

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, February 19, 2019 • 6:00 pm
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

- Pledge of Allegiance
- Roll Call
- Introduction of Guests and Port Staff
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

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

4. CONSENT ITEMS

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8. COMMISSIONER COMMENTS

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

10. ADJOURNMENT

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

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415
Tuesday, January 15, 2019 • 6:00 pm

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Gary Dehlinger Port Manager, Travis Webster Harbormaster, Martha Rice Port Counsel, Danielle Shepard Marina Administrator, April Sachanowski Office Assistant, Dave Cardwell from Blue Pacific Realty, and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call:

Davis called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance.

2. Approval of Agenda:

There were no announced Modifications, Additions, or Changes to the Agenda. Nor were there any Declaration of Potential Conflicts of Interest.

Heap made a motion to approve the agenda as written. Second by *Speir*. **Motion passed 5-0.**

3. Public Comments:

Don Griffith: Gave updates on the restoration status of the 44 ft USCG Motor Life Boat. He has replaced a seal on a leaky hatch cover and put a couple of locks on it, so that it can't be damaged. It has been winterized. *Davis* commented that he and Joe have volunteered to help in the Spring when coatings can be applied. *Ferraccioli* commented that the FFA is also ready to step in and help out.

Sharon Hartung: Had comments on Action Items from the Agenda. The first is that she agrees that the Port's financial situation would be difficult to accept lower lease rate at this time for Non-Profit Commercial Lease Rates, and that the retail tenants have just as much right to discounts as a Non-Profit tenant does. The second is regarding Paving Gear Storage Roads, and she believes there are more issues in the forefront that need attention first, such as potholes in sidewalks, faded paint on docks, uneven concrete.

4. Consent Items:

A. Tuesday, December 18, 2018, Regular Meeting

Range made a motion to approve the minutes for December 18, 2018. Second by *Speir*.
Motion passed 5-0.

B. Friday, December 21, 2018, Special Meeting

Speir made a motion to accept the Friday, December 21, 2018, Special Meeting minutes. Second by *Ferraccioli*. **Motion passed 5-0.**

5. Management Reports:

A. Financial Report

Speir said that it was brought to his attention that the land purchase by Kyle Aubin wasn't a land purchase. *Dehlinger* replied that it was a building purchase, that this was already corrected in our QuickBooks, and that it would be fixed in next month's report.

Heap made a motion to accept the Financial Report. Second by *Speir*. **Motion passed 5-0.**

B. Port Manager Report

Dehlinger read his Manager Report for December 2018 and gave an overview of security issues for the month; which are now being tracked in a newly created Security Log. The Board had some questions about repeat-offenders on the log, in regard to overnight camping in the Port, and what can be done about them. *Rice* said that she would look further into what can be done, what actions can be taken against repeat-offenders. Discussion followed.

Ferraccioli made a motion to accept the Managers Report. Second by *Heap*. **Motion passed 5-0.**

C. Harbormaster Report

Webster read his Harbormaster Report and gave an overview of December 2018 operations throughout of the Port for the RV Park, Marina, Storage Areas, Commercial Receiving Docks, Boat Yard, and Maintenance. He also explained a newly created monthly Maintenance Log for tracking work orders. The Board had some questions regarding closed docks and other maintenance issues. Discussion followed.

Range made a motion to accept the Harbormasters Report. Second by *Heap*. **Motion passed 5-0.**

6. Action Items:

A. Appointment of Registered Agent

Heap made a motion to approve the appointment of Gary Dehlinger as the Registered Agent. Second by *Range*. **Motion passed 5-0.**

B. "MOU" with Harbor Sanitary

Ferraccioli made a motion to accept the MOU with Harbor Sanitary. Second by *Speir*. **Motion passed 5-0.**

C. Safety & Security Fencing for Gear Storage and Receiving Docks

Dan Fraser made a comment asking if the fence could be moved behind, or closer to, Hallmark to keep access open to Lower Harbor Road, and to have more use of the parking lot. Discussion followed.

Heap made a motion to approve General Fund expenditure not to exceed \$40,000 to install fencing, gates and signs as needed to protect the public and industrial storage and working areas of the Port. Second by *Range*. **Motion passed 5-0.**

D. Blue Pacific Realty

Dave Cardwell explained that the current Property Sale listing has expired. The Board had some questions for Dave. Discussion followed.

Range made a motion approve a 12-month extension with Blue Pacific Realty to sale the property across Lower Harbor Road and authorize Dehlinger, Port Manager to sign extension document. Second by *Heap*. **Motion passed 5-0.**

E. Hiring Policy & Procedure

Rice explained that there are two different drafts being presented for the Board to choose from. Option 1 does not have any Board involvement but sets forth a standard hiring procedure. Option 2 does have some Board involvement but is drafted in a way that the ultimate hiring decision resides with the Port Manager. The Board had some comments and questions in regard to both options. Discussion followed.

1) *Range* made a motion to pass Resolution 502 Option 2 as written. Second by *Heap*.
Motion failed 2-3 (Heap – yes, Davis – no, Range – yes, Ferraccioli – no, Speir – no).

2) *Ferraccioli* made a motion to accept Resolution 502 Option 1 as written. Second by *Davis*.
Motion passed 3-2 (Range – no, Heap – no, Davis – yes, Ferraccioli – yes, Speir – yes).

F. Non-Profit Commercial Lease Rate

Heap stated that while he has empathy for Non-Profit Organizations, and the challenge they have to raise funds for what they need to do, he does not support having a reduced rate for Non-Profits in our Commercial Center.

Heap moved to not create a special lease rate for Non-Profit Organizations in the Port. Second by *Davis*. **Motion passed 5-0.**

G. Paving Gear Storage Roads

Speir stated that he is against paving gear storage roads, as there are other things in the Port that are a lot more important right now. *Ferraccioli* agreed. *Range* stated that he would rather see the money spent in dock repairs. Discussion followed.

Heap moved to not approve at this point the concept of paving the Gear Storage Area. Second by *Speir*. **Motion passed 4-1 (Range – yes, Heap – yes, Speir – yes, Ferraccioli – yes, Davis – no).**

H. Bornstein Lease

The Board had questions regarding the agreements in the lease renewal. Discussion followed.

Range made a motion to approve the Bornstein Seafood lease. Second by *Davis*.

Motion passed 5-0.

7. Information Items:

A. South Coast Knight Security

Dehlinger informed the Board that South Coast Knight Security has provided insurance as requested, and also that there is a request for out for Security Proposals, and that he should be able to bring those to the Board in March. *Range* informed the Board that Thomas also has all the necessary licensing required by the state.

B. RV Park Dry Camping Area

Davis asked *Dehlinger* to inform the public on the subject, because our restrooms are not close enough to the Dry Camping facilities, so we are in violation of State Park Rules and Regulations. *Dehlinger* reported that there is a 500-foot radius that restrooms have to be within camp areas. He is researching whether or not port-a-potties would be acceptable in those areas.

C. Basin 1 Piling Project – Start of Project Delayed to Jan 21

Heap made comment that while the staging is taking place part, or all of, the Boat Ramp will be closed. *Webster* confirmed that from the 22nd to the 24th there could be delays at the Boat Ramp, but he does not expect all of it to be closed. However, if it is all closed it would be briefly, not for the entire time. Discussion followed.

D. Preliminary Schedules for Infrastructure Repairs

Dehlinger reported he found out through the Hazard and Mitigation Grant Program, that we have missed the window for 2019, but there are other Grant for projects in 2020. There is \$600,000 coming from the lottery fund, but that money can only be used on Docks only. Discussion followed.

E. Port Office Security System

Dehlinger reported that a Security System will be purchased and installed in the Port Office, which will require a key and a code to get into the office. *Thomas Sorrentino* made a comment that SDAO offers a Grant for security systems, and that he would also include the security company onto the call list. Discussion followed.

F. Port Trash / Garbage

Dehlinger gave an overview on trash containers throughout the Port; and provided a report showing costs to Curry Transfer & Recycling. *Speir* made comments regarding the public use of the garbage cans and the dumpsters on the commercial side. *Webster* commented that although trash costs have increased Port labor was reduced, which freed up time for other Port areas. Also, that the amount of trash left around the Port has significantly reduced. Discussion followed.

8. Commission Comments:

Range commented that he has heard a lot of comments by the public on how clean the Port looks.

Heap commented on the Sea Lions and the Marine Mammal Protection Act.

Davis thanked Port staff for all their efforts, and the audience for coming to the meeting.

Ferraccioli apologized to Gary for any recent miscommunications or misunderstandings.

Speir commented on the crabbing season, and the economic impact that the delay has caused.

There were further public comments, but no further actions or motions were made.

9. Next Regular Meeting Date – February 19, 2019, 6:00 pm

10. Adjournment:

Davis adjourned the meeting at 8:06 pm.

Signature

Date Signed

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

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

Thursday, January 31, 2019 • 6:00 pm

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Gary Dehlinger Port Manager, Travis Webster Harbormaster, Martha Rice Port Counsel, Danielle Shepard Marina Administrator, Boyd Allen Media with Curry Pilot, and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call:

Davis called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance. *Davis* announced guest speakers present were Noah Bruce and Youwanda Dreger.

2. Approval of Agenda:

There were no announced modifications, additions, or changes to the agenda. Nor were there any declaration of potential conflicts of interest.

***Heap* made a motion to approve the agenda as written. Second by *Range*. Motion passed 5-0.**

3. Public Comments:

Davis suggested that since the two public comments are submitters that the board strike the three-minute limit to allow them time to explain their proposals.

***Range* made a motion to strike the three-minute public comment limit and allow submitters unlimited time. Second by *Heap*. Motion passed 5-0.**

Noah Bruce referred to Robb Crocker via phone: Spoke about the potential of the green building, as something the whole community could get behind. Once completed we will recruit business owners who will take pride in occupying that space. The vision is a wellness and business center, and to attract entrepreneurs that will allow us to become partners. The entrepreneurs who stay longer will earn more equity. Once the building is stabilized, then will finance the building and sell it to a for profit cooperative, and anyone from the community can buy a share of the building. Offering \$100,000 for the building and land, but this is not a take it or leave it deal and is open to suggestions. *Range* suggested a proposal for a land lease only. Board had extensive dialogue and agreed they would like to see a proposal that includes a lease on the land.

Youwanda Dreger: Started with giving the board her background. She has spoken with members of the community who think the building is a disaster and failure, but she believes she can bring something that will excite and enhance the community. The first floor would be a community area, that is capable of being transitional with mobile walls, seating, stage, and rolling platforms that could be moved in for cooking competitions, the fixed walls could be used as a maritime museum and would also

accommodate retail. The second floor would be a restaurant with ocean view and would have catering capability, offices with a conference room and additional retail. Requested the board for 30 days to be able to come up with a proper proposal.

Davis made a motion to extend the 30-day extension for Mrs. Dreger to come up with a proper proposal. Second by Ferraccioli. Motion passed 5-0.

4. Action Items:

A. Green Building Proposals

Davis referred to the third proposal submitted by Todd Creger. *Range* has the same issue with this proposal, offers to purchase the land, and suggested that the board give Mr. Creger 30 days to revise his proposal. *Heap* asked council if someone wants to put in residences, if there can be a clause in the lease with the understanding that there will be sounds and smells that are not in a normal neighborhood, and they cannot contact the Port to stop operations. *Mrs. Rice* suggested that it could be part of their purchase agreement. Further discussion followed resulting in:

***Heap* moved to close the window for new proposals, have the Port Manger contact current submitters and inform them the board is not interested in a package that includes the sale of the land, would rather have a lease agreement and allow them 30 days to respond and to come back with their proposal if they would like. Second by *Davis*. Motion pass 5-0.**

5. Next Regular Meeting Date – February 19, 2019, 6:00 pm

6. Adjournment:

Davis adjourned the meeting at 6:50 pm.

Signature

Date Signed

FINANCIAL REPORT

DATE: February 19, 2019
RE: Month End Report of Financial Activities for January 2019
TO: Board of Commissioners
PRESENT BY: Gary Dehlinger, Port Manager

Accrual Basis – January 2019

OPERATIONS

- Operation Revenue \$150,601
- Operation Expenses \$149,239

Operation Net Income \$1,362

NON-OPERATIONS

- Non-Operating Revenue {Tax Appropriations & Interest & Dividends} \$6,619
- Non-Operating Expenses {FEMA & Grant Expenses & Debt Service Interest} \$4,229

Non-Operating Net Income \$2,390

Depreciation Amount \$29,752 (not factored above)

MARINA – Operating Net Income (\$40,457) NET POSITION (\$55,319)

- December Revenue \$50,036
- Expenses (\$90,488)
- Depreciation Amount (\$14,867)
- Loan Payment Amount (\$14,913)
- 12 commercial moorage slips renewed
- 18 recreational moorage slips renewed
- 62 boat storage rentals
- 18 gear storage monthly rentals
- 2 gear storage annual rentals
- 46 daily boat launches
- 7 annual boat launches

BEACHFRONT RV PARK – Operating Net Income \$12,680 NET POSITION \$10,978

- December Revenue \$24,687
- Expenses (\$12,007)
- Depreciation Amount (\$1,702)
- Loan Payment Amount (\$5,063)

BOAT YARD – Operating Net Income (\$1,767) NET POSITION (\$4,042)

- December Revenue \$1,856
- Expenses (\$3,624)
- Depreciation Amount (\$2,275)
- Loan Payment Amount (\$6,024)
- 1 impound vessel
- 8 abandon / Port vessels in the boat yard

COMMERCIAL / RETAIL LEASES Operating Net Income \$34,139 – NET POSITION \$23,412

- December Revenue \$41,636
- Expenses (\$7,498)
- Depreciation Amount (\$10,727)
- Loan Payment Amount (\$11,236)
- 33 Tenants with land, dock and retail space leases

FUEL DOCK – Operating Net Income (\$3,718) NET POSITION (\$4,551)

- December Revenue \$31,786
- Expenses (\$35,504)
- Depreciation Amount (\$833)
- Loan Payment Amount (\$1,754)
- Purchased 10,996.3 gallons of diesel fuel and 0 gallons of non-ethanol
- Pumped 10,551.508 gallons of diesel and 303.751 gallons on non-ethanol to 68 vessels
- Fuel Inventory Asset \$20,157 - diesel 6,088 gallons and non-ethanol 1,123 gallons

LAND USE EVENTS – Operating Net Income \$481 NET POSITION \$481

- December Revenue \$600
- Expense (\$119) (Electrical Meters - Boardwalk, Kite Field and Parking Lot)

CAPITAL PROJECTS – NET POSITION (\$2,642)

- December Revenue \$0
- December Expenses (\$2,642)
- Projects in progress:
 - 1) Basin 1 Piling Project

Misc. Non-Operating Net Income – \$2390

- December Tax Appropriations - \$5,444
- Interest & Dividends Income - \$1176
- Debt Service Interest Paid (\$1,582)

TRANSFERS FROM GENERAL FUND

- Total transfers to Debt Service Fund \$30,164
- Total transfers to Bond Debt Fund \$12,515
- Total transfers to Capital Projects Fund \$1,509
- Total transfers to Reserve Fund \$12,840

DOCUMENTS

- Financial Report – January 2019, 2 pages
- Fund Balance Report – January 2019, 1 page
- Finance Debt Monthly Report January 2019, 1 page
- Balance Sheet as of January 2019, 3 pages
- Profit & Loss January 2019, 3 pages
- Profit & Loss January 2019 Budget Performance, 2 pages
- January 2019 Check Register, 3 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept Financial Report as presented.

Port of Brookings Harbor
Fund Balance Report **January 2019**

• **GENERAL FUND**

UNRESTRICTED FUNDS, AS OF 01/31/2019.

- \$408,420.44 General Fund (Umpqua Bank \$20,910.69 & LGIP \$387,509.75)
- \$2155.55 Cash on Hand/Petty Cash (RV Park, Fuel Dock and Office Drawers)

\$410,575.99 UNRESTRICTED FUNDS, 30-Day reserve amount needed \$181,789 (without depreciation)

RESTRICTED FUNDS, AS OF 01/31/2019.

Capital Projects Fund

- \$1488.08 (to keep pace with Deprecation, \$7,533 is needed weekly)
FEMA PW319 Basin 1 Piling Project – Project started.

Debt Service Fund

- \$43,697.28 Debt Service Fund \$62,500 Quarterly (IFA Business Oregon)
Payment due March 31, 2019
(*\$4807.69 average needed each week to reach payment, currently \$0 short*)
- \$2000.00 Monthly (Travel Lift Lease)
Payment due 22nd of each month – February 22, 2019
(*\$1,075.15 average each week to reach payment, currently \$0 short*)
- \$505.00 Monthly (2018 Genie Reach Forklift)
Payment due 15th of each month – February 15, 2019
(*\$338.01 average each week to reach payment, currently \$0 short*)

Revenue Bond Fund

- \$47,397.87 Revenue Bond Fund \$143,132 Year (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 6, 2019
(*\$2502.30 average each week to reach payment, currently \$0 short*)

Reserve Fund

- \$24,111.19 (Approx. Total Deprecation to date \$2196.03. Yearly amount \$391,741)

\$119,199.42 RESTRICTED FUNDS, AS OF 01/31/2019. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds approximately \$37,801.

- **\$481,327.93 UNRESTRICTED FUNDS**
- **\$83,434.47 RESTRICTED FUNDS**

TOTAL CURRENT CASH & CASH EQUIVALENTS \$529,775.41



PORT of BROOKINGS HARBOR

FINANCE DEBT MONTHLY REPORT

Date: February 19, 2019
Period: January 2019
To: Gary Dehlinger, General Manager
Issued By: Kim Boom, Financial Officer

Debt Service Payments

- IFA
 - L98004/Basin 2 Dock Improvement
PRINCIPAL BALANCE ...\$199,799.89 INTEREST BALANCE...\$300,024.40
 - X03004/Eureka Fishery-Property Improvement
PRINCIPAL BALANCE ...\$210,821.97 INTEREST BALANCE...\$184,140.93
 - 520139/Boardwalk
PRINCIPAL BALANCE ...\$68,282.15 INTEREST BALANCE...\$175,820.25
 - 525172/RV Park Improvement
PRINCIPAL BALANCE ...\$129,994.88 INTEREST BALANCE...\$136,670.57
 - 525176/Green Bldg.
PRINCIPAL BALANCE ...\$295,180.86 INTEREST BALANCE...\$227,824.54
 - 525181/Eureka Fishery-Property Purchase
PRINCIPAL BALANCE ...\$195,648.76 INTEREST BALANCE...\$342,242.90
 - L02001/Marine Fueling Dock
PRINCIPAL BALANCE ...\$194,728.32 INTEREST BALANCE...\$223,229.61
 - L02009/Cold Storage
PRINCIPAL BALANCE ...\$782,478.92 INTEREST BALANCE...\$938,317.54

 - IFA TOTAL PRINCIPLE BALANCE as of January 31, 2019...\$2,076,935.75
IFA TOTAL ACCURED INTEREST as of June 30, 2018...2,872,369.28

- Travelift - \$4659.00 paid to m2Lease
BALANCE...\$232,952.60

- 2018 Genie Reach Forklift - \$1464.71 paid to Umpqua Bank
BALANCE...\$89,181.49

- Land Purchase – Kyle Aubin paid \$72.00
BALANCE... \$15,480

**Port of Brookings Harbor
Balance Sheet
As of January 31, 2019**

Jan 31, 19

ASSETS	
Current Assets	
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg Umpqua 3634	20,910.69
1005 · General Fund LGIP 6017	387,509.75
Total 1001 · CASH & CASH EQUIVALENTS	408,420.44
1006 · Cash on Hand/Petty Cash	
1008 · Office/Financial Officer	425.55
1010 · Fuel Dock Cash Drawer	600.00
1012 · RV Park Cash Drawer	930.00
1014 · Office/Reception Cash Drawer	200.00
Total 1006 · Cash on Hand/Petty Cash	2,155.55
1020 · RESTRICTED - CASH/EQUIVALENTS	
1022 · USDA BOND Umpqua MM 9529	2,509.88
1024 · Capital Projects Umpqua 8018	1,488.08
1028 · Debt Service Umpqua MM 8627	
TELEHANDLER	505.00
TRAVEL LIFT	2,000.00
Total 1028 · Debt Service Umpqua MM 8627	2,505.00
1030 · Oregon State Treasury LGIP	
1032 · USDA Bond Fund LGIP 6021	44,887.99
1036 · Reserve Fund LGIP 6018	24,111.19
1038 · IFA Debt Service Fund LGIP 6020	43,697.28
Total 1030 · Oregon State Treasury LGIP	112,696.46
Total 1020 · RESTRICTED - CASH/EQUIVALENTS	119,199.42
Total Checking/Savings	529,775.41
Accounts Receivable	
1200 · Accounts Receivable Account	35,386.71
Total Accounts Receivable	35,386.71
Other Current Assets	
1210 · A/R-Auditor Adjustment Account	32,891.00
1305 · FUEL Inventory	19,760.37
1310 · Prepaid Insurance	8,230.00
1320 · Due from Other Port Funds	
1322 · Due from Capital Projects Fund	86,568.18
Total 1320 · Due from Other Port Funds	86,568.18
1330 · Trans out to Other Port Funds	
1336 · Trans out to Reserve Fund	12,840.38
1338 · Trans out to USDA Bond Fund	77,591.00
1340 · Trans out to Debt Service Fund	252,391.78
Total 1330 · Trans out to Other Port Funds	342,823.16
1400 · RECEIVABLES	
1402 · Tax Appropriations Receivable	22,893.00
1405 · Grants Receivables	
1408 · Dock Renovation L16010	16,852.00
1412 · Basin 1 Pillings DR 4258 PW319	3,745.00
Total 1405 · Grants Receivables	20,597.00
Total 1400 · RECEIVABLES	43,490.00
Total Other Current Assets	533,762.71
Total Current Assets	1,098,924.83

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Port of Brookings Harbor
Balance Sheet
As of January 31, 2019

	Jan 31, 19
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 · 2017-50 BFMII Travelift	343,750.00
1635 · 2017 Ford F250 Truck	25,701.50
1636 · 2018 Genie Forklift GTH-1256	147,852.00
1638 · 2018 Ford F150 Truck	20,552.82
1630 · Equipment - Other	190,982.00
Total 1630 · Equipment	728,838.32
Total 1600 · Fixed Asset	19,866,018.75
1690 · Allowance for depreciation	-5,123,949.00
Total Fixed Assets	14,742,069.75
Other Assets	
1440 · Harbor Sant District SDC Credit	198,661.36
Total Other Assets	198,661.36
TOTAL ASSETS	16,039,655.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	5,470.91
2002 · Capital Projects Accts Payable	514.38
Total Accounts Payable	5,985.29
Credit Cards	
2008 · RCU VISA ACCT	1,156.74
Total Credit Cards	1,156.74
Other Current Liabilities	
2012 · ACCRUED BENEFITS	27,313.21
2013 · Accrued Int Payable-Restricted	81,705.00
2015 · DEFERRED REVENUE	12,794.91
2020 · Security Deposits C/R	10,886.53
2022 · Key Deposit	1,800.00
2026 · Deposits Payable	1,000.00
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	86,568.18
Total 2120 · Due to Other Port Funds	86,568.18
2130 · Trans in to Other Port Funds	
2136 · Trans in to Reserve Fund	12,840.38
2138 · Trans in to USDA Bond Fund	77,591.00
2140 · Trans in to Debt Service Fund	252,391.78
Total 2130 · Trans in to Other Port Funds	342,823.16
2150 · Current Portion of LT Debt	377,043.00
Total Other Current Liabilities	941,933.99
Total Current Liabilities	949,076.02

**Port of Brookings Harbor
Balance Sheet
As of January 31, 2019**

	Jan 31, 19
Long Term Liabilities	
2200 · Notes Payable	
Revenue Bonds Payable	
2280 · USDA #97-02	1,153,036.26
Total Revenue Bonds Payable	1,153,036.26
2205 · 50 BFMII Travelift Mobile Boat	232,952.60
2215 · 2018 Genie Reach Forklift	89,181.49
2235 · Property Purchase-Kyle Aubin	15,552.00
2250 · OEDD/Restructure Prin Pmts	
IFA/OBDD LOANS	
2256 · IFA/OBDD #520139/Boardwalk	68,282.15
2257 · IFA/OBDD #525172/RV Park Improv	129,994.88
2258 · IFA/OBDD #525176/Green Bldg	295,180.86
2259 · IFA/OBDD #525181/EurekaFishery	195,648.76
Total IFA/OBDD LOANS	689,106.65
IFA/SPWF LOANS	
2261 · IFA/SPWF L02009/Cold Storage	782,478.92
2264 · IFA/SPWF L98004/Dock Improv	199,799.89
2265 · L02001/Marine Fueling Dock	194,728.32
2266 · X03004/Eureka Fishery Invoice	210,821.97
Total IFA/SPWF LOANS	1,387,829.10
Total 2250 · OEDD/Restructure Prin Pmts	2,076,935.75
Total 2200 · Notes Payable	3,567,658.10
2207 · Accrued interest payable	2,730,127.00
2290 · Less current portion	-377,043.00
Total Long Term Liabilities	5,920,742.10
Total Liabilities	6,869,818.12
Equity	
2900 · Port Equity Account	7,897,913.63
3000 · Opening Bal Equity	198,661.36
3900 · RETAINED EARNINGS	588,437.11
Net Income	484,825.72
Total Equity	9,169,837.82
TOTAL LIABILITIES & EQUITY	16,039,655.94

Port of Brookings Harbor
Profit & Loss
January 2019

02/09/19

Accrual Basis

	Jan 19
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	414.54
4125 · Administrative Fees	300.00
4130 · Boat Launch	1,280.00
4135 · Storage	6,531.66
4140 · Other Revenue	175.50
4300 · MOORAGE	
4310 · Commercial Slip Rent	16,567.74
4320 · Recreational Slip Rent	17,535.93
4325 · Transient	2,262.96
4340 · Moorage Electric	4,967.22
Total 4300 · MOORAGE	41,333.85
Total 4100 · MARINA/ADMINISTRATION	50,035.55
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	40,036.33
4211 · CR/ Electric	259.22
4212 · CR/ Water	90.00
4214 · CR/ Sewer	380.18
4222 · CPI-U	870.49
Total 4200 · COMMERCIAL RETAIL	41,636.22
4400 · RV PARK	
4410 · Space Rental	24,595.00
4450 · Wood Sales	80.00
4470 · Misc Purchases & Sales	12.00
Total 4400 · RV PARK	24,687.00
4500 · FUEL SALES	
4505 · DIESEL	29,648.53
4510 · GAS	1,576.23
4515 · OTHER FUEL SALES	561.10
Total 4500 · FUEL SALES	31,785.86
4600 · BOATYARD	
4630 · Other Services & Sales	480.00
4635 · Travel Lift Haul Out	307.80
4645 · Telehandler	540.00
4655 · Yard Days	528.60
Total 4600 · BOATYARD	1,856.40
4900 · PROPERTY GROUND USE	
4910 · Grounds Use Fee	600.00
Total 4900 · PROPERTY GROUND USE	600.00
Total Income	150,601.03
Gross Profit	150,601.03
Expense	
5000 · PERSONNEL SERVICES/PAYROLL	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5014 · Salary/Port Manager	9,087.12
5016 · Wages/Port Office	15,380.94
5018 · Wages/RV Park	3,328.59
Total 5012 · OFFICE STAFF	27,796.65
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	2,050.54
5022 · Wages/Comm Retail	1,838.60
5023 · Wages/Fuel Dock	725.07
5025 · Wages/Marina	6,218.74
5026 · Wages/RV Park	1,281.98
Total 5020 · OPERATIONS STAFF	12,114.93
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	295.45
5046 · Overtime/RV Park Office	17.22

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Port of Brookings Harbor
Profit & Loss
January 2019

