

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, February 21, 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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• Pledge of Allegiance	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, January 17, 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 2:01pm.

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4). Joseph Speir, Vice-President (Pos. #1) and Daniel Fraser (Pos. #5) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- There were no modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:03:32

A motion was made by Jonas and seconded by Hartung to approve the agenda as submitted. The motion passed 3 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:03:48

A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 20, 2023.

A motion was made by Jonas and seconded by Hartung to approve the meeting minutes for December 20, 2023 meeting. The motion passed 3 – 0.

4. PUBLIC COMMENTS – Audio time 0:04:08

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:04:15

Webster reported on winter storm damage and clean up measures that happened in the RV Park, maintenance items Port staff completed in the RV Park, maintenance repairs made on N dock and other maintenance repairs throughout the Marina. Port staff rebuilt boardwalk and handrail. Webster continued to report on the FEMA project and what stages have been completed so far, and an update on the Wastewater Treatment Plant phase 2 funding. Heap

gave praise to Webster regarding the accomplishments made in 2023. Hartung asked about RV Park electrical panel lights. King reviewed the Safety, Security & Environmental Report. Board allowed public comment. Walker reviewed the Financial Report. Heap asked about landing fees.

A motion was made by Jonas and seconded by Hartung to approve the Management & Financial Reports as presented. The motion passed 3 – 0.

6. ACTION ITEMS

- A. Budget Officer** – Audio time 0:18:41
Webster reviewed item with Board.

A motion was made by Hartung and seconded by Jonas to approve April Walker as the Budget Officer for Fiscal Year 2024-2025 budget. The motion passed 3 – 0.

- B. Resolution 2024-01, IGA with Curry County** – Audio time 0:20:25
Webster explained that this is a signed IGA from the County. Board discussed how quick the County has been to respond regarding maintenance on the culvert that recently overflowed into the harbor.

A motion was made by Jonas and seconded by Hartung to approve Resolution 2024-01, Authorizing Intergovernmental Agreement with Curry County. The motion passed 3 – 0.

- C. OEM/FEMA Signature Approval** – Audio time 0:23:33
Webster explained that FEMA is now enforcing their requirements, and even though they don't have a form they will approve this moving forward.

A motion was made by Hartung and seconded by Jonas to approve Richard Heap, Joe Speir, Sharon Hartung, Larry Jonas and Daniel Fraser to certify and sign any Force Account Summary Report under DR-4432, PW 189, that includes the Port Manager's time. The motion passed 3 – 0.

7. INFORMATION ITEMS

- A. Port Economic Impact Study by Business Oregon & University of Oregon** – Audio Time 0:26:41
Webster explained that Business Oregon and University of Oregon came together and did an impact study on all Port's up and down the coast. After review, other Ports were not happy with the results, and Business Oregon will be looking at how to tackle this in another way. Heap mentioned some items from the study that he believed were incorrect now., which Webster agreed.

- B. FEMA Update** – Audio time 0:31:54
Webster reviewed the timeline of the FEMA PW-189 project. Dredge and trainer will be here in February. Heap asked about an auditor for this project, Walker informed him that

she has been on the hunt for one but hasn't found one yet. Board allowed public comment.

C. Atlas Coffee Stand Update – Audio Time 0:38:38

Webster updated the Board with the conversation that he had with Mr. Hazen regarding his lease. Mr. Hazen plans to keep his lease and Port staff are still looking into a mobile food agreement.

D. Boat Yard Layout – Audio Time 0:40:39

Webster informed the Board that the electrical lines have been located, they are back further than expected. Webster reviewed new building locations. We will now have five 25' x 40' shop buildings that will house our current tenants and may be able to keep Oceanside Suites building. Our FEMA building will be in the corner of the boat yard, to keep us away from our tenants, and a larger area to store other items around it. Board allowed public comment.

8. COMMISSIONER COMMENTS – Audio time 0:46:53

Commissioner Heap gave an update regarding the upcoming salmon season.

Webster did update the Board regarding the culvert by the boat yard. There was a land slide behind ocean suites that plugged the culvert and overflowed over the road. Driftwood is responsible for the cleanup cost. Webster also informed the Board of the boat launch ramp which is eroding at a high rate of speed.

9. NEXT REGULAR MEETING DATE – Wednesday, February 21, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 0:55:07

Having no further business, the meeting adjourned at 2:54 pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

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

Wednesday, January 24, 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 special session on the above date at 10:00am. 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 Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Port of Brookings Harbor Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4). Sharon Hartung Secretary/Treasurer (Pos. #2) and Daniel Fraser (Pos. #5) were absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- There were no modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:06

A motion was made by Speir and seconded by Jonas to approve the agenda. The motion passed 3 – 0.

3. PUBLIC COMMENTS – Audio time 0:01:19

There were no public comments.

4. EXECUTIVE SESSION per ORS 192.660 (2)(h) – Audio time 0:01:27

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 10:16am.

5. ACTION ITEMS

A. None – Audio time 0:00:08

6. INFORMATION ITEMS

A. None – Audio Time 0:00:11

7. COMMISSIONER COMMENTS – Audio time 0:00:13

There were no commissioner comments.

8. NEXT REGULAR MEETING DATE – Wednesday, February 21, 2024, at 2:00 PM

9. ADJOURNMENT – Audio time 0:00:27

Having no further business, the meeting adjourned at 10:17 am.

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.

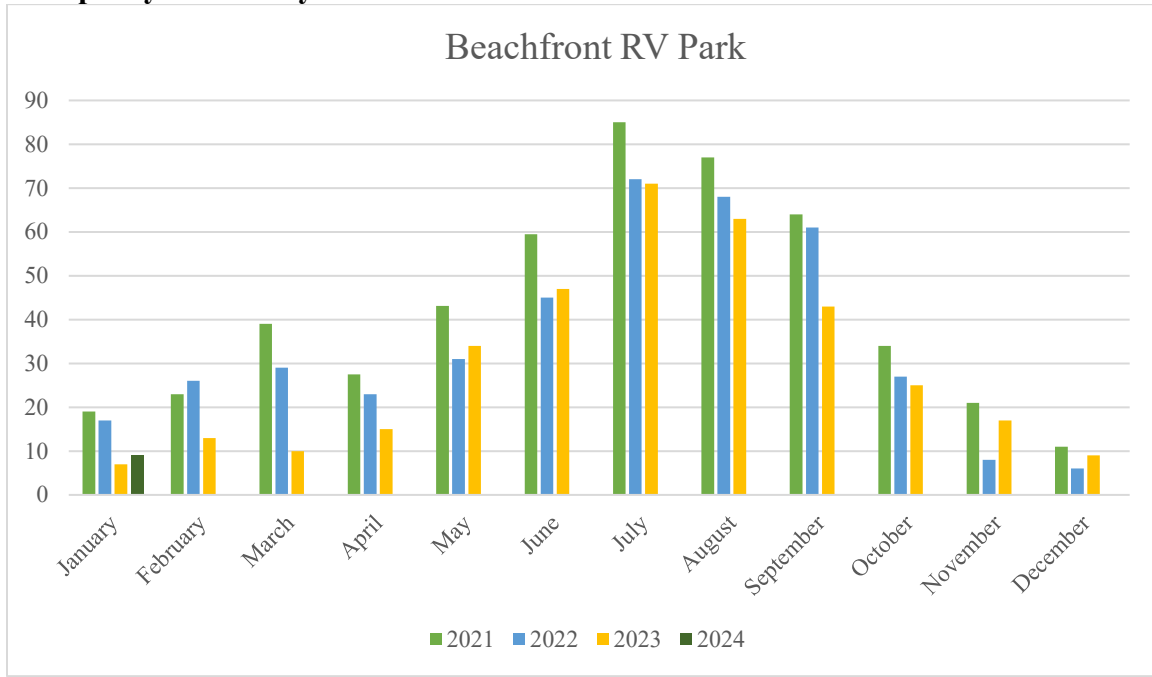
MANAGEMENT REPORT

DATE: February 21, 2024
RE: January 2024
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

RV Park

- RV park began taking July reservations. The 4th of July spots are filling up quickly.
- Staff were able to start weed eating and mowing.
- We also are looking at areas of the park that need asphalt repairs.

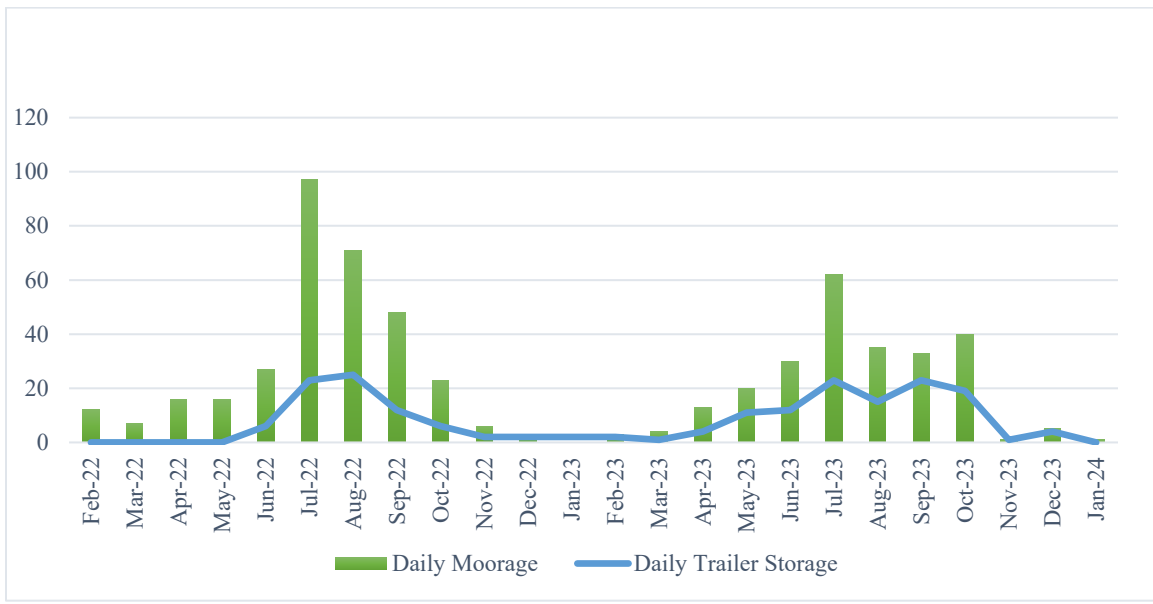
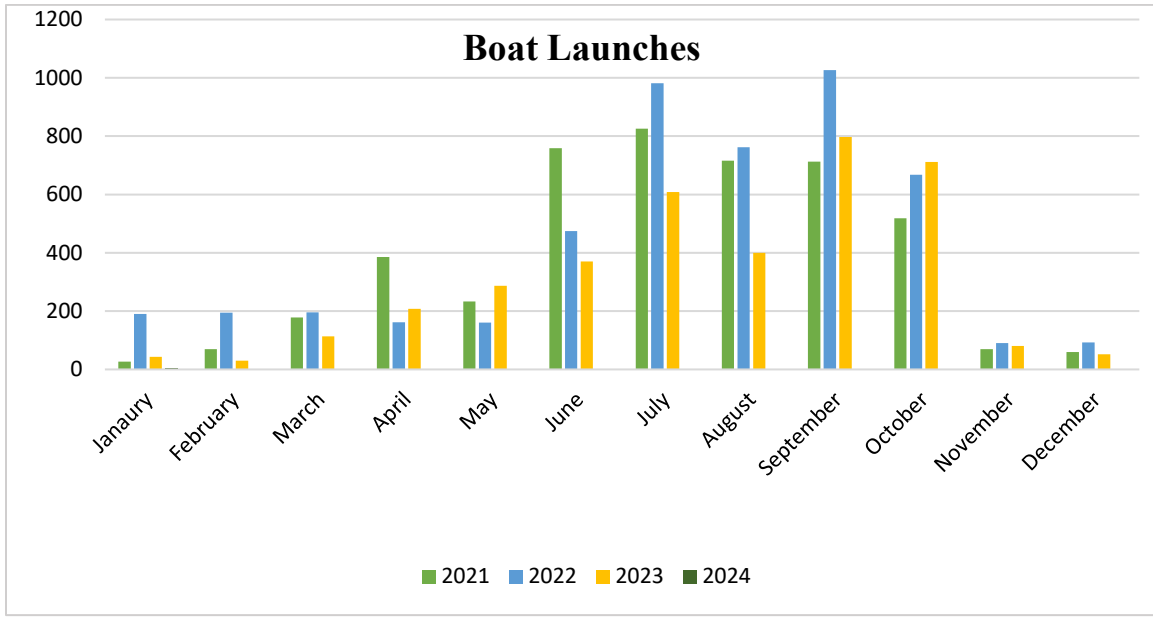
Occupancy Percent by Month & Year



Marina

- Dock walks and repairs were frequent due to storm surge.
- New dock numbers are starting to be installed.
- Staff have pressure washed E, F, and G docks in Basin 1. Because of the lack of foot traffic and activity on these docks the moss and algae made the docks very slick to walk on. D dock will also need to be done as time allows.
- Customer reported that there was no power at his slip on N-Dock. After further investigation we found the main electrical cord that powers half of the pedestals was damaged and not supplying the proper voltage. A new cord was installed, and vessels returned to their slips.

- EMC was out to look at the launch ramp. The slopes have started to erode and need to be repaired before other infrastructure is impacted. After we receive an engineered fix, we will proceed to an RFP and make a funding plan.



Equipment Services Performed by Port Staff

Telehandler Work

	2020	2021	2022	2023	2024
January	2	0	8	3	1
February	6	3	2	2	
March	4	6	5	4	
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	1

Travel Lift Haul-Outs

	2020	2021	2022	2023	2024
January	1	0	2	1	2
February	5	1	6	1	
March	5	6	6	1	
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	2

Commercial Receiving Dock

- **Public Hoist** – Operational
- **Hallmark Seafood** – Operational
- **Bornstein Seafood/Fisherman’s catch** – Operational
- **Pacific Seafood** – Operational
- **New Pacific Seafood Dock** – Operational
- **Landing totals for hoist leases are due January 31st, 2024. Letter sent.**

Commercial Retail Building

- Staff were able to mow and start removing weeds in the retail area.
- Signs stating “Caution Slippery When Wet” were put throughout the boardwalk area.
- Retail parking lot restriping is now complete.

Maintenance Crew

- Staff completed **125** work orders for the month of January 2024. See attached work orders for January.

Office Staff

- 18 moorage renewals.
- Invoicing for gear and leased areas.
- Daily checks of port grounds and safety issues.
- See daily task sheets for more tasks completed.

FEMA

- Billeter Marine came back to do 1 more day of clam shelling at the Southeast corner of Basin 2 because of heavy aggregate.
- The generator for the dredge arrived. We started it and had Stadelman Electric out to get familiar with it.
- Training for the dredge has been scheduled for 15 days starting February 19th. We will continue to dredge until the closing date March 15.

WWTP

- Phase 2 funding is still under review. RFP is nearing completion from an engineering standpoint. The NPDES permit is still under DEQ review. Pacific Seafood is still in deliberation with DEQ on permitting standards for processors. They would like to finish up with DEQ and then talk with us about matching funds in February. I have sent an email out to narrow down a date that we can meet with them.

April's Tasks Completed

January 2024

January 2	Sent letters to 4 receiving dock hoist tenants reminding them that 3 rd QTR 2023 landing fees are due
January 3	Completed Credit Application with Oldcastle Infrastructure for purchase of Oil Water Separator
January 4	Updated FEMA Force Labor Account information & gathered more proof of Benefit Costs for OEM
January 5	Transferred S.L.F.R.F \$50,000 to Port Construction fund for purchase of Oil/Water Separator
January 8	Processed Payroll, including SEP / IRA Contributions and payroll taxes
January 12	Reconciled LGIP and Umpqua bank accounts for month ending December 2023
January 15	Submitted payroll reports to SAIF (worker's comp insurance provider)
January 17	Attended Regular Commission Meeting
January 18	Met with Jennifer to go through (8) volunteer park host applications, chose 4 to interview (2 had already accepted other positions elsewhere) <i>Update: Had 2 zoom interviews on January 23rd, chose one host (Chuck) who will start March 1st</i>
January 19	Created RFP for Municipal Auditor FY 23-24 to include single-organization audit for FEMA Sent RFP via email to 198 auditors listed on the Oregon Board of Accountancy website
January 22	Processed Payroll, including SEP / IRA Contributions and payroll taxes
January 24	- Filed (RV Park) 4 th QTR Transient Lodging Taxes for Curry County and the State of Oregon - Attended Special Commission Meeting
January 30	Completed 1099-NEC tax forms for independent contractors who provided service work in 2023, and submitted forms to the IRS, State of Oregon and all Recipients who were paid at least \$600
January 31	Created 34 Commercial Lease Invoices for February 2024

Danielle's Tasks Completed

Date: January

January 3	Looked into mobile food unit agreements.
January 4, 5, & 8	<ul style="list-style-type: none">- Typed meeting minutes for December 20, 2023 regular meeting.- Compiled information for regular commissioner meeting packet
January 9	Started to create a Mobile Food Unit (MFU) Permitting Standards Agreement
January 10	<ul style="list-style-type: none">- Completed, published, and distributed regular commissioner meeting packet.- Continued to develop Mobile Food Unit Permitting Standards- Sat down with Gary and Travis to review and complete Tier I Industrial-specific Checklist for our Tier I Report Form
January 17	<ul style="list-style-type: none">- Stormwater testing for DEQ 1200Z permit. Test 1 of 4 for the year.- Monthly facility and visual stormwater observation forms for DEQ 1200Z permit- Attended a commissioner meeting
January 22	Safety meeting to port maintenance regarding knot tying. Started typing minutes for January 17 regular meeting
January 23	<ul style="list-style-type: none">- Completed typing meeting minutes for January 17 regular meeting.- Started to compile information for February 21 regular meeting packet.
January 24	<ul style="list-style-type: none">- Attended Special/Executive Session Commissioner Meeting- Typed meeting minutes for January 24 Special Meeting
January 29	Reviewed stormwater testing results.
January 30	<ul style="list-style-type: none">- Created draft lease for Harbor Corner Market- Submitted 2023 Annual Hazardous Substance Report for Oregon State Fire Marshall.- Submitted 2023 Annual DEQ Oregon Material Recovery Survey- Submitted DEQ Discharge Monitoring Report for reporting period October 1, 2023 – December 31, 2023.

NOTES:

Port Office was closed January 1 to observe New Years.
Port Office was closed January 15 to observe Martin Luther King Jr. Day

Denise's Tasks Completed

Date: January

Daily Processed fuel tickets and closed fuel dock settlement, updated fuel dock sales spreadsheet, monitored transient dock

Daily Processed Purchase Orders, Bills, Vendor Invoices, RV Park Reconciliation and Deposit

January 1 - 31 Handled storage inquiries and filled vacant trailer/boat storage spaces

January 4 & 23 Entered security patrol minutes into log

January 5 Entered all December Kiosk credit card payments into Quickbooks

January 19 Invoiced for 21 boat/trailer storage units and 28 gear storage units

January 26 Updated all Vendor / Supplier / Contractor Certificates of Insurance

January 31 Assessed Finance Charges, ran and sent monthly statements and processed collections notices

January 1-31 Assisted April in obtaining updated Commercial Tenants' Certificates of Insurance

NOTES:

Recurring:

- Maintained work orders log and prepared month end report
- Daily bank deposit, got mail, sorted and processed mail and entered payments into Quickbooks
- Maintained trailer/boat spreadsheets and waiting list, and gear storage spreadsheets
- Assisted with previous months' bank/Quickbooks/Elavon reconciliations
- Ran cards on file for approved storage/lease/bar cam sponsor customers on first of month, and throughout month for approved fuel customers
- Assisted with processing vendor payments/checks and dropped off designated payments
- Daily office settlement closing and Quickbooks backup

*Denise Gerski's Tasks Completed,
Month: January 2024*

Lisa's Tasks Completed

Date: January

January 1-31

Processed **eighteen (18)** Moorage Renewals and Invoices for January 2024.

January 2

Posted for mailing – March 2024 Moorage Renewals dated March 1 – 13, 2024.

January 9

Prepared Updated Boat Slip Inventory List for Shawn Hall, Maintenance

January 16

Posted for mailing – March 2024 Moorage Renewals dated March 18 – 31, 2024.

January 23

Scheduled Vessel Inspection for FV: Sea Berg – B1, A30 – Calvin Clark, for 1 pm, Friday, January 26, 2024.

January 24

Finalized April 2024 Moorage Renewals

January 30

Prepared Updated Boat Owner Contact List for Brent Ferguson, Leadman.

NOTES:

Recurring:

- Updated expired insurance, registration, and policies for moorage customers.
- Issued Parking Permits for moorage customers.
- Issued Annual Launch passes.

For January 2024:

Disposed:

- Abandoned Vessel - Linda Jean - Disposed of on January 18, 2024.

January 2024 Vessel Inspections:

- Sea Berg (Calvin Clark) (B1, A30) – **Renewal: 04/30/2024**
 - Inspection completed on January 26, 2024. Passed vessel inspection.

Completed Vessel Inspection:

- Rhumba (Michael Maas) (B2, I-15) – **Renewal: 09/01/23**
 - Inspection completed on 12/13/2023. Failed vessel inspection. In June 2024, Port will confirm if repairs were made and if boat is seaworthy.
- OR954ABG (Dustin Shermer) (B2, E17) – **Renewal: 01/18/24**
 - Inspection completed on 12/22/23. Repairs to be made.

Currently Scheduling Upcoming Inspections for:

- Shar-Mar (Myrna Underwood-Scott) (B1, M18) – **Renewal: 02/17/24**
 - Spoke with Myrna regarding scheduling vessel inspection in October 2023.
 - On December 19, 2023, April emailed Myrna regarding needing to schedule vessel inspection.
 - On December 29, 2023, Travis spoke with Myrna regarding needing to schedule vessel inspection.

Gary's Tasks Completed

January 2024

Planning, updating and tracking all costs involved with FEMA (PW-189 Dredging and PW-190 Administration), EPA (WWTP) and HMGP (Stormwater & Paving Improvements).

Reviewing and following progress on WWTP Phase 2 funding, Natural Hazard Mitigation Plan, and pay request submittals and approvals for FEMA/OEM PW-189 Dredging and PW-190 Administration. EPA-WWTP environmental / historical review requires new more recent inspections and reports before final approval is given. New inspections are being scheduled.

Assist with Port project planning, Port documents, inspections of facilities and any necessary repairs or work orders. The Oil Water Separator (OWS) was ordered from Oldcastle for the boat yard. Delivery of OWS is scheduled in February.

Submit Quarterly Reports to FEMA/OEM on Dredging Project and to EPA on Wastewater Treatment Plant.

The port received dredge generator from supplier. The generator was checked, fueled, and started to make sure it operated. The Port has local electrical company ready to hook up the dredge when the time comes.

Assist with the crab dock ramp and dock removal from the north jetty.

NOTES:



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

1 Feb 2024 3:22:27PM

Date: January 01, 2024 to January 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 / January													
1	VS_All Pay												
	1	Boat Launch	6	15.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	2	Daily Moorage	1	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
		Subtotal	7	15.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
		Total Sales	7	15.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
Grand Totals													
		Total Sales	7	15.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00

WORK ORDERS LOG
Port of Brookings Harbor
January 2024

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By
1/2/24	EQ 3710	Patched tire	Completed	1/2/24	Brent & Les Schwab
1/2/24	RV Womens Restroom	Cleaned autoflush sensor	Completed	1/2/24	Brent
1/2/24	Pump Portal Alarm	Investigated two false alarms - found no cause	Completed	1/2/24	Brent
1/2/24	Basin 2	Moved F/V N'jord from Hallmark	Completed	1/2/24	Brent
1/2/24	Port	Completed monthly sewer tests and inspection	Completed	1/2/24	Brent
1/2/24	Retail	Cleaned septic system	Completed	1/2/24	Brent
1/2/24	Basin 2, I-5 (F/V El Fi)	Sprayed and exercised sticking breaker	Completed	1/2/24	Sean
1/2/24	Basin 1 & 2	Completed dock walks	Completed	1/2/24	Shawn & Sean
1/2/24	Basin 1, D 14-16	Installed new T (water line break)	Completed	1/2/24	Sean
1/2/24	Retail	Re-attached gutter at Sheriff's office and cleaned gutter at Pithitude	Completed	1/2/24	Brent & Marian
1/2/24	Boat Tow	Moved N'Jord to slip	Completed	1/2/24	Travis - Brent - Gary
1/2/24	Oil Can Henry's	Took two (2) trucks in for oil changes	Completed	1/2/24	Shawn
1/3/24	Boat Tow	Moved N'Jord to Haul Out	Completed	1/3/24	Travis - Brent - Gary
1/3/24	Shar Mar	Pumped out boat	Completed	1/3/24	Brent & Sean & Shawn
1/3/24	Basin 2, J Dock	Fixed inside handle of gangway entrance gate	Completed	1/3/24	Brent
1/3/24	Port	Compiled Recycle Reports	Completed	1/3/24	Brent
1/3/24	Boat Yard	Pressure Washed Silt off Travel Lift Ramp	Completed	1/3/24	Sean
1/3/24	Boat Yard	Hauled Out and Set F/V N'Jord	Completed	1/3/24	Sean & Brent & Travis
1/4/24	Basin 1 and 2	Completed Dock Walks	Completed	1/4/24	Shawn
1/4/24	RV Park	Repaired cover on mens' shower autolock	Completed	1/4/24	Brent
1/4/24	RV Park	Fixed weed eater and put mower in shop	Completed	1/4/23	Brent
1/4/24	Boat Yard	Removed silt from Travelift tire runners	Completed	1/4/23	Sean
1/5/24	Boat Yard	Stripped Linda Jean	Completed	1/5/24	Shawn - Travis - Gary - Marian - Sean
1/8/24	Gowman Electric	Picked up electric wire	Completed	1/8/24	Travis - Gary - Brent - Sean - Marian
1/8/24	EQ #3710	Filled up fuel & Def	Completed	1/8/24	Brent
1/8/24	Fuel Dock	Replaced malfunctioning fast pump handle	Completed	1/8/24	Brent & Travis
1/8/24	Fuel Dock	Completed monthly fuel dock inspection	Completed	1/8/24	Brent
1/8/24	RV Park Golf Cart	Re-set AC outlet	Completed	1/8/24	Brent
1/8/24	Gravel lot by Secured Storage	Installed handicapped signs	Completed	1/8/24	Sean
1/8/24	Boat Yard	Got and placed 6 straw bales	Completed	1/8/24	Brent
1/8/24	Boat Yard	Lifted Coast Guard vessel and put back in	Completed	1/8/24	Travis & Sean
1/8/24	Shop	Returned batteries and got new one for welder	Completed	1/8/24	Shawn
1/8/24	Boat Yard	Cut off prop and rudder from Linda Jean and cleaned up around it	Completed	1/8/24	Sean & Marian
1/8/24	RV Park	Put gravel around office & site 86	Completed	1/8/24	Trent
1/8/24	RV Park Picnic Area	Took down No Pets sign	Completed	1/8/24	Trent
1/9/24	RV Mens' Restroom	Fixed and reprogrammed shower entry keypad	Completed	1/9/24	Brent
1/9/24	Workboat	Removed debris from boat	Completed	1/9/24	Brent & Marian
1/9/24	Workboat	Removed depth finder	Completed	1/9/24	Brent
1/9/24	Basin 2	Completed boat inventory	Completed	1/9/24	Shawn
1/9/24	Basin 2, I-7	Pumped out boat	Completed	1/9/24	Shawn
1/9/24	Basin 1 and 2	Completed dock walks	Completed	1/9/24	Shawn
1/10/24	RV Bathrooms	Reset sinks that were malfunctioning	Completed	1/10/24	Brent
1/10/24	Launch Ramp	Reset #3 connecting pin and re-attached sidewalk protectors	Completed	1/10/24	Brent
1/10/24	Public fishing pier	Removed gangway	Completed	1/10/24	Travis - Brent - Gary - Sean
1/10/24	Restrooms	Made a list of fixes for the restrooms	Completed	1/10/24	Shawn
1/10/24	Basin 1	Completed boat inventory	Completed	1/10/24	Shawn
1/10/24	Basin 1	Numbered slips	Completed	1/10/24	Shawn
1/11/24	Boat Yard	Moved barrel of oil to oil dump	Completed	1/11/24	Brent & Sean
1/11/24	Public fishing pier	Removed public fishing pier from harbor	Completed	1/11/24	Travis - Brent - Gary - Sean
1/11/24	Work dock	Moved all debris and lumber off dock	Completed	1/11/24	Brent
1/11/24	Basin 1	Renumbered boat slips	Completed	1/11/24	Shawn
1/11/24	RV Park Supply Shed	Cleaned out and reorganized supply shed	Completed	1/11/2024	Trent
1/11/24	RV Park Cart Shed	Cleaned out and reorganized golf cart shed	Completed	1/11/2024	Trent
1/12/24	Port	Dumped debris collected from harbor	Completed	1/12/24	Brent
1/12/24	Public fishing pier pilings	Placed buoys to mark public fishing pier pilings	Completed	1/12/24	Brent - Sean - Marian
1/12/24	Basin 1 and 2	Got debris out of the basins	Completed	1/12/24	Brent - Shawn - Sean - Marian

