

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, February 15, 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	
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This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.	

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.

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.

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, February 15, 2023 at 2:00pm
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9. COMMISSIONER COMMENTS

10. NEXT REGULAR MEETING DATE – Wednesday March 15, 2023, at 2:00pm

11. 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
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, January 18, 2023

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

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

1. CALL MEETING TO ORDER

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

- **Port of Brookings Harbor Commissioners Present:**
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; Danielle King, Safety/Administrative; and James Walker, Port Counsel.
- Webster requested to add Action Item D, McLennan Excavation Payment Request #5. Heap requested to add Information Item F regarding the Chetco Indian Memorial. There were no other modification, additions, and changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:05

A motion was made by Speir and seconded by Hartung to approve the agenda with additional Action Item D and Information Item F. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:55

A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 21, 2022.

A motion was made by Speir and seconded by Hartung to approve the meeting minutes. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 0:03:25

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:31

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of December. Webster reviewed incidents that happened throughout the Port and reviewed the financials. Board allowed public comment.

A motion was made by Range and seconded by Jonas to approve the management reports. The motion passed 5 – 0.

6. ACTION ITEMS

A. Resolution 2023-01, Registered Agent – Audio time 0:13:58
Webster reviewed item with the Board.

A motion was made by Jonas and seconded by Speir to approve Resolution 2023-01, Approval of Registered Agent. The motion passed 5 - 0.

B. Art on the Coast – Audio time 0:14:49

Webster explained that the event organizer, Laura Brown, has requested a reduced rate for this year's event. Webster recommended to keep the rates the same and maybe at a later date look at the agreement to add something for non-profit, Heap agreed.

A motion was made by Hartung and seconded by Speir to retain the fees as scheduled. The motion passed 5 – 0.

C. Mountain View Motorcycle Shop Lease – Audio time 0:20:03

Webster reviewed item with the Board and explained the condition the building was left in. The Board discussed what to do with the building next. Heap suggested to recover our costs and determine at a later date if it's worth fixing or not. Range suggested to add January rent to the bill.

A motion was made by Heap and seconded by Range to approve billing for the \$3250 that is owed to us plus January rent, no return of the security deposit and terminate lease on January 31, 2023. The motion passed 5 – 0.

D. McLennan Excavation Payment Request #5 – Audio time 0:33:37

Webster reviewed item with the Board.

A motion was made by Range and seconded by Speir to approve McLennan Excavation progress Payment No. 5 for \$132,159.52 for work performed December 1, 2022 – January 6, 2023, per contract. The motion passed 5 – 0.

7. INFORMATION ITEMS

A. 2023 Events – Audio Time 0:36:19

Webster wanted the board to be aware of upcoming events. The Board requested to talk to event coordinators about upcoming events. Webster stated that he will contact the coordinators.

B. RV Park Project Update – Audio time 0:42:16

Webster reviewed item with the board. It has been expressed to the contractor to start to get things moving on our good weather days, and hoping sites will be opening in the middle of March.

C. 2022 Commissioner Meeting Summary – Audio time 0:45:53

Webster just wanted the Board to see what items were discussed in the month of 2022.

D. Storm Damage – Audio time 0:47:22

Webster informed the Board that December has had a lot of weather, and the County has declared a local emergency for December 9-10 and December 25-26. The Port is currently putting information together for the County of any costs associated with the storms.

E. Miss Stacey Update – Audio time 0:53:08

Webster informed the Board that there is a new owner who plans to remove the vessel from the harbor.

F. Chetco Indian Memorial – Audio time 0:55:13

Heap was given a letter regarding the maintenance of the piece of property, asking if the Port had an issue with the tribe taking over the maintenance again.

Range discussed with Webster about the vessels giving off electrolysis in the water.

8. EXECUTIVE SESSION per ORS 192.660 (2)(a)

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)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Any member of the media that is here may remain. 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 3:36 PM.

9. COMMISSIONER COMMENTS – Audio time 0:00:51

Speir stated that Webster is doing a great job.

10. NEXT REGULAR MEETING DATE – Wednesday, January 18, 2023, at 2:00 PM

11. ADJOURNMENT – Audio time 0:01:11

Having no further business, the meeting adjourned at 3:37 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.

PORT MANAGER / HARBORMASTER MONTHLY REPORT

Date: February 15, 2023
Period: January 2023
To: Port Commission
Issued By: Travis Webster, Port Manager / Harbormaster

RV Park

RV park project continues to move forward. Sites 1-22; concrete patios and electrical pads have been installed. Electricians will come next and begin installing the electrical pedestals while grading is being completed. After final grading is complete, port staff will install site dividers.

RV park office was remodeled by staff. We added new floors, desk, bookshelves, front door, and paint. This was a much need upgrade to make the office presentable for staff and guests.

January 5th RV Park suffered overtopping throughout the park. Log debris deposited on the beach from December storms and January king tides and high surf contributed to the temporary closure of the park. SR construction was able to respond and clear the roadway and walking path. The park was opened later that day.

February staff will remove the blocks at the walking entrances along the beach. Blocks will go back in when a storm is predicted to have impacts at the park.

Occupancy Percent by Month & Year

	2019	2020*	2021	2022	2023	Change from 2022	Forecast**
January	10.3	7.5	19	17	7	(10)	
February	7.3	16	23	26			7
March	16.8	16.4	39	29			2
April	13.5	0	27.5	23			1
May	26.4	5.7	43.1	31			6
June	39.9	71.1	59.5	45			5
July	61.3	84.7	85	72			21
August	60.8	70	77	68			
September	45.4	51	64	61			
October	25.4	68	34	27			
November	15.2	22	21	8			
December	8.5	15	11	6			

Average 27.5 35.6 41.9 32.9

* April & most of May 2020 RV Park was closed due to COVID-19.

** Forecast – Park allows for guests to reserve 6 months in advance.

Marina

Staff made multiple trips in work boat removing debris that continuously make there way down the river during large events. These large events also create heavy surge which is very destructive to vessels, docks, and banks throughout the basins.

Staff completed our IDA (Initial Damage Assessment) for county declared storm December 25th and 26th and have turned it into the county for submission to OEM (Oregon Emergency Management).

Billiter Marine completed the pile replacement on O-22 in Basin 2. Staff is working on replacing the dock that was attached to the piling and will have the dock ready for lease soon. Now we will turn in the completion of the piling to SDIS for the rest of our reimbursement and send off completion of work under our JPA.

Field staff removed and replaced 2 40' fingers in Basin 2. One finger on N dock was in bad shape and due to storms was ready to be rebuilt. The other finger on O-dock where the pile replacement is taking place had to be built 2 ft longer due to the new pile replacement. The broken pile broke off at the mud line and the new one was not able to go back in the same place.

Currently Sani Sailors are marked out of order. The pump outs are monitored via cell networks and the pump out electronics need to be upgraded to meet the network needs. I will be working with Harbor Sanitary to see what can be done in the case that we really need to use one.

Boat Launches Paid through Launch Machine

	2019	2020	2021	2022	2023	Change from 2022
January	66	5	27	190	43	(147)
February	47	102	70	195		
March	66	204	178	196		
April	122	244	386	162		
May	276	282	233	161		
June	303	697	759	475		
July	794	1095	826	982		
August	875	768	716	762		
September	350	583	713	1,027		
October	518	713	518	668		
November	352	109	70	90		
December	53	40	60	93		
Totals	3,822	4,842	4,556	5001	43	(147)

Equipment Services Performed by Port Staff

Telehandler Work

	2019	2020	2021	2022	2023
January	4	2	0	8	3
February	1	6	3	2	
March	6	4	6	5	
April	7	10	5	7	
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	3

Travel Lift Haul-Outs

	2019	2020	2021	2022	2023
January	2	1	0	2	1
February	2	5	1	6	
March	4	5	6	6	
April	7	5	6	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	1

Commercial Receiving Dock

Public Hoist – Operational – Hoist use as picked up with the start of the crab season. Small unloads have started with vessels that have California permits and expect more when the season opens in our area.

Hallmark Seafood – Operational- No changes or deficiencies have been reported in the functionality of the dock. During Large rain events Hallmark dock area suffers from flooding due to the lack of drainage in the area.

Bornstein Seafood – Operational-

Pacific Seafood – Operational

Old Pacific Seafood Dock – Cleat Replacement at the top of the dock near the hoist.

New Pacific Seafood Dock – Fender piling was bent. Pile will need to be resecured with gussets. Port will work with Pacific Seafood to plan for this fix.

Commercial Retail Building

Staff repaired the outside beam at Tidewinds building. Sewer inspections were completed at all locations and documented. Material was ordered to replace rolling door at boatyard warehouse.

Mountain view custom cycles lease will formally end January 31st, 2023. Staff has removed all items left behind by the tenet and final invoice has been created and sent.

Maintenance Crew

Staff completed 89 work orders for the month of January. Start of the month included more storms and debris clean up. When the weather got better, staff was able to start fixing areas of the port that has been impacted from previous weather events.

Staff also has assisted with boats for the crab season. Our public hoist is getting used by resident vessels as well as out of town vessels. Time is being logged for port equipment use and billed accordingly. Local vessels were able to start dropping pots Feb. 1st.

Office Staff

We received a total of 8 applications for the Front Desk\ Moorage and Office Assistant. Interviews were conducted and offers were made for each position. Both applicants accepted the position and will start early February. Office staff has reorganized to make space for new staff and is fully set up for workstations. April and Danielle continue to rise to the occasion in the front office. They will be tasked with training new hires while maintaining what they are currently doing. All staff is stepping up while we are adjusting and doing a great job!!!

SAFETY, SECURITY, AND ENVIRONMENTAL MONTHLY REPORT

Date: February 15, 2023
Period: January 2023
To: Travis Webster, Port Manager
Issued By: Danielle King, Safety, Security, & Environmental Coordinator

Safety

Port staff was given the safety & health program, and was refreshed on basic housekeeping.

Incidents

POBH recorded (3) incidents for the month of January bringing the year total to (3). Incidents included:

1. A fishing vessel hit another boater that was drifting in their dingy in the harbor. Individual contacted State Police.
2. Milwaukee drill set was stolen from a fishing vessel on Q dock.
3. Dispute between a moorage holder and a port patron on the public fishing pier regarding the wake zone.

Security

Four Aces Security Solutions and POBH recorded (7) security issues for the month of January bringing the year total to (7). Issues included:

- (6) Overnight parking tickets.
- (1) Unauthorized visitors on Port Property after hours

Environmental / DEQ 1200-Z Industrial Stormwater

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

For January 2023:

3 Telehandler Jobs:

- 1/3 “Alex” 4 hours
- 1/5 “Miss Pacific” 3 hours
- 1/27 “Miss Sarah” 2 hours

1 Haul Outs:

- 1/20 United States Coast Guard

89 Work Orders completed – see attached spreadsheet.

1 boats were inspected for seaworthiness in January.

“Class Sea Lady” (P12) surrendered his slip / cancelled his moorage.

Boat has been hauled out, owner plans to sell it.

Ongoing Inspections:

Thor (O13) – has until 2/15 to repair for reinspection.

Currently scheduling upcoming Inspections for:

Nazdarovya (C14) – Customer cancelled his 12/16 inspection and did not show up for his rescheduled 12/29 inspection.

Rescheduled for February 7th at 2:30 pm

Taku (N20) – as of 11/29, waiting for customer callback to schedule.

Customer is aware that we will not accept moorage renewal unless inspection is completed.

Rhumba (I15) – will be scheduled for February 2023.

