

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

**TENTATIVE AGENDA**

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF AGENDA - CONSENT ITEMS**

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

**4. MANAGEMENT REPORTS**

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**7. COMMISSIONER COMMENTS**

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

**9. ADJOURNMENT**

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

**Tuesday, October 15, 2019**

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.

**1. Call Meeting to Order:**

- I. Pledge of Allegiance**
- II. Roll Call:**
  - Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap via phone, and Kenneth Range.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- III. Modifications, Additions, and Changes to the Agenda:**
  - Port Manager requested to add Action Item L, Green Building Demo Contract
  - Heap made a motion to approve the agenda as amended. Second by Speir. **Motion passed 5-0.**
  - There was no other modification, additions, or changes to the agenda.
- IV. Declaration of Potential Conflicts of Interest:**
  - Commissioner Speir declared a conflict of interest to Action Item E.
  - There was no other declaration of potential conflicts of interest.

**2. Approval of Agenda – Consent Items:**

- A. Approved Minutes of Regular Meeting Tuesday, September 24, 2019:**
  - I. Heap made a motion to approve Regular Meeting Minutes. Second by Hartung. **Motion passed 5-0.**

**3. Public Comments:**

- I. There was no public comments.

**4. Management Reports:**

- A. Financial Report – September 2019:**
  - I. Port Manager presented Financial Report.
  - II. Commission discussed item.
  - III. Hartung made a motion to approve the Financial Report for September 2019. Second by Speir. **Motion passed 5-0.**
- B. Port Manager Report – September 2019:**
  - I. Chairman presented item.
  - II. Speir made a motion to approve the Port Manager Report for September 2019. Second by Heap. **Motion passed 5-0.**

- C. **Harbormaster Report – September 2019:**
  - I. Harbormaster presented Harbormaster Report.
  - II. Commission discussed item
  - III. Speir made a motion to approve the Harbormaster Report for September 2019. Second by Heap. **Motion passed 5-0.**

5. **Action Items:**

- A. **Draft Ordinance No. 24 Dinghies Amendment (Second and Final Reading):**
  - I. Chairman presented item.
  - II. Heap made a motion to approve Ordinance No. 24 Dinghies, reading by title only, amendment to Section 4.34 of Part IV, Specific Rules and Regulations of Ordinance No, 1-1998. An Ordinance of the Board of Commissioners of the Port of Brookings Harbor. Second by Speir. **Motion passed 5-0.**
- B. **Resolution No. 527 Port Rates 2019-20 Amendment:**
  - I. Chairman presented item.
  - II. Range made a motion to approve draft Resolution No. 527 Port Rates 2019-20. Second by Speir. **Motion passed 5-0.**
- C. **Resolution No. 528 Correcting Resolution Numbers:**
  - I. Chairman presented item.
  - II. Speir made a motion to approve draft Resolution No. 528 Correcting Resolution Numbers. Second by Hartung. **Motion passed 5-0.**
- D. **CBN Lease Extension Amendment No. 1:**
  - I. Chairman presented item.
  - II. Hartung made a motion to approve CBN Lease Amendment No. 1. Second by Speir. **Motion passed 5-0.**
- E. **Joe Speir – Vessel Miss Emilie Lease Extension Amendment No. 1:**
  - I. Chairman presented item.
  - II. Range made a motion to accept Joe Speir – Vessel Miss Emilie Lease Extension Amendment No. 1. Second by Heap. **Motion passed 4-0.**
- F. **FEMA DR-4452-OR Contact – April 6 Declared Disaster:**
  - I. Chairman presented item.
  - II. Heap made a motion to OEM Infrastructure Contract DR-4452-OR and allow the Port Manager to sign documents as needed to proceed with FEMA disaster relief repairs. Second by Range. **Motion passed 5-0.**
- G. **Hazard Mitigation Grant Program Projects:**
  - I. Chairman presented item.
  - II. Speir made a motion to approve working on applications for Basin 2 slope repairs, dredging, seawall at RV Park and receiving dock repair (Pac Choice). Authorize Port Manager or designee to sign documents for the applications to Pre-Disaster Mitigation Grants.

