

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, November 17, 2020 • 6:00pm**  
**Teleconference / Meeting Room (limited space)**

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

**Meeting ID: 894 0998 3967**

**Passcode: 782573**

**(to mute/unmute: \* 6)**

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

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**TENTATIVE AGENDA**

	<b>PAGE</b>
<b>1. CALL MEETING TO ORDER</b>	
• Pledge of Allegiance	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. APPROVAL OF MEETING MINUTES</b>	
A. Approve Minutes of Special Meeting Thursday October 1, 2020.....	2
B. Approve Minutes of Regular Commissioner Meeting Tuesday October 20, 2020.....	4
***Sample motion: Motion to approve meeting minutes items A and B.***	
<b>4. PUBLIC COMMENTS</b> – (Limited to a maximum of three minutes per person. Please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting. ***Please wait to be called on before speaking***)	
<b>5. MANAGEMENT REPORTS</b>	
A. Financial Report – October 2020.....	8
B. Safety Report – October 2020.....	36
C. Harbormaster Report – October 2020.....	38
D. Port Manager Report – October 2020.....	40
***Sample motion: Motion to approve management reports for October 2020 as discussed.***	
<b>6. ACTION ITEMS</b>	
A. Draft Annual Financial Report Fiscal Year 2019-2020.....	44
B. Pacific Seafood Group Sublease.....	45
C. RV Park Restroom Project.....	46
D. Harbormaster / Maintenance Office Space.....	52
<b>7. INFORMATION ITEMS</b>	
A. Fuel Dock Project53	
B. Commercial Restroom/Shower Door Keypad Lock.....	57
C. Catalyst Seafood Outdoor Seating – Stage.....	58
D. Zola’s on the Water Storage Expansion.....	61
E. FEMA 4432 & 4452 Project Planning.....	62
<b>8. COMMISSIONER COMMENTS</b>	
<b>9. NEXT REGULAR MEETING DATE</b> – Tuesday, December 15, 2020 at 6:00pm	
<b>10. ADJOURNMENT</b>	

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

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

**Thursday, October 1, 2020**

The Port of Brookings Harbor District met in special session on the above date at 2:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and Zoom teleconference.

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENTS**

- No public comments.

**4. ACTION ITEMS**

- A. McLennan Excavation Change Order No. 1**
  - I. Port Engineer presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve McLennan Excavation Change Order correction.*
  - IV. *Speir amended motion that any material removed belongs to the Port and is stored by staff properly and add the cost of \$23,815.79. Second by Hartung. **Motion passed 5-0.***

**5. INFORMATION ITEMS**

- A. None**

**6. COMMISSIONER COMMENTS**

- Commissioners had nothing to report at this time.

7. **NEXT REGULAR MEETING DATE** – Tuesday, October 20, 2020 at 6:00 P.M.

8. **ADJOURNMENT**

- President adjourned the meeting at 2:37 pm.

\_\_\_\_\_  
Secretary/Treasurer, Sharon Hartung

\_\_\_\_\_  
Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com)*

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

**Tuesday, October 20, 2020**

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via teleconference.

**1. CALL MEETING TO ORDER**

- **Pledge of Allegiance**
  - All participants stated the Pledge of Allegiance.
- **Roll Call**
  - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
  - Commissioner Hartung requested to move Information Item A to Action Item I
- **Declaration of Potential Conflicts of Interest**
  - President Davis has a conflict of interest with Action Item B.
  - Commissioner Speir has a conflict of interest with Action Item B.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MEETING MINUTES**

- A. **Approve Minutes of Special Meeting Thursday September 3, 2020**
- B. **Approve Minutes of Special Meeting Wednesday September 9, 2020**
- C. **Approve Minutes of Special Meeting Monday September 14, 2020**
- D. **Approve Minutes of Regular Meeting Tuesday September 15, 2020**
- E. **Approve Minutes of Special Meeting Thursday September 24, 2020**
- F. **Approve Minutes of Special Meeting Tuesday September 29, 2020**
  - I. *Speir made a motion to approve meeting minutes items A thru F. Second by Hartung. Motion passed 5-0.*

**4. PUBLIC COMMENTS**

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Roy Trottier, John Kehoe, Daniel Fraser, & Mike Murphy.

**5. MANAGEMENT REPORTS**

- A. **Financial Report – September 2020**

- I. Commission discussed item.
- B. Safety Report – September 2020**
  - I. Commission discussed item.
- C. Harbormaster Report – September 2020**
  - I. Commission discussed item.
- D. Port Manager Report – September 2020**
  - I. Commission discussed item.
  - II. *Heap made a motion to approve management reports for September 2020 as discussed. Second by Speir. Motion passed 5-0.*

**6. ACTION ITEMS**

- A. Pacific Ocean Harvesters Lease Amendment No. 1**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve Pacific Ocean Harvesters draft Commercial Lease Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*
- B. Roy Davis and Joe Speir Lease Amendment No. 1**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Range made a motion to approve Roy Davis and Joe Speir draft Commercial Lease Agreement Amendment No. 1. Second by Hartung. Motion passed 3-0.*
- C. Port Office Copier Agreement Addendum**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve draft Addendum Agreement with Pacific Office Automation, Inc for the Port Office copier and allow the Port Manager to sign the addendum. Second by Heap. Motion passed 5-0.*
- D. RV Park Project Drawings and Bid Package**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Heap made a motion to approve draft Crow/Clay & Associates Beachfront RV Park Improvements bid package and release the project to bid. Second by Range. Motion passed 5-0.*
- E. Best Management Practices Policy**
  - I. Port Manager and Harbormaster presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve draft Best Management Practices Policy. Second by Hartung. Motion passed 5-0.*
- F. Port Security Camera System**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. President allowed public comments.

- IV. President moved discussion back to the board.
- V. *Heap made a motion to authorize the Port Manager to explore installing a camera system that would eventually use the Port Reserve Fund, amount not to exceed \$49,000. Second by Speir. Motion passed 5-0.*

**G. Port and Righetti Easement Agreement**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve the lot line adjustment agreement entered October 20, 2020 by the Port of Brookings Harbor and Elaine Righetti. Second by Range. Motion passed 5-0.*

**H. Draft Annual Financial Report Fiscal Year 2019-2020**

- I. Port Manager requested to table item due to not having the information at this time.

**I. Draft Boat Yard Lease**

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. President Davis and Commissioner Speir withdrawn their vote due to conflict of interest.
- VI. *Range made a motion to approve the draft Boat Yard Lease dated October 20, 2020 in the name of Kenneth Francis Boat Shop and More LLC and includes 14 pages. Second by Hartung. Motion passed 3-0.*

**7. INFORMATION ITEMS**

**A. Draft Boat Yard Lease**

- I. Item was moved to Action Item I

**B. Draft Fuel Dock Lease**

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

**C. Commercial Restroom Grant**

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

**D. Business Oregon Strategic Business Plan Approval**

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

**E. Travel Lift Building**

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.

**8. COMMISSIONER COMMENTS**

- Commissioners reported on their recent activities.

**9. NEXT REGULAR MEETING DATE** – Tuesday, November 17, 2020 at 6:00 P.M.

**10. ADJOURNMENT**

- President adjourned the meeting at 8:55 pm.

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Secretary/Treasurer, Sharon Hartung

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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](http://www.portofbrookingsharbor.com)*

# FINANCIAL SUMMARY REPORT

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**Date:** November 17, 2020  
**Period:** Month End Report of Financial Activities for October 2020  
**To:** Honorable Board President and Harbor District Board Members  
**Issued by:** Gary Dehlinger, Port Manager

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## October 2020 Financial Reports

### Overview / Comments

#### Balance Sheet

End of the month unrestricted cash and equivalents totaled \$338,746. Restricted cash and equivalents totaled \$1,004,393. Total checking and savings \$1,341,918.

#### Profit & Loss

Total revenues from all funds were \$308,179. Total expenses were \$301,711\*. The net income for the Port was positive \$6,468.

General Fund program revenues were \$230,995. General Fund program expenditures were \$216,675.

Port received \$21,741 reimbursement from Coronavirus Relief Fund to purchase restroom cleaning equipment and for extra cleaning. SDAO Workers Compensation return to work program reimbursed the Port for one of the new restroom cleaning units for \$4,083.

Repair and Maintenance was \$20,371 for the month. Unusual expenses include \$3,400 to rent the excavator for disposal of four abandon boats, \$4,050 to purchase of one of the new restroom cleaning devices and \$720 in repairs to Eq# 3707 Ride-On Lawn Mower.

Fuel Dock purchased \$59,920 of fuel.

Utilities were \$32,582. Utilities include electric, water, sanitary, trash and internet. Increase to utility costs came from CTR disposal of four abandon boats.

Professional Fees this month was \$13,431. This includes accounting, engineering, IT Support and payroll.

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

Port purchased a protective enclosure for the Boat Launch Machine. Enclosure was \$4,554 and shipping was \$1,438 for a total of \$5,992. The expense was placed under General Fund Capital Outlay for land improvement.

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



### **Profit & Loss vs. Budget Performance**

We have completed four (4) months of the fiscal year, the year is 33% complete.

✓ **Income**

Any number above 33% is ahead of budget.

Total Income is 30.8% or 2.2% below budget. Port revenues are lower than budgeted.

General Fund Program Revenue is 37% or 4% above budget. Port general program revenues are higher than budgeted.

✓ **Expenses**

Any number below 33% is ahead of budget.

Expense is 22.3% or 10.7% below budget. Port has expended less than budgeted.

General Fund Expenditure is 44% or 11% above budget. Port has expended more than budgeted. This expenditure is largely due to COVID-19 purchases and payroll.

### **Profit & Loss Previous Year Comparison**

Total income has increased from previous year due to the construction loan received in July for the RV Park Project. Some individual programs show a reduction from previous year:

- Marina is down \$42,761
- Beachfront RV Park is down \$15,984
- Boat Yard is down \$17,928
- Fuel Dock is down \$161,524

General Fund Program revenues are down \$233,863 from the previous year.

There could be multiple reasons for this reduction. Change of accounting from accrual basis to cash basis, COVID-19 impacts, and wildfires may have played a role. More time will be needed to review the full financial impacts of COVID-19.

General Fund Expenditures from previous year that are lower:

- Personnel services is down \$34,288
- Repairs and Maintenance is down \$165,259
- Fuel purchase is down \$181,630
- Utilities is down \$13,740
  
- Professional Fees are up \$24,617 from FEMA projects, Port improvement projects, legal consulting, and accounting services.

### **DOCUMENTS**

- Port Balance Sheet, 3 pages
- Profit & Loss October 2020, 4 pages
- Profit & Loss and Budget Performance FY 2020-2021, July thru October 2020, 5 pages
- Profit & Loss Prev Year Comparison July thru October 2020, 3 pages
- Check Register, 3 pages
- Vendor Expense Report January 1, 2020 thru October 31, 2020, 11 pages

Port of Brookings Harbor  
Balance Sheet  
As of October 31, 2020

	Oct 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	99,032.78
10105 · General Fund LGIP 6017	222,421.38
10107 · Dredging Fund LGIP 6254	15,389.41
Total 101 · GENERAL FUND CHECKING & LGIP	336,843.57
10101 · Petty Cash	402.56
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	200.00
10102.2 · RV Park Cash Drawer	500.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,500.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	338,746.13
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,518.80
30104 · Debt Service Umpqua MM 8627	2,512.45
40104 · Capital Projects Umpqua 8018	
70104.1 · Port Construction Fund	-8,752.70
40104 · Capital Projects Umpqua 8018 - Other	2,500.00
Total 40104 · Capital Projects Umpqua 8018	-6,252.70
Total 104 · RESTRICTED MONEY MKT & CHECKING	-1,221.45
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	142,942.32
30105 · IFA Debt Service Fund LGIP 6020	44,148.74
50105 · Reserve Fund LGIP 6018	169,845.40
70105 · Capital Projects Fund 6273	647,456.93
Total 105 · RESTRICTED LGIP	1,004,393.39
Total 110 · RESTRICTED CASH & EQUIVALENTS	1,003,171.94
Total Checking/Savings	1,341,918.07
<b>Accounts Receivable</b>	
120 · ACCOUNTS RECEIVABLE	-1,688.31
Total Accounts Receivable	-1,688.31
<b>Other Current Assets</b>	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	6,830.00
Total 130 · DUE FROM TRANSFERS	6,830.00
150 · Undeposited Funds	13,873.02
Total Other Current Assets	20,703.02
Total Current Assets	1,360,932.78
<b>TOTAL ASSETS</b>	<b>1,360,932.78</b>

Port of Brookings Harbor  
**Balance Sheet**  
As of October 31, 2020

	Oct 31, 20
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
106 · RCU VISA ACCT	-669.99
<b>Total Credit Cards</b>	-669.99
<b>Other Current Liabilities</b>	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-285.58
10224 · SEP IRA	1,720.67
<b>Total 100222 · Payroll Liabilities</b>	1,435.09
10226 · Lodging Tax Payable	6,913.17
230 · DUE TO TRANSFERS	
40230 · Due To General from Capt Proj	6,830.00
<b>Total 230 · DUE TO TRANSFERS</b>	6,830.00
<b>Total Other Current Liabilities</b>	15,178.26
<b>Total Current Liabilities</b>	14,508.27
<b>Total Liabilities</b>	14,508.27
<b>Equity</b>	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	280,775.87
20301 · Revenue Bond Unappropriate Bal	99,897.67
30301 · Debt Service Unappropriated Bal	21,005.79
40301 · Capital Project Unappropriated	10,578.95
50301 · Reserve Fund Unappropriated Bal	33,092.32
<b>Total 301 · Unappropriated Balance</b>	445,350.60
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-280,775.87
20302 · Revenue Bond Appropriated Carry	-99,897.67
30302 · Debt Service Appropriated Carry	-21,005.79
40302 · Capital Proj Appropriated Carry	-10,578.95
50302 · Reserve Fund Appropriated Carry	-33,092.32
<b>Total 302 · Appropriated Carryover</b>	-445,350.60
<b>Total 300 · Fund Balance</b>	0.00
3900 · RETAINED EARNINGS	603,812.03
Net Income	742,612.48
<b>Total Equity</b>	1,346,424.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,360,932.78</b>

Port of Brookings Harbor  
**Profit & Loss**

October 2020

	Oct 20
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	95.97
10413 · Property Tax Prior	1,094.87
10414 · Interest General Fund	188.33
10418 · Miscellaneous	5,344.08
10420 · Grants & Other Funding - GF	21,740.94
Total 401 · GENERAL FUND REVENUES	28,464.19
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · Moorage	
10421.3 · Commercial Slip Rent	13,225.56
10421.4 · Recreational Slip Rent	31,293.60
10421.5 · Transient	3,138.44
10421.6 · Liveaboard	150.00
10421.2 · Moorage - Other	2,800.00
Total 10421.2 · Moorage	50,607.60
10421.8 · Storage	7,096.50
10421 · MARINA - Other	2,603.00
Total 10421 · MARINA	60,307.10
10421.9 · Administration Fees	75.00
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	46,959.75
10422.2 · Wood Sales	285.00
10422.3 · Other Sales	2,615.00
Total 10422 · BEACHFRONT RV PARK	49,859.75
10423 · BOATYARD	6,563.10
10424 · COMMERCIAL RETAIL	51,094.27
10425 · FUEL DOCK	63,095.62
Total 402 · GENERAL FUND PROGRAM REVENUES	230,994.84
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	110.36
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,953.36
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	34.41
30419 · Transfer to Debt Service Fund	30,291.71
Total 430 · DEBT SERVICE FUND REVENUE	30,326.12
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	131.00
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,131.00
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	499.38
Total 470 · PORT CONSTRUCTION FUND REVENUE	499.38
Total 400 · REVENUES	308,178.76

