

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Agenda
Harbor Fire / Harbor Water District
Conference Room
98069 W Benham Lane
Harbor OR 97415

Tuesday, February 20, 2018 • 6:00 pm

Agenda

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - a. Special Meeting – Friday, January 5, 2018
 - b. Special Meeting – Tuesday, January 9, 2018 (not available)
 - c. Regular Meeting – Tuesday, January 16, 2018 (not available)
 - d. Special Meeting – Tuesday, January 23, 2018 (not available)
 - e. Special Meeting – Tuesday, January 30, 2018 (not available)
- 4. Agenda Related Public Comments ***
- 5. Financial Review**
- 6. Operational Report**
- 7. Old Business**
 - a. SEP-IRA
 - b. Portside Suites
 - c. Busch
 - d. Harbor Sanitary District
- 8. New Business**
 - a. Budget Officer
 - b. Budget Committee
- 9. Commissioners Report**
- 10. Non-Agenda Related Public Comments ***
- 11. Executive Session ORS 192.660 (2)(h)**
 - h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.
- 12. Adjournment**

* Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.

1. **Call to Order and Roll Call:**

President Christian called the meeting to order at 6:00 pm.

Commissioners Present: Position 1 Secretary Andy Martin, Position 2 Treasurer Roger Thompson, Position 3 Commissioner Roy Davis, Position 4 Vice President Jan Barbas, & Position 5 President Angi Christian.

Staff Present: Port Manager Gary Dehlinger.

2. **Approval of Agenda:**

Treas. Thompson made a motion to approve the agenda as written.

Pres. Christian requested to add in correspondence and a complaint from the Pilot and distribute the information from our attorney regarding this.

Treas. Thompson made an amendment to his motion to include under 8B of New business, a complaint from the pilot and the stuff from our attorney. Seconded by Vice Pres. Barbas. Voting yes: unanimous.

3. **Agenda Related Public Comments:**

No agenda related public comments.

4. **New Business:**

a. **Fuel Dock**

Mr. Dehlinger informed the board of the condition of the fuel dock ramp, that the aluminum ramp was coming apart from the concrete connection, so we removed the aluminum ramp, lowered it down, and reconnected all the lines, and barricaded the ramps so nobody can use it. Mr. Dehlinger also warned the commissioners that this fix is just temporary. Extensive dialogue followed resulting in Vice Pres. Barbas suggesting talking to business Oregon and see if we could get a bridge loan against our 2019 lottery funds and to get an engineer started.

b. **Pilot's Complaint**

Pres. Christian informed the board that she was forwarded a complaint from the pilot that was sent to Mr. Coffee against the board for amending an agenda. and Mr. Coffee responded, and the gentleman thanked him for the response and said that he would not agree with it and would be turning everything over to the pilot's attorney. Wanted the rest of the commission to be made aware that this has happened, and the other thing is Mr. Coffee recited the ORS and the rules, and I agree with Mr. Coffee, we have not done anything, got violated, any public open meeting laws, and SDAO's General council called me this morning and reiterated the same thing that Mr. Coffee did. Vice Pres. Barbas was a little disturbed by Coffey's behavior in the matter of all the board members not getting this information along with Port Manager.

5. Non-Agenda Related Public Comments:

No non-agenda related public comments.

6. Executive Session – pursuant to ORS 192.660(2)(b):

a. Personnel Issues

Board of Commissioners went into executive session at 6:20 PM

Board of Commissioners came out of executive session and back into open session at 7:51 PM

Motion by Commissioner Barbas to approve resolution 488. Commissioner Barbas read proposed resolution. Seconded by Commissioner Thompson. No discussion. Commissioner Davis: No; Commissioner Martin: Yes, Commissioner Barbas: Yes, Commissioner Thompson: Yes, President Christian: Yes. Motion passed 4-1.

Commissioners discussed how to move forward. Commissioner Martin said major current issues are OSMB boat launch dock replacement, FEMA Natural Hazard Mitigation Plan, Fuel dock issue, commercial crab season beginning soon. Commissioner Thompson said the port has the telehandler on order that is financed by Umpqua Bank. Commissioner Martin said the port also has the Righetti property issue. Extensive discussion followed on selecting an interim manager. Commissioner Barbas suggested contacting SDAO on both an interim manager and recruiting a general manager.

Commissioner Martin made a motion to have President Christian contact SDOA to discuss port manager position. Seconded by Commissioner Barbas. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christin: Yes. Motion passed 5-0.

Commissioner Thompson made motion to have President Christian update Oregon IFA. Commissioner Barbas suggested the motion be amended to include contacting port attorney. Commissioner Thompson amended his motion, seconded by Commissioner Barbas. Commissioner Thompson: yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

Commissioner Barbas made motion to allow President Christian to have locks changed at port office and distribute keys and passcodes as she deems necessary. Seconded by Commissioner Thompson. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes. President Christin: Yes. Motion passed 5-0.

Commissioner Barbas made motion for commissioners to meet weekly until an interim manager is in place. Seconded by Commissioner Davis. After discussion Commissioner Barbas amended his motion to hold weekly meetings on Tuesdays at 6 p.m. until an interim manager is in place. Seconded by Commissioner Martin. Commissioner Thompson:

Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes. President Barbas: Yes. Motion passed 5-0.

Commissioner Thompson made motion that President Christian will take possession of the port manager's keys and cell phone. Seconded by Commissioner Barbas. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

Meeting in recess at 8:18 p.m. Meeting back in session at 8:20 p.m.

Commissioner Thompson made motion to have Skyler handled office manager duties and Brent supervise outside function. Commissioner Martin second. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

Commissioner Martin made motion to have Commissioner Thompson serve as the liaison with the outside staff and President Christina serve as liaison with office staff. Seconded by Commissioner Barbas. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

Commissioner Davis made motion for President Christian to contact Kathy Hall regarding temporary interim manager, Seconded by Commissioner Davis. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

Meeting recessed and moved to executive session at 8:42.

Meeting back in open session, 9 p.m.

Commissioner Barbas made motion to allowed President Christian to proceed as discussed in executive session regarding interim manager. Seconded by Commissioner Davis. Commissioner Thompson: Yes, Commissioner Barbas: Yes, Commissioner Davis: Yes, Commissioner Martin: Yes, President Christian: Yes. Motion passed 5-0.

7. Adjournment:

The meeting was adjourned at 9:01 p.m.

Port Commissioner

Port of Brookings Harbor

Weekly Financial Report

DATE: Saturday 2/3/18-2/16/18 TWO WEEK ACTIVITY

Port Office Activity

1. Port employs eight (8) full-time hourly employee. The Port has hired an Interim Manager.
2. Currently, the Port is operating RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week. RV Park and Port offices are closed on weekends.
3. Transfer of \$4659.00 from Debt Service Fund (Travelift) LGIP account to Debt Service Fund (Travelift) Umpqua account for monthly loan payment due 2/22/18.
4. Transfer of \$14,184 (Reimbursement for Trench Drain) from Capital Projects Umpqua Bank to General Fund LGIP. This amount satisfies inter-fund loan from General Fund to Capital Projects.
5. Transfer of \$43,227.00 from General Fund LGIP (Contingency) to Debt Service Fund Umpqua Bank for down payment of 2018 Genie Reach Forklift purchase.

UNRESTRICTED FUNDS, AS OF 2/16/2018.

