

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

Meeting ID: 771 205 4017 Teleconference Call-In Number: 1 (253) 215-8782 Passcode: 76242024 to mute/unmute: * 6)

Webinar Access:
<https://us02web.zoom.us/j/7712054017?pwd=aGF4ZXlZOHA2eWZuL0o5WkxiZFhoZz09#success>

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

1.	CALL MEETING TO ORDER	PAGE
	• Pledge of Allegiance	
	• Roll Call	
	• Modifications, Additions, and Changes to the Agenda	
	• Declaration of Potential Conflicts of Interest	
2.	APPROVAL OF AGENDA	
3.	APPROVAL OF MEETING MINUTES	
	A. Approve Minutes of Regular Commissioner Meeting Wednesday December 20, 2023.....	2
4.	PUBLIC COMMENTS – Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to danielle@portofbrookingsharbor.com prior to the meeting.	
5.	MANAGEMENT & FINANCIAL REPORTS / APPROVAL.....	6
6.	ACTION ITEMS	
	A. Budget Officer.....	51
	B. Resolution 2024-01, IGA with Curry County.....	53
	C. OEM/FEMA Signature Approval.....	66
7.	INFORMATION ITEMS	
	A. Port Economic Impact Study by Business Oregon & University of Oregon.....	68
	B. FEMA Update.....	71
	C. Atlas Coffee Stand Update.....	72
	D. Boat Yard Layout.....	73
8.	COMMISSIONER COMMENTS	
9.	NEXT REGULAR MEETING DATE – Wednesday February 21, 2024, at 2:00pm	
10.	ADJOURNMENT	

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

Wednesday, December 20, 2023

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

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

1. CALL MEETING TO ORDER

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

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- Webster noted that Action Item F, the HMGP Standard Form 424D, was added to the agenda. There were no other modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:52

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:08

- A. Approve Minutes of Regular Commissioner Meeting Wednesday, November 15, 2023.**
- B. Approve Minutes of Special Commissioner Meeting Thursday November 30, 2023.**

A motion was made by Jonas and seconded by Hartung to approve the meeting minutes for Regular Commissioner Meeting Wednesday, November 15, 2023 and Special Commissioner Meeting Thursday November 30, 2023. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:48

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:05

Webster reported on maintenance items Port staff completed in the RV Park and warned due to winter weather storms the blocks of the seawall will be in place until the storms are done. Reported on our third of four water test results for DEQ 1200-Z Stormwater permit, only place we have failed in is in the Boat Yard which should improve once paving is complete, and an oil water separator is installed. Webster continued to report on maintenance repairs made throughout the Marina, construction on the boardwalk was completed by staff and EMC will be out to give an updated opinion on moving forward. Webster reviewed what FEMA stages have been completed so far. Board allowed public comment. Webster continued with

how the conversation with Pacific Seafood went regarding matching funds for the Wastewater Treatment Plant, and Jack is putting together an RFP for the Board to review. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report and warned the Board that we are in the process of looking for a new CPA.

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

6. ACTION ITEMS

A. Port Manager Contract – Audio time 0:15:47

Webster noted that this was given to the Board the day before the meeting for review. This agreement is for a 5-year term. Heap asked about item 4.1, if this is a cost-of-living raise. Fraser had some concern regarding a pay raise each year. Fraser noted he had made some calls to other Ports, and those who have responded, you are underpaid, and suggested a flat cost of living of 5% and call it good instead of the renewal of 3.5% each year. Hartung didn't see an issue with the contract. Heap noted this is incentive for the Port Managers progress. Webster mentioned that he took this route since most of what the Port does is by CPI increase and shot in the middle of what we have done in the past of 3.5%.

A motion was made by Hartung and seconded by Jonas to approve the contract for the Port Manager with Travis Webster. The motion passed 4 – 0.

B. IGA with Curry County – Audio time 0:30:32

Webster informed the Board that after discussion with Port Counsel and Curry County Director of Operations we felt the IGA would carry more weight if the Commission signed the IGA instead.

A motion was made by Jonas and seconded by Fraser to approve Intergovernmental Agreement with Curry County. The motion passed 4 – 0.

C. Boat Yard Shop Buildings Layout and Size – Audio time 0:32:38

Webster reminded the Board that the Boat Yard shop building needs to be replaced, and after discussion with the Board this is a design concept for pole barn style buildings. The travelift shelter we are looking at is a canvas top. These buildings might get bumped back due to Coos Curry Electric line. Webster explained he is looking into having two pole barn styles that are 40' x 60', three additional 25' x 40' building with 14' roll up doors and 16' tall ceilings. This will be in our 2024-2025 budget, and does not want to take out a loan, over the next 2 to 3 years we will slowly budget for these buildings. Fraser had some questions and suggestions on where to place the buildings instead.

A motion was made by Jonas and seconded by Hartung to approve design concept of a pole barn style buildings. The motion passed 4 – 0.

D. FEMA Equipment Building – Audio time 0:41:59

Webster explained our dredge needs a place to be stored. This is a kit building; our Port staff will construct it. FEMA will not pay for utilities to the building. The Board had some questions regarding the specifics of the building.

A motion was made by Hartung and seconded by Jonas to approve purchase of 25' by 40' shop building for FEMA equipment. The motion passed 4 – 0.

E. Atlas Coffee Stand Lease Agreement – Audio time 0:51:08

Webster reviewed letter with the Board regarding Mr. Hazen's request for consideration on his lease. Jonas noted that the space isn't desirable to rent out, can't go down on the rent, can adjust the lease for 6 months or monthly, but if they aren't paying that their equipment is removed. Hartung mentioned that we have other tenants in the same situation, food trucks are only in the Port for x number of months, maybe it will work better for the community. Heap agreed with a seasonal mobile agreement. There was discussion about a seasonal mobile agreement.

A motion was made by Heap and seconded by Hartung to approve terminating Mr. Hazen's lease December 31st and have the Port Manager develop a use agreement for mobile concessions on Port property, with the understanding Mr. Hazen will have first choose in that spot if he so chooses.

Fraser asked if this will be month to month. Heap explained this will have the Port Manager to create a new use agreement. Hartung asked about a Resolution.

The motion passed 4 – 0.

F. HMGP – Standard Form 424D – Audio Time 1:10:35

Webster informed the Board that this form must be signed to access funds. Fraser asked about flood insurance.

A motion was made by Jonas and seconded by Fraser to approve Port Manager to sign Standard Form 424D required for HMGP funding. The motion passed 4 – 0.

7. INFORMATION ITEMS

A. Community Listening Session in Bandon – Audio Time 1:13:29

Webster informed the Board that he received an email from David Brock Smith regarding holding a community listening session in Bandon and asked for an update on our wastewater treatment project and an update on our infrastructure needs. Spoke with them about our travelift ramp for the Ports infrastructure needs.

B. DEQ 1200-Z Stormwater Test Results – Audio time 1:15:53

Webster updated the Board that we are continuing to improve but our boat yard cooper levels exceeded the required benchmark. We are in our tier II plan, which we asked for an extension. Once we install an oil water separator should clean the boat yard the rest of the way. This is our third of fourth test for the year. Fraser asked about when the oil water separators will be installed, Webster hopes for the end of our fiscal year but no later than September. Board allowed public comment.

C. Travelift Shelter – Audio Time 1:19:12

Webster wanted to bring this to the Board, but this is a proposed design concept for the travelift shelter. It will give us the height we need. We have almost spent \$92,000 in travelift maintenance through its

life, which has been 7 years and would credit 30% of those cost to deterioration. This will come back to the Board for approval. Jonas asked about the canvas top.

D. Boardwalk Repairs – Audio Time 1:21:46

Webster reviewed what was discussed in the last meeting. The deck was detached and slid back to the retaining wall. This is only a temporary fix to stop the destruction of what is already going on, new deck planks and handrail will be installed to be opened back up for summer. Jack with EMC Engineering was out to look at the Boardwalk, he wants continued monitoring, and discussed a future fix if it continues to fail with no funds. Which is driving steel I beams behind the shoring and creates a steel support system behind the shoring that will stop the failure of the boardwalk and allow the shoring to continue to fail on its own. Fraser asked about the shoring.

E. Curry County Transient Lodging Tax Public Comment – Audio Time 1:24:42

Webster informed the Board that he went to a Curry County public meeting and gave a comment about the Travel Lodging Tax. This was brought to my attention a month ago regarding how current tax dollars are being spent and how the County is allocating it, and it was significantly different then what the voters had originally approved. Webster believes that the amount contributed from the Port and South Curry County hasn't seen much invested in the tourism industry. Fraser asked how much South County has contributed, Webster informed him 60 - 65% comes from South County and the Port itself has paid from May 2019 \$172,000 to the T.L.T funds and to my knowledge we haven't seen any of that come back regarding infrastructure repairs or tourism. 35% goes to Curry County Economic Development, 35% goes to Curry County Fair Board and 30% goes to the Curry County Sheriff's Department. Jonas thanked him for doing this.

8. COMMISSIONER COMMENTS – Audio time 1:28:15

Commissioner Fraser wished everyone a Merry Christmas and a Happy New Year.

Commissioner Heap gave an update on offshore wind development.

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

10. ADJOURNMENT – Audio time 1:30:30

Having no further business, the meeting adjourned at 3:29 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.

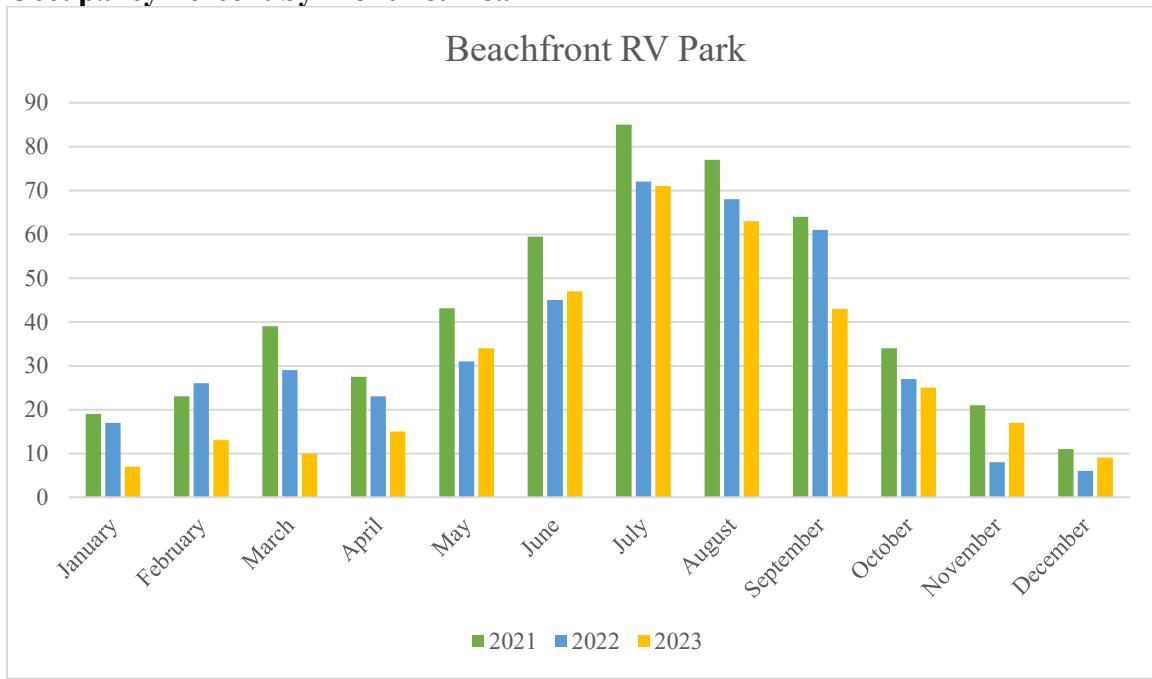
MANAGEMENT REPORT

DATE: January 17th, 2023
RE: December 2023
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

RV Park

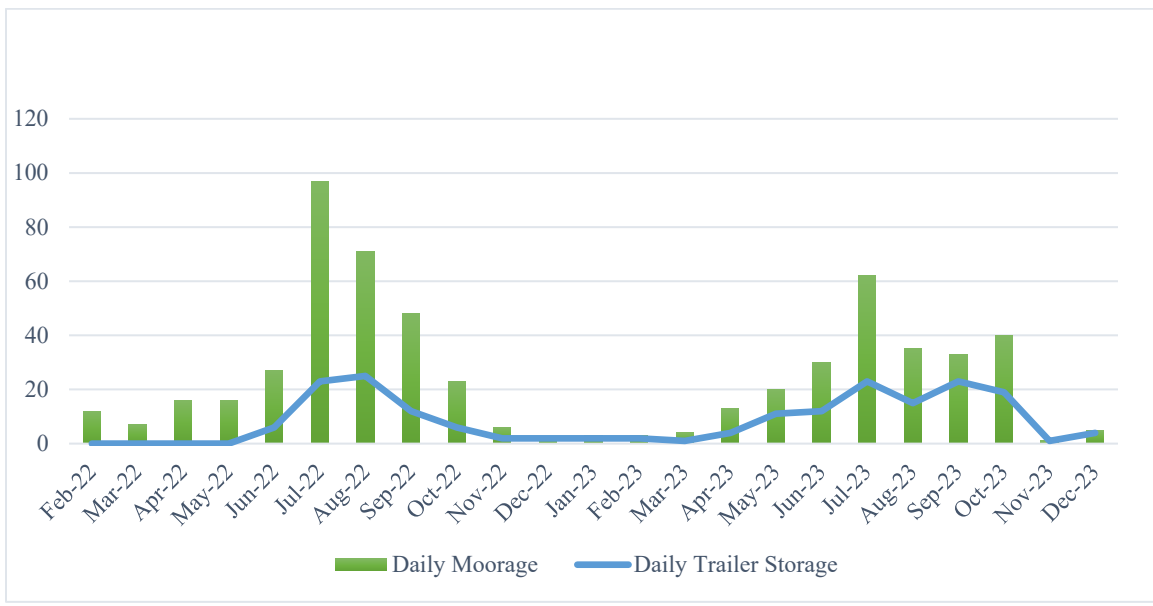
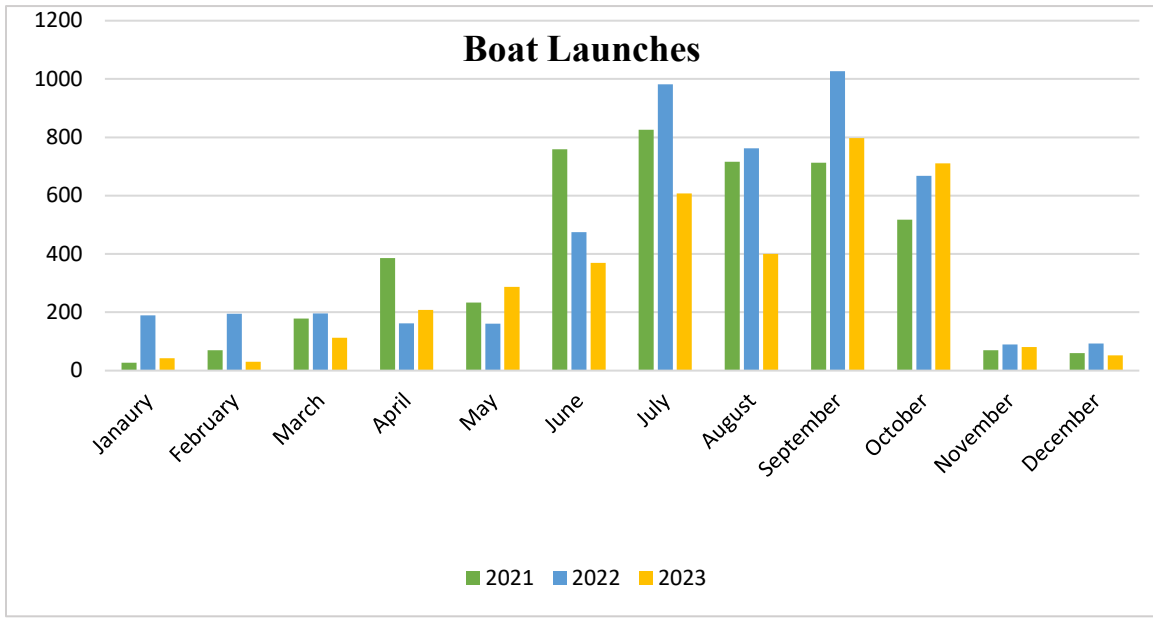
- Beach walkway blocks will be installed periodically throughout the winter. When the port receives weather notices impacting beaches, we will post the notice on our website. The blocks will be removed after the advisory has been lifted.
- Late December storms brought high surf coupled with high tides that led to some overtopping at the RV park. Walkway and drive isles were impacted by the storm surge. The seawall along the walkway continues to work and has minimized the overtopping significantly. After high tide passed, Port staff closed the RV Park for about 2.5 hours while things were cleaned up.
- The water heater in the RV park showers went out. We had an extra one on hand to replace. A new back up was ordered.

Occupancy Percent by Month & Year



Marina

- Dock walks and repairs were frequent due to storm surge.
- All pedestals were wiped down to remove moss. New dock numbers have been ordered for the pedestals and metal plates with dock numbers to go on the docks.
- 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. New cord is on order and is expected to be installed the second week of January.



Equipment Services Performed by Port Staff

Telehandler Work

	2019	2020	2021	2022	2023
January	4	2	0	8	3
February	1	6	3	2	2
March	6	4	6	5	4
April	7	10	5	7	14
May	6	3	7	6	7
June	3	0	3	4	7
July	1	5	0	1	2
August	3	4	1	0	0
September	3	3	1	2	7
October	10	6	5	7	1
November	3	9	13	9	9
December	15	5	3	2	5
Totals	62	57	47	53	61

Travel Lift Haul-Outs

	2019	2020	2021	2022	2023
January	2	1	0	2	1
February	2	5	1	6	1
March	4	5	6	6	1
April	7	5	6	7	7
May	13	9	5	8	8
June	16	15	12	6	7
July	15	14	7	8	9
August	8	4	7	5	8
September	7	6	8	4	4
October	9	8	4	11	4
November	8	5	12	6	6
December	5	1	0	7	4
Totals	96	78	68	76	60

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 replaced decking at the North end of boardwalk. The handrail will be rebuilt when material arrives. When all the work is completed, the temporary fence will be removed, and the boardwalk will reopen. We will continue to monitor the shoring and document movement.
- One new drain was added by the men’s bathroom in retail. This was to prevent puddles in the walking area.
- New retail sewer pumps will be ordered soon. Due to the variety of clothing and other objects that are flushed we found a better pump.