# Port of Brookings Harbor Profit & Loss

October 2020

	Oct 20
Total Income	308,178.76
Gross Profit	308,178.76
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	47,944.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,217.60
10502 · Port Office Staff	7,471.49
10503 · RV Park Office Staff	3,310.29
10504 · Operations Staff	18,847.69
10505 · Overtime	
10505.1 · Office	335.49
10505.2 · Operations	151.83
Total 10505 · Overtime	487.32
10506 · Payroll Taxes/Costs/Benefits	
10506.2 · Sick Leave Benefit	118.30
10506.3 · Vacation	1,766.78
10506.5 · SEP Retirement	
10506.6 · Office	1,280.00
10506.7 · Operations	1,519.27
10506.8 · Port Manager	653.06
Total 10506.5 · SEP Retirement	3,452.33
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	3,684.87
Total 10506 · Payroll Taxes/Costs/Benefits	9,335.34
10508 · Workers Compensation	827.00
10509 · Health Care and Dental	6,821.10
Total 500 · PERSONNEL SERVICES	53,317.83
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	537.96
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	2,613.43
10602.2 · Contracts and Agreements	2,790.00
10602.3 · Tools & Equipment Purchases	362.89
10602.4 · Supplies & Services	14,604.82
Total 10602 · REPAIRS & MAINTENANCE	20,371.14
10603 · FUEL purchased for resale	59,919.97
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	7,306.58
10605.2 · Water, Sanitary & Waste	23,753.61
10605.3 · Telecommunications & Cable TV	1,521.48
Total 10605 · UTILITIES	32,581.67
10606 · OFFICE EXPENSE	16,999.79
10607 · BANK SERVICE & FINANCE FEES	3,768.04
10608 · TRAINING & TRAVEL	53.59
10609 · PERMITS, LICENSES, TAXES & MISC	930.36
10610 · INSURANCE; PROP & CAS, BOND	8,771.24
10611 · PROFESSIONAL FEES	
10611.1 · Accounting	500.00
10611.4 · Engineering/Consultant	4,450.00
10611.5 · Architecture & Planning	5,696.90
10611.6 · Payroll Administration	625.65
10611.7 · IT/Computer Support	2,158.88

# Port of Brookings Harbor Profit & Loss

October 2020

	Oct 20
Total 10611 · PROFESSIONAL FEES	13,431.43
Total 601 · GENERAL FUND Material & Service	157,365.19
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	5,991.50
Total 710 · GENERAL FUND CAPITAL OUTLAY	5,991.50
Total 600 · GENERAL FUND EXPENDITURES	264,619.10
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,933.61
30804P · 2018 Genie Forklift Principal	1,125.06
Total 801 · Principal	5,058.67
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	725.39
30814I · 2018 Genie Forklift Interest	339.65
Total 810 · Interest Payments	1,065.04
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	16,802.12
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.2 · Materials & Services	5,390.00
Total 40702 · Land Improvement - Capt Proj	5,390.00
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	5,390.00
Total 640 · CAPT. PROJ. EXPENDITURES	22,192.12
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,117.03
60815I · RV Park Improv. Loan Interest	1,692.84
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	3,965.84
Total 70100 · PORT CONST. CAPITAL OUTLAY	3,965.84
Total 670 · PORT CONST FUND EXPENDITURES	3,965.84
Total Expense	301,710.64
Net Income	6,468.12

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

July through October 2020

	Jul - Oct 20	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	95.97	230,000.00	0.0%
10413 · Property Tax Prior	4,637.01	9,500.00	48.8%
10414 · Interest General Fund	864.56	3,570.00	24.2%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	6,943.29	29,652.00	23.4%
10419 · Transfer to General Fund	15,267.02		
10420 · Grants & Other Funding - GF	55,069.63		
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>782,877.48</b>	<b>1,053,722.00</b>	<b>74.3%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · Moorage</b>			
10421.3 · Commercial Slip Rent	30,590.11		
10421.4 · Recreational Slip Rent	134,094.40		
10421.5 · Transient	7,924.04		
10421.6 · Liveaboard	1,200.00		
10421.2 · Moorage - Other	3,100.00		
<b>Total 10421.2 · Moorage</b>	<b>176,908.55</b>		
10421.8 · Storage	33,740.22		
10421 · MARINA - Other	16,473.94	675,255.00	2.4%
<b>Total 10421 · MARINA</b>	<b>227,122.71</b>	<b>675,255.00</b>	<b>33.6%</b>
10421.9 · Administration Fees	1,525.07		
<b>10422 · BEACHFRONT RV PARK</b>			
10422.1 · Space Rental	260,085.17		
10422.2 · Wood Sales	2,055.00		
10422.3 · Other Sales	14,045.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
<b>Total 10422 · BEACHFRONT RV PARK</b>	<b>276,185.17</b>	<b>546,700.00</b>	<b>50.5%</b>
10423 · BOATYARD	29,624.30	120,720.00	24.5%
10424 · COMMERCIAL RETAIL	181,509.51	515,000.00	35.2%
10425 · FUEL DOCK	308,698.78	900,000.00	34.3%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
<b>Total 402 · GENERAL FUND PROGRAM REVENUES</b>	<b>1,024,621.79</b>	<b>2,766,215.00</b>	<b>37.0%</b>
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	430.89	2,000.00	21.5%
20419 · Transfer to USDA Bond Fund	43,372.00	130,120.00	33.3%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>43,802.89</b>	<b>230,515.00</b>	<b>19.0%</b>
<b>430 · DEBT SERVICE FUND REVENUE</b>			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	295.54	1,500.00	19.7%
30419 · Transfer to Debt Service Fund	121,166.84	427,247.00	28.4%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>121,462.38</b>	<b>452,349.00</b>	<b>26.9%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
<b>40416 · Government Funding</b>			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
<b>Total 40416 · Government Funding</b>	<b>39,598.00</b>	<b>4,049,825.00</b>	<b>1.0%</b>
40419 · Transfer to Capital Project	-15,093.75	75,000.00	-20.1%
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>24,504.25</b>	<b>4,127,325.00</b>	<b>0.6%</b>
<b>450 · RESERVE FUND REVENUE</b>			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	575.60	3,000.00	19.2%
50419 · Transfer to Reserve Fund	8,000.00	24,000.00	33.3%
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>8,575.60</b>	<b>157,000.00</b>	<b>5.5%</b>

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

July through October 2020

	Jul - Oct 20	Budget	% of Budget
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	14,429.61		
<b>Total 460 · DEBT SERV. RV PARK IMPROV. FUND</b>	<b>14,429.61</b>		
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	1,921.14		
70419 · Transfers to Port Const. Fund	684,000.00		
<b>Total 470 · PORT CONSTRUCTION FUND REVEN...</b>	<b>685,921.14</b>		
<b>Total 400 · REVENUES</b>	<b>2,706,195.14</b>	<b>8,787,126.00</b>	<b>30.8%</b>
<b>Total Income</b>	<b>2,706,195.14</b>	<b>8,787,126.00</b>	<b>30.8%</b>
<b>Gross Profit</b>	<b>2,706,195.14</b>	<b>8,787,126.00</b>	<b>30.8%</b>
<b>Expense</b>			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	855,874.70	656,367.00	130.4%
500 · PERSONNEL SERVICES			
10501 · Port Manager	27,899.44	84,500.00	33.0%
10502 · Port Office Staff	33,802.87	116,465.00	29.0%
10503 · RV Park Office Staff	14,782.29	48,194.00	30.7%
10504 · Operations Staff	72,163.57	192,836.00	37.4%
10505 · Overtime			
10505.1 · Office	1,054.02	863.00	122.1%
10505.2 · Operations	982.72		
10505 · Overtime - Other	0.00	5,282.00	0.0%
<b>Total 10505 · Overtime</b>	<b>2,036.74</b>	<b>6,145.00</b>	<b>33.1%</b>
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	2,153.60		
10506.2 · Sick Leave Benefit	716.68		
10506.3 · Vacation	12,044.10		
10506.5 · SEP Retirement			
10506.6 · Office	5,739.92		
10506.7 · Operations	6,664.47		
10506.8 · Port Manager	2,930.79		
<b>Total 10506.5 · SEP Retirement</b>	<b>15,335.18</b>		
10506.9 · Personal Vehicle Allowance	1,408.77		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	10,908.39	129,350.00	8.4%
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>47,916.80</b>	<b>129,350.00</b>	<b>37.0%</b>
10508 · Workers Compensation	7,536.46	18,920.00	39.8%
10509 · Health Care and Dental	28,800.20	63,665.00	45.2%
<b>Total 500 · PERSONNEL SERVICES</b>	<b>234,938.37</b>	<b>660,075.00</b>	<b>35.6%</b>
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	1,173.66	14,105.00	8.3%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	30,663.13		
10602.1 · Maintenance & Repairs - Other	16,316.44	0.00	100.0%
<b>Total 10602.1 · Maintenance &amp; Repairs</b>	<b>46,979.57</b>	<b>0.00</b>	<b>100.0%</b>
10602.2 · Contracts and Agreements	15,551.25		
10602.3 · Tools & Equipment Purchases	505.44		
10602.4 · Supplies & Services	31,528.19		
10602 · REPAIRS & MAINTENANCE - Other	577.00	288,372.00	0.2%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>95,141.45</b>	<b>288,372.00</b>	<b>33.0%</b>
10603 · FUEL purchased for resale	241,976.25	800,000.00	30.2%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	30,934.72		
10605.2 · Water, Sanitary & Waste	61,987.43		
10605.3 · Telecommunications & Cable TV	6,416.34		
10605 · UTILITIES - Other	120.46	319,483.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>99,458.95</b>	<b>319,483.00</b>	<b>31.1%</b>
10606 · OFFICE EXPENSE	25,450.74	61,011.00	41.7%
10607 · BANK SERVICE & FINANCE FEES	19,382.03	34,818.00	55.7%



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

July through October 2020

	Jul - Oct 20	Budget	% of Budget
10608 · TRAINING & TRAVEL	258.90	10,162.00	2.5%
10609 · PERMITS, LICENSES, TAXES & MISC	1,224.66	12,085.00	10.1%
10610 · INSURANCE; PROP & CAS, BOND	36,566.03	86,996.00	42.0%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	2,000.00		
10611.2 · Attorney	5,221.00		
10611.4 · Engineering/Consultant	38,415.00		
10611.5 · Architecture & Planning	9,643.45		
10611.6 · Payroll Administration	1,766.16		
10611.7 · IT/Computer Support	2,455.88		
10611 · PROFESSIONAL FEES - Other	0.00		
		81,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	59,501.49	81,463.00	73.0%
Total 601 · GENERAL FUND Material & Service	580,134.16	1,708,495.00	34.0%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	5,991.50	715,000.00	0.8%
Total 710 · GENERAL FUND CAPITAL OUTLAY	5,991.50	715,000.00	0.8%
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,676,938.73	3,774,937.00	44.4%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	0.00	76,112.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	54,008.00	0.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	0.00	130,120.00	0.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	7,586.92		
30802.2 · OBDD #525172/RV Park Prin.	6,841.84		
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18		
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96		
30802.5 · SPWF #L02009/Cold Strg Prin	38,169.72		
30802.6 · SPWF #L96003/RV Beach Prin	26,315.84		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	10,525.84		
30802.9 · SPWF X03004/Eureka Fishery Prin	13,212.46		
30802P · IFA PRINCIPAL - Other	0.00		
		294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	145,000.00	294,800.00	49.2%
801 · Principal			
30803P · 50 BFMII Travelift Principal	15,588.52	47,754.00	32.6%
30804P · 2018 Genie Forklift Principal	4,443.50	13,616.00	32.6%
Total 801 · Principal	20,032.02	61,370.00	32.6%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	3,047.48	8,154.00	37.4%
30814I · 2018 Genie Forklift Interest	1,415.34	3,959.00	35.7%
Total 810 · Interest Payments	4,462.82	12,113.00	36.8%
Total 630 · DEBT SERVICE FUND EXPENDITURES	169,494.84	368,283.00	46.0%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	17,612.52		
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	10,768.48		
40702 · Land Improvement - Capt Proj - Other	0.00		
		4,124,825.00	0.0%
Total 40702 · Land Improvement - Capt Proj	16,266.48	4,124,825.00	0.4%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	16,266.48	4,124,825.00	0.4%
Total 640 · CAPT. PROJ. EXPENDITURES	49,146.02	4,124,825.00	1.2%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	9,327.83	38,529.00	24.2%
60815I · RV Park Improv. Loan Interest	5,101.78	20,435.00	25.0%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	14,429.61	58,964.00	24.5%

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

July through October 2020

	Jul - Oct 20	Budget	% of Budget
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	53,573.46		
Total 70100 · PORT CONST. CAPITAL OUTLAY	53,573.46		
Total 670 · PORT CONST FUND EXPENDITURES	53,573.46		
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
Total 930 · Fund Balances	0.00	329,997.00	0.0%
Total Expense	1,963,582.66	8,787,126.00	22.3%
Net Income	742,612.48	0.00	100.0%