- \$203,570.92 General Fund
- \$1557.51 Cash on Hand/Petty Cash (RV Park, Fuel Dock and Office Drawers)
- **\$205,128.43 GENERAL FUND, 30-Day reserve amount needed \$181,789 (without depreciation)**

Transferred from GF	Interest & Dividends	Combined Total	Restricted Funds
\$0.00		\$18,962.59	Capital Projects Fund <i>(to keep pace with Deprecation, \$7,533 is needed weekly)</i> FEMA Basin 1 Piling Project – Estimated Port share \$250,000 <i>(postponed to FY 18-19)</i> OSMB Grant – Boarding Dock Replacement – Port share \$60,000 (\$25K Cash)
\$9616.00		\$52,626.41	Debt Service Fund \$62,500 Quarterly (IFA Business Oregon) Week 6 & 7, next payment due March 31, 2018 <i>(\$4807.69 average needed each week to reach payment, currently \$0 short)</i>
\$2502		\$6810.00	Debt Service Fund \$4659 Monthly (Travel Lift Lease) Week 3 & 4, payment due 22 nd of each month – February 22, 2018 <i>(\$1,164.75 average each week to reach payment, currently \$0 short)</i>
\$43,227 (down pmt)		\$0.00	Debt Service Fund \$1465 Monthly (2018 Genie Reach Forklift) Week , payment due 15 th of each month – March 15, 2018 <i>(\$338.01 average each week to reach payment, currently \$0 short)</i>
\$0.00		\$50,689.80	Revenue Bond Fund \$143,132 Year (\$13,012 must remain in fund) USDA Loan - \$130,120, payment due Nov 5, 2018 – Week 10 <i>(\$2502.30 average each week to reach payment, currently \$0 short)</i>
		\$11,025.30	Reserve Fund (Approx. Total Deprecation to date \$2196.03. Yearly amount \$391,741)
\$140,114.10			RESTRICTED FUNDS, AS OF 2/16/18. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820

- **ACCOUNTS RECEIVABLE**, as of 1/26/2018

1-30 days/	43,009.30	31-60 days/	18,842.06	61-90 days/	608.57	90+ days/	13,598.06
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- **ACCOUNTS PAYABLE**, as of 1/12/2018

1-30 days/	10,591.92	31-60 days/	0	61-90 days/	0	90+ days/	16,000
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- \$375,000 6- Missed Quarterly IFA Payments, from March 2011 Tsunami damage
- \$ 44,419 Extra payments paid to date- *with recent sale of FEMA Pipe, the Port will be submitting payment*
- \$330,581 Remaining amount *(Approximately)*

Port of Brookings Harbor
General Funds (Check Register)

Accrual Basis

January 1, 2018 - January 31, 2018

Type	Date	Num	Name	Memo	Amount
1001 - CASH & CASH EQUIVALENTS					
1002 - General Funds Ckg Umpqua 3634					
Bill Pmt -Check	01/19/2018		Audit Adjustment	QuickBooks generated zero amount transaction for bill payment stub	20,000.00
Transfer	01/24/2018			Funds Transfer LGIP General Fund to Umpqua General Fund	923.24
Bill Pmt -Check	01/25/2018			Funds Transfer USCG Jan Lease Pmt	-49.40
Check	01/02/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 1/30/2018 Special Mtg	-314.09
Check	01/02/2018	DEBIT	Elavon	DECEMBER 2017 MERCHANT SERVICE FEE ACCT#316	-23.23
Check	01/02/2018	DEBIT	Elavon	DECEMBER 2017 Merchant Service Fee - acct#873 Veniek	-349.87
Check	01/02/2018	DEBIT	Elavon	DECEMBER 2017 MERCHANT SERVICE FEE ACCT#902	-38.94
Bill Pmt -Check	01/09/2018	DEBIT	Oregon Lodging Tax	DECEMBER 2017 MERCHANT SERVICE FEE ACCT#951	-1,252.95
Bill Pmt -Check	01/09/2018	DEBIT	Parker Corporation LP	BIN: 0294055-3	-25.74
Check	01/22/2018	DEBIT	ADP	TRANSCRIPT for 1/5/2018 Special Mtg	-113.35
Bill Pmt -Check	01/19/2018	DEBIT	Parker Corporation LP	Advice of Debt #506147869 PAYROLL 01/03/2018	-23.81
Check	01/19/2018	DEBIT	ADP	TRANSCRIPT for 12/29/17 Special Mtg	-97.25
Check	01/24/2018	DEBIT	ADP	Advice of Debt #507323171 Period Ending Date: 12/31/2017	-124.80
Bill Pmt -Check	01/18/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 1/9/2018 Special Mtg	-54.93
Bill Pmt -Check	01/18/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 1/16/2018 Special Mtg	-125.61
Check	01/26/2018	DEBIT	ADP	Advice of Debt #507547926 PAYROLL 1/17/18	-115.36
Bill Pmt -Check	01/25/2018	DEBIT	Parker Corporation LP	TRANSCRIPT for 1/23/2018 Special Mtg	-122.15
General Journal	01/03/2018	PAY 1/3		Rec 1/3/2018 payroll- INCLUDES US BANK SEP IRA PMT CHECK \$1498.45	-13,098.74
General Journal	01/03/2018	TAX 1/3		Rec 1/3/2018 payroll Taxes	-4,891.20
General Journal	01/04/2018	IFA 1/4		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	01/04/2018	LIFT 1/4		To transfer to Debt Service funds for JAN 2018 Travelift payment	-1,165.00
General Journal	01/04/2018	USDA 1/4		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,503.00
General Journal	01/08/2018	PAY 1/8		REC 1/8/18 Gary Dehlinger Final Salary Pay and Unused PTO	-3,690.09
General Journal	01/11/2018	IFA 1/11		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	01/11/2018	LIFT 1/11		To transfer to Debt Service funds for JAN 2018 Travelift payment	-1,165.00
General Journal	01/11/2018	USDA 1/11		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	01/18/2018	PAY 1/17		Rec 1/17/2018 payroll- INCLUDES US BANK SEP IRA PMT CHECK \$1498.45	-14,057.52
General Journal	01/17/2018	TAX 1/17		Rec 1/17/2018 payroll Taxes	-5,290.66
General Journal	01/18/2018	DEBT 1/18		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	01/18/2018	DEBT 1/18		To transfer to Debt Service Fund LGIP for Feb 2018 Travelift Pmt	-1,165.00
General Journal	01/08/2018	TAX 1/18		REC 1/8/18 Payroll TAXES	-2,566.70
General Journal	01/18/2018	USDA 1/18		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	01/24/2018	DEBT 1/24		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	-4,807.00
General Journal	01/24/2018	DEBT 1/24		To transfer to Debt Service Fund LGIP for Feb 2018 Travelift Pmt	-1,165.00
General Journal	01/24/2018	USDA 1/24		To transfer to USDA Revenue Bond - savings for November 2018 pmt	-2,502.00
General Journal	01/31/2018	PAY 1/31		Rec 1/31/2018 payroll-INCLUDES US BANK SEP IRA PMT CHECK \$1658.53	-14,897.39
General Journal	01/31/2018	TAX 1/31		Rec 1/31/2018 payroll Taxes	-5,276.31
Bill Pmt -Check	01/04/2018	8479	Kerr's Ace Hardware Inc	Customer#56	-1,008.20
Bill Pmt -Check	01/04/2018	8480	BI-MART	Account #931481	-58.95
Bill Pmt -Check	01/04/2018	8481	Coos-Curry Electric Cooperative....	ACCT # 67601	-7,697.36
Bill Pmt -Check	01/04/2018	8482	Fastenal Industrial Supplies	Customer No. ORBRK0013	-856.86
Bill Pmt -Check	01/04/2018	8483	Gowman Electric, Inc.	Replaced plug at Basin 2 Q-1	-80.00
Bill Pmt -Check	01/04/2018	8484	Granger	ACCT# 822663001	-106.58
Bill Pmt -Check	01/04/2018	8485	Harbor Sanitary District	DEC 2017 Sanitary Bill	-2,073.55
Bill Pmt -Check	01/04/2018	8486	Oregon Gov Ethics	0GE0001059 000	-475.12
Bill Pmt -Check	01/04/2018	8487	Oregon Secretary of State	Filing Fee Fiscal Year ending June 30, 2017	-250.00
Check	01/08/2018	8488	US Bank Sep- IRA	Employer SEP Contributions Payroll 1/8/18- Gary Dehlinger	-560.29
Bill Pmt -Check	01/11/2018	8489	Curry Transfer & Recycling	Account #2040-2434-001	-10,980.70

Port of Brookings Harbor
General Funds (Check Register)