WORK ORDERS LOG
Port of Brookings Harbor
January 2024

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
1/12/24	Basin 1	Pumped out Shar Mar	Completed	1/12/24	Brent & Marian	57
1/12/24	Oil Dump	Moved barrel of oil from behind Kenny's to oil dump	Completed	1/12/24	Brent & Marian	58
1/12/24	RV Park Bathrooms	Reapplied caulking around hand dryers	Completed	1/12/24	Trent	59
1/16/24	Basin 2, O Dock	Shimmed bottom plate and added bolts to loose pedestal	Completed	1/16/24	Brent	60
1/16/24	RV Mens' Room	Reattached TP dispenser to wall	Completed	1/16/24	Brent & Marian	61
1/16/24	Office	Uninstalled and reinstalled backup software that was not responding	Completed	1/16/24	Brent	62
1/16/24	Commercial Lot at N-O	Contained and cleared oil on ground	Completed	1/16/24	Brent	63
1/16/24	Boat Yard	Removed hand rail from dock and started breaking docks apart (2 hours)	Completed	1/16/24	Sean	64
1/16/24	Boat Yard	Put F/V Njord back in water	Completed	1/16/24	Sean and Brent	65
1/16/24	Basin 1, E5 - E7	Installed new riser to replace leaking riser	Completed	1/16/24	Sean	66
1/17/24	Gear Storage	Lifted grate for water sampling	Completed	1/17/24	Brent	67
1/17/24	Basin 1, A Dock Entry	Replaced inside handle set with non-locking passage	Completed	1/17/24	Brent	68
1/18/24	RV Park Space #70	Replaced 30-amp breaker	Completed	1/18/24	Brent	69
1/18/24	Office Server	Ran SQL full to complete the backup set	Completed	1/18/24	Brent	70
1/18/24	RV Mens' Room	Sent malfunctioning keyboard back for warranty replacement	Completed	1/18/24	Brent & Anchor Lock	71
1/19/24	Ford F-150	Adjusted door latch that wasn't working	Completed	1/18/24	Brent & Pape	72
1/19/24	Basin 1, A-21	Replaced 20 amp breaker	Completed	1/19/24	Travis - Gary - Brent	73
1/19/24	Launch Ramp	Cut skirt boards and rescrewed down	Completed	1/19/24	Brent and Sean	74
1/19/24	N-Dock	Installed new tee and spigots on broken water line	Completed	1/19/24	Brent and Sean	75
1/19/24	Boat Yard	Broke apart and stacked old crab dock	Completed	1/19/24	Sean - Marian - Travis - Gary	76
1/19/24	RV Park, Site 21	Pressure washed stain off concrete	Completed	1/19/24	Trent	77
1/22/24	RV Park	Weed eaten outside perimeter	Completed	1/22/24	Trent	78
1/22/24	Boat Yard	Prepped turbidity curtain for deployment	Completed	1/22/24	Brent - Sean - Marian	79
1/22/24	N-Dock	Replaced broken water main line	Completed	1/22/24	Brent & Sean	80
1/22/24	Retail Boardwalk	Replaced three boards	Completed	1/22/24	Brent - Sean - Marian	81
1/22/24	Boar Launch	Removed debris	Completed	1/22/24	Sean - Marian - Brent - Gary - Travis	82
1/23/24	Travelift #1 hoist	Did troubleshooting and determined that the reason #1 was not switching between high and low speed is that the coil is not functioning	Completed	1/23/24	Brent	83
1/23/24	Port	Disposed of two loads of debris from launch ramp cleanup	Completed	1/23/24	Brent	84
1/23/24	RV Park	Repositioned bridge receiver due to WiFi #3 and 4 dropping signal	Completed	1/23/24	Brent	85
1/23/24	Boat Yard	Connected and put into place 150' of turbidity screen	Completed	1/23/24	Sean - Travis - Danielle - Brent - Marian - Gary	86
1/24/24	Boat Launch	Installed permanent ODWF parking signs	Completed	1/24/24	Sean	87
1/24/24	Dredge Project	Created depth gauge for dredge crane operator	Completed	1/24/24	Brent	88
1/24/24	Basin 1, A-Side Entry Gate	Made sure gate keypad worked for customer	Completed	1/24/24	Brent	89
1/24/24	Travelift	Disassembled and repaired #1 Hoist switch	Completed	1/24/24	Brent	90
1/24/24	Fuel Dock	Changed fuel filters and dispensers	Completed	1/24/24	Brent & Pump, Pipe & Tank	91
1/24/24	Basin 2, Commercial Lot	Cleaned up from dredging - moved delineators & rock	Completed	1/24/24	Brent	92
1/24/24	F/V Shar Mar	Pumped bilges	Completed	1/24/24	Brent	93
1/24/24	Basin 2, E-Dock Gangway Gate	Replaced interior handle set without locking mechanism	Completed	1/24/24	Brent	94
1/25/24	Commercial Lot	Cleaned up spilled dredging material and removed turbidity screen	Completed	1/25/24	Sean - Brent - Travis - Gary	95
1/25/24	Basin 2, I-J Access Gate	Replaced outside keypad	Completed	1/25/24	Brent	96
1/25/24	Port Parking Lot Lights	Met with CCEC (Walt) about 3 lights out at Kite Field and 1 at Memorial	Completed	1/25/24	Brent	99

WORK ORDERS LOG
Port of Brookings Harbor
January 2024

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
1/25/24	RV Park, Pull Throughs #1-12	Cleaned off pedestals	Completed	1/25/24	Trent	98
1/25/24	RV Park Pull Throughs	Pressure washed concrete blocks	Completed	1/25/24	Trent	99
1/25/24	Boardwalk	Tightened loose light pedestals and screw heads	Completed	1/25/24	Sean	100
1/26/24	Basin 2 Emergency Dredge Area	Pulled turbidity curtain	Completed	1/26/24	Brent - Travis - Gary - Sean - Marian	101
1/26/24	Boat Yard	Dismantled dredge spoils containment area	Completed	1/26/24	Brent - Travis - Gary - Sean - Marian	102
1/26/24	Workboat	Refueled workboat	Completed	1/26/24	Brent	103
1/26/24	Port Shop	Greased tractor and telehandler	Completed	1/26/24	Sean	104
1/26/24	Port Shop	Ordered new tire (broken zert on lower left front tire)	Completed	1/26/24	Brent	105
1/26/24	Boat Yard	Removed and stored 50' of turbidity screen and removed block wall	Completed	1/26/24	Sean - Brent - Travis - Gary - Marian	106
1/29/24	RV Picnic Area	Removed riding mower that was stuck in the mud	Completed	1/29/24	Brent & Trent	107
1/29/24	Steel Wall	Picked up abandoned crab pots and repositioned fence around closed dock area	Completed	1/29/24	Brent & Marian	108
1/29/24	Cazadores Lot Line Project	Contacted our surveyor, county surveyor, Assessor and Tax Collector	Completed	1/29/24	Brent	109
1/29/24	RV Push Mower	Purchased new mower	Completed	1/29/24	Brent	110
1/29/24	Office Computer	Removed malicious files & enhanced security settings	Completed	1/29/24	Brent	111
1/30/24	Basin 1, A Dock Gangway Gate	Replaced door catch	Completed	1/30/24	Brent	112
1/30/24	New Dredge	Found US Supplier for manufacturer-recommended grease	Completed	1/30/24	Brent	113
1/30/24	Benham Storage	Dissassembled shelving and moved to Port	Completed	1/30/24	Brent - Travis - Sean - Marian	114
1/30/24	RV #29 & 36	Tightened plates on electric pedestals	Completed	1/30/24	Brent	115
1/30/24	Cazadores Lot Line Project	Corresponded with County officials to move project forward	Completed	1/30/24	Brent	116
1/30/24	Boat Yard	Depolyed and removed turbidity screen	Completed	1/30/24	Sean - Brent - Marian - Travis	117
1/30/24	Retail Center	Replaced both American flags	Completed	1/30/24	Sean	118
1/30/24	Fuel Dock	Cleaned out oil-water separator	Completed	1/31/24	Travis	119
1/31/24	Boardwalk	Installed warning signs	Completed	1/31/24	Brent	120
1/31/24	EQ# 3714	Replaced broken jack with new jack	Completed	1/31/24	Brent	121
1/31/24	Boat Yard	Placed straw bales to control erosion	Completed	1/31/24	Brent & Travis	122
1/31/24	Basin 2 Both Gangway Entrance	Added fence panels to stop reach-arounds	Completed	1/31/24	Brent	123
1/31/24	Basin 1	Hauled out F/V Rosalie and blocked in yard	Completed	1/31/24	Brent - Travis - Sean - Gary	124
1/31/24	RV Park	Installed new riser on broken spigot in #68	Completed	1/31/24	Sean	125
					TOTAL	125

Beachfront RV Park January 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
01/01/2024	127	15	112	12%
01/02/2024	127	8	119	6%
01/03/2024	127	8	119	6%
01/04/2024	127	5	122	4%
01/05/2024	127	6	121	5%
01/06/2024	127	9	118	7%
01/07/2024	127	7	120	6%
01/08/2024	127	7	120	6%
01/09/2024	127	8	119	6%
01/10/2024	127	11	116	9%
01/11/2024	127	13	114	10%
01/12/2024	127	20	107	16%
01/13/2024	127	23	104	18%
01/14/2024	127	26	101	20%
01/15/2024	127	15	112	12%
01/16/2024	127	13	114	10%
01/17/2024	127	11	116	9%
01/18/2024	127	9	118	7%
01/19/2024	127	8	119	6%
01/20/2024	127	7	120	6%
01/21/2024	127	6	121	5%
01/22/2024	127	6	121	5%
01/23/2024	127	8	119	6%
01/24/2024	127	6	121	5%
01/25/2024	127	11	116	9%
01/26/2024	127	16	111	13%
01/27/2024	127	18	109	14%
01/28/2024	127	14	113	11%
01/29/2024	127	9	118	7%
01/30/2024	127	7	120	6%
01/31/2024	127	6	121	5%

Total Occupancy for January:	9%
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**Beachfront RV Park
Six Month Occupancy Forecast**

February	8%
March	5%
April	3%
May	8%
June	13%
July	22%

Beachfront RV Park February 2024 Occupancy Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
02/01/2024	127	6	121	5%
02/02/2024	127	8	119	6%
02/03/2024	127	8	119	6%
02/04/2024	127	4	123	3%
02/05/2024	127	2	125	2%
02/06/2024	127	2	125	2%
02/07/2024	127	3	124	2%
02/08/2024	127	6	121	5%
02/09/2024	127	11	116	9%
02/10/2024	127	13	114	10%
02/11/2024	127	10	117	8%
02/12/2024	127	12	115	9%
02/13/2024	127	11	116	9%
02/14/2024	127	10	117	8%
02/15/2024	127	13	114	10%
02/16/2024	127	37	90	29%
02/17/2024	127	38	89	30%
02/18/2024	127	26	101	20%
02/19/2024	127	9	118	7%
02/20/2024	127	7	120	6%
02/21/2024	127	6	121	5%
02/22/2024	127	6	121	5%
02/23/2024	127	3	124	2%
02/24/2024	127	4	123	3%
02/25/2024	127	3	124	2%
02/26/2024	127	5	122	4%
02/27/2024	127	4	123	3%
02/28/2024	127	4	123	3%
02/29/2024	127	6	121	5%

Total Occupancy for February:	8%
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**Beachfront RV Park
March 2024 Occupancy Report**

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
03/01/2024	127	6	121	5%
03/02/2024	127	6	121	5%
03/03/2024	127	5	122	4%
03/04/2024	127	3	124	2%
03/05/2024	127	3	124	2%
03/06/2024	127	3	124	2%
03/07/2024	127	2	125	2%
03/08/2024	127	2	125	2%
03/09/2024	127	2	125	2%
03/10/2024	127	3	124	2%
03/11/2024	127	3	124	2%
03/12/2024	127	3	124	2%
03/13/2024	127	1	126	1%
03/14/2024	127	2	125	2%
03/15/2024	127	6	121	5%
03/16/2024	127	5	122	4%
03/17/2024	127	5	122	4%
03/18/2024	127	2	125	2%
03/19/2024	127	2	125	2%
03/20/2024	127	4	123	3%
03/21/2024	127	8	119	6%
03/22/2024	127	14	113	11%
03/23/2024	127	15	112	12%
03/24/2024	127	15	112	12%
03/25/2024	127	16	111	13%
03/26/2024	127	12	115	9%
03/27/2024	127	11	116	9%
03/28/2024	127	14	113	11%
03/29/2024	127	14	113	11%
03/30/2024	127	12	115	9%
03/31/2024	127	4	123	3%

Total Occupancy for March: 5%

**Beachfront RV Park
April 2024 Occupancy Report**

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
04/01/2024	127	4	123	3%
04/02/2024	127	4	123	3%
04/03/2024	127	6	121	5%
04/04/2024	127	5	122	4%
04/05/2024	127	2	125	2%
04/06/2024	127	2	125	2%
04/07/2024	127	2	125	2%
04/08/2024	127	4	123	3%
04/09/2024	127	5	122	4%
04/10/2024	127	5	122	4%
04/11/2024	127	4	123	3%
04/12/2024	127	4	123	3%
04/13/2024	127	3	124	2%
04/14/2024	127	4	123	3%
04/15/2024	127	4	123	3%
04/16/2024	127	3	124	2%
04/17/2024	127	2	125	2%
04/18/2024	127	2	125	2%
04/19/2024	127	2	125	2%
04/20/2024	127	4	123	3%
04/21/2024	127	4	123	3%
04/22/2024	127	4	123	3%
04/23/2024	127	2	125	2%
04/24/2024	127	1	126	1%
04/25/2024	127	1	126	1%
04/26/2024	127	6	121	5%
04/27/2024	127	6	121	5%
04/28/2024	127	6	121	5%
04/29/2024	127	7	120	6%
04/30/2024	127	7	120	6%

Total April Occupancy: 3%

**Beachfront RV Park
May 2024 Occupany Report**

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
05/01/2024	127	7	120	6%
05/02/2024	127	10	117	8%
05/03/2024	127	6	121	5%
05/04/2024	127	5	122	4%
05/05/2024	127	6	121	5%
05/06/2024	127	4	123	3%
05/07/2024	127	3	124	2%
05/08/2024	127	3	124	2%
05/09/2024	127	3	124	2%
05/10/2024	127	3	124	2%
05/11/2024	127	3	124	2%
05/12/2024	127	4	123	3%
05/13/2024	127	4	123	3%
05/14/2024	127	5	122	4%
05/15/2024	127	4	123	3%
05/16/2024	127	3	124	2%
05/17/2024	127	5	122	4%
05/18/2024	127	2	125	2%
05/19/2024	127	4	123	3%
05/20/2024	127	6	121	5%
05/21/2024	127	7	120	6%
05/22/2024	127	17	110	13%
05/23/2024	127	31	96	24%
05/24/2024	127	54	73	43%
05/25/2024	127	54	73	43%
05/26/2024	127	53	74	42%
05/27/2024	127	15	112	12%
05/28/2024	127	5	122	4%
05/29/2024	127	5	122	4%
05/30/2024	127	3	124	2%
05/31/2024	127	0	127	0%

Total Occupancy for May: 8%

**Beachfront RV Park
June 2024 Occupancy Report**

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
06/01/2024	127	1	126	1%
06/02/2024	127	3	124	2%
06/03/2024	127	5	122	4%
06/04/2024	127	5	122	4%
06/05/2024	127	4	123	3%
06/06/2024	127	6	121	5%
06/07/2024	127	9	118	7%
06/08/2024	127	12	115	9%
06/09/2024	127	16	111	13%
06/10/2024	127	13	114	10%
06/11/2024	127	11	116	9%
06/12/2024	127	11	116	9%
06/13/2024	127	16	111	13%
06/14/2024	127	14	113	11%
06/15/2024	127	13	114	10%
06/16/2024	127	20	107	16%
06/17/2024	127	11	116	9%
06/18/2024	127	19	108	15%
06/19/2024	127	23	104	18%
06/20/2024	127	22	105	17%
06/21/2024	127	24	103	19%
06/22/2024	127	29	98	23%
06/23/2024	127	28	99	22%
06/24/2024	127	29	98	23%
06/25/2024	127	22	105	17%
06/26/2024	127	21	106	17%
06/27/2024	127	23	104	18%
06/28/2024	127	28	99	22%
06/29/2024	127	26	101	20%
06/30/2024	127	25	102	20%

Total Occupancy for June: 13%

Beachfront RV Park July 2024 Occupany Report

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
07/01/2024	127	27	100	21%
07/02/2024	127	42	85	33%
07/03/2024	127	85	42	67%
07/04/2024	127	97	30	76%
07/05/2024	127	93	34	73%
07/06/2024	127	66	61	52%
07/07/2024	127	25	102	20%
07/08/2024	127	23	104	18%
07/09/2024	127	28	99	22%
07/10/2024	127	25	102	20%
07/11/2024	127	26	101	20%
07/12/2024	127	26	101	20%
07/13/2024	127	17	110	13%
07/14/2024	127	18	109	14%
07/15/2024	127	21	106	17%
07/16/2024	127	21	106	17%
07/17/2024	127	24	103	19%
07/18/2024	127	27	100	21%
07/19/2024	127	24	103	19%
07/20/2024	127	20	107	16%
07/21/2024	127	20	107	16%
07/22/2024	127	14	113	11%
07/23/2024	127	11	116	9%
07/24/2024	127	11	116	9%
07/25/2024	127	18	109	14%
07/26/2024	127	20	107	16%
07/27/2024	127	20	107	16%
07/28/2024	127	14	113	11%
07/29/2024	127	6	121	5%
07/30/2024	127	0	127	0%
07/31/2024	127	0	127	0%

Total Occupancy for July: 22%

SAFETY, SECURITY, AND ENVIRONMENTAL REPORT

DATE: February 21, 2024
RE: January 2024
TO: Travis Webster, Port Manager
ISSUED BY: Danielle King, Safety, Security & Environmental Coordinator

SAFETY

- Port maintenance discussed knot and cleat tying.

INCIDENTS

POBH recorded (1) incidents for the month of January. Incidents included:

- Individual slipped on boardwalk. Port staff placed “slippery when wet” signs and cleaned boardwalk with bleach free mold and mildew remover.

SECURITY

Four Aces Security Solutions and Port recorded (5) security issues for the month of January.

Issues included:

- (3) Overnight parking tickets
- (1) No Camping
- (1) Ticket Violations in Boat Launch Parking Lot

ENVIRONMENTAL / DEQ 1200-Z INDUSTRIAL STORMWATER

- Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP).
- Stormwater testing was completed during the recent storms. This was one of four tests required for this year.
- Discharge Monitoring Report for October 1, 2023 through December 31, 2023, 1200Z Stormwater testing results were submitted to DEQ.

FINANCIAL SUMMARY

DATE: February 21, 2024
RE: Month End Report for January 2024
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: April Walker, Office Manager

January 2024 Financial Report – Overview

Balance Sheet

- Unrestricted Cash and Equivalents totaled \$571,728
- Restricted Cash and Equivalents totaled \$280,426
- Total Checking/Savings (cash) at \$852,154

January Profit & Loss

- Total revenue for all funds was \$285,544
- Total expense was \$411,325
- The net income for January was (\$125,781)

January Program Revenues		January Program Expenditures		Net
Beachfront RV Park	\$109,569	\$22,996		\$86,573
Commercial / Retail	\$43,943	\$18,648		\$25,295
Fuel Dock	\$31,303	\$58,288		(\$26,985)
Marina	\$51,506	\$67,709		(\$16,203)
Total General Fund	\$236,321	\$167,641		\$68,680

Budget Performance FY 2023-2024

- Total income for all funds is 24.8%, with general fund revenues at 39.7%
- Total expenditure for all funds is 25.9%, with general fund expenditure at 51.4%

Notes for January Financial Report

- An RFP for Municipal Auditor (FY 23-24) was posted and published on January 22nd.
 - I also sent it to 198 auditors listed on the Oregon Board of Accountancy roster.
 - So far, I have had one response from a firm that plans to submit a proposal.
 - Deadline for proposals is February 29th.
- State Local Fiscal Recovery Funds (SLFRF) were used to purchase Oil/Water Separator.
- 4th QTR 2023 Transient Lodging Taxes were paid, State \$1,628 and County \$7,597.
- Expenditures include spending on Dredging (FEMA), Wastewater Treatment Plant (EPA) and Hazard Mitigation (HMGP).

Outstanding Reimbursements are as follows:

	Project Name	Total Amount Submitted	Amount Received	Matching Funds (if applicable)	Amount Outstanding
FEMA PW-189	Dredging	\$883,567.66	\$553,330.15	\$180,271.00	\$149,966.51
Business OR-FEMA	Matching Funds	-	\$180,271.00	-	\$0.00
FEMA PW-190	Administration	\$20,598.51	\$10,943.48	-	\$9,655.03
EPA	WWTP	\$201,891.20	\$152,168.96	-	\$49,722.24
HMGP		\$18,150.00	\$0.00	\$0.00	\$18,150.00
	Totals	\$1,124,207.37	\$896,713.59	-	\$227,493.78

Attachments

- Port Balance Sheet as of January 31, 2024, 2 pages
- Profit & Loss January 2024, 3 pages
- Profit & Loss General Fund January 2024, 3 pages
- Profit & Loss Budget Performance, FY July 1, 2023 through June 30, 2024, 4 pages
- January 2024 Check Register, 4 pages
- January 2024 ACH and Debit Card Payments, 3 pages
- Purchases by Vendor Summary January 2024, 2 pages
- RFP for Municipal Auditor FY 23-24, 1 page

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 Balance Sheet

Cash Basis

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	96,943.40
10106 · General Fund LGIP 6017	419,305.44
10107 · Dredging LGIP 6254	53,375.36
Total 101 · GENERAL FUND CHECKING & LGIP	569,624.20
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	571,728.20
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,521.72
30104 · Debt Service Umpqua MM 8627	2,507.51
40104 · Capital Projects Umpqua 8018	
70104.1 · Port Construction Fund	19,911.00
40104 · Capital Projects Umpqua 8018 - Other	2,500.00
Total 40104 · Capital Projects Umpqua 8018	22,411.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	27,440.23
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	50,531.06
30105 · IFA Debt Service Fund LGIP 6020	56,126.49
50105 · Reserve Fund LGIP 6018	143,250.40
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	217,128.94
70105 · Capital Projects LGIP 6273 - Other	-214,050.36
Total 70105 · Capital Projects LGIP 6273	3,078.58
Total 105 · RESTRICTED LGIP	252,986.53
Total 110 · RESTRICTED CASH & EQUIVALENTS	280,426.76
Total Checking/Savings	852,154.96
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-20,763.53
Total Accounts Receivable	-20,763.53
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	241,081.07
Total 130 · DUE FROM TRANSFERS	241,081.07
150 · Undeposited Funds	9,217.65
Total Other Current Assets	250,298.72
Total Current Assets	1,081,690.15
TOTAL ASSETS	1,081,690.15
LIABILITIES & EQUITY	
Liabilities	

Port of Brookings Harbor Balance Sheet

Cash Basis

	Jan 31, 24
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE	
10201 · General Fund Accounts Payable	-109.98
Total 200 · ACCOUNTS PAYABLE	-109.98
Total Accounts Payable	-109.98
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-1,002.06
10225 · P/R Taxes Payable	
10225.3 · State P/R Tax Payable	-468.18
Total 10225 · P/R Taxes Payable	-468.18
Total 100222 · Payroll Liabilities	-1,470.24
10226 · Lodging Tax Payable	11,226.17
230 · DUE TO TRANSFERS	
10230 · Due to General Fund	-105,346.23
40230 · Due To General Fund from CP	346,427.30
Total 230 · DUE TO TRANSFERS	241,081.07
Total Other Current Liabilities	250,837.00
Total Current Liabilities	250,727.02
Total Liabilities	250,727.02
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	-532,465.33
20302 · Revenue Bond Appropriated Carry	-102,351.92
30302 · Debt Service Appropriated Carry	-22,758.51
40302 · Capital Proj Appropriated Carry	-40,430.77
50302 · Reserve Fund Appropriated Carry	-402,738.52
70302 · Port Const. Fund Appropriated	-569,448.67
Total 302 · Appropriated Carryover	-1,670,193.72
Total 300 · Fund Balance	0.00
3900 · RETAINED EARNINGS	982,045.53
Net Income	-151,082.40
Total Equity	830,963.13
TOTAL LIABILITIES & EQUITY	1,081,690.15

Port of Brookings Harbor
Profit & Loss
 January 2024

	Jan 24
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	3,728.76
10413 · Property Tax Prior	241.72
Total 401 · GENERAL FUND REVENUES	3,970.48
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	21,504.58
10421.4 · Recreational Slip Rent	16,367.37
10421.5 · Transient	180.00
10421.6 · Other Moorage	455.00
Total 10421.2 · MOORAGE	38,506.95
10422 · Boat Launch	1,095.00
10423 · STORAGE	
10423.1 · Gear Storage	3,137.10
10423.2 · Boat Storage	2,400.00
Total 10423 · STORAGE	5,537.10
10424 · ADMINISTRATIVE FEES	493.84
10425 · MARINE SERVICES	
10425.1 · Travelift	1,278.00
10425.2 · 12 K Telehandler	735.00
10425.3 · Other Sales & Fees	1,268.46
10425.4 · Public Hoist	425.50
Total 10425 · MARINE SERVICES	3,706.96
Total 10421 · MARINA	49,339.85
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	104,942.62
10427.2 · Other Sales & Fees	4,626.26
Total 10427 · BEACHFRONT RV PARK	109,568.88
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	28,321.53
10428.2 · Docks	14,941.59
10428.3 · CPI and Other Fees	679.70
Total 10428 · COMMERCIAL RETAIL	43,942.82
10429 · FUEL DOCK	32,318.44
10430 · Landing Fees	1,451.10
Total 402 · GENERAL FUND PROGRAM REVENUES	236,621.09
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
450 · RESERVE FUND REVENUE	
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,000.00

Port of Brookings Harbor
Profit & Loss
 January 2024

	Jan 24
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	285,544.21
Total Income	285,544.21
Gross Profit	285,544.21
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	44,952.58
500 · PERSONNEL SERVICES	
10502 · Office Staff	26,936.91
10504 · Operations Staff	13,896.40
10506 · Overtime	425.53
10508 · Payroll Taxes/Costs/Benefits	
10508.1 · Paid Holidays	5,403.00
10508.2 · Sick Leave Benefit	1,255.06
10508.3 · Vacation	412.21
10508.4 · Payroll Taxes	5,201.93
10508.5 · SEP Retirement	4,549.53
Total 10508 · Payroll Taxes/Costs/Benefits	16,821.73
10510 · Health Care and Dental	9,636.96
10512 · Workers Compensation	962.83
Total 500 · PERSONNEL SERVICES	68,680.36
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	70.22
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	4,134.37
10602.2 · Supplies	15,715.75
10602.3 · Services	12,649.82
Total 10602 · REPAIRS & MAINTENANCE	32,499.94
10603 · FUEL purchased for resale	49,437.33
10605 · UTILITIES	
10605.1 · Electric	17,712.79
10605.3 · Sanitary	3,632.17
10605.5 · Telecommunications	1,199.22
10605.6 · Waste Removal	6,114.20
10605.7 · Water	2,192.85
Total 10605 · UTILITIES	30,851.23
10606 · OFFICE EXPENSE	469.86
10607 · BANK SERVICE & FINANCE FEES	4,821.70
10608 · TRAINING & TRAVEL	-120.00
10609 · PERMITS, LICENSES, TAXES & MISC	3,924.19
10610 · INSURANCE; PROP & CAS, BOND	13,004.92
10611 · PROFESSIONAL FEES	
10611.2 · Attorney	16,138.50
10611.3 · Engineering	320.00
10611.4 · Other Support/Consultant	889.06
Total 10611 · PROFESSIONAL FEES	17,347.56
Total 601 · GENERAL FUND Material & Service	152,306.95

Port of Brookings Harbor
Profit & Loss
 January 2024

	Jan 24
710 · GENERAL FUND CAPITAL OUTLAY	
10704 · Equipment	30,089.00
Total 710 · GENERAL FUND CAPITAL OUTLAY	30,089.00
Total 600 · GENERAL FUND EXPENDITURES	296,028.89
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30804P · 2018 Genie Forklift Principal	1,362.70
Total 801 · Principal	1,362.70
810 · Interest Payments	
30814I · 2018 Genie Forklift Interest	102.01
Total 810 · Interest Payments	102.01
Total 630 · DEBT SERVICE FUND EXPENDITURES	1,464.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.2 · Supplies	200.88
40702.4 · FEMA- Dredging PW 189	75,218.24
40702.6 · EPA- Wastewater Treatment Plant	5,590.00
40702.7 · Hazard Mitigation-Paving/Drains	2,205.00
40702.8 · Business Oregon- Dredging	24,840.25
40702.9 · Business Oregon- HMGP	967.50
Total 40702 · Land Improvement - Capt Proj	109,021.87
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	109,021.87
Total 640 · CAPT. PROJ. EXPENDITURES	109,021.87
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,427.82
60815I · RV Park Improv. Loan Interest	1,382.05
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	411,325.34
Net Income	-125,781.13

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

8:44 AM
02/06/24
Cash Basis

	BEACHFRONT RV ... (GENERAL FUND)	COMMERCIAL RET... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FU...	TOTAL
Income						
400 · REVENUES						
402 · GENERAL FUND PROGRAM REVENUES						
10421 · MARINA						
10421.2 · MOORAGE						
10421.3 · Commercial Slip Rent	0.00	0.00	0.00	21,504.58	21,504.58	21,504.58
10421.4 · Recreational Slip Rent	0.00	0.00	0.00	16,367.37	16,367.37	16,367.37
10421.5 · Transient	0.00	0.00	0.00	180.00	180.00	180.00
10421.6 · Other Moorage	0.00	0.00	0.00	455.00	455.00	455.00
Total 10421.2 · MOORAGE	0.00	0.00	0.00	38,506.95	38,506.95	38,506.95
10422 · Boat Launch						
10423 · STORAGE						
10423.1 · Gear Storage	0.00	0.00	0.00	1,095.00	1,095.00	1,095.00
10423.2 · Boat Storage	0.00	0.00	0.00	3,137.10	3,137.10	3,137.10
Total 10423 · STORAGE	0.00	0.00	0.00	5,537.10	5,537.10	5,537.10
10424 · ADMINISTRATIVE FEES						
10425 · MARINE SERVICES						
10425.1 · Travelift	0.00	0.00	0.00	193.84	193.84	193.84
10425.2 · 12 K Telehandler	0.00	0.00	0.00	1,278.00	1,278.00	1,278.00
10425.3 · Other Sales & Fees	0.00	0.00	0.00	735.00	735.00	735.00
10425.4 · Public Hoist	0.00	0.00	0.00	1,268.46	1,268.46	1,268.46
Total 10425 · MARINE SERVICES	0.00	0.00	0.00	3,706.96	3,706.96	3,706.96
Total 10421 · MARINA	0.00	0.00	0.00	49,039.85	49,039.85	49,039.85
10427 · BEACHFRONT RV PARK						
10427.1 · Space Rental	104,942.62	0.00	0.00	0.00	104,942.62	104,942.62
10427.2 · Other Sales & Fees	4,626.26	0.00	0.00	0.00	4,626.26	4,626.26
Total 10427 · BEACHFRONT RV PARK	109,568.88	0.00	0.00	0.00	109,568.88	109,568.88
10428 · COMMERCIAL RETAIL						
10428.1 · Retail Property	0.00	28,321.53	0.00	0.00	28,321.53	28,321.53
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	679.70	0.00	0.00	679.70	679.70
Total 10428 · COMMERCIAL RETAIL	0.00	43,942.82	0.00	0.00	43,942.82	43,942.82
10429 · FUEL DOCK						
10430 · Landing Fees	0.00	0.00	31,303.49	1,014.95	32,318.44	32,318.44
Total 402 · GENERAL FUND PROGRAM REVENUES	109,568.88	43,942.82	31,303.49	51,505.90	236,321.09	236,321.09
Total 400 · REVENUES	109,568.88	43,942.82	31,303.49	51,505.90	236,321.09	236,321.09
Total Income	109,568.88	43,942.82	31,303.49	51,505.90	236,321.09	236,321.09
Gross Profit	109,568.88	43,942.82	31,303.49	51,505.90	236,321.09	236,321.09
Expense						
600 · GENERAL FUND EXPENDITURES						
500 · PERSONNEL SERVICES						