02/09/19

Accrual Basis

	Jan 19
Total 5042 · OFFICE/OVERTIME	312.67
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	45.05
5052 · Overtime/Comm Retail	7.51
5053 · Overtime/Fuel Dock	46.36
5055 · Overtime/Marina	67.57
5056 · Overtime/RV Park Operations	147.50
Total 5050 · OPERATIONS/OVERTIME	313.99
Total 5040 · OVERTIME	626.66
Total 5010 · WAGES & SALARIES	40,538.24
5060 · EMPLOYEE COSTS & BENEFITS	
5062 · Sick Leave Benefit	655.80
5064 · Paid Holidays	3,788.40
5068 · Vacation	2,239.22
5070 · Payroll Taxes	5,422.21
5074 · Personal Vehicle Allowance	900.00
5076 · Health Care and Dental	
5076 · Health Care and Dental - Other	6,068.30
Total 5076 · Health Care and Dental	6,068.30
5090 · SEP Retirement	
5092 · Port Manager	998.70
5094 · Office	1,708.59
5096 · Operations	2,204.10
Total 5090 · SEP Retirement	4,911.39
Total 5060 · EMPLOYEE COSTS & BENEFITS	23,985.32
Total 5000 · PERSONNEL SERVICES/PAYROLL	64,523.56
6001 · ADVERTISING & NOTIFICATIONS	
6002 · Marketing & Advertising	855.00
Total 6001 · ADVERTISING & NOTIFICATIONS	855.00
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	15,556.53
6115 · Services & Supplies	2,670.21
6125 · Tools-Under \$5,000	1,094.99
6135 · Security Contract	2,540.00
Total 6100 · REPAIRS & MAINTENANCE	21,861.73
6150 · FUEL purchased for resale	25,431.86
6200 · UTILITIES	
6210 · Telecommunications	804.21
6220 · Electric	8,734.33
6230 · Water	1,820.70
6250 · Waste Management	5,937.71
6260 · Cable TV	498.64
6270 · Propane Gas	35.22
Total 6200 · UTILITIES	17,830.81
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	1,261.69
6320 · Leased Equipment(Incl'g copier)	1,595.96
6345 · Postage	825.70
6348 · Computers & Software Purchases	120.00
Total 6300 · OFFICE EXPENSE	3,803.35
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	1,025.89
6360 · Bank Service Charge/Fees	0.85
Total 6350 · BANK SERVICE & FINANCE FEES	1,026.74
6400 · TRAVEL & ENTERTAINMENT	
6425 · Mileage Reimbursement	2.77
Total 6400 · TRAVEL & ENTERTAINMENT	2.77
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	22.00

**Port of Brookings Harbor
Profit & Loss
January 2019**

02/09/19

Accrual Basis

	Jan 19
Total 6500 · PERMITS, LICENSES, TAXES & MISC	22.00
6800 · INSURANCE; PROP & CAS, BOND	
6800 · INSURANCE; PROP & CAS, BOND - Other	6,533.50
Total 6800 · INSURANCE; PROP & CAS, BOND	6,533.50
6900 · PROFESSIONAL FEES	
6925 · Consultants	2,770.00
6935 · Legal	2,019.50
6945 · IT Support/Services	2,198.53
6955 · Payroll Administration Fee	359.72
Total 6900 · PROFESSIONAL FEES	7,347.75
Total Expense	149,239.07
Net Ordinary Income	1,361.96
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	382.25
7020 · Current Tax Levy	5,061.44
Total 7000 · PROPERTY TAX	5,443.69
7100 · INTEREST & DIVIDENDS INCOME	1,175.51
Total Other Income	6,619.20
Other Expense	
7700 · CAPITAL OUTLAYS; GENERAL FUND	
7790 · OTHER	4.50
Total 7700 · CAPITAL OUTLAYS; GENERAL FUND	4.50
8300 · HMGP-FEMA & GRANTS EXPENSE	
8310 · FEMA - DR4258-OR-7 B 1 Piling	
8312 · PW319 Engineering/Architectural	980.00
8314 · PW319 Const.-Materials,Supplies	546.30
8316 · PW319 Labor Expenses	1,116.07
Total 8310 · FEMA - DR4258-OR-7 B 1 Piling	2,642.37
Total 8300 · HMGP-FEMA & GRANTS EXPENSE	2,642.37
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8443 · 50 BFMII Travellift Interest	1,115.79
8444 · 2018 Genie Forklift Interest	466.27
Total 8430 · Paid Interest	1,582.06
Total 8400 · DEBT SERVICE FUND	1,582.06
Total Other Expense	4,228.93
Net Other Income	2,390.27
Net Income	3,752.23

**Port of Brookings Harbor
Profit & Loss Budget Performance**

Accrual Basis

July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · MARINA/ADMINISTRATION	396,453.53	620,400.00	63.9%
4200 · COMMERCIAL RETAIL	305,360.68	522,700.00	58.4%
4400 · RV PARK	415,339.61	576,349.00	72.1%
4500 · FUEL SALES	365,575.82	458,516.00	79.7%
4550 · SPECIAL EVENT			
4600 · BOATYARD	45,117.75	104,437.00	43.2%
4700 · ICE HOUSE			
4800 · COLD STORAGE			
4900 · PROPERTY GROUND USE	4,870.00	5,000.00	97.4%
Total Income	1,532,717.39	2,287,402.00	67.0%
Gross Profit	1,532,717.39	2,287,402.00	67.0%
Expense			
5000 · PERSONNEL SERVICES/PAYR...	305,898.75	651,816.16	46.9%
6001 · ADVERTISING & NOTIFICATIONS	7,634.39	12,169.00	62.7%
6100 · REPAIRS & MAINTENANCE	142,856.91	325,065.96	43.9%
6150 · FUEL purchased for resale	322,785.53	373,543.00	86.4%
6200 · UTILITIES	168,766.89	280,891.00	60.1%
6300 · OFFICE EXPENSE	37,422.90	48,004.00	78.0%
6350 · BANK SERVICE & FINANCE FEES	21,550.86	25,803.95	83.5%
6400 · TRAVEL & ENTERTAINMENT	1,560.03	2,725.00	57.2%
6500 · PERMITS, LICENSES, TAXES & ...	14,793.27	18,974.00	78.0%
6550 · SPECIAL EVENTS			
6585 · HARBOR RFPD SERVICE		15,000.00	
6600 · BAD DEBT	17,070.82	6,482.00	263.4%
6800 · INSURANCE; PROP & CAS, BO...	44,570.50	99,388.16	44.8%
6900 · PROFESSIONAL FEES	55,511.86	125,921.00	44.1%
Total Expense	1,140,422.71	1,985,783.23	57.4%
Net Ordinary Income	392,294.68	301,618.77	130.1%
Other Income/Expense			
Other Income			
Dredging/Income			
7000 · PROPERTY TAX	213,854.39	222,504.00	96.1%
7100 · INTEREST & DIVIDENDS INCOME	6,247.11	2,609.63	239.4%
7110 · MISC INCOME	13,713.39	21,384.00	64.1%
7170 · Sale of Assets	300.00	184,000.00	0.2%
7200 · GRANT REVENUES	8,415.98	51,148.00	16.5%
7300 · FEMA REVENUE	3,600.88		

**Port of Brookings Harbor
Profit & Loss Budget Performance**

Accrual Basis

July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
7400 · HMGP-FEMA & GRANTS REVENUE	14,980.00	2,375,958.00	0.6%
Total Other Income	261,111.75	2,857,603.63	9.1%
Other Expense			
7700 · CAPITAL OUTLAYS; GENERAL FU...	17,398.17	32,433.82	53.6%
8100 · FEMA EXPENSES		15,000.00	
8200 · GRANT EXPENSES	28,950.45	36,106.77	80.2%
8300 · HMGP-FEMA & GRANTS EXPENSE	46,115.89	1,834,494.34	2.5%
8400 · DEBT SERVICE FUND	15,031.81	10,294.69	146.0%
8600 · USDA REVENUE BOND	61,084.39	64,390.09	94.9%
Total Other Expense	168,580.71	1,992,719.71	8.5%
Net Other Income	92,531.04	864,883.92	10.7%
Net Income	484,825.72	1,166,502.69	41.6%

Port of Brookings Harbor
Check Registers

Accrual Basis

January 1, 2019 - January 31, 2019

Type	Date	Num	Name	Memo	Amount
1001 - CASH & CASH EQUIVALENTS					
1002 - General Funds Ckg Umpqua 3634					
Transfer	01/28/2019			Funds Transfer from LGIP General Fund to Umpqua Bank General Fund	25,000.00
Transfer	01/29/2019			Funds Transfer Pmt for Jan Lease from USCG	923.24
Check	01/02/2019	Debit	US Bank Sep-IRA	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2D35W	-332.90
Check	01/16/2019	Debit	US Bank Sep-IRA	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R4GON	-332.90
Check	01/30/2019	Debit	US Bank Sep-IRA	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PXL2V	-332.90
Check	01/02/2019	DEBIT	TD Ameritrade	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CWC7	-182.43
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CWC7	-149.30
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CC7M	-125.73
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CHDJ	-182.04
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CKTC	-136.42
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CNHT	-148.78
Check	01/02/2019	DEBIT	Edward Jones	Employer Contribution - 01/02/2019 Confirmation.NNSSW-2CSL3	-264.00
Check	01/02/2019	DEBIT	Elavon	DECEMBER 2018 MERCHANT SERVICE FEE ACCT#316	-608.22
Check	01/02/2019	DEBIT	Elavon	DECEMBER 2018 Merchant Service Fee - acct#873 Ventek	-20.78
Check	01/02/2019	DEBIT	Elavon	DECEMBER 2018 MERCHANT SERVICE FEE ACCT#902	-342.34
Check	01/02/2019	DEBIT	Elavon	DECEMBER 2018 MERCHANT SERVICE FEE ACCT#951	-53.86
Check	01/11/2019	DEBIT	ADP	Advice of Debit #527347895 PAYROLL 01/02/2019	-116.91
Bill Pmt -Check	01/09/2019	DEBIT	Oregon Lodging Tax	BIN: 0294055-3 Lodging Tax for 4th QTR for RV Park	-1,425.01
Bill Pmt -Check	01/29/2019	DEBIT	Carson	CUSTOMER # 7611262 FUEL PURCHASES	-9,379.89
Check	01/16/2019	DEBIT	TD Ameritrade	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R49WH	-172.17
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R3JB2	-150.24
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R2KL5	-542.31
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R3QQ7	-125.54
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R3V6C	-185.64
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R3YNJ	-135.98
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R43PP	-143.48
Check	01/16/2019	DEBIT	Edward Jones	Employer Contribution - 01/16/2019 Confirmation.NQ46H-R46X3	-264.00
Bill Pmt -Check	01/30/2019	DEBIT	Carson	CUSTOMER # 7611262 FUEL PURCHASE	-7,055.18
Check	01/25/2019	DEBIT	ADP	Advice of Debit #527969793 PAYROLL 01/18/2019	-116.91
Bill Pmt -Check	01/24/2019	DEBIT	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186 Postage Refill	-300.00
Check	01/30/2019	DEBIT	ADP	Advice of Debit #528466985 Processing Charges for period Ending Date: 01/01/2019	-125.90
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PVZZ2	-111.55
Check	01/30/2019	DEBIT	TD Ameritrade	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PXGNM	-184.68
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PVVV4	-162.96
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PX0D4	-125.92
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PX2X9	-178.18
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PX5GJ	-148.78
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PX8M9	-159.38
Check	01/30/2019	DEBIT	Edward Jones	Employer Contribution - 01/30/2019 Confirmation.NRJC1-PXC46	-264.00
Bill Pmt -Check	01/31/2019	DEBIT	My Parking Permit	STANDARD REFLECTIVE BUMPER DECAL 2'X3 1/2'-Trailer Permits	-130.00
Check	01/09/2019	EFT	Capital Projects Fund	5-R Excavation Inv#1510 for MAP Grant	-393.16
General Journal	01/03/2019	IFA 1/3		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	-4,808.00
General Journal	01/03/2019	PAY 1/3		Rec 01/03/2019 payroll	-12,789.92
General Journal	01/03/2019	TAX 1/3		Rec 01/03/2019 payroll Taxes	-5,323.29
General Journal	01/03/2019	USDA 1/3		To transfer to USDA Revenue Bond - savings for November 2019 pmt	-2,503.00
General Journal	01/04/2019	DEBT 1/4		To transfer to Debt Service Fund LGIP for Travelift Pmt	-4,659.00
General Journal	01/04/2019	DEBT 1/4		To transfer to Debt Service Fund LGIP for Tel/handler Pmt	-1,464.71
General Journal	01/09/2019	IFA 1/9		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	-4,808.00
General Journal	01/09/2019	USDA 1/9		To transfer to USDA Revenue Bond - savings for November 2019 pmt	-2,503.00
General Journal	01/16/2019	DEBT 1/16		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	-4,808.00
General Journal	01/16/2019	PAY 1/16		Rec 01/16/2019 payroll	-12,710.37
General Journal	01/16/2019	TAX 1/16		Rec 01/16/2019 payroll Taxes	-5,288.63
General Journal	01/16/2019	USDA 1/16		To transfer to USDA Revenue Bond - savings for November 2019 pmt	-2,503.00
General Journal	01/23/2019	IFA 1/23		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	-4,808.00
General Journal	01/23/2019	USDA 1/23		To transfer to USDA Revenue Bond - savings for November 2019 pmt	-2,503.00
General Journal	01/30/2019	IFA 1/30		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	-4,808.00
General Journal	01/30/2019	PAY 1/30		Rec 01/30/2019 payroll	-13,089.59
General Journal	01/30/2019	TAX 1/30		Rec 01/30/2019 payroll Taxes	-5,462.91
General Journal	01/30/2019	USDA 1/30		To transfer to USDA Revenue Bond - savings for November 2019 pmt	-2,503.00
Bill Pmt -Check	01/04/2019	9008	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 ELECTRICAL CHARGES	-7,551.49
Bill Pmt -Check	01/04/2019	9009	Harbor Sanitary District	December 2018 Sanitary Bill-credit \$218.92 to account#1757C	-3,560.92
Bill Pmt -Check	01/04/2019	9010	Kerr's Ace Hardware Inc	Customer#55 Hardware Supplies	-1,151.20
Bill Pmt -Check	01/04/2019	9011	Pape Material Handling	EQ#4605 50T Marine Travel Lift & REPAIR-EQ#3705 Port Work Boat	-1,257.89
Bill Pmt -Check	01/04/2019	9012	Pump Pipe & Tank Services, LLC	12/27/18 - Installed Solenoid Coil at Fuel Dock	-638.27
Bill Pmt -Check	01/04/2019	9013	Quill Corporation	ACCT#1932158 OFFICE SUPPLIES	-401.17
Bill Pmt -Check	01/04/2019	9014	South Coast Knight Security	Patrol for DECEMBER 2018	-2,540.00
Bill Pmt -Check	01/09/2019	9015	Cheyenne Livestock & Products, Inc.	"TOUGH GUY" FIBERGLASS LIFE RING CABINET WITH 30"	-4,439.00
Bill Pmt -Check	01/09/2019	9016	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters	-5,421.71
Bill Pmt -Check	01/09/2019	9017	Eureka Oxygen Co.	DECEMBER 2018 Monthly Cylinder Rental - Dec 1 - Dec 13, 2018	-63.92
Bill Pmt -Check	01/09/2019	9018	Harbor Logging Supply, Inc.	Anti Theft Strap for Toilet Paper Dispenser	-54.00
Bill Pmt -Check	01/09/2019	9019	Roto Rooter	2940-522445-001 Port-A -Polities Beachfront RV Park. SPORT FISHING DOCK. Boaty ..	-518.00
Bill Pmt -Check	01/09/2019	9020	Spec Dist Assoc of OR - Healthcare	Customer # 03-0016414 FEBRUARY PREMIUM HEALTHCARE	-6,068.30
Bill Pmt -Check	01/09/2019	9021	Western Communications	ACCT# 816180 CURRY COASTAL PILOT & TRIPPLICATE	-1,485.66
Bill Pmt -Check	01/09/2019	9022	Xerox Capital Services, LLC	Copier Leases and Maintenance	-993.96
Bill Pmt -Check	01/10/2019	9023	Pape Material Handling	Oil Change, Fuel Filter and General Inspection of EQ#4605 50T Marine Travel Lift 12/...	-130.17
Check	01/10/2019	9024	Rogue Credit Union	ACCT# 308-89 Payment on account Credit Card #8593	-4,000.00
Bill Pmt -Check	01/16/2019	9025	Black Rice & Luna LLP	December LAND ASSISTANCE - RICE	-2,019.50
Bill Pmt -Check	01/16/2019	9026	Bullet Rental	Rental of LANDSCAPE LOADER for grading at Gear Storage Area	-749.50
Bill Pmt -Check	01/16/2019	9027	Harbor Logging Supply, Inc.	Anti Theft Strap for Toilet Paper Dispenser & Plate to cover electrical outlets at Boardw...	-128.59
Bill Pmt -Check	01/16/2019	9028	Harbor Water District P.U.D	11/20-12/20 SERVICE/WATER BILL	-1,820.70
Bill Pmt -Check	01/16/2019	9029	Hartwick Automotive	Steering Gear Removed and Replaced 1/14/2019-EQ#1102 Chevy 3/4 Ton Truck	-444.70
Bill Pmt -Check	01/16/2019	9030	John Kellum/John's Portable Welding	10 Fabricate and Weld Piling Hoops	-375.00
Bill Pmt -Check	01/16/2019	9031	Zoro	Customer#8068482 18 GEORGIA PACIFIC TOILET PAPER DISPENSERS for Restroo...	-364.23
Bill Pmt -Check	01/16/2019	9032	Spec Dist Assoc of OR - Prop & Cas	Policy#31P16414-203 Customer ID 01-16414 - 2019 PROPERTY & CASUALTY POLI...	-6,308.50
Bill Pmt -Check	01/23/2019	9033	Pitney Bowes, Inc.	VOID: Power Postage Acct# 8000-9000-0324-9186	
Bill Pmt -Check	01/24/2019	9034	BI-MART	Account #931481 BULLET VIDEO CAMERA for Beachfront RV Park	-99.99
Bill Pmt -Check	01/24/2019	9035	Chelco Drywall Inc.	Drywall repair (Patch & Texture Walls) for remodel Ste#202 (Port Meeting Room)	-380.00
Bill Pmt -Check	01/24/2019	9036	Computer Fusion	Labor & Material to repair RV Park Office Computer	-120.00
Bill Pmt -Check	01/24/2019	9037	Fastenal Industrial Supplies	Customer NO ORBRK0013 - 14" H x 3 5" W Vinyl White Letter/Red Fire Extinguisher Sign	-9.10
Bill Pmt -Check	01/24/2019	9038	Gold Beach Lumber Yard, Inc.	Account #778 HILLMAN SCREWS for Tissue Dispenser Install	-1.20
Bill Pmt -Check	01/24/2019	9039	Gowman Electric, Inc.	electrical wiring in the conference room & Misc Electrical Repairs	-1,082.68

**Port of Brookings Harbor
Check Registers**

January 1, 2019 - January 31, 2019

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/24/2019	9040	Harbor Logging Supply, Inc.	SET OF TANKS & TORCH for Dock Repair	-875.00
Bill Pmt -Check	01/24/2019	9041	In-Motion Graphics and Design, LLC	2 Businesses Open Signs, 1 Occupancy Sign & 1 Meeting Room Sign	-272.00
Bill Pmt -Check	01/24/2019	9042	Lease Finance Partners	LEASE#00040031070 - Beachfront RV Park Digital Cable TV System	-602.00
Bill Pmt -Check	01/24/2019	9043	Medford Fence Co	Install 6' chain link fence with 16' roll gates. Enclosure around the fuel storage tanks.	-6,150.00
Bill Pmt -Check	01/24/2019	9044	Quill Corporation	ACCT#1932158 Office Supplies	-338.75
Bill Pmt -Check	01/24/2019	9045	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY POLI...	-6,308.50
Bill Pmt -Check	01/30/2019	9046	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 ELECTRICAL CHARGES	-8,734.33
Bill Pmt -Check	01/30/2019	9047	EMC-Engineers/Scientists, LLC	Review for fuel line equipment - Re-routing Project & Review of SM Packet & attendan...	-2,770.00
Bill Pmt -Check	01/30/2019	9048	Rogue Credit Union	ACCT #306-89 CREDIT CARD#8593	-3,698.59
Total 1002 General Funds Ckg Umpqua 3634					-180,655.07
1005 - General Fund LGIP 6017					
Transfer	01/28/2019			Funds Transfer from LGIP General Fund to Umpqua Bank General Fund	-25,000.00
Check	01/02/2019	debit-1/2		LGIP Fees for December 2018	-0.85
Total 1005 General Fund LGIP 6017					-25,000.85
1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 CASH & CASH EQUIVALENTS - Other					
Total 1001 CASH & CASH EQUIVALENTS					-205,655.92
1006 - Cash on Hand/Petty Cash					
1008 - Office/Financial Officer					
Total 1008 Office/Financial Officer					
Total 1006 Cash on Hand/Petty Cash					
1020 - RESTRICTED - CASH/EQUIVALENTS					
1022 - USDA BOND Umpqua MM 9529					
Total 1022 USDA BOND Umpqua MM 9529					
1024 - Capital Projects Umpqua 8018					
Transfer	01/29/2019			Funds Transfer Pmt for Jan Lease from USCG	-923.24
Bill Pmt -Check	01/09/2019	207	5-R Excavation, LLC	12/21/2018-Installation of double check valve at transient dock - MAP GRANT	-393.16
Bill Pmt -Check	01/30/2019	208	EMC-Engineers/Scientists, LLC	Funding Research	-980.00
Bill Pmt -Check	01/30/2019	209	Fastenal Industrial Supplies	Customer No ORBRK0013	-31.92
Total 1024 Capital Projects Umpqua 8018					-2,328.32
1028 - Debt Service Umpqua MM 8627					
TELEHANDLER					
Check	01/15/2019	DEBIT	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #11	-1,464.71
General Journal	01/04/2019	DEBT 1/4		To transfer to Debt Service Fund LGIP for Telehandler Pmt	1,464.71
Total TELEHANDLER					
TRAVEL LIFT					
Check	01/22/2019	DEBIT	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #27 - 50 BFMII Travelift	-4,659.00
General Journal	01/04/2019	DEBT 1/4		To transfer to Debt Service Fund LGIP for Travelift Pmt	4,659.00
Total TRAVEL LIFT					
1028.1 - IFA LOAN SAVINGS					
Total 1028.1 IFA LOAN SAVINGS					
1028 - Debt Service Umpqua MM 8627 - Other					
Total 1028 - Debt Service Umpqua MM 8627 - Other					
Total 1028 Debt Service Umpqua MM 8627					
1030 - Oregon State Treasury LGIP					
1032 - USDA Bond Fund LGIP 6021					
General Journal	01/03/2019	USDA 1/3		To transfer to USDA Revenue Bond - savings for November 2019 pmt	2,503.00
General Journal	01/09/2019	USDA 1/9		To transfer to USDA Revenue Bond - savings for November 2019 pmt	2,503.00
General Journal	01/16/2019	USDA 1/16		To transfer to USDA Revenue Bond - savings for November 2019 pmt	2,503.00
General Journal	01/23/2019	USDA 1/23		To transfer to USDA Revenue Bond - savings for November 2019 pmt	2,503.00
General Journal	01/30/2019	USDA 1/30		To transfer to USDA Revenue Bond - savings for November 2019 pmt	2,503.00
Total 1032 USDA Bond Fund LGIP 6021					12,515.00
1034 - Capital Projects Fund LGIP 6019					
Total 1034 Capital Projects Fund LGIP 6019					
1036 - Reserve Fund LGIP 6018					
Total 1036 Reserve Fund LGIP 6018					
1038 - IFA Debt Service Fund LGIP 6020					
IFA LOAN					
Total IFA LOAN					
1038 - IFA Debt Service Fund LGIP 6020 - Other					
General Journal	01/03/2019	IFA 1/3		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	4,808.00
General Journal	01/09/2019	IFA 1/9		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	4,808.00
General Journal	01/16/2019	DEBT 1/16		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	4,808.00
General Journal	01/23/2019	IFA 1/23		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	4,808.00
General Journal	01/30/2019	IFA 1/30		To transfer to Debt Service funds for 1ST QTR IFA 2019 Pmt	4,808.00
Total 1038 IFA Debt Service Fund LGIP 6020 - Other					24,040.00
Total 1038 IFA Debt Service Fund LGIP 6020					24,040.00
Total 1030 Oregon State Treasury LGIP					36,555.00
Total 1020 RESTRICTED - CASH/EQUIVALENTS					34,228.68

9:42 AM

Port of Brookings Harbor
Check Registers

Accrual Basis

January 1, 2019 - January 31, 2019

Type	Date	Num	Name	Memo	Amount
TOTAL					<u>-171,429.24</u>



GENERAL MANAGER MONTHLY REPORT

Date: February 19, 2019
Period: January 2019
To: Board of Commissioners
Issued By: Gary Dehlinger, General Manager

Safety & Security

Port of Brookings Harbor safety performance recorded one accident and zero injuries. One of our employees was rear-ended making a left turn into the retail parking lot. Personal vehicle was totaled, and employee reported no injury. Port employees perform weekly safety meetings. Port staff conducts daily, weekly, monthly and quarterly inspections of Port owned facilities.

South Coast Knight Security and Port issued 15 parking violations, 5 no camping, removed 2 unauthorized visitors, 1 trespassed, 5 vandalism/theft, 1 maintenance issue on Port properties. Attached is a Security Log for your review.

Visitor accidentally drove through the RV park dry camp chain-link fence. Sheriff was notified and only property damage was done.

Port Office

Made a trip to Salem to visit our local State Representatives. Met with Representative David Brock Smith and Senator Dallas Heard regarding Port infrastructure repairs. Too late in the process to drop a bill for the Port in this session. Senator Heard was very interested in the Port's financial and repair issues. He wants to stop by and see the Port first hand. If the Port is awarded any grants, the opportunity for State assistance will be greater.

Attend SDAO Legislator Days conference in Salem. SDAO provided updates on this year legislative makeup and bills that could affect Special Districts.

Met Ted Worth with IFA-Business Oregon and Alex Campbell with Regional Solutions Coordinator-Southern Oregon regarding Port conditions. Ted surveyed the Dock Renovation and Basin 1 Piling Projects.

FEMA / Natural Hazard Mitigation Plan

Pre-Disaster Mitigation (PDM) meeting is scheduled for March 7 with OEM/FEMA for possible grant funding in 2020.

Port Operations

SDAO Risk Management site survey was conducted. Please see attached report.

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
1	01/01/19	SCKS	Maintenance	Boardwalk		Light post knocked down
2	01/02/19	SCKS	Unauthorized Visitor	Main Retail Restroom		Camping in men's restroom
3	01/03/19	SCKS	No Camping	RV Park	247EE	
4	01/03/19	POBH	Vandalism	Kite Field		Damage to field from vehicle
5	01/04/19	SCKS	Overnight Parking	RV Park	063GWD	
6	01/04/19	Tenant	Vandalism/Theft	Pacific Ocean Harvesters		
7	01/08/19	POBH	Theft of Services	RV Park		Patron left without paying
8	01/15/19	Tenant	Vandalism	Moorage Space B2 N-20		Lock cut off door
9	01/16/19	SCKS	No Camping	Port Main Parking Lot	793JYF	
10	01/16/19	SCKS	Overnight Parking	RV Park	I69755	
11	01/16/19	SCKS	Overnight Parking	RV Park	267LAE	
12	01/16/19	SCKS	Overnight Parking	RV Park	471CWZ	
13	01/16/19	SCKS	Overnight Parking	RV Park	527FLH	
14	01/17/19	SCKS	No Camping	Commercial Boat Basin	299HZR	
15	01/23/19	SCKS	Overnight Parking	RV Park	SZND419	
16	01/23/19	SCKS	Overnight Parking	RV Park	241567	
17	01/23/19	SCKS	Overnight Parking	Kite Field	299HZR	
18	01/24/19	SCKS	Overnight Parking	Port Main Parking Lot	423JHB	
19	01/24/19	SCKS	Overnight Parking	Port Main Parking Lot	UJT925	
20	01/24/19	SCKS	Overnight Parking	Port Main Parking Lot	155CYM	
21	01/25/19	POBH	Theft	RV Park	Eq# 3709	Golf cart stolen
22	01/28/19	POBH	Wellness Check	Boat Storage at Grn Bldg		
23	01/29/19	SCKS	Overnight Parking	Port Main Parking Lot	WUVA780	
24	01/30/19	SCKS	Unauthorized Visitor	Main Retail Area	On Foot	
25	01/30/19	SCKS	Trespassing	Main Retail Area	On Foot	
26	01/30/19	SCKS	Overnight Parking	Port Main Parking Lot	318JJY	
27	01/30/19	SCKS	No Camping	Kite Field	769LCL	
28	01/31/19	SCKS	Overnight Parking	RV Park	575KGU	
29	01/31/19	SCKS	Overnight Parking	RV Park	406KSG	
30	01/31/19	SCKS	No Camping	Port Main Parking Lot	DL01972	

Edit 1/22/2019 VRMC

[Return \(/RMIS/Index/16414?pgm=SDIS\)](/RMIS/Index/16414?pgm=SDIS)

Visit Details

Staff Name

Troy DeYoung

Activity Type

VRMC

RECEIVED

FEB 12 2019

Subject

VRMC

PM  HM
MA _____ FO _____

?