January 1, 2018 - January 31, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/11/2018	8490	Ferguson Enterprises, Inc.	Customer #1120898	-2,986.86
Bill Pmt -Check	01/11/2018	8491	Harbor Water District P.U.D.	11/21-12/20 SERVICE/WATER BILL	-904.34
Bill Pmt -Check	01/11/2018	8492	Roto Rooter	2940-522445-001	-200.00
Bill Pmt -Check	01/11/2018	8493	South Coast Knight Security	Patrol for JANUARY 2018	-1,045.00
Bill Pmt -Check	01/11/2018	8494	Spec Dist Assoc of OR- Prop & ...	Policy#31P16414-203 Customer ID: 01-16414	-31.00
Bill Pmt -Check	01/11/2018	8495	West Marine Pro	3 DOCK BOX-POLY TRIANGLE (dock boxes-inventory)	-1,034.69
Bill Pmt -Check	01/11/2018	8496	Xerox Capital Services, LLC	January Statement	-969.29
Bill Pmt -Check	01/19/2018	8497	Anchor Lock & Key	Port Office new locks & keys	-205.00
Bill Pmt -Check	01/19/2018	8498	Carson	CUSTOMER # 76-0011262	-9,697.19
Bill Pmt -Check	01/19/2018	8499	Colvin Oil Co.	Repair/Replace Gas Nozzle	-45.00
Bill Pmt -Check	01/19/2018	8500	Eureka Oxygen Co.	DECEMBER 2017 Monthly Cylinder Rental	-152.87
Bill Pmt -Check	01/19/2018	8501	Gowman Electric, Inc.	Electrical Repair on pedestal Q Dock	-562.50
Bill Pmt -Check	01/19/2018	8502	Peterson Cat Rental Store	Account#4799830	-5,199.48
Bill Pmt -Check	01/19/2018	8503	Quill Corporation	ACCT#1932158	-712.77
Bill Pmt -Check	01/19/2018	8504	Spec Dist Assoc of OR- Healthc...	Customer #: 03-0016414	-5,990.55
Bill Pmt -Check	01/19/2018	8505	Stebbins Coffey & Collins	LEGAL ASSISTANCE DECEMBER 2017	-6,689.77
Bill Pmt -Check	01/19/2018	8506	Western Communications	ACCT# 816180	-538.13
Bill Pmt -Check	01/24/2018	8507	Bullet Rental	Landscape Loader rented to smooth roads around Marina	-1,540.00
Bill Pmt -Check	01/24/2018	8508	Colvin Oil Co.	Repair/Replace Gas Nozzle	-30.00
Bill Pmt -Check	01/24/2018	8509	Curry Equipment	January Statement	-189.95
Bill Pmt -Check	01/24/2018	8510	Del-Cur Supply Co-op	January Statement	-87.80
Bill Pmt -Check	01/24/2018	8511	Fastenal Industrial Supplies	Customer No. ORBRK0013	-15.39
Bill Pmt -Check	01/24/2018	8512	Gold Beach Lumber Yard, Inc.	Account #776	-302.74
Bill Pmt -Check	01/24/2018	8513	Granger	ACCT# 822663001	-162.53
Bill Pmt -Check	01/24/2018	8514	Lease Finance Partners	LEASE#00040031070	-602.00
Bill Pmt -Check	01/24/2018	8515	Suburban Propane	PROPANE for RV Park delivery 12/29/17	-177.48
Total 1002 · General Funds Ckg Umpqua 3634					-143,793.79
1001 · CASH & CASH EQUIVALENTS - Other					
Total 1001 · CASH & CASH EQUIVALENTS - Other					
Total 1001 · CASH & CASH EQUIVALENTS					-143,793.79
1020 - RESTRICTED - CASH/EQUIVALENTS					
1022 · USDA BOND Umpqua MM 9529					
Total 1022 · USDA BOND Umpqua MM 9529					
1024 · Capital Projects Umpqua 8018					
Transfer	01/11/2018			Funds Transfer from LGIP Capt Proj to Umpqua Capt Proj to pay bills	5,275.97
Bill Pmt -Check	01/04/2018	158	Kerr's Ace Hardware Inc	Funds Transfer USCG Jan Lease Pmt	-923.24
Bill Pmt -Check	01/04/2018	159	BI-MART	Customer#56	-86.54
Bill Pmt -Check	01/04/2018	160	Colvin Oil Co.	Account #931481	-93.96
Bill Pmt -Check	01/11/2018	161	Curry Transfer & Recycling	55 GAL DRUMS & FLOATS for Piling Removal Basin 1	-129.99
Bill Pmt -Check	01/11/2018	162	Daily Journal of Commerce Inc.	Account #2040-2434-001	-2,248.36
Bill Pmt -Check	01/11/2018	163	Fastenal Industrial Supplies	Legal Notice - Invitation to Bid - OSMB Boarding Docks FG #1587	-273.70
Bill Pmt -Check	01/11/2018	164	John Kellum/John's Portable Wel...	Customer No. ORBRK0013	-5.62
Bill Pmt -Check	01/11/2018	165	Pump Pipe & Tank Services, LLC	Fabricate temporary fuel dock ramp w/hinge	-1,087.50
Bill Pmt -Check	01/11/2018	165	Pump Pipe & Tank Services, LLC	Drain Fuel Lines to allow work to be done	-1,750.30
Total 1024 · Capital Projects Umpqua 8018					-1,323.24
1028 · Debt Service Umpqua MM 8627					

Port of Brookings Harbor
General Funds (Check Register)

January 1, 2018 - January 31, 2018

Accrual Basis

Type	Date	Num	Name	Memo	Amount
IFA LOAN SAVINGS					
General Journal	01/17/2018	DEBT 1/17		To transfer to Debt Service funds for 1ST QTR IFA 2018 Pmt	2,181.97
Total IFA LOAN SAVINGS					
TRAVEL LIFT					
Check	01/22/2018	DEBIT		Customer #107104 Loan#110561 Pmt #15	-4,659.00
General Journal	01/17/2018	DEBT 1/17		To transfer to Umpqua Bank Debt Service for Jan Travelift Pmt	2,471.00
Total TRAVEL LIFT					
1028 - Debt Service Umpqua MM 8627 - Other					
Total 1028 - Debt Service Umpqua MM 8627 - Other					
Total 1028 - Debt Service Umpqua MM 8627					
Total 1020 - RESTRICTED - CASH/EQUIVALENTS					
TOTAL					
					-6.03
					-1,329.27
					-146,123.06