- III. Commission discussed item.
- IV. Second by Heap. **Motion passed 5-0.**

**H. City of Brookings Police Patrol at Port:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.
- IV. Range made a motion to table item indefinitely and revisit item when needed. Second by Hartung. **Motion passed 5-0.**

**I. New RV Park Restroom Building Color:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to select the color that is the closest to the retail center color as possible. Second by Speir. **Motion passed 5-0.**

**J. SDAO 2020 Annual Conference:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.
- IV. Commission moved discussion back to the commission.
- V. Heap made a motion to approve all commissioners, Port Staff and Port Manager travel expenses to attend SDAO 2020 Annual Conference in Seaside, Oregon from February 6 thru 9, 2020. Second by Hartung. **Motion passed 5-0.**

**K. RV Park Restroom Loan Application Request:**

- I. Chairman presented item.
- II. Commission discussed item.
- III. Range made a motion to approve Port Manager or designee to sign loan application paperwork with Umpqua Bank for amount of \$400,000 to purchase a new restroom and install five new pull-thru sites and Beachfront RV Park. Final loan documents to be approved and signed by Board of Commissioners. Second by Speir. **Motion passed 5-0.**

**L. Green Building Demo Contract:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to approve Allied Roofing and Construction contract as long as he is licensed to do the work. Second by Heap. **Motion passed 5-0.**
- IV. Commission allowed public comments.

**6. Information Items:**

**A. Feral Cat House Committee:**

- I. Administrative Assistant presented item.

**B. Art on the Boardwalk:**

- I. Administrative Assistant presented item.
- II. Commission discussed item.

**C. Flying Service Flags:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.

**7. Commissioner Comments:**

- I. Commissioners reported on their recent activities.
- II. Range requested ladders be installed at launch ramps.
- III. Commission allowed public comments.

**8. Next Regular Meeting Date – November 19, 2019, 6:00 pm**

**9. Adjournment:**

Chairman adjourned the meeting at 7:00 pm.

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Secretary, 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)*

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

**Wednesday, October 16, 2019**

The Port of Brookings Harbor District met in a joint workshop with Curry County Board of Commissioners on the above date at 2:00 P.M. open session at the Commissioners' Hearing Room, Courthouse Annex 94235 Moore Street Gold Beach, OR 97415.

**1. Curry County Commissioners and Port of Brookings Harbor Commissioners Joint Meeting Workshop:**

**A. Following Curry County Commissioners Workshop Meeting Agenda:**

**2. Workshop Items:**

**A. County Culverts entering Port Property – Maintenance and Material Deposits:**

- i. Port Manager presented item.
- ii. Curry County Board of Commissioners asked some questions to Curry County Roadmaster, Richard Christensen, and believes sediment is coming from Harbor Hills area.
- iii. Port Manager continued presenting item, but believes sediment is coming from the Chetco Bar Fire.
- iv. Port Harbormaster informed the Boards of what DEQ is requiring.
- v. Julie Schmelzer suggested grant ideas and ideas moving forward to clean the culverts.
- vi. Commission discussed item.
- vii. Mrs. Schmelzer suggested coordinating a meeting with staff, Road Department, Emergency Management, and the Port to talk with Governors Regional Solutions Team, Alex Campbell and explain the problems and ask for funding and support.
- viii. Both Boards agreed to work on the culvert clean up together, 50/50.

**B. The Role of the Port in Curry County Economic Development:**

- i. Commissioner Pasch discussed looking into corporate money and bringing it into Curry County, and bring a Ferris wheel to the Port, or a gondola cable car.
- ii. Mrs. Schmelzer discussed the Port's RV Park partnering with the County. The County would be eligible to lease the property, County would run maintenance and oversee operations, County would receive State licensing fees and 20% net revenue and the Port would receive 80% net revenue. Because of this the County would be able to rebuild the bathrooms and maybe place removable steel piling in the parking lot. The County would not own the park but would be helping the Port so they can spend money on other infrastructure needs.
- iii. The County also suggested to join the port's art group to throw out some ideas.

iv. County also offered helping market the Port to promote tourism.

**3. Adjournment:**

Curry County Board of Commissioners Chairman adjourned the meeting at 3:25 pm.