Activity Date

1/22/2019

Contact Name

Gary Dehlinger

Status

Published

?

Insurance Type

PC WC

?

Summary

Thank you for the opportunity to meet with Gary and Travis. The purpose of the visit was to conduct a voluntary risk management consultation. Specifically, the Port had requested a risk assessment of their facilities. Recommendations are included with this report that require the district to follow up with the consultant.

Gary and I started the visit by Gary informing me on projects that the Port is currently working on or planning to work on. The most significant is that the Port will be replacing all pilings and piling hoops in Boat Basin #1. Once that work is complete the staff will work on

SEE ATTACHED FOR FULL WRITE-UP.

Premises Assessments

Premises	Status
District Facility- 16330 Lower Harbor Rd	0/5 Member Reviewed, 0/5 Staff Approved

© 2019 - SDIS [Contact Us \(/Support\)](#) [FAQ \(/Pages?page=_NewSiteFAQMember\)](#) [SDAO.com](#)
(<https://sdao.com>)

Thank you for the opportunity to meet with Gary and Travis. The purpose of the visit was to conduct a voluntary risk management consultation. Specifically, the Port had requested a risk assessment of their facilities. Recommendations are included with this report that require the district to follow up with the consultant.

Gary and I started the visit by Gary informing me on projects that the Port is currently working on or planning to work on. The most significant is that the Port will be replacing all pilings and piling hoops in Boat Basin #1. Once that work is complete the staff will work on tightening up the docks themselves. They also have replaced the boat ramp docks since our last visit.

Then Travis, Gary and I inspected the majority of the Port facilities. Recommendations were made for some of the Port's insured properties. The port is still seeking funding to address some larger long term issues. These issues include sluffing banks on the boat basins, damage and movement of one end of the board walk, damage and movement of the fueling dock, replacement of pilings and piling hoops in boat basin #2 and repairs and upgrades to the commercial docks.

Overall, the Port appears to be moving in the correct direction with plans on facility repairs and improvements, but they have a long way to go and a lot of funding needs to make desired improvements. They are also doing a good job of recognizing those areas that need improvements that pose a liability hazard to the Port and implementing solutions to mitigate those hazards. Most notably this is seen by the addition of fencing around these areas.

The recommendations made in this report are for the benefit of the district. They are based on the experience of the SDIS pool and the losses they have incurred. Ultimately, the board and district management will need to make decisions on how to address these issues. If you need further assistance regarding this report, please contact the risk management consultant tdeyoung@sdao.com or riskmanagement@sdao.com.

Edit District Facility- 16330 Lower Harbor Rd Premises Assessment

[Return to Visit \(/RMIS/Edit/39?pgm=SDIS\)](/RMIS/Edit/39?pgm=SDIS)

Edit Premises Assessment Details

Premises

District Facility- 16330 Lower Harbor Rd ▼ ?

Premises Contact Name

Gary Dehlinger

Premises Contact Email

portmanager@portofbrookingsharbor.com ?

Ad Hoc Assessments ▲






Photo ⌵	Recommendation ⌵	Level ⌵	Status ⌵	Property ⌵
	Moss should be treated and removed from the roofs throughout the Port properties. This will help prevent further degradation to the roofs.	Moderate	Staff Assessed	
	Several of the Port owned buildings has deteriorating paint. All siding and fascia should be painted to prevent deterioration of the building materials and the chance of water intrusion into the building.	Severe	Staff Assessed	

Photo ↓	Recommendation	Level	Status	Property
	All roof damage to the boat ramp restrooms should be repaired to avoid leaks and further damage from wind and weather.	Severe	Staff Assessed	
	The road in the gear storage area should be repaired and made flat. The current condition could cause damage to equipment or could result in liability for someone slipping and falling.	Moderate	Staff Assessed	
	All roof damage to the RV Park office should be repaired to avoid leaks and further damage from wind and weather.	Severe	Staff Assessed	



HARBORMASTER MONTHLY REPORT

Date: February 19, 2019
Period: January 2019
To: Gary Dehlinger, General Manager
Issued By: Travis Webster, Harbormaster

Operations

- **RV Park**

Throughout the winter months we expect more storms and high seas that will lead to more sand and debris in the parking lot. We will continue to clear roads as this happens and plan for a more in-depth cleaning in the spring. Nice weekends were a key contributor to a higher occupancy for January 2019.

Occupancy by Month & Year

January	2018	2019	Change	YTD 2018	YTD 2019	Change
RV Park	7.63%	10.35%	2.72%	7.63%	10.35%	2.72%

- **Marina**

Basin 1 piling project was started on January 22. The Bergeson crew is doing a great job and is still on schedule to be completed by end of Feb. 2019

Basin 2 dock inspections have been completed that has also shown severe signs of wear and tear. C dock at the south end of basin 2 remains closed due to docks hitting bottom and unsafe walkways. Other closures include one finger on N dock (N-3&5) and one finger closure on P dock. (P 11&13) All the vessels on those fingers have been relocated within the Basin.

Max Capacity – 505 slips

Slips Closed – 128 slips

Available Slips – 377 slips

Moorage Renewals by Month

Total Moorage Rentals

January	2018	2019	Change	YTD 2018	YTD 2019	Change
Basin 1	6	10	4	23	29	6
Basin 2	17	19	2			
Transient	1	7	6	1	7	6

Boat Launches Paid through Launch Machine

Boat Launch	16	11	5	16	11	5
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- **Gear & Boat/Trailer Storage**

Crab season has taken off as of Feb 1st. Roads throughout gear area have numerous pot holes and drainage issues. Now that Crab pots are out of gear storage area, we will try to smooth roads again.

- **Commercial Receiving Docks**

Receiving dock inspections are on-going. These inspections showed that 3 out of 5 docks are still showing signs of failing support structures, dock surface, and lack of drainage. Work orders are being issued for small repairs on and around the dock areas.

Boat Yard

Boat yard and forklift work has been slow through the month of January. Forklift work included removing shrimp and drag gear and loading crab tanks onto the larger commercial fleet. We hope that the season runs smoothly, but in the event that vessels needs hauled out our boat yard and Travelift are ready.

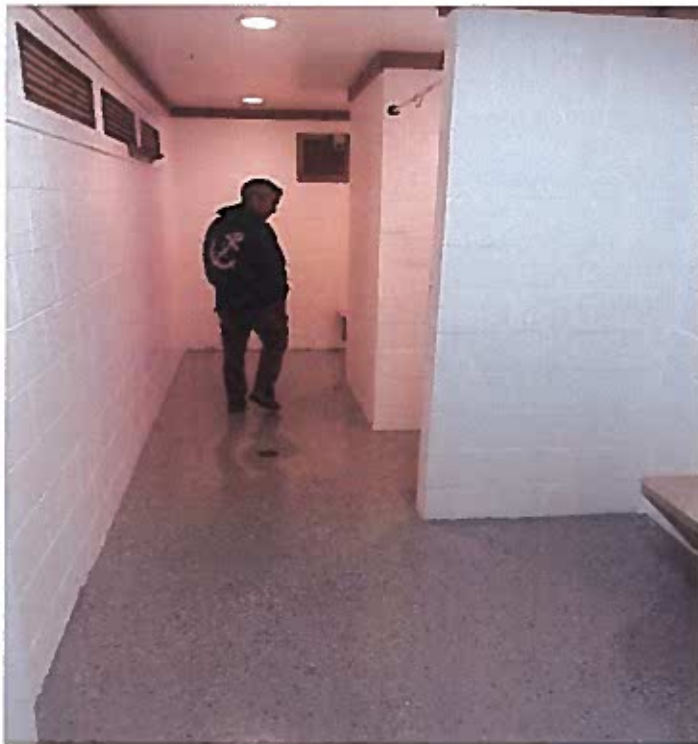
Billable Services Performed this Month and Boat Yard Inventory

Description	Hours	Quantity	Working	Abandon
Reachlift (Forklift)	7.5	4		
Travel Lift Haul Ins-Outs		2		
Vessels in Boat Yard			1	8

- **Maintenance Crew**

Maintenance crew completed 55 work orders. Please see attached log for descriptions.

- East commercial bathroom has new paint and epoxy floors. See attached photos of completed work.
- The crew is also starting the Retail bathroom and prepping for new paint and floors.
- New finger construction for Basin 1 D-Dock and small dock repairs for piling project.





WORK ORDERS LOG
Port Of Brookings Harbor
 January 2019

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By
53	1/2/19	Retail Area	Raise or remove flag	Flag taken down	1/3/19 Sean
54	1/2/19	Boardwalk	Lightpost knocked down	Moved slightly and relagged	1/3/19 Sean
55	1/2/19	Transient Dock	Replace dock bolts	2 dock bolts replaced	1/2/19 Shawn & Sean
56	1/2/19	Basin 1 & 2	Log debri on docks	Cleaned up / removed debri	1/2/19 Shawn & Sean
57	1/2/19	I & J dock	Main water-line is broken	Replaced main line	1/2/19 Brent
58	1/2/19	Fish cleaning station	Electric Breaker	Called Gowman for repair	1/4/19 Travis
59	1/2/19	Main by Q dock	Piling Hoop needs bolt	New bolt & chain, reattached	1/3/19 Shawn & Sean
60	1/3/19	RV Park, Site 139	Carpet & Concrete dumped in site	Cleaned up debri	1/4/19 Shawn
61	1/3/19	Basin 2 South Side	Dumpsters overfilled	Crushed and compacted trash	1/3/19 Brent
62	1/3/19	RV Park Women's Bathroom	Toilet is loose	Secured and caulked toilet	1/3/19 Brent
63	1/3/19	Fish cleaning station	Tarp is ripped over wash/dry station	Tarp is newly secured	1/3/19 Brent
64	1/4/19	Kite Field Bathroom	Broken crash post	Replaced with steel post	1/4/19 Shawn
65	1/4/19	RV Park Office	Camera is not working	Replaced camera	1/4/19 Brent
66	1/4/19	Secured Storage Boat Shop	Lock on gate is seized	Lubricated lock	1/4/19 Brent
67	1/4/19	Basin 2	Deer carcus in basin	removed and released	1/4/19 Travis & Brent
68	1/4/19	Basin 2, Q Dock	Breaker bad on end of dock	Called Gowman for repair	1/7/19 Travis
69	1/4/19	Basin 2, Pacific Hooker	Breaker keeps tripping	Called Gowman for repair	1/5/19 Travis
70	1/4/19	POBH Meeting Room	Broken ceiling tiles	Replaced with new tiles	1/5/19 Shawn
71	1/4/19	Sherrifs office / Retail	Door has trouble closing	Lubricated handle, tightened screws	1/15/19 Brent
72	1/7/19	Basin 1, A Dock	Main water line is severed	Reattached line at dock side	1/7/19 Brent
73	1/7/19	Boardwalk	Broken lanyard on flag	Removed broken lanyard & flag	1/7/19 Brent
74	1/7/19	Basin 2, Q Dock	Pile hoop bolt broken	Replaced bolt	1/3/19 Shawn & Sean
75	1/7/19	RV Park, Site 51	Broken spigot	New line installed	1/7/19 Sean
76	1/7/19	Retail Restroom	Replace TP holder	Installed new dispenser and strap	1/7/19 Brent
77	1/9/19	Basin 2, Q Dock	Pile hoop torn away from dock	Diver too expensive for project	1/10/19 Brent
78	1/10/19	RV Park Bathroom	Light cover is broken	Gowman replaced fixtures	1/16/19 Brent
79	1/10/19	Retail Area Courtyard	Walkways need lights fixed	Reset tripped breaker	1/10/19 Brent
80	1/10/19	Suite 202/Meeting Room	Needs "EXIT" signs on doors	Exit signs hung (x3)	1/14/19 Gary
81	1/10/19	Retail Area Courtyard	Fix Wood Cover Front Door	Fixed Cover	1/10/19 Brent
82	1/10/19	Suite 202/Meeting Room	Move new chairs into office	Moved chairs	1/14/19 Danielle
83	1/11/19	Basin 1	Light flickering, front of Dock A	Repaired by Coor Curry Electrical	1/15/19 Brent
84	1/14/19	RV Park	Bathroom locked is seized	Lubed lock	1/15/19 Brent
85	1/15/19	Sherrifs office / Retail	Front door issues	Fixed door	1/16/19 Brent
86	1/15/19	Visitor Center / Retail	Gutter is hanging loose	Reattached gutter to building	1/15/19 Sean
87	1/15/19	Fish cleaning station	Lights are not working	Called Gowman for repair	1/15/19 Brent
88	1/15/19	Suite 202/Meeting Room	Hang signs & fire extinguisher	Hung signs & fire extinguisher	1/15/19 Brent
89	1/15/19	Transient Dock	Door to breaker box is loose	Secured door to box	1/15/19 Brent
90	1/15/19	RV Park, Site 68	Cable is not working	Added new cable end to main	1/29/19 Brent
91	1/16/19	Retail Parking Lot	Lights on pole are out	Lights replaced & working	1/16/19 Brent
92	1/18/19	RV Park Office	Computer will not turn on	Replaced failing power supply	1/18/19 Brent
93	1/22/19	Port Office	The office has an ant problem	Put ant traps throughout office	1/25/19 Brent
94	1/23/19	Retail Main Sidewalk	Light is out	Replaced damaged fixture	1/23/19 Brent
95	1/23/19	J Sloane, (Retail)	Heating unit needs disconnecting	Disconnected	1/23/19 Brent
96	1/23/19	RV Park, Dry Camp	Storm Drain is backing up	Cleaned out debri	1/23/19 Travis
97	1/24/19	J Sloane, (Retail)	Ceiling tiles need replacement	Replaced tiles, painted bathroom	1/24/19 Travis & Brent
98	1/24/19	North Jetty	Remove tree for piling project	Necessary trees were cut down	1/24/19 Travis
99	1/24/19	Boardwalk Mail	Fix door plate	Installed Toe-kick on door	1/24/19 Travis
100	1/24/19	RV Park, Site 88	Boulder in the site from storm	Removed the boulder	1/29/19 Brent
101	1/24/19	N, O, P & Q docks	Need signs hung at top of dock	Replacement Signs being made	1/29/19 Brent
102	1/24/19	N, O, P & Q docks	Need signs hung at top of dock	New Signs by InMotion, were hung	1/29/19 Brent
103	1/28/19	RV Park	Office PortaPotty doesn't lock	Fixed the lock, now working	1/28/19 Brent
104	1/28/19	Fuel Dock	Unlock Fuel Tanks	Unlocked, fuel received	1/29/19 Brent
105	1/29/19	Port Office	Move extra reception area desk	Desk moved	2/1/19 Brent & Travis
106	1/29/19	Basin 2, Slip A 21	Install 2 new cleats, fix broken 1	Installed new & fixed existing cleat	2/1/19 Sean
107	1/29/19	Basin 1, F Dock	Fix Dock and 4 bolts	Prepared whalers and bolts for piling project	1/29/19 Brent & Sean

Guest Forecast

For: 01/01/2019 - 01/31/2019

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2019	21	14	4	129/0/0/0	61/0/0/0	18	15.00	\$790.00
1/2/2019	6	12	4	61/0/0/0	43/0/0/0	16	13.33	\$455.00
1/3/2019	9	7	1	43/0/0/0	16/0/0/0	8	6.67	\$252.00
1/4/2019	4	4	0	16/0/0/0	8/0/0/0	4	3.33	\$86.00
1/5/2019	1	3	1	8/0/0/0	12/0/0/0	4	3.33	\$129.00
1/6/2019	2	2	5	12/0/0/0	26/0/0/0	7	5.83	\$252.00
1/7/2019	2	5	2	26/0/0/0	18/0/0/0	7	5.83	\$246.00
1/8/2019	4	3	1	18/0/0/0	8/0/0/0	4	3.33	\$129.00
1/9/2019	1	3	5	8/0/0/0	36/0/0/0	8	6.67	\$301.00
1/10/2019	0	8	6	36/0/0/0	64/0/0/0	14	11.67	\$541.00
1/11/2019	0	14	8	64/0/0/0	108/0/0/0	22	18.33	\$861.00
1/12/2019	6	16	5	108/0/0/0	110/0/0/0	21	17.50	\$756.00
1/13/2019	11	10	3	110/0/0/0	54/0/0/0	13	10.83	\$510.00
1/14/2019	4	9	2	54/0/0/0	42/0/0/0	11	9.17	\$424.00
1/15/2019	3	8	2	42/0/0/0	36/0/0/0	10	8.33	\$283.00
1/16/2019	2	8	0	36/0/0/0	24/0/0/0	8	6.67	\$258.00
1/17/2019	6	2	3	24/0/0/0	22/0/0/0	5	4.17	\$160.00
1/18/2019	2	3	7	22/0/0/0	36/0/0/0	10	8.33	\$302.00
1/19/2019	3	7	3	36/0/0/0	28/0/0/0	10	8.33	\$296.00
1/20/2019	2	8	3	28/0/0/0	27/0/0/0	11	9.17	\$376.00
1/21/2019	7	4	4	27/0/0/0	28/0/0/0	8	6.67	\$277.00
1/22/2019	3	5	2	28/0/0/0	26/0/0/0	7	5.83	\$246.00
1/23/2019	2	5	3	26/0/0/0	24/0/0/0	8	6.67	\$295.00
1/24/2019	1	7	10	24/0/0/0	74/0/0/0	17	14.17	\$658.00
1/25/2019	2	15	17	74/0/0/0	119/0/0/0	32	26.67	\$1,285.00
1/26/2019	2	30	12	119/0/0/0	159/0/0/0	42	35.00	\$1,636.00
1/27/2019	26	16	4	159/0/0/0	72/0/0/0	20	16.67	\$738.00
1/28/2019	12	8	3	72/0/0/0	40/0/0/0	11	9.17	\$400.00
1/29/2019	3	8	1	40/0/0/0	32/0/0/0	9	7.50	\$308.00
1/30/2019	2	7	3	32/0/0/0	38/0/0/0	10	8.33	\$283.00
1/31/2019	1	9	1	38/0/0/0	34/0/0/0	10	8.33	\$326.00
	150	260	125	1520/0/0/0	1425/0/0/0	385	10.35	\$13,859.00

Occupancy percentages based on 120 total units

Guest Forecast

For: 01/01/2018 - 01/31/2018

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
1/1/2018	27	12	5	77/0/0/0	33/0/0/0	17	14.17	\$786.00
1/2/2018	8	9	9	33/0/0/0	34/0/0/0	18	15.00	\$786.00
1/3/2018	9	9	4	34/0/0/0	24/0/0/0	13	10.83	\$563.00
1/4/2018	5	8	4	24/0/0/0	22/0/0/0	12	10.00	\$429.00
1/5/2018	6	6	2	22/0/0/0	14/0/0/0	8	6.67	\$285.00
1/6/2018	4	4	8	14/0/0/0	24/0/0/0	12	10.00	\$535.00
1/7/2018	6	6	7	24/0/0/0	26/0/0/0	13	10.83	\$605.00
1/8/2018	6	7	3	26/0/0/0	20/0/0/0	10	8.33	\$452.00
1/9/2018	1	9	2	20/0/0/0	22/0/0/0	11	9.17	\$503.00
1/10/2018	5	6	2	22/0/0/0	16/0/0/0	8	6.67	\$255.00
1/11/2018	2	6	2	16/0/0/0	16/0/0/0	8	6.67	\$357.00
1/12/2018	2	6	11	16/0/0/0	34/0/0/0	17	14.17	\$771.00
1/13/2018	2	15	8	34/0/0/0	46/0/0/0	23	19.17	\$1,043.00
1/14/2018	10	13	8	46/0/0/0	42/0/0/0	21	17.50	\$959.00
1/15/2018	16	5	1	42/0/0/0	12/0/0/0	6	5.00	\$190.00
1/16/2018	3	3	2	12/0/0/0	10/0/0/0	5	4.17	\$197.00
1/17/2018	1	4	1	10/0/0/0	10/0/0/0	5	4.17	\$197.00
1/18/2018	2	3	2	10/0/0/0	10/0/0/0	5	4.17	\$197.00
1/19/2018	2	3	3	10/0/0/0	12/0/0/0	6	5.00	\$255.00
1/20/2018	1	5	1	12/0/0/0	12/0/0/0	6	5.00	\$248.00
1/21/2018	2	4	2	12/0/0/0	12/0/0/0	6	5.00	\$190.00
1/22/2018	1	5	3	12/0/0/0	16/0/0/0	8	6.67	\$329.00
1/23/2018	5	3	2	16/0/0/0	10/0/0/0	5	4.17	\$183.00
1/24/2018	2	3	5	10/0/0/0	16/0/0/0	8	6.67	\$336.00
1/25/2018	4	4	0	16/0/0/0	8/0/0/0	4	3.33	\$146.00
1/26/2018	2	2	2	8/0/0/0	8/0/0/0	4	3.33	\$146.00
1/27/2018	0	4	3	8/0/0/0	14/0/0/0	7	5.83	\$299.00
1/28/2018	3	4	1	14/0/0/0	10/0/0/0	5	4.17	\$129.00
1/29/2018	3	2	3	10/0/0/0	10/0/0/0	5	4.17	\$137.00
1/30/2018	4	1	1	10/0/0/0	4/0/0/0	2	1.67	\$51.00
1/31/2018	1	1	5	4/0/0/0	12/0/0/0	6	5.00	\$248.00
	145	172	112	624/0/0/0	559/0/0/0	284	7.63	\$11,807.00

Occupancy percentages based on 120 total units

ACTION ITEM – A

DATE: February 19, 2019
RE: GFOA Special Accounting Framework
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board of Commissioners on February 9, 1982 signed Resolution No. 119 adopting the full-accrual proprietary fund basis of financial reporting of its operations and that modified-accrual governmental fund basis of budgeting and accounting.
- Port been using this accounting system for 39 years.
- Gerald W. Burns, CPA, Municipal Auditor, CGMA is consulting with the Port for the 2017-18 Fiscal Year audit. He provided an overview of the current acceptable accounting and auditing frameworks for your knowledge. He is recommending the Port to adopt a framework that will be more beneficial for the size of this Port. The new framework would also aid the auditor to complete the fiscal audit review on time and be less expensive.
- Gerald W. Burns is recommending the Port to use the GFOA Special Purpose Accounting Framework. This framework will change the full-accrual and modified-accrual basis to a cash basis accounting and reporting.
- Port staff and current Port CPA agree the GFOA Special Purpose Accounting Framework would benefit the Port for future fiscal auditing, budgeting and accounting.

DOCUMENTS

- Resolution No. 119 Change of Accounting Procedures, 1 page
- Accounting Framework from Gerald W. Burns, 4 pages
- Resolution No. 504 Change of Accounting Procedures, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to adopt GFOA Special Purpose Accounting Framework cash basis accounting and reporting to replace full-accrual and modified-accrual basis accounting and reporting. New method of accounting be retroactive to July 1, 2018, needing the conversion of records already compiled for the current fiscal year.

RESOLUTION NO. 119

PORT OF BROOKINGS

CHANGE OF ACCOUNTING PROCEDURES

WHEREAS: The Port of Brookings Board of Commissioners have been advised by the firm of Burns and Updegrave, a Certified Public Accounting firm, to modify current accounting policies and procedures and adopt the full-accrual proprietary fund basis of financial reporting of its operations. The same firm also recommended that the Port Commissioners formally adopt the modified-accrual governmental fund basis of budgeting and accounting.

NOW, THEREFORE, BE IT RESOLVED that a full accrual method of accounting be employed as the basis of reporting the financial operation of the Port of Brookings and that the modified-accrual governmental fund basis of budgeting and accounting be adopted.

BE IT FURTHER RESOLVED that these new methods of accounting be retroactive to July 1, 1981, necessitating the conversion of records already compiled for the current fiscal year.

This certifies that the Port of Brookings Board of Commissioners do adopt and ratify this resolution this 9th day of February, 1982.

Port of Brookings
Board of Commissioners

By: Leroy F. Wright

By: Paul Christensen

By: Wesley A. Kellom

By: Buss Myers

By: _____

Attest:

Wesley A. Kellom
Secretary

Accounting framework

An accounting framework is designed to accomplish an accounting purpose. An accounting framework is based on accounting concepts and includes specific rules of transaction measurement, timing of transition recognition posting, a description of what should be presented on the face of the basic financial statements that will be prepared from the results of posting transaction to the general ledger and what should be disclosed in the notes to the basic financial statements.

Accounting frameworks can be designed and defined by professional accounting organizations, by academics, by government regulators, or parties to a contract. Most accounting frameworks are considered to be comprehensive in that they include sufficient guidance that they achieve their intended purpose. Generally, the most important purpose of the accounting framework is to accurately accumulate, segregate and summarize relevant accounting information about incurred transactions into the accounts in a general ledger.

The general ledger account balances are then “presented” – reported - on the face of the basic financial statements in a format designed to report “results of operations”. To add context to the account balances presented that will make the basic financial statement more understandable, explanations are provided through “disclosures” – footnotes – about significant transactions or account balances that will assist the reader in using the basic financial statements to make decisions.

An accounting framework is either a “general purpose” framework or a “special purpose” framework.

General purpose accounting framework

General purpose accounting frameworks are designed and defined to provide financial information that can be used by a broad group of people for a broad range of information needs. Organizations use general purpose financial statements to communicate to people outside of the organization who have specific information needs. Such outside users are creditors, investors, regulators, and others who have a specific financial risk in their dealings with the organization and want periodic information that assists them in assessing their ongoing risk. These outside users have need of specific information, but do have the ability, or desire, to request such

information from the organization for various reasons. Instead they rely on the framers of the accounting framework to establish rules to accumulate and report the needed information. These rules are useful to both the outsider and the organization. The outsider gets the information in a form that is useful to them. The organization provides information in a format that is useful to various outsiders and can be compiled in an efficient and systematic way by the organization. Without a standard format for presenting particular information about significant transactions generally needed by outsiders, the organization is subject to outsider information requests that the organization may find inconvenient or difficult to provide responses to.

In the USA the general-purpose accounting framework most recognized for use by state and local governments is based on generally accepted principles ("GAAP"). It is designed and defined by standards adopted by the Governmental Accounting Standards Board ("GASB"). GASB was formed in 1984 to provide an independent body to manage the general-purpose accounting framework in the US. Prior to the GASB, the framework had been designed and defined by the National Council on Governmental Accounting ("NCGA"). NCGA had been formed by the Municipal Finance Officers Association – now called the Government Finance Officers Association. The NCGA framework was based on the accounting practices that were near 100 years old plus some 11 statements and interpretations on specific accounting and reporting matters from a simple and practical perspective. These NCGA statements and interpretations became the initial GASB framework through adoption as GASB Statement 1. Also included in the framework as defined by GASB Statement 1, in addition to the previous NCGA standards, were some accounting standards that the American Institute of CPAs had included in their Accounting Principles Board statements. Since GASB Statement 1 was adopted, GASB actions have enhanced the framework to include about 90 accounting standards of varying complexity with no sign of a slowdown in adding topics to their agenda.

Special purpose accounting frameworks

A special purpose accounting framework is a non-GAAP framework that is based on a cash, tax, regulatory, contractual or other basis of accounting. These accounting frameworks are designed for a more targeted audience of users than the GAAP general purpose accounting framework. These targeted users are generally more familiar with the organization's operating and financing activities. The users

primarily consist of those responsible for operations and accounting – like management and a board charge with governance of the organization. Generally, there are very few outside parties with specific information needs.

In the case of state and local governments, there are two such accounting frameworks available to use. One is associated with the GFOA and the other is associated with AICPA. The rules of both frameworks begin with the same accounting practices as the NCGA did, include the original NCGA standards and interpretations that GASB adopted as GASB Statement 1, and also includes guidance on how to discern which of the now 90 GASB Standards should also apply.

