

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, December 15, 2020 • 6:00pm
Teleconference Only

Teleconference Call-In Number: 1 (253) 215-8782

Meeting ID: 830 8569 9050

Passcode: 889118

(to mute/unmute: * 6)

When calling in, please announce your arrival and state your name when you join the meeting.

TENTATIVE AGENDA

	PAGE
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. APPROVAL OF MEETING MINUTES	
A. Approve Minutes of Regular Commissioner Meeting Tuesday November 17, 2020.....	3
*** Sample motion: Motion to approve meeting minutes for Tuesday November 17, 2020. ***	
4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting. ***Please <u>wait to be called on</u> before speaking***)	
5. MANAGEMENT REPORTS	
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8. COMMISSIONER COMMENTS	

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
Tuesday, December 15, 2020 • 6:00pm
Teleconference Only

9. NEXT REGULAR MEETING DATE – Tuesday, January 19, 2020 at 6:00pm

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
MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, November 17, 2020

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session through teleconference at the Port Office, 16330 Lower Harbor Road, Harbor OR, 97415.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis was absent.
 - Staff present: Port Counsel Martha Rice, Port Engineer Jack Akin, Port CPA Connie Huntsman, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant/Safety Coordinator Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Range made a motion to approve the agenda as written. Second by Speir. Motion passed 4-0.*

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Thursday, October 1, 2020**
- B. Approve minutes of Regular Meeting Tuesday, October 20, 2020**
 - I. *Speir made a motion to approve meeting minutes items A and B, October 1 and October 20, 2020. Second by Range. Motion passed 4-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Sky Marie McDonald

5. MANAGEMENT REPORTS

- A. Financial Report – October 2020**
 - I. Port Manager presented item.
- B. Safety Report – October 2020**
 - I. Safety Coordinator presented item.
 - II. Commission discussed item.
- C. Harbormaster Report – October 2020**

- I. Harbormaster presented item.

D. Port Manager Report – October 2020

- I. Port Manager Presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve management reports for October 2020 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

A. Draft Annual Financial Report Fiscal Year 2019-2020

- I. Port's CPA, Connie Huntsman presented item.
- II. *Hartung made a motion to approve draft Annual Financial Report for Fiscal Year 2019-2020. Second by Speir. Motion passed 4-0.*

B. Pacific Seafood Group Sublease

- I. Port Manager presented item and asked to table item until further notice.

C. RV Park Restroom Project

- I. Port Manager presented item.
- II. Commission discussed item with Mike Crow.
- III. *Speir made a motion to relocate restroom and laundry building outside the Floodplain Zone as proposed with estimated cost of \$6500. Second by Hartung. Motion passed 4-0.*

D. Harbormaster/Maintenance Office Space

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.
- IV. *Range made a motion to approve remodeling Port warehouse office to meet COVID-19 regulations and submit expenses to Coronavirus Relief Fund for reimbursement. Second by Hartung. Motion passed 4-0.*

7. INFORMATION ITEMS

A. Fuel Dock Project

- I. Port Manager presented item.
- II. Commission discussed item.

B. Commercial Restroom/Shower Door Keypad Lock

- I. Port Manager presented item.

C. Catalyst Seafood Outdoor Seating - Stage

- I. Commission discussed item with Owner William Goergen.

D. Zola's on the Water Storage Expansion

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.

E. FEMA 4432 & 4452 Project Planning

- I. Port Manager presented item.
- II. Commission discussed item with Jack Akin.

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, December 15, 2020 at 6:00 P.M.

10. ADJOURNMENT

- Vice President adjourned the meeting at 7:15 pm.

Secretary/Treasurer, Sharon Hartung

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

FINANCIAL SUMMARY REPORT

Date: December 15, 2020
Period: Month End Report of Financial Activities for November 2020
To: Honorable Board President and Harbor District Board Members
Issued by: Gary Dehlinger, Port Manager

November 2020 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$378,076. Restricted cash and equivalents totaled \$902,227. Total Assets \$1,317,702.

Profit & Loss

Total revenues from all funds were \$396,585. Total expenses were \$455,348*. The net income for the Port was negative \$58,763.

General Fund program revenues were \$122,010. General Fund program expenditures were \$251,325. Unusual expenses this month were McLennan Excavation for the Demolition of Zola's Pizzeria and restoration for \$92,516 and CPA annual audit review for FY 2019-20 C.J. Huntsman \$10,500 and Gerald Burns for \$5,000.

Port received \$6,286 reimbursement from Coronavirus Relief Fund to purchase extra cleaning materials and extra cleaning.

Fuel Dock purchased \$31,122 of fuel.

Utilities \$16,962. Utilities include electric, water, sanitary, trash and internet. There were some extra costs with CTR for disposal on cleanup in the warehouse for moving out Port operations for the new boat yard lease.

\$47,945 was transferred out of the General Fund. \$45,945 to Debt Funds and \$2,000 to the Reserve Fund.

USDA Debt \$130,120 was paid on November 6, 2020. This debt is paid once a year on this date.

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

Profit & Loss vs. Budget Performance

We have completed four (5) months of the fiscal year, the year is 41.6% complete.

✓ **Income**

Any number above 41.6% is ahead of budget.

Total Income is 35.3% or 6.3% below budget. Port revenues are lower than budgeted. Large percentage affecting this amount is Capital Projects. Budgeted capital projects will not be happening this budget and will be adjusted in the supplemental budget.

General Fund Program Revenue is 41.5% or 0.1% below budget. Port general program revenues is just below than budgeted.

✓ **Expenses**

Any number below 41.6% is ahead of budget.

Total Expense is 27.5% or 14.1% below budget. Port has expended less than budgeted. Large percentage affecting this amount is Capital Projects. Budgeted capital projects will not be happening this budget and will be adjusted in the supplemental budget.

General Fund Expenditure is 52.4% or 10.8% above budget. Port has expended more than budgeted. This expenditure is largely due to COVID-19 purchases and payroll. Expenses will be adjusted in the supplemental budget.

DOCUMENTS

- Port Balance Sheet, 2 pages
- Profit & Loss November 2020, 3 pages
- Profit & Loss and Budget Performance FY 2020-2021, July thru November 2020, 4 pages
- Check Register, 4 pages
- Vendor Expense Report January 1, 2020 thru November 31, 2020, 12 pages

10:20 AM
12/07/20
Cash Basis

Port of Brookings Harbor
Balance Sheet
As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	108,225.02
10105 · General Fund LGIP 6017	252,552.48
10107 · Dredging Fund LGIP 6254	15,398.87
Total 101 · GENERAL FUND CHECKING & LGIP	376,176.37
10101 · Petty Cash	399.57
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	200.00
10102.2 · RV Park Cash Drawer	500.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,500.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	378,075.94
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,519.62
30104 · Debt Service Umpqua MM 8627	2,512.76
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,532.38
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	23,681.64
30105 · IFA Debt Service Fund LGIP 6020	68,356.76
50105 · Reserve Fund LGIP 6018	171,950.88
70105 · Capital Projects Fund 6273	638,237.97
Total 105 · RESTRICTED LGIP	902,227.25
Total 110 · RESTRICTED CASH & EQUIVALENTS	909,759.63
Total Checking/Savings	1,287,835.57
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-4,195.12
Total Accounts Receivable	-4,195.12
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	19,317.50
Total 130 · DUE FROM TRANSFERS	19,317.50
150 · Undeposited Funds	14,744.04
Total Other Current Assets	34,061.54
Total Current Assets	1,317,701.99
TOTAL ASSETS	1,317,701.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

10:20 AM
12/07/20
Cash Basis

Port of Brookings Harbor
Balance Sheet
As of November 30, 2020

	Nov 30, 20
Credit Cards	
106 · RCU VISA ACCT	2,345.43
Total Credit Cards	2,345.43
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-342.60
Total 100222 · Payroll Liabilities	-342.60
10226 · Lodging Tax Payable	8,630.11
230 · DUE TO TRANSFERS	
40230 · Due To General from Capt Proj	19,317.50
Total 230 · DUE TO TRANSFERS	19,317.50
Total Other Current Liabilities	27,605.01
Total Current Liabilities	29,950.44
Total Liabilities	29,950.44
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	280,775.87
20301 · Revenue Bond Unappropriate Bal	99,897.67
30301 · Debt Service Unappropriated Bal	21,005.79
40301 · Capital Project Unappropriated	10,578.95
50301 · Reserve Fund Unappropriated Bal	33,092.32
Total 301 · Unappropriated Balance	445,350.60
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-280,775.87
20302 · Revenue Bond Appropriated Carry	-99,897.67
30302 · Debt Service Appropriated Carry	-21,005.79
40302 · Capital Proj Appropriated Carry	-10,578.95
50302 · Reserve Fund Appropriated Carry	-33,092.32
Total 302 · Appropriated Carryover	-445,350.60
Total 300 · Fund Balance	0.00
3900 · RETAINED EARNINGS	603,812.03
Net Income	683,939.52
Total Equity	1,287,751.55
TOTAL LIABILITIES & EQUITY	1,317,701.99

Port of Brookings Harbor
Profit & Loss

November 2020

	Nov 20
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	217,337.31
10413 · Property Tax Prior	2,310.60
10414 · Interest General Fund	140.86
10420 · Grants & Other Funding - GF	6,286.33
Total 401 · GENERAL FUND REVENUES	226,075.10
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · Moorage	
10421.3 · Commercial Slip Rent	5,814.63
10421.4 · Recreational Slip Rent	23,676.53
10421.5 · Transient	703.04
10421.6 · Liveaboard	150.00
10421.2 · Moorage - Other	300.00
Total 10421.2 · Moorage	30,644.20
10421.8 · Storage	4,420.38
10421 · MARINA - Other	2,524.25
Total 10421 · MARINA	37,588.83
10421.9 · Administration Fees	76.43
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	20,198.91
10422.2 · Wood Sales	35.00
10422.3 · Other Sales	1,275.00
Total 10422 · BEACHFRONT RV PARK	21,508.91
10423 · BOATYARD	5,144.80
10424 · COMMERCIAL RETAIL	27,867.52
10425 · FUEL DOCK	29,823.14
Total 402 · GENERAL FUND PROGRAM REVENUES	122,009.63
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	17.14
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,860.14
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	40.33
30419 · Transfer to Debt Service Fund	30,291.71
Total 430 · DEBT SERVICE FUND REVENUE	30,332.04
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	105.48
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,105.48
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	392.71
Total 470 · PORT CONSTRUCTION FUND REVENUE	392.71
Total 400 · REVENUES	396,584.97

Port of Brookings Harbor Profit & Loss

November 2020

	Nov 20
Total Income	396,584.97
Gross Profit	396,584.97
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	47,944.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,217.60
10502 · Port Office Staff	6,788.16
10503 · RV Park Office Staff	3,066.43
10504 · Operations Staff	19,293.74
10505 · Overtime	
10505.1 · Office	350.26
10505.2 · Operations	475.36
Total 10505 · Overtime	825.62
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	1,278.40
10506.2 · Sick Leave Benefit	
Families First COVID-19 Act	653.12
10506.2 · Sick Leave Benefit - Other	241.94
Total 10506.2 · Sick Leave Benefit	895.06
10506.3 · Vacation	5,259.48
10506.5 · SEP Retirement	
10506.6 · Office	1,289.58
10506.7 · Operations	1,562.96
10506.8 · Port Manager	1,041.66
Total 10506.5 · SEP Retirement	3,894.20
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	3,978.02
Total 10506 · Payroll Taxes/Costs/Benefits	15,618.22
10509 · Health Care and Dental	6,821.10
Total 500 · PERSONNEL SERVICES	58,630.87
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	398.56
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	
10602.5 · Projects	92,515.79
10602.1 · Maintenance & Repairs - Other	138.96
Total 10602.1 · Maintenance & Repairs	92,654.75
10602.2 · Contracts and Agreements	3,709.88
10602.3 · Tools & Equipment Purchases	349.95
10602.4 · Supplies & Services	11,868.34
Total 10602 · REPAIRS & MAINTENANCE	108,582.92
10603 · FUEL purchased for resale	31,122.03
10605 · UTILITIES	
10605.2 · Water, Sanitary & Waste	15,422.24
10605.3 · Telecommunications & Cable TV	1,539.34
Total 10605 · UTILITIES	16,961.58
10606 · OFFICE EXPENSE	921.96
10607 · BANK SERVICE & FINANCE FEES	3,012.55
10608 · TRAINING & TRAVEL	110.87
10609 · PERMITS, LICENSES, TAXES & MISC	1,656.90
10610 · INSURANCE; PROP & CAS, BOND	9,009.36

Port of Brookings Harbor Profit & Loss

November 2020

	Nov 20
10611 · PROFESSIONAL FEES	
10611.1 · Accounting	500.00
10611.2 · Attorney	3,107.00
10611.3 · Audit	15,500.00
10611.5 · Architecture & Planning	858.97
10611.6 · Payroll Administration	488.24
10611.7 · IT/Computer Support	464.00
Total 10611 · PROFESSIONAL FEES	20,918.21
Total 601 · GENERAL FUND Material & Service	192,694.94
Total 600 · GENERAL FUND EXPENDITURES	299,270.39
620 · USDA REVENUE BOND EXPENDITURES	
20801P · USDA Revenue Bond Principal	76,111.75
20810I · USDA Revenue Bond Interest	54,008.25
Total 620 · USDA REVENUE BOND EXPENDITURES	130,120.00
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,951.65
30804P · 2018 Genie Forklift Principal	1,119.55
Total 801 · Principal	5,071.20
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	707.35
30814I · 2018 Genie Forklift Interest	345.16
Total 810 · Interest Payments	1,052.51
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	2,536.89
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.2 · Materials & Services	12,487.50
Total 40702 · Land Improvement - Capt Proj	12,487.50
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	12,487.50
Total 640 · CAPT. PROJ. EXPENDITURES	15,024.39
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,124.63
60815I · RV Park Improv. Loan Interest	1,685.24
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
Total Expense	455,348.36
Net Income	-58,763.39

10:21 AM
12/07/20
Cash Basis

Port of Brookings Harbor
Profit & Loss Budget Performance FY 2020-2021
July through November 2020

	Jul - Nov 20	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	217,433.28	230,000.00	94.5%
10413 · Property Tax Prior	6,947.61	9,500.00	73.1%
10414 · Interest General Fund	1,005.42	3,570.00	28.2%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	6,948.29	29,652.00	23.4%
10419 · Transfer to General Fund	15,267.02		
10420 · Grants & Other Funding - GF	61,355.96		
Total 401 · GENERAL FUND REVENUES	1,008,957.58	1,053,722.00	95.8%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · Moorage			
10421.3 · Commercial Slip Rent	36,690.31		
10421.4 · Recreational Slip Rent	158,130.93		
10421.5 · Transient	8,627.08		
10421.6 · Liveaboard	1,350.00		
10421.2 · Moorage - Other	3,400.00		
Total 10421.2 · Moorage	208,198.32		
10421.8 · Storage	38,160.60		
10421 · MARINA - Other	19,873.19	675,255.00	2.9%
Total 10421 · MARINA	266,232.11	675,255.00	39.4%
10421.9 · Administration Fees	1,603.29		
10422 · BEACHFRONT RV PARK			
10422.1 · Space Rental	280,284.08		
10422.2 · Wood Sales	2,090.00		
10422.3 · Other Sales	15,320.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
Total 10422 · BEACHFRONT RV PARK	297,694.08	546,700.00	54.5%
10423 · BOATYARD	34,769.10	120,720.00	28.8%
10424 · COMMERCIAL RETAIL	209,377.03	515,000.00	40.7%
10425 · FUEL DOCK	338,521.92	900,000.00	37.6%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
Total 402 · GENERAL FUND PROGRAM REVENUES	1,148,153.78	2,766,215.00	41.5%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	448.03	2,000.00	22.4%
20419 · Transfer to USDA Bond Fund	54,215.00	130,120.00	41.7%
Total 420 · USDA REVENUE BOND FUND	54,663.03	230,515.00	23.7%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	335.87	1,500.00	22.4%
30419 · Transfer to Debt Service Fund	151,458.55	427,247.00	35.4%
Total 430 · DEBT SERVICE FUND REVENUE	151,794.42	452,349.00	33.6%
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
Total 40416 · Government Funding	39,598.00	4,049,825.00	1.0%
40419 · Transfer to Capital Project	-15,093.75	75,000.00	-20.1%
Total 440 · CAPITAL PROJECTS FUND REVENUE	24,504.25	4,127,325.00	0.6%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	681.08	3,000.00	22.7%
50419 · Transfer to Reserve Fund	10,000.00	24,000.00	41.7%
Total 450 · RESERVE FUND REVENUE	10,681.08	157,000.00	6.8%

10:21 AM

12/07/20

Cash Basis

Port of Brookings Harbor Profit & Loss Budget Performance FY 2020-2021

July through November 2020

	Jul - Nov 20	Budget	% of Budget
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	19,239.48		
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	19,239.48		
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	2,313.85		
70419 · Transfers to Port Const. Fund	684,000.00		
Total 470 · PORT CONSTRUCTION FUND REVEN...	686,313.85		
Total 400 · REVENUES	3,104,307.47	8,787,126.00	35.3%
Total Income	3,104,307.47	8,787,126.00	35.3%
Gross Profit	3,104,307.47	8,787,126.00	35.3%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	903,819.28	656,367.00	137.7%
500 · PERSONNEL SERVICES			
10501 · Port Manager	34,117.04	84,500.00	40.4%
10502 · Port Office Staff	40,591.03	116,465.00	34.9%
10503 · RV Park Office Staff	17,848.72	48,194.00	37.0%
10504 · Operations Staff	91,457.31	192,836.00	47.4%
10505 · Overtime			
10505.1 · Office	1,404.28	863.00	162.7%
10505.2 · Operations	1,458.08		
10505 · Overtime - Other	0.00	5,282.00	0.0%
Total 10505 · Overtime	2,862.36	6,145.00	46.6%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	3,432.00		
10506.2 · Sick Leave Benefit			
Families First COVID-19 Act	653.12		
10506.2 · Sick Leave Benefit - Other	958.62		
Total 10506.2 · Sick Leave Benefit	1,611.74		
10506.3 · Vacation	17,303.58		
10506.5 · SEP Retirement			
10506.6 · Office	7,029.50		
10506.7 · Operations	8,227.43		
10506.8 · Port Manager	3,972.45		
Total 10506.5 · SEP Retirement	19,229.38		
10506.9 · Personal Vehicle Allowance	1,721.83		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	14,886.41	129,350.00	11.5%
Total 10506 · Payroll Taxes/Costs/Benefits	63,535.02	129,350.00	49.1%
10508 · Workers Compensation	7,536.46	18,920.00	39.8%
10509 · Health Care and Dental	35,621.30	63,665.00	56.0%
Total 500 · PERSONNEL SERVICES	293,569.24	660,075.00	44.5%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	1,572.22	14,105.00	11.1%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	123,178.92		
10602.1 · Maintenance & Repairs - Other	16,484.59	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	139,663.51	0.00	100.0%
10602.2 · Contracts and Agreements	19,261.13		
10602.3 · Tools & Equipment Purchases	855.39		
10602.4 · Supplies & Services	43,624.46		
10602 · REPAIRS & MAINTENANCE - Other	577.00	288,372.00	0.2%
Total 10602 · REPAIRS & MAINTENANCE	203,981.49	288,372.00	70.7%
10603 · FUEL purchased for resale	273,098.28	800,000.00	34.1%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	30,934.72		
10605.2 · Water, Sanitary & Waste	77,409.67		
10605.3 · Telecommunications & Cable TV	7,955.68		
10605 · UTILITIES - Other	120.46	319,483.00	0.0%

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Port of Brookings Harbor Profit & Loss Budget Performance FY 2020-2021

July through November 2020

	Jul - Nov 20	Budget	% of Budget
Total 10605 · UTILITIES	116,420.53	319,483.00	36.4%
10606 · OFFICE EXPENSE	27,427.68	61,011.00	45.0%
10607 · BANK SERVICE & FINANCE FEES	22,680.66	34,818.00	65.1%
10608 · TRAINING & TRAVEL	369.77	10,162.00	3.6%
10609 · PERMITS, LICENSES, TAXES & MISC	2,881.56	12,085.00	23.8%
10610 · INSURANCE; PROP & CAS, BOND	45,575.39	86,996.00	52.4%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	2,500.00		
10611.2 · Attorney	8,328.00		
10611.3 · Audit	15,500.00		
10611.4 · Engineering/Consultant	38,415.00		
10611.5 · Architecture & Planning	10,502.42		
10611.6 · Payroll Administration	2,254.40		
10611.7 · IT/Computer Support	2,919.88		
10611 · PROFESSIONAL FEES - Other	0.00	81,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	80,419.70	81,463.00	98.7%
Total 601 · GENERAL FUND Material & Service	774,427.28	1,708,495.00	45.3%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	5,991.50	715,000.00	0.8%
Total 710 · GENERAL FUND CAPITAL OUTLAY	5,991.50	715,000.00	0.8%
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,977,807.30	3,774,937.00	52.4%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	76,111.75	76,112.00	100.0%
20810I · USDA Revenue Bond Interest	54,008.25	54,008.00	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	7,586.92		
30802.2 · OBDD #525172/RV Park Prin.	6,841.84		
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18		
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96		
30802.5 · SPWF #L02009/Cold Strg Prin	38,169.72		
30802.6 · SPWF #L96003/RV Beach Prin	26,315.84		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	10,525.84		
30802.9 · SPWF X03004/Eureka Fishery Prin	13,212.46		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	145,000.00	294,800.00	49.2%
801 · Principal			
30803P · 50 BFMII Travelift Principal	19,540.17	47,754.00	40.9%
30804P · 2018 Genie Forklift Principal	5,563.05	13,616.00	40.9%
Total 801 · Principal	25,103.22	61,370.00	40.9%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	3,754.83	8,154.00	46.0%
30814I · 2018 Genie Forklift Interest	1,760.50	3,959.00	44.5%
Total 810 · Interest Payments	5,515.33	12,113.00	45.5%
Total 630 · DEBT SERVICE FUND EXPENDITURES	175,618.55	368,283.00	47.7%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	20,149.41		
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	23,094.73		
40702 · Land Improvement - Capt Proj - Other	0.00	4,124,825.00	0.0%
Total 40702 · Land Improvement - Capt Proj	28,592.73	4,124,825.00	0.7%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	28,592.73	4,124,825.00	0.7%
Total 640 · CAPT. PROJ. EXPENDITURES	64,009.16	4,124,825.00	1.6%
660 · DEBT SERV. RV PARK EXPENDITURES			

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Port of Brookings Harbor
Profit & Loss Budget Performance FY 2020-2021
July through November 2020

	Jul - Nov 20	Budget	% of Budget
60806P · RV Park Improv. Loan Principal	12,452.46	38,529.00	32.3%
60815I · RV Park Improv. Loan Interest	6,787.02	20,435.00	33.2%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	19,239.48	58,964.00	32.6%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	53,573.46		
Total 70100 · PORT CONST. CAPITAL OUTLAY	53,573.46		
Total 670 · PORT CONST FUND EXPENDITURES	53,573.46		
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
Total 930 · Fund Balances	0.00	329,997.00	0.0%
Total Expense	2,420,367.95	8,787,126.00	27.5%
Net Income	683,939.52	0.00	100.0%

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Port of Brookings Harbor
Check Registers
As of November 30, 2020

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	DEBIT	11/06/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		10,383.47
Bill Pmt -Check	DEBIT	11/16/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		8,323.15
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y4Q0X		196.93
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y4VHQ		141.45
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y4Y5C		141.56
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y50NL		130.20
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y540X		174.67
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y56W3		289.20
Check	DEBIT	11/04/2020	TD Ameritrade	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y5BLV		202.28
Check	DEBIT	11/04/2020	US Bank Sep- IRA	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y5G33		715.13
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y3GQJ		145.80
Check	DEBIT	11/04/2020	US Bank Sep- IRA	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y5G33		326.53
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y4Q0X		208.34
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y3GQJ		138.87
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 11/04/2020 ConfirmationQWZHY-Y4VHQ		140.24
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y4Y5C		145.25
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y50NL		131.07
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y540X		164.13
Check	DEBIT	11/04/2020	Edward Jones	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y56W3		289.20
Check	DEBIT	11/04/2020	TD Ameritrade	Employer Contribution 10/21/2020 ConfirmationQWZHY-Y5BLV		180.31
Check	DEBIT	11/02/2020	Elavon	OCTOBER 2020 MERCHANT SERVICE FEE ACCT#316		873.90
Check	DEBIT	11/02/2020	Elavon	OCTOBER 2020 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		140.64
Check	DEBIT	11/02/2020	Elavon	OCTOBER 2020 MERCHANT SERVICE FEE ACCT#902		35.82
Check	DEBIT	11/02/2020	Elavon	OCTOBER 2020 MERCHANT SERVICE FEE ACCT#951		970.60
Bill Pmt -Check	DEBIT	11/20/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		5,569.42
Bill Pmt -Check	DEBIT	11/26/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		6,845.99
Check	DEBIT	11/13/2020	ADP	Advice of Debit 567551509 Payroll Date: 11/04/2020		133.81
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LJNFG		144.41
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LKTRM		203.97
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LKZS1		138.73
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LL2KL		144.63
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LL60Q		129.60
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LL91K		163.83
Check	DEBIT	11/18/2020	Edward Jones	Employer Contribution 11/18/2020 ConfirmationQY9WR-LLDBZ		289.20
Check	DEBIT	11/18/2020	TD Ameritrade	Employer Contribution 11/18/2020 ConfirmationQY9WR-LLHST		212.81
Check	DEBIT	11/18/2020	US Bank Sep- IRA	Employer Contribution 11/18/2020 ConfirmationQY9WR-LLN4T		326.53
Check	DEBIT	11/18/2020	BL/ RV Park	STRIPE Debit for Refunds issued NOV 16		55.72
Check	DEBIT	11/18/2020	BL/ RV Park	REFUNDS issued 11/17/2020 Via STRIPE		618.67
Check	DEBIT	11/20/2020		STORE CURRENCY DEPOSITED & SOLD for OCT 2020		0.94
Check	DEBIT	11/27/2020	ADP	Advice of Debit #568554790 ezLaborManager/ADP 300 Timeclock		222.85
Check	DEBIT	11/27/2020	ADP	Advice of Debit 568330140 Payroll Date: 11/18/2020		131.58
Check	DEBIT	11/19/2020	James, LaDena	Refunded PayPal Pmt - MOORAGE TERMINATED 11/09/2020		1,667.40
General Journal	GF to CPF	11/23/2020		to cover bank service charge for multi user business online OCT 2020		23.00
General Journal	PAY 11/04	11/04/2020		Rec 11/04/2020 payroll		18,436.99
General Journal	TAX 11/04	11/04/2020		Rec 11/04/2020 payroll		7,189.66
General Journal	CVR Req#5	11/16/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820	6,286.33	

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Port of Brookings Harbor
Check Registers
As of November 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	DEBT 11/05	11/05/2020		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 11/05	11/05/2020		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 11/05	11/05/2020		Transfer to Debt Service Fund RV Park Improvement Fund		4,809.87
General Journal	IFA 11/05	11/05/2020		Transfer to IFA Debt Service for 4th Qtr 2020 Pmt		24,168.00
General Journal	RES 11/05	11/05/2020		Transfer to Reserve Fund		2,000.00
General Journal	USDA 11/05	11/05/2020		To transfer to USDA Revenue Bond Fund for November 2021 Payment		10,843.00
General Journal	GF 11/13	11/13/2020		Transfer \$50,000 from LGIP to Umpqua Bank - General Funds	50,000.00	
General Journal	PAY 11/18	11/18/2020		Rec 11/18/2020 payroll		15,797.87
General Journal	TAX 11/18	11/18/2020		Rec 11/18/2020 payroll		5,917.80
General Journal	CP 11/18/20	11/18/2020		Transfer to Capital Projects for payment to EMC inv#91009-2044		9,270.00
General Journal	CP 11/18/20	11/18/2020		Transfer to Capital Projects for payment to EMC inv#91009-2045		3,217.50
General Journal	GF 11/23	11/23/2020		Transfer \$80,000 from Umpqua Bank to LGIP - General Funds		80,000.00
General Journal	USCG 11/24	11/24/2020		NOV 2020 LEASE Pmt	923.24	
Bill Pmt -Check	10104	11/04/2020	Jackson County Courts	VOID: Filing Fee for Small Claim/Ronald Burger	0.00	
Bill Pmt -Check	10105	11/06/2020	Harbor Sanitary District	OCTOBER 2020 Sanitary Bill		3,727.66
Bill Pmt -Check	10106	11/06/2020	Harbor Water District P.U.D.	09/19/2020 - 10/22/2020 SERVICE/WATER BILL		3,541.30
Bill Pmt -Check	10107	11/06/2020	Thermo Fluids, Inc.	10/22/2020-Removal of Diesel from demolished boats		275.00
Bill Pmt -Check	10108	11/06/2020	Umpqua Valley Fire Services, Inc.	10/30/2020-EXT Inspection & Service		533.50
Check	10109	11/06/2020	Karen Trusty	Reimbursement for Purchased Rain Gear - Karen Trusty		142.90
Bill Pmt -Check	10110	11/06/2020	BOARDWALK MAIL SERVICE	Postage		34.82
Bill Pmt -Check	10111	11/06/2020	Kendrick Equipment USA LLC	MOUNT, SHOCK, RUBBER - EQ#4605 50T Marine Travel Lift		96.46
Bill Pmt -Check	10112	11/06/2020	Spec Dist Assoc of OR- Healthc...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,562.24
Bill Pmt -Check	10113	11/06/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		149.38
Bill Pmt -Check	10114	11/06/2020	John Kellum/John's Portable We...	11/3/2020-Weld 3 dock plates and 2 gangway plates for Boatyard		300.00
Bill Pmt -Check	10115	11/06/2020	Harbor Logging Supply, Inc.	ALUM PLATES for Boatyard		1,031.40
Check	10116	11/13/2020	Ralph Hamilton	Reimbursement for Purchased BOOTS - Ralph Hamilton		109.95
Bill Pmt -Check	10117	11/13/2020	BI-MART	Account #931481 Water & Supplies		249.99
Bill Pmt -Check	10118	11/13/2020	Black & Rice LLP	SEPTEMBER 2020 Legal Services		2,019.00
Bill Pmt -Check	10119	11/13/2020	Brookings Signs & Graphics	SIGNAGE - ADA for 'new' parking area in Commercial Retail		70.25
Bill Pmt -Check	10120	11/13/2020	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		398.56
Bill Pmt -Check	10121	11/13/2020	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		349.95
Bill Pmt -Check	10122	11/13/2020	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		8,153.28
Bill Pmt -Check	10123	11/13/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		125.55
Bill Pmt -Check	10124	11/13/2020	McLennan Excavation, Inc.	Zola's Demolition & New Parking with Change Order		92,515.79
Bill Pmt -Check	10125	11/13/2020	NorthCoast Health Screening	6-PANEL + ALCOHOL URINE DRUG SCREEN -- PRE-EMPLOYMENT - Ralph H...		40.00
Bill Pmt -Check	10126	11/13/2020	Orcal Security Consulting LLC	Security Patrol for OCTOBER 2020		2,790.00
Bill Pmt -Check	10127	11/13/2020	ULine	Customer No. 15340135 OIL SORBENT BOOMS		397.81
Bill Pmt -Check	10128	11/20/2020	Anchor Lock & Key	Purchase & Installation of Auto Locks & Closers at Comm. Restroom		1,473.00
Bill Pmt -Check	10129	11/20/2020	BI-MART	Account #931481 Water & Supplies		74.94
Bill Pmt -Check	10130	11/20/2020	C.J. Huntsman CPA, P.C.	Audit FY 6/30/2020 FINAL BILLING		10,500.00
Bill Pmt -Check	10131	11/20/2020	Curry County Environmental Hea...	Beachfront RV Park - #NFRY-AF6PRQ-RV Park/Camp - Recreational Park - Ann...		979.00
Bill Pmt -Check	10132	11/20/2020	Pacific Office Automation	Customer # 507410 Copier Lease & Maintenance		258.00
Bill Pmt -Check	10133	11/20/2020	Quill Corporation	ACCT#1932158 Office Supplies		845.81
Bill Pmt -Check	10134	11/20/2020	Spec Dist Assoc of OR- Prop & ...	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY ...		9,009.36
Bill Pmt -Check	10135	11/20/2020	US Bank Equipment Finance	Contract No. 500-0623925-000		298.20
Bill Pmt -Check	10136	11/20/2020	Xerox Capital Services, LLC	Purchase of XEROX PRINTER WC6655X- RV Park Office		269.00
Bill Pmt -Check	10137	11/20/2020	Gowman Electric, Inc.	Electrical Repairs		360.88
Bill Pmt -Check	10138	11/20/2020	Gerald W. Burns, CPA	NOV Retain Bill #11		500.00
Bill Pmt -Check	10139	11/20/2020	Gerald W. Burns, CPA	Project: Assist in preparing the AFR		5,000.00
Check	10140	11/19/2020	US Bank Equipment Finance	VOID: Contract No. 500-0623925-000 to enroll in Auto Payment	0.00	

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Port of Brookings Harbor
Check Registers
As of November 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10141	11/20/2020	Gowman Electric, Inc.	Electrical Repairs		644.00
Bill Pmt -Check	10142	11/25/2020	BI-MART	Account #931481 Water & Supplies		55.04
Bill Pmt -Check	10143	11/25/2020	Black & Rice LLP	OCTOBER 2020 Legal Services		1,088.00
Bill Pmt -Check	10144	11/25/2020	Department of Revenue	Oregon Hazardous Substance Fee- For having Oxygen on the premises Facility #0...		388.00
Bill Pmt -Check	10145	11/25/2020	Gowman Electric, Inc.	Purchase of Job Materials for offices and boat shop/Port shop COVID-19 Expenses		2,210.03
Bill Pmt -Check	10146	11/25/2020	Harbor Logging Supply, Inc.	Chain w/Hook - to transport Seawall Blocks at RV Park		70.60
Bill Pmt -Check	10147	11/25/2020	New Hope Plumbing & Custom ...	Replacement of Backflow Valve includes Material & Installation		835.00
Bill Pmt -Check	10148	11/25/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		5,860.20
Total 10103 · General Funds Ckg Umpqua 3634					57,209.57	394,720.08
10105 · General Fund LGIP 6017						
Check	DEBIT	11/02/2020		LGIP Fees for OCTOBER 2020		0.30
General Journal	GF 11/13	11/13/2020		Transfer \$50,000 from LGIP to Umpqua Bank - General Funds		50,000.00
General Journal	GF 11/23	11/23/2020		Transfer \$80,000 from Umpqua Bank to LGIP - General Funds	80,000.00	
Total 10105 · General Fund LGIP 6017					80,000.00	50,000.30
Total 101 · GENERAL FUND CHECKING & LGIP					137,209.57	444,720.38
10101 · Petty Cash						
Bill Pmt -Check	CASH	11/13/2020	Harbor Corner Market LLC	ICE for holding water samples		2.99
Total 10101 · Petty Cash					0.00	2.99
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					137,209.57	444,723.37
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Check	DEBIT	11/06/2020	USDA Rural Development	USDA #97-02 Revenue Bond Payment per amortization schedule		130,120.00
General Journal	USDA 11/02	11/02/2020		To transfer to USDA Revenue Bond Fund...LGIP 6021 to Umpqua Bank 9529 for ...	130,120.00	
Total 20104 · USDA BOND Umpqua MM 9529					130,120.00	130,120.00
30104 · Debt Service Umpqua MM 8627						
Check	DEBIT	11/16/2020	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #33		1,464.71
Check	DEBIT	11/23/2020	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #49 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 11/05	11/05/2020		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 11/05	11/05/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71
40104 · Capital Projects Umpqua 8018						
Check	DEBIT	11/20/2020		Multi User Business Online Banking for 10/20		23.00
General Journal	GF to CPF	11/23/2020		to cover bank service charge for multi user business online OCT 2020	23.00	
General Journal	CVR Req#5	11/16/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820	6,286.33	
General Journal	CVR Req#5	11/16/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820		6,286.33
General Journal	USCG 11/24	11/24/2020		NOV 2020 LEASE Pmt		923.24
Total 40104 · Capital Projects Umpqua 8018					6,309.33	7,232.57

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Port of Brookings Harbor
Check Registers
As of November 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit
Total 104 · RESTRICTED MONEY MKT & CHECKING					142,553.04	143,476.28
105 · RESTRICTED LGIP						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 11/02	11/02/2020		To transfer to USDA Revenue Bond Fund...LGIP 6021 to Umpqua Bank 9529 for ...		130,120.00
General Journal	USDA 11/05	11/05/2020		To transfer to USDA Revenue Bond Fund for November 2021 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	130,120.00
30105 · IFA Debt Service Fund LGIP 6020						
General Journal	IFA 11/05	11/05/2020		Transfer to IFA Debt Service for 4th Qtr 2020 Pmt	24,168.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					24,168.00	0.00
50105 · Reserve Fund LGIP 6018						
General Journal	RES 11/05	11/05/2020		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00
Total 105 · RESTRICTED LGIP					37,011.00	130,120.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					179,564.04	273,596.28
TOTAL					316,773.61	718,319.65

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
5-R Excavation, LLC	
Total 5-R Excavation, LLC	35,911.96
Alexandre EcoDairy Farms	
Total Alexandre EcoDairy Farms	200.00
Allied Roofing & Construction LLC	
Total Allied Roofing & Construction LLC	3,946.00
AMAZON MKTPLACE	
Total AMAZON MKTPLACE	23,480.50
Anchor Lock & Key	
Total Anchor Lock & Key	1,473.00
Anchorside Printing	
Total Anchorside Printing	78.25
Asurion Wireless Insurance	
Total Asurion Wireless Insurance	9.00
Belson Outdoors	
Total Belson Outdoors	5,991.50
Best Buy	
Total Best Buy	779.98
Betsy Bubble Bath	
Total Betsy Bubble Bath	10.00
BI-MART	
Total BI-MART	1,125.24
Black & Rice LLP	
Total Black & Rice LLP	17,180.00
BOARDWALK MAIL SERVICE	
Total BOARDWALK MAIL SERVICE	625.94
Boat Launch Kiosk	
Total Boat Launch Kiosk	36.55
BOLI PWR	
Total BOLI PWR	820.24

