

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, May 17, 2023 at 2:00pm
Teleconference / Meeting Room
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782 Meeting ID: 771 205 4017	Passcode: 76242023	(to mute/unmute: * 6)
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TENTATIVE AGENDA

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1. CALL MEETING TO ORDER	
<ul style="list-style-type: none"> • 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 Special Commissioner Meeting Monday April 10, 2023.....	2
B. Approve Minutes of Regular Commissioner Meeting Wednesday April 19, 2023.....	5
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.....	8
6. ACTION ITEMS	
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B. December 26, 2022, Storm Damage.....	69
8. COMMISSIONER COMMENTS	
9. NEXT REGULAR MEETING DATE – Wednesday June 21, 2023, at 2:00pm	
10. ADJOURNMENT	

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

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

Wednesday, April 10, 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 special 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 Special Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

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

2. APPROVAL OF AGENDA – Audio time 0:01:12

A motion was made by Speir and seconded by Hartung to approve the agenda as written. The motion passed 5 – 0.

3. PUBLIC COMMENTS – Audio time 0:01:31

There were no public comments.

4. INFORMATION ITEMS

A. Pacific Seafood, Wastewater Treatment Plant – Audio Time 0:01:40

Webster opened the discussion up by thanking Pacific Seafood for coming to the meeting, wanted to have this meeting to discuss the commitment, the needs, operation and vision of the plant. Webster suggested talking about Information Item B during this discussion. Webster asked the Board if they had any questions for Pacific Seafood. Heap reviewed what the Port's perspective is on the item. Board allowed Public Comment. Dan Occhipinti, Chief Legal and Administrative Officer with Pacific Seafood, reviewed the obstacles Pacific Seafood was facing at the time of purchasing the plant and expressed Pacific Seafood's commitment to being in Brookings. Occhipinti reviewed in detail what the JPA permit looks like and what Pacific Seafood, and all other processing plants, are currently facing with this permit. Occhipinti explained how the unique opportunity given to the Port of Brookings Harbor to build a wastewater treatment plant is a blessing and what good it will do for fish processing in the future. Board allowed public comment. Webster explained that he brought the city options back to the Board for review so we can explore all of our options and asked Pacific Seafood to explain what option they like best since they have plants operating in both ways. Harbor Water explained what their engineers have suggested to be able to handle the extra water needed.

Webster reviewed the city options and what processing to the city would look like, but since this is not an established item the city is unsure what the fees associated would be. Harbor Sanitary stated they will be discussing this inflow with their engineers. Board allowed public comment. Pacific Seafood wants to process shrimp and supports what option makes the most sense. Board allowed public comment. Akin explained what was included in the funding. Webster expressed that the Port of Brookings Harbor does not have the staff or know how to operate this facility and the Port does not want to be involved in it and that's why it's so important to have Pacific Seafood on board with this. Occhipinti explained that Pacific Seafood currently has three facilities down at the Port, this would be the same economic model, the Port owns the ground but Pacific Seafood is responsible for the maintenance, repairs, and operations of those facilities and that model seems to be working well for both parties. Board allowed public comment.

B. Wastewater Treatment Plant, City Options

This item was discussed in Information Item A.

5. ACTION ITEMS

A. Budget Committee Members – Audio time 0:51:33

Webster reviewed item with the Board and made note of the differences he saw between the two applications. Heap suggested choosing someone who has been involved with the Port and the Ports activities.

A motion was made by Range and seconded by Jonas to approve Gary Hartung for position #9 on the Port of Brookings Harbor Budget Committee, term will be good for 3 years ending on June 30, 2026. The motion passed 4 - 0. Spier was absent for vote.

Webster made the Board aware that the next budget meeting will be May 10.

B. Proposals for 16118 Lower Harbor Road – Audio time 0:54:56

Webster reviewed the one proposal received by highlighting key items in the Letter of Intent received by Reggie Boltz with Augustino Estate Wine. Business wants to assume ownership of the building and that the Port will supply water hook ups. The Board discussed what options are available for that building. The Board allowed public comment. Boltz stated that he would pay for the waterline to be put in and went over some of the improvements that will need to be made to the buildings. There was discussion between the Board and Boltz regarding the length of the lease. Heap commented on the benefit this would be to the Port. The Board was concerned regarding if they decide to sell the building, the Port be allowed to have First Right of Refusal and what if he leaves without completing the renovations.

A motion was made by Heap and seconded by Hartung to approve the Reggie Boltz, Augustino Estate Wine Proposal, and allow the Port Manager to negotiate the lease terms and create a draft lease for Board approval that includes the reimbursement for water services, First Right of Refusal, tenant responsible for permits to bring the building to standard, 25-year land lease with standard CPI increase. The motion passed 5 - 0.

C. RV Park Update and Cable TV – Audio time 1:25:33

Webster reviewed the item with the Board and discussed what would be needed if we wanted to bring cable tv back to the RV Park.

A motion was made by Jonas and seconded by Spier to approve eliminating cable TV at the RV Park. The motion passed 5 - 0.

- 6. **COMMISSIONER COMMENTS** – Audio time 1:39:34
Commissioner Heap discussed the upcoming salmon season.
- 7. **NEXT REGULAR MEETING DATE** – Wednesday, April 19, 2023, at 2:00 PM
- 8. **ADJOURNMENT** – Audio time 1:40:21
Having no further business, the meeting adjourned at 3:39 pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

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

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

Wednesday, April 19, 2023

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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

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

2. APPROVAL OF AGENDA – Audio time 0:01:40

A motion was made by Range and seconded by Speir to approve the agenda as written. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:01:56

A. Approve Minutes of Regular Commissioner Meeting Wednesday, March 15, 2023.

A motion was made by Jonas and seconded by Speir to approve the meeting minutes Wednesday, March 15, 2023. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:20

There were no public comments.

5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:02:29

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of March. Webster reviewed the safety, security, and environmental report for the month of March. Walker reviewed the financial report for the month of March.

A motion was made by Speir and seconded by Hartung to approve the Management & Financial reports as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

A. El Cazadores Lease or Buy Options – Audio time 0:12:40

Webster stated this item was at an impasse at the last meeting and is being brought back to the Board. Range reiterated his position on selling Port land.

A motion was made by Hartung and seconded by Speir to approve the Port Manager to work with legal counsel to create a Purchase Sales Agreement for full asking price and have the Port Manager contact Business Oregon for Release for Lien documentation. The motion passed 3 - 2. Yes: Speir, Hartung, and Heap. No: Jonas & Range.

B. Rates for FY 2023-24 – Audio time 0:18:38

Webster reviewed the item with the Board. Heap asked about the public hoist. Board allowed public comment.

A motion was made by Speir and seconded by Range to approve proposed port rates for FY 2023-24, effective July 1, 2023. The motion passed 5 - 0.

C. Resolution 2023-02, Landing Fees – Audio time 0:30:56

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Speir to approve Draft Resolution No. 2023-02, Adopting Landing Fee Rates. The motion passed 5 – 0.

D. Resolution 2023-03, Port Rates – Audio Times 0:33:22

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Jonas to approve Draft Resolution No. 2023-03, Port Rates Fiscal Year 2023-24. The motion passed 5 – 0.

E. McLennan Payment Request #8 – Audio time 0:34:09

Webster reviewed item with the Board.

A motion was made by Range and seconded by Jonas to approve McLennan Excavation progress Payment No. 8 for \$26,522.74 for work performed March 7, 2023 – April 11, 2023 per contract. The motion passed 5 – 0.

7. INFORMATION ITEMS

A. EV Charging Station – Audio Time 0:37:39

Webster explained that he was approached by FreeWire. Webster likes the idea but believes this would be better if it was through a partnership like Coos Curry Electric, who would own and maintain the facility. Webster asked if the Board would like to go in this direction in the future. Heap agreed with Webster. Range and Jonas asked about some details regarding the unit.

B. Letter from Henry Johnson Camera with Advertisements for 4th of July at RV Park –

Audio time 0:46:59

Webster explained that we didn't get a letter in time but explained that Johnson would like to place a live feed camera on the RV Park Restroom that faces the ocean and would live stream the fireworks. It would remain all year round and would need power and WiFi. The Board asked about some details regarding the camera.

C. Charter and Guide Signs – Audio time 0:52:26

Webster made the Board aware that our charter and guide signs have been installed, explained how a business could get their business name on the sign, and thanked The Oregon Coast Visitors Association for paying for the signs.

8. EXECUTIVE SESSION per ORS 192.660 (2)(a) – Audio time 0:54:24

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

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

Adjourn out of executive session and reconvene into regular session at 3:47 pm.

9. COMMISSIONER COMMENTS – Audio time 0:00:12

Commissioner Speir asked about the upcoming elections.

10. NEXT REGULAR MEETING DATE – Wednesday, May 17, 2023, at 2:00 PM

Webster made the Board aware that there will be a budget committee meeting May 10th.

11. ADJOURNMENT – Audio time 0:01:24

Having no further business, the meeting adjourned at 3:49 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.

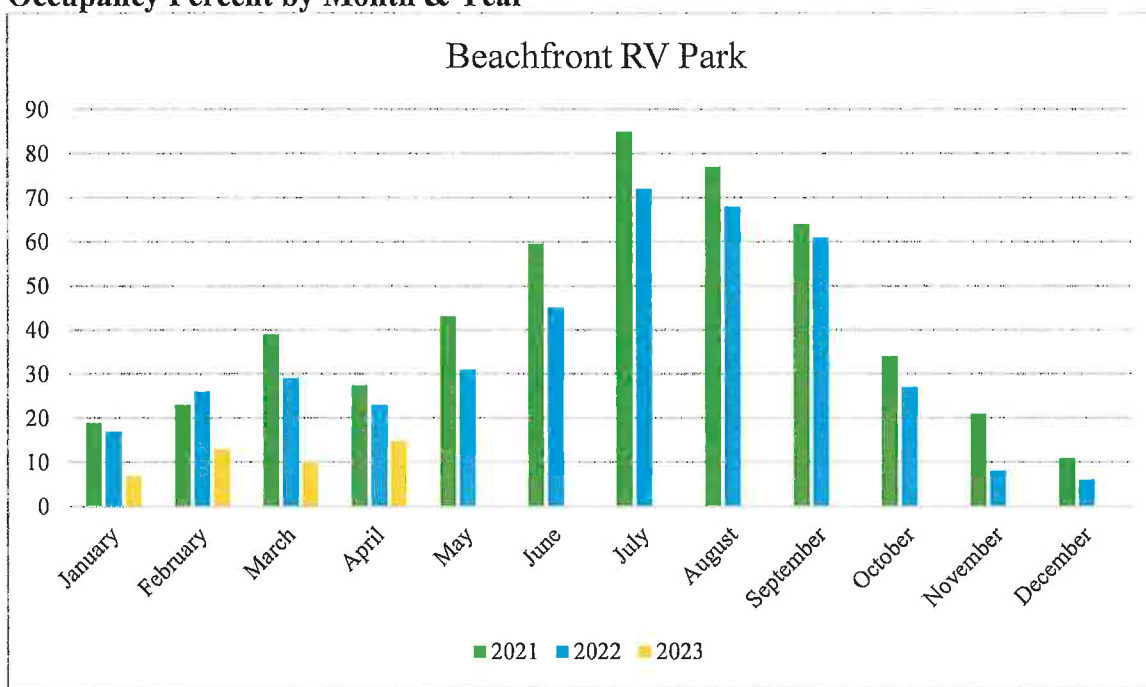
MANAGEMENT REPORT

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

RV Park

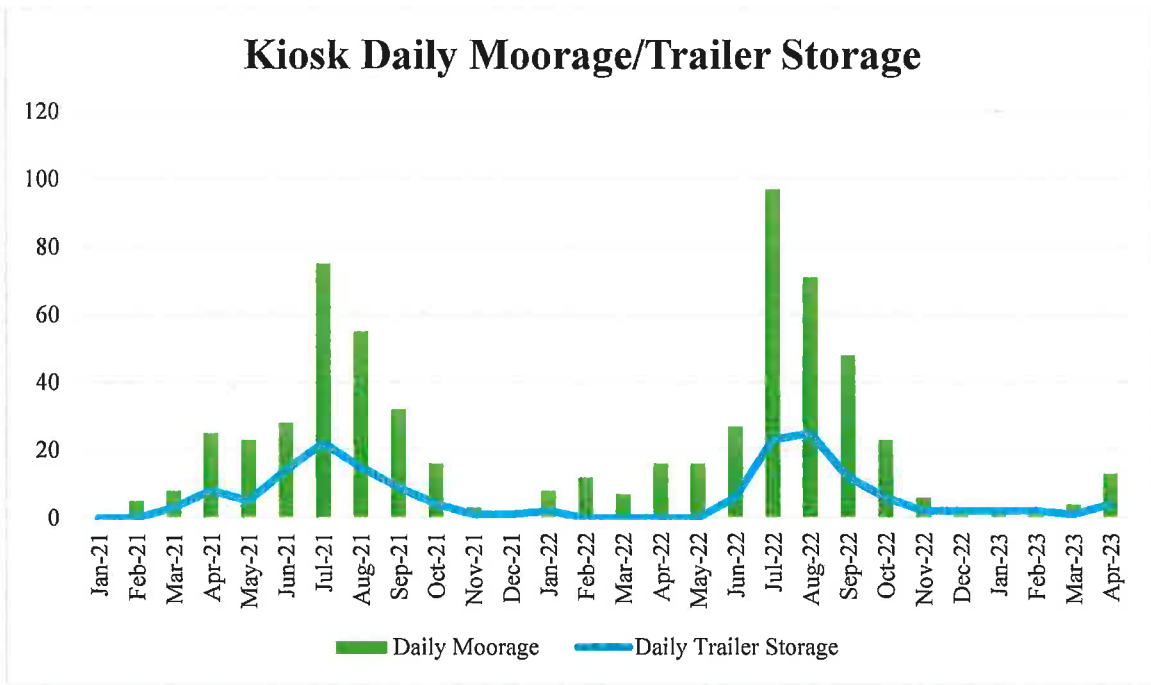
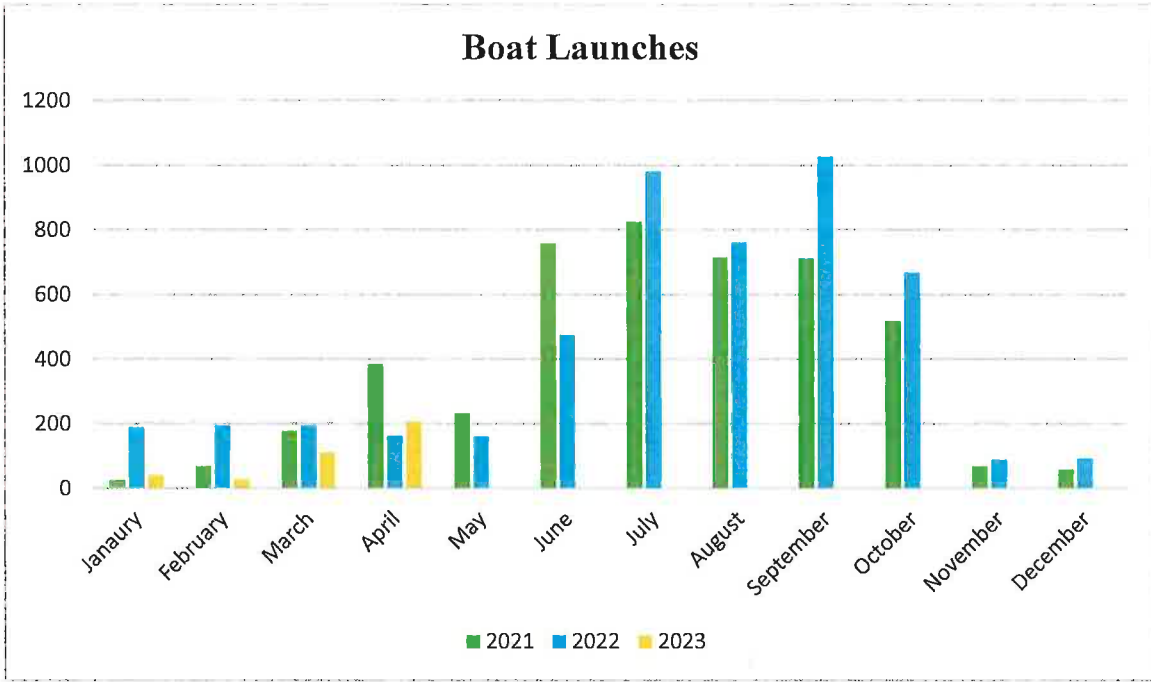
- The park project is near complete and awaiting final sign off from engineer and the Port will issue McLennan final payment.
- Now that the weather is finally beginning to shape up, focus will be landscaping, customer service, and curb appeal.