Maintenance Crew

- Staff completed **115** work orders for the month of December 2023. See attached work orders for December. **1,298** work orders completed for 2023.

Office Staff

- 21 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

- Billiter Marine completed clam shell dredging. The total amount removed was 2,116 cubic yards. The dredge generator was shipped from Florida and is expected to arrive in mid-January. Our dredge has also shipped from Italy and is expected to arrive the third week of February. A representative from Drag Flow will be here when it arrives and will assist in assembly and training.

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.

2023 End of Year Summary

- Board Meetings
 - Board Meetings (12 Regular Meetings, 7 Special Meetings, 2 Budget Meetings, and 8 Executive Sessions)
 - 137 items were talked about, 80 items were approved motions.
 - 2 tabled motions
 - 11 resolutions
- Port Achievements
 1. Manager Search
 2. OPPA
 3. SDAO Annual Conference
 4. Budget
 5. Supplemental Budget
 6. Completion of RV Park
 7. Addressing Culvert problems/legislators/county/IGA
 8. (2) Property Sales
 9. FEMA Award/Start to purchase equipment.
 10. Continuing HMGP, WWTP – Funding
 11. Promotions, New office Staff, Project Manager
 12. Equipment training of 2 staff members
 13. Updated Strategic Business Plan
 14. Updated NHMP
 15. New gear storage area
 16. Clean out for Boat Launch
 17. (4) new lease tenants. (Atlas Coffee, Chetco Dustless Blasting, Augustino - Brookings Real Estate, Fishermen’s Catch/Bornstein)
 18. Establishing Landing Fees
 19. Retained monies from property sale to be used for the WWTP
 20. Removed (5) abandoned/derelict vessels

21. Completed Landing Fee Amendments.
22. FEMA – Purchasing, Construction, Pipe Welding
23. Risk Management Training in Coos Bay
24. Training Employees on equipment
25. Submitted Phase 2 funding for Wastewater Treatment Plant
26. Updated and submitted Natural Hazard Mitigation Plan
27. TLT Investigation
28. Restriping Retail Parking
29. Approved expense for SLFRF
30. School Tour
31. Fire Marshall Inspections
32. Community Listening Session in Bandon with Senator Rob Wagner and Senator David Brock Smith regarding the Travelift Ramp.

April's Tasks Completed

December 2023

December 1	Went to bank with Sharon to wire remaining balance of \$207,905 to Dragflow - purchase of Dredge
December 4	Communicated with Connie Huntsman and Gerald Burns regarding next steps for FY 22-23 Audit, Connie suggested the Port files Audit Extension Request because she cannot complete audit on time
December 6	Submitted payroll reports to SAIF (worker's comp insurance provider)
December 7	-Reconciled LGIP and Umpqua bank accounts for month ending November 2023 -Applied for Audit Extension with March 31 as new date, received Audit Extension Approval
December 11	Processed Payroll, including SEP / IRA Contributions and payroll taxes
December 12	Attended "Local Budget Law Training" in Roseburg, hosted by Douglas County Assessor's Office
December 13	- Opened recruitment for 2nd RV Park host, hope to find a March-Sept or April-Oct volunteer host - Held office staff meeting - Got notice of resolution in our favor for an Aug 30 card dispute at RV Park, \$127.35 received back
December 15	Submitted 4th Quarter 2023 payments for IFA loan accounts, totaling \$77,500
December 20	Attended Regular Commissioner Meeting
December 22	Phone meeting with Monica at SDAO regarding changes to employee performance management
December 26	- Processed Payroll, including SEP / IRA Contributions and payroll taxes - Updated Force Labor Amounts for FEMA using current rate(s) of pay
December 28	Created 34 Commercial Lease Invoices for January 2024

Gary's Tasks Completed

December 2023

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 and Natural Hazard Mitigation Plan update and approval process with FEMA/OEM.

Assist with Port project planning, Port documents, inspections of facilities and any necessary repairs.

Attend "Local Budget Law Training" taught by Oregon Department of Revenue in Roseburg.

NOTES:

Danielle's Tasks Completed

Date: December

December 1	Started to compile Regular Commissioner meeting packet information.
December 3	Last day of covering the RV Park Office.
December 4	Safety meeting to maintenance staff regarding ladder safety.
December 6	<ul style="list-style-type: none">- Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP).- Travis and I collected Stormwater testing for 1200Z Permit. Took to Grants Pass Water Lab.
December 7	Completed November 15 and November 30 Meeting Minutes.
December 12	Completed Emergency and Disaster Preparedness Course on Safepersonnel
December 13	Helped place docks in sediment area
December 14	Attended OPPA Microsoft Teams Meeting with Travis
December 20	Attended Regular Commissioner Meeting
December 27	Reviewed Stormwater test results
December 28	Started Tier I Report Form Helped clean up RV Park

NOTES:

Port Office was closed December 25 to observe Christmas Day.

Denise's Tasks Completed

Date: December

Daily Processed fuel tickets, updated fuel dock sales spreadsheet, monitored transient dock

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

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

December 2 Worked at RV Park

December 1 Entered security patrol minutes into log

December 6 Entered all November Kiosk credit card payments into Quickbooks

December 20 & 28 Invoiced for 17 boat/trailer storage units and 27 gear storage units

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

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 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 and Quickbooks backup

*Denise Gerski's Tasks Completed,
Month: December 2023*

Lisa's Tasks Completed

Date: December

December 1-31 Processed **Twenty-one (21)** Moorage Renewals and Invoices for December 2023.

December 1 Posted for mailing – February 2024 Moorage Renewals dated February 1 – 12, 2024.

December 4 Scheduled Vessel Inspection for SV: Rhumba – OR001ABT – B2, I-15 – Michael Maas – For: 1:30 pm, Wednesday, December 13, 2023

December 6 Prepared Updated Boat Slip Inventory List for Danielle King, Administrative Assistant.

December 14 Posted for mailing – February 2024 Moorage Renewals dated February 15 – 24, 2024.

December 22 Scheduled Vessel Inspection for OR954ABG – B2, E-17 – Dustin Shermer – For: 2:00 pm Today (Friday, December 22, 2023)

December 28 Prepared Updated Marina Phone List/Boat Slip Inventory for Shawn Hall, Maintenance

December 28 Prepared Updated Boat Owner Contact List for Brent Ferguson, Leadman.

December 29 Finalized March 2024 Moorage Renewals

NOTES:

Recurring:

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

For December 2023:

Disposed:

- No boats were disposed of in December 2023.

Completed Vessel Inspection:

- Rhumba (Michael Maas) (B2, I-15) – **Renewal: 9/01/23**
 - Inspection completed on 12/13/2023. Failed vessel inspection.
- OR954ABG (Dustin Shermer) (B2, E17) – **Renewal: 1/18/24**
 - Inspection completed on 12/22/23. Repairs to be made.

Currently Scheduling Upcoming Inspections for:

- Shar-Mar (Myrna Underwood-Scott) (B1, M18) – **Renewal: 2/17/24**
 - 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.

2023 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes		
1	Friday, January 6, 2023	EXECUTIVE SESSION			No items to discuss		
2	Wednesday, January 18, 2023	Resolution 2023-01, Registered Agent		Approved		Number of Meeting:	21
3		Art on the Coast		Approved		Number of Talked Items:	137
4		Mountain View Motorcycle Shop Lease		Approved		Number of Approved Motions:	80
5		McLennan Excavation Payment Request #5		Approved		Number of Tabled/Failed Motions:	2
6			2023 Events				
7			RV Park Update				
8			2022 Commissioner Meeting Summary				
9			Storm Damage			Budget Meetings	2
10			Miss Stacey Update			Special Meetings	7
11		EXECUTIVE SESSION				Regular Meetings	12
12	Wednesday, February 15, 2023	Motorcycle Shop Future		Approved		Executive Session	8
13		McLennan Excavation Payment Request #6		Approved			
14		Gear Storage Area		Approved			
15			Piling Replacement				
16			Clean Out for Boat Launch Ramp Sewer				
17			Event Discussion with Bruce Ellis				
18			Port Rates				
19		EXECUTIVE SESSION					
20	Monday, February 20, 2023	Coos Curry Electric Construction Contract		Approved			
21	Wednesday, March 15, 2023	Bell & Whistle Mobile Coffee Stand Lease Amendment		Approved			
22		McLennan Payment Request #7		Approved			
23		El Cazadores Draft Lease Agreement		Tabled			
24		Appoint Budget Officer		Approved			
25			Port Rates				
26			IDA Completion - December 25, 2022 Storm Damage				
27			Buidling Advertisement				
28			July 4th RV Park Parking & Traffic Discussion				
29			Lottery Bond - Economic Development				
30			Projects Update				
31			Salmon Season				
32	Monday, April 10, 2023	Budget Committee Members					
33		Proposals for 16118 Lower Harbor Rd					
34		RV Park Update and Cable TV					
35			Pacific Seafood, Wastewater Treatment Plant				
36			Wastewater Treatment Plant. City Options				
37	Wednesday, April 19, 2023	El Cazadores Lease or Buy Options		Approved			
38		Rates for FY 2023-24		Approved			
39		Resoltuion 2023-02, Landing Fees		Approved			
40		Resolution 2023-03, Port Rates		Approved			
41		McLennan Excavation Payment Request #8		Approved			
42			EV Charging Station				
43			Letter from Henry Johnson Camera with Advertisments for 4th of July at RV Park				
44			Charter and Guides Signs				
45		EXECUTIVE SESSION					
46	Wednesday, May 10, 2023	Approval of Budget		Approved	BUDGET COMMITTEE MEETING		
47		Tax Rate		Approved			
48	Wednesday, May 17, 2023	Wastewater Treatment Plant, City of Brookings Scope of Service		Approved			
49		Letter from Henry Johnson		Approved			

2023 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes		
50		McLennan Excavation Payment Request #9 - Final Payment		Approved			
51		RV Show Event		Approved			
52		Delinquent Account Write Off Request		Approved			
53			DEQ 1200Z Tier II Time Extension				
54			December 26, 2022 Storm Damage				
55	Wednesday, June 21, 2023	Supplemental Budget Hearing		Approved			
56	Wednesday, June 21, 2023	Chetco Dustless Blasting Lease Agreement		Approved			
57		El Cazadores Purchase Sale Agreement		Approved			
58		Brookings Real Estate (Augustino Estat & Vineyard) Letter of Intent		Approved			
59		Resolution 2023-06, Amending Public Contracting Rules		Approved			
60		Billeter Marine Contract for Boat Yard Dredging (Part of FEMA)		Approved			
61		Workers Compensation Insurance SAIF		Approved			
62		Lloyd Whaley Memorial Bench		Approved			
63		FEMA Schedule and Equipment to Procurement		Approved			
64		Delinquent Account Write Off Request		Approved			
65			RV Park Project				
66		EXECUTIVE SESSION					
67	Thursday, July 6, 2023	Election of Commission Officers					
68		Commissioner Range Resignation Letter		Approved			
69		Chetco Dustless Blasting Lease Agreement		Approved			
70			Brookings Real Estate Lease Agreement				
71	Wednesday, July 19, 2023	Brookings Real Estate Lease Agreement		Approved			
72		WWTP DEQ Permit Fee		Approved			
73		FEMA Project PW 189, Purchase of Dredge		Approved			
74		Resolution No. 2023-07, Reserve Fund Loan to Capital Projects		Approved			
75			FEMA Oproject PW 189, Purchase Tractor				
76			FEMA Oproject PW 189, Purchase of Concrete Blocks				
77	Wednesday, August 16, 2023	Commissioner Vacancy		Approved			
78		Approve Signature for Bank Accounts		Tabled			
79		Park Host Agreement		Approved			
80		Audit Engagement Letter		Approved			
81		Delinquent Account Write-Offs		Approved			
82		Ice Cream Truck		Approved			
83		Strategic Business Plan Update		Approved			
84		McLennan Contract for FEMA Sediment Storage		Approved			
85		FEMA Project, Dredge Purchase		Approved			
86		Billeter Marine Contract		Approved			
87			FEMA Expenditure Schedule/Project Map/Purchases				
88			Wastewater Treatment Plant, Matching Funds				
89	Thursday, August 31, 2023	EXECUTIVE SESSION					
90	Wednesday, September 20, 2023		HMGP REVIEW				
91		Approve Signature for Bank Accounts		Approved			
92		Pacific Fishing LLC, Lease Agreement		Approved			
93		South Coast Tours LLC, Lease Amendment No. 1		Approved			
94		Boat Shop & More LLC, Lease Amendment No. 2		Approved			
95		Slugs N Stones Ice Cream, Lease Agreement		Approved			

2023 Commissioner Meeting Review

#	Meeting Date	Action Item	Information Item	Commission Vote Approve / Fail / Hold	Notes		
96		J Sloane Hair Studio LLC, Lease Amendment No. 1		Approved			
97		Boardwalk Mail Services LLC, Lease Amendment No. 1		Approved			
98		The Hungry Clam, Lease Amendment No. 1		Approved			
99		Atlas Coffee Stand, Lease Agreement		Approved			
100		Options for SLFRF		Approved			
101		Amend and Restated Agreement for Professional Services		Approved			
102		Agreement for Security Services		Approved			
103			FEMA Schedule				
104			Wastewater Treatment Plant, Budget				
105	Wednesday, October 18, 2023		HMGP REVIEW				
106		Amending Public Contracting Rules, Resolution No. 2023-08		Approved			
107		State and Local Fiscal Recovery Funds		Approved			
108		Bornstein Seafoods, Lease Amendment No. 1		Approved			
109		Hallmark Fisheries, Lease Amendment No. 2		Approved			
110		Pacific Seafood, Lease Amendment No. 1		Approved			
111		Travelift Maintenance		Approved			
112		Boat Yard Shop Building		Approved			
113		Chetco Indian Memorial Amendment No. 1		Approved			
114		Collection Attempt, Requesting to File Suit		Approved			
115			BOEM Meeting				
116			Fire Marshall Inspections				
117			Cyber Security				
118		EXECUTIVE SESSION					
119	Thursday, October 26, 2023	Approval of Natural Hazard Mitigation Plan		Approved			
120	Wednesday, November 15, 2023	Resolution No. 2023-11, Removal of Crab Dock and Ramp on North Jetty		Approved			
121		Delinquent Account Write-Off		Approved			
122		EPA Wastewater Treatment Plant Phase 2 Funding		Approved			
123			FEMA Update				
124			Boardwalk Condition				
125	Thursday, November 30, 2023	EXECUTIVE SESSION					
126		Bornstein Seafoods, Lease Amendment No. 2		Approved			
127	Wednesday, December 20, 2023	Port Manager Contract		Approved			
128		IGA with Curry County		Approved			
129		Boat Yard Shop Buildings Layout and Size		Approved			
130		FEMA Equipment Building		Approved			
131		Atlas Coffee Stand, Lease Agreement		Approved			
132		HMGP - Standard Form 424D		Approved			
133			Community Listening Session in Bandon				
134			DEQ 1200-Z Stormwater Test Results				
135			Travelift Shelter				
136			Boardwalk Repairs				
137			Curry County Transient Lodging Tax Public Comment				

WORK ORDERS LOG
Port of Brookings Harbor
December 2023

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By
12/1/23	Basin 2, O 20-22	Checked out triangles	Completed	12/1/23	Shawn & Sean
12/1/23	Basin 1 and 2	Completed dock walks	Completed	12/1/23	Shawn & Sean
12/1/23	RV Park - Dry Camp	Installed new wooden number plaques at #136, #143, #149	Completed	12/1/23	Marian
12/1/23	Boardwalk	Stripped deck boards	Completed	12/1/23	Shawn & Sean
12/4/23	RV WiFi	Rebooted system, fixed AP 3&4	Completed	12/4/23	Brent
12/4/23	Retail Mens' Bathroom	Installed drain system to channel water that was pooling by entrance into storm drain	Completed	12/4/23	Brent - Sean - Shawn - Marian
12/4/23	Basin 1 and 2	Completed dock walks	Completed	12/4/23	Shawn & Sean
12/5/23	Gear Storage	Set blocks	Completed	12/5/23	Shawn & Sean
12/5/23	Retail Restroom	Poured concrete	Completed	12/5/23	Shawn & Sean
12/5/23	RV Park	Filled pothole	Completed	12/5/23	Shawn & Sean
12/5/23	Boat Yard	Completed 2 haul ins	Completed	12/5/23	Shawn & Sean
12/5/23	Basin 1 and 2	Replaced rub boards at Basin 1 A Dock and Basin 2 Q Dock	Completed	12/5/23	Shawn & Sean
12/5/23	Boardwalk	Dumped debris	Completed	12/5/23	Brent
12/6/23	Port Drainage	Removed grate at gear storage for sampling	Completed	12/6/23	Brent
12/6/23	SaniSailor	Completed monthly inspection	Completed	12/6/23	Brent
12/6/23	RV Park	Placed signage on main electrical panels	Completed	12/6/23	Brent
12/6/23	Basin 2, D - F/V Megan Lynn	Repaired electric pedestal and notified owner of F/V Megan Lynn that his bumpers had failed	Completed	12/6/23	Brent & Shawn
12/6/23	EQ 1117	Took EQ 1117 to Les Schwab and had 2 tires repaired	Completed	12/6/23	Brent
12/6/23	RV Park, Electric Panel at back of restroom	Installed Electrical Shut Off Sticker	Completed	12/6/23	Brent
12/6/23	Basin 1, Main Dock	Replaced 2'-3' sections of missing rubboard	Completed	12/6/23	Shawn & Sean
12/7/23	RV Park	Had discussion with Brent about getting a new canvas for the golf cart	Completed	12/7/23	Trent
12/7/23	Retail Boardwalk	Picked up unit of lumber and stored at boardwalk construction site	Completed	12/7/23	Brent
12/7/23	Sewer systems	Completed monthly inspection	Completed	12/7/23	Brent
12/7/23	RV Park	Removed blocks from seawall for pedestrian access	Completed	12/7/23	Brent
12/7/23	Boat Ramp	Cleaned up debris	Completed	12/7/23	Shawn - Sean - Trent
12/7/23	Boat Yard	Removed debris from work dock	Completed	12/7/23	Shawn - Sean - Trent
12/8/23	Boat Yard	Completed haul in	Completed	12/8/23	Shawn - Sean
12/8/23	Boat Yard	Completed haul out and haul in	Completed	12/8/23	Shawn - Sean
12/8/23	Basin 2, J15	Added correct nipple to water hookup fitting	Completed	12/8/23	Brent & Marian
12/8/23	Fuel Dock	Completed monthly inspection	Completed	12/8/23	Brent
12/8/23	Boardwalk	Worked on boardwalk	Completed	12/8/23	Shawn & Sean
12/10/23	RV Bathroom	Replaced hot water heater	Completed	12/10/23	Brent
12/10/23	RV Park Office	Hung up new maps	Completed	12/10/23	Trent
12/10/23	Basin 1, A-Dock	Cleaned moss off pedestals	Completed	12/10/23	Marian & Ralph
12/11/23	Basin 1 and 2	Removed driftwood from docks	Completed	12/11/23	Shawn & Sean
12/11/23	Basin 2, O Dock, Slip 6	Contacted Tom Anela to have him move his dinghy off the dock onto his boat	Completed	12/11/23	Brent
12/11/23	Basin 2, N Dock, Slip 2	Replaced broken concrete	Completed	12/11/23	Shawn & Sean
12/11/23	Port Office	Fixed server backup software	Completed	12/11/23	Brent
12/11/23	RV Bathroom	Showers were not hot - closed two open valves to fix issue	Completed	12/11/23	Brent
12/11/23	Oil Dump	Removed bilge fluids and filters	Completed	12/11/23	Brent & ThermoFluids
12/11/23	Basin 1, A-15	Fixed electric pedestal that was cracked	Completed	12/11/23	Brent
12/11/23	Boat Yard	Moved blocks	Completed	12/11/23	Shawn & Sean
12/12/23	Basin 1, Main Dock at C-Dock	Re-aligned uneven docks as much as possible	Completed	12/12/23	Shawn & Sean
12/12/23	Basin 1, F Dock	Repaired damaged rubboard at Slip 2 and Slip 22	Completed	12/12/23	Shawn & Sean
12/12/23	Commercial Restroom	Main sewer line was clogged - it had been vandalized - Removed various items and cleared clog	Completed	12/12/23	Brent
12/12/23	Office Alarm	Fixed back door sensor	Completed	12/12/23	Brent