The nature of a special purpose accounting framework gives the framers the authority to set the goals and the rules of the framework. The framers choose which GASB GAAP standards will be applied to the measurement of the transactions when recording them, and also the presentation and disclosure rules to use in preparing the government's basic financial statements.

Both the AICPA and GFOA special purpose accounting frameworks are based on the same rules of cash basis accounting and reporting. Both frameworks recognize the need to "modify" certain cash transactions of receipts and disbursements for reporting as revenue and expenditures when those transactions are not completed at the date of financial reporting.

The frameworks differ in that the GFOA framework does not record or present capital assets, depreciation or long-term debt, or disclose the details of capital assets in the notes to the financial statements. The GFOA framework does disclose the details of any long-term debt because the related debt agreements commit future cash payments. The AICPA framework attempts to present the same financial statements that the GAAP general purpose framework does because it focuses on financial position and changes in financial position while the GFOA framework focuses on cash flows – the cash position and changes in cash position.

The designers of the GFOA framework believe it can be used by local governments that have \$25 million or less in revenue. The AICPA framework is targeted at "small" governments. Both frameworks leave it up to the government to decide which framework to use based on a cost benefit analysis of the specific government.

Financial statements prepared under either special purpose accounting framework are acceptable for filing with the Oregon Secretary of State Division of Audits in compliance with the annual financial reporting requirement.

Prepared by: Gerald W. Burns, CPA, Municipal Auditor, CGMA

January 12, 2019

RESOLUTION NO. 504

DRAFT

PORT OF BROOKINGS HARBOR

**A RESOLUTION BY THE PORT OF BROOKINGS HARBOR AUTHORIZING THE
CHANGE OF ACCOUNTING PROCEDURE**

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 have been advised by Gerald Burns, CPA, Municipal Auditor, CGMA to modify current accounting policies and procedures and adopt GFOA Special Purpose Accounting Framework cash basis of financial reporting of its operations.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon that a GFOA Special Purpose Accounting Framework cash basis accounting be employed as the basis of reporting the financial operation of the Port of Brookings Harbor and that cash fund basis of budgeting and accounting be adopted.

BE IT FURTHER RESOLVED that these new methods of accounting be retroactive to July 1, 2018, necessitating the conversion of records already compiled for the current fiscal year.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PORT OF
BROOKINGS HARBOR THIS __th DAY OF FEBRUARY 2019**

ATTEST:

Roy Davis, Board President

Joe Speirs, Board Secretary

ACTION ITEM – B

DATE: February 19, 2019
RE: Crow / Clay & Associates Inc. Agreement
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board approved the conceptual redesign of the RV Park and to locate design engineering service for conceptual project drawings in the December 18, 2018 meeting.
- Crow / Clay & Associates provided RV Park drawings for the Port in 1995 as well as other areas of the Port for other projects. They are familiar with this Port.
- Port legal counsel Martha Rice provided Personal Services Agreement for the Port to use.
- Port procurement for Architect & Engineer Consultants per Exhibit A may be entered into a contract directly, when the estimated cost does not exceed \$50,000, as set forth in OAR 137-048-0200.
- Crow / Clay & Associates estimates the conceptual project drawings would be available in 2 months.
- Once the conceptual project drawings are approved by the Board. Crow / Clay & Associates would need a second agreement to complete the construction drawings for bidding. Estimated time for complete set of drawings is 6 months.
- Improving the sea wall would be under a separate contract.

DOCUMENTS

- Personal Services Agreement, 6 pages
- Resolution 484 Public Contracting Rules, 6 pages
- OAR 137-048-0200 Direct Appointment Procedure, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept and approve Personal Services Agreement with Crow / Clay & Associates Inc. to develop RV Park conceptual project drawings not to exceed \$10,000.

**PORT OF BROOKINGS HARBOR
PERSONAL SERVICES AGREEMENT**

DRAFT

This personal services agreement is between the Port of Brookings Harbor, an Oregon municipal corporation (the "Port"), and Crow/Clay & Associates Inc., an Oregon corporation ("Contractor"), for professional personal services.

RECITALS

- A. The Port desires to enter into an agreement for architectural and related services.
- B. Contractor has the training, ability, knowledge, and experience to provide the services desired by the Port.

TERMS OF AGREEMENT

- 1.0 Effective Date; Duration.** This Agreement will become effective upon its execution both parties. Unless sooner terminated, this Agreement will expire Upon the completion of services by Contractor. Termination or expiration will not extinguish or prejudice the Port's right to enforce this Agreement with respect to any default or defect in performance that has not been cured.
- 2.0 Compensation.** Port will pay Contractor on a time and materials basis at rates set forth on Exhibit A, attached hereto and incorporated herein by this reference. The total payment under this Agreement is **not-to-exceed \$10,000**, excluding reimbursable expenses.
- 3.0 Scope of Services.** Contractor will provide architectural conceptual design services for the RV Park to revise the circulation of the R.V. Park, add R.V. spaces as possible with the recent removal of existing buildings, and design a building to house the park office, laundry, shower, and bathrooms.
- 4.0 Deliverables.** Contractor will provide the Port will the following deliverables:
 - a. a conceptual site plan showing existing and new sites, existing and new building locations, as well as the revised site circulation;
 - b. preliminary drawing for the office/restroom/laundry/convenience store building; and
 - c. preliminary conceptual construction cost estimate.
- 5.0 Payment.** Contractor will send the Port an invoice each month setting forth the fee due for that month and include a detailed summary of the services performed during the covered period. The Port will review all submitted invoices promptly and

pay all undisputed amounts within 30 days from the date of invoice. Amounts unpaid after 30 days will accrue interest at the rate of 1.5% per month.

- 6.0 Standard of Care.** Contractor will provide services with the degree of skill and diligence normally employed by professionals performing the same or similar services at the time the services are performed. Contractor must, at all times during the term of this Agreement, be duly licensed to perform the services called for hereunder; and if there is no licensing requirement for the profession or services, be duly qualified and competent.
- 7.0 Early Termination.** The Port may terminate this Agreement at any time for any reason. In the event of termination prior to the completion of services, the Port will remain liable to pay for all fees and expenses incurred up until the date of termination.
- 8.0 Access to Records – Files; Confidential Information.** Contractor must maintain all books, documents, papers and records relating to the Agreement for at least seven years following completion of the project. Contractor must maintain any other records pertinent to this Agreement in such a manner as to clearly document Contractor's performance. The Port and its duly authorized representatives must be granted access to the books, documents, papers and records of the Contractor which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts and transcript. Contractor agrees that all files or other documents generated or in the possession of Contractor related to Contractor's delivery of service are the property of the Port and must be available to the Port upon request.
- 9.0 Independent Contractor; Responsibility for Taxes & Withholding.** The services to be rendered under this Agreement are that of an independent contractor. Contractor is not an officer, employee, or agent of the State or Department as those terms are used in ORS 30.265 of the Oregon Tort Claims Act, and Contractor is not to be considered an officer, employee or agent of the Port for any purpose. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this Agreement. Contractor is an independent contractor for purposes of the Oregon Workers' Compensation Law (ORS Chapter 656) and is solely liable for workers' compensation coverage under this Agreement. The Port does not have the right of direction or control of the manner in which Contractor performs the services under this Agreement or exercise any control over the activities of the Contractor.
- 9.1 No Agency, Partnership or Joint Venture/Independent Contractor --** Neither the Port nor Contractor, by virtue of this Agreement, is a partner or joint venture with the other party in connection with the activities carried out under this Agreement.

- 9.2 This Agreement is not intended to entitle the Contractor nor any of its Agents to any benefits generally granted to Port employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Agreement are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement. Contractor will be responsible for all federal or state taxes applicable to compensation or payment paid to Contractor under this Agreement.
- 10.0 Ownership of Work Product.** All work product of Contractor under this Agreement will be the exclusive property of the Port. Contractor waives and releases all rights relating to the use of the work under this Agreement, including any rights arising under 17 U.S.C. § 106A. Reuse of work product by the Port or others for purposes outside the Scope of Work will be without liability to Contractor.
- 11.0 Indemnification.** Contractor will defend, indemnify, save, protect and hold harmless the Port, its officers, agents, volunteers and employees from and against any and all claims, actions, losses, liabilities, damages, demands, expenses, suits, fees, including attorney's fees, costs and judgment arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or missions of Contractor or any of the officers, agents, employees or subcontractors of the Contractor (collectively referenced as "claims"). The Contractor agrees that it is not an agent of the Port and is not entitled to indemnification and defense under ORS 30.285 and ORS 30.287.
- 12.0 Insurance – Liability.**
- 12.1 Contractor, at Contractor's own expense, must procure and maintain in good standing, such customary and usual liability insurance as is required to protect Contractor from claims that may arise out of result from Contractor's operations under this Agreement or for which Contractor may be legally liable. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to execution of this Agreement, Contractor must provide certificates of insurance for all copies of insurance policies required under this Agreement. Liability insurance will be in an amount not less than \$2,000,000. Contractor will be liable for all pertinent deductibles, self-insured retentions and/or self-insurance, as applicable.
- 12.2 Contractor must maintain in full force and effect professional liability insurance with a combined single limit of not less than \$1,000,000 for each claim, incident or occurrence, \$2,000,000 aggregate. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Agreement. Contractor will remain fully liable for any deductible required under its professional liability errors and omissions policy if found to be negligent related to the

professional services to be provided under this Agreement. Coverage must be in effect prior to the commencement of the performance of this Agreement.

- 12.3 Contractor, and all subcontractors, must maintain in full force and effect Worker's Compensation Insurance and Employer Liability Insurance in compliance Oregon state law.
- 12.4 Contractor must maintain commercial general liability insurance with a combined single limit of at least \$1,000,000 for each claim, incident or occurrence, \$2,000,000 aggregate.
- 12.5 There may be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty days written notice from Contractor or its insurer(s) to Port. Any failure to comply with reporting provisions of this clause will constitute a material breach of the resulting contract and will be grounds for immediate termination of the resulting contract and this Agreement.
- 13.0 Nondiscrimination & ADA Compliance.** Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, with Section V and Section 504 of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Contractor also must comply with the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act (ADAAA) of 2008 and any subsequent amendments (42 U.S.C. § 12101, et seq.) (Pub No. 101-336), ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. Contractor agrees to comply with ADA in its employment and nondiscrimination practices, and that it will perform its contractual obligations consistent with ADA federal requirements/regulations, state disability and accessibility law and requirements, and applicable regulations and administrative rules established pursuant to those laws.
- 14.0 Successors and Assigns.** The Port and Contractor each binds itself, its successors, assigns and legal representatives to the other party to this Agreement and to the successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Contractor may not assign or transfer its interests in this Agreement without written consent of Port, which consent may be withheld in the Port's sole, subjective discretion. The rights under this Agreement may not be transferred or assigned by operation of law, change of control or merger without the prior written consent of the Port. The Port may rescind this Agreement if transferred or assigned by operation of law, change of control or merger, or without the prior written consent of the Port.
- 15.0 No Third Party Beneficiaries.** Port and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this

Agreement gives, is intended to give, or be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

- 16.0 Waiver.** The Port's failure to enforce a provision of this Agreement will not constitute a continuing waiver, nor constitute a relinquishment of the Port's right to performance in the future, nor operate as a waiver of the Port's right to enforce any other provision of this Agreement.
- 17.0 Attorney Fees & Governing Law.** In the event an action, suit or proceeding, including appeals, is brought for failure to observe any of the terms of this Agreement, each party will be responsible for that party's own attorney fees, expenses, costs and disbursements for any action, suit, proceeding or appeal. The provisions of this Agreement will be construed in accordance with the provisions of the laws of the State of Oregon. Any claim, action, suit, or proceeding between the Port and Contractor arising from or relating to this Agreement must be brought and conducted solely and exclusively within the Circuit Court of Curry County, Oregon, or, if the claim must be brought in a federal forum, the United States District Court for the District of Oregon.
- 18.0 Compliance with Law.** Contractor must comply with applicable federal, state, and local laws and ordinances applicable to the services under this Agreement.
- 19.0 Merger Clause.** This Agreement and attached exhibits constitute the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement may bind either party unless in writing and signed by both parties. The waiver, consent, modification or change, if made will be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. Contractor by signature of its authorized representative hereby acknowledges that he/she has read this Agreement/Agreement, understands it, and agrees to be bound by its terms and conditions.
- 20.0 Notices.** All notices and demands of a legal nature that either party may be required or may desire to serve upon the other party must be in writing and served upon the other party by personal service, facsimile transmission, electronic mail (e-mail) followed by mail delivery of the original of the notice, by overnight courier with proof of receipt, or by certified mail, return receipt requested, postage prepaid, addressed as follows:

DRAFT

If to Port:

Port of Brookings Harbor
Attn: Port Manager
PO Box 848
Brookings, OR 97415

PH: 541-469-2218
FX: 541-359-3999

portmanager@portofbrookingsharbor.com

If to Contractor:

Crow/Clay & Assoc.
Attn: Chris Gedrose
125 W Central Ave., Suite 400
Coos Bay, OR 97420

PH: 541-269-9388

chris@crowclay.com

Service by mail will be deemed complete on the date of actual delivery or three business days after being sent via certified mail. Service by facsimile transmission or e-mail will be deemed served upon receipt of the facsimile or e-mail, followed by mail delivery.

21.0 Severability. If any provision of this Agreement is held illegal or unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions will not be impaired unless the illegal or unenforceable provision affects a significant right or responsibility, in which case the adversely affected party may request renegotiation or the agreement, and if negotiations fail, may terminate the agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the last date written below.

PORT OF BROOKINGS HARBOR:

CROW/CLAY & ASSOCIATES, INC.:

Dated: _____

Dated: _____

By: Roy Davis, Chair of the Board

By:
Its:

Attest: Kenneth Range, Secretary



**CROW/CLAY & ASSOCIATES INC.
HOURLY RATE SCHEDULE**

Principal	\$ 140 / hour
Associate	\$ 125 / hour
Design Associate	\$ 90 / hour
Architect	\$ 86 / hour
Draftsperson	\$ 75 / hour
Clerical	\$ 50 / hour
Consultant Services	1.15 x Cost
Vehicle Mileage	\$ 0.65 / mile
All Other Reimbursable Expenses	1.1 x Cost + Time

Effective January 1, 2018

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

RESOLUTION NO. 484

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
ADOPTING PUBLIC CONTRACTING RULES AND PRESCRIBING
RULES AND PROCEDURES FOR PUBLIC CONTRACTING**

WHEREAS, the Port of Brookings Harbor is an Oregon special district which is subject to Oregon Public Contracting Law; and

WHEREAS, in 2003 the Oregon Legislature substantially revised the Oregon Public Contracting Code, and most of these revisions took effect March 1, 2005; and

WHEREAS, on March 1, 2005, the Port of Brookings Harbor's existing public contracting rules became void, and the Port is required to adopt new public contracting rules consistent with the revised Oregon Public Contracting Code; and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contracts that:

- (A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Port of Brookings Harbor adopts the rules and procedure as described in Exhibit A (attached).
2. The rules and procedure described in Exhibit A shall supercede only Section 12 of Resolution 368.

PASSED AND ADOPTED on this 13th day of December 2017.


Angi Christian, President

ATTEST: 
Commissioner

RULES AND PROCEDURE FOR PUBLIC CONTRACTING INCLUDING PERSONAL SERVICES

For non-state agencies (such as special districts), "personal services" are whatever the governing body decides they will be, by rule or legislative act. [See ORS 279A.055.] ORS 279A.070 permits a local contracting agency to adopt rules governing personal services contracts, and requires them to create procedures for screening and selection. Typical examples of personal services contracts are those with accountants, attorneys, consultants, physicians, artists, architects, engineers, land surveying and related services (procured under ORS 279C.105 or 279C.110).

Note: The Attorney General's Public Contracting Code and Model Rules for personal services contracts expressly do not apply to local contracting agencies. Thus, there are no "default" rules for personal services contracts. A district that wants to enter into personal services contracts without competitively bidding those contracts, must adopt rules for doing so.

Purpose

The purpose of this policy is to establish guidelines for authorization regarding personal services contracts, governed by State statutes, primarily ORS 279A and 279C, as modified and adopted by the Board of Commissioners.

Policy

The Port of Brookings Harbor, as a special district, is subject to the Model Rules adopted by the Attorney General under ORS 279A, 279B, and 279C, which includes Division 46, 47, 48 and 49 in the Attorney General's Public Model Rules for contracting activities. Division 46 and 47 are applicable to Personal Services contracts, while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs all personal services contracts; subset apply only to A&E Contracts, and are identified as such.

Definition

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Port Manager or their designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Selection Process for Personal Service Contracts other than A&E

a. Informal Selection Process (Under \$100,000)

When the estimated cost of Consultant Services is not expected to exceed \$100,000 annually, proposals may be awarded that are solicited informally, either orally or in writing. If it is practicable, proposals shall be solicited from a sufficient number of qualified prospective proposes to ensure that no fewer than three qualified proposes submit proposals. If fewer than three qualified proposes submit proposals, the efforts made to solicit proposals shall be documented in the District's files. The selection may be based on criteria including, but not limited to, each proposer's:

- i. Particular capability to perform the services required;
- ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
- iii. Performance history;
- iv. Approach and philosophy used in providing services;
- v. Fees or costs; and
- vi. Geographic proximity to the project or the area where the services are to be performed.

Price may be considered, but need not be the determining factor. Proposals may also be solicited using a written request for proposal, at the District's discretion.

b. Formal Selecting Process (Over \$100,000)

The formal procedure shall be used whenever the estimated cost of Consultant exceeds \$100,000. Consultation Services may be obtained using the formal selection procedure set forth in OAR 137-047-0255 or 137-047-0260.

Architect, Engineer, and related Services are a special class of Personal Services Contracts, which are defined by ORS 279C.100 and are subject to special provisions of these rules.

Selection Process for A&E Consultants

a. Direct Appointment Process (Under \$50,000)

Consulting Services may be entered into a contract directly, when the estimated cost does not exceed \$50,000, as set forth in OAR 137-048-0200.

b. Informal Selection Process (Under \$150,000)

When the estimated cost of Consultant Services is not expected to exceed \$150,000, the informal selection procedure set forth in OAR 137-048-0210, shall be used.

c. Formal Selecting Process (Over \$150,000)

The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$150,000, using the formal selection procedure set forth in OAR 137-048-0220.

Procedures

The following procedures must be used for solicitation of A&E contracts:

Competitive Procurement

a. Direct Appointment Process

A&E Consultation Services may be appointed directly without completing the competitive procurement process if the contract is under \$50,000. The appointment can include, but not be limited to: District's current list of consultants (OAR 137-048-0120); or another public contracting agency's current list of consultants, pursuant to an interagency or intergovernmental agreement.

b. Informal Selection Process

When the estimated cost is equal to or less than \$150,000 the following informal selection process should be used:

i. Written Solicitation - Solicitations inviting written proposals shall be sent to a minimum of five (5) prospective A&E Consultants to include at least:

- (1) Description of project
- (2) Anticipated contract performance schedule
- (3) Conditions or limitations
- (4) Date and time proposals are due
- (5) Criteria upon qualified consultant will be selected
- (6) Statement that proposer is responding at the own expense
- (7) Statement directing proposers to protest procedures set forth in Division 48 of these rules.

ii. Review Proposals - All proposals shall be reviewed, and the three most qualified consultants selected and ranked.

iii. Competitive Informal Selection - The informal selection procedure shall be competitive to the maximum extent practicable and the selection and

ranking based on criteria which include, but not limited to consultant's capacity to perform; number of experienced staff; performance history; project approach and design philosophy; compensation information; geographic proximity to the project.

- iv. Negotiate Scope of Services- The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to a compensation and performance schedule with the highest ranked consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the consultant's services exceeds \$150,000, then the informal process will be terminated, and the services of a qualified consultant shall be solicited using the formal selection process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost of A&E consultant services exceeds \$150,000.

- i. Advertising - The Board of Directors must authorize the advertisement to bid for goods and services when services exceed \$150,000. All rules related to advertising must be followed.

- (1) Request for Qualifications (RFQ) - Used to develop a short list of at least three qualified Consultants. Must be followed by a Request for Proposal.

- (2) Request for Proposal (RFP) - Whether preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.

- (a) Procuring Departments shall create a Request for Proposals (RFP) to include at a minimum:

- (i) Background information and project description;
- (ii) Evaluation Criteria for Selection;
- (iii) Conditions or Limitations;
- (iv) Whether interviews are possible;
- (v) Proposal Due Date;
- (vi) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
- (vii) Statement that Proposers responding at own expense;
- (viii) Protest Procedures
- (ix) Special Contract Requirements;

- (x) Statement of whether a pre-Proposal meeting will be held;
- (xii) Sample Contract

(b) District shall advertise each RFP at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP.

- ii. Pre-proposal meeting - May be held for all interested consultants to discuss the proposed project and the required consultant services.
- iii. RFP Analysis - Consultant selection committee shall review, score and rank all responsive proposals according to the criteria included in the RFP.
- iv. Contract Negotiations - Contract negotiations with the highest ranked consultant shall be directed toward obtaining written agreement.
- v. Contract Award - Only the Board of Directors has the authority to award a contract for services.

d. Solicitation Requirements

All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Upon completion of contractor selection and competitive procurement procedures, refer to Purchasing Authority Policy.

Department of Justice

Chapter 137

Division 48

MODEL RULES FOR CONSULTANT SELECTION: ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES AND RELATED SERVICES CONTRACTS

137-048-0200

Direct Appointment Procedure

(1) Contracting Agencies may enter into a Contract directly with a Consultant without following the selection procedures set forth elsewhere in these rules if:

(a) Emergency. Contracting Agency finds that an Emergency exists; or

(b) Small Estimated Fee. The Estimated Fee to be paid under the Contract does not exceed \$100,000; or

(c) Continuation of Project With Intermediate Estimated Fee. For Contracting Agencies where a Project is being continued, as more particularly described below, and where the Estimated Fee will not exceed \$250,000, the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services to be performed under the Contract must meet the following requirements:

(A) The services consist of or are related to Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services that have been substantially described, planned or otherwise previously studied in an earlier Contract with the same Consultant and are rendered for the same Project as the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services rendered under the earlier Contract;

(B) The Estimated Fee to be made under the Contract does not exceed \$250,000; and

(C) The Contracting Agency used either the formal selection procedure under OAR 137-048-0220 (Formal Selection Procedure) or the formal selection procedure applicable to selection of the Consultant at the time of original selection to select the Consultant for the earlier Contract; or

(d) Continuation of Project With Extensive Estimated Fee. For Contracting Agencies where a Project is being continued, as more particularly described below, and where the Estimated Fee is expected to exceed \$250,000, the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services to be performed under the Contract must meet the following requirements:

(A) The services consist of or are related to Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services that have been substantially described, planned or otherwise previously studied under an earlier Contract with the same Consultant and are rendered for the same Project as the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services rendered under the earlier Contract;

(B) The Contracting Agency used either the formal selection procedure under OAR 137-048-0220 (Formal Selection Procedure) or the formal selection procedure applicable to selection of the Consultant at the time of original selection to select the Consultant for the earlier Contract; and

(C) The Contracting Agency makes written findings that entering into a Contract with the Consultant, whether in the form of an amendment to an existing Contract or a separate Contract for the additional scope of services, will:

(i) Promote efficient use of public funds and resources and result in substantial cost savings to the Contracting Agency; and,

(ii) Protect the integrity of the Public Contracting process and the competitive nature of the Procurement by not encouraging favoritism or substantially diminishing competition in the award of the Contract.

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(2) Contracting Agencies may select a Consultant for a Contract under this rule from the following sources:

(a) The Contracting Agency's list of Consultants that is created under OAR 137-048-0120 (List of Interested Consultants; Performance Record);

(b) Another Contracting Agency's list of Consultants that the Contracting Agency has created under OAR 137-048-0120 (List of Interested Consultants; Performance Record), with written consent of that Contracting Agency; or

(c) All Consultants offering the required Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services that the Contracting Agency reasonably can identify under the circumstances.

(3) The Contracting Agency shall direct negotiations with a Consultant selected under this rule toward obtaining written agreement on:

(a) The Consultant's performance obligations and performance schedule;

(b) Payment methodology and a maximum amount payable to the Consultant for the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services required under the Contract that is fair and reasonable to the Contracting Agency as determined solely by the Contracting Agency, taking into account the value, scope, complexity and nature of the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services; and

(c) Any other provisions the Contracting Agency believes to be in the Contracting Agency's best interest to negotiate.

Statutory/Other Authority: ORS 279A.065, OL 2011 & ch 458

Statutes/Other Implemented: ORS 279C.110 & 279C.115, OL 2011 & ch 458

History:

DOJ 10-2011, f. 11-29-11, cert. ef. 1-1-12

DOJ 15-2009, f. 12-1-09, cert. ef. 1-1-10

DOJ 19-2007, f. 12-28-07, cert. ef. 1-1-08

DOJ 20-2005, f. 12-27-05, cert. ef. 1-1-06

DOJ 11-2004, f. 9-1-04, cert. ef. 3-1-05

Please use this link to bookmark or link to this rule.

v1.8.0

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Oregon State Archives • 800 Summer Street NE • Salem, OR 97310

Phone: 503-373-0701 • Fax: 503-378-4118 • reference.archives@oregon.gov

ACTION ITEM – C

DATE: February 19, 2019
RE: Appoint Budget Officer
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Financial Officer Kim Boom was appointed Budget Officer last year.
- Recommend appointing Kim Boom as 2019-20 Budget Officer. Kim completed Oregon Budgeting Law training in 2016 and is knowledgeable of the budgeting requirements of the Port.