Port of Brookings Harbor
Balance Sheet
As of January 31, 2018

Jan 31, 18

ASSETS

Current Assets

Checking/Savings

1001 · CASH & CASH EQUIVALENTS

1002 · General Funds Ckg Umpqua 3634 31,625.84

1005 · General Fund LGIP 6017 170,930.67

Total 1001 · CASH & CASH EQUIVALENTS 202,556.51

1006 · Cash on Hand/Petty Cash

1008 · Office/Financial Assistant 337.51

1010 · Fuel Dock Cash Drawer 400.00

1012 · RV Park Cash Drawer 620.00

1014 · Office/Reception Cash Drawer 200.00

Total 1006 · Cash on Hand/Petty Cash 1,557.51

1020 · RESTRICTED - CASH/EQUIVALENTS

1022 · USDA BOND Umpqua MM 9529 2,502.38

1024 · Capital Projects Umpqua 8018 3,000.00

1028 · Debt Service Umpqua MM 8627

IFA LOAN SAVINGS 2,500.37

Total 1028 · Debt Service Umpqua MM 8627 2,500.37

1030 · Oregon State Treasury LGIP

1032 · USDA Bond Fund LGIP 6021 40,680.42

1034 · Capital Projects Fund LGIP 6019 19,082.59

1036 · Reserve Fund LGIP 6018 11,025.30

1038 · Debt Service Fund LGIP 6020

IFA LOAN 35,703.04

TRAVELIFT 3,495.00

Total 1038 · Debt Service Fund LGIP 6020 39,198.04

Total 1030 · Oregon State Treasury LGIP 109,986.35

Total 1020 · RESTRICTED - CASH/EQUIVALENTS 117,989.10

Total Checking/Savings 322,103.12

Accounts Receivable

1200 · Accounts Receivable Account 32,923.03

Total Accounts Receivable 32,923.03

Other Current Assets

1210 · A/R-Auditor Adjustment Account 32,891.00

1305 · FUEL Inventory 24,801.63

1310 · Prepaid Insurance 8,230.00

1320 · Due from Other Port Funds

1322 · Due from Capital Projects Fund 76,090.25

Total 1320 · Due from Other Port Funds 76,090.25

1330 · Trans out to Other Port Funds

1334 · Trans out to Capital Proj Fund 36,934.46

1336 · Trans out to Reserve Fund 11,000.00

1338 · Trans out to USDA Bond Fund 113,117.60

Port of Brookings Harbor
Balance Sheet
As of January 31, 2018

	Jan 31, 18
1340 · Trans out to Debt Service Fund	187,720.36
Total 1330 · Trans out to Other Port Funds	348,772.42
1400 · RECEIVABLES	
1402 · Tax Appropriations Receivable	22,893.00
1405 · Grants Receivables	
1408 · Dock Renovation L16010	1,562,157.00
Total 1405 · Grants Receivables	1,562,157.00
Total 1400 · RECEIVABLES	1,585,050.00
1499 · Undeposited Funds	2,645.00
Total Other Current Assets	2,078,480.30
Total Current Assets	2,433,506.45
Fixed Assets	
1600 · Fixed Asset	
1605 · Construction in Progress	1,537,645.75
1610 · Land	2,537,448.00
1615 · Idle & Impaired Assets	557,163.00
1620 · Buildings & Docks	14,504,923.68
1630 · Equipment	
1632 · 50 BFMII Travellift Mobile Boat	343,750.00
1635 · Ford F250 Truck	25,701.50
1630 · Equipment - Other	190,982.00
Total 1630 · Equipment	560,433.50
Total 1600 · Fixed Asset	19,697,613.93
1690 · Allowance for depreciation	-5,123,949.00
Total Fixed Assets	14,573,664.93
TOTAL ASSETS	17,007,171.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	20,765.99
2002 · Capital Projects Accts Payable	19,120.00
Total Accounts Payable	39,885.99
Credit Cards	
2008 · RCU VISA ACCT	1,103.19
Total Credit Cards	1,103.19
Other Current Liabilities	
2012 · ACCRUED BENEFITS	22,830.55
2013 · Accrued Int Payable-Restricted	81,705.00
2015 · DEFERRED REVENUE	44,555.00
2020 · Security Deposits C/R	10,586.53
2022 · Key Deposit	620.00
2026 · Deposits Payable	1,000.00
2100 · Payroll Liabilities	

Port of Brookings Harbor
Balance Sheet
As of January 31, 2018

	Jan 31, 18
Employee Benefits	
2114 · Dental Insurance/Dependents	38.32
2116 · Medical Ins./Dependents	500.98
Total Employee Benefits	539.30
Total 2100 · Payroll Liabilities	539.30
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	76,090.25
Total 2120 · Due to Other Port Funds	76,090.25
2130 · Trans in to Other Port Funds	
2134 · Trans in to Capital Proj Fund	36,934.46
2136 · Trans in to Reserve Fund	11,000.00
2138 · Trans in to USDA Bond Fund	113,117.60
2140 · Trans in to Debt Service Fund	187,720.36
Total 2130 · Trans in to Other Port Funds	348,772.42
2150 · Current Portion of LT Debt	377,043.00
Total Other Current Liabilities	963,742.05
Total Current Liabilities	1,004,731.23
Long Term Liabilities	
2200 · Notes Payable	
Revenue Bonds Payable	
2280 · USDA #97-02	1,222,071.87
Total Revenue Bonds Payable	1,222,071.87
2205 · 50 BFMII Travelift Mobile Boat	275,174.00
2235 · Land Purchase-Kyle Aubin	16,416.00
2250 · OEDD/Restructure Prin Pmts	
IFA/OBDD LOANS	
2256 · IFA/OBDD #520139/Boardwalk	83,455.96
2257 · IFA/OBDD #525172/RV Park Improv	143,678.66
2258 · IFA/OBDD #525176/Green Bldg	319,277.12
2259 · IFA/OBDD #525181/EurekaFishery	211,300.68
Total IFA/OBDD LOANS	757,712.42
IFA/SPWF LOANS	
2261 · IFA/SPWF L02009/Cold Storage	858,818.36
2263 · IFA/SPWF L96003/RV Park Beach	85,579.47
2264 · IFA/SPWF L98004/Dock Improv	239,487.65
2265 · L02001/Marine Fueling Dock	215,780.00
2266 · X03004/Eureka Fishery Invoice	229,562.57
2267 · L16010/Comm Rec Dock Reno	1,520,579.00
Total IFA/SPWF LOANS	3,149,807.05
Total 2250 · OEDD/Restructure Prin Pmts	3,907,519.47
Total 2200 · Notes Payable	5,421,181.34
2207 · Accrued interest payable	2,730,127.00
2290 · Less current portion	-377,043.00
Total Long Term Liabilities	7,774,265.34

Port of Brookings Harbor
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
Total Liabilities	8,778,996.57
Equity	
2900 - Port Equity Account	7,877,634.61
Net Income	<u>350,540.20</u>
Total Equity	8,228,174.81
TOTAL LIABILITIES & EQUITY	<u><u>17,007,171.38</u></u>

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · MARINA/ADMINISTRATION	313,250.57	731,532.00	42.8%
4200 · COMMERCIAL RETAIL	290,856.49	559,042.00	52.0%
4400 · RV PARK	343,321.65	545,395.00	62.9%
4500 · FUEL SALES	197,053.46	564,761.00	34.9%
4550 · SPECIAL EVENT			
4600 · BOATYARD	61,088.10	222,240.00	27.5%
4700 · ICE HOUSE			
4800 · COLD STORAGE			
4900 · PROPERTY GROUND USE	28,932.25	12,100.00	239.1%
Total Income	1,234,502.52	2,635,070.00	46.8%
Gross Profit	1,234,502.52	2,635,070.00	46.8%
Expense			
5000 · PERSONNEL SERVICES/PAYR...			
5010 · WAGES & SALARIES	223,615.71	452,006.00	49.5%
5060 · EMPLOYEE COSTS & BENEFITS	131,846.99	144,250.00	91.4%
5540 · MINI-MART (Cost of Goods)			
6000 · MATERIALS & SERVICES			
6001 · ADVERTISING & NOTIFICATIONS	7,480.71	6,549.00	114.2%
6100 · REPAIRS & MAINTENANCE	130,097.88	241,072.00	54.0%
6150 · FUEL purchased for resale	158,905.44	440,400.00	36.1%
6200 · UTILITIES	169,105.08	316,389.00	53.4%
6300 · OFFICE EXPENSE	27,936.75	53,806.00	51.9%
6350 · BANK SERVICE & FINANCE FEES	14,725.21	28,505.00	51.7%
6400 · TRAVEL & ENTERTAINMENT	50.00	2,340.00	2.1%
6500 · PERMITS, LICENSES, TAXES & ...	11,684.25	20,208.00	57.8%
6550 · SPECIAL EVENTS			
6585 · HARBOR RFPD SERVICE	15,000.00	15,000.00	100.0%
6600 · BAD DEBT	8,860.84	5,507.00	160.9%
6800 · INSURANCE; PROP & CAS, BO...	49,866.90	96,852.00	51.5%
6900 · PROFESSIONAL FEES	56,074.56	63,272.00	88.6%
Total Expense	1,005,250.32	1,886,156.00	53.3%
Net Ordinary Income	229,252.20	748,914.00	30.6%
Other Income/Expense			
Other Income			
7000 · PROPERTY TAX	214,715.31	205,000.00	104.7%
7100 · INTEREST & DIVIDENDS INCOME	734.22		
7110 · MISC INCOME	20,459.65		100.0%

Port of Brookings Harbor
Profit & Loss Budget Performance
July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>% of Budget</u>
7170 · Sale of Assets	34,236.40		
7200 · GRANT REVENUES	4,785.00	1,880,213.00	0.3%
7300 · FEMA REVENUE		819,761.00	
7400 · Dredging/Income			
Total Other Income	274,930.58	2,904,974.00	9.5%
Other Expense			
8055 · CAPITAL PROJECTS/REPAIRS	32,433.82	65,000.00	49.9%
8100 · FEMA EXPENSES	6,786.34	1,000,000.00	0.7%
8200 · GRANT EXPENSES	39,737.64	529,785.00	7.5%
8400 · DEBT SERVICE FUND	10,294.69	17,237.00	59.7%
8600 · USDA REVENUE BOND	64,390.09	64,372.00	100.0%
Total Other Expense	153,642.58	1,676,394.00	9.2%
Net Other Income	121,288.00	1,228,580.00	9.9%
Net Income	350,540.20	1,977,494.00	17.7%