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Secretary, Sharon Hartung

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Date Signed

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

**Thursday, October 24, 2019**

The Port of Brookings Harbor District met in regular session on the above date at 10:00 A.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

**1. Call Meeting to Order:**

**I. Pledge of Allegiance**

**II. Roll Call:**

- Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis via phone, Vice Chairman Richard Heap, and Kenneth Range.
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, and Harbormaster Travis Webster.

**III. Modifications, Additions, and Changes to the Agenda:**

- There was no modifications, additions or changes to the agenda.

**IV. Declaration of Potential Conflicts of Interest:**

- There was no declaration of potential conflicts of interest.

**2. Approval of Agenda:**

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

**3. Public Comments:**

- I. No public comments.

**4. Action Items:**

**A. Curry County Plan for Beachfront RV Park:**

- I. Port Manager presented item, and moved the discussion to Josh Hopkins Curry County Parks Director and Julie Schmelzer Curry County Director of Operations.
- II. Mr. Hopkins presented item.
- III. Commission discussed item.
- IV. Range made a motion to create a draft contract with a working group which would include two of our commissioners, Port Manager, and staff to meet with the County representatives as soon as possible and work on it. And to cancel the loan request and constructions drawing for the pull out sites. Second by Speir. **Motion Passed 5-0.**

**B. Crow/Clay Associates RV Park Conceptual Reconstruction Review:**

- I. Mr. Crow presented item.
- II. Range had pictures of Crow/Clay's restrooms to present.
- III. Commission went into recess.
- IV. Commission went back into session.
- V. Commission discussed item.



- VI. Hartung made a motion that if Board accepts Curry County Plan for the RV Park to cancel the development of RV Park conceptual drawings for reconfiguration of the entrance and new RV Park office, laundromat, restroom, mini-mart and hotel type rooms. Second by no one. Motion failed due to lack of a second.
- VII. Range made a motion to continue this until our next meeting for a decision. Second by Speir. **Motion passed 4-0.**

**C. Seawall Alternatives Review:**

- I. Jack Akin presented item.
  - II. Commission discussed item.
  - III. Hartung made a motion for the design of the seawall to go with timbers. Second by Range. **Motion passed 4-0.**
  - IV. Hartung made a motion to direct port manager to pursue a pre disaster grant and to have the committee then work with the County. Second by Speir. **Motion passed 4-0.**
- Range and Speir volunteered to be on the RV Park sub-committee to review the county's draft lease.
  - Vice Chairman appointed Range and Speir to be on the sub-committee.

**5. Information Items:**

A. None

**6. Next Regular Meeting Date – November 19, 2019, 6:00 pm**

**7. Adjournment:**

Vice Chairman adjourned the meeting at 11:38 am.

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Secretary, Sharon Hartung

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Date Signed

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# FINANCIAL REPORT

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**DATE:** November 19, 2019  
**RE:** Month End Report of Financial Activities for October 2019  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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Cash Basis – October 2019

**General Port Operations – Net Income (\$61,856)**

- Program Revenues \$213,623
- Operation Expenses \$275,479

**Non-Operation – Net Income (\$10,924)**

- Non-Operating Revenue {Tax Appropriations, Interest & Dividends, Inter-fund Transfers, FEMA & Grant Revenue & Misc. Income} - \$74,621
- Non-Operating Expenses {FEMA & Grant Expenses & Loan Payments Expense, Inter-fund Transfers, Capital Outlay} - \$85,545

**October – Net Income (\$72,780)**

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**Breakdown of General Port Operations**

**ADMINISTRATION – Operating Net Income (\$51,206)**

- Revenue \$4,117
- Expenses \$55,323

**HIGHLIGHTED EXPENSES**

\$33,966 for Personnel Services – includes payroll and benefits  
\$3,927 to Intuit for subscription of QuickBooks – annual fee  
\$549 to Oregon Government Ethics – Annual Assessment for FY 7/1/19-6/30/20  
\$9,578 to SDAO for annual membership  
\$1,620 to Scribbles for annual support plan (Marina Software)

**BEACHFRONT RV PARK – Operating Net Income \$11,126**

- Revenue \$36,821
- Expenses \$25,695

*(Reserve Amount for Depreciation \$1,702 and Loan Payment Amount \$5,063, not factored)*

