

PORT OF BROOKINGS HARBOR
Sub-Committee Meeting
Friday, November 01, 2019 • 2pm
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS (Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the Chair prior to the beginning of the meeting.)

4. ACTION ITEMS

- A. Curry County Plan for Beachfront RV Park – Lease Details

5. INFORMATION ITEMS

- A. None

6. NEXT REGULAR MEETING DATE – November 19, 2019, 6:00pm

7. ADJOURNMENT

Proposed Lease Details
County Assistance Managing the Port of Brookings Harbor RV Park

Proposed terms for the lease:

- 30 year lease length wherein Curry County is taking over all operations, maintenance, and future development of the RV Park facility area only.
- County retains any State RV Fee increase.
- Curry County Parks gains possession of any RV Park specific property used for its operations including tables, fire pits, janitorial supplies, and standard operating equipment (we will ask for a more detailed list when meeting with the Port reps.).
- Use inter-fund loan from Road Department to cover replacement cost of restroom facility, build loan repayment structure into lease.
- 25% of net profits go to County.
- 65% net profits go to POBH (Port retains the property/business so their share should be larger).
- 10% net profits go to repayment of inter-fund loan from Road Department.
- When inter-fund loan is repaid the designated 10% is split evenly between the parties making 30%-70% split of net profits.
- Payment of net profit to be made quarterly.

Net profits is actual profit after standard operating expense of the RV Park only, no other Port related expenses. Need to clearly identify what these are.

- Power
- Water
- Trash
- Sewer
- Yearly permit and license fees
- Advertising
- Propane
- Telecommunications
- Cable TV
- IT Support/Services
- Merchant Services/Bank fees

Additionally prefer lease reflect Curry County will within reason assist with mutually beneficial grant and improvement projects. The County Parks Department will keep routine contact with Port Manager and Curry County Parks Director will provide yearly updates to the POBH Board, and attend Board meetings when requested.

Beachfront RV Park Estimated Revenue Sharing

Fiscal Year	Profit	Expense	Net Income	Projected County Tax at 7%	Port 80%	County 20%	
2009 - 2010	376,668	175,386	201,282		161,026	40,256	
2010 - 2011	356,247	194,198	162,049		129,639	32,410	
2011 - 2012	383,448	147,757	235,691		188,553	47,138	
2012 - 2013	411,104	161,249	249,855		199,884	49,971	
2013 - 2014	484,331	185,941	298,390		238,712	59,678	
2014 - 2015	507,593	90,604	416,989		333,591	83,398	
2015 - 2016	613,160	138,226	474,934		379,947	94,987	
2016 - 2017	563,943	196,239	367,704		294,163	73,541	
2017 - 2018	574,267	227,825	346,442		277,154	69,288	
2018 - 2019	595,086	220,421	374,665		299,732	74,933	
2019 - 2020 Budget	556,869	266,000	290,869	38,981	232,695	58,174	
					70%	30%	
2009 - 2010	376,668	175,386	201,282		140,897	60,385	
2010 - 2011	356,247	194,198	162,049		113,434	48,615	
2011 - 2012	383,448	147,757	235,691		164,984	70,707	
2012 - 2013	411,104	161,249	249,855		174,899	74,957	
2013 - 2014	484,331	185,941	298,390		208,873	89,517	
2014 - 2015	507,593	90,604	416,989		291,892	125,097	
2015 - 2016	613,160	138,226	474,934		332,454	142,480	
2016 - 2017	563,943	196,239	367,704		257,393	110,311	
2017 - 2018	574,267	227,825	346,442		242,509	103,933	
2018 - 2019	595,086	220,421	374,665		262,266	112,400	
2019 - 2020 Budget	556,869	266,000	290,869	38,981	203,608	87,261	
					65%	25%	10% Loan
2009 - 2010	376,668	175,386	201,282		130,833	50,321	20,128
2010 - 2011	356,247	194,198	162,049		105,332	40,512	16,205
2011 - 2012	383,448	147,757	235,691		153,199	58,923	23,569
2012 - 2013	411,104	161,249	249,855		162,406	62,464	24,986
2013 - 2014	484,331	185,941	298,390		193,954	74,598	29,839
2014 - 2015	507,593	90,604	416,989		271,043	104,247	41,699
2015 - 2016	613,160	138,226	474,934		308,707	118,734	47,493
2016 - 2017	563,943	196,239	367,704		239,008	91,926	36,770
2017 - 2018	574,267	227,825	346,442		225,187	86,611	34,644
2018 - 2019	595,086	220,421	374,665		243,532	93,666	37,467
2019 - 2020 Budget	556,869	266,000	290,869	38,981	189,065	72,717	29,087