Port of Brookings Harbor
Port Profit & Loss
 January 2018

	<u>Jan 18</u>
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	203.69
4125 · Administrative Fees	25.00
4130 · Boat Launch	885.00
4135 · Storage	3,972.12
4300 · MOORAGE	
4310 · Commercial Slip Rent	18,183.90
4320 · Recreational Slip Rent	13,168.64
4325 · Transient	552.20
4330 · Liveaboard	
4340 · Moorage Electric	5,483.72
Total 4300 · MOORAGE	<u>37,388.46</u>
Total 4100 · MARINA/ADMINISTRATION	<u>42,474.27</u>
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,936.59
4211 · CR/ Electric	68.07
4212 · CR/ Water	90.00
4214 · CR/ Sewer	32.08
4222 · CPI-U	149.26
Total 4200 · COMMERCIAL RETAIL	<u>41,276.00</u>
4400 · RV PARK	
4410 · Space Rental	22,809.00
4450 · Wood Sales	140.00
4470 · Misc Purchases & Sales	150.00
Total 4400 · RV PARK	<u>23,099.00</u>
4500 · FUEL SALES	15,354.09
4600 · BOATYARD	
4630 · Other Services & Sales	553.60
4635 · Travel Lift Haul Out	594.00
4655 · Yard Days	1,438.00
Total 4600 · BOATYARD	<u>2,585.60</u>
4900 · PROPERTY GROUND USE	
4920 · Labor	50.00
Total 4900 · PROPERTY GROUND USE	<u>50.00</u>
Total Income	<u>124,838.96</u>
Gross Profit	<u>124,838.96</u>
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5014 · Salary/Port Manager	1,211.62
5016 · Wages/Port Office	19,419.44
5018 · Wages/RV Park	2,807.09

Port of Brookings Harbor
Port Profit & Loss
January 2018

	<u>Jan 18</u>
Total 5012 · OFFICE STAFF	23,438.15
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	6,823.24
5022 · Wages/Comm Retail	498.71
5023 · Wages/Fuel Dock	391.13
5025 · Wages/Marina	4,928.49
5026 · Wages/RV Park	1,630.45
5028 · Wages/Capital Projects	1,475.52
Total 5020 · OPERATIONS STAFF	<u>15,747.54</u>
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	187.32
5046 · Overtime/RV Park Office	5.12
Total 5042 · OFFICE/OVERTIME	<u>192.44</u>
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	1,172.58
5055 · Overtime/Marina	456.18
5057 · Overtime/Capital Projects	113.79
Total 5050 · OPERATIONS/OVERTIME	<u>1,742.55</u>
Total 5040 · OVERTIME	<u>1,934.99</u>
Total 5010 · WAGES & SALARIES	41,120.68
5060 · EMPLOYEE COSTS & BENEFITS	
5062 · Disability Bank	425.25
5064 · Paid Holidays	3,752.10
5066 · Non Tax Mileage Reimbursement	151.13
5068 · Paid Time Off	7,740.43
5070 · Payroll Taxes	6,187.56
5074 · Personal Vehicle Allowance	484.73
5076 · Health Care and Dental	5,451.25
5090 · SEP Retirement	
5092 · Port Manager	950.25
5094 · Office	1,617.63
5096 · Operations	2,147.80
5090 · SEP Retirement - Other	560.29
Total 5090 · SEP Retirement	<u>5,275.97</u>
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>29,468.42</u>
6001 · ADVERTISING & NOTIFICATIONS	
6004 · Legal Notices	273.70
6001 · ADVERTISING & NOTIFICATIONS - Other	540.00
Total 6001 · ADVERTISING & NOTIFICATIONS	<u>813.70</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	2,250.90
6115 · Services & Supplies	9,647.90
6135 · Security Contract	2,225.00

Port of Brookings Harbor
Port Profit & Loss
January 2018

	<u>Jan 18</u>
Total 6100 · REPAIRS & MAINTENANCE	14,123.80
6150 · FUEL purchased for resale	12,846.11
6200 · UTILITIES	
6210 · Telecommunications	698.65
6220 · Electric	8,693.22
6230 · Water	904.34
6240 · Sanitary	2,073.55
6250 · Waste Management	11,180.70
6260 · Cable TV	456.99
Total 6200 · UTILITIES	<u>24,007.45</u>
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	1.40
6320 · Leased Equipment(incl'g copier)	1,571.29
6330 · Dues, Subs & Pubs	45.00
6345 · Postage	16.29
Total 6300 · OFFICE EXPENSE	<u>1,633.98</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	731.83
6360 · Bank Service Charge/Fees	0.35
Total 6350 · BANK SERVICE & FINANCE FEES	<u>732.18</u>
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	26.48
6525 · Lodging Taxes	1,252.95
Total 6500 · PERMITS, LICENSES, TAXES & MISC	<u>1,279.43</u>
6600 · BAD DEBT	7,943.11
6800 · INSURANCE; PROP & CAS, BOND	31.00
6900 · PROFESSIONAL FEES	
6920 · Audit	477.15
6935 · Legal	6,689.77
6945 · IT Support/Services	149.00
6955 · Payroll Administration Fee	450.76
Total 6900 · PROFESSIONAL FEES	<u>7,766.68</u>
Total Expense	<u>141,766.54</u>
Net Ordinary Income	-16,927.58
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	833.18
7020 · Current Tax Levy	6,987.19
Total 7000 · PROPERTY TAX	<u>7,820.37</u>
7100 · INTEREST & DIVIDENDS INCOME	419.04
7110 · MISC INCOME	
7120 · Restitution & Settlements	83.07
7160 · REFUNDS	297.00
	<u>297.00</u>

Port of Brookings Harbor
Port Profit & Loss
January 2018

	<u>Jan 18</u>
Total 7110 · MISC INCOME	380.07
7170 · Sale of Assets	610.00
Total Other Income	9,229.48
Other Expense	
8100 · FEMA EXPENSES	
8125 · FEMA/OEM Fuel Ramp Repairs	1,087.50
8128 · FEMA/Basin 2 Slopes	3,120.00
Total 8100 · FEMA EXPENSES	4,207.50
8200 · GRANT EXPENSES	
8210 · Parking Improvement Grant #1481	2,248.36
Total 8200 · GRANT EXPENSES	2,248.36
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8443 · 50 BFMII Travellift Interest	1,311.65
Total 8430 · Paid Interest	1,311.65
Total 8400 · DEBT SERVICE FUND	1,311.65
Total Other Expense	7,767.51
Net Other Income	1,461.97
Net Income	-15,465.61

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
January 2018

	Jan 18	Jan 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · MARINA/ADMINISTRATION				
4110 · Returned Check Charges		35.00	-35.00	-100.0%
4120 · Finance Charges/Income	203.69	-397.72	601.41	151.21%
4125 · Administrative Fees	25.00		25.00	100.0%
4130 · Boat Launch	885.00	2,385.00	-1,500.00	-62.89%
4135 · Storage	3,972.12	8,454.41	-4,482.29	-53.02%
4300 · MOORAGE				
4310 · Commercial Slip Rent	18,183.90	22,490.00	-4,306.10	-19.15%
4320 · Recreational Slip Rent	13,168.64	14,546.85	-1,378.21	-9.47%
4325 · Transient	552.20	4,939.00	-4,386.80	-88.82%
4330 · Liveaboard				
4335 · Dock Box		186.00	-186.00	-100.0%
4340 · Moorage Electric	5,483.72	5,109.64	374.08	7.32%
Total 4300 · MOORAGE	37,388.46	47,271.49	-9,883.03	-20.91%
Total 4100 · MARINA/ADMINISTRATION	42,474.27	57,748.18	-15,273.91	-26.45%
4200 · COMMERCIAL RETAIL				
4210 · Commercial Retail Lease	40,936.59	33,070.39	7,866.20	23.79%
4211 · CR/ Electric	68.07		68.07	100.0%
4212 · CR/ Water	90.00	31.00	59.00	190.32%
4214 · CR/ Sewer	32.08	562.70	-530.62	-94.3%
4215 · Property Tax		2,971.04	-2,971.04	-100.0%
4222 · CPI-U	149.26		149.26	100.0%
Total 4200 · COMMERCIAL RETAIL	41,276.00	36,635.13	4,640.87	12.67%
4400 · RV PARK				
4410 · Space Rental	22,809.00	16,054.50	6,754.50	42.07%
4430 · Mini Mart		1.50	-1.50	-100.0%
4440 · Laundry & Showers		232.50	-232.50	-100.0%
4450 · Wood Sales	140.00		140.00	100.0%
4470 · Misc Purchases & Sales	150.00		150.00	100.0%
Total 4400 · RV PARK	23,099.00	16,288.50	6,810.50	41.81%
4500 · FUEL SALES	15,354.09	38,968.41	-23,614.32	-60.6%
4600 · BOATYARD				
4630 · Other Services & Sales	553.60	600.00	-46.40	-7.73%
4635 · Travel Lift Haul Out	594.00		594.00	100.0%
4655 · Yard Days	1,438.00	-2,193.84	3,631.84	165.55%
Total 4600 · BOATYARD	2,585.60	-1,593.84	4,179.44	262.23%
4700 · ICE HOUSE		1,080.00	-1,080.00	-100.0%
4800 · COLD STORAGE		36.09	-36.09	-100.0%
4900 · PROPERTY GROUND USE				
4910 · Grounds Use Fee		2,700.00	-2,700.00	-100.0%
4920 · Labor	50.00		50.00	100.0%
Total 4900 · PROPERTY GROUND USE	50.00	2,700.00	-2,650.00	-98.15%