**HIGHLIGHTED EXPENSES**

\$5,164 to CTR - trash removal  
\$5,428 to Coos Curry Electric – electric service for September and October  
\$1,916 to Arcadia Environmental – Removal of asbestos at RV Park women's restroom  
\$1,099 to Crow/Clay & Associates – Architecture for RV Park Restoration  
\$940 to EMC Engineering / Scientists for Seawall Alternatives  
\$1,979 to South Coast Knight Security - Security Patrol for September 2019  
\$3,467 to Curry County & State of Oregon – Lodging Taxes 3<sup>rd</sup> Qtr. 2019

**BOAT YARD – Operating Net Income \$24,352**

- Revenue \$28,372
- Expenses \$4,020

*(Reserve Amount for Depreciation \$2,275 and Loan Payment Amount \$6,024, not factored)*

**HIGHLIGHTED EXPENSES**

\$1,825 to CTR - trash removal.

**COMMERCIAL / RETAIL LEASES – Operating Net Income (\$32,032)**

- Revenue \$49,957
- Expenses \$81,989

*(Reserve Amount for Depreciation \$10,727 and Loan Payment Amount \$11,236, not factored)*

**HIGHLIGHTED EXPENSES**

\$29,850 to Strahm's Sealcoat & Striping - final payment for Sealcoat & Striping Commercial Retail Parking Lot

\$4,163 to Harbor Sanitary District for sewer

\$1,732 to Coos Curry Electric – Electrical Service for September & October 2019

\$1,004 to CTR – trash removal

\$8,798 to 5-R Excavation – Extras requested for asphalt paving in Commercial Retail Parking Lot

\$11,421 to 5-R Excavation – Demolish planter areas, Auger post holes for bollards, and installation of electrical conduit and boxes for power re-location in Commercial Retail Parking Lot

\$2,331 Repairs to Suite 102 & 103 for Pithitude

\$15,150 to Tidewater Contractors – Asphalt for Commercial Retail Parking Lot

\$2,780 to EMC Engineering for review of flagpoles structural analyses and report

**FUEL DOCK – Operating Net Income (\$19,174)**

- Revenue \$47,468
- Expenses \$66,430

*(Reserve Amount for Depreciation \$833 and Loan Payment Amount \$1,754 not factored)*

**HIGHLIGHTED EXPENSES**

\$61,109 purchasing petroleum product from Carson and Tyree Oil.

\$1,435 to Esco Products - Rebuild Kit for DC-RS-50 for moisture/descant separators on Fuel Tank

\$2,288 – Elavon for Merchant Service Fees

Gas and Diesel Pumped in October:

- Diesel – 16,096 gallons
- Gas – 322 gallons

**MARINA – Operating Net Income \$8,756**

- Revenue \$50,270
- Expenses \$41,514
- *(Reserve Amount for Depreciation \$14,867 and Loan Payment Amount \$14,913, not factored)*

**HIGHLIGHTED EXPENSES**

\$1,012 to John's Portable Welding -Fabricate post attachments for new security gates at gangway accesses & Repair and weld strongbacks on dock hooks

\$20,091 – Payroll/Wages only

\$7,355 to Coos Curry Electric - electric service for September and October

\$1,979 to South Coast Knight Security - Security Patrol for September 2019

\$2,704 to Harbor Sanitary District for sewer service

\$1,106 to Harbor Water District for water service

\$525 to CTR - trash removal

\$520 to Curry Equipment - 3" water pump for Marina inventory

\$959 to Bullet Rental - Excavator Rental for disposal of vessel: KASHMERE

\$420 to SO Backflow Techs – annual backflow test

\$1,000 to Desi's Tree Trimming - Labor to remove vegetation behind boatyard

\$450 to EMC Engineering - Boarding handrail analyses and report

**PROPERTY GROUND USE – Operating Net Income (198)**

- Revenue \$100
  - Expense \$298 (Electrical meters)
- 

**Other Port Funds**

**Misc. Non-Operating & Transfers from General Fund**

- Total transfers to Debt Service Fund \$30,292
- Total transfers to Bond Debt Fund \$10,843
- Total transfers to Capital Projects Fund \$9,398
- Total transfers to Reserve Fund \$10,417

**CAPITAL PROJECTS – NET INCOME (\$9,002)**

- Revenue & Transfers \$9,398
- Expenses & Transfers \$18,400

\$8,084 Transferred to General Funds – Monies received for “old” pilings from Basin 1 Piling Project