**Port of Brookings Harbor
 Profit & Loss Beachfront RV Park
 July 2019 through June 2020**

	<u>Jul '19 - Jun 20</u>
Income	
400 · REVENUES	
420 · PROGRAM REVENUES	
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	276,998.63
10422.2 · Wood Sales	1,170.01
10422.3 · Other Sales	265.00
10422 · BEACHFRONT RV PARK - Other	65.99
Total 10422 · BEACHFRONT RV PARK	<u>278,499.63</u>
Total 420 · PROGRAM REVENUES	<u>278,499.63</u>
Total 400 · REVENUES	<u>278,499.63</u>
Total Income	<u>278,499.63</u>
Gross Profit	<u>278,499.63</u>
Expense	
500 · PERSONNEL SERVICES	
10503 · RV Park Office Staff	11,171.00
10504 · Operations Staff	71.80
10505 · Overtime	
10505.1 · Office	407.92
Total 10505 · Overtime	<u>407.92</u>
Total 500 · PERSONNEL SERVICES	<u>11,650.72</u>
600 · MATERIALS & SERVICES	
10601 · ADVERTISING & NOTIFICATIONS	39.00
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	167.15
10602.2 · Services/Supplies/Contracts	16,427.02
Total 10602 · REPAIRS & MAINTENANCE	<u>16,594.17</u>
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	10,265.37
10605.2 · Water, Sanitary & Waste	20,459.06
10605.3 · Telecommunications & Cable TV	3,373.40
Total 10605 · UTILITIES	<u>34,097.83</u>
10606 · OFFICE EXPENSE	1,343.49
10607 · BANK SERVICE & FINANCE FEES	7,355.59
10609 · PERMITS, LICENSES, TAXES & MISC	
10609.1 · Lodging Taxes	2,248.93
10609 · PERMITS, LICENSES, TAXES & MISC - Other	132.00
Total 10609 · PERMITS, LICENSES, TAXES & MISC	<u>2,380.93</u>
10610 · INSURANCE; PROP & CAS, BOND	740.60
10611 · PROFESSIONAL FEES	
10611.4 · Engineering/Consultant	5,250.00
10611.5 · Architecture & Planning	3,162.50
10611 · PROFESSIONAL FEES - Other	2,976.00
Total 10611 · PROFESSIONAL FEES	<u>11,388.50</u>
Total 600 · MATERIALS & SERVICES	<u>73,940.11</u>
Total Expense	<u>85,590.83</u>
Net Income	<u><u>192,908.80</u></u>

FORM LB-20
RESOURCES GENERAL FUND

Port of Brookings Harbor

Historical Data	Actual		Adopted Budget This Year 18 / 19	RESOURCE SUMMARY	Budget for Next Year 2019-20		
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1	23,023	107,287	67,554	1 Cash Carryover	375,000	375,000	375,000
2	6,917	14,343	8,800	2 4010 Previously levied taxes estimated to be received	9,000	9,000	9,000
3	315	1,400	2,456	3 4050 Interest	7,304	7,304	7,304
4			956,700	4 Interfund Transfer from Capital Projects Fund			
5			-	5 OTHER RESOURCES			
6	635,080	558,401	620,400	6 4300 Administration/Moorage/Marina	654,707	654,707	654,707
7	563,943	573,446	576,349	7 4400 Beachfront RV Park	556,869	556,869	556,869
8	70,761	90,249	104,437	8 4600 Boat Yard	93,974	93,974	93,974
9	19,222	-	-	9 4365 Cold Storage			
10	422,404	517,939	522,700	10 4210 Commercial Retail	519,402	519,402	519,402
11	444,877	480,047	458,516	11 4500 Fuel Dock	581,596	581,596	581,596
12	88,065	-	-	12 4700 Ice House			
13	4,510	8,330	5,000	13 4910 Land Use Events	8,926	8,926	8,926
14	33,491		-	14 4550 Special Events			
15			-	15			
16	47,833	79,427	184,000	16 Asset Sales	5,066	5,066	5,066
17	126,694	81,854	19,384	17 Miscellaneous	20,657	20,657	20,657
18		100,000		18 Long Term Debt Borrowings			
19				19			
20				20			
21				21			
22				22			
23				23			
24	2,487,135	2,612,723	3,526,296	24 Total resources, except taxes to be levied	2,832,500	2,832,500	2,832,500
25			213,704	25 Taxes estimated to be received	225,000	225,000	225,000
26	214,368	223,279		26 Taxes collected in year levied			
27	2,701,504	2,836,002	3,740,000	27 TOTAL RESOURCES	3,057,500	3,057,500	3,057,500