WORK ORDERS LOG
Port of Brookings Harbor
January 2023

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By
1/3/23	Port Shop	Paint Beams	Work in progress		Shawn & Sean
1/3/23	Basin 1 & 2	Complete Slip Inventory	Completed	1/5/23	Shawn
1/3/23	Basin 1 & 2	Walk Docks	Completed	1/3/23	Shawn & Sean
1/4/23	Port Shop	Paint Beams	Work in progress		Shawn & Sean
1/4/23	RV Park Office	Caulk and texture inside office	Completed	1/4/23	Shawn & Sean
1/5/23	Basin 1 & 2	Walk Docks - Retie Vessels	Completed	1/5/23	Shawn, Travis & Brent
1/5/23	RV Park	Traffic Control - Storm Damage	Completed	1/5/23	Shawn
1/5/23	Transient Dock	Add new cleat	Completed	1/5/23	Shawn
1/6/23	Port Property	Monthly Sewer Inspections	Completed	1/6/23	Brent
1/9/23	MT View Motorcycle Shop	Secure vacant building	Completed	1/9/23	Marian & Brent
1/9/23	Fuel Dock	Vacuumed water, turned alarm off	Completed	1/9/23	Brent
1/9/23	Connex/Storage Container	Fixed door	Completed	1/9/23	Marian & Brent
1/9/23	Basin 1 & 2	Walk Docks	Completed	1/9/23	Shawn & Sean
1/9/23	Basin 1	Fix (4) Triangles	Completed	1/9/23	Shawn & Sean
1/9/23	Basin 1, F 41	Boats lines snapped	Completed	1/9/23	All Maintenance Staff
1/9/23	Basin 1 B 25	Install new cleat	Completed	1/9/23	Shawn & Sean
1/9/23	RV Park Office	Hang new door	Completed	1/9/23	Shawn & Sean
1/10/23	RV Park Exit	Fill in potholes	Completed	1/10/23	Marian & Brent
1/10/23	RV Park Office	Remove carpet and install new floors	Completed	1/10/23	Shawn & Sean
1/11/23	Port Office	Repair office server	Completed	1/11/23	Brent
1/11/23	Basin 2 P 14	Retie vessel	Completed	1/11/23	Brent
1/11/23	Fuel Dock	Monthly Inspections	Completed	1/11/23	Brent
1/11/23	Basin 1 A 25/27	Repaired electrical pedestal	Completed	1/11/23	Sean
1/11/23	RV Park Office	Finsih installing floors and base boards, hang bl	Completed	1/11/23	Shawn & Sean
1/11/23	Fuel Dock	Fixed security camera	Completed	1/11/23	Brent
1/12/23	Basin 1 & 2	Walk Docks	Completed	1/12/23	Shawn & Sean
1/12/23	MT View Motorcycle Shop	Clean building	Completed	1/12/23	Shawn, Sean & Brent
1/12/23	Port Shop	Put signs together	Completed	1/12/23	Shawn & Sean
1/13/23	Basin 1 & 2	Remove debris from basin	Completed	1/13/23	Shawn, Sean & Brent
1/13/23	Basin 1 & 2	Walk docks - tighten cleats	Completed	1/13/23	Shawn & Sean
1/13/23	Kite Field Restroom	Fixed deadbolt	Completed	1/13/23	Marian & Brent
1/13/23	Boardwalk Mail	Cleaned out gutter	Completed	1/13/23	Marian
1/13/23	Basin 2 , I & J Dock	fixed tampered lock	Completed	1/13/23	Brent
1/13/23	Transient Dock - Sani-Sailo	Pipe dislocated	Completed	1/13/23	Marian & Brent
1/13/23	Fuel Dock	Vacuumed water, turned alarm off	Completed	1/13/23	Brent
1/13/23	Boat Yard	Bring logs up	Completed	1/13/23	Marian & Brent
1/13/23	Port Trucks	Oil change, Eq 1117, 1110, & 1109	Completed	1/13/23	Brent
1/17/23	RV Park	Fill in potholes	Completed	1/17/23	Marian & Brent
1/17/23	Basin 1 & 2	Walk Docks	Completed	1/17/23	Shawn & Sean
1/17/23	Basin 1 & 2	Clean up debris	Completed	1/17/23	Shawn & Sean
1/17/23	RV Park	located power pole with CCEC	Completed	1/17/23	Brent
1/17/23	Boat Launch Parking Lot	Reinstall one way sign	Completed	1/17/23	Shawn & Sean
1/17/23	Basin 2 Q 13	Replace cleat & screw down rubboard	Completed	1/17/2023	Shawn & Sean
1/17/23	Boat Yard	Unload pontoons from truck	Completed	1/17/23	Shawn, Sean, Travis & Brent
1/18/23	Port Shop	Cut & Stain fence boards	Work in progress	1/18/23	Shawn & Sean
1/18/23	Basin 1 & 2	Walk Docks	Completed	1/18/23	Shawn & Sean
1/18/23	RV Park, Space 82	Reattached electrical pannel	Completed	1/18/23	Brent
1/18/23	RV Park Office	Finish renovation	Completed	1/18/23	Brent
1/18/23	RV Park Restroom	fixed toilet	Completed	1/18/23	Brent
1/18/23	RV Park	Compacted dumpster	Completed	1/18/23	Brent
1/18/23	RV Park	Pick up garbage	Completed	1/18/23	Trent
1/18/23	RV Park Office	Hang new brochure holder	Completed	1/18/23	Trent
1/19/23	Transient Dock	dig out dirt from under ramp	Completed	1/19/23	Shawn & Sean
1/19/23	Boat Yard	unload truck	Completed	1/19/23	Shawn, Sean & Travis
1/19/23	Port Shop	Cut & Stain fence boards	Work in progress	1/19/23	Shawn & Sean
1/19/23	Port Property	Inspect sewer pumps	Completed	1/19/23	Brent

Date	Location	of Work	Action	Completed	Completed By	
1/20/23	Transient Dock	Fix gangway	Completed	1/20/23	Shawn, Sean, Travis & Brent	57
1/20/23	Port Office	Move Filing Cabinets	Completed	1/20/23	Shawn & Sean	58
1/3/23	RV Park Dry Camp	Threw away damaged signs	Completed	1/20/23	Trent	59
1/3/23	RV Park, Partial Hookups	Cleaned firepits	Completed	1/20/23	Trent	60
1/18/23	RV Park Restroom	Clean	Completed	1/18/23	Trent	61
1/4/23	RV Park	Cleaned Golf Cart	Completed	1/20/23	Trent	62
1/23/23	Boat Yard	Unload truck	Completed	1/23/23	Marian, Travis & Brent	63
1/23/23	Tidewinds	Replace beam & rafter	Completed	1/23/23	Shawn, Sean & Brent	64
1/23/23	Commercial Retail	Repair flag clasp	Completed	1/23/23	Shawn	65
1/24/23	Boat/Trailer Storage - 10 da	Replace Combo lock	Completed	1/24/23	Brent	66
1/24/23	Transient Dock	Move Cape Sebastian back to slip	Completed	1/24/23	Shawn, Sean, Travis & Brent	67
1/24/23	Basin 2	Move Taku	Completed	1/24/23	Shawn, Sean, Travis & Brent	68
1/24/23	Basin 2 N 20/22	Loosen finger to remove	Completed	1/24/23	Shawn & Sean	69
1/24/23	Basin 2, I - J Dock	Fix water line	Completed	1/24/23	Shawn & Sean	70
1/25/23	Sani-Sailors	Put Sani-Sailors out of service	Completed	1/25/23	Brent	71
1/25/23	Boat Yard	Repair broken dock	Work in progress	1/25/23	Shawn & Sean	72
1/25/23	Steel Wall	Move pots to steel wall	Completed	1/25/23	Shawn & Sean	73
1/25/23	RV Park, Womens Restroom	Fixed toilet	Completed	1/25/23	Brent	74
1/26/23	Basin 1 & 2	Removed debris	Completed	1/26/23	Sean, Travis & Brent	75
1/26/23	RV Park	Compact dumpster	Completed	1/26/23	Brent	76
1/26/23	Port Property	Annual Septic cleaning	Completed	1/26/23	Brent	77
1/25/23	RV Park Dry Camp	Weedeated/mowed	Completed	1/27/23	Trent	78
1/26/23	Boat Yard	Rebuild dock	Work in progress	1/26/23	Shawn & Sean	79
1/25/23	RV Park, Dry Camp	cleaned up debris	Completed	1/27/23	Trent	80
1/27/23	RV Park	Fixed WiFi	Completed	1/27/23	Shawn & Sean	81
1/27/23	Basin 2 C Docks	Remove finger and take out of water	Completed	1/27/23	Shawn, Sean & Brent	82
1/27/23	Boat Yard	Rebuild dock	Work in progress	1/27/23	Shawn & Sean	83
1/30/23	Eq 1117	Fixed flat tire	Completed	1/30/23	Brent	84
1/30/23	Pac Choice	measure for cleat repair	Completed	1/30/23	Travis & Brent	85
1/30/23	Eq 4605	Replaced parking rocker switch	Completed	1/30/23	Brent	86
1/30/23	RV Park Office	Removed old brochure rack	Completed	1/30/23	Trent	87
1/30/23	RV Park Site 86	removed sewage left on ground	Completed	1/30/23	Trent	88
					Total Work Orders	89

Date	Total Units	Occupied Units	Unoccupied Units	Occupancy
01/01/2023	127	29	98	23%
01/02/2023	127	10	117	8%
01/03/2023	127	10	117	8%
01/04/2023	127	10	117	8%
01/05/2023	127	7	120	6%
01/06/2023	127	9	118	7%
01/07/2023	127	9	118	7%
01/08/2023	127	8	119	6%
01/09/2023	127	8	119	6%
01/10/2023	127	8	119	6%
01/11/2023	127	7	120	6%
01/12/2023	127	6	121	5%
01/13/2023	127	10	117	8%
01/14/2023	127	13	114	10%
01/15/2023	127	8	119	6%
01/16/2023	127	6	121	5%
01/17/2023	127	5	122	4%
01/18/2023	127	6	121	5%
01/19/2023	127	7	120	6%
01/20/2023	127	7	120	6%
01/21/2023	127	12	115	9%
01/22/2023	127	8	119	6%
01/23/2023	127	8	119	6%
01/24/2023	127	11	116	9%
01/25/2023	127	11	116	9%
01/26/2023	127	13	114	10%
01/27/2023	127	9	118	7%
01/28/2023	127	10	117	8%
01/29/2023	127	8	119	6%
01/30/2023	127	5	122	4%
01/31/2023	127	4	123	3%
	3937	282		
January Occupancy		7%		
Total				

Six Month Occupancy Forecast	
February	7%
March	2%
April	1%
May	6%
June	5%
July	21%



Brooking Harbor VenTek RCS

Monthly Transactions Summary Report

2 Feb 2023 8:44:19AM

Date: January 01, 2023 to January 31, 2023

Payment type: ALL

Transaction IDs: ALL

Terminals: ALL

Location	Terminal	Product	Count	Cash	Visa	MC	Amex	Discover	Smart Card	Debit	Cash Refund	Credit Refund	Total
Date: 2023 / January													
1	VS_All Pay												
	1	Boat Launch	45	100.00	85.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00
	2	Daily Moorage	3	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
	4	Trailer Storage	2	0.00	10.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
		Subtotal	50	100.00	140.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
Total Sales			50	100.00	140.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
Grand Totals													
Total Sales			50	100.00	140.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00

110

INFORMATION ITEM – A

DATE: February 15, 2023
RE: Piling Replacement, O Dock
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- January 24, 2022, Report of broken piling.
- March 22, 2022, Quote from Billeter Marine turned into SDIS
- April 9, 2022, Insurance paid \$31,050.00.
- January 23, 2023 Pile Replacement was completed.
- \$15,450.00 will be recovered now that the piling is in.

DOCUMENTS

- Billeter Quote, 1 page
- SDIS insurance claim & payment, 3 pages
- Before & after pictures of location, 5 pages

Billeter Marine, LLC
 520 3rd Court
 Coos Bay, OR 97420
 CCB# 166653



Office: 541-269-8600
 Fax: 1-266-0532
 www.billetermarine.com

Billeter Marine Project Quote

Date: 3/22/2022

To: Port of Brookings Address: P.O. Box 848 16330 Lower Harbor Rd Brookings OR 97415	Contact: Travis Webster Phone: (541) 469-2218 Email:
---	--

Project: Piling Replacement

Description of work:
Remove 1 existing wood piling on dock finger, Basin 2, O Dock per map provided, Install 1 new .5 x 12 x 60' Pipe Pile with fusion bond epoxy coating in same location. Disposal of existing wood piling by others.

Item #	Item Description	Quantity	Unit	Unit Price	Total Price
1	Pull Existing Piling	1	Each	\$400.00	\$400.00
2	.5x12x50' Pipe Pile Epoxy Coated	60	LF	\$165.00	\$9,900.00
3	100 Ton Truck Crane - Mobilization	1	LS	\$2,400.00	\$2,400.00
4	45 Ton Crawler Crane - Mobilization	1	LS	\$2,400.00	\$2,400.00
5	Flex Float Mobilization from Seattle to Brookings and Back	1	LS	\$2,800.00	\$2,800.00
6	Vibro Hammer Mobilization From Fife to Brookings & Back	1	LS	\$2,400.00	\$2,400.00
7	Small Tug Mobilization	1	LS	\$500.00	\$500.00
8	Flex Float Rent	1	MO	\$13,950.00	\$13,950.00
9	Vibro Hammer Rental	1	MO	\$4,200.00	\$4,200.00
10	Small Tug Rental	3	DY	\$350.00	\$1,050.00
11	Build up Barge, load Crane, Drive Pile, Tear Down & Load	3	DY	\$3,850.00	\$11,550.00
12					
13					
14					
15					
16					
17					
Total Bid Price:					\$51,550.00

Not Included	
Permits Survey Engineering Special Inspections Testing - Including but not limited to, compaction, concrete, grout, rock, asbestos, lead, water Site Utilities -Water, power, lighting or sanitary facilities Bonds, payment or performance. If bonds required add 3% Asbestos or lead based paint abatement Landscaping	Drafting of plans either original or "as built" unless required by contract Contract retainage Traffic control Diver or tender for underwater inspections or work Access to work site

April 9, 2022

Port Of Brookings Harbor
Attn. Gary Dehlinger
PO Box 848
Brookings, OR 97415

SDIS Member: Port Of Brookings Harbor
Incident Date: 01/24/2022
Claim Number: GCPR2022069548

Gary,

Please find enclosed payment of \$31,050.00 for the Actual Cash Value of the piling damages less recoverable depreciation and \$5000 deductible. This amount is based on estimates, photos, and discussions. Per your coverage, the depreciation is recoverable once the property is replaced and the expenses are incurred.

Replacement Cost - Piling	\$ 51,500.00
Less recoverable depreciation	\$ (15,450.00)
Actual Cash Value	\$ 36,050.00
Less deductible	\$ (5,000.00)
Total Claim	<u>\$ 31,050.00</u>
less prior payment	
Balance Due	\$ 31,050.00

To claim the recoverable depreciation, please provide support (invoices, receipts, etc.) for the actual incurred expenses to replace the property. Thank you for your assistance in resolving this claim.