Occupancy Percent by Month & Year



Marina

- All marina activities are ramping up with summer closing in. April is the first significant month of launches and daily moorage.
- Telehandler and Travel Lift worked picked up, allowing more time for our employees to be cross trained and more familiar with equipment operation.
- Hinge connection on N and O gangway as well as P and Q gangway were cut off and replaced. Both gangways showed significant wear and tearing of welds that led to the replacement.
- Maintenance included weed eating, brush clearing and dock walks.



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	
June	3	0	3	4	
July	1	5	0	1	
August	3	4	1	0	
September	3	3	1	2	
October	10	6	5	7	
November	3	9	13	9	
December	15	5	3	2	
Totals	62	57	47	53	23

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	
June	16	15	12	6	
July	15	14	7	8	
August	8	4	7	5	
September	7	6	8	4	
October	9	8	4	11	
November	8	5	12	6	
December	5	1	0	7	
Totals	96	78	68	76	10

Commercial Receiving Dock

- **Public Hoist** – Operational, visually inspected by Port staff, and greased. (43,230 lbs unloaded for the month of April)
- **Hallmark Seafood** - Operational
- **Bornstein Seafood** - Operational
- **Pacific Seafood** - North Pacific Seafood Dock – Operational
- **New Pacific Seafood Dock** – Need to look at adding cleats on dock for better tie up locations.

Commercial Retail Building

- Asphalt patching throughout the retail and launch ramp area was completed and mainline construction of Beacon Broadband is now completed. They now will start installing feeds to tenet locations that are signed up to use their service.
- Beacon Broadband has finished up boring holes and getting conduit ran to their locations. They have had many of our tenets ask for their service and now Beacon will start getting services run to the individual tenet locations.
- A new rolling door was installed for the Pacific Hooker leased area.
- Attempt was made to install a sewer clean out at the launch ramp area. As excavation was taking place, we found that the ground water was 3ft. The pipe that we need to access is about 7 ft deep. This project is being rescheduled for Mid to late August when water levels hopefully drop.

Maintenance Crew

- Staff completed 99 work orders for the month of April 2023. Landscaping throughout the entire Port will be ongoing through the summer. Many staff members have begun cross training in equipment and operations to better employee knowledge and skills.

Office Staff

- The port office is running smoothly, and staff continue to work hard and complete their tasks on time and have maintained efficiency.
- All office staff keep a “significant tasks completed” list which is attached.

April's Tasks Completed

April 2023

- | | |
|-----------------|---|
| April 1 | Submitted Insurance Enrollment forms for new hires (Denise and Lisa) to SDAO |
| April 3 | Processed Payroll, including SEP / IRA Contributions and payroll taxes |
| April 11 | Processed 1096's and 1099's for 2022 vendor payments to the Port |
| April 12 | Processed McLennan Payment Request #8 for RV Park project |
| April 13 | Processed and paid Oregon State Lodging Taxes for 4 th Quarter 2022 RV Park revenues |
| April 14 | Prepared March Financial Summary and Reports for April Commissioner Meeting |
| April 17 | Processed Payroll, including SEP / IRA Contributions and payroll taxes |
| April 18 | Finalized proposed budget for FY2023-2024 |
| April 19 | Attended Commissioner Meeting, handed out proposed budget for FY2023-24 |
| April 21 | Reconciled Umpqua and LGIP bank accounts through March 2023 |
| April 30 | Generated Commercial Retail Lease Invoices for the month of May |

Danielle's Tasks Completed

Date: April 2023

- April 3** Discussed with Port Maintenance about marine safety which included protective flotation devices, line safety & boat safety.
- April 3** Retrieved signature from Bell & Whistle Mobile Coffee Stand (Matt & Anna Powers) on Amendment No. 1.
- April 3** Completed draft meeting minutes for March 15, 2023 and posted on website
- April 3** Completed, emailed, and published completed April 10, 2023 Special Commissioner Meeting Packet
- April 7** Took apart Commissioner meeting room set up for another organizer to use the room.
- April 10** Set up meeting room back for commissioner meetings & attended a special commissioner meeting
- April 10** Met with Daniel with Aquarius about of Tier II Status
- April 11** Worked on completing the commissioner packet
- April 12** Finished Commissioner packet. Published and distributed packet.
- April 17** Drove to Grant Pass for both Ford Mavericks to be repaired
- April 19** Attended Commissioner meetings
- April 20** Drove to Grants Pass to retrieve Ford Mavericks
- April 21** Was on standby for F/V: Alex receiving fuel
- April 21** Met with Travis, Jack Akin & Kendra with DEQ regarding our 1200Z permit, and Tier II Corrective Action Plan
- April 24** Requested to DEQ a time extension regarding out Tier II Corrective Plan
- April 25** Placed advertisement out for upcoming Budget Committee Meeting and Commissioner Meeting

April 25 Placed advertisement out for Project Manager

April 25 Standby for boat fire that happened in Boat Yard

Denise's Tasks Completed

Date: April

Daily	Processed fuel tickets, updated fuel dock sales spreadsheet, monitored transient dock
Daily	Processed Purchase Orders, Bills and Vendor Invoices
Daily	Made bank deposit, got mail, sorted and processed mail and entered payments into Quickbooks
Daily	Processed RV Park Reconciliation and Deposit
April 1-30	Handled storage inquiries and filled 1 vacant trailer/boat storage space
April 20	Invoiced for 24 gear storage spaces and 15 vessel/trailer storage spaces
April 28	Ran and sent monthly statements, added finance charges, processed collections notices

NOTES:

Recurring:

- Maintained work orders log and prepared month end report
- 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
- Filed periodic Equipment Maintenance sheets and other periodic inspection sheets

Lisa's Tasks Completed

Date: April

- April 3** Posted for mailing June 2023 Moorage Renewals dated June 1 – 14, 2023.
- April 5** Prepared Boat Owner Contact List for Brent Ferguson, Leadman.
- April 5** Collected title, permission slip and payment for disposal of unseaworthy vessel (B1 C14).
- April 12** Prepared Updated Boat Slip Inventory List for Danielle King, Administrative Assistant.
- April 14** Posted for mailing June 2023 Moorage Renewals dated June 15 – 29, 2023.
- April 26** Prepared Updated Boat Slip Inventory List for Danielle King, Administrative Assistant.
- April 27** Finalized July 2023 Moorage Renewals.

NOTES:

Recurring:

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

WORK ORDERS LOG

Port of Brookings Harbor

April 2023

Date	Location	Description of Work	Action	Completed	Completed By
4/1/23	RV Park	Washed golf cart	Completed	4/1/23	Trent
4/1/23	Boat yard	Had Kenny fix power to boat yard camera	Completed	4/1/23	Brent
4/1/23	Fuel Dock	Hung signs for hours of operation	Completed	4/7/23	Brent
4/3/23	RV Park, Site 83	Put site stickers on the pole that is blocking the electrical panel.	Completed	4/14/23	Trent
4/3/23	RV Park Restroom	Repainted under women's bathroom sign	Completed	4/3/23	Trent
4/3/23	RV Park Site 17	Removed water filter and sewer extender from Site 17	Completed	4/3/23	Trent
4/3/23	RV Park Site 48	Cut down tree stump that was crumbling	Completed	4/3/22	Trent
4/3/23	Basin 2, G21	Boat had a bit of water. Bailed it out and contacted the owner, who will install a new bilge pump 4/3	Completed	4/3/23	Brent
4/3/23	Boat yard shop	Demolished sliding door	Completed	4/3/23	Shawn & Sean
4/4/23	Sheriff Sub Station	Added leak alarm, new flush handle and flapper to toilet.	Completed	4/4/23	Brent
4/4/23	Retail	Raised flags from half staff	Completed	4/4/23	Brent
4/4/23	Boat Yard Shop	Installed header - supports - track	Completed	4/4/23	Shawn & Sean
4/4/23	N - O Ramp	Fixed gangway connection and helped John	Completed	4/4/23	Shawn/Sean/Travis/Brent
4/4/23	RV Park Site 73	Replaced missing fence board	Completed	4/4/23	Trent
4/4/23	RV Park	Weedeated back in sites	Completed	4/7/23	Trent
4/4/23	RV Park, Dry Camp 154-163	Weedeated dry camp sites	Completed	4/6/23	Trent
4/4/23	RV Park, Dry Camp 140-153	Weedeated dry camp sites	Completed	4/6/23	Trent
4/4/23	RV Park, Dry Camp 135-139	Cleaned up trash	Completed	4/6/23	Trent
4/4/23	RV Park, Dry Camp 135-139	Weedeated dry camp sites	Completed	4/6/23	Trent
4/4/23	Fish station	Dumped fish carcasses	Completed	4/4/23	Brent
4/5/23	Launch sewer	Cleaned plug	Completed	4/5/23	Brent
4/5/23	RV Park	Cleaned up behind office	Completed	4/5/23	Shawn / Sean
4/5/23	Boat Yard shop	Worked on door frame / wall	Completed	4/5/23	Shawn / Sean
4/5/23	RV Picnic Area	Edged and scraped concrete pads in picnic area	Completed	4/10/23	Trent
4/6/23	Shop	Built shop door	Completed	4/6/23	Shawn
4/7/23	Fuel Dock	Moved Sani-Sailor back into place after impacted by Miss Pacific	Completed	4/7/23	Brent
4/7/23	Boatyard Shop	Demo'd old door, finished putting hardware on new door	Completed	4/7/23	Shawn/Sean
4/7/23	Boatyard Shop	Hung door	Completed	4/7/23	Shawn/Sean/Brent
4/7/23	Basin 1-2	Completed dock walks	Completed	4/7/23	Shawn / Sean
4/7/23	Sani-Sailor	Semi-annual visit with OSMB/Connie	Completed	4/7/23	Brent
4/7/23	Fuel Dock	Completed monthly inspections	Completed	4/11/23	Brent
4/7/23	Port	Completed monthly sewer inspections	Completed	4/7/23	Brent
4/10/23	Boat yard/shop dumpster	Picked up scrap wood and put in dumpster	Completed	4/10/23	Shawn/Sean/Brent
4/10/23	Steel wall	Took Jack on boat	Completed	4/10/23	Shawn
4/10/23	Transient/Fuel Dock	Moved pillars for trailer parking	Completed	4/10/23	Shawn/Sean/Brent
4/10/23	Basin 1-2	Completed dock walks	Completed	4/10/23	Shawn / Sean
4/10/23	Boat Yard	Put boat on flat bed	Completed	4/10/23	Shawn/Sean/Brent/Travis
4/10/23	RV WiFi	Made NEMA4 box at first pole watertight	Completed	4/10/23	Brent
4/11/23	Shawn Hall boots	Port issued boots failed; obtained warranty replacement	Completed	4/11/23	Brent
4/11/23	Basin 1 - Boat Yard	Pulled boat and got it ready to set on flat bed	Completed		Shawn/Sean/Brent/Travis
4/11/23	Boat Yard	Set boat on flat bed	Completed	4/11/23	Shawn / Sean / Brent
4/11/23	Boat Wash Station	Set sleeve for sign post and got sign ready	Completed	4/11/23	Shawn / Sean
4/12/23	RV Park Dry Camp	Set fence post	Completed	4/12/23	Shawn

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4/12/23	RV Park, Sites 73, 74 and 75	Weed-eated sites	Completed	4/14/23	Trent	44
4/12/23	RV Park - Partials	Cleaned out firepits	Completed	4/14/23	Trent	45
4/12/23	RV Park, 1st Public Spot	Removed clump of grass	Completed	4/14/23	Trent	46
4/12/23	RV Park, Picnic Area	Weed-eated around the firepits and posts	Completed	4/14/23	Trent	47
4/12/23	EQ 4605	Excised all sticking toggles so that rmote would function correctly	Completed	4/12/23	Brent	48
4/12/23	EQ 4605	Secured straps	Completed	4/12/23	Brent	49
4/12/23	RV Site 25	Backflow preventer has failed	Completed	4/12/23	Brent	50
4/12/23	Port	Hung signs	Completed	4/12/23	Shawn & Sean	51
4/12/23	Port/RV Park	Mowed	Completed	4/12/23	Shawn & Sean	52
4/12/23	RV Park - Partials	Weed-eated the Partial RV Sites	Completed	4/12/23	Trent	53
4/12/23	RV Park - Sites 48 & 49	Weed-eated #48 and 49	Completed	4/13/23	Trent	54
4/12/23	RV Park, Sites 49, 50 and 51	Weed-eated #49, 50 and 51	Completed	4/20/23	Trent	55
4/12/23	RV Park Dumpsters	Pushed garbage to the back of the dumpster	Completed	4/13/23	Trent	56
4/13/23	RV Park, Site 87	Fixed hole in the ground by water faucet	Completed	4/14/23	Trent	57
4/13/23	RV Park, Pull Through Sites	Numbered the sites	Completed	4/13/23	Trent	58
4/13/23	RV Site 30	Repaired valve	Completed	4/13/23	Port Ops	59
4/13/23	RV Park	Assisted with telehandler basket	Completed	4/13/23	Shawn	60
4/13/23	Secure Boat Storage	Sprayed weed killer	Completed	4/13/23	Sean	61
4/18/23	Office Server	Fixed backup software program	Completed	4/18/23	Brent	62
4/18/23	Transient/Fuel Dock	Tightened loose bolts along the dock	Completed	4/18/23	Shawn and Sean	63
4/18/23	Basin 2	Fixed rub board at Q13, and other rub boards in the area	Completed	4/18/23	Shawn and Sean	64
4/18/23	RV #17	Disassembled electrical pedestal and replaced broken door	Completed	4/18/23	Brent	65
4/18/23	Kite field bathroom	Fixed leaky faucet supply	Completed	4/18/23	Brent	66
4/18/23	Basin 2 Secure Storage Area	Fixed gate by reinstalling wheel properly	Completed	4/18/23	Brent & Marian	67
4/18/23	Basin 1, F, Right Side	Replaced broken spigot	Completed	4/18/23	Shawn	68
4/18/23	Hallmark	Resecured 4X6 holding ladder	Completed	4/18/23	Shawn & Sean	69
4/18/23	RV Park Dry Camp	Fixed fence	Completed	4/18/23	Shawn & Sean	70
4/18/23	Basin 1 & 2	Completed deck walks	Completed	4/18/23	Shawn & Sean	71
4/18/23	Travel Lift / Boat Yard	Took out and set sail boat	Completed	4/18/23	Shawn & Sean & Brent	72
4/19/23	Fuel Dock	Removed root wood from basin with boat	Completed	4/19/23	Shawn & Sean	73
4/19/23	Basin 2, N Dock	Replaced 4 cleats (EZC)	Completed	4/19/23	Shawn	74
4/20/23	RV Park, All Back-ins	Took off all the barrel connectors	Completed	4/20/23	Trent	75
4/21/23	RV Park, Site 27	Removed bolt from the ground	Completed	4/21/23	tRENT	76
4/21/23	Port Office Server	Got Carbonite backup software working again	Completed	4/21/23	Brent	77
4/21/23	Transient dock-boat launch	Fixed pipe for Sani-Sailor	Completed	4/21/23	Shawn-Sean-Brent	78
4/23/23	Commercial Retail	Showed Beacon where they can access retail buildings to install fiber optics	Completed	4/23/23	Brent	79
4/24/23	RV- WiFi	Started new WiFi system	Completed	4/24/23	Brent	80
4/24/23	RV Park	Did weed-eating	Completed	4/24/23	Shawn	81
4/24/23	RV Park	Flushed water lines	Completed	4/24/23	Sean	82
4/24/23	Boat Yard	Removed Mona Lisa from basin	Completed	4/24/23	Shawn/Sean/Brent/Travis	83
4/24/23	Boat Yard	Set Super Star on stands	Completed	4/24/23	Shawn/Sean/Brent	84
4/25/23	Fish station	Replaced broken hoses	Completed	4/25/23	Marian	85
4/26/23	RV Office	Made duplicated entry keys	Completed	4/26/23	Brent	86
4/26/23	Office workstation	Called in Chris and fixed computer that wasn't connecting to server	Completed	4/26/23	Brent & Chris	87
4/26/23	Boat Yard	Cleaned up back wall	Completed	4/26/23	Shawn & Sean	88
4/26/23	Retail	Burned weeds	Completed	4/26/23	Shawn & Sean	89
4/26/23	3" Pump	Fixed gas that was leaking from bowl	Completed	4/26/23	Brent	90
4/26/23	Fuel Filter Inventory	Ordered talls - large filters are not available	Completed	4/26/23	Brent	91
4/27/23	Port - Retail	Mowed	Completed	4/27/23	Shawn & Sean	92
4/27/23	Retail	Burned weeds and cleaned cracks	Completed	4/27/23	Shawn & Sean	93
4/28/23	Boat launch islands	Burned and pulled weeds	Completed	4/28/23	Shawn & Sean	94
4/28/23	P & Q Ramp	Helped John fix gangway	Completed	4/28/23	Shawn/Sean/Brent/Travis	95
4/28/23	Hallmark Drain	Placed cones/saw horses around catch basin drain	Completed	4/28/23	Brent	96
4/29/23	RV Park	Smashed trash	Completed	4/29/23	Shawn	97

4/30/23	RV Pull-Throughs	Pushed cable back into pedestals				98
4/30/23	rv Park, Site 32	Removed pile of rocks from pedestal area	Completed	4/30/23		99
Total For Month						99

For April 2023:

April 2023 Vessel Inspections:

No boats were inspected for seaworthiness in April due to customer schedule conflicts and/or availability.