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Brookings Glass, Inc.	
Total Brookings Glass, Inc.	776.00
 Brookings Harbor Chamber of Commerce	
Total Brookings Harbor Chamber of Commerce	250.00
 Brookings Signs & Graphics	
Total Brookings Signs & Graphics	3,777.25
 Bullet Rental	
Total Bullet Rental	3,990.23
 C.J. Huntsman CPA, P.C.	
Total C.J. Huntsman CPA, P.C.	10,500.00
 CAL/OR Insurance Specialists, Inc.	
Total CAL/OR Insurance Specialists, Inc.	1,481.07
 Cascade Home Center	
Total Cascade Home Center	705.03
 Cascadia Geoservices, Inc.	
Total Cascadia Geoservices, Inc.	3,700.00
 Central Curry	
Total Central Curry	73.21
 CertifiedMailLabels.com	
Total CertifiedMailLabels.com	606.70
 Chetco Automotive	
Total Chetco Automotive	66.46
 Chetco Drywall Inc.	
Total Chetco Drywall Inc.	150.00
 CHEVRON	
Total CHEVRON	4,280.99
 City of Brookings	
Total City of Brookings	2,781.25
 Coast Auto Center	
Total Coast Auto Center	229.09

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Cole-Parmer	
Total Cole-Parmer	53.40
Computer Fusion	
Total Computer Fusion	200.00
Conrad Forest Products	
Total Conrad Forest Products	16,493.33
Coos-Curry Electric Cooperative, Inc.	
Total Coos-Curry Electric Cooperative, Inc.	82,627.83
Costco	
Total Costco	556.49
Country Media, Inc.	
Total Country Media, Inc.	4,270.22
Crescent ACE Hardware	
Total Crescent ACE Hardware	1,117.75
Crow/Clay & Associates, Inc	
Total Crow/Clay & Associates, Inc	16,368.67
Curry Coastal Pilot	
Total Curry Coastal Pilot	103.00
Curry County Business License	
Total Curry County Business License	100.00
Curry County Environmental Health Service	
Total Curry County Environmental Health Service	979.00
Curry County Planning Department	
Total Curry County Planning Department	5,671.76
Curry County Tax Collector	
Total Curry County Tax Collector	850.56
Curry Equipment	
Total Curry Equipment	4,160.61
Curry Transfer & Recycling	
Total Curry Transfer & Recycling	64,686.11

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Da-Tone Rock Products	
Total Da-Tone Rock Products	855.45
Del-Cur Supply Co-op	
Total Del-Cur Supply Co-op	2,067.28
Department of Revenue	
Total Department of Revenue	388.00
Department of State Lands	
Total Department of State Lands	826.00
Dish Network	
Total Dish Network	5,587.85
DMV Driver & Motor Vehicle Services	
Total DMV Driver & Motor Vehicle Services	26.50
Dollar General	
Total Dollar General	51.95
Dollar Tree	
Total Dollar Tree	27.00
Eco Nutrients	
Total Eco Nutrients	200.00
Elavon	
Total Elavon	63.74
EMC-Engineers/Scientists, LLC	
Total EMC-Engineers/Scientists, LLC	82,197.50
Engineering Resource Services LLC	
Total Engineering Resource Services LLC	1,890.00
Engineering Tech. Services	
Total Engineering Tech. Services	17,931.25
Englund Marine Supply	
Total Englund Marine Supply	2,855.79
Esco Products, Inc.	
Total Esco Products, Inc.	1,342.14

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Expedia	
Total Expedia	121.72
Fastenal Industrial Supplies	
Total Fastenal Industrial Supplies	9,860.42
Ferguson Enterprises, Inc.	
Total Ferguson Enterprises, Inc.	661.45
Flags.com	
Total Flags.com	752.80
FRED MEYER	
Total FRED MEYER	1,207.38
Freeman Rock, Inc.	
Total Freeman Rock, Inc.	3,197.45
Gerald W. Burns, CPA	
Total Gerald W. Burns, CPA	10,500.00
GODaddy.com	
Total GODaddy.com	330.73
Gold Beach Lumber Yard, Inc.	
Total Gold Beach Lumber Yard, Inc.	28,753.62
Government of Ethics Commision	
Total Government of Ethics Commision	548.87
Gowman Electric, Inc.	
Total Gowman Electric, Inc.	7,302.32
Grants Pass Water Lab, Inc.	
Total Grants Pass Water Lab, Inc.	3,120.00
Harbor Corner Market LLC	
Total Harbor Corner Market LLC	2.99
Harbor Logging Supply, Inc.	
Total Harbor Logging Supply, Inc.	2,387.55
Harbor Sanitary District	
Total Harbor Sanitary District	44,866.68

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Harbor Water District P.U.D.	
Total Harbor Water District P.U.D.	22,536.26
 Hartwick Automotive	
Total Hartwick Automotive	241.65
 HD SUPPLY FACILITIES	
Total HD SUPPLY FACILITIES	407.92
 Highway Specialities, LLC	
Total Highway Specialities, LLC	1,935.00
 Holly's Handyman, LLC	
Total Holly's Handyman, LLC	300.00
 Home Depot	
Total Home Depot	261.90
 Intuit	
Total Intuit	6,926.98
 Jackson County Courts	
Total Jackson County Courts	57.00
 JAM Paper & Envelope	
Total JAM Paper & Envelope	103.15
 John Kellum/John's Portable Welding	
Total John Kellum/John's Portable Welding	3,487.50
 K&K Insurance Group, Inc.	
Total K&K Insurance Group, Inc.	225.00
 Kendrick Equipment USA LLC	
Total Kendrick Equipment USA LLC	4,633.27
 Kerr's Ace Hardware Inc	
Total Kerr's Ace Hardware Inc	6,269.74
 Les Schwab Tire Center	
Total Les Schwab Tire Center	1,089.00
 Marine Surveyors & Consultants	
Total Marine Surveyors & Consultants	575.00

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Mascott Equipment	
Total Mascott Equipment	551.93
McLennan Excavation, Inc.	
Total McLennan Excavation, Inc.	95,977.83
Media Nook	
Total Media Nook	30.00
Microsoft	
Total Microsoft	299.97
My Parking Permit	
Total My Parking Permit	1,086.80
NAPA Auto Part	
Total NAPA Auto Part	605.44
New Hope Plumbing & Custom Builders	
Total New Hope Plumbing & Custom Builders	1,527.00
Newegg	
Total Newegg	1,965.10
NorthCoast Health Screening	
Total NorthCoast Health Screening	40.00
Northwest Parking Equipment Company	
Total Northwest Parking Equipment Company	709.15
O'Reilly Auto Parts	
Total O'Reilly Auto Parts	18.27
Oil Can Henry's	
Total Oil Can Henry's	69.99
ONLINE Purchases	
Total ONLINE Purchases	3,296.79
Orcal Security Consulting LLC	
Total Orcal Security Consulting LLC	11,160.00
Oregon Coast Magazine	
Total Oregon Coast Magazine	675.00

**Port of Brookings Harbor
Expenditures per Vendor
January through November 2020**

	<u>Balance</u>
Oregon Department of Agriculture	
Total Oregon Department of Agriculture	278.00
Oregon PERS/State Social Security Admin.	
Total Oregon PERS/State Social Security Admin.	15.00
Oregon Secretary of State	
Total Oregon Secretary of State	250.00
ORRCO	
Total ORRCO	1,480.95
Pacific Office Automation	
Total Pacific Office Automation	537.99
Pacific Rim Copy Center	
Total Pacific Rim Copy Center	352.30
Pape Material Handling	
Total Pape Material Handling	3,103.44
Pithitude-Vendor	
Total Pithitude-Vendor	900.00
Pitney Bowes Global Lease	
Total Pitney Bowes Global Lease	1,246.23
Pitney Bowes, Inc.	
Total Pitney Bowes, Inc.	2,100.00
Port of Brookings Harbor	
Total Port of Brookings Harbor	45.00
Pump Pipe & Tank Services, LLC	
Total Pump Pipe & Tank Services, LLC	1,868.89
Quill Corporation	
Total Quill Corporation	4,090.25
Rentprep Enterprise/Fidelis Screening	
Total Rentprep Enterprise/Fidelis Screening	738.15
RezStream	
Total RezStream	298.00

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
River Inn at Seaside	
Total River Inn at Seaside	2,649.63
Rivers End Construction, Inc.	
Total Rivers End Construction, Inc.	100.00
Roberts & Associates Land Surveying, Inc.	
Total Roberts & Associates Land Surveying, Inc.	6,880.00
Rock Island Design	
Total Rock Island Design	2,709.93
Rogue Credit Union	
Total Rogue Credit Union	53,665.33
Roto Rooter	
Total Roto Rooter	9,345.87
Scribble Software	
Total Scribble Software	1,985.00
See Water Inc.	
Total See Water Inc.	336.19
Sensaphone	
Total Sensaphone	299.40
Shell Oil	
Total Shell Oil	52.45
SimpliSafe	
Total SimpliSafe	149.90
Slice Recovery	
Total Slice Recovery	1,531.20
SO Backflow Techs	
Total SO Backflow Techs	364.00
South Coast Knight Security	
Total South Coast Knight Security	18,549.00
Spec Dist Assoc of OR- Workers Comp	
Total Spec Dist Assoc of OR- Workers Comp	8,997.00

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Spec Dist Assoc of OR- Healthcare	
Total Spec Dist Assoc of OR- Healthcare	84,363.99
Spec Dist Assoc of OR- Prop & Cas	
Total Spec Dist Assoc of OR- Prop & Cas	105,255.00
Spec Dist Assoc of Or -TRAINING	
Total Spec Dist Assoc of Or -TRAINING	2,340.00
SPECIAL DISTRICTS ASSC OR (annual dues)	
Total SPECIAL DISTRICTS ASSC OR (annual dues)	10,215.99
Spectrum Business 8752 19 060 0025169	
Total Spectrum Business 8752 19 060 0025169	992.42
Spectrum Business 8752 19 060 0226494	
Total Spectrum Business 8752 19 060 0226494	821.55
Spectrum Business 8752 19 060 0247029	
Total Spectrum Business 8752 19 060 0247029	349.90
Stormwater Biochar LLC	
Total Stormwater Biochar LLC	1,204.11
Stripe	
Total Stripe	457.00
SUPPLYHOUSE.COM	
Total SUPPLYHOUSE.COM	408.30
T3E Company	
Total T3E Company	672.96
Thermo Fluids, Inc.	
Total Thermo Fluids, Inc.	1,135.00
Tidewater Contractors, Inc.	
Total Tidewater Contractors, Inc.	16,293.16
Tidewinds Sportfishing/Kyle Aubin	
Total Tidewinds Sportfishing/Kyle Aubin	14,544.00
Traffic Safety Supply Co.	
Total Traffic Safety Supply Co.	2,288.04

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
Training and Travel Expenses	
Total Training and Travel Expenses	615.85
Travel Information Council	
Total Travel Information Council	732.00
Tyree Oil, Inc	
Total Tyree Oil, Inc	477,612.08
U Printing	
Total U Printing	956.43
ULine	
Total ULine	3,342.97
Umpqua Valley Fire Services, Inc.	
Total Umpqua Valley Fire Services, Inc.	533.50
United Rentals	
Total United Rentals	80.00
US Bank Equipment Finance	
Total US Bank Equipment Finance	298.20
US Postal Service	
Total US Postal Service	131.00
Valvoline	
Total Valvoline	47.49
Ventek International	
Total Ventek International	2,070.00
VERIZON WIRELESS	
Total VERIZON WIRELESS	4,425.86
VISTA PRINT	
Total VISTA PRINT	69.99
Vonage	
Total Vonage	2,451.15
WebReserv	
Total WebReserv	1,289.00

Port of Brookings Harbor
Expenditures per Vendor
January through November 2020

	<u>Balance</u>
WEEBLY-CHARGE.COM	
Total WEEBLY-CHARGE.COM	1,470.00
Wendy's	
Total Wendy's	19.48
Wes' Towing	
Total Wes' Towing	325.00
Wilkins Action Graphics	
Total Wilkins Action Graphics	363.00
Workamper News Inc.	
Total Workamper News Inc.	39.00
Xerox Capital Services, LLC	
Total Xerox Capital Services, LLC	10,091.74
Zipty Fiber 541-412-7930-102902-5	
Total Zipty Fiber 541-412-7930-102902-5	446.32
Zipty Fiber 541-469-5867-121516-5	
Total Zipty Fiber 541-469-5867-121516-5	834.70
Zoom Video Communications Inc.	
Total Zoom Video Communications Inc.	119.92
	<u><u>1,594,886.44</u></u>

SAFETY MONTHLY REPORT

Date: December 15, 2020
Period: November 2020
To: Gary Dehlinger, Port Manager
Issued By: Danielle Shepard, Safety Representative

Safety Meetings:

- Port staff was trained on updated COVID-19 Rules.

Employee Accidents:

- No employee accidents for November.

Accident / Incident Reports:

1. November 5, Boat sank in Basin II, F dock, slip 21, there was no pollution, but Port staff put absorbent booms around the boat in case there was to be any spill pollution. The owner's insurance was contacted, they had a salvage company come and remove the boat from the harbor.
2. November 6, Boat in Basin II, D dock, slip 14, bilge pump was pumping oil into the harbor. The owner was contacted, and the boat was removed from the harbor shortly after.
3. November 10, a dog was loose from site 67, when it came about 6 feet from the RV Park Manager it started to bark, growl, and show teeth. She had to yell for someone to come get the dog. The Owners from site 67 came to get the dog, when the RV Park Manager reminded them the keep the dog on a leash, they stated he was on a leash. This was not the first encounter our RV Park attendants have had with this dog.
4. November 5, a gentleman that was warned on October 28 not to dumpster dive or go threw any Port trash cans was found locked in a dumpster trying to get out. RV Park Manager warned him again not to dumpster dive and called the sheriffs who will be trespassing the individual.
5. November 18, Port Staff noticed damage to an outlet on Transient Dock, which was caused by the fishing vessel Desire's faulty cord. Gowman Electric came out and replaced the burnt 30A receptacle.
6. November 23, Port Staff found a mason jar floating in Basin II that had blasting caps inside. Curry County Deputy responded, and securely removed blasting caps from the Port.
7. November 23, RV Park guest reported that someone stole their bike from their site. Guest reported this incident to the Sheriff's. Port Staff notified Port Security.
8. November 26, Port staff was notified by another moorage holder that a boat on Basin II G 1 was smoking. Moorage holder had unplugged vessel from shore power and the smoke dissipated. The boat owner was notified of the situation.

HARBORMASTER MONTHLY REPORT

Date: December 15, 2020
Period: November 2020
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Staff completed 13 work orders throughout the park. Work consisted of broken water and sewer lines, filling potholes, and minor adjustments to the Wi-fi system. Harbor Sanitary scheduled a smoke test for the park system that was delayed due to weather. Hopefully sometime in December it can be rescheduled. Port staff will continue to block off walkways during high storm surge and will remove blocks during nice weather.

Occupancy by Month & Year

RV Park	2019	2020	Change	Month	2019	2020	Change
January	10.35%	7.45%	-2.90%	July	61.32%	84.66%	23.34%
February	7.32%	16%	8.68%	August	60.81%	70%	9.19%
March	16.83%	16.4%	-.43%	September	45.36%	51%	5.64%
April	13.53%	0	-13.53%	October	25.38%	68%	42.62%
May	26.42%	5.7%	-20.72%	November	15.22%	22%	6.78%
June	39.97%	71.08%	31.11%	December	8.52%		

Marina

Port staff continues to walk docks, inspect vessels, and correct issues that may arise. Some issues were 30 amp plugs on the docks, boats lines loose, obstructions in walkways such as hoses and cords. Staff also began to tighten dock bolts on the kite field side of the marina, and they will continue the rest of the marina next month along with light pressure washing of electrical pedestal.

A small sport boat sunk in Basin 2 on Nov 5. Port staff secured the area and deployed oil boom. (During the time that the vessel was sunk there was no discharge of fuel or oil.) Port staff made all necessary notifications to owner, spill response, insurance, and others. After notification to owner and insurance we worked together to find a professional salvage team that came with all the proper equipment to remove the vessel. This company was accepted by the insurance company to do the work. Northwest Marine Services, (salvage company) subcontracted the Port to use boat, pumps, labor, and the use of the Travelift to remove the vessel. All port costs were then submitted to Northwest Marine Service. This incident was a great example of why the port has insurance requirements for all vessels.

Max Capacity – 512 slips		Slips Closed – 14 slips		Available Slips – 498 slips	
Basin 2 239 slips	Water & Power Available	Basin 1 273 slips	With Power Available	Without Power Available	
	16 – 24' slips 3 – 40' slips 0 – 35' slips		3 – 40' slips 3 – 30' slips 3 – 20' slips	7 – 40' slips 12 – 30' slips 23 – 22' & under slips 60 – daily moorage	

Moorage Renewals by Month

				Total Moorage Rentals		
November	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational	17	25	13	358	338	20
Commercial	8	7	-1			
Transient	2	3	1	106	77	29

Boat Launches Paid through Launch Machine

November	2019	2020	Change	YTD 2019	YTD 2020	Change
Boat Launch	352	127	225	3714	5011	1297
Daily Moorage	-	10	-	-	244 nights	-

Gear & Boat / Trailer Storage

We still have over 40 boats in storage at \$61 per month. Commercial gear is being worked on for the upcoming crab season. Port has also removed the larger vessels gear and stored it for the crab season.

Commercial Receiving Dock

No problems were reported at any of the leased dock areas. Most of the hoist and dock areas have been used for gear removal and placement of crab pots of the vessel. Pacific seafood is still unloading drag boats on occasion.

Commercial Retail Building

The light festival staff put up their displays throughout the port. The lights look great and we thank them for their hard work. Retail bathroom was closed for a day due to vandalism. Gauze and clothing were found in the sewer sump area and found them wrapped and seized on the motors. No other problems were reported in the retail area.

Boat Yard

Port staff and the Boat Shop have completed removing their items from the shops. Each side continues to modify the buildings to fit their needs and should be completed by Jan 1, 2021.

Billable Services Performed this Month and Boat Yard Inventory

Description	2019	2020	2020 Hours	Change	YTD 2019	YTD 2020	Change
Reach lift (Forklift)	3	9	12	6	47	52	5
Travel Lift Haul Ins-Outs	8	5	-	3	101	78	23

Maintenance Crew

Port maintenance completed 51 work orders for the month of November. We have revised our field staff hours to working Monday through Friday 8am to 5 pm to allow Port maintenance to be done, and our cleaning staff is working 7 days a week. Water testing was completed at our 6 test sites and staff will be implementing adjustments to better our test results

Abandoned Boats (Port Acquired)

The sailboat "Momentum" is now in the final stages of our ownership. One of the requirements is that we must try to sell the vessel. The port has put an ad in the paper that states offers must be turned in by Jan 6th at 3pm. On that day, at 3pm, port will open any **sealed bids** received.

1	4-Play
2	Gypsy Lee
3	Stella
4	Momentum (sailboat on C-Dock/in process of ownership)
5	

PORT MANAGER

MONTHLY REPORT

Date: December 15, 2020
Period: November 2020
To: Honorable Board President and Harbor District Board Members
Issued By: Gary Dehlinger, Port Manager

Curry County remains in Phase 2 Reopening status with social distancing and face mask requirements. Governor imposed more restrictions during the last two weeks of the month. Port Office was closed to the public, but staff continued to operate by phone with guests and customers.

Security

OrCal Security and POBH recorded 17 contacts/violations/incidents in November. (11) overnight parking (public obeyed and left property), (3) parking violations, (2) no camping, and graffiti in the women's Kite Field restroom. November 2020 Security Log attached for your review.

Port Office

Met with Kristi Daniels to review Hungry Clams lease and their operations. Lease renewal is in this month packet for approval.

The Port secured the area around the sunken boat in Basin 2 (environmental measures) and we made sure all of our bases were covered with insurance companies (SDAO, owners insurance) before the Port moved forward with removal. Took couple of days scheduling with the insurance company and salvage company to remove the boat from the harbor. Boat sunk Thursday morning and was removed Saturday afternoon. Port provided some assistance with the removal and costs were billed to the salvage company.

Continued working with Crow/Clay & Associates to revise the drawings because of FEMA Floodplain Zone.

Fishing vessel "Desire" made their vessel unseaworthy without notifying Port staff. They continually missed their own deadlines to remove their vessel from the transient dock to another harbor to complete their repairs. Their crew used Port receiving docks without notifying the Port to load equipment onto the boat. With their continued disregard of Port rules, they are not welcome to the Port unless its weather permitting.

The traffic counter at the RV Park recorded 32,670 vehicles in the month of November, average of 1,089 per day. Started counting on June 30, the total is 216,029 vehicles.

CBN Visitor Center lease ended on November 30, 2020. Port received the space in good condition and have a potential tenant.

Seal Cove Realty lease was terminated by the Port as of November 30, 2020. More information is under Information Items.

Continued gathering information on different types of camera systems and researched other Ports security camera systems. This item is in this month packet.

Attend OPPA meeting via teleconference. Topics included: Election update on Oregon House and Senate leadership. Democrats continue to hold majority in both houses (House 37 to 23 and Senate 18 to 12). Coastal Caucus is majority Republicans. Business Oregon-Stephanie reviewed Strategic Business

Planning updates. Federal update covered the election, congress returns in December. DeFazio's bills for emergency small port funding might be impacted if no stimulus bills are passed this year. Discussion with the Willamette Partnership, FEMA Region X, NOAA and DLCD regarding FEMA's implementation of a NOAA biological opinion, FEMA floodplain management. Biological opinion will take another 5 years to complete and to implement (get your projects done before being implemented). North Coast Regional Solutions Coordinator Office for Governor Brown, reviewed shutdown between November 18 to December 2. Working on risk base matrix by counties spread of COVID-19. Outdoor recreation is exempt. Offices should work from home, if possible. Gatherings reduced to 6. Enforcement is done through OSHA by receiving complaints. Relief money from Governor going out to Counties. Counties will have the say how its administered. \$500k per county and base on per capita for amounts over \$500k.

DEQ 1200-Z Industrial Stormwater

Monthly inspections were completed as required. Stormwater sampling was completed on November 13. Test results and Tier 1 Report will be reviewed under the Information Items.

Port Upcoming Projects

In the next several months the Port will be looking to continue its maintenance and repair projects:

Maintenance and repair projects may include:

- 1) Gear storage grading (ongoing)
- 2) Install fire hydrants at Basin 2 (Lower Harbor Road remaining)
- 3) General cleanup across Lower Harbor Road, Port property area
- 4) Repair travel lift ramp cross bracing
- 5) Repair Basin 2 commercial restroom roof and paint
- 6) Reorganize docks in Boat Yard
- 7) Repair damage fence at RV Park (ongoing repairs)
- 8) Separating main water source to Basin 1 Docks E, F & G. Adding a new water connection
- 9) Remove bushes from Basin 1 slopes – retail side
- 10) Clean all Port signage
- 11) Relocate Port operations to Boat Shop & More
- 12) Install protective cover for Boat Launch Machine
- 13) Repair broken Icehouse piling and catwalk

Large projects include:

- 1) Fuel dock repair and transient dock repairs (Legacy Contracting)
- 2) FEMA DR-4432 & 4452 Engineering and Permitting (Jack Akin EMC/Engineers)

2019 FEMA Disasters – Same information from last month...planning continuing...

Received approval from Oregon Emergency Management for engineering and permitting. Jack Akin/EMC Engineering continued working on construction method and drawings.

- FEMA DR-4432 February 24, 2019 storm damage to Basin 2 Slopes (2,000 LF) and dredging 8,000 cubic yards.
- FEMA DR-4452 April 6, 2019 storm damage to basins (dredging 30,000 cubic yards)

FEMA Hazard Mitigation Grant Program was completed, and we are hopeful to receive additional construction mitigation funding under DR-4452. With the additional funding and matching coming from Business Oregon, this disaster repair and mitigation project could total \$4 million.

SECURITY LOG

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
297	11/02/20	POBH	Overnight Parking	Kite Field	ORLSYQ	OR
298	11/03/20	POBH	Overnight Parking	Retail Parking Lot	WJN136	OR - 2nd Warning
299	11/03/20	OrCal	No Camping	Kite Field	6KHD509	CA
300	11/04/20	OrCal	No Camping	Commercial Boat Basin	ZGOV536	CA
301	11/06/20	OrCal	Overnight Parking	RV Park	522HFC	OR
302	11/07/20	OrCal	Overnight Parking	RV Park	522HFC	OR
303	11/07/20	OrCal	Overnight Parking	RV Park	816KFY	OR
304	11/16/20	OrCal	Overnight Parking	Commercial Boat Basin	RYFRAF	NV
305	11/20/20	OrCal	Overnight Parking	RV Park	8FUB459	CA
306	11/21/20	OrCal	Overnight Parking	RV Park	905KWR	OR
307	11/21/20	OrCal	Overnight Parking	RV Park	8FUB459	CA
308	11/22/20	OrCal	Overnight Parking	Retail Parking Lot	756JJK	OR
309	11/25/20	OrCal	Overnight Parking	Retail Parking Lot	756JJK	OR - Ticket
310	11/27/20	OrCal	Overnight Parking	Retail Parking Lot	AWF4223	CA
311	11/27/20	OrCal	Overnight Parking	Retail Parking Lot	6B0047U	ID
312	11/30/20	OrCal	Griffiti	Kite Field		Womens RR
313	11/30/20	OrCal	Overnight Parking	RV Park	672M09	NV

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
1	Tuesday, January 28, 2020	Policy & Procedure Policy		Approved	
2		Port Employee Handbook		Approved	
3		Ground User Agreement		Approved	Resolution No. 533
4		Financial Management Policy		Approved	Resolution No. 534
5		Port Audit Action Plan FY 2018-19		Approved	Resolution No. 535
6		Marine Fuel Dock Station Repair		Approved	
7		Culvert Material Removal		Approved	Port & County Board Meeting proposed
8		Strategic Business Plan RFP		Approved	
9		Basin 1 F & G Dock Modification		Approved	
10		Port Fire Hydrant Plan		Approved	When funds are available
11		Restroom/Shower & Laundry Room Est		Approved	Pursue loan for construction
12		Kathy's Corner Market Lease		Approved	Termination date
13		Service Contracts		Approved	
14		Port Manager Performance Evaluation		Approved	
15		Events "4" of July		Hold	No action taken
16		Green Building Site Improvement Plan		Approved	Seek info on metal storage buildings
17			Ice House at Port of Charleston		
18			Port Project List 2019-20		
19			Legislative Letters on Channel Dredging		
20			Developing Future Scenarios for Climate Change in California Ecosystem		
21	Tuesday, February 4, 2020	Executive Session - RV Park Camp Host		Approved	Settlement of claim
22	Thursday, February 20, 2020	Number of Signatures on Checks		Approved	
23		Receiving Dock Schedule of Charges		Approved	Revisit when Port has public hoist available
24		Public Records Policy		Approved	Resolution No. 536
25		Delinquent Account Write Off Request		Approved	
26		Appoint Budget Officer FY 2020/21		Approved	
27		Open New LGIP Account of Dredging		Approved	
28		Mountain View Custom Cycles Lease Amendment No. 1		Approved	Includes barber shop
29			Kathy's Corner Market Lease		
30			Launch Ramp Grabrail		
31			IT Security Policy		
32			Fuel Dock Repairs		
33			Restroom/Shower & Laundry Room		
34			36 inch Culvert Cleaning		
35	Friday, March 6, 2020	Zola's on the Water SDC Fees		Approved	Transfer SDC fees when old building is demolished
36		Zola's on the Water Color Scheme		Approved	
37		Zola's on the Water Expansion		Approved	Extend storage space and fix drainage
38	Tuesday, March 17, 2020	Regular meeting cancelled due to COVID-19 regulations from State of Oregon			
39	Tuesday, March 24, 2020	Possible Shutdown of RV Park & Port Operations		Approved	Closed RV Park and fishing pier effective immediately thru April, public parking excluded. All Port operations remain open

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
40		Business Oregon Contract Amendment for Dock Repairs		Approved	Amendment No. 1
41		COVID-19 Governor Brown Executive Orders		Approved	Resolution No. 537
42	Thursday, April 2, 2020	Supplemental Budget Hearing		Approved	FY 2019-20 Budget Updates
43	Thursday, April 2, 2020	Moorage License Application		Approved	Resolution No. 538
44		Supplemental Budget Approval		Approved	Resolution No. 539
45		EMC Engineers/Scientists Contract		Approved	
46		Black, Rice & Luna LLP Contract Extension		Approved	Amendment No. 1 - Contract ends April 2022
47		C.J. Huntsman Audit Engagement Letter		Approved	FY 2019-20
48		Strategic Business Plan RFP		Approved	Allow Port Staff to complete 5-year update
49		Launch Ramp Grabrail		Approved	Install (6) six grabrails
50		Fuel Dock Ramp & Dock Repair Bid Documents		Approved	
51		Zola's Pizzeria Building Demolition & Restoration Plan		Approved	
52		Port Tenants and Commercial Moorage Month Deferment Plan		Approved	
53		Appoint Budget Committee		Approved	
54		April 21 Commissioner Meeting		Approved	Cancelled Regular Meeting
55			Salmon Season Alternatives		
56			Sea Grant - Dock Walk Program		
57			Green Building Area		
58			DEQ 1200-Z Permit		
59			RV Park Maintenance		
60	Friday, April 17, 2020	SDIS Employee Health Care Plan		Approved	
61		COVID-19 Reevaluation of Port Operations and Finances		Approved	Approved to use Reserve Funds as needed to supplement any shortfalls in other funds
62		Port Lease Deferment Plan		Approved	Cancelled previous Port Plan and approved State EO 20-13 Plan
63		Engagement Letter for Bond Counsel		Approved	RV Park Construction Loan
64	Thursday, April 30, 2020	Beachfront RV Park Closure Extension		Approved	Closed thru May 25
65		2020 Events at Port		Approved	Cancelled all remaining events at Port this year
66	Tuesday, May 12, 2020	Budget Committee Meeting		Approved	FY Budget 2020-21
67	Thursday, May 14, 2020	Business Oregon Payment Relief Plan		Approved	
68		Reopening Beachfront RV Park		Approved	Open to half capacity using Phase 1 guidelines May 26. Open to full capacity under Phase 2 guidelines (ended up being June 8)
69		Art at the Port		Approved	Allow installation of art work on the boardwalk

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
70		Crow/Clay & Associates Service Agreement		Approved	Amendment No. 1
71	Tuesday, May 19, 2020	2020-21 Port Rates		Approved	Effective July 1, 2020
72		Fuel Dock Ramp & Dock Pile Replacement Contractor Selection		Approved	
73		Financial Consultant Service Agreement		Approved	
74	Thursday, May 21, 2020		Strategic Business Plan 5-Year Mid-Point Update		Workshop for public comments and Board review (First Meeting)
75	Thursday, May 28, 2020	Legacy Contracting Inc. Agreement Execution for Fuel Dock & Dock Project		Approved	
76		Basin 1 Docks F & G		Approved	Use Docks for short-term moorage
77			Beach Access Ramps		
78	Thursday, June 11, 2020	Curry County 36-inch Storm Drain Easement (Retail Parking Lot)		Approved	Temporary construction easement and permanent easement for new structure
79		Curry County Storm Drain Master Plan Update			Discussion item
80		Clark Sunken Boat - Oct 19, 2019 Account		Approved	Go to collections
81			RV Park Seawall		
82	Tuesday, June 16, 2020	Budget Hearing FY 2020-21			
83	Tuesday, June 16, 2020	Adopt FY Budget 2020-21		Approved	Resolution No. 540
84		Tidewinds Sportfishing Lease		Approved	Renewal Amendment No. 1
85		Loan Financial Agreement		Approved	RV Park Construction Loan - Resolution No. 541
86		Interfund Working Capital		Approved	Resolution No. 542
87		LGIP Account		Approved	Reopen Capital Project Fund Account
88		General Manager Employment Agreement		Approved	Amendment No. 1
89		Business Oregon Loan Amendments		Approved	Freeze interest accumulation
90		BC Fisheries Consent to Sublease		Approved	Sublease to Pacific Seafood Group for 3 months
91		RV Park Seawall Plan		Approved	
92		Clark Sunken Boat - Oct 19, 2019 Account		Approved	Remove from Accounts Receivable
93			Commercial Lease List		
94			Zola's Pizzeria Demolition Schedule		
95			Fish Cleaning Station		COVID-19 guidelines at tables
96	Thursday, July 9, 2020		Strategic Business Plan 5-Year Mid-Point Update		Workshop for public comments and Board review (Second Meeting)
97	Tuesday, July 21, 2020	Catalyst Seafood Lease		Approved	
98		Catalyst Seafood Outdoor Seating Plan		Approved	
99		Ocean Suites Motel Lease		Approved	Renewal Amendment No. 1
100		J Sloane Hair Studio Lease		Approved	Amended and Restated Commercial Lease
101		Boardwalk Mail Services Lease		Approved	Amended and Restated Commercial Lease

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
102		Whale's Tail Consent to Assignment and Assumption to Lease		Approved	Business sold to new owners
103		Reopening Dry Camping Sites		Approved	Open site to fully contained RV's only, no tent camping
104		COVID-19 Relief Fund		Approved	
105		Strategic Business Plan 5-Year Mid-Point Update		Approved	
106		Boat Yard Work Plan Agreement		Approved	
107		South Coast Knight Security / OrCal Security Service Agreement		Approved	Business sold to new owners
108		Slugs N Stones N Ice Cream Cones Lease		Approved	Amendment No. 1
109		Fuel Dock Repair and Dock Repair Project Change Order		Approved	Change Order No. 1
110		Kathy's Corner Market Consent to Assignment and Assumption to Lease		Approved	Business sold to new owners
111		Procurement Approval for Dock Materials		Approved	
112		Procurement Approval for Sealcoating Boat Lunch Parking Lot		Hold	Board requested clarification
113		Procurement Approval for RV Park Seawall Blocks		Approved	Also include as part of RV Park Seawall Project
114		Storage Tank Pollution Liability Coverage		Approved	
115		Port Office Copier Agreement		Approved	
116		Open Port Construction Fund and RV Park Improvement Debt Service Fund		Approved	RV Park Construction Project
117			RV Park Project		
118			Zola's Pizzeria Demolition Project		
119			Coast Guard Boat in Boat Yard		
120			COVID-19 Lease Tenant Repayment Plan		
121	Thursday, July 30, 2020	Procurement Approval for Sealcoating Boat Lunch Parking Lot		Approved	
122		Procurement for Port Office Copier		Approved	
123			Chetco Indian Memorial Fence		
124			Clam Dredging at Port		
125	Wednesday, August 12, 2020	Business Oregon IFA Debt		Approved	When funds are available
126		Kite Field - RV Park Expansion		Approved	Develop expansion plans
127		Zola's on the Water Lease		Approved	Amendment No. 1, increase storage space
128		Crow/Clay & Associates Service Agreement		Approved	Amendment No. 2
129		FEMA DR-4432 & 4452 Disaster Repair Agreement		Approved	
130		Green Building RFP			Included in plan development of Kite Field
131		DeFazio Visit			

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
132	Tuesday, August 18, 2020	HB 4213 & Repayment Agreements		Approved	COVID-19
133		Righetti & Port Property Easements		Approved	Port proposal
134		Zola's Pizzeria Building Demolition Project Bid Package		Approved	
135		Harbor Corner Market LLC Lease		Approved	
136		POBH By-Laws		Approved	
137		Coronavirus Relief Fund		Approved	Amended and restated Grant Agreement No. 1222
138			RV Park Project		
139			Fuel Dock Repair and Dock Repair Project		
140	Thursday, September 3, 2020	Hazard Mitigation Grant Program for FEMA DR-4452		Approved	
141		New Port Office - COVID-19 Compliance		Hold	
142	Wednesday, September 9, 2020	New Port Office - COVID-19 Compliance		Approved	Not to proceed with the new building
143		Zola's Pizzeria Building Demolition Project Contractor Selection		Approved	
144			Dredge Spoil Information		
145	Monday, September 14, 2020	Designating Agent for HMGP		Approved	Resolution No. 543
146	Tuesday, September 15, 2020	South Coast Lumber Opportunities		Hold	
147		POBH By-Laws		Approved	Resolution No. 544
148		Public Contracting Rules - Selection Process for Architect & Engineer		Approved	Resolution No. 545
149		EMC Engineers/Scientists Contract		Approved	Amendment No. 1
150		Tank Testers Service Contract		Approved	
151		Art at the Port		Approved	2021 Event
152			Pacific Ocean Harvesters Lease Request		
153			Fueling during Construction in Oct-Nov		
154			The Bell & Whistle Coffee Shop		
155	Thursday, September 24, 2020	The Bell & Whistle Consent to Assignment and Assumption to Lease		Approved	Business sold to new owners
156		The Bell & Whistle Request for Building Alteration		Approved	Install electric fire place
157		Zola's on the Water Storage Area Upgrade / Expansion Plan		Approved	
158		Nature's Coastal Holiday Festival of Lights		Approved	
159		Righetti & Port Property Easements		Hold	
160		Traffic Flow and Parking at Zola's on the Water		Approved	
161			Fuel Dock Proposal to Lease		
162			Boat Yard Proposal to Lease		
163			Gage Station on Chetco River		
164	Tuesday, September 29, 2020	Righetti & Port Property Easements		Approved	Rescind prior meeting approval and proceed with agreement

2020 Commissioner Meetings Recap

#	Meeting Date	Action Item Description	Information Item Description	Commission Vote Approve / Fail / Hold	Notes
165		Procurement for Diesel & Gasoline Pump Dispenser		Approved	
166		Procurement for EDIC Restroom Cleaning Device		Approved	COVID-19
167	Thursday, October 1, 2020	McClennan Excavation Change Order		Approved	Change Order No. 1
168	Tuesday, October 20, 2020	Pacific Ocean Harvesters Lease		Approved	Amendment No. 1
169		Roy Davis & Joe Speir Lease		Approved	Amendment No. 1
170		Port Office Copier Agreement		Approved	Addendum
171		RV Park Project Drawings & Bid Package		Approved	
172		Best Management Practices Policy		Approved	Revision on page 9
173		Port Security Camera System		Approved	Explore installing camera system not to exceed \$49,000
174		Righetti & Port Property Easements		Approved	Agreement between parties
175		Draft Annual Financial Report FY 2019-20		Hold	Report not ready
176		Boat Yard Lease		Approved	
177			Draft Fuel Dock Lease		
178			Commercial Restroom 2004 Grant # 1155		
179			Business Oregon Strategic Business Plan Approval		
180			Travel Lift Building		Staff looking into other options to protect equipment
181	Tuesday, November 17, 2020	Draft Annual Financial Report FY 2019-20		Approved	
182		Pacific Seafood Group Sublease		Hold	Document not available
183		RV Park Restroom Project		Approved	Relocation due to Floodplain Zone
184		Harbormaster / Maintenance Office Space		Approved	COVID-19 guidelines
185			Fuel Dock Project		
186			Commercial Restroom /Shower Door Keypad Lock		
187			Catalyst Seafood Outdoor Seating - Stage		Clarification
188			Zola's on the Water Storage Expansion		On hold until drawings approved
189			FEMA 4432 & 4452 Project Planning		Complete FEMA projects in phases multiple years
190	Tuesday, December 15, 2020				
191					
192					
193					
194					
195					
196					
197					

ACTION ITEM – A

DATE: December 15, 2020
RE: Supplemental Budget FY 2020-21
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Budget hearing meeting will be conducted prior to the regular commissioner meeting for review and allow public comments on the budget changes.
- When supplemental budget changes are approved, a resolution is needed to memorialize the approval.