Port of Brookings Harbor  
Profit & Loss Prev Year Comparison

July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
<b>Income</b>				
<b>400 · REVENUES</b>				
<b>401 · GENERAL FUND REVENUES</b>				
10411 · Cash Carry Over	0.00	280,775.87	-280,775.87	-100.0%
10412 · Property Tax Current	95.97	3,000.48	-2,904.51	-96.8%
10413 · Property Tax Prior	4,637.01	2,102.82	2,534.19	120.5%
10414 · Interest General Fund	864.56	1,095.88	-231.32	-21.1%
10415 · Loans - General Fund	700,000.00	0.00	700,000.00	100.0%
10417 · Assets Sales	0.00	100.00	-100.00	-100.0%
10418 · Miscellaneous	6,943.29	3,055.87	3,887.42	127.2%
10419 · Transfer to General Fund	15,267.02	79,310.83	-64,043.81	-80.8%
10420 · Grants & Other Funding - GF	55,069.63	0.00	55,069.63	100.0%
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>782,877.48</b>	<b>369,441.75</b>	<b>413,435.73</b>	<b>111.9%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>				
<b>10421 · MARINA</b>				
<b>10421.2 · Moorage</b>				
10421.3 · Commercial Slip Rent	30,590.11	40,512.73	-9,922.62	-24.5%
10421.4 · Recreational Slip Rent	134,094.40	140,690.46	-6,596.06	-4.7%
10421.5 · Transient	7,924.04	13,314.36	-5,390.32	-40.5%
10421.6 · Liveaboard	1,200.00	1,896.34	-696.34	-36.7%
10421.7 · Balance Forward	0.00	35,807.71	-35,807.71	-100.0%
10421.2 · Moorage - Other	3,100.00	2,500.00	600.00	24.0%
<b>Total 10421.2 · Moorage</b>	<b>176,908.55</b>	<b>234,721.60</b>	<b>-57,813.05</b>	<b>-24.6%</b>
10421.8 · Storage	33,740.22	22,223.27	11,516.95	51.8%
10421 · MARINA - Other	16,473.94	12,938.72	3,535.22	27.3%
<b>Total 10421 · MARINA</b>	<b>227,122.71</b>	<b>269,883.59</b>	<b>-42,760.88</b>	<b>-15.8%</b>
10421.9 · Administration Fees	1,525.07	1,110.57	414.50	37.3%
<b>10422 · BEACHFRONT RV PARK</b>				
10422.1 · Space Rental	260,085.17	285,664.10	-25,578.93	-9.0%
10422.2 · Wood Sales	2,055.00	1,200.01	854.99	71.3%
10422.3 · Other Sales	14,045.00	340.99	13,704.01	4,018.9%
10422 · BEACHFRONT RV PARK - Other	0.00	4,963.64	-4,963.64	-100.0%
<b>Total 10422 · BEACHFRONT RV PARK</b>	<b>276,185.17</b>	<b>292,168.74</b>	<b>-15,983.57</b>	<b>-5.5%</b>
10423 · BOATYARD	29,624.30	47,552.47	-17,928.17	-37.7%
<b>10424 · COMMERCIAL RETAIL</b>				
10424.2 · Balance Forward	0.00	13,092.72	-13,092.72	-100.0%
10424 · COMMERCIAL RETAIL - Other	181,509.51	159,285.26	22,224.25	14.0%
<b>Total 10424 · COMMERCIAL RETAIL</b>	<b>181,509.51</b>	<b>172,377.98</b>	<b>9,131.53</b>	<b>5.3%</b>
10425 · FUEL DOCK	308,698.78	470,222.69	-161,523.91	-34.4%
10426 · PROPERTY GROUND EVENT USE	-43.75	5,169.15	-5,212.90	-100.9%
<b>Total 402 · GENERAL FUND PROGRAM REVENUES</b>	<b>1,024,621.79</b>	<b>1,258,485.19</b>	<b>-233,863.40</b>	<b>-18.6%</b>
<b>420 · USDA REVENUE BOND FUND</b>				
20411 · Cash Carry Over - USDA Revenue	0.00	99,897.67	-99,897.67	-100.0%
20414 · Interest Revenue Bond Fund	430.89	1,064.02	-633.13	-59.5%
20419 · Transfer to USDA Bond Fund	43,372.00	43,372.00	0.00	0.0%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>43,802.89</b>	<b>144,333.69</b>	<b>-100,530.80</b>	<b>-69.7%</b>
<b>430 · DEBT SERVICE FUND REVENUE</b>				
30411 · Cash Carry Over - Debt Service	0.00	21,005.79	-21,005.79	-100.0%
30414 · Interest Debt Service Fund	295.54	445.74	-150.20	-33.7%
30419 · Transfer to Debt Service Fund	121,166.84	121,166.84	0.00	0.0%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>121,462.38</b>	<b>142,618.37</b>	<b>-21,155.99</b>	<b>-14.8%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>				
40411 · Cash Carry Over - Capt Proj	0.00	10,578.95	-10,578.95	-100.0%
<b>40416 · Government Funding</b>				
40416.1 · Grant Funding	0.00	4,825.00	-4,825.00	-100.0%
40416.2 · FEMA Funding	0.00	63,810.75	-63,810.75	-100.0%
40416.3 · State Lottery Funding	39,598.00	0.00	39,598.00	100.0%
<b>Total 40416 · Government Funding</b>	<b>39,598.00</b>	<b>68,635.75</b>	<b>-29,037.75</b>	<b>-42.3%</b>
40419 · Transfer to Capital Project	-15,093.75	2,835.00	-17,928.75	-632.4%
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>24,504.25</b>	<b>82,049.70</b>	<b>-57,545.45</b>	<b>-70.1%</b>
<b>450 · RESERVE FUND REVENUE</b>				
50411 · Cash Carry Over - Reserve Fund	0.00	33,092.32	-33,092.32	-100.0%
50414 · Interest Reserve Fund	575.60	505.03	70.57	14.0%
50419 · Transfer to Reserve Fund	8,000.00	41,688.00	-33,688.00	-80.8%
<b>Total 450 · RESERVE FUND REVENUE</b>	<b>8,575.60</b>	<b>75,285.35</b>	<b>-66,709.75</b>	<b>-88.6%</b>
<b>460 · DEBT SERV. RV PARK IMPROV. FUND</b>				
60419 · Transfer OR FFC 2020 Debt Serv.	14,429.61	0.00	14,429.61	100.0%
<b>Total 460 · DEBT SERV. RV PARK IMPROV. FUND</b>	<b>14,429.61</b>	<b>0.00</b>	<b>14,429.61</b>	<b>100.0%</b>
<b>470 · PORT CONSTRUCTION FUND REVENUE</b>				
70414 · Interest Port Construction Fund	1,921.14	0.00	1,921.14	100.0%

**Port of Brookings Harbor**  
**Profit & Loss Prev Year Comparison**

July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
70419 - Transfers to Port Const. Fund	684,000.00	0.00	684,000.00	100.0%
Total 470 - PORT CONSTRUCTION FUND REVENUE	685,921.14	0.00	685,921.14	100.0%
Total 400 - REVENUES	2,706,195.14	2,072,214.05	633,981.09	30.6%
Total Income	2,706,195.14	2,072,214.05	633,981.09	30.6%
Gross Profit	2,706,195.14	2,072,214.05	633,981.09	30.6%
Expense				
600 - GENERAL FUND EXPENDITURES				
10900 - Operating Transfers Out General	855,874.70	209,061.84	646,812.86	309.4%
500 - PERSONNEL SERVICES				
10501 - Port Manager	27,899.44	27,261.36	638.08	2.3%
10502 - Port Office Staff	33,802.87	44,689.26	-10,886.39	-24.4%
10503 - RV Park Office Staff	14,782.29	12,342.16	2,440.13	19.8%
10504 - Operations Staff	72,163.57	90,207.85	-18,044.28	-20.0%
10505 - Overtime				
10505.1 - Office	1,054.02	1,727.27	-673.25	-39.0%
10505.2 - Operations	982.72	1,766.05	-783.33	-44.4%
Total 10505 - Overtime	2,036.74	3,493.32	-1,456.58	-41.7%
10506 - Payroll Taxes/Costs/Benefits				
10506.1 - Paid Holidays	2,153.60	2,587.52	-433.92	-16.8%
10506.2 - Sick Leave Benefit	716.68	2,514.97	-1,798.29	-71.5%
10506.3 - Vacation	12,044.10	5,785.40	6,258.70	108.2%
10506.4 - Bereavement Leave/Jury Duty	0.00	115.36	-115.36	-100.0%
10506.5 - SEP Retirement				
10506.6 - Office	5,739.92	5,573.42	166.50	3.0%
10506.7 - Operations	6,664.47	6,847.82	-183.35	-2.7%
10506.8 - Port Manager	2,930.79	2,829.95	100.84	3.6%
Total 10506.5 - SEP Retirement	15,335.18	15,251.19	83.99	0.6%
10506.9 - Personal Vehicle Allowance	1,408.77	1,038.50	370.27	35.7%
10507 - Payroll Taxes	5,350.08	18,994.68	-13,644.60	-71.8%
10510 - Bonus/Emergency Response	0.00	207.90	-207.90	-100.0%
10506 - Payroll Taxes/Costs/Benefits - Other	10,908.39	0.00	10,908.39	100.0%
Total 10506 - Payroll Taxes/Costs/Benefits	47,916.80	46,495.52	1,421.28	3.1%
10508 - Workers Compensation	7,536.46	15,447.61	-7,911.15	-51.2%
10509 - Health Care and Dental	28,800.20	29,289.03	-488.83	-1.7%
Total 500 - PERSONNEL SERVICES	234,938.37	269,226.11	-34,287.74	-12.7%
601 - GENERAL FUND Material & Service				
10601 - ADVERTISING & NOTIFICATIONS	1,173.66	3,212.30	-2,038.64	-63.5%
10602 - REPAIRS & MAINTENANCE				
10602.1 - Maintenance & Repairs				
10602.5 - Projects	30,663.13	0.00	30,663.13	100.0%
10602.1 - Maintenance & Repairs - Other	16,316.44	163,126.78	-146,810.34	-90.0%
Total 10602.1 - Maintenance & Repairs	46,979.57	163,126.78	-116,147.21	-71.2%
10602.2 - Contracts and Agreements	15,551.25	41,987.54	-26,436.29	-63.0%
10602.3 - Tools & Equipment Purchases	505.44	6,595.16	-6,089.72	-92.3%
10602.4 - Supplies & Services	31,689.44	48,540.89	-16,851.45	-34.7%
10602 - REPAIRS & MAINTENANCE - Other	577.00	311.52	265.48	85.2%
Total 10602 - REPAIRS & MAINTENANCE	95,302.70	260,551.89	-165,259.19	-63.4%
10603 - FUEL purchased for resale	241,976.25	423,606.42	-181,630.17	-42.9%
10605 - UTILITIES				
10605.1 - Electric & Propane Gas	30,934.72	36,725.94	-5,791.22	-15.8%
10605.2 - Water, Sanitary & Waste	61,987.43	69,880.75	-7,893.32	-11.3%
10605.3 - Telecommunications & Cable TV	6,416.34	6,428.49	-12.15	-0.2%
10605 - UTILITIES - Other	120.46	163.69	-43.23	-26.4%
Total 10605 - UTILITIES	99,458.95	113,198.87	-13,739.92	-12.1%
10606 - OFFICE EXPENSE	25,450.74	25,568.04	-117.30	-0.5%
10607 - BANK SERVICE & FINANCE FEES	19,382.03	18,702.82	679.21	3.6%
10608 - TRAINING & TRAVEL	258.90	1,240.68	-981.78	-79.1%
10609 - PERMITS, LICENSES, TAXES & MISC				
10609.1 - Lodging Taxes	0.00	3,467.41	-3,467.41	-100.0%
10609 - PERMITS, LICENSES, TAXES & MISC - Other	1,224.66	3,177.95	-1,953.29	-61.5%
Total 10609 - PERMITS, LICENSES, TAXES & MISC	1,224.66	6,645.36	-5,420.70	-81.6%
10610 - INSURANCE; PROP & CAS, BOND	36,566.03	34,363.60	2,202.43	6.4%
10611 - PROFESSIONAL FEES				
10611.1 - Accounting	2,000.00	0.00	2,000.00	100.0%
10611.2 - Attorney	5,221.00	988.00	4,233.00	428.4%
10611.4 - Engineering/Consultant	38,415.00	22,819.50	15,595.50	68.3%
10611.5 - Architecture & Planning	9,643.45	4,261.74	5,381.71	126.3%
10611.6 - Payroll Administration	1,766.16	1,503.96	262.20	17.4%
10611.7 - IT/Computer Support	2,455.88	5,310.99	-2,855.11	-53.8%
Total 10611 - PROFESSIONAL FEES	59,501.49	34,884.19	24,617.30	70.6%

**Port of Brookings Harbor  
Profit & Loss Prev Year Comparison**

July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
Total 601 · GENERAL FUND Material & Service	580,295.41	921,984.17	-341,688.76	-37.1%
710 · GENERAL FUND CAPITAL OUTLAY				
10702 · Land Improvements	5,991.50	0.00	5,991.50	100.0%
10704 · Equipment	0.00	24,924.41	-24,924.41	-100.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	5,991.50	24,924.41	-18,932.91	-76.0%
Total 600 · GENERAL FUND EXPENDITURES	1,677,099.98	1,425,196.53	251,903.45	17.7%
630 · DEBT SERVICE FUND EXPENDITURES				
30802P · IFA PRINCIPAL				
30802.1 · OBDD #520139/Boardwalk Prin	7,586.92	3,793.46	3,793.46	100.0%
30802.2 · OBDD #525172/RV Park Prin.	6,841.84	3,420.92	3,420.92	100.0%
30802.3 · OBDD #525176/Green Bldg Prin	12,048.18	6,024.09	6,024.09	100.0%
30802.4 · OBDD #525181/EurekaFish Prin	7,825.96	3,912.98	3,912.98	100.0%
30802.5 · SPWF #L02009/Cold Strg Prin	38,169.72	19,084.86	19,084.86	100.0%
30802.6 · SPWF #L96003/RV Beach Prin	26,315.84	0.00	26,315.84	100.0%
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24	26,395.84	-3,922.60	-14.9%
30802.8 · SPWF L02001/MarineFuel Dock Prin	10,525.84	5,262.92	5,262.92	100.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	13,212.46	4,684.93	8,527.53	182.0%
Total 30802P · IFA PRINCIPAL	145,000.00	72,580.00	72,420.00	99.8%
801 · Principal				
30803P · 50 BFMII Travelift Principal	15,588.52	14,749.14	839.38	5.7%
30804P · 2018 Genie Forklift Principal	4,443.50	4,181.05	262.45	6.3%
30805P · Property Purch-Kyle Aubin Prin.	0.00	288.00	-288.00	-100.0%
Total 801 · Principal	20,032.02	19,218.19	813.83	4.2%
810 · Interest Payments				
30813I · 50 BFMII Travelift Interest	3,047.48	3,886.86	-839.38	-21.6%
30814I · 2018 Genie Forklift Interest	1,415.34	1,677.79	-262.45	-15.6%
Total 810 · Interest Payments	4,462.82	5,564.65	-1,101.83	-19.8%
Total 630 · DEBT SERVICE FUND EXPENDITURES	169,494.84	97,362.84	72,132.00	74.1%
640 · CAPT. PROJ. EXPENDITURES				
40602 · Materials & Services Capt Proj	17,612.52	1,407.66	16,204.86	1,151.2%
40900 · Operating Transfers Out Capital	15,267.02	79,310.83	-64,043.81	-80.8%
740 · CAPT. PROJ. CAPITAL OUTLAY				
40702 · Land Improvement - Capt Proj				
40702.1 · Engineering/Consultants	5,498.00	9,392.50	-3,894.50	-41.5%
40702.2 · Materials & Services	10,607.23	0.00	10,607.23	100.0%
Total 40702 · Land Improvement - Capt Proj	16,105.23	9,392.50	6,712.73	71.5%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	16,105.23	9,392.50	6,712.73	71.5%
Total 640 · CAPT. PROJ. EXPENDITURES	48,984.77	90,110.99	-41,126.22	-45.6%
660 · DEBT SERV. RV PARK EXPENDITURES				
60806P · RV Park Improv. Loan Principal	9,327.83	0.00	9,327.83	100.0%
60815I · RV Park Improv. Loan Interest	5,101.78	0.00	5,101.78	100.0%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	14,429.61	0.00	14,429.61	100.0%
670 · PORT CONST FUND EXPENDITURES				
70100 · PORT CONST. CAPITAL OUTLAY				
70700 · Land Improvement - Port Const.	53,573.46	0.00	53,573.46	100.0%
Total 70100 · PORT CONST. CAPITAL OUTLAY	53,573.46	0.00	53,573.46	100.0%
Total 670 · PORT CONST FUND EXPENDITURES	53,573.46	0.00	53,573.46	100.0%
Total Expense	1,963,582.66	1,612,670.36	350,912.30	21.8%
Net Income	742,612.48	459,543.69	283,068.79	61.6%