Disposed:

- Abandoned Vessel – OR041RJ
- Abandoned Vessel – OR014ACK
- Derelict Vessel – OR639ADY

Ongoing Inspections:

- OR430ZM (Kenneth Freeman) (B2, H4) – Inspection completed on 3/2/23. Ken plans to remove his boat from the Port before his moorage renewal of 8/03/23.
- Thor (Randy Scott) (B2, O13) – On 3/31/23, Randy called to say he is searching for a diesel mechanic to do repairs. Tentative vessel inspection has been set out to 5/15/23.

Completed Inspection:

- Nazdarovya (Brian Daly) (B1, C14) – On 4/12/23, the Nazdarovya was removed from POBH and demolished at customer's expense.

Currently Scheduling Upcoming Inspections for:

- Rhumba (Michael Maas) (B2, I-15)
 - Michael canceled 2 scheduled vessel inspections in the Month of March.
 - Left voice message acknowledging cancellation and stated that if vessel inspection is delayed until August 2023, his moorage will not be renewed.
 - Will attempt to schedule Rhumba's vessel inspection in May.



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

4 May 2023 11:45:44AM

Date: April 01, 2023 to April 30, 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 / April													
1	VS_All Pay												
	1	Boat Launch	211	561.00	400.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	1,041.00
	2	Daily Moorage	13	15.00	345.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	495.00
	4	Trailer Storage	4	0.00	130.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
		Subtotal	228	576.00	875.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	1,676.00
Total Sales			228	576.00	875.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	1,676.00
Grand Totals													
Total Sales			228	576.00	875.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	1,676.00

21

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
04/01/2023	127	30	97	24%
04/02/2023	127	16	111	13%
04/03/2023	127	11	116	9%
04/04/2023	127	9	118	7%
04/05/2023	127	12	115	9%
04/06/2023	127	14	113	11%
04/07/2023	127	13	114	10%
04/08/2023	127	15	112	12%
04/09/2023	127	15	112	12%
04/10/2023	127	11	116	9%
04/11/2023	127	13	114	10%
04/12/2023	127	16	111	13%
04/13/2023	127	16	111	13%
04/14/2023	127	28	99	22%
04/15/2023	127	31	96	24%
04/16/2023	127	9	118	7%
04/17/2023	127	6	121	5%
04/18/2023	127	5	122	4%
04/19/2023	127	7	120	6%
04/20/2023	127	16	111	13%
04/21/2023	127	30	97	24%
04/22/2023	127	34	93	27%
04/23/2023	127	22	105	17%
04/24/2023	127	16	111	13%
04/25/2023	127	20	107	16%
04/26/2023	127	22	105	17%
04/27/2023	127	33	94	26%
04/28/2023	127	37	90	29%
04/29/2023	127	38	89	30%
04/30/2023	127	30	97	24%
	3810	575		

April Occupancy	15%
Total	

Six Month Occupancy Forecast

May	24%
June	21%
July	48%
August	28%
September	11%
October	1%

SAFETY, SECURITY, AND ENVIRONMENTAL

MONTHLY REPORT

Date: May 17, 2023
Period: April 2023
To: Travis Webster, Port Manager
Issued By: Danielle King, Safety, Security, & Environmental Coordinator

Safety

Port staff discussed marine safety which included protective device safety, line safety, and dock safety.

Incidents

POBH recorded (4) incidents for the month of April bringing the year total to (15). Incidents included:

1. Needle was found in the public parking area in the RV Park. Port staff properly picked up and disposed of the needle.
2. While looking at Pacific Seafood, Port Staff had to make an encounter with 3 people who were driving around trying to steal license plates. While being asked to leave, the individual stated to call the cops. While waiting for the cops one individual came up to both Port staff and proceeded to yell in their faces and antagonize staff. Luckily individuals were past Pacific Seafood employees, all their information was given to the sheriffs, and they were asked to be trespasssed.
3. Port staff found two needles in the garbage can in the Commercial Retail Area. The needle was properly picked up and disposed of in the port's biohazard container.
4. The port staff was doing dock walks when came across the missing person from the month before. Emergency Services were called. Webster assisted emergency services on retrieving the individual from the water.
5. A sailboat was hauled out and left over night in the slings. The next morning staff assisted boat owner to the top of the boat in a man basket to adjust the wind prop. When moving the sailboat to its yard space that boat began to smoke. Crew members working on other vessels ran to assist Port Staff with getting stands under the boat and the slings removed before the boat began to take off. Emergency Services were called to extinguish the fire.
6. An intoxicated driver drove off the Catalyst Seafood parking lot and into an empty gear storage spot.

Security

Four Aces Security Solutions and POBH recorded (34) security issues for the month of April bringing the year total to (91). Issues included:

- (9) Overnight parking tickets.
- (1) Unauthorized visitors on Port Property after hours
- (1) Emergency Vehicle: Police (to deal with a runaway individual)
- (2) Parking Violations throughout the Port
- (6) Ticket Violations in Boat Launch Parking Lot
- (12) Unhitched Trailers
- (2) Parking Violations in the Boat Launch Parking Lot
- (1) No Camping

Environmental / DEQ 1200-Z Industrial Stormwater

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

FINANCIAL SUMMARY

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

April 2023 Financial Report – Overview

Balance Sheet

- Unrestricted Cash and Equivalents totaled \$395,486
- Restricted Cash and Equivalents totaled \$619,704
- Total Checking/Savings (cash) at \$1,015,191

April Profit & Loss

- Total revenue for all funds was \$369,377
- Total expense was \$323,147
- The net income for April was \$46,229

April Program Revenues		April Program Expenditures		Net
Beachfront RV Park	\$81,276	\$20,361		\$60,915
Commercial / Retail	\$52,841	\$11,418		\$41,422
Fuel Dock	\$107,812	\$91,579		\$16,233
Marina	\$71,861	\$46,686		\$25,175
Total General Fund	\$313,790	\$170,044		\$143,745

Budget Performance FY 2022-2023

- Total income for all funds is 55%, with general fund revenues at 75.9%
- Total expenditure for all funds is 44.6%, with general fund expenditure at 72.3%

ATTACHMENTS

- Port Balance Sheet as of April 30, 2022, 2 pages
- Profit & Loss April 2023, 4 pages
- Profit & Loss General Fund April 2023, 2 pages
- Profit & Loss Budget Performance, FY July 2022 thru April 30, 2023, 4 pages
- April 2023 Check Register, 4 pages
- Vendor Summary April 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

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	246,190.56
10106 · General Fund LGIP 6017	103,821.32
10107 · Dredging Fund LGIP 6254	43,356.04
Total 101 · GENERAL FUND CHECKING & LGIP	393,367.92
10101 · Petty Cash	409.00
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	395,486.92
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,521.26
30104 · Debt Service Umpqua MM 8627	2,506.99
40104 · Capital Projects Umpqua 8018	
70104.1 · Port Construction Fund	37,727.50
40104 · Capital Projects Umpqua 8018 - Other	2,500.00
Total 40104 · Capital Projects Umpqua 8018	40,227.50
Total 104 · RESTRICTED MONEY MKT & CHECKING	45,255.75
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	80,015.59
30105 · IFA Debt Service Fund LGIP 6020	28,445.97
50105 · Reserve Fund LGIP 6018	463,046.57
70105 · Capital Projects LGIP 6273	
70105.2 · Port Construction Fund	217,100.33
70105 · Capital Projects LGIP 6273 - Other	-214,159.52
Total 70105 · Capital Projects LGIP 6273	2,940.81
Total 105 · RESTRICTED LGIP	574,448.94
Total 110 · RESTRICTED CASH & EQUIVALENTS	619,704.69
Total Checking/Savings	1,015,191.61
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-42,848.35
Total Accounts Receivable	-42,848.35
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	126,703.63
Total 130 · DUE FROM TRANSFERS	126,703.63
150 · Undeposited Funds	5,330.20
Total Other Current Assets	132,033.83
Total Current Assets	1,104,377.09
TOTAL ASSETS	1,104,377.09
LIABILITIES & EQUITY	
Liabilities	

Port of Brookings Harbor Balance Sheet

Cash Basis

	Apr 30, 23
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE	
10201 · General Fund Accounts Payable	-0.28
Total 200 · ACCOUNTS PAYABLE	-0.28
Total Accounts Payable	-0.28
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-1,183.38
10224 · SEP IRA	-13,123.72
Total 100222 · Payroll Liabilities	-14,307.10
10226 · Lodging Tax Payable	29,087.67
230 · DUE TO TRANSFERS	
40230 · Due To General Fund from CP	126,703.63
Total 230 · DUE TO TRANSFERS	126,703.63
Total Other Current Liabilities	141,484.20
Total Current Liabilities	141,483.92
Total Liabilities	141,483.92
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
Net Income	962,893.17
Total Equity	962,893.17
TOTAL LIABILITIES & EQUITY	1,104,377.09

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

April 2023

	Apr 23
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	380.87
10413 · Property Tax Prior	1,120.91
10414 · Interest General Fund	464.81
10418 · Miscellaneous	24.46
401 · GENERAL FUND REVENUES - Other	9.46
	2,000.51
Total 401 · GENERAL FUND REVENUES	
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	25,842.76
10421.4 · Recreational Slip Rent	29,563.81
10421.5 · Transient	1,362.90
10421.6 · Other Moorage	82.50
	56,851.97
Total 10421.2 · MOORAGE	
10422 · Boat Launch	600.00
10423 · STORAGE	
10423.1 · Gear Storage	7,650.10
10423.2 · Boat Storage	1,590.00
	9,240.10
Total 10423 · STORAGE	
10424 · ADMINISTRATIVE FEES	550.00
10425 · MARINE SERVICES	
10425.1 · Travelift	3,400.00
10425.2 · 12 K Telehandler	1,104.00
10425.3 · Other Sales & Fees	2,663.70
10425.4 · Public Hoist	139.35
	7,307.05
Total 10425 · MARINE SERVICES	
10421 · MARINA - Other	-8.00
	74,541.12
Total 10421 · MARINA	
10427 · BEACHFRONT RV PARK	
10427.1 · Space Rental	76,822.12
10427.2 · Other Sales & Fees	4,454.26
	81,276.38
Total 10427 · BEACHFRONT RV PARK	
10428 · COMMERCIAL RETAIL	
10428.1 · Retail Property	28,200.61
10428.2 · Docks	22,856.87
10428.3 · CPI and Other Fees	1,783.09
	52,840.57
Total 10428 · COMMERCIAL RETAIL	
10429 · FUEL DOCK	107,249.54
	315,907.61
Total 402 · GENERAL FUND PROGRAM REVEN...	
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	206.28
20419 · Transfer to USDA Bond Fund	10,843.00
	11,049.28
Total 420 · USDA REVENUE BOND FUND	

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

April 2023

	Apr 23
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	110.97
30419 · Transfer to Debt Service Fund	31,958.71
Total 430 · DEBT SERVICE FUND REVENUE	32,069.68
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	1,463.74
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	3,463.74
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	76.52
Total 470 · PORT CONSTRUCTION FUND REVE...	76.52
Total 400 · REVENUES	369,377.21
Total Income	369,377.21
Gross Profit	369,377.21
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	49,611.58
500 · PERSONNEL SERVICES	
10502 · Office Staff	22,894.45
10504 · Operations Staff	14,861.00
10506 · Overtime	783.99
10508 · Payroll Taxes/Costs/Benefits	
10508.1 · Paid Holidays	0.00
10508.2 · Sick Leave Benefit	513.24
10508.3 · Vacation	807.54
10508.4 · Payroll Taxes	4,158.20
Total 10508 · Payroll Taxes/Costs/Benefits	5,478.98
10510 · Health Care and Dental	7,229.16
Total 500 · PERSONNEL SERVICES	51,247.58
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	77.40
10602 · REPAIRS & MAINTENANCE	
10602.1 · Equip. Repair/Maintenance	828.22
10602.2 · Supplies	11,240.14
10602.3 · Services	5,052.20
Total 10602 · REPAIRS & MAINTENANCE	17,120.56
10603 · FUEL purchased for resale	87,032.00
10605 · UTILITIES	
10605.1 · Electric	9,895.02
10605.2 · RV Park Cable TV	714.10
10605.3 · Sanitary	2,604.37
10605.5 · Telecommunications	1,253.66
10605.6 · Waste Removal	5,515.70

Port of Brookings Harbor Profit & Loss

Cash Basis

April 2023

	Apr 23
10605.7 · Water	1,392.61
Total 10605 · UTILITIES	21,375.46
10606 · OFFICE EXPENSE	3,360.19
10607 · BANK SERVICE & FINANCE FEES	4,846.17
10608 · TRAINING & TRAVEL	130.93
10609 · PERMITS, LICENSES, TAXES & MISC	4,261.83
10610 · INSURANCE; PROP & CAS, BOND	11,681.75
10611 · PROFESSIONAL FEES	
10611.1 · Accounting/Auditing	1,000.00
10611.2 · Attorney	4,668.50
10611.3 · Engineering	11,090.00
10611.4 · Other Support/Consultant	2,104.66
Total 10611 · PROFESSIONAL FEES	18,863.16
Total 601 · GENERAL FUND Material & Service	168,749.45
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	8,393.00
Total 710 · GENERAL FUND CAPITAL OUTLAY	8,393.00
Total 600 · GENERAL FUND EXPENDITURES	278,001.61
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	4,431.68
30804P · 2018 Genie Forklift Principal	1,280.32
Total 801 · Principal	5,712.00
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	227.32
30814I · 2018 Genie Forklift Interest	184.39
Total 810 · Interest Payments	411.71
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	7,690.00
Total 40702 · Land Improvement - Capt Proj	7,690.00
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	7,690.00
Total 640 · CAPT. PROJ. EXPENDITURES	7,690.00
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,320.92
60815I · RV Park Improv. Loan Interest	1,488.95
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	
70701.3 · Services	26,522.74

**Port of Brookings Harbor
Profit & Loss**

Cash Basis

April 2023

	Apr 23
Total 70700 · Land Improvement - Port Const.	26,522.74
Total 70100 · PORT CONST. CAPITAL OUTLAY	26,522.74
Total 670 · PORT CONST FUND EXPENDITURES	26,522.74
Total Expense	323,147.93
Net Income	<u>46,229.28</u>