DOCUMENTS

- Draft Resolution No. 549, Resolution Adopting the Budget, 2 pages
- Supplemental Budget and Schedules, 21 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Resolution No. 549, Resolution Adopting the Budget.

RESOLUTION No. 549**RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET****DRAFT**

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2020-21 in the amount of \$6,133,855. This supplemental budget is now on file at 16330 Lower Harbor Road, Brookings Oregon or on the Port of Brookings Harbor website: <https://www.portofbrookingsharbor.com/>.

GENERAL FUND

Revised Total Resources \$3,838,722 for revenue adjustments for the following; Administration/Moorage, Beachfront RV Park, Boatyard, Fuel Dock and Long Term Debt Borrowings. Increase Cash Carryover to \$319,000 and increase Taxes estimated to be received to \$250,000. Decrease Total Allocated Requirements to \$2,383,048 for the following; Increase Personnel Services to \$758,339 for adjustment in staff status and additional part time staff. Decrease Materials and Services to \$1,558,709. Decrease Capital Outlay to \$66,000 regarding following adjustments; Decrease previous requirement \$715,000 for RV Park Restroom & Laundry Facility and Improvements, this requirement was moved to Port Construction Fund, Increase \$49,000 for Security System, Increase \$6,000 for Boat Launch Kiosk Shelter, Increase \$11,000 for Fuel Pump. Increase Total Requirements Not Allocated to \$1,410,674; Increase Interfund Transfers to \$1,334,311 for the following funds; Debt Service Fund \$368,283, RV Park Improvement Debt Service Fund \$52,908, Port Construction Fund \$684,000. Increase Operating Contingency to \$76,363. **Revised Total Requirements \$3,838,722.**

DEBT SERVICE FUND

Revised Total Resources \$393,385. Decrease Resources Interfund Transfers from General Fund to \$368,283. Decrease Principal and Interest requirements for RV Park Restroom Facility and Improvements to \$0, requirements moved to RV Park Improvement Debt Service Fund. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$393,385.**

RV PARK IMPROVEMENT DEBT SERVICE FUND

New Fund created for Full Faith and Credit Financing Agreement with Umpqua Bank to achieve a proper matching of revenues of the Port and payment of debt service. **Revised Total Resources \$52,908.** Increase Transferred IN from General Funds \$52,908. Increase Total Appropriations; Increase Principal Requirements \$34,540 and Interest Requirements \$18,368. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$52,908.**

CAPITAL PROJECTS FUND

Revised Total Resources \$772,325. Decrease Total Resources and Total Requirements to \$772,325, the phases of these FEMA projects not to be started this budgeted fiscal year. Increase Requirement to \$120,000 for FEMA DR-4432 and DR-4452 Phase 1 Engineering and Permitting. Decrease Total Requirements to \$772,325. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$772,325.** A technical correction is being made for the amount (\$2,500) representing the Appropriations contained in the original budget.

PORT CONSTRUCTION FUND

New Fund created for Full Faith and Credit Financing Agreement with Umpqua Bank to segregate or account for expenditures apart from other funds of the Port. **Revised Total Resources \$689,000.** Increase Interest \$5,000. Increase Transferred IN from General Funds \$684,000. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$689,000.**

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020 for the following purposes:

General Fund

	Existing	Changes	Adjusted
<u>Port Operations</u>			
Personnel Services	660,075	98,264	758,339
Materials & Services.....	1,708,495	(149,786)	1,558,709
Capital Outlay.....	715,000	(649,000)	66,000
Total Port Operations.....	3,083,570	(700,522)	2,383,048
Not Allocated to General Port Operating Fund			
Transfers Out.....	656,367	677,944	1,334,311
Contingency.....	35,000	41,363	76,363
Subtotal	691,367	719,307	1,410,674
Total Appropriations	3,774,937	18,785	3,793,722
 Total Unappropriated and Reserve Amounts	 45,000	 -	 45,000
General Fund Total Requirements	3,819,937	18,785	3,838,722

DRAFT

Debt Service Fund

Principal.....	394,699	(38,529)	356,170
Interest.....	32,548	(20,435)	12,113
Total Appropriations	427,247	(58,964)	368,283
Total Unappropriated and Reserve Amounts	25,102	-	25,102
Debt Service Total Requirements	452,349	(58,964)	393,385

RV Park Improvement Debt Service Fund

Principal.....	-	34,540	34,540
Interest.....	-	18,368	18,368
Total Appropriations		52,908	52,908
Total Unappropriated and Reserve Amounts	-	-	-
RV Park Improvement Debt Service Total Requirements.	-	52,908	52,908

Capital Projects Fund

Capital Outlay.....	4,124,825	(3,355,000)	769,825
Total Appropriations	4,124,825	(3,355,000)	769,825
Total Unappropriated and Reserve Amounts	2,500	-	2,500
Capital Projects Total Requirements	4,127,325	(3,355,000)	772,325

Port Construction Fund

Capital Outlay.....	-		689,000
Total Appropriations	-	689,000	689,000
Total Unappropriated and Reserve Amounts	-	-	-
Port Construction Total Requirements	-	689,000	689,000

Total APPROPRIATIONS, All Funds	8,457,129	(2,653,271)	5,803,858
Total Unappropriated and Reserve Amounts, All Funds	329,997	-	329,997
TOTAL ADOPTED BUDGET	8,787,126	(2,653,271)	6,133,855

The above resolution statements were approved and declared adopted on December 15, 2020.

ATTEST:

X _____
Roy C. Davis, President

X _____
Sharon Hartung, Treasurer/Secretary



Supplemental Budget December 15, 2020

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RV PARK IMPROVEMENT DEBT SERVICE FUND

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CAPITAL PROJECTS FUND

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RESERVE FUND

Resources and Requirements	9
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RESOURCES
GENERAL FUND

Port of Brookings Harbor

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21			
	Actual Second Preceding Year 2017/18	First Preceding Year 2018/19	Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
1	107,287	167,030	285,000	1 Cash Carryover	60,000	319,000		1 Increase \$259,000 - actual per audit
2	14,343	6,767	9,000	2 Previously levied taxes estimated to be received	9,500	9,500		2
3	1,400	6,211	7,304	3 Interest	3,570	3,570		3
4		656,985	795,500	4 Interfund Transfer from Capital Projects (Due to/From)		-		4
5				5 OTHER RESOURCES		-		5
6	558,401	723,837	654,707	6 Administration/Marina/Moorage & Storage	675,255	640,000		6 Decrease \$30,000 due to delinquent accounts
7	573,446	594,985	606,869	7 Beachfront RV Park	546,700	571,000		7 Increase \$25,000 based on higher occupancy
8	90,249	85,856	93,974	8 Boatyard	120,720	70,000		8 Decrease \$50,000 due to leased area as of November 1, 2020
9	517,939	504,262	519,402	9 Commercial Retail	515,000	515,000		9
10	480,047	621,242	844,000	10 Fuel Dock	900,000	630,000		10 Decrease \$270,000 based on anticipated fishing season and COVID-19 closures
11	8,330	7,629	8,926	11 Land Use Events	8,540			11 Decrease \$8,540 due to COVID-19 Closures
12				12		-		12
13				13		-		13
14	79,427	51,908	5,066	14 Asset Sales	6,000	6,000		14
15	81,854	25,216	20,657	15 Miscellaneous	29,652	29,652		15
16	100,000		700,000	16 Long Term Debt Borrowings	715,000	700,000		16 Decrease \$15,000 - Actual Funds received
17				17 COVID - 19 Grant 1222		95,000		17 Increase \$95,000 for COVID-19 Relief Grant
18				18		-		18
19				19		-		19
20				20		-		20
21				21		-		21
22				22		-		22
23	2,612,723	3,451,928	4,550,405	23 Total resources, except taxes to be levied	3,589,937	3,588,722	-	23
24			225,000	24 Taxes estimated to be received	230,000	250,000		24 Increase Taxes to be received \$20,000 based on Curry County Report of Taxing District Levies released 09/16/2020
25	223,279	229,043		25 Taxes collected in year levied				25
26	2,836,002	3,680,971	4,775,405	26 TOTAL RESOURCES	3,819,937	3,838,722	-	26 Total Increase in Resources \$18,785

FORM
LB-30

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

Port of Brookings Harbor

Historical Data				REQUIREMENT TOTALS		Budget For Next Year 2020-21			
Actual		Adopted Budget This Year Year 2019/20	Adopted Budget For Next Year 2020-21						
Second Preceding Year 2017/18	First Preceding Year 2018/19		Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
				PERSONNEL SERVICES					
1	98,300	45,436	84,018	1	Salary Port Manager	84,500	84,500	1	Increase \$98,264; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020. Management chooses to retain additional staff through the fiscal year. Total Personnel Services Increase \$98,264
2	94,970	126,196	153,838	2	Hourly / Port Office Staff	116,465	116,465	2	
3	40,297	38,356	46,585	3	Hourly / RV Park Office Staff	48,194	48,194	3	
4	123,087	131,145	248,577	4	Hourly / Operations Staff	192,836	256,620	4	
5	16,520	8,602	10,828	5	Overtime	6,145	10,000	5	
6	112,935	122,339	157,710	6	Costs & Benefits	129,350	141,785	6	
7	22,395	3,748	14,205	7	Workers Comp	18,920	18,920	7	
8	58,838	64,768	85,964	8	Health Care & Dental	63,665	81,855	8	
9	567,342	540,590	801,725	9	TOTAL PERSONNEL SERVICES	660,075	758,339	-	
10	9	9	13	10	TOTAL FULL-TIME EQUIVALENT (FTE)	9.5	10.5	10	
				MATERIALS AND SERVICES					
11	12,051	14,038	12,928	11	Advertising & Notifications	14,105	14,105	11	Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance. Decrease \$220,000 based on anticipated fishing season and COVID-19 closures
12	282,518	305,244	556,284	12	Repairs and Maintenance	288,372	342,566	12	
13	414,262	530,615	750,000	13	Fuel Purchased for resale	800,000	580,000	13	
14	272,967	268,928	281,292	14	Utilities	319,483	319,483	14	
15	44,290	63,526	40,000	15	Office Expense	61,011	61,011	15	
16	25,404	32,419	35,131	16	Bank Services & Finance Fees	34,818	34,818	16	
17	2,695	2,691	11,500	17	Travel & Training	10,162	10,162	17	
18	34,333	35,020	29,317	18	Permit, Licenses, Taxes, Misc.	12,085	12,085	18	
19	18,436			19	Bad Debt			19	
20	15,000			20	Harbor RFPD Service			20	
21	88,543	93,503	83,941	21	Insurance - Property, Liability & Bond	86,996	86,996	21	Increase \$16,000 for closing fees associated with RV Park Restroom Facility & Improvements Loan Total Materials & Services Decrease \$149,786
22	105,380	105,803	114,570	22	Professional Fees	81,463	97,463	22	
23	1,315,869	1,451,787	1,914,963	23	TOTAL MATERIALS AND SERVICES	1,708,495	1,558,709	-	
24				CAPITAL OUTLAY				24	
25	143,227	16,736		24	Golf Carts			24	
26	20,553			25	2018 Genie Forklift			25	
27			30,000	26	2018 Ford F150 Truck			26	
28				27	Staff Vehicle/s			27	
29				28	Installation of Electrical Basin 1 Dock D			28	
30				29	Security System		49,000	29	Increased \$49,000 to purchase security system Decreased \$715,000, Requirements moved to Port Construction Fund Increased \$6000 for purchase of shelter for Boat Launch Machine Increase \$11,000 for fuel pump purchase Capital Outlay Total Adjustment decrease \$649,000 Total Allocated Requirements Decrease \$700,522
31			50,000	30	RV Park Restroom & Laundry Facility	715,000		30	
32				31	Boat Launch Kiosk Shelter		6,000	31	
33	163,780	16,736	80,000	32	Fuel Pump		11,000	32	
34	2,046,991	2,009,113	2,796,688	33	TOTAL CAPITAL OUTLAY	715,000	66,000	-	
35				34	TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	-	
36				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				35	
37	1,095,109	1,023,767	1,318,996	36	GENERAL FUND per Department Totals			36	
38	224,937	220,421	316,067	37	Administration/Marina/Moorage & Storage	1,103,530	1,327,008	37	
39	105,514	55,284	116,014	38	Beachfront RV Park	919,660	204,660	38	
40	170,180	101,214	226,489	39	Boat Yard	84,428	84,428	39	
41	446,046	606,099	814,615	40	Commercial Retail	132,218	132,218	40	
42	5,205	2,328	4,507	41	Fuel Dock	841,114	632,114	41	
43				42	Property Ground/Events	2,620	2,620	42	
44				43			-	43	
45	2,046,991	2,009,113	2,796,688	44	TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	-	Total General Fund Allocated Requirements Decrease \$700,522

Increase \$98,264; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020. Management chooses to retain additional staff through the fiscal year.
Total Personnel Services Increase \$98,264

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.
Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Increase \$16,000 for closing fees associated with RV Park Restroom Facility & Improvements Loan
Total Materials & Services Decrease \$149,786

Increased \$49,000 to purchase security system
Decreased \$715,000, Requirements moved to Port Construction Fund
Increased \$6000 for purchase of shelter for Boat Launch Machine
Increase \$11,000 for fuel pump purchase
Capital Outlay Total Adjustment decrease \$649,000
Total Allocated Requirements Decrease \$700,522

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

GENERAL FUND

Port of Brookings Harbor

Historical Data				Budget For Next Year 2020-21			
Actual			REQUIREMENTS DESCRIPTION				
Second Preceding Year 2017/18	First Preceding Year 2018/19	Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	Adopted By Governing Body	
			PERSONNEL SERVICES NOT ALLOCATED				
1			1				1
2			2				2
3	-	-	3	-	-	-	3
4			4				4
			TOTAL PERSONNEL SERVICES				
			TOTAL FULL-TIME EQUIVALENT (FTE)				
			MATERIALS AND SERVICES NOT ALLOCATED				
5			5				5
6			6				6
7	-	-	7	-	-	-	7
			TOTAL MATERIALS AND SERVICES				
			CAPITAL OUTLAY NOT ALLOCATED				
8			8				8
9	-	-	9	-	-	-	9
			TOTAL CAPITAL OUTLAY				
			DEBT SERVICE				
10			10				10
11	-	-	11	-	-	-	11
			TOTAL DEBT SERVICE				
			SPECIAL PAYMENTS				
12			12				12
13			13				13
14	-	-	14	-	-	-	14
			TOTAL SPECIAL PAYMENTS				
			INTERFUND TRANSFERS				
15	168,177	167,313	15	130,120	130,120		15
			Transfer to Bond Debt Service Fund				
16	324,617	468,051	16	427,247	368,283		16
			Transfer to Debt Service Fund				
			Transfer to RV Park Improvement Debt Service Fund		52,908		
17	118,187	734,245	17	75,000	75,000		17
			Transfer to Capital Projects Fund				
18			18		684,000		18
			Transfer to Port Construction Fund				
19	11,000	21,473	19	24,000	24,000		19
			Transfer to Reserve Fund				
20	621,981	1,391,082	20	656,367	1,334,311	-	20
			TOTAL INTERFUND TRANSFERS				
21		10,149	21	35,000	76,363		21
			OPERATING CONTINGENCY				
22	621,981	1,391,082	22	691,367	1,410,674	-	22
			TOTAL REQUIREMENTS NOT ALLOCATED				
23	2,046,991	2,009,113	23	3,083,570	2,383,048		23
			TOTAL ORG./PROG. REQUIREMENTS				
24		4,085,405	24	3,774,937	3,793,722	-	24
			Total Appropriations				
25	167,030	280,776	25	45,000	45,000		25
			UNAPPROPRIATED ENDING FUND BALANCE				
26	2,836,002	3,680,971	26	3,819,937	3,838,722	-	26
			TOTAL REQUIREMENTS				

FORM
LB-35

RESOURCES AND REQUIREMENTS REVENUE BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- ☒ Revenue Bonds or
☐ General Obligation Bonds

Port of Brookings Harbor

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS			Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20				Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19								
				Resources						
1	60,044	98,825	98,395	1	Cash Carry Over		98,395	98,395		1
2	724	1,880	700	2	Interest		2,000	2,000		2
3	168,177	167,313	130,120	3	Transferred from General Fund		130,120	130,120		3
4	228,945	268,018	229,215	4	TOTAL RESOURCES		230,515	230,515	-	4
				Requirements						
				Bond Principal Payments						
				Issue Date		Budgeted Payment Date				
5	65,730	69,016	72,487	5	November 6, 2000	November 6, 2020	76,112	76,112		5
6				6						6
7	65,730	69,016	72,487	7	TOTAL PRINCIPAL		76,112	76,112	-	7
				Bond Interest Payments						
				Issue Date		Budgeted Payment Date				
8	64,390	61,104	57,633	8	November 6, 2000	November 6, 2020	54,008	54,008		8
9				9						9
10	64,390	61,104	57,633	10	TOTAL INTEREST		54,008	54,008	-	10
			700,000	Unappropriated Balance for Following Year By						
				Issue Date		Payment Date				
11		38,000		11	Transfer to Capital Projects RES#506					11
12		168,120	130,120	12	Total Appropriations		130,120	130,120	-	12
13	98,825	99,898	99,095	13	UNAPPROPRIATED ENDING FUND BALANCE		100,395	100,395		13
14	228,945	268,018	229,215	14	TOTAL REQUIREMENTS		230,515	230,515	-	14

*If this form is used for revenue bonds, property tax resources may not be included.

FORM
LB-35

RESOURCES AND REQUIREMENTS

Debt Service Fund

Debt Payments are for:

- ☐ Revenue Bonds or
☒ General Obligation Bonds

Port of Brookings Harbor

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS		Budget For Next Year 2020-21			
Actual			Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19	Adopted Budget This Year Year 2019/20							
				Resources					
1	13,689	24,069	23,602	1	Cash Carryover	23,602	23,602		1
2	507	1,025	600	2	Interest	1,500	1,500		2
3	324,617	468,051	397,248	3	Transferred IN from General Fund	427,247	368,283		3
4				4					4
5	338,813	493,145	421,450	5	TOTAL RESOURCES	452,349	393,385	-	5
				Requirements					
				Principal Payments					
				Issue Date		Budgeted Payment Date			
6	864	864	14,500	6	Tidewinds	Monthly			6
7	3,889	12,060	12,803	7	Genie 2018 Forklift	Monthly on the 15th	13,616	13,616	7
8	40,888	42,676	45,202	8	50 BFMII Travelift Lease	Monthly on the 22nd	47,754	47,754	8
9			9,327	9	RV Park Restroom/Laundry Facility & Upgrade	Monthly	38,529		9
10	249,769	344,128	294,500	10	IFA Loans	Quarterly	290,000	290,000	10
11				11	IFA Sale of Assets		4,800	4,800	11
12	295,410	399,728	376,332	12	TOTAL PRINCIPAL		394,699	356,170	-
				Interest Payments					
				Issue Date		Budgeted Payment Date			
13	1,970	5,516	4,773	13	Genie 2018 Forklift	Monthly on the 15th	3,959	3,959	13
14	15,533	13,232	10,706	14	50 BFMII Travelift Lease	Monthly on the 22nd	8,154	8,154	14
15			5,105	15	RV Park Restroom/Laundry Facility & Upgrade	Monthly	20,435		15
16	1,831	3,663	-	16	IFA Loans	Quarterly	-	-	-
17				17					17
18	19,334	22,411	20,584	18	TOTAL INTEREST		32,548	12,113	-
				Unappropriated Balance for Following Year By					
				Issue Date		Payment Date			
19				19					19
20		50,000		20	Transfer to Capital Projects RES #506				20
21		472,139	396,916	21	Total Appropriations	427,247	368,283		21
22	24,069	21,006	24,534	22	UNAPPROPRIATED ENDING FUND BALANCE	25,102	25,102		22
23	338,813	493,145	421,460	23	TOTAL REQUIREMENTS	452,349	393,385	-	23

RESOURCES AND REQUIREMENTS

FORM
LB-35

RV Park Improvement Debt Service Fund

Debt Payments are for:

- ☐ Revenue Bonds or
☒ General Obligation Bonds

Port of Brookings Harbor

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS		Budget For Next Year 2020-21			
Actual			Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19	Adopted Budget This Year Year 2019/20							
				Resources					
1				1	Cash Carryover		-		1
2				2	Interest		-		2
3				3	Transferred IN from General Fund		52,908		3
4				4					4
5	-	-	-	5	TOTAL RESOURCES	-	52,908		5
				Requirements					
				Principal Payments					
				Issue Date		Budgeted Payment Date			
6				6	RV Park Restroom/Laundry Facility & Upgrade Monthly		34,540		6
7				7					7
8	-	-	-	8	TOTAL PRINCIPAL	-	34,540	-	8
				Interest Payments					
				Issue Date		Budgeted Payment Date			
9				9	RV Park Restroom/Laundry Facility & Upgrade Monthly		18,368		9
10				10					10
11	-	-	-	11	TOTAL INTEREST	-	18,368	-	11
					Unappropriated Balance for Following Year By				
					Issue Date	Payment Date			
12				12					12
13				13	Total Appropriations	-	52,908		13
14				14	UNAPPROPRIATED ENDING FUND BALANCE		-	-	14
15	-	-	-	15	TOTAL REQUIREMENTS	-	52,908	-	15

Page 6 of 9

"New Fund" created for Full Faith and Credit Financing Agreement
with Umpqua Bank

RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

Historical Data				RESOURCES AND REQUIREMENTS		Budget For Next Year 2020-21			
Actual		Adopted Budget This Year Year 2019/20	Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
				RESOURCES					
1	46,509	3,897	11,000	1	Cash Carryover	2,500	2,500	1	
2	350	6		2	Interest		-	2	
3	118,187	734,245	625,000	3	Interfund Transfer from General Funds	75,000	75,000	3	
5		38,000		5	Interfund Transfer from Revenue Bond Fund		-	5	
6		50,000		6	Interfund Transfer from Debt Service Fund		-	6	
8	4,785	4,825	4,785	8	OSMB MAP Grant	4,825	4,825	8	
9	270,613	3,591		9	OSMB Boarding Dock Agreement #1587		-	9	
10		3,601		10	FEMA PW22 Storm Damage		-	10	
11		619,371	182,000	11	FEMA DR-2458 PW319 Basin 1 Piling Project		-	11	
12				12	FEMA DR-4432-OR DREDGING	656,250		12	Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year
13				13	FEMA DR-4432-OR SLOPE REPAIR	566,250		13	
14				14	FEMA DR-4452-OR	1,327,500		14	
15				15	FEMA DHS Grant Security System	75,000		15	Decrease \$75,000 - Grant not approved
16				16	FEMA Matching Funds	850,000	30,000	16	Decrease \$820,000 The decrease is correlated with Phase 1 Engineering & Permitting
17				17	FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting		90,000	17	Increase \$90,000 Phase 1 to begin this fiscal year
18		39,244		18	State Lottery Funds - IFA L16010 Dock Renovation		-	18	
19			600,000	19	State Lottery Funds - C2019375 Dock Repair & Improvement	570,000	570,000	19	
20	440,444	1,496,780	1,422,785	20	TOTAL RESOURCES	4,127,325	772,325	- 20	Total Resources Decrease \$3,355,000
					REQUIREMENTS				
21	205	3,897	4,785	21	OSMB MAP Grant	4,825	4,825	21	
22	401,586	3,296		22	OSMB Boarding Dock Agreement #1587		-	22	
23	33,527	766,257		23	FEMA DR-2458 PW319 Basin 1 Piling Project		-	23	
24			5,000	24	FEMA DR-4432-OR DREDGING	875,000		24	Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year
25			5,000	25	FEMA DR-4432-OR SLOPE REPAIR	755,000		25	
26			10,000	26	FEMA DR-4452-OR	1,770,000		26	
27				27	FEMA DHS Grant Security System	100,000		27	Decrease \$100,000 - Grant not approved
28				28	FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting		120,000	28	Increase \$120,000 Phase 1 to begin this fiscal year
29		39,244		29	State Lottery Funds - IFA L16010 Dock Renovation		-	29	
30		1,232	600,000	30	State Lottery Funds - C2019375 Dock Repair & Improv	620,000	645,000	30	Increase \$25,000 to help supplement this project
31	1,229	14,933		31	FEMA Forced Labor Expenses		-	31	
32		357		32	OSMB Grant Forced Labor Expenses		-	32	
33		656,985	795,500	33	Interfund Transfer from Capital Projects (Due to/From)		-	33	
34	436,547	1,486,201	1,420,285	34	Total Appropriations	4,124,825	769,825	- 34	Total Capital Projects Appropriations Decrease \$3,355,000
35	3,897	10,579	2,500	35	UNAPPROPRIATED ENDING FUND BALANCE	2,500	2,500	35	
36	440,444	1,496,780	1,422,785	36	TOTAL REQUIREMENTS	4,127,325	772,325	- 36	Total Capital Projects Requirements Decrease \$3,355,000

Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year

Decrease \$75,000 - Grant not approved

Decrease \$820,000 The decrease is correlated with Phase 1 Engineering & Permitting

Increase \$90,000 Phase 1 to begin this fiscal year

Total Resources Decrease \$3,355,000

Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year

Decrease \$100,000 - Grant not approved

Increase \$120,000 Phase 1 to begin this fiscal year

Increase \$25,000 to help supplement this project

Total Capital Projects Appropriations Decrease \$3,355,000

Total Capital Projects Requirements Decrease \$3,355,000

RESOURCES AND REQUIREMENTS

Port Construction Fund

Port of Brookings Harbor

Historical Data				RESOURCES AND REQUIREMENTS		Budget For Next Year 2020-21			
Actual		Adopted Budget This Year Year 2019/20	Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
				RESOURCES					
1				1	Cash Carryover		-		1
2				2	Interest		5,000		2
3				3	Interfund Transfer from General Funds		684,000		3
4				4			-		4
5	-	-	-	5	TOTAL RESOURCES	-	689,000	-	5
					REQUIREMENTS				
6				6	RV Park Restroom/Laundry Facility & Improvements		689,000		6
7				7			-	-	7
8				8			-	-	8
9				9			-	-	9
10				10			-	-	10
11				11			-	-	11
12				12	Total Appropriations	-	689,000	-	12
13				13	UNAPPROPRIATED ENDING FUND BALANCE		-	-	13
14	-	-	-	14	TOTAL REQUIREMENTS	-	689,000	-	14

Increase \$5000

Increase \$684,000 Actual Funds Received, Decrease General Fund Capital Outlay and move to Port Construction Fund

Total Resources Increase \$684,000

Increase \$684,000, moved from General Fund Capital Outlay

Total Appropriations Increase \$689,000

Increase \$689,000 Port Construction Fund Total Requirements

"New Fund" created for RV Park Restroom & Improvement Project and future Port Funded Construction Projects

**FORM
LB-11**

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements. Eq, Land and Buildings (See attached Schedule C)

RESOURCES AND REQUIREMENTS

RESERVE FUND

Port of Brookings Harbor

	Historical Data			DESCRIPTION		Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20			Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19		RESOURCES AND REQUIREMENTS					
				RESOURCES					
1		11,908	24,390	1	Cash Carryover	130,000	130,000		1
2	98	521	2,500	2	Interest	3,000	3,000		2
3	11,000	21,473	126,200	3	Transferred IN from General Fund	24,000	24,000		3
4			-	4			-		4
5			-	5			-		5
6				6					6
7	11,098	33,902	153,090	7	TOTAL RESOURCES	157,000	157,000	-	7
				REQUIREMENTS					
8				8	Transferred OUT to General Fund				8
9				9	Transferred OUT to Capital Projects Fund				9
10				10					10
11				11					11
12				12					12
13				13					13
14	-	-	-	14	Total Appropriations	-	-		14
15	11,908	33,902	153,090	15	UNAPPROPRIATED ENDING FUND BALANCE	157,000	157,000		15
16	11,908	33,902	153,090	16	TOTAL REQUIREMENTS	157,000	157,000	-	16

SCHEDULES

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Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: ADMINISTRATION/MARINA

Port of Brookings Harbor

Historical Data				DESCRIPTION		Budget For Next Year 2020-21			
Actual		Adopted Budget This Year Year 2019/20	Adopted Budget 06/16/2020 Res. No. 540			Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
				PERSONNEL SERVICES					
1	98,300	45,436	84,018	1	Salary Port Manager	84,500	84,500		1
2	94,970	123,446	153,838	2	Hourly / Port Office Staff	116,465	116,465		2
3	55,502	79,335	102,645	3	Hourly / Operations Staff	192,836	256,620		3
4		2,750		4	Bonus		-		4
5	6,516	4,670	6,511	5	Overtime	5,282	9,137		5
6	112,935	122,339	157,710	6	Costs & Benefits	129,350	141,785		6
7	22,395	3,748	14,205	7	Workers Comp	18,920	18,920		7
8	58,838	64,768	85,964	8	Health Care & Dental	63,665	81,855		8
9				9					9
10	449,456	446,492	604,891	10	TOTAL PERSONNEL SERVICES	611,018	709,282	-	10
11	4	4	11	11	TOTAL FULL-TIME EQUIVALENT (FTE)	7.25	7.25		11
				MATERIALS AND SERVICES					
12	10,963	12,392	11,544	12	Advertising & Notifications	13,000	13,000		12
13	93,091	171,190	325,557	13	Repairs and Maintenance	132,009	186,223		13
14	142,466	130,659	140,790	14	Utilities	133,220	133,220		14
15	36,540	54,639	37,940	15	Office Expense	54,462	54,462		15
16	9,192	10,069	13,000	16	Bank Services & Finance Fees	7,160	7,160		16
17	2,685	2,691	11,500	17	Travel & Training	10,162	10,162		17
18	21,606	23,316	9,147	18	Permit, Licenses, Taxes, Misc.	8,284	8,284		18
19	18,436			19	Bad Debt		-		19
20	66,846	73,583	65,883	20	Insurance - Property, Liability & Bond	68,069	68,069		20
21	80,048	93,736	68,744	21	Professional Fees	66,146	82,146		21
22	481,873	572,275	684,105	22	TOTAL MATERIALS AND SERVICES	492,512	562,726	-	22
				CAPITAL OUTLAY					
23		5,000		23	Golf Carts				23
24	143,227			24	2018 Genie Forklift				24
25	20,553			25	2018 Ford F150 Truck				25
26	-	-	30,000	26	Vehicle/s				26
27				27	Security System		49,000		27
28				28	Boat Launch Kiosk Shelter		6,000		28
29	163,780	5,000	30,000	29	TOTAL CAPITAL OUTLAY	-	55,000	-	29
30	1,095,109	1,023,767	1,318,996	30	TOTAL DEPT. REQUIREMENTS	1,103,530	1,327,008	-	30

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Increase \$98,264; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020

Increase \$98,264 Total Marina Personnel Services

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.