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

	BEACHFRONT RV ... (GENERAL FUND)	COMMERCIAL RET... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FU...	TOTAL
10508 · Payroll Taxes/Costs/Benefits						
10508.5 · SEP Retirement	807.09	1,096.30	1,096.28	1,549.86	4,549.53	4,549.53
Total 10508 · Payroll Taxes/Costs/Benefits	807.09	1,096.30	1,096.28	1,549.86	4,549.53	4,549.53
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	240.71	240.71	240.70	240.71	962.83	962.83
Total 500 · PERSONNEL SERVICES	3,457.04	3,746.25	3,746.22	4,199.81	15,149.32	15,149.32
601 · GENERAL FUND Material & Service						
10601 · ADVERTISING & NOTIFICATIONS	17.56	17.54	17.56	17.56	70.22	70.22
10602 · REPAIRS & MAINTENANCE						
10602.1 · Equip. Repair/Maintenance	13.00	0.00	0.00	4,121.37	4,134.37	4,134.37
10602.2 · Supplies	2,287.72	3,250.63	958.24	9,219.16	15,715.75	15,715.75
10602.3 · Services	1,108.30	4,558.35	122.00	6,861.17	12,649.82	12,649.82
Total 10602 · REPAIRS & MAINTENANCE	3,409.02	7,808.98	1,080.24	20,201.70	32,499.94	32,499.94
10603 · FUEL purchased for resale	0.00	0.00	49,437.33	0.00	49,437.33	49,437.33
10605 · UTILITIES						
10605.1 · Electric	2,508.56	780.91	116.14	14,307.18	17,712.79	17,712.79
10605.3 · Sanitary	1,917.37	926.95	33.14	754.71	3,632.17	3,632.17
10605.5 · Telecommunications	282.53	64.47	110.92	741.30	1,199.22	1,199.22
10605.6 · Waste Removal	2,708.66	0.00	0.00	3,405.54	6,114.20	6,114.20
10605.7 · Water	722.60	143.25	26.00	1,301.00	2,192.85	2,192.85
Total 10605 · UTILITIES	8,139.72	1,915.58	286.20	20,509.73	30,851.23	30,851.23
10606 · OFFICE EXPENSE	117.47	117.47	117.47	117.45	469.86	469.86
10607 · BANK SERVICE & FINANCE FEES	3,601.16	0.00	473.36	7,310.8	4,805.60	4,805.60
10608 · TRAINING & TRAVEL	-30.00	-30.00	-30.00	-30.00	-120.00	-120.00
10609 · PERMITS, LICENSES, TAXES & MISC	245.41	-935.00	245.42	4,368.36	3,924.19	3,924.19
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	2,529.00	3,325.50	2,529.00	7,755.00	16,138.50	16,138.50
10611.3 · Engineering	0.00	0.00	0.00	320.00	320.00	320.00
10611.4 · Other Support/Consultant	324.02	125.03	124.98	315.03	889.06	889.06
Total 10611 · PROFESSIONAL FEES	2,853.02	3,450.53	2,653.98	8,390.03	17,347.56	17,347.56
Total 601 · GENERAL FUND Material & Service	19,539.09	14,901.26	54,341.31	63,509.19	152,290.85	152,290.85
Total 600 · GENERAL FUND EXPENDITURES	22,996.13	18,647.51	58,087.53	67,709.00	167,440.17	167,440.17
640 · CAPT. PROJ. EXPENDITURES						
740 · CAPT. PROJ. CAPITAL OUTLAY						
40702 · Land Improvement - Capt Proj	0.00	0.00	200.88	0.00	200.88	200.88
40702.2 · Supplies						
Total 40702 · Land Improvement - Capt Proj	0.00	0.00	200.88	0.00	200.88	200.88
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	0.00	0.00	200.88	0.00	200.88	200.88
Total 640 · CAPT. PROJ. EXPENDITURES	0.00	0.00	200.88	0.00	200.88	200.88

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

	BEACHFRONT RV ... (GENERAL FUND)	COMMERCIAL RET... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FU...	TOTAL
Total Expense	22,996.13	18,647.51	58,288.41	67,709.00	167,641.05	167,641.05
Net Income	86,572.75	25,295.31	-26,984.92	-16,203.10	68,680.04	68,680.04

**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	0.00	402,242.00	0.0%
10412 · Property Tax Current	261,381.67	270,000.00	96.8%
10413 · Property Tax Prior	12,831.47	10,000.00	128.3%
10414 · Interest General Fund	6,111.16	2,000.00	305.6%
10417 · Assets Sales	0.00	10,000.00	0.0%
10418 · Miscellaneous	6,176.13	50,000.00	12.4%
10419 · Transfer to General Fund	0.00	0.00	0.0%
10420 · Grants & Other Funding - GF	9,119.69	0.00	100.0%
401 · GENERAL FUND REVENUES - Other	0.59		
Total 401 · GENERAL FUND REVENUES	295,620.71	744,242.00	39.7%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	104,443.63		
10421.4 · Recreational Slip Rent	183,662.22		
10421.5 · Transient	9,331.61		
10421.6 · Other Moorage	7,895.00		
10421.2 · MOORAGE - Other	15.00		
Total 10421.2 · MOORAGE	305,347.46		
10422 · Boat Launch	16,683.05		
10423 · STORAGE			
10423.1 · Gear Storage	26,990.47		
10423.2 · Boat Storage	21,550.00		
Total 10423 · STORAGE	48,540.47		
10424 · ADMINISTRATIVE FEES	5,335.09		
10425 · MARINE SERVICES			
10425.1 · Travelift	23,181.00		
10425.2 · 12 K Telehandler	6,144.00		
10425.3 · Other Sales & Fees	28,965.60		
10425.4 · Public Hoist	831.04		
Total 10425 · MARINE SERVICES	59,121.64		
10426 · EVENTS ON PORT PROPERTY	5,802.00		
10421 · MARINA - Other	0.00	750,000.00	0.0%
Total 10421 · MARINA	440,829.71	750,000.00	58.8%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	348,001.24		
10427.2 · Other Sales & Fees	28,373.01		
10427 · BEACHFRONT RV PARK - Other	0.00	750,000.00	0.0%
Total 10427 · BEACHFRONT RV PARK	376,374.25	750,000.00	50.2%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	226,491.22		
10428.2 · Docks	109,496.20		
10428.3 · CPI and Other Fees	20,788.26		
10428 · COMMERCIAL RETAIL - Other	0.00	590,000.00	0.0%
Total 10428 · COMMERCIAL RETAIL	356,775.68	590,000.00	60.5%
10429 · FUEL DOCK	448,873.84	1,000,000.00	44.9%
10430 · Landing Fees	2,087.32	50,000.00	4.2%
Total 402 · GENERAL FUND PROGRAM REVENUES	1,624,940.80	3,140,000.00	51.7%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	103,660.00	0.0%
20414 · Interest Revenue Bond Fund	2,182.11	800.00	272.8%
20419 · Transfer to USDA Bond Fund	75,901.00	130,120.00	58.3%
Total 420 · USDA REVENUE BOND FUND	78,083.11	234,580.00	33.3%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,700.00	0.0%
30414 · Interest Debt Service Fund	1,445.68	616.00	234.7%
30419 · Transfer to Debt Service Fund	209,733.97	486,213.00	43.1%
Total 430 · DEBT SERVICE FUND REVENUE	211,179.65	510,529.00	41.4%
440 · CAPITAL PROJECTS FUND REVENUE			

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.2 · FEMA Funding PW 162 (Closed)	79,842.98	0.00	100.0%
40416.4 · FEMA- Dredging PW 189	555,277.22	1,835,304.00	30.3%
40416.5 · FEMA- Dredging PW 190 (Admin)	10,943.48	0.00	100.0%
40416.6 · EPA- Wastewater Treatment Plant	77,306.26	3,500,000.00	2.2%
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	903,640.94	7,535,304.00	12.0%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	903,640.94	7,537,804.00	12.0%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	400,236.00	0.0%
50414 · Interest Reserve Fund	3,922.95	2,000.00	196.1%
50419 · Transfer to Reserve Fund	14,000.00	24,000.00	58.3%
50430 · Landing Fees	0.00	50,000.00	0.0%
Total 450 · RESERVE FUND REVENUE	17,922.95	476,236.00	3.8%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	33,669.09	57,718.00	58.3%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	33,669.09	57,718.00	58.3%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	0.00	2,500.00	0.0%
70414 · Interest Port Construction Fund	1,037.09	0.00	100.0%
70419 · Transfers to Port Const. Fund	0.00	50,000.00	0.0%
Total 470 · PORT CONSTRUCTION FUND REVENUE	1,037.09	52,500.00	2.0%
Total 400 · REVENUES	3,166,094.34	12,753,609.00	24.8%
70429 · Returned Check Charges	50.00		
Total Income	3,166,144.34	12,753,609.00	24.8%
Gross Profit	3,166,144.34	12,753,609.00	24.8%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	333,304.06	658,051.00	50.7%
500 · PERSONNEL SERVICES			
10502 · Office Staff	221,367.20	292,398.00	75.7%
10504 · Operations Staff	112,330.98	271,653.00	41.4%
10506 · Overtime	6,536.51	11,475.00	57.0%
10508 · Payroll Taxes/Costs/Benefits			
10508.1 · Paid Holidays	14,390.32		
10508.2 · Sick Leave Benefit	5,105.48		
10508.3 · Vacation	22,223.03		
10508.4 · Payroll Taxes	39,355.04		
10508.5 · SEP Retirement	35,532.50	0.00	100.0%
10508 · Payroll Taxes/Costs/Benefits - Other	0.01	185,338.00	0.0%
Total 10508 · Payroll Taxes/Costs/Benefits	116,606.38	185,338.00	62.9%
10510 · Health Care and Dental	65,358.91	130,000.00	50.3%
10512 · Workers Compensation	1,808.99	15,000.00	12.1%
Total 500 · PERSONNEL SERVICES	524,008.97	905,864.00	57.8%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	3,352.84	5,476.00	61.2%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	42,770.16		
10602.2 · Supplies	98,766.80		
10602.3 · Services	130,230.21		
10602 · REPAIRS & MAINTENANCE - Other	0.00	368,078.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	271,767.17	368,078.00	73.8%
10603 · FUEL purchased for resale	416,579.17	800,000.00	52.1%
10605 · UTILITIES			
10605.1 · Electric	57,992.07		
10605.3 · Sanitary	30,793.65		
10605.5 · Telecommunications	9,874.53		

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
10605.6 · Waste Removal	54,913.65		
10605.7 · Water	18,247.11		
10605 · UTILITIES - Other	0.00	310,000.00	0.0%
Total 10605 · UTILITIES	171,821.01	310,000.00	55.4%
10606 · OFFICE EXPENSE	11,629.34	41,000.00	28.4%
10607 · BANK SERVICE & FINANCE FEES	32,307.16	60,000.00	53.8%
10608 · TRAINING & TRAVEL	3,338.28	10,000.00	33.4%
10609 · PERMITS, LICENSES, TAXES & MISC			
10609 · PERMITS, LICENSES, TAXES & MISC - Ot...	28,999.04	80,392.00	36.1%
Total 10609 · PERMITS, LICENSES, TAXES & MISC	28,999.04	80,392.00	36.1%
10610 · INSURANCE; PROP & CAS, BOND	86,182.19	130,000.00	66.3%
10611 · PROFESSIONAL FEES			
10611.2 · Attorney	55,541.00		
10611.3 · Engineering	6,620.00		
10611.4 · Other Support/Consultant	8,394.76		
10611 · PROFESSIONAL FEES - Other	0.00	235,000.00	0.0%
Total 10611 · PROFESSIONAL FEES	70,555.76	235,000.00	30.0%
Total 601 · GENERAL FUND Material & Service	1,096,531.96	2,039,946.00	53.8%
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	1,983,933.99	3,859,243.00	51.4%
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	7,586.92		
30802.2 · OBDD #525172/RV Park Prin.	6,841.84		
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18		
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96		
30802.5 · SPWF #L02009/Cold Strg Prin	111,327.24		
30802.9 · SPWF X03004/Eureka Fishery Prin	9,369.86		
30802P · IFA PRINCIPAL - Other	0.00	310,000.00	0.0%
Total 30802P · IFA PRINCIPAL	155,000.00	310,000.00	50.0%
801 · Principal			
30803P · 50 BFMII Travelift Principal	18,424.36	18,424.00	100.0%
30804P · 2018 Genie Forklift Principal	9,404.96	16,333.00	57.6%
30806P · Land Sale Assests, Pay IFA Debt	0.00	140,000.00	0.0%
Total 801 · Principal	27,829.32	174,757.00	15.9%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	211.64	212.00	99.8%
30814I · 2018 Genie Forklift Interest	848.01	1,243.00	68.2%
Total 810 · Interest Payments	1,059.65	1,455.00	72.8%
Total 630 · DEBT SERVICE FUND EXPENDITURES	183,888.97	486,212.00	37.8%
640 · CAPT. PROJ. EXPENDITURES			
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.2 · Supplies	200.88		
40702.4 · FEMA- Dredging PW 189	632,772.13	1,835,304.00	34.5%
40702.5 · FEMA- Dredging PW 190 (Admin)	8,335.39	0.00	100.0%
40702.6 · EPA- Wastewater Treatment Plant	106,552.83	3,500,000.00	3.0%
40702.7 · Hazard Mitigation-Paving/Drains	8,220.00	1,200,000.00	0.7%
40702.8 · Business Oregon- Dredging	211,220.74	500,000.00	42.2%
40702.9 · Business Oregon- HMGP	2,410.00	500,000.00	0.5%
40702 · Land Improvement - Capt Proj - Other	0.00	0.00	0.0%

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget
Total 40702 · Land Improvement - Capt Proj	969,711.97	7,535,304.00	12.9%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	969,711.97	7,535,304.00	12.9%
Total 640 · CAPT. PROJ. EXPENDITURES	969,711.97	7,535,304.00	12.9%
650 · RESERVE FUND EXPENDITURES			
50100 · RESERVE FUND CAPITAL OUTLAY	0.00	0.00	0.0%
50200 · RESERVE for FUTURE EXPENDITURE	0.00	476,236.00	0.0%
Total 650 · RESERVE FUND EXPENDITURES	0.00	476,236.00	0.0%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	23,811.97	41,085.00	58.0%
60815I · RV Park Improv. Loan Interest	9,857.12	16,633.00	59.3%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	33,669.09	57,718.00	58.3%
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	0.00	0.0%
70930 · Unappropriated Balance Port Con	0.00	2,500.00	0.0%
Total 930 · Fund Balances	0.00	158,776.00	0.0%
Total Expense	3,301,324.02	12,753,609.00	25.9%
Net Income	-135,179.68	0.00	100.0%

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

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	01/05/2024	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		223.20
Bill Pmt -Check	ACH DEBIT	01/04/2024	Spectrum Business 8413 10 002 0066...	Internet & Voice for Port Shop Offices 12/17/23 - 1/16/24		132.97
Bill Pmt -Check	ACH DEBIT	01/06/2024	Spectrum Business 8413 10 002 0062...	Internet & Voice for Port Meeting Room 12/19/23 - 1/18/24		124.98
Bill Pmt -Check	ACH DEBIT	01/18/2024	Ziply Fiber 541-412-7930-102902-5	541-412-7930-102902-5 Fuel Dock Telephone		46.44
Bill Pmt -Check	ACH DEBIT	01/03/2024	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		27,576.18
Bill Pmt -Check	ACH DEBIT	01/03/2024	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		5,946.20
Check	ACH DEBIT	01/05/2024	ADP	Advice of Debit 650035837 Payroll Date: 12/27/2023 (payroll and vacation payout check)		160.71
Bill Pmt -Check	ACH DEBIT	01/21/2024	Ziply Fiber 541-469-5867-121516-5	541-469-5867-121516-5 Beachfront RV Park		88.04
Bill Pmt -Check	ACH DEBIT	01/08/2024	Four Aces Security Solutions LLC	DECEMBER 2023 - 63 Hours Security Patrol - 33.33%Marina, 33.33%Beachfront RV Park, 33.3...		3,175.00
Bill Pmt -Check	ACH DEBIT	01/18/2024	VERIZON WIRELESS	Account#742050310-00001 Mobile Phones for Staff		380.55
Check	ACH DEBIT	01/19/2024	ADP	Advice of Debit 650927745 Payroll Date: 1/10/2024		158.11
Check	ACH DEBIT	01/11/2024	BL/ RV Park	STRIPE DEBIT - REFUNDS \$145.67 issued 1/11/24		145.67
Bill Pmt -Check	ACH DEBIT	01/17/2024	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		684.04
Bill Pmt -Check	ACH DEBIT	01/17/2024	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		718.50
Check	ACH DEBIT	01/17/2024	Miller Nash LLP	Legal Services		10,468.50
Check	ACH DEBIT	01/26/2024	ADP	Advice of Debit 651787796 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Bill Pmt -Check	ACH DEBIT	01/24/2024	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		21,861.15
Sales Tax Pay...	ACH DEBIT	01/24/2024	Oregon Lodging Tax	BIN: 0294055-3 (4th QTR 2023 Lodging Taxes)		1,628.08
Check	ACH DEBIT	01/31/2024	ADP	Advice of Debit 652389678 Processing Charges for Year End 2023		167.40
Bill Pmt -Check	ACH DEBIT	01/29/2024	Miller Nash LLP	Legal Services		5,670.00
Bill Pmt -Check	ATM DEBIT	01/02/2024	US Relay/HD Relay	HD Relay Advanced Streaming - 500GB Monthly		99.00
Bill Pmt -Check	ATM DEBIT	01/02/2024	Valvoline Instant Oil Change	OIL CHANGE EQ #1110		54.99
Bill Pmt -Check	ATM DEBIT	01/02/2024	Valvoline Instant Oil Change	OIL CHANGE EQ #1109		54.99
Bill Pmt -Check	ATM DEBIT	01/01/2024	Rentrep Enterprise/Fidelis Screening	1-Background Check for Moorage Application		19.95
Bill Pmt -Check	ATM DEBIT	01/03/2024	SDAO Spec. Dist. Assoc. OR - Training	ACCT#30999		690.00
Bill Pmt -Check	ATM DEBIT	01/08/2024	Firefly Reservations	Beachfront RV Park reservation system		199.00
Bill Pmt -Check	ATM DEBIT	01/08/2024	Zoro Tools, Inc.	Customer#8068462		104.50
Bill Pmt -Check	ATM DEBIT	01/09/2024	Galco.com	Hubbell Grips & Shipping		205.27
Bill Pmt -Check	ATM DEBIT	01/10/2024	Zoro Tools, Inc.	Customer#8068462		395.70
Bill Pmt -Check	ATM DEBIT	01/11/2024	George's Auto & Diesel Electric	STARTER MAINTENANCE		550.00
Bill Pmt -Check	ATM DEBIT	01/16/2024	SAIF (workers' compensation provider)	Workers' Compensation Policy (December 2023)		962.83
Bill Pmt -Check	ATM DEBIT	01/16/2024	WEEBLY-CHARGE.COM	G Suite for Domain 'Port of Brookings Harbor' website EXPIRES 27 JAN 2025		980.00
Bill Pmt -Check	ATM DEBIT	01/12/2024	Grainger	ACCT# 822663001		130.07
Bill Pmt -Check	ATM DEBIT	01/23/2024	SDAO Spec. Dist. Assoc. OR - Training	ACCT#30999		230.00
Bill Pmt -Check	ATM DEBIT	01/23/2024	Zoom Video Communications Inc.	Account#113208511 Standard Pro Monthly Service		15.99
Bill Pmt -Check	ATM DEBIT	01/25/2024	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		246.66
Bill Pmt -Check	ATM DEBIT	01/25/2024	SimpliSafe	Support for Port Office Alarm System SUPPORT JANUARY 2024		19.99
Bill Pmt -Check	ATM DEBIT	01/27/2024	Adobe	Adobe Acrobat Pro DC Annual Plan Paid Monthly 27-JAN-2023 to 26-FEB-2024 - Danielle		19.99
Bill Pmt -Check	ATM DEBIT	01/28/2024	Spectrum Business 8413 10 002 0001...	8752 19 060 0025169-Beachfront RV Internet		129.99
Bill Pmt -Check	ATM DEBIT	01/29/2024	US Relay/HD Relay	HD Relay Advanced Streaming - 500GB Monthly		99.00
Bill Pmt -Check	ATM DEBIT	01/29/2024	Vonege	Account#175698		296.25
Bill Pmt -Check	DEBIT	01/02/2024	Elavon	DEC 2023 MERCHANT SERVICE FEE ACCT #951 Fuel Dock		473.36
Bill Pmt -Check	DEBIT	01/02/2024	Elavon	DEC 2023 MERCHANT SERVICE FEE ACCT #316 Port Office		709.89
Bill Pmt -Check	DEBIT	01/02/2024	Elavon	DEC 2023 MERCHANT SERVICE FEE ACCT #873 Ventek Boat Launch		21.19
Check	DEBIT	01/10/2024	Charles Schwab & Co., Inc	Employer Contribution 1/10/2024		207.57
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		153.61
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		378.17
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		151.93
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		158.85
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		166.14
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		50.61
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		205.64
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		221.96

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

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		240.00
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		152.44
Check	DEBIT	01/10/2024	Edward Jones	Employer Contribution 1/10/2024		161.98
Check	DEBIT	01/24/2024	Charles Schwab & Co., Inc	Employer Contribution 1/24/2024		217.01
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		171.05
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		378.17
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		156.19
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		159.78
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		166.16
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		59.32
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		206.23
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		231.60
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		240.00
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		153.20
Check	DEBIT	01/24/2024	Edward Jones	Employer Contribution 1/24/2024		161.92
Check	DEBIT	01/22/2024	Umpqua Bank (Service fees)	Miscellaneous Debit Business Bill Payment Activity for 12/23		5.95
Check	DEBIT	01/22/2024	Umpqua Bank (Service fees)	Miscellaneous Debit Account Maintenance Fee for 12/23		5.00
Check	DEBIT	01/22/2024	Umpqua Bank (Service fees)	ACH CCD Credits Originated for 12/23 - Miscellaneous Debit		4.50
General Journal	BUSOR#2 1/3	01/03/2024		Move Business Oregon Pay#2 to LGIP GF (PW189)		140,527.00
General Journal	DEBT 1/5	01/05/2024		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 1/5	01/05/2024		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	Dredge 1/5	01/05/2024		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6254 2% Gross...	50,000.00	2,690.19
General Journal	GF 1/5	01/05/2024		Transfer from LGIP GF to Umpqua GF		
General Journal	IFA 1/5	01/05/2024		Transfer to IFA Debt Service for 1st QTR 2024 Pmt		25,835.00
General Journal	RES 1/5	01/05/2024		Transfer to Reserve Fund		2,000.00
General Journal	USDA 1/5	01/05/2024		To transfer to USDA Revenue Bond Fund for November 2024 Payment		10,843.00
General Journal	PAY 1/10	01/10/2024		Rec 1/10/2024 Payroll		18,694.68
General Journal	TAX 1/10	01/10/2024		Rec 1/10/2024 Payroll		7,737.15
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2378 (HMGP)		2,940.00
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2377 (WWTP)		5,590.00
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2380 (PW189)		1,740.00
General Journal	PAY 1/24	01/24/2024		Rec 1/24/2024 Payroll		19,076.04
General Journal	TAX 1/24	01/24/2024		Rec 1/24/2024 Payroll		7,933.77
General Journal	CP 1/29	01/29/2024		Transfer to pay Blleterie Marine (PW189)		7,782.80
Bill Pmt -Check	11740	01/05/2024	5-R Excavation, LLC	CCB: 155657		2,542.50
Bill Pmt -Check	11741	01/05/2024	City of Brookings	Chetco River Gauging Station 10/01/2023 thru 09/30/2024 - Port's share		2,925.00
Bill Pmt -Check	11742	01/05/2024	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		98.79
Bill Pmt -Check	11743	01/05/2024	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		35.11
Bill Pmt -Check	11744	01/05/2024	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		9,537.15
Bill Pmt -Check	11745	01/05/2024	Freeman Rock, Inc.	TRUCK & TRANSFER 22.28 TONS ROCK		495.73
Bill Pmt -Check	11746	01/05/2024	Grants Pass Water Lab. Inc.	12/623 Water Test - Storm Water and Aluminum - Pacific Seafood, Bornstein; Gear Storage; Hall...		1,638.00
Bill Pmt -Check	11747	01/05/2024	Harbor Logging Supply, Inc.	Aluminum block for commercial sewer		30.00
Bill Pmt -Check	11748	01/05/2024	J.R. Industry HVAC/R	RELOCATED HEATER IN CONFERENCE ROOM		1,982.75
Bill Pmt -Check	11749	01/05/2024	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		3,952.71
Bill Pmt -Check	11750	01/17/2024	BI-WART	Account #931481 Water & Supplies		33.34
Bill Pmt -Check	11751	01/17/2024	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		89.70
Bill Pmt -Check	11752	01/17/2024	Freeman Rock, Inc.	DUMP DEBRIS FROM BOAT BASINS		84.00
Bill Pmt -Check	11753	01/17/2024	Government Ethics Commission	0GE0001059 Annual Charge for Oregon Ethics Commission 07/01/2023-06/30/2024		945.68
Bill Pmt -Check	11754	01/17/2024	Harbor Sanitary District	DECEMBER 2023 Sanitary Bill		3,632.17
Bill Pmt -Check	11755	01/17/2024	Harbor Water District P.U.D.	11/21/2023 - 12/21/2023 SERVICE/WATER BILL		2,192.85
Bill Pmt -Check	11756	01/17/2024	In-Motion Graphics and Design, LLC	Basin 1 Dock Numbers		225.00
Bill Pmt -Check	11757	01/17/2024	John Kellum/John's Portable Welding	Repair ladders at Pacific Seafood		400.00
Bill Pmt -Check	11758	01/17/2024	Les Schwab Tire Center	ACCT#24804672		639.96
Bill Pmt -Check	11759	01/17/2024	Mascott Equipment	FUEL PUMP DISPENSER HANDLE		232.37
Bill Pmt -Check	11760	01/17/2024	Oak Street Tank & Steel, Inc.	FILL CAP AND TANK PLUG		85.00
Bill Pmt -Check	11761	01/17/2024	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		138.70

**Port of Brookings Harbor
Check Registers
As of January 31, 2024**

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit	
Bill Pmt -Check	11762	01/17/2024	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		1,468.82	
Bill Pmt -Check	11763	01/17/2024	Platt	Customer Acct#427691 Electrical Supplies		615.75	
Bill Pmt -Check	11764	01/17/2024	SDAO Spec. Dist. Assoc. OR - Health...	Customer # 03-0016414 - HEALTHCARE PREMIUM		9,681.66	
Bill Pmt -Check	11765	01/17/2024	SDAO Spec. Dist. Assoc. OR - Prop & ...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		13,004.92	
Bill Pmt -Check	11766	01/17/2024	Sonsray Machinery LLC	BP0033739		463.68	
Bill Pmt -Check	11767	01/17/2024	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		225.07	
Bill Pmt -Check	11768	01/17/2024	Wes' Towing	TOWING SERVICES		100.00	
Bill Pmt -Check	11769	01/17/2024	EMC-Engineers/Scientists, LLC	3.2 hrs Engineering & Planning (Port)		320.00	
Sales Tax Pay...	11770	01/24/2024	Curry County TLT	Curry County Lodging Tax - 4th QTR 2023		7,597.70	
Bill Pmt -Check	11771	01/29/2024	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,162.41	
Bill Pmt -Check	11772	01/29/2024	Anchor Lock & Key	SERVICE CALL TO REPLACE CODE LOCK AT MENS' RESTROOM AT RV PARK		50.00	
Bill Pmt -Check	11773	01/29/2024	AutoZone, Inc.	Customer ID: 011533394 - Supplies/Equipment Repair & Maintenance		69.93	
Bill Pmt -Check	11774	01/29/2024	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		8,175.64	
Bill Pmt -Check	11775	01/29/2024	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		35.11	
Bill Pmt -Check	11776	01/29/2024	Harbor Truss and Supply LLC	CRANE TRUCK SERVICES - REMOVED GANGWAY LEADING TO CRAB DOCK		300.00	
Bill Pmt -Check	11777	01/29/2024	In-Motion Graphics and Design, LLC	SIGNS FOR ODFW PARKING SPOTS		50.00	
Bill Pmt -Check	11778	01/29/2024	Les Schwab Tire Center	ACCT#24804672		347.92	
Bill Pmt -Check	11779	01/29/2024	Mascott Equipment	FAST PUMP HANDLE/NOZZLE		232.37	
Bill Pmt -Check	11780	01/29/2024	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		992.32	
Bill Pmt -Check	11781	01/29/2024	Pump Pipe & Tank Services, LLC	REPLACE FILTERS - FILTERS AND LABOR		332.18	
Bill Pmt -Check	11782	01/29/2024	Strahm's Sealcoat & Striping	VOID: NEW OWNER/NEW ADDRESS - REPRINT CHECK	0.00		
Bill Pmt -Check	11783	01/29/2024	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		252.50	
Bill Pmt -Check	11784	01/29/2024	Freeman Rock, Inc.	Dump Debris		84.00	
Bill Pmt -Check	11785	01/29/2024	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		2,952.10	
Bill Pmt -Check	11786	01/29/2024	Strahm's Sealcoat & Striping	Restripe retail parking lot		3,500.00	
Bill Pmt -Check	11787	01/30/2024	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		882.00	
Total 10103 · General Funds Ckg Umpqua 3634						50,000.00	435,309.96
Total 101 · GENERAL FUND CHECKING & LGIP						50,000.00	435,309.96
10101 · Petty Cash							
Total 10101 · Petty Cash							
Total 100 · UNRESTRICTED CASH & EQUIVALENTS						50,000.00	435,309.96
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	01/16/2024	Umpqua Bank/OR FFC Agreement 20...	OR FFC Agreement 2020 Payment #42		4,809.87	
General Journal	DEBT 1/5	01/05/2024		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	01/16/2024	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #71		1,464.71	
General Journal	DEBT 1/5	01/05/2024		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							