DOCUMENTS

- 2019-20 Budget Calendar

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept and approve Kim Boom as the Budget Officer for fiscal year 2019-2020.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2019-20

- | | |
|---|-------------------------------------|
| 1. Appoint Budget Officer | February 19 (Tues Reg Meeting) |
| 2. Appoint Budget Committee (BC) | March 19 (Tues Reg Meeting) |
| 3. Prepare Proposed Budget | April 17 |
| 4. Publish 1 st Notice of BC Meeting | April 17 |
| 5. Publish 2 nd Notice of BC Meeting | April 24 |
| 6. BC meeting & Subsequent Meetings if needed | May 10 (Friday 6pm Special Meeting) |
| 7. Publish Notice of Budget Hearing | June 12 |
| 8. Hold Budget Hearing | June 18 (Tues Reg Meeting) |
| 9. Enact Resolutions to adopt, etc. | June 18 (Tues Reg Meeting) |
| 10. Submit Tax Certification Documents | by July 15 |
| 11. Send Copy of all Budget Documents to County Clerk | by July 15 |

ACTION ITEM – D

DATE: February 19, 2019
RE: Service Contracts for Calendar Year 2019
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Throughout Fiscal Year 2017-18 the Port used various services and purchased goods that exceeded the Port Manager's calendar limit of \$5,000. Services or goods that exceed \$5,000 require Board approval.
- Port Counsel recommends the Port should setup these types of service contracts in an RFP process and a contract with a not-to-exceed amount based on time and materials. Port Counsel will provide an RFP template and service contract template for Port use.
- Service Contracts the Port staff will be looking for:
 - Dock Maintenance (not-to-exceed 50k)
 - Earthwork (not-to-exceed 20k)
 - Electrical (not-to-exceed 15k)
 - Engineering (not-to-exceed 50k)
 - Fuel Tank and Pump (not-to-exceed 10k)
 - General Hardware Supplies (not-to-exceed 15k)
 - Marine Fuel (not-to-exceed 500k)
 - Landscaping (not-to-exceed 10k)
 - Legal Counsel
 - Port Security
 - Toiletries / Janitorial (not-to-exceed 15k)

DOCUMENTS

- FY 2017-18 Vendor Payments, 8 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept and approve the Port Manager or designee is authorized to execute the necessary service contracts and purchase of goods on behalf of the Port of Brookings Harbor Commission in a form approved by counsel for the following:
 - (1) Dock Maintenance (not-to-exceed \$50,000)
 - (2) Earthwork (not-to-exceed \$20,000)
 - (3) Electrical (not-to-exceed \$15,000)
 - (4) Engineering (not-to-exceed \$50,000)
 - (5) Fuel Tank and Pump (not-to-exceed \$10,000)
 - (6) General Hardware Supplies (not-to-exceed \$15,000)
 - (7) Marine Fuel for Commercial and Sport Vessels (not-to-exceed \$500,000)
 - (8) Landscaping (not-to-exceed \$10,000)
 - (9) Toiletries / Janitorial (not-to-exceed \$15,000)

**Port of Brookings Harbor
Vendor Payments Per Account
July 2017 through June 2018**

Date	Source Name	
06/18/2018	5-R Excavation, LLC	5-R Excavation, LLC
02/01/2018	5-R Excavation, LLC	3247.20
6110 - Maintenance & Repairs		
06/21/2018	AMAZON MKTPLACE	AMAZON MKTPLACE
		2017.78
05/08/2018	Anchor Lock & Key	Anchor Lock & Key
		872.50
10/20/2017	Bauer Auto Body Paint	Bauer Auto Body Paint
		899.49
06/01/2018	Betsy Bubble Bath	Betsy Bubble Bath
		10.00
06/12/2018	BI-MART	BI-MART
		2185.74
04/26/2018	Brookings Electronic Service, Inc.	Brookings Electronic Service, Inc.
		7748.98
06/11/2018	Brookings Glass, Inc.	Brookings Glass, Inc.
		835.00
10/20/2017	Brookings Tech	Brookings Tech
		140.00
04/25/2018	Buchanan Property Search	Buchanan Property Search
		150.00
07/06/2017	Build.com	
07/06/2017	Build.com	Build.com
		439.68
05/31/2018	Bullet Rental	Bullet Rental
		7504.00
03/29/2018	Cascade Truck Body & Trailers	Cascade Truck Body & Trailers
		945.00
06/29/2018	CHEVRON	CHEVRON
		3577.68
10/30/2017	City of Brookings	City of Brookings
		2675.00
01/05/2018	Colvin Oil Co.	Colvin Oil Co.
		75.00
04/20/2018	Covercraft	Covercraft
		259.00
03/30/2018	Crescent ACE Hardware	Crescent ACE Hardware
		835.51
06/14/2018	Curry Equipment	Curry Equipment

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**Port of Brookings Harbor
Vendor Payments Per Account
July 2017 through June 2018**

1853.13

07/03/2017 Dal's Pest Control/Richard Zastrow **Dal's Pest Control/Richard Zastrow**
75.00

02/07/2018 Dan's Auto Parts **Dan's Auto Parts**
74.32

04/17/2018 Da-Tone Rock Products
04/17/2018 Da-Tone Rock Products **Da-Tone Rock Products**
314.00

05/07/2018 Del-Cur Supply Co-op **Del-Cur Supply Co-op**
3007.09

06/01/2018 Dollar Tree **Dollar Tree**
7.00

05/11/2018 Edwards Roofing **Edwards Roofing**
7976.00

09/25/2017 Emedco
09/25/2017 Emedco **Emedco**
86.15

10/25/2017 Englund Marine Supply **Englund Marine Supply**
604.78

05/31/2018 Eureka Oxygen Co. **Eureka Oxygen Co.**
1866.98

10/05/2017 Fastenal Industrial Supplies **Fastenal Industrial Supplies**
16217.86

06/11/2018 Ferguson Enterprises, Inc. **Ferguson Enterprises, Inc.**
5102.36

05/15/2018 Flora Pacifica
05/15/2018 Flora Pacifica **Flora Pacifica**
3000.00

04/20/2018 FRED MEYER **FRED MEYER**
114.96

04/12/2018 Freeman Rock, Inc. **Freeman Rock, Inc.**
3745.82

06/01/2018 Full Spectrum Landscaping Inc. **Full Spectrum Landscaping Inc.**
7292.50

10/13/2017 Gold Beach Lumber Yard, Inc. **Gold Beach Lumber Yard, Inc.**
4179.00

06/05/2018 Gowman Electric, Inc. **Gowman Electric, Inc.**
7202.49

12/19/2017 Grainger **Grainger**
508.12

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**Port of Brookings Harbor
Vendor Payments Per Account
July 2017 through June 2018**

06/27/2018 Grizzley Industrial		
06/27/2018 Grizzley Industrial	Grizzley Industrial	138.89
03/28/2018 Home Depot	Home Depot	841.02
09/22/2017 In-Motion Graphics and Design, LLC		
09/28/2017 In-Motion Graphics and Design, LLC	In-Motion Graphics and Design, LLC	175.00
06/28/2018 John Kellum/John's Portable Weldir	John Kellum/John's Portable Welding	2775.00
11/01/2017 JustBlinds.com		
11/01/2017 JustBlinds.com	JustBlinds.com	228.00
11/03/2017 Kathy's Corner Market/Vendor	Kathy's Corner Market/Vendor	11.55
03/08/2018 Kerr's Ace Hardware Inc	Kerr's Ace Hardware Inc	12769.16
08/01/2017 Les Schwab Tire Center	Les Schwab Tire Center	694.08
03/08/2018 Mascott Equipment	Mascott Equipment	1346.08
04/05/2018 Merritt Resources	Merritt Resources	200.00
08/25/2017 Mud Lake Oil	Mud Lake Oil	54.00
09/13/2017 My Parking Permit	My Parking Permit	438.20
03/22/2018 NAPA Auto Part	NAPA Auto Part	1157.02
08/03/2017 NORTHGATE 76		
08/25/2017 NORTHGATE 76		
09/22/2017 NORTHGATE 76	NORTHGATE 76	185.20
05/07/2018 Northwest Parking Equipment Company		
05/07/2018 Northwest Parking Equipment Company		
05/07/2018 Northwest Parking Equipment Company		
05/07/2018 Northwest Parking Equipment Comj	Northwest Parking Equipment Company	459.06
04/23/2018 O'Donnell Plumbing, Inc	O'Donnell Plumbing, Inc	1886.40
02/28/2018 Oil Can Henry's		

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**Port of Brookings Harbor
Vendor Payments Per Account
July 2017 through June 2018**

02/28/2018 Oil Can Henry's	Oil Can Henry's	49.99
06/12/2018 Oregon Corrections Enterprises	Oregon Corrections Enterprises	457.00
04/11/2018 Oregon State Marine Board	Oregon State Marine Board	75.00
06/25/2018 ORRCO	ORRCO	1581.50
11/10/2017 Pacific Excavation, Inc	Pacific Excavation, Inc	15600.00
05/29/2018 Pape Machinery Exchange	Pape Machinery Exchange	3759.54
06/19/2018 Parker Corporation LP	Parker Corporation LP	1682.33
02/16/2018 Peterson Cat Rental Store	Peterson Cat Rental Store	35621.52
10/20/2017 Phillips, Michael G		
10/20/2017 Phillips, Michael G	Phillips, Michael G	1500.00
10/12/2017 Pilot #391		
10/12/2017 Pilot #391	Pilot #391	108.43
06/25/2018 Pump Pipe & Tank Services, LLC	Pump Pipe & Tank Services, LLC	2546.07
07/06/2017 Restroom Direct		
07/06/2017 Restroom Direct		
07/06/2017 Restroom Direct	Restroom Direct	929.72
10/24/2017 Rock Island Design	Rock Island Design	980.26
10/23/2017 Roto Rooter		
12/01/2017 Roto Rooter		
12/01/2017 Roto Rooter	Roto Rooter	498.00
11/15/2017 Safetysign.com	Safetysign.com	349.23
08/24/2017 Sears		
11/01/2017 Sears	Sears	195.99
08/14/2017 Sheffield Marine	Sheffield Marine	1015.89

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**Port of Brookings Harbor
Vendor Payments Per Account
July 2017 through June 2018**

03/27/2018 Shell Oil	Shell Oil	57.16
06/08/2018 Slice Recovery	Slice Recovery	1270.50
06/19/2018 Slugs'n Stones Ice Cream Cones	Slugs'n Stones Ice Cream Cones	864.79
10/05/2017 Solid Signal	Solid Signal	160.99
05/30/2018 South Coast Knight Security	South Coast Knight Security	11725.30
06/15/2018 SUPPLYHOUSE.COM	SUPPLYHOUSE.COM	690.21
11/15/2017 Ticket Printing.com	Ticket Printing.com	139.49
07/31/2017 Triangle Pump & Equipment, Inc	Triangle Pump & Equipment, Inc	220.54
07/31/2017 Triangle Pump & Equipment, Inc	Triangle Pump & Equipment, Inc	220.54
03/28/2018 Two Guys	Two Guys	33.17
08/28/2017 U-Haul	U-Haul	228.90
11/03/2017 Umpqua Valley Fire Services, Inc.	Umpqua Valley Fire Services, Inc.	354.00
09/29/2017 United Rentals	United Rentals	0.00
05/02/2018 United States Plastic Corporation	United States Plastic Corporation	135.20
06/19/2018 VISTA PRINT	VISTA PRINT	115.95
10/30/2017 West Marine Pro	West Marine Pro	1034.69
12/14/2017 Wilkins Action Graphics	Wilkins Action Graphics	315.75

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**Port of Brookings Harbor
 Account QuickReport
 July 2017 through June 2018**

Date	Source Name	Notes
6900 - PROFESSIONAL FEES		
06/25/2018	Gerald W. Burns, CPA	Gerald W. Burns, CPA 1,020.00
02/28/2018	Musser Olsen PC	Musser Olsen PC 100.00
02/25/2018	Grimstad & Associates	Grimstad & Associates 14,777.15
11/21/2017	Engineering Tech. Services	Engineering Tech. Services 1,520.00
06/27/2018	Hall, Katherine D Lindley	Hall, Katherine D Lindley 15,000.00
07/26/2017	Curry County Title	Curry County Title
12/08/2017	Curry County Title	800.00
09/09/2017	Double 'E' Engineering, LLC	Double 'E' Engineering, LLC 1,551.82
04/21/2018	EMC-Engineers/Scientists, LLC	EMC-Engineers/Scientists, LLC 8,040.00
08/07/2017	Marine Surveyors & Consultants	
08/07/2017	Marine Surveyors & Consultants	
08/07/2017	Marine Surveyors & Consultants	Marine Surveyors & Consultants 1,356.00
05/31/2018	Black & Rice LLP	Black & Rice LLP 735.03
09/27/2017	State Courts	State Courts 158.00
06/06/2018	Stebbins Coffey & Collins	Stebbins Coffey & Collins 39,194.45
02/21/2018	Carbonite	Carbonite 599.99
10/27/2017	Computer Fusion	
02/21/2018	Computer Fusion	Computer Fusion 280.00

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3:58 PM
01/09/19
Accrual Basis

Port of Brookings Harbor Account QuickReport July 2017 through June 2018

10/06/2017 Intuit	Intuit	3,400.00
06/01/2018 RezStream	RezStream	1,788.00
12/11/2017 Scribble Software	Scribble Software	4,100.00
06/29/2018 ADP	ADP	3,709.04

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Port of Brookings Harbor
Account QuickReport
July 2017 through June 2018

Date	Num	Source Name	Amount	Notes
6350 - BANK SERVICE & FINANCE FEES				
06/27/2018		PayPal	0.67	PayPal
			140.23	140.23
06/04/2018 DEBIT		Elavon	483.07	Elavon
			24,134.22	24,134.22
06/01/2018 debit-6/1		LGIP	0.20	LGIP
			31.06	31.06
02/15/2018 Loan Fees		Umpqua Bank/Loan#747041620	250.00	Umpqua
			1,084.80	1,084.80
04/30/2018 2417712		Western Communications	25.54	Western Communications
			25.54	25.54

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ACTION ITEM – E

DATE: February 19, 2019
RE: Whales Tail Candy & Gifts Lease Amendment No. 1
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Becky Hannen from Whales Tail Candy & Gifts requested 1-year renewal on the current lease. The current lease ends April 30, 2019 and already used the option for one additional year.
- I am requesting to amend the current lease instead of writing a new lease.
- Port Counsel provided Amendment No. 1 document.
- Amendment would allow for five additional one-year terms that can be terminated with a 60-day notice from the tenant or Landlord prior to May 1st renewal date.
- All other terms and conditions remain in full force and effect.

DOCUMENTS

- Request letter from Becky Hannen, 1 page
- Lease Amendment No. 1, 1 page
- 2018 Commercial Lease Extension, 1 page
- 2017 Commercial Lease Agreement page 1 only, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Whales Tail Candy & Gifts Commercial Lease Amendment No. 1 to extend the lease for one-year from May 1, 2019 to April 30, 2020. Amendment allows the tenant to extend the lease each year until April 2026.

Whales Tail Candy & Gifts
16350 Lower Harbor Rd. Ste. 204
Brookings, Oregon 97415
01/11/2019

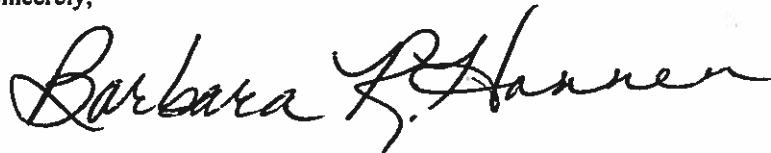
Port of Brookings-Harbor
P O Box 848
Brookings, Oregon 97415

Dear Sirs,

Whales Tail Candy & Gifts, Barbara (Becky) R. Hannen request renewal of the
yearly lease (2019) for 16350 Lower Harbor Rd. Ste. 204, Brookings, Oregon, 97415.

Thank you.

Sincerely,



Barbara (Becky) R. Hannen

Whales Tail Candy & Gifts
16350 Lower Harbor Rd. Ste. 204
Brookings, Oregon 97415
541-469-5750
541-469-7090 fax

RECEIVED

JAN 14 2019

PM	<i>[Signature]</i>	HM	<i>[Signature]</i>
MA	<i>[Signature]</i>	FO	<i>[Signature]</i>

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**COMMERCIAL LEASE AGREEMENT
AMENDMENT NO. 1**

DRAFT

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and Becky Hannen dba Whales Tail Candy & Gifts ("Tenant") to amend the terms of the commercial lease dated May 1, 2017.

1. AMENDMENTS. The following terms of the commercial lease agreement are amended as follows:

A. Paragraph 2.b. is amended to read as follows:

This lease shall automatically renew each year on May 1st for successive one year terms for a maximum of an additional 5 years (through April 2026), unless either party notifies the other party at least sixty (60) days prior to the May 1st renewal date of its desire to terminate the lease at the expiration of the current one-year term. Tenant may terminate the lease at the expiration of the current one-year term for any reason or no reason at all. Landlord may only terminate at the end of the current one-year term if Tenant is in default of the lease agreement.

B. Paragraph 2.c. is deleted in its entirety.

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the original lease agreement 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.

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

PORT OF BROOKINGS-HARBOR, Landlord	BECKY HANNEN dba WHALES TAIL CANDY & GIFTS Tenant
Dated: _____	Dated: _____
By: _____ Board Chairman Roy Davis	By: _____ Becky Hannen
ATTEST: _____ Board Secretary Joe Speirs	

COMMERCIAL LEASE EXTENSION

THIS LEASE EXTENSION AGREEMENT (hereinafter referred to as the "Lease Extension") is made and entered into this 1st day of May, 2018, by and between the **Port of Brookings Harbor**, an Oregon special district, (hereinafter referred to as "Landlord") and **Becky Hannen dba Whales Tail Candy & Gifts** (hereinafter referred to as "Tenant," whether one or more, and each agreeing to be bound by and held jointly and severally liable under the terms and conditions of this Lease Extension).

NOW, THEREFORE, in consideration of the covenants and obligations contained herein and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **PRIOR LEASE:** The parties executed a Lease Agreement dated May 1, 2017 (hereinafter "Lease Agreement") with a term of lease commencing on the 1st day of May 2017, and which expires on the 30th day of April, 2018. All terms, conditions, and provisions of said Lease Agreement are hereby incorporated by this reference as though fully set forth herein and continue to be binding and in full force and effect during the extension of the lease term.

2. **EXTENSION OF PRIOR LEASE TERM:** The parties hereby agree to extend and continue the aforementioned Lease Agreement for an additional **ONE (1)**- year term, commencing on the 1st day of May, 2018, and expiring on the 30th day of April, 2019.

3. **REVISED RENT PAYMENTS:** The rent shall be payable in equal monthly installments of \$953.10, payable on the 1st day of each month of the term. The first full rent payment under this Lease Extension is due on the 1st day of May 2018.

4. **PRORATED RENT.** [choose one:] Not applicable, or _____ Tenant agrees to pay a prorated sum in the amount of \$ _____ as rent to cover the period from the commencement of this Lease Extension until the _____ day of the following month. This prorated rent shall be due at the execution of this Lease Extension. Payment of rent, non-payment of rent, and default for late payment of rent shall be governed in accordance with the terms and conditions of the previous Lease Agreement, as incorporated above by reference or attachment.

**PORT OF BROOKINGS HARBOR
("LANDLORD"):**

Date: 04/27/18

Angi Christian
By: Angi Christian, Chair of the Port of
Brookings Harbor Board of Commissioners

**WHALES TAIL CANDY & GIFTS
("TENANT"):**

Date: 04/27/18

Becky Hannen
Becky Hannen, Owner
Whales Tail Candy & Gifts

COMMERCIAL LEASE AGREEMENT

This lease is made and entered into at Brookings, Oregon this 1st day of May 2017, by and between the **Port of Brookings Harbor** (the Landlord) and **Becky Hannen** (the Tenant) dba **Whales Tail Candy & Gifts**.

1. **Leased Premises.** Landlord hereby leases to Tenant the following described properties located in the Port of Brookings Harbor on the terms and conditions stated below:
 - a. A retail building space, as shown in Exhibit "A" and "B", attached hereto and incorporated herein by this reference (the "Leased Premises").

2. **Lease Term and Base Rental.**

- a. Landlord hereby leases to Tenant approximately 872 square-feet of building, (the Leased Premises, as shown in Exhibit A & B), located at 16350 Lower Harbor Road Space #204, Brookings, Oregon. The Leased Premises contains Eight Hundred Seventy-Two (872) square feet of retail building space. The Base Rental for the Leased Premises shall be as follows:
 1. The rental rate for the retail building shall be \$1.072 per month for a total of Nine Hundred Thirty-Four and 78/100 Dollars per month (\$934.78);

The initial term of this lease shall be for a term of one (1) year commencing May 1, 2017 and continuing through April 30, 2018.

The total Base Rental for the Leased Premises shall be Nine Hundred Thirty-Four and 78/100 Dollars (\$934.78) per month, as calculated above, payable on the first day of each month commencing May 1, 2017.

- b. 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 one (1) year term at terms and conditions to be negotiated, provided Tenant a) is not in default of this lease at the time the option is exercised and 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.

ACTION ITEM – F

DATE: February 19, 2019
RE: Authorizing Signature for Harbor Sanitary Sale of Real Property
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Harbor Sanitary is purchasing a section of vacant real property located on Lower Harbor Road within the Boat Yard, portion of Tax Lot 41-13-08A, lot 13600. Property line adjustments are still in the process.
- Property line adjustment and other sale documents still remain to be signed by authorized Port individual. Current authorization remains under the Interim Port Manager Kathy Lindley Hall.
- Resolution No. 505 will remove Interim Port Manager Kathy Lindley Hall

DOCUMENTS

- Resolution No. 496 Authorizing the Sale of Port Real Property, 1 page
- Resolution No. 505 Authorizing the Sale of Port Real Property, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve and adopt Resolution No. 505 Authorizing the Sale of Port Real Property and authorizing the Port Manager Gary Dehlinger to sign all sale and property line adjustment documents as needed to complete the sale of Port real property to Harbor Sanitary District.

PORT OF BROOKINGS HARBOR

A RESOLUTION BY THE PORT OF BROOKINGS HARBOR AUTHORIZING THE SALE OF PORT REAL PROPERTY

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 adopted Resolution 496 Authorizing the Sale of Port Real Property and giving the signing authority to the Interim Port Manager Kathy Lindley Hall.

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor now finds that it is necessary to adopt a resolution to authorize the sale of certain vacant real property owned by the Port of Brookings Harbor, said real property located on Lower Harbor Road, Brookings, OR, being further described as a portion of Tax Lot 41-13-08A, lot 1300; and to authorize Port Manager Gary Dehlinger to sign all sale and property line adjustment documents.

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

1. The above recitals are true and accurate and are hereby incorporated herein by this reference.
2. That the Board of Commissioners hereby authorizes the sale of the vacant real property located on Lower Harbor Road, Brookings, OR, being further described as a portion of Tax Lot 41-13-08A, lot 13600; to Harbor Sanitary District for the total amount of \$45,000.00
3. That the Board of Commissioners hereby authorizes Port Manager, Gary Dehlinger to sign all sale and property line adjustment documents on behalf of the Port of Brookings Harbor.
4. This resolution shall be effective upon its passage by the Board of Commissioners of the Port of Brookings Harbor.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS HARBOR THIS 19th DAY OF FEBRUARY 2019

ATTEST:

Roy Davis, Board Chair

Ken Range, Board Treasurer

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 ORIGINAL

RESOLUTION NO. 496

PORT OF BROOKINGS HARBOR

A RESOLUTION BY THE PORT OF BROOKINGS HARBOR AUTHORIZING THE SALE OF PORT REAL PROPERTY

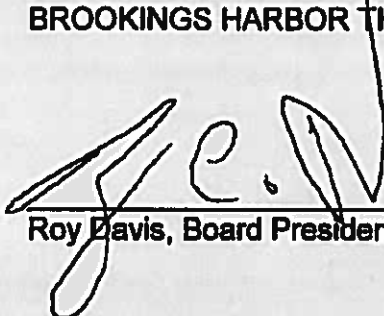
WHEREAS, the Port of Brookings Harbor is a port district, organized and operated under the provisions of ORS Chapter 777, and has the authority to adopt resolutions; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor now finds that it is necessary to adopt a resolution to authorize the sale of certain vacant real property owned by the Port of Brookings Harbor, said real property located on Lower Harbor Road, Brookings, OR, being further described as a portion of Tax Lot 41-13-08A, lot 1300; and to authorize Interim Port Manager Kathy Lindley Hall to sign all sale documents.

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

1. The above recitals are true and accurate and are hereby incorporated herein by this reference.
2. That the Board of Commissioners hereby authorizes the sale of the vacant real property located on Lower Harbor Road, Brookings, OR, being further described as a portion of Tax Lot 41-13-08A, lot 13600; to Harbor Sanitary District for the total amount of \$45,000.00
3. That the Board of Commissioners hereby authorizes Interim Port Manager, Kathy Lindley Hall to sign all sale documents on behalf of the Port of Brookings Harbor.
4. This resolution shall be effective upon its passage by the Board of Commissioners of the Port of Brookings Harbor.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS HARBOR THIS 27th DAY OF JUNE 2018



Roy Davis, Board President

ATTEST:


Ken Range, Board Secretary

ACTION ITEM – G

DATE: February 19, 2019
RE: Adopting Supplemental Budget
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- If the Budget Committee approves the Supplemental Budget change during the Feb 19, 2019 meeting, the Board of Commissioners next step is to adopt Resolution No. 503.

DOCUMENTS

- Resolution No. 503 Adopting the Supplemental Budget, 3 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to adopt Resolution No. 503 Resolution Adopting the Supplemental Budget as presented.

RESOLUTION No. 503

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2018-2019 in the total amount of \$6,035,113. This budget is now on file a 16330 Lower Harbor Road in Brookings, Oregon.

Amendment to the Reserve Fund. Transferring \$25,000 from Contingency to Reserve Fund to satisfy the IFA Restructure Agreement of 2009.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2018, for the following purposes:

<u>General Fund</u>		<u>Debt Service Fund</u>	
Personnel Services	639,191	Total.....	\$471,549
Materials & Services.....	1,309,418		
<u>Not Allocated to Organizational Unit or Program:</u>		<u>USDA Revenue Bond Fund</u>	
Transfers Out.....	666,669	Total.....	\$130,120
Contingency.....	127,773		
Total.....	\$2,743,051	<u>Capital Projects Fund</u>	
		Total.....	\$2,412,536
		Total APPROPRIATIONS, All Funds . . .	\$5,757,256
		Total Unappropriated and Reserve Amounts, All Funds . . .	277,857
		TOTAL ADOPTED BUDGET . . .	\$6,035,113

The above resolution statements were approved and declared adopted on February 19, 2019.

X _____
President

X _____
Attest

DRAFT

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor

FORM
LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-19			
	Actual		Adopted Budget This Year 17 / 18		Proposed By Budget Officer	Approved By Budget Committee	Amended and Adopted by Governing Body	
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	3
4				TOTAL FULL-TIME EQUIVALENT (FTE)				4
5				MATERIALS AND SERVICES NOT ALLOCATED				5
6								6
7	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	7
8				CAPITAL OUTLAY NOT ALLOCATED				8
9								9
10	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-	10
11				DEBT SERVICE				11
12								12
13								13
14	-	-	-	TOTAL DEBT SERVICE	-	-	-	14
15				SPECIAL PAYMENTS				15
16								16
17	-	-	-	TOTAL SPECIAL PAYMENTS	-	-	-	17
18	130,120	177,152	130,120	INTERFUND TRANSFERS	130,120	130,120	130,120	18
19	180,016	388,028	366,297	18 Transfer to Bond Debt Service Fund	471,549	471,549	471,549	19
20	-	136,430	310,024	19 Transfer to Debt Service Fund	40,000	40,000	40,000	20
21	-	-	51,000	20 Transfer to Capital Project Fund	-	25,000	25,000	21
22	310,136	701,610	857,441	21 Transfer to Reserve Fund	641,669	666,669	666,669	22
23			91,823	TOTAL INTERFUND TRANSFERS	107,774	127,773	127,773	23
24	310,136	701,610	949,264	OPERATING CONTINGENCY	749,443	794,442	794,442	24
25	2,737,914	1,904,468	1,991,156	TOTAL REQUIREMENTS NOT ALLOCATED	1,993,609	1,948,609	1,948,609	25
26			-	TOTAL ORG./PROG. REQUIREMENTS	-	-	-	26
27	23,023	95,426		RESERVED FOR FUTURE EXPENDITURE				27
28			-	Ending balance (prior years)				28
29	3,071,073	2,701,504	2,940,420	UNAPPROPRIATED ENDING FUND BALANCE	2,743,052	2,808,051	2,808,051	29
30				TOTAL REQUIREMENTS				30

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DRAFT

**FORM
LB-11**

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements.

Port of Brookings Harbor

RESERVE FUND

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-19		
	Actual		Adopted Budget This Year 17 / 18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17					
				RESOURCES			
1				1 Cash on hand* (cash basis) or	11,075	11,075	11,075
2				2 Working Capital (accrual basis)			
3				3 Previously levied taxes estimated to be received			
4				4 Earnings from temporary investments			
5			51,000	5 Transferred IN from General Fund		25,000	25,000
6				6			
7				7			
8				8			
9				9			
10				10			
11	-	-	51,000	11 Total Resources, except taxes to be levied	11,075	36,075	36,075
12				12 Taxes estimated to be received			
13				13 Taxes collected in year levied			
14	-	-	51,000	14 TOTAL RESOURCES	11,075	36,075	36,075
				REQUIREMENTS			
15				15 Eq, Land and Buildings (See attached Schedule C)			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22				22			
23				23			
24				24 TOTAL REQUIREMENTS			
25				25 Ending balance (prior years)			
26			51,000	26 RESERVED FOR FUTURE EXPENDITURE	11,075	36,075	36,075
27	-	-	51,000	27 TOTAL REQUIREMENTS	11,075	36,075	36,075

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ACTION ITEM – H

DATE: February 19, 2019
RE: Employee Handbook – Vacation Benefit Amendment Request
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff is recommending revising the Vacation Benefit section within the Employee Handbook.
- The request is to remove “Vacation calendar year” and replace with “Date of Hire Anniversary”. This will allow any cash out hours to be paid on the next payroll check.

DOCUMENTS

- Requested revised Employee Handbook, Vacation Benefit pages 45 & 46, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept revised Employee Handbook, Vacation Benefit pages 45 & 46 as presented, use date of hire anniversary instead of calendar year.

VACATION BENEFIT

Vacation time off with pay is available to all eligible full time employees who are regularly scheduled to work (40) hours per week or more. The vacation hours are to be used at the employee's discretion.

Eligibility

All regular employees working 40 hours per week or more are eligible for Vacation accumulation. Full time employees accumulate Vacation hours at the following rates:

<u>Length of Service</u>	<u>Hours Accumulated</u>
Until 1 st anniversary	80 Hours
From 1 st to 2 nd anniversary	120 Hours
Following 2 nd anniversary	160 Hours
Following 5 th anniversary	200 Hours

Accumulation begins on the first day of regular employment, but employees are not eligible to use Vacation hours until the introductory period of 90 days has been successfully completed.