Projects in progress (*project completed, payment request submitted to PA/HMP & HMGP*):

1. Basin 1 Piling, Project 65 – *FEMA PW319 Basin 1 Piling Projects expenses, to be reimbursed 100%*

**DEBT SERVICE FUND – NET INCOME \$24,245**

- Revenue & Transfers \$30,441
- Expenses/Loan Payments *including principle & interest* \$6,196

**USDA REVENUE BOND FUND – NET INCOME \$11,116**

- Revenue & Transfers \$11,116
- Expenses & Transfers \$0

**RESERVE FUND – NET INCOME \$10,568**

- Revenue & Transfers \$10,568
  - Expenses & Transfers \$0
- 

**DOCUMENTS**

- Fund Balance Report, 1 page
  - Finance Debt Monthly Report, 1 page
  - Profit & Loss, 2 pages
  - Profit & Loss Budget Performance, 3 pages
  - Check Register, 4 pages
- 

**COMMISSIONERS ACTION**

**Recommended Motion:**

Motion to accept Financial Report as presented.





# PORT of BROOKINGS HARBOR

## FINANCE DEBT MONTHLY REPORT

**Date:** November 19, 2019  
**Period:** October 2019  
**To:** Gary Dehlinger, General Manager  
**Issued By:** Kim Boom, Financial Officer

### Debt Service and USDA Revenue Bond Payments

- IFA
  - L98004/Basin 2 Dock Improvement  
PRINCIPAL BALANCE ...\$105,963.17    INTEREST BALANCE...\$312,338.92
  - X03004/Eureka Fishery-Property Improvement  
PRINCIPAL BALANCE ...\$196,767.18    INTEREST BALANCE...\$197,881.55
  - 520139/Boardwalk  
PRINCIPAL BALANCE ...\$56,901.77    INTEREST BALANCE...\$175,540.26
  - 525172/RV Park Improvement  
PRINCIPAL BALANCE ...\$119,732.13    INTEREST BALANCE...\$138,594.25
  - 525176/Green Bldg.  
PRINCIPAL BALANCE ...\$277,108.49    INTEREST BALANCE...\$263,665.71
  - 525181/Eureka Fishery-Property Purchase  
PRINCIPAL BALANCE ...\$183,909.82    INTEREST BALANCE...\$347,562.39
  - L02001/Marine Fueling Dock  
PRINCIPAL BALANCE ...\$178,939.56    INTEREST BALANCE...\$240,371.49
  - L02009/Cold Storage  
PRINCIPAL BALANCE ...\$725,224.34    INTEREST BALANCE...\$1,025,118.15
- IFA TOTAL PRINCIPLE BALANCE as of June 30, 2019...\$1,844,546.45
- IFA TOTAL ACCURED INTEREST as of June 30, 2019...\$3,045,171.28
- Travelift - \$4659.00 paid to m2Lease  
BALANCE...\$200,048.88
- 2018 Genie Reach Forklift - \$1464.71 paid to Umpqua Bank  
BALANCE...\$79,869.39
- Land Purchase – paid to Kyle Aubin/Tidewaters \$72.00  
BALANCE... \$14,832.00
- USDA Revenue Bond - \$130,120 paid annually to USDA  
BALANCE...\$1,153,055.47