12/12/23	Launch Ramp	Investigated sewer in alarm, found no issues (transient standing nearby may have pressed the test button)	Completed	12/12/23	Brent	47
12/12/23	Basin 2, N-7 (F/V Barbara Lee)	Power at pedestal not working - arranged with Jim to move the Barbara Lee	Completed	12/12/23	Brent	48
12/12/23	P Dock "9"	Added cleat	Completed	12/12/23	Shawn & Sean	49
12/12/23	Gear Storage	Smashed pallet dumpster	Completed	12/12/23	Shawn	50
12/13/23	Dredge Project	Made and placed tide stick	Completed	12/13/23	Brent	51
12/13/23	Kiosk Ticket Machine	Tested machine as problems had been reported - found no issues	Completed	12/13/23	Brent	52
12/13/23	Work Boat	Installed depth finder	Completed	12/13/23	Brent	53
12/13/23	Basin 2, N Dock, Slip ?9?	Fixed bolt that was protruding from rubboard	Completed	12/13/23	Shawn	54
12/13/23	Basin 2, O Dock	Fixed rubboard damaged by vessel	Completed	12/13/23	Shawn & Sean	55
12/13/23	Basin 2, Q Dock, Prolofik (?17?)	Fixed rubboard damaged by vessel	Completed	12/13/23	Shawn & Sean	56
12/13/23	Basin 2, Main Dock N-O	Replaced rubboard missing behind Responder	Completed	12/13/23	Shawn & Sean	57
12/14/23	EQ 3715	Troubleshooted screen message - need technician to plug in to diagnose - tech will be dispatched 12/19/23	Completed	12/14/23	Brent	58
12/14/23	Dredge Project	Realigned holding area	Completed	12/14/23	Brent - Shawn - Sean	59
12/14/23	Gear Storage	Flattened rutted area	Completed	12/14/23	Brent	60
12/14/23	Basin 2, O Dock	Investigated PVC Pipe connecteds to rubboard & waler (Customer has fashioned a water delivery system)	Completed	12/14/23	Brent	61
12/14/23	Boat Yard	Moved blocks	Completed	12/14/23	Brent - Shawn - Sean	62
12/14/23	Catalyst	Set posts	Completed	12/14/23	Shawn & Sean	63
12/14/23	Steel Wall	Greased hoist	Completed	12/14/23	Shawn & Sean	64
12/15/23	RV Park	Patched potholes at exit	Completed	12/15/23	Sean	65
12/15/23	Port Shop	Put bat door roller back on track	Completed	12/15/23	Sean	66
12/15/23	Fish Station	Cleaned station and dumped carcasses	Completed	12/15/23	Brent	67
12/15/23	Basin 1, N and O Docks	Replaced 19 light bulbs	Completed	12/15/23	Brent & Sean	68
12/15/23	RV Park	Fixed mower	Completed	12/15/23	Brent	69
12/17/23	Basin 2, J Dock	Removed moss from pedestals	Completed	12/17/23	Marian	70
12/17/23	Basin 2, I Dock	Removed moss from pedestals	Completed	12/17/23	Marian	71
12/17/23	Basin 2, H Dock	Removed moss from pedestals	Completed	12/17/23	Marian	72
12/18/23	Commercial Restroom	Removed and replaced shower lock wedged against wall	Completed	12/18/23	Brent	73
12/18/23	Basin 2, O-18	Removed derelict kayak from dock and stored at shop	Completed	12/18/23	Brent & Marian	74
12/18/23	Basin 2, O-22 F/V Rogue	Bow was up against dock, called owned and he is coming down - tied spring line	Completed	12/18/23	Brent & Marian	75
12/18/23	Basin 1 and 2	Completed dock walks	Completed	12/18/23	Shawn	76
12/18/23	Boardwalk	Installed deck boards	Completed	12/18/23	Shawn - Trent	77
12/18/23	EQ 1110	Replaced headlamp and high beam bulbs	Completed	12/18/23	Brent	78
12/18/23	Commercial Mens' Bathroom	Fixed toilet	Completed	12/18/23	Brent	79
12/18/23	Launch Ramp Mens' Bathroom	Replaced door stopper	Completed	12/18/23	Brent	80
12/19/23	EQ 3710	Secured decals that were delaminating	Completed	12/19/23	Brent	81
12/19/23	Fuel Dock	Changed pump filters	Completed	12/19/23	Brent & PP&T	82
12/19/23	Les Schwab	Took truck in	Completed	12/19/23	Shawn	83
12/19/23	Boardwalk	Made materials list	Completed	12/19/23	Shawn	84
12/19/23	EQ 3715	Case tech cleared code	Completed	12/19/23	Brent & Case	85
12/20/23	Fuel Dock	Fixed fast pump display	Completed	12/20/23	Brent	86
12/20/23	Front Office, Sliding Door	Fixed lock	Completed	12/20/23	Brent	87
12/20/23	Basin 2, Main Dock (Equinox slip)	Tightened 7 cleats and removed 3 cleats	Completed	12/20/23	Shawn & Sean	88
12/20/23	Boardwalk	Worked on boardwalk	Completed	12/20/23	Shawn	89
12/20/23	Boardwalk	Marked bad deck boards to replace	Completed	12/20/23	Shawn	90
12/21/23	Retail lighting	Adjusted On / Off Times	Completed	12/21/23	Brent	91
12/21/23	Kite Field Bathroom	Placed 4 Electrical Shut Off signs	Completed	12/21/23	Brent	92
12/21/23	Fish Station	Cleaned station	Completed	12/21/23	Brent	93
12/21/23	Fish Station	Dumped fish carcasses	Completed	12/21/23	Brent	94
12/22/23	Basin 2, E-17	Completed sea-worthy inspection	Completed	12/22/23	Shawn	95
12/22/23	Basin 2, P Dock	Tightened bolts	Completed	12/22/23	Shawn & Sean	96
12/22/23	Basin 2, G-Dock	Cleaned moss off pedestals	Completed	12/22/23	Marian	97
12/23/23	Basin 2, F-Dock	Cleaned moss off pedestals	Completed	12/23/23	Marian	98
12/23/23	Basin 2, E-Dock	Cleaned moss off pedestals	Completed	12/23/23	Marian	99
12/24/23	Basin 2, D-Dock	Cleaned moss off pedestals	Completed	12/24/23	Marian	100
12/26/23	Fish Station	Cleaned fish station	Completed	12/26/23	Brent	101

12/26/23	Basin 2, P Dock	Replaced 6 bulbs on pedestals	Completed	12/26/23	Brent	102
12/26/23	Commercial Mens' Restroom	Fixed leaking toilet and supply line	Completed	12/26/23	Brent	103
12/26/23	Boat Yard	Removed and stored turbidity screen	Completed	12/26/23	Brent - Sean - Shawn - Marian	104
12/27/23	Kite Field Bathroom	Cleared plugged sewer main with power snake	Completed	12/27/23	Brent & Shawn	105
12/27/23	Shop	Greased tractor and telehandler	Completed	12/27/23	Shawn & Sean	106
12/27/23	RV Park	Installed blocks in seawall	Completed	12/27/23	Shawn - Travis - Gary	107
12/28/23	Office Alarm	Fixed server backup software that was not responding	Completed	12/28/23	Brent	108
12/28/23	Oil Dump	Removed waste oil	Completed	12/28/23	Brent	109
12/28/23	Basin 1 and 2	Completed Boat Inventory	Completed	12/28/23	Shawn	110
12/28/23	RV Park	Traffic control for storm cleanup	Completed	12/28/23	Shawn	111
12/29/23	Basin 1, O-8	Fixed finger	Completed	12/29/23	Shawn - Travis - Gary - Marian	112
12/29/23	Basin 1 and 2	Completed dock walks	Completed	12/29/23	Shawn	113
12/29/23	Port Road through Gear Storage	Filled and compacted potholes	Completed	12/29/23	Brent, Sean & Trent	114
12/30/23	RV Park	Filled in large pothole at exit	Completed	12/30/23	Trent	115

Port of Brookings Harbor 2023 Total Work Orders

January	100
February	93
March	96
April	99
May	124
June	97
July	118
August	138
September	122
October	84
November	112
December	115
Yearly Total:	1,298



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

3 Jan 2024 9:51:39AM

Date: December 01, 2023 to December 31, 2023

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: 2023 / December													
1	VS_All Pay												
	1	Boat Launch	56	105.00	135.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	260.00
	2	Daily Moorage	4	0.00	45.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
	4	Trailer Storage	3	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
		Subtotal	63	105.00	230.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	370.00
Total Sales			63	105.00	230.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	370.00
Grand Totals													
Total Sales			63	105.00	230.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	370.00

Beachfront RV Park December 2023 Occupancy

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
12/01/2023	127	9	118	7%
12/02/2023	127	12	115	9%
12/03/2023	127	12	115	9%
12/04/2023	127	9	118	7%
12/05/2023	127	5	122	4%
12/06/2023	127	4	123	3%
12/07/2023	127	3	124	2%
12/08/2023	127	9	118	7%
12/09/2023	127	9	118	7%
12/10/2023	127	5	122	4%
12/11/2023	127	7	120	6%
12/12/2023	127	6	121	5%
12/13/2023	127	3	124	2%
12/14/2023	127	8	119	6%
12/15/2023	127	12	115	9%
12/16/2023	127	11	116	9%
12/17/2023	127	7	120	6%
12/18/2023	127	3	124	2%
12/19/2023	127	5	122	4%
12/20/2023	127	10	117	8%
12/21/2023	127	9	118	7%
12/22/2023	127	12	115	9%
12/23/2023	127	16	111	13%
12/24/2023	127	13	114	10%
12/25/2023	127	11	116	9%
12/26/2023	127	15	112	12%
12/27/2023	127	20	107	16%
12/28/2023	127	24	103	19%
12/29/2023	127	28	99	22%
12/30/2023	127	26	101	20%
12/31/2023	127	27	100	21%
	3937	350		

December Occupancy	9%
Total	

Beachfront RV Park Six Month Occupancy Forecast

January	4%
February	4%
March	2%
April	2%
May	4%
June	5%

SAFETY, SECURITY, AND ENVIRONMENTAL REPORT

DATE: January 17, 2024
RE: December 2023
TO: Travis Webster, Port Manager
ISSUED BY: Danielle King, Safety, Security & Environmental Coordinator

SAFETY

- Port maintenance discussed ladder safety.

INCIDENTS

POBH recorded (2) incidents for the month of December bringing the year total to (51).

Incidents included:

- In the commercial basin someone's vehicle that already had a broken window had tools stolen from the vehicle. Security footage was reviewed but could not see any activity for the dates given.
- Individual took wrong route and ended up in the ditch next to Pacific Seafood. Called a tow truck to remove vehicle.

SECURITY

Four Aces Security Solutions and POBH recorded (24) security issues for the month of December bringing the year total to (416). Issues included:

- (12) Overnight parking tickets.
- (2) Parking violations throughout Port
- (1) Vandalism – Kicked in bathroom door
- (6) Unauthorized Visitors
- (1) Ticket Violations in Boat Launch Parking Lot
- (2) Parking 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 the fourth of four required tests this year.
- December 28, the Port experienced a storm event that, even with the seawall closed, brought a lot of trees, logs, and debris into the RV Park parking lot and sidewalk. 5-R Excavation was called to help remove the debris.

FINANCIAL SUMMARY

DATE: January 17, 2024
RE: Month End Report for December 2023
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: April Walker, Office Manager

December 2023 Financial Report – Overview

Balance Sheet

- Unrestricted Cash and Equivalents totaled \$739,487
- Restricted Cash and Equivalents totaled \$246,838
- Total Checking/Savings (cash) at \$986,325

December Profit & Loss

- Total revenue for all funds was \$860,154
- Total expense was \$526,664
- The net income for December was \$333,490

December Program Revenues		December Program Expenditures		Net
Beachfront RV Park	\$28,647	\$21,117		\$7,530
Commercial / Retail	\$45,524	\$13,072		\$32,452
Fuel Dock	\$63,425	\$43,759		\$19,666
Marina	\$71,619	\$51,361		\$20,258
Total General Fund	\$209,216	\$129,309		\$79,906

Budget Performance FY 2023-2024

- Total income for all funds is 23.3%, with general fund revenues at 45.6%
- Total expenditure for all funds is 24.2%, with general fund expenditure at 46.3%

Notes for December Financial Report

- Received \$434,096 from FEMA for pay requests #2 and #3 for dredging project PW189.
- Received \$16,209 from EPA for pay request #4 for WWTP project.
- Received \$140,527 from Business Oregon for pay request # 2 (dredging matching funds).
- Paid balance of \$207,905 for purchase of Dredge for project PW189.
- Paid balance of \$73,642 for purchase of generator for project PW189.
- Submitted 4th Quarter 2023 payments for IFA loan accounts, totaling \$77,500.
- 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	Dredging	\$814,793.87	\$564,273.63	\$180,271.00	\$70,249.24
Business OR-FEMA	Matching Funds	\$180,271.00	\$180,271.00	-	\$0.00
EPA	WWTP	\$190,211.20	\$152,168.96	-	\$38,042.24
HMGP		\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$1,185,276.07	\$896,713.59	\$180,271.00	\$108,291.48

Attachments

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

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

Port of Brookings Harbor Balance Sheet

Cash Basis

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	242,151.11
10106 · General Fund LGIP 6017	444,547.28
10107 · Dredging LGIP 6254	50,685.17
Total 101 · GENERAL FUND CHECKING & LGIP	737,383.56
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	739,487.56
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,521.70
30104 · Debt Service Umpqua MM 8627	2,507.47
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,529.17
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	39,688.06
30105 · IFA Debt Service Fund LGIP 6020	30,291.49
50105 · Reserve Fund LGIP 6018	141,250.40
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	217,128.94
70105 · Capital Projects LGIP 6273 - Other	-189,050.36
Total 70105 · Capital Projects LGIP 6273	28,078.58
Total 105 · RESTRICTED LGIP	239,308.53
Total 110 · RESTRICTED CASH & EQUIVALENTS	246,837.70
Total Checking/Savings	986,325.26
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-22,668.44
Total Accounts Receivable	-22,668.44
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	209,202.54
Total 130 · DUE FROM TRANSFERS	209,202.54
150 · Undeposited Funds	2,948.16
Total Other Current Assets	212,150.70
Total Current Assets	1,175,807.52
TOTAL ASSETS	1,175,807.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE	

Port of Brookings Harbor Balance Sheet

Cash Basis

	Dec 31, 23
10201 · General Fund Accounts Payable	-156.14
Total 200 · ACCOUNTS PAYABLE	-156.14
Total Accounts Payable	-156.14
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-1,046.76
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	-1,514.94
10226 · Lodging Tax Payable	11,531.80
230 · DUE TO TRANSFERS	
10230 · Due to General Fund	-79,375.00
40230 · Due To General Fund from CP	288,577.54
Total 230 · DUE TO TRANSFERS	209,202.54
Total Other Current Liabilities	219,219.40
Total Current Liabilities	219,063.26
Total Liabilities	219,063.26
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	-25,301.27
Total Equity	956,744.26
TOTAL LIABILITIES & EQUITY	1,175,807.52

Port of Brookings Harbor
Profit & Loss
 December 2023

	Dec 23
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	5,899.11
10413 · Property Tax Prior	69.52
10414 · Interest General Fund	1,847.26
10418 · Miscellaneous	6,175.73
401 · GENERAL FUND REVENUES - Other	0.59
Total 401 · GENERAL FUND REVENUES	13,992.21
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	14,412.40
10421.4 · Recreational Slip Rent	32,201.12
10421.5 · Transient	649.50
10421.6 · Other Moorage	148.00
Total 10421.2 · MOORAGE	47,411.02
10422 · Boat Launch	435.00
10423 · STORAGE	
10423.1 · Gear Storage	2,494.00
10423.2 · Boat Storage	2,550.00
Total 10423 · STORAGE	5,044.00
10424 · ADMINISTRATIVE FEES	172.73
10425 · MARINE SERVICES	
10425.1 · Travelift	2,430.00
10425.2 · 12 K Telehandler	2,131.50
10425.3 · Other Sales & Fees	2,078.35
10425.4 · Public Hoist	43.02
Total 10425 · MARINE SERVICES	6,682.87
Total 10421 · MARINA	59,745.62
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	27,020.06
10427.2 · Other Sales & Fees	1,627.25
Total 10427 · BEACHFRONT RV PARK	28,647.31
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	28,334.41
10428.2 · Docks	14,029.66
10428.3 · CPI and Other Fees	3,160.30
Total 10428 · COMMERCIAL RETAIL	45,524.37
10429 · FUEL DOCK	75,288.15
10430 · Landing Fees	10.69
Total 402 · GENERAL FUND PROGRAM REVENUES	209,216.14
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	158.97
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	11,001.97
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	286.70
30419 · Transfer to Debt Service Fund	27,299.71
Total 430 · DEBT SERVICE FUND REVENUE	27,586.41