Increase \$16,000 for closing fees associated with RV Park Restroom Facility & Improvement Loan

Total Material & Services Increase \$70,214

Increase \$49,000 to purchase Security System

Increase \$6000 for purchase of shelter for Boat Launch

Total Marina Dept. Capital Outlay Increase \$55,000

Total Marina Dept. Increases \$223,623

REQUIREMENTS FOR: BEACHFRONT RV PARK

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				PERSONNEL SERVICES				
1	40,297	38,356	46,585	1	Hourly / RV Park Office Staff	48,194	48,194	1
2	7,242	11,620	28,153	2	Hourly / RV Park Operations Staff		-	2
3	3,566	2,748	2,096	3	Overtime	863	863	3
4				4				4
5				5				5
6				6				6
7	51,105	52,724	76,834	7	TOTAL PERSONNEL SERVICES	49,057	49,057	- 7
8	1.50	1.5	2	8	TOTAL FULL-TIME EQUIVALENT (FTE)	1.25	1.25	8
				MATERIALS AND SERVICES				
9	1,089	1,646	1,384	9	Advertising & Notifications	1,105	1,105	9
10	46,727	46,078	43,047	10	Repairs and Maintenance	42,802	42,802	10
11	75,883	70,409	78,964	11	Utilities	79,503	79,503	11
12	7,544	8,553	1,755	12	Office Expense	6,324	6,324	12
13	12,871	14,411	14,131	13	Bank Services & Finance Fees	17,500	17,500	13
14	10,446	11,625	19,136	14	Permit, Licenses, Taxes, Misc.	2,771	2,771	14
15	15,000			15	Harbor RFPD Service		-	15
16	932	761	816	16	Insurance - Property, Liability & Bond	1,066	1,066	16
17	3,340	2,478	30,000	17	Professional Fees	4,532	4,532	17
18	173,832	155,961	189,233	18	TOTAL MATERIALS AND SERVICES	155,603	155,603	- 18
				CAPITAL OUTLAY				
19				19				19
20			50,000	20	RV Park Restroom & Laundry Facility	715,000		20
21	-			21			-	21
22	-	-		22			-	22
23				23				23
24	-	-	50,000	24	TOTAL CAPITAL OUTLAY	715,000	-	- 24
25	224,937	208,685	316,067	25	TOTAL DEPT. REQUIREMENTS	919,660	204,660	- 25
Total RV Park Requirements Decrease \$715,000								

Decrease \$715,000 - "New Fund" created for RV Park Restroom & Improv. Project- Requirements moved to Port Construction Fund

Total RV Park Requirements Decrease \$715,000

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: BOATYARD

Port of Brookings Harbor

	Historical Data			DESCRIPTION		Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20			Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19								
				PERSONNEL SERVICES						
1	45,168	23,867	76,304	1	Hourly / Operations Staff				1	
2	4,876	336	879	2	Overtime				2	
3				3					3	
4				4					4	
5				5					5	
6	50,044	24,203	77,183	6	TOTAL PERSONNEL SERVICES	-	-	-	6	
7	1	1	1	7	TOTAL FULL-TIME EQUIVALENT (FTE)				7	
				MATERIALS AND SERVICES						
8	44,532	13,640	25,367	8	Repairs and Maintenance	32,558	32,558		8	
9	187	7,872	3,227	9	Utilities	43,505	43,505		9	
10	10,454	9,569	10,237	10	Insurance - Property, Liability & Bond	8,365	8,365		10	
11	297			11	Permit, Licenses, Taxes, Misc.				11	
12				12					12	
13				13					13	
14	55,470	31,081	38,831	14	TOTAL MATERIALS AND SERVICES	84,428	84,428	-	14	
				CAPITAL OUTLAY						
15				17					15	
16				18					16	
17	-	-	-	19	TOTAL CAPITAL OUTLAY	-	-	-	17	
18	105,514	55,284	116,014	20	TOTAL DEPT. REQUIREMENTS	84,428	84,428	-	18	

REQUIREMENTS FOR: COMMERCIAL RETAIL

	Historical Data			DESCRIPTION		Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20			Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19								
				PERSONNEL SERVICES						
1	7,011	5,284	19,613	1	Hourly / Operations Staff				1	
2	656	223	586	2	Overtime				2	
3				3					3	
4				4					4	
5	7,667	5,507	20,199	5	TOTAL PERSONNEL SERVICES	-	-	-	5	
6	1	1	1	6	TOTAL FULL-TIME EQUIVALENT (FTE)				6	
				MATERIALS AND SERVICES						
7	87,999	24,257	135,421	7	Repairs and Maintenance	57,791	57,791		7	
8	47,141	54,247	51,831	8	Utilities	56,480	56,480		8	
9	1,984	79	1,034	9	Permit, Licenses, Taxes, Misc.	1,030	1,030		9	
10	7,747	9,590	5,723	10	Insurance - Property, Liability & Bond	8,387	8,387		10	
11	17,642	7,534	12,281	11	Professional Fees	8,530	8,530		11	
12				12					12	
13	162,513	95,707	206,290	13	TOTAL MATERIALS AND SERVICES	132,218	132,218	-	13	
				CAPITAL OUTLAY						
14				14					14	
15				15				-	15	
16	-			16				-	16	
17	-	-		17				-	17	
18				18					18	
19	-	-	-	19	TOTAL CAPITAL OUTLAY	-	-	-	19	
20	170,180	101,214	226,489	20	TOTAL DEPT. REQUIREMENTS	132,218	132,218	-	20	

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: FUEL DOCK

Port of Brookings Harbor

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 08/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
				PERSONNEL SERVICES					
1	7,854	10,023	20,383	1	Hourly / Operations Staff				1
2	676	626	697	2	Overtime				2
3				3					3
4				4					4
5	8,530	10,649	21,080	5	TOTAL PERSONNEL SERVICES	-	-	-	5
6	0.25	0.5	1	6	TOTAL FULL-TIME EQUIVALENT (FTE)				6
				MATERIALS AND SERVICES					
7	7,211	50,078	25,392	7	Repairs and Maintenance	22,212	22,212		7
8	414,262	530,615	750,000	13	Fuel Purchased for resale	800,000	580,000		13
9	5,625	4,429	5,011	9	Utilities	5,155	5,155		9
10	164	335	305	10	Office Expense	225	225		10
11	3,341	7,938	8,000	11	Bank Services & Finance Fees	10,158	10,158		11
12	2,563		1,282	12	Insurance - Property, Liability & Bond	1,109	1,109		12
13	4,350	2,055	3,545	13	Professional Fees	2,255	2,255		13
14				14					14
15	437,516	595,450	793,535	15	TOTAL MATERIALS AND SERVICES	841,114	621,114	-	15
				CAPITAL OUTLAY					
16				16	Fuel Pump		11,000		
17	-	-		17				-	
19	-	-	-	19	TOTAL CAPITAL OUTLAY	-	11,000	-	
20	446,046	606,099	814,615	20	TOTAL DEPT. REQUIREMENTS	841,114	632,114	-	20

Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Total Fuel Dock Material & Services Decrease \$220,000

Increase \$11,000 for fuel pump purchase

Total Capital Outlay for Fuel Dock Increase \$11,000

Total Fuel Dock Requirements Decrease \$259,000

Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Total Fuel Dock Material & Services Decrease \$220,000

Increase \$11,000 for fuel pump purchase

Total Capital Outlay for Fuel Dock Increase \$11,000

Total Fuel Dock Requirements Decrease \$259,000

REQUIREMENTS FOR: PROPERTY GROUND USE

	Historical Data			DESCRIPTION		Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20			Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19								
				PERSONNEL SERVICES						
1	310	1,017	1,479	1	Hourly / Operations Staff				1	
2	230		59	2	Overtime				2	
3				3					3	
4				4					4	
5	540	1,017	1,538	5	TOTAL PERSONNEL SERVICES				5	
6	0.15	0.10	0.10	6	TOTAL FULL-TIME EQUIVALENT (FTE)				6	
				MATERIALS AND SERVICES						
7	3,000		1,500	7	Repairs and Maintenance	1,000	1,000		7	
8	1,665	1,311	1,469	8	Utilities	1,620	1,620		8	
9				9					9	
10				10					10	
11				11					11	
12				12					12	
13	4,665	1,311	2,969	13	TOTAL MATERIALS AND SERVICES	2,620	2,620	-	13	
				CAPITAL OUTLAY						
14				14	Golf Carts				14	
15				15	2018 Genie Forklift			-	15	
16	-			16	2018 Ford F150 Truck			-	16	
17	-	-		17	Vehicle/s			-	17	
18				18	Security System				18	
19	-	-	-	19	TOTAL CAPITAL OUTLAY	-	-	-	19	
20	5,205	2,328	4,507	20	TOTAL DEPT. REQUIREMENTS	2,620	2,620	-	20	

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

Port of Brookings Harbor

GENERAL FUND DEPARTMENT TOTALS

Historical Data				Budget For Next Year 2020-21					
Actual		Adopted Budget This Year Year 2019/20	REQUIREMENT TOTALS	Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
PERSONNEL SERVICES									
1	98,300	45,436	84,018	1	Salary Port Manager	84,500	84,500	-	1
2	94,970	126,196	153,838	2	Hourly / Port Office Staff	116,465	116,465	-	2
3	40,297	38,356	46,585	3	Hourly / RV Park Office Staff	48,194	48,194	-	3
4	123,087	131,145	248,577	4	Hourly / Operations Staff	192,836	256,620	-	4
5	16,520	8,602	10,828	5	Overtime	6,145	10,000	-	5
6	112,935	122,339	157,710	6	Costs & Benefits	129,350	141,785	-	6
7	22,395	3,748	14,205	7	Workers Comp	18,920	18,920	-	7
8	58,838	64,768	85,964	8	Health Care & Dental	63,665	81,855	-	8
9	567,342	540,590	801,725	9	TOTAL PERSONNEL SERVICES	660,075	758,339	-	9
10	9	9	13	10	TOTAL FULL-TIME EQUIVALENT (FTE)	8	9.5		10
MATERIALS AND SERVICES									
11	12,051	14,036	12,928	11	Advertising & Notifications	14,105	14,105	-	11
12	282,518	305,244	556,284	12	Repairs and Maintenance	288,372	342,586	-	12
13	414,262	530,615	750,000	13	Fuel Purchased for resale	800,000	580,000	-	13
14	272,967	268,928	281,292	14	Utilities	319,483	319,483	-	14
15	44,290	63,526	40,000	15	Office Expense	61,011	61,011	-	15
16	25,404	32,419	35,131	16	Bank Services & Finance Fees	34,818	34,818	-	16
17	2,685	2,691	11,500	17	Travel & Training	10,162	10,162	-	17
18	34,333	35,020	29,317	18	Permit, Licenses, Taxes, Misc.	12,085	12,085	-	18
19	18,436			19	Bad Debt				19
20	15,000			20	Harbor RFPD Service				20
21	88,543	93,503	83,941	21	Insurance - Property, Liability & Bond	86,996	86,996	-	21
22	105,380	105,803	114,570	22	Professional Fees	81,463	97,463	-	22
23	1,315,869	1,451,787	1,914,963	23	TOTAL MATERIALS AND SERVICES	1,708,495	1,558,709	-	23
CAPITAL OUTLAY									
24				24	Golf Carts				24
25	143,227	16,737		25	2018 Genie Forklift				25
26	20,553			26	2018 Ford F150 Truck				26
27			30,000	27	Staff Vehicle/s				27
28				28	Installation of Electrical Basin 1 Dock D				28
29				29	Security System		49,000		29
30			50,000	30	RV Park Restroom & Laundry Facility	715,000	-	-	30
31				31	Boat Launch Shelter		6,000		31
32				32	Fuel Pump		11,000		32
33	163,780	16,737	80,000	33	TOTAL CAPITAL OUTLAY	715,000	66,000	-	33
34	2,046,991	2,009,114	2,796,688	34	TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	-	34
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
35				35	GENERAL FUND per Department Totals				35
36	1,095,109	1,023,767	1,318,996	36	Administration/Marina/Moorage & Storage	1,103,530	1,327,008		36
37	224,937	220,421	316,067	37	Beachfront RV Park	919,660	204,660		37
38	105,514	55,284	116,014	38	Boat Yard	84,428	84,428		38
39	170,180	101,214	226,489	39	Commercial Retail	132,218	132,218		39
40	446,046	606,099	814,615	40	Fuel Dock	841,114	632,114		40
41	5,205	2,328	4,507	41	Property Ground/Events	2,620	2,620		41
42	2,046,991	2,009,113	2,796,688	42	TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	-	42

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.

Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Increase \$16,000 for fees associated with RV Park Improv. Loan closing

Total Material & Services Decrease \$149,786

Increased \$49,000 to purchase Security System

Decrease \$715,000 - "New Fund" created for RV Park Restroom & Improv. Project- Requirements moved to new fund

Increased \$6000 for purchase of shelter for Boat Launch

Increase \$11,000 for fuel pump purchase

Total Capital Outlay Decrease \$649,000

Total Allocated Requirements Decrease \$700,522

Total Allocated Requirements Decrease \$700,522

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.

Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Increase \$16,000 for fees associated with RV Park Improv. Loan closing

Total Material & Services Decrease \$149,786

Increased \$49,000 to purchase Security System

Decrease \$715,000 - "New Fund" created for RV Park Restroom & Improv. Project- Requirements moved to new fund

Increased \$6000 for purchase of shelter for Boat Launch

Increase \$11,000 for fuel pump purchase

Total Capital Outlay Decrease \$649,000

Total Allocated Requirements Decrease \$700,522

Total Allocated Requirements Decrease \$700,522

Schedule B
Detailed Comparison of Personal Services to Prior Year's Budgets
GENERAL FUND PERSONNEL SERVICES

Port of Brookings Harbor

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/16/2020 Res. No.			
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
				PERSONNEL SERVICES					
1	98,300	45,436	84,018	1	Salary Port Manager	84,500	84,500	-	1
2	94,970	123,446	153,838	2	Hourly / Port Office Staff, (3.5)	116,465	116,465	-	2
3	40,297	38,356	46,585	3	Hourly / RV Office (1.5)	48,194	48,194	-	3
4	123,087	131,145	248,577	4	Hourly / Operations Staff, (3.5)	192,836	256,620	-	4
5		2,750		5	Bonus				5
6	16,520	8,602	10,828	6	Overtime	6,145	10,000	-	6
7	112,935	122,339	157,710	7	Costs & Benefits	129,350	141,785	-	7
8	22,395	3,748	14,205	8	Workers Comp	18,920	18,920	-	8
9	58,838	64,768	85,964	9	Health Care & Dental	63,665	81,855	-	9
10				10					10
11	567,342	540,590	801,725	11	Total Personnel Services	660,075	758,339	-	11
12	9.5	9.5	13	12	TOTAL FULL-TIME EQUIVALENT (FTE)	8.50	9.50		12

Increase \$98,264 ; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020. Management chooses to retain additional staff through the fiscal year.

General Fund Total Personnel Services Increase \$98,264

Increase 1 Full-Time Equivalent

Schedule C
Debt Service Fund Detailed Amortization Schedules

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
Umpqua Bank	7/1/2020			-	700,000	
RV Park Restroom/Laundry Facility & Upgrade	8/1/2020	3,102	1,708	4,810		
	9/1/2020	3,109	1,700	4,809		
	10/1/2020	3,117	1,693	4,810		
	11/1/2020	3,125	1,685	4,810		
	12/1/2020	3,132	1,678	4,810		
	1/1/2021	3,140	1,670	4,810		
	2/1/2021	3,148	1,662	4,810		
	3/1/2021	3,155	1,655	4,810		
	4/1/2021	3,163	1,647	4,810		
	5/1/2021	3,171	1,639	4,810		
	6/1/2021	3,178	1,631	4,809		
RV Park Restroom/Laundry Facility & Upgrades Total		34,540	18,368	52,908		665,460

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
m2Lease						
50BFMII Travelift Lease	7/22/2020	3,880	779	4,659	169,916	
	8/22/2020	3,898	761	4,659		
	9/22/2020	3,916	743	4,659		
	10/22/2020	3,934	725	4,659		
	11/22/2020	3,952	707	4,659		
	12/22/2020	3,970	689	4,659		
	1/22/2021	3,988	671	4,659		
	2/22/2021	4,006	653	4,659		
	3/22/2021	4,025	634	4,659		
	4/22/2021	4,043	616	4,659		
	5/22/2021	4,062	597	4,659		
	6/22/2021	4,080	579	4,659		
50BFMII Travelift Lease Total		47,754	8,154	55,908		122,162

Schedule C
Debt Service Fund Detailed Amortization Schedules

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
Umpqua Bank Loan#747041620	7/15/2020	1,108	356	1,464	71,246	
2018 Genie Reach Forklift	8/15/2020	1,102	362	1,464		
	9/15/2020	1,108	357	1,465		
	10/15/2020	1,125	340	1,465		
	11/15/2020	1,120	345	1,465		
	12/15/2020	1,136	328	1,464		
	1/15/2021	1,131	333	1,464		
	2/15/2021	1,137	328	1,465		
	3/15/2021	1,174	291	1,465		
	4/15/2021	1,149	315	1,464		
	5/15/2021	1,165	300	1,465		
	6/15/2021	1,161	304	1,465		
Loan for Forklift Total		13,616	3,959	17,575		57,630

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
IFA Business Oregon						
3rd Quarter	9/30/2020	72,500	-	72,500	1,622,892	
4th Quarter	12/31/2020	72,500	-	72,500		
1st Quarter	3/31/2021	72,500	-	72,500		
2nd Quarter	6/30/2021	72,500	-	72,500		
80% for Asset Sales		4,800	-	4,800		
IFA Total		294,800	-	294,800		1,328,092
TOTAL DEBT SERVICE		390,710	30,481	421,191	2,564,054	2,173,344

Creditor		Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
USDA Revenue Bond	11/6/2020	76,112	54,008	130,120	1,080,588	1,004,476
All Debt Totals		466,822	84,489	551,311	3,644,642	3,177,820

ACTION ITEM – B

DATE: December 15, 2020
RE: Resolution No. 546 Debt Service RV Park Improvement Fund
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- This resolution memorializes the Board approval to create the fund.

DOCUMENTS

- Draft Resolution No. 546 Debt Service RV Park Improvement Fund, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Resolution No. 546 Debt Service RV Park Improvement Fund.

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

DRAFT

RESOLUTION NO. 546

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS
HARBOR AUTHORIZING ESTABLISHING DEBT SERVICE RV PARK IMPROVEMENT FUND**

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

WHEREAS, the Port of Brookings was, or will be, awarded funds through the Full Faith and Credit Financing Agreement with Umpqua Bank for Improvements to RV Park; and

WHEREAS, Full Faith and Credit Financing Agreement with Umpqua Bank, Section 1.2 Funds and Accounts Created, Debt Service Account, requires the Debt Service Account to be used primarily to achieve a proper matching of revenues of the Port and payment of debt service on the Financing Agreement within each Bond Year, and amounts deposited to the Debt Service Account will be depleted during each Bond Year, except for a reasonable carryover amount, if any, not to exceed the greater of (i) the earnings on the funds for the immediately preceding Bond Year, or (ii) one-twelfth (1/12th) of the principal and interest payments on the Financing Agreement for the immediately preceding Bond Year. The Debt Service Account (to the extent amounts deposited therein will be expended within twelve (12) months of receipt to pay debt service on the Financing Agreement or redeem the Financing Agreement); and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor finds it necessary to create a new fund, Debt Service RV Park Improvement Fund pursuant to requirement stated in Full Faith and Credit Financing Agreement with Umpqua Bank Section 1.2 Funds and Accounts Created, Debt Service Account; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor approved adopting Debt Service RV Park Improvement Fund on July 21, 2020; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor acknowledges that this fund, Debt Service RV Park Improvement Fund to be used primarily to achieve a proper matching of revenues of the Port and payment of debt service on the Financing Agreement within each Bond Year; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor acknowledges that this fund, Debt Service RV Park Improvement Fund be active and budgeted accordingly until Full Faith and Credit Financing Agreement with Umpqua Bank is paid in full.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as follows: the Debt Service RV Park Improvement Fund is hereby established.

APPROVED AND ADOPTED and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 15th day of December, 2020.

ATTEST:

Roy C. Davis President,
Board of Commissioners

Sharon Hartung, Secretary/Treasurer
Board of Commissioners

ACTION ITEM – C

DATE: December 15, 2020
RE: Resolution No. 547 Port Construction Fund
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- This resolution memorializes the Board approval to create the fund.

DOCUMENTS

- Draft Resolution No. 547 Port Construction Fund, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Resolution No. 547 Port Construction Fund.

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

DRAFT

RESOLUTION NO. 547

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS
HARBOR AUTHORIZING ESTABLISHING PORT CONSTRUCTION FUND**

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

WHEREAS, the Port of Brookings was, or will be, awarded funds through the Full Faith and Credit Financing Agreement with Umpqua Bank for Improvements to RV Park; and

WHEREAS, Full Faith and Credit Financing Agreement with Umpqua Bank, Section 3.2 Segregated Accounts, Investment Records, and Documentation of Expenditures, requires segregate account apart from other funds of the Port and will maintain necessary investment and expenditure records in order to demonstrate the investment and expenditure of Financing Agreement proceeds and assure compliance with the federal tax requirements for the Financing Agreement; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor finds it necessary to create a new fund, Port Construction Fund pursuant to requirement stated in Full Faith and Credit Financing Agreement with Umpqua Bank, Section 3.2 Segregated Accounts, Investment Records, and Documentation of Expenditures; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor approved adopting Port Construction Fund on July 21, 2020; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor acknowledges that this fund, Port Construction Fund be used to account for necessary investment and expenditure records for Financing Agreement Proceeds; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor acknowledges that this fund, Port Construction Fund be used for future construction projects.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as follows: the Port Construction Fund is hereby established.

APPROVED AND ADOPTED and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 15th day of December, 2020.

ATTEST:

Roy C. Davis President,
Board of Commissioners

Sharon Hartung, Secretary/Treasurer
Board of Commissioners

ACTION ITEM – D

DATE: December 15, 2020
RE: Resolution No. 548 Signing Documents for Lot Line Adjustment
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- This resolution is required to complete Curry County Parcel Line Adjustment application and any other signing of documents to complete the property line changes.

DOCUMENTS

- Draft Resolution No. 548 Signing Documents for Lot Line Adjustment, 1 page
- Curry County Parcel Line Adjustment Application, 13 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Resolution No. 548 Signing Documents for Lot Line Adjustment.

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

DRAFT

RESOLUTION NO. 548

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS
HARBOR AUTHORIZING SIGNING DOCUMENTS FOR LOT LINE ADJUSTMENT**

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

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor approved the Lot Line Adjustment Agreement October 20, 2020 to adjust the property lines between "Righetti Parcel" and Port of Brookings Harbor; and

WHEREAS, signatures of all recorded owners of each parcel involved in the Curry County Parcel Line Adjustment application are required; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor now finds that it is necessary to adopt a resolution to authorize the Port Board President to sign all necessary documentation including the application and any new deeds on the behalf of the Port of Brookings Harbor; and

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

1. That the Board of Commissioners hereby authorizes Port Board President, Roy C. Davis to sign all necessary documentation including the application and any new deeds on the behalf of the Port of Brookings Harbor for the lot line adjustment with the Righetti's.

APPROVED AND ADOPTED and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 15th day of December, 2020.

ATTEST:

Roy C. Davis President,
Board of Commissioners

Sharon Hartung, Secretary/Treasurer
Board of Commissioners



Curry County Community Development
94235 Moore Street, Suite 113
Gold Beach, Oregon 97444

Becky Crockett
Planning Director

Phone (541) 247-3228
FAX (541) 247-4579

_____ FILE #

_____ FEE

PARCEL LINE ADJUSTMENT APPLICATION FORM

Applicant: Please print or type all information except where a signature is required. Please review the attached instructions for information on application procedure.

I. Lot Line Adjustment

FROM PARCEL (Grantor)

Map #: 41-13-5DB TaxLot: 1600 Zoning C1 Acreage: 0.94
Owner: Hydes Sporthaven Resort Inc.
Mailing Address: PO Box 2910
City, State, ZIP: Brookings, OR 97415
Phone & e-mail address: _____

TO PARCEL (Grantee)

Map #: 41-13-5DB Tax Lot: 1700 Zoning MA Acreage: 5.49
Owner: Port of Brookings Harbor
Mailing Address: _____
City, State, ZIP: _____
Phone & e-mail address: _____

II. Applicant

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Phone & e-mail address: _____

III. Agent (if applicable)

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Phone & e-mail address: _____

IV. Purpose: _____

V. **Signatures of all recorded owner of each parcel involved in this application are required.**

If a person(s) other than the owner of the above referenced property is filing this application, or acting as authorized agent in behalf of the owner, a notarized affidavit of authorization or power of attorney from the owner must be submitted with this form.

ORS 92.017 states: A lot or parcel lawfully created shall remain a discrete lot or parcel, unless the lot or parcel lines are changed or vacated or the lot or parcel is further divided, as provided by law.

Signatures for Lot Line Adjustment

GRANTOR (granting parcel)

Signature(s) --GRANTOR Date

Signature(s) --GRANTOR Date

Signature(s) --GRANTOR Date

GRANTEE (receiving parcel)

Signature(s) --GRANTEE Date

Signature(s) --GRANTEE Date

Signature(s) --GRANTEE Date

NOTE: *A lot line adjustment does not create a separate parcel. A lot line adjustment is not permitted if it reduces the area of a lot below the minimum lot size allowed by the zoning classification.*

LOT LINE ADJUSTMENT PROCEDURE

If you want to change the boundary between adjacent parcels a lot line adjustment application must be filed with this office for review. This does not create an additional parcel, it only realigns boundaries between existing parcels. You can not decrease any parcel below the minimum lot size allowed in the particular zone involved. Also setback requirements and access must be maintained in the proposal. These applications are handled administratively by a meeting with staff on the fourth Wednesday of each month.

WHAT IS THE BASIC PROCEDURE?

The following items are required in submitting a lot line adjustment application.

1. **COMPLETED APPLICATION FORM.**

Ownership data must be just as it appears on your most recent deed. Anyone whose name is on the deeds of the parcels involved must sign the application. If an individual is acting as agent for an owner, they must provide a notarized affidavit of authorization or power of attorney from the owner.

2. **MAPS**

The applicant must provide, with the application form, three copies of a map of survey done by a registered land surveyor. A large (18' X 20") assessor map, showing the subject property, must also be provided. This map can be obtained from the Assessor's office in the Courthouse building.

3. **EXISTING DEVELOPMENT**

If there is existing development on the parcels, the applicant must consult with the County Sanitarian and comply with any requirements of that division. All existing development must be indicated on one of the submitted surveyor's map. It is the applicant's responsibility to ensure that sanitation and building setbacks are maintained from any proposed adjustment of property lines.

4. **LEGAL DESCRIPTIONS**

The applicant must provide the following metes and bounds described legal descriptions:

- a) Current deeds with legal descriptions of each parcel associated with the proposed adjustment as they presently exist; and
- b) Legal descriptions of each parcel associated with the proposed adjustment as they are proposed; and
- c) Legal description of piece to be conveyed.

These items and the required fee must be submitted to this office. Approximately one month will be needed to send the required legal notice and allow for responses. Once a decision has been reached a letter will be sent to the applicant listing any conditions, if approved, and the steps to complete the process, (i.e. file the map with the County Surveyor, pay any delinquent taxes, provide 3copies of the files map to our office and record new deed with the Clerk's office).

NARRATIVE

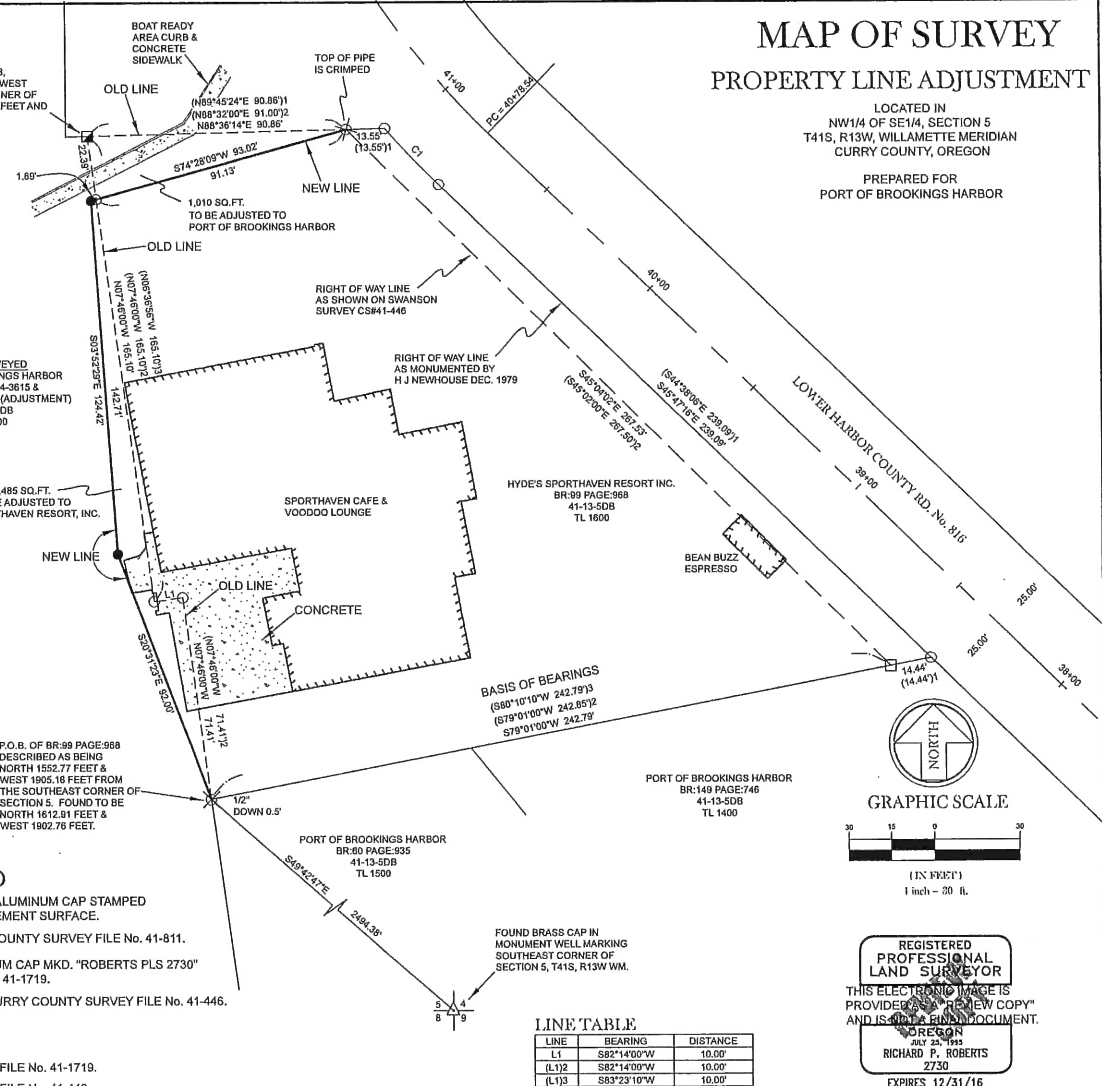
THE PURPOSE OF THIS SURVEY WAS TO MONUMENT A PROPOSED PROPERTY LINE ADJUSTMENT BETWEEN THE HYDE'S SPORTHAVEN RESORT, INC. PARCEL (TAX LOT 1600), AND THE PORT OF BROOKINGS HARBOR PARCEL (TAX LOTS 1700 & 1799). THE HYDE'S SPORTHAVEN RESORT PARCEL WAS PREVIOUSLY RETRACED JULY 2015 AS SHOWN ON SURVEY 41-1719. THIS ADJUSTMENT SURVEY IS A RETRACEMENT OF THE PROPERTY LINES AS SHOWN ON SURVEY 41-1719. BEARINGS ARE BASED ON THE SOUTH LINE OF THE HYDE'S SPORTHAVEN RESORT PARCEL, HELD TO BEAR SOUTH 79°01'00" WEST AS SHOWN ON SURVEY 41-1719 AND 41-446.

THIS ADJUSTMENT AFFECTS THE NORTH AND WEST SIDES OF THE HYDE'S SPORTHAVEN PARCEL. NEW MONUMENTS WERE SET TO MARK THE ADJUSTED LINES AS DIRECTED BY THE PORT OF BROOKINGS HARBOR MANAGER. MEASUREMENTS WERE MADE WITH A LEICA TS12 TOTAL STATION AND A CARLSON MINI2 CONTROLLER. THE FIELD CREW WAS CHRIS FOWLE AND RICH ROBERTS.

P.O.B. TRANSFER PARCEL
TAX LOT 1600 TO TAX LOT 1700
NORTHWEST CORNER OF BR-99 PAGE 968
DESCRIBED AS NORTH 1785.78 FEET AND WEST
1947.03 FEET FROM THE SOUTHEAST CORNER OF
SECTION 5, FOUND TO BE NORTH 1845.89 FEET AND
WEST 1944.53 FEET.

NOT SURVEYED
PORT OF BROOKINGS HARBOR
INST. No. 1994-3615 &
INST. No. 1995-3575 (ADJUSTMENT)
41-13-50B
TL 1700

1,485 SQ.FT.
TO BE ADJUSTED TO
HYDE'S SPORTHAVEN RESORT, INC.



MAP OF SURVEY PROPERTY LINE ADJUSTMENT

LOCATED IN
NW1/4 OF SE1/4, SECTION 5
T41S, R13W, WILLAMETTE MERIDIAN
CURRY COUNTY, OREGON

PREPARED FOR
PORT OF BROOKINGS HARBOR

PARCEL AREA TABULATION

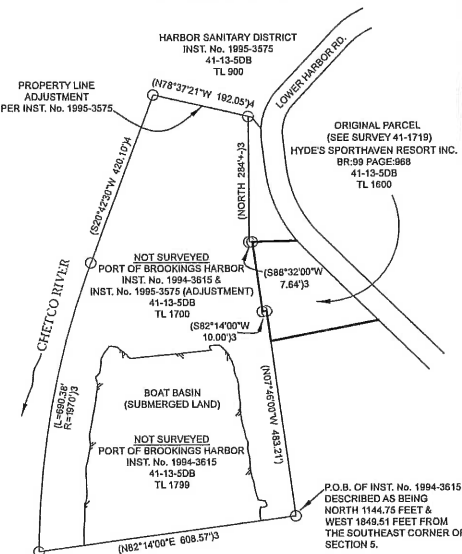
DEED REFERENCE: BR-99 PAGE 968
TAX LOT: 41-13-50B TAX LOT 1600
OWNER: HYDE'S SPORTHAVEN RESORT, INC.
ORIGINAL AREA: 0.94 AC
AREA TO BE ADJ: + 0.03 AC
AREA TO BE ADJ: - 0.02 AC
RESULTING AREA: 0.95 AC

DEED REFERENCE: INST. 2004-3615
TAX LOT: 41-13-50B TAX LOT 1700
OWNER: PORT OF BROOKINGS HARBOR
ORIGINAL AREA: 5.49 AC
AREA TO BE ADJ: - 0.03 AC
AREA TO BE ADJ: + 0.02 AC
RESULTING AREA: 5.48 AC

NOTE: ACREAGE FOR TAX LOT 1600
WAS CALCULATED TO THE RIGHT OF
WAY OF LOWER HARBOR ROAD AS
MONUMENTED BY H.J. NEWHOUSE.

NOTE: ORIGINAL PARCEL ACREAGE
FOR TAX LOT 1700 WAS TAKEN FROM
CURRY COUNTY ASSESSOR RECORDS.

VICINITY DETAIL - SCALE 1" = 200'



LEGEND

- SET 5/8" X 30" IRON REBAR WITH 1 1/2" ALUMINUM CAP STAMPED "ROBERTS PLS 2730" FLUSH WITH PAVEMENT SURFACE.
- FOUND RAILROAD SPIKE PER CURRY COUNTY SURVEY FILE No. 41-811.
- FOUND 5/8" REBAR WITH 1 1/2" ALUMINUM CAP MKD. "ROBERTS PLS 2730" PER CURRY COUNTY SURVEY FILE No. 41-1719.
- ⊗ FOUND IRON PIPE (SIZE NOTED) PER CURRY COUNTY SURVEY FILE No. 41-446.
- CALCULATED POSITION ONLY.
- △ FOUND AS NOTED
- (1) RECORD PER CURRY COUNTY SURVEY FILE No. 41-1719.
- (2) RECORD PER CURRY COUNTY SURVEY FILE No. 41-446.
- (3) RECORD PER INSTRUMENT No. 1994-3615.
- (4) RECORD PER INSTRUMENT No. 1995-3575.

NOTE:
PIPE SIZES ARE INSIDE DIAMETER.
NOTE:
DEED REFERENCES SHOWN ARE OFFICIAL
RECORDS OF CURRY COUNTY, OREGON.

LINE TABLE

LINE	BEARING	DISTANCE
L1	S82°14'00"W	10.00'
(L1)2	S82°14'00"W	10.00'
(L1)3	S83°23'10"W	10.00'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	310.34'	27.21'	5°01'25"	S43°16'33"E	27.20'
(C1)1	310.34'	27.21'	5°01'25"	S42°07'23"E	27.20'

THIS SPACE PROVIDED FOR COUNTY SURVEYOR
TO NOTE PROPERTY LINE ADJUSTMENT DEED INFO
UPON RECORDATION WITH THE CLERK.

Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415
Ph: 541-469-0162
Fax: 541-469-5456

Drawn By: CEF Date: 11/03/2020
Checked By: RPR Job No: 15-089
Drawing Name: BASE Sheet 1 of 1
Project Folder: 15-089

CORRECTION LINE ADJUSTMENT AND PROPERTY TRANSFER

The Port of Brookings, Grantor, conveys to the Harbor Sanitary District, Grantee, all that real property situated in the County of Curry, State of Oregon, described as follows:

A parcel of land lying within the Southeast Quarter of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, being more particularly described as follows:

Beginning at a point lying on the Westerly right of way of Lower Harbor Road, said point being North 2058.20 feet and West 1978.68 feet from the Southeast corner of said Section 5; thence leaving said right of way North 39°50'24" West 34.42 feet; thence North 78°37'21" West 192.05 feet to a 5/8" iron rod capped PLS 1868, lying on the top of Bank of Chetco River; thence following said top of bank 65 feet, more or less, to a point on the Southerly right of way of the Old Oregon Coast Highway (US 101) as described by Howard J. Newhouse and Donald Cormack in Record of Survey for Harbor Sanitary District dated July, 1982; thence along said right of way, Southeasterly to its intersection with the Westerly right of way of said Lower Harbor County Road; thence along a 144.19 foot radius curve to the left 37 feet, more or less, to the Point of Beginning.

The true and actual consideration of this transfer is the construction of a block wall along the adjusted line by the Harbor Sanitary District.

This deed is given to correct the legal description in that certain deed recorded in Volume 107, Page 956, Curry County Book of Records.

Dated: Aug. 2, 1995

PORT OF BROOKINGS

By: *Kenneth I. Byrtus*
 Typed Name Kenneth I. Byrtus
 Title President

By: *Edmund G. Gray*
 Typed Name Edmund G. Gray
 Title Secretary

HARBOR SANITARY DISTRICT

By: *Robert E. Krebs*
 Typed Name Robert E. Krebs
 Title Chairperson

By: *H. M. Hansen*
 Typed Name H. M. Hansen
 Title Secretary, ProTem

AFTER RECORDING, RETURN TO:

Harbor Sanitary District
 P. O. Box 2457
 Harbor, OR 97415

UNTIL A CHANGE IS REQUESTED,
 SEND ALL TAX STATEMENTS TO:

Harbor Sanitary District
 P. O. Box 2457
 Harbor, OR 97415

STATE OF OREGON)
County of Curry) ss.

This instrument was acknowledged before me on Aug. 2, 1995, by
Kenneth L. Byrtus and Edmund G. Gray
as President and Secretary
of Port of Brookings.



Betty A. Sumner
Notary Public for Oregon
My commission expires: 8/12/96

STATE OF OREGON)
County of Curry) ss.

This instrument was acknowledged before me on Aug. 9, 1995, by
Robert E. Krebs
as Chairperson
of Harbor Sanitary District.



Patricia Oar
Notary Public for Oregon
My commission expires: 2-15-1998

1995 INSTRUMENT 95 03575

STATE OF OREGON
COUNTY OF CURRY

I RENEÉ KOLEN, COUNTY CLERK, CERTIFY
THAT THE WITHIN DOCUMENT WAS
RECEIVED AND DULY RECORDED IN THE
OFFICIAL RECORDS OF CURRY COUNTY AT

11:24 ON 08-15-95

BY: CH DEPUTY

FEE \$ 20.00

PAGES: 2



OK

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, That Curry County, a Political Subdivision of the State of Oregon, hereinafter called grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey unto Port of Brookings Harbor, a municipal Corporation of the State of Oregon hereinafter called grantee, and unto grantee's heirs, successors and assigns all of that certain real property with tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, situated in the County of Curry, State of Oregon, described as follows, to-wit:

Pursuant to Exhibit A attached hereto and incorporated by reference herein.

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$90,350.00.

However, the actual consideration consists of or includes other property or value given or promised with the consideration (indicate which). (The sentence between the symbols ©, if not applicable, should be deleted. See ORS 124.010.)

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 3rd day of May, 1994, if a corporate grantor, it has caused its name to be signed and seal affixed by its officers, duly authorized thereof.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

(If the signer of the above is a corporation, use the form of acknowledgment opposite.)

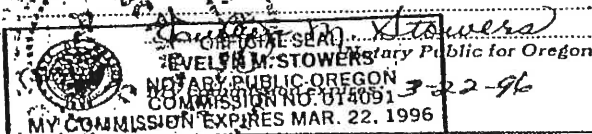
STATE OF OREGON,

(ORS 194.570)

County of Curry, ss.