Port of Brookings Harbor Profit & Loss General Fund

April 2023

	BEACHFRONT RV P... (GENERAL FUND)	COMMERCIAL RETA... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FUND	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	25,842.76	25,842.76	25,842.76
10421.4 · Recreational Slip Rent	0.00	0.00	0.00	27,791.76	27,791.76	27,791.76
10421.5 · Transient	0.00	0.00	705.18	574.92	1,280.10	1,280.10
10421.6 · Other Moorage	0.00	0.00	0.00	82.50	82.50	82.50
Total 10421.2 · MOORAGE	0.00	0.00	705.18	54,291.94	54,997.12	54,997.12
10422 · Boat Launch	0.00	0.00	0.00	480.00	480.00	480.00
10423 · STORAGE						
10423.1 · Gear Storage	0.00	0.00	0.00	7,650.10	7,650.10	7,650.10
10423.2 · Boat Storage	0.00	0.00	0.00	1,590.00	1,590.00	1,590.00
Total 10423 · STORAGE	0.00	0.00	0.00	9,240.10	9,240.10	9,240.10
10424 · ADMINISTRATIVE FEES						
10425 · MARINE SERVICES						
10425.1 · Travelift	0.00	0.00	0.00	3,400.00	3,400.00	3,400.00
10425.2 · 12 K Telehandler	0.00	0.00	0.00	1,104.00	1,104.00	1,104.00
10425.3 · Other Sales & Fees	0.00	0.00	0.00	2,663.70	2,663.70	2,663.70
10425.4 · Public Hoist	0.00	0.00	0.00	139.35	139.35	139.35
Total 10425 · MARINE SERVICES	0.00	0.00	0.00	7,307.05	7,307.05	7,307.05
10421 · MARINA - Other	0.00	0.00	0.00	-8.00	-8.00	-8.00
Total 10421 · MARINA	0.00	0.00	705.18	71,861.09	72,566.27	72,566.27
10427 · BEACHFRONT RV PARK						
10427.1 · Space Rental	76,822.12	0.00	0.00	0.00	76,822.12	76,822.12
10427.2 · Other Sales & Fees	4,454.26	0.00	0.00	0.00	4,454.26	4,454.26
Total 10427 · BEACHFRONT RV PARK	81,276.38	0.00	0.00	0.00	81,276.38	81,276.38
10428 · COMMERCIAL RETAIL						
10428.1 · Retail Property	0.00	28,200.61	0.00	0.00	28,200.61	28,200.61
10428.2 · Docks	0.00	22,856.87	0.00	0.00	22,856.87	22,856.87
10428.3 · CPI and Other Fees	0.00	1,783.09	0.00	0.00	1,783.09	1,783.09
Total 10428 · COMMERCIAL RETAIL	0.00	52,840.57	0.00	0.00	52,840.57	52,840.57
10429 · FUEL DOCK						
	0.00	0.00	107,107.00	0.00	107,107.00	107,107.00
Total 402 · GENERAL FUND PROGRAM REVENUES	81,276.38	52,840.57	107,812.18	71,861.09	313,790.22	313,790.22
Total 400 · REVENUES	81,276.38	52,840.57	107,812.18	71,861.09	313,790.22	313,790.22
Total Income	81,276.38	52,840.57	107,812.18	71,861.09	313,790.22	313,790.22
Gross Profit	81,276.38	52,840.57	107,812.18	71,861.09	313,790.22	313,790.22
Expense						
600 · GENERAL FUND EXPENDITURES						

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

	BEACHFRONT RV P... (GENERAL FUND)	COMMERCIAL RETA... (GENERAL FUND)	FUEL DOCK (GENERAL FUND)	MARINA (GENERAL FUND)	Total GENERAL FUND	TOTAL
500 · PERSONNEL SERVICES						
10510 · Health Care and Dental	2,409.72	1,606.48	1,606.48	1,606.48	7,229.16	7,229.16
Total 500 · PERSONNEL SERVICES	2,409.72	1,606.48	1,606.48	1,606.48	7,229.16	7,229.16
601 · GENERAL FUND Material & Service						
10601 · ADVERTISING & NOTIFICATIONS	19.36	19.32	19.36	19.36	77.40	77.40
10602 · REPAIRS & MAINTENANCE						
10602.1 · Equip. Repair/Maintenance	0.00	0.00	0.00	764.22	764.22	764.22
10602.2 · Supplies	5,418.97	571.74	504.97	4,744.46	11,240.14	11,240.14
10602.3 · Services	979.06	948.32	176.50	2,948.32	5,052.20	5,052.20
Total 10602 · REPAIRS & MAINTENANCE	6,398.03	1,520.06	681.47	8,457.00	17,056.56	17,056.56
10603 · FUEL purchased for resale	0.00	0.00	87,032.00	0.00	87,032.00	87,032.00
10605 · UTILITIES						
10605.1 · Electric	1,261.74	559.67	90.78	7,982.83	9,895.02	9,895.02
10605.2 · RV Park Cable TV	714.10	0.00	0.00	0.00	714.10	714.10
10605.3 · Sanitary	292.11	1,140.31	42.07	1,129.88	2,604.37	2,604.37
10605.5 · Telecommunications	291.39	91.96	137.92	732.39	1,253.66	1,253.66
10605.6 · Waste Removal	1,216.27	0.00	-475.00	2,474.43	3,215.70	3,215.70
10605.7 · Water	121.26	147.78	26.00	1,097.57	1,392.61	1,392.61
Total 10605 · UTILITIES	3,896.87	1,939.72	-178.23	13,417.10	19,075.46	19,075.46
10606 · OFFICE EXPENSE	715.62	612.99	612.97	712.06	2,653.64	2,653.64
10607 · BANK SERVICE & FINANCE FEES	3,067.01	0.00	343.41	1,435.20	4,845.62	4,845.62
10608 · TRAINING & TRAVEL	18.75	18.75	18.75	18.75	75.00	75.00
10609 · PERMITS, LICENSES, TAXES & MISC	278.23	278.24	278.24	3,317.12	4,151.83	4,151.83
10610 · INSURANCE; PROP & CAS, BOND	979.60	2,222.67	176.00	8,303.48	11,681.75	11,681.75
10611 · PROFESSIONAL FEES						
10611.1 · Accounting/Auditing	250.00	250.00	250.00	250.00	1,000.00	1,000.00
10611.2 · Attorney	614.25	2,825.75	614.25	614.25	4,668.50	4,668.50
10611.4 · Other Support/Consultant	1,713.59	124.38	124.32	142.37	2,104.66	2,104.66
Total 10611 · PROFESSIONAL FEES	2,577.84	3,200.13	988.57	1,006.62	7,773.16	7,773.16
Total 601 · GENERAL FUND Material & Service	17,951.31	9,811.88	89,972.54	36,686.69	154,422.42	154,422.42
710 · GENERAL FUND CAPITAL OUTLAY						
10702 · Land Improvements	0.00	0.00	0.00	8,393.00	8,393.00	8,393.00
Total 710 · GENERAL FUND CAPITAL OUTLAY	0.00	0.00	0.00	8,393.00	8,393.00	8,393.00
Total 600 · GENERAL FUND EXPENDITURES	20,361.03	11,418.36	91,579.02	46,686.17	170,044.58	170,044.58
Total Expense	20,361.03	11,418.36	91,579.02	46,686.17	170,044.58	170,044.58
Net Income	60,915.35	41,422.21	16,233.16	25,174.92	143,745.64	143,745.64



Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	337,247.33	490,000.00	68.8%
10412 · Property Tax Current	261,395.54	250,000.00	104.6%
10413 · Property Tax Prior	8,239.07	10,000.00	82.4%
10414 · Interest General Fund	4,014.39	2,000.00	200.7%
10417 · Assets Sales	174,236.00	10,000.00	1,742.4%
10418 · Miscellaneous	60,635.14	66,000.00	91.9%
10420 · Grants & Other Funding - GF	50,000.00	20,000.00	250.0%
401 · GENERAL FUND REVENUES - Other	3,161.46		
Total 401 · GENERAL FUND REVENUES	898,928.93	848,000.00	106.0%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	148,298.63		
10421.4 · Recreational Slip Rent	286,050.53		
10421.5 · Transient	7,863.93	0.00	100.0%
10421.6 · Other Moorage	9,750.00		
Total 10421.2 · MOORAGE	451,963.09	0.00	100.0%
10422 · Boat Launch	22,774.00		
10423 · STORAGE			
10423.1 · Gear Storage	58,667.24		
10423.2 · Boat Storage	26,336.00		
10423 · STORAGE - Other	150.00		
Total 10423 · STORAGE	85,153.24		
10424 · ADMINISTRATIVE FEES	5,961.74	0.00	100.0%
10425 · MARINE SERVICES			
10425.1 · Travelift	34,250.00	0.00	100.0%
10425.2 · 12 K Telehandler	6,708.00	0.00	100.0%
10425.3 · Other Sales & Fees	25,106.03		
10425.4 · Public Hoist	2,011.95		
10425 · MARINE SERVICES - Other	0.00	0.00	0.0%
Total 10425 · MARINE SERVICES	68,075.98	0.00	100.0%
10426 · EVENTS ON PORT PROPERTY	3,166.00		
10421 · MARINA - Other	-3.00	842,000.00	-0.0%
Total 10421 · MARINA	637,091.05	842,000.00	75.7%
10427 · BEACHFRONT RV PARK			
10427.1 · Space Rental	516,956.21	0.00	100.0%
10427.2 · Other Sales & Fees	42,120.68	0.00	100.0%
10427 · BEACHFRONT RV PARK - Other	0.00	800,000.00	0.0%
Total 10427 · BEACHFRONT RV PARK	559,076.89	800,000.00	69.9%
10428 · COMMERCIAL RETAIL			
10428.1 · Retail Property	283,460.57	0.00	100.0%
10428.2 · Docks	162,419.05	0.00	100.0%
10428.3 · CPI and Other Fees	44,385.91	0.00	100.0%
10428 · COMMERCIAL RETAIL - Other	0.00	635,000.00	0.0%
Total 10428 · COMMERCIAL RETAIL	490,265.53	635,000.00	77.2%
10429 · FUEL DOCK	838,599.20	1,050,000.00	79.9%
Total 402 · GENERAL FUND PROGRAM REVENUES	2,525,032.67	3,327,000.00	75.9%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	102,841.78	102,820.00	100.0%
20414 · Interest Revenue Bond Fund	1,385.07	840.00	164.9%
20419 · Transfer to USDA Bond Fund	97,587.00	130,120.00	75.0%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
Total 420 · USDA REVENUE BOND FUND	201,813.85	233,780.00	86.3%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	23,094.07	23,100.00	100.0%
30414 · Interest Debt Service Fund	985.71	616.00	160.0%
30419 · Transfer to Debt Service Fund	293,752.10	391,484.00	75.0%
Total 430 · DEBT SERVICE FUND REVENUE	317,831.88	415,200.00	76.5%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.2 · FEMA Funding	66,460.92	3,580,000.00	1.9%
40416.3 · State Lottery Funding	0.00	0.00	0.0%
Total 40416 · Government Funding	66,460.92	3,580,000.00	1.9%
40419 · Transfer to Capital Project	0.00	0.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	66,460.92	3,582,500.00	1.9%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	215,799.89	215,700.00	100.0%
50414 · Interest Reserve Fund	7,010.68	1,500.00	467.4%
50419 · Transfer to Reserve Fund	240,236.00	26,000.00	924.0%
Total 450 · RESERVE FUND REVENUE	463,046.57	243,200.00	190.4%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	48,098.70	57,720.00	83.3%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	48,098.70	57,720.00	83.3%
470 · PORT CONSTRUCTION FUND REVENUE			
70411 · Cash Carry Over - Port Const.	574,018.64	572,000.00	100.4%
70414 · Interest Port Construction Fund	5,823.65	1,170.00	497.7%
Total 470 · PORT CONSTRUCTION FUND REVE...	579,842.29	573,170.00	101.2%
Total 400 · REVENUES	5,101,055.81	9,280,570.00	55.0%
Total Income	5,101,055.81	9,280,570.00	55.0%
Gross Profit	5,101,055.81	9,280,570.00	55.0%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	679,673.80	605,324.00	112.3%
500 · PERSONNEL SERVICES			
10502 · Office Staff	192,874.20	289,000.00	66.7%
10504 · Operations Staff	181,506.52	267,800.00	67.8%
10506 · Overtime	8,064.42	8,000.00	100.8%
10508 · Payroll Taxes/Costs/Benefits			
10508.1 · Paid Holidays	12,977.56	0.00	100.0%
10508.2 · Sick Leave Benefit	4,040.87	0.00	100.0%
10508.3 · Vacation	27,442.13	0.00	100.0%
10508.4 · Payroll Taxes	42,922.02	0.00	100.0%
10508.5 · SEP Retirement	25,747.07	0.00	100.0%
10508 · Payroll Taxes/Costs/Benefits - Other	0.00	193,300.00	0.0%
Total 10508 · Payroll Taxes/Costs/Benefits	113,129.65	193,300.00	58.5%
10510 · Health Care and Dental	77,196.51	106,600.00	72.4%
10512 · Workers Compensation	20,639.83	22,000.00	93.8%
Total 500 · PERSONNEL SERVICES	593,411.13	886,700.00	66.9%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	3,562.95	5,624.00	63.4%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Equip. Repair/Maintenance	32,453.56	0.00	100.0%
10602.2 · Supplies	128,332.11	0.00	100.0%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
10602.3 · Services	160,456.01	0.00	100.0%
10602 · REPAIRS & MAINTENANCE - Other	0.00	635,490.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	321,241.68	635,490.00	50.6%
10603 · FUEL purchased for resale	715,787.19	924,000.00	77.5%
10605 · UTILITIES			
10605.1 · Electric	79,293.40	0.00	100.0%
10605.2 · RV Park Cable TV	5,474.70	0.00	100.0%
10605.3 · Sanitary	37,333.33	0.00	100.0%
10605.5 · Telecommunications	11,983.33	0.00	100.0%
10605.6 · Waste Removal	68,442.68	0.00	100.0%
10605.7 · Water	16,556.51	0.00	100.0%
10605 · UTILITIES - Other	0.00	379,164.00	0.0%
Total 10605 · UTILITIES	219,083.95	379,164.00	57.8%
10606 · OFFICE EXPENSE	18,734.28	51,032.00	36.7%
10607 · BANK SERVICE & FINANCE FEES	42,629.99	64,134.00	66.5%
10608 · TRAINING & TRAVEL	3,249.50	8,453.00	38.4%
10609 · PERMITS, LICENSES, TAXES & MISC	51,586.39	46,089.00	111.9%
10610 · INSURANCE; PROP & CAS, BOND	109,140.48	126,314.00	86.4%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting/Auditing	23,825.00	0.00	100.0%
10611.2 · Attorney	91,424.57	0.00	100.0%
10611.3 · Engineering	72,118.37	0.00	100.0%
10611.4 · Other Support/Consultant	17,752.06	0.00	100.0%
10611 · PROFESSIONAL FEES - Other	0.00	175,000.00	0.0%
Total 10611 · PROFESSIONAL FEES	205,120.00	175,000.00	117.2%
601 · GENERAL FUND Material & Service - Other	376.58		
Total 601 · GENERAL FUND Material & Service	1,690,512.99	2,415,300.00	70.0%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	28,953.75		
10704 · Equipment	7,105.73	0.00	100.0%
710 · GENERAL FUND CAPITAL OUTLAY - Other	0.00	25,000.00	0.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	36,059.48	25,000.00	144.2%
920 · OPERATING CONTINGENCY	0.00	217,676.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	2,999,657.40	4,150,000.00	72.3%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	83,913.19	83,913.00	100.0%
20810I · USDA Revenue Bond Interest	46,206.81	46,207.00	100.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	11,380.38	0.00	100.0%
30802.2 · OBDD #525172/RV Park Prin.	10,262.76	0.00	100.0%
30802.3 · OBDD #525176/Green Bldg Prn	18,072.27	0.00	100.0%
30802.4 · OBDD #525181/EurekaFish Prn	11,738.94	0.00	100.0%
30802.5 · SPWF #L02009/Cold Strg Prin	166,990.86	0.00	100.0%
30802.8 · SPWF L02001/MarineFuel Dock Prn	0.00	0.00	0.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	14,054.79	0.00	100.0%
30802P · IFA PRINCIPAL - Other	0.00	318,000.00	0.0%
Total 30802P · IFA PRINCIPAL	232,500.00	318,000.00	73.1%
801 · Principal			
30803P · 50 BFMII Travelift Principal	43,989.29	53,293.00	82.5%
30804P · 2018 Genie Forklift Principal	12,688.06	15,374.00	82.5%

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2022-2023
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
Total 801 · Principal	56,677.35	68,667.00	82.5%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	2,600.71	2,623.00	99.2%
30814I · 2018 Genie Forklift Interest	1,959.04	2,210.00	88.6%
Total 810 · Interest Payments	4,559.75	4,833.00	94.3%
630 · DEBT SERVICE FUND EXPENDITURES - O...	10.00		
Total 630 · DEBT SERVICE FUND EXPENDITURES	293,747.10	391,500.00	75.0%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	0.00	0.00	0.0%
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	61,082.00	0.00	100.0%
40702.2 · Supplies	0.00	0.00	0.0%
40702 · Land Improvement - Capt Proj - Other	0.00	3,580,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	61,082.00	3,580,000.00	1.7%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	61,082.00	3,580,000.00	1.7%
Total 640 · CAPT. PROJ. EXPENDITURES	61,082.00	3,580,000.00	1.7%
650 · RESERVE FUND EXPENDITURES			
50200 · RESERVE for FUTURE EXPENDITURE	0.00	243,200.00	0.0%
Total 650 · RESERVE FUND EXPENDITURES	0.00	243,200.00	0.0%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	33,087.77	39,900.00	82.9%
60815I · RV Park Improv. Loan Interest	15,010.93	17,820.00	84.2%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	48,098.70	57,720.00	83.3%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.			
70701.3 · Services	605,457.44		
70700 · Land Improvement - Port Const. - Ot...	0.00	0.00	0.0%
Total 70700 · Land Improvement - Port Const.	605,457.44	0.00	100.0%
70100 · PORT CONST. CAPITAL OUTLAY - Other	0.00	573,170.00	0.0%
Total 70100 · PORT CONST. CAPITAL OUTLAY	605,457.44	573,170.00	105.6%
Total 670 · PORT CONST FUND EXPENDITURES	605,457.44	573,170.00	105.6%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	25,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	103,660.00	0.0%
30930 · Unappropriated Balance Debt	0.00	23,700.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
Total 930 · Fund Balances	0.00	154,860.00	0.0%
Total Expense	4,138,162.64	9,280,570.00	44.6%
Net Income	962,893.17	0.00	100.0%