Port of Brookings Harbor
Profit & Loss
 December 2023

	Dec 23
440 · CAPITAL PROJECTS FUND REVENUE	
40416 · Government Funding	
40416.4 · FEMA- Dredging PW 189	434,096.64
40416.6 · EPA- Wastewater Treatment Plant	16,209.20
40416 · Government Funding - Other	140,527.00
	590,832.84
Total 40416 · Government Funding	590,832.84
Total 440 · CAPITAL PROJECTS FUND REVENUE	590,832.84
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	595.66
50419 · Transfer to Reserve Fund	2,000.00
	2,595.66
Total 450 · RESERVE FUND REVENUE	2,595.66
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	118.81
	118.81
Total 470 · PORT CONSTRUCTION FUND REVENUE	118.81
Total 400 · REVENUES	860,153.91
Total Income	860,153.91
Gross Profit	860,153.91
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	44,952.58
500 · PERSONNEL SERVICES	
10502 · Office Staff	27,471.62
10504 · Operations Staff	15,303.51
10506 · Overtime	790.67
10508 · Payroll Taxes/Costs/Benefits	
10508.1 · Paid Holidays	0.00
10508.2 · Sick Leave Benefit	277.87
10508.3 · Vacation	4,304.58
10508.4 · Payroll Taxes	4,681.98
10508.5 · SEP Retirement	4,609.89
	13,874.32
Total 10508 · Payroll Taxes/Costs/Benefits	13,874.32
10510 · Health Care and Dental	9,636.96
10512 · Workers Compensation	1,461.53
	68,538.61
Total 500 · PERSONNEL SERVICES	68,538.61
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	35.11
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	7,118.80
10602.2 · Supplies	21,417.49
10602.3 · Services	7,119.69
	35,655.98
Total 10602 · REPAIRS & MAINTENANCE	35,655.98
10603 · FUEL purchased for resale	32,153.35

**Port of Brookings Harbor
 Profit & Loss
 December 2023**

	Dec 23
10605 · UTILITIES	
10605.1 · Electric	8,542.09
10605.3 · Sanitary	3,684.58
10605.5 · Telecommunications	1,522.84
10605.6 · Waste Removal	5,732.81
10605.7 · Water	2,223.03
Total 10605 · UTILITIES	21,705.35
10606 · OFFICE EXPENSE	2,736.41
10607 · BANK SERVICE & FINANCE FEES	2,342.44
10608 · TRAINING & TRAVEL	2,733.75
10609 · PERMITS, LICENSES, TAXES & MISC	1,851.08
10610 · INSURANCE; PROP & CAS, BOND	11,696.75
10611 · PROFESSIONAL FEES	
10611.2 · Attorney	1,734.00
10611.3 · Engineering	240.00
10611.4 · Other Support/Consultant	719.06
Total 10611 · PROFESSIONAL FEES	2,693.06
Total 601 · GENERAL FUND Material & Service	113,603.28
Total 600 · GENERAL FUND EXPENDITURES	227,094.47
630 · DEBT SERVICE FUND EXPENDITURES	
30802P · IFA PRINCIPAL	
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46
30802.2 · OBDD #525172/RV Park Prin.	3,420.92
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98
30802.5 · SPWF #L02009/Cold Strg Prin	55,663.62
30802.9 · SPWF X03004/Eureka Fishery Prin	4,684.93
Total 30802P · IFA PRINCIPAL	77,500.00
801 · Principal	
30804P · 2018 Genie Forklift Principal	1,359.19
Total 801 · Principal	1,359.19
810 · Interest Payments	
30814I · 2018 Genie Forklift Interest	105.52
Total 810 · Interest Payments	105.52
Total 630 · DEBT SERVICE FUND EXPENDITURES	78,964.71
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	10.95
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.4 · FEMA- Dredging PW 189	156,772.88
40702.6 · EPA- Wastewater Treatment Plant	6,090.00
40702.7 · Hazard Mitigation-Paving/Drains	510.00
40702.8 · Business Oregon- Dredging	52,240.96
40702.9 · Business Oregon- HMGP	170.00
Total 40702 · Land Improvement - Capt Proj	215,783.84
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	215,783.84
Total 640 · CAPT. PROJ. EXPENDITURES	215,794.79

Port of Brookings Harbor
Profit & Loss
December 2023

	<u>Dec 23</u>
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,419.47
60815I · RV Park Improv. Loan Interest	1,390.40
Total 660 · DEBT SERV. RV PARK EXPENDITURES	<u>4,809.87</u>
Total Expense	<u>526,663.84</u>
Net Income	<u><u>333,490.07</u></u>

**Port of Brookings Harbor
Profit & Loss General Fund
December 2023**

	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	14,412.40	14,412.40	14,412.40
10421.4 · Recreational Slip Rent	0.00	0.00	0.00	32,201.12	32,201.12	32,201.12
10421.5 · Transient	0.00	0.00	58.50	591.00	649.50	649.50
10421.6 · Other Moorage	0.00	0.00	0.00	148.00	148.00	148.00
Total 10421.2 · MOORAGE	0.00	0.00	58.50	47,352.52	47,411.02	47,411.02
10422 · Boat Launch	0.00	0.00	0.00	435.00	435.00	435.00
10423 · STORAGE						
10423.1 · Gear Storage	0.00	0.00	0.00	2,494.00	2,494.00	2,494.00
10423.2 · Boat Storage	0.00	0.00	0.00	2,550.00	2,550.00	2,550.00
Total 10423 · STORAGE	0.00	0.00	0.00	5,044.00	5,044.00	5,044.00
10424 · ADMINISTRATIVE FEES	0.00	0.00	0.00	172.73	172.73	172.73
10425 · MARINE SERVICES						
10425.1 · Travelift	0.00	0.00	0.00	2,430.00	2,430.00	2,430.00
10425.2 · 12 K Telehandler	0.00	0.00	0.00	2,131.50	2,131.50	2,131.50
10425.3 · Other Sales & Fees	0.00	0.00	0.00	2,078.35	2,078.35	2,078.35
10425.4 · Public Hoist	0.00	0.00	0.00	43.02	43.02	43.02
Total 10425 · MARINE SERVICES	0.00	0.00	0.00	6,682.87	6,682.87	6,682.87
Total 10421 · MARINA	0.00	0.00	58.50	59,687.12	59,745.62	59,745.62
10427 · BEACHFRONT RV PARK						
10427.1 · Space Rental	27,020.06	0.00	0.00	0.00	27,020.06	27,020.06
10427.2 · Other Sales & Fees	1,627.25	0.00	0.00	0.00	1,627.25	1,627.25
Total 10427 · BEACHFRONT RV PARK	28,647.31	0.00	0.00	0.00	28,647.31	28,647.31
10428 · COMMERCIAL RETAIL						
10428.1 · Retail Property	0.00	28,334.41	0.00	0.00	28,334.41	28,334.41
10428.2 · Docks	0.00	14,029.66	0.00	0.00	14,029.66	14,029.66
10428.3 · CPI and Other Fees	0.00	3,160.30	0.00	0.00	3,160.30	3,160.30
Total 10428 · COMMERCIAL RETAIL	0.00	45,524.37	0.00	0.00	45,524.37	45,524.37
10429 · FUEL DOCK	0.00	0.00	63,366.65	11,921.50	75,288.15	75,288.15
10430 · Landing Fees	0.00	0.00	0.00	10.69	10.69	10.69
Total 402 · GENERAL FUND PROGRAM REVENUES	28,647.31	45,524.37	63,425.15	71,619.31	209,216.14	209,216.14
Total 400 · REVENUES	28,647.31	45,524.37	63,425.15	71,619.31	209,216.14	209,216.14
Total Income	28,647.31	45,524.37	63,425.15	71,619.31	209,216.14	209,216.14
Gross Profit	28,647.31	45,524.37	63,425.15	71,619.31	209,216.14	209,216.14
Expense						
600 · GENERAL FUND EXPENDITURES						
500 · PERSONNEL SERVICES						

**Port of Brookings Harbor
Profit & Loss General Fund
December 2023**

	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	825.05	1,104.25	1,104.25	1,576.34	4,609.89	4,609.89
Total 10508 · Payroll Taxes/Costs/Benefits	825.05	1,104.25	1,104.25	1,576.34	4,609.89	4,609.89
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	365.38	365.39	365.38	365.38	1,461.53	1,461.53
Total 500 · PERSONNEL SERVICES	3,599.67	3,878.88	3,878.87	4,350.96	15,708.38	15,708.38
601 · GENERAL FUND Material & Service						
10601 · ADVERTISING & NOTIFICATIONS	8.78	8.77	8.78	8.78	35.11	35.11
10602 · REPAIRS & MAINTENANCE						
10602.1 · Equip. Repair/Maintenance	0.00	0.00	0.00	7,118.80	7,118.80	7,118.80
10602.2 · Supplies	3,930.96	1,366.05	4,260.00	11,860.48	21,417.49	21,417.49
10602.3 · Services	2,066.70	2,066.65	170.50	2,815.84	7,119.69	7,119.69
Total 10602 · REPAIRS & MAINTENANCE	5,997.66	3,432.70	4,430.50	21,795.12	35,655.98	35,655.98
10603 · FUEL purchased for resale	0.00	0.00	32,153.35	0.00	32,153.35	32,153.35
10605 · UTILITIES						
10605.1 · Electric	1,670.21	315.44	50.42	6,506.02	8,542.09	8,542.09
10605.3 · Sanitary	1,426.22	895.24	42.07	1,321.05	3,684.58	3,684.58
10605.5 · Telecommunications	307.83	91.97	138.41	984.63	1,522.84	1,522.84
10605.6 · Waste Removal	2,708.66	0.00	0.00	3,024.15	5,732.81	5,732.81
10605.7 · Water	528.70	165.97	26.00	1,502.36	2,223.03	2,223.03
Total 10605 · UTILITIES	6,641.62	1,468.62	256.90	13,338.21	21,705.35	21,705.35
10606 · OFFICE EXPENSE	695.81	680.22	680.19	680.19	2,736.41	2,736.41
10607 · BANK SERVICE & FINANCE FEES	940.39	0.00	489.53	910.47	2,340.39	2,340.39
10608 · TRAINING & TRAVEL	683.46	683.46	683.43	683.40	2,733.75	2,733.75
10609 · PERMITS, LICENSES, TAXES & MISC	885.68	-85.92	515.69	535.63	1,851.08	1,851.08
10610 · INSURANCE; PROP & CAS, BOND	979.60	2,222.67	176.00	8,318.48	11,696.75	11,696.75
10611 · PROFESSIONAL FEES						
10611.2 · Attorney	360.75	417.75	360.75	594.75	1,734.00	1,734.00
10611.3 · Engineering	0.00	240.00	0.00	0.00	240.00	240.00
10611.4 · Other Support/Consultant	324.02	125.03	124.98	145.03	719.06	719.06
Total 10611 · PROFESSIONAL FEES	684.77	782.78	485.73	739.78	2,693.06	2,693.06
Total 601 · GENERAL FUND Material & Service	17,517.77	9,193.30	39,880.10	47,010.06	113,601.23	113,601.23
Total 600 · GENERAL FUND EXPENDITURES	21,117.44	13,072.18	43,758.97	51,361.02	129,309.61	129,309.61
Total Expense	21,117.44	13,072.18	43,758.97	51,361.02	129,309.61	129,309.61
Net Income	7,529.87	32,452.19	19,666.18	20,258.29	79,906.53	79,906.53

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	87,505.11		
10421.4 · Recreational Slip Rent	166,188.58		
10421.5 · Transient	9,331.61		
10421.6 · Other Moorage	7,440.00		
10421.2 · MOORAGE - Other	15.00		
Total 10421.2 · MOORAGE	270,480.30		
10422 · Boat Launch	15,933.05		
10423 · STORAGE			
10423.1 · Gear Storage	21,733.97		
10423.2 · Boat Storage	19,750.00		
Total 10423 · STORAGE	41,483.97		
10424 · ADMINISTRATIVE FEES	4,641.25		
10425 · MARINE SERVICES			
10425.1 · Travelift	21,903.00		
10425.2 · 12 K Telehandler	5,703.00		
10425.3 · Other Sales & Fees	27,697.14		
10425.4 · Public Hoist	442.54		
Total 10425 · MARINE SERVICES	55,745.68		
10426 · EVENTS ON PORT PROPERTY	5,802.00		
10421 · MARINA - Other	0.00	750,000.00	0.0%
Total 10421 · MARINA	394,086.25	750,000.00	52.5%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	270,770.46		
10427.2 · Other Sales & Fees	24,690.75		
10427 · BEACHFRONT RV PARK - Other	0.00	750,000.00	0.0%
Total 10427 · BEACHFRONT RV PARK	295,461.21	750,000.00	39.4%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	203,145.76		
10428.2 · Docks	95,517.07		
10428.3 · CPI and Other Fees	20,385.54		
10428 · COMMERCIAL RETAIL - Other	0.00	590,000.00	0.0%
Total 10428 · COMMERCIAL RETAIL	319,048.37	590,000.00	54.1%
10429 · FUEL DOCK	421,082.62	1,000,000.00	42.1%
10430 · Landing Fees	1,656.07	50,000.00	3.3%
Total 402 · GENERAL FUND PROGRAM REVENUES	1,431,334.52	3,140,000.00	45.6%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	103,660.00	0.0%
20414 · Interest Revenue Bond Fund	2,182.09	800.00	272.8%
20419 · Transfer to USDA Bond Fund	75,901.00	130,120.00	58.3%
Total 420 · USDA REVENUE BOND FUND	78,083.09	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	1,445.64	616.00	234.7%
30419 · Transfer to Debt Service Fund	209,733.97	486,213.00	43.1%
Total 430 · DEBT SERVICE FUND REVENUE	211,179.61	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	2,972,488.00	12,753,609.00	23.3%
70429 · Returned Check Charges	50.00		
Total Income	2,972,538.00	12,753,609.00	23.3%
Gross Profit	2,972,538.00	12,753,609.00	23.3%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	333,304.06	658,051.00	50.7%
500 · PERSONNEL SERVICES			
10502 · Office Staff	179,671.28	292,398.00	61.4%
10504 · Operations Staff	91,997.50	271,653.00	33.9%
10506 · Overtime	5,792.31	11,475.00	50.5%
10508 · Payroll Taxes/Costs/Benefits			
10508.1 · Paid Holidays	8,987.32		
10508.2 · Sick Leave Benefit	2,978.38		
10508.3 · Vacation	21,199.54		
10508.4 · Payroll Taxes	31,677.16		
10508.5 · SEP Retirement	28,835.87	0.00	100.0%
10508 · Payroll Taxes/Costs/Benefits - Other	0.01	185,338.00	0.0%
Total 10508 · Payroll Taxes/Costs/Benefits	93,678.28	185,338.00	50.5%
10510 · Health Care and Dental	55,721.95	130,000.00	42.9%
10512 · Workers Compensation	846.16	15,000.00	5.6%
Total 500 · PERSONNEL SERVICES	427,707.48	905,864.00	47.2%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	3,317.73	5,476.00	60.6%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	38,548.57		
10602.2 · Supplies	89,609.21		
10602.3 · Services	122,180.64		
10602 · REPAIRS & MAINTENANCE - Other	0.00	368,078.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	250,338.42	368,078.00	68.0%
10603 · FUEL purchased for resale	394,718.02	800,000.00	49.3%
10605 · UTILITIES			
10605.1 · Electric	49,816.43		
10605.3 · Sanitary	27,161.48		
10605.5 · Telecommunications	8,946.82		

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	48,563.44		
10605.7 · Water	16,054.26		
10605 · UTILITIES - Other	0.00	310,000.00	0.0%
Total 10605 · UTILITIES	150,542.43	310,000.00	48.6%
10606 · OFFICE EXPENSE	11,159.48	41,000.00	27.2%
10607 · BANK SERVICE & FINANCE FEES	28,453.77	60,000.00	47.4%
10608 · TRAINING & TRAVEL	5,059.53	10,000.00	50.6%
10609 · PERMITS, LICENSES, TAXES & MISC	26,898.48	80,392.00	33.5%
10610 · INSURANCE; PROP & CAS, BOND	73,177.27	130,000.00	56.3%
10611 · PROFESSIONAL FEES			
10611.2 · Attorney	39,402.50		
10611.3 · Engineering	6,300.00		
10611.4 · Other Support/Consultant	7,707.30		
10611 · PROFESSIONAL FEES - Other	0.00	235,000.00	0.0%
Total 10611 · PROFESSIONAL FEES	53,409.80	235,000.00	22.7%
Total 601 · GENERAL FUND Material & Service	997,074.93	2,039,946.00	48.9%
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	1,788,175.47	3,859,243.00	46.3%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	83,889.88	42,010.00	199.7%
20810I · USDA Revenue Bond Interest	46,230.12		
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	8,042.26	16,333.00	49.2%
30806P · Land Sale Assests, Pay IFA Debt	0.00	140,000.00	0.0%
Total 801 · Principal	26,466.62	174,757.00	15.1%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	211.64	212.00	99.8%
30814I · 2018 Genie Forklift Interest	746.00	1,243.00	60.0%
Total 810 · Interest Payments	957.64	1,455.00	65.8%
Total 630 · DEBT SERVICE FUND EXPENDITURES	182,424.26	486,212.00	37.5%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	10.95		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.4 · FEMA- Dredging PW 189	625,630.03	1,835,304.00	34.1%
40702.5 · FEMA- Dredging PW 190 (Admin)	8,335.39	0.00	100.0%
40702.6 · EPA- Wastewater Treatment Plant	100,962.83	3,500,000.00	2.9%
40702.7 · Hazard Mitigation-Paving/Drains	6,015.00	1,200,000.00	0.5%
40702.8 · Business Oregon- Dredging	209,072.54	500,000.00	41.8%
40702.9 · Business Oregon- HMGP	1,442.50	500,000.00	0.3%
40702 · Land Improvement - Capt Proj - Other	0.00	0.00	0.0%
Total 40702 · Land Improvement - Capt Proj	951,458.29	7,535,304.00	12.6%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	951,458.29	7,535,304.00	12.6%

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

	Jul '23 - Jun 24	Budget	% of Budget
Total 640 · CAPT. PROJ. EXPENDITURES	951,469.24	7,535,304.00	12.6%
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	20,384.15	41,085.00	49.6%
60815I · RV Park Improv. Loan Interest	8,475.07	16,633.00	51.0%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	28,859.22	57,718.00	50.0%
670 · PORT CONST FUND EXPENDITURES			
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	3,081,048.19	12,753,609.00	24.2%
Net Income	-108,510.19	0.00	100.0%