Type	Num	Date	Name	Memo	Debit	Credit
<b>100 - UNRESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>101 - GENERAL FUND CHECKING &amp; LGIP</b>						
<b>10103 - General Funds Ckg Umpqua 3634</b>						
Bill Pmt -Check	DEBIT	10/01/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		5,227.73
Bill Pmt -Check	DEBIT	10/04/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		6,622.56
Bill Pmt -Check	DEBIT	10/09/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		13,235.12
Check	DEBIT	10/02/2020	ADP	Advice of Debit #565084367 ezLaborManager/ADP 300 Timeclock		90.95
Check	DEBIT	10/02/2020	ADP	Advice of Debit 564932774 Payroll Date: 09/23/2020		129.36
Check	DEBIT	10/02/2020	Elavon	SEPTEMBER 2020 MERCHANT SERVICE FEE ACCT#316		566.73
Check	DEBIT	10/02/2020	Elavon	SEPTEMBER 2020 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		127.80
Check	DEBIT	10/02/2020	Elavon	SEPTEMBER 2020 MERCHANT SERVICE FEE ACCT#951		1,320.29
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W1CZB		130.53
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W2F1F		215.19
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W2N04		138.51
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W2S04		145.14
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W2X3N		129.44
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W30YS		163.28
Check	DEBIT	10/07/2020	Edward Jones	Employer Contribution 10/07/2020 ConfirmationQT1HT-W3475		289.20
Check	DEBIT	10/07/2020	TD Ameritrade	Employer Contribution 10/07/2020 ConfirmationQT1HT-W373Y		193.84
Check	DEBIT	10/07/2020	US Bank Sep- IRA	Employer Contribution 10/07/2020 ConfirmationQT1HT-W3BJQ		326.53
Check	DEBIT	10/05/2020	BL/ RV Park	Debit to acct #3634 - REFUNDS issued 10/01/2020 via STRIPE		340.95
Sales Tax Pay...	DEBIT	10/06/2020	Oregon Lodging Tax	BIN: 0294055-3 3rd QTR 2020 confirmation code is 0-939-721-984		4,211.62
Bill Pmt -Check	DEBIT	10/21/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		12,995.12
Bill Pmt -Check	DEBIT	10/26/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		8,774.96
Check	DEBIT	10/16/2020	ADP	Advice of Debit 565707997 Payroll Date: 10/07/2020		129.36
Bill Pmt -Check	DEBIT	10/28/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		5,690.99
Check	DEBIT	10/30/2020	ADP	Advice of Debit #566847528 ezLaborManager/ADP 300 Timeclock		144.40
Check	DEBIT	10/30/2020	ADP	Advice of Debit 566531057 Payroll Date: 10/21/2020		131.58
Bill Pmt -Check	DEBIT	10/30/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase		7,373.49
Bill Pmt -Check	DEBIT	10/30/2020	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		300.00
General Journal	GF to CPF	10/27/2020		to cover bank service charge for multi user business online		23.00
General Journal	DEBT 10/01	10/01/2020		Transfer to Debt Service Fund for Travellift Payment		4,659.00
General Journal	DEBT 10/01	10/01/2020		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 10/01	10/01/2020		Transfer to Debt Service Fund RV Park Improvement Fund		4,809.87
General Journal	DREDGE 10/1	10/01/2020		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6254 2...		2,454.49
General Journal	IFA 10/01	10/01/2020		Transfer to IFA Debt Service for 4th Qtr 2020 Pmt		24,168.00
General Journal	RES 10/01	10/01/2020		Transfer to Reserve Fund		2,000.00
General Journal	USDA 10/01	10/01/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment		10,843.00
General Journal	CRF#4 Trans	10/27/2020		Transfer of Grant funds received from CRF Grant Request #4	21,740.94	
General Journal	GF 10/07	10/07/2020		Transfer \$30,000 from LGIP to Umpqua Bank - General Funds	30,000.00	
General Journal	PAY 10/07	10/07/2020		Rec 10/07/2020 payroll		14,716.48
General Journal	TAX 10/07	10/07/2020		Rec 10/07/2020 payroll		5,662.16
General Journal	PAY 10/21	10/21/2020		Rec 10/21/2020 payroll		15,412.54
General Journal	TAX 10/21	10/21/2020		Rec 10/21/2020 payroll		5,823.01
General Journal	CPF 10-29	10/29/2020		Transfer to Capital Projects for payment to EMC inv#91009-2043		5,390.00
Bill Pmt -Check	10050	10/01/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		9,414.38
Bill Pmt -Check	10051	10/01/2020	Harbor Sanitary District	SEPTEMBER 2020 Sanitary Bill		4,505.31
Sales Tax Pay...	10052	10/09/2020	Curry County TLT	Curry County Lodging Tax 3rd QTR 2020		19,654.20
Check	10053	10/07/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481 Statement Period: 10/01/2020 - 10/07/2020		9,625.47
Check	10054	10/07/2020	Danielle Shepard	VOID: Mileage Reimbursement Sept 2020	0.00	
Bill Pmt -Check	10055	10/09/2020	Brookings Signs & Graphics	SIGNAGE - "DO NOT ENTER" & "ONE WAY" Commercial Retail Area		160.00
Check	10056	10/07/2020	Danielle Shepard	VOID: Mileage Reimbursement Sept 2020	0.00	
Bill Pmt -Check	10057	10/09/2020	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		153.96
Check	10058	10/07/2020	Danielle Shepard	Mileage Reimbursement Sept 2020		42.67
Bill Pmt -Check	10059	10/09/2020	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		15,624.23
Bill Pmt -Check	10060	10/09/2020	EMC-Engineers/Scientists, LLC	Preparation for FEMA 4452 HMPB for additional funding & Zola's Pizzeria Demo Engineer...		3,540.00



Check Registers

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10061	10/09/2020	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		188.32
Bill Pmt -Check	10062	10/09/2020	Gerald W. Burns, CPA	OCT Retainer Bill #10		500.00
Bill Pmt -Check	10063	10/09/2020	Harbor Water District P.U.D.	08/19/2020 - 09/22/2020 SERVICE/WATER BILL		3,101.20
Bill Pmt -Check	10064	10/09/2020	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		362.89
Bill Pmt -Check	10065	10/09/2020	Orcal Security Consulting LLC	Security Patrol for SEPTEMBER 2020		2,790.00
Bill Pmt -Check	10066	10/09/2020	Scribble Software	Standard Support Plan Yearly		1,620.00
Bill Pmt -Check	10067	10/09/2020	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,562.24
Bill Pmt -Check	10068	10/09/2020	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY POLICY		8,771.24
Bill Pmt -Check	10069	10/09/2020	Thermo Fluids, Inc.	09/22/2020-Removal of Oily Waters, Oils		55.00
Check	10070	10/14/2020	Norman, Jerry	REFUND MOORAGE Dates: 10/15/2020 - 07/31/2020		1,320.03
Bill Pmt -Check	10071	10/14/2020	Brookings Glass, Inc.	(79"x36") 1/4 PLEXIGLASS SHIELD - COVID-19 Barrier for RV Park Office		360.00
Bill Pmt -Check	10072	10/14/2020	Bullet Rental	Customer#32581 Excavator Rental for Demolition of Derelict Boats		3,990.23
Bill Pmt -Check	10073	10/14/2020	Computer Fusion	Setup & install new PC - Kim's workstation		200.00
Bill Pmt -Check	10074	10/14/2020	Computer Fusion	VOID: Setup & Install new PC - Kim's workstation	0.00	
Bill Pmt -Check	10075	10/14/2020	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,124.46
Bill Pmt -Check	10076	10/14/2020	Quill Corporation	ACCT#1932158 Office Supplies		157.64
Bill Pmt -Check	10077	10/14/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		8,480.79
Bill Pmt -Check	10078	10/14/2020	Roto Rooter	Acct#2940-522445 Sanitary Billing Period		522.87
Bill Pmt -Check	10079	10/14/2020	Spec Dist Assoc of OR- Workers C...	Cust #02-0016414 Remaining amount due after audit		827.00
Bill Pmt -Check	10080	10/14/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		634.29
Bill Pmt -Check	10081	10/30/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		1,406.15
Bill Pmt -Check	10082	10/30/2020	Rogue Credit Union	VOID: ACCT #306-89 CREDIT CARD#2481	0.00	
Bill Pmt -Check	10083	10/30/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		7,147.74
Bill Pmt -Check	10084	10/30/2020	BOARDWALK MAIL SERVICE	DEQ Documents for 1200Z Permit - Postage		10.70
Bill Pmt -Check	10085	10/30/2020	Brookings Signs & Graphics	SIGNAGE - Boat Rinse Area, Secured Gear Storage		293.00
Bill Pmt -Check	10086	10/30/2020	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		7,306.58
Bill Pmt -Check	10087	10/30/2020	Curry County Tax Collector	Boat Shop & More/Kenneth Francis - Property Taxes "old lease" account#R34700		850.56
Bill Pmt -Check	10088	10/30/2020	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		753.95
Bill Pmt -Check	10089	10/30/2020	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		199.91
Bill Pmt -Check	10090	10/30/2020	EMC-Engineers/Scientists, LLC	Redesign of subbase - Zola's Pizzeria Demolition		910.00
Bill Pmt -Check	10091	10/30/2020	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,698.35
Bill Pmt -Check	10092	10/30/2020	Ferguson Enterprises, Inc.	Customer #1120898 Faucet - Kite Field Restroom & Commercial Restroom		302.94
Bill Pmt -Check	10093	10/30/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		491.27
Bill Pmt -Check	10094	10/30/2020	Government of Ethics Commission	0GE0001059 Government Ethics Assessment for FY 2020-2021		548.87
Bill Pmt -Check	10095	10/30/2020	Highway Specialities, LLC	YELLOW 3" DELINIATORS - parking areas throughout the Port		1,617.00
Bill Pmt -Check	10096	10/30/2020	Kendrick Equipment USA LLC	HOSE ASSEMBLY - 4605 50T Marine Travel Lift		120.56
Bill Pmt -Check	10097	10/30/2020	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		164.74
Bill Pmt -Check	10098	10/30/2020	Pump Pipe & Tank Services, LLC	10/08/2020-Filter Change - Fuel Dock Pumps		492.00
Bill Pmt -Check	10099	10/30/2020	Quill Corporation	ACCT#1932158 Office Supplies		20.97
Bill Pmt -Check	10100	10/30/2020	SPECIAL DISTRICTS ASSC OR (a...	Annual Dues SDAO & OPPA		10,215.99
Bill Pmt -Check	10101	10/30/2020	Thermo Fluids, Inc.	10/06/2020-Removal of Oily Waters, Oils		225.00
Bill Pmt -Check	10102	10/30/2020	Travel Information Council	State Hwy Signs on Hwy 101 Annual Renewal		384.00
Bill Pmt -Check	10103	10/30/2020	Cascade Home Center	Customer No: 56 Hardware Supplies		240.98
Total 10103 · General Funds Ckg Umpqua 3634					51,740.94	307,260.61
<b>10105 · General Fund LGIP 6017</b>						
Check	DEBIT	10/01/2020		LGIP Fees for SEPTEMBER 2020		0.85
General Journal	GF 10/07	10/07/2020		Transfer \$30,000 from LGIP to Umpqua Bank - General Funds		30,000.00
Total 10105 · General Fund LGIP 6017					0.00	30,000.85
Total 101 · GENERAL FUND CHECKING & LGIP					51,740.94	337,261.46
<b>10101 · Petty Cash</b>						
Total 10101 · Petty Cash						

3:25 PM  
 11/06/20  
 Cash Basis

Port of Brookings Harbor  
**Check Registers**  
 As of October 31, 2020

Type	Num	Date	Name	Memo	Debit	Credit
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					51,740.94	337,261.46
<b>110 · RESTRICTED CASH &amp; EQUIVALENTS</b>						
<b>104 · RESTRICTED MONEY MKT &amp; CHECKING</b>						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
<b>30104 · Debt Service Umpqua MM 8627</b>						
Check	DEBIT	10/15/2020	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #32		1,464.71
Check	DEBIT	10/22/2020	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #48 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 10/01	10/01/2020		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 10/01	10/01/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71
<b>40104 · Capital Projects Umpqua 8018</b>						
Check	DEBIT	10/20/2020		Multi User Business Online Banking for 09/20		23.00
General Journal	GF to CPF	10/27/2020		to cover bank service charge for multi user business online	23.00	
General Journal	CRF #4 Pmt	10/19/2020		Corona Virus Relief Grant PAY NO. 1663941 Inv#1222 Doc No. VP428555	21,740.94	
General Journal	CRF#4 Trans	10/27/2020		Transfer of Grant funds received from CRF Grant Request #4		21,740.94
Total 40104 · Capital Projects Umpqua 8018					21,763.94	21,763.94
Total 104 · RESTRICTED MONEY MKT & CHECKING					27,887.65	27,887.65
<b>105 · RESTRICTED LGIP</b>						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 10/01	10/01/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00
<b>30105 · IFA Debt Service Fund LGIP 6020</b>						
General Journal	IFA 10/01	10/01/2020		Transfer to IFA Debt Service for 4th Qtr 2020 Pmt	24,168.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					24,168.00	0.00
<b>50105 · Reserve Fund LGIP 6018</b>						
General Journal	RES 10/01	10/01/2020		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00
Total 105 · RESTRICTED LGIP					37,011.00	0.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					64,898.65	27,887.65
<b>TOTAL</b>					<b>116,639.59</b>	<b>365,149.11</b>



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

	<u>Balance</u>
<b>5-R Excavation, LLC</b>	
Total 5-R Excavation, LLC	35,911.96
<b>Alexandre EcoDairy Farms</b>	
Total Alexandre EcoDairy Farms	200.00
<b>Allied Roofing &amp; Construction LLC</b>	
Total Allied Roofing & Construction LLC	3,946.00
<b>AMAZON MKTPLACE</b>	
Total AMAZON MKTPLACE	23,355.55
<b>Anchorside Printing</b>	
Total Anchorside Printing	78.25
<b>Asurion Wireless Insurance</b>	
Total Asurion Wireless Insurance	9.00
<b>Belson Outdoors</b>	
Total Belson Outdoors	5,991.50
<b>Best Buy</b>	
Total Best Buy	779.98
<b>Betsy Bubble Bath</b>	
Total Betsy Bubble Bath	10.00
<b>BI-MART</b>	
Total BI-MART	721.30
<b>Black Rice &amp; Luna LLP</b>	
Total Black Rice & Luna LLP	14,073.00
<b>BOARDWALK MAIL SERVICE</b>	
Total BOARDWALK MAIL SERVICE	591.12
<b>Boat Launch Kiosk</b>	
Total Boat Launch Kiosk	36.55
<b>BOLI PWR</b>	
Total BOLI PWR	820.24
<b>Brookings Glass, Inc.</b>	
Total Brookings Glass, Inc.	776.00

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

	Balance
<b>Brookings Harbor Chamber of Commerce</b>	
Total Brookings Harbor Chamber of Commerce	250.00
<b>Brookings Signs &amp; Graphics</b>	
Total Brookings Signs & Graphics	3,707.00
<b>Bullet Rental</b>	
Total Bullet Rental	3,990.23
<b>CAL/OR Insurance Specialists, Inc.</b>	
Total CAL/OR Insurance Specialists, Inc.	1,481.07
<b>Cascade Home Center</b>	
Total Cascade Home Center	705.03
<b>Cascadia Geoservices, Inc.</b>	
Total Cascadia Geoservices, Inc.	3,700.00
<b>Central Curry</b>	
Total Central Curry	73.21
<b>CertifiedMailLabels.com</b>	
Total CertifiedMailLabels.com	300.00
<b>Chetco Automotive</b>	
Total Chetco Automotive	66.46
<b>Chetco Drywall Inc.</b>	
Total Chetco Drywall Inc.	150.00
<b>CHEVRON</b>	
Total CHEVRON	3,810.51
<b>City of Brookings</b>	
Total City of Brookings	2,781.25
<b>Coast Auto Center</b>	
Total Coast Auto Center	229.09
<b>Cole-Parmer</b>	
Total Cole-Parmer	53.40
<b>Computer Fusion</b>	