The foregoing instrument was acknowledged before me this 3rd day of May, 1994, by

Rocky M. Stowers
Terry Hanscum



STATE OF OREGON, County of Curry

The foregoing instrument was acknowledged before

me, 1994, by

Rocky M. Stowers, president, and by

Terry Hanscum, secretary of

a corporation, on behalf of the corporation

Notary Public for Oregon

My commission expires:

(If executed by a corporation, affix corporate seal)

County of Curry, A Political Subdivision

P.O. Box 746
Gold Beach, OR 97444

GRANTOR'S NAME AND ADDRESS

Port of Brookings Harbor,

P.O. Box 848
Brookings, OR 97415

GRANTEE'S NAME AND ADDRESS

After recording return to:

STATE OF OREGON,

County of Curry

I certify that the within
instrument was received for record

on the 3rd day of May, 1994,

at 10 o'clock A.M. and recorded

in book/reel/volume No. 82

page 1 or as fee/title

SPACE RESERVED FOR

EXHIBIT A

A parcel of land lying within the Southeast Quarter (SE $\frac{1}{4}$) of Section 5, Township 41 South, Range 13 West, Willamette Meridian, more particularly described as follows:

BEGINNING at a point which bears North 1144.75 feet and West 1849.51 feet from the Southeast Corner of said Section 5, T. 41 S., R. 13 W., W.M.; THENCE

North 7° 46' West a distance of 483.21 feet; THENCE South 82° 14' West a distance of 10.00 feet; THENCE North 7° 46' West a distance of 165.10 feet; THENCE South 88° 32' West a distance of 7.64 feet; THENCE North a distance of 284.00 feet, more or less, to the Westerly right-of-way line of the Oregon Coast Highway, U.S. 101; THENCE North 48° 40' West, following said right-of-way line, a distance of 245.00 feet, more or less, to the low water mark of the Chetco River;

THENCE

South 20° 42' 30" West, following said low water mark a distance of 528.00 feet; THENCE

Following the arc of a 1970.00 foot radius curve to the left a distance of 690.38 feet (the Long Chord of which bears South 10° 40' West, 686.85 feet), more or less, to a point which bears South 82° 14' West from the point of beginning; THENCE

North 82° 14' East a distance of 608.57 feet, more or less, to the point of beginning, containing 10.34 acres, all lying and being within Curry County, Oregon.

1994 INSTRUMENT

94 0361

STATE OF OREGON
COUNTY OF CURRY

I RENEÉ KOLEN, COUNTY CLERK, CERTIFY
THAT THE WITHIN DOCUMENT WAS
RECEIVED AND DULY RECORDED IN THE
OFFICIAL RECORDS OF CURRY COUNTY

08:33 ON 06-20-94

BY: CH DEPUTY

FEE \$ 40.00

PAGES: 2



1 - EXHIBIT A

DEED

99 PAGE 968

GORDON E. MILLER and PEARLIE M. MILLER, grantors,
convey to HYDE'S SPORTHAVEN RESORT, INC., an Oregon corporation,
grantee, all of their right, title and interest in and to the
following described real property:

A tract of land lying within the Northwest Quarter
(NW1/4) of the Southeast Quarter (SE1/4) of
Section Five (5), Township Forty-one (41) South,
Range Thirteen (13) West, Willamette Meridian,
Curry County, Oregon, more particularly
described as follows:

Beginning at a point which bears North 1552.77
feet and West 1905.16 feet from a brass cap iron
pipe marking the Southeast Corner of said
Section 5, Township 41 South, Range Thirteen (13)
West, Willamette Meridian; thence North 7° 46' 00"
West a distance of 71.41 feet; thence South 82°
14' 00" West a distance of 10.00 feet; thence
North 7° 46' 00" West a distance of 165.10
feet; thence North 88° 32' 00" East a distance of
91.00 feet, more or less, to the Westerly right
of way line of the Lower Harbor Road, a County
Roadway; thence South 45° 02' 00" East, following
said right of way line a distance of 267.50 feet;
thence South 79° 01' 00" West a distance of
242.85 feet, more or less, to the point of
beginning.

The true and actual consideration for this transfer is
\$ 236,000.00.

DATED this 15th day of September, 1983.

Gordon E. Miller
Gordon E. Miller

Pearlie M. Miller
Pearlie M. Miller

STATE OF OREGON)
) ss.
County of Curry)

DATED: September 15, 1983

Personally appeared the above named Gordon E. Miller
and Pearlle M. Miller and acknowledged the foregoing instrument
to be their voluntary act and deed. BEFORE ME:

Alexis E. Alesky
Notary Public for Oregon
My Commission Expires: 7-5-86

Indexed In *Deeds*
State of Oregon } ss.
County of Curry }

I hereby certify that the within instrument was
filed for record *Sept 16, 1983*
at *4:50* o'clock *P* M. and recorded
in Book of Records Vol. *99* Page *968*
EUGENE P. BAUMANN, County Clerk
Ronald G. Proeger, Deputy
File Rec'd. *402*

DEED - 1

Transfer Parcel
Port of Brookings Harbor
41-13-05DB Tax Lot 1700
To
Hyde's Sporthaven Resort, Inc.
41-13-05DB Tax Lot 1600

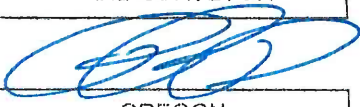
EXHIBIT _____

A portion of that parcel of land conveyed to Port of Brookings Harbor recorded June 20, 1994 in Instrument No. 1994-3615, Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at the Southwest corner of that parcel of land conveyed to Hyde's Sporthaven Resort Inc, recorded September 16, 1983 in Book of Records 99 Page 968 Official Records of Curry County, Oregon, said point described as North 1552.77 feet and West 1905.16 feet, found to be North 1612.91 feet and West 1902.76 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon;

thence, along the westerly boundary of said Hyde's Sporthaven Resort, Inc. parcel, North 07°46'00" West a distance of 71.41 feet;
thence South 82°14'00" West a distance of 10.00 feet;
thence North 07°46'00" West a distance of 142.71 feet;
thence, leaving said westerly boundary, South 74°28'09" West a distance of 1.89 feet;
thence South 03°52'29" East a distance of 124.42 feet;
thence South 20°31'23" East a distance of 92.00 feet to the POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR


OREGON
JULY 25, 1995
RICHARD P. ROBERTS
2730

EXPIRATION DATE: 12/31/20

Transfer Parcel
Hydes Sporthaven Resort, Inc.
41-13-05DB Tax Lot 1600
To
Port of Brookings Harbor
41-13-05DB Tax Lot 1700

EXHIBIT _____

A portion of that parcel of land conveyed to Hyde's Sporthaven Resort Inc, recorded September 16, 1983 in Book of Records 99 Page 968 Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at the Northwest corner of said parcel, described as North 1785.76 feet and West 1947.03 feet, found to be North 1845.89 feet and West 1944.63 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian;

thence, along the north boundary of said parcel, North 88°36'14" East (record North 88° 32'00" East) a distance of 90.86 feet;

thence, leaving said north boundary, South 74°28'09" West a distance of 91.13 feet to a point on the west boundary of said parcel

thence, along said west boundary, North 07°46'00" West a distance of 22.39 feet to the POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 25, 1995
RICHARD P. ROBERTS
2730

EXPIRATION DATE: 12/31/20

EXHIBIT ____

A tract of land lying within the Northwest Quarter of the Southeast Quarter of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, more particularly described as follows:

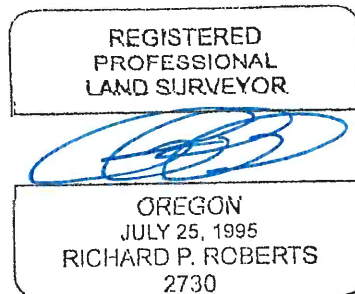
BEGINNING at a point described as North 1552.77 feet and West 1905.16, and found to be North 1612.91 feet and West 1902.76 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon;
thence North 07°46'00" West a distance of 71.41 feet;
thence South 82°14'00" West a distance of 10.00 feet;
thence North 07°46'00" West a distance of 165.10 feet;
thence North 88°32'00" East a distance of 91.00 feet, more or less, to the Westerly right of way of Lower Harbor Road, a County Road;
thence, along said right of way, South 45°02'00" East a distance of 267.50 feet;
thence South 79°01'00" West a distance of 242.85 feet, more or less, to the POINT OF BEGINNING.

TOGETHER WITH a portion of that parcel of land conveyed to Port of Brookings Harbor recorded June 20, 1994 in Instrument No. 1994-3615, Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at the Southwest corner of that parcel of land conveyed to Hyde's Sporthaven Resort Inc, recorded September 16, 1983 in Book of Records 99 Page 968 Official Records of Curry County, Oregon, said point described as North 1552.77 feet and West 1905.16 feet, found to be North 1612.91 feet and West 1902.76 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon;
thence, along the westerly boundary of said Hyde's Sporthaven Resort, Inc. parcel, North 07°46'00" West a distance of 71.41 feet;
thence South 82°14'00" West a distance of 10.00 feet;
thence North 07°46'00" West a distance of 142.71 feet;
thence, leaving said westerly boundary, South 74°28'09" West a distance of 1.89 feet;
thence South 03°52'29" East a distance of 124.42 feet;
thence South 20°31'23" East a distance of 92.00 feet to the POINT OF BEGINNING.

EXCEPT that portion within the following described lines:

BEGINNING at the Northwest corner of said Hyde's Sporthaven Resort, Inc. parcel, described as North 1785.76 feet and West 1947.03 feet, found to be North 1845.89 feet and West 1944.63 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian;
thence, along the north boundary of said parcel, North 88°36'14" East (record North 88° 32'00" East) a distance of 90.86 feet;
thence, leaving said north boundary, South 74°28'09" West a distance of 91.13 feet to a point on the west boundary of said parcel
thence, along said west boundary, North 07°46'00" West a distance of 22.39 feet to the POINT OF BEGINNING.



EXPIRATION DATE: 12/31/20

Adjusted Port of Brookings Harbor
41-13-05DB Tax Lot 1700

EXHIBIT ____

A parcel of land lying within the Southeast Quarter of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, more particularly described as follows:

BEGINNING at a point which bears North 1144.75 feet and West 1849.51 feet from the Southeast Corner of said Section 5;

thence North 7° 46' West a distance of 483.21 feet;

thence South 82° 14' West a distance of 10.00 feet;

thence North 7° 46' West a distance of 165.10 feet;

thence South 88° 32' West a distance of 7.64 feet;

thence North a distance of 284.00 feet, more or less, to the Westerly right-of-way line of the Oregon Coast Highway, U.S. 101;

thence North 48° 40' West, following said right-of-way line, a distance of 245.00 feet, more or less, to the low water mark of the Chetco River;

thence South 20° 42' 30" West, following said low water mark a distance of 528.00 feet;

thence following the arc of a 1970.00 foot radius curve to the left a distance of 690.38 feet (the Long Chord of which bears South 10° 40' West, 686.85 feet), more or less, to a point which bears South 82° 14' West from the point of beginning;

thence North 82° 14' East a distance of 608.57 feet, more or less, to the POINT OF BEGINNING.

TOGETHER WITH a portion of that parcel of land conveyed to Hyde's Sporthaven Resort Inc, recorded September 16, 1983 in Book of Records 99 Page 968 Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at the Northwest corner of said parcel, described as North 1785.76 feet and West 1947.03 feet, found to be North 1845.89 feet and West 1944.63 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian;

thence, along the north boundary of said parcel, North 88° 36' 14" East (record North 88° 32' 00" East) a distance of 90.86 feet;

thence, leaving said north boundary, South 74° 28' 09" West a distance of 91.13 feet to a point on the west boundary of said parcel

thence, along said west boundary, North 07° 46' 00" West a distance of 22.39 feet to the POINT OF BEGINNING.

EXCEPT that parcel of land conveyed to Harbor Sanitary District, recorded August 15, 1995 in Instrument No. 1995-3575, Official Records of Curry County, Oregon,

ALSO EXCEPT that portion included within the following described lines

BEGINNING at the Southwest corner of that parcel of land conveyed to Hyde's Sporthaven Resort Inc, recorded September 16, 1983 in Book of Records 99 Page 968 Official Records of Curry County, Oregon, said point described as North 1552.77 feet and West 1905.16 feet, found to be North 1612.91 feet and West 1902.76 feet from the Southeast corner of Section 5, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon;

thence, along the westerly boundary of said Hyde's Sporthaven Resort, Inc. parcel, North 07° 46' 00" West a distance of 71.41 feet;

thence South 82° 14' 00" West a distance of 10.00 feet;

thence North 07° 46' 00" West a distance of 142.71 feet;

thence, leaving said westerly boundary, South 74° 28' 09" West a distance of 1.89 feet;

thence South 03° 52' 29" East a distance of 124.42 feet;

thence South 20° 31' 23" East a distance of 92.00 feet to the POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 25, 1995
RICHARD P. ROBERTS
2730

EXPIRATION DATE: 12/31/20

ACTION ITEM – E

DATE: December 15, 2020
RE: Pacific Seafood Group Sublease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Pacific Seafood Group requested to extend the current sublease for the fish processing plant facility for 3 more months through January 31, 2021. The parties involved signed an agreement.
- Port legal counsel provided the sublease extension for Board approval.
- Representative from Pacific Seafood Group may call-in to provide an update and answer any questions from the Board.

DOCUMENTS

- Draft Port Consent to Sublease Extension, 1 page
- Agreement between BC Fisheries, Craft3 Investments and Pacific Seafood Group, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Sublease Extension Agreement with BC Fisheries and Pacific Seafood Group for 3 months through January 31, 2020.

**COMMERCIAL LEASE AGREEMENT
CONSENT TO SUBLEASE
EXTENSION**

DRAFT

This consent to sublease extension ("Extension") is entered into by and between the Port of Brookings Harbor ("Landlord"), BC Fisheries, LLC, ("Tenant"), and Pacific Seafood Group ("Subtenant") for the purpose of granting an extension to Landlord's Consent to Sublease dated _____, 2020 ("Consent").

BACKGROUND

- A. The Tenant entered into a lease (the "Lease") with the Landlord on July 1, 2015, and subsequently amended effective September 1, 2017, with respect to the following premises (the "Premises"): the parcel formerly known as the "Eureka Fisheries Parcel" and the overwater commercial unloading dock, more specifically described in Exhibits A, B and C to the 2017 Lease Amendment and incorporated herein by reference.
- B. Landlord granted its consent allowing Tenant to sublease all of the Premises (the "Subleased Premises") to Subtenant for the period _____, 2020 to October 31, 2020 ("Subleased Term").
- C. The Tenant and Subtenant are now requesting approval of an extension of the Landlord's Consent through January 31, 2021.

NOW, THEREFORE, the Board of Port Commissioners for the Port of Brookings Harbor agrees to extend its Consent to Sublease through January 31, 2021, all other terms and conditions of the Consent to Sublease remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this instrument as of the date last below written at Curry County, Oregon.

Port of Brookings Harbor, Landlord	
Dated: _____	By: _____ Roy C. Davis, Board President
	Attest: _____ Commissioner
BC Fisheries, LLC, Tenant	
Dated: _____	By: _____ Michael E. Fitzgerald, Chief Restructuring Officer
Pacific Seafood Group, Subtenant	
Dated: _____	By: _____ Name: Title:

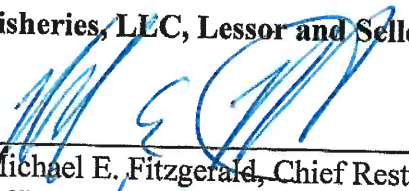
**EXTENSION OF SHORT-TERM COMMERCIAL SUBLEASE
AND
TERM SHEET/ASSET PURCHASE AGREEMENT**

This extension is an agreement between **BC Fisheries, LLC** and **Craft3 Investment II, LLC** as Lessor and Seller under the above-described documents and **Pacific Seafood Processing, LLC**, Lessee and Buyer.

1. The Short-Term Commercial Sublease dated July 2, 2020 is hereby extended from October 31, 2020 to January 31, 2021, subject to the following modifications to the terms and conditions of that Sublease - lessee shall confirm the insurance on equipment, continues to remain in place, and Craft3 is listed as loss payee in addition to the requirements of the Port of Brookings Harbor.

2. The Term Sheet dated February 7, 2020 and the Asset Purchase Agreement which incorporated terms of the term sheet, are extended to a closing date of January 31, 2021, as modified by the following: Numbers (4) (re a contract with Mike Manning) and (5) (re the assets are part of an open and ongoing seafood processing operation) are removed from the Contingencies section of the Term Sheet. Section 3.4 of the Asset Purchase Agreement is removed and Article 7, sections (e) (re a contract with Mike Manning) and (f) (re the assets are part of an open and ongoing seafood processing operation) of the Asset Purchase Agreement are removed.

BC Fisheries, LLC, Lessor and Seller

By: 
Michael E. Fitzgerald, Chief Restructuring
Officer

Dated: 11/18/2020

Craft3 Investment II, LLC, Lessor and Seller

By: Ronalene H Monteith

Dated: 11/18/20

Pacific Seafood Processing, LLC, Lessee and Buyer

By: 

Dated: 11.18.2020

ACTION ITEM – F

DATE: December 15, 2020
RE: Hungry Clam Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Owner of Hungry Clam requested to extend the current lease for three more years with an option to renew the lease for addition three years.
- The Port staff and Hungry Clam staff been working together to improve the business operations in and around the storage area.

DOCUMENTS

- Draft Hungry Clam Amended and Restated Lease, 12 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Draft Hungry Clam Amended and Restated Lease.

**AMENDED AND RESTATED
COMMERCIAL LEASE AGREEMENT
THE HUNGRY CLAM**

DRAFT

This amended and restated lease agreement is made and entered into at Brookings, Oregon, effective the 1st day of January, 2021, by and between the **Port of Brookings Harbor**, an Oregon special district (referred to herein as the "Landlord") and Kristi Daniels **dba The Hungry Clam** (hereinafter referred to as "Tenant").

1. **Leased Premises.** Landlord hereby leases to Tenant the following described property located in the Port of Brookings Harbor on the terms and conditions stated herein:
 - a. Approximately 1,511 square-feet of retail building space and 894 square-feet of outdoor space (the Leased Premises, as described in in Exhibit "A" & "B"), located at 16340 Lower Harbor Road Space #205 and #206, Brookings, Oregon.
2. **Lease Term and Base Rental Rate.**
 - a. **Initial Term.** The initial term of this lease is six (6) years commencing June 1, 2017 and continuing through May 30, 2023.
 - b. **Base Rental Rate.** The base rental rate for the Leased Premises is Two Thousand Eighty-Four and 48/100 Dollars (\$2,084.48) per month, as calculated below, payable on the first day of each month commencing August 1, 2020. The base rental rate is the combined rate of:
 1. The building consisting of 1,511 square-feet of property at approx. \$1.16 per square foot per month, for a total of One Thousand Seven Hundred Fifty-Two and 76/100 Dollars (\$1,752.76) per month.
 2. The covered storage (parch area, concrete surface) consisting of 170 square-feet of property at approx. \$0.54 per square foot per month, for a total of Ninety-One and 80/100 Dollars (\$91.80) per month.
 3. The outdoor storage (asphalt surface) consisting of 490 square-feet of property at approx. \$0.33 per square foot per month, for a total of One Hundred Sixty-One and 70/100 Dollars (\$161.70) per month.
 4. The outdoor seating (asphalt surface) consisting of 234 square-feet of property at approx. \$0.33 per square foot per month, for a total of Seventy-Seven and 22/100 Dollars (\$77.22) per month.
 - c. **Option to Renew.** Upon termination of the initial term of this lease, Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for one (1) additional three (3) year term at terms and conditions to be negotiated, provided that: (a) Tenant is not in default of this lease at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant's use of the Leased Premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.
 - d. **Notice of Intent.** Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the lease of Tenant's intent to exercise all or any portion of Tenant's option

to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. Base Rent Payment.

- a. Annual Adjustment.** Tenant must pay the base rent for the Leased Premises and any additional rent provided herein without deduction or offset. The base rent will increase annually, on each anniversary of the lease commencement for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The base rent increase will be for the total amount of the base rent due. Base rent includes all prior percentage increases. In the event that the CPI-U is negative, the base rent will remain the same, it will not increase or decrease.
- b. Proration.** Rent for any partial month during the lease term will be prorated to reflect the number of days during the month that Tenant actually occupied the Leased Premises.
- c. Additional Rent.** Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of the initial lease term, a new base rent will be established.
- d. Fees and Charges.** Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event any suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney's fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any returned payment.

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

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

6. Equipment. Tenant may install in the Leased Premises only such equipment as is customary for the intended **use** and must not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles. Any equipment installed by Tenant will remain Tenant's property and must be installed and operated at Tenant's expense. Any air conditioning required because of heat generating

equipment or special lighting installed by Tenant must also be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus may be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware must be removed upon termination of this lease with the sign location restored to its former state unless Landlord elects to retain all or any portion thereof.
8. **Utilities and Services.** Landlord will furnish all utilities up to the Leased Premises and Tenant will be directly responsible for any and all electrical charges or fees for electrical service and must make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant must also make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant must comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Tenant is responsible for all waste generated by the business and disposal of the waste. Unless caused by Landlord's negligence or intentional act, the interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease. Landlord must take all reasonable steps to correct any interruption in service.
9. **Maintenance and Repair – Tenant's Obligations**
 - a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; excepting ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements. Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord does have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord will have no liability for interference with Tenant's use because of repairs and installations. Tenant will have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or other eviction of Tenant.
 - b. Tenant will be responsible for any repairs necessitated by Tenant's breach of this lease or the negligent or intentional acts of Tenant, its agents, employees, and invitees, excepting repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.
 - c. Tenant is responsible for all other repairs to the Leased Premises that Landlord is not required to make under Section 10 or Section 15.
 - d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law will be due and payable as additional rent to Landlord together with Tenant's next base rent installment.

- e. On the last day of the term hereof, or upon any sooner termination, Tenant must surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises will not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

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

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

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

12. Indemnity.

- a. Tenant may not allow any liens to attach to the Leased Premises or Tenant's interest in the Leased Premises as a result of its activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion to require Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien. Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney's fees and costs relating to any such lien.
- b. Except as otherwise stated herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents. Tenant must defend, indemnify and hold Landlord harmless from any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death was caused by the act, negligence, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees. Except as otherwise stated herein, Landlord will have no liability to Tenant

because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph will survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

13. **Insurance.** During the initial term of this lease and any extension thereof, Tenant must comply with the following insurance requirements:
- a. **General Liability.** Tenant must carry commercial general liability insurance at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2 million per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Property.** Tenant must carry property insurance against all risk of loss to any tenant improvement or betterments, at full replacement cost with no coinsurance penalty provision.
 - c. **Workers' Compensation.** If Tenant has employees, Tenant must carry workers' compensation insurance as required by State law and Employer's Liability Insurance with limits of no less than \$1 million per accident for bodily injury or disease.
 - d. **Excess Coverage.** If Tenant maintains broader coverage and/or higher limits than the minimums shown above, Landlord will be entitled to the broader coverage and/or the higher limits maintained by Tenant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage will be available to Landlord.
 - e. **Additional Insureds.** The Port of Brookings Harbor, its officers, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement of the lessee's insurance (at least as broad as ISO Form CG 20 10).
 - f. **Certificates of Coverage.** Tenant must furnish certificates of insurance to Port's General Manager, P.O. Box 848, Brookings, Oregon 97415 certifying the existence of such insurance no later than five (5) days prior to commencement of this lease. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled, or reduced in coverage or limits or not renewed without fourteen (14) days advance written notice to the Landlord and Landlord's agent, if any, and a renewal certificate must be furnished at least 14 days prior to the expiration of any policy.
 - g. **Primary Insurance.** The insurance required herein will be primary and without right of contribution from other insurance that may be in effect and without subordination. Any other insurance carried by the Landlord is excess. The insurance policies must be underwritten by a company licensed in the state of Oregon, and carry a minimum Best's rating of "A-VI" or better.
 - h. **Lapse of Policy.** If Tenant's policies lapse or are canceled at any time during the term of this Contract, Landlord will have the right to immediately terminate Tenant's lease until such insurance requirements have been fully satisfied by Tenant. Tenant will be responsible to Landlord, and must reimburse and hold Landlord harmless for any bodily injury, fire or property damage not covered by Tenant's insurance.
14. **Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord will not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods, wares, merchandise or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor will Landlord be liable for injury to

the person of Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other premises of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant. Landlord will not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable. In the event that major damage occurs without negligence or willful misconduct of Tenant or its employees, agents, or licensees, then either Landlord or Tenant may elect to terminate this lease by providing written notice to the other party within thirty (30) days after the occurrence of the damage. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord must promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, will be the responsibility of the Tenant. Rent will be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.
16. **Waiver of Subrogation.** Tenant will be responsible for insuring its personal property and trade fixtures located on the Premises and any alterations or Tenant improvements it has made to the Premises. Neither Landlord nor Tenant will be liable to the other for any loss or damage caused by any of the risks that are or could be covered by a standard all risk insurance policy with the extended coverage endorsement, or for any business interruption. There may be no subrogated claims by one party's insurance carrier against the other party arising out of any loss.
17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate will be that the portion of the Leased Premises taken must be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent will be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds will belong to Landlord, and Tenant will have no claims against Landlord or the condemnation award because of the taking.
18. **Assignment and Subletting.** This lease binds and inures to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant may not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision applies to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment may relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting may be deemed consent to any further assignment or subletting. Landlord may not unreasonably withhold or delay its consent to any assignment, or to

subletting, accepting that the proposed Tenant has been approved by Landlord in writing. Tenant will pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney's fees.

19. Default.

a. Any of the following constitute a default by Tenant under this lease:

1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after it is due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision will be satisfied if Tenant commences corrective action within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of this lease.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

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

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

and one-half percent (1.5%) per month. Any such payment or performance by Landlord will not waive Tenant's default.

21. **Regulations.** Landlord will have the right (but not the obligation) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies must be complied with as if part of this lease.
22. **Access.** During times, other than normal business hours, Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord will have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord will have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in cases of emergency, such entry will be with at least 24 hours' prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.
23. **Notices.** Notices to the parties relating to the lease must be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent will be payable to Landlord at the same address and in the same manner, but will be considered paid only when received.
24. **Subordination.** This lease will be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease will be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances. Tenant must execute such documents as may reasonably be requested by Landlord or the holder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant will attorn to the purchaser or transferee and recognize it as the landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the Landlord (transferor) will have no further liability hereunder.
26. **Estoppel.** Either party will within twenty (20) days after notice from the other party execute, acknowledge and deliver to the other party a certificate reciting: whether or not this lease has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time will be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by

the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease.

27. **Attorney's Fees.** In the event, any action, suit, or other proceeding is instituted by either party to this lease to enforce any provision of this lease or any matter arising therefrom or to interpret any provision of this lease, the prevailing party will be entitled to an award of reasonable attorney's fees and costs of suit, including expert witness fees. In the event, any such action, suit, or other proceeding is appealed to any higher court or courts, the prevailing party will be entitled to an award of reasonable attorney's fees and costs for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney's fees and costs in the lower court, or courts.
28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, Tenant is entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord will have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This lease and the attached exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.
30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease may not be deemed a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.
31. **Real Property Taxes.**
- a. **Payment of Taxes.** Tenant must pay all real and personal real property taxes, if any, applicable to Tenant's portion of the use and possession of the Leased Premises.
 - b. **Additional Improvements.** Tenant will be responsible for paying any increase in real property tax specified in the Tax Assessor's records and work sheets caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for use by Tenant.
 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" includes any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.
32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, may in no way affect the validity of any other provisions herein.
33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this lease.
34. **Security Measures.** Each party acknowledges that they have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their

property. Each party assumes full responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained prevents Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

35. **No Warranties.** The Leased Premises are leased "as-is" and in their current condition as of the first day of the lease term. No warranties, express or implied, are provided by Landlord regarding the condition or fitness for purpose of the Leased Premises.
36. **Parking.** Landlord does not assign any specific parking spaces to Tenant under this lease. Tenant and Tenant's employees and invitees are permitted to use any un-restricted Port public parking areas.
37. **Headings.** The headings in this lease are for the convenience of the parties only and are not to be used in the interpretation of its provisions.

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

PORT OF BROOKINGS HARBOR, Landlord	The Hungry Clam Tenant
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President	By: _____ Name: Kristi Daniels Its: Owner
ATTEST: _____ Sharon Hartung, Board Treasurer/Secretary	
Mailing Address: P.O. Box 848 Brookings, OR 97415 Phone: 541-469-2218 Fax:	Mailing Address: 16340 Lower Harbor Road #136 Brookings, OR 97415 Phone: 541-469-2526 Fax :

Exhibit "A"
The Hungry Clam
Building 2, 16350 Lower Harbor Road #205 - #206

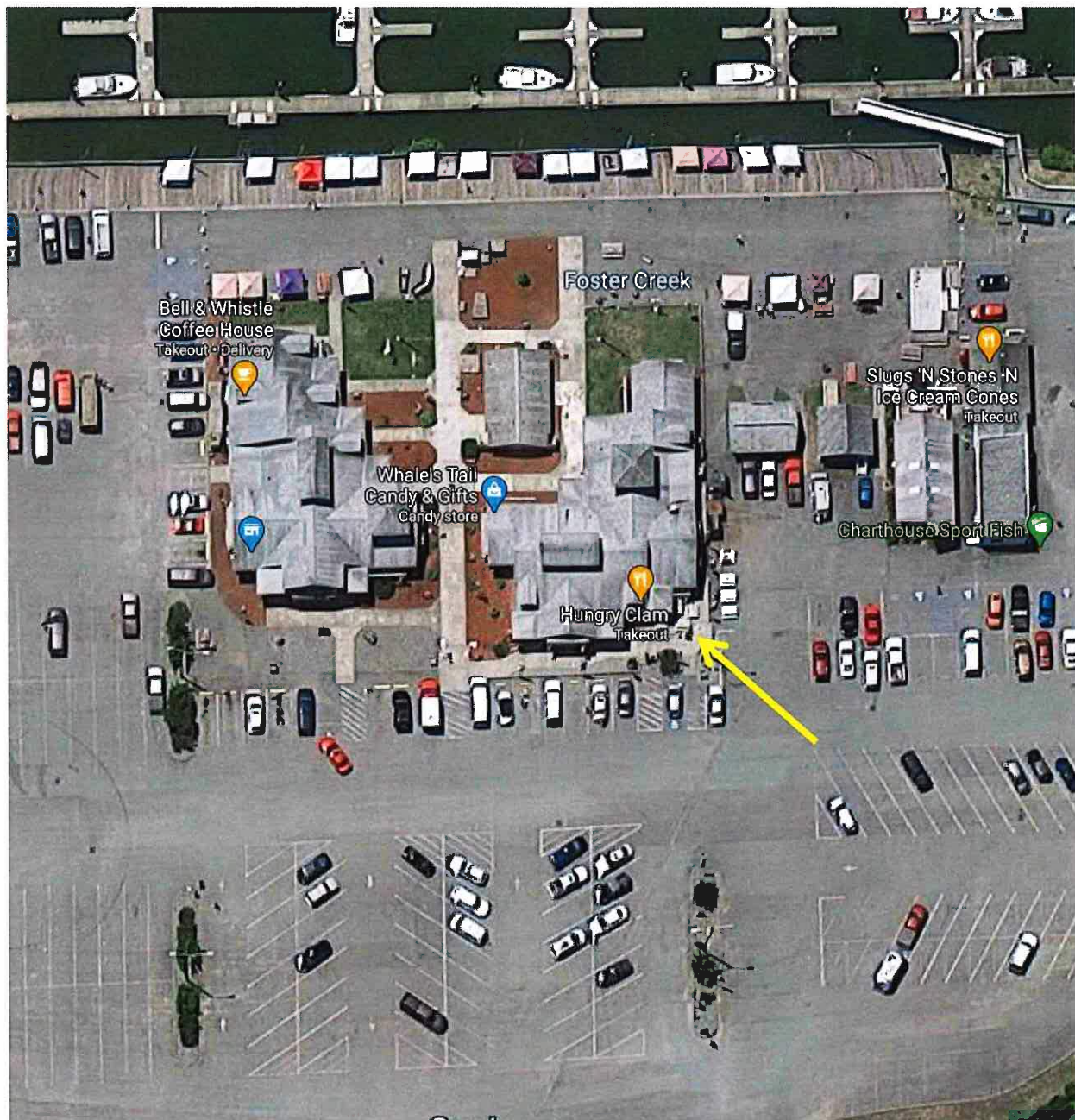
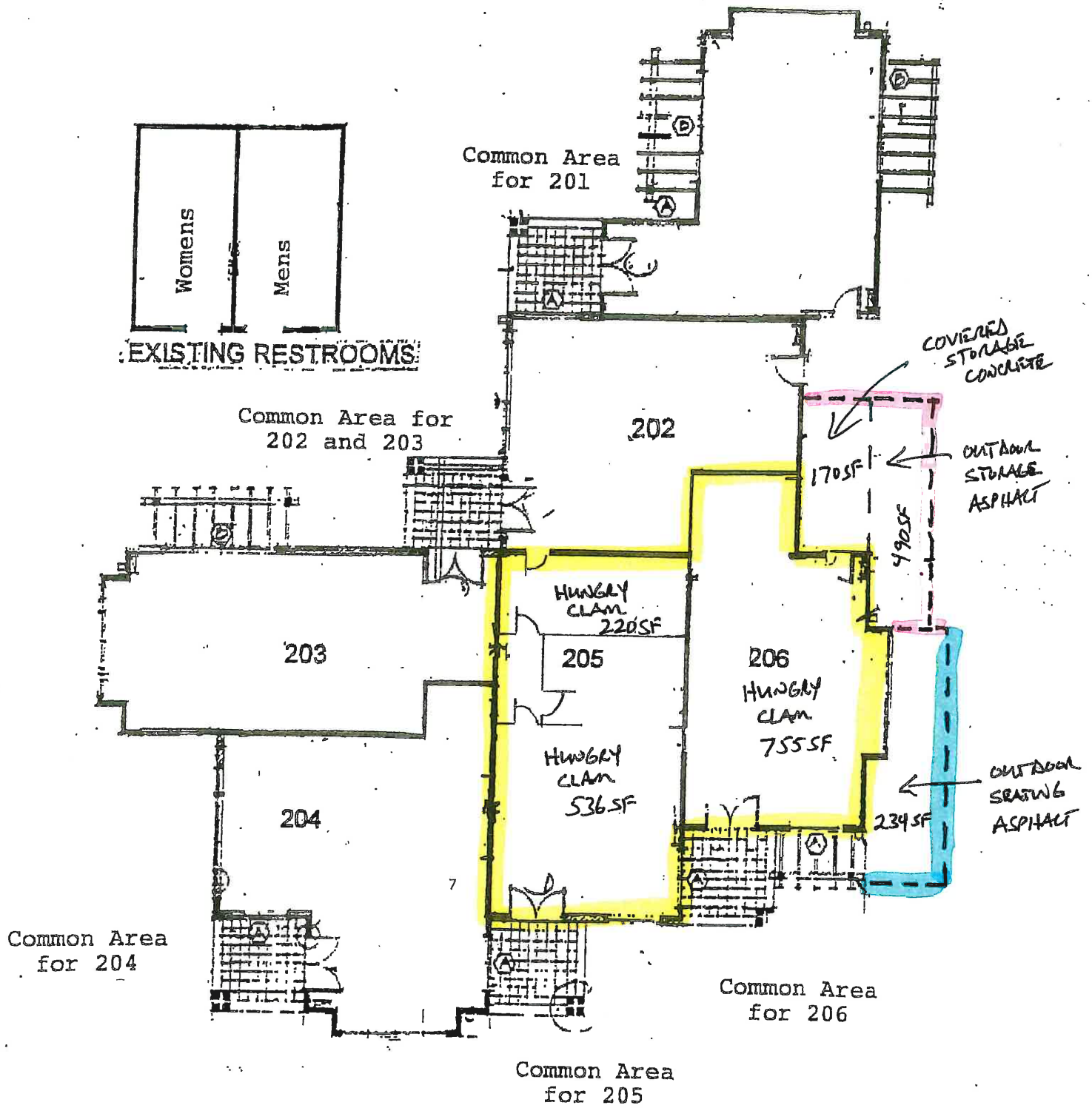


Exhibit "B"
The Hungry Clam
Leased Premises



Building 2
16350 Lower Harbor Road

ACTION ITEM – G

DATE: December 15, 2020
RE: Crow/Clay Contract Amendment No. 3
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- This amendment includes the costs for engineering and to revise construction drawings to relocation of the new prefab restroom/shower and laundry buildings outside the FEMA Floodplain Zone.
- Board approved the amount during last month's regular meeting.

DOCUMENTS

- Draft Crow/Clay Contract Amendment No. 3, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Draft Crow/Clay Contract Amendment No. 3.

**AMENDMENT NO. 3
TO
PORT OF BROOKINGS HARBOR
AGREEMENT FOR PERSONAL SERVICES**

DRAFT

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and Crow Clay & Associates Inc. ("Contractor") to amend the terms of the Agreement for Personal Services dated September 24, 2019 (the "Agreement").

1. AMENDMENTS. The Agreement as amended by Amendment No. 2 dated August 13, 2020, is hereby further amended as follows:

A. Scope of Services. Paragraph 2.0, Scope of Services, of the Agreement is hereby amended to include:

C. Relocate new prefab restroom/shower and laundry buildings outside FEMA Floodplain Zone.

B. Compensation & Billing. Paragraph 3.01, Compensation, of the Agreement is hereby amended to read as follows:

3.01. Compensation. Contractor will be compensated on a time and materials basis at the rates identified in Exhibit A, attached hereto and incorporated herein by reference:

1. Contract amount increased \$6,500 for engineering and revise construction drawings to relocate new prefab restroom/shower and laundry buildings outside the FEMA Floodplain Zone.

Design, preparation of plans & specifications, bidding assistance	Not-to-exceed \$26,440.00 plus reimbursables
Construction observation trips to the site	Not-to-exceed \$850 per trip plus reimbursables

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the Agreement not in conflict with this Amendment No. 3 remain in full force and effect and remain unaffected hereby.

3. EFFECTIVE DATE. This Amendment shall be effective as of the date that it is executed by all parties.

IN WITNESS WHEREOF, the parties have entered into this agreement as of the date last below written at Brookings, Oregon.