Sincerely,



Tim Bauer
Executive Property General Adjuster
S | D | I | S
Administrators for SDIS and PACE
Cell: 971.228.9083 | Fax: 503-620-9817





Fwd: Special Districts Insurance Services has sent you a payment

1 message

Tue, Apr 12, 2022 at 7:22 AM

Danielle King <danielle@portofbrookingsharbor.com>
To: Kim Boom <accounts@portofbrookingsharbor.com>

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

From: Viewpost <network@viewpost.com>
Date: Tue, Apr 12, 2022 at 6:23 AM
Subject: Special Districts Insurance Services has sent you a payment
To: <danielle@portofbrookingsharbor.com>

A payment is on the way.

Port Of Brookings Harbor has received a payment from Special Districts Insurance Services.

Amount Paid

\$31,050.00

From Special Districts Insurance Services

To Port Of Brookings Harbor

The check is estimated to be delivered by mail on or before April 15, 2022.

MEMO:
Piling Impact damages

Invoice Remittance		
Reference Number	302787	
Invoice Number	Invoice Date	Amount
		\$31,050.00
Total Remittance Amount	\$31,050.00	



Viewpost provides payment services. If you have questions regarding payment notifications from Viewpost, please email our support team at support@viewpost.com or visit our [Help Center](#).

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SPECIAL DISTRICTS INSURANCE SERVICES
PO BOX 12613
SALEM OR 97309

Your customer uses Viewpost,[®] a secure business network, to send electronic payments and provide online access to remittance details.

000 0001141 00000000 0001 0001 01110 INS: 0 0

PORT OF BROOKINGS HARBOR
PO BOX 848
BROOKINGS OR 97415

Contact your customer to learn more about electronic payment options and to request an invitation to join Viewpost.

Hello.



Fees may apply.

viewpost. See business better.[®]

Special Districts Insurance Services

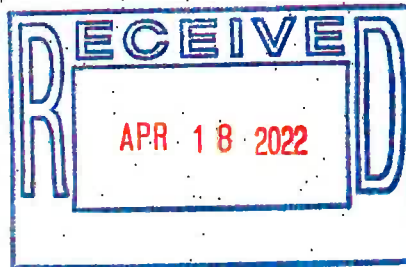
Remittance Detail 1/1

Invoice Number	Invoice Date	Invoice Description	Gross Amt	Adj Amt	Net Amt
		Claim Number: GCPR2022069548 ~ Claimant: Port Of Brookings Harbor ~ Event Date: 01/24/2022	0.00	0.00	31,050.00

Check Date: 04/11/2022

Check Number: 302787

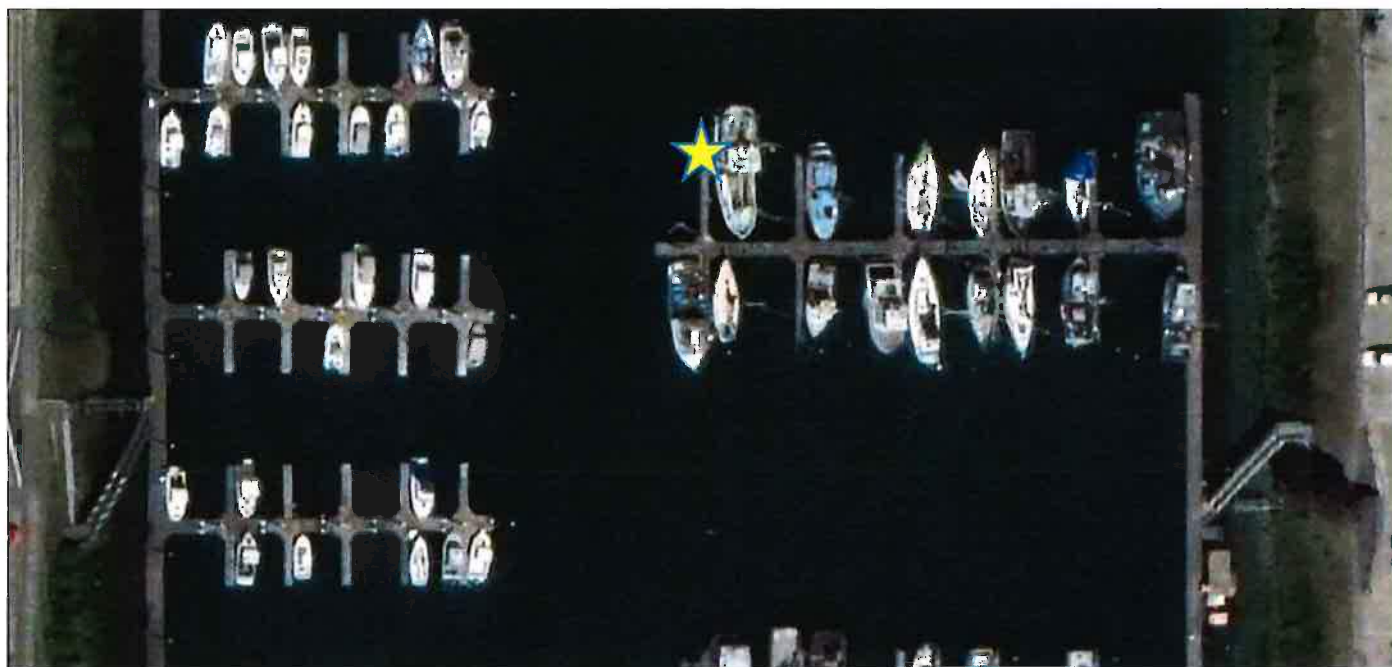
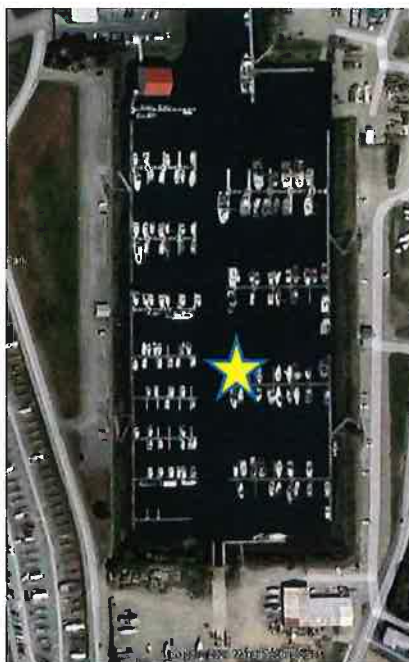
Check Amount \$31,050.00



ES122



**Port of Brookings Harbor
Location of Broken Pile
Basin 2 – Dock O, Slip 20-22**

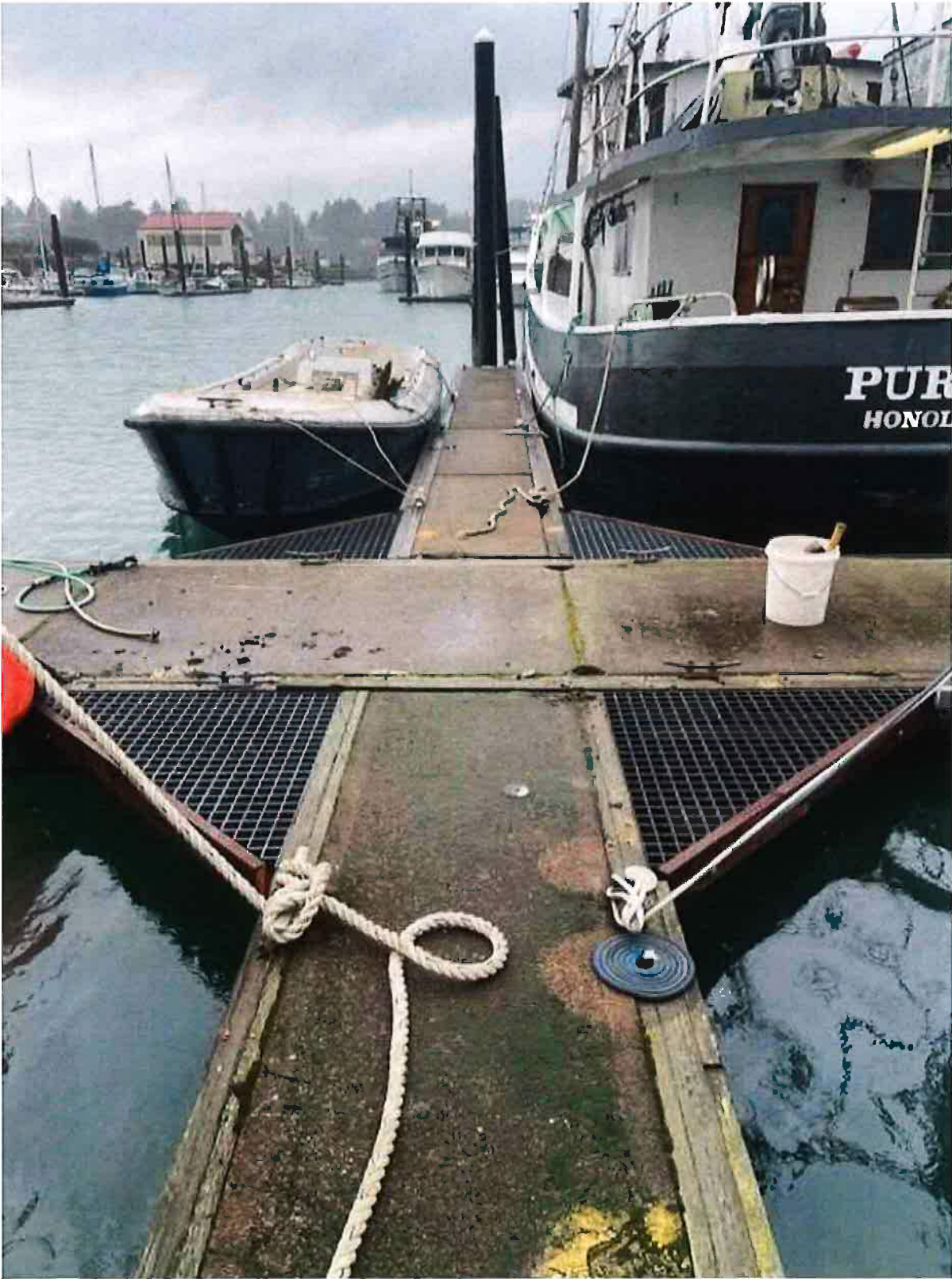


Jan
26th
2023



Jan
26
2023





INFORMATION ITEM – B

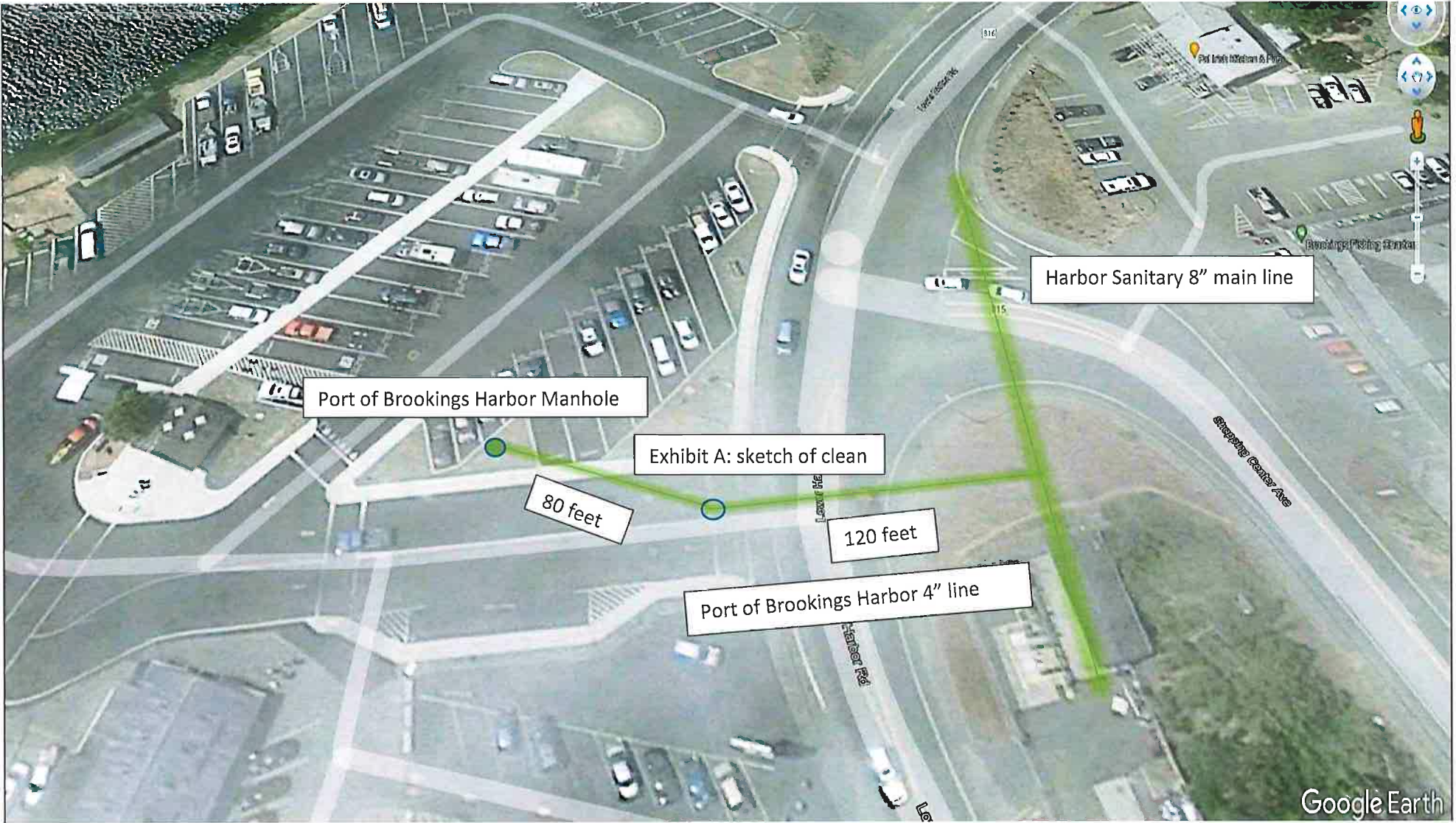
DATE: February 15, 2023
RE: Clean-out for Boat Launch Ramp Sewer
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Port has made multiple call outs for sewer line plugs.
- When line plugs it effects 2 business and launch ramp restroom.
- Port has purchased drain line cleaners and 300-foot camera.
- Current line length is 198 feet with no clean outs.