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

	<u>Balance</u>
Total Computer Fusion	200.00
<b>Conrad Forest Products</b>	
Total Conrad Forest Products	16,493.33
<b>Coos-Curry Electric Cooperative, Inc.</b>	
Total Coos-Curry Electric Cooperative, Inc.	82,627.83
<b>Costco</b>	
Total Costco	556.49
<b>Country Media, Inc.</b>	
Total Country Media, Inc.	3,871.66
<b>Crescent ACE Hardware</b>	
Total Crescent ACE Hardware	1,117.75
<b>Crow/Clay &amp; Associates, Inc</b>	
Total Crow/Clay & Associates, Inc	15,509.70
<b>Curry Coastal Pilot</b>	
Total Curry Coastal Pilot	103.00
<b>Curry County Business License</b>	
Total Curry County Business License	100.00
<b>Curry County Planning Department</b>	
Total Curry County Planning Department	5,671.76
<b>Curry County Tax Collector</b>	
Total Curry County Tax Collector	850.56
<b>Curry Equipment</b>	
Total Curry Equipment	3,810.66
<b>Curry Transfer &amp; Recycling</b>	
Total Curry Transfer & Recycling	56,532.83
<b>Da-Tone Rock Products</b>	
Total Da-Tone Rock Products	855.45
<b>Del-Cur Supply Co-op</b>	
Total Del-Cur Supply Co-op	2,067.28

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

	<u>Balance</u>
<b>Department of State Lands</b>	
Total Department of State Lands	826.00
<b>Dish Network</b>	
Total Dish Network	5,016.60
<b>DMV Driver &amp; Motor Vehicle Services</b>	
Total DMV Driver & Motor Vehicle Services	26.50
<b>Dollar General</b>	
Total Dollar General	51.95
<b>Dollar Tree</b>	
Total Dollar Tree	27.00
<b>Eco Nutrients</b>	
Total Eco Nutrients	200.00
<b>Elavon</b>	
Total Elavon	63.74
<b>EMC-Engineers/Scientists, LLC</b>	
Total EMC-Engineers/Scientists, LLC	69,710.00
<b>Engineering Resource Services LLC</b>	
Total Engineering Resource Services LLC	1,890.00
<b>Engineering Tech. Services</b>	
Total Engineering Tech. Services	17,931.25
<b>Englund Marine Supply</b>	
Total Englund Marine Supply	2,855.79
<b>Esco Products, Inc.</b>	
Total Esco Products, Inc.	1,342.14
<b>Expedia</b>	
Total Expedia	121.72
<b>Fastenal Industrial Supplies</b>	
Total Fastenal Industrial Supplies	9,734.87
<b>Ferguson Enterprises, Inc.</b>	
Total Ferguson Enterprises, Inc.	661.45

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

	Balance
<b>FRED MEYER</b>	
Total FRED MEYER	1,207.38
<b>Freeman Rock, Inc.</b>	
Total Freeman Rock, Inc.	3,197.45
<b>Gerald W. Burns, CPA</b>	
Total Gerald W. Burns, CPA	5,000.00
<b>GODaddy.com</b>	
Total GODaddy.com	330.73
<b>Gold Beach Lumber Yard, Inc.</b>	
Total Gold Beach Lumber Yard, Inc.	28,753.62
<b>Government of Ethics Commission</b>	
Total Government of Ethics Commission	548.87
<b>Gowman Electric, Inc.</b>	
Total Gowman Electric, Inc.	4,087.41
<b>Grants Pass Water Lab, Inc.</b>	
Total Grants Pass Water Lab, Inc.	3,120.00
<b>Harbor Logging Supply, Inc.</b>	
Total Harbor Logging Supply, Inc.	1,285.55
<b>Harbor Sanitary District</b>	
Total Harbor Sanitary District	41,139.02
<b>Harbor Water District P.U.D.</b>	
Total Harbor Water District P.U.D.	18,994.96
<b>Hartwick Automotive</b>	
Total Hartwick Automotive	241.65
<b>HD SUPPLY FACILITIES</b>	
Total HD SUPPLY FACILITIES	407.92
<b>Highway Specialities, LLC</b>	
Total Highway Specialities, LLC	1,935.00
<b>Holly's Handyman, LLC</b>	

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

	<u>Balance</u>
Total Holly's Handyman, LLC	300.00
<b>Home Depot</b>	
Total Home Depot	261.90
<b>Intuit</b>	
Total Intuit	6,926.98
<b>John Kellum/John's Portable Welding</b>	
Total John Kellum/John's Portable Welding	3,187.50
<b>K&amp;K Insurance Group, Inc.</b>	
Total K&K Insurance Group, Inc.	225.00
<b>Kendrick Equipment USA LLC</b>	
Total Kendrick Equipment USA LLC	4,536.81
<b>Kerr's Ace Hardware Inc</b>	
Total Kerr's Ace Hardware Inc	6,269.74
<b>Les Schwab Tire Center</b>	
Total Les Schwab Tire Center	1,089.00
<b>Marine Surveyors &amp; Consultants</b>	
Total Marine Surveyors & Consultants	575.00
<b>Mascott Equipment</b>	
Total Mascott Equipment	551.93
<b>McLennan Excavation, Inc.</b>	
Total McLennan Excavation, Inc.	3,462.04
<b>Media Nook</b>	
Total Media Nook	30.00
<b>Microsoft</b>	
Total Microsoft	299.97
<b>My Parking Permit</b>	
Total My Parking Permit	149.50
<b>NAPA Auto Part</b>	
Total NAPA Auto Part	605.44

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

	<u>Balance</u>
<b>New Hope Plumbing &amp; Custom Builders</b>	
Total New Hope Plumbing & Custom Builders	692.00
<b>Newegg</b>	
Total Newegg	1,580.11
<b>NorthCoast Health Screening</b>	
Total NorthCoast Health Screening	0.00
<b>Northwest Parking Equipment Company</b>	
Total Northwest Parking Equipment Company	709.15
<b>O'Reilly Auto Parts</b>	
Total O'Reilly Auto Parts	18.27
<b>Oil Can Henry's</b>	
Total Oil Can Henry's	69.99
<b>ONLINE Purchases</b>	
Total ONLINE Purchases	3,200.92
<b>Orcal Security Consulting LLC</b>	
Total Orcal Security Consulting LLC	8,370.00
<b>Oregon Coast Magazine</b>	
Total Oregon Coast Magazine	675.00
<b>Oregon Department of Agriculture</b>	
Total Oregon Department of Agriculture	278.00
<b>Oregon PERS/State Social Security Admin.</b>	
Total Oregon PERS/State Social Security Admin.	15.00
<b>ORRCO</b>	
Total ORRCO	1,480.95
<b>Pacific Rim Copy Center</b>	
Total Pacific Rim Copy Center	352.30
<b>Pape Material Handling</b>	
Total Pape Material Handling	3,103.44
<b>Pithitude-Vendor</b>	
Total Pithitude-Vendor	900.00

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

	Balance
<b>Pitney Bowes Global Lease</b>	
Total Pitney Bowes Global Lease	1,246.23
<b>Pitney Bowes, Inc.</b>	
Total Pitney Bowes, Inc.	2,100.00
<b>Port of Brookings Harbor</b>	
Total Port of Brookings Harbor	45.00
<b>Pump Pipe &amp; Tank Services, LLC</b>	
Total Pump Pipe & Tank Services, LLC	1,868.89
<b>Quill Corporation</b>	
Total Quill Corporation	3,244.44
<b>Rentprep Enterprise/Fidelis Screening</b>	
Total Rentprep Enterprise/Fidelis Screening	698.25
<b>RezStream</b>	
Total RezStream	298.00
<b>River Inn at Seaside</b>	
Total River Inn at Seaside	2,649.63
<b>Rivers End Construction, Inc.</b>	
Total Rivers End Construction, Inc.	100.00
<b>Roberts &amp; Associates Land Surveying, Inc.</b>	
Total Roberts & Associates Land Surveying, Inc.	6,880.00
<b>Rogue Credit Union</b>	
Total Rogue Credit Union	47,805.13
<b>Roto Rooter</b>	
Total Roto Rooter	9,345.87
<b>Scribble Software</b>	
Total Scribble Software	1,620.00
<b>See Water Inc.</b>	
Total See Water Inc.	336.19
<b>Sensaphone</b>	



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

	<u>Balance</u>
Total Sensaphone	299.40
<b>Shell Oil</b>	
Total Shell Oil	52.45
<b>SimpliSafe</b>	
Total SimpliSafe	149.90
<b>Slice Recovery</b>	
Total Slice Recovery	1,531.20
<b>SO Backflow Techs</b>	
Total SO Backflow Techs	364.00
<b>South Coast Knight Security</b>	
Total South Coast Knight Security	18,549.00
<b>Spec Dist Assoc of OR- Workers Comp</b>	
Total Spec Dist Assoc of OR- Workers Comp	8,997.00
<b>Spec Dist Assoc of OR- Healthcare</b>	
Total Spec Dist Assoc of OR- Prop & Cas	96,245.64
<b>Spec Dist Assoc of Or -TRAINING</b>	
Total Spec Dist Assoc of Or -TRAINING	2,340.00
<b>SPECIAL DISTRICTS ASSC OR (annual dues)</b>	
Total SPECIAL DISTRICTS ASSC OR (annual dues)	10,215.99
<b>Spectrum Business 8752 19 060 0025169</b>	
Total Spectrum Business 8752 19 060 0025169	902.20
<b>Spectrum Business 8752 19 060 0226494</b>	
Total Spectrum Business 8752 19 060 0226494	746.57
<b>Spectrum Business 8752 19 060 0247029</b>	
Total Spectrum Business 8752 19 060 0247029	279.92
<b>Stormwater Biochar LLC</b>	
Total Stormwater Biochar LLC	1,204.11
<b>Stripe</b>	
Total Stripe	457.00

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

	<u>Balance</u>
<b>SUPPLYHOUSE.COM</b>	
Total SUPPLYHOUSE.COM	408.30
<b>T3E Company</b>	
Total T3E Company	672.96
<b>Thermo Fluids, Inc.</b>	
Total Thermo Fluids, Inc.	860.00
<b>Tidewater Contractors, Inc.</b>	
Total Tidewater Contractors, Inc.	16,293.16
<b>Tidewinds Sportfishing/Kyle Aubin</b>	
Total Tidewinds Sportfishing/Kyle Aubin	14,544.00
<b>Traffic Safety Supply Co.</b>	
Total Traffic Safety Supply Co.	2,288.04
<b>Training and Travel Expenses</b>	
Total Training and Travel Expenses	615.85
<b>Travel Information Council</b>	
Total Travel Information Council	732.00
<b>Tyree Oil, Inc</b>	
Total Tyree Oil, Inc	446,490.05
<b>U Printing</b>	
Total U Printing	956.43
<b>ULine</b>	
Total ULine	2,945.16
<b>United Rentals</b>	
Total United Rentals	80.00
<b>US Postal Service</b>	
Total US Postal Service	131.00
<b>Valvoline</b>	
Total Valvoline	47.49
<b>Ventek International</b>	
Total Ventek International	2,070.00

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

	Balance
<b>VERIZON WIRELESS</b>	
Total VERIZON WIRELESS	4,054.38
<b>VISTA PRINT</b>	
Total VISTA PRINT	69.99
<b>Vonage</b>	
Total Vonage	2,205.13
<b>WebReserv</b>	
Total WebReserv	1,190.00
<b>WEEBLY-CHARGE.COM</b>	
Total WEEBLY-CHARGE.COM	1,470.00
<b>Wendy's</b>	
Total Wendy's	19.48
<b>Wes' Towing</b>	
Total Wes' Towing	325.00
<b>Workamper News Inc.</b>	
Total Workamper News Inc.	39.00
<b>Xerox Capital Services, LLC</b>	
Total Xerox Capital Services, LLC	9,673.36
<b>Zipty Fiber 541-412-7930-102902-5</b>	
Total Zipty Fiber 541-412-7930-102902-5	406.48
<b>Zipty Fiber 541-469-5867-121516-5</b>	
Total Zipty Fiber 541-469-5867-121516-5	759.13
<b>Zoom Video Communications Inc.</b>	
Total Zoom Video Communications Inc.	119.92
<b>TOTAL</b>	<b>1,376,430.58</b>

# SAFETY MONTHLY REPORT

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**Date:** November 17, 2020  
**Period:** October 2020  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Danielle Shepard, Safety Representative

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## Safety Meetings:

- Port staff was trained on commercial mowing and the new state mask requirements.
- Hired a second janitor for the weekends to clean the restrooms and was given new hire training on; General Safety Orientation, Workplace Injury Prevention, Personal Protective Equipment, Coronavirus: cleaning and disinfecting your workplace, Bloodborne Pathogen Exposure Prevention, Methicillin-resistant Staphylococcus aureus (MRSA) Awareness, Slips, Trips and Falls and Back Injury & Lifting.

## Employee Accidents:

- No employee accidents for October.

## Accident / Incident Reports:

1. October 1, a vehicle located in the commercial retail parking lot was tagged by ORCAL Security for being parked on Port property after 10:00 pm and without a parking permit. After a few days of no movement from the vehicle, it was towed away from Port grounds.
2. October 6, an RV came into the RV Park around 3:16 am and pulled into a pull through site. RV Park Manager went to the RV in the morning to check in the guest and receive payment. Customer stated that he did not see anything about our sites are for paying guests only and that they didn't have any money to pay for the night, RV Park manager stated that she will have to call the cops for theft of services if that's the case. Customer got upset, said good luck on finding me, and left the RV Park. The Sheriffs were called, was give the RV's license plate, and was told if found trespass individuals from Port Property.
3. October 9, Owners of the Bell and Whistle Coffee had their vehicle unlocked in the commercial retail parking lot. Someone broke into their vehicle and took some documents, which some where later retrieved in the lot across the street. They reported the brake-in to Curry County Sheriff's.
4. October 15, the camp host at the RV Park noticed a white contractor's van parked at Sportshaven Beach before opening hours. He unloaded five to six people along with bags of stuff and left. The van showed up a second time and left a girl with items she was trying to hold down from flying away. By 9am there were two to three tents set up at the end of the beach past the hotel. The van showed up again the next day and the RV Park Manager was able to get a picture of the van and license plate to report this incident to the Curry County Sheriff to investigate.
5. October 17, RV Park attendant caught a women dumpster diving in the dumpsters again after being told multiple times not to. When she was confronted the woman screamed and yelled at the RV Park attendant and speed off, running over a delineator making it pop off and fly in the air. The Curry County Sheriffs were contacted, and the woman was trespassed.
6. October 18, Warrior II was receiving ice, when leaving their gantry hit the supporting pilings creating the gangway to fall and the pilings to break. Port reported and incident to our insurance company, the vessel owner, and their insurance company.
7. October 28, an individual came into the Port Office accusing a moorage holder of doing illegal and fraudulent things regarding their boat in the harbor and domestic abuse. Port staff advised her to go to the sheriff's, which she replied she already has. The individual became upset and asked for documents from the moorage holders file, which was denied by Port Staff and was advised again to contact the sheriffs regarding fraud and abuse.

8. October 29, CALORE Security received a call from the Curry County Sheriffs regarding an individual reporting an alarm going off at the Boat Shop. When security arrived, the sheriffs had already detained the individual. Individual was trespassed from Port Property, released and walked from Port Property with no further actions taken.