**Port of Brookings Harbor
Check Registers
As of January 31, 2024**

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	PortCon 1/5	01/05/2024		(SLFRF) Transfer from LGIP General Fund 6017 from to Port Construction Fund to pay Oldcastle I...	50,000.00	30,089.00
Bill Pmt -Check	519	01/05/2024	Oldcastle Infrastructure, Inc.	Account #020-002022 Oil/Water Separator - Capital Outlay - S.L.F.R.F Funding		
Total 70104.1 - Port Construction Fund						
40104 - Capital Projects Umpqua 8018 - Other						
General Journal	CP 1/5	01/05/2024		Transfer to pay Pacific Pole Buildings (PW189)	6,252.00	
General Journal	CP 1/5	01/05/2024		Transfer to pay Billeter Marine (PW189)	33,544.96	
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2378 (HMGP)	2,940.00	
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2377 (WWTP)	5,590.00	
General Journal	CP 1/17	01/17/2024		Transfer to pay EMC 91009-2380 (PW189)	1,740.00	
General Journal	CP 1/3/24	01/03/2024		Transfer to pay Billeter and Core & Main (PW189)	25,971.23	
General Journal	CP 1/3/24	01/03/2024		Transfer to pay Billeter and Core & Main (PW189) note: last of \$300,000	25,000.00	
General Journal	CP 1/29	01/29/2024		Transfer to pay Billeter Marine (PW189)	7,782.80	
Bill Pmt -Check	517	01/02/2024	Billeter Marine, LLC-vendor	Soil Sediment (Clamshell) Removal (PW189)		45,480.60
Bill Pmt -Check	518	01/02/2024	Core & Main	Fusion Machine & Training (PW189)		5,490.63
Bill Pmt -Check	520	01/05/2024	Pacific Pole Buildings, LLC	Pole Barn Engineering Plan and Trusses (PW189)		6,252.00
Bill Pmt -Check	521	01/05/2024	Billeter Marine, LLC-vendor	Soil Sediment (Clamshell) Removal (PW189)		33,544.96
Bill Pmt -Check	522	01/17/2024	EMC-Engineers/Scientists, LLC	8.1 Engineering hours plus travel, review clamshell (PW189)		1,740.00
Bill Pmt -Check	523	01/17/2024	EMC-Engineers/Scientists, LLC	41.6 Engineering hours, RFP prep (WWTP)		5,590.00
Bill Pmt -Check	524	01/17/2024	EMC-Engineers/Scientists, LLC	29.4 Hrs Engineering on NHMP (HMGP)		2,940.00
Bill Pmt -Check	525	01/29/2024	Billeter Marine, LLC-vendor	Soil Sediment (Clamshell) Removal (PW189) 270.988/cy		7,782.80
Total 40104 - Capital Projects Umpqua 8018 - Other						
					108,820.99	108,820.99
Total 40104 - Capital Projects Umpqua 8018						
					158,820.99	138,909.99
Total 104 - RESTRICTED MONEY MKT & CHECKING						
					165,095.57	145,184.57
Total 110 - RESTRICTED CASH & EQUIVALENTS						
					165,095.57	145,184.57
TOTAL					215,095.57	580,494.53

Port of Brookings Harbor ACH and Debit Card Payments

January 2024

Num	Date	Name	Account	Paid Amount
ACH DEBIT	01/03/2024	Tyree Oil, Inc	10103 - General Funds Ckg Umpqua 3634	-27,576.18
ACH DEBIT	01/03/2024	Curry Transfer & Recycling	10103 - General Funds Ckg Umpqua 3634	-5,946.20
ACH DEBIT	01/04/2024	Spectrum Business 8413 10 002 0066603	10103 - General Funds Ckg Umpqua 3634	-132.97
ACH DEBIT	01/05/2024	US Bank Equipment Finance	10103 - General Funds Ckg Umpqua 3634	-223.20
ACH DEBIT	01/05/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-160.71
ACH DEBIT	01/06/2024	Spectrum Business 8413 10 002 0062263	10103 - General Funds Ckg Umpqua 3634	-124.98
ACH DEBIT	01/08/2024	Four Aces Security Solutions LLC	10103 - General Funds Ckg Umpqua 3634	-3,175.00
ACH DEBIT	01/11/2024	BL/ RV Park	10103 - General Funds Ckg Umpqua 3634	-145.67
ACH DEBIT	01/17/2024	Amazon Capital Services	10103 - General Funds Ckg Umpqua 3634	-684.04
ACH DEBIT	01/17/2024	Chevron Business Card	10103 - General Funds Ckg Umpqua 3634	-718.50
ACH DEBIT	01/17/2024	Miller Nash LLP	10103 - General Funds Ckg Umpqua 3634	-10,468.50
ACH DEBIT	01/18/2024	Ziply Fiber 541-412-7930-102902-5	10103 - General Funds Ckg Umpqua 3634	-46.44
ACH DEBIT	01/18/2024	VERIZON WIRELESS	10103 - General Funds Ckg Umpqua 3634	-380.55
ACH DEBIT	01/19/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-158.11
ACH DEBIT	01/21/2024	Ziply Fiber 541-469-5867-121516-5	10103 - General Funds Ckg Umpqua 3634	-88.04
ACH DEBIT	01/24/2024	Tyree Oil, Inc	10103 - General Funds Ckg Umpqua 3634	-21,861.15
ACH DEBIT	01/24/2024	Oregon Lodging Tax	10103 - General Funds Ckg Umpqua 3634	-1,628.08
ACH DEBIT	01/26/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-183.85
ACH DEBIT	01/29/2024	Miller Nash LLP	10103 - General Funds Ckg Umpqua 3634	-5,670.00
ACH DEBIT	01/31/2024	ADP	10103 - General Funds Ckg Umpqua 3634	-167.40
ATM DEBIT	01/01/2024	Rentprep Enterprise/Fidelis Screening	10103 - General Funds Ckg Umpqua 3634	-19.95
ATM DEBIT	01/02/2024	US Relay/HD Relay	10103 - General Funds Ckg Umpqua 3634	-99.00
ATM DEBIT	01/02/2024	Valvoline Instant Oil Change	10103 - General Funds Ckg Umpqua 3634	-54.99
ATM DEBIT	01/02/2024	Valvoline Instant Oil Change	10103 - General Funds Ckg Umpqua 3634	-54.99
ATM DEBIT	01/03/2024	SDAO Spec. Dist. Assoc. OR - Training	10103 - General Funds Ckg Umpqua 3634	-690.00
ATM DEBIT	01/08/2024	Firefly Reservations	10103 - General Funds Ckg Umpqua 3634	-199.00
ATM DEBIT	01/08/2024	Zoro Tools, Inc.	10103 - General Funds Ckg Umpqua 3634	-104.50
ATM DEBIT	01/09/2024	Galco.com	10103 - General Funds Ckg Umpqua 3634	-205.27
ATM DEBIT	01/10/2024	Zoro Tools, Inc.	10103 - General Funds Ckg Umpqua 3634	-395.70
ATM DEBIT	01/11/2024	George's Auto & Diesel Electric	10103 - General Funds Ckg Umpqua 3634	-550.00
ATM DEBIT	01/12/2024	Grainger	10103 - General Funds Ckg Umpqua 3634	-130.07
ATM DEBIT	01/16/2024	SAIF (workers' compensation provider)	10103 - General Funds Ckg Umpqua 3634	-962.83

Port of Brookings Harbor ACH and Debit Card Payments

January 2024

ATM DEBIT	01/16/2024	WEEBLY-CHARGE.COM	10103 · General Funds Ckg Umpqua 3634	-980.00
ATM DEBIT	01/23/2024	SDAO Spec. Dist. Assoc. OR - Training	10103 · General Funds Ckg Umpqua 3634	-230.00
ATM DEBIT	01/23/2024	Zoom Video Communications Inc.	10103 · General Funds Ckg Umpqua 3634	-15.99
ATM DEBIT	01/25/2024	Pacific Office Automation	10103 · General Funds Ckg Umpqua 3634	-246.66
ATM DEBIT	01/26/2024	SimpliSafe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	01/27/2024	Adobe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	01/28/2024	Spectrum Business 8413 10 002 0001063	10103 · General Funds Ckg Umpqua 3634	-129.99
ATM DEBIT	01/29/2024	US Relay/HD Relay	10103 · General Funds Ckg Umpqua 3634	-99.00
ATM DEBIT	01/29/2024	Vonage	10103 · General Funds Ckg Umpqua 3634	-296.25
DEBIT	01/02/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-473.36
DEBIT	01/02/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-709.89
DEBIT	01/02/2024	Elavon	10103 · General Funds Ckg Umpqua 3634	-21.19
DEBIT	01/02/2024		10106 · General Fund LGIP 6017	-0.65
DEBIT	01/10/2024	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-207.57
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-153.61
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-378.17
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-151.93
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-158.85
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-166.14
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-50.61
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-205.64
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-221.96
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-240.00
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-152.44
DEBIT	01/10/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-161.98
DEBIT	01/16/2024	Umpqua Bank/OR FFC Agreement 2020	60104 · OR FFC 2020 Debt Service	-4,809.87
DEBIT	01/16/2024	Umpqua Bank/Loan#747041620	30104 · Debt Service Umpqua MM 8627	-1,464.71
DEBIT	01/22/2024	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-5.95
DEBIT	01/22/2024	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-5.00
DEBIT	01/22/2024	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-4.50
DEBIT	01/24/2024	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-217.01
DEBIT	01/24/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-171.05
DEBIT	01/24/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-378.17
DEBIT	01/24/2024	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-156.19

Port of Brookings Harbor ACH and Debit Card Payments

		January 2024		
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-159.78
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-166.16
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-59.32
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-206.23
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-231.60
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-240.00
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-153.20
DEBIT	01/24/2024	Edward Jones	10103 - General Funds Ckg Umpqua 3634	-161.92

Total for January 2024 -97088.39

Port of Brookings Harbor Purchases by Vendor Summary

Cash Basis

January 2024

	Jan 24
5-R Excavation, LLC	2,542.50
Adobe	19.99
ADP	670.07
Amazon Capital Services	730.20
Anchor Lock & Key	50.00
AutoZone, Inc.	69.93
BI-MART	33.34
Billeter Marine, LLC-vendor	86,808.36
Chevron Business Card	718.50
City of Brookings	2,925.00
Coos-Curry Electric Cooperative, Inc.	17,712.79
Core & Main	5,490.63
Country Media, Inc.	70.22
Curry Equipment	98.79
Curry Transfer & Recycling	5,946.20
Del-Cur Supply Co-op	89.70
Elavon	1,204.44
EMC-Engineers/Scientists, LLC	10,590.00
Fastenal Industrial Supplies	2,952.10
Firefly Reservations	199.00
Four Aces Security Solutions LLC	3,175.00
Freeman Rock, Inc.	663.73
Galco.com	205.27
George's Auto & Diesel Electric	550.00
Gold Beach Lumber Yard, Inc.	5,115.12
Government Ethics Commision	945.68
Gowman Electric, Inc.	882.00
Grainger	130.07
Grants Pass Water Lab, Inc.	1,638.00
Harbor Logging Supply, Inc.	30.00
Harbor Sanitary District	3,632.17
Harbor Truss and Supply LLC	300.00
Harbor Water District P.U.D.	2,192.85
In-Motion Graphics and Design, LLC	275.00
J.R. Industry HVAC/R	1,982.75
John Kellum/John's Portable Welding	400.00
Les Schwab Tire Center	987.88
Mascott Equipment	464.74
Miller Nash LLP	16,138.50
NAPA Auto Part	138.70
Oak Street Tank & Steel, Inc.	85.00
Oldcastle Infrastructure, Inc.	30,089.00
Pacific Office Automation	246.66
Pacific Pole Buildings, LLC	6,252.00
Pape Material Handling	2,461.14
Platt	615.75
Pump Pipe & Tank Services, LLC	332.18
Rentprep Enterprise/Fidelis Screening	19.95
SAIF (workers' compensation provider)	962.83
SDAO Spec. Dist. Assoc. OR - Healthcare	9,681.66
SDAO Spec. Dist. Assoc. OR - Prop & Cas	13,004.92
SDAO Spec. Dist. Assoc. OR - Training	920.00
SimpliSafe	19.99
Sonsray Machinery LLC	463.68
Spectrum Business 8413 10 002 0001063	129.99
Spectrum Business 8413 10 002 0062263	124.98
Spectrum Business 8413 10 002 0066603	132.97
Strahm's Sealcoat & Striping	3,500.00

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

Cash Basis

January 2024

	<u>Jan 24</u>
Thermo Fluids, Inc.	477.57
Tyree Oil, Inc	49,437.33
US Bank Equipment Finance	223.20
US Relay/HD Relay	198.00
Valvoline Instant Oil Change	109.98
VERIZON WIRELESS	380.55
Vonage	296.25
WEEBLY-CHARGE.COM	980.00
Wes' Towing	100.00
Zipty Fiber 541-412-7930-102902-5	46.44
Zipty Fiber 541-469-5867-121516-5	88.04
Zoom Video Communications Inc.	15.99
Zoro Tools, Inc.	500.20
TOTAL	<u>300,665.47</u>



Port of Brookings Harbor

This Institution is an Equal Opportunity Provider

Request for Proposal

Municipal Auditor

Port of Brookings Harbor is requesting proposals for Municipal Auditor for fiscal year ending June 30, 2024.

The audit must be conducted by a municipal auditor licensed by the Oregon Board of Accountancy and be compliant with municipal audit law [ORS 297.465]. The audit must be completed by December 31, 2024.

A single organization-wide audit will also be required with provisions of OMB Circular A-133, in accordance with GAGAS, as Federal Funds expended during this fiscal year will exceed \$750,000.

Questions regarding this work or proposal, please contact April Walker at 541-469-2218 extension 405 or by email to accounts@portofbrookingsharbor.com

Request for Proposals

Proposals may be submitted by mail to the Port of Brookings Harbor, PO Box 848, Brookings Oregon 97415, or by email to accounts@portofbrookingsharbor.com on or before 4:00 p.m. on February 29, 2024.

Note: The Port of Brookings Harbor reserves the right to waive or reject any or all proposals and reserves the right to negotiate any terms with any selected proposer.

ACTION ITEM – A

DATE: February 21, 2024
RE: Harbor Corner Market Lease Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Raymond and Robin Madison purchased Harbor Corner Market in 2020.
- On August 31, 2023, the lease became month to month.
- On January 29, 2024, Mr. and Mrs. Madison notified the Port that they had sold the business to Steven Layne.
- Mr. Layne wants to enter into a Lease Agreement with the Port.

DOCUMENTS

- Letter of Notice of Ownership, 1 page
- Harbor Corner Market Lease, 13 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Harbor Corner Market Lease with Steven Layne commencing February 1, 2024 to January 31, 2027.



Robin Madison <rmadison2345@gmail.com>

Change of Ownership

Robin Madison <rmadison2345@gmail.com>
Draft

Mon, Jan 29, 2024 at 12:14 PM

Hello,

This letter is to inform you that we are selling Harbor Corner Market LLC. and the lease needs to be transferred to the new owner.

Owners :
Raymond & Robin Madison
111 Meadow Rd
Crescent City, CA 95317

New Owner :
Steven Layne
1216 Moore St. Apt. 105
Brookings, OR 97415

As of February 01, 2024

Thank you,
Robin Madison
(209) 404-9326

RECEIVED

JAN 29 2024

**COMMERCIAL LEASE AGREEMENT
HARBOR CORNER MARKET**

This Commercial Lease Agreement (“Agreement”) is made and entered into in Brookings, Oregon, effective the 1st day of February, 2024, by and between the **Port of Brookings Harbor**, an Oregon special district (the “Landlord”) and Steven Layne **dba Harbor Corner Market** (the “Tenant”).

1. Leased Premises. Landlord hereby leases to Tenant the following described property located in the Port of Brookings Harbor on the terms and conditions stated herein:

a. Approximately 703 square-feet of retail building space, (the Leased Premises, as described in in Exhibit “A” & “B”), located at 16340 Lower Harbor Road Space #104, Brookings, Oregon.

2. Lease Term and Base Rental Rate.

a. Initial Term. The Initial Term of this lease is three (3) years commencing February 1, 2024 (“Lease Commencement Date”) and continuing through January 31, 2027 (“Lease Termination Date”).

b. Base Rental Rate. The base rental rate for the Leased Premises is Nine Hundred Twenty and 93/100 Dollars (\$920.93) per month, as calculated below, payable on the first day of each month commencing February 1, 2024. The base rental rate is calculated at \$1.31 per square foot per month, for a total of Nine Hundred Twenty and 93/100 Dollars (\$920.93) per month for 703 square-feet of retail building space.

c. Option to Renew. Upon termination of the Initial Term of this agreement, Landlord grants to Tenant the option to renew this Agreement in whole or in part of the Leased Premises, for one (1) additional three (3) year term at terms and conditions to be negotiated, provided that: (a) Tenant is not in default of this Agreement at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant’s use of the Leased Premises during the Initial Term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

d. Notice of Intent. Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the Agreement of Tenant’s intent to exercise all or any portion of Tenant’s option to extend the lease. Failure to provide such notice is a default and a material breach of the Agreement and Landlord may terminate the Agreement on the expiration date and retake possession of the Leased Premises with or without process of law.

3. Base Rent Payment.

a. Annual Adjustment. Tenant must pay the base rent for the Leased Premises and any additional rent provided herein without deduction or

offset. The base rent will increase annually, on each anniversary of the Lease Commencement Date for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The base rent increase will be for the total amount of the base rent due. Base rent includes all prior percentage increases. In the event that the CPI-U is negative, the base rent will remain the same and will not increase or decrease.

- b. Proration.** Rent for any partial month during the lease term will be prorated to reflect the number of days during the month that Tenant actually occupied the Leased Premises.
- c. Additional Rent.** Additional rent means any other sums payable by Tenant to Landlord under this Agreement. At the end of the initial Agreement term, a new base rent will be established.
- d. Fees and Charges.** Should any rent or other payment required of Tenant by this Agreement not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event any suit or action is instituted to collect any amount owed on this account, the Tenant agrees to pay any reasonable attorney's fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any returned payment.

4. Lease Consideration/Security Deposit. Upon execution of the Agreement, Tenant's base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in a sum equal to one month's base rent. Landlord may apply the security deposit to pay the cost of performing any obligation that Tenant fails to perform within the time required by this Agreement, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant must on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit will be returned to Tenant upon termination of this Agreement, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. Use. Tenant may use the Leased Premises for retail business and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant must, at its sole expense, promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including those of the Port of Brookings Harbor, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant must not create or maintain any nuisance or any objectionable fumes, noise, or vibrations while using the Leased Premises.

6. Equipment. Tenant may install in the Leased Premises only such equipment as is customary for the intended use and must not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or

communication equipment or exceptionally heavy articles. Any equipment installed by Tenant will remain Tenant's property and must be installed and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant must also be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus may be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware must be removed upon termination of this Agreement with the sign location restored to its former state unless Landlord elects to retain all or any portion thereof.

8. **Utilities and Services.** Landlord will furnish all utilities up to the Leased Premises and Tenant will be directly responsible for any and all electrical charges or fees for electrical service and must make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant must also make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant must comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Tenant is responsible for all waste generated by the business and disposal of the waste. Unless caused by Landlord's negligence or intentional act, the interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this Agreement. Landlord must take all reasonable steps to correct any interruption in service.

9. **Maintenance and Repair – Tenant's Obligations**

- a. Tenant is at all times during the term of this Agreement, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; excepting ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements. Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord does have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord will have no liability for interference with Tenant's use because of repairs and installations. Tenant will have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or other eviction of Tenant.
- b. Tenant will be responsible for any repairs necessitated by Tenant's breach of this Agreement or the negligent or intentional acts of Tenant, its agents, employees, and invitees, excepting repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.

- c. Tenant is responsible for all other repairs to the Leased Premises which Landlord is not required to make under Section 10 or Section 15.
- d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this Agreement, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law will be due and payable as additional rent to Landlord together with Tenant's next base rent installment.
- e. On the last day of the term hereof, or upon any sooner termination, Tenant must surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises will not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the Lease Commencement Date, in good operating condition.

10. Maintenance and Repair - Landlord's Obligations. The following will be the responsibility of Landlord:

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to a water supply and electricity.
- c. Repair and maintenance of existing exterior water, sewage, and electrical services up to the point of entry to the Leased Premises.
- d. Repair and maintain any structural element of the building that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.

11. Alterations. Tenant must not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, will at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this Agreement. Landlord will have the right to approve the contractor used by Tenant for any work on the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises.

12. Indemnity.

- a. Tenant may not allow any liens to attach to the Leased Premises or Tenant's interest in the Leased Premises as a result of its activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the

option in its sole discretion to require Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien. Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney's fees and costs relating to any such lien.

- b. Except as otherwise stated herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers or employees. Tenant must defend, indemnify and hold Landlord harmless from any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death was caused by the act, negligence, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees. Except as otherwise stated herein, Landlord will have no liability to Tenant because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph will survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring prior to such termination.

13. Insurance. During the term of this Agreement, Tenant must comply with the following insurance requirements:

- a. **General Liability.** Tenant must carry commercial general liability insurance at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2 million per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- b. **Property.** Tenant must carry property insurance against all risk of loss to any tenant improvement or betterments, at full replacement cost with no coinsurance penalty provision.
- c. **Workers' Compensation.** If Tenant has employees, Tenant must carry workers' compensation insurance as required by State law and Employer's Liability Insurance with limits of no less than \$1 million per accident for bodily injury or disease.
- d. **Excess Coverage.** If Tenant maintains broader coverage and/or higher limits than the minimums shown above, Landlord will be entitled to the broader coverage and/or the higher limits maintained by Tenant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage will be available to Landlord.

- e. **Additional Insureds.** The Port of Brookings Harbor, its officers, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement of the Tenant’s insurance (at least as broad as ISO Form CG 20 10).
 - f. **Certificates of Coverage.** Tenant must furnish certificates of insurance to Port's General Manager, P.O. Box 848, Brookings, Oregon 97415 certifying the existence of such insurance no later than five (5) days prior to commencement of this Agreement. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled, or reduced in coverage or limits or not renewed without fourteen (14) days advance written notice to the Landlord and Landlord’s agent, if any, and a renewal certificate must be furnished at least 14 days prior to the expiration of any policy.
 - g. **Primary Insurance.** The insurance required herein will be primary and without right of contribution from other insurance that may be in effect and without subordination. Any other insurance carried by the Landlord is excess. The insurance policies must be underwritten by a company licensed in the State of Oregon and carry a minimum Best’s rating of “A-VI” or better.
 - h. **Lapse of Policy.** If Tenant’s policies lapse or are canceled at any time during the term of this Agreement, Landlord will have the right to immediately terminate this Agreement. Tenant will be responsible to Landlord and must reimburse and hold Landlord harmless for any bodily injury, fire or property damage not covered by Tenant’s insurance.
14. **Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord will not be liable for injury to Tenant’s business or any loss of income therefrom or for damage to the goods, wares, merchandise or other property of Tenant, Tenant’s employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor will Landlord be liable for injury to the person of Tenant, Tenant’s employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other premises of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant. Landlord will not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.
15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable. In the event that major damage occurs without negligence or willful misconduct of Tenant or its employees, agents, or licensees, then either Landlord or Tenant may elect to terminate this Agreement by providing

written notice to the other party within thirty (30) days after the occurrence of the damage. If this Agreement is not terminated following major damage, or if damage occurs that is not major damage, Landlord must promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, will be the responsibility of the Tenant. Rent will be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.

16. **Waiver of Subrogation.** Tenant will be responsible for insuring its personal property and trade fixtures located on the Leased Premises and any alterations or Tenant improvements it has made to the Leased Premises. Neither Landlord nor Tenant will be liable to the other for any loss or damage caused by any of the risks that are or could be covered by a standard all risk insurance policy with the extended coverage endorsement, or for any business interruption. There may be no subrogated claims by one party's insurance carrier against the other party arising out of any loss.

17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this Agreement effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate will be that the portion of the Leased Premises taken must be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent will be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds will belong to Landlord, and Tenant will have no claims against Landlord or the condemnation award because of the taking.

18. **Assignment and Subletting.** This Agreement binds and inures to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant may not assign its interest under this Agreement or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision applies to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment may relieve Tenant of its obligation to pay rent or perform other obligations required by this Agreement and no consent to one assignment or subletting may be deemed consent to any further assignment or subletting. Tenant will pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney's fees.

19. **Default.**
 - a. Any of the following constitute a default by Tenant under this Agreement:
 1. Tenant's failure to pay rent or any other charge under this Agreement within ten (10) days after it is due, or failure to comply

with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision will be satisfied if Tenant commences corrective action within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this Agreement.

2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of this Agreement.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this Agreement is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.
6. If the Tenant fails to comply with any other requirements or obligations under this Agreement.

20. Remedies for Default. In case of default as described in Section 19 above, Landlord will have the right to the following remedies, which are intended to be cumulative and in addition to any other remedies provided under applicable law.

- a. Landlord may terminate the Agreement and reenter, retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to relet the Leased Premises will be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on property owned by Landlord. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.
- b. Landlord may recover all damages caused by Tenant's default, which include an amount equal to rent lost because of the default and all attorney's fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages will bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable through the remaining term of the Agreement. Such damages will be measured by the difference between the rent under this Agreement and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.
- c. Landlord may make any payment or perform any obligation that Tenant has failed to perform, in which case Landlord will be entitled to recover from

Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord will not waive Tenant's default.

21. **Regulations.** Landlord will have the right (but not the obligation) to make, revise, and enforce commercially reasonable regulations or policies consistent with this Agreement for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this Agreement. All such regulations and policies must be complied with as if part of this Agreement.
22. **Access.** During times, other than normal business hours, Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord will have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord will have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this Agreement, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in cases of emergency, such entry will be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.
23. **Notices.** Notices to the parties relating to the Agreement must be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this Agreement or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent will be payable to Landlord at the same address and in the same manner but will be considered paid only when received.
24. **Subordination.** This Agreement will be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this Agreement will be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances. Tenant must execute such documents as may reasonably be requested by Landlord or the holder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant will attorn to the purchaser or transferee and recognize it as the landlord under this Agreement, and, provided the purchaser

assumes all obligations hereunder, the Landlord (transferor) will have no further liability hereunder.

26. **Estoppel.** Either party will within twenty (20) days after notice from the other party execute, acknowledge and deliver to the other party a certificate reciting: whether or not this Agreement has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time will be conclusive upon the party of whom the certificate was requested that the Agreement is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this Agreement.
27. **Attorney's Fees.** In the event, any action, suit, or other proceeding is instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, the prevailing party will be entitled to an award of reasonable attorney's fees and costs of suit, including expert witness fees. In the event, any such action, suit, or other proceeding is appealed to any higher court or courts, the prevailing party will be entitled to an award of reasonable attorney's fees and costs for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney's fees and costs in the lower court, or courts.
28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this Agreement, Tenant is entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord will have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This Agreement and the attached exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this Agreement must be in writing and signed by both parties.
30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this Agreement may not be deemed a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.

31. Real Property Taxes.

- a. Payment of Taxes.** Tenant must pay all real and personal real property taxes, if any, applicable to Tenant's portion of the use and possession of the Leased Premises.
- b. Additional Improvements.** Tenant will be responsible for paying any increase in real property tax specified in the Tax Assessor's records and worksheets caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for use by Tenant.
- c. Definition of "Real Property Tax".** As used herein, the term "real property tax" includes any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.

32. Severability. The invalidity of any provision of this Agreement as determined by a court of competent jurisdiction, may in no way affect the validity of any other provisions herein.

33. Time of Essence. Time is of the essence with respect to the obligations to be performed under this Agreement.

34. Security Measures. Each party acknowledges that they have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes full responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained prevents Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

35. No Warranties. The Leased Premises are leased "as-is" and in their current condition as of the first day of the lease term. No warranties, express or implied, are provided by Landlord regarding the condition or fitness for purpose of the Leased Premises.

36. Parking. Landlord does not assign any specific parking spaces to Tenant under this Agreement. Tenant and Tenant's employees and invitees are permitted to use any un-restricted Port public parking areas.

37. Headings. The headings in this Agreement are for the convenience of the parties only and are not to be used in the interpretation of its provisions.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this Agreement as of the last date written below.

PORT OF BROOKINGS HARBOR, Landlord	HARBOR CORNER MARKET, LLC Tenant
Dated: _____	Dated: _____
By: _____ President, Richard Heap ATTEST: _____ Secretary/Treasurer Sharon Hartung	By: _____ Name: Steven Layne Its: Member / Owner
Mailing Address: P.O. Box 848 Brookings, OR 97415 Phone: 541-469-2218 Fax: 541-359-3999	Mailing Address: 1216 Moore St Apt 105 Brookings OR 97415 Phone: 541-251-3595 Fax :

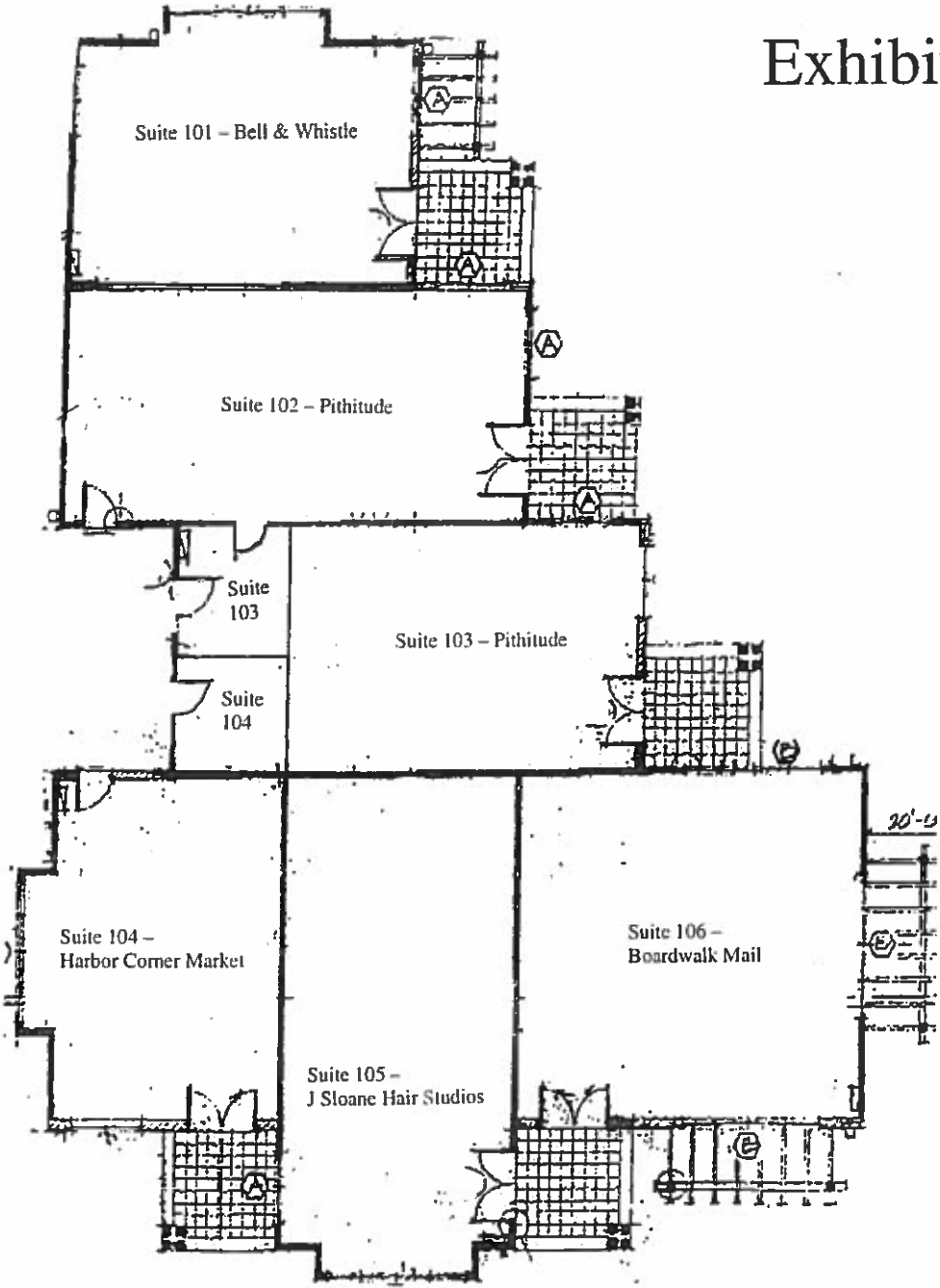
Exhibit "A"

Harbor Corner Market

Location at Port Retail Building 16340 Lower Harbor Road



Exhibit "B"



Building 1
16340 Lower Harbor Road

ACTION ITEM – B

DATE: February 21, 2024
RE: Remove Port Construction Fund, Resolution 2024-02
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The Port Construction Fund was made to track the construction costs for the RV Park Remodel Project as required by the loan documents.
- The project is completed, and the tracking of construction cost is no longer required.
- Removing unnecessary funds should be done to make accounting and auditing easier.
- A resolution is required to eliminate the fund.

