

**PORT OF BROOKINGS HARBOR  
Special Commission Meeting  
Friday, November 22, 2019 • 2:00pm  
Port Conference Room Suite 202  
16350 Lower Harbor Road, OR 97415**

**TENTATIVE AGENDA**

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

**4. ACTION ITEMS**

- A. Curry County Lease for RV Park

**5. INFORMATION ITEMS**

- A. None

**6. NEXT REGULAR MEETING DATE – December 17, 2019, 6:00pm**

**7. ADJOURNMENT**

## **ACTION ITEM – A**

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**DATE:** November 22, 2019  
**RE:** Curry County Leasing RV Park  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Both Boards (Curry County & Port) agreed to work on a draft lease for the Beachfront RV Park during a workshop meeting at Curry County on October 16, 2019.
- Subcommittee met November 1, 2019 and reviewed first draft detail lease from Curry County.
- Subcommittee comments were provided to County staff for review. County staff provided second draft detail lease to Port on November 20, 2019 with Port comments.
- Commissioner Meeting on November 19, 2019, Josh Hopkins, Park Director with Curry County provided a presentation of other County parks management to be similar at Beachfront if approved. Board of Commissioners requested second meeting with County staff to discuss management and master plan of Beachfront RV Park.
- Josh Hopkins, Park Director with Curry County will attend this meeting to answer any questions.

### DOCUMENTS

- Second Curry County Draft Detail Lease with Port Comments November 21, 2019, 1 page
- Port Subcommittee Comments November 1, 2019, 1 page
- County Estimated Revenue Sharing, 1 page
- Port Estimated Revenue Sharing, 1 page
- Port Debts Annual Payments Spreadsheet, 1 page
- Google Map of RV Park & Fishing Pier Areas, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve moving forward to develop a draft lease with Curry County for the RV Park and Fishing Pier areas for Board approval.

**Proposed Lease Details**  
**County Assistance Managing the Port of Brookings Harbor RV Park (November 12, 2019)**  
**Port Comments (November 21, 2019)**

Proposed terms for the lease:

- 20 year lease length wherein Curry County is taking over all operations, maintenance, and future development of the RV Park facility and nearby Fishing Pier area only.
- County retains any State RV Fee increase. **Earmark 70% of State RV Fees to be used at Beachfront RV Park.**
- Curry County Parks gains possession of any RV Park specific property used for its operations including tables, fire pits, janitorial supplies, firewood, satellite, Wi-Fi system, and standard operating.
- Curry County will be responsible for maintenance, repair, and improvement of current infrastructure. All capital improvement projects to be reviewed **and approved** by Port Commission.
- Curry County will authorize an inter-fund loan from Road Department to cover replacement cost of restroom facility project, build loan repayment structure into lease. **Provide Port with amortization schedule.**
- 25% of net go to County.
- 65% net go to POBH.
- 10% net profits go to repayment of inter-fund loan from Road Department.
- When inter-fund loan is repaid the designated 10% is split evenly between the parties making 30%-70% split of net profits.
- Payment of net profit to be made quarterly with accompanying profit and loss statement **and loan repayment report.**
- A pre-established minimum default limit of **(\$275,000) (need amount) at fiscal yearend.**

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

- Power
- Water
- Trash
- Sewer
- Yearly permit and license fees
- Advertising
- Propane
- Telecommunications
- Cable TV
- IT Support/Services
- Merchant Services/Bank fees
- Security
- Insurance – County for operating RV Park (Port will keep insurance on property liability)
- Sewer Development Charge fees to be addressed – if RV Park development requires additional SDC fees those fees will be an expense of the RV Park

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

**Proposed Lease Details**  
**County Assistance Managing the Port of Brookings Harbor RV Park**  
**Comments from Port Subcommittee (November 1, 2019)**

Proposed terms for the lease:

- 30 year lease length wherein Curry County is taking over all operations, maintenance, and future development of the RV Park facility area only. **Port Commission to approve capital improvements.**
- **How will the County handle day to day operations (staffing, drive-ups, guest issues) and any transitional period once agreement is made**
- County retains any State RV Fee increase.
- Curry County Parks gains possession of any RV Park specific property used for its operations including tables, fire pits, janitorial supplies, and standard operating equipment (we will ask for a more detailed list when meeting with the Port reps.). **Firewood, satellite and Wi-Fi system**
- **Maintain and improve current infrastructure**
- Use inter-fund loan from Road Department to cover replacement cost of restroom facility, build loan repayment structure into lease.
- 25% of net profits go to County.
- 65% net profits go to POBH (Port retains the property/business so their share should be larger).
- 10% net profits go to repayment of inter-fund loan from Road Department.
- When inter-fund loan is repaid the designated 10% is split evenly between the parties making 30%-70% split of net profits. **Quarterly report showing payment breakout for auditing.**
- Payment of net profit to be made quarterly. **With Profits & Loss Report.**
- **Fishing Pier area part of the RV Park.**
- **Establish default limits (predetermine minimum net return amount)**