# HARBORMASTER MONTHLY REPORT

**Date:** November 17, 2020  
**Period:** October 2020  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Travis Webster, Harbormaster

## RV Park

Tidewater finished delivering the concrete blocks and the block wall has been completed, along with all signage throughout the park.

### Occupancy by Month & Year

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

## Marina

Port staff continues to walk docks, inspect vessels, and correct any issues that may arise. The Boat Launch parking lot was seal coated and striped. Port staff increased signage at the boat rinse station stating not to pressure wash your vessel.

### Moorage Renewals by Month

### Total Moorage Rentals

October	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational	26	27	1	333	306	-27
Commercial	6	6	0			
Transient	20	16	4	104	74	-30

### Boat Launches Paid through Launch Machine

October	2019	2020	Change	YTD 2019	YTD 2020	Change
Boat Launch	518	770	252	3362	4884	1522
Daily Moorage	-	27	-	-	234 nights	-

## Gear & Boat / Trailer Storage

Inventory of all gear storage, boat/trailer storage were completed. In boat storage we currently have 61 boats that are paying \$61 dollars per month. 25 boat/trailers are located at the green building site. Commercial Fisherman have started getting their crab pots ready for the next crab season. While others are removing their shrimp gear and gearing up for drag fishing. Reminder that trash and rope from gear is the vessels own responsibility to dispose of.

**Commercial Receiving Dock**

The shrimp processing plant that is currently being operated by Pacific Seafood has been running steady. This has led to more boats from out of town unloading here, buying fuel, and paying daily moorage for the time that they are here. Bornstein Seafood hoist is back in place and up and running with no issues.

**Commercial Retail Building**

Zola’s Pizzeria was demolished, parking was completed during this month. Bell & Whistle Coffee Shop completed the installation of their electric fireplace.

**Boat Yard**

Port Staff has been busy cleaning the shop and getting ready to move operations to the Boat Shop and More, while Boat Shop and More has started the process of moving into the shop and renovating the building to their needs. So far, the haul out transaction with Boat Shop and More is working well with the Port.

**Billable Services Performed this Month and Boat Yard Inventory**

Description	2019	2020	2020 Hours	Change	YTD 2019	YTD 2020	Change
Reach lift (Forklift)	10	6	6.5		44	43	-1
Travel Lift Haul Ins-Outs	9	8	-		93	73	-20

**Maintenance Crew**

Port maintenance completed 78 work orders for the month of October. We have revised our field staff hours to working Monday through Friday 8am to 5 pm to allow Port maintenance to be done, and our cleaning staff is working 7 days a week.

**Abandoned Boats (Port Acquired)**

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

# PORT MANAGER

## MONTHLY REPORT

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**Date:** November 17, 2020  
**Period:** October 2020  
**To:** Honorable Board President and Harbor District Board Members  
**Issued By:** Gary Dehlinger, Port Manager

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Curry County remains in Phase 2 Reopening status with social distancing and face mask requirements. The Governor's face mask requirements were increased this month for indoor and outdoor workplace spaces.

### Security

OrCal Security and POBH recorded 23 contacts/violations/incidents in October. (12) overnight parking (public obeyed and left property), (2) parking violations, (4) no camping, (1) individual trespassing on Port property, (1) unhitched trail, bike found in Basin1 on G Dock, camper left an open valve draining grey water in the parking lot, and graffiti in the women's Kite Field restroom. October 2020 Security Log attached for your review.

### Port Office

Joined OPPA Annual Meeting via phone conference. The normal annual in person conference was cancelled due to COVID-19. OSMB talked about abandon / derelict boats pilot program. OSMB will begin enforcement plan in the new year. The plan will notify nonregistered boats and give the owners a month to comply and then follow up few months later and write citations to owners not complying. OSMB will be asking for help from ports identifying boat owners. OPPA is planning to conduct a salary survey soon. The results from the survey are for ports use. OPPA presented "Friends of Public Ports" award to Representative Caddy McKeown and Senator Arnie Roblan. Ports Roundtable provided each port a chance to speak.

Travis and I took a day trip to see a few other ports in Oregon.

- Depoe Bay. Small port and operated by the City. Cleaning station was open. The carcasses supposed to be thrown away in dumpsters outside building. One newer concrete dock, others were old wooden docks. Each main dock had a removable ladder and life ring in case someone falls in the water. Had a fuel dock but it had no pump on the dock. Best we could figure they unroll a hose and nozzle from tanks. Some docks have H-beams for dock piles. Zincs were attached to all the piles.
- Port of Garibaldi. Docks are all wood. Some docks are leased to a vender and they manage the slip rental. It was a busy recreational day the parking lots were full. They had two ice machine containers systems for the commercial fleet. Small RV Park, but there are other private RV Parks surrounding the port. Port RV Park was all gravel. RV Park restrooms were for guests only and locked. They had a small laundry room with 2 washers and 3 dryers. Fuel dock is not operated by the port. Boat launch machine is the same one we have. They had a bus stop enclosure around their machine to protect it from weather. They did not have a boat rinse, but there was a boat/car wash facility. Cost \$5 for a wash. They had a crab/fish business on a large concrete dock footprint. Fish cleaning station was closed because of COVID.
- Port of Siuslaw. They had do it yourself parking pay slips to park in boat launch ramp. It was \$2. Boat rinse cost was .25 cents to start the water, no pressure washing. We couldn't find trash cans around the boardwalk or anywhere else. The restrooms were locked, needed a code



to enter them. They were restroom shower units. Docks were concrete, main dock piles were wood and all others were steel. They had a crab/fish business on the water. Their sewer/processing wastes went into a tank attached to the dock and then pumped out into the sewer system. RV Park was gravel and grass. Fish cleaning stations were open.

Continued working with Crow/Clay & Associates to complete the bid package for the RV Park Project and begin the permitting process with the County and Harbor Sanitary.

The traffic counter at the RV Park recorded 35,043 vehicles in the month of October, average of 1,208 per day. Started tracking on June 30 and the total to date is 183,360 vehicles.

Met with Rich Robert regarding the lot line adjustment at Righetti's property. Rich showed me the property line is going to be less property for the port because the boat launch entrance belongs to the County. Told him to proceed with the lot line adjustment and will deal with County at another time.

COVID-19 letter and voluntary repayment plan were mailed out to seven commercial tenants and seven commercial moorage fishermen. Few responded to the repayment plan and some have paid their debt.

- CBN Visitor Center has notified the Port to end the lease November 30, 2020. Seal Cove Realty has not communicated with the Port before and since COVID-19 measures begun. Seal Cove Realty lease will be terminated by the Port.
- There are twelve moorages that will be cancelled for nonpayment. Few of these moorages will be brought to the Board for review and action because the accounts are above the managers limits. Meeting will be scheduled once the account documentation is ready.

Completed another round of security camera procurement review. Continuing to gather information on couple different types of camera systems before presenting to the Board.

#### **DEQ 1200-Z Industrial Stormwater**

Monthly inspections were completed as required. There were no rain events that met the requirements during this month to require testing.

Submitted DEQ DMR for the 1<sup>st</sup> Quarter July-Sept. There were no water tests done because it did not rain during business hours this quarter.

#### **Port Upcoming Projects**

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

Maintenance and repair projects: (strikethrough = completed)

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

### **2019 FEMA Disasters**

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

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

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

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
274	10/01/20	OrCal	No Camping	Kite Field	BKU8645	WA
275	10/01/20	OrCal	No Camping	Kite Field	43317A3	CA
276	10/01/20	OrCal	Overnight Parking	Retail Parking Lot	878FHX	OR - Ticket / Towed 10/6/20
277	10/02/20	OrCal	Overnight Parking	RV Park	2GQV536	CA
278	10/03/20	OrCal	Overnight Parking	Boat Launch	CF2093SF	CA
279	10/05/20	POBH	Parking Violation	Retail Parking Lot	138CBY	OR - Ticket
280	10/05/20	OrCal	Overnight Parking	Commercial Boat Basin	YHA470	OR
281	10/06/20	OrCal	Overnight Parking	RV Park	400JPD	OR
282	10/07/20	OrCal	Overnight Parking	RV Park	192LHH	OR
283	10/07/20	OrCal	Overnight Parking	RV Park	160EBS	OR
284	10/07/20	OrCal	Overnight Parking	Commercial Boat Basin	4766629	NH
285	10/12/20	POBH	Unhitched Trailer	Retail Parking Lot		
286	10/13/20	POBH	Overnight Parking	Retail Parking Lot	159GMD	OR - Ticket
287	10/14/20	OrCal	No Camping	Kite Field	7AUF721	CA
288	10/16/20	POBH	Lost & Found	Basin 1, G Dock		Bike left on dock
289	10/17/20	OrCal	Overnight Parking	Retail Parking Lot	205664	NE
290	10/18/20	OrCal	Overnight Parking	Retail Parking Lot	BVG7256	WA
291	10/19/20	OrCal	Griffiti	Kite Field		Womens RR
292	10/21/20	POBH	Parking Violation	Retail Parking Lot	WJN136	OR
293	10/21/20	OrCal	No Camping	Kite Field	6GKL866	CA
294	10/25/20	OrCal	Overnight Parking	Retail Parking Lot	C18813M	WA
295	10/27/20	POBH	Discharge of Waste Water	Retail Parking Lot	R618484	OR
296	10/29/20	OrCal	Trespassing	Boat Shop & More		Ray Tutel trespassed from Port

## **ACTION ITEM – A**

---

**DATE:** November 17, 2020  
**RE:** Annual Financial Report Fiscal Year 2019-2020  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Port audits must be reviewed by Certified Public Accountant (CPA) and approved by the Board, then submitted to State of Oregon by December 31<sup>st</sup> every year.
- Annual Financial Report is going through the final CPA review and we expect to have the final draft ready prior to the meeting. Once the report is ready a copy will be available for your review.

### DOCUMENTS

- Draft Annual Financial Report FY 2019-2020, (report not ready at time of this packet release)

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve draft Annual Financial Report for Fiscal Year 2019-2020.

## **ACTION ITEM – B**

---

**DATE:** November 17, 2020  
**RE:** Pacific Seafood Group Sublease  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Pacific Seafood Group requested to extend the current sublease for the fish processing plant facility another 3 months from the bank. The bank is preparing the sublease document.
- Representative from Pacific Seafood Group is scheduled to call-in to provide an update and answer any questions from the Board.

### DOCUMENTS

- Draft Consent to Sublease Agreement, pages (not available at time of packet release)

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve draft “Consent to Sublease” agreement with BC Fisheries for another 3 months.

# ACTION ITEM – C

---

**DATE:** November 17, 2020  
**RE:** RV Park Restroom Project  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

## OVERVIEW

- Bid for this project is postponed until further notice.
- Floodplain zone at the proposed location is higher than previously understood. To keep the restroom in the current location would require more engineering, permitting and construction.
- One proposed solution is to move the restroom outside the floodplain zone to avoid the extra costs of leaving the restroom in the current location.

## DOCUMENTS

- FEMA National Flood Hazard Layer Map, 1 page
- Addendum No. 1, 1 page
- Crow/Clay & Associates, November 4, 2020, 1 page
- Proposed relocation of Restroom Drawing, 1 page
- Estimate Coverage for Restrooms Map, 1 page

## COMMISSIONERS ACTION

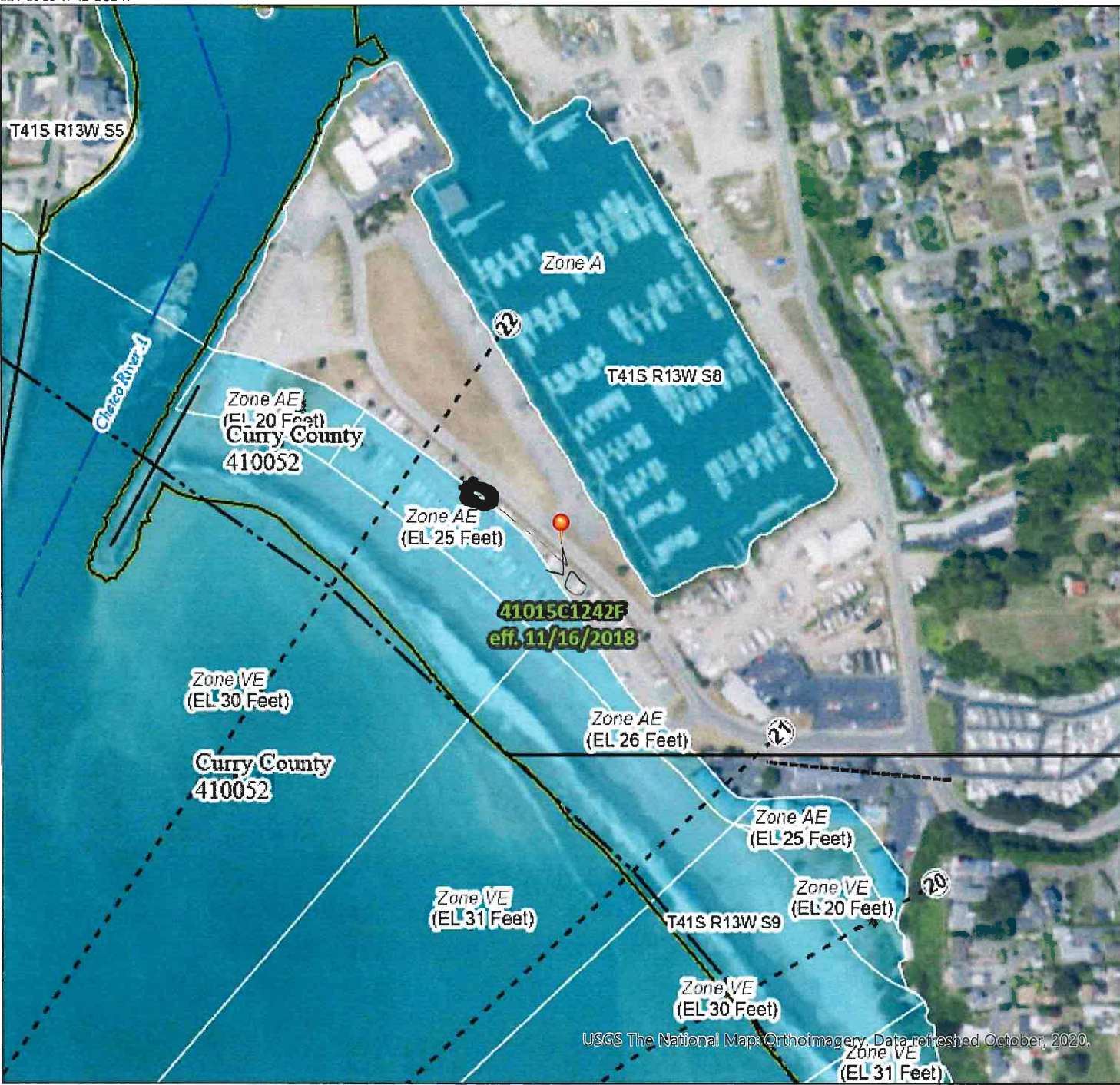
- **Recommended Motion:**  
Motion to relocate restroom and laundry building outside the Floodplain Zone as proposed.