DOCUMENTS

- Draft Resolution 2024-02, Eliminating Port Construction Fund, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Resolution 2024-02, Eliminating Port Construction Fund.

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

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE BOARD OF PORT COMMISSIONERS FOR
THE PORT OF BROOKINGS HARBOR ELIMINATING PORT CONSTRUCTION
FUND**

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

WHEREAS, the Port has completed the RV Park Remodeling Project; and

WHEREAS, the Port Construction Fund is no longer needed to track construction costs.

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

1. Eliminate Port Construction Fund.
2. Cash balance remaining in Port Construction Fund to be transferred to General Fund.
3. All previous Port Construction Fund adopted by resolution that conflict with this resolution is hereby repealed.

APPROVED AND ADOPTED and made effective the same day by the Board of Port Commissioners of the Port of Brookings Harbor this 21st day of February 2024.

ATTEST:

Richard Heap, President

Sharon Hartung, Secretary/Treasurer

ACTION ITEM – C

DATE: February 21, 2024
RE: June’s Regular Commissioner Meeting
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- This year June’s regular commissioner meeting date, June 19, falls on a Federal Holiday: Juneteenth.
- Port office will be closed on June 19 in observance of the Holiday. Board will need to change meeting date.

DOCUMENTS

- 2024 Regular Commissioner Meeting Dates, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve changing the June 2024 regular commissioner meeting date from Wednesday June 19 to Tuesday June 18.



Port of Brookings Harbor

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Notice of Public Meetings Board of Commissioners 2024 Regular Commissioner Meetings

The Port of Brookings Harbor Board of Director's will hold a Regular Meeting at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 on the third Wednesday of every month.

Meeting agenda and packet will be available on the Port website one week prior: www.portofbrookingsharbor.com. Zoom Meeting Access: Dial: 1 (253) 215 8782, Meeting ID: 833 7146 2484, Passcode: 76242024

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Posted November 16, 2023

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ACTION ITEM – D

DATE: February 21, 2024
RE: Appoint Budget Committee
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The Port has one vacancy on our Budget Committee.
- We advertised the vacancy on the Port website and in the Curry pilot.
- We received one application.

DOCUMENTS

- 2024 Budget Committee, 1 page
- Applicant, 1 page
- Budget Calendar, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Richard Contestabile for position #8 on the Port of Brookings Harbor Budget Committee, for a term of 3 years, ending on June 30, 2027.

2024
BUDGET COMMITTEE MEMBERS

Position	Name	3-Year Term Expires
Position 6	Al Cornell	2024
Position 7	Wayne King	2024
Position 8	Vacant	2027
Position 9	Gary Hartung	2026
Position 10	Brett Hester	2024



Application for Appointment Port of Brookings Harbor Budget Committee

Applicant's Name: RICHARD P. CONTESTABILE

Street & Mailing Address: 90318 [REDACTED] HARBOR OR 97415

Email: GAR [REDACTED]@ACM.ORG

Best Contact Phone Number: 767-245 [REDACTED] Cell Home

Preferred Method of Contact: Email Phone Both

Are you a Registered Voter in the Port District? Yes No

Please state your area of expertise and why you wish to serve on the Budget

Committee: BOAT OWNER, BROKER, REPAIRS FOR > 50 YRS.

Please note, this position is for a term of three (3) years and may require the attendance of day-time as well as evening meetings. Will cause any inconveniences or conflicts to your schedule? Yes No

Additional Comments: MY PLEASURE TO SERVE AGAIN.

Signature: *R Contestabile* Date: 1/8/2023

RECEIVED

Date Received: JAN 10 2024 Received by: *Lisa B Reynolds*



Port of Brookings Harbor

This Institution is an Equal Opportunity Provider

Budget Calendar for Fiscal Year 2024 / 2025

1.	Appoint Budget Officer	January 17, 2024 (During regular meeting at 2pm)
2.	Appoint Budget Committee	February 21, 2024 (During regular meeting at 2pm)
3.	Proposed Budget Completed & Available	April 8, 2024 (Monday)
4.	Publish 1 st Notice of Budget Committee Meeting (Newspaper & Website)	April 24, 2024 (Wednesday)
5.	Publish 2 nd Notice of Budget Committee Meeting (Newspaper & Website)	May 1, 2024 (Wednesday)
6.	Budget Committee Meeting	May 7, 2024 (Tuesday at 10am)
7.	Publish Notice of Budget Hearing Meeting (Newspaper & Website)	June 5, 2024 (Wednesday)
8.	Budget Hearing Meeting	June 18, 2024 (Tuesday during regular meeting at 2pm)
		Enact Resolutions to adopt Budget & Tax Rate
9.	Submit Tax Certification Documents	By July 12, 2024
10.	Send Copy of all Budget Documents to County Clerk	By September 27, 2024

ACTION ITEM – E

DATE: February 21, 2024
RE: Soil Disposal Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The Port is required to provide FEMA with the locations of where construction generated material from the PW-189 Dredging Project has been deposited.
- Testing of the dredge sediment material has shown that it meets the requirements for upland disposal or “clean fill”, in other words “beneficial use”.
- ODEQ requires that the Port must provide information to the recipient of the material with written documentation that identifies the:
 - Type of material.
 - Type and concentration of hazardous substances if known.
 - Approved beneficial uses.
 - Any conditions that apply under this rule.
- This agreement will provide documentation needed for the recipient and for the Port.
- The owner of the property receiving the soil is responsible for acquiring the proper federal, state, and local permits.

DOCUMENTS

- Draft Soil Disposal Agreement, 3 pages
- FEMA Exhibit A – 189, 2 pages
- Soil Testing Summary Report, 3 pages
- ODEQ Division 93 Solid Waste: General Provisions 340-093-0270, 2 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Soil Disposal Agreement Form.

AGREEMENT BETWEEN A CONTRACTOR / PORT WORKING ON PORT FACILITIES AND REAL PROPERTY OWNER FOR DISPOSING SOIL SUITABLE FOR ANY USE ON OWNERS PROPERTY.

The Port / Contractor, _____ (Contractor), has entered into an Agreement with Federal Emergency Management Agency (FEMA) / Oregon Emergency Management (OEM) Project Worksheet (PW) 189 for the work to dredge Basins 1 and 2.

The owner, _____ (Owner), of the real property (Property) located at (for example, address, location, county, and parcel numbers(s), offsets, and other property location information)

Street Address

City State Zip Code

County Parcel Number(s)

agrees to allow the Port / Contractor to dispose on the Owner's Property approximately _____ cubic yards of soil generated from dredging Basins 1 and 2.

The Owner or Contractor acknowledges receipt of the soil test summary report.

The Owner or Contractor acknowledges that they have been informed, or otherwise apprised, of all restrictions, laws, and permit requirements associated with the transporting and placement of the soil on the Property and agree to abide by such. These laws include but are not limited to:

- ODEQ Chapter 340 Division 93 Solid Waste: General Provisions "OAR 340-093-0270 Standing Beneficial Use Determinations".

The Contractor and Owner agree to abide by all federal, state, and local regulations prior to placing soil on the Property.

The Owner and Contractor agree that the soil will be transported, deposited, and left in a manner that will not cause injury or harm to any person or property. If injury or harm does occur to any person or property, or should any environmental impacts or litigation arise a result of the excavation, removal, transportation, deposition, or from the final form in which the Property is left, the Owner and Contractor agrees to indemnify, defend, protect, and hold harmless the Port in any action in law.

The Owner acknowledges that the Contractor is not authorized to make any representations or agreements on behalf of the Port. The Owner and Contractor agree that the Port is released from any and all obligations to the Owner made by the Contractor under this agreement as well as any prior agreements made between the Port and Owner.

The Owner and Contractor acknowledge that they have had the opportunity to receive independent legal advice with the respect to the meaning, implications, and advisability of entering into and executing this agreement.

PROPERTY OWNER (Print Name)	SIGNATURE	DATE
CONTRACTOR REPRESENTATIVE (PRINT NAME)	SIGNATURE	DATE
PORT OF BROOKINGS HARBOR (PRINT NAME)	SIGNATURE	DATE



OAR 340-093-0270 Standing Beneficial Use Determinations

Solid Waste	Beneficial Use	Conditions on Use
(a) Asphalt pavement or asphalt grindings from road projects	As asphalt and aggregate in new asphalt pavement or as fill within road prisms	Asphalt grindings must be compacted when used within road prisms
(b) Asphalt shingle waste from roof tear-offs and manufacturer scrap	As asphalt binder in asphalt mixtures	The waste does not contain asbestos or other non-asphalt shingle materials from roof tear-offs, such as nails, metal flashing, paper, or wood waste
(c) Dredged sediment approved by the department's water quality program for unconfined in-water placement based on chemical screening	Non-residential construction fill, surcharge, utility trench fill, or roadbase; habitat improvement, beach nourishment or other similar uses	A person using the material must submit a report to the Department in accordance with section (4) of this rule
(d) Dredged sediment not approved by the department's water quality program for in-water placement	Non-residential construction fill, utility trench fill, or roadbase	Concentrations of hazardous substances are below the higher of Department-approved human health occupational risk-based screening levels or naturally occurring background; placed where it will not be in contact with or adversely impact waters of the state; covered in a manner that minimizes exposure to ecological receptors; and a person using the material must submit a report to the Department in accordance with section (4) of this rule
(e) Foundry sand produced by iron, steel, or aluminum foundries	As aggregate in asphalt mixtures, concrete, Portland cement, or masonry mortar	None specified beyond the requirements of this rule
(f) Foundry sand produced by iron, steel, or aluminum foundries	Non-residential construction fill, utility trench fill, or roadbase	Concentrations of hazardous substances are below the higher of Department-approved human health occupational risk-based screening levels or naturally occurring background; placed where it will not be in contact with or adversely impact waters of the state; covered in a manner that minimizes exposure to ecological receptors; and a person using the material must submit a report to the Department in accordance with section (4) of this rule



OAR 340-093-0270 Standing Beneficial Use Determinations

Solid Waste	Beneficial Use	Conditions on Use
(g) Soil from cleanup sites	Non-residential construction fill, utility trench fill, or roadbase	Concentrations of hazardous substances are below the higher of Department-approved human health occupational risk-based screening levels or naturally occurring background; placed where it will not be in contact with or adversely impact waters of the state; covered in a manner that minimizes exposure to ecological receptors; the use is approved through Department Cleanup or Tanks Program cost recovery oversight; and a person using the material must submit a report to the Department in accordance with section (4) of this rule
(h) Soil from petroleum cleanup sites	As aggregate in asphalt mixtures	Petroleum contamination from releases of heating oil or motor fuel only
(i) Steel slag	As aggregate in asphalt mixtures, concrete, or Portland cement	None specified beyond the requirements of this rule
(j) Street sweeping fines	Spill response absorbent	After use of the waste a hazardous waste determination must be conducted and the material disposed at an appropriate permitted disposal site
(k) Street sweeping sand from winter storm applications	Road sanding	Swept up within 6 months of application or being re-exposed on the road after snowmelt; and the sand is separated from the street sweepings
(l) Wood-derived bottom ash, boiler rock, or clinkers, including rock, sand, dirt, and fused wood ash, from wood and wood waste fired boilers	As aggregate in asphalt mixtures, concrete, or Portland cement	None specified beyond the requirements of this rule

EXHIBIT A – 189

Information Required by 2 CFR 200.331(a)(1)

Federal Award Identification

1. Subrecipient* Name (which must match the name associated with 2. Below): Port of Brookings Harbor
2. Subrecipient’s Unique Entity Identifier (i.e. DUNS number): ZE7HXF6P4Y54
3. Sub-award Period of Performance Start and End Date: 5/2/19 to 11/2/2019
4. Total Amount of Federal Funds Obligated by this Agreement: \$1,835,303.98
5. Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement**: \$2,784,610.58
6. Name of pass-through entity, and contact information for awarding official of the Pass-through entity:
 - (a) Name of pass-through entity: Oregon Office of Emergency Management
 - (b) Contact Information for Awarding Official of the pass –through entity: Andrew Phelps
7. Federal Award:
 - (a) Federal Award Identification Number (FAIN): DR-4432-OR
 - (b) Disaster Declaration Date: 5/02/19
 - (c) Incident Period: 2/23-26/19
 - (d) Federal Award Date: 2/16/2023
 - (e) Total Amount of Federal Award committed to the Subrecipient by the pass-through entity: \$2,784,610.58
 - (f) Federal Awarding Agency: FEMA _____
 - (g) CFDA Number and Name: Public Assistance Grant, 97.036
Amount: \$2,784,610.58
 - (h) Indirect Cost Rate: 0 _____
 - (i) Is Award Research and Development? Yes X No

*For the purposes of this Exhibit F, “Subrecipient” refers to SUBRECIPIENT and “pass-through entity” refers to the State of Oregon, Office of Emergency Management.

**The total amount of federal funds obligated to the Subrecipient by the pass-through entity is the total amount of federal funds obligated to the Subrecipient by the pass-through entity during the current [federal][state] fiscal year.

Federal Emergency Management Agency
 Project Application Grant Report (P.2)
 Disaster: FEMA-4432-DR-OR

Number of Records: 1

Applicant ID: 015-UIZ5Q-00
 Bundle # : PA-10-OR-4432-PW-00189(197)

Applicant: PORT OF BROOKINGS HARBOR

PW #	Cat	Fund Code	Cost Share	Projected Completion Date	Approved PW Amount (\$)
PA-10-OR-4432-PW-00189(0)	A	06	N	11-02-2019	2,447,071.97

Facility Number: 1

Facility Name: Damage #1252408; Sedimentation Deposits at Port Basins

Location: throughout Port of Brookings Harbor
 1252408 Sedimentation Deposits at Port Basins

Work to be completed

The applicant will utilize contract and (or) force account for debris removal throughout Port of Brookings Harbor. Heavy rainfall caused excessive sediment to be deposited into the Harbor from multiple sources including Chetco River.

Basin 1 (Area 1): GPS: 42.047100 -124.266320 through 42.044540 -124.264010

A. Remove 19,000 CY of Sedimentation (Sand/Soil/Mud) from Waterway

Basin 2 (Area 4): GPS: 42.051160 -124.268380 through 42.050390 -124.268140

A. Remove 19,000 CY of Sedimentation (Sand/Soil/Mud) from Waterway

Work to be Completed Total: \$ 2,447,071.97

Project Notes:

- All site estimates for work to be completed were generated using RS means. See document labeled: "SP 686232 Cost Estimate.xlsx."
- Final disposal of construction generated material is expected to be deposited at a licensed landfill. Any final / revised location(s) will be provided by Applicant.
- All equipment will be staged within the Applicant's previously disturbed area, with no new ground disturbance associated with this project.
- All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the designed width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g., a new pit, agricultural fields, road ROWs, etc.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a subrecipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.
- Applicant has not initiated consultation with USACE or appropriate Oregon State agency for consultation concerning work in and around a waterway. See Grants Manager Development Guide - Question #6.

Scope of Work:

1 PW	PWs (\$)	Subgrantee Admin Exp. (\$)	Total (\$)
Amount Eligible (\$)	2,447,071.97	0.00	2,447,071.97
Federal Share (\$)	1,835,303.98	0.00	1,835,303.98



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emc@emcengineersscientists.com; <http://www.emcengineersscientists.com>
- Engineers/Scientists, LLC

2/06/24

Travis Webster, Port Manager
Gary Dehlinger, Project Manager
Port of Brookings Harbor,
16330 Lower Harbor Rd., 97415

Introduction

The following is a summary of the most recent Sediment Characterization Report, produced by EMC-Engineers/Scientists, LLC (EMC), used in this report to discuss the suitability of those sediments for upland disposal.

A sediment quality study was conducted in December 12, 2021 to support maintenance dredging of the Port of Brookings Harbor, Basins 1, 2 and the Ice House inlet. The Port of Brookings Harbor submitted a final Sampling and Analysis Plan (SAP) in June of 2021, which outlined the proposed dredge areas containing approximately 120,000 yd.³ of sediments. The estimates were derived from a hydrographic survey conducted by EMC-Engineers/Scientists, LLC in 2019. This Sediment Characterization Report (SCR) describes the results of field sampling activities and sediment chemistry carried out according to the methods and analysis set forth in the previously submitted and revised per the Portland Sediment Evaluation Team (PSET) stipulations seen in the SAP. The sediment samples collected during the 12/12/21 sampling event called for three DMMU's, represented by a dredge prism (DP) composite sample and a post-dredge surface (PDS) composite sample, which were collected and submitted for analyses. The PSET placed a "moderate" ranking on the Port of Brookings Harbor basins, and so the SEF regency guidelines require sediment sampling and analyses every five years. The proposed dredge prism volume is 120,000 yds³ represented by three DMMU's. As was demonstrated by the conclusions of the SCR, this ranking assumption is confirmed by the laboratory analytical results.

Physical and Chemical Testing Results

A summary of the DP & PDS results are presented below¹.

Physical Testing Results²

Silts are the predominate sediments at the Port of Brookings Harbor (60% total sediment recovered). Please see the attached Grain Size Analyses spreadsheet. Total solids averaged just over 69%, with a total volatile solids fairly low at just under 4.9%.

¹ Laboratory results will be provided as authorized by the Port Staff (Travis Webster, and Gary Dehlinger)

² *IBID*



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Chemical Testing Results³

This section compares sediment chemistry testing results with SEF (USACE's Sediment Evaluation Framework) screening levels to assess the suitability of the dredge material for upland disposal. It is noted that none of the analytes detected exceeded their corresponding screening levels. Metals were detected in the sediment at well below SEF limits.

Tributyltin (TBT) was detected in the sediment sample 121221-POBH-C-DP above the SEF SL limit of 73 ug/Kg. The three archived sub-samples were analyzed from TBT and all were found to be well below the SEF SL limit.

The total chlordanes exceeded the SEF limit of 2.8 ug/Kg in two samples 121221- POBH-B-PDS and 121221-POBH-C-PDS. The three sub-samples for these two composites were then analyzed for the chlordane compounds. All six subsamples showed a U flag, non-detect level, on all five of the compounds. However, sub-samples ARC-C-2-PDS and ARC-C-3-PDS have MDL values that are over the SEF SL limit and the highest MDL is the value to be reported. According to Luke Rahn, project manager from the ALS laboratory, the low level of total percent solids in these samples, 52.7% and 57.9% respectively, and has elevated the MRL/MDL levels in these two samples.

No detections of semivolatile organics and other organics exceeded their SEF screening levels. It is noted that the SQL is listed in Table 5.1 of the 2018 SEF as 2.0 µg/kg. The lab RL is 1.9.

Pesticides or PCBs were non-detections in the sediment.

TPH – Diesel values ranged from 32 mg/L to 350 mg/L among these composite samples.

Evaluations with Respect to Out-of-Water Placement

It must be first be understood that the concerns RE contaminant concerns that are outlined in the SEF are referring to in-water sediments, driven primarily by toxicities to aquatic species.

An evaluation of the suitability of out-of-water sediments (soils) is guided by the values provided within the Oregon ODEQ's Risk-Based tables⁴.

³ Laboratory results will be provided as authorized by the Port Staff (Travis Webster, and Gary Dehlinger)

⁴ Oregon environmental cleanup law and regulations require a risk-based approach for assessing and managing environmental contamination. Applicable regulations: Releases of hazardous substances including petroleum under the state's hazardous substance remedial action rules (OAR 340-122-0100 through 340-122-0115). Cleanup of petroleum releases from regulated underground storage tanks under Oregon cleanup rules for Leaking Petroleum Underground Storage Tank Systems (Oregon Administrative Rules 340-122-0205 through 340-122-0260).



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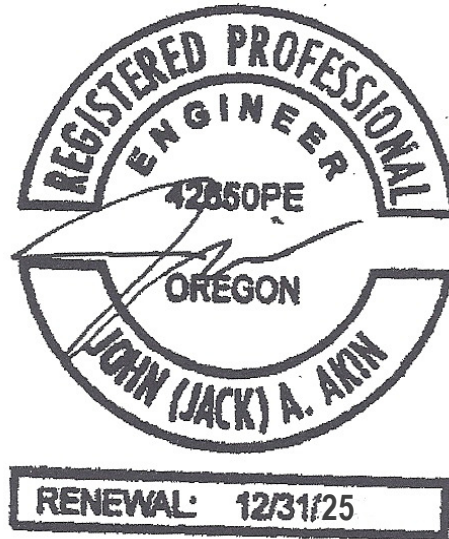
The individual constituents values for contaminant media (soils and vapor intrusion) have been compared by EMC to the values within the SCR for all applicable exposure pathways (dermal contact, ingestion, inhalation) for all potential receptors scenarios (residential, urban, commercial, construction worker, excavation worker).

Conclusion

We conclude accordingly that the sediments that may be dredged from Basin 1, Basin 2 and the Ice House Inlet are suitable for all out-of-water placement.

Sincerely

Jack (John) Akin, MS, PE, IC, HMS, CAI
EMC-Engineers/Scientists, LLC



Chapter 340

Division 93

SOLID WASTE: GENERAL PROVISIONS

340-093-0270

Standing Beneficial Use Determinations

A person may manage solid waste according to a standing beneficial use determination listed in section (5) without contacting the Department's Solid Waste Program for approval if the person complies with the requirements of this rule.

(1) A person managing solid waste as a standing beneficial use must:

(a) Manage the material until the time it is used for its approved beneficial use, including any storage, transportation, or processing, so as to prevent releases to the environment or nuisance conditions;

(b) Use the material consistent with applicable engineering standards, commercial standards, and agricultural or horticultural practices;

(c) Ensure that hazardous substances in the material meet one of the criteria in this subsection,

(A) Do not significantly exceed the concentration in a comparable raw material or commercial product,

(B) Do not exceed naturally occurring background concentrations, or

(C) Will not exceed acceptable risk levels, including evaluation of persistence and potential bioaccumulation, when managed according to a beneficial use determination;

(d) Ensure the use does not result in the increase of a hazardous substance in a sensitive environment; and

(e) Use the material in compliance with applicable federal, state, and local regulations.

(2) A person who supplies a solid waste to another person for a beneficial use must provide information to the recipient of the material through written documentation, labeling, or other means that identifies the:

(a) Type of material;

(b) Type and concentration of hazardous substances if known;

(c) Approved beneficial uses; and

(d) Any conditions that apply under this rule.

(3) At the request of the Department, a person managing a solid waste according to a standing beneficial use determination must provide information sufficient to demonstrate the material and use comply with this rule.

(4) A person beneficially using a solid waste must submit a report to the Department for any material managed within a calendar year for those solid wastes listed in section (5), subsections (c), (d), (f), and (g), which involve the direct land application of solid wastes that contain hazardous substances exceeding clean fill criteria. Reports must include: material characterization, the type and concentration of hazardous substances, the beneficial use, volume used, and location of land application.

(5) Standing beneficial use determinations: [NOTE: View table by clicking on link below.]

[ED. NOTE: To view attachments referenced in rule text, click here for PDF copy.]

Statutory/Other Authority: ORS 459.045, 459.215, 459.235, 459.A025 & 468.065

Statutes/Other Implemented: ORS 459.045, 459.215 & 459.235

History:

[DEQ 13-2019, amend filed 05/16/2019, effective 05/16/2019](#)

[DEQ 49-2017, minor correction filed 12/18/2017, effective 12/18/2017](#)

[DEQ 4-2010, f. & cert. ef. 5-14-10](#)

[Please use this link to bookmark or link to this rule.](#)

ACTION ITEM – F

DATE: February 21, 2024
RE: Delinquent Account Write Off Request
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: April Walker, Office Manager

OVERVIEW

- Delinquent accounts are reviewed and written off per Resolution 478. The Port Manager has the authority to write off delinquent accounts below \$1,000 and submit them to a collection agency if we find the accounts unretrievable. Any amount over \$1,000 requires Board action.
- I have prepared a summary account, and attached for your review, on Naphtali Daniels. The Port has exhausted all attempts to contact, and retrieve amounts due. Requesting to move forward sending account to collections, and proceed with litigation if the collection agency requests to do so.

DOCUMENTS

- Delinquent Account Write Off Request, 2 pages (Daniels, Naphtali \$4,692.19)
- Balance Summary, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve delinquent account write off amount of \$4,692.19 from accounts receivable, submit the amount to Port collection agency, and proceed with litigation if necessary.



Delinquent Account Write Off Request

Customer: Daniels, Naphtali (Nat)

Amount Owed: \$4,692.19 Date: 2/21/2024

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

Notes and timeline of collection attempts on the account of Nat Daniels, F/V Linda Jean:

- Mr. Daniels Annual Moorage expired on January 24, 2023. He had 30 days to renew the moorage.
- On February 28th, the Port sent a Termination of Moorage Letter for failure to renew within the allotted time. Upon receiving a Termination, customers must remove their vessels within 30 days to avoid them being seized by the Port, and their fees automatically revert from the annual rate to a monthly rate.
- Mr. Daniels informed the port office that he had put the boat up for sale, and that he planned to have the buyer take over the moorage; he was told that must happen before March 28th following our termination procedures. He asked to pay monthly until the sale was finalized.
- Mr. Daniels paid for monthly moorage through March 25th while continuing to tell the port office that he had a buyer lined up for the boat.
- On April 1st, Mr. Daniels informed the port office that his buyer fell through, but that he intended to move the boat to Port of Gold Beach. He asked us to continue billing him monthly until he could move the boat when the weather would allow.
- On April 27th, Mr. Daniels stated he would come to the office the following day to pay the March-April monthly invoice and that he has a potential new buyer. The port office attempted to reach him by phone four times when he did not come to pay on April 28th like he said he would. At this time, all mail being sent to Mr. Daniels' post office box has been returned.
- On May 24th, Mr. Daniels called and stated that he had a new buyer, and that person would be coming in to pay the April-May, and May-June, invoices on his account. He was told that the invoices are his responsibility. He assured the office again that he had a buyer and wanted to continue paying monthly until the sale was finalized.
- Following office protocol, a 90-day overdue notice was issued on October 1st. Calls and messages to Mr. Danieles are not being returned. All mail being sent to Mr. Daniels' post office box and home/street address are being returned.
- On October 25th, the Office Manager reached Mr. Daniels by phone and explained that if we did not receive payment for past due moorage, we would begin the seizure process of his vessel. He informed me that he is low on funds, just had surgery, is choosing to "start over" and let the boat go.
- Following office protocol, a Demand for Payment was sent to all known addresses on file for Mr. Daniels, this notice allowed him 10 days to pay before the seizure process began. All mail was returned as undeliverable from the post office.
- On November 3rd, the seizure process was started by the Office Manager, notifying the Marine Board and the owner of the vessel. Mr. Daniels had 10 days to respond to the pre-seizure notice.

- November 14th, after no response from Mr. Daniels regarding the pre-seizure notice, following Marine Board procedures, the vessel was hauled out and seized by port staff. At this point, Mr. Daniels could still reclaim his vessel, if he paid all fees owed to the port and had it removed from port property, within 30 days.
- December 14th, after no response from Mr. Daniels regarding the seizure notice, the title of his property vests in the port. Port staff will demolish and haul the boat for disposal on the next day weather allows for demolition, and a truck is available for hauling it to Curry Transfer and Recycling.
- On January 8th, 2024, the “Linda Jean” was disposed of, and trucked to Curry Transfer and Recycling.
- Mr. Daniels owes for Monthly Moorage fees that went unpaid, Finance Charges, Disposal of the boat, and trucking fees to Curry Transfer and Recycling.

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$4,692.19**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$4,692.19**

Other Agreement/Terms as presented and approved. Customer balance is \$4,692.19

Authorized / Attached Minutes

Date

Port of Brookings Harbor
Account Balance Summary for Naphtali Daniels

All Transactions

Daniels, Naphtali F/V LINDA JEAN

Type	Date	Num	Memo	Due Date	Open Balance
Invoice	04/25/2023	20230727	Rec Monthly Moorage - B2, P14 - 4/25/23 - 5/25, 04/25/2023		508.00
Invoice	05/25/2023	20230864	Rec Monthly Moorage - B2, P14 - 5/25/23 - 6/25, 05/25/2023		508.00
Invoice	06/26/2023	20231048	Rec Monthly Moorage - B2, P14 - 6/25/23 - 7/25, 06/26/2023		508.00
Invoice	07/25/2023	20231289	Rec Monthly Moorage - B2, P14 - 7/25/23 - 8/25, 07/25/2023		540.80
Invoice	08/25/2023	20231777	Rec Monthly Moorage - B2, P14 - 8/25/23 - 9/25, 08/25/2023		540.80
Invoice	09/25/2023	20231778	Rec Monthly Moorage - B2, P14 - 9/25/23 - 10/2, 09/25/2023		540.80
Total Due for Moorage					3,146.40
Invoice	05/31/2023	FC 1686	Finance Charge	05/31/2023	9.02
Invoice	06/30/2023	FC 1753	Finance Charge	06/30/2023	15.04
Invoice	07/31/2023	FC 1770	Finance Charge	07/31/2023	23.31
Invoice	10/03/2023	FC 1804	Finance Charge	10/03/2023	116.62
Total Due for Finance Charges					163.99
Invoice	01/08/2024	20240219	Disposal of Linda Jean (Naphtali Daniels)	01/08/2024	1,156.80
Invoice	02/01/2024	20240220	Hauled Boat "Linda Jean" To CTR	02/01/2024	225.00
Total Due for Disposal of Vessel Post-Seizure					1,381.80
Total Amount Due					4,692.19

Total Daniels, Naphtali F/V LINDA JEAN

TOTAL

ACTION ITEM – G

DATE: February 21, 2024
RE: Annual Jog Your Memory Fun Run, Sponsorship Opportunity
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Azalea Gardens Senior Living Center is looking to host an annual color run to raise funds for the Alzheimer’s Association. Last year they hosted this event at Azalea Park and want to expand the event this year.