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
January 2018

	Jan 18	Jan 17	\$ Change	% Change
Total Income	124,838.96	151,862.47	-27,023.51	-17.8%
Gross Profit	124,838.96	151,862.47	-27,023.51	-17.8%
Expense				
5010 · WAGES & SALARIES				
5012 · OFFICE STAFF				
5014 · Salary/Port Manager	1,211.62	5,769.60	-4,557.98	-79.0%
5016 · Wages/Port Office	19,419.44	5,934.00	13,485.44	227.26%
5018 · Wages/RV Park	2,807.09	2,228.00	579.09	25.99%
Total 5012 · OFFICE STAFF	23,438.15	13,931.60	9,506.55	68.24%
5020 · OPERATIONS STAFF				
5021 · Wages/Boatyard	6,823.24	8,120.32	-1,297.08	-15.97%
5022 · Wages/Comm Retail	498.71		498.71	100.0%
5023 · Wages/Fuel Dock	391.13		391.13	100.0%
5025 · Wages/Marina	4,928.49		4,928.49	100.0%
5026 · Wages/RV Park	1,630.45		1,630.45	100.0%
5028 · Wages/Capital Projects	1,475.52		1,475.52	100.0%
Total 5020 · OPERATIONS STAFF	15,747.54	8,120.32	7,627.22	93.93%
5040 · OVERTIME				
5042 · OFFICE/OVERTIME				
5044 · Overtime/Port Office	187.32		187.32	100.0%
5046 · Overtime/RV Park Office	5.12		5.12	100.0%
5042 · OFFICE/OVERTIME - Other		453.77	-453.77	-100.0%
Total 5042 · OFFICE/OVERTIME	192.44	453.77	-261.33	-57.59%
5050 · OPERATIONS/OVERTIME				
5051 · Overtime/Boatyard	1,172.58		1,172.58	100.0%
5055 · Overtime/Marina	456.18		456.18	100.0%
5057 · Overtime/Capital Project	113.79		113.79	100.0%
5050 · OPERATIONS/OVERTIME - Other		1,105.14	-1,105.14	-100.0%
Total 5050 · OPERATIONS/OVERTIME	1,742.55	1,105.14	637.41	57.68%
Total 5040 · OVERTIME	1,934.99	1,558.91	376.08	24.13%
Total 5010 · WAGES & SALARIES	41,120.68	23,610.83	17,509.85	74.16%
5060 · EMPLOYEE COSTS & BENEFITS				
5062 · Disability Bank	425.25	449.00	-23.75	-5.29%
5064 · Paid Holidays	3,752.10	2,328.00	1,424.10	61.17%
5066 · Non Tax Mileage Reimbursement	151.13	132.90	18.23	13.72%
5068 · Paid Time Off	7,740.43	3,174.58	4,565.85	143.83%
5070 · Payroll Taxes	6,187.56	3,653.51	2,534.05	69.36%
5074 · Personal Vehicle Allowance	484.73	277.00	207.73	74.99%
5076 · Health Care and Dental	5,451.25	4,490.58	960.67	21.39%
5090 · SEP Retirement				
5092 · Port Manager	950.25	604.66	345.59	57.15%
5094 · Office	1,617.63	970.75	646.88	66.64%
5096 · Operations	2,147.80	1,396.51	751.29	53.8%
5090 · SEP Retirement - Other	560.29		560.29	100.0%

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
January 2018

	Jan 18	Jan 17	\$ Change	% Change
Total 5090 · SEP Retirement	5,275.97	2,971.92	2,304.05	77.53%
Total 5060 · EMPLOYEE COSTS & BENEFITS	29,468.42	17,477.49	11,990.93	68.61%
6001 · ADVERTISING & NOTIFICATIONS				
6002 · Marketing & Advertising		500.00	-500.00	-100.0%
6004 · Legal Notices	273.70	368.33	-94.63	-25.69%
6001 · ADVERTISING & NOTIFICATIONS	540.00	583.75	-43.75	-7.5%
Total 6001 · ADVERTISING & NOTIFICATIONS	813.70	1,452.08	-638.38	-43.96%
6100 · REPAIRS & MAINTENANCE				
6110 · Maintenance & Repairs	2,250.90	25,369.06	-23,118.16	-91.13%
6115 · Services & Supplies	9,647.90	895.83	8,752.07	976.98%
6120 · Landscaping & Beautification		345.00	-345.00	-100.0%
6130 · Janitorial Services		2,000.00	-2,000.00	-100.0%
6135 · Security Contract	2,225.00	1,000.00	1,225.00	122.5%
Total 6100 · REPAIRS & MAINTENANCE	14,123.80	29,609.89	-15,486.09	-52.3%
6150 · FUEL purchased for resale	12,846.11	31,374.17	-18,528.06	-59.06%
6200 · UTILITIES				
6210 · Telecommunications	698.65	1,084.88	-386.23	-35.6%
6220 · Electric	8,693.22	17,158.58	-8,465.36	-49.34%
6230 · Water	904.34	2,107.06	-1,202.72	-57.08%
6240 · Sanitary	2,073.55	1,983.80	89.75	4.52%
6250 · Waste Management	11,180.70	6,641.79	4,538.91	68.34%
6260 · Cable TV	456.99	398.68	58.31	14.63%
6270 · Propane Gas		-419.37	419.37	100.0%
Total 6200 · UTILITIES	24,007.45	28,955.42	-4,947.97	-17.09%
6300 · OFFICE EXPENSE				
6315 · Office Services & Supplies	1.40	186.76	-185.36	-99.25%
6320 · Leased Equipment(incl'g copier)	1,571.29	1,502.97	68.32	4.55%
6330 · Dues, Subs & Pubs	45.00	245.00	-200.00	-81.63%
6345 · Postage	16.29	408.70	-392.41	-96.01%
Total 6300 · OFFICE EXPENSE	1,633.98	2,343.43	-709.45	-30.27%
6350 · BANK SERVICE & FINANCE FEES				
6335 · Merchant Services Fees	731.83	1,325.66	-593.83	-44.8%
6360 · Bank Service Charge/Fees	0.35	10.00	-9.65	-96.5%
6365 · Finance Charge/Late Fee		7.47	-7.47	-100.0%
Total 6350 · BANK SERVICE & FINANCE FEE	732.18	1,343.13	-610.95	-45.49%
6500 · PERMITS, LICENSES, TAXES & MISC				
6510 · Conferences/Education/Meetings	26.48	814.23	-787.75	-96.75%
6525 · Lodging Taxes	1,252.95	832.86	420.09	50.44%
6545 · Taxes-Property		4,706.83	-4,706.83	-100.0%
6582 · Lien Expenses		100.00	-100.00	-100.0%
Total 6500 · PERMITS, LICENSES, TAXES & I	1,279.43	6,453.92	-5,174.49	-80.18%
6600 · BAD DEBT	7,943.11	450.97	7,492.14	1,661.34%
6800 · INSURANCE; PROP & CAS, BOND	31.00	12,316.35	-12,285.35	-99.75%
6900 · PROFESSIONAL FEES				