Appropriate notice is necessary so that Vacation time can be scheduled for employees. The following schedule is recommended, but supervisors can revise it to meet their needs.

<u>Reason for or Duration of Time Off</u>	<u>Required Notice</u>
Illness	At least one hour before shift begins
One to three days	One week
Four to ten days	Two weeks

Vacation time is considered replacement time and may be taken only for scheduled work days and hours.

The notice schedule should provide time for departments to arrange for adequate coverage during employee absences. However, requests maybe denied if management is unable to have the employee's requested time off covered. If more than one employee in a department asks for the same time off and gives the required advance notice, length of service within the department will be considered in granting the requests. Vacation must be used in amounts of 2 hours or more.

All Vacation will be paid at the employee's regular rate of base pay, including applicable shift differentials.

At separation, any unused Vacation time will be cashed out at full value and will be included in the final paycheck.

At the end of the ~~Vacation calendar year~~ Date of Hire Anniversary, employees with remaining vacation hours may exercise any of the following options:

- Have remaining hours transferred to next year's earned leave, not to exceed 100 hours.
- Cash out hours at 100% of face value to be paid in a ~~December check~~ next payroll check.

The election of these options will take place in ~~November~~ month prior to Date of Hire Anniversary so ~~that December checks~~ the cash out amount can be ~~written and January~~ added to payroll check and Vacation balances adjusted.

SICK LEAVE BENEFIT

The Port provides paid sick leave benefits to all employees for the following purposes:

- For an employee’s own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care (“family member” has the same definition as under the Oregon Family Leave Act (OFLA), and thus includes spouses, parents, parents-in-law, children, grandparents, and grandchildren);
- For any purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the company is a “covered employer” under OFLA;
- For any purpose allowed under Oregon’s domestic violence, harassment, sexual assault, or stalking law;
- In the event of a public health emergency, including upon an order of a general or specific health emergency, or when the employer excludes the employee from the workplace by law or rule for health reasons

Eligibility

All regular employees are eligible for Sick Leave as soon as the employee becomes eligible (90 days after hire date) based on the following:

- **Full Time Employees With One Year Of Employment:**

Employees with one year of employment and that work 40 or more hours a week will be assigned and made available 40 hours of Sick Leave Benefits at the beginning of each year.

- **Full Time Employees Employed For Less Than A Full Year:**

For employees employed for less than a full year, the number of hours of Sick Leave Benefits will be assigned on pro rata percentage of the hours to which the employee would be entitled for an entire year based on the number of hours the employee was actually employed for the year. As soon as the employee becomes eligible (90 days after hire date) these hours would be made available. On the first day of the immediately subsequent year the new employee will be assigned and made available 40 hours of Sick Leave Benefits at the beginning of each year.

- **Part Time Employees:**

ACTION ITEM – I

DATE: February 19, 2019
RE: Dock Grating Procurement Request
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- BC Fisheries dock was built with a drainage trench running the entire length of the dock. The steel grating installed was intended to be temporary until a permanent grating was purchased and installed.
- The original plan for the grating material was stainless steel. Stainless steel quotes are almost 3-times the cost of fiberglass grating.
- Port staff is recommending purchasing fiberglass grating per the procurement request. We believe the fiberglass material will provide a safer longer lasting grating.
- \$16,852 balance remains on the Dock Renovation Project L16010. Port can receive reimbursement for this material expenditure.
- Grating Pacific quoted material type will provide a better longer lasting grating than the lesser quoted type of material.

DOCUMENTS

- Dock Grating Procurement Request, 12 pages
- Pictures of existing grating, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve the Procurement Request for fiberglass grating from Grating Pacific LLC at the Dock Renovation Project L16010.

PORT OF BROOKINGS HARBOR

Procurement Request

Project Name: BC Fisheries trench drain Contract No. _____

<input checked="" type="checkbox"/> Purchase Agreement Purchase Order No. _____	<input type="checkbox"/> Contract
--	-----------------------------------

Award Information:

Company Name: Grating Pacific.

Contact Person: _____

Address: _____

Telephone: 500 942 4041

Special Notes or Comments

MATERIAL TYPE WILL PROVIDE A BETTER
 LONGER LASTING GRATING THAN THE LESSER
 QUOTED TYPE OF MATERIAL.

No.	Proposals / Quotes	Units	Quantity	Total \$
	<u>Grating Pacific</u>			
	<u>American Grating</u>			\$ 13,067
	<u>McNicholas</u>			\$ 3,600.00
				\$ 18,306.00 <u>00</u>

Prepared by: Travis Webster
 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] GARY DEHLINER 2-11-19
 Signature Print Name Date

Approved by Board Commissioner: _____
 Signature Print Name Date

Approved by Board Commissioner: _____
 Signature Print Name Date



Travis Webster <travis@portofbrookingsharbor.com>

pricing

Shawn Leonard-Horwith <shawn@amgrating.com>
To: Travis Webster <travis@portofbrookingsharbor.com>
Cc: Gary Dehlinger <Portmanager@portofbrookingsharbor.com>

Mon, Feb 4, 2019 at 3:26 PM

We have 1" x 2" heavy duty molded grating that looks like this but we also have heavy duty pultruded. Do you prefer one over the other?

Thanks,



Shawn Leonard-Horwith
Structural Designer
(702) 567-0303
(702) 567-0323 Fax
amgrating.com

[Quoted text hidden]

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GRATING PACIFIC, LLC

2775 N Front Street • Woodburn, OR 97071 • Fax 503.980.2068

Toll Free
800.942.4041

QUOTATION

To: Port of Brookings Harbor
16330 Lower Harbor Rd.
Brookings, OR 97415

January 24, 2019

Attn: Travis

Terms: On Approval

Phone: 541-291-7380

email: travis@portofbrookingsharbor.com

Freight Allowed
F.O.B. Destination

re: Request for quotation

We are pleased to offer the following quotation for your consideration:

Fiberglass Molded High Load Capacity Fiberglass Grating

Material: 1-1/2" deep x 1" x 2" rectangular mesh.

Surface: Applied aluminum oxide grit top.

Resin: Vi-Corr (fire retardant vinyl ester).

Color: Dark gray.

- 45 pc @ 4'-0 x 1'-0 span.
(makes 1 area @ 180'-0 x 1'-0 span)

Weight: 1,238#

Price: \$13,067.00

Notes –

- 1) Prices will be held firm for orders placed within 30 days of quote and released for production within 90 days of accepted purchase order.
- 2) Price does not include any drawings, engineering, field measurements, installation, taxes, nor any other product or service not specifically noted.
- 3) Price includes delivery as one shipment to Brookings, OR.
- 4) Price does not include cutouts or attachment hardware.
- 5) Allow 1 week to ship after receipt of order.

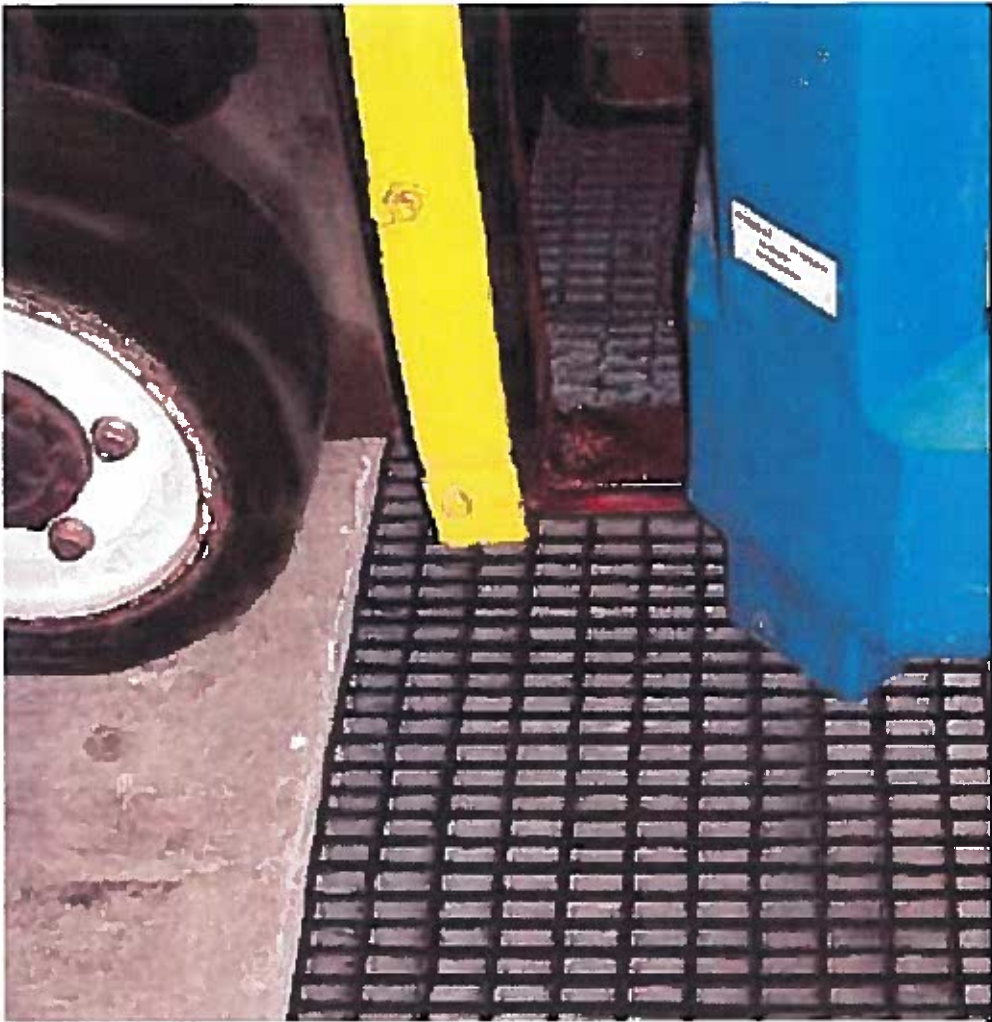
Thank you!

Sincerely,

Tom Canchela

tcanchela@gratingpacific.com





Molded High Load Capacity (HLC) Fiberglass Grating

All suppliers

Corrosion Resistant

Fire Retardant

Low Maintenance

High Strength-to-Weight

Non-Conductive

Low Installation Cost

Fibergrate
Composite Structures

High Performance Composite Solutions








High Load Capacity Grating



Molded High Load Capacity (HLC) grating is yet another product in the arsenal of engineered fiberglass reinforced plastic (FRP) solutions by Fibergrate. While capitalizing on most of the traditional benefits of molded grating products - high strength, corrosion resistance, fire retardancy, nonconductivity and low maintenance - this specially manufactured molded FRP product has been engineered to carry the forklift loads that traditional molded FRP grating products are unable to support.

With a 48% open surface area, Fibergrate's molded HLC grating is available in a 6' x 4' panel with depths of 1-1/2" and 2" and comes standard in a fire-retardant vinyl ester resin system, dark gray in color, with a smooth surface. Fibergrate's molded HLC grating merits an ASTM E-84 flame spread rating of 25 or less and a Class 1 Fire Rating.

Allowable Spans for Vehicular Loads

	Wheel Load (lb) (1/2 Axle Load +30% Impact)	Load Distribution		Allowable Span ^{1,3}	
		Parallel To Axle ⁴	Perpendicular To Axle	1-1/2" Deep HLC Molded Grating	2" Deep HLC Molded Grating
 AASHTO Standard Truck⁴ 32,000 lb Axle Load Dual Wheels <i>(formerly AASHTO H-20)</i>	20,800	20' + 4"	8'	1'-2"	1'-5"
 Automobile Traffic 5,000 lb Vehicle 1,500 lb Load 55% Drive Axle Load	2,220	8' + 4"	8'	2'-2"	2'-8"
 5 Ton Capacity Forklift 14,400 lb Vehicle 24,400 lb Total Load 85% Drive Axle Load	13,480	11' + 4"	11'	1'-1"	1'-5"
 3 Ton Capacity Forklift 9,800 lb Vehicle 15,800 lb Total Load 85% Drive Axle Load	8,730	7' + 4"	7'	1'-0"	1'-4"
 1 Ton Capacity Forklift 4,200 lb Vehicle 6,200 lb Total Load 85% Drive Axle Load	3,425	4' + 4"	4'	1'-7"	2'-1"

Notes:

1. Load is carried by the grating load bars immediate under wheel + four additional load bars adjacent to wheel.
2. Allowable Span is based on a 0.25" maximum deflection and a Factor of Safety of 3.0. The other criteria may be required by certain construction codes. Check code requirements to determine design criteria.
3. **ALLOWABLE SPAN IS STRONGLY DEPENDENT ON WHEEL WIDTH AND VEHICLE WEIGHT/LOAD CAPACITY.** If your application varies from the values given on this table, contact Fibergrate Engineering for application assistance.
4. Load based on the AASHTO Standard Truck Load as defined in AASHTO LRFD Bridge Design Specifications, 2nd Ed. This does not imply that the allowable span meets the deflection requirements of this specification.



High Load Capacity Features & Benefits

High Strength

Designed for strength, molded HLC grating weighs significantly more per square inch than Fibergrate's standard gratings. The additional weight of the heavy-duty grating is due to the specially engineered design which has been rated to accept H20 loads for clear spans up to 12 inches and common forklift loads for spans up to 30 inches.

Corrosion Resistance

Year in and year out, one of the foremost reasons customers rely on Fibergrate is the ability to offer quality FRP solutions for their demanding environments. Offered in our premium vinyl ester resin system, Fibergrate's molded HLC grating has superior corrosion resistance to common metallic gratings and continues a rich tradition of solving corrosion problems.

Nonconductivity

Another safety feature of Fibergrate's molded HLC grating is electrical and thermal nonconductivity, adding yet another layer of protection for your most valuable resources.

Fire Retardancy

Fibergrate's molded HLC grating, with its premium vinyl ester fire retardant resin system, has an ASTM E-84 flame spread rating of 25 or less and a Class 1 Fire Rating and meets the self-extinguishing requirements of ASTM D-635.

Fibergrate

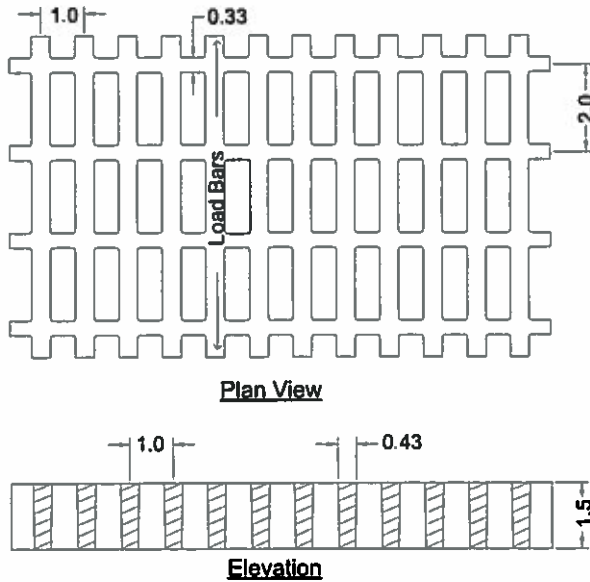


Low Maintenance

As with all of Fibergrate's FRP products, HLC grating is virtually maintenance free, reducing or eliminating repair and replacement costs. HLC grating is corrosion resistant and its color is part of the resin system; therefore there is never any need for scraping, sanding or painting. With Fibergrate molded HLC grating, you install it and forget about it!

HLC Grating Details

1-1/2" Molded HLC Grating



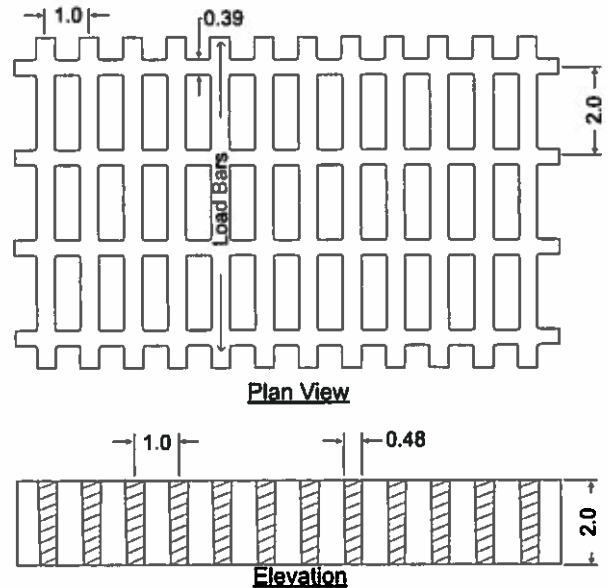
1 1/2" Deep x 1" x 2" Rectangular Mesh

of Bars/Foot of Width = 12
 Load Bar Width = 0.43" Load Bar Centers = 1"
 Open Area = 48% Approx. Weight = 6.2 psf
 Panel Size 6' x 4' (span)

Engineering Properties Per Ft of Width

A = 7.45 in² I = 1.39 in⁴ S = 1.80 in³
 Average EI = 2,400,000 lb - in²

2" Molded HLC Grating

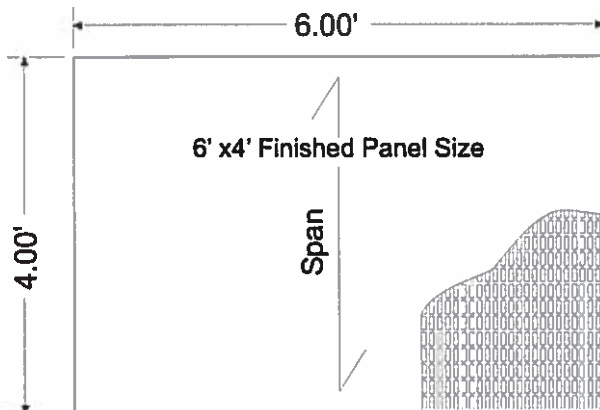


2" Deep x 1" x 2" Rectangular Mesh

of Bars/Foot of Width = 12
 Load Bar Width = 0.48" Load Bar Centers = 1"
 Open Area = 48% Approx. Weight = 8.4 psf
 Panel Size 6' x 4' (span)

Engineering Properties Per Ft of Width

A = 10.26 in² I = 3.40 in⁴ S = 3.27 in³
 Average EI = 6,000,000 lb - in²



Note:
 Load carrying bars are oriented across the narrow (4') dimension of the panel. Panels furnished with closed bars all sides.



Microelectronics Facility

Fibergrate 92



Travis Webster <travis@portofbrookingsharbor.com>

pricing

Shawn Leonard-Horwith <shawn@amgrating.com>
To: Travis Webster <travis@portofbrookingsharbor.com>

Tue, Feb 5, 2019 at 6:49 AM

See below. Attached is the catalog section with information about the grating. This type was selected over the one more similar to the type in the photo you sent because it is cheaper:

(45) 4' x 1' (span) panel size, HD pultruded grating, isophthalic resin, 1-1/2" deep, 60% open, light grey color, grit surface

Price: **\$3,600**
Shipping to 97415 via R&L: **\$475***

***Please allow 8 weeks to fabrication (grating is custom) and a few days transit to business delivery**

Thanks,




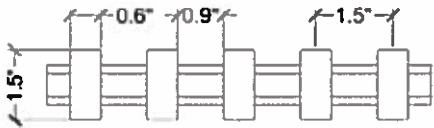
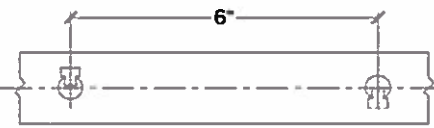
Shawn Leonard-Horwith
Structural Designer
(702) 567-0303
(702) 567-0323 Fax
amgrating.com

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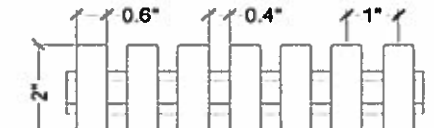
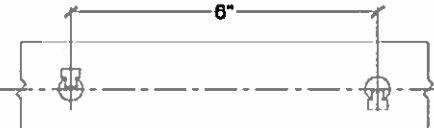
 Pultruded HD grating.pdf
1564K

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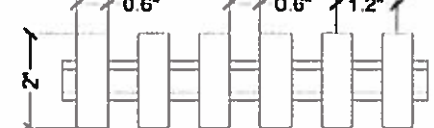
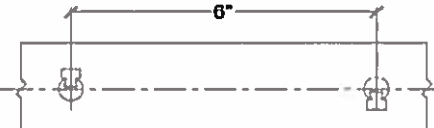
Heavy Duty 1 1/2" Deep 60% Open (HD 15-60)

Engineering Properties Per Foot of Width: $A = 7.2 \text{ in}^2$ $I = 1.36 \text{ in}^4$ $S = 1.81 \text{ in}^3$		# of Bars:	8
		Bar Depth:	1.5"
		Open Area:	60%
Non-Stocked Item (Custom Order)		Max Width:	5'
Panel Sizes Available: Please Call		Load Bar Centers:	1.5"
		Approx. Weight:	6.25 lbs/ft ²
		Cross Bar Spacing	6"

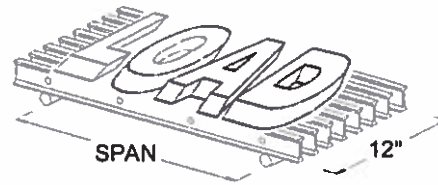
Heavy Duty 2" Deep 40% Open (HD 20-40)

Engineering Properties Per Foot of Width: $A = 14.4 \text{ in}^2$ $I = 4.8 \text{ in}^4$ $S = 4.8 \text{ in}^3$		# of Bars:	12
		Bar Depth:	2"
		Open Area:	40%
Non-Stocked Item (Custom Order)		Max Width:	5'
Panel Sizes Available: Please Call		Load Bar Centers:	1"
		Approx. Weight:	11.81 lbs/ft ²
		Cross Bar Spacing	6"

Heavy Duty 2" Deep 50% Open (HD 20-50)

Engineering Properties Per Foot of Width: $A = 12.0 \text{ in}^2$ $I = 4.0 \text{ in}^4$ $S = 4.0 \text{ in}^3$		# of Bars:	10
		Bar Depth:	2"
		Open Area:	50%
Non-Stocked Item (Custom Order)		Max Width:	5'
Panel Sizes Available: Please Call		Load Bar Centers:	1.2"
		Approx. Weight:	9.92 lbs/ft ²
		Cross Bar Spacing	6"

**Pultruded Heavy Duty Grating
Uniform Load Deflection Table:**



SPAN IN INCHES	STYLE	LOAD IN lbs/ft ²								Max Rec. Load	Apparent EI x 10 ⁶ (LB-IN ²)
		50	100	200	500	750	1000	1500	2000		
12	HD 10-40 ADA	0.00	0.00	0.00	0.00	0.01	0.01	0.02	0.04	11,276	1.06
	HD 10-50	0.00	0.00	0.00	0.00	0.01	0.01	0.02	0.05	9,318	0.90
	HD 10-60	0.00	0.00	0.00	0.01	0.01	0.02	0.03	0.06	7,548	0.72
	HD 15-40 ADA	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.00	0.01	29,744	5.40
	HD 15-50	<0.01	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	23,452	3.27
	HD 15-60	<0.01	<0.01	0.00	0.00	0.00	0.00	0.01	0.02	18,763	2.40
	HD 20-40 ADA	<0.01	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.01	65,109	6.92
	HD 20-50	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.00	0.01	52,713	5.14
	HD 20-60	<0.01	<0.01	<0.01	0.00	0.00	0.00	0.00	0.01	40,497	4.56
	HD 25-40 ADA	<0.01	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.01	91,623	8.56
	HD 25-50	<0.01	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.01	72,465	6.02
	HD 25-60	<0.01	<0.01	<0.01	<0.01	0.00	0.00	0.00	0.01	61,338	5.21
18	HD 10-40 ADA	0.00	0.01	0.01	0.01	0.02	0.03	0.06	0.12	7,517	1.87
	HD 10-50	0.00	0.01	0.01	0.01	0.02	0.03	0.07	0.13	6,212	1.69
	HD 10-60	0.00	0.01	0.01	0.02	0.02	0.04	0.08	0.16	5,032	1.42
	HD 15-40 ADA	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	0.03	19,830	8.84
	HD 15-50	<0.01	0.00	0.00	0.00	0.00	0.01	0.02	0.03	15,635	6.94
	HD 15-60	0.00	0.00	0.00	0.00	0.01	0.01	0.02	0.04	12,509	5.50
	HD 20-40 ADA	<0.01	<0.01	0.00	0.00	0.00	0.00	0.01	0.02	43,406	12.80
	HD 20-50	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	0.03	35,142	9.10
	HD 20-60	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	0.03	27,297	8.34
	HD 25-40 ADA	<0.01	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	61,082	15.20
	HD 25-50	<0.01	0.00	0.00	0.00	0.00	0.00	0.01	0.02	48,310	12.03
	HD 25-60	<0.01	0.00	0.00	0.00	0.00	0.01	0.01	0.02	40,892	9.85
24	HD 10-40 ADA	0.01	0.01	0.02	0.03	0.04	0.07	0.15	0.30	5,638	2.44
	HD 10-50	0.01	0.02	0.02	0.03	0.04	0.08	0.17	0.33	4,659	2.18
	HD 10-60	0.01	0.02	0.03	0.04	0.05	0.10	0.20	0.40	3,774	1.82
	HD 15-40 ADA	0.00	0.00	0.01	0.01	0.01	0.02	0.03	0.07	14,872	10.56
	HD 15-50	0.00	0.00	0.01	0.01	0.01	0.02	0.04	0.08	11,726	8.71
	HD 15-60	0.00	0.01	0.01	0.01	0.01	0.03	0.05	0.10	9,382	6.90
	HD 20-40 ADA	0.00	0.00	0.00	0.00	0.01	0.01	0.02	0.04	32,554	16.80
	HD 20-50	0.00	0.00	0.00	0.01	0.01	0.01	0.03	0.06	26,357	12.90
	HD 20-60	0.00	0.00	0.00	0.01	0.01	0.01	0.03	0.06	20,473	12.70
	HD 25-40 ADA	<0.01	0.00	0.00	0.00	0.00	0.01	0.02	0.03	45,812	21.00
	HD 25-50	0.00	0.00	0.00	0.00	0.00	0.01	0.02	0.04	36,232	18.20
	HD 25-60	0.00	0.00	0.00	0.00	0.01	0.01	0.02	0.05	30,669	14.50

Notes: HD = Pultruded Heavy Duty I-Bar Grating, 10= 1" Deep, 15= 1 1/2" Deep, 20= 2" Deep, 25= 2 1/2", -# = % Open, ex. HD 10-40 = 1" Deep with 40% Open ADA - Also an ADA compliant grating, Grey Highlight = Non-stocked Item

- This table was developed in accordance with the test method developed by the Fiberglass Grating Manufacturers Council (FGMC) of the American Composites Manufacturers Association (ACMA) for the Fiberglass Grating Standard. The draft Standard can be reviewed at www.fiberglassgrating.org
- The designer should not exceed MAXIMUM RECOMMENDED load at any time. MAXIMUM LOAD represents a 2:1 factor of safety on ULTIMATE CAPACITY. ULTIMATE CAPACITY represents MAX LOAD observed at initial fracture.
- Walking loads for maintenance traffic are typically a live load of 50 PSF. Deflections for worker comfort are typically limited to 3/8" or SPAN divided by 120 under full live load. For a firmer feel under full live load or a line load 250 lbs/ft of width, limit deflections to 1/4" or SPAN divided by 200.
- The loads represented are for STATIC LOAD CONDITIONS at ambient temperature. Deflections for impact loads or dynamic loads will MULTIPLY the deflections shown by 2. Long term loads will result in added deflection due to creep in the material and will also require higher factors of safety to ensure acceptable performance.
- For applications at elevated temperatures, consult American Grating.
- Deflections are limited to 1/2" as recommended by the Fiberglass Grating Manufacturers Council of the American Composites Manufacturers Association
- Pultruded HD gratings are not recommended for wheely turning loads. If turning loads are anticipated, a bonded surface plate is recommended.



McNICHOLS CO.