PORT OF BROOKINGS-HARBOR	Crow Clay & Associates Inc.
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President	By: _____ Mike Crow
ATTEST: _____ Board Commissioner	Its: Principal

ACTION ITEM – H

DATE: December 15, 2020
RE: Security Camera System
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff received three security camera proposals and completed its review.
- Port received proposals from Siemens, Oregon Alarm and Pacific Office Automation / Verkada. Each of these proposals would provide good security camera system, but the Port has limited resources. The Port is looking for a system that would best fit its operations and financial situation.
- Siemens proposal includes a project management team, design phase, purchase equipment and then installation. System and cameras have licensing fees. This scope of work would not fit our budget or match our first phase of work.
- Pacific Office Automation / Verkada security system is a cloud-based system. Purchased cameras come with a per camera license fee and the system would be installed by a local contractor. Other information:
 - Service technicians by phone only.
 - 10-year warranty on cameras. If camera breaks and falls under the warranty a new camera would be shipped out to be installed by Port staff or local contractor.
 - Per camera fees can be paid monthly, yearly or every five years.
 - Most Verkada users are municipalities and large private businesses throughout the U.S.
 - Verkada started 2016 and net worth is \$1.6B.
 - This system can expand to unlimited number of cameras.
 - Cameras range to read license plate numbers range between 100 to 200 feet.
 - Initial installation cost for 10 cameras is estimated at \$22,558.
 - Camera licensing fee for 10 cameras for 5-years is \$8,100. If the Port increases the cameras to 60 as previously considered the fees would increase to \$48,600 every 5-years.
- Oregon Alarm security system would be purchased and owned by the Port.
 - Port would need to provide electrical requirements for each camera location.
 - Oregon Alarm installs the system and then provides technical support by phone or onsite service.
 - 1-year factory warranty on cameras.
 - 3-year warranty on equipment installed from Oregon Alarm.
 - Service calls are extra if not covered under warranty.
 - Oregon Alarm is based in Coos Bay and provides security camera systems for other local ports (Coos Bay / Port Charleston, Port of Bandon and Port Orford) and other local businesses.

- We saw Port Charleston system and talked with the Harbormaster. They are pleased with Oregon Alarm and the cameras resolution. They have 43 cameras throughout their port. They have 10 Zoom PTZ cameras.
- Port Orford has issues with their own Wi-Fi but are pleased with the system. They can set it up to watch remotely.
- We saw Port of Bandon cameras and the PTZ camera they have is the same proposed camera for us. The camera views look very good. Their staff is very impressed with Oregon Alarm. Their equipment was installed almost 2 years ago, and the only maintenance needed was cleaning the camera view twice in that period.
- Camera system can expand to 65 cameras. Designed to hold up to 90 days of footage.
- Bullet cameras range to read a license plate 30 – 40 feet. Camera distance 150 to 400 feet.
- Estimated cost for this system is \$45,750 for 4 Bullet Cameras and 4 Zoom PTZ Cameras.

DOCUMENTS

- Siemens Industry Inc, Proposal, 8 pages
- Pacific Office Automation / Verkada, 21 pages
- Oregon Alarm, 8 pages
- Cost Estimate Spreadsheet, 1 page
- Map of Port with possible camera locations, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve all necessary expenditures for the initial installation of the security camera system with _____ not to exceed \$49,000 and allow the Port Manager or designee to sign contract documents to complete this project.

Port of Brookings Harbor

Siemens Industry, Inc.

Response To:



POR

Port of Brookings Harbor

Surveillance Requirements Documentation and Qualification Narrative

October 19, 2020

Submitted by:
Bud Ferrigno
Siemens Industry
Sr. Account Manager
503-869-0767
Bud.Ferrigno@siemens.com

Oregon CCB #133041

Port of Brookings Harbor

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Port of Brookings Harbor

Siemens is the largest security systems integrator in the United States. Siemens is the largest supplier of Security products and services to the Federal, State, and Local Governments throughout the United States.

Project Work Plan/Approach

Siemens Industry provides turnkey systems as an entire security integration project and is the single point of responsibility for project delivery, scheduling, and coordination. Our core business has a substantial technical resource base locally, nationally, as well as globally and is financially able to handle large-scale, multi-site integrated security projects. In some cases, however, depending upon the installation schedule and labor requirements, we are capable of subcontracting non-technical tasks such as the installation of conduit and cable.

1. Demonstration of understanding of the project objectives

We understand the Port of Brookings Harbor's need for a smooth implementation of the video management software, camera installation, and infrastructure installation (network, conduit, fiber), with minimal disruptions to daily tasks, and minimal disruptions of the existing system. Our implementation plan is outlined below:

- Siemens will work with Port of Brookings Harbor staff to identify priority scopes, based upon budget, and put together a priority list of agreed upon scopes for the duration of the project.
- Once design has been completed and agreed upon by the Port, Siemens will provide a formalized project plan complete with timelines and project milestones.
- At the direction of the Port, Siemens will furnish a camera layout and design that meets the budget of the Port.
- At the direction of the Port, Siemens will furnish and install the priority cameras and all necessary infrastructure.
- Siemens will furnish and install all necessary software licenses and configure video storage appliances.
- Siemens to furnish and install IP cameras per Port requirements.

2. Performance Methodology

Our PM@SBT process has specific requirements for all project executions that are fully aligned with the overall PM @ Siemens initiative which includes Project Management Institute certification in CAPM and PMP. These guidelines describe our fundamental project management principals by focusing on our processes as our roadmap for successful execution of our projects and overall customer satisfaction. PM@SBT project milestones and processes shown below:



A Project Manager is assigned as the Main Point of Contact and is responsible for complete project execution and customer satisfaction. We will create a playbook that is detailed collection of the projects requirements, specifications and expectations. This consists of Applications Engineers and Technical Support Specialists. Our branch employs local industry experts with the necessary licenses (BASA / FASA) to conduct and execute security work. Local firsthand knowledge of the state and local codes helps in the expediting of permits resulting in projects moving more effective and on schedule. As part of the program a weekly update outlining the project progress, publishing of open action items, and tracking

Port of Brookings Harbor

resolutions will be shared with all project shareholders. This will be on going until satisfactory project contractual completion.

Project Consultant/Staff Experience

Bud Ferrigno-Account Manager

Bud has over 22 years experience in the asset management and security industry. Prior to joining Siemens, Bud has held similar positions with Daimler and Honeywell International. Some of Bud's local security clients include Department of Homeland Security, Export Grain Terminals, Tri-County Metropolitan Transit (TRIMET), and the Eugene Airport.

Chad Stewart-Project Manager

Chad has over 20 years experience in operations in the security industry. Some of Chad's project experience includes Yamhill County, Multnomah County, and Marion County. Chad will be managing the project ordering all the equipment, attending project meetings, and overseeing the engineering and specialist team.

Adam Knadler-Security Applications Engineer

Adam has over 21 years experience in the security industry. Adam's project experience includes security work DHS Immigrations and Customs, Oregon State Lottery, and Adobe Systems. Adam's role within Siemens is to work with end users on design, bandwidth, and technical aspects of the security system and convey that information back to the project delivery team.

Gary Selander- Engineering Specialist II

Gary has over 26 years experience in the security industry. Gary's project experience includes the Department of Energy Technology Laboratory, the City of Eugene, and Clorox. Gary's role will be the provide all programming, setup, and commissioning of the cameras and VMS software.

Dave Doremus- Engineering Specialist II

Dave has over 20 years experience in the security industry. Dave's project experience includes the Springfield Justice Center, Linn County Jail, and the University of Oregon. Dave's role will be the provide all programming, setup, and commissioning of the cameras and VMS software.

Sourcewell Cooperative Purchasing for Port Authorities

Siemens is the current contract holder for the Sourcewell Cooperative Purchasing Agreement, contract number 031517-SIE. <https://www.sourcewell-mn.gov/cooperative-purchasing/031517-sie#tab-products-and-services>

This contract vehicle allows State, Local, and Port Authorities to procure Surveillance, Software, Analytics, and Security Command and Control Solutions as the contract has been competed, and Siemens is the contract holder through June 2021.

Port of Brookings Harbor

Below are some examples of the open book Sourcewell pricing for example part number and Siemens labor components, as well as discount. Camera models are used for example only, but many models could be utilized at the Port property.

Description	Qty	Unit	Published Unit Price	Sourcewell Published Price
AXIS P3707-PE - Flexible multisensor fixed camera with four 1080p sensors. The lenses can be adjusted to provide a 108° to 54° horizontal field of view for either a wide, panoramic view, or detailed, zoomed-in views. The lenses can be rotated to support v	1	EA	\$ 1,199.00	\$1,127.06
AXIS P3717-PLE - AXIS P3717-PLE Network Camera is a compact 8-megapixel camera with four varifocal lenses enabling overview and detailed surveillance. With one IP address and one network cable, the four-camera-in-one unit provides a flexible, cost-effecti	1	EA	\$ 1,349.00	\$1,268.06
AXIS P3375-LV - Day/night fixed dome with support for WDR-Forensic Capture, Lightfinder and OptimizedIR with built-in IR illumination. Discreet, IK10 vandal-resistant	1	EA	\$ 799.00	\$751.06

Port of Brookings Harbor

indoor casing. Varifocal 3 – 10 mm P-Iris lens with remote zoom and focus. Multiple, ind				
AXIS Q6054-E Mk III 60HZ - HDTV 720p compliant, outdoor- ready, high-speed PTZ dome camera with 30x optical zoom. HDTV 720p @ 30fps (1280x720) in H.264 and Motion JPEG, Day & Night, IP66, IK10 and NEMA 4X classification. Continuous 360° rotation and 220° t	1	EA	\$ 2,599.00	\$2,443.06
AXIS Q6128-E 60HZ - Compact, top performance 4K Comparable with SMPTE 2036 3840x2160 resolution in 30fps, (8MP). With 12x optical zoom for outdoor as well as indoor use. Day/night, Automatic defog, DNR 2D/3D and EIS. IP66, Active gatekeeper, tour recordin	1	EA	\$ 3,199.00	\$3,007.06
Ocularis Enterprise Base License	1	EA	\$ 999.00	\$949.05
Oculars Enterprise Camera License	1	EA	\$ 189.00	\$179.55
Security Technician Hourly Rate	1	EA	\$ 183.00	\$161.00
Security Engineering Specialist Hourly Rate	1	EA	\$ 212.00	\$183.00
Security PM Hourly	1	EA	\$ 231.00	\$173.00

Port of Brookings Harbor

Tasks

- Discovery (at Port site)
- Preliminary Layout and Design
- Scope of work co-authored by Port Manager and Siemens
- Proposal of agreed upon scope (thinking about 10 cameras to start, with scalability)
- 1st Coordination Meeting (at Port Site)
- Design and Layout update
- 2nd Coordination Meeting
- Design and Layout Re-engineering
- Final coordination (at Port site)

DEPTH AND PROVEN RELIABILITY OF RELEVANT TECHNOLOGY

Siemens suggests the implementation of the Qognify Ocularis Video Management Software and Axis IP cameras. This particular software is currently utilized by many Port authorities as well as various Cities here in the Northwest.

Airports, seaports, train and subway systems, toll roads, and bridges share a similar need for maintaining the safety of large numbers of people in transit. These environments in flux face a constant flow of new faces, and Ocularis helps you monitor and manage hundreds or thousands of cameras, even on the go. Quickly search massive video databases and integrate License Plate Recognition and other tools for advanced traffic monitoring.

Ocularis offers both recorder server failover and core server redundancy for maximum reliability. It's the only platform that offers Critical Camera Failover, which switches to a designated camera instantaneously if the connection to the primary camera is comprised, so that you never lose sight of critical areas.

Transportation surveillance systems can consist of hundreds or even thousands of cameras. Reduce the number of operators to identify events happening in real-time, with Ocularis. Its event fusion engine merges inputs from multiple systems to produce one meaning event. This allows operators to focus on those events requiring immediate action and reduces the manpower required to monitor the system.

Ocularis provides unique investigation tools like the Timeslicer™ that brings you right to video evidence and the Kinetic Timeline™ that gives you extremely easy access to historical data. Save time in finding evidence, exporting information, and managing video. And with administrative rights, multiple operators can have access to the same cases to share information and build video evidence files.

Using integration with video analytics allows Ocularis system operators to quickly identify anomalies and respond rapidly. License Plate Recognition (LPR) integration not only helps detect suspects and vehicles of interest, but can also enhance revenue by catching toll cheaters. Alerts derived from absence and presence detection, people counting, and directional motion detection technologies provide the necessary warnings that prompt operators to act immediately should people or traffic patterns be out of the ordinary.

Ocularis is the only platform that delivers real-time, full-motion video from multiple mega-pixel cameras to web and mobile users. Monitor and control up to 16 live and/or recorded HD camera

Port of Brookings Harbor

streams, even on 3G and 4G networks. Monitor video on-the-go and respond immediately when action is required.

We appreciate the opportunity to discuss your security needs with the Port and look forward to the opportunity.

Regards,

Bud Ferrigno

Sr. Account Manager, Infrastructure and Cities

Siemens Industry, Inc.

15201 NW Greenbrier Parkway, Suite A-4

Beaverton, OR 97006

503-869-0767

Bud.Ferrigno@siemens.com

www.siemens.com/sbt

From: Jeffrey A Bush <Jeffrey.Bush@pacificoffice.com>
Sent: Wednesday, October 21, 2020 10:33 AM
To: portmanager@portofbrookingsharbor.com
Subject: Camera Pricing

Gary,

Here is the pricing that we went over last week. I apologize, but I thought we had already sent this to you.

- 1) 10 Cameras Total:
 - a. (8) CD 41-30E. Price per unit is 5% off cost - \$951/each. \$7,608 for (8).
 - b. (2) CD 61-30. Price per unit is 5% off cost - \$1,332/each. \$2,664.00 for (2),
 - c. Monthly cost = \$13.50/each or \$162/year or \$810/5 years.
 - d. Total cost for 5 years of cameras (hardware + software) = \$18,372.00
- 2) 20 Cameras Total:
 - a. (18) CD 41-30E. Price per unit is 10% off cost - \$907/each. \$16,326 for (18).
 - b. (2) CD 61-30. Price per unit is 10% off cost - \$1,270/each. \$2,540.00 for (2).
 - c. Monthly cost = \$13.50/each or \$162/year or \$810/5 years.
 - d. Total cost for 5 years of cameras (hardware + software) = \$35,066.00
- 3) 25 Cameras Total:
 - a. (23) CD 41-30E. Price per unit is 15% off cost - \$869/each. \$19,987.00 for (23).
 - b. (2) CD 61-30. Price per unit is 15% off cost - \$1,217/each. \$2,434.00 for (2).
 - c. Monthly cost = \$13.50/each or \$162/year or \$810/5 years.
 - d. Total cost for 5 years of cameras (hardware + software) = \$42,671.00

Let me know how everything goes today and what the feedback is like.

Thanks Gary,



Jeffrey Bush

ACCOUNT MANAGER | PACIFIC OFFICE AUTOMATION

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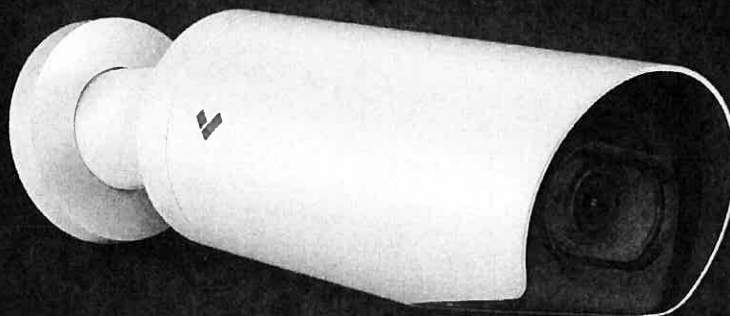
POA is offering Non-Contact Temperature Sensing Kiosks.





Bullet Series

Powerful video security built for the toughest environments



Overview

Verkada's Bullet Series delivers enterprise-grade security with leading edge-based processing and onboard storage in a new, bold form factor. Built to withstand the toughest environments, the Bullet Series features a sealed aluminum housing, ensuring cameras stay protected with an IK10 vandal resistance and IP67 waterproof rating.

With powerful long range IR sensors, image resolutions up to 4K and lens options for wide angle or telephoto, Verkada bullet cameras deliver stunning video quality day or night, even in the most challenging indoor and outdoor environments.

All cameras in the Bullet Series are part of Verkada's line of hybrid cloud cameras and work out-of-the-box without any additional downloads or configurations. With standard features like end-to-end encryption, onboard storage, and advanced motion-based insights, organizations are able to quickly scale their coverage and increase situational awareness across any number of locations.

The Bullet Series' powerful processing delivers advanced computer vision features including Verkada's edge-based People and Vehicle Analytics. Bringing speed and efficiency to investigations, footage is processed directly on the camera, meaning results are nearly instant and always accessible.

Industry-Leading 10-Year Product Warranty

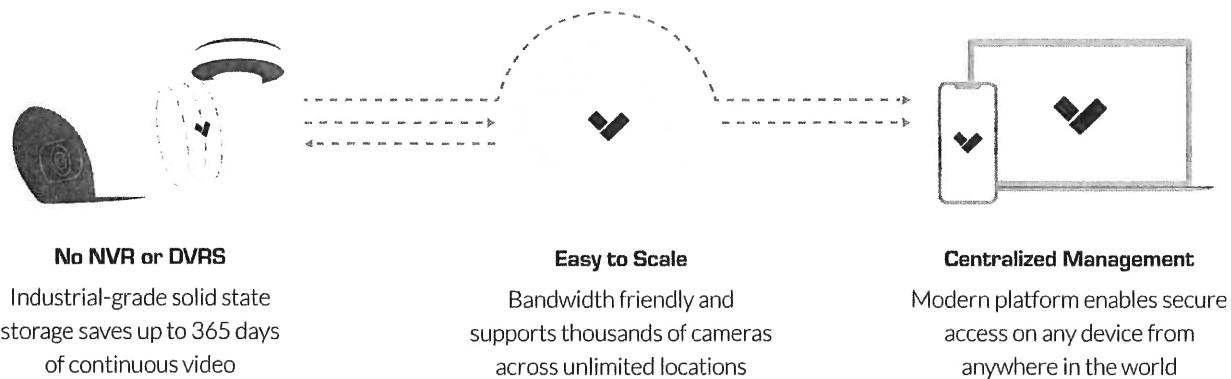
All Verkada hardware purchases are backed by our 10-year limited warranty. For more information, visit verkada.com/support/terms-of-sale.

Key Features

- Available in wide angle and telephoto lens options
- Highly durable with an IK10 rating
- Waterproof IP67-rated aluminum housing with hermetically sealed lens assembly
- High-resolution image quality up to ultra-HD 4K
- Long-range IR illuminators for optimal nighttime visibility
- Edge-based processing for motion, People, and Vehicle Analytics
- Low-bandwidth impact, only using 20-50 kbps per camera at rest
- Up to 365 days of onboard storage



Verkada's Hybrid Cloud Architecture



The reliability of on-camera solid-state storage, with the accessibility of the cloud

Simple to Install

- No NVRs, DVRs, or servers—just a PoE connection
- Cameras come online and configure in minutes
- No added software or complexities like port forwarding

Easy to Use

- Centralized management for seamless access anywhere
- No training required to access footage and features
- Find, download, and share footage from any device

Advantages of Cloud-Managed Solution

- Secure remote access on any device anywhere
- Real-time alerts if cameras fall offline
- SAML-based integration with single sign-on (SSO) solutions
- Continuous updates with new AI features
- Instantly share live footage via SMS and email
- Live, proactive alerting based on custom triggers

Ready For Scale

- Bandwidth-friendly, using 20-50 kbps per camera
- Scale to thousands of cameras across all locations
- No added equipment needed to support additional cameras

No Hidden Costs

- Hardware includes an industry-leading 10-year warranty
- Automatic firmware updates keep systems secure
- New features and enhancements are added at no additional costs



Command Platform Overview

All-in-one cloud-based management software for Verkada security cameras



Command, Verkada's cloud-based management platform, is designed to deliver simple access and management for all cameras and users across every site from virtually anywhere in the world. From Command, users can set up new cameras, create new sites, manage settings, access live and archived footage, manage users, and access the advanced features powered by Verkada's edge-based analytics.

Security & Permissions

- SAML/OAuth support for single sign-on
- 2-factor authentication
- User permissions can be controlled at camera, site and organization levels

Remote Access

- Access from any device (desktops, smartphones, tablets)
- Native apps for iOS and Android, and Verkada's VX51 Viewing Station

Archiving and Sharing

- Unlimited cloud archiving
- Easily export any footage in a shareable MP4 format
- Create and share Live Links with first responders

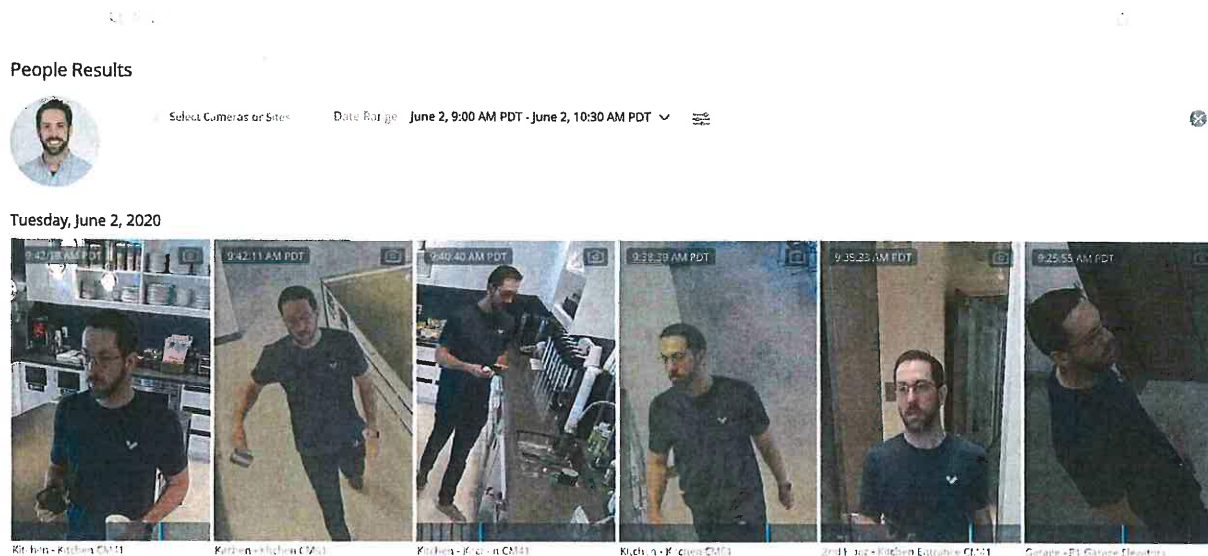
Powerful Edge-Based Analytics

- Search footage by date, time, and motion
- Access People and Vehicle Analytics to simplify investigations



People Analytics

Simplify and speed up investigations with intelligent people and face detection



People Analytics combines intelligent edge-based video processing with computer vision in the cloud to give users high-quality images of all individuals identified in the scene. With Verkada's centralized management platform, customers can filter people by various attributes, including date, time, appearance, clothing color, backpack detection, and facial matches.

Bring Intelligence to Investigations

Face Search

- Quickly search for matching people by selecting an existing face from your organization or by uploading an image

Person History

- Browse through high-resolution snapshots of people detected in frame
- Save snapshots or easily access associated full-res video
- Search for matched people across your entire organization with cross-camera search.

Attribute Filters

- Filter based on a range of attributes, including clothing color, gender appearance, and facial matches.

Person of Interest Notifications

- Set up proactive SMS/email notifications for alerting when a matching face is detected by a camera
- Create a person of interest by using an uploaded image or an existing face from your organization



Vehicle Analytics

Quickly search and filter to find vehicles of interest



Vehicle Analytics is a powerful edge-based feature that gives users high-quality images of all vehicles identified in the scene. With Verkada's centralized management platform, customers can filter vehicles by date, time, vehicle make, color, and body type.

Find and Filter Vehicles with Ease

Vehicle History

- Browse through high-resolution snapshots of vehicles detected in frame
- Save snapshots or easily access associated full-res video

Vehicle Filters

- Filter based on a range of attributes, including vehicle color, make, and body type.

Cross-Camera Tracking

- Easily find similar vehicles of interest across all cameras deployed across all sites
- Create and export playback of multiple angles of a vehicle to quickly provide evidence



Verkada's Bullet Series Hardware

Tough, durable form factors delivering powerful security anywhere.



Built Tough

- IK10-rated CNC aluminum housing for unmatched precision and durability
- Waterproof IP67-rated hermetically sealed lens assembly

High-Capacity Storage

- Enterprise-grade solid-state drives provide up to 365 days of continuous recording
- Wide range of storage options to ensure your organization meets all compliance requirements

Uncompromised Image Quality

- High image resolution up to ultra-HD 4K
- Up to 3x optical zoom
- Long-range IR sensors for enhanced nighttime viewing
- Built-in shield to protect lens from obstruction

Lens Options

- The Bullet Series comes in a wide angle and telephoto models.



Comparison: Wide Angle & Telephoto

Understand the lens options of Verkada's Bullet Series

	Wide Angle	Telephoto
Focal Length	2.8mm-8mm	8mm-20mm
Image at No Zoom		
	CB61-E at 2.8mm	CB61-TE at 8mm
Image at Full Zoom		
	CB61-E at 8mm	CB61-TE at 20mm



Bullet Series



CB51-E



CB61-E



CB51-TE



CB61-TE

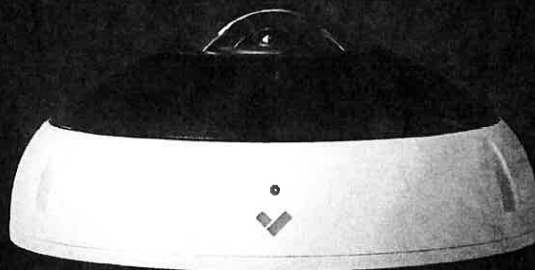
Image Resolution	5MP (2688 x 1944)	4K (3840 x 2160)	5MP (2688 x 1944)	4K (3840 x 2160)
Lens Type	Optical Zoom		Optical Zoom	
Image Sensor	1/2.8" Progressive CMOS			
Focal Length	f=2.8mm-8mm		f=8mm-20mm	
Iris			P-Iris	
Aperture	F1.3-F2.4		F1.5-F2.8	
Field of View	Horizontal: 41°-95° Vertical: 40°-59° Diagonal: 50°-105°	Horizontal: 42°-95° Vertical: 25°-48° Diagonal: 49°-100°	Horizontal: 15.9°-38.9° Vertical: 12.2°-29.2° Diagonal: 18°-46°	Horizontal: 17°-41.8° Vertical: 10°-23.8° Diagonal: 21°-52°
IR Range	30m / 98ft in low light		50m / 164ft in low light	
Resistance Rating	IK10, IP67			
Dimensions	Ø: 81 L: 263mm with mountplate			
Operating Specs	Power: 12W (IEEE 802.3af PoE), 20W (IEEE 802.3at PoE) Temperature: -20°C - 50°C (14°F - 122°F), 802.3af / -40°C - 50°C (-40°F - 122°F), 802.3at Humidity: 90%			
Connectivity	10/100Mb RJ-45 Cable Connector for Network/PoE Connection			





Fisheye Series

Panoramic views for seamless, 180° coverage in any environment.



Overview

Verkada's fisheye captures footage in a dynamic panoramic 180°, with options for wide-viewing angles or breaking down any captured environment into quadrants. Capable of being mounted inside or outside, this camera is suitable for any number of surveillance needs.

The D80 is part of Verkada's line of hybrid cloud cameras and are ready out of the box for easy installation without any additional downloads or configurations. With standard features like end-to-end encryption, onboard storage, and advanced motion-based insights, organizations are able to quickly scale their coverage and increase situational awareness across any number of locations.

Industry-Leading 10-Year Product Warranty

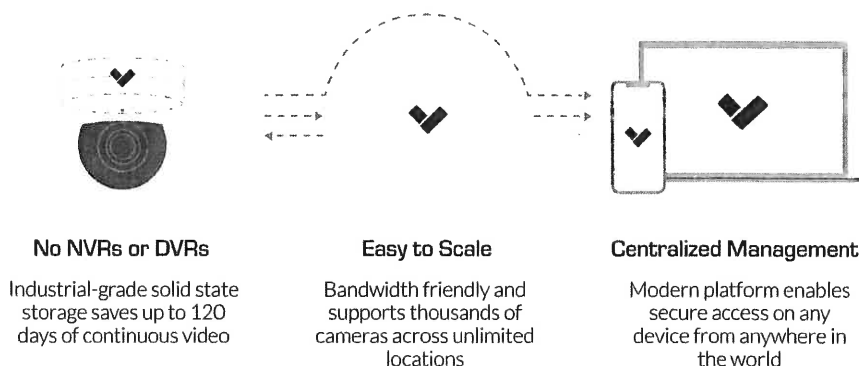
All Verkada hardware purchases are backed by our 10-year limited warranty. For more information, visit verkada.com/support/terms-of-sale.

Key Features

- 180° of panoramic views from all angles
- High-resolution image quality with 12MP
- Up to 90 days of onboard video retention
- Can be mounted indoors and outdoors, with IK10 and IP66 ratings
- Low-bandwidth impact, only using 5-20 Kbps per camera at rest



Verkada's Hybrid Cloud Architecture



The reliability of on-camera solid-state storage, with the accessibility of the cloud

Simple to Install

- No NVRs, DVRs, or servers—just a PoE connection
- Cameras come online and configure in minutes
- No added software or complexities like port forwarding

Easy to Use

- Centralized management for seamless access anywhere
- No training required to access footage and features
- Find, download, and share footage from any device

Advantages of Cloud-Managed Solution

- Secure remote access on any device anywhere
- Real-time alerts if cameras fall offline
- SAML-based integration with single-sign on (SSO) solutions
- Continuous updates with new AI features
- Instantly share live footage via SMS and email
- Live, proactive alerting based on unusual activity
- People counting and heatmaps to visualize your space

Ready For Scale

- Bandwidth-friendly, using 5-20 Kbps per camera
- Scale to thousands of cameras across all locations
- No added equipment needed to support additional cameras

No Hidden Costs

- Hardware includes an industry-leading 10-year warranty
- Automatic firmware updates keep systems secure
- New features and enhancements are added at no additional costs



Command Platform Overview

All-in-one cloud-based management software for Verkada security cameras



Command, Verkada's cloud-based management software, is designed to deliver simple access and management for all cameras and users across all sites from virtually anywhere in the world. From Command, users can set up new cameras, create new sites, manage settings, access live and archived footage, manage users, and access the advanced features powered by Verkada's edge-based analytics.

Remote Access

- Access from any device (desktops, smartphones, tablets)
- Native apps for iOS and Android, Apple TV, and Verkada's VX51 Viewing Station

User Permissions & Account Security

- SAML/OAuth support for single sign-on
- 2-factor authentication
- User permissions can be controlled at camera, site and organization levels

Powerful Edge-Based Analytics

- Search footage by date, time, and motion

Archiving and Sharing

- Command licenses include unlimited cloud archiving
- Easily export any footage in a shareable MP4 format
- Create and share Live Links with first responders

Key Features

- View and manage video from any device (desktop, smartphone, tablet)
- No 3rd party plugins, thick clients, or downloads required
- Encryption in transit and at rest
- No port-forwarding or VPNs
- Detailed user access and audit logs
- Live Link sharing
- Unlimited cloud archiving with footage exports in MP4 format
- Alerts for offline cameras, tampering, and motion detection



Fisheye Series



D80

Image Resolution

12MP (4000 x 3000)

Lens Type

Fixed

Image Sensor

1/1.7" Progressive CMOS

Focal Length

f=1.29mm

Iris

Fixed

Aperture

F2.2

Field of View

Horizontal: 180°
Vertical 180°
Diagonal 180°

IR Range

20m / 65ft in low light

Resistance Rating

IK10, IP66, FCC, ICES, IEC62368

Dimensions

With Plate

Ø: 155mm x 74.5mm / 6.1 x 2.84 inches

Without Plate

Ø: 155mm x 68mm / 6.1 x 2.67 inches

Operating Specs

802.3af PoE

Power: 13W

Temperature: -20°C - 50°C (-4°F - 122°F)

Humidity: 90%

802.3at PoE+

Power: 24W

Temperature: -40°C - 50°C (-40°F - 122°F)

Humidity: 90%

Connectivity

1Gbps RJ-45 Cable Connector for Network/PoE Connection



VERKADA

Solution For Municipalities



SOLUTION FOR MUNICIPALITIES

Increase Security Visibility, Protect Residents, and Reduce Crime

With Verkada, it has never been easier to deploy a video security surveillance system across any number of locations. With just a PoE connection, cameras can be installed virtually anywhere to instantly add around-the-clock visibility and coverage. Intelligent features and centralized remote access ensures anyone that needs access to footage can quickly find what they need.

WHY MUNICIPALITIES CHOOSE VERKADA

+ Always Reliable

View footage from anywhere with 24/7 continuous coverage & offline access

+ Access Footage Anywhere

Whether onsite or remote, all cameras can be accessed from a single platform

+ Bandwidth-Friendly Connectivity

Cameras can be installed anywhere, including remotely with cellular modems

+ No Added Storage Costs

Each camera has its own storage, removing ongoing infrastructure costs

+ Simple to Deploy

No NVRs/DVRs, thick clients, or added configurations — just a PoE connection

+ Stays Secure

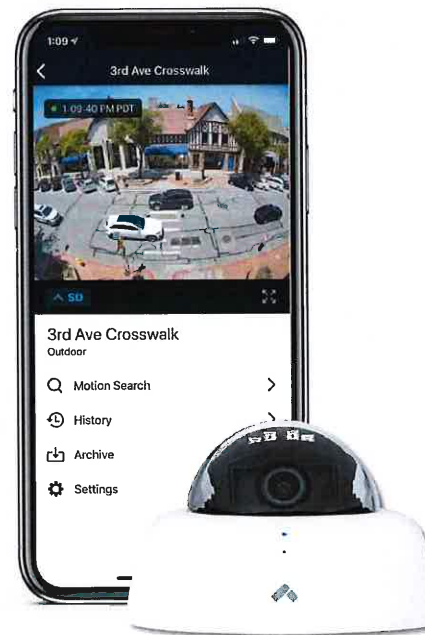
Automatic updates ensure cameras have the latest features and security patches

+ Weather-Resistant Cameras

Our outdoor cameras are IP66 & IP67 rated, ready for the harshest conditions

+ Increase Coverage, Reduce Crime

Day or night, cameras ensure visibility to areas where crimes may take place



START YOUR FREE 30-DAY TRIAL TODAY AT [VERKADA.COM/TRY](https://verkada.com/try)

WHY OUR CUSTOMERS LOVE US

Coverage That Scales

"Verkada cameras are flexible and versatile. We can put them anywhere, quickly. Same day, no questions."

- Garrett Bradlyn, IT Manager, City of Parkersburg

Quickly Resolve Incidents

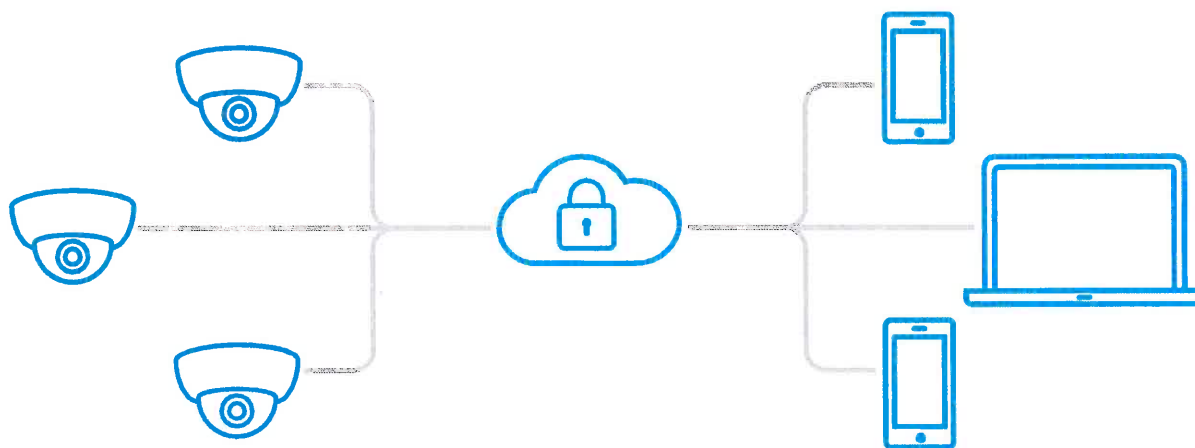
"The camera is at my fingertips whenever I need to go back days or weeks at a time to review surveillance in a certain area. It's been a huge asset as an investigator."

- Nathaniel Duley, Detective, City of Parkersburg

SOLUTION FOR MUNICIPALITIES

SIMPLE, POWERFUL VIDEO SURVEILLANCE

Cities and towns of all sizes choose Verkada to simplify and strengthen their physical security operations. Choosing Verkada means no longer having to maintain outdated equipment like NVRs and DVRs, parsing through hours of unnecessary footage, or jumping through hoops to get access to cameras in emergency situations. With Verkada, footage is always accessible, analyzed, and safely stored on camera as well as in the cloud.