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

	<u>Oct 19</u>
<b>Income</b>	
<b>400 · REVENUES</b>	
<b>410 · GENERAL REVENUES</b>	
10412 · Property Tax Current	334.85
10413 · Property Tax Prior	385.78
10414 · Interest General Fund	376.01
10418 · Miscellaneous	3,067.70
10419 · Transfer to General Fund	9,007.19
20414 · Interest Revenue Bond Fund	272.64
20419 · Transfer to USDA Bond Fund	10,843.00
30414 · Interest Debt Service Fund	77.05
30419 · Transfer to Debt Service Fund	30,291.71
40419 · Transfer to Capital Project	9,397.50
50414 · Interest Reserve Fund	150.75
50419 · Transfer to Reserve Fund	10,417.00
<b>Total 410 · GENERAL REVENUES</b>	<u>74,621.18</u>
<b>420 · PROGRAM REVENUES</b>	
<b>10421 · MARINA</b>	
<b>10421.2 · Moorage</b>	
10421.3 · Commercial Slip Rent	11,644.92
10421.4 · Recreational Slip Rent	30,173.48
10421.5 · Transient	1,491.07
10421.6 · Liveaboard	1,462.50
10421.7 · Balance Forward	391.62
<b>Total 10421.2 · Moorage</b>	<u>45,183.59</u>
10421.8 · Storage	4,958.00
10421 · MARINA - Other	456.00
<b>Total 10421 · MARINA</b>	<u>50,577.59</u>
10421.9 · Administration Fees	328.65
<b>10422 · BEACHFRONT RV PARK</b>	
10422.1 · Space Rental	36,580.87
10422.2 · Wood Sales	180.01
10422.3 · Other Sales	60.00
<b>Total 10422 · BEACHFRONT RV PARK</b>	<u>36,820.88</u>
10423 · BOATYARD	28,371.59
10424 · COMMERCIAL RETAIL	49,956.59
10425 · FUEL DOCK	47,467.64
10426 · PROPERTY GROUND EVENT USE	100.00
<b>Total 420 · PROGRAM REVENUES</b>	<u>213,622.94</u>
<b>Total 400 · REVENUES</b>	<u>288,244.12</u>
<b>Total Income</b>	<u>288,244.12</u>
<b>Gross Profit</b>	<u>288,244.12</u>
<b>Expense</b>	
<b>500 · PERSONNEL SERVICES</b>	
10501 · Port Manager	6,058.08
10502 · Port Office Staff	9,876.73
10503 · RV Park Office Staff	2,578.31
10504 · Operations Staff	19,868.41
<b>10505 · Overtime</b>	
10505.1 · Office	526.06
10505.2 · Operations	226.89
<b>Total 10505 · Overtime</b>	<u>752.95</u>
<b>10506 · Payroll Taxes/Costs/Benefits</b>	
10506.2 · Sick Leave Benefit	919.77
10506.3 · Vacation	1,920.34
<b>10506.5 · SEP Retirement</b>	
10506.6 · Office	1,340.69
10506.7 · Operations	1,515.65
10506.8 · Port Manager	605.80
<b>Total 10506.5 · SEP Retirement</b>	<u>3,462.14</u>

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

	<u>Oct 19</u>
10510 · Bonus/Emergency Response	207.90
10506 · Payroll Taxes/Costs/Benefits - Other	4,120.96
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>10,631.11</b>
10509 · Health Care and Dental	7,163.64
<b>Total 500 · PERSONNEL SERVICES</b>	<b>58,929.23</b>
<b>600 · MATERIALS &amp; SERVICES</b>	
10601 · ADVERTISING & NOTIFICATIONS	855.88
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	62,806.64
10602.2 · Services/Supplies/Contracts	26,592.05
10602.3 · Tools & Equipment Purchases	55.98
10602.4 · Supplies & Services	438.98
10602 · REPAIRS & MAINTENANCE - Other	331.52
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>90,225.17</b>
10603 · FUEL purchased for resale	61,109.32
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	15,203.06
10605.2 · Water, Sanitary & Waste	17,199.92
10605.3 · Telecommunications & Cable TV	1,188.80
10605 · UTILITIES - Other	41.06
<b>Total 10605 · UTILITIES</b>	<b>33,632.83</b>
10606 · OFFICE EXPENSE	16,243.58
10607 · BANK SERVICE & FINANCE FEES	4,811.49
10608 · TRAINING & TRAVEL	552.35
10609 · PERMITS, LICENSES, TAXES & MISC	
10609.1 · Lodging Taxes	3,467.41
10609 · PERMITS, LICENSES, TAXES & MISC - Other	5.00
<b>Total 10609 · PERMITS, LICENSES, TAXES &amp; MISC</b>	<b>3,472.41</b>
10611 · PROFESSIONAL FEES	
10611.4 · Engineering/Consultant	4,410.00
10611.5 · Architecture & Planning	1,099.24
10611 · PROFESSIONAL FEES - Other	2,138.07
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>7,647.31</b>
40611 · Engineering/Consultants	9,392.50
<b>Total 600 · MATERIALS &amp; SERVICES</b>	<b>227,942.84</b>
<b>800 · DEBT SERVICE</b>	
801 · Principal	
30803P · 50 BFMII Travellift Principal	3,723.52
30804P · 2018 Genie Forklift Principal	1,059.89
30805P · Property Purch-Kyle Aubin Prin.	72.00
<b>Total 801 · Principal</b>	<b>4,855.41</b>
810 · Interest Payments	
30813P · 50 BFMII Travellift Interest	935.48
30814P · 2018 Genie Forklift Interest	404.82
<b>Total 810 · Interest Payments</b>	<b>1,340.30</b>
<b>Total 800 · DEBT SERVICE</b>	<b>6,195.71</b>
<b>900 · Operating Transfers Out</b>	
10900 · Operating Transfers Out General	60,949.21
40900 · Operating Transfers Out Capital	9,007.19
<b>Total 900 · Operating Transfers Out</b>	<b>69,956.40</b>
<b>Total Expense</b>	<b>381,024.18</b>
<b>Net Income</b>	<b>-72,780.06</b>