Port of Brookings Harbor

Check Registers

As of April 30, 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	04/04/2023	Dish Network	ACCOUNT#8255707024149507 billing error by DISH payment taken 4/4/23		714.10
Bill Pmt -Check	ACH DEBIT	04/04/2023	Spectrum Business 8752 19 060 0251369	Internet & Voice for Port Shop Offices 03/17/23 - 04/16/23		132.97
Bill Pmt -Check	ACH DEBIT	04/06/2023	Spectrum Business 8752 19 060 0247029	Internet & Voice for Port Meeting Room 03/19/23 - 04/18/23		124.98
Bill Pmt -Check	ACH DEBIT	04/05/2023	Chevron Business Card	Account #: 0496007075866 Fuel Purchases for Port Vehicles/Equipment		595.45
Bill Pmt -Check	ACH DEBIT	04/17/2023	Ziplay Fiber 541-412-7930-102902-5	541-412-7930-102902-5 Fuel Dock Telephone		46.23
Bill Pmt -Check	ACH DEBIT	04/05/2023	US Relay/HD Relay	HD Relay Advanced Streaming - 500GB Monthly		99.00
Bill Pmt -Check	ACH DEBIT	04/05/2023	US Bank Equipment Finance	Contract No. 500-0623925-000 RICOH IMC6000 Copier		223.20
Bill Pmt -Check	ACH DEBIT	04/05/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		11,452.54
Bill Pmt -Check	ACH DEBIT	04/07/2023	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		2,928.30
Check	ACH DEBIT	04/14/2023	ADP	Advice of Debit 630277918 Payroll Date: 4/5/2023		158.11
Bill Pmt -Check	ACH DEBIT	04/07/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		13,361.30
Bill Pmt -Check	ACH DEBIT	04/10/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		21,408.62
Bill Pmt -Check	ACH DEBIT	04/18/2023	VERIZON WIRELESS	Account#742050310-00001 Mobile Phones for Staff		347.87
Bill Pmt -Check	ACH DEBIT	04/04/2023	Rentprep Enterprise/Fidelis Screening	2-BACKGROUND CHECKS FOR NEW MOORAGE CUSTOMERS		39.90
Bill Pmt -Check	ACH DEBIT	04/20/2023	Ziplay Fiber 541-469-5867-121516-5	541-469-5867-121516-5 Beachfront RV Park		84.17
Bill Pmt -Check	ACH DEBIT	04/22/2023	Spectrum Business 8752 19 060 0226494	Internet for Port Office 04/05/2022 - 05/04/2023		109.98
Bill Pmt -Check	ACH DEBIT	04/28/2023	Spectrum Business 8752 19 060 0025169	8752 19 060 0025169-Beachfront RV Internet		115.22
Bill Pmt -Check	ACH DEBIT	04/19/2023	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186 - Postage Refill		300.00
Bill Pmt -Check	ACH DEBIT	04/20/2023	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		225.50
Check	ACH DEBIT	04/28/2023	ADP	Advice of Debit 631361208 Payroll Date: 4/19/2023		155.51
Bill Pmt -Check	ACH DEBIT	04/18/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		3,315.64
Bill Pmt -Check	ACH DEBIT	04/21/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		12,241.30
Sales Tax Pay...	ACH DEBIT	04/13/2023	Oregon Lodging Tax	BIN: 0294055-3 (4th QTR 2022 Lodging Tax Payment)		1,169.05
Check	ACH DEBIT	04/28/2023	ADP	Advice of Debit 631735374 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		183.85
Bill Pmt -Check	ACH DEBIT	04/26/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		13,011.30
Bill Pmt -Check	ACH DEBIT	04/28/2023	Tyree Oil, Inc	Account # 56851 Fuel Purchase for Resale		12,241.30
Bill Pmt -Check	ATM DEBIT	04/03/2023	TOTALMARINA.COM	REPLACEMENT DOORS		190.60
Bill Pmt -Check	ATM DEBIT	04/13/2023	US Postal Service	FIRST CLASS POSTAGE FOR LARGE ENVELOPE AND CANADIAN TAX DOCUMENTS		4.21
Bill Pmt -Check	ATM DEBIT	04/14/2023	Business Radio Licensing	FCC License Renewal (for Channel 12 radio)		110.00
Bill Pmt -Check	ATM DEBIT	04/17/2023	BLACK BEAR DINER	LUNCH FOR D KING, T POWERS, S ARMSTRONG		55.93
Bill Pmt -Check	ATM DEBIT	04/19/2023	Adobe	Adobe Acrobat Pro, Annual Subscription (4/19/23-4/18/24) - April, Office Manager		239.88
Bill Pmt -Check	ATM DEBIT	04/08/2023	Firefly Reservations	Beachfront RV Park reservation system		270.40
Bill Pmt -Check	ATM DEBIT	04/21/2023	SDAO Spec. Dist. Assoc. OR - Training	ACCT#30999 Human Resources Regional Training - April Walker		75.00
Bill Pmt -Check	ATM DEBIT	04/23/2023	Zoom Video Communications Inc.	Account#113208511 Standard Pro Monthly Service		15.99
Bill Pmt -Check	ATM DEBIT	04/21/2023	Department of Environmental Quality	REVIEW FEE FOR 401 WATER QUALITY (REQUIRED FOR DREDGING PERMITTING)		1,024.40
Bill Pmt -Check	ATM DEBIT	04/26/2023	SimpliSafe	Support for Port Office Alarm System SUPPORT APR 2022		17.99
Bill Pmt -Check	ATM DEBIT	04/27/2023	Best Buy	NEW COMPUTER SYSTEM FOR PROJECT MANAGER POSITION		1,306.96
Bill Pmt -Check	ATM DEBIT	04/28/2023	WEEBLY-CHARGE.COM	GOOGLE WORKSPACE DOMAIN - 1 YEAR SUBSCRIPTION		52.55
Bill Pmt -Check	ATM DEBIT	04/28/2023	Victra/ Verizon	SETUP AND CASE FOR STAFF PHONE		94.98
Bill Pmt -Check	ATM DEBIT	04/27/2023	Adobe	Adobe Acrobat Pro DC Annual Plan Paid Monthly 27-APR-2023 to 26-MAY-2023 - Danielle		19.99
Bill Pmt -Check	ATM DEBIT	04/29/2023	Vonage	Account#175698		292.52
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation PBDCCP2T		140.29
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation TBDCCP2T		365.44
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation NBDCCP2T		145.89
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation XBDCCP2T		149.53
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation MBDC2T		157.94
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation OBDCCP2T		41.30
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation SBDCCP2T		205.09
Check	DEBIT	04/05/2023	Edward Jones	Employer Contribution 4/5/2023 Confirmation VBDCCP2T		236.05
Check	DEBIT	04/05/2023	TD Ameritrade	Employer Contribution 4/5/2023 Confirmation WBDCCP2T		203.63
Check	DEBIT	04/19/2023	TD Ameritrade	Employer Contribution 4/19/2023 Confirmation ABSCUTV2		186.15
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation VBQCUTV2		100.05
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation YBQCUTV2		365.44

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Port of Brookings Harbor

Check Registers

As of April 30, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation KBQCUTV2		156.03
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation NBQCUTV2		151.06
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation LBQCUTV2		156.23
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation XBQCUTV2		47.16
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation MBQCUTV2		195.57
Check	DEBIT	04/19/2023	Edward Jones	Employer Contribution 4/19/2023 Confirmation WBQCUTV2		224.63
Check	DEBIT	04/03/2023	Elavon	MAR 2023 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		30.61
Check	DEBIT	04/03/2023	Elavon	MAR 2023 MERCHANT SERVICE FEE ACCT#951 Fuel Dock		343.41
Check	DEBIT	04/03/2023	Elavon	MAR 2023 MERCHANT SERVICE FEE ACCT#316 Port Office		1,404.59
General Journal	DEBT 04/05	04/05/2023		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 04/05	04/05/2023		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 04/05	04/05/2023		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment		4,809.87
General Journal	RES 04/07	04/07/2023		Transfer to Reserve Fund		2,000.00
General Journal	USDA 04/07	04/07/2023		To transfer to USDA Revenue Bond Fund for November 2022 Payment		10,843.00
General Journal	PCF 04/21	04/21/2023		Transfer half of final payment request for RV Park project		15,641.73
General Journal	CP 4/28/23	04/28/2023		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2274		4,030.00
General Journal	CP 4/3/23	04/03/2023		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2269		3,240.00
General Journal	IFA 04/23	04/07/2023		Transfer to IFA Debt Service for 2nd QTR 2023 Pmt		25,835.00
General Journal	PAY 4/19/23	04/19/2023		Rec 4/19/2023 Payroll		14,743.90
General Journal	PAY 4/5/23	04/05/2023		Rec 4/5/2023 Payroll		15,478.31
General Journal	TAX 4/19/23	04/19/2023		Rec 4/19/2023 Payroll		6,034.07
General Journal	TAX 4/5/23	04/05/2023		Rec 4/5/2023 Payroll		6,409.58
General Journal	PCF 04/24	04/24/2023		Transfer second-half of final payment request for RV Park project		15,641.73
General Journal	OSP FT 2055	04/06/2023		PMT OSP FT 2055 Gasoline	338.06	
Bill Pmt -Check	11436	04/03/2023	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		304.00
Bill Pmt -Check	11437	04/03/2023	Brookings Chrysler Dodge Jeep Ram	VOID: SERVICE EQ 1109	0.00	
Bill Pmt -Check	11438	04/03/2023	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		9,895.02
Bill Pmt -Check	11439	04/03/2023	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		38.70
Bill Pmt -Check	11440	04/03/2023	Crow/Clay & Associates, Inc	February Services Amendment #4-RV Park Construction Administration		420.00
Bill Pmt -Check	11441	04/03/2023	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		738.44
Bill Pmt -Check	11442	04/03/2023	EMC-Engineers/Scientists, LLC	4.2 Hours Funding pursuit - HMGP and 43.6 Hrs Port Engineering - WWTP		4,780.00
Bill Pmt -Check	11443	04/03/2023	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		502.20
Bill Pmt -Check	11444	04/03/2023	John Kellum/John's Portable Welding	Grind, repair, straighten and weld pinings at PAC Choice		480.00
Bill Pmt -Check	11445	04/03/2023	Miller Nash LLP	Legal Services		4,668.50
Bill Pmt -Check	11446	04/03/2023	Quill Corporation	ACCT#1932158 Office Supplies		161.09
Bill Pmt -Check	11447	04/03/2023	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		256.50
Bill Pmt -Check	11448	04/03/2023	Brookings Chrysler Dodge Jeep Ram	SERVICE EQ 1109		64.00
Check	11449	04/06/2023	Southern Oregon Credit Service, Inc	Return of \$8.00 received from SOCS for Jerry Soper (NSF)		8.00
Bill Pmt -Check	11450	04/07/2023	BI-MART	Account #931481 Water & Supplies		40.95
Bill Pmt -Check	11451	04/07/2023	Gerald W. Burns, CPA	Financial Consultant Agreement		1,000.00
Bill Pmt -Check	11452	04/07/2023	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		122.99
Bill Pmt -Check	11453	04/07/2023	Freeman Rock, Inc.	DISPOSAL YARD CLIPPINGS 5 YARDS		35.00
Bill Pmt -Check	11454	04/07/2023	Englund Marine Supply Co.	POWER CORD FOR YAZNAK		109.77
Bill Pmt -Check	11455	04/07/2023	Harbor Sanitary District	MARCH 2023 Sanitary Bill		2,604.37
Bill Pmt -Check	11456	04/07/2023	Harbor Water District P.U.D.	02/21/2023 - 03/22/2023 SERVICE/WATER BILL		1,392.61
Bill Pmt -Check	11457	04/07/2023	Grants Pass Water Lab, Inc.	1200-Z STORM WATER TESTING MARCH 23, 2023		1,350.00
Bill Pmt -Check	11458	04/07/2023	John Kellum/John's Portable Welding	Repair N and O Dock Gangways		240.00
Bill Pmt -Check	11459	04/07/2023	Gowman Electric, Inc.	CCB: 198999 Electrical Repair		668.91
Bill Pmt -Check	11460	04/07/2023	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		1,121.83
Bill Pmt -Check	11461	04/07/2023	Pump Pipe & Tank Services, LLC	REPLACE FUEL FILTERS		170.50
Bill Pmt -Check	11462	04/07/2023	SDAO Spec. Dist. Assoc. OR - Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		8,694.43
Bill Pmt -Check	11463	04/07/2023	SDAO Spec. Dist. Assoc. OR - Prop & C...	Policy#31P16414-203 Customer ID: 01-16414 - 2021 PROPERTY & CASUALTY POLICY		11,681.75
Bill Pmt -Check	11464	04/19/2023	Amazon Capital Services	Business Account #A2VUC5YWS42764 - Supplies/Materials		109.31
Bill Pmt -Check	11466	04/19/2023	Art Signs, Inc.	BALANCE DUE FOR 3 CHARTER GUIDE SIGNS		8,393.00
Bill Pmt -Check	11467	04/19/2023	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		68.99
Bill Pmt -Check	11468	04/19/2023	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		134.95

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Port of Brookings Harbor

Check Registers

As of April 30, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	11469	04/19/2023	Four Aces Security Solutions LLC	MARCH 2023 - 62 Hours Security Patrol - 34%Marina, 33%Beachfront RV Park, 33%Commercial Retail		2,873.70
Bill Pmt -Check	11470	04/19/2023	Harbor Logging Supply, Inc.	GANGWAY REPAIR MATERIALS		324.02
Bill Pmt -Check	11471	04/19/2023	Grants Pass Water Lab, Inc.	ALUMINUM TESTING 3/23/23		288.00
Bill Pmt -Check	11472	04/19/2023	In-Motion Graphics and Design, LLC	SIGNS		418.00
Bill Pmt -Check	11473	04/19/2023	Quill Corporation	ACCT#1932158 Office Supplies		298.29
Bill Pmt -Check	11474	04/19/2023	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		124.30
Bill Pmt -Check	11475	04/19/2023	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		120.40
Check	11476	04/28/2023	Amador, James	Refund of Moorage and LAB fees, dates 6/1/23-5/31/24		4,157.09
Bill Pmt -Check	11477	04/28/2023	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		4,916.16
Bill Pmt -Check	11478	04/28/2023	City of Brookings	Chetco River Gauging Station 10/01/2022 thru 09/30/2023 - Port's share		2,900.00
Bill Pmt -Check	11479	04/28/2023	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		38.70
Bill Pmt -Check	11480	04/28/2023	Crow/Clay & Associates, Inc	March Services - RV Park Construction Administration		970.20
Bill Pmt -Check	11481	04/28/2023	EMC-Engineers/Scientists, LLC	67.3 Hrs Port Engineering RE Wastewater Treatment Plant		6,730.00
Bill Pmt -Check	11482	04/28/2023	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		572.60
Bill Pmt -Check	11483	04/28/2023	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		29.99
Bill Pmt -Check	11484	04/28/2023	Thermo Fluids, Inc.	Account # PO24273 Removal of Used Oil and Oily Water		144.00
Bill Pmt -Check	11485	04/28/2023	Quill Corporation	ACCT#1932158 Office Supplies		434.68
Bill Pmt -Check	11486	04/28/2023	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		262.40
Bill Pmt -Check	11487	04/28/2023	Boat Shop & More LLC	Waste Removal (RV Park Block and 3 derelict vessels)		2,800.00
Total 10103 · General Funds Ckg Umpqua 3634					338.06	323,052.12
Total 101 · GENERAL FUND CHECKING & LGIP					338.06	323,052.12
10101 · Petty Cash						
Bill Pmt -Check	CASH	04/19/2023	Boat Launch Kiosk	Test Transactions Boat Launch Kiosk (Cash)		5.00
Total 10101 · Petty Cash					0.00	5.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					338.06	323,057.12
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
60104 · OR FFC 2020 Debt Service						
Check	DEBIT	04/17/2023	Umpqua Bank/OR FFC Agreement 2020	OR FFC Agreement 2020 Payment #33		4,809.87
General Journal	DEBT 04/05	04/05/2023		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	04/17/2023	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #62		1,464.71
Check	DEBIT	04/24/2023	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #78 - 50 BFMII Travellift		4,659.00
General Journal	DEBT 04/05	04/05/2023		Transfer to Debt Service Fund for Travellift Payment	4,659.00	
General Journal	DEBT 04/05	04/05/2023		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627 - Other					6,123.71	6,123.71
Total 30104 · Debt Service Umpqua MM 8627					10,933.58	10,933.58
40104 · Capital Projects Umpqua 8018						
40104.1 · Government Funds						
General Journal	CP 4/28/23	04/28/2023		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2274	4,030.00	
General Journal	CP 4/3/23	04/03/2023		Transfer to Capital Projects for payment to EMC Engineers inv#91009-2269	3,240.00	
Bill Pmt -Check	446	04/03/2023	EMC-Engineers/Scientists, LLC	32.4 Engineering Hrs- PW162-1 FEMA 4432 & 4452		3,240.00