HYBRID CLOUD SECURITY SOLUTION

Each Verkada camera encrypts and stores video in solid-state storage

(30, 60, 90, 120-day models)

Cameras communicate securely with Verkada's high-uptime cloud service

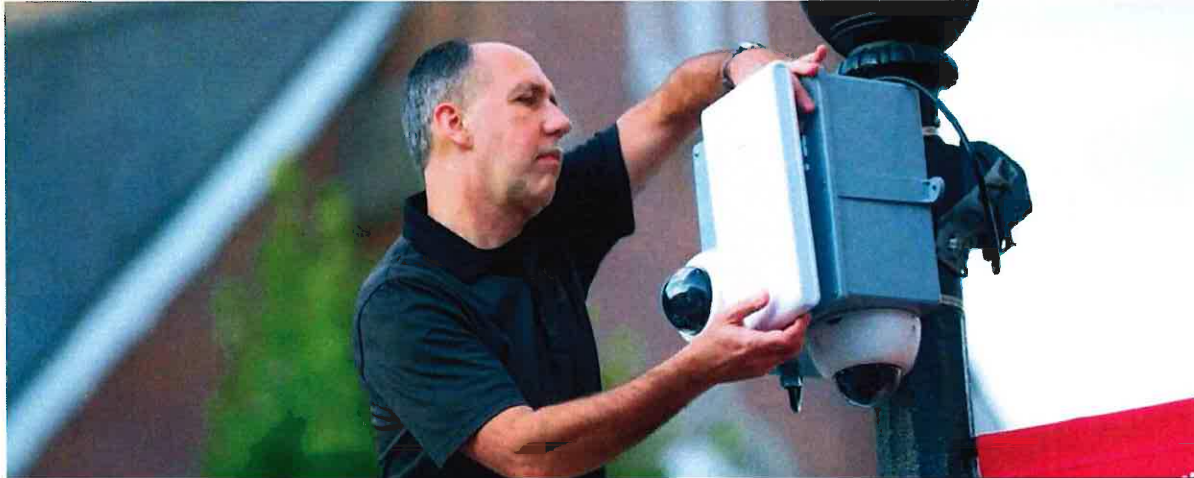
Securely view and manage video 24/7 on any device, anywhere in the world

CITIES AND TOWNS OF ALL SIZES TRUST VERKADA



SOLUTION FOR MUNICIPALITIES

CUSTOMER STORY: CITY OF PARKERSBURG



Using cellular modems, the City of Parkersburg has deployed 10+ cameras in remote locations to increase coverage where a typical network connection wouldn't be available, all without sacrificing image quality or reliability due to Verkada's onboard storage.



"With Verkada, we've jumped 10 years ahead from where we were just a year ago."

- Joseph Martin, Police Chief, City of Parkersburg

The City of Parkersburg, the third largest metropolitan area in West Virginia, has over 35,000 people in the city limits. Located at the confluence of the Ohio and Little Kanawha rivers, the thriving and growing river town strives to be the region's premier choice for business, industry and community spirit. With crime being an area of focus for the city, they came together to find a scalable solution that could help support their growth and become a resource for law enforcement.

Easy to Deploy

- Verkada removes the need for DVRs/NVRs and tedious configuring, allowing cities to install an entire new fleet of security cameras with ease

Bandwidth and Resource Friendly

- With bandwidth constraints in certain areas, Parkersburg deployed 10+ cameras on a single cellular modem, increasing coverage without adding significant costs

Speed Up Investigations

- Using the powerful and intelligent features of Verkada's Command platform, reviewing footage in problem areas or during large events is easy and efficient

Manage User Roles

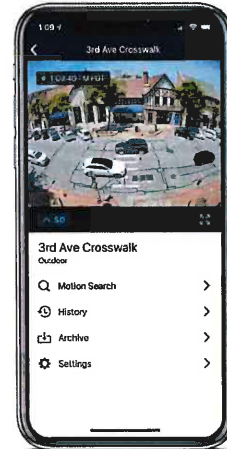
- Through Verkada's management platform, the team can assign roles at the site or camera level for city officials and first responders so they can access footage without involving IT

SOLUTION FOR MUNICIPALITIES

FEATURES & EXPERIENCE

REAL-TIME VISIBILITY & RESPONSE

- Instantly share live video streams with first responders, city managers, and event personnel via SMS and weblinks
- View and manage video on any device
- On-camera accelerometer sends SMS alerts when tampering is detected

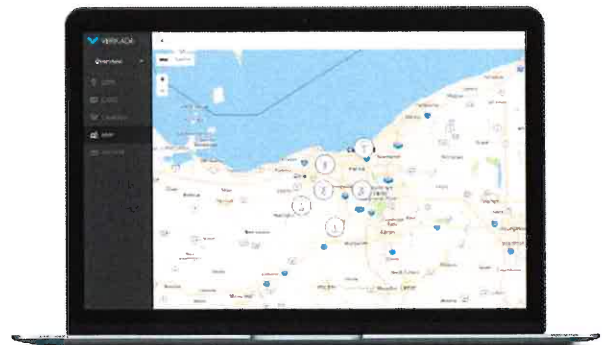


'ZERO CONFIGURATION' SETUP

- No NVRs/DVRs, VPNs, or port forwarding
- All cameras are PoE and, by default, communicate over HTTPS via port 443
- Easily relocate cameras for events
- Cameras auto-provision into your account once plugged into a PoE switch with DHCP

EASY MANAGEMENT

- Easily control user permissions at the city, town, building, and camera levels
- SAML and two-factor authentication available for added account protection
- No thick clients, third-party plugins or additional hardware required



SOLUTION FOR MUNICIPALITIES

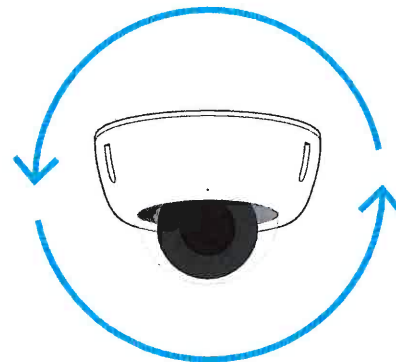


ACTIVITY SEARCH

- Isolate areas of interest and instantly surface footage where activity was detected, such as in the event of a theft
- Quickly export, archive and share video clips in standard formats like MP4
- Save time, increase incident response time

ALWAYS UP TO DATE, ALWAYS SECURE

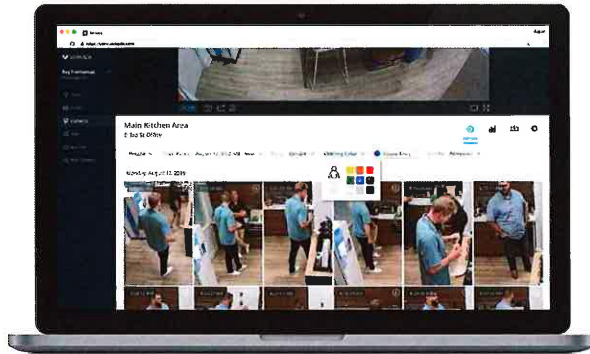
- Software and firmware automatically kept up to date via regular security, performance, and feature enhancements
- No more manual system updates and unpatched vulnerabilities
- Redundant firmware banks ensure failsafe updates and high uptime
- Latest data encryption and security standards, with no special configuration required



CUTTING-EDGE TECHNOLOGY DESIGN

- 3-12MP video resolution with fixed, varifocal, and fisheye options
- Onboard storage with options ranging from 30-120 days of continuous HD footage
- Weather-resistant cameras with IP66 & IP67 rating for outdoor coverage
- High Dynamic Range and proprietary algorithms ensure optimal picture quality
- Slim bandwidth footprint of 5-20 kb/s per camera during normal operating mode

SOLUTION FOR MUNICIPALITIES

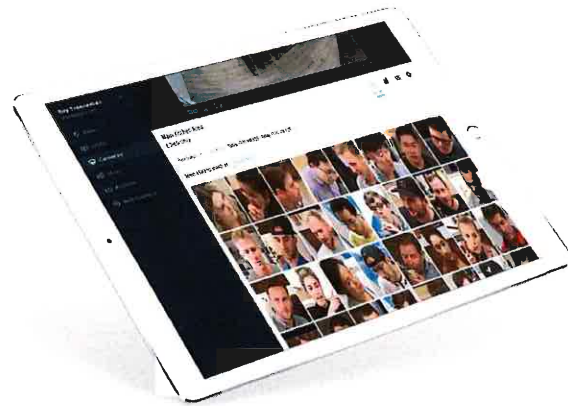


People History

- Bring speed and efficiency to investigations with powerful computer vision
- See high-resolution images of every person that comes and goes through your space
- Search and filter for people by time, date, gender traits, top/bottom clothing color, and facial matches

Face Detection

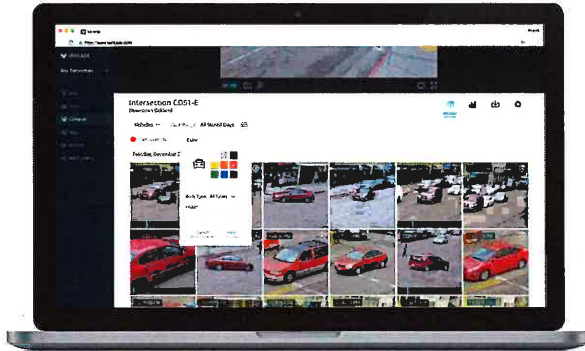
- Quickly search for people detected on camera by facial matches or uploaded images
- Instantly view all moments of a facial match where a person was detected
- Export any relevant images and footage to any device



Mobile Face Search

- From the Verkada mobile app, users can also search for people and facial matches
- Using a mobile device's built-in camera and photo library, users can search for any matches caught on camera

SOLUTION FOR MUNICIPALITIES



Vehicle History

- Bring speed and efficiency to investigations with powerful computer vision
- See high-resolution images of every vehicle that passes through your space
- Search and filter for vehicles by time, date, make, body type, and color

Want to Learn More? Get a Free Trial of Verkada

verkada.com/try

Or, Contact Us:

Toll-free: (833) 837-5232 // (833) VER-KADA

Email: sales@verkada.com

Global Headquarters
405 E 4th Avenue
San Mateo, California 94401



ESTIMATE

Project Title: Video Surveillance System (As Built)

P.O. Number: N/A

Estimate Number: 62515-3

Terms: COD

Date: 10/13/20

Port of Brookings Harbor

Gary Dehlinger

16330 Lower Harbor Rd.

Brookings, OR 97415

541-469-2218 (Office)

541-254-4162 (Gary Cell)

541-291-7380 (Travis Cell)

portmanager@portofbrookingsharbor.com

*****Oregon Alarm to Install and Program the
Following Equipment:**

Description	Quantity
Hikvision Professional Series Commercial Digital 64 Channel, 24TB H265 (High Compression) NVR Recording Appliance (Web GUI and App Included)	1
Hikvision Rack Mounted Network Switch	1
Ubiquiti 5GHZ Sector (Station)	1
OmniMount 12U Locking Equipment Cabinet	1
Minuteman 2500VA UPS Battery Backup	1
Miscellaneous Installation Materials	
Electrical Permit	

**Project
Estimate**

\$15,850.00

***Client to provide all electrical requirements for
camera locations at light poles, buildings, Etc.



PRICELIST

Project Title: Video Surveillance System (As Built)

P.O. Number: N/A

Estimate Number: N/A

Terms: COD

Date: 10/13/20

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portmanager@portofbrookingsharbor.com

Description	Price Each (Estimate)
Hikvision Commercial 4K Bullet Camera (8MP) With Long Range IR & H265 High Compression	\$465.00
Hikvision Commercial 2MP 50X Zoom PTZ Speed Dome IP Camera w/Auto Tracking and Long Range IR Illumination	\$3,990.00
Ubiquiti 5 GHZ Point to Point Ethernet Bridge (Client)	\$190.00
Hikvision 5 Port POE+ Ethernet Switch (Optimized for Video	\$220.00
Kralroy 12X12X6 NEMA Rated Plastic Enclosure	\$65.00
Miscellaneous Installation Materials (Camera Conduit Bases, Mounting Brackets, Power Cord, Fittings, Plugs, Hardware, Etc.)	TBD
*Labor Rate Per Hour (2 Technicians)	\$220.00/Hr
*Trip Charge (Port to Port)	\$420.00

DS-2CD2T85G1-I5

8 MP Outdoor IR Fixed Network Bullet Camera

Powered by
DarkFighter™



The Hikvision DS-2CD2T85G1-I5 Outdoor IR Fixed Network Bullet Camera provides high definition output. It supports H.265+ video compression, which assures savings in bandwidth and storage.

The camera is equipped with 2.8 mm, 4 mm, and 6 mm lens options, and offers an EXIR 2.0 range of up to 165 ft (50 m).

Smart features, such as line crossing, intrusion, unattended luggage, and scene change detection are also supported.

- 1/2" (8 MP) Progressive Scan CMOS
- Up to 3840 x 2160 Resolution @ 20 fps
- Minimum Illumination:
Color: 0.014 lux @ (f/1.6, AGC on),
0 lux with IR
- Darkfighter Technology
- Up to 165 ft (50 m) EXIR 2.0 Range
- 2.8 mm, 4 mm, and 6 mm Lens Options
- H.265+, H.265, H.264+, H.264
- 120dB True WDR
- MicroSD Card Slot Supports 128 GB
- IP67 Protection
- 12 VDC and PoE (802.3af)






Available models:
DS-2CD2T85G1-I5



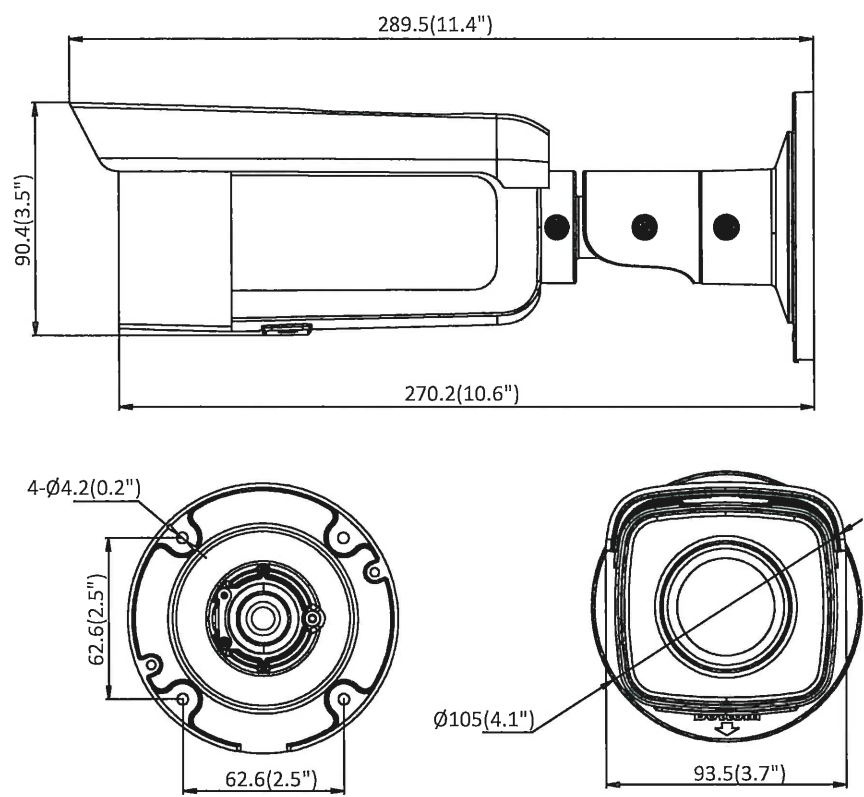
Specifications

DS-2CD2T85G1-I5	
Camera	
Image Sensor	1/2" progressive scan CMOS
Minimum Illumination	Color: 0.014 lux @ (f/1.6, AGC on), 0 lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Slow Shutter	Yes
Focal length	2.8 mm, 4 mm, 6 mm
Focus	Fixed
FOV	2.8 mm, horizontal FOV: 102°, vertical FOV: 55°, diagonal FOV: 120° 4 mm, horizontal FOV: 78°, vertical FOV: 43°, diagonal FOV: 92° 6 mm, horizontal FOV: 50°, vertical FOV: 27°, diagonal FOV: 59°
Lens Mount	M16
Iris	f/1.6
Day/Night	IR cut filter
DNR	3D DNR
Wide Dynamic Range	120dB
3-Axis Adjustment (bracket)	Pan: 0° to 360°, tilt: 0° to 90°, rotate: 0° to 360°
Compression Standard	
Video Compression	Main stream: H.265+/H.265/H.264+/H.264; sub stream: H.265+/H.265/H.264+/H.264/MJPEG; third stream: H.265+/H.265/H.264+/H.264
H.264 Type	Main profile/high profile
H.264+	Main stream supported
H.265 Type	Main profile
H.265+	Main stream supported
Video Bit Rate	32 Kbps to 16 Mbps
Image	
Maximum Resolution	3840 × 2160
Main Stream	20 fps [3840 × 2160], 30fps [3072 × 1728, 2560 × 1440, 1920 × 1080, 1280 × 720]
Sub Stream	30 fps [640 × 480, 640 × 360, 320 × 240]
Third Stream	30 fps [1280 × 720, 640 × 360, 352 × 240]
Image Enhancement	BLC/3D DNR
Image Setting	Rotate mode, saturation, brightness, contrast, sharpness adjustable by client software or web browser
Region of Interest (ROI)	Supports one fixed region for main and sub streams
Day/Night Switch	Day/night/auto/schedule
Network	
Network Storage	Supports microSD/SDHC/SDXC card (128G), local storage and NAS (NFS,SMB/CIFS), ANR
Alarm Trigger	Motion detection, tampering alarm, network disconnected, IP address conflict, illegal login, HDD full, HDD error
Protocols	TCP/IP, UDP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6
Standard	ONVIF (PROFILE S, PROFILE G), ISAPI
General Function	One-key reset, anti-flicker, heartbeat, mirror, password protection, privacy mask, watermark, IP address filter
API	ONVIF (PROFILE S, PROFILE G), ISAPI
Simultaneous Live View	Up to six channels
User/Host	Up to 32 users, three levels: administrator, operator, and user
Client	iVMS-4200, Hik-Connect
Web Browser	IE8+, Chrome 31.0-44, Firefox 30.0-51, Safari 8.0+
Interface	
Communication Interface	1-port RJ45 10M/100M self-adaptive Ethernet port
On-Board Storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
Reset Button	Yes
SVC	H.265 and H.264 encoding support
Smart Features	
Behavior Analysis	Line crossing detection, intrusion detection, unattended baggage detection, object removal detection
Exception Detection	Scene change detection
Face Detection	Yes
General	
Operating Conditions	-22° F to 140° F (-30° C to 60° C), humidity 95% or less [non-condensing]
Power Supply	12 VDC ± 25%, PoE [802.3af, class 3], 5.5 mm coaxial power plug
Power Consumption	12 VDC, 0.7 A, maximum: 9 W, PoE: [802.3af, 36 VDC to 57 VDC], 0.3 A to 0.1 A, maximum: 11 W
IR Range	Up to 165 ft (50 m)
Wavelength	850 nm
Protection Level	IP67
Dimensions	Φ 4.1" × 11.4" [Φ 105 mm × 289.5 mm]
Weight	2.20 lbs (1.00 kg)

Accessories

				
CBS Conduit Base	CB130 Conduit Base	PM1 Pole Mount	CM1 Corner Mount	Weatherproof Rubber Sleeve

Dimensions



Unit: mm (inch)

DS-2DF8250I5X-AELW**2 MP Outdoor 50x Network IR Speed Dome**

Hikvision DS-2DF8250I5X-AELW Network IR Speed Dome Cameras produce images with a resolution of up to 1920 x 1080 pixels.

The embedded 1/2.8" progressive scan CMOS chip supports 120 dB WDR, and the 25x optical zoom allows for greater detail to be collected over more expansive areas. The camera and lens are precision controlled using a gyroscopic sensor to improve image performance at high zoom.

The Network IR Speed Dome Camera also features a wide range of smart functions, including intrusion detection, line crossing detection, and audio exception, which allows for key events and objects to be recorded for further forensic needs.

- **1/2.8" Progressive Scan CMOS**
- **Up to 1920 x 1080 Resolution**
- **Minimum Illumination:**
Color: 0.05 Lux @ (F1.8, AGC ON)
B/W: 0.01 Lux @ (F1.8, AGC ON)
0 Lux with IR
- **Up to 1,640 ft (500 m) IR Distance**
- **H.265+/H.265 Video Compression**
- **50x Optical Zoom, 16x Digital Zoom**
- **Optical Image Stabilization**
- **Smart Detection: Line Cross, Intrusion, Region Enter/Exit**
- **Rapid Focus Supported**
- **120 dB WDR, 3D DNR, HLC, BLC**
- **IP66 Protection**
- **24 VAC/Hi-PoE, 60 W**

Available models:

DS-2DF8250I5X-AELW



Specifications

DS-2DF8250I5X-AELW

Camera Module

Image Sensor	1/2.8" progressive scan CMOS
Minimum Illumination	Color: 0.05 Lux @ [F1.6, AGC ON]; B/W: 0.01 Lux @ [F1.6, AGC ON]; 0 Lux with IR
Shutter Time	1/1 to 1/30,000 s
White Balance	Auto / manual / ATW [auto-tracking white balance] / indoor / outdoor / fluorescent lamp / sodium lamp
AGC	Auto / manual
Day and Night	IR cut filter
Digital Zoom	16×
Privacy Mask	24 programmable privacy masks
Focus Mode	Auto/Semi-automatic/Manual
Optical Image Stabilization	Supported
WDR	120 dB
Rapid Focus	Supported

Lens

Focal Length	6.6 mm to 330 mm, 50× Optical
Zoom Speed	Approximately 4.5 s (optical lens, wide to tele)
Angle of View	Horizontal field of view: 41.3° to 1.1° [wide to tele]; vertical field of view: 23.6° to 0.8° (wide to tele); diagonal field of view: 47.4° to 1.3° (wide to tele)
Minimum Working Distance	10 mm to 1,500 mm (wide to tele)
Aperture Range	F1.8 to F5.5

IR

IR Distance	Up to 1,640 ft (500 m)
-------------	------------------------

PTZ

Movement Range (Pan)	360° endless
Pan Speed	Configurable, from 0.1°/s to 160°/s, Preset Speed: 240°/s
Movement Range (Tilt)	From -20° to 90°
Tilt Speed	Configurable, from 0.1°/s to 120°/s, Preset Speed: 200°/s
Proportional Zoom	Supported
Presets	300
Patrol Scan	8 patrols, up to 32 presets for each patrol
Pattern Scan	4 pattern scans, record time over 10 minutes for each scan
Power-off Memory:	Supported
Park Action	Preset / pattern scan / patrol scan / auto scan / tilt scan / random scan / frame scan / panorama scan
PTZ Status Display	Supported
Preset Freezing	Supported
Scheduled Task	Preset / pattern scan / patrol scan / auto scan / tilt scan / random scan / frame scan / panorama scan / dome reboot / dome adjust / aux output

Compression Standard

Video Compression	Main stream: H.265+ / H.265 / H.264+ / H.264; sub-stream: H.265 / H.264 / MJPEG; third stream: H.265 / H.264 / MJPEG
H.264 Type	Baseline profile / main profile / high profile
H.264+	Support
H.265 Type	Main profile
H.265+	Support
Video Bitrate	32 kbps to 16,384 kbps
Audio Compression	G.711 alaw / G.711 ulaw / G.722.1 / G.726 / MP2L2 / PCM
Audio Bitrate	64 Kbps [G.711] / 16 Kbps [G.722.1] / 16 Kbps [G.726] / 32 to 160 Kbps [MP2L2]

Smart Features

Smart Detection	Intrusion detection, line crossing detection, region entrance detection, region exiting detection, audio exception detection
Smart Tracking	Manual tracking, auto tracking, event tracking
Smart Record	ANR (Automatic Network Replenishment), dual-VCA

Image

Maximum Resolution	1920 × 1080
Main Stream	50 Hz: 25 fps (1920 × 1080, 1280 × 960, 1280 × 720); 50 fps (1920 × 1080, 1280 × 960, 1280 × 720); 60 Hz: 30 fps (1920 × 1080, 1280 × 960, 1280 × 720) 60 fps (1920 × 1080, 1280 × 960, 1280 × 720)
Sub-Stream	50 Hz: 25 fps (704 × 576, 640 × 480, 352 × 288); 60 Hz: 30 fps (704 × 480, 640 × 480, 352 × 240)
Third Stream	50 Hz: 25 fps (1920 × 1080, 1280 × 960, 1280 × 720, 704 × 576, 640 × 480, 352 × 288); 60 Hz: 30 fps (1920 × 1080, 1280 × 960, 1280 × 720, 704 × 480, 640 × 480, 352 × 240)
Image Enhancement	HLC / BLC / 3D DNR / Defog / Optical Image Stabilization / Regional Exposure / Regional Focus / Optical Defog
SVC	Supported

Network

Network Storage	Built-in memory card slot, support microSD / SDHC / SDXC, up to 256 GB; NAS (NFS, SMB / CIFS), ANR
Alarm Linkage	Alarm actions, such as preset, patrol scan, pattern scan, memory card video record, trigger recording, notify surveillance center, upload to FTP / memory card / NAS, send email, etc.
Protocols	IPv4 / IPv6, HTTP, HTTPS, 802.1x, Qos, FTP, SMTP, UPnP, SNMP, DNS, DDNS, NTP, RTSP, RTCP, RTP, TCP/IP, DHCP, PPPoE, Bonjour
API	Open-ended, support ONVIF, PSIA and CGI, support HIKVISION SDK and third-party management platforms
Simultaneous Live View	Up to 20 channels
User / Host	Up to 32 users, 3 levels: administrator, operator and user
Security Measures	User authentication (ID and PW), Host authentication (MAC address); HTTPS encryption; IEEE 802.1x port-based network access control; IP address filtering
Client	iVMS-4200, iVMS-4500, iVMS-5200, Hik-Connect
Web Browser	IE 7+, Chrome 18-42, Firefox 5.0+, Safari 5.02+








Interface

Audio	1-ch audio input / 1-ch audio output
Network Interface	1 RJ45 10 M/100 M Ethernet interface, Hi-PoE
Alarm	7-ch alarm input / 2-ch alarm output
RS-485	Half duplex, HIKVISION, Pelco-P, Pelco-D, self-adaptive
BNC	1.0 V [p-p] / 75 Ω, NTSC (or PAL) composite, BNC

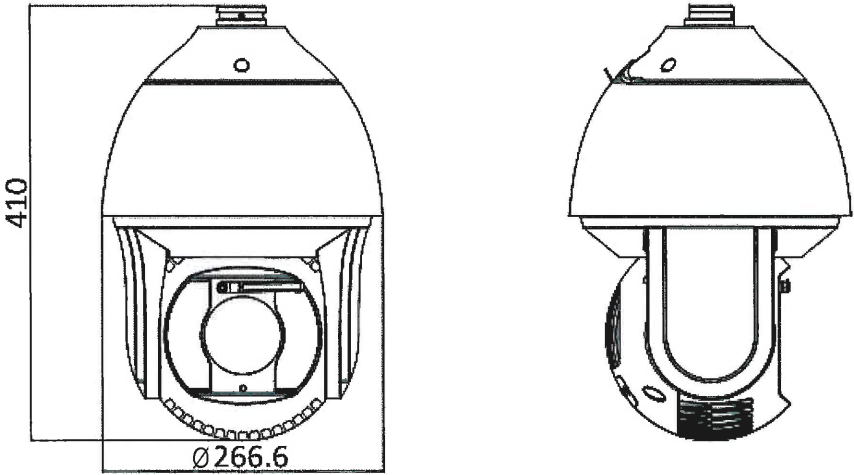
General

Power	24 VAC (maximum 60 W); Hi-PoE (maximum 50 W)
Working Temperature	-40° F to 149° F (-40°C to 65°C); humidity: ≤ 90%
Protection Level	IP66 standard, TVS 6,000V lightning protection, surge protection and voltage transient protection
Material	Aluminum alloy
Dimensions	Φ 10.50" × 16.14" (Φ 266.6 mm × 410 mm)
Weight	Approximately 17.64 lb (8 kg)

Accessories

						
JBPW-L Power Box Mount w/Wall Bracket	CMP-JB Corner Mount for JBPW-L	PMP-JB Pole Mount for JBPW-L	CPM-S Short Ceiling Pendant Mount	CPM-L Long Ceiling Pendant Mount	CPMPE Ceiling Pendant Mount Extension Pipe	RPM Roof Parapet Mount

Dimensions



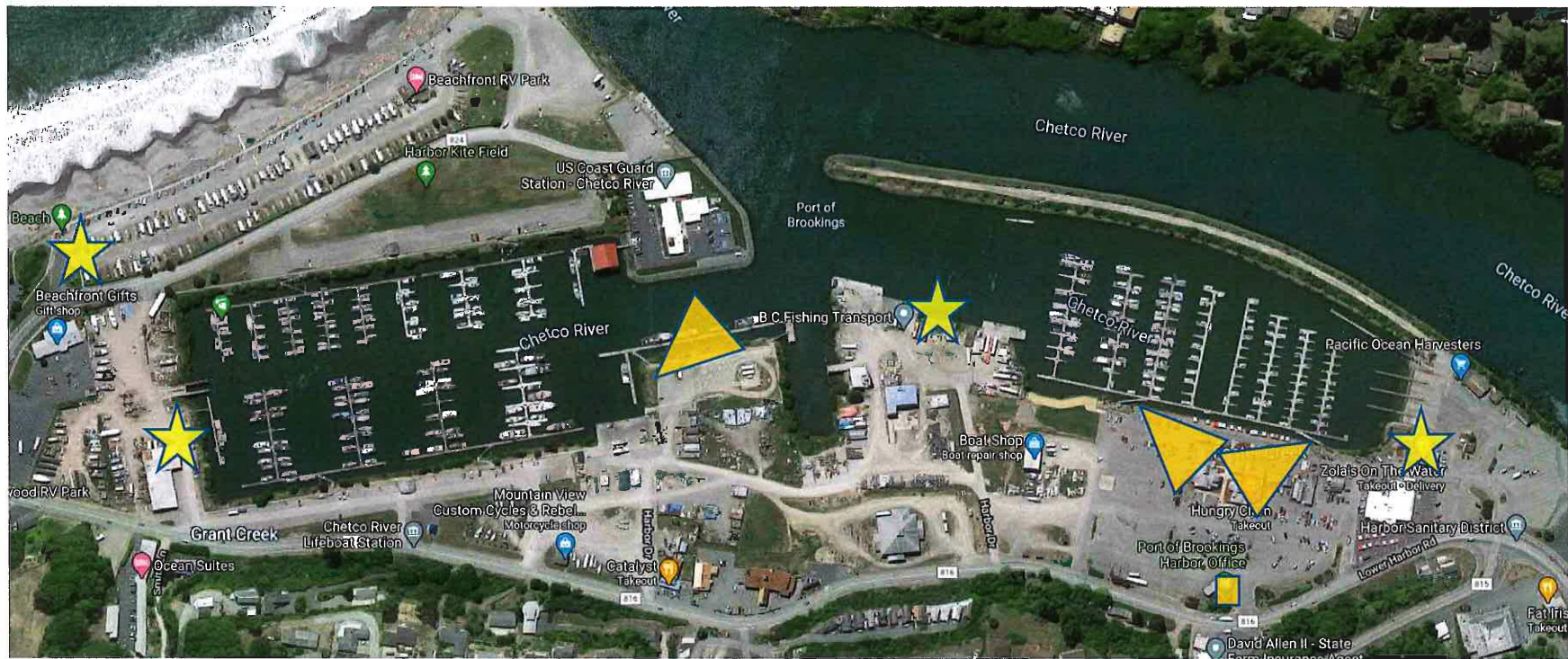
Unit: mm



Company	Description	Initial Cost per Camera		Reoccurring Cost	Quantity of Cameras		Quantity of Cameras		Fees per Camera				
		Camera	Infrastructure		QTY Each	Total	QTY Each	Total	10	20	25	30	60
Siemens													
	Axis P3707 PE	1,127											
	Axis P3717 PLE	1,268			9	11,412	19	24,092					
	Day/Night Indoor	751			1	751	1	751					
	Axis Q6054 E Mk III Outdoor	2,443											
	Axis Q6128-E 60HZ	3,007											
	Base License			949					9,490	18,980	23,725	28,470	56,940
	Camera License			180					1,800	3,600	4,500	5,400	10,800
	Sub Total					12,163		24,843	11,290	22,580	28,225	33,870	67,740
	Security Tech Hourly		183										
	Security Engineer Hourly		212										
	Security PM Hourly		231										
Notes: Siemens will manage, design and install a security system at additional cost													

Oregon Alarm													
	System for Camera Data Storage				1	15,850							
	Hikvision 4K Bullet	1,000			4	4,000							
	Hikvision 2MP Bullet	3,990			4	15,960							
	Ubiquiti 5 GHZ Bridge		190		8	1,520							
	Hikvision Switch		220		8	1,760							
	Kralroy 12x12x6 NEMA Enclosure		65		8	520							
	Sub Total					39,610.00							
	Security Tech Hourly (\$220)		220		16.00	3,520							
	Electical Contractor		275		8.00	2,200							
	Trip Charge		420		1.00	420							
	Total					45,750.00							


Pacific Office - Verkada Security System													
	CD 41-30E	951			2	1,902	10.00	9,510					
	CD 61-30	1,332			8	10,656	10.00	13,320					
	Camera License	810							8,100	16,200	20,250	24,300	48,600
	Sub Total					12,558		22,830	8,100	16,200	20,250	24,300	48,600
	Installation Costs (Estimated)		1,000.00		10	10,000.00							
	Security Tech Hourly												
	Sub Totals					22,558.00			8,100.00				
	Total					30,658.00							

Proposed Locations for Security Cameras



Bullet Cameras  

4 total (1 camera oversee the transient dock, 2 cameras on the boardwalk overseeing the retail area, 1 camera inside the Port Office front entrance area)

Zoom PTZ Speed Dome Cameras 

4 each (1 camera at the entrance of the RV Park, 1 camera at the warehouse building, 1 camera on BC Fisheries building and 1 camera at the Boat Launch restroom building)

Main hardware system would be located in the Port Office.

ACTION ITEM – I

DATE: December 15, 2020
RE: Pitney Bowes/NASPO ValuePoint Mailing / Postage Equipment Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Existing mailing & postage machine term agreement is ending.
- Port staff researched for a replacement machine and recommends the Pitney Bowes / NASPO ValuePoint machine. This agreement provides the best service and warranties.
- Port staff is recommending replacing the existing mailing & postage machine with a Sendpro C-Auto fully automatic machine that comes with a 60-month lease.

DOCUMENTS

- Procurement Request with quotes, 8 pages
- Pitney Bowes / NASPO ValuePoint Equipment Lease, 3 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Pitney Bowes / NASPO ValuePoint mailing and postage equipment lease for the Port Office.

PORT OF BROOKINGS HARBOR

Procurement Request

Project Name:

Mailing/Postage System

Contract No. _____



Purchase Agreement



Contract

Purchase Order No. _____

Award Information:

Special Notes or Comments

Company Name

NASPO ValuePoint

Contact Person:

Philip Ward

Address:

27 Waterview Dr.
Shelton, CT 06484

Telephone:

800 203-2581 ext. 6544

NASPO is offering
the best machine &
warranties. Lease
Term: 60 MOS.

No.	Proposals / Quotes	Units	Quantity	Total \$
1	<u>NASPO ValuePoint FMV</u>	<u>1</u>	<u>MOS</u>	<u>\$141.03</u>
2	<u>Unity Express Supply Co.</u>	<u>1</u>	<u>MOS</u>	<u>140.00</u>
3	<u>Bullhog Enterprises</u>	<u>1</u>	<u>MOS</u>	<u>147.-</u>

Prepared by:

Brent
Print Name

Fund Account:



General Fund



Capital Improvements



Debt Service



Revenue Bond

Department:



Marina



Boat Yard



RV Park



Port Office



Fuel Dock



Commercial Retail

Approved by GM:

Signature

Print Name

Date

Approved by Board Commissioner:

Signature

Print Name

Date

Approved by Board Commissioner:

Signature

Print Name

Date



Brent Ferguson <brent@portofbrookingsharbor.com>

Pitney Bowes

1 message

Philip Ward <philip.ward@pb.com>

Tue, Dec 1, 2020 at 8:45 AM

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

Good morning Brent,

Please find all the three emails we did last month in this one email:

Good afternoon Brent,

Thank you for calling back with some more questions. In regards to the questions regarding the contract I sent over and the new machine I have put together a few bullet points below to address those concerns:

- The contract I sent over is a government contract called a NASPO contract. Which is a pre-negotiated contract with the state of OR. It's the most competitive contract we have available and is the lowest lease rate.
- The new machine as been updated in a whole lot of areas. The jamming problem you are currently experiencing with the old DM400 has been rectified on the new machine and you shouldn't have this problem going forward.
- Also the new machine as a updated sealer which is now a pump actions dispenser instead of a gravity feed one you currently have on the DM400. This should now eliminate that problem you were experiencing with the sealing of the envelope.

I hope that will help make the decision somewhat easier for you. If there is anything else I can help with, more than happy to help.

In reference to our last conversation regarding the service and maintenance aspect of the postage machine, and giving you as a valued client of Pitney Bowes the peace of mind with regards to any downtime and how we would address this issue.

- If you experience any issues with the machine, please call me first and I will call tech support on your behalf.
- The turnaround time to get a tech out to you is within 4 business hours.
- All the techs have PPE and have been through training with regards to coming into your place of business in the safest possible way.
- If you do have any downtime with the machine being out of action, we will certainly offer some compensation.

I hope that helps in making your decision to stay with Pitney Bowes a little easier. I have been with Pitney Bowes for past 8 years and can assure you I will do my best to take care of you moving forward.

In reference to the last conversation regarding the new machine the Sendpro C Auto. This is the much improved and updated machine to replace your old DM400 machine which has been taken off the product line and replaced by this new machine the Sendpro C Auto.

Dear Brent,

Thank you for your time earlier today. In reference to our conversation regarding your postage machine I have put together the new contract which is the updated machine to replace the DM400 you presently have. The new machine is now called the Sendpro C-Auto and is also a fully automatic machine. They have made some nice improvements to the machine with a full color touch screen display and a pump action dispenser for the sealer. The machine will connect either through WiFi or LAN connection and will be fully installed for you and full training given. The connection will be faster and more secure. The installer will transfer postage from you old machine to the new and pick up the old machine and take it away. If you decide not to have a machine with Pitney Bowes and would like to cancel the lease, you would need to call this number: 800-243-7824. They will send a box an return label for you.