## Port of Brookings Harbor Profit & Loss Budget Performance July through October 2019

	<u>Jul - Oct 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>410 · GENERAL REVENUES</b>			
10411 · Cash Carry Over		546,386.00	
10417 · Assets Sales	100.00	5,066.00	1.97%
30414 · Interest Debt Service Fund	445.74	600.00	74.29%
20414 · Interest Revenue Bond Fund	1,064.02	700.00	152.0%
10414 · Interest General Fund	1,095.88	7,304.00	15.0%
10413 · Property Tax Prior	2,102.82	9,000.00	23.37%
10412 · Property Tax Current	3,000.48	225,000.00	1.33%
10418 · Miscellaneous	3,055.87	20,657.00	14.79%
50419 · Transfer to Reserve Fund	41,688.00	125,000.00	33.35%
20419 · Transfer to USDA Bond Fund	43,372.00	130,120.00	33.33%
40416 · Government Funding			
40416.1 · Grant Funding	68,635.75	4,785.00	1,434.39%
<b>Total 40416 · Government Funding</b>	<b>68,635.75</b>	<b>4,785.00</b>	<b>1,434.39%</b>
30419 · Transfer to Debt Service Fund	121,166.84	363,748.00	33.31%
<b>Total 410 · GENERAL REVENUES</b>	<b>285,727.40</b>	<b>1,438,366.00</b>	<b>19.87%</b>
<b>420 · PROGRAM REVENUES</b>			
10426 · PROPERTY GROUND EVENT USE	5,169.15	8,926.00	57.91%
10423 · BOATYARD	47,552.47	93,974.00	50.6%
10424 · COMMERCIAL RETAIL	172,377.98	519,402.00	33.19%
10421 · MARINA	268,402.11	654,707.00	41.0%
10422 · BEACHFRONT RV PARK	287,201.54	556,869.00	51.57%
10425 · FUEL DOCK	470,223.14	581,596.00	80.85%
<b>Total 420 · PROGRAM REVENUES</b>	<b>1,250,926.39</b>	<b>2,415,474.00</b>	<b>51.79%</b>
<b>Total 400 · REVENUES</b>	<b>1,536,653.79</b>	<b>3,853,840.00</b>	<b>39.87%</b>
<b>Total Income</b>	<b>1,536,653.79</b>	<b>3,853,840.00</b>	<b>39.87%</b>
<b>Gross Profit</b>	<b>1,536,653.79</b>	<b>3,853,840.00</b>	<b>39.87%</b>
<b>Expense</b>			
920 · OPERATING CONTINGENCY		10,149.00	
<b>930 · Fund Balances</b>			
10930 · Unappropriated Balance GF		40,000.00	
20930 · Unappropriated Balance-USDA		99,095.00	
30930 · Unappropriated Balance Debt		23,602.00	
40930 · Unappropriated Balance Capt Pro		25,000.00	
50930 · Unappropriated Balance Reserve		149,390.00	
<b>Total 930 · Fund Balances</b>		<b>337,087.00</b>	
<b>700 · CAPITAL OUTLAY</b>			
40702 · Land Improvement - Capt Proj		4,785.00	
10702 · Land Improvements		90,000.00	
10704 · Equipment	24,924.41	25,000.00	99.7%
<b>Total 700 · CAPITAL OUTLAY</b>	<b>24,924.41</b>	<b>119,785.00</b>	<b>20.81%</b>