Port of Brookings Harbor
Profit & Loss Previous Year Comparison
January 2018

	Jan 18	Jan 17	\$ Change	% Change
6920 · Audit	477.15		477.15	100.0%
6924 · Management Consulting		1,977.20	-1,977.20	-100.0%
6935 · Legal	6,689.77	1,105.50	5,584.27	505.14%
6945 · IT Support/Services	149.00	149.00		
6955 · Payroll Administration Fee	450.76	515.90	-65.14	-12.63%
Total 6900 · PROFESSIONAL FEES	7,766.68	3,747.60	4,019.08	107.24%
Total Expense	141,766.54	159,135.28	-17,368.74	-10.91%
Net Ordinary Income	-16,927.58	-7,272.81	-9,654.77	-132.75%
Other Income/Expense				
Other Income				
7000 · PROPERTY TAX				
7010 · Previously Levied Tax	833.18	528.36	304.82	57.69%
7020 · Current Tax Levy	6,987.19	6,483.03	504.16	7.78%
Total 7000 · PROPERTY TAX	7,820.37	7,011.39	808.98	11.54%
7100 · INTEREST & DIVIDENDS INCOME	419.04	12.30	406.74	3,306.83%
7110 · MISC INCOME				
7120 · Restitution & Settlements	83.07		83.07	100.0%
7160 · REFUNDS	297.00		297.00	100.0%
Total 7110 · MISC INCOME	380.07		380.07	100.0%
7170 · Sale of Assets	610.00		610.00	100.0%
Total Other Income	9,229.48	7,023.69	2,205.79	31.41%
Other Expense				
8100 · FEMA EXPENSES				
8125 · FEMA/OEM Fuel Ramp Repairs	1,087.50		1,087.50	100.0%
8128 · FEMA/Basin 2 Slopes	3,120.00		3,120.00	100.0%
Total 8100 · FEMA EXPENSES	4,207.50		4,207.50	100.0%
8200 · GRANT EXPENSES				
8210 · Parking Improvement Grant #1481	2,248.36		2,248.36	100.0%
8240 · Basin 1 Piling Project		600.00	-600.00	-100.0%
Total 8200 · GRANT EXPENSES	2,248.36	600.00	1,648.36	274.73%
8400 · DEBT SERVICE FUND				
8430 · Paid Interest				
8443 · 50 BFMII Travellift Interest	1,311.65	1,496.95	-185.30	-12.38%
Total 8430 · Paid Interest	1,311.65	1,496.95	-185.30	-12.38%
Total 8400 · DEBT SERVICE FUND	1,311.65	1,496.95	-185.30	-12.38%
Total Other Expense	7,767.51	2,096.95	5,670.56	270.42%
Net Other Income	1,461.97	4,926.74	-3,464.77	-70.33%
Net Income	-15,465.61	-2,346.07	-13,119.54	-559.21%

Port of Brookings Harbor
RV PARK
 January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4450 · Wood Sales	140.00
4470 · Misc Purchases & Sales	150.00
4410 · Space Rental	22,809.00
Total 4400 · RV PARK	<u>23,099.00</u>
Total Income	<u>23,099.00</u>
Gross Profit	<u>23,099.00</u>
Expense	
6900 · PROFESSIONAL FEES	
6945 · IT Support/Services	149.00
Total 6900 · PROFESSIONAL FEES	<u>149.00</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	349.87
Total 6350 · BANK SERVICE & FINANCE FEES	<u>349.87</u>
6300 · OFFICE EXPENSE	
6320 · Leased Equipment(incl'g copier)	602.00
Total 6300 · OFFICE EXPENSE	<u>602.00</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	616.55
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>616.55</u>
6500 · PERMITS, LICENSES, TAXES & MISC	
6525 · Lodging Taxes	1,252.95
Total 6500 · PERMITS, LICENSES, TAXES & MISC	<u>1,252.95</u>
6100 · REPAIRS & MAINTENANCE	
6115 · Services & Supplies	249.99
6110 · Maintenance & Repairs	1,288.41
6135 · Security Contract	2,000.00
Total 6100 · REPAIRS & MAINTENANCE	<u>3,538.40</u>
6200 · UTILITIES	
6230 · Water	73.70
6210 · Telecommunications	154.29
6240 · Sanitary	238.53
6260 · Cable TV	456.99
6250 · Waste Management	1,287.72
6220 · Electric	1,346.88
Total 6200 · UTILITIES	<u>3,558.11</u>
5010 · WAGES & SALARIES	
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5046 · Overtime/RV Park Office	5.12
Total 5042 · OFFICE/OVERTIME	<u>5.12</u>
Total 5040 · OVERTIME	<u>5.12</u>

Port of Brookings Harbor
RV PARK
January 2018

	<u>TOTAL</u>
5020 · OPERATIONS STAFF	
5026 · Wages/RV Park	1,630.45
Total 5020 · OPERATIONS STAFF	<u>1,630.45</u>
5012 · OFFICE STAFF	
5018 · Wages/RV Park	2,807.09
Total 5012 · OFFICE STAFF	<u>2,807.09</u>
Total 5010 · WAGES & SALARIES	<u>4,442.66</u>
Total Expense	<u>14,509.54</u>
Net Ordinary Income	<u>8,589.46</u>
Net Income	<u><u>8,589.46</u></u>

Port of Brookings Harbor
BOATYARD
 January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4600 · BOATYARD	
4630 · Other Services & Sales	266.60
4635 · Travel Lift Haul Out	594.00
4655 · Yard Days	1,200.00
Total 4600 · BOATYARD	<u>2,060.60</u>
Total Income	<u>2,060.60</u>
Gross Profit	<u>2,060.60</u>
Expense	
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	1,112.35
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>1,112.35</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	122.29
6115 · Services & Supplies	6,230.93
Total 6100 · REPAIRS & MAINTENANCE	<u>6,353.22</u>
6600 · BAD DEBT	7,908.36
5010 · WAGES & SALARIES	
5040 · OVERTIME	
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	1,172.58
Total 5050 · OPERATIONS/OVERTIME	<u>1,172.58</u>
Total 5040 · OVERTIME	<u>1,172.58</u>
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	6,823.24
Total 5020 · OPERATIONS STAFF	<u>6,823.24</u>
Total 5010 · WAGES & SALARIES	<u>7,995.82</u>
Total Expense	<u>23,369.75</u>
Net Ordinary Income	-21,309.15
Other Income/Expense	
Other Income	
7110 · MISC INCOME	
7160 · REFUNDS	297.00
Total 7110 · MISC INCOME	<u>297.00</u>
Total Other Income	<u>297.00</u>
Net Other Income	<u>297.00</u>
Net Income	<u><u>-21,012.15</u></u>

Port of Brookings Harbor
COMMERCIAL RETAIL
 January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4200 · COMMERCIAL RETAIL	
4214 · CR/ Sewer	32.08
4211 · CR/ Electric	68.07
4212 · CR/ Water	90.00
4222 · CPI-U	149.26
4210 · Commercial Retail Lease	40,936.59
Total 4200 · COMMERCIAL RETAIL	<u>41,276.00</u>
Total Income	<u>41,276.00</u>
Gross Profit	<u>41,276.00</u>
Expense	
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	48.85
Total 6100 · REPAIRS & MAINTENANCE	<u>48.85</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	69.00
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>69.00</u>
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5022 · Wages/Comm Retail	498.71
Total 5020 · OPERATIONS STAFF	<u>498.71</u>
Total 5010 · WAGES & SALARIES	<u>498.71</u>
6200 · UTILITIES	
6230 · Water	313.84
6250 · Waste Management	581.88
6220 · Electric	825.57
6240 · Sanitary	842.06
Total 6200 · UTILITIES	<u>2,563.35</u>
6900 · PROFESSIONAL FEES	
6935 · Legal	3,813.50
Total 6900 · PROFESSIONAL FEES	<u>3,813.50</u>
Total Expense	<u>6,993.41</u>
Net Ordinary Income	<u>34,282.59</u>
Net Income	<u>34,282.59</u>