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

- Power – County
- Water – County
- Trash – County
- Sewer – County
- Yearly permit and license fees - County
- Advertising - County
- Propane – County
- Telecommunications - County
- Cable TV - County
- IT Support/Services - County
- Merchant Services/Bank fees – County
- Security – County
- Insurance – County for operating RV Park (Port will keep insurance on property liability)
- Sewer Development Charge fees to be addressed

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

Office Copier – Port (copier under lease)  
Office Furniture – County (if needed)  
Golf Cart – Port

**Beachfront RV Park**  
**Estimated Revenue Sharing**

The tables represent the proposals revenue distributions based on the reported numbers from previous six fiscal years.

Fiscal Year	Revenue	Expense	Net Revenue	Port (65%)	County Parks (25%)	Loan Repayment (10%)
2013-2014	\$484,331	\$185,941	\$298,390	\$193,953	\$74,597	\$29,839
2014-2015	\$507,593	\$90,604	\$416,989	\$271,043	\$104,247	\$41,699
2015-2016	\$613,160	\$138,226	\$474,934	\$308,707	\$118,734	\$47,493
2016-2017	\$563,943	\$196,239	\$367,704	\$239,008	\$91,926	\$36,770
2017-2018	\$574,267	\$227,825	\$346,442	\$225,187	\$86,611	\$34,644
2018-2019	\$595,086	\$220,421	\$374,665	\$243,532	\$93,666	\$37,467

**Six Year Average:**

Avg Net Revenue	Port (65%)	County Parks (25%)	Loan Repayment (10%)
\$379,854	\$246,905	\$94,964	\$37,985

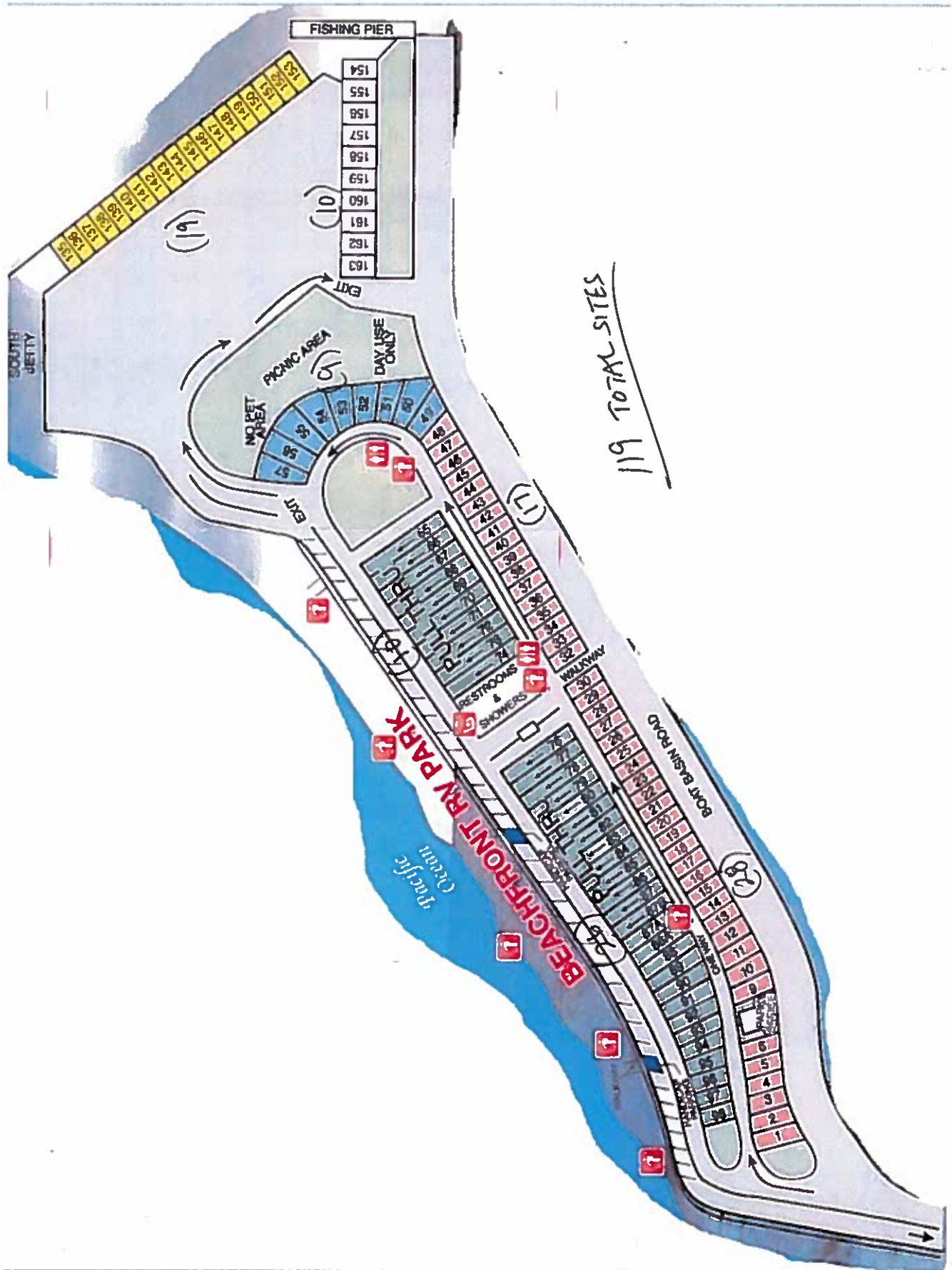
**Six Year Average after Loan Repayment:**