Port of Brookings Harbor
Check Registers
As of December 31, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	ACH DEBIT	12/05/2023	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		287.42
Bill Pmt -Check	ACH DEBIT	12/04/2023	Spectrum Business 8413 10 002 0066...	Internet & Voice for Port Shop Offices 11/17/23 - 12/16/23		132.97
Bill Pmt -Check	ACH DEBIT	12/18/2023	ZiPLY Fiber 541-412-7930-102902-5	541-412-7930-102902-5 Fuel Dock Telephone		46.44
Bill Pmt -Check	ACH DEBIT	12/01/2023	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		804.83
Bill Pmt -Check	ACH DEBIT	12/08/2023	Spectrum Enterprise 177075701	Internet for Port Office 11/29/2023 - 12/28/2023 - Overcharged 1 month, credit on account		219.96
Bill Pmt -Check	ACH DEBIT	12/06/2023	Spectrum Business 8413 10 002 0062...	Internet & Voice for Port Meeting Room 11/19/23 - 12/18/23		124.98
Bill Pmt -Check	ACH DEBIT	12/01/2023	Pitney Bowes Global Lease	LEASE ACCT#0013096249		423.09
Bill Pmt -Check	ACH DEBIT	12/01/2023	Four Aces Security Solutions LLC	OCTOBER 2023 - 62 Hours Security Patrol - 33.33%Marina, 33.33%Beachfront RV Park, 33.33...		3,150.00
Bill Pmt -Check	ACH DEBIT	12/04/2023	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		5,231.81
Bill Pmt -Check	ACH DEBIT	12/04/2023	Curry Transfer & Recycling	Acct # 522445-001 - Port of Brookings Harbor - Septic Pump Truck		389.00
Check	ACH DEBIT	12/08/2023	ADP	Advice of Debit 647973210 Payroll Date: 11/29/2023		158.11
Bill Pmt -Check	ACH DEBIT	12/05/2023	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		479.48
Bill Pmt -Check	ACH DEBIT	12/07/2023	Miller Nash LLP	Legal Services		1,734.00
Bill Pmt -Check	ACH DEBIT	12/21/2023	ZiPLY Fiber 541-469-5867-121516-5	541-469-5867-121516-5 Beachfront RV Park		85.84
Bill Pmt -Check	ACH DEBIT	12/18/2023	VERIZON WIRELESS	Account#742050310-00001 Mobile Phones for Staff		599.60
Bill Pmt -Check	ACH DEBIT	12/08/2023	Quill Corporation	ACCT#1932158 Office Supplies		88.73
Bill Pmt -Check	ACH DEBIT	12/14/2023	Four Aces Security Solutions LLC	NOVEMBER 2023 - 60 Hours Security Patrol - 33.33%Marina, 33.33%Beachfront RV Park, 33.3...		3,050.00
Check	ACH DEBIT	12/22/2023	ADP	Advice of Debit 648875809 Payroll Date: 12/13/2023		158.11
Bill Pmt -Check	ACH DEBIT	12/18/2023	Department of Revenue	BIN: 0294055-3 ID:005693811-20		468.18
Bill Pmt -Check	ACH DEBIT	12/20/2023	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		285.38
Bill Pmt -Check	ACH DEBIT	12/20/2023	Chevron Business Card	Account #: 0496007075666 Fuel Purchases for Port Vehicles/Equipment		906.82
Bill Pmt -Check	ACH DEBIT	12/20/2023	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186 - Postage Refill		300.00
Bill Pmt -Check	ACH DEBIT	12/20/2023	Quill Corporation	ACCT#1932158 Office Supplies		191.34
Bill Pmt -Check	ACH DEBIT	12/21/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		32,153.35
Bill Pmt -Check	ACH DEBIT	12/28/2023	Spectrum Business 8413 10 002 0001...	8752 19 060 0025169-Beachfront RV Internet		129.99
Check	ACH DEBIT	12/29/2023	ADP	Advice of Debit 649708493 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Bill Pmt -Check	ATM DEBIT	12/05/2023	Amazon Capital Services	Business Prime Small Plan Membership Fee - Annual Fee for 5-10 users - 12/31/23		499.00
Bill Pmt -Check	ATM DEBIT	12/01/2023	Rentprep Enterprise/Fidelis Screening	1-Background check for new moorage customer		19.95
Bill Pmt -Check	ATM DEBIT	12/04/2023	HD SUPPLY FACILITIES	Parking Violation Tags, Tow Date Warning, Fluorescent Orange, Book of 50		1,064.64
Bill Pmt -Check	ATM DEBIT	12/04/2023	Carbonite	CARBONITE ANNUAL SUBSCRIPTION		1,399.98
Bill Pmt -Check	ATM DEBIT	12/05/2023	1000Bulbs.com	BULBS FOR BASIN 2 DOCK PEDESTALS		92.22
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for Travis Webster for SDAO COnference in Seaside		472.50
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for April Walker for SDAO COnference in Seaside		472.50
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for Danielle King for SDAO COnference in Seaside		472.50
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for Richard Heap for SDAO COnference in Seaside		438.75
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for Joe Speir for SDAO COnference in Seaside		438.75
Bill Pmt -Check	ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	Hotel Room for Daniel Fraser for SDAO COnference in Seaside		438.75
Bill Pmt -Check	ATM DEBIT	12/05/2023	Southern Labware	Portable Turbidity Meter Kit (PW189)		867.00
Bill Pmt -Check	ATM DEBIT	12/06/2023	SAIF (workers' compensation provider)	Workers' Compensation Policy (November 2023)		1,461.53
Bill Pmt -Check	ATM DEBIT	12/08/2023	Firefly Reservations	Beachfront RV Park reservation system		199.00
Bill Pmt -Check	ATM DEBIT	12/08/2023	Filter Products Company	3 DES CASE REBUILD KITS		2,613.71
Bill Pmt -Check	ATM DEBIT	12/11/2023	BI-MART	Account #931481 Water & Supplies		17.99
Bill Pmt -Check	ATM DEBIT	12/11/2023	Vevor	CONFINED SPACE TRIPOD FOR SEWER PUMP LIFTER		305.99
Bill Pmt -Check	ATM DEBIT	12/13/2023	Port of Brookings Harbor	Test Launch Ramp Ticket Machine		5.00
Bill Pmt -Check	ATM DEBIT	12/13/2023	SUPPLYHOUSE.COM	BACKUP HOT WATER HEATER FOR RV PARK		1,125.04
Bill Pmt -Check	ATM DEBIT	12/13/2023	GoKeyless	PASSAGE HANDLE SETS FOR INSIDE GANGWAY GATES		636.78
Bill Pmt -Check	ATM DEBIT	12/14/2023	Workamper News Inc.	2-week ad for RV Park Camp Host position		110.00
Bill Pmt -Check	ATM DEBIT	12/14/2023	BI-MART	Account #931481 Water & Supplies		25.56
Bill Pmt -Check	ATM DEBIT	12/26/2023	SimpliSafe	Support for Port Office Alarm System SUPPORT DECEMBER 2022		19.99
Bill Pmt -Check	ATM DEBIT	12/23/2023	Zoom Video Communications Inc.	Account#113208511 Standard Pro Monthly Service		15.99
Bill Pmt -Check	ATM DEBIT	12/26/2023	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		237.19
Bill Pmt -Check	ATM DEBIT	12/27/2023	Zoro Tools, Inc.	Customer#8068462		76.14
Bill Pmt -Check	ATM DEBIT	12/27/2023	Adobe	Adobe Acrobat Pro DC Annual Plan Paid Monthly 27-DEC-2023 to 26-JAN-2024 - Danielle		19.99

Port of Brookings Harbor
Check Registers
As of December 31, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	ATM DEBIT	12/29/2023	Vonage	Account#175698		293.04
Check	DEBIT	12/04/2023	Elavon	NOV 2023 MERCHANT SERVICE FEE ACCT#951 Fuel Dock		489.53
Check	DEBIT	12/04/2023	Elavon	NOV 2023 MERCHANT SERVICE FEE ACCT#316 Port Office		882.12
Check	DEBIT	12/04/2023	Elavon	NOV 2023 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		28.35
Check	DEBIT	12/14/2023	Charles Schwab & Co., Inc	Employer Contribution 12/13/2023		222.34
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		166.70
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		165.24
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		229.40
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		240.00
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		161.92
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		365.44
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		154.95
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		162.91
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		207.69
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		48.59
Check	DEBIT	12/14/2023	Edward Jones	Employer Contribution 12/13/2023		162.45
Check	DEBIT	12/26/2023	Charles Schwab & Co., Inc	Employer Contribution 12/27/2023		205.64
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		159.20
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		157.57
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		240.00
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		153.99
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		153.71
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		36.32
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		279.89
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		162.08
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		152.98
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		242.71
Check	DEBIT	12/26/2023	Edward Jones	Employer Contribution 12/27/2023		378.17
Check	DEBIT	12/20/2023	Umpqua Bank (Service fees)	ACH CCD Credits Originated for 11/23 - Miscellaneous Debit		1.50
Check	DEBIT	12/20/2023	Umpqua Bank (Service fees)	Miscellaneous Debit Account Maintenance Fee for 11/23		5.00
Check	DEBIT	12/20/2023	Umpqua Bank (Service fees)	Miscellaneous Debit Business Bill Payment Activity for 11/23		5.95
General Journal	DEBT 12/6	12/06/2023		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 12/6	12/06/2023		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	IFA 12/6	12/06/2023		Transfer to IFA Debt Service for 4th QTR 2023 Pmt		25,835.00
General Journal	RES 12/6	12/06/2023		Transfer to Reserve Fund		2,000.00
General Journal	USDA 12/6	12/06/2023		To transfer to USDA Revenue Bond Fund for November 2024 Payment		10,843.00
General Journal	PAY 12/13	12/14/2023		Rec 12/13/2023 Payroll		18,366.69
General Journal	TAX 12/13	12/14/2023		Rec 12/13/2023 Payroll		7,475.60
General Journal	CP 12/20/23	12/20/2023		Transfer to Capital Projects to pay EMC 91009-2369 HMGP		680.00
General Journal	CP 12/20/23	12/20/2023		Transfer to pay EMC 91009-2368 (WWTP)		6,090.00
General Journal	PAY 12/27	12/26/2023		Rec 12/27/2023 Payroll - includes 2nd Check (King, Danielle - vacation payout)		19,147.16
General Journal	TAX 12/27	12/26/2023		Rec 12/27/2023 Payroll		7,751.38
General Journal	OEM2 PW189	12/01/2023		OEM Payment #2 for DR4432 - PW189	421,580.13	
General Journal	OEM2 PW189	12/01/2023		OEM Payment #2 for DR4432 - PW189		213,625.13
General Journal	OEM2 PW189	12/01/2023		Moved out of GF 3634 to CP 8018 to pay Dragflow (PW189)		207,905.00
General Journal	OEM2 PW189	12/01/2023		Moved out of GF 3634 to CP 8018 to pay Wire Fee to Dragflow (PW189)		50.00
General Journal	OEM3 PW189	12/01/2023		OEM Payment #3 for DR4432 - PW189	12,516.51	
General Journal	OEM3 PW189	12/01/2023		OEM Payment #3 for DR4432 - PW189		12,516.51
Bill Pmt -Check	11708	12/04/2023	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,381.69
Bill Pmt -Check	11709	12/05/2023	BI-MART	Account #931481 Water & Supplies		41.94
Bill Pmt -Check	11710	12/05/2023	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		449.19
Bill Pmt -Check	11711	12/05/2023	Freeman Rock, Inc.	Brush clean up and Concrete for Marina/RV Park		756.75
Bill Pmt -Check	11712	12/05/2023	Pacific Publishers, LLC	Custom 2024 Tidebooks		657.00
Bill Pmt -Check	11713	12/08/2023	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		8,542.09
Bill Pmt -Check	11714	12/08/2023	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		35.11
Bill Pmt -Check	11715	12/08/2023	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		10.98

Port of Brookings Harbor
Check Registers
As of December 31, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	11716	12/08/2023	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		218.16
Bill Pmt -Check	11717	12/08/2023	Englund Marine Supply Co.	BOAT TIE ROPE		151.20
Bill Pmt -Check	11718	12/08/2023	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		734.69
Bill Pmt -Check	11719	12/08/2023	Grants Pass Water Lab, Inc.	11/1/23 Water Test - Storm Water and Aluminum - Pacific Seafood, Bornstein; Gear Storage; Hall...		1,638.00
Bill Pmt -Check	11720	12/08/2023	Harbor Logging Supply, Inc.	SUPPLIES FOR MARINA		385.48
Bill Pmt -Check	11721	12/08/2023	Harbor Sanitary District	NOVEMBER 2023 Sanitary Bill		3,684.58
Bill Pmt -Check	11722	12/08/2023	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		430.97
Bill Pmt -Check	11723	12/08/2023	Oregon Health Authority	Annual Surcharge for Recreational Park		370.00
Bill Pmt -Check	11724	12/08/2023	Pump Pipe & Tank Services, LLC	CHANGED FUEL DISPENSER FILTERS		170.50
Bill Pmt -Check	11725	12/08/2023	ULine	Customer No. 15340135 OIL SORBENT BOOMS		376.11
Bill Pmt -Check	11726	12/08/2023	Harbor Water District P.U.D.	10/25/2023 - 11/21/2023 SERVICE/WATER BILL		2,223.03
Bill Pmt -Check	11727	12/14/2023	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		3,583.72
Bill Pmt -Check	11728	12/20/2023	AutoZone, Inc.	Customer ID: 011533394 - Supplies/Equipment Repair & Maintenance		41.78
Bill Pmt -Check	11729	12/20/2023	BI-MART	Account #931481 Water & Supplies		33.28
Bill Pmt -Check	11730	12/20/2023	Da-Tone Rock Products	ROCK FOR GEAR STORAGE		605.40
Bill Pmt -Check	11731	12/20/2023	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		102.95
Bill Pmt -Check	11732	12/20/2023	Department of Environmental Quality	Annual Fee for DEQ Permit: GEN12Z invoice period 07/01/2023 - 06/30/2024		1,527.76
Bill Pmt -Check	11733	12/20/2023	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		309.64
Bill Pmt -Check	11734	12/20/2023	Kendrick Equipment USA LLC	INSTALLED PARTS CALLED OUT ON ANNUAL INSPECTION - EQ 4605		7,077.02
Bill Pmt -Check	11735	12/20/2023	Mascott Equipment	FAST PUMP DISPLAY - REPLACEMENT		854.13
Bill Pmt -Check	11736	12/20/2023	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		862.64
Bill Pmt -Check	11737	12/20/2023	SDAO Spec. Dist. Assoc. OR - Health...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		9,681.66
Bill Pmt -Check	11738	12/20/2023	SDAO Spec. Dist. Assoc. OR - Prop &...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		11,696.75
Bill Pmt -Check	11739	12/20/2023	EMC-Engineers/Scientists, LLC	2.4 Hrs Engineering - Review of Boardwalk Data		240.00
Total 10103 · General Funds Ckg Umpqua 3634					434,096.64	669,079.35
Total 101 · GENERAL FUND CHECKING & LGIP					434,096.64	669,079.35
10101 · Petty Cash						
Total 10101 · Petty Cash						
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					434,096.64	669,079.35
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	12/15/2023	Umpqua Bank/OR FFC Agreement 20...	OR FFC Agreement 2020 Payment #41		4,809.87
General Journal	DEBT 12/6	12/06/2023		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	12/15/2023	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #70		1,464.71
General Journal	DEBT 12/6	12/06/2023		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						
40104.1 · Government Funds						
General Journal	EPA Pay#4	12/13/2023		Progress PMT # 4, EPA Reimbursement WWTP	16,209.20	
General Journal	EPA Pay#4	12/13/2023		Progress PMT # 4, EPA Reimbursement WWTP		16,209.20

**Port of Brookings Harbor
Check Registers
As of December 31, 2023**

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Total 40104.1 · Government Funds					16,209.20	16,209.20
40104 · Capital Projects Umpqua 8018 - Other						
Check	DEBIT	12/01/2023	Umpqua Bank (Service fees)	International Wire-Out Fee (PW189)		50.00
Bill Pmt -Check	WIRE TRANS	12/01/2023	Dragflow S.R.L.	DRP120 Dredge for PW 189, 50% Prior to Shipping		207,905.00
General Journal	CP 12/20/23	12/20/2023		Transfer to Capital Projects to pay EMC 91009-2369 HMGP	680.00	
General Journal	CP 12/20/23	12/20/2023		Transfer to pay EMC 91009-2368 (WWTP)	6,090.00	
General Journal	OEM2 PW189	12/01/2023		Moved out of GF 3634 to CP 8018 to pay Dragflow (PW189)	207,905.00	
General Journal	OEM2 PW189	12/01/2023		Moved out of GF 3634 to CP 8018 to pay Wire Fee to Dragflow (PW189)	50.00	
Bill Pmt -Check	514	12/04/2023	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials (PW 189)		191.84
Bill Pmt -Check	515	12/20/2023	EMC-Engineers/Scientists, LLC	6.8 Hrs Engineering on NHMP (HMGP)		680.00
Bill Pmt -Check	516	12/20/2023	EMC-Engineers/Scientists, LLC	58.4 hrs engineering & planning, and Jeff Brown invoice (WWTP)		6,090.00
Total 40104 · Capital Projects Umpqua 8018 - Other					214,725.00	214,916.84
Total 40104 · Capital Projects Umpqua 8018					230,934.20	231,126.04
Total 104 · RESTRICTED MONEY MKT & CHECKING					237,208.78	237,400.62
Total 110 · RESTRICTED CASH & EQUIVALENTS					237,208.78	237,400.62
TOTAL					671,305.42	906,479.97