# National Flood Hazard Layer FIRMette



124°16'18"W 42°2'52"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone J
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone

GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **11/3/2020 at 1:58 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



USGS The National Map: Orthoimagery. Data refreshed October, 2020. 124°15'41"W 42°2'25"N





**CROW/CLAY & ASSOCIATES INC.**  
ARCHITECTURE AND PLANNING  
LAND USE AND INTERIORS

125 W. CENTRAL AVENUE, SUITE 400  
COOS BAY, OREGON 97420  
(541) 269-9388

**PROJECT NAME:** Beachfront RV Park Improvements / Port of Brookings-Harbor  
**PROJECT #:** 19005

**Addendum No. 1 for Beachfront RV Park Improvements**

The original Drawings and Specifications dated October 2020, are hereby modified and supplemented by this Addendum No. 1 dated November 4, 2020.

- Project bid date is postponed indefinitely.



END OF ADDENDUM NO. 1





# CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING  
LAND USE AND INTERIORS

November 4, 2020

Mr. Gary Dehlinger, Port Manager  
Port of Brookings Harbor  
portmanager@portofbrookingsharbor.com

**RE:** Beachfront RV Park Improvements  
**Project No.** 19005

Gary,

The floodplain elevation in the area of the planned restroom/laundry location is 25' rather than 21' as previously thought. After reviewing the Flood Damage Prevention Ordinance adopted by Curry County on November 16, 2018, I believe the following modifications to the documents would be required to keep the restrooms in their current location:

- Flood proof utilities to an elevation one (1) foot above base flood elevation (25' + 1' = 26').
- Raise lowest floor level up to one (1) foot above base flood elevation - 26'. Our current proposed floor level is 23.62' so we would need to elevate the floor slab on an additional 2.38'.
- Provide an ADA ramp up from road grade to floor slab level.
- Anchor the restroom and laundry structures to piling or concrete columns to prevent potential lateral or vertical movement.
- Provide Planning Department with a post construction certified finished floor elevation. Certification must be by a licensed surveyor.
- Submit a maintenance plan for building in case it floods.

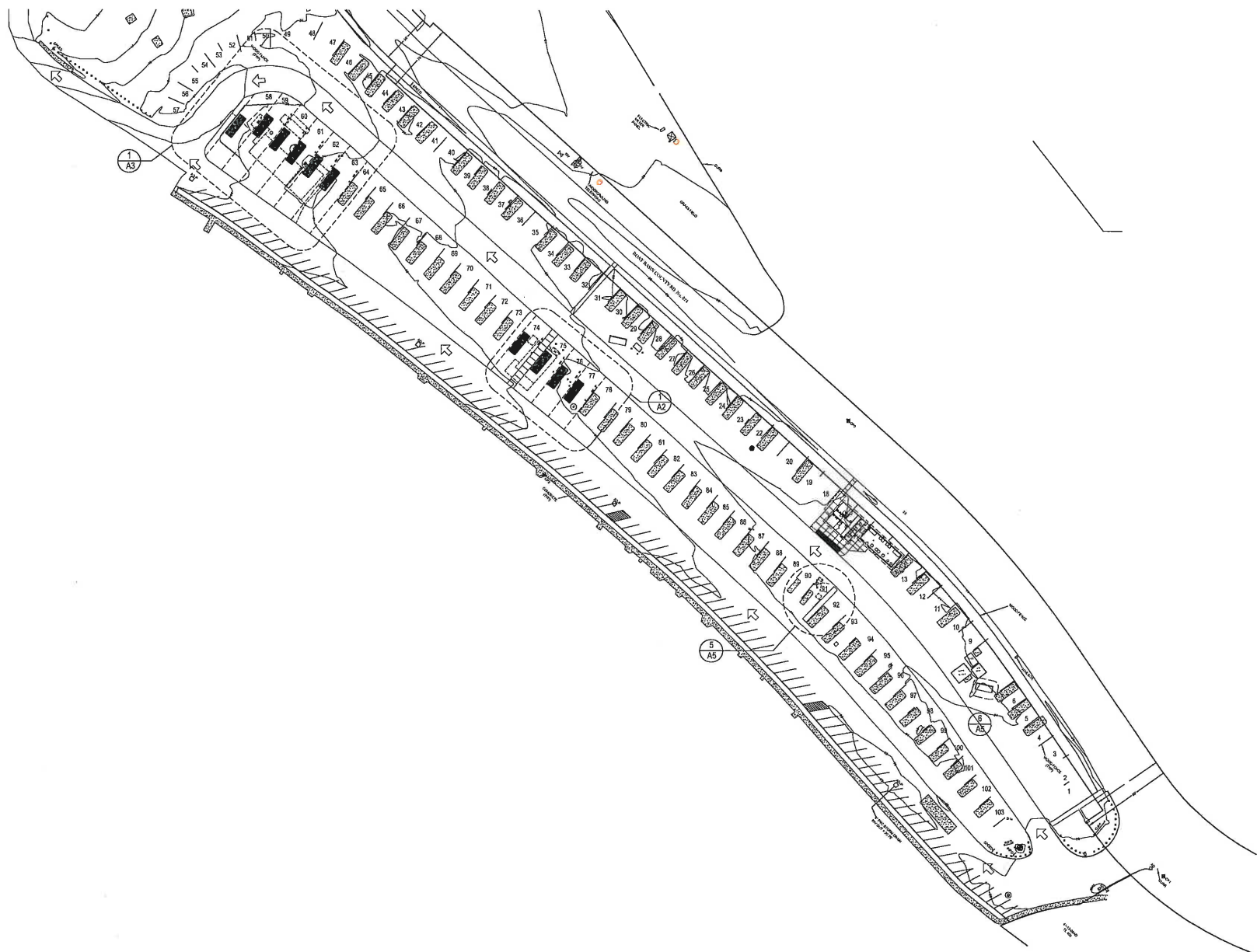
Relocating the buildings to RV sites 13, 14, 15 and 16 would eliminate the above requirements. That area of the RV park is not classified as being in the flood plan.

Changes to the construction drawings would be required, however, to show the building relocation and modifications needed for redesign of utilities.

Sincerely,

CROW/CLAY & ASSOCIATES INC.

Michael R. Crow, A.I.A.  
Principal



2 SITE PLAN SCALE: NTS

113 WEST CENTRAL AVENUE  
 SUITE 200  
 BROOKINGS, OREGON 97520  
 TEL: (541) 338-9388  
 www.crowclay.com

**CROW/CLAY & ASSOCIATES, INC.**  
 ARCHITECTURE AND PLANNING  
 LAND USE AND INTERIORS

PRELIMINARY

**PORT OF BROOKINGS HARBOR**  
 RV PARK -  
 BOAT BASIN ROAD  
 BROOKINGS, OREGON 97415

NO.	REVISIONS	DATE

OCTOBER 2020  
 PROJECT NO: 19005

A1.1

50



500-foot radius from Kite Field restroom and proposed new restroom, if moved to Sites 13, 14, 15 and 16.



## ACTION ITEM – D

---

**DATE:** November 17, 2020  
**RE:** Harbormaster and Maintenance Crew Office Space  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Couple months ago, Port Staff and Board discussed the idea of building a new office to meet State and Federal COVID-19 office workplace regulations. This month the COVID-19 workplace regulations became more stringent.
- The new workplace rules require office staff to wear face covering if anyone enters their office workspace. Our current Port Office has two office spaces that have continuous employee interaction because of the building layout. Two employees need to be relocated as well as field staff operations to reduce the interaction and meet the new workplace requirements.
- Moving the Harbormaster, Leadman and field crew out of the existing Port Office and into the relocated Port building would reduce the interaction between office staff and field staff.
- Last month, the Board approved the Boat Yard lease and the relocation of the Port operations. Inside the warehouse building the Port is moving into has one large office space. This one large office space can be made into three separate office spaces. Interior walls, doors, electrical and carpeting would be needed to complete this work.
- With the approval of Port legal counsel and the Board, the Port would submit all costs associated with the office space remodel to the Coronavirus Relief Fund for reimbursement. Port Staff believes these costs would fall under the CRF criteria for reimbursement.
- Estimated costs for the remodel could range between \$10,000 to \$15,000. Most of the carpentry work will be done with Port Staff. Electrical and carpet installation would be done by outside contractors.

### DOCUMENTS

- None

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve remodeling Port warehouse office to meet COVID-19 regulations and submit expenses to Coronavirus Relief Fund for reimbursement.

# INFORMATION ITEM – A

---

**DATE:** November 17, 2020  
**RE:** Fuel Dock Project  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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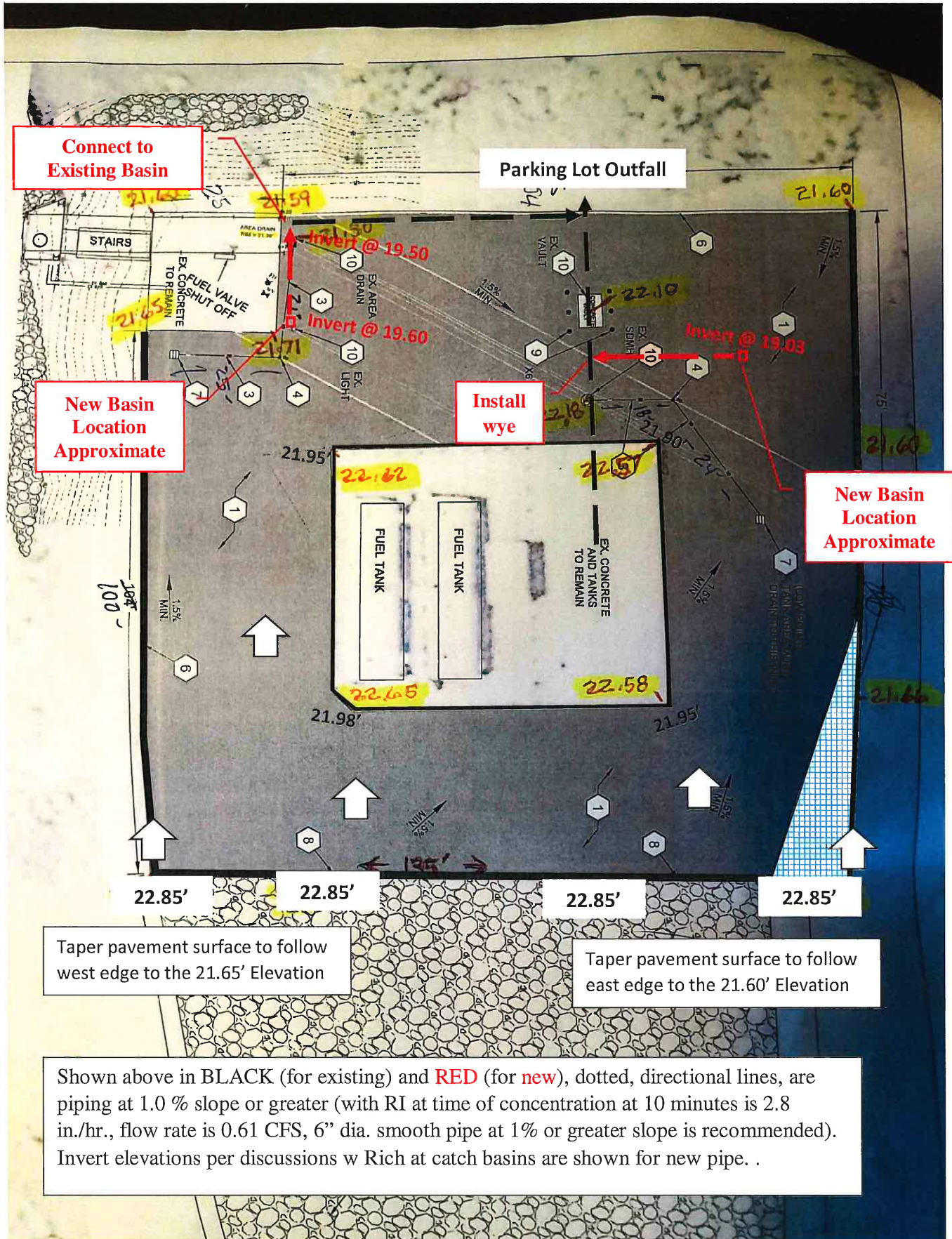
## OVERVIEW

- Legacy Contracting has delayed the fuel dock closure until December 14. Their pile driving equipment is on another project that had construction delays. Legacy said this will be the last delay for our project.
- Few changes were made around the aboveground fuel tanks to improve the drainage. Small area of asphalt will be added. Sewer pipe cleanout lid was found and was not shown on the drawings will need a cover. Concrete curb will be deleted. All these changes are recommended by Port Engineer Jack Akin/EMC Engineers, Legacy Contracting and Port Staff.
- Jack Akin/EMC Engineers will be available during the meeting for review and to answer any Board questions.

## DOCUMENTS

- Paving Plan with New Pipe Invert Elevations, 1 page
- Summary of Asphalt Paving and Drainage Clarifications and Revisions, 2 pages

## Paving Plan with New Pipe Invert Elevations



Taper pavement surface to follow west edge to the 21.65' Elevation

Taper pavement surface to follow east edge to the 21.60' Elevation

Shown above in BLACK (for existing) and RED (for new), dotted, directional lines, are piping at 1.0 % slope or greater (with RI at time of concentration at 10 minutes is 2.8 in./hr., flow rate is 0.61 CFS, 6" dia. smooth pipe at 1% or greater slope is recommended). Invert elevations per discussions w Rich at catch basins are shown for new pipe. .



## 11/04/20 Summary of Asphalt Paving and Drainage Clarifications and Revisions

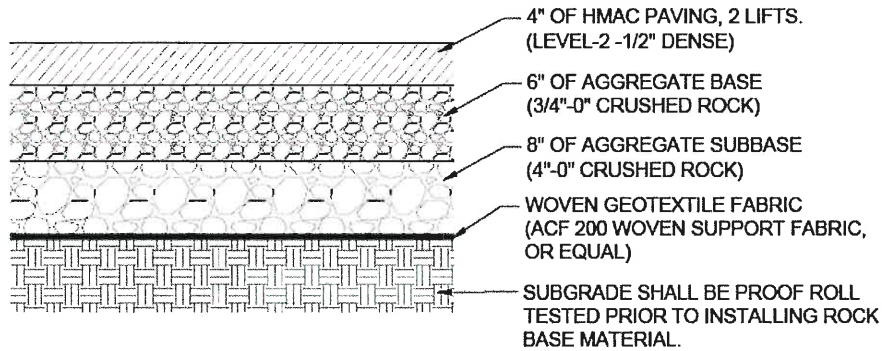
Referencing the Section of Sheet C10.0 with Legacy's on-site grades shown above (red ink, highlighted yellow), multiple discussions yesterday are summarized by the Items below:

1. Existing grades sloping to the edges of the planned asphalt pavement will be "built up" to elevations shown in BLACK, beginning with a build-up to 22.85' along the south pavement border. Thence the entire asphalt pavement construction will follow a continuous elevation taper along the west pavement edge northward to 21.65' elevation at the southwest corner of the concrete approach (producing about 1.2% slope northward), and along the east pavement edge northward to the 21.60' elevation at the northeast pavement corner (producing about 1.0% slope);
2. The BLACK cross-hatched corner shown above (about 600 sf) is to be added to the asphalt pavement footprint;
3. The fencing fabric along the east and south pavement edges will be removed and afterwards replaced by the Port to accommodate Item # 1 and #2;
4. The asphalt elevations will join with edges of the concrete pad about 8.0" below the concrete pad surface, at about, clockwise beginning at the NW pad corner, 21.95', 21.90', 21.91' and 21.98', shown above in BLACK;
5. Also shown above in BLACK (for existing) and RED (for new), dotted, directional lines, are piping at 1.0 % slope or greater (with RI at time of concentration at 10 minutes is 2.8 in./hr., flow rate is 276 gpm or 0.61 CFS, 6" dia. Smooth pipe at 1% or greater slope is recommended), catch basins and planned elevations at catch basin rims;
6. The found SS pipe vault (approximate footprint of 10" x 14") will be, after subgrade compaction, protected, if possible, with a manhole frame and cover;
7. The catch basin and piping, and planned elevations as shown above in BLACK, will be placed as shown above;
8. Excavation, material handling, subgrade preparation, sub-base, fabric, leveling course and asphalt builds must conform to Sheet C10.0 and 10.1 (shown below) and the Specifications Section of Bid Doc#5. Revisions RE material handling of all excavated spoils (e.g. spoils left on-Site instead of being hauled off and disposed) can be negotiated directly with Port Management, with credit against any change orders (e.g. additional paving of Item #2 and SS pipe vault protection of Item #6);
9. The concrete curbing construction called out in Sheet C10.0 Keynote, and C10.2 Curbing Detail may be eliminated, because grading and added asphalt achieves adequate stormwater containment.
10. Originally, based on conversation regarding concerns about volumes of excavated materials, the engineer-of-record (Jack Akin of EMC-Engineers/Scientists, LLC) was requested to generate an alternative asphalt section design. Port staff had thought that the construction area had been previously prepared with subgrade work, and that, perhaps, the existing subgrade may be in adequate condition. However, Rich McGinnis (please forgive if spelling is incorrect), Legacy excavator, during a discussion with Akin yesterday morning, dug to the underlying soil layer.