DOCUMENTS

- Request Email, 2 pages
- Event Application, 7 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to



Danielle King <danielle@portofbrookingsharbor.com>

Letter to Board of Commissioners for JYM: Color Run

1 message

Sarah Dodson <sarah.dodson@agingways.com>
To: Danielle King <danielle@portofbrookingsharbor.com>

Mon, Feb 12, 2024 at 3:36 PM

Dear Board of Commissioners,

I am Sarah Dodson, the Community Relations Director for Azalea Gardens Senior Living, Monarch Gardens Memory Care, and Shore Pines Senior Living. We are excited to announce that we will be hosting our 2nd Annual Jog Your Memory: Color Run on September 7th at the Port of Brookings Harbor. This event is a fundraiser for the Alzheimer's Association, aimed at spreading awareness and raising donations. Last year, we raised over \$15,000, and this year, we are hoping to surpass that amount!

We would like to extend an invitation to the Port of Brookings Harbor to sponsor our event by donating the fee for the event. In return, the Port of Brookings Harbor will receive publicity such as posters, promotions, t-shirts, social media mentions, and more, just like our other signature sponsors. We believe that partnering with the Port of Brookings Harbor will help us reach a wider audience and raise more funds for this important cause partnered with our 3 senior living communities, Curry Chamber of Commerce and Insider Events, I believe we can make a huge difference and raise awareness on such an important issue!

We hope that the Port of Brookings Harbor will consider our invitation to sponsor Jog Your Memory: Color Run and help us make this year's event a huge success. Thank you for your time and consideration. Please reach out to me anytime! (530) 691-2988 😊

Sincerely,



755 Elk Drive Brookings, OR 97415
azaleainfo@agingways.com
(541) 469-7182



984 Parkview Drive Brookings, OR 97415
monarchinfo@agingways.com
(541) 469-6817



93975 Ocean Way Gold Beach, OR 97444
shorepinesinfo@agingways.com
(541) 247-0333

Sarah Dodson

Community Relations Director

Cell: [530.691.2988](tel:530.691.2988)

Fax: [541.930.5458](tel:541.930.5458)

Email: sarah.dodson@agingways.com



Port of Brookings Harbor

This Institution is an Equal Opportunity Provider

Port of Brookings Harbor Event Permit and Use Agreement

This Event Permit and Use Agreement ("Agreement") is made this 22 day of January, 2024, by and between the Port of Brookings Harbor, an Oregon special district ("POBH") and:

Organization: Monarch Gardens, Azalea Gardens, Shore Pines.

Address: 984 Parkview Dr. Brookings, OR 97415

Responsible Person: Sarah Dodson

Phone: (530) 691-2988 Email: sarah.dodson@agingways.com

hereinafter referred to as "Permittee," for a non-assignable permit to use and occupy that portion of the Port of Brookings Harbor property described herein below:

Activity: JYM: Color Run Location: Port of Brookings Harbor

Usage Date(s): 9/7/24 to 9/7/24 Usage Times: 8 am/pm to 6 am/pm

Insurance Company: State Farm Policy No.: _____

I. PERMIT TO USE

A. Event Permit. On the terms and conditions set forth below, the POBH Board of Commissioners grants to Permittee, its employees, agents, contractors, and invitees a permit to use and occupy the following facilities ("Event Permit") at POBH described as (check box for one or more facilities):

Port of Brookings Harbor Permit Fees

<input checked="" type="checkbox"/>	Area	Rate Per Day	# of Days	Total
	Boardwalk	\$700.00/Day		\$
	Saturday Market	\$12.00/Vendor		\$
	Car Shows	\$6.50/Vehicle		\$
	Other:			\$
	TOTAL PERMIT FEE			\$

Use of POBH facilities or grounds for events outside of any of the above-listed facilities is not permitted. Unless otherwise specifically stated herein, Permittee's permit to use the POBH facilities is non-exclusive. The POBH facilities to be used by Permittee are hereinafter referred to as the "Premises."

- B. Payment of Use Fees.** Permittee agrees to pay the POBH for use of the Premises in amounts as follows:
- 1. Deposit.** A non-refundable deposit in the amount of 50% of total permit fee, must be delivered to the POBH office by _____, along with two signed copies of this Agreement. A fully executed copy of this Agreement will be returned to Permittee.
 - 2. Balance.** The remaining balance of the permit fee, required general liability insurance policy certificates (including alcohol insurance, if applicable), documentation of Fire Marshal approval, fire safety sign-off sheet, equipment list and setup information, and marketing information must be delivered to the POBH office at least 60 days prior to the event date.
- C. Cancellations.** Permittee may not cancel or otherwise terminate this Agreement without the express written consent of the Manager of the POBH. If cancellation is made at least 60 days prior to the scheduled event, the deposit stated in this Agreement will be refunded. No refunds will be given if cancellation is made in the 60 days prior to the event. POBH may cancel this Agreement upon 30 days' written notice to Permittee. In the event POBH cancels the Agreement, a full refund will be given to Permittee.
- D. Event Hours.** Event hours, including setup and tear down are limited to between 8:00 a.m. and 10:00 p.m. each day. Additional hours outside of these pre-approved hours requires the pre-approval of the Manager of the POBH. Even if additional hours are authorized, music and amplified sound is prohibited after 10:00 p.m. in any outdoor area.
- E. Expiration.** Unless, otherwise approved by the Manager of the POBH, the Event Permit expires at 10:00 p.m. on the last day of the permit.

II. USE OF THE PREMISES

- A. Permitted Use.** Permittee is granted the Event Permit for the following event:

Jog Your Memory - Color Run 2024
hereinafter referred to as the "Event." The Event will include the following specific activities ("Activities"):

- Color Run
- Music
- Food/Drinks
- Local Vendors
- _____
- _____
- _____
- _____

The Premises may only be used for the Event and Activities, and for setup, cleanup, and other actions incidental thereto, and for no other purpose.

- B. Water Activities.** Water-based activities in the harbor basins require Coast Guard, Oregon State Marine Board, County Sheriff and Harbor Fire Department notifications and/or permits. Permittee must submit proof of notifications and/or copy of permits to the POBH office at least 30 days prior to the first day of the Event.
- C. Fireworks.** Fireworks on Port property require all regulatory permitting and notifications from state and federal agencies. Permittee must submit proof of notifications and/or copy of permits to the POBH office at least 30 days prior to the first day of the Event.
- D. Access to Facilities.** Access to POBH facilities will be made available through the POBH staff. Keys will be furnished only in extraordinary circumstances.
- E. Alcohol.** No alcohol is allowed in any building or on the property of the POBH, including the parking areas, without the express written consent of the Board of Commissioners. For those Events where consent has been given, Permittee must provide, at its own expense, a licensed server. A copy of the server's OLCC license must be provided to the Manager of POBH prior to Permittee's event. Permittee is solely and wholly responsible to ensure that all OLCC rules and regulations are followed. The Permittee will be required to supply the POBH with proof of liquor liability insurance, stand location(s), security plan, signage, and a copy of the OLCC permit no later than one week prior to the event. The Permittee will bear the sole responsibility for costs of security and identification checks. Patrons and guests are strictly prohibited from bringing bottles, cans and alcoholic beverages onto POBH property.
- F. Road Closures.** County road detours or road closures must be approved by Curry County. Permittee must submit proof of road closure permit to the POBH office at least 30 days prior to the first day of the Event. If Port property is used for traffic detours, Permittee is required to submit a traffic detour plan to the POBH office for approval at least 60 days prior to the first day of the Event.
- G. No Marijuana.** Marijuana items are not allowed in any building or on the property of POBH, including the parking areas. "Marijuana items" means and includes marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts.
- H. Defacement of Buildings or Boardwalk.** Permittee must not injure, mar or in any manner deface the Premises, or drive or permit to be driven any nails, hooks, tacks, staples or screws in any part of the Premises, or make or allow to be made any alteration of any kind therein. If the Premises are damaged by the intentional act or negligence of Permittee or any person admitted to the Premises by Permittee, Permittee will be responsible for the cost to restore the Premises to its original condition. Permittee assumes full responsibility for the acts and conduct of all persons admitted to the Premises by Permittee and agrees to have on hand at all times sufficient security personnel to maintain order and protect persons and property.
- I. Damage to Facilities.** No tape, staples, nails, etc., may be used on the POBH Boardwalk, buildings or equipment. Only painter's masking tape approved by the Manager of POBH may be used. Permittee must supply its own painters' masking tape. No weight-bearing (tire) equipment is allowed on Boardwalk.
- J. Seating Capacity.** Permittee must not admit to the Premises a larger number of persons than can safely and freely move about, and the decision of the Manager of POBH in this respect will be final. Permittee must not allow chairs or movable seats to be placed in passageways and agrees to keep passageways clear at all times.
- K. Signs and Posters.** Permittee may not place any sign, advertisement, post or other material or card ("sign") on any part of the Premises except in locations approved by the Manager of POBH. Only signs related to the Event will be approved. Signs may be placed only for such period of time as approved by the Manager of POBH. The Manager of the POBH may remove or ordered remove any sign that is not compliant with this paragraph. All approved signs must be removed by Permittee immediately after the Event. Failure to remove said signs will result in a \$50.00 per day charge until such items are removed. The use of adhesive tape or staples for the attachment of such materials to surfaces at POBH is prohibited, except on designated bulletin board areas.

- L. Hazardous Materials.** Permittee may not, without the written consent of the Manager of the POBH, operate any engine, motor or machinery on the Premises or use oils, burning fluids, camphene, kerosene, propane, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the Premises.
- M. Animals.** It is the responsibility of the Permittee to ensure that all animals are controlled safely and responsibly. Dogs must be on a leash at all times. Owners are expected to clean up after their animals and deposit waste/manure in designated areas. Horses, llamas and cattle are prohibited from the lawn areas except when prior authorization has been given by the Manager of the POBH.
- N. Security.** The Manager of the POBH, in consultation with Permittee, will determine security and law enforcement staffing required for the Activities. All security and law enforcement costs are the sole responsibility of Permittee.
- O. Parking.** Permittees are required to control all traffic and parking regulations on POBH properties during the event. Parking availability is first come, first serve. Event parking at the boat launch parking area is prohibited. If traffic control or parking assistance is deemed necessary for public safety by the Manager of the POBH, the POBH will provide such assistance and bill the Permittee for services rendered.
- P. Box Office Facilities and Admissions Control.** Only those persons authorized by the Manager of the POBH may use box office facilities or be otherwise engaged as ticket sellers, ticket takers, ushers, door guards or other admissions control personnel. Permittee agrees to comply with the POBH's minimum requirements concerning admissions control personnel and to pay the cost thereof.
- Q. Responsibility for Property.** Permittee assumes sole responsibility for any property placed on the Premises by Permittee, independent contractors, exhibitors or invitees. Permittee accepts the Premises as-is and based upon Permittee's own inspection of the Premises as to its condition and safety.
- R. Observance of Laws.** Permittee, its employees, agents, volunteers, independent contractors, exhibitors and invitees must comply with all applicable laws, statutes, regulations, ordinances, rulings and licensing requirements of any public authority applicable to the Activities or the Premises, the use thereof or any activity thereon.
- S. Compliance with POBH Rules and Regulations.** Permittee, its employees, agents, volunteers, independent contractors, exhibitors and invitees must comply with all rules and regulations of the POBH. If Permittee is notified of any violation on the part of Permittee or any person admitted to the Premises by Permittee or any exhibitor or invitee of Permittee, the Permittee must immediately act to correct and cure the violation.
- T. Enforcement.** The POBH reserves its right to enforce its rules, regulations and use policies for the operation of the Premises and for that purpose may enter the Premises at any time. POBH reserves the right to eject from the Premises, or refuse entry to the Premises, any person whose conduct, or violation of POBH's rules and regulations, render such person subject to being ejected or barred.

III. UTILITIES & SERVICES.

- A. Electricity.** All electrical outlets are 20-amp service only. If extra lights, other than regular house lights, or electrical power is required by Permittee, they must be installed at Permittee's expense and the electric power must be paid by Permittee at current rates in effect for the Premises. All electrical connections must be made by POBH. All electrical connections and exhibitors' electrical equipment must conform with Oregon Electrical Specialty Code and the Oregon Fire Code, the cost thereof to be paid by Permittee. The use of multiple plugs such as twin sockets, cube taps or similar devices are not permitted.
- B. Water.** POBH will furnish, through facilities presently installed on the Premises, water for human consumption and for ordinary toilet or janitorial purposes, but for no other purpose, unless otherwise specifically provided for in this Agreement. No water facility, appliance or apparatus furnished by POBH may be used for any purpose other than that for which it is constructed, and no

sweepings, rubbish, rags, paper or other substance are to be placed in any sink, toilet, or drain. If any such misuse results in damage to any such facility or equipment as a result of Permittee's use or occupancy of the Premises, the cost of repair will be the responsibility of Permittee.

- C. **Trash.** Permittee must properly dispose of all trash and debris brought onto or generated on the Premises. Permittee is not authorized to use POBH dumpsters for such purpose. No trash or debris generated at any other location may be disposed of at the POBH.
- D. **Extra Help.** If it is necessary for the POBH staff to assist Permittee with setup, cleanup or aspects of Permittee's event, or if it is necessary for the Manager of POBH to employ extra help, such as stage hands, public address system operators or janitors, Permittee agrees to pay for the cost of such extra help at a rate of \$100.00 per hour, including any partial hours.
- E. **Equipment.** POBH does not supply extension cords, stage, ladders, fans, hand tools, office supplies/equipment, telephone, or copy services for Permittee's Activities. Any additional equipment, extra help, secured WIFI lines and/or materials requested by Permittee during the Activities must be coordinated through POBH and will be invoiced to Permittee.
- F. **Payment.** Payment for extra help, utilities or other services rendered by the POBH to Permittee will be due to the POBH within 10 days of the date of invoice. Failure to timely pay the invoice will result in the imposition of a \$25.00 late fee and monthly interest of 1.5%.

IV. TERMINATION AND VACATION

- A. **Vacation.** Permittee agrees to vacate the Premises no later than the expiration of the Event Permit issued hereunder. Permittee is required to remove all trash, debris and personal property from the Premises and to put away all tables, stack chairs, etc.
- B. **Failure to Vacate.** If Permittee fails to remove all its personal property from the Premises prior to the expiration of the Event Permit, Permittee agrees to pay additional rent in the amount of \$100.00 per hour (including any partial hours) until Permittee has completely vacated and removed all its personal property from the Premises. The POBH will have the right to remove and dispose of the property at the expense of Permittee. Alternatively, the POBH may allow the personal property to remain on the Premises. In either event, the POBH and its elected officials, officers, employees, agents and volunteers will not be liable for any damage or loss to any such personal property, either by reason of its removal or disposition, or by reason of any occurrence on or condition of the Premises. If the POBH elects to remove and store the personal property, the POBH will have a lien on said property for the reasonable cost of removal and storage.
- C. **Default by Permittee.** If Permittee fails to keep or perform any of its obligations under the terms of this Agreement and fails to correct said default immediately upon notice, the POBH may terminate this Agreement and the Event Permit, re-enter the Premises and remove all persons and property and resort to any legal proceeding necessary to obtain possession. Such termination and re-entry will not relieve Permittee from the obligation of paying any amounts theretofore accrued or from liability for loss caused by Permittee's violations of this Agreement.
- D. **Re-Entry by the POBH.** If Permittee vacates the Premises prior to the expiration of the Event Permit, the POBH may then re-enter and take full possession of the Premises. Upon re-entry, the Event Permit will be deemed to have expired. Vacating the Premises early does not entitle Permittee to any refund or discount.

V. GENERAL TERMS AND CONDITIONS

- A. **Insurance.** Permittee, at its sole cost and expense, is required to procure and maintain in full force through the term of this Agreement (including setup and teardown) comprehensive general liability insurance with coverage limits of at least \$1,000,000 per occurrence; \$2,000,000 aggregate for products and completed operations, property damage, bodily injury and personal and advertising injury. The Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers must be listed as additional insureds. Permittee's name on such policies must be the

same as on this Agreement. The policy must be endorsed to provide at least 10 days prior written notice to the POBH before cancellation or change in coverage. Evidence of coverage and additional insured endorsement(s) must be provided to the Manager of POBH at least 14 days prior to Permittee's use of the Premises. Failure to meet any of these insurance mandates constitutes a material breach of this Agreement by Permittee. The Event may not take place if proof of insurance in compliance with this paragraph has not been supplied to the POBH.

- B. Exhibitors.** If Permittee makes any part of the Premises under this Agreement available to other persons or entities as exhibitors as part of this use, the exhibitors are subject to all of the provisions of this Agreement and to the authority of the Manager of POBH under those conditions. Permittee, however, will be fully responsible for all acts or omissions of the exhibitors as if they were Permittee's agents or employees.
- C. Unforeseen Impossibility.** If fire or any other casualty or unforeseen occurrence renders the Premises to be occupied hereunder unusable, and renders fulfillment of this Agreement impossible, then this Agreement, and the Event Permit, will automatically terminate. If the Permittee has not had any use of the Premises, the sums therefore paid therefor will be refunded to Permittee. If the Permittee has used and occupied the Premises prior to such termination, then Permittee agrees to pay for the use of the Premises up to the time of such termination. In the event of termination under this paragraph, Permittee waives any claim for any damages or compensation due to the early termination of the Event Permit.
- D. Indemnity.** Permittee shall indemnify, hold harmless, and defend the Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation), reasonable attorneys' fees, of every nature arising out of or in connection with Permittee's use of the Premises (including acts or omissions of invitees), Permittee's performance under this Agreement, or Permittee's failure to comply with any of its obligations contained in this Agreement, except for such loss or damage which was caused by the sole negligence or willful misconduct of the Port of Brookings Harbor or its elected officials, officers, employees, agents or volunteers. Neither Permittee nor any claims representative or attorney engaged by Permittee shall defend the claim in the name of the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers without first receiving from Port of Brookings Harbor Counsel, in a form and manner determined appropriate by the Port of Brookings Harbor Counsel, authority to act as legal counsel for the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers, nor shall Permittee settle any claim on behalf of the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers without the approval of the Port of Brookings Harbor. The Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers have no liability to Permittee or its members, employees, agents, independent contractors, participants, exhibitors or invitees for any injury, loss, or damage caused by third parties or by any condition of the Premises, except to the extent caused by the gross negligence or willful misconduct of the POBH, its elected official, employees, agents or volunteers.
- E. Waiver.** The failure of a party to insist upon strict adherence to any term of this Agreement on any occasion is not to be considered a waiver of such party's rights or deprive such party of the right thereafter to insist upon strict adherence to that term or any other term of this Agreement.
- F. Attorney's Fees.** If any law suit or other legal proceeding action is commenced by either party hereto against the other party and arising out of or relating to this Agreement, the prevailing party in such litigation, including any appeal, will be entitled, in addition to costs and disbursements provided by statute, to an award of reasonable attorney fees as determined by the court on trial or appeal.
- G. Amendments.** The terms of this Agreement may not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.
- H. Assignment.** Permittee may not assign or transfer any of its interest in this Agreement without the written consent of the Manager of POBH. In the event that consent is granted for an assignment,

the provisions of this Agreement will be binding upon and inure to the benefit of the parties hereto and their respective assigns.

- I. Governing Law; Jurisdiction; Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding (collectively, "the claim") between POBH and the Permittee that arises from or relates to this Agreement must be brought and conducted solely and exclusively within the Circuit Court of Curry County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon, Medford Division. Permittee, by the signature herein of its authorized representative, hereby consents to the in personam jurisdiction of said courts.
- J. Headings.** The headings and captions are inserted in this Agreement only as a matter of convenience and for reference in no way define, limit or describe the terms of this Agreement or the intent of any provision hereof.
- K. Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular term or provision to be held invalid.

The parties hereto have executed this Agreement in Curry County, Oregon on the date last written below.


PORT OF BROOKINGS HARBOR

PERMITTEE

Date: _____

Date: 1/22/24

Travis Webster, Port Manager


By: Sarah Dodson
Its: _____

INFORMATION ITEM – A

DATE: February 21, 2024
RE: FEMA PW-189 Dredging Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Additional clamshell dredging was completed at the southeast corner of Basin 2 to remove sediment that would be too large for our new dredge to pump. Approximately 270 cubic yards were removed from the culvert outlet. This work completes the Billeter Marine contract for clamshell dredging. Their crane was disassembled and hauled off site.
- Our new dredge from Dragflow arrived at Seattle Port on February 1st and is scheduled to be delivered to Brookings by February 19th.
- Dragflow representative will be here on February 19th to assist with assembly of the dredge and then employee training will last until March 2nd.
- The latest the Port can dredge is March 14th for our current season. We plan to begin dredging again in October 2024.
- Once the material is dry enough to load out, the County will begin hauling it off site.
- Current dredging expenses and budget remaining:

Description	Amount
Engineering & Permitting	\$35,910.00
Equipment	\$633,393.27
Port Labor & Equipment	\$20,907.89
Contracts, Materials & Rentals	\$193,356.50
Total Expended	\$883,567.66
Budget Amount Remaining	\$1,563,504.31

DOCUMENTS

- None

INFORMATION ITEM – B

DATE: February 21, 2024
RE: Public Meeting Law Training Requirements
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- On January 1, 2024, HB 2805 went into effect adding a new mandatory public meeting training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office.
- The Oregon Government Ethics Commission (OGEC) planned to begin providing Public Meetings Law trainings this month. Unfortunately, the webinars have been removed from their site and are no longer available.
- SDAO recently learned that OGEC has delayed the review and approval of the Public Meetings Law trainings offered by outside agencies, including SDAO, until later this year.
- Port staff will let the Board know when training is available.

DOCUMENTS

- Email from SDAO, 1 page
- SDAO Newsletter, 1 page
- Oregon Government Ethics Commission, Public Meeting Law, Training, 2 pages



Danielle King <danielle@portofbrookingsharbor.com>

Public Meetings Law Training Requirement – Update

1 message

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

Thu, Jan 11, 2024 at 8:51 AM

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

 *send to a friend*



On January 1, 2024, HB 2805 went into effect adding a new mandatory public meetings training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office.

The Oregon Government Ethics Commission (OGEC) planned to begin providing Public Meetings Law trainings this month. We recently shared in our weekly email update that they had added these webinars to their website with information about how to register. Unfortunately, the webinars have been removed from their site and are no longer available.

We recently learned that OGEC has delayed the review and approval of the Public Meetings Law trainings offered by outside agencies, including SDAO, until later this year. While you can continue to take our trainings on this topic, they will not fulfill the training requirement because they have not yet been approved by OGEC.

It's important to note that only trainings reviewed and approved by OGEC will fulfill the training requirement. However, the training requirement **does not need to be satisfied immediately**. It only needs to be completed once per term.

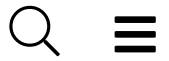
We will continue to keep you updated and will notify you as soon as we know about the availability of OGEC trainings and the approval of SDAO trainings.

If you would like to receive updates on OGEC's Public Meetings Law trainings, you can sign up for OGEC's Public Meetings Law trainings email list on OGEC's website at: <https://www.oregon.gov/ogec/Public-Meetings-Law/Pages/Training-Review.aspx>

To ensure you receive emails from us, please add the domain [@sdao.com](#) to your white list.

Click [here](#) to unsubscribe from Trainings

[Manage your email preferences](#)



Public Meetings Law

Oregon Government Ethics Commission
(/ogec/Public-Meetings-Law)

(/ogec/)

[Home \(/ogec/Pages/default.aspx\)](#) > [Public Meetings Law \(/ogec/Public-Meetings-Law/Pages/default.aspx\)](#) > [Trainings](#)

Trainings

≡ Site Navigation

Public Meetings Trainings

In January 2024, OGECS trainers will begin providing Public Meetings Law trainings and will be coordinating with agencies, other groups, and associations to ensure the availability of Public Meetings Law trainings throughout the state. We aim to begin scheduling customized Public Meetings Law trainings for groups in the spring.

Live Webinars

OGECS will be offering trainings on Public Meetings Law and the Executive Session provisions in 2024. You can currently sign-up for our live [webinars \(/ogec/training/Pages/Webinars.aspx\)](#) on the Executive Session provisions. We will begin to offer live webinars on the Public Meetings Law once OGECS is further along with the rules making process.

Review and Approval of Public Meetings Trainings

OGECS staff is working with stakeholders to create the process for reviewing and approving Public Meetings Law trainings. We will begin reviewing training curriculum before the end of 2024.

Please contact the [Stephanie Heffner \(mailto:stephanie.heffner@ogec.oregon.gov\)](mailto:stephanie.heffner@ogec.oregon.gov), the Curriculum & Training Coordinator for more information.


Updates on Public Meetings Law Trainings

Please [subscribe to our Public Meetings Law Trainings email list \(https://public.govdelivery.com/accounts/ORGEC/subscriber/new?topic_id=ORGEC_45\)](https://public.govdelivery.com/accounts/ORGEC/subscriber/new?topic_id=ORGEC_45) to receive updates on Public Meetings Law trainings.

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 [An official website of the State of Oregon »](#)

(<https://www.oregon.gov>)
Quick Links



- [Meetings \(/ogec/about-us/Pages/Meetings.aspx\)](/ogec/about-us/Pages/Meetings.aspx)
- [Commission Calendar \(/ogec/about-us/Pages/Calendar.aspx\)](/ogec/about-us/Pages/Calendar.aspx)
- [Commission Newsletter \(/ogec/about-us/Pages/Newsletters.aspx\)](/ogec/about-us/Pages/Newsletters.aspx)

Contact Info

Oregon Government Ethics Commission
 3218 Pringle Road SE, Suite 220 Salem, Oregon 97302-1680
 Phone: (503) 378-5105 Fax: (503) 373-1456 E-mail: mail@ogec.oregon.gov (<mailto:mail@ogec.oregon.gov>)
 Website: www.oregon.gov/OGEC (/OGEC)

Social Media



(<https://www.linkedin.com/company/oregonethics>)





(<https://twitter.com/ORGovEthics>)

About Oregon

- [Oregon.gov \(https://www.oregon.gov\)](https://www.oregon.gov)
- [State Employee Search \(https://employeeesearch.dasapp.oregon.gov\)](https://employeeesearch.dasapp.oregon.gov)
- [Agencies Listing \(https://www.oregon.gov/pages/a_to_z_listing.aspx\)](https://www.oregon.gov/pages/a_to_z_listing.aspx)
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INFORMATION ITEM – C

DATE: February 21, 2024
RE: DEQ 1200-Z Stormwater Test Results
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Danielle King, Safety, Security, and Environmental Coordinator

OVERVIEW

- Port completed its first out of four yearly stormwater tests on January 17, 2024. Samples were taken early in the morning; we have 12 hours to take samples once discharge begins.
- Test results show the only place that failed was in the Boat Yard for copper and suspended solids. Because the boat yard outfall 103 is already under Tier II status for copper, a corrective action report has already been completed by an engineer to correct the benchmark exceedance by installing an oil water separator.
- October 18, 2023 Board approved for State and Local Fiscal Recovery Funds to be spent purchasing an oil water separator for the Boat Yard that will be arriving February 29th.

DOCUMENTS

- Statewide Benchmark, 1 page
- Stormwater Test Results, 10 pages

1200-Z NPDES Monitoring Requirements

You must monitor for the pollutants in the table below. If discharge to a Category 5: 303(d) listed receiving water for pH, total copper, total lead, total zinc and/or E. coli, the table below will not include statewide or sector-specific benchmarks for those pollutants. Exceedance of impairment monitoring may escalate to a water quality-based effluent limit during this permit cycle. Please read Schedule A.13 and Schedule C carefully. Tier 2 geometric mean evaluations are required annually. Please read Schedule A.12 carefully.

Georegion	Pollutant	Statewide Benchmark	Unit	Frequency
Marine Waters	Total Copper	0.025	mg/L	Four times per year
Marine Waters	Total Lead	1.10	mg/L	Four times per year
Marine Waters	Total Zinc	0.46	mg/L	Four times per year
Marine Waters	pH	6.0 - 9.0	s.u.	Four times per year
Marine Waters	TSS	100	mg/L	Four times per year
SIC code of Industrial Activity	Pollutant	Sector-specific Benchmark	Units	Frequency
4493	Total Aluminum	1.10	mg/L	Four times per year
2092	N/A	N/A	N/A	N/A
Receiving Water LEID: 1242700420450 AUID: 100278 River Mile: 0.15	Pollutant	Impairment Concentration	Units	Frequency
Chetco River	N/A	N/A	N/A	N/A
Technology-based Effluent Limit	Pollutant	Numeric Effluent Limit	Units	Frequency
N/A	N/A	N/A	N/A	N/A



Grants Pass Water Lab

"Fast & Reliable Water Testing Since 1978"

964 SE M Street · Grants Pass, OR 97526 · 541-476-0733 · www.gpwaterlab.com · ORELAP# OR100033

Mail To:

Port of Brookings Harbor

Attn:

16330 Lower Harbor Road
Brookings, OR 97415

Date:

January 29, 2024

Address of Source:

16330 Lower Harbor

Sample ID #:

22400223

Project Name:

Port of Brookings

Analysis Report

The following results pertain only to the samples submitted, and are for the sole and exclusive use of the above named client.

This report shall not be reproduced, except in full, without written approval of the laboratory.

The following accredited results meet all requirements of ISO/IEC17025:2005 unless otherwise noted by data flag indicators or comments.

The color coded key is only a guide for interpreting results. All evaluations should be compared to the limitations set by the EPA and/or your primary care physician.

Please do not hesitate to call to discuss results or ask any questions. We are at your service!