Port of Brookings Harbor ACH and Debit Card Payments

December 2023

Num	Date	Name	Account	Paid Amount
ACH DEBIT	12/01/2023	Chevron Business Card	10103 · General Funds Ckg Umpqua 3634	-804.83
ACH DEBIT	12/01/2023	Pitney Bowes Global Lease	10103 · General Funds Ckg Umpqua 3634	-423.09
ACH DEBIT	12/01/2023	Four Aces Security Solutions LLC	10103 · General Funds Ckg Umpqua 3634	-3,150.00
ACH DEBIT	12/04/2023	Spectrum Business 8413 10 002 0066603	10103 · General Funds Ckg Umpqua 3634	-132.97
ACH DEBIT	12/04/2023	Curry Transfer & Recycling	10103 · General Funds Ckg Umpqua 3634	-5,231.81
ACH DEBIT	12/04/2023	Curry Transfer & Recycling	10103 · General Funds Ckg Umpqua 3634	-389.00
ACH DEBIT	12/05/2023	US Bank Equipment Finance	10103 · General Funds Ckg Umpqua 3634	-287.42
ACH DEBIT	12/05/2023	Amazon Capital Services	10103 · General Funds Ckg Umpqua 3634	-479.48
ACH DEBIT	12/06/2023	Spectrum Business 8413 10 002 0062263	10103 · General Funds Ckg Umpqua 3634	-124.98
ACH DEBIT	12/07/2023	Miller Nash LLP	10103 · General Funds Ckg Umpqua 3634	-1,734.00
ACH DEBIT	12/08/2023	Spectrum Enterprise 177075701	10103 · General Funds Ckg Umpqua 3634	-219.96
ACH DEBIT	12/08/2023	ADP	10103 · General Funds Ckg Umpqua 3634	-158.11
ACH DEBIT	12/08/2023	Quill Corporation	10103 · General Funds Ckg Umpqua 3634	-88.73
ACH DEBIT	12/14/2023	Four Aces Security Solutions LLC	10103 · General Funds Ckg Umpqua 3634	-3,050.00
ACH DEBIT	12/18/2023	ZiPLY Fiber 541-412-7930-102902-5	10103 · General Funds Ckg Umpqua 3634	-46.44
ACH DEBIT	12/18/2023	VERIZON WIRELESS	10103 · General Funds Ckg Umpqua 3634	-599.60
ACH DEBIT	12/18/2023	Department of Revenue	10103 · General Funds Ckg Umpqua 3634	-468.18
ACH DEBIT	12/20/2023	Amazon Capital Services	10103 · General Funds Ckg Umpqua 3634	-285.38
ACH DEBIT	12/20/2023	Chevron Business Card	10103 · General Funds Ckg Umpqua 3634	-906.82
ACH DEBIT	12/20/2023	Pitney Bowes, Inc.	10103 · General Funds Ckg Umpqua 3634	-300.00
ACH DEBIT	12/20/2023	Quill Corporation	10103 · General Funds Ckg Umpqua 3634	-191.34
ACH DEBIT	12/21/2023	ZiPLY Fiber 541-469-5867-121516-5	10103 · General Funds Ckg Umpqua 3634	-85.84
ACH DEBIT	12/21/2023	Tyree Oil, Inc	10103 · General Funds Ckg Umpqua 3634	-32,153.35
ACH DEBIT	12/22/2023	ADP	10103 · General Funds Ckg Umpqua 3634	-158.11
ACH DEBIT	12/28/2023	Spectrum Business 8413 10 002 0001063	10103 · General Funds Ckg Umpqua 3634	-129.99
ACH DEBIT	12/29/2023	ADP	10103 · General Funds Ckg Umpqua 3634	-183.85
ATM DEBIT	12/01/2023	Rentprep Enterprise/Fidelis Screening	10103 · General Funds Ckg Umpqua 3634	-19.95
ATM DEBIT	12/04/2023	HD SUPPLY FACILITIES	10103 · General Funds Ckg Umpqua 3634	-1,064.64
ATM DEBIT	12/04/2023	Carbonite	10103 · General Funds Ckg Umpqua 3634	-1,399.98
ATM DEBIT	12/05/2023	Amazon Capital Services	10103 · General Funds Ckg Umpqua 3634	-499.00
ATM DEBIT	12/05/2023	1000Bulbs.com	10103 · General Funds Ckg Umpqua 3634	-92.22
ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-472.50

Port of Brookings Harbor ACH and Debit Card Payments

December 2023

ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-472.50
ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-472.50
ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-438.75
ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-438.75
ATM DEBIT	12/05/2023	Best Western Plus Ocean View Resort	10103 · General Funds Ckg Umpqua 3634	-438.75
ATM DEBIT	12/05/2023	Southern Labware	10103 · General Funds Ckg Umpqua 3634	-867.00
ATM DEBIT	12/06/2023	SAIF (workers' compensation provider)	10103 · General Funds Ckg Umpqua 3634	-1,461.53
ATM DEBIT	12/08/2023	Firefly Reservations	10103 · General Funds Ckg Umpqua 3634	-199.00
ATM DEBIT	12/08/2023	Filter Products Company	10103 · General Funds Ckg Umpqua 3634	-2,613.71
ATM DEBIT	12/11/2023	BI-MART	10103 · General Funds Ckg Umpqua 3634	-17.99
ATM DEBIT	12/11/2023	Vevor	10103 · General Funds Ckg Umpqua 3634	-305.99
ATM DEBIT	12/13/2023	Port of Brookings Harbor	10103 · General Funds Ckg Umpqua 3634	-5.00
ATM DEBIT	12/13/2023	SUPPLYHOUSE.COM	10103 · General Funds Ckg Umpqua 3634	-1,125.04
ATM DEBIT	12/13/2023	GoKeyless	10103 · General Funds Ckg Umpqua 3634	-636.78
ATM DEBIT	12/14/2023	Workamper News Inc.	10103 · General Funds Ckg Umpqua 3634	-110.00
ATM DEBIT	12/14/2023	BI-MART	10103 · General Funds Ckg Umpqua 3634	-25.56
ATM DEBIT	12/23/2023	Zoom Video Communications Inc.	10103 · General Funds Ckg Umpqua 3634	-15.99
ATM DEBIT	12/26/2023	SimpliSafe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	12/26/2023	Pacific Office Automation	10103 · General Funds Ckg Umpqua 3634	-237.19
ATM DEBIT	12/27/2023	Zoro Tools, Inc.	10103 · General Funds Ckg Umpqua 3634	-76.14
ATM DEBIT	12/27/2023	Adobe	10103 · General Funds Ckg Umpqua 3634	-19.99
ATM DEBIT	12/29/2023	Vonage	10103 · General Funds Ckg Umpqua 3634	-293.04
DEBIT	12/01/2023	Umpqua Bank (Service fees)	40104 · Capital Projects Umpqua 8018	-50.00
DEBIT	12/01/2023		10106 · General Fund LGIP 6017	-0.55
DEBIT	12/04/2023	Elavon	10103 · General Funds Ckg Umpqua 3634	-489.53
DEBIT	12/04/2023	Elavon	10103 · General Funds Ckg Umpqua 3634	-882.12
DEBIT	12/04/2023	Elavon	10103 · General Funds Ckg Umpqua 3634	-28.35
DEBIT	12/14/2023	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-222.34
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-166.70
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-165.24
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-229.40
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-240.00
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-161.92
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-365.44

Port of Brookings Harbor ACH and Debit Card Payments

December 2023

DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-154.95
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-162.91
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-207.69
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-48.59
DEBIT	12/14/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-162.45
DEBIT	12/15/2023	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-17,151.45
DEBIT	12/15/2023	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-4,684.93
DEBIT	12/15/2023	Infrastructure Finance Authority	30105 · IFA Debt Service Fund LGIP 6020	-55,663.62
DEBIT	12/15/2023	Umpqua Bank/Loan#747041620	30104 · Debt Service Umpqua MM 8627	-1,464.71
DEBIT	12/15/2023	Umpqua Bank/OR FFC Agreement 2020	60104 · OR FFC 2020 Debt Service	-4,809.87
DEBIT	12/20/2023	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-1.50
DEBIT	12/20/2023	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-5.00
DEBIT	12/20/2023	Umpqua Bank (Service fees)	10103 · General Funds Ckg Umpqua 3634	-5.95
DEBIT	12/26/2023	Charles Schwab & Co., Inc	10103 · General Funds Ckg Umpqua 3634	-205.64
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-159.20
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-157.57
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-240.00
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-153.99
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-153.71
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-36.32
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-279.89
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-162.08
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-152.98
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-242.71
DEBIT	12/26/2023	Edward Jones	10103 · General Funds Ckg Umpqua 3634	-378.17
WIRE TRANS	12/01/2023	Dragflow S.R.L.	40104 · Capital Projects Umpqua 8018	-207,905.00

Total for December 2023

-363,375.23

Port of Brookings Harbor Purchases by Vendor Summary

Cash Basis

December 2023

	Dec 23
1000Bulbs.com	92.22
Adobe	19.99
ADP	500.07
Amazon Capital Services	1,217.70
AutoZone, Inc.	41.78
Best Western Plus Ocean View Resort	2,733.75
BI-MART	118.77
Carbonite	1,399.98
Chevron Business Card	1,711.65
Coos-Curry Electric Cooperative, Inc.	8,542.09
Country Media, Inc.	35.11
Curry Equipment	10.98
Curry Transfer & Recycling	5,620.81
Da-Tone Rock Products	605.40
Del-Cur Supply Co-op	321.11
Department of Environmental Quality	1,527.76
Dragflow S.R.L.	207,905.00
Elavon	1,400.00
EMC-Engineers/Scientists, LLC	7,010.00
Englund Marine Supply Co.	151.20
Fastenal Industrial Supplies	734.69
Filter Products Company	2,613.71
Firefly Reservations	199.00
Four Aces Security Solutions LLC	6,200.00
Freeman Rock, Inc.	756.75
GoKeyless	636.78
Gold Beach Lumber Yard, Inc.	1,573.53
Gowman Electric, Inc.	3,893.36
Grants Pass Water Lab, Inc.	1,638.00
Harbor Logging Supply, Inc.	385.48
Harbor Sanitary District	3,684.58
Harbor Water District P.U.D.	2,223.03
HD SUPPLY FACILITIES	1,064.64
Kendrick Equipment USA LLC	7,077.02
Mascott Equipment	854.13
Miller Nash LLP	1,734.00
NAPA Auto Part	1,293.61
Oregon Health Authority	370.00
Pacific Office Automation	237.19
Pacific Publishers, LLC	657.00
Pitney Bowes Global Lease	423.09
Pitney Bowes, Inc.	300.00
Port of Brookings Harbor	5.00
Pump Pipe & Tank Services, LLC	170.50
Quill Corporation	280.07
Rentprep Enterprise/Fidelis Screening	19.95
SAIF (workers' compensation provider)	1,461.53
SDAO Spec. Dist. Assoc. OR - Healthcare	9,681.66
SDAO Spec. Dist. Assoc. OR - Prop & Cas	11,696.75
SimpliSafe	19.99
Southern Labware	867.00
Spectrum Business 8413 10 002 0001063	129.99
Spectrum Business 8413 10 002 0062263	124.98
Spectrum Business 8413 10 002 0066603	132.97
Spectrum Enterprise 177075701	109.98
SUPPLYHOUSE.COM	1,125.04
Thermo Fluids, Inc.	449.19
Tyree Oil, Inc	32,153.35

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

Cash Basis

December 2023

	<u>Dec 23</u>
Uline	376.11
US Bank Equipment Finance	287.42
VERIZON WIRELESS	599.60
Vevor	305.99
Vonage	293.04
Workamper News Inc.	110.00
Zipty Fiber 541-412-7930-102902-5	46.44
Zipty Fiber 541-469-5867-121516-5	85.84
Zoom Video Communications Inc.	15.99
Zoro Tools, Inc.	76.14
	<hr/>
TOTAL	<u><u>340,139.48</u></u>

ACTION ITEM – A

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

OVERVIEW

- April Walker, Officer Manager was appointed for fiscal year 2023-24.
- Budget calendar attached for meeting dates, notifications and submitting as required.
- The Budget Committee consists of five (5) Board of Commissioners and five (5) selected positions filled by the Board of Commissioners. To conduct budget business the quorum needed is six (6).
- The Budget Committee has two (1) vacancies. The Port is currently advertising for applications to fill the vacancies. So far, the Port has received zero (0) applications.
- Recommending appointing April Walker as Budget Officer for the fiscal year 2024-25 budget.

DOCUMENTS

- FY 2024-25 Budget Calendar, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve April Walker as the Budget Officer for Fiscal Year 2024-2025 budget.



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 – B

DATE: January 17, 2024
RE: Resolution 2024-01, Authorizing IGA with Curry County
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Curry County is responsible for the maintenance and repair of its storm drains. One is in the boat yard, 84” Tuttle Creek Storm Drain Facility.
- For numerous years sediment and rock continued to deposit into Basin II resulting in closed docks and operating the travelift only near high tide.
- The Port and County have discussed impacts and remediation that include standard operating procedures and responsibilities of each party for current and future deposits.
- December 20, 2023 the Port approved an Intergovernmental Agreement with Curry County for the standard operating procedure for the inspection, maintenance, and cleaning of the Tuttle Creek Storm Drain Facilities.
- Resolution 2024-01 is to solidify the intergovernmental agreement with Curry County.

DOCUMENTS

- Resolution 2024-01, 12 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Resolution 2024-01, Authorizing Intergovernmental Agreement with Curry County.

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

RESOLUTION NO. 2024-01

**A RESOLUTION OF THE BOARD OF COMMISSIONERS AUTHORIZING
INTERGOVERNMENTAL AGREEMENT WITH CURRY COUNTY**

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

WHEREAS, under the authority on ORS 190.110, this intergovernmental Agreement (“IGA” or “Agreement”) is made by and between Curry County a political subdivision of the State of Oregon (“County”) and the Port of Brookings Harbor (“Port”)

WHEREAS, the County implemented storm drain facilities in conjunction with the Oregon Department of Transportation that direct stormwater as well as the waters of Tuttle Creek (the “Tuttle Creek Storm Drain Facilities”) in a Northwesterly direction, through a water catch basin (the “Catch Basin”) adjacent to the Southeastern corner of the Port property line, that empties into the Port’s Boat Basin No. 2 (the “Boat Basin”); and

WHEREAS, the County is responsible for the maintenance and repair of its storm drain infrastructure. Stormwater, sediment, and other material is filtered through the Catch Basin prior to flowing into the Boat Basin. Due to the volume of stormwater passing through the Tuttle Creek Storm Drain Facilities, sediment and other material accumulated within the Catch Basin at times exceeds its holding capacity if the Catch Basin is not maintained regularly; and

WHEREAS, should maintenance of the Catch Basin not occur regularly, sediment and other material overrun the Catch Basin and deposit directly into the Boat Basin, over time rendering the Boat Basin incapable of accommodating its intended use due to insufficient water depth; and

WHEREAS, both parties desire to formalize their agreement and to create a Standard Operating Procedure for the maintenance and inspection of the Tuttle Creek Storm Drain Facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS HARBOR THAT:

1. The Port of Brookings Harbor Board of Commissioners (“Commissioners”) approve entering into the attached, Exhibit A, Intergovernmental Agreement with Curry County.

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

ATTEST:

Richard Heap, President

Sharon Hartung, Secretary/Treasurer

**INTERGOVERNMENTAL AGREEMENT (“IGA”)
BY AND BETWEEN CURRY COUNTY AND PORT OF BROOKINGS-HARBOR**

This Intergovernmental Agreement (“Agreement”) is entered into on the 20th day of December, 2023 (“Effective Date”) by and between Curry County, a political subdivision of the State of Oregon, hereinafter referred to as the “County,” and the Port of Brookings Harbor, an Oregon municipal corporation, hereinafter referred to as the “Port.”

RECITALS

WHEREAS, the County implemented storm drain facilities in conjunction with the Oregon Department of Transportation that direct stormwater as well as the waters of Tuttle Creek (the “Tuttle Creek Storm Drain Facilities”) in a Northwesterly direction, through a water catch basin (the “Catch Basin”) adjacent to the Southeastern corner of the Port property line, that empties into the Port’s Boat Basin No. 2 (the “Boat Basin”); and

WHEREAS, the Tuttle Creek Storm Drain Facilities are shown on the diagrams attached hereto as “Exhibit A,” and include all of the drainage infrastructure up to the point of discharge into the Boat Basin; and

WHEREAS, the County is responsible for the maintenance and repair of its storm drain infrastructure; and

WHEREAS, stormwater, sediment, and other material is filtered through the Catch Basin prior to flowing into the Boat Basin; and

WHEREAS, due to the volume of stormwater passing through the Tuttle Creek Storm Drain Facilities, sediment and other material accumulated within the Catch Basin at times exceeds its holding capacity if the Catch Basin is not maintained regularly; and

WHEREAS, should maintenance of the Catch Basin not occur regularly, sediment and other material overrun the Catch Basin and deposit directly into the Boat Basin, over time rendering the Boat Basin incapable of accommodating its intended use due to insufficient water depth; and

WHEREAS, the Port has set forth a potential cause of action due to the failure by the County to inspect and maintain the Tuttle Creek Storm Drain Facilities, as well as the resulting financial liability for the loss of use of the Boat Basin; and

WHEREAS, both parties desire to formalize their agreement and to create a Standard Operating Procedure for the maintenance and inspection of the Tuttle Creek Storm Drain Facilities.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. INCORPORATION AND PURPOSE.

The above recitals are incorporated herein by reference. The purpose of this Agreement is to set forth in writing the responsibilities of the parties hereto, and to create a Standard Operating Procedure for the inspection, maintenance, and cleaning of the Tuttle Creek Storm Drain Facilities.

2. RESPONSIBILITIES.

2.1 County Responsibilities. The Count agrees to:

- (a) Perform regular, routine inspections of the Catch Basin to ensure that maintenance is performed.
- (b) Remove or otherwise abate sediment or material deposits from the Catch Basin at its sole cost and expense.
- (c) Remove the sediment and other material previously deposited in the Boat Basin by way of the Tuttle Creek Storm Drain Facilities on or before February 15, 2024.
- (d) Pay labor, fuel, and incidental costs associated with the removal or abatement of sediment or material from the Boat Basin.
- (e) Pay the cost of equipment as provided in *Section 2.2(d)*.

2.2 Port Responsibilities. The Port agrees to:

- (a) Regularly inspect the Boat Basin in order to ensure that sediment and material deposits do not accumulate. The Port may, but is not required to, inspect the Catch Basin in conjunction with its inspections of the Boat Basin.
- (b) Provide the County with notice regarding any immediate or emergent action necessary to remove or abate sediment and material deposits from the Catch Basin, if the Port becomes aware of such circumstance.
- (c) Remove or otherwise abate sediment or material deposits from the Boat Basin, at the County's cost and expense as provided in *Section 2.1(d) and 2.2(d)*.
- (d) Pay the cost of the purchase, lease, or rental of any equipment needed to remove sediment or material from the Boat Basin; provided, however, that if it is found that the sediment or material was deposited into the Boat Basin due to the County's failure to perform its obligations under this Agreement, the County will be

responsible for all costs relating to removing such sediment or material, including equipment costs.

3. STANDARD OPERATING PROCEDURE

The Standard Operating Procedure (“SOP”) attached hereto as “Exhibit B” is hereby incorporated herein by reference. The parties agree to conduct their responsibilities under this Agreement in accordance with the SOP.