DOCUMENTS

- Map of area and clean out locations, 1 page
- Sketch of existing line with clean out added, 1 page



Port of Brookings Harbor Manhole

Exhibit A: sketch of clean

80 feet

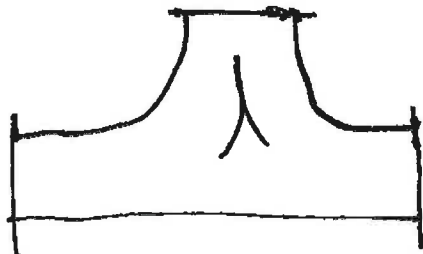
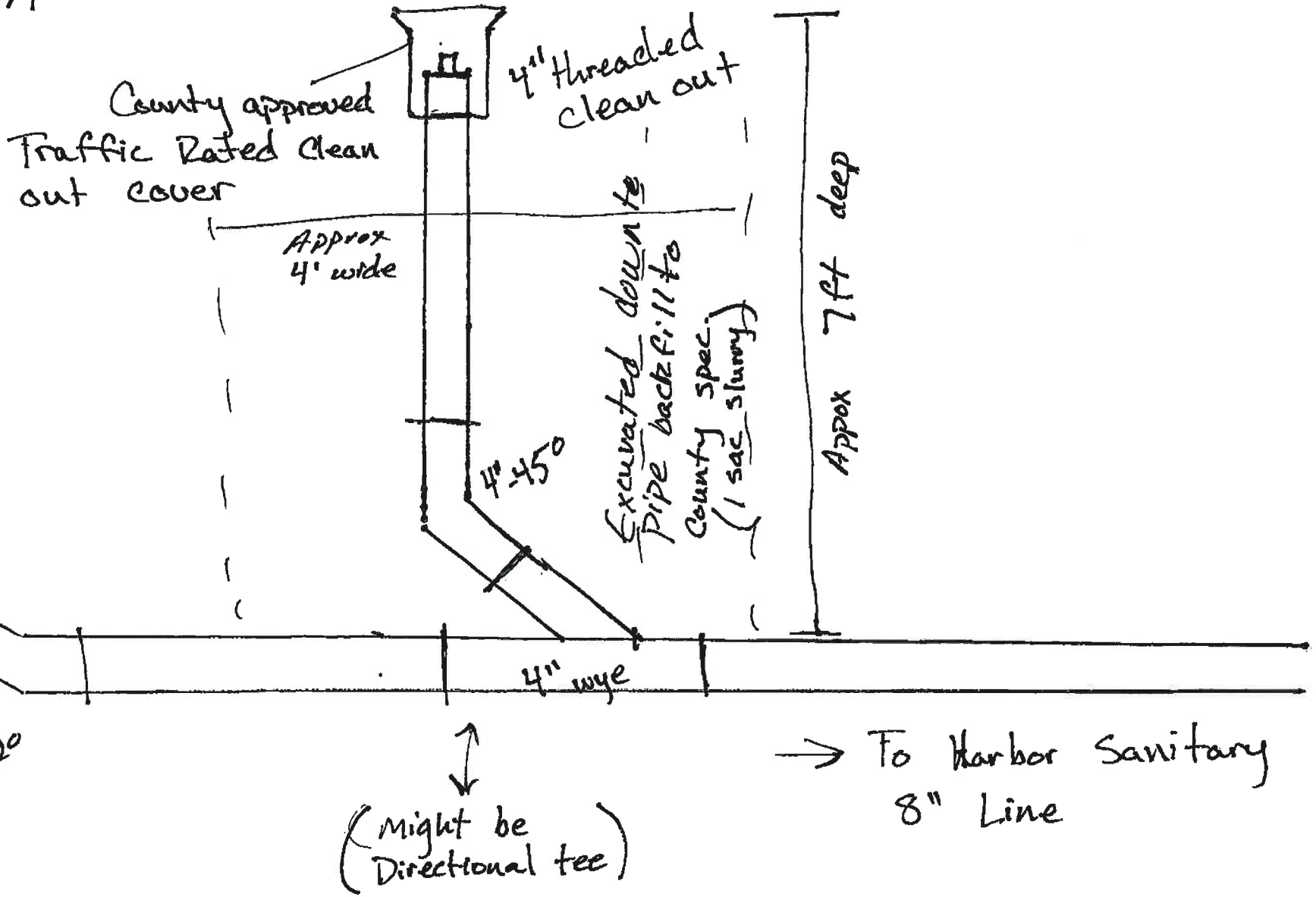
120 feet

Port of Brookings Harbor 4" line

Harbor Sanitary 8" main line

Google Earth

Exhibit A



INFORMATION ITEM – C

DATE: February 15, 2023
RE: Events Discussion with Bruce Ellis
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Discussion with Bruce Ellis on what the Port would like to see improved for upcoming events.

DOCUMENTS

- None

INFORMATION ITEM – D

DATE: February 15, 2023
RE: Port Rates
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Every year about this time the Port reviews the current rates and proposes new rates based on economic and other related factors. Usually, Port staff reviews the annual CPI for all West Urban Consumers for one of the factors of the rate increases. Most Port leases have built within them an annual CPI increase. Some leases have flat rate increases every five years. Keeping our lease rates equal, we typically raise the base lease rates by the annual CPI amount.
- Last year rates were increased by the annual CPI of 4.5%.
- Per Resolution No. 444 Dredging Surcharge, approved June 17, 2014, the Port may add 2% to the standard rate increase of 5% at the discretion of the Port Manager on an annual basis. Port will maintain the current contribution to dredge fund.
- The annual CPI for all West Urban Consumers for 2022 is 6.5% per the U.S. Bureau of Labor Statistics.

DOCUMENTS

- Proposed rates, 16 pages

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2023 to JUNE 30, 2024**

TABLE OF CONTENTS

SECTION 1	SERVICE RATES	PAGE 1
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SECTION 3	MOORAGE	PAGE 3
SECTION 4	FUEL	PAGE 4
SECTION 5	RV PARK	PAGE 5
SECTION 6	COMMERCIAL RETAIL	PAGE 6
SECTION 7	ADMINISTRATIVE FEES	PAGE 7
SECTION 8	INSURANCE CERTIFICATE LIMITS	PAGE 8
SECTION 9	PUBLIC DOCK HOIST	PAGE 9

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 1. Service Rates

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

	FY 2022-23 Rate	FY 2023-24 Rate	Rounded to nearest dollar or as noted
A. <u>Forklift, 5 ton capacity</u>			
per hour	\$ 69.00	\$ 73.50	
B. <u>12 K Telehandler</u>			
per hour	\$ 138.00	\$ 147.00	
C. <u>Port Truck</u>			
per hour	\$ 69.00	\$ 73.50	
D. <u>Port Boat</u>			
per hour	\$ 138.00	\$ 147.00	
E. <u>Boat Pump Out</u>			
per hour	\$ 115.00	\$ 122.50	
F. <u>Welding Machine</u>			
per hour	\$ 69.00	\$ 73.50	
G. <u>Welding Plug</u>			
per day	\$ 20.00	\$ 21.00	
H. <u>Boat / Trailer Storage</u>			
Fenced Area			
per day, maximum 10-days	\$ 10.00	No Change	
per month	\$ 100.00	No Change	
I. <u>Gear Storage</u>			
per SF per month <i>Needs to be discussed at meeting</i>	\$ 0.10	Keep at 0.10 or increase to 0.11	
J. <u>Clean-Up</u>			
Fees will be charged for each man-hour at established rates			
Equipment charges are extra	Time and Materials	No Change	
K. <u>Disposal Fees</u>			
1) Waste Oil	No Charge		
2) Oil-Water Mix per gallon	Time and Materials	No Change	
3) Net / Gear Disposal			
per pound	Time and Materials		
4) Garbage, per pound	Time and Materials		
L. <u>Port Labor</u>			
1) All Port Labor including administration staff			
per hour	\$ 100.00	No Change	
2) Overtime, any service required outside established working hours			
per hour	\$ 120.00	No Change	
3) Emergency call-out			
Any services requiring a port employee NOT currently on duty to report to duty after hours will be charged twice the normal rate			
per hour, minimum 1 hour	\$ 200.00	No Change	
M. <u>Permit to Sell Fish from Boat, per year</u> <i>Needs to be discussed at meeting</i>	\$ 10.00	Keep at 10.00 or increase ?	
N. <u>Outside Crane Use on Port Property</u>			
Crane certification per OR/OSHA and Insurance required per Section 9A (Port approval prior to work)			

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 2. Boat Yard

A routine maintenance haul-out or launch is not an emergency. An emergency situation exists only when a vessel is distressed to the degree that it is taking on water at a rate that will cause damage that can be prevented by removing the vessel from the water. All routine vessel maintenance must be scheduled through Port Office.
Haul-out includes one hour of in strap for boat wash. 1-hour minimum on hourly rates.
No long term storage rates for boats in the boat yard.

	FY 2022-23 Rate	FY 2023-24 Rate
<u>Boat Travel Lift 50 MT Capacity - Includes 1-Hour Boat Wash</u>		
A. Two Moves	\$ 600.00	\$ 639.00
B. Single Move	\$ 400.00	\$ 426.00
C. After Hours Move Surcharge	\$ 250.00	\$ 266.00
D. Boat Wash Additional Hour	\$ 70.00	\$ 75.00
E. Remain in Straps After 1-Hour with Port Approval, Per Hour	\$ 200.00	\$ 213.00
F. Trailers Lifts (Placing On or Removing), Plus Hourly Port Labor Rates May Apply	\$ 400.00	\$ 426.00
G. Environmental Service Charge	10% of Total Invoice	No Change
Service charge includes stormwater pollution controls and testing.		

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

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

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

A. <u>Moorage Rate includes Power & Water, per linear foot</u>	FY 2022-23 Rate	FY 2023-24 Rate
1) Daily	\$ 0.71	\$ 0.76
2) Weekly	\$ 4.23	\$ 4.50
3) Calendar Month	\$ 12.70	\$ 13.52
4) Semi-Annual	\$ 28.84	\$ 30.71
5) Annual	\$ 50.63	\$ 53.92
6) <i>Live-aboard. Monthly rate by agreement only.</i>		
a) First person	\$ 82.50	\$ 88.00
b) Each additional	\$ 82.50	\$ 88.00
B. <u>Charter Boats</u>		
Charter License, <i>annual rate per vessel</i>		
per boat with Annual Moorage Agreement (includes Launch Fee)	\$ 200.00	No Change
per boat without Moorage Agreement (includes Launch Fee)	\$ 300.00	No Change
C. <u>Dock Box - No New Dock Boxes</u>		
.....		
D. <u>Line Replacement</u>, Hourly labor rate, half hour minimum		
per cost of rope, plus Port Labor	Time and Materials	No Change
E. <u>Launch Fee</u>		
1) Daily	\$ 5.00	No Change
F. <u>Boat Launch Pass</u>		
1) Annual Boat Launch Pass	Discounted Rates	
a) Jan - June, to remainder of year \$ 150.00	\$ 120.00	No Change
b) July - Sept, to remainder of year \$ 100.00	\$ 80.00	No Change
c) Oct - Dec, to remainder of year \$ 75.00	\$ 60.00	No Change

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

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

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

A. <u>Moorage, per linear foot</u>	FY 2022-23 Rate	FY 2023-24 Rate
1) Daily	\$ 0.69	\$ 0.73
2) Weekly	\$ 4.11	\$ 4.37
3) Calendar Month	\$ 12.30	\$ 13.10
4) Semi-Annual	\$ 27.93	\$ 29.74
5) Annual	\$ 49.04	\$ 52.22

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

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

A. <u>Moorage, per linear foot</u>	FY 2022-23 Rate	FY 2023-24 Rate
1) Daily	\$ 0.69	\$ 0.75
2) Weekly	\$ 4.11	\$ 4.48
3) Calendar Month	\$ 12.37	\$ 13.48
4) Semi-Annual	\$ 23.65	\$ 25.78
5) Annual	\$ 41.58	\$ 45.32

9% Increase

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 4. Fuel

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

	FY 2022-23 Rate	FY 2023-24 Rate
A. <u>Diesel, ULSD #2 Marine Blend</u>		
1) Fuel Rate, plus per gallon	\$ 0.35	\$ 0.37
B. <u>92 Pre Non Ethanol Gasoline</u>		
1) Fuel Rate, plus per gallon	\$ 1.20	No Change
C. <u>Fueling Over the Dock</u>		
per gallon	\$ 0.10	No Change
.....		