Sincerely,

Doree Schaafsma
Laboratory Director

Sample Information

Sample ID: 22400223	Collectors Name: Danielle King
Address of Source: 16330 Lower Harbor	Sample Point: 305 - Pacific Seafood
Project Name: Port of Brookings	Source: Source Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes:	Pacific Seafood			Collection Date:	01/17/24 8:25 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L	0.025	01/18/24 4:38 pm	PVS	AA	Tier II
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS	AC	
Total Suspended Solids	EPA 160.2	1.0	66.00	mg/L	100	01/17/24 2:53 pm	PVS	AD	Tier II
Zinc	EPA 200.7	0.06	ND	mg/L	0.46	01/18/24 4:38 pm	PVS	AE	
Aluminum	EPA 200.7	0.04	0.5543	mg/L	1.10	01/18/24 4:38 pm	PVS	AF	

DEFINITIONS AND DATA FLAGS

- | | |
|---|--|
| <p>A Analysis is covered under ORELAP scope of Accreditation</p> <p>AA Analysis is covered under ISO scope of Accreditation</p> <p>C Sample did not meet acceptance criteria</p> <p>H Analysis performed outside method hold time</p> <p>ID Subsample identifier for each Sample number</p> <p>M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable</p> | <p>E Estimated Value</p> <p>LOQ Reporting Limit</p> <p>N/A Not Applicable</p> <p>ND None Detected</p> <p>S Sample Outsourced</p> |
|---|--|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Sample Information

Sample ID: 22400224	Collectors Name: Danielle King
Address of Source: 16330 Lower Harbor Road	Sample Point: 304 Bornstein
Project Name: Port of Brookings	Source: Source Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes:	304 Bornstein		Collection Date:	01/17/24 8:21 AM				
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L	0.025	01/18/24 4:40 pm	PVS AA	
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS AC	
Total Suspended Solids	EPA 160.2	1.0	54.00	mg/L	100	01/17/24 2:53 pm	PVS AD	
Zinc	EPA 200.7	0.06	ND	mg/L	0.46	01/18/24 4:40 pm	PVS AE	
Aluminum	EPA 200.7	0.04	0.1121	mg/L	1.10	01/18/24 4:40 pm	PVS AF	

DEFINITIONS AND DATA FLAGS

- | | |
|--|---|
| <ul style="list-style-type: none"> A Analysis is covered under ORELAP scope of Accreditation AA Analysis is covered under ISO scope of Accreditation C Sample did not meet acceptance criteria H Analysis performed outside method hold time ID Subsample identifier for each Sample number M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable | <ul style="list-style-type: none"> E Estimated Value LOQ Reporting Limit N/A Not Applicable ND None Detected S Sample Outsourced |
|--|---|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Sample Information

Sample ID: 22400225	Collectors Name: Danielle King
Address of Source: 16330 Lower Harbor Road	Sample Point: 302 - Gear Storage
Project Name: Port of Brookings	Source: Storm Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes:	302 - Gear Storage	Collection Date:	01/17/24 8:18 AM					
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L	0.025	01/18/24 4:43 pm	PVS AA	Tier II
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS AC	
Total Suspended Solids	EPA 160.2	1.0	26.00	mg/L	100	01/17/24 2:53 pm	PVS AD	Tier II
Zinc	EPA 200.7	0.06	ND	mg/L	0.46	01/18/24 4:43 pm	PVS AE	
Aluminum	EPA 200.7	0.04	0.5205	mg/L	1.10	01/18/24 4:43 pm	PVS AF	

DEFINITIONS AND DATA FLAGS

- | | |
|--|---|
| <ul style="list-style-type: none"> A Analysis is covered under ORELAP scope of Accreditation AA Analysis is covered under ISO scope of Accreditation C Sample did not meet acceptance criteria H Analysis performed outside method hold time ID Subsample identifier for each Sample number M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable | <ul style="list-style-type: none"> E Estimated Value LOQ Reporting Limit N/A Not Applicable ND None Detected S Sample Outsourced |
|--|---|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Sample Information

Sample ID: 22400226	Collectors Name: Danielle King
Address of Source: 16330 lower Harbor	Sample Point: 202 - Hallmark
Project Name: Port of Brookings Harbor	Source: Strom Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes: 202 - Hallmark	Collection Date: 01/17/24 8:08 AM							
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L	0.025	01/18/24 4:46 pm	PVS AA	
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS AC	
Total Suspended Solids	EPA 160.2	1.0	10.00	mg/L	100	01/17/24 2:53 pm	PVS AD	Tier II
Zinc	EPA 200.7	0.06	ND	mg/L	0.46	01/18/24 4:46 pm	PVS AE	
Aluminum	EPA 200.7	0.04	0.1701	mg/L	1.10	01/18/24 4:46 pm	PVS AF	

DEFINITIONS AND DATA FLAGS

- | | |
|--|---|
| <ul style="list-style-type: none"> A Analysis is covered under ORELAP scope of Accreditation AA Analysis is covered under ISO scope of Accreditation C Sample did not meet acceptance criteria H Analysis performed outside method hold time ID Subsample identifier for each Sample number M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable | <ul style="list-style-type: none"> E Estimated Value LOQ Reporting Limit N/A Not Applicable ND None Detected S Sample Outsourced |
|--|---|

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Sample Information

Sample ID: 22400227	Collectors Name: Danielle King
Address of Source: 16330 Lower Harbor Road	Sample Point: 203 - Fuel Dock
Project Name: Port of Brookings Harbor	Source: Source Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes:	203 - Fuel Dock	Collection Date:	01/17/24 8:13 AM						
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	ND	mg/L	0.025	01/18/24 4:48 pm	PVS	AA	
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS	AC	
Total Suspended Solids	EPA 160.2	1.0	6.00	mg/L	100	01/17/24 2:53 pm	PVS	AD	
Zinc	EPA 200.7	0.06	0.0757	mg/L	0.46	01/18/24 4:48 pm	PVS	AE	
Aluminum	EPA 200.7	0.04	0.0573	mg/L	1.10	01/18/24 4:48 pm	PVS	AF	

DEFINITIONS AND DATA FLAGS

- A Analysis is covered under ORELAP scope of Accreditation
- AA Analysis is covered under ISO scope of Accreditation
- C Sample did not meet acceptance criteria
- H Analysis performed outside method hold time
- ID Subsample identifier for each Sample number
- M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable

- E Estimated Value
- LOQ Reporting Limit
- N/A Not Applicable
- ND None Detected
- S Sample Outsourced

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Sample Information

Sample ID: 22400228	Collectors Name: Danielle King
Address of Source: 16330 Lower Harbor Road	Sample Point: 103 - Boat Yard
Project Name: Port of Brookings	Source: Storm Water
Received Date: 01/17/2024	Treatment System: None

Results of Chemical Analysis

Sample Notes:	103 - Boat Yard	Collection Date:	01/17/24 8:03 AM						
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	0.1045	mg/L	0.025	01/18/24 4:51 pm	PVS	AA	Tier II
Lead	SM 3113 B	0.01	ND	mg/L	1.10	01/18/24 2:32 pm	PVS	AC	
Total Suspended Solids	EPA 160.2	1.0	100.00	mg/L	100	01/17/24 2:53 pm	PVS	AD	
Zinc	EPA 200.7	0.06	0.0681	mg/L	0.46	01/18/24 4:51 pm	PVS	AE	
Aluminum	EPA 200.7	0.04	0.6699	mg/L	1.10	01/18/24 4:51 pm	PVS	AF	

DEFINITIONS AND DATA FLAGS

- A Analysis is covered under ORELAP scope of Accreditation
- AA Analysis is covered under ISO scope of Accreditation
- C Sample did not meet acceptance criteria
- H Analysis performed outside method hold time
- ID Subsample identifier for each Sample number
- M Matrix Spike recovery is out of control limits due to matrix interference
The LCS was in acceptance limits showing the analysis is in control and the data is acceptable

- E Estimated Value
- LOQ Reporting Limit
- N/A Not Applicable
- ND None Detected
- S Sample Outsourced

Results Color Key
White - No EPA Limit
Low Risk within EPA Limit
Medium Risk
High Risk Exceeds EPA Limit
Call the Lab to Discuss

Grants Pass Water Laboratory, INC Analytical QC Summary Report

22400223-22400227

Total Suspended Solids									
Run Number: 11560									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
Method Blank									
TSS	Method Blank	EPA 160.2	ND	1.0	mg/L		≤1.0		
Laboratory Control Sample (LCS)									
TSS	LCS-934C898E2C2D	EPA 160.2	96.0	1.0	mg/L	106.70%	90-110%		
Duplicate									
TSS	DUP22400228AD	EPA 160.2	120	1.0	mg/L			18.20%	≤20%
Copper									
Run Number: 1/18/2024									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
Laboratory Control Sample (LCS)									
Copper	LCS	EPA 200.7	0.57132	0.006	mg/L	97.49%	90-110%		
Continued Calibration Verification (CCV)									
Copper	CCV	EPA 200.7	0.01	0.006	mg/L	2.99%	≤10%		
Matrix Spike									
Copper	MS22400233	EPA 200.7	0.96292	0.006	mg/L	95.95%	75-125%		
Zinc									
Run Number: 1/18/2024									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
Laboratory Control Sample (LCS)									
Zinc	LCS	EPA 200.7	1.44523	0.060	mg/L	100.36%	90-110%		
Continued Calibration Verification (CCV)									
Zinc	CCV	EPA 200.7	0.10	0.060	mg/L	1.71%	≤10%		
Matrix Spike									
Zinc	MS22400233	EPA 200.7	1.96721	0.060	mg/L	98.12%	75-125%		

Grants Pass Water Laboratory, INC
Analytical QC Summary Report
 22400223-22400227

Lead									
Run Number: 1/18/2024									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
Laboratory Control Sample (LCS)									
Lead	LCS	SM 3113 B	77.09	0.006	mg/L	102.20%	90-110%		
Continued Calibration Verification (CCV)									
Lead	CCV	SM 3113 B	31.19	0.006	mg/L	3.90%	≤10%		
Matrix Spike									
Lead	MS22400233	SM 3113 B	14.29	0.006	mg/L	88.60%	75-125%		
Aluminum									
Run Number: 1/18/2024									
Analyte	Sample ID	Method	Result	MRL	Units	% Recovery	Acceptable Limits	RPD	RPD Acceptable Limit
Laboratory Control Sample (LCS)									
Aluminum	LCS	EPA 200.7	0.74663	0.006	mg/L	100.35%	90-110%		
Continued Calibration Verification (CCV)									
Aluminum	CCV	EPA 200.7	0.05	0.006	mg/L	6.23%	≤10%		
Matrix Spike									
Aluminum	MS22400233	EPA 200.7	0.96076	0.006	mg/L	95.70%	75-125%		



www.gpwaterlab.com www.thewaterlab.com

CHAIN-OF-CUSTODY / Analytical Request Document

The Chain-of-Custody is a LEGAL DOCUMENT. All relevant fields must be completed accurately.

• 964 SE M Street Grants Pass, OR 97526
 • (541) 476-0733 Fax (541) 476-8132

CLIENT INFORMATION

Company: Port of Brookings Harbor
 Attn: Travis Webster
 Address: 116330 Lower Harbor Road
 Brookings OR 97415
 Email: Travis@portofbrookingsharbor.com
 Phone: (541) 469-2218

BILLING INFORMATION (if different):

Company: Port of Brookings Harbor
 Attn:
 Address: P.O. Box 848
 Brookings OR 97415
 Email:
 Phone:

REGULATORY AGENCY

NPDES Ground Water Drinking Water
 UST RCRA Other

Site Location: S

22400223
 Cu, Field pH, Pb, TSS, Zn, Al
 1/17/2024

300
 1200Z + ALUM
 22400224
 Cu, Field pH, Pb, TSS, Zn, Al
 1/17/2024

304
 22400225
 Cu, Field pH, Pb, TSS, Zn, Al
 1/17/2024

302
 22400226
 Cu, Field pH, Pb, TSS, Zn, Al
 1/17/2024

202
 22400227
 Cu, Field pH, Pb, TSS, Zn
 1/17/2024

203
 22400227
 Cu, Field pH, Pb, TSS, Zn
 1/17/2024

pH Analysis

#	Bottle ID #	SAMPLE ID / SAMPLE LOCATION	Collection		Matrix *	pH Analysis	
			Sampling Date	Sampling Time		Analysis Date & Time	pH Result
1	H7550	305 Pacific Seafood	1/17	825	SW	1/17 826	7.36
2	HA165	305 Pacific Seafood	1/17	825	SW	1/17 826	7.36
3	H5882	304 Bornstein	1/17	821	SW	1/17 823	8.16
4	HA175	304 Bornstein	1/17	821	SW	1/17 823	8.16
5	H9598	302 Gear Storage	1/17	818	SW	1/17 820	8.32
6	HA161	302 Gear Storage	1/17	818	SW	1/17 820	8.32
7	HA172	202 Hallmark	1/17	808	SW	1/17 810	8.51
8	HA140	202 Hallmark	1/17	808	SW	1/17 810	8.51
9	HA155	203 Fuel Dock	1/17	813	SW	1/17 815	7.50
10	HA174	203 Fuel Dock	1/17	813	SW	1/17 815	7.50

NAME OF SAMPLE COLLECTOR (Please print): Relinquished by (Initials): SWA Date: 1-17-24

Received by (Initials): KB Date: 1/17/24

*Matrix: DW- Drinking Water, WW- Wastewater, SW- Storm Water, A- Aqueous, S- Soil

On Ice:

Temp °C: 14.2

Time: 11:51

Time: 11:51

INFORMATION ITEM – D

DATE: February 21, 2024
RE: SDIS Property/Casualty Insurance Services Renewal
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- SDIS provides the Port's Property & Casualty Insurance Policy.
- The 2024 rate is \$156,059. This is an increase of 11.3% over the 2023 rate of \$140,181.

DOCUMENTS

- SDIS 2024 Property/Casualty Insurance Services Renewal, 1 page

Invoice

Invoice Number: 39P16414-203 Entity ID: 16414 Effective Date: 1/1/2024 Expiration Date: 12/31/2024 Invoice Date: 01/01/2024

Named Participant

Port Of Brookings Harbor
PO Box 848
Brookings, OR 97415

Agent of Record

WAFD Insurance Group, Inc.
P.O. Box 2725
Harbor, OR 97415

Coverage

Contribution

SDIS Liability Coverage		\$59,716
	Less Best Practices Credit	(\$5,972)
	<u>Less Service Group Discount</u>	<u>(\$2,389)</u>
	Adjusted Contribution	\$51,355
Auto Liability*		\$1,925
	Less Best Practices Credit	(\$192)
	<u>Less Service Group Discount</u>	<u>(\$77)</u>
	Adjusted Contribution	\$1,656
Non-owned and Hired Auto Liability		\$175
Auto Physical Damage		\$1,010
	<u>Less Service Group Discount</u>	<u>(\$40)</u>
	Adjusted Contribution	\$970
Hired Auto Physical Damage		\$164
Property		\$104,676
	Less Best Practices Credit	(\$10,468)
	<u>Less Service Group Discount</u>	<u>(\$4,187)</u>
	Adjusted Contribution	\$90,021
Earthquake		\$8,234
Flood		\$2,461
Equipment Breakdown		\$0
Crime		\$1,023
Cyber		Included

Total \$156,059

The listed coverages are only extended when a specific dollar amount or the word "included" is indicated in the Contribution column. Your payment evidences acceptance of this renewal. Please use the coupon on the following page to help us apply your payment.

* Includes Excess Auto and Auto Supplemental coverages.

Total Contribution Amount Due for 2024: \$156,059.00

Paid in 12-monthly payments of: \$13,004.92

INFORMATION ITEM – E

DATE: February 21, 2024
RE: Draft Resolution, Reserve Fund Resolution
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

As stated in Oregon Department of Revenue “Local Budgeting Manual”.

- A local government may set up a reserve fund to accumulate money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire (ORS 294.346, renumbered from 294.525). Under Local Budget Law, a reserve fund is a way to save money from year to year. Expenditures can be appropriated and made directly from a reserve fund.
- The resolution or ordinance creating a reserve fund should state the purpose for which the money in the fund can be spent. At least every 10 years after the establishment of a reserve fund, the governing body must review the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund when it is abolished can be transferred to the general fund or any other fund designated by the governing body.
- Money in a reserve fund can only be used for the purpose for which the fund was established. Expenditures for that purpose may be budgeted and appropriated directly from the reserve fund. Transfers may not be made from a reserve fund unless the fund that receives the transfer uses the money for a purpose consistent with the purpose of the reserve fund. Interfund loans can be made from a reserve fund under ORS 294.468 (renumbered from 294.460).

Current Reserve Fund

- The current Reserve Fund is rolled into one that includes:
 - Port Resolution 307, Reserve Fund, established in 1998 for dock maintenance and future dock replacements. Per our records, this reserve fund was never abolished, but was reintroduced in 2017 to begin saving funds for future projects or unexpected expenditures.
 - The Port Strategic Business Plan recommends maintaining an operating reserve of 90 days of expenditures.
 - The Port Strategic Business Plan also recommends targeting at least 15% of each year’s General Fund ending fund balance to a Dredging Maintenance Reserve Fund.
 - Resolution No. 2023-02, Landing Fee Rates, establishes collected landing fees to be placed into the Reserve Fund under a line item titled “Landing Fees.” Fees will be allocated to repair, maintenance and/or upgrades needed to the receiving docks.

Proposed Reserve Fund

- Proposed Reserve Fund would have four separate reserves that would clearly identify:
 - General Reserve that would provide a goal to meet the recommendation in our Strategic Business Plan.
 - Capital Replacement Reserve that would continue our plan to replace current Port assets.
 - Dredging Reserve that would provide a goal to meet the recommendation in our Strategic Business Plan.
 - Landing Fee Reserve that would meet the goal of Resolution 2023-02 to use landing fees for receiving dock repairs, maintenance and upgrades.

DOCUMENTS

- Draft Resolution No. 2024-03 Reestablishing Reserve Fund, 3 pages

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

RESOLUTION NO. 2024-XX

**A RESOLUTION OF THE BOARD OF PORT COMMISSIONERS FOR
THE PORT OF BROOKINGS HARBOR REESTABLISHING RESERVE FUND**

WHEREAS, the Port of Brookings Harbor is a port district, organized and operated under the provisions of ORS Chapter 777, and has authority to set goals for its reserve balances for long range financial and strategic planning; and

WHEREAS, the Port has reviewed its reserve requirements and determined that it is necessary to establish a reserve policy to define certain reserves and cash balances.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as the following finding and establish the reserve fund as list below.

- General Reserve
- Capital Replacement Reserve
- Dredging Reserve
- Landing Fee Reserve

Each of these reserves are defined in Exhibit A Reserve Policy attached to this resolution. The Board of Commissioners shall review the Reserve Policy and the level of reserves in each fund on an annual basis.

All previous reserve funds adopted by resolution that conflict with this resolution is hereby repealed.

APPROVED AND ADOPTED and made effective the same day by the Board of Port Commissioners of the Port of Brookings Harbor this 20th day of March 2024.

ATTEST:

Richard Heap, President

Sharon Hartung, Secretary/Treasurer

PORT OF BROOKINGS HARBOR

RESOLUTION NO. 2024-XX

RESERVES POLICY

EXHIBIT A

Purpose

The purpose of the Port of Brookings Harbor Reserve Policy is to ensure that the Port has sufficient funding available at all times to meet its operating, capital, and debt service obligations. Reserves should be managed in a manner to fund costs consistent with its annual budget, forward-looking financial plan, and other long-term plans while avoiding significant cash flow requirements.

The Board of Commissioners of the Port of Brookings Harbor may establish reserve funds and reserve minimum balances as it determines to be in the best interest of the Port. The reserve balances are intended to ensure that the Port has sufficient reserves to meet current and future needs. Such balances shall be reviewed by the Board of Commissioners on an annual basis as part of the budget process.

With this Policy, the Port established and segregates the reserve fund to protect the investment in various assets and to meet its financial, regulatory, and contractual obligations. The proper management of these reserves will provide additional assurances that current levels of service quality and reliability will be met now and into the future.

This Reserve Policy establishes the reserve fund and the level of reserves necessary for adequately providing for the following.

- Funding infrastructure replacement
- Cash flow requirements
- Economic uncertainty
- Local disasters or catastrophic events
- Unfunded mandates and regulatory changes and requirements

Reserve Fund

The Port's reserve fund may be generally classified as operating, capital, and restricted funds. A "fund" is a segregation within the Port's accounting system to keep sources and uses of funds easily identifiable and reportable. The reserve fund established with this Reserve Policy are for Port facility.

The cash reserve balance is to be maintained in a separate fund within the accounting system in a manner that ensures accurate tracking of transactions and transparency to the Port's consumers. The Port will follow the standardized methods of financial reporting.

The target reserve levels are considered to be minimum levels for each fund. The minimum reserve balances are intended to support a sustainable financial condition, recognizing the risk

and long-range financial planning perspective that is acceptable to the Port. It is intended that interest income generated from the reserve fund remain in such fund.

The following reserve targets are established with this Reserve Policy.

General Reserve

- Purpose: The purpose of the General Reserve is to provide working capital to meet cash flow needs during normal operations and to support the operation, maintenance and administration of the Port. The reserve is intended to reduce impacts from unforeseen events such as increased utility costs, loss of the Port’s customers, severe storm impacts, litigation, and legislative actions. This reserve ensures that operations can continue should there be significant events that impact cash flows.
- Target Reserve: The Target Reserve is established as a range between a minimum of 60 days (2 months) of annual operation and maintenance expense and a maximum of 90 days (3 months). (monthly expenses approximately \$189,000)

Capital Replacement Reserve

- Purpose: The Capital Replacement Reserve is used to fund future replacement of capital assets and capital projects. The reserve provides for timely repair and replacement of Port capital facilities.
- Target Reserve: The Target Reserve amount established is 2 percent of the fixed asset value. (\$19,066,617 Port 22/23 Asset List)

Dredging Reserve

- Purpose: The purpose of the Dredging Reserve is to provide funds for yearly maintenance dredging within Basins 1 & 2. Two percent of moorage fees are transferred monthly into the dredging reserve.
- Target Reserve: The Target Reserve amount established is \$100,000.

Landing Fee Reserve

- Purpose: The purpose of the Landing Fee Reserve is to repair, maintain, and upgrade existing receiving docks.
- Target Reserve: The Target Reserve amount established is 10 percent of the fixed asset value of the receiving docks. (\$4,880,470 Port 22/23 Asset List)

Target Reserve Summary

Reserve Type	Reserve Target	Current Proposed Reserves
General Reserve	\$378,000	\$300,000*
Capital Replacement Reserve	\$450,000	\$123,736
Dredging Reserve	\$100,000	\$50,000
Landing Fee Reserve	\$488,000	\$2,500
Total Target Reserves	\$1,416,000	\$476,236

* Property sale money (\$139,388.80) intended for WWTP matching funds, remaining would be \$160,611.20.

INFORMATION ITEM – F

DATE: February 21, 2024
RE: Capital Outlay Plan for FY 2024-25
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Capital outlay expenditures are designated for purchase, construction, or improvement of capital assets. In general, a capital asset is a tangible (or intangible) asset with an initial cost of more than \$5,000, and an estimated life in excess of one year. The Port will continue to investigate possible grants to offset the costs. The Port's lack of cash on hand limits grant possibilities due to grant matching requirements.
- Staff has created a capital outlay project list.
- Costs are based upon staff estimates.
- Staff are proposing to budget approximately \$200,000 for capital outlay.

DOCUMENTS


- Repair and Upgrade list with Estimates, 1 page
- Photos with Locations of Repairs, 33 pages

#	Port Area	Description of Repair / Upgrade	Estimated		Port's Projects to Complete First
			Quantity	Cost	
1	Launch Ramp	Electrical Box Replacement	1	\$ 15,000.00	
2	Launch Ramp	Slope Repair at Guest Dock Ramp (Lane #6)	100LF	\$ 25,000.00	\$ 25,000.00
3	Launch Ramp	Slope Repair at Zola's (Lane #1)	50LF	\$ 12,000.00	
4	Launch Ramp	Parking Lot Sealcoating Main Roadway Areas	16,500SF	\$ 8,250.00	
5	Boardwalk	Sealcoat Asphalt	15,000SF	\$ 7,500.00	\$ 7,500.00
6	Boardwalk	Repair North Boardwalk Slope	150LF	\$ 25,000.00	
7	Boardwalk	Repair Electrical System on North Section	1	\$ 5,000.00	
8	Boardwalk	Install Drains Infront of Bell & Whistle	1	\$ 1,500.00	\$ 1,500.00
9	Retail Area	Pave Open Areas	1,600SF	\$ 6,400.00	
10	Retail Area	Replace Roofing on 1 Building	6,100SF	\$ 50,000.00	
11	Basin 1	Power Infrastructure to D-Dock & 4 Electrical Pedestals	300LF	\$ 25,000.00	\$ 25,000.00
12	Retail Parking Lot	Replace Catch Basin	1	\$ 8,000.00	
13	Retail Parking Lot	Raise Asphalt for Drainage at Corner Market	2,100SF	\$ 8,400.00	
14	Port Shop Parking	Paving	24,500SF	\$ 98,000.00	
15	Port Parking	Paving	32,500SF	\$ 130,000.00	
16	Boat Storage Area	Paving	18,500SF	\$ 74,000.00	
17	Gear Stroage Area	Paving	16,000SF	\$ 64,000.00	
18	Security Cameras	Commercial Dock Areas	10	\$ 20,000.00	
19	OWS	Gear Storage Drainage from Green Building Area	1	\$ 40,000.00	\$ 32,000.00
20	Parking Plan	Catalyst / Wine Tasting Area along LHR (400LF)	3,500SF	\$ 10,000.00	
21	Basin 2 Parking	Commercial Eastside - Asphalt Overlay & Curbs (2,000LF)	62,000SF	\$ 248,000.00	
22	Basin 2 Fence	4' Chain-link Fence East & West Sides	1,500LF	\$ 15,000.00	
23	Boat Yard	Boat Yard Shop Buildings	2	\$ 150,000.00	\$ 75,000.00
24	Boat Yard	Big Top Shelter for Travel Lift	1	\$ 45,000.00	
25	RV Park	Storm Drains for Main Road	3	\$ 15,000.00	
26	RV Park	Main Road A/C 2" Overlay	38,000SF	\$ 152,000.00	\$ 30,000.00
27	RV Park	Replace Fence along Boat Basin Road	1,750LF	\$ 50,000.00	
28	RV Park	Cabins	4	\$ 50,000.00	
29	Kite Field	Parking Lot Sealcoating / Overlay	60,000SF	\$ 30,000.00	
30	Kite Field	Storm Drains	4	\$ 10,000.00	
31	Public Fishing Pier	Asphalt Overlay Walking Area	2,100SF	\$ 8,400.00	
32	Public Fishing Pier	Extend Parking Lot	1,800SF	\$ 12,000.00	
33	Fuel Dock	Reapir / Repalce 4" & 6" Waterline Valves (Backflows?)	4	\$ 10,000.00	
34	Port Shop	1/2 Ton Truck	1	\$ 30,000.00	
35					
36					
37					
38					
39					
40					
Total				\$ 1,458,450.00	\$ 196,000.00

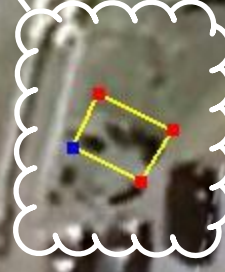
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Write a description for your map.

Legend

 Polygon Measure


Item # 1
Install New Electrical Box
Estimated Cost: \$15,000



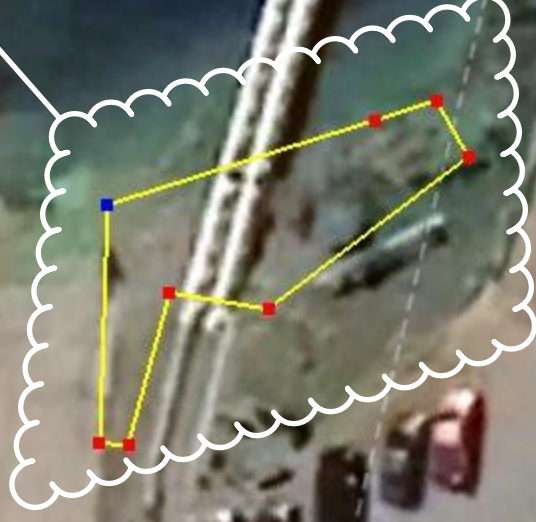
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Write a description for your map.

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Item # 2
Slope Repair at Lane 6
Estimated Cost: \$25,000



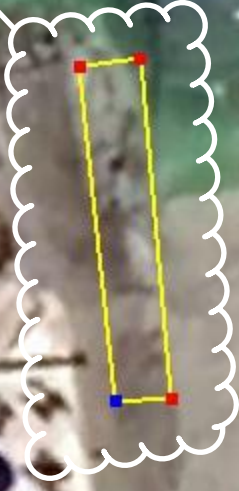
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 Polygon Measure

Item # 3
Sloop Repair at Lane 1
Estimated Cost: \$12,000



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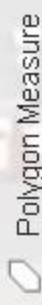
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Lower Harbor Rd

Lower Harbor Rd

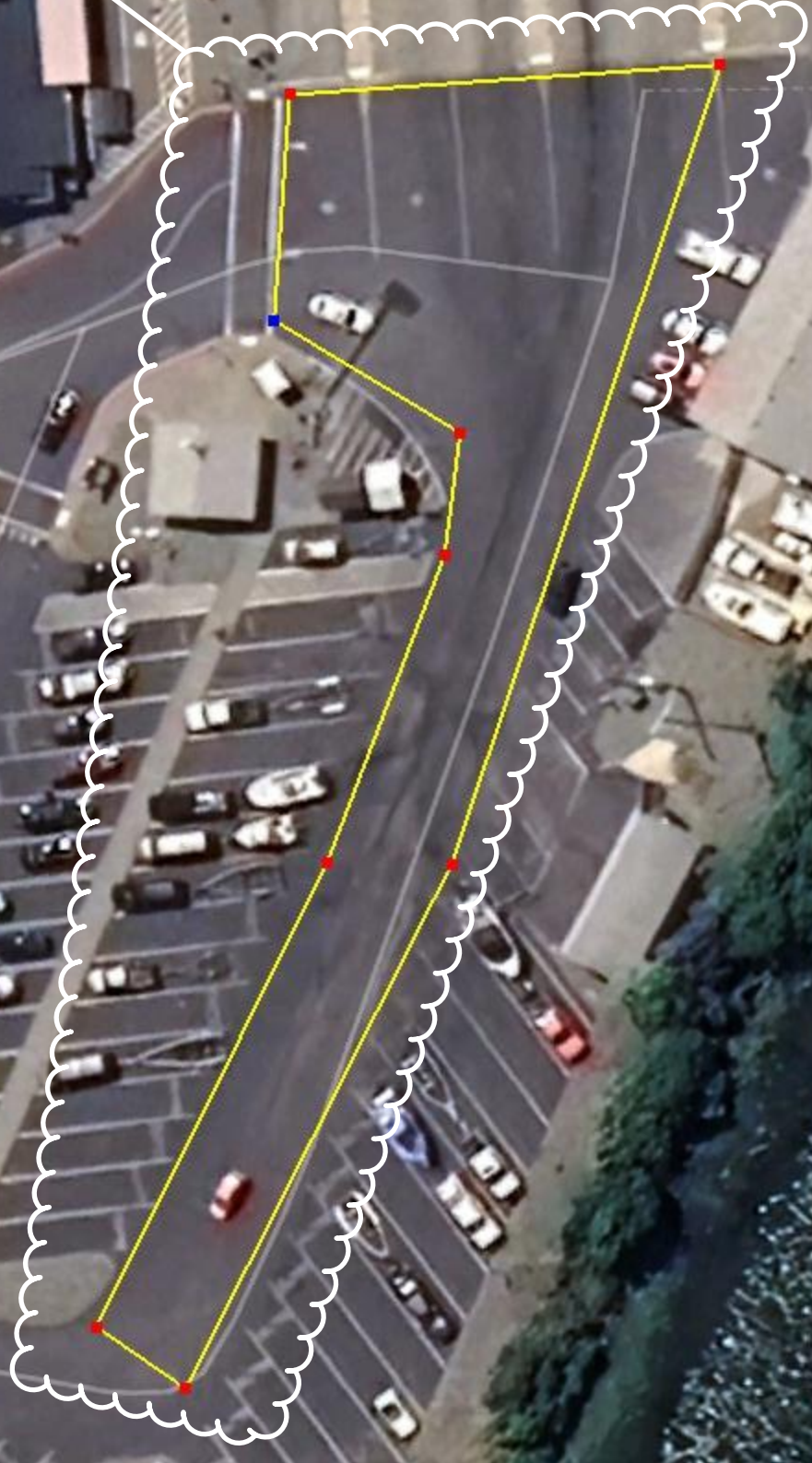
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Polygon Measure

Item # 4
Sealcoat Damaged Asphalt

Estimated Cost: \$8,250



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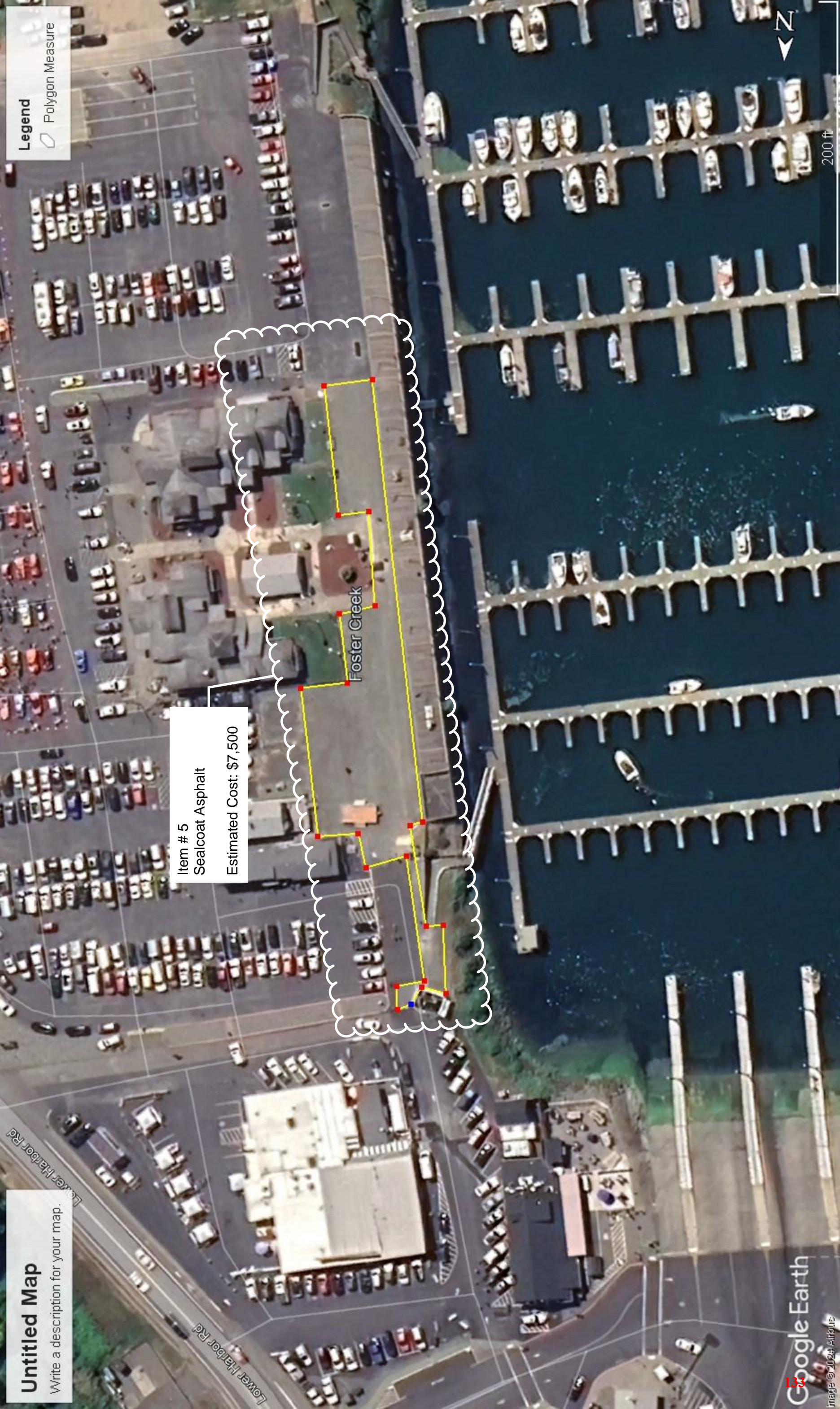
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Polygon Measure

Item # 5
Sealcoat Asphalt
Estimated Cost: \$7,500

Foster Creek



200 ft



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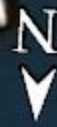
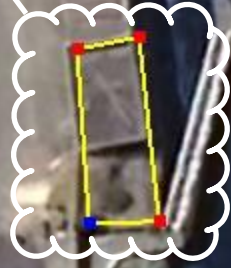
Write a description for your map.