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Port of Brookings Harbor

Check Registers

As of April 30, 2023

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	448	04/28/2023	EMC-Engineers/Scientists, LLC	67.3 Hrs Port Engineering RE Wastewater Treatment Plant		4,030.00
Total 40104.1 · Government Funds					7,270.00	7,270.00
70104.1 · Port Construction Fund						
General Journal	PCF 04/21	04/21/2023		Transfer half of final payment request for RV Park project	15,641.73	
General Journal	PCF 04/24	04/24/2023		Transfer second-half of final payment request for RV Park project	15,641.73	
Bill Pmt -Check	447	04/19/2023	McLennan Excavation, Inc.	Progress Payment Request #8 for RV Park Remodel Project		26,522.74
Total 70104.1 · Port Construction Fund					31,283.46	26,522.74
40104 · Capital Projects Umpqua 8018 - Other						
General Journal	OSP FT 2055	04/06/2023		PMT OSP FT 2055 Gasoline		338.06
Total 40104 · Capital Projects Umpqua 8018 - Other					0.00	338.06
Total 40104 · Capital Projects Umpqua 8018					38,553.46	34,130.80
Total 104 · RESTRICTED MONEY MKT & CHECKING					49,487.04	45,064.38
Total 110 · RESTRICTED CASH & EQUIVALENTS					49,487.04	45,064.38
TOTAL					49,825.10	368,121.50

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Port of Brookings Harbor Purchases by Vendor Summary

Cash Basis

April 2023

	Apr 23
Adobe	259.87
ADP	497.47
Amazon Capital Services	413.31
Art Signs, Inc.	8,393.00
Best Buy	1,306.96
BI-MART	40.95
BLACK BEAR DINER	55.93
Boat Launch Kiosk	5.00
Boat Shop & More LLC	2,800.00
Brookings Chrysler Dodge Jeep Ram	64.00
Chevron Business Card	595.45
City of Brookings	2,900.00
Coos-Curry Electric Cooperative, Inc.	9,895.02
Country Media, Inc.	77.40
Crow/Clay & Associates, Inc	1,390.20
Curry Equipment	221.97
Curry Transfer & Recycling	3,190.70
Del-Cur Supply Co-op	873.39
Department of Environmental Quality	1,024.40
Dish Network	714.10
Elavon	1,778.61
EMC-Engineers/Scientists, LLC	18,780.00
Englund Marine Supply Co.	109.77
Fastenal Industrial Supplies	120.40
Firefly Reservations	270.40
Four Aces Security Solutions LLC	2,873.70
Freeman Rock, Inc.	35.00
Gerald W. Burns, CPA	1,000.00
Gold Beach Lumber Yard, Inc.	5,418.36
Gowman Electric, Inc.	668.91
Grants Pass Water Lab, Inc.	1,638.00
Harbor Logging Supply, Inc.	324.02
Harbor Sanitary District	2,604.37
Harbor Water District P.U.D.	1,392.61
In-Motion Graphics and Design, LLC	418.00
John Kellum/John's Portable Welding	720.00
McLennan Excavation, Inc.	26,522.74
Miller Nash LLP	4,668.50
NAPA Auto Part	1,121.83
Pacific Office Automation	225.50
Pape Material Handling	572.60
Pitney Bowes, Inc.	300.00
Pump Pipe & Tank Services, LLC	170.50
Quill Corporation	894.06
Rentprep Enterprise/Fidelis Screening	39.90
SDAO Spec. Dist. Assoc. OR - Healthcare	8,694.43
SDAO Spec. Dist. Assoc. OR - Prop & Cas	11,681.75
SDAO Spec. Dist. Assoc. OR - Training	75.00
SimpliSafe	17.99
Spectrum Business 8752 19 060 0025169	115.22
Spectrum Business 8752 19 060 0226494	109.98
Spectrum Business 8752 19 060 0247029	124.98
Spectrum Business 8752 19 060 0251369	132.97
Thermo Fluids, Inc.	524.80
TOTALMARINA.COM	190.60
Tyree Oil, Inc	87,032.00
US Bank Equipment Finance	223.20
US Postal Service	4.21

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

April 2023

Cash Basis

	<u>Apr 23</u>
US Relay/HD Relay	99.00
VERIZON WIRELESS	347.87
Victra/ Verizon	94.98
Vonage	292.52
WEEBLY-CHARGE.COM	52.55
Ziply Fiber 541-412-7930-102902-5	45.95
Ziply Fiber 541-469-5867-121516-5	84.17
Zoom Video Communications Inc.	15.99
TOTAL	<u><u>217,347.06</u></u>

ACTION ITEM – A

DATE: May 17, 2023
RE: Wastewater Treatment Plant, City of Brookings, Scope of Services
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Wastewater Treatment Plant Funding opportunity (\$3.5 million)
- Location and design approved by the Board to begin engineering and permitting for WWTP.
- Permit applications are near complete to submit for DEQ review.
- Before application is submitted funding will need to be released from EPA and matching funds either waived or funding is secured. (\$875,000)
- Review options to discharge to the county and municipal systems to ensure the long term/short term operation/financial concerns are assessed and adequately compared.

DOCUMENTS

- City of Brookings Scope of Services, 6 pages

COMMISSIONERS ACTION

- Recommended Motion:
 - Option 1:
Motion to approve continuing with current plan to build Port owned Wastewater Treatment Plant.
 - Option 2:
Motion to approve continued exploration of City of Brookings discharge option.

Scope of Services

City of Brookings, Oregon

Brookings POTW Capacity Evaluation for Pacific Seafood Group, Inc. Industrial Discharge

Background

Jacobs operates and maintains a water and wastewater operations contract with the City of Brookings. The Harbor Sanitary District discharges to the City of Brookings Publicly Owned Treatment Works (POTW, or wastewater treatment plant), and a nearby seafood processing facility currently discharges directly to the ocean harbor. A preliminary study is needed to understand how potential seafood processing wastewater loadings discharged into the City of Brookings POTW collection system would affect the Brookings POTW.

Pacific Seafood Group, Inc. (Pacific Seafoods) is proposing to continue operations for processing crab, shrimp, and occasionally salmon or tuna. Pacific Seafoods wishes to know if a pretreatment system at their facility would be required in order to discharge to the Brookings POTW and allow Brookings POTW operation within existing discharge permit limits. The City of Brookings desires to understand what additional management steps are required to ensure Pacific Seafoods would be following best practices and allow the POTW to maintain compliance with its NPDES permit.

Pacific Seafoods is currently discharging seafood processing waste directly to the ocean harbor with no seafood processing wastewater discharging to the City of Brookings POTW. The Oregon Department of Environmental Quality (DEQ) has allowed direct discharge to the harbor up to this point during the course of the existing Harbor area fisheries operations. However, Oregon DEQ has expressed through a "non-enforcement letter" that stricter regulation of allowed discharges will occur in the near future. Pacific Seafoods would prefer to discharge to the Harbor Sanitary District (HSD) collection system that conveys raw wastewater to the City of Brookings POTW. The City does not operate an industrial pretreatment program (IPP) and so this significant increase in industrial loading requires special consideration not currently covered by existing IPP program policies.

Scope

Below are specific tasks and evaluations to be performed by Jacobs Engineering Group Inc. (Jacobs) under this scope of work.

Task 1.A. Process Evaluation (Time and Materials Compensation)

- 1) Identify projected seafood processing wastewater flows and loads from Pacific Seafood located in the Harbor Sanitary District
 - a) Identify pollutants of interest which will form the basis of wastewater characterization from Pacific Seafoods' operations, to include BOD, CBOD, and TSS, ammonia, fats, oils, grease (FOG).
 - b) Establish flows and loads for analysis of wastewater treatment processes. Identify seasonal variations. Identify assumptions for wastewater characterization (waste temperature, pH,

- volatile suspended solids (VSS), total Kjeldahl Nitrogen (TKN), total phosphorus (TP), fish fat and grease).
- c) Identify additional testing of existing or surrogate wastewater flow streams to inform assumptions for flows and loads. Performance and analysis of such testing is not included in this scope of work. Such testing could be used for future analysis and design tasks, not yet contemplated or authorized. Recommendations resulting from this scope will be based on existing available information and not future analytical results.
 - d) Optional Task: \$2500 in sampling and laboratory expenses are included should the City prefer to obtain samples of wastewater from the Pacific Seafoods Facility.
- 2) Determine POTW Maximum Allowable Headworks Loading (MAHL) at Brookings WWTP for pollutants monitored from Pacific Seafoods' operations. Additional capacity may be limited or none. Preliminary analysis suggests that existing trickling filter capacity may be the limiting unit process.
- a) Review Preliminary Engineering Report (2019) published by The Dyer Partnership Engineers and Planners, Inc for the following:
 - i) Review design flow and TSS, BOD load assumptions for current and future conditions in Report. Review recent historical data since Report publication (2019-2022), and review growth projections provided by City, if any, for this effort. Revise current and future design flow, TSS, and BOD assumptions for this effort if needed.
 - ii) Review capacity evaluations for headworks; primary treatment; secondary treatment (trickling filter and aeration basins, and secondary clarifier and related systems); disinfection; thickening; digestion; digested sludge storage, and dewatering as presented in the Report. Use steady-state process modeling, hand calculations, and/or industry design standards, safety factors, and reliability/redundancy requirements to check conclusions as part of this effort. Update conclusions regarding capacity of existing unit process, if needed.
 - iii) Review 12 recommended rehabilitation/upgrade tasks as presented in Report, which are already under design under separate contract. Update recommendations, if needed, as part of this effort. Costs will not be revised or developed at this time.
 - b) Compute existing POTW influent flow and wastewater load and compare to POTW rated capacity. Existing wet weather and dry weather municipal flows and loads will be obtained from 2018 Preliminary Engineering Report (Dyer Partnership, 2018).
 - c) Identify potential additional unit processes, or improvements at the POTW to accept such waste. Prepare estimates of probable capital cost (including construction cost, engineering, legal and administration, and contingency) and operating costs for the following. Estimates shall be AACE Class 5 estimate (-50% to +100% expected accuracy range).
 - i) Two alternative processes at Brookings WWTP (trickling filter and conventional aeration basin assumed).

- ii) Two alternative pretreatment processes at off-site facility prior to discharge to Harbor Sanitary District, and City of Brookings collection system. (Screening and package treatment system assumed).
- d) All evaluations assume discharge to City collection system (and no new marine outfall constructed by Pacific Seafoods).
- 3) Develop preliminary design criteria for Pacific Seafoods pretreatment system (prior to discharge to City collection system) to allow for discharge to the POTW. These could include the following industrial pretreatment conditions at Pacific Seafoods:
 - a) No pretreatment
 - b) IPP local limit for screening only
 - c) IPP local limit for screening + specific constituents
- 4) Develop recommendations for additional operations and management actions to provide controls to prevent exceedance of MAHL of the POTW (e.g. sampling, testing, administrative tasks, plant inspections, etc.)
 - a) Identify potential responsible parties for providing these management controls.
 - b) Evaluate how the discharge and its associated additional responsibilities may affect operating costs to the City of Brookings and Harbor Sanitary District. (incremental Operations and Maintenance Costs)
 - c) Identify potential collection system impacts including additional cleaning, and odors. Review of these items will be limited to general characterization of frequency of cleaning, and general characterization of odor generation potential in the collection system, and at the POTW. Analysis will be limited to cursory review of collection system from point of discharge to Harbor Sanitary District collection system to discharge at Brookings WWTP headworks.
- 5) Identify costs associated with discharge to City system and additional management responsibilities.
 - a) Capital Costs. Summarize capital costs developed in Task 2.
 - b) Operation and Maintenance costs: Summarize O&M costs developed in Task 2.
 - c) Management costs
 - i) Identify potential "high strength" waste study needs (brief summary of key activities in study and resulting objectives) to identify fair allocation of operating costs to industry vs. other users. Provide estimated cost of such a study.
 - ii) Identify potentially required costs and programmatic requirements for development and compliance with an Oregon DEQ required Industrial Pretreatment Program. Identify recommended intergovernmental agreement requirements between Harbor Sanitary District and City of Brookings to allow effective management and enforcement of the Industrial Pretreatment Program.
 - d) Comparison of existing System Development Charges to cost of new treatment process improvements.

- i) Existing City of Brookings System Development Charges (SDCs) (which are assessed to new users of the wastewater system) are based on a flow basis only, which is not appropriate for high strength SDC allocation for waste such as is proposed for discharge by Pacific Seafoods. Develop Equivalent Dwelling Unit (EDU) load (pounds per day BOD and TSS) and compute potential SDC cost based on current EDU rate to consume current remaining available rated capacity of the plant. Calculation for SDC will be simple computation of Pacific Seafoods wasteload expressed in equivalent dwelling units (EDU) times the SDC per EDU per current City policy.

6) Prepare draft summary memorandum. Assume no revisions to this memorandum will be made.

Deliverables

Brief written summary memorandum of less than 10 pages assumed, submitted in PDF format.

Task 1.B Additional Services (Time and Materials Compensation)

This task provides a time-and-materials budget allowance to further support City on an on-call basis for work not included in Task 1.A.

Compensation

Jacobs will perform Task 1A on a time and materials basis not to exceed **\$63,557**. Progress payments shall be made consistent with estimate of work completion, upon submittal of invoice.

Jacobs will perform Task 1B on a time and materials basis not to exceed **\$10,000**.

This work shall be authorized and compensated as a Task Order established in the existing City Engineering professional services agreement (November, 2022).

Schedule

Jacobs will prepare and submit summary memorandum within 60 days of notice to proceed.

Assumptions

- 1) Jacobs will perform analysis using Jacobs' process simulator Pro2D2, following industry standard procedures and process calculations.
- 2) POTW model setup and calibration will require operator input and data from the Brookings POTW. The precision and accuracy of the model will depend in part on the degree and quality of influent characterization and plant performance data available. Model simulations and predictions will therefore be subject to uncertainty and error which will depend on the underlying data available.
- 3) City will furnish existing System Development Charge policy and rate table.
- 4) Within 3 days of notice to proceed, City will obtain and provide estimates of fish processing waste flow and load. Jacobs will review and compare to published literature values for similar fish

processing facilities. Delay in receipt of complete data from City will necessarily delay completion of the analysis and submission of the summary memorandum.

- 5) Pacific Seafoods shall identify to City of Brookings any elements of the report that Pacific Seafoods deems confidential per *ORS 192.345 Public records conditionally exempt from disclosure*. Jacobs shall not be responsible for redacting any elements of work products.
- 6) Development of an Industrial Pretreatment Program (IPP) is not included in this scope. Cost estimate for IPP program initiation and ongoing operation will be prepared in Task 5.
- 7) Jacobs will submit invoices on a monthly basis.
- 8) Analyses performed under this scope are based on current Oregon Department of Environmental Quality NPDES permit conditions at the City of Brookings POTW, and do not necessarily reflect other Oregon DEQ limitations that could be imposed through pretreatment requirements. It is anticipated that Pacific Seafoods and the City of Brookings will meet with Oregon DEQ representative to gain concurrence on potential approaches for further studies or analyses, including pretreatment considerations.
- 9) No travel, or expenses are assumed in Task 1A. Task 1B may include travel or expenses as may be required due to on-call nature of services that may be requested.