6yr Avg Net Revenue	Port (70%)	County Parks (30%)
\$379,854	\$265,898	\$113,956

(COUNTY SPREADSHEET)

## Beachfront RV Park Estimated Revenue Sharing

Fiscal Year	Profit	Expense	Net Income	Projected County Tax at 7%	Port 80%	County 20%	
2009 - 2010	376,668	175,386	201,282		161,026	40,256	
2010 - 2011	356,247	194,198	162,049		129,639	32,410	
2011 - 2012	383,448	147,757	235,691		188,553	47,138	
2012 - 2013	411,104	161,249	249,855		199,884	49,971	
2013 - 2014	484,331	185,941	298,390		238,712	59,678	
2014 - 2015	507,593	90,604	416,989		333,591	83,398	
2015 - 2016	613,160	138,226	474,934		379,947	94,987	
2016 - 2017	563,943	196,239	367,704		294,163	73,541	
2017 - 2018	574,267	227,825	346,442		277,154	69,288	
2018 - 2019	595,086	220,421	374,665		299,732	74,933	
2019 - 2020 Budget	556,869	266,000	290,869	38,981	232,695	58,174	
					70%	30%	
2009 - 2010	376,668	175,386	201,282		140,897	60,385	
2010 - 2011	356,247	194,198	162,049		113,434	48,615	
2011 - 2012	383,448	147,757	235,691		164,984	70,707	
2012 - 2013	411,104	161,249	249,855		174,899	74,957	
2013 - 2014	484,331	185,941	298,390		208,873	89,517	
2014 - 2015	507,593	90,604	416,989		291,892	125,097	
2015 - 2016	613,160	138,226	474,934		332,454	142,480	
2016 - 2017	563,943	196,239	367,704		257,393	110,311	
2017 - 2018	574,267	227,825	346,442		242,509	103,933	
2018 - 2019	595,086	220,421	374,665		262,266	112,400	
2019 - 2020 Budget	556,869	266,000	290,869	38,981	203,608	87,261	
					65%	25%	10% Loan
2009 - 2010	376,668	175,386	201,282		130,833	50,321	20,128
2010 - 2011	356,247	194,198	162,049		105,332	40,512	16,205
2011 - 2012	383,448	147,757	235,691		153,199	58,923	23,569
2012 - 2013	411,104	161,249	249,855		162,406	62,464	24,986
2013 - 2014	484,331	185,941	298,390		193,954	74,598	29,839
2014 - 2015	507,593	90,604	416,989		271,043	104,247	41,699
2015 - 2016	613,160	138,226	474,934		308,707	118,734	47,493
2016 - 2017	563,943	196,239	367,704		239,008	91,926	36,770
2017 - 2018	574,267	227,825	346,442		225,187	86,611	34,644
2018 - 2019	595,086	220,421	374,665		243,532	93,666	37,467
2019 - 2020 Budget	556,869	266,000	290,869	38,981	189,065	72,717	29,087
Last 6 Years Average			379,854		246,905		
Example:							
Estimated State Fee (119 Sites @ \$700)			83,300		70%	58,310	towards Port RV Park
						24,990	to County Park Fund



119 TOTAL SITES

## Estimated Port Debts Annual Payments

Port Debts	Under County Lease	Under Port Control
IFA Business Oregon	290,000	
USDA	130,120	
Travel Lift	55,908	
Reach Lift	17,577	
<b>Annual Payments</b>	<b>493,605</b>	
Port Funds to Pay Debts		
Base return Net Profit from RV Park	275,000	
Other Port Operations	218,605	
Average Net Profit from 2009 (10 years)		312,800
Other Port Operations		180,805