Legend

Polygon Measure

Item # 6
Slope Repair

Estimated Cost: \$25,000



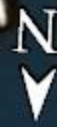
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Write a description for your map.

Legend

Polygon Measure


Item # 7
Repair Electrical
Estimated Cost: \$5,000



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Write a description for your map.

Legend

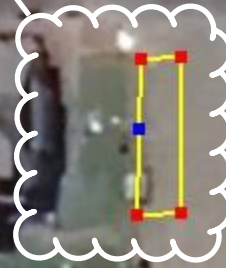
 Polygon Measure

Foster Creek

Item # 8

Install Storm Drain

Estimated Cost: \$1,500



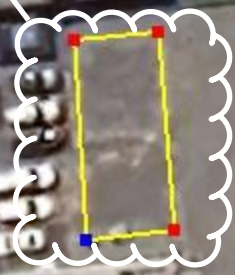
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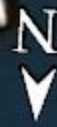
Legend

Polygon Measure

Item # 9
Pave Open Areas
Estimated Cost: \$6,400



Foster Creek



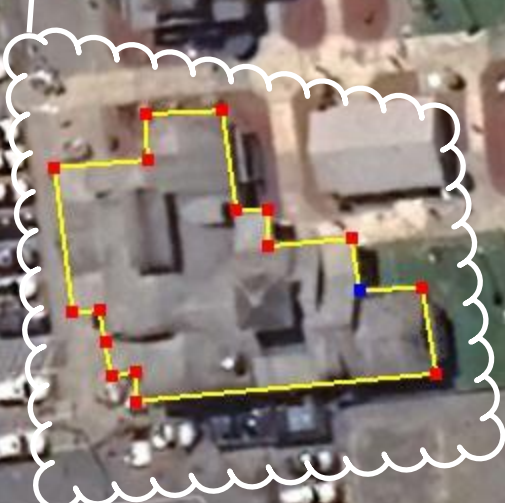
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Write a description for your map.

Legend

Polygon Measure

Item # 10
Repair Retail Building Roof
Estimated Cost: \$50,000



Chetco River

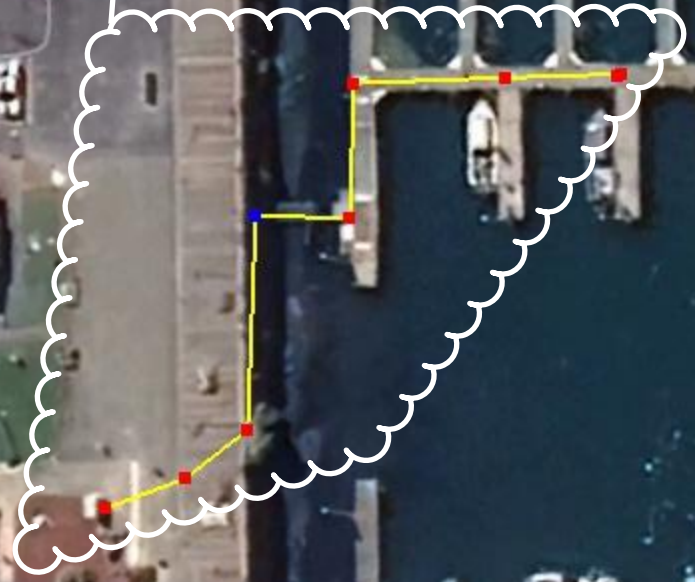
200 ft



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Write a description for your map.

Legend
Polygon Measure

Item # 11
Install Power to D-Dock
& 4 New Pedestals
Estimated Cost: \$25,000



Foster Creek

Chetco River



200ft

Untitled Map
Write a description for your map.

Legend
Polygon Measure

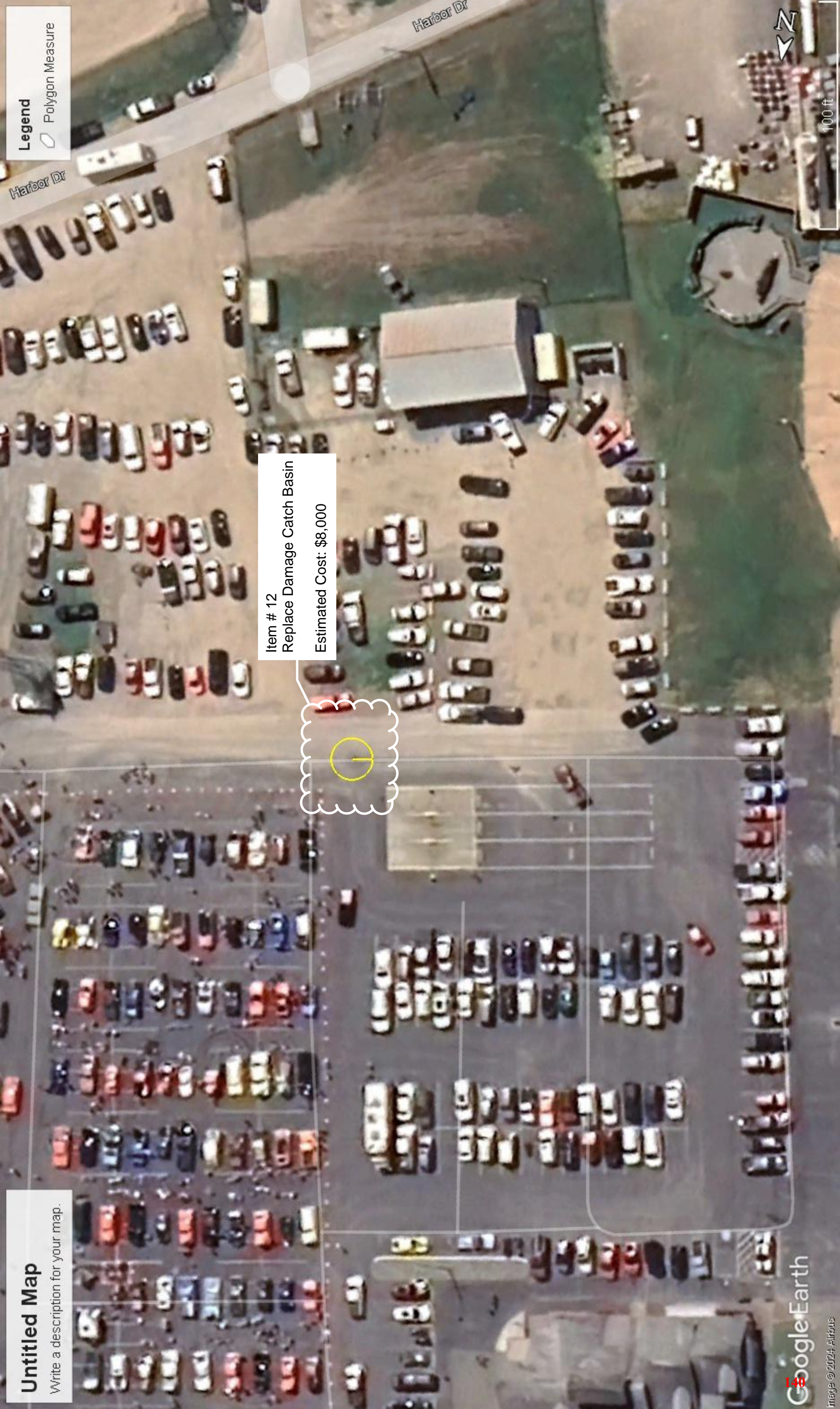
Item # 12
Replace Damage Catch Basin
Estimated Cost: \$8,000



100 ft

Harbor Dr

Harbor Dr



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Write a description for your map.

Legend

Polygon Measure

Item # 13
Raise Asphalt Grade for
Drainage
Estimated Cost: \$8,400

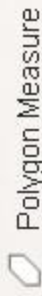
Foster Creek



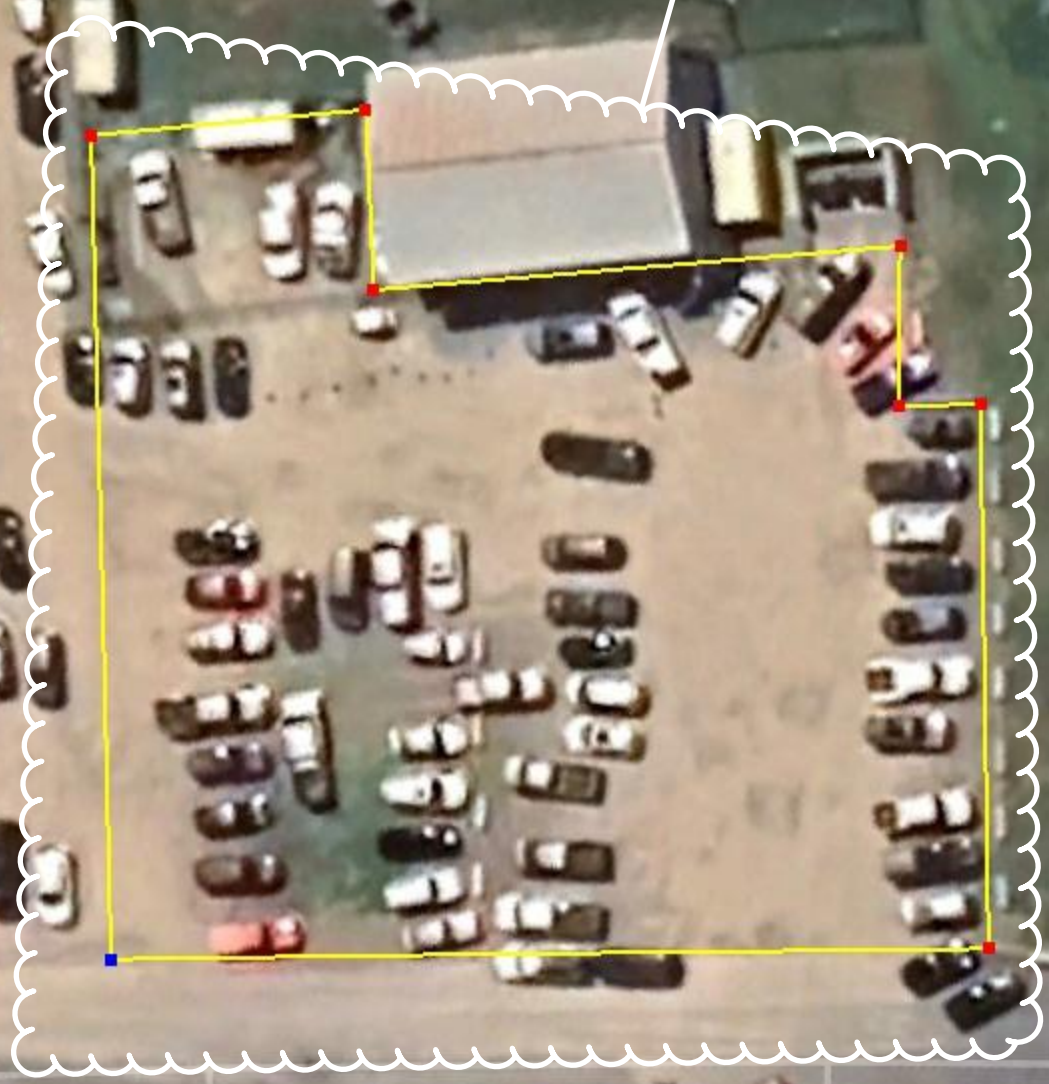
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Write a description for your map.

Legend



Polygon Measure



Item # 14
Pave Ground for Parking
Lot
Estimated Cost: \$98,000

Harbor Dr

Harbor Dr

Harbor Dr

Untitled Map

Write a description for your map.

Legend

Polygon Measure

816

816

Item # 15

Pave Ground for Port
Public Parking

Estimated Cost: \$130,000

Harbor Dr

Harbor Dr



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Item # 16
Pave Ground for Boat
Storage
Estimated Cost: \$74,000



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Item # 17
Pave Roads for Gear
Storage
Estimated Cost: \$64,000



Untitled Map

Write a description for your map.

Legend

Polygon Measure



Item # 18
Install Security Cameras
Estimated Cost: \$20,000


Harbor Dr

Chenoco River

Untitled Map

Write a description for your map.

Legend

 Polygon Measure

Item # 19
Install New OWS for
Gear Storage Drainage
Estimated Cost: \$32,000



Untitled Map

Write a description for your map.

Legend

Polygon Measure



816

Item # 20
Improve Parking Area
Estimated Cost: \$10,000

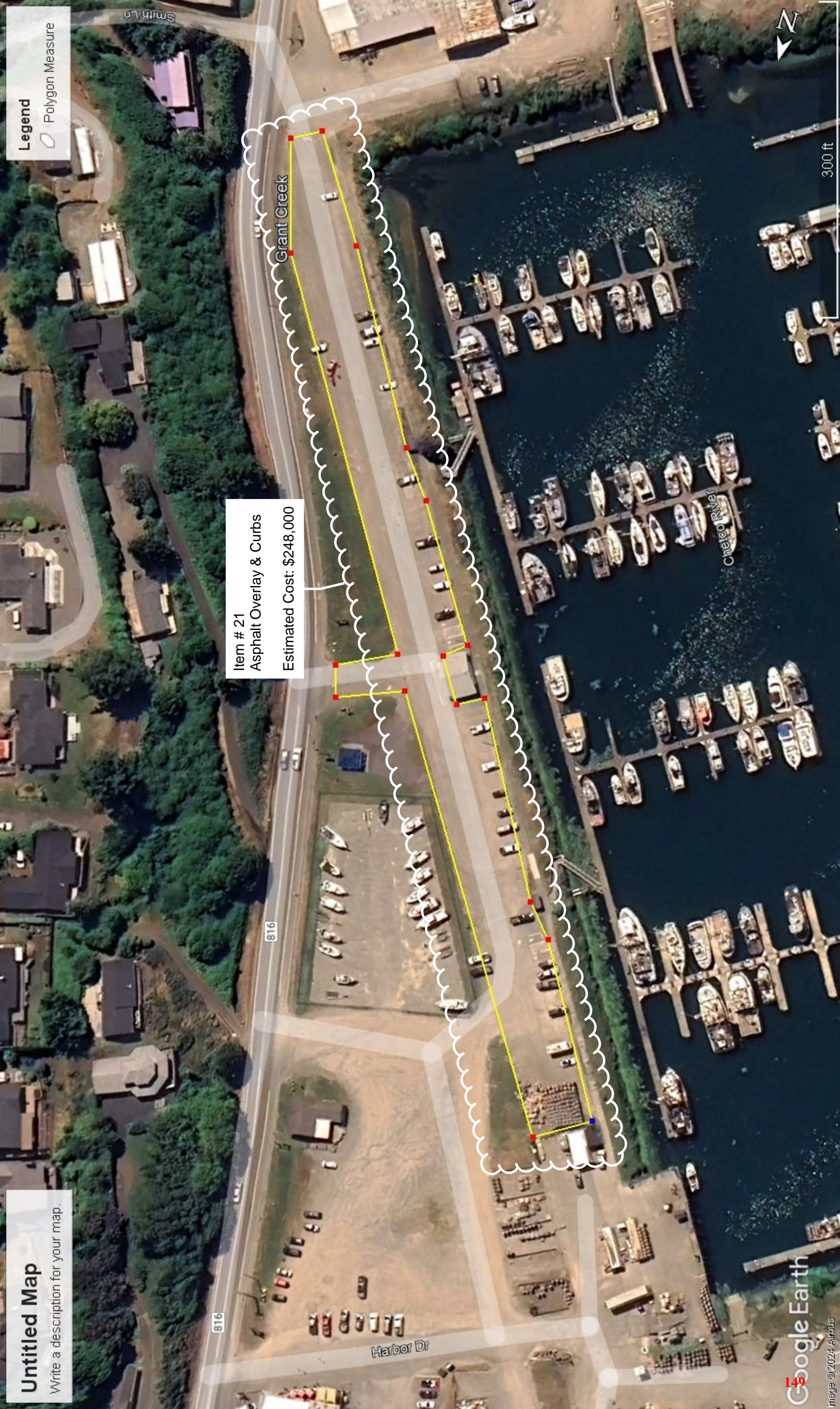
Harbor Dr

Harbor Rd

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Write a description for your map.

Legend
Polygon Measure

Item # 21
Asphalt Overlay & Curbs
Estimated Cost: \$248,000



Untitled Map

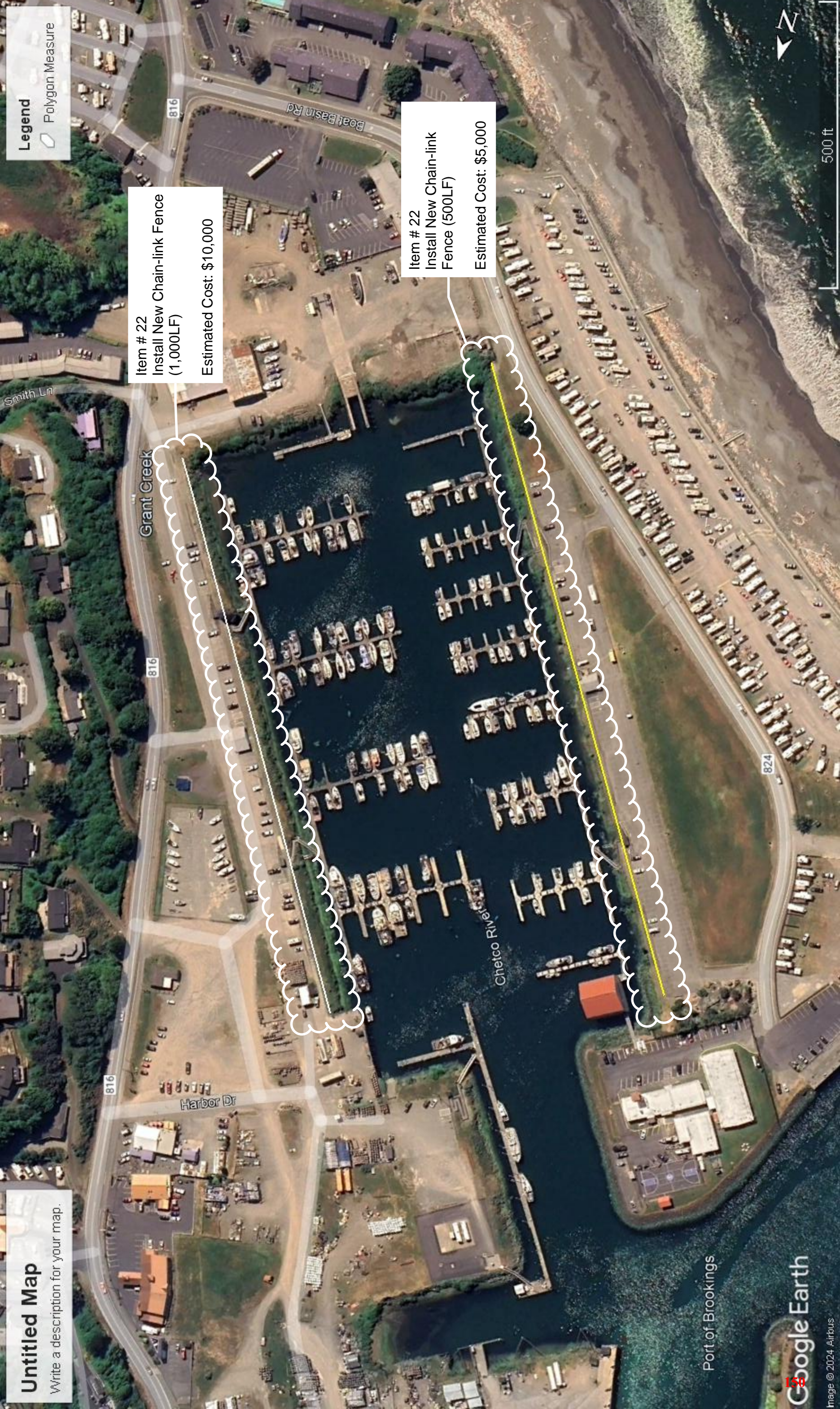
Write a description for your map.

Legend

-  Polygon Measure

Item # 22
Install New Chain-link Fence (1,000LF)
Estimated Cost: \$10,000

Item # 22
Install New Chain-link Fence (500LF)
Estimated Cost: \$5,000




Port of Brookings

Untitled Map

Write a description for your map.

Legend

 Polygon Measure

816

Grant Creek

816

Item # 23
Install New Port Shop Pole
Barn Buildings (2 Each)

Estimated Cost: \$150,000

Chetco River

824

Boat Basin Rd
Tuttle Creek



Untitled Map

Write a description for your map.

Legend

Polygon Measure

816

Grant Creek

Chetco River

816

Item # 24
Install Big Top Building
for Travel Lift

Estimated Cost: \$45,000

Boat Basin Rd

Tuttle Creek

824



Untitled Map
Write a description for your map.

Legend
Polygon Measure



Item # 25
Install or Restore Storm
Drains
Estimated Cost: \$5,000

Item # 25
Install or Restore Storm
Drains
Estimated Cost: \$5,000

Item # 25
Install or Restore Storm
Drains
Estimated Cost: \$5,000

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Write a description for your map.

Legend

Polygon Measure

Item # 26
Repair or Pave RV Park
Roads
Estimated Cost: \$152,000

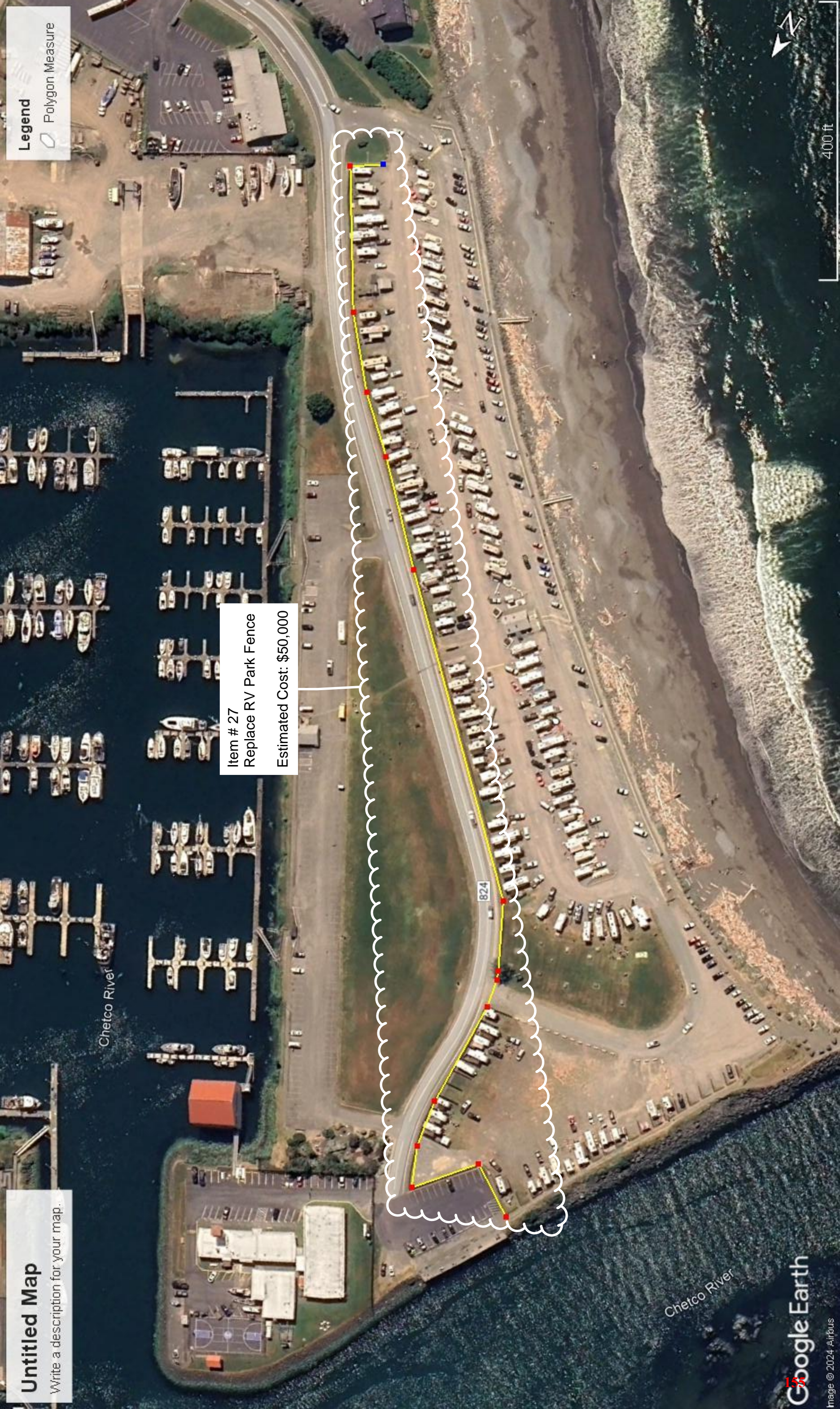


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Write a description for your map.

Legend

-  Polygon Measure

Item # 27
Replace RV Park Fence
Estimated Cost: \$50,000



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Item # 28
Install New RV Park
Cabins
Estimated Cost: \$50,000

Boat Basin Rd

Chetco River



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Chelico River

Chelico River



Item # 29
Asphalt Overlay or
Sealcoat
Estimated Cost: \$30,000



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Chetco River

Chetco River

824

Item # 30
Replace or Install Storm
Drain (4 Each)
Estimated Cost: \$10,000

Item # 30
Replace or Install Storm
Drain

Item # 30
Replace or Install Storm
Drain

Item # 30
Replace or Install Storm
Drain

Boat Basin Rd

Boat Basin Rd



Untitled Map

Write a description for your map.

Legend

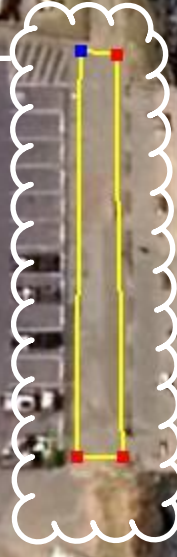
Polygon Measure



Item # 31

Pave Walkway Area

Estimated Cost: \$8,400



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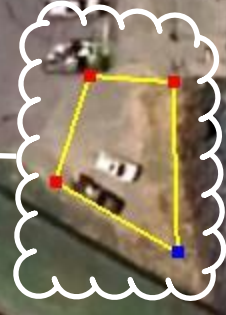
Write a description for your map.

Legend

Polygon Measure



Item # 32
Extend Public Fishing
Pier Parking
Estimated Cost: \$12,000



Port of Brookings

Google Earth

168

Image © 2024 Arkus

Chetco River

200 ft



Untitled Map

Write a description for your map.

Legend

Polygon Measure

Item # 33
Replace Fuel Dock
Water Valves (4 Each)
Estimated Cost: \$10,000