Exhibit B

Task Order 01: Pacific Seafoods Waste Processing Feasibility Study Proposal	PM	Process Engineer	QA	Pretreatment	Process Engineer	Admin	Labor Hours	Labor Dollars	Subconsultant	Expenses	TOTAL LABOR & EXPENSES
	Brady Fuller	Cory Lancaster	Tom Johnson	Wayne Helnnemann	Menelik James	Theresa Riddle					
Rate	\$277.00	\$303.00	\$303.00	\$277.00	\$142.00	\$115.00					
Task 1.A. Process Evaluation (Time and Materials Compensation)											
1) Identify projected seafood processing wastewater flows and loads from Pacific Seafood located in the Harbor Sanitary District		4			8		12	\$ 2,348	\$0	\$2,500	\$ 4,848
a) What pollutants should be monitored from Pacific Seafood's operations.				8			8	\$ 2,216	\$0	\$0	\$ 2,216
b) What flows should be expected.		0					0	\$ -	\$0	\$0	\$ -
c) Do we need additional testing?		2	2		4		8	\$ 1,780	\$0	\$0	\$ 1,780
2) What is the POTW Allowable Headworks Loading (AHL) for pollutants monitored from Pacific Seafood's operations?		20	8		40		68	\$ 14,164	\$0	\$0	\$ 14,164
Identify potential additional unit processes or improvements for POTW to accept such waste		8	4		16		28	\$ 5,908	\$0	\$0	\$ 5,908
Prepare cost estimates for onsite POTW improvements to accept such waste		12			12			\$ 5,340	\$0	\$0	\$ 5,340
3) develop preliminary design criteria for Pacific Seafoods pretreatment system to allow for discharge to the POTW.							0	\$ -	\$0	\$0	\$ -
Prepare cost estimates for offsite pretreatment improvements.		12	0		12		24	\$ 5,340	\$0	\$0	\$ 5,340
4) What additional operations and management actions are recommended in order to ensure discharge does not exceed AHL of the POTW? (e.g. sampling, testing, administrative tasks, plant inspections, etc.) Identify requirements for IPP program.				16			16	\$ 4,432	\$0	\$0	\$ 4,432
a) Who will manage the additional responsibilities?				4			4	\$ 1,108	\$0	\$0	\$ 1,108
Identify potential collection system impacts (cleaning and odors)		3			6		9	\$ 1,761	\$0	\$0	\$ 1,761
5) How will the discharge and additional responsibilities affect costs to the City of Brookings/HSD							0	\$ -	\$0	\$0	\$ -
6) What SDCs are required for a new industrial user on the city of Brookings POTW infrastructure?		6			12		18	\$ 3,522	\$0	\$0	\$ 3,522
What are operating cost impacts of treating this industrial flow and load?		3	2		6		11	\$ 2,367	\$0	\$0	\$ 2,367
Project Management	8					8	16	\$ 3,136	\$0	\$0	\$ 3,136
Summary Report and review conference call		8	6		16	8	38	\$ 7,434	\$0	\$0	\$ 7,434
Task 1.B Additional Services (Time and Materials Compensation)											
		8			60		58	\$ 9,524	\$0	\$476	\$ 10,000
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
							0	\$ -	\$0	\$0	\$ -
Total Hours	8	86	22	28	182	16	318	\$ 70,380	\$0	\$0	\$ 73,358
	\$ 2,216	\$ 26,058	\$ 6,666	\$ 7,758	\$ 25,844	\$ 1,840	\$ -	\$ 70,380	\$ -	\$ 2,976	
										Labor	\$70,380
										Expenses	\$2,976
									5% markup on Subconsultants		\$0
											\$73,358



ACTION ITEM – B

DATE: May 17, 2023
RE: Letter from Henry Johnson
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Henry Johnson is requesting to install a camera on the top of the bathroom in the RV Park.

DOCUMENTS

- Email from Henry Johnson, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve live stream camera being installed at the Beachfront RV Park Restroom and have Port Manager come back to the Board with a Memorandum of Understanding (MOU) for approval.



Travis Webster <travis@portofbrookingsharbor.com>

PoBH Camera

1 message

Henry Johnson <henry.zarisha@gmail.com>
To: Travis Webster <travis@portofbrookingsharbor.com>

Thu, May 4, 2023 at 12:03 PM

Travis,

I am writing to request permission to mount a camera on one of the Port of Brookings Harbor buildings to stream live video of the harbor, beach, and ocean to a website. Our website would prominently feature the Port logo to compensate the port for the space. The camera would be installed and maintained by our group, and we would assume all responsibilities for maintenance and other costs besides power/wifi.

We are seeking access to your wifi system to enable the live streaming of video footage from the camera. We assure you that we will not misuse the wifi access, and we are happy to sign any agreements or contracts required by the Port of Brookings Harbor to ensure that the wifi system is not compromised.

We believe that this project will be beneficial to both our organization and the Port of Brookings Harbor. We will be offering its use to the local community as well as news stations through Oregon and Northern California. The live stream video will help promote tourism in the area and showcase the beauty of Brookings Harbor to a wider audience. Additionally, featuring the Port logo in the stream will provide additional exposure to the Port of Brookings Harbor.

We would appreciate your consideration of our request, and we are happy to discuss any questions or concerns you may have regarding this proposal. Thank you for your time and consideration.

Sincerely,

Henry

ACTION ITEM – C

DATE: May 17, 2023
RE: McLennan Excavation Payment Request #9 – Final Payment
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Contract and change order with McLennan Excavation for the Beachfront RV Park Improvement Project was approved and executed on October 20, 2021, and May 6, 2022, respectively.
- Eight payments have been made to McLennan Excavation: Payment #1 of \$83,141.87 was on May 12, 2022, after receiving board approval to issue payment on May 6, 2022. Payment No. 2 for \$106,654.12 was made on August 17, 2022, after receiving board approval to issue payment on August 8, 2022. Payment No. 3 for \$108,385.77 was made on November 16, 2022, after receiving board approval to issue payment on November 16, 2022. Payment No. 4 for \$39,963.02 was made on December 21, 2022, after receiving board approval to issue payment on December 21, 2022. Payment No. 5 for \$132,159.52 was made on January 20, 2023, after receiving board approval to issue payment on January 18, 2023. Payment No. 6 for \$107,739.05 was made on February 15, 2023 after receiving board approval to issue payment on February 15, 2023. Payment No. 7 for \$84,033.22 was made on March 15, 2023 after receiving board approval to issue payment on March 15, 2023. Payment No. 8 for \$26,522.74 was made on April 19, 2023 after receiving board approval to issue payment on April 19, 2023.
- Crow/Clay Associates received ninth and final payment request from McLennan Excavation for work performed March 7, 2023 through April 11, 2023.
- Port has received BOLI Payroll Wage Reports and verified accuracy.

DOCUMENTS

- McLennan Excavation Payment Request No. Final, 2 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve McLennan Excavation progress Payment No. Final for \$37,727.50 for work performed April 11, 2023 – April 20, 2023 per contract.

Contractor's Application for Payment No. Final

TO: Port of Brookings Harbor	APPLICATION PERIOD: April 11, 2023 to April 20, 2023	APPLICATION DATE: April 20, 2023
PROJECT: Beachfront RV Park Improvements	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson / Crow - Crow/Clyb & Associates Inc Architecture and Planning
OWNERS CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO. 2022 - Port of Brookings	ENGINEER'S PROJECT NO.:

CHANGE ORDER SUMMARY		
Approved Change Orders		
Number	Additions	Deductions
1	\$28,972.56	
2		
3	\$29,670.81	
4	\$15,683.45	
5		\$5,000.00
6		
7		
TOTALS	NET	
CHANGE BY CHANGE ORDERS	\$74,326.82	\$5,000.00
	\$69,326.82	

1. ORIGINAL CONTRACT PRICE	\$ 657,000.00
2. Net change by Change Orders	\$69,326.82
3. Current Contract Price (Line 1 & 2)	\$ 726,326.82
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$ 726,326.82
5. RETAINAGE:	
a. 5% X \$731,326.82 Work Completed	\$ -
b. 5% X \$23,223.27 Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ -
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.C)	\$ 726,326.82
7. LESS PREVIOUS PAYMENTS (Line 6 from prior application)	\$ 688,599.32
8. AMOUNT DUE THIS APPLICATION	\$ 37,727.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$ -

Contractor's Certification

The undersigned Contractor certifies, to the best of his knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials, and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: 

By: Casey M. McLennan, President of McLennan Excavation, Inc. Date: 4/20/2023

Payment Of: \$ 37,727.50
(line 8 or other - attach explanation of the other amount)

is recommended by:  4-21-2023
(Date)

Payment Of: 37,727.50
(line 8 or other - attach explanation of the other amount)

is approved by:  5/4/23
(owner) (Date)

HS

Progress Breakdown for Contractor's Application for Payment No. Final

APPLICATION PERIOD: April 11, 2023 to April 20, 2023		APPLICATION DATE: April 20, 2023
TO: Part of/Bookings Labor (Owner)	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson - Cove-Clay & Associates Inc Architecture and Planning
PROJECT: Beachfront RV Park Improvements	CONTRACT:	
OWNER'S CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO.	ENGINEER'S PROJECT NO.

Item No.	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Inventory Status	Total Completed and Served this Period	Quantity Complete Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)									
1	Mobilization/Re-mobilization													
	Bounds and Insurance	1	LS	\$ 16,425.00	\$ 16,425.00		\$ -	\$ -	100%	100%	\$ 16,425.00		\$ -	
	Procurement Administration	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -	100%	100%	\$ 15,000.00		\$ -	
	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -	\$ -	100%	100%	\$ 3,000.00		\$ -	
	Demobilization	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -	\$ -	100%	100%	\$ 3,000.00		\$ -	
	Temporary Facilities	1	LS	\$ 8,000.00	\$ 8,000.00		\$ -	\$ -	100%	100%	\$ 8,000.00		\$ -	
	Signs	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -	100%	100%	\$ 2,000.00		\$ -	
2	Materials to Order													
	Materials Ordered - Pipe & materials per schedule & delivered to McLennan Excavation - Stored in Context & being installed now	1	LS	\$ 91,210.25	\$ 91,210.25		\$ -	\$ -	100%	100%	\$ 91,210.25		\$ -	
3	Final Off													
	Site Clearing	1	LS	\$ 5,266.00	\$ 5,266.00		\$ -	\$ -	100%	100%	\$ 5,266.00		\$ -	
	Concrete and Fence Removal	1	LS	\$ 15,605.20	\$ 15,605.20		\$ -	\$ -	100%	100%	\$ 15,605.20		\$ -	
	Grading and Leveling	1	LS	\$ 11,599.25	\$ 11,599.25		\$ -	\$ -	100%	100%	\$ 11,599.25		\$ -	
	Spreading	1	LS	\$ 11,037.00	\$ 11,037.00		\$ -	\$ -	100%	100%	\$ 11,037.00		\$ -	
4	Sewer													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -	100%	100%	\$ -		\$ -	
	Trenching/Shoring	1	LS	\$ 29,433.25	\$ 29,433.25		\$ -	\$ -	100%	100%	\$ 29,433.25		\$ -	
	Final Off	1	LS	\$ 9,368.78	\$ 9,368.78		\$ -	\$ -	100%	100%	\$ 9,368.78		\$ -	
	Placement of Pipe	1	LS	\$ 14,616.50	\$ 14,616.50		\$ -	\$ -	100%	100%	\$ 14,616.50		\$ -	
	Backfill & Compaction	1	LS	\$ 20,938.90	\$ 20,938.90		\$ -	\$ -	100%	100%	\$ 20,938.90		\$ -	
5	Water													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -	100%	100%	\$ -		\$ -	
	Trenching/Shoring	1	LS	\$ 12,096.60	\$ 12,096.60		\$ -	\$ -	100%	100%	\$ 12,096.60		\$ -	
	Final Off	1	LS	\$ 1,356.00	\$ 1,356.00		\$ -	\$ -	100%	100%	\$ 1,356.00		\$ -	
	Placement of Pipe	1	LS	\$ 4,361.70	\$ 4,361.70		\$ -	\$ -	100%	100%	\$ 4,361.70		\$ -	
	Backfill & Compaction	1	LS	\$ 5,152.80	\$ 5,152.80		\$ -	\$ -	100%	100%	\$ 5,152.80		\$ -	
6	Electrical													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -	100%	100%	\$ -		\$ -	
	Trenching	1	LS	\$ 23,748.40	\$ 23,748.40		\$ -	\$ -	100%	100%	\$ 23,748.40		\$ -	
	Subcontractor - Emiss Electric - Materials & Labor	1	LS	\$ 201,842.55	\$ 201,842.55		\$ -	\$ -	100%	100%	\$ 201,842.55		\$ -	
	Backfill & Compaction	1	LS	\$ 26,430.00	\$ 26,430.00		\$ -	\$ -	100%	100%	\$ 26,430.00		\$ -	
7	Concrete													
	Materials	1	LS	\$ 47,150.00	\$ 47,150.00		\$ -	\$ -	100%	100%	\$ 47,150.00		\$ -	
	Curb	1	LS	\$ 3,795.00	\$ 3,795.00		\$ -	\$ -	100%	100%	\$ 3,795.00		\$ -	
	Prepping slabs and pedestals	1	LS	\$ 32,214.27	\$ 32,214.27		\$ -	\$ -	100%	100%	\$ 32,214.27		\$ -	
	Forming and Finishing	1	LS	\$ 33,312.55	\$ 33,312.55		\$ -	\$ -	100%	100%	\$ 33,312.55		\$ -	
8	Clean up													
	Site Clean up and Pinnacle	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -	100%	100%	\$ 5,000.00		\$ -	
Change Order 1	Additional Electric Upgrade - Cove Quarry	1	LS	\$ 28,972.56	\$ 28,972.56		\$ -	\$ -	100%	100%	\$ 28,972.56		\$ -	
Change Order 2	Contract Date and completion Change	1	LS	\$ -	\$ -		\$ -	\$ -	100%	100%	\$ -		\$ -	
Change Order 3	Water to Main	1	LS	\$ 29,670.81	\$ 29,670.81		\$ -	\$ -	100%	100%	\$ 29,670.81		\$ -	
Change Order 4	Water to Deck Lots	1	LS	\$ 15,683.45	\$ 15,683.45		\$ -	\$ -	100%	100%	\$ 15,683.45		\$ -	
	Cable changes	1	LS	\$ (5,000.00)	\$ (5,000.00)		\$ -	\$ -	100%	100%	\$ (5,000.00)		\$ -	
	Totals				\$ 726,326.82		\$ -	\$ -			\$ 726,326.82		\$ -	

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ACTION ITEM – D

DATE: May 17, 2023
RE: RV Show Event
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Affordable Truck and RV hasn't had an RV Show in Brookings since 2007.
- They are requesting that on June 16th to June 25th to bring in around 30 units for a fee of \$2000.00.

DOCUMENTS

- Affordable Truck and RV Email Request, 1 page
- Affordable Truck and RV Event Permit and Use Agreement, 2 pages
- Map of proposed location, 1 page

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve Affordable Truck and RV to have a RV Show Event June 16th through June 25th 2023 at the rate of \$2000.00.



Travis Webster <travis@portofbrookingsharbor.com>

RV show

1 message

justin bashans <justin@atrvs.com>

Wed, May 3, 2023 at 3:12 PM

To: "travis@portofbrookingsharbor.com" <travis@portofbrookingsharbor.com>

Travis,

We would like to have an RV show in the port on June 16th to the 25th. We will advertise through the local radio stations and make sure to bring in people to your area. We would like to bring in around 30 units for the total cost of \$2,000 for the space. Our units range from very small pull trailers to big 5th wheels. We are a license and bonded company with full insurance on the units and people we will have on your property.

Justin Bashans**General Manager****Affordable Truck and RV****Grants Pass Oregon**

C: 541.301.6559

O:541.535. 3043





Port of Brookings Harbor

16330 Lower Harbor Road / PO Box 848
 Brookings, Oregon 97415
 Phone (541) 469-2218
 Fax (541) 359-3999
 www.portofbrookingsharbor.com

Board of Commissioners

Richard Heap, President
 Joseph Speir, Vice-President
 Sharon Hartung,
 Secretary/Treasurer
 Kenneth Range
 Larry Jonas

Port of Brookings Harbor Event Permit and Use Agreement

This Event Permit and Use Agreement ("Agreement") is made this 3 day of MAY, 20 23, by and between the Port of Brookings Harbor, an Oregon special district ("POBH") and:

Organization: Affordable Truck and RV
 Address: 324 redwood highway Grants Pass OR 97527
 Responsible Person: Justin Beshaw
 Phone: 541-301-6559 Email: Justin@ATRVS.com

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

Activity: RV Show Location: port
 Usage Date(s): 6/16 to 6/25 Usage Times: 9 am/pm to 5 am/pm
 Insurance Company: Federated Policy No.: 337-773-6

I. PERMIT TO USE

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

Port of Brookings Harbor Permit Fees

✓	Area	Rate Per Day	# of Days	Total
	Boardwalk	\$650.00/Day		\$
	Saturday Market	\$11.00/Vendor		\$
	Car Shows	\$6.00/Vehicle		\$
	Other:	<u>\$10.00/RV</u>	<u>TBD</u>	<u>\$ TBD</u>
	TOTAL PERMIT FEE			\$

Vehicle Dealer Certificate

DA9872

EFFECTIVE: 01-Mar-2023

EXPIRES: 28-Feb-2026

Issued To:

**AFFORDABLE TRUCK & RV LLC
324 REDWOOD HWY
GRANTS PASS OR 97527**

This business is authorized to engage in buying, selling, or dealing in new or used vehicles in the state of Oregon under the provisions of ORS 822.020, and to exercise privileges granted by certificate under the provisions of ORS 822.040.