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Port of Brooking Harbor

FORM
LB-30

Line Item	Historical Data			REQUIREMENTS FOR: BEACHFRONT RV PARK	Budget For Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1	30,586	40,297	37,951	PERSONNEL SERVICES	46,585	46,585	46,585	1
2	12,286	7,242	21,241	1 5026 Hourly / RV Park Office Staff	28,153		28,153	2
3	4,183	3,566	1,557	2 5020 Hourly / RV Park Operations Staff	2,096		2,096	3
4				3 5030 Overtime				4
5				4				5
6				5				6
7				6				7
8	47,055	51,105	60,749	7 TOTAL PERSONNEL SERVICES	76,833	76,833	76,833	8
9	1.5	1.5	1.50	8 TOTAL FULL-TIME EQUIVALENT (FTE)	2.25	2.25	2.25	9
10	1,705	1,099	1,377	MATERIALS AND SERVICES	1,384	1,384	1,384	10
11	30,226	46,727	29,805	10 6001 Advertising & Notifications	43,047	43,047	43,047	11
12	61,723	75,883	71,765	11 6100 Repairs and Maintenance	78,964	78,964	78,964	12
13	7,500	7,544	7,575	12 6200 Utilities	1,755	1,755	1,755	13
14	11,771	12,871	13,145	13 6300 Office Expense	14,131	14,131	14,131	14
15	9,185	10,446	10,712	14 6350 Bank Service & Finance Fees	19,136	19,136	19,136	15
16	15,000	15,000	15,000	15 6500 Permit, Licenses, Taxes, Misc.				16
17	1,216	932	1,063	16 6585 Harbor RFPD Service	816	816	816	17
18	1,863	3,340	1,863	17 6800 Insurance	73,000	73,000	73,000	18
19	140,189	173,832	152,305	18 6900 Professional fees	232,232	232,232	232,232	19
20			12,000	19 TOTAL MATERIALS AND SERVICES				20
21				CAPITAL OUTLAY				21
22				20 Golf Cart				22
23				21				23
24				22				24
25				23				25
26			12,000	24				26
27				25				27
28				26 TOTAL CAPITAL OUTLAY				28
29				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				29
30	187,244	224,937	225,054	27	309,066	309,066	309,066	30
				28				
				29				
				30 TOTAL ORG./PROG. REQUIREMENTS				

266,000

CURRY COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM ROUTING SLIP

FORM 10-001.1 **Revision 3-22-2018**

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC Office@CO.CURRY.OR.US](mailto:BOC_Office@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Workshop – Discuss Partnership with Port of Brookings Harbor to Manage the Port’s RV Park

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: November 6, 2:00 p.m. **DEPARTMENT:** Admin. **TIME NEEDED:** 45 min
(^aSubmit by 9AM five days prior to the next General Meeting (six days if a holiday falls within that five day period)) **RECOMMENDED AGENDA CATEGORY** DISCUSSION ONLY

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: Julie Schmelzer, Dir. of Oper. **TODAY’S DATE:** October 28, 2019

BRIEF BACKGROUND OR NOTE: (if no memo attached) At a joint workshop between the County and the Port, staff was directed to work on a lease with the Port whereby the County could assist them with the management of the Port RV Park. The Parks Director and the Director of Operations met with the Port and proposed a management arrangement. Attached is more information. The County Commissioners need to give staff direction on how to proceed with the lease.

FILES ATTACHED:

(1) Memo from the Parks Director

INSTRUCTIONS ONCE SIGNED:

- No Additional Activity Required OR
- File with County Clerk Name:
- Send Printed Copy to: Address:
- Email a Digital Copy to: City/State/Zip:
- Other Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.



TO: BOARD OF COMMISSIONERS

FROM: PARKS

SUBJECT: Port of Brookings Harbor RV Park Partnership

DATE: 10/28/2019

BACKGROUND: At a joint Workshop with the Port of Brookings Harbor on 10/16/19, both jurisdictions heard an idea for developing a management partnership for the Beachfront RV Park in Harbor OR with a 20% (County)-80% (Port) cost share split. Both governing bodies were interested in exploring the option.

On 10/24/2019, Operations Director Schmelzer and Parks Director Hopkins attended a Port of Brookings Harbor meeting regarding the RV Partnership. A tentative proposal of creating a 30 year lease wherein Curry County takes over operations and management of the Beachfront RV Park; County Parks uses an inter-fund loan from the Road Fund to replace broken restroom; and loan repayment is built into the lease was presented. The Port of Brookings Harbor is interested and created a subcommittee consisting of two Commissioners to negotiate the lease.

RELEVANT FACTS: Proposed split with loan repayment after cost of operations: 25% County, 65% Port, 10% loan repayment. When loan is repaid 10% split evenly making for 30%-70% split after operating cost. Specific details in attached document.

OPTIONS: Staff direction requested before moving forward.

RECOMMENDATION(S): The Board of Commissioners direct staff to create a draft lease after providing insight on the following questions.

Is the County Board of Commissioners interested in a management partnership deal with the Port of Brookings Harbor?

Is the County Board of Commissioners willing to entertain a lease that uses an inter-fund loan from the Road Fund to repair restroom with repayment built into the terms?

Is the County Board of Commissioners willing to accept the revenue distribution amounts from the tentative proposal? If not, what would the Board like to see?