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 5. RV Park

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

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

1) Daily

	FY 2022-23 Rate	FY 2023-24 Rate
• Pull thru full hook-up	\$ 52.00	\$ 55.00
• Back in full hook-up	\$ 45.00	\$ 48.00
• Partial hook-up	\$ 37.00	\$ 39.00
• Dry Camping	\$ 33.00	\$ 35.00

2) Weekly

• Pull thru full hook-up	\$ 311.00	\$ 330.00
• Back in full hook-up	\$ 269.00	\$ 288.00
• Partial hook-up	\$ 221.00	\$ 234.00
• Dry Camping	\$ 197.00	\$ 210.00

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

1) Daily

• Pull thru full hook-up	\$ 44.00	\$ 47.00
• Back in full hook-up	\$ 38.00	\$ 40.00
• Partial hook-up	\$ 32.00	\$ 34.00
• Dry Camping	\$ 28.00	\$ 30.00

2) Weekly

• Pull thru full hook-up	\$ 263.00	\$ 282.00
• Back in full hook-up	\$ 227.00	\$ 240.00
• Partial hook-up	\$ 191.00	\$ 204.00
• Dry Camping	\$ 167.00	\$ 180.00

C. July 4th Holiday, 3 night minimum

1) Daily

• Pull thru full hook-up	\$ 96.00	\$ 102.00
• Back in full hook-up	\$ 85.00	\$ 90.00
• Partial hook-up	\$ 55.00	\$ 58.00
• Dry Camping	\$ 47.00	\$ 50.00

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

1) Daily

• Pull thru full hook-up	\$ 56.00	\$ 59.00
• Back in full hook-up	\$ 47.00	\$ 50.00
• Partial hook-up	\$ 38.00	\$ 40.00
• Dry Camping	\$ 35.00	\$ 37.00

E. Laundry Machines - Currently not available

per load	When Available	\$ 2.00	No Change
----------------	----------------	---------	-----------

F. Non-refundable Transaction Fee	\$ 8.00	No Change
---	---------	-----------

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 6. Commercial Retail

	FY 2022-23 Rate	FY 2023-24 Rate
A. <u>Warehouse - Shop</u> per square foot	\$ 0.58	No Change
B. <u>Warehouse - Storage</u> per square foot	\$ 0.46	\$ 0.49
C. <u>Commercial Docks</u> per square foot	\$ 0.72	\$ 0.76
D. <u>Surfaced Concrete</u> per square foot	\$ 0.58	\$ 0.61
E. <u>Surfaced Asphalt</u> per square foot	\$ 0.34	\$ 0.36
F. <u>Retail Center</u> per square foot	\$ 1.23	\$ 1.31
G. <u>Bare Ground</u> per square foot	\$ 0.10	No Change
H. <u>Port Meeting Room Suite 202</u> Flat daily rate from 8am to 8pm	\$ 50.00	\$ 53.00

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 7. Administration Fees

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

A. <u>Public Records Request Fee Schedule</u>	FY 2022-23 Rate	FY 2023-24 Rate
1) Copies of Public Records, Black & White, 8X11, per page	\$ 0.25	No Change
2) Copies of Sound Recordings	\$ 10.00	No Change
3) Copies of Port By-Laws, Codes	\$ 20.00	No Change
4) Copies of Nonstandard documents	Time and Materials	No Change
5) Attorney Review	at cost	No Change
B. <u>Research and Computer Time</u>		
Written request required. Hourly rate, half-hour minimum, under 15 min not charge	\$ 35.00	No Change
C. <u>CD Fee if available</u>	\$ 5.00	No Change
D. <u>Faxes/Emails. Per page</u>		
1) Local	\$ 1.00	No Change
2) Long Distance	\$ 1.50	No Change
3) Incoming	\$ 1.00	No Change
4) Copies	\$ 0.25	No Change
E. <u>Long Distance Phone Calls</u>	\$ 2.00	No Change
F. <u>Lamination, per page, letter size</u>	\$ 2.00	No Change
G. <u>Notice Posting. For non-payment of lease or moorage</u>	\$ 50.00	No Change
H. <u>Failure to Register. For research related to unregistered boats</u>	\$ 25.00	No Change
I. <u>Returned Check Fee</u>	\$ 50.00	No Change
J. <u>Per Annum Interest Rate. Applied to past due accounts</u>	18%	No Change
K. <u>POV Mileage Reimbursement Rate (IRS)</u>	Current	No Change
L. <u>Impound Seizure Fee. Vessel impounding</u>	\$ 750.00	No Change
M. <u>Events on Port Property</u>		No Change
1) Boardwalk, per day	\$ 650.00	\$ 700.00
2) Saturday Market, per vender	\$ 11.00	\$ 12.00
3) Car Shows, per vehicle	\$ 6.00	\$ 6.50
N. <u>Impound Seizure Fee. Car / Truck / Trailer/ RV, plus tow fee</u>	\$ 250.00	No Change
O. <u>Background Check</u>	\$ 25.00	No Change
P. <u>Credit Check</u>	\$ 35.00	No Change
Q. <u>Waiting List Application</u>	\$ 75.00	No Change
1) Annual Renewal	\$ 25.00	No Change
R. <u>Transfer List</u>	\$ 25.00	No Change

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 8. Insurance Certificate Limits

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

A. <u>Leases / Tenants</u>	FY 2022-23 Rate	FY 2023-24 Rate
1) General Liability, Each Occurrence	\$ 2,000,000.00	No Change
2) Damage to Rented Premises (each occurrence)	\$ 300,000.00	No Change
3) Medical Expenses (any one person).....	\$ 5,000.00	No Change
4) Personal and Adverse Injury	\$ 2,000,000.00	No Change
5) General Aggregate	\$ 2,000,000.00	No Change
6) Products - Comp/Op Aggregate	\$ 2,000,000.00	No Change
B. <u>Moorage & Transient Vessels - <i>Marine-Watercraft with Wreck Removal Policy and Port additional insured</i></u>		
1) Commercial Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
2) Recreational Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		
3) Charter / Guide Vessels		
a. Marine/Watercraft General Liability*	\$ 500,000.00	No Change
*Coverage to include wreckage removal and fuel spill liability		

**PORT OF BROOKINGS HARBOR
PROPOSED RATES
JULY 1, 2022 to JUNE 30, 2023**

Section 9. Public Dock Hoist, 600-Pound Maximum Capacity

Rates effective November 1, 2021. Public Dock Hoist Use Agreement & Release must be completed prior to use. Rates include dock and hoist only. No other equipment, scales or personnel are included in the rates.

<u>A. Equipment / Materials Loading or Offloading (600-Pound Maximum Capacity)</u>	FY 2022-23 Rate	FY 2023-24 Rate
per hour	\$ 35.00	\$ 37.00
.....		
<u>B. Fish / Crustaceans (600-Pound Maximum Capacity)</u>		
per pound	\$ 0.05	\$ 0.06
.....		

APPENDIX A

SPORT - BASIN 1 and 2

CALCULATED RATES PER LENGTH

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

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

Price includes voyage trash, power and shore water

Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	15.20	90.00	270.40	614.20	1078.40
21	15.96	94.50	283.92	644.91	1132.32
22	16.72	99.00	297.44	675.62	1186.24
23	17.48	103.50	310.96	706.33	1240.16
24	18.24	108.00	324.48	737.04	1294.08
25	19.00	112.50	338.00	767.75	1348.00
26	19.76	117.00	351.52	798.46	1401.92
27	20.52	121.50	365.04	829.17	1455.84
28	21.28	126.00	378.56	859.88	1509.76
29	22.04	130.50	392.08	890.59	1563.68
30	22.80	135.00	405.60	921.30	1617.60
31	23.56	139.50	419.12	952.01	1671.52
32	24.32	144.00	432.64	982.72	1725.44
33	25.08	148.50	446.16	1013.43	1779.36
34	25.84	153.00	459.68	1044.14	1833.28
35	26.60	157.50	473.20	1074.85	1887.20
36	27.36	162.00	486.72	1105.56	1941.12
37	28.12	166.50	500.24	1136.27	1995.04
38	28.88	171.00	513.76	1166.98	2048.96
39	29.64	175.50	527.28	1197.69	2102.88
40	30.40	180.00	540.80	1228.40	2156.80
41	31.16	184.50	554.32	1259.11	2210.72
42	31.92	189.00	567.84	1289.82	2264.64
43	32.68	193.50	581.36	1320.53	2318.56
44	33.44	198.00	594.88	1351.24	2372.48
45	34.20	202.50	608.40	1381.95	2426.40
46	34.96	207.00	621.92	1412.66	2480.32
47	35.72	211.50	635.44	1443.37	2534.24
48	36.48	216.00	648.96	1474.08	2588.16
49	37.24	220.50	662.48	1504.79	2642.08
50	38.00	225.00	676.00	1535.50	2696.00
51	38.76	229.50	689.52	1566.21	2749.92
52	39.52	234.00	703.04	1596.92	2803.84
53	40.28	238.50	716.56	1627.63	2857.76
54	41.04	243.00	730.08	1658.34	2911.68
55	41.80	247.50	743.60	1689.05	2965.60
56	42.56	252.00	757.12	1719.76	3019.52
57	43.32	256.50	770.64	1750.47	3073.44
58	44.08	261.00	784.16	1781.18	3127.36
59	44.84	265.50	797.68	1811.89	3181.28
60	45.60	270.00	811.20	1842.60	3235.20
61	46.36	274.50	824.72	1873.31	3289.12
62	47.12	279.00	838.24	1904.02	3343.04
63	47.88	283.50	851.76	1934.73	3396.96
64	48.64	288.00	865.28	1965.44	3450.88
65	49.40	292.50	878.80	1996.15	3504.80
66	50.16	297.00	892.32	2026.86	3558.72
67	50.92	301.50	905.84	2057.57	3612.64
68	51.68	306.00	919.36	2088.28	3666.56
69	52.44	310.50	932.88	2118.99	3720.48
70	53.20	315.00	946.40	2149.70	3774.40

APPENDIX A

SPORT - BASIN 1 and 2

CALCULATED RATES PER LENGTH

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

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

Price includes voyage trash, power and shore water

Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
71	53.96	319.50	959.92	2180.41	3828.32
72	54.72	324.00	973.44	2211.12	3882.24
73	55.48	328.50	986.96	2241.83	3936.16
74	56.24	333.00	1000.48	2272.54	3990.08
75	57.00	337.50	1014.00	2303.25	4044.00
76	57.76	342.00	1027.52	2333.96	4097.92
77	58.52	346.50	1041.04	2364.67	4151.84
78	59.28	351.00	1054.56	2395.38	4205.76
79	60.04	355.50	1068.08	2426.09	4259.68
80	60.80	360.00	1081.60	2456.80	4313.60
81	61.56	364.50	1095.12	2487.51	4367.52
82	62.32	369.00	1108.64	2518.22	4421.44
83	63.08	373.50	1122.16	2548.93	4475.36
84	63.84	378.00	1135.68	2579.64	4529.28
85	64.60	382.50	1149.20	2610.35	4583.20
86	65.36	387.00	1162.72	2641.06	4637.12
87	66.12	391.50	1176.24	2671.77	4691.04
88	66.88	396.00	1189.76	2702.48	4744.96
89	67.64	400.50	1203.28	2733.19	4798.88
90	68.40	405.00	1216.80	2763.90	4852.80
91	69.16	409.50	1230.32	2794.61	4906.72
92	69.92	414.00	1243.84	2825.32	4960.64
93	70.68	418.50	1257.36	2856.03	5014.56
94	71.44	423.00	1270.88	2886.74	5068.48
95	72.20	427.50	1284.40	2917.45	5122.40
96	72.96	432.00	1297.92	2948.16	5176.32
97	73.72	436.50	1311.44	2978.87	5230.24
98	74.48	441.00	1324.96	3009.58	5284.16
99	75.24	445.50	1338.48	3040.29	5338.08
100	76.00	450.00	1352.00	3071.00	5392.00