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I have been working at Pitney Bowes for the past 8 and half years in the corporate office in Shelton CT. I will be taking care of your account going forward and look forward to helping you with any questions or concerns. If there are any questions please call me, happy to help.

Best regards,

Philip Ward

Senior Strategic & Government Account Manager,

Inside Sales East [27 Waterview Drive](#),

[Shelton, CT. 06484](#).

P: 800-203-2581 Ext 6544 / F: 203-460-5296

philip.ward@pb.com/www.pitneyvalue.com Pitney Bowes, U.S. Mailing Solutions | [Mailstream Solutions](#)

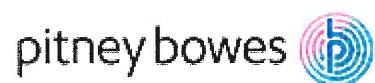
[27 Waterview Dr](#) , MSC 27-3B| Shelton, CT 06484 USA |

Technical Support: 800-522-0020

Check out Pitney Bowes new Offering [SendSuite Tracking Online at: SSTO VIDEO DEMO](#)

Sign up for a free trial at: www.sendsuitetracking.com/trial

NEED HELP WITH BILLING OR EQUIPMENT SERVICE? - PLEASE CALL 844-256-6444 OR CLICK THE LINK BELOW
<http://www.pitneybowes.com/us/contact-us.html>



100 years

[27 Waterview Dr.](#)
Shelton, CT 06468

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Brent Ferguson <brent@portofbrookingsharbor.com>

Pitney Bowes

1 message

Philip Ward <philip.ward@pb.com>

Wed, Nov 25, 2020 at 8:27 AM

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

Good morning Brent,

In reference to our last conversation regarding the service and maintenance aspect of the postage machine, and giving you as a valued client of Pitney Bowes the peace of mind with regards to any downtime and how we would address this issue.

- If you experience any issues with the machine, please call me first and I will call tech support on your behalf.
- The turnaround time to get a tech out to you is within 4 business hours.
- All the techs have PPE and have been through training with regards to coming into your place of business in the safest possible way.
- If you do have any downtime with the machine being out of action, we will certainly offer some compensation.

I hope that helps in making your decision to stay with Pitney Bowes a little easier. I have been with Pitney Bowes for past 8 years and can assure you I will do my best to take care of you moving forward.

Best regards,

Philip Ward

Senior Strategic & Government Account Manager,Inside Sales East [27 Waterview Drive](#),[Shelton, CT. 06484](#).**P: 800-203-2581 Ext 6544 / F: 203-460-5296**philip.ward@pb.com/www.pitneyvalue.com Pitney Bowes, U.S. Mailing Solutions | [Mailstream Solutions](#)[27 Waterview Dr](#) , MSC 27-3B| Shelton, CT 06484 USA |**Technical Support: 800-522-0020****Check out Pitney Bowes new Offering SendSuite Tracking Online at:** [SSTO VIDEO DEMO](#)**Sign up for a free trial at:** www.sendsuitetracking.com/trial

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<http://www.pitneybowes.com/us/contact-us.html>

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Brent Ferguson <brent@portofbrookingsharbor.com>

Pitney Bowes

1 message

Philip Ward <philip.ward@pb.com>

Wed, Nov 25, 2020 at 7:45 AM

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

Good morning Brent,

I just listened to your voice message and my apologies on not putting in the information regarding the service and maintenance. With all lease contracts you are covered for full service and maintenance on a fix or replace basis for the length of the lease term. If we cannot fix the machine, you will receive a new one at no cost to you. I hope that helps?

Best regards,

Philip Ward

Senior Strategic & Government Account Manager,

Inside Sales East [27 Waterview Drive](#),[Shelton, CT. 06484](#).**P: 800-203-2581 Ext 6544 / F: 203-460-5296**philip.ward@pb.com/www.pitneyvalue.com Pitney Bowes, U.S. Mailing Solutions | [Mailstream Solutions](#)[27 Waterview Dr](#) , MSC 27-3B| Shelton, CT 06484 USA |**Technical Support: 800-522-0020***Check out Pitney Bowes new Offering SendSuite Tracking Online at: [SSTO VIDEO DEMO](#)****Sign up for a free trial at: www.sendsuitetracking.com/trial***NEED HELP WITH BILLING OR EQUIPMENT SERVICE? - PLEASE CALL 844-256-6444 OR CLICK THE LINK BELOW
<http://www.pitneybowes.com/us/contact-us.html>[27 Waterview Dr.](#)
Shelton, CT 06468

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Brent Ferguson <brent@portofbrookingsharbor.com>

Pitney Bowes

1 message

Philip Ward <philip.ward@pb.com>

Wed, Nov 25, 2020 at 8:46 AM

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

Hi Brent,

In reference to the last conversation regarding the new machine the Sendpro C Auto. This is the much improved and updated machine to replace your old DM400 machine which has been taken off the product line and replaced by this new machine the Sendpro C Auto.

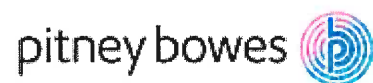
Best regards,

Philip Ward

Senior Strategic & Government Account Manager,

Inside Sales East [27 Waterview Drive](#),[Shelton, CT. 06484](#).**P: 800-203-2581 Ext 6544 / F: 203-460-5296**philip.ward@pb.com/www.pitneyvalue.com Pitney Bowes, U.S. Mailing Solutions | [Mailstream Solutions](#)[27 Waterview Dr](#) , MSC 27-3B| Shelton, CT 06484 USA |**Technical Support: 800-522-0020*****Check out Pitney Bowes new Offering SendSuite Tracking Online at: [SSTO VIDEO DEMO](#)******Sign up for a free trial at: www.sendsuitetracking.com/trial***

NEED HELP WITH BILLING OR EQUIPMENT SERVICE? - PLEASE CALL 844-256-6444 OR CLICK THE LINK BELOW
<http://www.pitneybowes.com/us/contact-us.html>



[27 Waterview Dr.](#)
Shelton, CT 06468



**UNITY EXPRESS
SUPPLY CO.**

POSTAGE MACHINE SUPPLY VENDOR



Proposal For:
Port of Brookings Harbor

November 30, 2020

Real. Simple. Mailing



Postbase Vision A5

Features Lease Package

Introducing the FP PostBase Vision A5, the perfect mailing system for small businesses. PostBase VA5 brings smooth feeding and intuitive operation to any office environment! PostBase VA5 offers the only color touch screen in its class. The PostBase VA5 easy to use navigation allows you to quickly move through the menu of choices: advertisements, class of mail, special services, and more. PostBase VA5 offers the option to add a moistener for a seamlessly simple way to process your mail. PostBase VA5 utilizes a high speed internet (LAN) and Wifi connection for fast postage downloads. Accurate postage is a snap with PostBase VA5 and its built-in 10 lb. scale.

Pricing

Postbase VA5 Grey/Black with Sealer and 10lb. Mail Scale.

Lease Rate \$140.00 a month for 63 months.

Includes Machine, 10lb. Capacity Scale, Remote one, Resets and Rate guard Included. Maintenance included.

For questions regarding this quotation please call.

Unity Express Supply Co.
Jennie Perreard Rep
711 Medford Center #150
Medford, OR 97504
541-840-6721

BULLFROG ENTERPRISES

Always One Jump Ahead

Port of Brookings Harbor
16330 Lower Harbor Road
PO Box 848
Brookings, OR 97415

November 30, 2020

Attention: Brent Ferguson

As promised, I am sending you comparable equipment options to the Pitney Bowes, Pro C model. I have included multiple lease options for your review. As discussed during our call, the proposed rates combine equipment finance charges, meter rental, and a shop-rate only maintenance plan. The maintenance plan covers all parts and labor, but does not include on-site support. If you have any issues at any time, (or request a preventative maintenance), you would simply ship the equipment to our office and we would repair and ship overnight back to you. We have created this type of coverage in an effort to reduce customer's costs associated with plans outside the 200-mile radius. If at any time onsite repair was the only option, the cost for the call would be \$470 per call.

EQUIPMENT DESCRIPTION	LEASE TERMS	LEASE RATE
iX5 Series Base w/Auto-Feeder, Sealer Drop Tray, Ink Cartridge, & 10lb Scale	36/mo.	\$191
	48/mo.	\$165
	60/mo.	\$150
	63/mo.	\$147

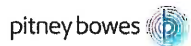
Here are a few Curry County business currently using our services.

Customer	City	Contact	Phone
Abel Insurance	Gold Beach	Joe Hatzel	541-247-2415
Backwoods Home Magazine	Gold Beach	Ilene Duffy	541-247-8900
City of Port Orford	Port Orford	David Johnson	541-366-4564
Department of Human Services	Brookings	Christina Shaeffer	541-756-2017
Coos-Curry Electric	Brookings/Port Orford	Tad Bell	541-332-8849

Please contact me directly with any questions, or to discuss additional models or features available.

Thank you,

Bill Carlsen
Bullfrog Enterprises
Bill@bullfrogerprises.com
541-743-3506 (Cell)
541-726-6800 (Office)



NASPO ValuePoint FMV Lease Agreement (Option C)

--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

PORT OF BROOKINGS HARBOR

Sold-To: Address

16330 Lower Harbor Rd, Brookings, OR, 97415-8306, US

Sold-To: Contact Name

Brent Ferguson

Sold-To: Contact Phone

(541) 469-2218

Sold-To: Account

0013096249

Bill-To: Address

16330 Lower Harbor Rd, Brookings, OR, 97415-8306, US

Bill-To: Contact Name

Brent Ferguson

Bill-To: Contact Phone

(541) 469-2218

Bill-To: Account

0013096249

Bill-To: Email

brent@portofbrookingsharbor.com

Ship-To: Address

16330 Lower Harbor Rd, Brookings, OR, 97415-8306, US

Ship-To: Contact Name

Brent Ferguson

Ship-To: Contact Phone

(541) 469-2218

Ship-To: Account

0013096249

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	DM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online

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1	PTJA	SendPro Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 141.03	\$ 423.09

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 (X) Purchase Power® transaction fees included
 () Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; 8449

State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Philip Ward

philip.ward@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

INFORMATION ITEM – A

DATE: December 15, 2020
RE: Travel Lift Erosion Protection Plan
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff contacted our equipment maintenance provider Pape' Material Handling for their recommended erosion protection plan for the travel lift.

Pape' recommendation:

1. Spray down affected area with ospho and let sit for 24hrs
2. Spray unit down with salt terminator
3. Spray all exposed surfaces with industrial rust inhibitor

Ospho is available at Englund marine for \$28.05 per gallon, unit could take 2-3 gallons. Salt terminator is available at Englund Marine for \$33.22 per gallon. This is a concentrate, and one gallon should be enough. Both of these first two items would require a chemical sprayer to apply. The industrial rust inhibitor comes in spray cans and is \$170.00 per case of 12 from Pape' Material Handling. I would recommend starting with two cases.

DOCUMENTS

- None

INFORMATION ITEM – B

DATE: December 15, 2020
RE: Seal Cove Realty Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Seal Cove Realty lease was terminated by the Port following the provisions within the lease. The lease was terminated as of November 30, 2020.
- Port legal counsel was consulted prior to acting.

DOCUMENTS

- Letter to Charles Simpson, Seal Cove Realty, 1 page



**Certified / Return
Receipt Requested**

November 10, 2020

Charles Simpson
P.O. Box 6841
Brookings, OR 97415

Dear Mr. Simpson,


It has come to the attention of the Port that your business, Seal Cove Realty, has been closed since April 1, 2020. In addition, you have failed to pay rent for the months of October and November 2020. The Port of Brookings Harbor is hereby terminating your lease as of November 30, 2020 under the following default provisions of your lease agreement:

14.1 – Default in rent. You have failed to pay your rent since April 2020. While you have until March 31, 2021 to pay any rent due through September 30, 2020, you have also failed to pay your October and November rent payments.

14.4 – Abandonment. Your failure to occupy the leased premises for 7 days or more is considered an abandonment of the property. Section 3.1 requires that you occupy the premises continuously as a realty office “during the hours customary in comparable businesses similarly situated.” It is apparent that your realty office has been closed since April of 2020 and is now listed as “permanently closed” on Google.

It is your duty and obligation under the lease agreement to surrender the premises in first-class condition and broom clean. This includes removing all personal property from the premises. Failure to do so could result in additional charges for its removal, storage and disposal.

Sincerely,


Gary Dehlinger
Port Manager

INFORMATION ITEM – C

DATE: December 15, 2020
RE: Ronald Burger Small Claim Case
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Travis was served a small claim notice from moorage holder Ronald Burger. The Small Claim was filed in Jackson County.
- Port staff consulted Port legal counsel once the notice was received.
- December 2, 2020 the case was heard and transferred to Curry County Court. Port staff will continue to consult Port legal counsel as this case continues.

DOCUMENTS

- Ronald Burger Small Claim document, 4 pages
- Port Exhibits, 3 pages

#57 - RECEIVED AND FILED
2020 OCT 14 PM 3:29
JACKSON COUNTY COURT
CLERK DIVISION
2020 OCT 14
CURRY COUNTY SHERIFF
GOLD BEACH, OR

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON
Small Claims Department

Ronald A. Burger

Plaintiff

(Inmate SID #, if applicable, _____)

v.
Harbor master
Travis Webster

Defendant

☐ Defendant is a public body

Case No: **20SC21944**
Judge: Small Claims, Judge

**SMALL CLAIM AND
NOTICE OF SMALL CLAIM**
Filing fee at ORS 46.570

- ☐ Subject to UTCR 5.180(3)
☐ Subject to ORS 646A.670(1) and UTCR 5.180(2)

PLAINTIFF ☐ Additional on attached page

Ronald A. Burger
Name
5597 Kane creek road
Street
central point OR 97502
City / State / Zip
530-526-4251
Phone

County

DEFENDANT ☐ Additional on attached page

Travis Webster
Name (enter Registered Agent, if necessary, on next page)
16330 Lower Harbor Rd
Street (do not use a P.O. Box)
Brookings OR, 97415
City / State / Zip
541-469-2218
Phone

County

➤ I need an interpreter: ☐ Spanish ☐ Russian ☐ other: _____

I, Plaintiff, claim that on or about (date) _____, the above-named defendants owed me the sum of (or property valued at) \$ 1,700 because They are forcing me to pay by the month instead of paying 6 months. When I bought the boat I was told that 3 or 4 months was already paid, but when I went to register with them they said nobody gets that money back there is no credit for it, also you cannot put gas in your boat you have to buy it from them at \$5.35 a gallon. I've always paid for 6 months because the price for a month is way to much, and this amount is still due.

I have paid (or will pay):

filing fees of \$ 57.00

and service costs of \$ 45.00

Claim	\$ <u>1700.00</u>
+ Fees	\$ <u>57.00</u>
+ Costs	\$ <u>45.00</u>
TOTAL	\$ <u>1802.00</u>

DECLARATION OF GOOD FAITH EFFORT

I, Plaintiff, have made a good faith effort to collect this claim from the defendants before filing this claim with the court clerk.

(Describe your efforts): I went to the Harbor 3 Different times to attempt to pay the discounted price of \$1,193.72, Due to COVID I was unable to deliver the check in person as requested,

now they want me to pay \$1,577.40 for 3 months, I find this unreasonable

If this case is subject to ORS 646A.670(1) (see the box at the top of page 1)

See the Oregon Judicial Department website for information about debt collection cases:

www.courts.oregon.gov/debtcollection

☐ I have complied with ORS 646A.670(1) and UTCR 5.180. A completed *Consumer Debt Collection Disclosure Statement* is attached and incorporated into this pleading as required by UTCR 5.180(2)(iii).

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.

10/22/20
Date

Ronald A Burger
Plaintiff Signature

RONALD A BURGER
Plaintiff Name (print)

DEFENDANT'S REGISTERED AGENT:

Name

Street (do not use a P.O. Box)

City / State / Zip

Phone

County

NOTICE TO DEFENDANT:
READ THESE PAPERS CAREFULLY!

Within **14 DAYS*** after receiving this notice you **MUST** do **ONE** of the following things in writing:

- Pay the claim plus filing fees and service expenses paid by plaintiff (send payment directly to the plaintiff, not to the court) **OR**
- Demand a hearing and pay the fee required (below) **OR**
- Demand a jury trial and pay the fee required (below). This option is available **only** if amount claimed is more than \$750.

If you fail to do one of the above within 14 DAYS* after you get this notice, the plaintiff may ask the court to enter a judgment against you. The judgment will be for the amount of the claim, plus filing fees and service costs paid by the plaintiff, plus a prevailing party fee. If you are not able to respond in time because you are in active military service of the United States, talk to a legal advisor about the Servicemembers Civil Relief Act.

COURT NAME / ADDRESS / PHONE #

>
> JACKSON COUNTY COURTS
> 100 SOUTH OAKDALE
MEDFORD OR 97501

Defendant's Filing Fees (*must be filled in by the PLAINTIFF*):

- | | |
|--|----------------|
| (1) To demand a hearing if the amount claimed is \$2,500 or less | \$ <u>57.1</u> |
| (2) To demand a hearing if the amount claimed is more than \$2,500 | \$ <u>102</u> |
| (3) To demand a jury trial (only if amount claimed is over \$750) | \$ <u>170</u> |

You can fill out and file your *Response* online at www.courts.oregon.gov/forms. If you have questions about filing procedures, go to www.courts.oregon.gov. Or you may contact the court clerk. The clerk *cannot* give you legal advice about the claim.

***NOTE:** If the plaintiff is an inmate (ORS 30.642) AND the defendant is a government agency or other public body (ORS 30.260), the defendant must respond within **30 days** after receiving this Notice.

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IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

Small Claims Department

Ronald A. Burger

Plaintiff

Case No: 20SC21944
Judge: Small Claims, Judge

DEFENDANT'S RESPONSE

Harbor v. master

Travis Webster

Defendant

➤ I need an interpreter: ☐ Spanish ☐ Russian ☐ other: _____

EACH Defendant must file a separate response (spouses and Registered Domestic Partners may file a joint response)

☐ **PAYMENT OF CLAIM:**

Proof of payment (including fees and costs) to Plaintiff is attached (or proof that the requested property was returned to Plaintiff)

Total Amount Paid: \$ _____ (or) Describe property and method of return:

☐ **DENIAL OF CLAIM**

I deny the plaintiff's claim and demand a ☐ hearing {or} ☐ jury trial*

*The claim must be for more than \$750 (without fees and costs) to request a jury trial

☐ **COUNTERCLAIM:**

I make the following counterclaim* against the plaintiff for \$ _____

*Counterclaims must arise out of the same transaction or event as the plaintiff's claim.

I, Defendant, claim that on or about (date) _____, the above-named plaintiff owed me the amount claimed because _____

_____, and this amount is still due.

If the amount is the value of property that you believe should be given to you, describe the property: _____

Date

Signature

Name (Print)

Street

City/State/ZIP

Phone

IN THE CIRCUIT COURT FOR THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

Ronald A. Burger
Petitioner/Plaintiff,

and
Travis Webster
Respondent/Defendant

Case No. 20SC21944

☐ Petitioner/Plaintiff

☒ Respondent/Defendant

EXHIBIT LIST COVER SHEET

Date of Hearing: December 2, 2020

Exhibit #	Description of Exhibit
101	The alleged conduct occurred in Curry County. The marriage services are being performed at the Port of Brookings Harbor in Curry County. There is no tie to Jackson County except that the plaintiff (Ronald Burger) resides there. I request that this Court dismiss the entire case as this is not the proper venue to hear the matter (ORS 45.560)

☒ Additional Page – "Exhibit List Continued" Attached

CERTIFICATE OF SERVICE

I certify that on (date) 11/30/20 I served a copy of this document and all attachments to (name of party/attorney) Ronald Burger at the following address and/or fax number: _____

5597 Kane Creek Rd, Central Point, OR 97502 by the following methods:

☒ by mailing a full, true and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.

☐ by hand-delivering a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.

Date: 11/30/20

Signature: Travis Webster

Printed Name: Travis Webster

P.O. Box 848, Brookings OR 97415
Contact Address City State, Zip Code

(541) 291-7380
Phone Number

IN THE CIRCUIT COURT FOR THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

Ronald A. Burger)
Petitioner/Plaintiff,)
)
and)
Travis Webster)
Respondent/Defendant)

Case No. 20 SC 21944
☐ Petitioner/Plaintiff
☒ Respondent/Defendant
EXHIBIT LIST COVER SHEET

Date of Hearing: December 2, 2020

Exhibit #	Description of Exhibit
102	The defendant, Travis Webster, is an employee that works for the Port of Brookings Harbor and resides in Curry County.

☐ Additional Page – "Exhibit List Continued" Attached

CERTIFICATE OF SERVICE

I certify that on (date) 11/30/20 I served a copy of this document and all attachments to (name of party/attorney) Ronald Burger at the following address and/or fax number: 5597 Yane Creek Rd, Central point, OR 97502 by the following methods:

- ☒ by mailing a full, true and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.
- ☐ by hand-delivering a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.

Date: 11/30/20

Signature: Travis Webster

Printed Name: Travis Webster

P.O. Box 848 Brookings OR 97415 (541) 291-7380
Contact Address City State, Zip Code Phone Number

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON
SMALL CLAIMS DEPARTMENT

RONALD A. BURGER,
Plaintiff

v.

TRAVIS WEBSTER,
Defendant.

Case No.: 20SC21944

DEFENDANT'S RESPONSE AND
MOTION AND DECLARATION IN
SUPPORT OF MOTION FOR GENERAL
JUDGMENT OF DISMISSAL

DENIAL OF CLAIM: I deny the plaintiff's claim and demand a hearing. Additionally, I request that this court dismiss the entire case as this is not the proper venue to hear the matter (ORS 45.560). The defendant (Travis Webster) works for the Port of Brookings Harbor and resides in Curry County. The alleged conduct occurred in Curry County. The moorage services are being performed at the Port of Brookings Harbor in Curry County. There is no tie to Jackson County except that the plaintiff (Ronald Burger) resides there.

I hereby declare that the above made statements are true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Dated: 11/4/2020



Travis Webster

Port of Brookings Harbor
PO Box 848
16330 Lower Harbor Rd
Brookings, OR 97415
541-469-2218

A copy of this Response and Motion was mailed to Ronald A. Burger at 5597 Kane Creek Rd, Central Point, OR 97502 on 11/4/2020 (date).

INFORMATION ITEM – D

DATE: December 15, 2020
RE: DEQ Tier 1 Report
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff completed another round of stormwater testing on November 13, 2020.
- Test results continue to exceed state benchmarks.
- DEQ Tier 1 Report was completed and archived as required.

DOCUMENTS

- DEQ Tier 1 Report Form, 14 pages



State of Oregon
Department of
Environmental
Quality

Department of Environmental Quality Industrial Stormwater Permits Tier I Report Form

Instructions: Fill out this form if stormwater sampling results show an exceedance of any statewide benchmark(s), sector specific benchmark(s), or reference concentration(s) for impairment pollutants identified in the permit assignment letter. If you need additional space to answer the questions below, please attach additional sheet(s). The form must be filled out within 30 days of receiving analytical results. If no changes to the SWPCP are required or for benchmark exceedances, please retain this form onsite.

Submit Tier I report no later than 60 calendar days after receiving monitoring results for a sample that exceeds an impairment reference concentration.

Date Form Prepared: December 3, 2020

Facility Name: Port of Brookings Harbor

File Number #: 126385

County: Curry County

SIC Code(s): 4493, 2092

Prepared By: Gary Dehlinger

Phone Number: 541-469-2218

E-mail Address: portmanager@portofbrookingsharbor.com

Form is being filled out in response to:

☒ Statewide Benchmark Exceedance (list analyte(s)): Copper, TSS, Zinc, Aluminum and Iron

☐ Sector Specific Benchmark Exceedance (list analytes(s)):

☐ Impairment Pollutant Reference Concentration Exceedance (list analyte(s)):

Date Sampling Occurred: November 13, 2020

Date Lab Results Received: November 20, 2020

Describe the result(s) of the investigation of the elevated pollutant levels:

This was our third stormwater sample taken from this facility. Pollutant levels continued to be above the benchmarks. Lack of developed stormwater control infrastructure such as paved surfaces and proper stormwater drainage could be a major contributor.

Describe the corrective action(s) you will take to address the benchmark exceedence(s):

We are continuing to follow SWPCP of street cleaning, cleaning out catch basins and drainage areas. We are also continuing the maintenance of our sandbags, filter media bags and straw wattles at each of the catch basins to reduce TSS and metal contaminants. We will be changing our our filter media bags with more absorbent media bag that will absorb more metals. The Port has two FEMA disaster projects that will incorporate stormwater control in the areas of the failed tests. The projects are estimated to begin as early as next year and could run several years to complete. We reviewed are latest test results will our Port engineer on 12/2/2020 and recommends the Port to continue our measures as stated above.

Date corrective action(s) completed or expected to be completed: 01/08/2021

Are SWPCP revisions necessary?

☐ Yes

☒ No

If "Yes", please describe revisions below:

Please submit the revised pages of the SWPCP to DEQ or Agent, including a schedule for implementing the control measures.

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates					
		March 18, 2020	April 22, 2020	November 13, 2020			
		103 - Boat Yard	103 - Boat Yard	103 - Boat Yard	103 - Boat Yard	103 - Avg	
Copper	0.0200	0.6200	0.3896	0.8911		0.6336	
Total Oil & Grease	10.0000	5.0000	-	5.7000		3.5667	
Lead	0.0150	0.0146	-	0.0315		0.0154	
Total Suspended Solids	100.0000	72.0000	48.0000	90.0000		70.0000	
Zinc	0.0900	0.2749	0.1543	0.2843		0.2378	
Aluminum	0.7500	4.4023	1.7908	1.4459		2.5463	
Iron	1.0000	5.5112	1.9470	1.5432		3.0005	
		Exceeds limits					

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates					
		March 18, 2020	April 22, 2020	November 13, 2020			
		202 - Hallmark	202 - Hallmark	202 - Hallmark	202 - Hallmark	202 - Avg	
Copper	0.0200	0.0231	0.0181	0.0199		0.0204	
Total Oil & Grease	10.0000	5.7000	6.7000	4.7000		5.7000	
Lead	0.0150	-	-	-		-	
Total Suspended Solids	100.0000	180.0000	50.0000	116.0000		115.3333	
Zinc	0.0900	-	-	-		-	
Aluminum	0.7500	4.5989	1.1588	1.0132		2.2570	
Iron	1.0000	6.2191	1.7739	1.2786		3.0905	
		Exceeds limits					

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates					
		March 18, 2020	April 22, 2020	November 13, 2020			
		203 - Fuel Dock	203 - Fuel Dock	203 - Fuel Dock	203 - Fuel Dock	203 - Avg	
Copper	0.0200	-	-	0.0086		0.0029	
Total Oil & Grease	10.0000	5.3000	5.3000	-		3.5333	
Lead	0.0150	-	-	-		-	
Total Suspended Solids	100.0000	2.0000	-	58.0000		20.0000	
Zinc	0.0900	0.0889	-	-		0.0296	
Aluminum	0.7500	0.0867	0.1263	2.3158		0.8429	
Iron	1.0000	0.2366	0.1099	2.5389		0.9618	
		Exceeds limits					

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates					
		March 18, 2020	April 22, 2020	November 13, 2020			
		302 - Gear Yard	302 - Gear Yard	302 - Gear Yard	302 - Gear Yard	302 - Avg	
Copper	0.0200	0.0146	0.0223	0.0623		0.0331	
Total Oil & Grease	10.0000	-	-	4.3000		1.4333	
Lead	0.0150	-	-	-		-	
Total Suspended Solids	100.0000	116.0000	114.0000	26.0000		85.3333	
Zinc	0.0900	-	-	-		-	
Aluminum	0.7500	3.5545	4.6702	0.4278		2.8842	
Iron	1.0000	17.6491	10.6525	0.9813		9.7610	
		Exceeds limits					

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates					
		March 18, 2020	April 22, 2020	November 13, 2020			
		304 - Receiving Dock	304 - Receiving Dock	304 - Receiving Dock	304 - Receiving Dock	304 - Avg	
Copper	0.0200	0.0476	0.0164	0.0109		0.0250	
Total Oil & Grease	10.0000	-	-	-		-	
Lead	0.0150	-	-	-		-	
Total Suspended Solids	100.0000	100.0000	46.0000	100.0000		82.0000	
Zinc	0.0900	-	-	0.0622		0.0207	
Aluminum	0.7500	2.9820	2.0855	0.2877		1.7851	
Iron	1.0000	4.2399	2.7656	0.4690		2.4915	
		Exceeds limits					

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020		
		305 - Gear Yard	305 - Gear Yard	305 - Gear Yard	305 - Gear Yard	305 - Avg
Copper	0.0200	0.1603	0.0138	0.0579		0.0773
Total Oil & Grease	10.0000	5.7000	5.7000	-		3.8000
Lead	0.0150	-	-	-		-
Total Suspended Solids	100.0000	696.0000	70.0000	366.0000		377.3333
Zinc	0.0900	0.2752	0.0696	0.1330		0.1593
Aluminum	0.7500	50.0548	1.8940	17.7878		23.2455
Iron	1.0000	75.8833	3.0289	24.3926		34.4349
		Exceeds limits				

Sample Information

Sample ID: 22003906	Collectors Name: Travis Webster
Address of Source: 16330 Lower Harbor Road	Sample Point: 103 - Boat Yard
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 103 - Boat Yard			Collection Date: 11/13/20 8:35 AM					
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID Data Flags
Copper	EPA 200.7	0.006	0.8911	mg/L	.020	11/18/20 2:17 pm	JNS	AA
Total Oil & Grease	EPA 1664B	3.0	5.7	mg/L	10	11/19/20 8:33 am	JNS	AC
Lead	SM 3113 B	0.01	0.0315	mg/L	.015	11/18/20 1:08 pm	PVS	AD
Total Suspended Solids	EPA 160.2	1.0	90.00	mg/L	100	11/16/20 1:58 pm	JNS	AE
Zinc	EPA 200.7	0.06	0.2843	mg/L	.09	11/18/20 2:17 pm	JNS	AF
Aluminum	EPA 200.7	0.04	1.4459	mg/L	.75	11/18/20 2:17 pm	JNS	AG
Iron	EPA 200.7	0.03	1.5432	mg/L	1	11/18/20 2:17 pm	JNS	AH

DEFINITIONS AND DATA FLAGS

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

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

Sample Information

Sample ID: 22003907	Collectors Name: Travis Webster
Address of Source: 16330 Lower Harbor Road	Sample Point: 202 - Hallmark Drain
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 202 - Hallmark Drain		Collection Date: 11/13/20 8:47 AM		State Benchmark		EPA Limit		Date Analyzed		Analyst ID		Data Flags
Contaminant	Method	LOQ	RESULTS	Units								
1 Copper	EPA 200.7	0.006	0.0199	mg/L	.620			11/18/20 1:25 pm	JNS	AA		
2 Total Oil & Grease	EPA 1664B	3.0	4.7	mg/L	10			11/19/20 8:33 am	JNS	AC		
3 Lead	SM 3113 B	0.01	ND	mg/L	.015			11/18/20 1:08 pm	PVS	AD		
F Total Suspended Solids	EPA 160.2	1.0	116.00	mg/L	100			11/16/20 1:58 pm	JNS	AE		
P Zinc	EPA 200.7	0.06	ND	mg/L	.09			11/18/20 1:25 pm	JNS	AF		
F Aluminum	EPA 200.7	0.04	1.0132	mg/L	.75			11/18/20 1:25 pm	JNS	AG		
F Iron	EPA 200.7	0.03	1.2786	mg/L	1			11/18/20 1:25 pm	JNS	AH		

DEFINITIONS AND DATA FLAGS

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

White - No EPA Limit

Low Risk
within EPA Limit

Medium Risk

High Risk
Exceeds EPA Limit

Call the Lab to Discuss

Sample Information

Sample ID: 22003909	Collectors Name: Travis Webster
Address of Source: 16330 Lower Harbor Road	Sample Point: 203 - Fuel Dock
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 203 - Fuel Dock		Collection Date: 11/13/20 9:17 AM							
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	0.0086	mg/L	<i>.020</i>	11/18/20 1:30 pm	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	ND	mg/L	<i>10</i>	11/19/20 8:33 am	JNS	AC	
Lead	SM 3113 B	0.01	ND	mg/L	<i>.015</i>	11/18/20 1:08 pm	PVS	AD	
Total Suspended Solids	EPA 160.2	1.0	58.00	mg/L	<i>100</i>	11/16/20 1:58 pm	JNS	AE	
Zinc	EPA 200.7	0.06	ND	mg/L	<i>.09</i>	11/18/20 1:30 pm	JNS	AF	
Aluminum	EPA 200.7	0.04	2.3158	mg/L	<i>.75</i>	11/18/20 1:30 pm	JNS	AG	
Iron	EPA 200.7	0.03	2.5389	mg/L	<i>1</i>	11/18/20 1:30 pm	JNS	AH	

DEFINITIONS AND DATA FLAGS

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

Results Color Key

White - No EPA Limit

Low Risk
within EPA Limit

Medium Risk

High Risk
Exceeds EPA Limit

Call the Lab to Discuss

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Sample Information

Sample ID: 22003910	Collectors Name: Travis Webster
Address of Source: 16330 Lower River Road	Sample Point: 302 - Gear Storage - Barge
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 302 - Gear Storage - Barge		Collection Date: 11/13/20 9:48 AM							
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
F Copper	EPA 200.7	0.006	0.0623	mg/L	.020	11/18/20 1:52 pm	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	4.3	mg/L	10	11/19/20 8:33 am	JNS	AC	
Lead	SM 3113 B	0.01	ND	mg/L	.015	11/18/20 1:08 pm	PVS	AD	
Total Suspended Solids	EPA 160.2	1.0	26.00	mg/L	100	11/16/20 1:58 pm	JNS	AE	
Zinc	EPA 200.7	0.06	ND	mg/L	.09	11/18/20 1:52 pm	JNS	AF	
Aluminum	EPA 200.7	0.04	0.4278	mg/L	.75	11/18/20 1:52 pm	JNS	AG	
Iron	EPA 200.7	0.03	0.9813	mg/L	1	11/18/20 1:52 pm	JNS	AH	

DEFINITIONS AND DATA FLAGS

A Analysis is covered under ORELAP scope of Accreditation AA Analysis is covered under ISO scope of Accreditation C Sample did not meet acceptance criteria H Analysis performed outside method hold time ID Subsample Identifier for each Sample number M Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable	E Estimated Value LOQ Reporting Limit N/A Not Applicable ND None Detected S Sample Outsourced
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Results Color Key	
White - No EPA Limit	
Low Risk within EPA Limit	
Medium Risk	
High Risk Exceeds EPA Limit	
Call the Lab to Discuss	

Sample Information

Sample ID: 22003908	Collectors Name: Travis Webster
Address of Source: 16330 Lower Harbor Road	Sample Point: 304 - Receiving Dock
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 304 - Receiving Dock			Collection Date: 11/13/20 9:25 AM						
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
P Copper	EPA 200.7	0.006	0.0109	mg/L	0.20	11/18/20 1:27 pm	JNS	AA	
P Total Oil & Grease	EPA 1664B	3.0	ND	mg/L	10	11/19/20 8:33 am	JNS	AC	
P Lead	SM 3113 B	0.01	ND	mg/L	0.15	11/18/20 1:08 pm	PVS	AD	
P Total Suspended Solids	EPA 160.2	1.0	100.00	mg/L	160	11/16/20 1:58 pm	JNS	AE	
P Zinc	EPA 200.7	0.06	0.0622	mg/L	0.9	11/18/20 1:27 pm	JNS	AF	
P Aluminum	EPA 200.7	0.04	0.2877	mg/L	0.75	11/18/20 1:27 pm	JNS	AG	
P Iron	EPA 200.7	0.03	0.4690	mg/L	1	11/18/20 1:27 pm	JNS	AH	

DEFINITIONS AND DATA FLAGS

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

White - No EPA Limit

Low Risk
within EPA Limit

Medium Risk

High Risk
Exceeds EPA Limit

Call the Lab to Discuss

Sample Information

Sample ID: 22003911	Collectors Name: Travis Webster
Address of Source: 16330 Lower Harbor Road	Sample Point: 305 - Gear Storage - BC Fish
Project Name: Port of Brookings Harbor	Source: N/A
Received Date: 11/13/2020	Treatment System: None

Results of Chemical Analysis

Sample Notes: 305 - Gear Storage - BC Fish			Collection Date: 11/13/20 9:33 AM						
Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
F Copper	EPA 200.7	0.006	0.0579	mg/L	.020	11/18/20 2:06 pm	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	ND	mg/L	10	11/19/20 8:33 am	JNS	AC	
Lead	SM 3113 B	0.01	ND	mg/L	.015	11/18/20 1:08 pm	PVS	AD	
T Total Suspended Solids	EPA 160.2	1.0	366.00	mg/L	100	11/16/20 1:58 pm	JNS	AE	
Zinc	EPA 200.7	0.06	0.1330	mg/L	.09	11/18/20 2:06 pm	JNS	AF	
Aluminum	EPA 200.7	0.04	17.7878	mg/L	.75	11/18/20 2:06 pm	JNS	AG	
Iron	EPA 200.7	0.03	24.3926	mg/L	1	11/18/20 2:06 pm	JNS	AH	

DEFINITIONS AND DATA FLAGS

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

Results Color Key

White - No EPA Limit

Low Risk
within EPA Limit

Medium Risk

High Risk
Exceeds EPA Limit

Call the Lab to Discuss

INFORMATION ITEM – E

DATE: December 15, 2020
RE: Icehouse Pile and Catwalk Damage
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Fishing vessel Warrior II damaged one of the piles that supports a catwalk and also provides vessels securing point while receiving ice.
- Warrior II insurance company contacted the Port and is currently working to replace the pile and reinstall the catwalk. Insurance company has hired Jack Akin EMC/Engineers to design the replacement pile and try to get this work completed while Legacy is here doing the Port Fuel Dock Project and under the same in-water work permit.

DOCUMENTS

- None