**11/04/20 Summary of Asphalt Paving and Drainage  
Clarifications and Revisions**

Though confirming that a sub-base had in fact been placed in the past, Rich noted that it has over the years degraded and so is not in good condition.

Therefore, unfortunately neither the Port nor the engineer-of-record can, with the data presently known, redesign the asphalt construction placed in the drawings (inserted below).



**NOTES**

1. AGGREGATE BASE AND SUBBASE SHALL BE INSTALLED IN MAXIMUM 6" LIFTS AND MECHANICALLY COMPACTED TO MINIMUM 98% OF THE MAXIMUM DENSITY IN ACCORDANCE WITH THE AASHTO T-99 METHOD.
2. JUST PRIOR TO PAVING, THE AGGREGATE BASE SHALL BE PROOF ROLLED. AGGREGATES THAT DO NOT PASS PROOF ROLL TESTING SHALL BE REMOVED, RECOMPACTED, AND TESTED AGAIN.
3. JUST PRIOR TO INSTALLING AGGREGATE BASE ROCK THE SUBGRADE SHALL BE PROOF ROLLED. SUBGRADE MATERIAL THAT DOES NOT PASS PROOF ROLL TESTING SHALL BE REMOVED AND ADDITIONAL CRUSHED ROCK INSTALLED.
4. PAVEMENT SECTION IS BASED ON THE ASSUMPTION THAT PAVEMENT CONSTRUCTION WILL BE ACCOMPLISHED DURING THE DRY SEASON.
5. PAVEMENTS SUBJECT TO CONSTRUCTION TRAFFIC MAY REQUIRE REPAIR.



**ASPHALT TYPICAL SECTION**

SCALE: NTS

Best regards

Jack Akin, MS, PE



## INFORMATION ITEM – B

---

**DATE:** November 17, 2020  
**RE:** Commercial Restroom/Shower Door Keypad Lock  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Port has a locksmith installing a door keypad lock on the commercial restroom/shower for only Port moorage users and transient recreational boaters.
- New keypad lock system should be completed November 9 or 10.
- Signs will be placed on the restroom door and at the transient dock to inform the public and guests.

### DOCUMENTS

- None

## INFORMATION ITEM – C

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**DATE:** November 17, 2020  
**RE:** Catalyst Seafood Outdoor Seating – Stage  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Catalyst Seafood relocated their stage and has provided the Port clarification of its intended use.
- Representative from Catalyst Seafood is scheduled to call-in to answer any questions from the Board.

### DOCUMENTS

- Email from Tony Baron, Catalyst Seafood with Map, 2 pages

**From:** Anthony Baron <whislr@charter.net>  
**Sent:** Wednesday, November 4, 2020 9:29 AM  
**To:** portmanager@portofbrookingsharbor.com  
**Subject:** Catalyst Seafood Outdoor Seating Area  
**Attachments:** CS event diagram.pdf

Gary,

It is our understanding that you have received an inquiry from a commissioner regarding the relocation of the stage. We had always intended to build an elevated platform near the new outdoor seating area as shown in the drawing submitted to your office prior to the July 21 meeting and shown on page 98 of the packet for that meeting. I understand that it was not labeled primarily because it may only be used as a stage one time a year for a large event typically on the 4<sup>th</sup> of July like we have had in the past. The majority of the time it will be an accessory space to our outdoor seating area. There are three potential options for the use of this space during a scheduled and approved event as shown in the attached drawing and described below.

Event Area A:  
Would serve small events within the outdoor seating area, within our leased area ( approx. 6-10 times a year)

Event Area B:  
Would serve as we have in the past a medium size event facing the gravel area within our leased area (approx. 1-2 times a year)

Event Area C:  
Would serve a large event, with port approval, in the gravel parking lot to the south outside of our leased area. (1 time a year)

During the Port Commission meeting the issue of parking came up. We are grateful the large gravel area to the South has been available for overflow parking and so we wanted to make our best effort to provide as much onsite parking as possible. We decided to remove the large stage shown on the plan in the packet in order to create more onsite parking.

I hope this answers any questions that the commissioners may have, feel free to contact me or share my contact information with them if they have any further questions.

Thanks

Tony Baron  
Catalyst Seafood

Sent from [Mail](#) for Windows 10



LOWER HARBOR ROAD

**BARON  
DESIGNS**  
ANTHONY BARON  
17241 S. PASSLEY RD  
BROOKINGS OREGON  
9715  
PH: (541) 661-4085

 **SITE PLAN**  
CATALYST SEAFOOD - PROPOSED OUTDOOR SEATING AREA

NO SCALE

## INFORMATION ITEM – D

---

**DATE:** November 17, 2020  
**RE:** Zola's on the Water Storage Expansion  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Zola's on the Water received permission to expand the storage footprint from the Board during a Special Meeting September 24, 2020. The expansion would include a larger storm drain, installing a larger refrigerated container, expand the kitchen and increase the concrete slab.
- Port Staff requested drawings and elevations of the proposed work prior to construction.
- Construction started without the Port receiving any drawings or permits. All construction was stopped, and ground restored. No permits or drawings were completed for this work. Construction will not start until drawings, permits and Port review are completed.
- Future work for tenants doing work on Port owned buildings or property should be completed by the Port at the expense of the tenant. This idea will be proposed to the Board to be included in our Best Management Practices at a future meeting.

### DOCUMENTS

- None

# INFORMATION ITEM – E

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**DATE:** November 17, 2020  
**RE:** FEMA 4432 and 4452 Project Planning  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- During the engineering and permitting phase of this project, Jack Akin was asked by Port Staff to consider the feasibility of installing a steel wall at the Boat Yard to offload commercial fishing equipment. Some of the costs installing the steel wall would be offset from the rock slope repair in this area.
- Jack Akin is also completing a feasibility study to purchase or lease a small dredge pump to perform the FEMA dredging in phases. This could reduce the mobilization and demobilization costs of a larger dredging project. Performing this work in phases would keep the cash flow in a reasonable amount the Port can handle. This would also reduce the amount of the Port being impacted all at once.

### Possible Phases and timeframes for In-Water Work:

- Phase 1, October 2021 thru March 2022, repair Basin 2 slopes (may include Boat Yard Steel Wall) and Basin 2 dredging along the Kite Field. Complete RV Park expansion into the Kite Field.
- Phase 2, October 2022 thru March 2023, Basin 2 dredging into the Boat Yard. Complete Boat Yard grading and paving.
- Phase 3, October 2023 thru March 2024, Basin 1 & 2 dredging into the gear storage area. Complete grading, install utilities, building roads and drainage system.
  - This phase would require the existing gear storage to be relocated permanently prior to the phase beginning. Depending on stormwater test results and DEQ Tier 2 engineer planning, the date could become earlier.
  - The current boat storage at the prior “Green Building” site would be relocated to other existing storage areas until full, remaining boats would be removed.
  - “Clean & Covered” crab pots only storage could be placed at the “Green Building” site.
  - Commercial fishing equipment could be storage in the boat yard. Hence, the idea for the steel wall at the boat yard.
- If the Port chooses to purchase a small dredge through FEMA, the dredge could become an in-house dredging program. Which means, the Port can dredge problem areas with its own method to reduce costs. Maintenance dredging in the basins is a very much needed program.
- If maintenance dredging does happen, the Port would need about half acre of land to handle the dredging spoils. This area would be a permanent dredge spoil disposal location capable of handling estimated 12,000 cubic yards annually. The water from the dredging would return into the existing storm drain adjacent to the area. Dredge spoils could then be sold or hauled off to local quarry companies.

## DOCUMENTS

- Strategic Business Map, 1 page
- FEMA 4432 & 4452 Project Map, 1 page
- Boat Yard Drawing, 1 page



- |  |  |                                     |                                  |
|--|--|-------------------------------------|----------------------------------|
| 1 Third Retail / Professional Building     | 5 Self-Storage Buildings                       | 9 Boat Yard Upgrade                 | Pedestrian Sidewalks             |
| 2 Professional / Sheriff / Port Offices    | 6 Receiving Dock Upgrades / Relocate Ice House | 10 Public – Private Partnership     | Round-Abouts Entryways           |
| 3 Boardwalk Expansion                      | 7 Port Wastewater Treatment Plant              | 11 RV Park Development/Improvements | Roads / Utility Easements        |
| 4 Public Parking / Boat Rinse / Playground | 8 Boat Shop Relocation                         | Facility Upgrades                   | Public / Private Partnership     |
|  |  | Public Amenities                    | Commercial / Marine Improvements |



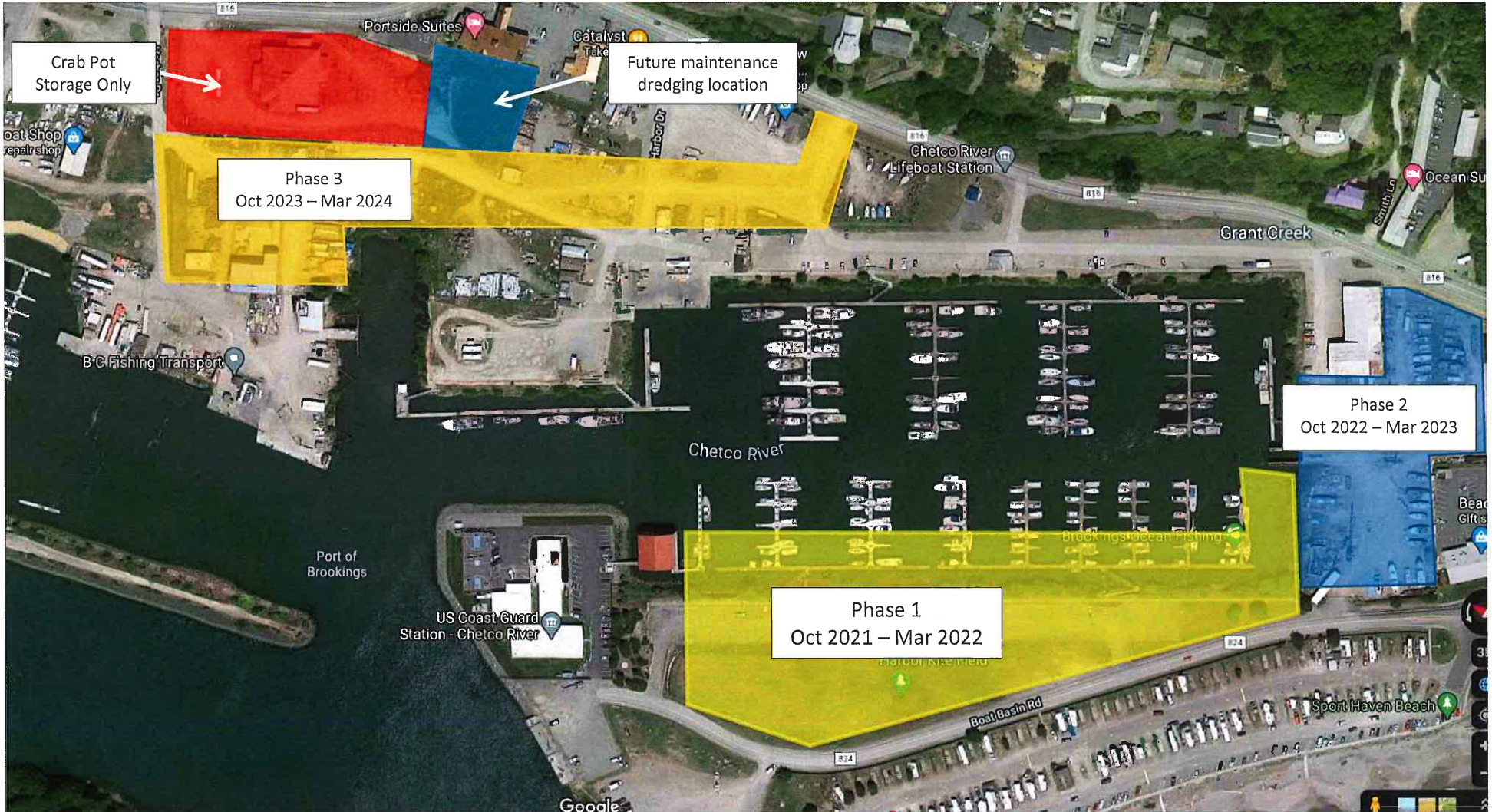
## Port of Brookings Harbor – Project Opportunities

Curry County, Oregon | Concept Plan – Figure 4 | July 2020





# FEMA 4432 & 4452 Projects

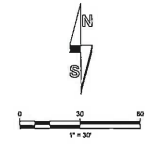




# BOAT YARD



**PLAN VIEW - PARKING LOT 2**  
SCALE: 1"=20'-0" (24x36) 1"=40'-0" (11x17)



**GENERAL NOTES**

- EXISTING GROUND SHOWN IS FROM COUNTY RECORD DATA AND HAS NOT BEEN SURVEYED.
- STORM WATER DETENTION WILL BE REQUIRED.
- STORM WATER PIPE SIZES & PROFILES FOR STORM WATER SYSTEM TO BE PROVIDED IN CONSTRUCTION DOCUMENTS.

**FILL VOLUME**

6,950 CY

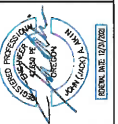
**CUT VOLUME**

80 CY


Greenville • Jacksonville • Meridian, OR  
 1000 W. 10th Street, Suite 100, Meridian, OR 97036  
 503.251.1234 • www.emc-engineers.com

**EMC**

Engineers/Scientists, LLC or its designee/affiliate



**PORT OF BROOKINGS HARBOR**  
 1630 LOWER HARBOR ROAD, BROOKINGS, OR 97415  
**HMG DR-4452**  
**2020 IMPROVEMENTS**

DRAWN BY: TAM  
 DATE: 09/01/20  
 JOB NO: 20-XXX

**C5.0**  
 PARKING LOT 2  
 PLAN VIEW