Port of Brookings Harbor
FUEL DOCK
 January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4500 · FUEL SALES	15,354.09
Total Income	<u>15,354.09</u>
Gross Profit	15,354.09
Expense	
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	38.94
Total 6350 · BANK SERVICE & FINANCE FEES	<u>38.94</u>
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	53.47
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>53.47</u>
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	75.00
Total 6100 · REPAIRS & MAINTENANCE	<u>75.00</u>
6200 · UTILITIES	
6240 · Sanitary	33.14
6220 · Electric	70.07
6250 · Waste Management	220.76
Total 6200 · UTILITIES	<u>323.97</u>
5010 · WAGES & SALARIES	
5020 · OPERATIONS STAFF	
5023 · Wages/Fuel Dock	391.13
Total 5020 · OPERATIONS STAFF	<u>391.13</u>
Total 5010 · WAGES & SALARIES	<u>391.13</u>
6150 · FUEL purchased for resale	12,846.11
Total Expense	<u>13,728.62</u>
Net Ordinary Income	<u>1,625.47</u>
Net Income	<u><u>1,625.47</u></u>

Port of Brookings Harbor
MARINA
January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4900 · PROPERTY GROUND USE	
4920 · Labor	50.00
Total 4900 · PROPERTY GROUND USE	<u>50.00</u>
4600 · BOATYARD	
4655 · Yard Days	238.00
4630 · Other Services & Sales	287.00
Total 4600 · BOATYARD	<u>525.00</u>
4100 · MARINA/ADMINISTRATION	
4125 · Administrative Fees	25.00
4120 · Finance Charges/Income	203.69
4130 · Boat Launch	885.00
4135 · Storage	3,972.12
4300 · MOORAGE	
4330 · Liveaboard	
4325 · Transient	552.20
4340 · Moorage Electric	5,483.72
4320 · Recreational Slip Rent	13,168.64
4310 · Commercial Slip Rent	18,183.90
Total 4300 · MOORAGE	<u>37,388.46</u>
Total 4100 · MARINA/ADMINISTRATION	<u>42,474.27</u>
Total Income	<u>43,049.27</u>
Gross Profit	43,049.27
Expense	
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	26.48
Total 6500 · PERMITS, LICENSES, TAXES & MISC	<u>26.48</u>
6800 · INSURANCE; PROP & CAS, BOND	31.00
6600 · BAD DEBT	34.75
6350 · BANK SERVICE & FINANCE FEES	
6360 · Bank Service Charge/Fees	0.35
6335 · Merchant Services Fees	343.02
Total 6350 · BANK SERVICE & FINANCE FEES	<u>343.37</u>
6001 · ADVERTISING & NOTIFICATIONS	540.00
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	1.40
6345 · Postage	16.29
6330 · Dues, Subs & Pubs	45.00
6320 · Leased Equipment(incl'g copier)	969.29
Total 6300 · OFFICE EXPENSE	<u>1,031.98</u>
6900 · PROFESSIONAL FEES	
6955 · Payroll Administration Fee	450.76

Port of Brookings Harbor
MARINA
January 2018

	<u>TOTAL</u>
6920 · Audit	477.15
6935 · Legal	2,876.27
Total 6900 · PROFESSIONAL FEES	3,804.18
6100 · REPAIRS & MAINTENANCE	
6135 · Security Contract	225.00
6110 · Maintenance & Repairs	716.35
6115 · Services & Supplies	2,949.77
Total 6100 · REPAIRS & MAINTENANCE	3,891.12
5010 · WAGES & SALARIES	
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	187.32
Total 5042 · OFFICE/OVERTIME	187.32
5050 · OPERATIONS/OVERTIME	
5055 · Overtime/Marina	456.18
Total 5050 · OPERATIONS/OVERTIME	456.18
Total 5040 · OVERTIME	643.50
5020 · OPERATIONS STAFF	
5025 · Wages/Marina	4,928.49
Total 5020 · OPERATIONS STAFF	4,928.49
5012 · OFFICE STAFF	
5016 · Wages/Port Office	10,332.32
Total 5012 · OFFICE STAFF	10,332.32
Total 5010 · WAGES & SALARIES	15,904.31
6200 · UTILITIES	
6230 · Water	516.80
6210 · Telecommunications	544.36
6240 · Sanitary	959.82
6220 · Electric	6,332.26
6250 · Waste Management	9,090.34
Total 6200 · UTILITIES	17,443.58
5060 · EMPLOYEE COSTS & BENEFITS	
5066 · Non Tax Mileage Reimbursement	151.13
5062 · Disability Bank	425.25
5070 · Payroll Taxes	2,202.41
5064 · Paid Holidays	3,449.20
5068 · Paid Time Off	3,721.27
5090 · SEP Retirement	
5094 · Office	1,617.63
5096 · Operations	2,147.80
Total 5090 · SEP Retirement	3,765.43
5076 · Health Care and Dental	5,451.25
Total 5060 · EMPLOYEE COSTS & BENEFITS	19,165.94

Port of Brookings Harbor
MARINA
January 2018

	<u>TOTAL</u>
Total Expense	<u>62,216.71</u>
Net Ordinary Income	-19,167.44
Other Income/Expense	
Other Income	
7110 · MISC INCOME	
7120 · Restitution & Settlements	83.07
Total 7110 · MISC INCOME	<u>83.07</u>
7100 · INTEREST & DIVIDENDS INCOME	274.44
7170 · Sale of Assets	610.00
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	833.18
7020 · Current Tax Levy	6,987.19
Total 7000 · PROPERTY TAX	<u>7,820.37</u>
Total Other Income	<u>8,787.88</u>
Net Other Income	8,787.88
Net Income	<u><u>-10,379.56</u></u>

Port of Brookings Harbor
LAND USE
January 2018

	<u>TOTAL</u>
Ordinary Income/Expense	
Expense	
6200 · UTILITIES	
6220 · Electric	118.44
Total 6200 · UTILITIES	<u>118.44</u>
Total Expense	<u>118.44</u>
Net Ordinary Income	<u>-118.44</u>
Net Income	<u><u>-118.44</u></u>

Port of Brookings Harbor
CAPITAL PROJECTS
 January 2018

	<u>Total CAPITAL PROJECT FUND</u>
Ordinary Income/Expense	
Expense	
5060 · EMPLOYEE COSTS & BENEFITS	
5070 · Payroll Taxes	219.81
Total 5060 · EMPLOYEE COSTS & BENEFITS	<u>219.81</u>
6001 · ADVERTISING & NOTIFICATIONS	
6004 · Legal Notices	273.70
Total 6001 · ADVERTISING & NOTIFICATIONS	<u>273.70</u>
5010 · WAGES & SALARIES	
5040 · OVERTIME	
5050 · OPERATIONS/OVERTIME	
5057 · Overtime/Capital Projects	113.79
Total 5050 · OPERATIONS/OVERTIME	<u>113.79</u>
Total 5040 · OVERTIME	<u>113.79</u>
5020 · OPERATIONS STAFF	
5028 · Wages/Capital Projects	1,475.52
Total 5020 · OPERATIONS STAFF	<u>1,475.52</u>
Total 5010 · WAGES & SALARIES	<u>1,589.31</u>
Total Expense	<u>2,082.82</u>
Net Ordinary Income	-2,082.82
Other Income/Expense	
Other Income	
7100 · INTEREST & DIVIDENDS INCOME	47.10
Total Other Income	<u>47.10</u>
Other Expense	
8200 · GRANT EXPENSES	
8210 · Parking Improvement Grant #1481	2,248.36
Total 8200 · GRANT EXPENSES	<u>2,248.36</u>
8100 · FEMA EXPENSES	
8125 · FEMA/OEM Fuel Ramp Repairs	1,087.50
8128 · FEMA/Basin 2 Slopes	3,120.00
Total 8100 · FEMA EXPENSES	<u>4,207.50</u>
Total Other Expense	<u>6,455.86</u>
Net Other Income	-6,408.76
Net Income	<u><u>-8,491.58</u></u>

Operation Report

-Pricing on the Kite field fence should be in by end of week.

-Pricing for cmu wall at the RV Park will be in by end of the week.

-We received our telehandler last week. Some of our staff will be working on obtaining telescoping boom lift operator cards to comply with today's ANSI and OSHA standards.

-We have sold 7,000 ft of our 14" pipe for \$35,000.00. We received payment by wire transfer after each truck was loaded and lengths were confirmed. We sent out 4 bunks totaling 159 pieces. We received 4 wire transfers of \$8,750.00.

-I have been in contact with another buyer for the remainder of the pipe. I will be using the rest of the week to find out what size and lengths we have left to sell.

Executive Session

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2) (h) To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

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