APPENDIX B

SPORT - BASIN 1 WATER ONLY

CALCULATED RATES PER LENGTH

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

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	14.60	87.40	262.00	594.80	1044.40
21	15.33	91.77	275.10	624.54	1096.62
22	16.06	96.14	288.20	654.28	1148.84
23	16.79	100.51	301.30	684.02	1201.06
24	17.52	104.88	314.40	713.76	1253.28
25	18.25	109.25	327.50	743.50	1305.50
26	18.98	113.62	340.60	773.24	1357.72
27	19.71	117.99	353.70	802.98	1409.94
28	20.44	122.36	366.80	832.72	1462.16
29	21.17	126.73	379.90	862.46	1514.38
30	21.90	131.10	393.00	892.20	1566.60
31	22.63	135.47	406.10	921.94	1618.82
32	23.36	139.84	419.20	951.68	1671.04
33	24.09	144.21	432.30	981.42	1723.26
34	24.82	148.58	445.40	1011.16	1775.48
35	25.55	152.95	458.50	1040.90	1827.70
36	26.28	157.32	471.60	1070.64	1879.92
37	27.01	161.69	484.70	1100.38	1932.14
38	27.74	166.06	497.80	1130.12	1984.36
39	28.47	170.43	510.90	1159.86	2036.58
40	29.20	174.80	524.00	1189.60	2088.80
41	29.93	179.17	537.10	1219.34	2141.02
42	30.66	183.54	550.20	1249.08	2193.24
43	31.39	187.91	563.30	1278.82	2245.46
44	32.12	192.28	576.40	1308.56	2297.68
45	32.85	196.65	589.50	1338.30	2349.90
46	33.58	201.02	602.60	1368.04	2402.12
47	34.31	205.39	615.70	1397.78	2454.34
48	35.04	209.76	628.80	1427.52	2506.56
49	35.77	214.13	641.90	1457.26	2558.78
50	36.50	218.50	655.00	1487.00	2611.00
51	37.23	222.87	668.10	1516.74	2663.22
52	37.96	227.24	681.20	1546.48	2715.44
53	38.69	231.61	694.30	1576.22	2767.66
54	39.42	235.98	707.40	1605.96	2819.88
55	40.15	240.35	720.50	1635.70	2872.10
56	40.88	244.72	733.60	1665.44	2924.32
57	41.61	249.09	746.70	1695.18	2976.54
58	42.34	253.46	759.80	1724.92	3028.76
59	43.07	257.83	772.90	1754.66	3080.98
60	43.80	262.20	786.00	1784.40	3133.20
61	44.53	266.57	799.10	1814.14	3185.42
62	45.26	270.94	812.20	1843.88	3237.64
63	45.99	275.31	825.30	1873.62	3289.86
64	46.72	279.68	838.40	1903.36	3342.08
65	47.45	284.05	851.50	1933.10	3394.30
66	48.18	288.42	864.60	1962.84	3446.52
67	48.91	292.79	877.70	1992.58	3498.74
68	49.64	297.16	890.80	2022.32	3550.96
69	50.37	301.53	903.90	2052.06	3603.18
70	51.10	305.90	917.00	2081.80	3655.40

APPENDIX B

SPORT - BASIN 1 WATER ONLY

CALCULATED RATES PER LENGTH

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

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
71	51.83	310.27	930.10	2111.54	3707.62
72	52.56	314.64	943.20	2141.28	3759.84
73	53.29	319.01	956.30	2171.02	3812.06
74	54.02	323.38	969.40	2200.76	3864.28
75	54.75	327.75	982.50	2230.50	3916.50
76	55.48	332.12	995.60	2260.24	3968.72
77	56.21	336.49	1008.70	2289.98	4020.94
78	56.94	340.86	1021.80	2319.72	4073.16
79	57.67	345.23	1034.90	2349.46	4125.38
80	58.40	349.60	1048.00	2379.20	4177.60
81	59.13	353.97	1061.10	2408.94	4229.82
82	59.86	358.34	1074.20	2438.68	4282.04
83	60.59	362.71	1087.30	2468.42	4334.26
84	61.32	367.08	1100.40	2498.16	4386.48
85	62.05	371.45	1113.50	2527.90	4438.70
86	62.78	375.82	1126.60	2557.64	4490.92
87	63.51	380.19	1139.70	2587.38	4543.14
88	64.24	384.56	1152.80	2617.12	4595.36
89	64.97	388.93	1165.90	2646.86	4647.58
90	65.70	393.30	1179.00	2676.60	4699.80
91	66.43	397.67	1192.10	2706.34	4752.02
92	67.16	402.04	1205.20	2736.08	4804.24
93	67.89	406.41	1218.30	2765.82	4856.46
94	68.62	410.78	1231.40	2795.56	4908.68
95	69.35	415.15	1244.50	2825.30	4960.90
96	70.08	419.52	1257.60	2855.04	5013.12
97	70.81	423.89	1270.70	2884.78	5065.34
98	71.54	428.26	1283.80	2914.52	5117.56
99	72.27	432.63	1296.90	2944.26	5169.78
100	73.00	437.00	1310.00	2974.00	5222.00

APPENDIX C

COMMERCIAL - BASIN 1 and 2

CALCULATED RATES PER LENGTH

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

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

Price includes voyage trash, power and shore water

Abuse of utility usage will be charged according.

LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
20	15.00	89.60	269.60	515.60	906.40
21	15.75	94.08	283.08	541.38	951.72
22	16.50	98.56	296.56	567.16	997.04
23	17.25	103.04	310.04	592.94	1042.36
24	18.00	107.52	323.52	618.72	1087.68
25	18.75	112.00	337.00	644.50	1133.00
26	19.50	116.48	350.48	670.28	1178.32
27	20.25	120.96	363.96	696.06	1223.64
28	21.00	125.44	377.44	721.84	1268.96
29	21.75	129.92	390.92	747.62	1314.28
30	22.50	134.40	404.40	773.40	1359.60
31	23.25	138.88	417.88	799.18	1404.92
32	24.00	143.36	431.36	824.96	1450.24
33	24.75	147.84	444.84	850.74	1495.56
34	25.50	152.32	458.32	876.52	1540.88
35	26.25	156.80	471.80	902.30	1586.20
36	27.00	161.28	485.28	928.08	1631.52
37	27.75	165.76	498.76	953.86	1676.84
38	28.50	170.24	512.24	979.64	1722.16
39	29.25	174.72	525.72	1005.42	1767.48
40	30.00	179.20	539.20	1031.20	1812.80
41	30.75	183.68	552.68	1056.98	1858.12
42	31.50	188.16	566.16	1082.76	1903.44
43	32.25	192.64	579.64	1108.54	1948.76
44	33.00	197.12	593.12	1134.32	1994.08
45	33.75	201.60	606.60	1160.10	2039.40
46	34.50	206.08	620.08	1185.88	2084.72
47	35.25	210.56	633.56	1211.66	2130.04
48	36.00	215.04	647.04	1237.44	2175.36
49	36.75	219.52	660.52	1263.22	2220.68
50	37.50	224.00	674.00	1289.00	2266.00
51	38.25	228.48	687.48	1314.78	2311.32
52	39.00	232.96	700.96	1340.56	2356.64
53	39.75	237.44	714.44	1366.34	2401.96
54	40.50	241.92	727.92	1392.12	2447.28
55	41.25	246.40	741.40	1417.90	2492.60
56	42.00	250.88	754.88	1443.68	2537.92
57	42.75	255.36	768.36	1469.46	2583.24
58	43.50	259.84	781.84	1495.24	2628.56
59	44.25	264.32	795.32	1521.02	2673.88
60	45.00	268.80	808.80	1546.80	2719.20
61	45.75	273.28	822.28	1572.58	2764.52
62	46.50	277.76	835.76	1598.36	2809.84
63	47.25	282.24	849.24	1624.14	2855.16
64	48.00	286.72	862.72	1649.92	2900.48
65	48.75	291.20	876.20	1675.70	2945.80
66	49.50	295.68	889.68	1701.48	2991.12
67	50.25	300.16	903.16	1727.26	3036.44
68	51.00	304.64	916.64	1753.04	3081.76
69	51.75	309.12	930.12	1778.82	3127.08
70	52.50	313.60	943.60	1804.60	3172.40

APPENDIX C

COMMERCIAL - BASIN 1 and 2

CALCULATED RATES PER LENGTH

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

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LENGTH	DAILY	WEEKLY	CALENDAR MONTH	SEMI-ANNUAL	ANNUAL
71	53.25	318.08	957.08	1830.38	3217.72
72	54.00	322.56	970.56	1856.16	3263.04
73	54.75	327.04	984.04	1881.94	3308.36
74	55.50	331.52	997.52	1907.72	3353.68
75	56.25	336.00	1011.00	1933.50	3399.00
76	57.00	340.48	1024.48	1959.28	3444.32
77	57.75	344.96	1037.96	1985.06	3489.64
78	58.50	349.44	1051.44	2010.84	3534.96
79	59.25	353.92	1064.92	2036.62	3580.28
80	60.00	358.40	1078.40	2062.40	3625.60
81	60.75	362.88	1091.88	2088.18	3670.92
82	61.50	367.36	1105.36	2113.96	3716.24
83	62.25	371.84	1118.84	2139.74	3761.56
84	63.00	376.32	1132.32	2165.52	3806.88
85	63.75	380.80	1145.80	2191.30	3852.20
86	64.50	385.28	1159.28	2217.08	3897.52
87	65.25	389.76	1172.76	2242.86	3942.84
88	66.00	394.24	1186.24	2268.64	3988.16
89	66.75	398.72	1199.72	2294.42	4033.48
90	67.50	403.20	1213.20	2320.20	4078.80
91	68.25	407.68	1226.68	2345.98	4124.12
92	69.00	412.16	1240.16	2371.76	4169.44
93	69.75	416.64	1253.64	2397.54	4214.76
94	70.50	421.12	1267.12	2423.32	4260.08
95	71.25	425.60	1280.60	2449.10	4305.40
96	72.00	430.08	1294.08	2474.88	4350.72
97	72.75	434.56	1307.56	2500.66	4396.04
98	73.50	439.04	1321.04	2526.44	4441.36
99	74.25	443.52	1334.52	2552.22	4486.68
100	75.00	448.00	1348.00	2578.00	4532.00

ACTION ITEM – A

DATE: February 15, 2023
RE: Mountain View Motorcycle Shop Future
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Lease has been month to month since December 31, 2021.
- Received cancelled insurance letter January 3, 2023.
- January 5, 2023 received email from Al Mills stating to terminate month to month lease.
- Has already vacated building, leaving it pretty much empty.
- Port will ensure that utility companies and county are aware of the termination.
- January 18, Regular Commissioner meeting the board approved to terminate lease as of January 31, 2023, and lease will be billed for the month of January.
- Port Staff cleaned out and threw away left over trash. Security Deposit was used for clean-up.
- After meeting with Harbor Sanitary, first thing we need to do is install its own water meter.

DOCUMENTS

- Pictures of building currently, 7 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
- **Option 1:** Motion to approve demolishing the building.
- **Option 2:** Motion to approve advertising the building as vacant and see what proposals may come through to fix the building.
- **Option 3:** Motion to approve getting quotes for the Port to make all needed repairs and make it a leasable building.