4. PAYMENT

4.1 Obligation for Payment.

Obligation for payment shall arise when the Port is required to purchase, lease, rent, or otherwise obtain equipment due to the County’s failure to perform its obligations under this Agreement. The County agrees to be responsible for the cost of any such equipment obtained, including any associated fuel, labor, and incidental costs.

4.2 Authority to Purchase.

It is the intention of the parties that the purchase of any equipment shall be arranged upon the coordination and mutual agreement of the parties regarding the necessary specifications of that equipment.

4.3 Requests for Payment.

Requests for payment shall be issued by the Port to the County as soon as reasonably possible. Payment shall become due and owing not later than thirty (30) days from the date of receipt of an invoice.

4.4 Dispute of Purchase.

Should the County dispute the obligation to pay for any equipment on the grounds that it has satisfied all of its obligations under this Agreement, the County may issue a written dispute to the Port Manager.

Upon receipt of a dispute by the County, the Port Manager shall:

- (a) Acknowledge receipt of the dispute within fourteen (14) days.
- (b) Investigate the validity of the dispute.
- (c) Issue a written determination of the dispute to the Port within thirty (30) days of the date of acknowledgement of dispute.

A dispute issued by the County shall in no case absolve the County of its responsibility to pay any due and owing request for payment under *Section 4.3* above; provided, however, that upon resolution of a dispute in favor of the County,

partial or full reimbursement to the County shall be issued by the Port within thirty (30) days of that written determination.

5. WAIVER OF LIABILITY

Subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act (ORS 30.260 to 30.300), and in consideration of each party performing their respective duties as set forth by this Agreement, the County and Port mutually indemnify and hold harmless each other as to any cause of action arising out of, or resulting from, the failure of the Tuttle Creek Storm Drain Facilities, including but not limited to the accumulation of material within the Boat Basin, flooding of storm drain facilities, and any financial liability attributed thereto, except to the extent caused by the indemnifying party's failure to perform its duties set forth by this Agreement.

6. TERM.

This Agreement shall commence on the Effective Date and shall continue in full force and effect until the Agreement is terminated by either party in accordance with *Section 7* of this Agreement.

7. BREACH AND TERMINATION.

Should a breach of the duties assigned to the County under this Agreement occur, the Port shall issue a written notice of breach to the County. The County shall have thirty (30) days, beginning at the date of receipt of notice, to cure the breach.

Upon ten (10) days' written notice, the Port may terminate this Agreement upon the failure of the County cure any breach within such 30-day period.

Otherwise, this Agreement may be terminated by the mutual written consent of both parties.

8. COMPLIANCE

Each party agrees to comply with all applicable local, State and Federal laws, rules, and regulations pertaining to the activities performed under this Agreement. Additionally, both the County and Port shall comply with reasonable requests for information or coordination received in connection to this Agreement.

9. DISPUTE RESOLUTION

The parties desire, if possible, to resolve disputes, controversies, and claims arising out of this Agreement (each a "Dispute") without litigation. To that end, at the written request of either party, each party shall appoint a knowledgeable, responsible representative to meet and negotiate in good faith to resolve any Dispute arising under this Agreement. The parties intend that these negotiations be conducted by non-lawyer, business representatives. The discussions shall be left to the discretion of the representatives.

9.1 If the negotiations do not resolve the Dispute within sixty (60) days of the initial written request, the Dispute shall be submitted to non-binding mediation with a mediator

chosen by mutual agreement of the parties or, in the absence of such agreement, with a mediator appointed by the presiding judge of the Circuit Court for Curry County.

9.2 Each party shall bear its own cost of these dispute resolution procedures. The parties shall equally share the fees of the mediation and the mediator.

9.3 In the event the Dispute cannot be resolved under the above process, the Dispute shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the American Arbitration Association in accordance with its Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Notwithstanding the above, disputes regarding the County's obligation to pay for equipment costs shall be resolved pursuant to *Section 4.4*.

10. WAIVER

No failure by any party to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof shall constitute waiver of any such right to performance or right to exercise such right or remedy.

11. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

12. NO THIRD-PARTY BENEFICIARIES.

This Agreement shall not confer any rights or remedies upon any person other than the parties and their respective successors and permitted assigns.

13. ENTIRE AGREEMENT AND MODIFICATION.

This Agreement sets forth the entire understanding of the parties concerning the subject matter hereof and incorporates all prior negotiations and understandings. There are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the parties relating to the subject matter of this Agreement other than those set forth herein. No alteration, amendment, change or addition to this Agreement shall be binding upon any party unless in writing and signed by the parties.

14. GENERAL PROVISIONS. Unless otherwise specifically prescribed in this Agreement, the following provisions shall govern its interpretation and construction:

14.1 When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number.

14.2 Time is of the essence of this Agreement.

14.3 Every duty and every act to be performed by either party imposes an obligation of good faith on the party to perform such.

14.4 Any provision or condition of this Agreement may be waived at any time, in writing, by the party entitled to the benefit of such provision or condition. Waiver of any breach of any provision will not be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

14.5 Where the performance or doing of any act, duty, matter, payment, or thing is required hereunder and the period or duration for the performance is prescribed and fixed herein, the time shall be computed to exclude the first and include the last day of the prescribed or fixed period or duration of time. When the last day of the period falls on Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

14.6 The paragraph captions and headings in this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

15. NOTICE.

Any notice by either party to the other shall be in writing and effective at the earlier of actual receipt or rejection of such notice or three (3) days after deposit in the mails as registered or certified mail, postage prepaid, addressed to the County or the Port at the addresses set forth below, or at such other addresses as either party may designate by notice to the other party.

County
94235 Moore Street, Suite 123
Gold Beach, OR 97444
Attn: County Legal Counsel

Port
16330 Lower Harbor Road
P.O. Box 848
Brookings, OR 97415
Attn: Port Manager

(Signatures follow)

IN WITNESS WHEREOF, the parties hereto have executed this Intergovernmental Agreement as of the Effective Date.

CURRY COUNTY



John Herzog, Chair



Brad Alcorn, Vice Chair

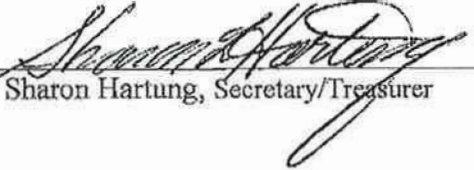


Jay Trost, Commissioner

PORT OF BROOKINGS-HARBOR



Richard Heap, President



Sharon Hartung, Secretary/Treasurer

EXHIBIT A
Tuttle Creek Storm Drain Facilities

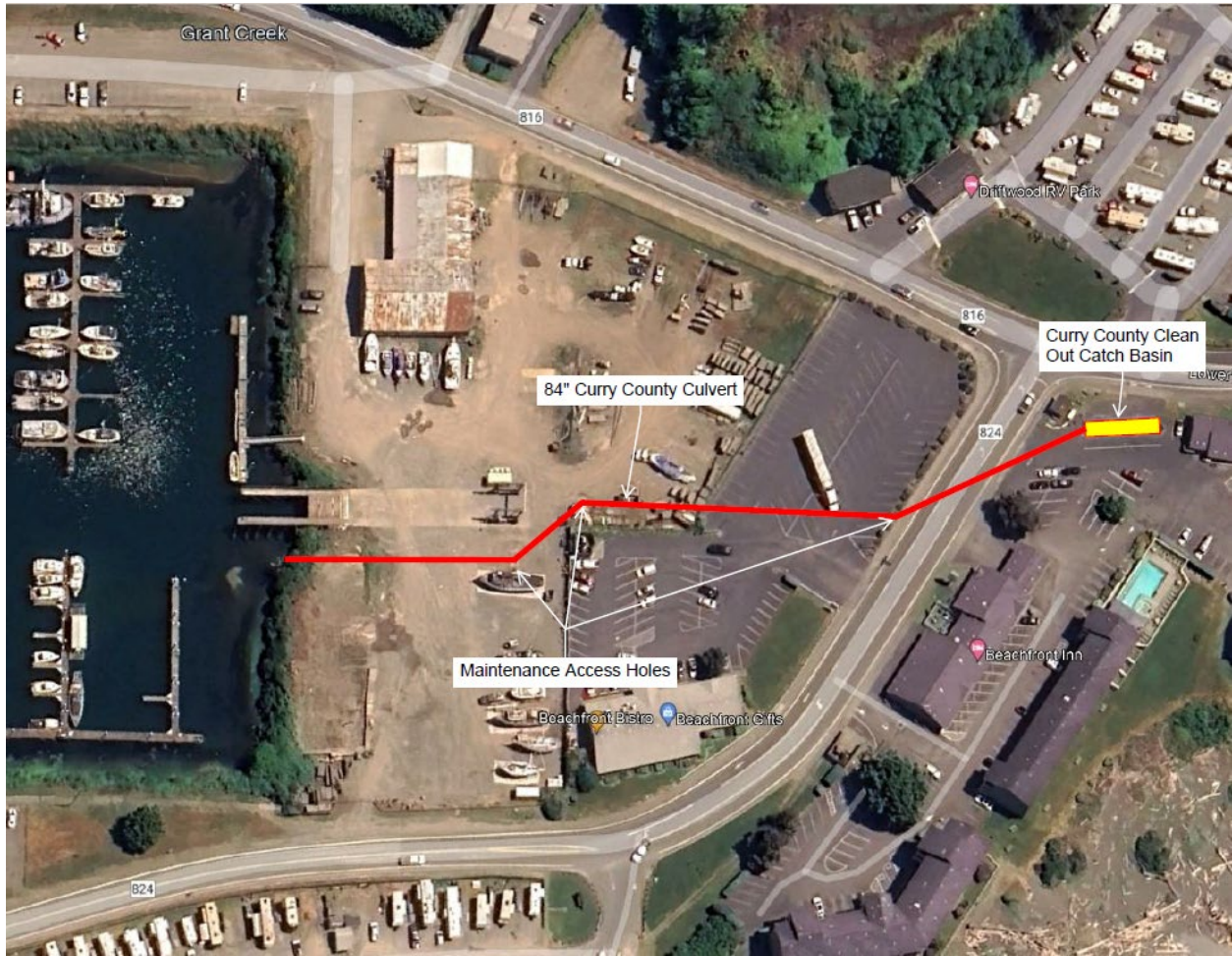


EXHIBIT B
STANDARD OPERATING PROCEDURE

INSPECTION

Types of Inspection

The County shall perform routine inspections of the Catch Basin as set forth below.

Inspections of the Boat Basin shall be the responsibility of the Port and the frequency shall be at the discretion of the Port, provided, however, that regular inspections of the Boat Basin are expected in order to ensure that any potential maintenance or abatement issues are observed in a timely manner.

Inspection Frequency

The County shall visually inspect the catch basin as follows:

1. During the months of **November, December, January, February** and **March**, inspections shall occur once weekly.
2. During the months of **April, May, June** and **October**, inspections shall occur twice monthly.
3. During the months of **July, August**, and **September**, inspections shall occur once monthly.
4. Upon request by the Port, the County shall perform an inspection of the catch basin within twenty-four (24) hours.

Inspection Records

Records of inspections of the Catch Basin by the County or the Port shall be made on the Inspection Record form attached hereto. Inspection Records created by the County shall be provided to the Port on the first working day of each calendar month.

NOTIFICATION

Notification by County

If an inspection should reveal unsatisfactory conditions in the Catch Basin, the County shall arrange for abatement procedures within twenty-four (24) hours of the discovery of the unsatisfactory conditions. The County shall provide as much notice as is reasonably possible to the Port if abatement is expected to have any impact on Port operations.

Notification by Port

Should the Port discover unsatisfactory conditions within the Catch Basin or the Boat Basin, the Port will immediately notify the County. If regarding the Catch Basin, the County will then arrange for an inspection to be conducted. If regarding the Boat Basin, the County will coordinate with the Port pursuant to the “Abatement” section below.

ABATEMENT

Equipment and Staff

Whenever possible, the County shall use the County's equipment to abate the unsatisfactory conditions present within the Catch Basin. Should specialized equipment be needed to abate conditions within the Catch Basin or Boat Basin, County and Port will coordinate to procure such equipment in the best interests of the Port. Payment for specialized equipment will be arranged pursuant to Section 4 of the Intergovernmental Agreement between the parties.

Responsibility and Coordination

Work conducted to abate sediment or material deposit within the Boat Basin shall be the responsibility of the Port, and the County will be responsible for any cost incurred by the Port in completion of that abatement. Generally, the parties are expected to coordinate to the extent possible to ensure the economic feasibility of the abatement for both parties.

Recommendations of Port

Whenever possible, the County shall accept the reasonable recommendations of the Port regarding the specific type of equipment and methods used to abate unsatisfactory conditions within the Catch Basin or Boat Basin.

Removal of Boat Basin Material

Should the abatement of sediment or material deposits within the Boat Basin become necessary specifically due to the failure of County to regularly inspect and maintain the Catch Basin, the County shall be responsible for any costs, fees, and incidental charges incurred by the Port in the course of the removal of sediment or material from the Boat Basin as provided in the Intergovernmental Agreement between the parties.

CATCH BASIN INSPECTION RECORD

Name / Title of Inspector: _____		
Date of Inspection: _____ MM / DD / YEAR		Required Maintenance / Problems: <input type="checkbox"/> Remove accumulated sediment <input type="checkbox"/> Remove trash and debris <input type="checkbox"/> New grate is required <input type="checkbox"/> Grate needs to be aligned <input type="checkbox"/> Pipe is blocked <input type="checkbox"/> Pipe maintenance is required <input type="checkbox"/> Frame maintenance is required <input type="checkbox"/> Basin undermined or bypassed <input type="checkbox"/> Cannot remove cover <input type="checkbox"/> Corrosion <input type="checkbox"/> Need cement around grate <input type="checkbox"/> Other: _____ <i>If any checked above, indicate date of scheduled maintenance or repair below.</i>
Weather Conditions: <input type="checkbox"/> Dry > 24 hours <input type="checkbox"/> Wet		
Catch Basin condition: <input type="checkbox"/> Flows <input type="checkbox"/> Standing water	Grate properly aligned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sediment buildup depth: <input type="checkbox"/> 0-6" <input type="checkbox"/> 6-12" <input type="checkbox"/> 12-18" <input type="checkbox"/> 18-24" <input type="checkbox"/> > 24"	Observed: <input type="checkbox"/> Foam <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Sanitary Waste <input type="checkbox"/> Floatables <input type="checkbox"/> Excessive Sediment <input type="checkbox"/> Other: _____	
More than 50% full? <input type="checkbox"/> Yes <input type="checkbox"/> No	Effluent Flow? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments: 		
Abatement scheduled for: _____ at _____ MM / DD / YEAR TIME		

ACTION ITEM – C

DATE: January 17, 2024
RE: OEM/FEMA Signature Approval
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- OEM/FEMA now is requiring Commissioner signature on all submitted timesheets that includes any hours worked by the Port Manager.

DOCUMENTS

- Memo stating the list of Commissioners that can sign Force Account Summary Reports, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion 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.

Authorized Signature Card for FEMA/OEM DR-4432-OR PW-189 Dredging

Signatures of Delegated Authorized Individuals to Certify FEMA/OEM Force Account Summary Reports



Richard Heap / President



Joseph Speir / Vice President



Sharon Hartung, Secretary / Treasurer



Larry Jonas / Commissioner



Daniel Fraser / Commissioner

INFORMATION ITEM – A

DATE: January 17, 2024
RE: Port Economic Impact Study by Business Oregon & University of Oregon
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Business Oregon and University of Oregon came down to the Port and did an Economic Impact Study.

DOCUMENTS

- Economic Impact Study, 2 pages

PORT OF BROOKINGS HARBOR



Port Economic Impact

LOCATION: Mouth of Chetco River
CITY: Brookings, South Coast

Revenue Streams: Commercial Rentals
 Fuel Dock
 Marina
 RV Park

Operating budget FY '22: \$6.8 Million

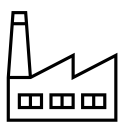
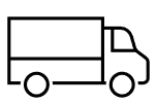
Top Port Industries By Jobs

Accommodation & Food	Arts & Recreation
----------------------	-------------------



Wholesale Trade

Manufacturing



Competitive Advantages: The Port of Brookings Harbor district is 400 square miles and represents nearly 75% of the population of Curry County. It is the busiest recreational Port on the Oregon Coast, with over 31,000 bar crossings and over 95,000 recreational users annually.



Direct Jobs

153



Jobs Supported by Business Spending

91

Jobs Supported by Employee Spending

75



Total Jobs

319

Total Payroll

\$4 M

Total Income

\$8.4 M

Average Port Wage

\$26,320



PORT OF BROOKINGS HARBOR

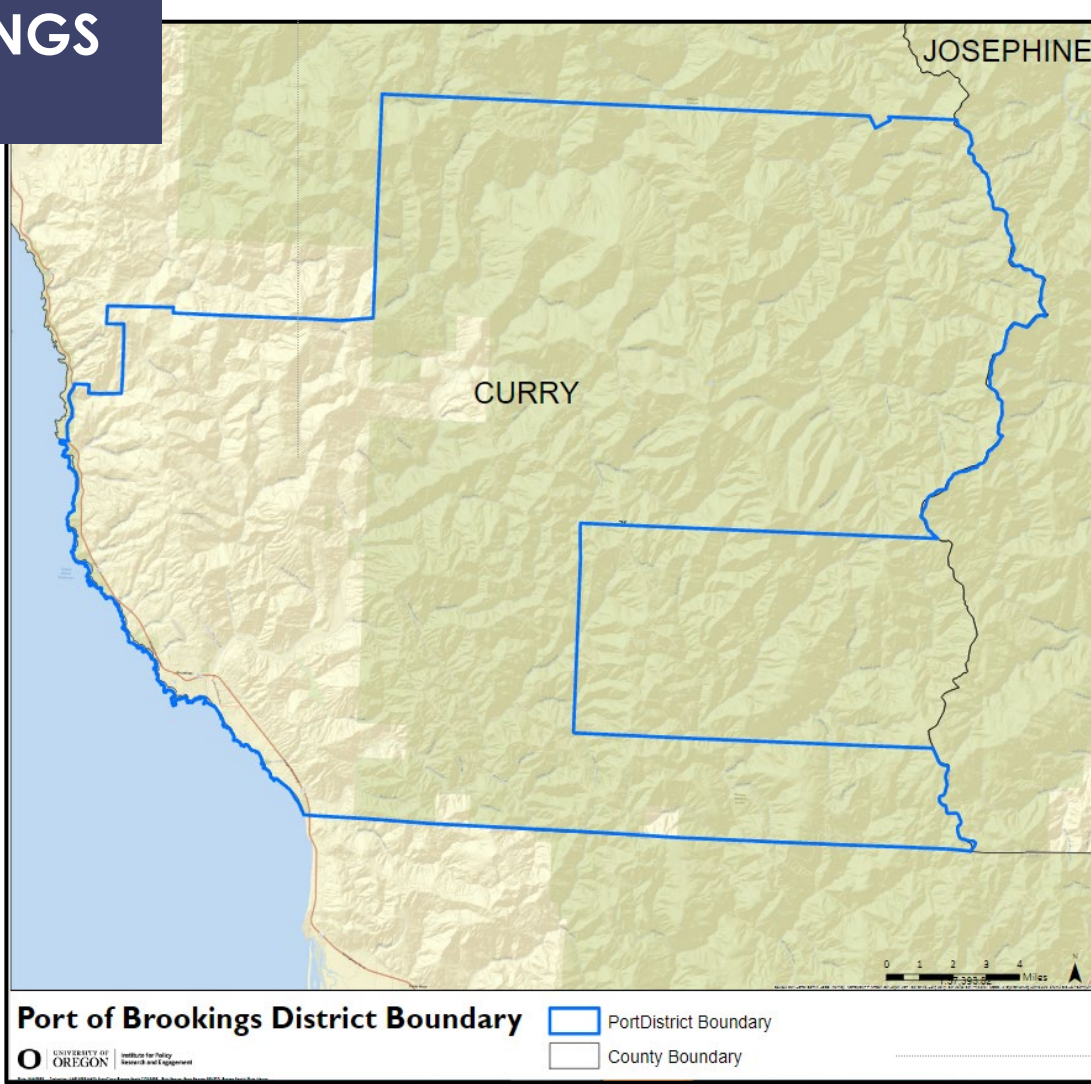
Port Activities: This shallow draft harbor has nearly year-round ocean fishing. Three lakes within 25 miles of the Port and the safest bar on the West Coast with 280 passable days a year.

