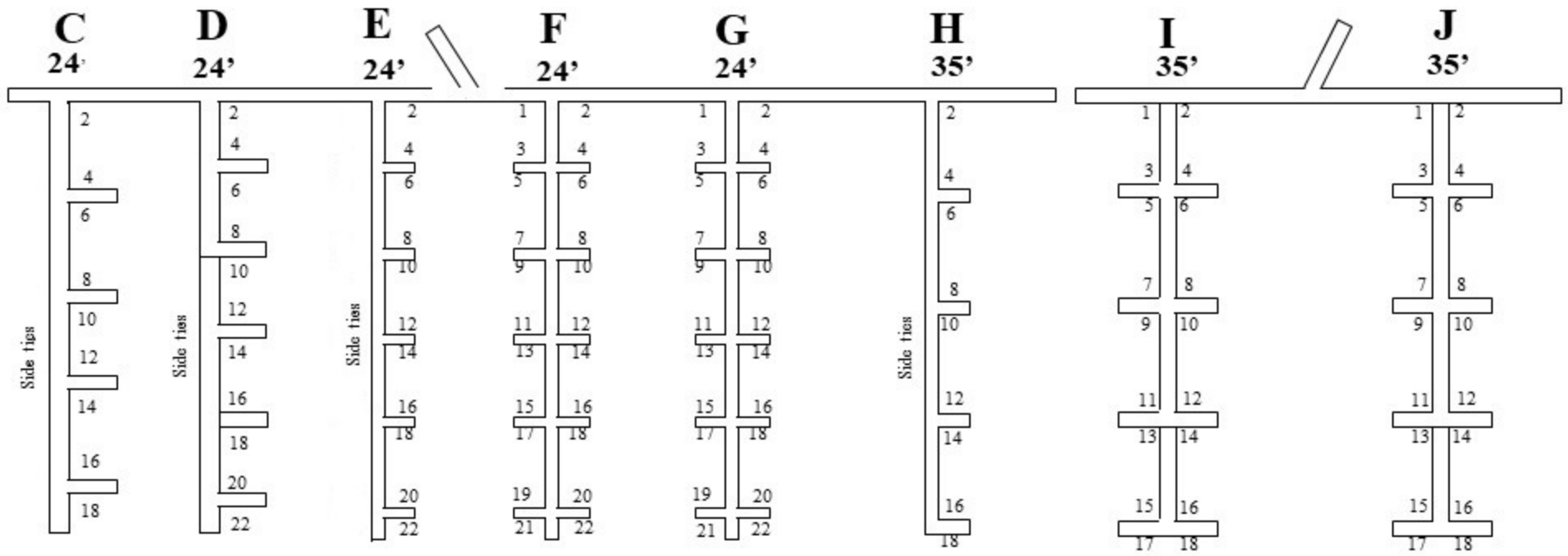
DOCUMENTS

- Current Basin II Layout, 1 page
- Proposed Basin II Layout, 1 page

Port of Brookings Harbor Basin II



Port of Brookings Harbor Basin II



COAST GUARD