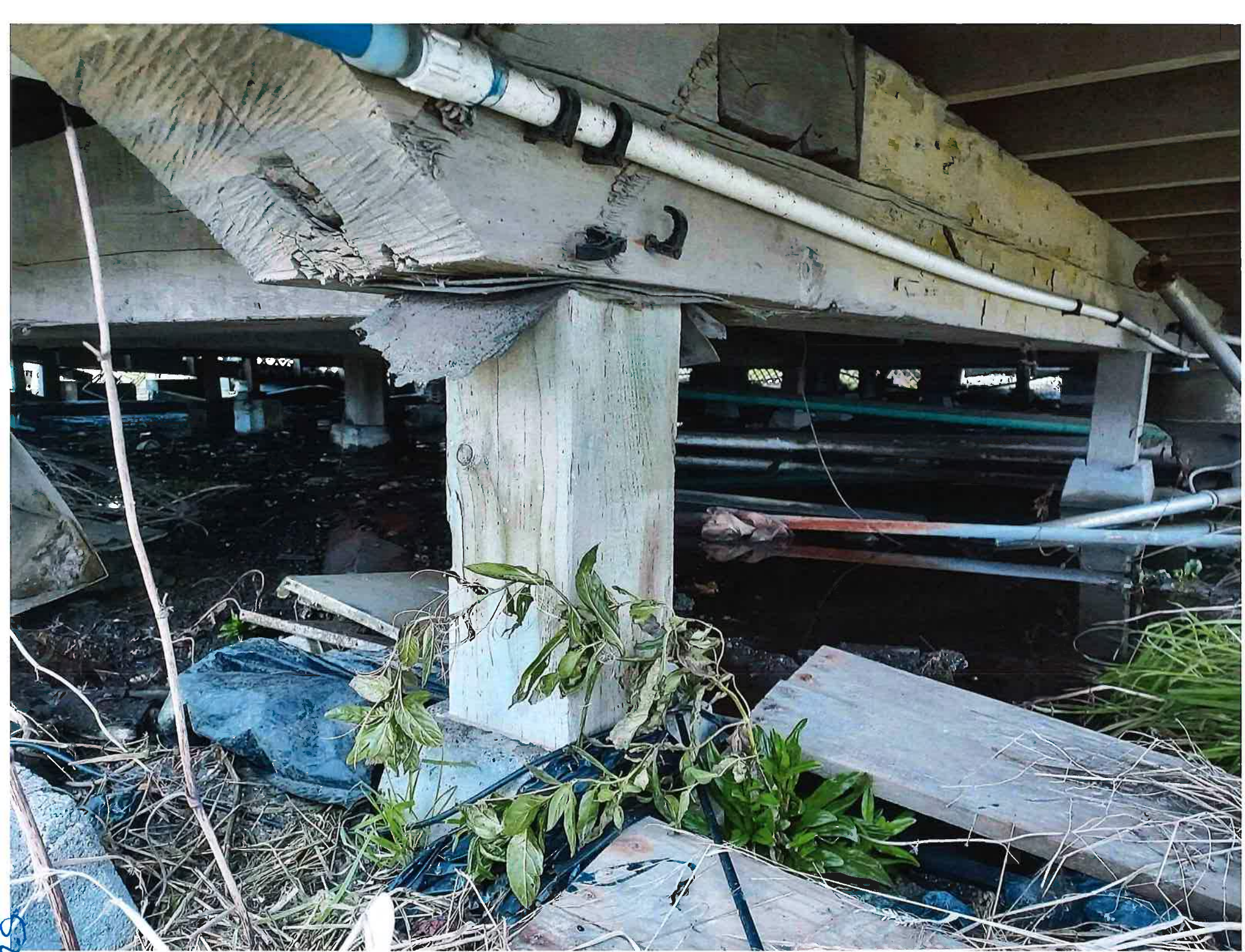


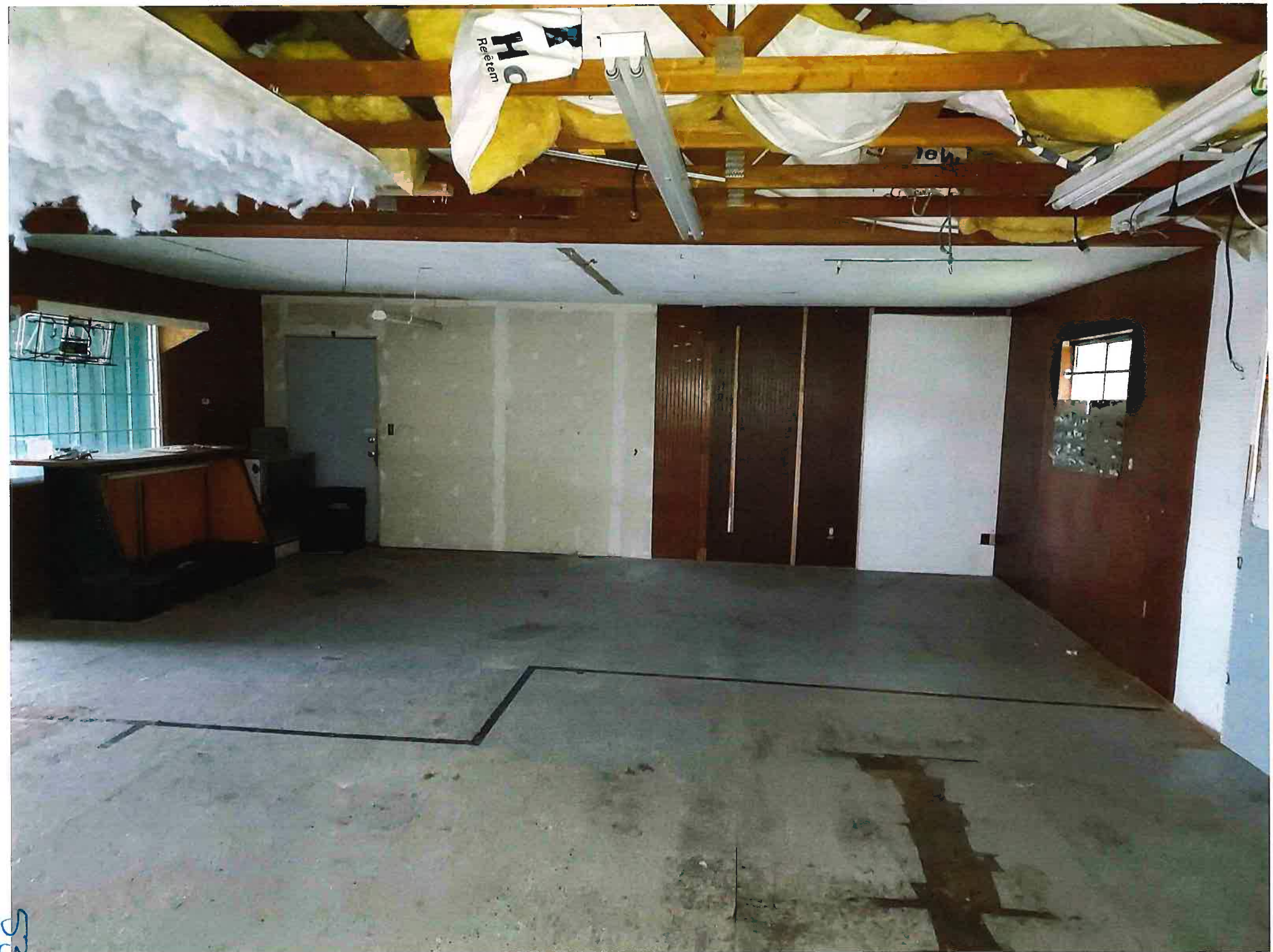


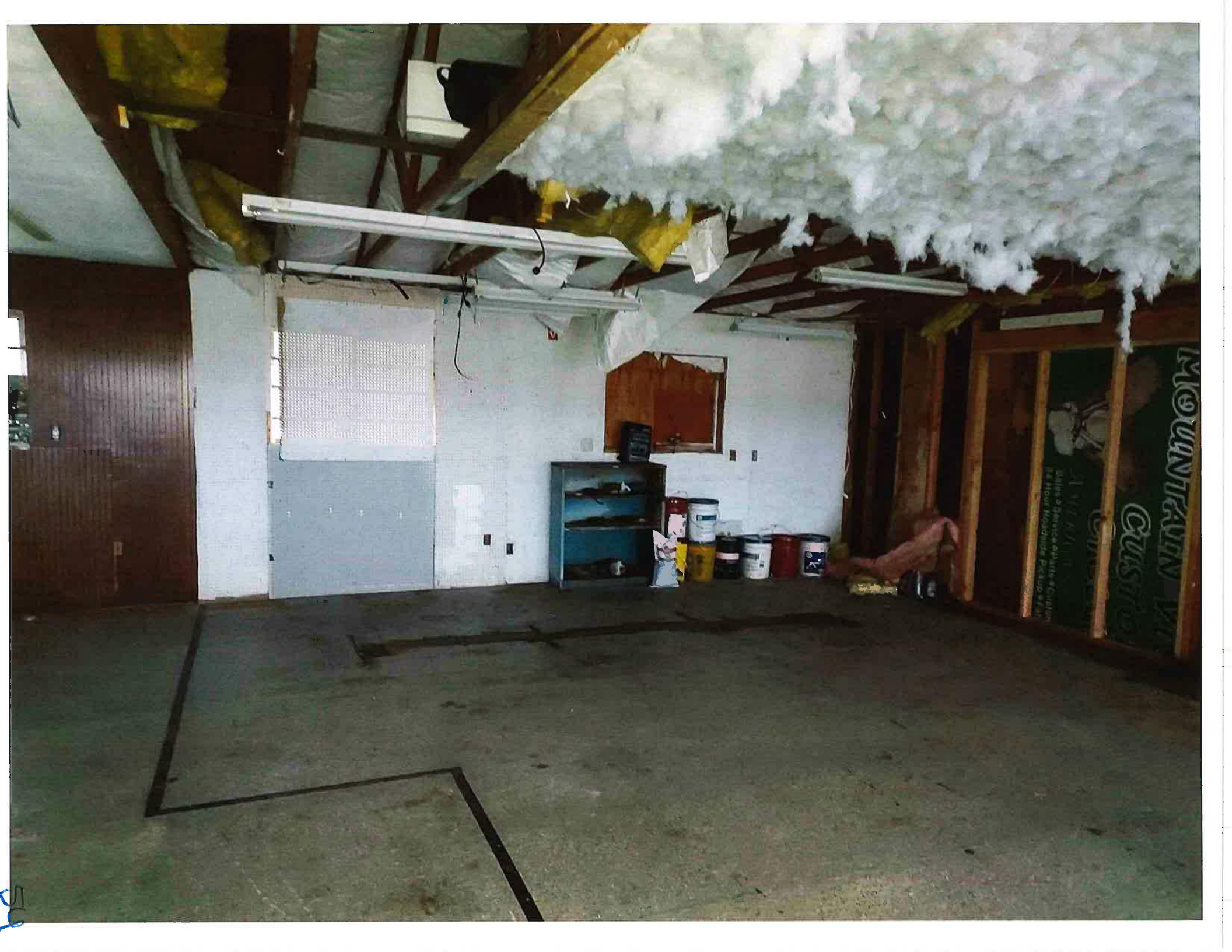
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Tattoo Studios
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DRAG











ACTION ITEM – B

DATE: February 15, 2023
RE: McLennan Excavation Payment Request #6
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.
- Three 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.
- Crow/Clay Associates received sixth payment request from McLennan Excavation for work performed January 6, 2023 through February 8, 2023.
- Port has received BOLI Payroll Wage Reports and verified accuracy.

DOCUMENTS

- McLennan Excavation Payment Request No. 6, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve McLennan Excavation progress Payment No. 6 for \$107,739.05 for work performed January 6, 2023 – February 8, 2023 per contract.

Contractor's Application for Payment No. 6

	APPLICATION PERIOD: January 6, 2023 to February 8, 2023	APPLICATION DATE: January 6, 2023
TO: Port of Brookings Harbor	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson / Crow - CrowClay & Associates Inc Architecture and Planning
PROJECT: Beachfront RV Park Improvements	CONTRACT:	
OWNERS CONTRACT NO. 19005	CONTRACTOR'S PROJECT NO. 2022 - Port of Brookings	ENGINEER'S PROJECT NO.:

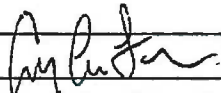
CHANGE ORDER SUMMARY		
Approved Change Orders		
Number	Additions	Deductions
1	\$28,972.56	
2		
3	\$29,670.81	
4	\$15,682.45	
5		
6		
7		
TOTALS	NET	
CHANGE BY CHANGE ORDERS	\$74,326.82	
	\$74,326.82	

1. ORIGINAL CONTRACT PRICE	\$ 657,000.00
2. Not change by Change Orders	\$74,326.82
3. Current Contract Price (Line 1 & 2)	\$ 731,326.82
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$ 609,688.97
5. RETAINAGE:	
a. 5% X \$609,688.97 Work Completed	\$ 30,484.45
b. 5% X \$23,223.27 Stored Materials	\$ 1,161.16
c. Total Retainage (Line 5.a + Line 5.b)	\$ 31,645.61
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.C)	\$ 578,043.36
7. LESS PREVIOUS PAYMENTS (Line 6 from prior application)	\$ 470,304.30
8. AMOUNT DUE THIS APPLICATION	\$ 107,739.06
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$ 142,960.75

\$153,283.46

Contractor's Certification

The undersigned Contractor certifies, to the best of its 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: 2/8/2023

Payment Of: ~~\$107,739.06~~ **\$107,739.06**
(line 8 or other - attach explanation of the other amount)

is recommended by:  2/8/23
(Architect) (Date)

Payment Of: _____
(line 8 or other - attach explanation of the other amount)

is approved by: _____
(owner) (Date)