Marina: A full-service marina with fuel, haul-outs, and a maintenance dock.

Fishing: Recreational and commercial fishing, with restaurants along the boardwalk.

Beachfront RV Park: One of the few RV parks to allow campers to park on the beach.

Port of Brookings Harbor



Port priority projects:

RV park improvements, Wastewater project & FEMA disaster updates.

New boatyard shop to replace the existing building. Demolish the Hallmark timber dock to construct a concrete dock.

Repair/restore piling and secure slope. Replace wood planks with a concrete surface.

INFORMATION ITEM – B

DATE: January 17, 2024
RE: FEMA PW-189 Dredging Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- FEMA approved removing 38,000 cubic yards of soil sediment in Basins 1 & 2 from storm damage in 2019 with a budget of \$2,447,071.97.
- Corps of Engineers Joint Permit Application (JPA) was approved in 2022 for five years of dredging. JPA renewal will be required for dredging in 2028. Department of State Lands dredge permit must be renewed every year.
- Procurement of dredge equipment was finished in August 2023. Delivery of equipment is now scheduled for February. The generator is scheduled to arrive in January 2024. Once the dredge arrives it will be assembled and then training/dredging will begin immediately afterwards.
- Sediment basin construction started in August 2023. Concrete blocks were used for the outer walls. Much of the construction was finished in October 2023.
- 3,250 feet of 8” HDPE pipe was purchased and delivered late October 2023. The pipe is used for transporting dredge spoil to the sediment basin for water separation and soil sediment removal. The pipe was fused in sections with flanges for easier handling and for connections to the dredge. Pipe fusion welding and placement of pipe was completed in November 2023.
- Clamshell dredging started in December 2023. Clamshell dredging occurred in Basin 2 at the travel lift ramp and towards the west bank which included the sediment pile in front of the 84” culvert. Approximately 2,100 cubic yards were removed. The spoil will be removed once it dries out.
- If the Port expends more than \$750,000 in federal funds per fiscal year, a single organization-wide audit must be conducted with provisions of OMB Circular A-133. Audits must be performed in accordance with GAGAS (Generally Accepted Governmental Auditing Standards) by an independent auditor. Expenditures this fiscal year to date, as of 12/31/23 is \$781,225. A special audit will be required.

Description	Amount
Engineering & Permitting	\$22,940.00
Equipment	\$633,393.27
Port Labor & Equipment	\$22,303.78
Materials & Rentals	\$102,588.31
Total Expended FY 23-24	\$781,225.36
Total Expended	\$794,195.36
Budget Amount Remaining	\$1,652,876.61

- The Port is anticipating dredging, with the new dredge, in February. The latest the Port can dredge is March 14, 2024 for this season. We will be dredging again in October 2024.

DOCUMENTS

- None

INFORMATION ITEM – C

DATE: January 17, 2024
RE: Atlas Coffee Stand Update
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- September 20, 2023 Board approved Atlas Coffee Stand lease.
- December 20, 2023 Board received a letter from Atlas Coffee requesting consideration on his lease. The board approved terminating Mr. Hazen’s lease on December 31st and have the Port Manager develop a use agreement for mobile concessions on Port property, with the understanding Mr. Hazen will have first choice in that spot if he so chooses.
- When Mr. Hazen was presented with what the Board approved he decided to keep his lease agreement the same.
- Port staff has started to look into a mobile food unit agreement.

DOCUMENTS

- None

INFORMATION ITEM – D

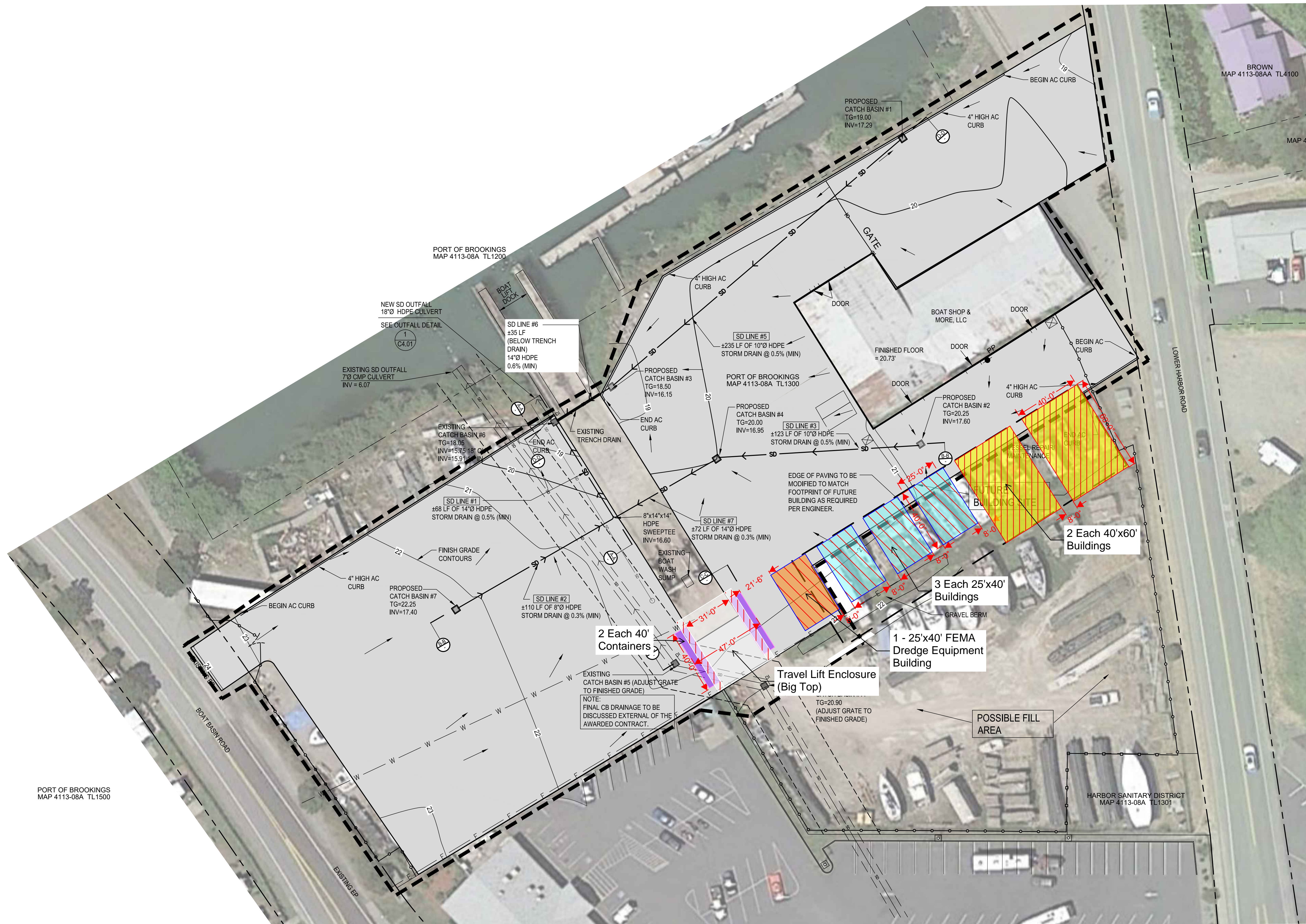
DATE: January 17, 2024
RE: Boat Yard Shop Layout
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- December 20, 2023 regular meeting the Board was warned that the layout of the building may be moved due to electrical lines.

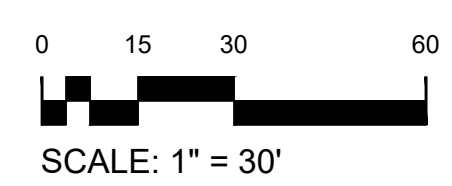
DOCUMENTS

- Original Layout, 1 page
- Revised Layout, 1 page



LEGEND

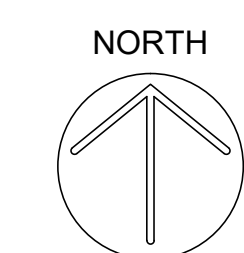
← APPROX. DIRECTION OF DRAINAGE FLOW



1

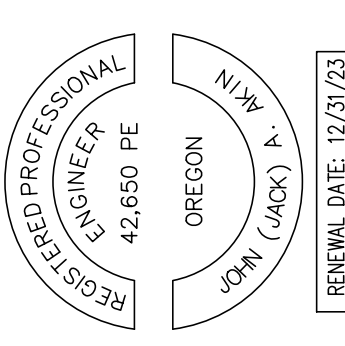
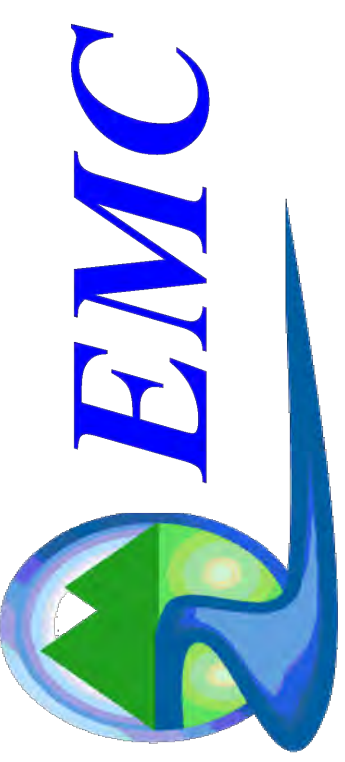
STORMWATER CONVEYANCE

SCALE: 1" = 30' (24x36)



REVISIONS	BY:

Grants Pass * Jacksonville * Medford, OR
 PE Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR, 97527
 Jacksonville Office: 450 Conestoga Dr., Jacksonville, OR, 97530
 Phone: 541-474-9454 • Cell: 541-261-9929 • Fax: 541-727-5488
<http://www.emcengineerscientists.com>
EMC - Engineers/Scientists, LLC



PORT OF BROOKINGS HARBOR
 16330 LOWER HARBOR ROAD, BROOKINGS, OR 97415
BOAT YARD PAVING

DRAWN BY: CD/JW
 DATE: 15 JULY 2022
 JOB No: 22-202201

SHEET No:
C4.0
 STORMWATER CONVEYANCE

BROWN
MAP 4113-08AA TL4100

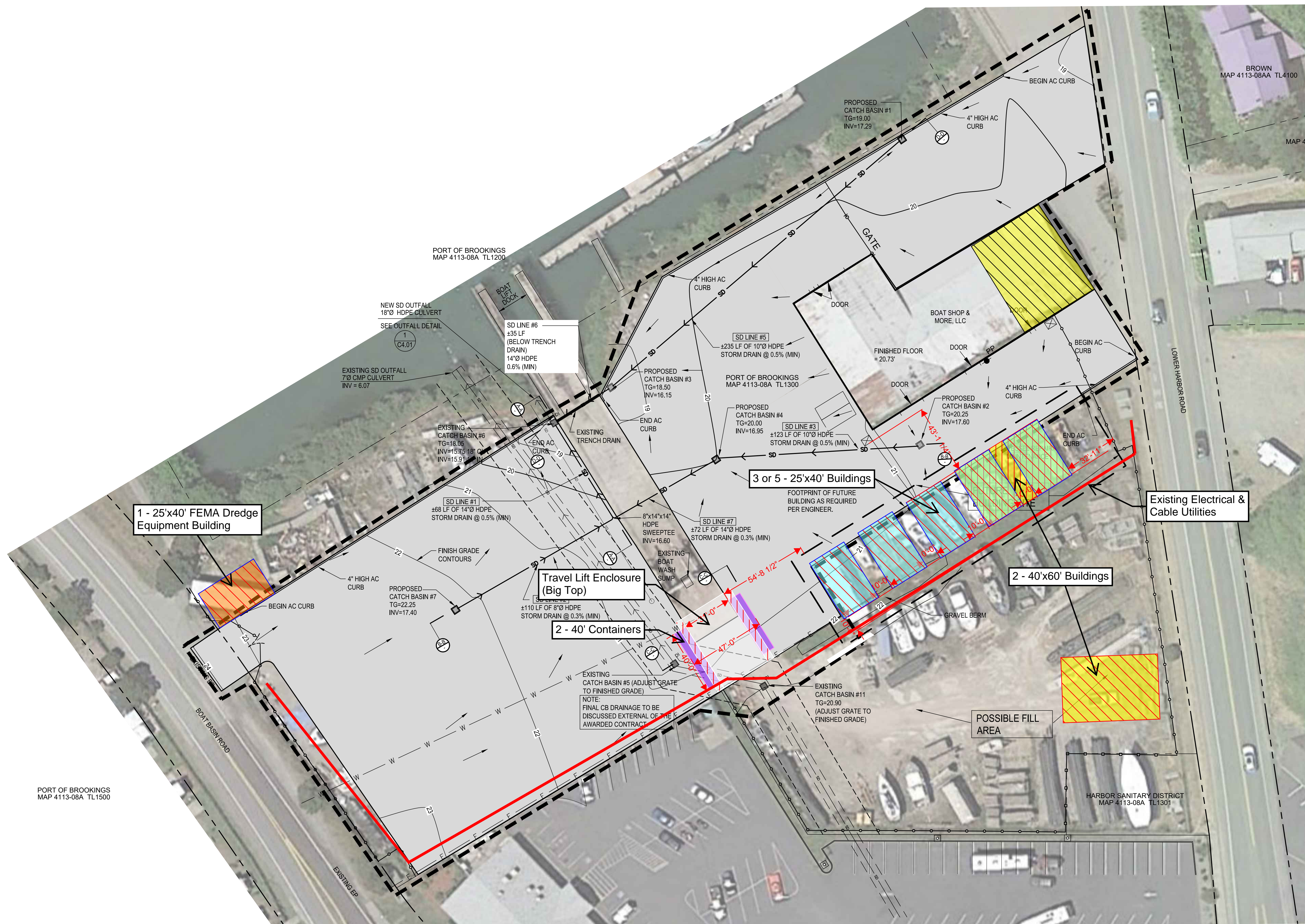
NIED
MAP 4113-08AA TL4000

GRIFFITH
MAP 4113-08AA TL4200

DRIFTWOOD, LLC
MAP 4113-08AD TL4000

PORT OF BROOKINGS
MAP 4113-08A TL1500

HARBOR SANITARY DISTRICT
MAP 4113-08A TL1301



PORT OF BROOKINGS
MAP 4113-08A TL1500

PORT OF BROOKINGS
MAP 4113-08A TL1200

BROWN
MAP 4113-08AA TL4100

NIED
MAP 4113-08AA TL4000

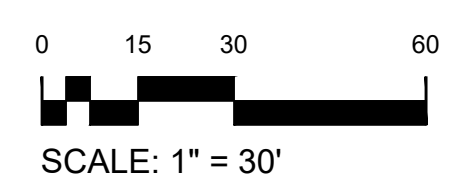
GRIFFITH
MAP 4113-08AA TL4200

DRIFTWOOD, LLC
MAP 4113-08AD TL4000

HARBOR SANITARY DISTRICT
MAP 4113-08A TL1301

LEGEND

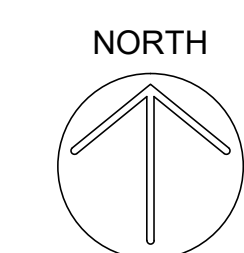
← APPROX. DIRECTION OF DRAINAGE FLOW



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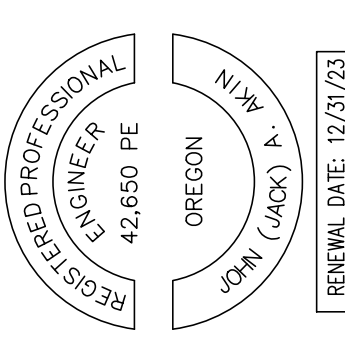
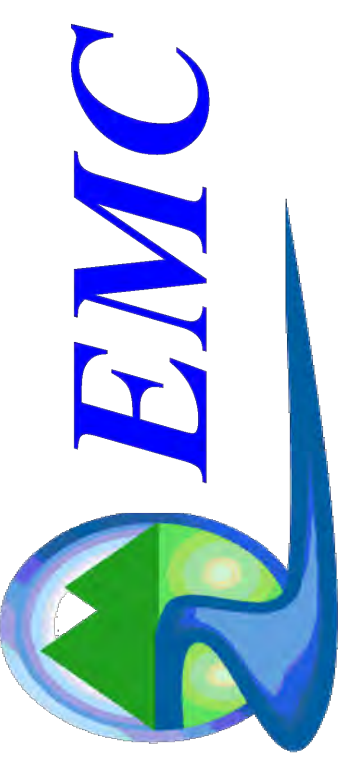
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PORT OF BROOKINGS HARBOR
 16330 LOWER HARBOR ROAD, BROOKINGS, OR 97415
BOAT YARD PAVING

DRAWN BY: CD/JW
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SHEET No:
C4.0
 STORMWATER
 CONVEYANCE