Quotation: 6222181-02
 Reference: SHRIMP PROCESSING
 Date: 2/8/2019
 Ship Date: 25-30 WKRG DAYS AAO
 F.O.B.: DLVD TO BROOKINGS,OR
 Account: 2692136
 Terms:

Customer Information:

Port Of Brookings Harbor
 16060 Lower Harbor Rd
 Brookings, OR 97415-831

Contact: Mr Travis Webster
 E-mail: travis@portofbrookingsharbor.com
 Phone: 0-0-0000
 Fax: 1-0-0-0000

McNICHOLS Information:

MCNICHOLS CO.
 2502 Rocky Point Dr.
 Tampa , FL 33607-1447

Contact: Rick Wan
 E-mail: rick.wan@mcnichols.com
 Phone: 866-754-5144 Extn. 5582
 Fax: 813-289-7882

LINE	McNICHOLS PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT (USD)
1	<p>McNichols Quality Heavy Duty Fiberglass Grating, VEFR Vinyl Ester Resin, Gray, Medium Grit, HD6000, 1-1/2" High, Cross Bars on 6" Centers, Fire Retardant, UV Inhibited, 60.000" x 11.875" Span, 1514# Shipping Weight.</p> <p>Notes: 1. To fill 180'if trench. 2. All items are fabricated to size. 3. Not Quoted: Anchorage or drawings for approval</p>	36	Lot		\$18306.19
2	<p>Notes:</p> <p>Prices quoted for specials and nonstandard items are 'Price in Effect at Time of Shipment' and subject to change based on the metals material market and material availability.</p> <p>Lead time begins after receipt of final approved drawings, credit approval and order acceptance.</p> <p>Customer is responsible for determining the product's suitability for the intended application /end use and necessary loading requirements, including impact or other testing required. Please see the applicable load tables in our catalogs and mcnichols.com for all grating products that are load bearing.</p> <p>All materials quoted are industrial in nature and may not be suitable for architectural applications. All materials quoted come in a mill finish (unless otherwise specified). Mill finish - not cleaned raw material can have inherent cosmetic flaws, scratches, burrs, sharp edges and material can also have color distortions due to heat or welding processes and is not degreased.</p> <p>A Certificate of Compliance is included on the package list for all orders, however, if any if any special certifications are required, this</p>				

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McNICHOLS CO.

Quotation: 6222181-02

Reference: SHRIMP
PROCESSING

Date: 2/8/2019

Ship Date: 25-30 WKRG DAYS
AAO

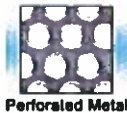
F.O.B.: DLVD TO
BROOKINGS,OR

Account: 2692136

LINE	McNICHOLS PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT (USD)
	<p>must be requested at the time of QUOTE. This documentation is not available after the product has been manufactured.</p> <p>Because of the special nature of this specification, this order will be non-cancellable. McNichols Company will not accept back charges for corrective work without express written authorization.</p> <p>No retainage without Prior Agreement.</p> <p>McNichols does not accept liquidated damages.</p>				
	AND				
	Sales price includes freight from McNichols shipping point to Brookings, OR 97415.		Incl		
	AND				
	Plus Oregon State Sales Tax if applicable.				
	We appreciate the opportunity to quote on your requirements and look forward to the pleasure of serving you.				

The information contained in this quotation is subject to change without notice and will not be binding on McNichols unless it is verified in writing by authorized personnel of McNichols at the time an order is placed. This quotation is subject to McNichols standard terms and conditions and are available upon request. Prices quoted for stock items are valid for 10 days subject to availability, unless otherwise stated. Prices quoted for specials and nonstandard items are "Price In Effect at Time of Order." All materials quoted are industrial in nature and may not be suitable for architectural applications. All materials quoted come in a mill finish. Mill Finish - not cleaned, oil on sheet, raw material can have inherent cosmetic flaws, scratches, burrs, sharp edges, and material can also have color distortions due to heat or welding processes. Any material cut-to-size cannot be returned.

Visit www.mcnichols.com to see our entire line of Hole Products!



Perforated Metal



Bar Grating



Wire Mesh



Expanded Metal



Safety Grating



Fiberglass



Handrail Components



Perf-O Grip

Service, Quality, and Performance - That's The Hole Story!

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ACTION ITEM – J

DATE: February 19, 2019
RE: INFRA Grant Application – Project List
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- INFRA Grant (Infrastructure for Rebuilding America Program) provides Federal financial assistance to highway and freight projects of national or regional significance.
- Four key objectives:
 - 1) Supporting economic vitality at national and regional level;
 - 2) Leveraging Federal funding to attract non-Federal sources of infrastructure;
 - 3) Deploying innovative technology, encouraging innovative approaches to project delivery, and incentivizing the use of innovative financing; and
 - 4) Holding grant recipients accountable for their performance.
- INFRA Grant smallest project size is \$8,333,333.33. INFRA will provide 60% or \$5 million and the other \$3.3 million comes from the recipient.
- INFRA Grant project must be completed in 3 years. Awards occur in August 2019.
- Port receiving \$600,000 from State this year and must use the funds by 2022.

• **Funding Opportunities for Project Size of \$8,333,333.33**

Grants / Other	Dollar Amount	Amount Remaining	
INFRA Grant	\$5,000,000	\$3,333,333.33	
State Lottery Fund 2017	\$600,000	\$2,733,333.33	
Port Funds 2019-2022*	\$500,000	\$2,233,333.33	
State Lottery Fund 2020*	\$500,000	\$1,733,333.33	
SPWF* (IFA Forgivable Loan)	\$1,000,000	\$733,333.33	
State Lottery Fund 2022*	\$733,333.33	\$0	
* Funding not secured.			

- Port Projects under INFRA Grant would include and potential order of construction (construction can be completed throughout the three-year period):
 - 1) Fuel-Receiving Dock
 - 2) Bandon Pacific Dock
 - 3) BC Dock
 - 4) Hallmark Dock
 - 5) Gear Storage, Parking and Connecting Roads (Stormwater & Paving Development)
 - 6) Green Building Development (optional)
 - 7) Green Building Demolition and Land Development (optional)

- If the Port does not receive INFRA Grant award, the Port will pursue Natural Hazard Mitigation Plan, Pre-Disaster Mitigation (FEMA) Grant 2020 for the dock reconstruction using the \$600,000 State Lottery Funding for matching.
- Other funding possibilities could include Special Public Works Fund, Business Oregon Grant – Forgivable Loan (SPWF). If the construction project is completed the loan is forgiven. Curry County Road Department loan with low interest payments.
- INFRA Grant application is still in development and expected to be completed last week of February. March 4 is the grant application deadline.
- Port will continue looking for other grant opportunities.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to accept INFRA Grant application and construction projects within the grant and Port funding requirements, if the Port is awarded the INFRA Grant.

ACTION ITEM – K

DATE: February 19, 2019
RE: Port Infrastructure Repair List
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board meeting on December 8, 2016 was the first review of Port infrastructure repair needs. Damage list was provided to the Board and priorities were placed and actions were taken. Port Counsel provided Discretionary Immunity Clause explanation at the beginning of the meeting.
- Board meeting on July 18, 2017 was the second review of Port infrastructure repair needs and priorities were revised. Since this meeting, there has been no further updates to the Port infrastructure repair list other than the modified Strategic Business Plan, Table-14 Capital Improvements Plan 2019 annual update during December 2018 meeting.
- POBH Damage Infrastructure and Repair List, February 2019 Updated List is the current Port conditions with the priorities and funding set in July 2017. Removed completed or in-process projects from the list. Kept the Issue # the same so you can track it from the 2017 list. Some options were changed with new ideas for repairs or construction. Funds available column was not updated, funding for some repairs should be reviewed.

DOCUMENTS

- December 8, 2016 Meeting Minutes, 4 pages
- December 9, 2016 News Article, 1 page
- Draft Damage Infrastructure and Repair List, February 2019 Updated List, 3 pages
- Draft Damage Infrastructure and Repair List, Last Commission Update, 13 pages
- Approved Strategic Business Plan, Table-14 Capital Improvement Plan, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Review each item on Draft Damage Infrastructure and Repair List, February 2019 Updated List and decide action to be taken.

1. **CALL TO ORDER AND ROLL CALL**

The Special Meeting of the Port of Brookings Harbor Board of Commissioners was held on December 8, 2016 in the Port of Brookings Harbor Office, Harbor, Oregon. Chairman Roy Davis called the meeting to order at 3:00pm. Other Commissioners present were Roger Thompson, & Sharon Hartung. Vice Chairman Sue Gold and Treasure Tim Patterson were absent. Also present was Port manager Gary Dehlinger.

2. **DISCUSSION ITEMS**

- a. **Port Maintenance and Infrastructure Cost Repairs:** Lawyer Jim Coffey called to talk to the Board of Commissioners and let them ask any questions that they may have regarding the Discretionary Immunity Clause, which a copy of the memo was given to the Board. Comm. Thompson asked Mr. Coffey; so as long as there is signage were we have problems, that legal posting correct? The Board was told that what they need to be doing is warning the public of areas that may cause injury. You need to put out caution signs telling the public whatever they are using they are using at their own risk. This is the first step in establishing the Discretionary Immunity, for not being able to repair the conditions that you know need to be repaired. In most situations when things need repair you would go out, identify the problem and fix it. I believe that right now you don't have the significant funds to hire a contractor for all of these 13-20 million dollars worth of repairs. What you need to do is discuss openly in an open session, the various conditions and talk about what the available funding may be for the repairs, talk about any other factors what might affect the repairs. Than the Commission can decide on what is high priority and what you can handle. These decisions are going to help your insurance in defending potential injury or property damage claims. For individual Commissions who are concerned about liability and your own personal liability you are acting as a Port Commission subject to Oregon Tort Claims Act. SDAO is going to provide you with legal council to defend any claims that are brought to the Port and could jeopardize the Port, will be rendered against them. What you're doing in this exercise is protecting the Port and assisting your defense council if there was an injury. There were no further questions for Mr. Coffey. Mr. Dehlinger wanted the Board to understand there is no significance behind his numbering system and what financial situation the Port is in. We roughly have \$40,000 in the general fund, and \$55,000 in our loan fund that we cannot touch. Just so the Board understands back in the tsunami, the Governor postponed those payments; well we are still obligated to pay those. IFA is applying the current payments to the latest ones; we are paying off 2014-2015 loans. They look at statutory dates which don't move, they said they gave us a grace period but they didn't because by law they can't move the statutory dates. That is why Don Mann and I are going to the State to see what can be done. Chairman Davis wanted to clarify with Mr. Dehlinger that right now we have less than \$100,000 in accounts and we can only touch \$40,000. Chairman Davis wanted Mr. Dehlinger to tell the Board and public what it takes to keep the doors open. Mr. Dehlinger stated that we have to spend \$149,000 dollars each month including loan payments, electric, insurance, everything but payroll. If we turn the lights off we would save \$200,000 a year. Which the ice house takes up about half of that, we are trying to get a better rate with Coos Curry Electric. The Board agreed to do a numbering system (1 threw 5) to give each item a priority number.

1. Item 1: Boat Launch Ramp damage due to the surge, waves, and the wind. OSMB is working on a grant to replace them next year, at least that's the goal. Usually with the grants, we must be matching, whether it be labor, and right now we are looking at \$690,000 to replace those. There are signs up showing slippery when wet, what is happening is the flotation material is coming out, they don't float, and the hinges break. Marine Board states that we just need to replace them with aluminum ramps. Comm. Thompson asked if there is anything to do before the season starts? Gary says we don't want to shut them down but we might be able to put an inflatable bag or something to make it float again. The Board would like for there to be signs showing caution of tripping. The Board wanted to add tripping signs up and set this as a number 1 priority for the port.
2. Item 2, 3, & 4 are about the same, 2 & 3 are about the sport basin E dock and the pilings are coming out. This would be a FEMA project, so they would cover 75%, but we have to come up with 25% of the funds. Comm. Thompson asked and that's the reconfiguration of the docks. Mr. Dehlinger replied yes, and there are 3 scenarios that can come into play. FEMA might say they are not going to cover mitigation work. FEMA might just only fix the pilings that are the worst, it's their discretion to tell us what they are going to fix or not. Jack Akin thinks FEMA will cover the \$474,238, that's 41 pilings. I did ask for Jack Akins recommendation, and he thinks there needs to be 130 pilings fixed (which is a million-dollar project), which we would have to pay 25% of, I did turn that in because I might as well ask for everything, which the Board agreed upon. Now it is just waiting on FEMA to see what they are willing to do. C Dock is also in the same condition. The Board told Mr. Dehlinger to post a sign at the top of the ramp showing tripping hazard and paint tripping hazards, which we have already painted all tripping hazards. Item 4 is he dredging or moving the docks.
3. Item 5: Fuel Dock slope and ramp failing. Causing the concrete to separate which the fuel lines are attached to the ramp. Rock slope protection is failing from surge action and rain fall. The slope is falling causing the ramp embedment to move which contains the fuel lines, sewage line and water lines. Steel plate was placed over the gap between the concrete ramp sections. If no action is taken to repair the slope, the risk is ruptured lines.
4. Item 6: Drain line became plugged during the recent storms and a section was broken while unclogging the line.
5. Item 7: Rock slope protection is failing from surge action and rain fall. The slope is falling causing additional spoils to enter the harbor. Some sections along the walk path have become a fall hazard. Continued sloughing will impact the walkway, parking lot and utilities.
6. Item 8: Docks along the west side are hitting bottom at low tide causing damage to the docks and creating tripping hazards causing life, health and safety concerns. Dredging area approximately 500'x40'x6' deep = 4,444 cubic yards. \$17.87 per cubic yard plus mobilization and demob estimated at \$50,000. \$25 per cubic yard disposal.
7. Item 9: Deposits from the County storm drain has caused a navigation hazard and impacting the travel lift access. Dredging area approximately 70'x90'x10' deep = 2,333 cubic yards. \$17.87 per cubic yard plus mobilization and demob estimated at \$50,000. \$25 per cubic yard disposal.

8. Item 10: A void has developed under the concrete approach to the travel lift ramp from storm water. Pile cross bracing has been damaged and should be repaired. Slopes along the boat yard are sloughing off from rain runoff and tide action.
9. Item 11: Sinkhole has developed at the Fishing Pier parking lot due to subsurface water flows, subgrade and rain fall on the surface.
10. Item 12: Reconstruct Commercial Dock (Hallmark): Commercial dock has deteriorated over the years.
11. Item 13: Reconstruct Commercial Dock (Bandon Pacific): Commercial dock has deteriorated over the years.
12. Item 14: Reconstruct Commercial Dock (BC Fisheries): Commercial dock has deteriorated over the years.
13. Item 15: Reconstruct Commercial Dock (Ice House): Commercial dock has deteriorated over the years. Slopes along the edge are failing. Approximately 500 feet of slope repair at \$1,288/ft.
14. Item 16: Main Retail Sewer Holding Tank: Sewer holding tank is allowing water intrusion from the enclosure and ground water. Sewer pumps are worn out.
15. Item 17: Water Intrusion into Zola's Sewer System: Ground or storm water is entering the sewer system from Zola's sewer drain line. Location of water intrusion has not been found.
16. Item 18: Mainbrace Sewer Holding Tank: Sewer holding tank is allowing water intrusion from the enclosure. Sewer pump is worn out.
17. Item 19: Slugs N Stones Sewer Holding Tank: Sewer holding tank is allowing water intrusion from the enclosure. Sewer pump is worn out.
18. Item 20: Chetco Seafood Sewer Holding Tank: Sewer holding tank is allowing water intrusion from the enclosure.
19. Item 21: RV Park Sewer Dump Out Relocation: Sewer dump out is allowing water intrusion when server storms and high tides occur and the waves break over the parking lot.
20. Item 22: Repair Boardwalk Shoring and Deck Boards: North side of the boardwalk has moved away from the concrete abutment due to shoring giving away under the boardwalk.
21. Item 23: Ice House and Cold Storage require separation to operate safely and most energy efficient manner.
22. Item 24: Fish Cleaning Station Drainage: DEQ has instructed the Port to stop draining any chemicals into the Chetco River.
23. Item 25: All Port vehicles are almost 20 years old and require extensive repair costs to bring them to good operating conditions.
24. Item 26: Department of Health cited the RV Park for rough picnic benches that could cause splinters. Most benches are worn out and would not be worth just repairing the top.
25. Item 27: Potholes in asphalt and gravel areas throughout the Port properties.
26. Item 28: Port Tenant Building (Zola's): Flooding occurs when it rains, main waterline had to be rerouted because it broke somewhere under the slab. The roof and windows need replaced. Storage for the business is not adequate. The building is earmarked for demo per the Strategic Plan.
27. Item 29: Port Building (RV Park Laundromat): Building has dry rot throughout. Electrical infrastructure needs to be replaced. Roof leaks and should be replaced.

28. Item 30: Port Building (Warehouse/Shop): Roof leaks and floods during rain storms.
29. Item 31: Numerous repairs are needed throughout Dock N thru Q and including transient docks. See attached inspection report.
30. Item 32: Numerous repairs are needed throughout Dock C thru J and including work dock. See attached inspection report.
31. Item 33: Numerous repairs are needed throughout Dock A thru H, Crab and Transient Docks. See attached inspection report.
32. Item 34: Aluminum Ramps to Beach: Hinges broke on the both ramps. Some issues with the step off end of the ramps when sand is washed away.
33. Item 35: Green Building and the land surrounding it has lost potential revenue over the past 12 years. Using current gear storage rates the Port has lost approximately \$433,000 in the 12 years. The site is still under construction even though no construction activity is currently going on.

3. **ADJOURNMENT**

The meeting was unanimously adjourned at 8:30 p.m.

and ocean crab industry from Tillamook Head south of Seaside, south to Cape Lookout south of Netarts Bay, affect-

and remains closed due to elevated levels of domoic acid.

"We are excited to be able to open up another

commercial Dungeness crab season along other areas of the Oregon coast is still delayed due to concerns about

and the crab industry, ODFW plans to evaluate options for opening the commercial season once additional domoic

Brookings port officials set priority list for repairs

By Jayati Ramakrishnan
Port staff writer

Port of Brookings Harbor officials have started prioritizing various repairs and purchases — and trying to figure out how they will fund those projects.

Port attorney Jim Coffey was present via phone to discuss with the board how to establish discretionary immunity through these projects — protecting the port from potential infrastructure liabilities on its property.

At a meeting Thursday, Port Manager Gary Dehlinger outlined 35 maintenance and infrastructure tasks the port needs to complete. They include repairing or replacing launch ramps, purchasing a work truck, repairing sport and commercial docks, and repairing sewer systems.

For some tasks, the port will find temporary solutions — such as putting up warning signs on failing docks — until it can find the funds to make repairs. For others, the port will prioritize major repairs.

The biggest hurdle for the port is its financial situation.



"We're sitting at less than \$100,000 in accounts and we can't touch \$55,000 of that. So we have \$40,000 to make all these repairs."

— Roy Davis, chair of the Port of Brookings Harbor board of directors

Dehlinger broke down the port's assets and liabilities.

In its accounts, the port has roughly \$40,000 in the general fund, and another \$55,000 in its loan fund — which can only be used for loans.

"We're sitting at less than \$100,000 in accounts, and we can't touch \$55,000 of that," said Board Chair Roy Davis. "So we have \$40,000 to make all these repairs."

The port has been financially strapped as it works to pay off debts it incurred prior to 2009. It has been working with the Infrastructure Finance Authority, a state-run entity that lends money to ports, cities and counties for infrastructure projects.

The port currently pays \$62,500 every quarter to the IFA — \$250,000 a year — and \$130,000 toward a loan from USDA each year.

It costs \$110,000 per month to keep the port functioning, and another \$35,000 for payroll.

The port is also trying to catch up on loan payments it missed after the 2011 tsunami, for which payments were postponed but never waived.

Dehlinger said for some of the projects, he will seek grants — TIGER grant (federal), grants from Connect Oregon and the Oregon State Marine Board (state) and general obligation bonds.

"In an ideal world, the port would identify and make all these repairs," Coffey said. "But you've got a list of things — it's a pretty good chunk of change — \$20 million at the most. What you need to do — in as many open sessions as you need — is to talk about the various conditions and what the available funding may be for repairs to these condi-

tions."

Coffey advised commissioners to prioritize the infrastructure problems that pose physical dangers to the public and port employees.

Commissioners reviewed each of the 35 issues presented by Dehlinger, considering potential and temporary solutions for the problems.

Some of the projects commissioners marked as "first priority" were repairs to the boat launch ramp, Sport Basin Dock E and other sport basin pilings, separating the ice house and cold storage, and fixing sewer issues for several port businesses as well as the main retail sewer line.

They also prioritized repairs to the commercial basin slopes that are in disrepair, and installing drainage for the travel lift ramp before the new lift arrives.

Brookings seeks residents for public art committee

The city of Brookings is seeking applicants for its Public Art Committee.

Interested applicants can pick up an application at the city hall payment counter

ings, from 9 a.m. to noon and 1 to 4:30 p.m., Monday through Friday, and online at <http://www.brookings.or.us>, under "Forms & Guidelines."

The Public Art Com-

second Wednesday of each month at 4 p.m. at city hall. Positions are filled by city council vote upon recommendation by the mayor.

1108. To learn more about this and other city volunteer opportunities, visit the Volunteer Opportunities page on the city's website at www.brookings.or.us.

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PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

FEBRUARY 2019 UPDATED LIST

DRAFT

2/11/2019

Issue #	CIP Rank	Description of Condition	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
5	1	Fuel dock slope failing causing the concrete ramp to separate. Fuel lines are attached to the ramp.	1	Remove and rebuild slope with proper rock slope protection	400,000	Build new dock pier style to include Commercial Hoist, remove ramp and existing fuel dock system, new fuel system on the dock	800,000	Combination of shoring and rock slope protection of entire island	1,900,000	N
6	10	East side slope repairs - N/O Ramp drainage and slope repair	5	Repair entire east side slopes	1,500,000					N
7	5	Commercial Basin slopes failing will cause damage to adjacent parking and infrastructure	1	Remove and rebuild 1,000 ft slope with H-pile and concrete sections shoring design	1,500,000					N
8	7	Commercial Basin slopes failing causing dock damage and tripping and walking hazard	1	Dredge material	300,000					N
9	7	Storm drain at travel lift ramp creating navigation safety hazard and impacting boat removals and dock access	1	Dredging required to remove debris recurring issue	100,000					N
11	14	Fishing Pier subgrade failing causing sinkholes	1	Remove asphalt and subgrade, repair subgrade and repaved parking lot to drain properly	150,000					N
12	9	Commercial receiving docks broken (Hallmark)	2	151 feet of dock replaced	2,265,000					N
13	2	Commercial receiving docks broken (Bandon Pacific)	1	100 ft of dock replaced, cantilever type	1,500,000	100 ft Pier type of dock	800,000			N
14	2	Commercial receiving docks broken (BC Fisheries)	2	100 ft of dock replaced, cantilever type	1,500,000	50 ft Pier type of dock, remove 50 ft of dock and other piles and repair slopes	500,000			N
15	9	Commercial receiving docks broken (Ice House)	1	Replace fender piles and walkways. Repair slopes	1,000,000					N
22	15	North end of Boardwalk slope is failing and replace worn out deck boards	5	Replace damaged shoring, repair boardwalk with concrete deck	650,000	Replace all old shoring and build new boardwalk to match newer south end boardwalk	4,500,000	Stabilize failing slope per engineers direction	250,000	N
26		Picnic benches causing splinters (Department of Health Violation)	3	Replace benches with new wood benches	20,000	Repair picnic benches	30,000	Replace benches with new made of concrete	90,000	N
27	4, 6, 8 & 13	Roads within the Port failing causing potholes	3	Repair potholes, cracks and seal coat	150,000	Stormwater improvements and paving	4,500,000	Seal coat and pave all storage areas	2,500,000	N
28	12	Port tenant building (Zola's) rotting	3	Build third retail building per Strategic Plan	1,500,000	Remodel existing building	50,000			N
29	3	Port building (laundromat) rotting	2	Demo building, rebuild at a new location and install pull thru sites	600,000					N
31	11	Commercial Dock repairs	2	Repair broken docks	200,000	Replace with new docks	1,000,000			N
32	11	Commercial Sport Dock repairs	2	Repair broken docks	300,000	Replace with new docks	1,000,000			N
35	12	Green Building - Unfinished construction	1	Finish existing building	1,500,000	Build third retail building	1,000,000			N

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

FEBRUARY 2019 UPDATED LIST

DRAFT

2/11/2019

Issue #	CIP Rank	Description of Condition	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
36	18	Repair Kite Field Restrooms and Upgrade	1	Install new roof	10,000					N
38		Replace worn out backflow device, valves and piping at Boat Launch	1	Replace existing backflow device and build per standards	4,000					N
39		Replace worn out backflow device, valves and piping at Retail Center	1	Replace existing backflow device and build per standards	5,000					N
40		Replace worn out backflow device, valves and piping at RV Park	1	Replace existing backflow device and build per standards	5,000					
41	3	Replace (3) worn out main electrical meter pedestals (Coos Curry Electric) at RV Park	1	Replace meter units per Coos Curry Electric, each	15,000	Other electrical repairs	500,000			N
42		Replace backflow device, valves and piping at Commercial Basin	1	Replace existing backflow device and build per standards	5,000					N
43		Replace worn out dock waterlines with HDPE material	1	Continue repairing waterlines as they fail						Y
44	18	Repair / Replace Retail Center Building #1 and #2 roofs	1	Repair / Replace Retail Center Building # 1 and # 2 roofs	120,000	Remove dormers and repair roofs	120,000			N
45	18	Repaint Retail Center Buildings #1 and #2	1	Repaint Retail Center Buildings #1 and #2	50,000					N
48	3	Upgrade restroom behind laundromat in RV Park with industrial fixtures, building needs repair as well	1	Replace with Drop-In-Place unit	200,000	Remove when new facility is built				N
49		Replace worn out fence at RV Park	3	Make repairs as necessary	50,000	Remove old and replace with new	100,000			N
50		Upgrade RV Park sites	4	Pave RV Spaces		Use concrete instead of paving for the spaces				N
51	18	Repair roofs and repaint all restrooms	1	Repair roofs and repaint all restrooms	35,000					N
52	18	Replace broken AC unit at Port Office	3	Replace broken AC unit at Port Office	4,000					N
54	13	Pave Gear Storage and surrounding gravel roads within the port	3	Pave roads and storage areas to reduce staff maintenance costs and increase efficiency moving gear and reduce wear on equipment						N
55		Install fence and gates to protect Gear Storage materials and equipment	3	Install fencing for public safety and gear protection	40,000					Y

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

FEBRUARY 2019 UPDATED LIST

DRAFT

Issue #	CIP Rank	Description of Condition	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
56	7	Dredge Port Basins	1	Dredge basins in segments.	3,000,000	Clam bucket basin edges to reduce dredging costs, use dredge machine where crane can not reach		Search for other solutions		N
57		Pave Boat Yard to reduce wear on travel lift, increase efficiency and protect grounds	3	Pave boat work areas	200,000					N
58		Install water treatment device for Boat Yard	1	Install water treatment device for Boat Yard	20,000					N
59		Upgrade Port / Tenants Signage	3	Replace and update billboard signs	15,000					N
60		Install Lighting at Retail Parking Lot		Install parking lot light poles	100,000					N
61										
62										

Priority
 1 = immediate need
 5 = less immediate need

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST
LAST COMMISSION UPDATE JULY 18, 2017

DRAFT

Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
1		Boat launch ramp falling apart & decking worn out	Public	Install trip hazard signs at ramps, replace bearing ramps when funds become available, repair as necessary 12-08-2016.	1	OSMB grant to replace ramps with aluminum ramps	535,000	Repair ramps as needed	118,715			Budgeted
<p>All ramps are in working order. Temporary tripping hazard signs were installed.</p> <p>July 7, 2017, OSMB approved the grant depending on completion of landscaping and trench drain project completed in 2018</p>												
2		Sport Basin E Dock falling apart	Public	Install trip hazard signs, Option 3 if possible with permitting agencies 12-08-2016	1	Replace piles and decks as existing, ask for emergency status and perform work this year	474,238	Replace piles and decks as existing and perform work next season	505,870	Replace piles and reconfigure docks as proposed, ask for emergency status and perform work this year	700,000	Budgeted
<p>FEMA and HMGP Funding and permits are being acquired, contract for work needs to be solicited.</p> <p>Project underway 2019</p>												
3		Almost all Sport Basin piling coming loose	Public	Install trip hazard signs at ramps 12-08-2016	1							Budgeted
<p>FEMA and HMGP Funding and permits are being acquired, contract for work needs to be solicited.</p> <p>Temporary tripping hazard signs were installed.</p> <p>Section of C Dock is closed and barricaded</p> <p>Section of D Dock is closed and barricaded</p> <p>Project underway 2019</p>												
4	7	Sport Basin docks hitting ground damaging docks and causing tripping points caused by storm drain	Public	Install trip hazard signs, Option 2 12-08-2016	1	Dredge material	100,000					Budgeted
<p>FEMA and HMGP Funding and permits are being acquired, contract for work needs to be solicited.</p> <p>Temporary tripping hazard signs were installed.</p> <p>E Dock was removed.</p> <p>Main dock barricaded and closed between F & D.</p> <p>Main dock separated</p>												