Progress Breakdown for Contractor's Application for Payment No. 6

APPLICATION PERIOD: January 7, 2023 to February 8, 2023		APPLICATION DATE: February 8, 2023
TO: Port of Brookings Harbor (Owner)	FROM: McLennan Excavation Inc. (Contractor)	VIA: Timothy A. Lambson - Crow/Clay & Associates Inc Architecture and Planning
PROJECT: Beachfront RV Park Improvements	CONTRACT:	
OWNERS 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 Presently Stored	Total Completed and Stored this Period	Quantity 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/Demobilization													
	Bonds and Insurance	1	LS	\$ 16,425.00	\$ 16,425.00			\$ -	100%	100%	\$ 16,425.00		\$ -	
	Preconstruction Administration	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -	100%	100%	\$ 15,000.00		\$ -	
	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -	100%	100%	\$ 5,000.00		\$ -	
	Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -		\$ 5,000.00	
	Temporary Facilities	1	LS	\$ 8,000.00	\$ 8,000.00	20%	\$ 1,600.00	\$ 1,600.00	60%	80%	\$ 6,400.00	20.0%	\$ 1,600.00	
	Signs	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -	100%	100%	\$ 2,000.00		\$ -	
2	Materials to Order													
	Materials Ordered - Pipe & materials pre ordered & delivered to McLennan Excavation - Stored in Connext & being installed now	1	LS	\$ 91,210.25	\$ 91,210.25		\$ -	\$ -	100%	100%	\$ 91,210.25		\$ -	
3	Haul Off													
	Site Clearing	1	LS	\$ 5,266.00	\$ 5,266.00		\$ -	\$ -	95%	95%	\$ 5,002.70	5.0%	\$ 263.30	
	Concrete and Fence Removal	1	LS	\$ 15,605.20	\$ 15,605.20		\$ -	\$ -	95%	95%	\$ 14,824.94	5.0%	\$ 780.26	
	Grading and Leveling	1	LS	\$ 11,599.25	\$ 11,599.25	30%	\$ 3,479.78	\$ 3,479.78	30%	30%	\$ 3,479.78	70.0%	\$ 8,119.48	
	Spreading	1	LS	\$ 11,057.00	\$ 11,057.00		\$ -	\$ -			\$ -	100.0%	\$ 11,057.00	
4	Sewer													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching/Shoring	1	LS	\$ 29,453.25	\$ 29,453.25	10%	\$ 2,945.33	\$ 2,945.33	90%	100%	\$ 29,453.25		\$ -	
	Haul Off	1	LS	\$ 9,368.78	\$ 9,368.78		\$ -	\$ -	95%	95%	\$ 8,900.34	5.0%	\$ 468.44	
	Placement of Pipe	1	LS	\$ 14,616.50	\$ 14,616.50	10%	\$ 1,461.65	\$ 1,461.65	70%	80%	\$ 11,693.20	20.0%	\$ 2,923.30	
	Backfill & Compaction	1	LS	\$ 20,938.90	\$ 20,938.90	20%	\$ -	\$ -	60%	80%	\$ 16,751.12	20.0%	\$ 4,187.78	
5	Water													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching/Shoring	1	LS	\$ 12,096.60	\$ 12,096.60	20%	\$ 2,419.32	\$ 2,419.32	80%	100%	\$ 12,096.60		\$ 9,677.28	
	Haul Off	1	LS	\$ 1,356.00	\$ 1,356.00	10%	\$ 135.60	\$ 135.60	80%	90%	\$ 1,220.40	10.0%	\$ 135.60	
	Placement of Pipe	1	LS	\$ 4,361.70	\$ 4,361.70	40%	\$ 1,744.68	\$ 1,744.68	50%	90%	\$ 3,925.53	10.0%	\$ 436.17	
	Backfill & Compaction	1	LS	\$ 5,152.80	\$ 5,152.80	40%	\$ 2,061.12	\$ 2,061.12	50%	90%	\$ 4,637.52	10.0%	\$ 515.28	
6	Electrical													
	Locate	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
	Trenching	1	LS	\$ 23,748.40	\$ 23,748.40		\$ -	\$ -	95%	95%	\$ 22,560.98	5.0%	\$ 1,187.42	
	Subcontractor - Reese Electric - Materials & Labor	1	LS	\$ 201,842.55	\$ 201,842.55		\$ -	\$ 23,223.27	81%	81%	\$ 163,492.47	19.0%	\$ 38,350.08	
	Backfill & Compaction	1	LS	\$ 26,430.00	\$ 26,430.00	20%	\$ 5,286.00	\$ 5,286.00	50%	70%	\$ 18,501.00	30.0%	\$ 7,929.00	
7	Concrete													
	Materials	1	LS	\$ 47,150.00	\$ 47,150.00	75%	\$ 35,362.50	\$ 35,362.50		75%	\$ 35,362.50	25.0%	\$ 11,787.50	
	Curb	1	LS	\$ 3,795.00	\$ 3,795.00		\$ -	\$ -			\$ -	100.0%	\$ 3,795.00	
	Prepping slabs and pedestals	1	LS	\$ 32,214.27	\$ 32,214.27	65%	\$ 20,939.28	\$ 20,939.28	15%	80%	\$ 25,771.42	20.0%	\$ 6,442.85	
	Pouring and Finishing	1	LS	\$ 33,312.55	\$ 33,312.55	65%	\$ 21,653.16	\$ 21,653.16		65%	\$ 21,653.16	35.0%	\$ 11,659.39	
8	Clean up													
	Site Clean up and Punchlist	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00	
Change Order 1	Additional Electric Upgrade - Coos Curry	1	LS	\$ 28,972.56	\$ 28,972.56		\$ -	\$ -	100%	100%	\$ 28,972.56		\$ -	
Change Order 2	Contract Date and completion Change	1	LS	\$ -	\$ -		\$ -	\$ -			\$ -	100.0%	\$ -	
Change Order 3	Water to Main	1	LS	\$ 29,670.81	\$ 29,670.81	50%	\$ 14,835.41	\$ 14,835.41	50%	100%	\$ 29,670.81		\$ -	
Change Order 4	Water to Back Lots	1	LS	\$ 15,683.45	\$ 15,683.45		\$ -	\$ -	100%	100%	\$ 15,683.45		\$ -	
Totals					\$ 731,326.82		\$ 113,923.81	\$ 233,223.27		\$ 137,147.08	18.8%	\$ 609,688.97	81.2%	\$ 131,315.14

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ACTION ITEM – C

DATE: February 15, 2023
RE: New Crab Pot Storage Area
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Per our H.M.G.P we will need to move crab pots to green building area to drainage and paving can be started.
- We still have low spots, and soft spots that need to be addressed so forklifts have a chance to work in the area.

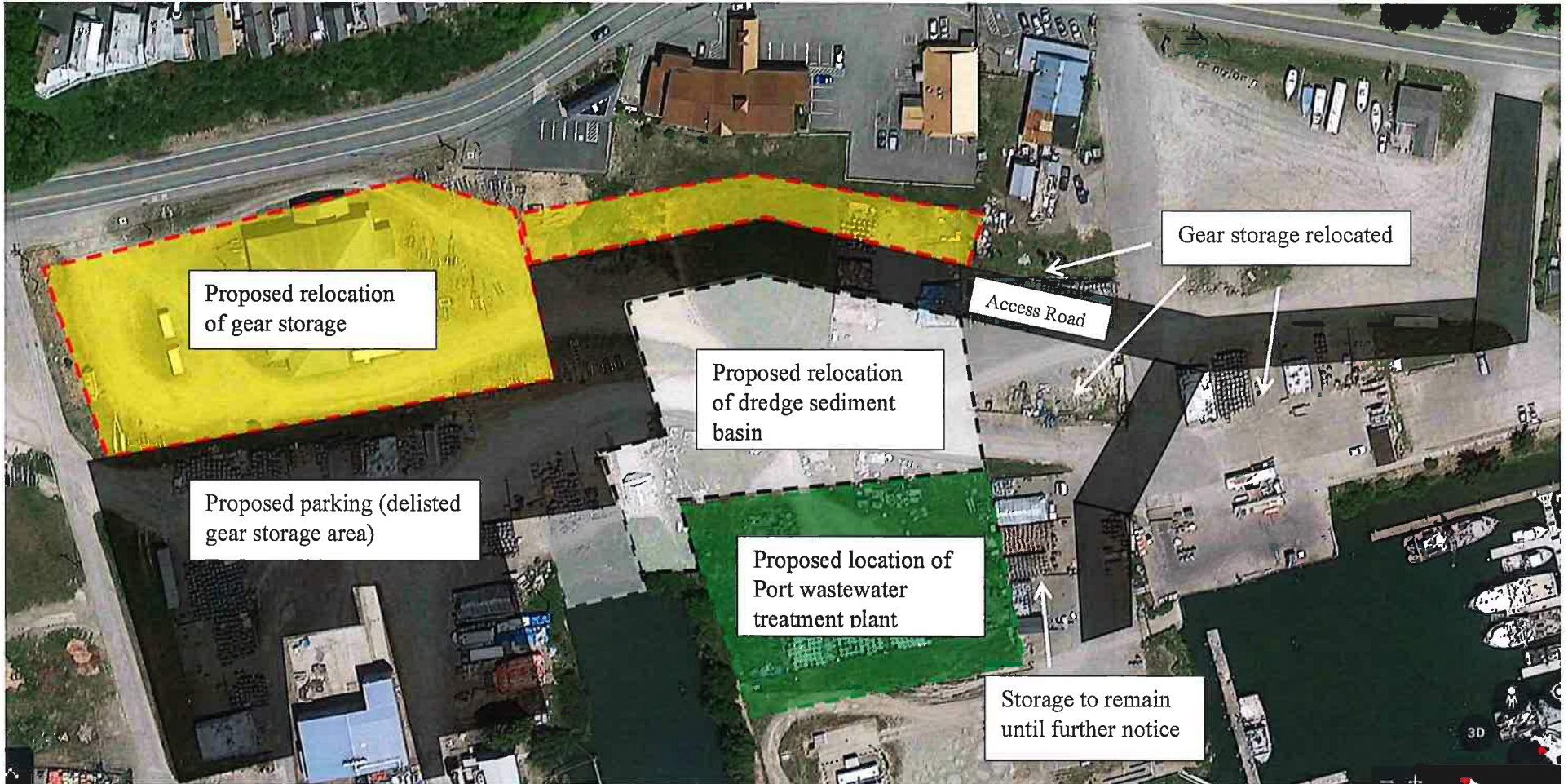
DOCUMENTS

- Approved gear storage relocation plan, 1 page
- Proposed layout for green building area, 1 page
- List of gear storage holders, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
- Motion to approve grading new pot storage area and not to exceed \$13,000.00.

Port of Brookings Harbor Gear Storage Relocation Proposed Plan





Roughly 42,996 feet

	Name on Gear	Owner	Lot Size	Sq Ft	Slip	Term
A14	Inspiration	Manning, Bob	50X18	900	B 2 Q 8	Monthly
A13	VACANT	VACANT	-		-	-
A12	Jenny Lynn	Jenny Lynn LLC	30X50	1500	B 2 O 5	Annual
A11	Barbara Lee	Russell Fisheries Inc.	34X45	1530	B 2 N 7	Monthly
A10	Marilyn A	Smith, Mark	40X60	2400	B 2 P 10	Monthly
A9	Leonard G	Pearce, Jim	30X60	1800	B 2 N 18	Annual
A8	VACANT	VACANT	-		-	-
A7	VACANT	VACANT	-		-	-
A6	VACANT (water)	VACANT (water)	-		-	-
A5	VACANT (water)	VACANT (water)	-		-	-
A4	Yaznak	Fosmark, Scott	30X30	900	B 2 P 21	Monthly
A3	Melissa	Wood, Bill	30X30	900	B 2 N 10	Annual
A2	Hecate	Rigel, Howard	30X30	900	B 2 O 21	Monthly
A1	Hecate	Rigel, Howard	30X30	900	B 2 O 21	Monthly
Separator						
B15	Metal Meyham	Mattson, Brian	30X30	900	B 2 P 19	Annual
B14	Metal Meyham	Mattson, Brian	30X30	900	B 2 P 19	Annual
B13	VACANT	VACANT	-		-	-
B12	Queen Corinne	Fosmark, Scott	10X10	100	B 2 O 22	Monthly
B11	Warrior II	Hunters Offshore Enterprises	30X30	900	B 2 Q 21	Monthly
B10	Ida B	Russell Fisheries Inc.	30X30	900	B 2 N 8	Monthly
B9	EZC	Pearce, James	30X30	900	B 2 N 16	Annual
B8	EZC	Pearce, James	30X30	900	B 2 N 16	Annual
B7	Little Joe	Harbor View Enterprises	30X30	900	B 2 Q 20	Monthly
B6	Little Joe	Harbor View Enterprises	30X30	900	B 2 Q 20	Monthly
B5	Little Joe	Harbor View Enterprises	30X30	900	B 2 Q 20	Monthly
B4	Pisces	Sample & Sons Fisheries	30X30	900	B 2 O 8	Annual
B3	Sea Jay	Lindley, Bernie	30X55	1650	B 2 Q 10	Annual
Drain	VACANT	VACANT	-		-	-
B2	Catalyst / Ann Me	Goergen, Williams (boats)	30X30	900	B 2 Q 7	Annual
B1	Alex	Pettinger, Dave	30X60	1800	B 2 Q 2	Monthly
Separator						
C9	Miss Stacey / Boat Gear	Schacht, Rick	16X34	544	B 2 Q 13	Annual
C8	VACANT	VACANT	-		-	-
C6	VACANT	VACANT	-		-	-
C5	Pacific Hooker	Pacific Fishing LLC.	65X85	5525	B 2 Q 22	Monthly
C4	Miss Pacific	Pacific Fishing LLC.	2,961 sq ft	2961	B 2 Q 14	Monthly
C	Haida	Smith, Mike	30X30	900	B2 Q1+3	Monthly
C3	Anita Lynn	Dairy, Ralph	40X40	1600	B 2 N 6	Annual
C2	Equinox	Speir, Joe	40X60	2400	B 2 P 1	Annual
C1	Equinox	Speir, Joe	20X30	600	B 2 P 1	Monthly
Separator						
D10	Tidewinds	Tidewind Sportfishing	30X30	900	B 1 A 17	Monthly
D9	Catalyst (restaurant)	Catalyst Seafood	60X40	2400	No Slip	Monthly

D8	VACANT	VACANT	35X50	1750	-	-
D7	Sea Pearl	Deman, Russell	35X50	1750	B 2 O 2	Annual
D6	Sea Pearl	Deman, Russell	35X70	2450	B 2 O 2	Annual
D5	Miss Layla	Wilson, Michael	30X30	900	No Slip	Monthly
	Miss Layla	Wilson, Michael	40X30	1200	No Slip	Monthly
D4	Responder	Klein, Mike	30X30	900	B 2 N 1	Annual
D3	VACANT	VACANT	30x30	900	-	-
D2	Maverick	Good, Craig	30X30	900	No Slip	Monthly
D1	VACANT	VACANT	30x30	900	-	-

E5	Good Fishing II	Marrington, Lonnie	30X60	1800	B 2 P 9	Annual
E4	Lady Louise	Terebesi, John	30X40	1200	B 2 O 1	Monthly
E3	Ina Ruth	Moore, James	30X60	1800	B 2 P 2	Annual
E2	Tidewinds	Tidewind Sportfishing	30X60	1800	B 1 A 17	Monthly
E1	Njord	Fraser, John	30X60	1800	B 2 P 6	Annual

	Evergreen Container	OR. South Coast Fishermen	8X20	1600	No Slip	Annual
	Pacific Seafood	Pacific Seafood - Brookings LLC	2,365 sq ft	2365	Plant	Monthly
	Container	Platt Rogers	160 sq ft	160	Boat Yard	Monthly

Total Square Footage **67185**

Total Square Footage w/out (4) vacant spaces **62735**

67185 Sq Ft x \$.10 = \$6,718.50

\$6,718.50 x 12 m = \$80,622

62735 Sq Ft x \$.10 = \$6,273.50

\$6,273.50 x 12 m = \$75,282

Executive Session

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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).