To be valid, this certificate must be prominently posted at the business address listed above and is not valid at any other location. It is not valid if expired, revoked, canceled or suspended, under the provisions of ORS 822.045 and ORS 822.050.

**RV SERVICE FACILITY: 324 REDWOOD HWY
GRANTS PASS OR
97527**

*Driver and Motor Vehicle Services
Department of Transportation
Salem OR 97314*

*** ALTERATION, MUTILATION OR ERASURE WILL VOID CERTIFICATE ***

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LD

ACTION ITEM – E

DATE: May 17, 2023
RE: Delinquent Account Write Off Request
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: April Walker, Office Manager

OVERVIEW

- Typically, before the end of the fiscal year, delinquent accounts are reviewed and written off per Resolution 478. The Port Manager has the authority to write off delinquent accounts below \$1,000 and submit them to a collection agency if we find the accounts unretrievable. Any amount over \$1,000 requires Board action.
- I have prepared a summary account and attached for your review on Bruce Clausen. The Port has exhausted all attempts to contact and retrieve amounts due. Requesting to move forward sending account to collections.
- I have prepared a summary account and attached for your review on Nicholas Ryder. The Port has exhausted all attempts to contact and retrieve amounts due. Requesting to move forward sending account to collections.

DOCUMENTS

- Delinquent Account Write Off Request (Clausen, Bruce \$1,394.27), 2 pages
- Delinquent Account Write Off Request (Ryder, Nicholas \$3,931.81), 2 pages

COMMISSIONERS ACTION

- Recommended Motion:
Motion to approve delinquent account write offs of \$5,326.08 from accounts receivable and submit the amount to Port collection agency.



Delinquent Account Write Off Request

Customer: Bruce Clausen

Amount Owed: \$1,394.27 Date: 4/28/2023

Requesting permission to write off charges on account receivable as uncollectable.
Notes and timeline of collection attempts on the account of **Bruce Clausen**.

- **4/4/2022** – Vessel was owned and moored by Earl Ritchie. Moorage was terminated due to failure to renew vessel registration that had expired December 31, 2021.
- **5/17/2022** – Vessel was hauled out by Port staff; pre-seizure process was started. Notice of proposed seizure was sent to Earl Ritchie and OSMB.
- **6/2/2022** – Vessel was seized, and post-seizure notice was given. Earl Ritchie was given until July 15th to reclaim the vessel and prevent its sale or disposal. Earl Ritchie listed the vessel on local advertising pages for the cost he owed to the Port.
- **7/15/2022** – Vessel was purchased from Earl Ritchie by Bruce Clausen for the amount owed to the Port for Earl Ritchie's haul out and storage fees. A "Vessel and/or Trailer Storage Agreement" between Bruce Clausen and the Port was signed by Bruce on 7/15/2022. The agreement was made that Bruce would pay our monthly storage rate of \$100.00 beginning on 7/20/2022, until he was able to purchase or rent a trailer to remove the vessel from Port property.
- **10/19/2022** – Bruce did not pay any of the storage invoices sent to him. After his account went into over 90-days due, his Storage Agreement was terminated by the Port, and he was given thirty days to remove the vessel. Emails, calls, messages to Bruce went unanswered. Invoices sent by ground mail and certified mail were returned to the Port.
- **11/28/2022** – Kim, Travis and April met to discuss beginning the Abandonment process for Bruce's vessel.
- **12/1/2022** – Notice of proposed seizure was sent to Bruce Clausen and OSMB. A copy was also sent to Earl Ritchie as he was still listed as the registered owner according to OSMB. They were given 30 days until the Port officially seizes the vessel. (Certified mail notices sent to Bruce Clausen and Earl Ritchie were returned to sender by the US Postal Service).
- **1/13/2023** – Port officially seized the vessel; post-seizure notice was adhered to the vessel. Post Seizure notices were mailed to Earl Ritchie and Bruce Clausen on February 1st, 2023.
- **4/11/2023** – Port disposed of vessel at Curry Transfer & Recycling, disposal cost was \$777.60. Bruce owes for six months of unpaid storage, finance charges, plus the disposal costs from CTR.

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$1,394.27**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$1,394.27**

Other Agreement/Terms as presented and approved. Customer balance is \$1,394.27

Authorized / Attached Minutes

Date

This institution is an Equal Opportunity Provider

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Port of Brookings Harbor Balance Details for Clausen, Bruce

All Transactions

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Amount</u>	<u>Aging</u>	<u>Open Balance</u>
Invoice	20221288	07/20/2022	Storage, dates: 7/20/22 - 8/20/22	07/20/2022	100.00	294	100.00
Invoice	20221435	08/20/2022	Storage, dates: 8/20/22 - 9/20/22	08/20/2022	100.00	263	100.00
Invoice	20221551	09/20/2022	Storage, dates: 9/20/22 - 10/20/22	09/20/2022	100.00	232	100.00
Invoice	20221689	10/18/2022	Storage, dates: 10/20/22 - 11/20/22	10/18/2022	100.00	204	100.00
Invoice	20221934	11/20/2022	Storage, dates: 11/20/22 - 12/20/22	11/20/2022	100.00	171	100.00
Invoice	20230449	12/20/2022	Storage, dates: 12/20/22 - 1/10/23	12/20/2022	100.00	141	100.00
Total for Storage							600.00
Invoice	FC 1553	08/31/2022	Finance Charge	08/31/2022	2.07	252	2.07
Invoice	FC 1570	11/30/2022	Finance Charge	11/30/2022	14.60	161	14.60
Total for Finance Charges							16.67
Invoice	20230680	04/28/2023	DISPOSAL FEES - Curry Transfer & Recycling, Inc. 04/28/2023		777.60	12	777.60
Total for Disposing of Vessel "OR014ACK"							777.60
							1,394.27

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Delinquent Account Write Off Request

Customer: Nicholas Ryder

Amount Owed: \$3,931.81 Date: 4/28/2023

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

Notes and timeline of collection attempts on the account of **Nicholas Ryder**.

- **8/31/2022** – Nicholas's Semi-Annual Moorage expired. The renewal date was September 1st, 2022. He was given the standard policy / procedure of 30-days to renew his moorage providing all requirements and payment in full (due by 10/1/2022).
- **10/6/22** – Moorage was not renewed. Attempts by phone, email, and text message to Mr. Ryder went unanswered. A Moorage termination letter was sent, giving him 30 days to remove his vessel from Port property. Along with his termination letter, his Semi-Annual invoice was voided, and a replacement invoice for monthly moorage fee (remaining in slip past moorage expiration date) was sent by email and first-class mail.
- **11/8/2022** – Nick did not remove his vessel or contact the Port to renew or reinstate his moorage. The vessel was hauled out by Port staff and placed into boatyard, and the abandonment / seizure process was started by Kim Boom.
- **11/9/2022** – Following the Abandoned Vessel Checklist, a Notice of Pre-seizure was sent to Nicholas. A copy of the notice was also attached to the vessel in the boatyard. This notice gave him 10 additional days to reclaim his vessel, settle his account balance with the Port, and remove the vessel from Port property.
- **11/23/2022** – Nicholas was charged for the Boat Tow and Haul Out of his vessel.
- **11/28/2022** – Vessel was seized by the Port after receiving no correspondence from Nicholas. A certified letter with Notice of Seizure was sent to Nicholas's mailing address on file. This letter was returned to the Port "unclaimed" on 12/25/2022.
- **1/10/2023** – Following the Abandoned Vessel Checklist, 30 days passed after the seizure letter was sent, the Port had not received payment, nor correspondence from Nicholas; the Port assumed ownership of the vessel. Following ORS 830.933 the date the Port could sell or dispose of the vessel was January 10th, 2023.
- **1/13/2023** – Nicholas's account was billed for Yard Days through 1/10/2023 when the Port assumed ownership, for the storage of his vessel while the seizure process was underway. Finance charges were assessed accordingly.
- **4/10/2023** – The vessel was disposed of and a charge of \$835.20 for its disposal was added to Nicholas's account.

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$3,931.81**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$3,931.81**

Other Agreement/Terms as presented and approved. Customer balance is **\$3,931.81**

Authorized / Attached Minutes

Date

Port of Brookings Harbor
Balance Details for Ryder, Nicholas

All Transactions

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Amount</u>	<u>Aging</u>	<u>Open Balance</u>
Invoice	20221663	10/06/2022	Monthly Moorage, Boat remains in slip past moorage expiration date	10/06/2022	508.00	216	508.00
Total for Moorage							508.00
Invoice	20230450	11/23/2022	Boat Tow and Haul Out	11/23/2022	750.00	168	750.00
Invoice	20230452	01/13/2023	YARD DAYS for storage of vessel 11/24/22 - 1/10/23	01/13/2023	1,680.00	117	1,680.00
Total for Removing Vessel from Slip and Stoorage							2,430.00
Invoice	FC 1577	11/30/2022	Finance Charge	11/30/2022	13.78	161	13.78
Invoice	FC 1657	03/31/2023	Finance Charge	03/31/2023	144.83	40	144.83
Total for Finance Charges							158.61
Invoice	20230773	04/10/2023	DISPOSAL FEES - Curry Transfer & Recycling, Inc.	04/10/2023	835.20	30	835.20
Total for Disposing of Vessel "OR041RJ"							835.20
Total							3,931.81

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INFORMATION ITEM – A

DATE: May 17, 2023
RE: DEQ 1200Z, Tier II Time Extension
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Port must produce water samples at 6 discharge locations 4 times per year.
- September 2021, Port exceeded pollutant levels at 4 sites for Copper and Total Suspended Solids (TSS) and had to submit a corrective action plan for approval.
- Ports corrective action of paving and installing storm drains through HMGP that must be installed and implemented no later than September 30, 2023.
- Due to delays in funding and project scope of work changes through FEMA, we requested a one-year extension from DEQ to get these corrective actions installed and implemented.
- New Tier II implementation deadline is June 30, 2024.

DOCUMENTS

- Email from DEQ regarding Tier II status, 1 page
- Email from DEQ granting out extension for one year, 1 page

portmanager@portofbrookingsharbor.com

From: JACOBSEN Kathy R * DEQ <kathy.r.jacobsen@deq.state.or.us>
Sent: Tuesday, September 28, 2021 11:54 AM
To: travis@portofbrookingsharbor.com; portmanager@portofbrookingsharbor.com
Cc: JACOBSEN Kathy R * DEQ
Subject: File #126385 Port of Brookings Harbor - Triggered Tier II Requirement

DEQ File #126385
Port of Brookings Harbor, Curry County

After completing a review of this facility's stormwater monitoring data for the monitoring year July 1, 2020 – June 30, 2021, as reported on the submitted Discharge Monitoring Reports to DEQ, I am confirming to you that this facility has triggered Tier 2 corrective actions at the following monitoring location for the following pollutant:

- Monitoring location 103 for total copper
- Monitoring location 202 for total suspended solids
- Monitoring location 302 for total suspended solids and total copper
- Monitoring location 305 for total suspended solids and total copper
- If applicable, must include any other discharges locations that were deemed substantially similar to the locations listed above.

As required per the 1200-Z permit, Schedule A.12, beginning on page 21 of the permit, submit a proposed Tier 2 corrective action response to DEQ for our review no later than **December 31, 2021**. Review the entire Schedule A.12 to review your corrective action response options for a Tier 2 project and all of the applicable requirements.

You must also include this completed Tier 2 checklist with your proposal:
<https://www.oregon.gov/deq/FilterPermitsDocs/stormwater-tier2.pdf>

DEQ will then review your proposal and notify you if it is approved or denied. Once approved, your approved project must be installed and implemented no later than September 30, 2023.

Please confirm receipt of this notification, and contact me with any questions.

Respectfully,
Kathy Jacobsen, Stormwater Specialist
DEQ Western Region
165 E. 7th Avenue, Suite 100
Eugene, OR 97401
541-687-7326

We are in the process of modernizing and upgrading the way we accept, share and process information at DEQ with *Your DEQ Online*: a new centralized hub for communities, businesses and individuals. [Learn more.](#)



Travis Webster <travis@portofbrookingsharbor.com>

DEQ Tier II Extension Request

2 messages

Travis Webster <travis@portofbrookingsharbor.com>

Mon, Apr 24, 2023 at 10:41 AM

To: GIRARD Kendra * DEQ <Kendra.GIRARD@deq.oregon.gov>

Cc: Daniel Scarpine <daniels@aquariusenv.com>, EMC <emc@emcengineersscientists.com>, Danielle King <danielle@portofbrookingsharbor.com>

Kendra,

The Port of Brookings Harbor is requesting a 1 year extension for our Tier II Corrective Action Plan. The Port has experienced many difficulties due to funding agencies, staff turn over, and fitting into a contractors schedule. After speaking with the Port's engineer, Jack Akin with EMC-Engineers/Scientists, LLC, a one year extension, expiring on June 30, 2024, would allow the Port enough time to implement the much needed improvements to our facilities. Thank you for your time and consideration on this matter.

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Thank you,



Travis Webster
Port Manager

16330 Lower Harbor Rd, P.O. Box 848
Brookings OR 97415
Office: (541)469-2218 Ext: 406
Cell: (541)291-7380
Fax: (541)359-3999

GIRARD Kendra * DEQ <Kendra.GIRARD@deq.oregon.gov>

Tue, Apr 25, 2023 at 9:16 AM

To: Travis Webster <travis@portofbrookingsharbor.com>

Cc: Daniel Scarpine <daniels@aquariusenv.com>, EMC <emc@emcengineersscientists.com>, Danielle King <danielle@portofbrookingsharbor.com>, GIRARD Kendra * DEQ <Kendra.GIRARD@deq.oregon.gov>

Good morning, Travis.

Your Tier II implementation deadline extension request is approved. I will change the reporting obligation due date to June 30, 2024 in Your DEQ Online account.

Kendra Girard CPESC

Stormwater Specialist

Oregon Department of Environmental Quality

|541-294-4790|

kendra.girard@deq.oregon.gov

INFORMATION ITEM – B

DATE: May 17, 2023
RE: December 26 Storm Damage
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Acting Port Manager

OVERVIEW

- Curry County experienced a major storm from December 26 to December 31, 2022.
- The County requested for the Port put together a list of damages from the storm.
- Governor Kotek requested federal assistance, which was denied.

DOCUMENTS

- Letter to Governor Kotek, 1 pages



FEMA

April 4, 2023

The Honorable Tina Kotek
Governor of Oregon
900 Court Street, Suite 254
Salem, Oregon 97301-4047

Dear Governor Kotek:

This is in response to your February 27, 2023, request for a major disaster declaration for the State of Oregon as a result of a severe winter storm, straight-line winds, flooding, landslides, and mudslides during the period of December 26 to December 31, 2022. You specifically requested Public Assistance for 12 counties and Hazard Mitigation statewide.

Based on our review of all of the information available, it has been determined that the impact from this event was not of such severity and magnitude as to be beyond the capabilities of the state and affected local governments. Accordingly, we have determined that supplemental federal assistance is not necessary. Therefore, I must inform you that your request for a major disaster declaration is denied.

FEMA's Region X Regional Administrator will communicate any additional resources that may be available through Other Federal Agencies and/or volunteer organizations to address unmet needs for survivor assistance. In addition, FEMA will coordinate with the State of Oregon to identify additional damage information to support an appeal if necessary.

This denial may be appealed within 30 days after the date of this letter. Any appeal pursuant to 44 CFR § 206.46, along with additional information justifying the appeal, should be submitted to the President through Willie G. Nunn, Regional Administrator, FEMA Region X, located at 130 228th Street SW, Bothell, Washington 98021-8627.

Sincerely,

A handwritten signature in blue ink that reads "Deanne Criswell".

Deanne Criswell
Administrator

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