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PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

2/11/2019

LAST COMMISSION UPDATE JULY 18, 2017

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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
5	1	Fuel dock slope failing causing the concrete ramp to separate. Fuel lines are attached to the ramp.	Environment & Public	Install trip hazard signs, look for other alternative reroute of fuel lines 12-08-2016	1	Remove and rebuild slope with proper rock slope protection	400,000	Build new dock pier style to include Commercial Hoist, remove ramp and existing fuel dock system, new fuel system on the dock	800,000	Combination of shoring and rock slope protection of entire island	1,900,000	N
Temporary tripping hazard signs were installed and ramp to fuel dock is closed. Breakaway valves were added to lines to prevent a large spill. Other piping routes are not possible at this time. Ramp continues to move and gap has widen. Relocated ramp connection Working on grants for reconstruction Deployed containment booms Developing other construction solutions to replace failing system												
6	10	N-O Ramp drainage and slope repair	Environment	Complete work when available 12-08-2016	5	Replace drain line and recompact slope	12,000					N
Additional slope areas along east side are damaged South end of the basin Boat yard slope area Hallmark dock area												
7	5	Commercial Basin slopes failing will cause damage to adjacent parking and infrastructure	Public	Install trip hazard signs 12-08-2016	1	Remove and rebuild 1,000 ft slope with proper rock slope protection	1,500,000	Install sheet pile, backfill and install handrail	2,000,000	Rebuild all of Basin 2 slopes	3,500,000	N
Closed sections of walkway with barricades and signs where fall hazards exists. (it appears) failing slopes impacting the Kite Field restroom Removed barricades and installed fencing along sidewalk Increased slope failure is occurring along entire west side												
8	7	Commercial Basin slopes failing causing dock damage and tripping and walking hazard	Public	Install trip hazard signs at ramps 12-08-2016	1	Dredge material	300,000					N
Temporary tripping hazard signs were installed. Closed main dock section from D to C and entire C Dock Other main dock areas hitting bottom during extreme low tide												
9		Storm drain at travel lift ramp creating navigation safety hazard and impacting boat removals and dock access	Public	Place warning beacons in area 12-08-2016	1	Debris caused by County Flood system not being maintained. Dredging required to remove debris	200,000					N

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

LAST COMMISSION UPDATE JULY 18, 2017

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2/11/2019

Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
				Board approved to update priority 07-19-2017	5	Some dredging was completed 6/23/17 to remove material impacting the travel lift ramp and stern drain areas. Approx 1,300 yards removed.						
				Waiting for FEMA assistance. FEMA has declined first request. Governor planning to appeal the decision. Major portion of the navigation hazard removed. Minor tides can still create some issues. Material removed, but debris continue to flow into the basin								
					2017							
10		Travel lift ramp drainage causing undermining voids, slopes falling and erose bracing broken.	Public & Employee	Repair before travel lift arrives 12-08-2016. Board approved to remove from list 07-19-2017.	1	Repair void, install drainage, remove and rebuild slope with proper rock slope and replace broken erose bracing.	15,000					Y
						Work completed February 2017						
					2016							
					2017							
				Area barricaded and temporary signs installed. Additional holes have developed, subgrade continues to fail, areas have been barricaded. Corps may not allow slurry backfill to the jetty.								
11	14	Fishing Pier subgrade failing causing sinkholes	Public	Install barricades and warning signs, Option 1 when funds available 12-08-2016. Board requested further investigation 07-18-2017	1	Secure void and fill with slurry backfill	20,000	Install drainage pipe in sinkhole and backfill with 2 sack slurry mix	25,000	Remove asphalt and subgrade, repair subgrade and repaved parking lot to drain properly	150,000	N
12	9	Commercial receiving docks broken (Hallmark)	Public	Repair docks when funds are available 12-08-2016	2	151 feet of dock replaced	2,265,000					N
				SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.								
13	2	Commercial receiving docks broken (Bandon Pacific)	Public	Install barricades and warning signs at damaged area, repair docks when funds available 12-08-2016	1	100 ft of dock replaced, cantilever type	1,500,000	100 ft Pier type of dock	800,000			N
				Fence installed to prevent usage of the dock.								
				Bandon Pacific relocated to the public hoist until receiving dock is repaired. Port lost the use of the public hoist.								
				SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.								

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST

LAST COMMISSION UPDATE JULY 18, 2017

DRAFT

Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
14	2	Commercial receiving docks broken (BC Fisheries)	Public	Repair docks when funds are available 12-08-2016	2	100 ft of dock replaced, cantilever type	1,500,000	50 ft Pier type of dock, remove 50 ft of dock and other piles and repair slopes	500,000			N
SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.												
15	9	Commercial receiving docks broken (Ice House)	Public	Repair handrail, install barricades and signs at slope sinkholes. Option 2 when funds become available 12-08-2016	1	Replace fender piles and walkways. Repair slopes	1,000,000	Replace ice house with new state of the art ice house or refurbished docks between BC Fisheries and Barden Pacific and repair slopes	1,000,000			N
SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.												
16		Sewer overflowing and L&L issues (Main Retail)	Environment	Complete repairs-ASAP with contractor 12-08-2016	1	Install sealed holding tank with new pumps, rebuild enclosure	30,000					Y
Contractor was selected and scheduled for July 11, 2017 for the upgrade.												
Temporary restrooms installed 6/23/17 to prevent complete failure of system. Completed 07-12-17												
17		Sewer L&L issues (Zeleter)	Environment	Complete repairs-ASAP with contractor 12-08-2016	1	Locate and repair water intrusion-most likely a broken waterline between building and manhole	20,000	Upgrade sewer enclosure to current standards	15,000			N
Damaged enclosure cover was replaced Dec 2016												
Sewer tank extension still needs to be purchased and install proper enclosure. Completed in 2018												
18		Sewer overflowing and L&L issues (Mainbrace)	Environment	Complete repairs-ASAP with contractor 12-08-2016	1	Install sealed holding tank with new pumps, rebuild enclosure	5,000					Y
Work completed Feb 2017												
				Beard approved to remove from list 07-18-2017								

PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST
LAST COMMISSION UPDATE JULY 18, 2017

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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
19		Sewer I&I Issues (Sludge N Stones)	Environment	Complete repairs- ASAP with contractor 07-18-2017	1	Install sealed holding tank and rebuild enclosure-	15,000					Y
				Sewer tank lid needs to be replaced and install proper enclosure. Pump # 2 is broken and needs replaced. Currently operating on 1 pump. Completed in 2017								
20		Sewer I&I Issues (Chetco Seafood)	Environment	Contact Chetco Seafood to get repairs done ASAP 12-08-2016	1	Require Chetco Seafood to correct water intrusion issue-		Port performs the work and gets reimbursed from Chetco Seafood-				
				Board approved to remove from list 07-18-2017		Work completed March 2017 by Chetco Seafood						
21	3	Sewer I&I Issues (RV Park)	Environment	Dump out is covered and secured, check Option 3 before closing 12-08-2016	5	Build higher curb and install a sewer over the dump out sump-	4,000	Relocate dump out to new location behind laundrymat	15,000	Build new facility - See Item # 29 below		N
				Board approved to remove from list 07-18-2017								
				2016		Dump out is closed and covered to prevent any use or I&I to occur.						
				2016		Oregon State Parks was contacted and dump out is not required.						
				2016		If we make two more pull thru stalls, we have to notify Harbor Sanitary for possible additional sewer fees.						
				2016		Dump out is closed until further notice.						
				2018		Dump out removed 2018						
				2018		Main restroom & showers closed in 2018						
				2018		Installed new sand drain in little restroom in 2018						
22	15	North end of Boardwalk slope is falling and replace worn out deck boards	Public	Install warning sign and add note to Event Form no tires on boardwalk 12-08-2016	5	Replace damaged shoring, repair boardwalk and replace deck with concrete	650,000	Replace all old shoring and build new boardwalk to match newer south end boardwalk	4,500,000	Stabilize falling slope per engineers direction		N

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**PORT OF BROOKINGS HARBOR - DAMAGE INFRASTRUCTURE AND REPAIR LIST
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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1			Option 2			Option 3			Estimated Cost	Estimated Cost	Estimated Cost	Funds Available Y/N
						Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Option 3	Estimated Cost						
				Board selected Option 3 when funds are available and upgraded priority 07-18-2017	1													
				Temporary tripping hazard signs were installed.	2016													
				The gap continues to move, gap is now 2-1/4".	2017													
				15-foot section of the boardwalk is closed to public use.	2017													
				Gap is now at 3" January 22, 2019	2019													
23		Ice House / Cold Storage building piping and compressor configuration	Public & Employee	Complete Option 1 when funds become available 12-08-2016	1		450,000											N
				Ice House / Cold Storage operations were sold to private company and has become a lease revenue source.														
24		Fish Station drainage issue	Environment	Option 1 12-08-2016	1	1,000		10,000										Y
				Board approved to remove from list 07-18-2017														
				Work completed June 2017														
25		Port equipment unsafe to operate	Public & Employee	Order 1 truck new 12-08-2016	1	60,000		35,000										N
				Board approved to remove from list 07-18-2017														
				One new truck was acquired in 2017.	2017													
				Need to replace or upgrade one truck.														
				Will need to purchase other vehicles to supplement the workforce.														
				Second truck purchased in 2018	2018													
26		Picnic benches causing splinters (Department of Health Violation)	Public	Research further pricing and other types of benches to replace existing 12-08-2016	3	20,000		30,000						90,000				N
				Replace picnic benches														
				Replace benches with new made of concrete														

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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1			Option 2			Option 3			Estimated Cost	Funds Available Y/N		
						Estimated Cost			Estimated Cost			Estimated Cost						
				Board approved Option 2 to make repairs to existing 07-18-2017	2017	Some repairs to benches have been done and purchase new benches to replace damaged ones 2018												
					2019	Ongoing repairs being made as they occur												
27	4, 6, 8 & 13	Roads within the Port falling causing potholes	Public	Repair potholes as necessary 12-08-2016	3	Repair potholes, cracks and seal coat	150,000	Stormwater improvements and paving	4,500,000	Seal coat and pave all storage areas	2,500,000				N			
					2016	Potholes patched as they occur												
					2017	Potholes patched as they occur												
					2018	Potholes patched as they occur												
					2019	Potholes patched as they occur												
28	12	Port tenant building (Zola's) rotting	Public	Seek other options to replace existing building 12-08-2016	3	Build third retail building per Strategic Plan	1,500,000	Remodel existing building	50,000						N			
				Board approved to update priority 07-18-2017	5	Out building was demolished in May to make room for an refrigerated container unit.												
					2017	Ongoing												
29	3	Port building (laundromat) rotting	Public	Option 2 when funds become available 12-08-2016	2	Demo and rebuild in same location	300,000	Demo and replace building with manufactured building and reconnect services	150,000	Demo building, rebuild at a new location and install pull thru sites	600,000				N			
				Board approved to split priorities 07-18-2017		Coos Curry Electric shutdown the power due to unsafe electrical box and conduit.												
29a	3			Board approved to demo building ASAP 07-18-2017	1	Building was demolished in 2017												N
29b	3			Board approved to replace facility at priority 3 when funds are available 07-18-2017	3													N
					2018	Conceptual plan approved to rebuild facility in December Board meeting												

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30		Warehouse/Shop flooding and roof repairs	Employee	Option 2 when funds become available 12-08-2016	3	Install drainage system to keep ground water from entering building and repair leaking roof.	125,000	Install drainage system to keep ground water from entering building and rebuild roof to house new travel lift	200,000			N
							Section of the shop roof repaired/patched for new tenant. Roof repairs continued during 2018					
31	11	Commercial Dock repairs	Public	Install tripping hazard signs at ramps, complete repairs as necessary 12-08-2016	2	Repair broken docks	200,000	Replace with new docks	1,000,000			N
							Temporary tripping hazard signs were installed. SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.					
32	11	Commercial Sport Dock repairs	Public	Install tripping hazard signs at ramps, complete repairs as necessary 12-08-2016	2	Repair broken docks	200,000	Replace with new docks	1,000,000			N
							Temporary tripping hazard signs were installed. SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years.					
33		Sport Dock repairs	Public	Install tripping hazard signs at ramps, complete repairs as necessary 12-08-2016	2	Repair broken docks	200,000					N
							Temporary tripping hazard signs were installed. SB 5530 allows \$600,000 for dock repairs from Lottery Bond, available in 2 years. Project underway 2019					
34		Ramps from RV Park to Beach Access	Public	Option 2 12-08-2016 Board approved to update priority 07-18-2017	1	Repair broken hinges and continue setting and removing ramps every year.	1,500	Install permanent concrete ramp/steps	50,000			N
						Funding not available for Option 2 One ramp was repaired using parts from second ramp, ramp near the entrance of the RV Park not repaired due to lack of funds.						

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					2018	Both ramps repaired and back in operation						
35	12	Green Building - Unfinished construction	Public	Install temp fence and warning signs 12-08-2016 Board approved to remove from list 07-18-2017	1	Install temporary fencing, demo and salvage materials for third retail building	750,000	Install temporary fencing, demo building and use the land for storage	400,000	Install temporary fence	5,000	Y
					2017	Temp fence installed						
					2019	Advertisement for completion of building was done						
36	18	Repair Kite Field Restrooms and Upgrade	Public	Board approved as noted 07-18-2017	1	Repair/replace plumbing, walls and roof. Install doors to secure at night.	30,000	Purchase Drop-In-Place Unit to replace entire facility				N
					2017	Restroom is closed until repairs can be made, temporary portable toilets are in place.						
					2017	Upgrading toilets, faucets, lights and installing doors to reopen facility prior to July 14th.						
					2017	Restroom reopened 07-13-17, but still need new roof, painting and flooring						
					2018	Paint and surface completed in 2018, new toilets installed						
						Roof needs to be replaced						
37		Replace worn out backflow device- valves and piping at Kite Field meters (One feeds docks and other feeds restrooms)	Public	Board approved as noted 07-18-2017	4	Replace existing backflow device and piping and build second per standards (2 units)	6,000					N
						Waterline feed to restroom is shutdown due to leaks and plumbing is buried below ground. Backflow device for the docks is leaking. Work completed 2017						
38		Replace worn out backflow device, valves and piping at Boat Launch	Public	Board approved as noted 07-18-2017	1	Replace existing backflow device and build per standards	4,000					N
					2017	Backflow device is below ground and is leaking.						
39		Replace worn out backflow device, valves and piping at Retail Center	Public	Board approved as noted 07-18-2017	1	Replace existing backflow device and build per standards	5,000					N
					2017	Backflow device is below ground and enclosure needs to be rebuilt.						

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40		Replace worn out backflow device, valves and piping at RV Park	Public	Board approved as noted 07-18-2017	1	Replace existing backflow device and build per standards	5,000					
					2017	Valves are seized open and/or broken, piping corroded						
41	3	Replace (3) worn out main electrical meter pedestals (Coos Curry Electric) at RV Park	Public	Board approved as noted 07-18-2017	1	Replace meter units per Coos Curry Electric, each	15,000	Other electrical repairs	500,000			N
					2017-18	Replace one meter north end of the park and some electrical wiring repairs						
					2019	Front row electrical system is now seeing impacts from storms / salt water corrosion						
					2019	Front row main electrical shed is worn out, needs replaced, including electrical service equipment						
42		Replace backflow device, valves and piping at Commercial Basin	Public	Board approved as noted 07-18-2017	1	Replace existing backflow device and build per standards	5,000					N
						Rebuild with proper enclosure						
43		Replace worn out dock waterlines with HDPE material	Public	Board approved Option 2 as funds are available 07-18-2017	1	Continue repairing waterlines as they fail		Replace waterlines in sections as old PVC lines fail with HDPE		Replace waterlines in sections with new PVC or PIX		N
						Continue repairing waterlines as they fail						
44	18	Repair / Replace Retail Center Building #1 and #2 roofs	Public	Board approved as noted 07-18-2017	1	Repair / Replace Retail Center Building # 1 and # 2 roofs	120,000	Remove dormers and repair roofs	120,000			N
						Removing dormers will save costs in future roof maintenance and could reduce cost for the initial work.						
45	18	Repaint Retail Center Buildings #1 and #2	Tenants	Board approved as noted 07-18-2017	1	Repaint Retail Center Buildings #1 and #2	50,000					N
						Painting costs could be reduce by the removal of the dormers						
						Color of buildings remain tan and all trim one color						
46		Install trench drain across boat launch ramp per OSMB Grant.	Public	Board approved as noted 07-18-2017	1	Install per OSMB Drawings	30,000					Y
						Needs to be installed prior to Dec 31, 2017						
						Preurement approval by Board for materials required.						
						Completed in 2017						

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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
47		Install landscaping at boat launch parking lot per OSMB Grant.	Public	Board approved to proceed with Rock-Landscaping 06-29-2017	1	Install landscaping at boat launch parking lot per OSMB Grant.	20,000					Y
Needs to be installed prior to Dec 31, 2017												
Completed in 2017												
48	3	Upgrade restroom behind laundromat in RV Park with industrial fixtures, building needs repair as well	Public	Board approved Option 1 as funds are available 07-18-2017	1	Upgrade fixtures to industrial standards and replace rotten wood	6,000	Replace with Drop-In-Place unit				N
2017												
2018												
2019												
49		Replace worn out fence at RV Park	Public	Board approved Option 1 as funds are available 07-18-2017	3	Replace broken fence to match existing	50,000	Remove old and replace with new	100,000			N
2017												
2018												
2019												
Repairing fence when damaged by storms												
Repairing fence when damaged by storms												
Repairing fence when damaged by storms												
50		Upgrade RV Park sites	Public	Board approved Option 2 as funds are available 07-18-2017	4	Pave RV Spaces		Use concrete instead of paving for the spaces		Leave ground as-is and maintain the weeds/grass		N
Complete paving or concrete sites in phases as funds allow.												
TBD												
51	18	Repair roofs and repaint all restrooms	Public	Board approved as noted 07-18-2017	1	Repair roofs and repaint all restrooms	35,000					N
2018												
2019												
Excluding Kite Field restroom roof, costs are included in #36.												
Main restroom roof replaced												
Main restroom painting not completed												
Boat launch restroom roof needs replaced												
Commercial Basin restroom needs repairs												
Commercial Basin restroom painting and flooring epoxy												

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Issue #	CIP Rank	Description of Condition	Type of Condition	Board Recommendation	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Option 3	Estimated Cost	Funds Available Y/N
52	18	Replace broken AC unit at Port Office	Staff	Board approved as noted 07-18-2017	3	Replace broken AC unit at Port Office	4,000					N
Replace broken AC unit if new tenant moves in.												
53		Replace Eq# 4603 P&H Port Crane within next 3 to 5 years- existing crane is over 25 years old.	Commercial	Board approved as noted 07-18-2017.	2	Purchase new or like new 15 to 20 ton crane to service commercial fleet.	125,000	Purchase new or like new 15 to 20 ton Reachall Forklift to service fleet.	125,000			N
Further research needed on type of equipment												
Purchased new reachlift for crane and forklift work												
54	13	Pave Gear Storage and surrounding gravel roads within the port	Public	Board approved as noted 07-18-2017	3	Pave roads and storage areas to reduce staff maintenance costs and increase efficiency moving gear and reduce wear on equipment						N
Board did not approve paving at this time January meeting												
55		Install fence and gates to protect Gear Storage materials and equipment	Commercial	Board approved as noted 07-18-2017	3	Install fencing for public safety and gear protection	40,000					Y
55a		Protection of Fuel Tanks and Equipment.		Board approved to fence off fuel tank area as funds are available 07-18-2017	4	Install fence at fuel tanks	7,000					Y
Installed fence for fuel tank protection												
Board approved funding to install gear storage and receiving dock fencing January Board meeting												
56	7	Dredge Port Basins	Public	Board approved as noted 07-18-2017	1	Dredge basins in segments.	3,000,000	Clam bucket basin edges to reduce dredging costs, use dredge machine where crane cannot reach		Search for other solutions		N
Looking for grant funding or other sources												
57		Pave Boat Yard to reduce wear on travel lift, increase efficiency and protect grounds	Commercial	Board approved as noted 07-18-2017	3	Pave boat work areas	200,000					N
58		Install water treatment device for Boat Yard	Environment	Board approved as noted 07-18-2017	1	Install water treatment device for Boat Yard	20,000					N

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59		Upgrade Port / Tenants Signage	Public / Port	Board approved as noted 07-18-2017	3	Replace and update billboard signs	15,000					N
60		Install Lighting at Retail Parking Lot	Public			Install parking lot light poles	100,000					N
61												
62												

Priority
 1 = immediate need
 5 = less immediate need

2015 CIP Rank	2019 CIP Rank	Revised NHMP Rank	Capital Improvements	2014 Cost Estimates 1	2019 Cost Estimates	Timeline	2015 Priority	2019 Priority	Priority Project Category
	1	1	Fuel Dock Access Pad Replacement	Reroute fuel lines; reconstruct slope and concrete pad	\$175,000	2019		High	Commercial / Marina facility upgrade
6	2	2	Pacific Seafood Receiving Docks	Demolish two existing timber docks and concrete bulkhead; construct concrete dock on both sides of new receiving dock; install concrete pavement; install storm drainage facilities.	\$1,500,000	2019		High	Commercial facility upgrade
	3	3	RV Park Protection Wall and Facility Improvements	Install protection seawall; demolish existing restroom shower facility, RV office and laundromat foundation; construct new facility with RV office, laundromat, showers and restroom, construct new pull-thru sites	\$600,000	2019		High	Recreation improvements / public amenities
	4	4	Stormwater Drainage and Paving Zones 2 Commercial Retail Parking Lot	Sealcoat and overlay	\$54,000	2019		High	Commercial facility upgrade / public amenities
	5	5	Basin 2 West Embankment Repair - Reconstruction	Embankment repair, via H-pile/concrete section stabilization; install fencing	\$1,250,000	2020		High	Commercial / Marina facility upgrade
	6	6	Stormwater Drainage and Paving Zones 3 Basin 2 East Parking Area	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$1,080,000	2020		Medium	Commercial facility upgrade / public amenities
12	7	7	Basins 1 and 2 Dredging	Basins 1 and 2 dredging	\$3,100,000	2021		High	Maintenance
	8	8	Stormwater Drainage and Paving Zones 4 Basin 2 West Parking Lot and RV Park	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$1,180,000	2022		Medium	Commercial facility upgrade / public amenities
	9	9	Hallmark Receiving Dock	Demolish existing timber dock; construct concrete dock; install concrete pavement; install storm drainage facilities.	\$870,000	2022		High	Commercial facility upgrade
	10	10	Basin 2 South and East Embankment Repair - Reconstruction	Embankment repair, via H-pile/concrete section stabilization; install fencing	\$2,500,000	2022		High	Commercial / Marina facility upgrade
4 & 9	11	11	Basin 2 and Transient Docks	Replace old docks from C thru H and N thru P; reconfigure spaces to accommodate larger vessel; upgrade transient dock piles and docks	\$1,500,000	2023		High	Commercial / Marina facility upgrade
7	12	12	Commercial Center Upgrade / Renovation	Commercial building and site repairs or building third retail building	\$1,500,000	2023		Medium	Commercial facility upgrade / public amenities
	13	13	Stormwater Drainage and Paving Zones 1 Commercial Storage Area	Stormwater improvements; grading, paving and curbs	\$2,574,000	2024		High	Commercial facility upgrade
	14	14	Stormwater Drainage and Paving Zones 5 Fishing Pier	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$165,000	2024		Medium	Marina facility upgrade / public amenities
5	15	15	Boardwalk Expansion / Replacement	Repair / restore piling, secure slope; replace wood planks with concrete surface	\$292,500	2024		Medium	Marina facility upgrade / public amenities
10	16		Long-term Development Potential	Access condo / mixed-use development potential with drainage improvements including the addition of a canal / bioswale	tbd	Yrs 10-20	Low	Low	Public-private partnership opportunity
11	17		Development Potential	Examine opportunity site for potential development - hotel / condo	tbd	Yrs 10-20	Low	Low	Public-private partnership opportunity
3	18		Lease Upgrades	Make commercial building upgrades	tbd (Port to est. SF of new and renovation)	Yrs 1-10	Medium	High	Facility upgrades

APPROVED

8	19	Boatyard Relocation and Upgrade	Acquire new 100-ton straddle hoist (\$600,000), reconstruct sheet pile bulkhead along north and west edge of barge slip, construct new haul-out pier for straddle hoist, regrade and pave work areas and access roads, construct paved transfer road, install fencing, install storm drainage facilities. Dredge for barge slip is not included. See <u>Figure 5</u>	\$14,000,000		Yrs 1-5 Yrs 5-10	High to Medium	Low	Commercial / Marine improvements, 50-ton straddle lift was purchased in 2017 to continue to operate a functional boatyard and provide service to Coast Guard vessels
6	Revised to Rank 2 above	Receiving Dock Upgrades and Fish Processing Facility	Demolish two existing timber docks and concrete bulkhead; construct full-length concrete dock; construct 8,000-SF fish processing facility; install concrete pavement; install storm <u>drainage facilities</u>	\$17,000,000		Yrs 1-5		High	Commercial / Marine improvements; 180ft out of 380ft of receiving dock completed; fish processing completed; some paving and storm drainage completed
12	Revised to Rank 7 above	Ongoing Dredging	Coordinate with Southern Oregon Ports to meet ongoing dredging needs	\$7.20 per cubic yard of dredge material (shared cost between ports and state)		Ongoing	High	High	Maintenance
4	Revised to Rank 11 above	Recreational Marina Improvements	Repair existing floats and make improvements to accommodate <u>large vessels</u>	tbd		Yrs 1-5	High	High	Recreation improvements / public amenities
9	Revised to Rank 11 above	Commercial Marina Expansion	Expand commercial marina and <u>add larger vessel slips</u>	tbd		Yrs 10-20	Medium	High	Commercial / Marine improvements
5	Revised to Rank 15 above	Boardwalk Expansion	Expand existing boardwalk; improve pedestrian amenities <u>and provide public viewing</u>	tbd		Yrs - 6-10	Medium	Medium	Recreation improvements / public amenities
7	Revised to Rank 12 above	Commercial Center Upgrade / Renovation	Commercial building and site <u>repairs</u>	\$1,500,000		Yrs 1-5	Medium	Medium	Facility upgrades
1	Project Completed	Fish Market and Cleaning Station	Upgrade existing buildings to accommodate fish market and <u>cleaning station</u>						Project completed 2017
2	Project Completed	Marina Parking Upgrades	Reconfigure boat launch circulation, grind and overlay parking lot, add curbing and striping, add concrete sidewalks, install stormwater improvements						Project completed 2017

1 Cost estimates are based on similar projects in other locations and are not based on detailed engineering plans or analysis. Final engineering and construction costs may vary.

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INFORMATION ITEM - A

DATE: February 19, 2019
RE: IFA – Business Oregon Meeting in Salem
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger

OVERVIEW

- Meeting is scheduled for Friday March 1, 2019 from 10am to 11:30am at the Business Oregon building in Salem.
- Topics for the meeting could be:
 - Making up missed payments plan
 - How would extra payments be applied – oldest loan paid first?
 - Current Port Infrastructure Conditions
 - Green Building update
 - Deferred interest at end of term 2030-31 – What happens if the interest is not waived?
 - IGA for 2015 Strategic Business Plan
 - Other?
- Last formal meeting with IFA-Business Oregon was July or August 2017.
- I am requesting two commissioners to attend the meeting with me.

DOCUMENTS

- None