## Port of Brookings Harbor Profit & Loss Budget Performance July through October 2019

	Jul - Oct 19	Budget	% of Budget
<b>800 · DEBT SERVICE</b>			
<b>810 · Interest Payments</b>			
20810 · USDA Revenue Bond Interest		57,633.00	
30814P · 2018 Genie Forklift Interest	1,677.79	4,773.00	35.15%
30813P · 50 BFMII Travelift Interest	3,891.72	10,706.00	36.35%
<b>Total 810 · Interest Payments</b>	<u>5,569.51</u>	<u>73,112.00</u>	<u>7.62%</u>
<b>801 · Principal</b>			
20801 · USDA Revenue Bond Principal		72,487.00	
30805P · Property Purch-Kyle Aubin Prin.	288.00	864.00	33.33%
30804P · 2018 Genie Forklift Principal	4,181.05	12,803.00	32.66%
30803P · 50 BFMII Travelift Principal	14,744.28	45,202.00	32.62%
30802P · IFA PRINCIPAL	72,580.00	290,000.00	25.03%
<b>Total 801 · Principal</b>	<u>91,793.33</u>	<u>421,356.00</u>	<u>21.79%</u>
<b>Total 800 · DEBT SERVICE</b>	<u>97,362.84</u>	<u>494,468.00</u>	<u>19.69%</u>
<b>500 · PERSONNEL SERVICES</b>			
10505 · Overtime	3,493.32	10,828.00	32.26%
10503 · RV Park Office Staff	12,342.16	46,585.00	26.49%
10508 · Workers Compensation	15,447.61	14,205.00	108.75%
10501 · Port Manager	27,261.36	84,018.00	32.45%
10509 · Health Care and Dental	29,289.03	85,964.00	34.07%
10502 · Port Office Staff	44,689.26	153,838.00	29.05%
10506 · Payroll Taxes/Costs/Benefits	46,495.52	157,710.00	29.48%
10504 · Operations Staff	90,207.85	248,578.00	36.29%
<b>Total 500 · PERSONNEL SERVICES</b>	<u>269,226.11</u>	<u>801,726.00</u>	<u>33.58%</u>
<b>900 · Operating Transfers Out</b>			
10900 · Operating Transfers Out General	216,726.17	618,868.00	35.02%
<b>Total 900 · Operating Transfers Out</b>	<u>216,726.17</u>	<u>618,868.00</u>	<u>35.02%</u>
<b>600 · MATERIALS &amp; SERVICES</b>			
10604 · DISPOSAL of Abandon Vessels		40,000.00	
10608 · TRAINING & TRAVEL	1,240.68	2,629.00	47.19%
10601 · ADVERTISING & NOTIFICATIONS	3,212.30	12,928.00	24.85%
10609 · PERMITS, LICENSES, TAXES & MISC	6,645.36	29,317.00	22.67%
10607 · BANK SERVICE & FINANCE FEES	18,702.82	28,804.00	64.93%
10606 · OFFICE EXPENSE	25,767.56	34,365.00	74.98%
10611 · PROFESSIONAL FEES	33,994.19	142,570.00	23.84%
10610 · INSURANCE; PROP & CAS, BOND	34,363.60	83,940.00	40.94%
10605 · UTILITIES	113,217.44	281,292.00	40.25%
10602 · REPAIRS & MAINTENANCE	261,591.30	323,780.00	80.79%
10603 · FUEL purchased for resale	423,606.47	492,132.00	86.08%
<b>Total 600 · MATERIALS &amp; SERVICES</b>	<u>922,341.72</u>	<u>1,471,757.00</u>	<u>62.67%</u>
<b>Total Expense</b>	<u>1,530,581.25</u>	<u>3,853,840.00</u>	<u>39.72%</u>
<b>Net Income</b>	<u>6,072.54</u>		<u>100.0%</u>

Port of Brookings Harbor  
Check Registers

As of October 31, 2019

Type	Num	Date	Name	Memo	Debit	Credit	Balance
100 - UNRESTRICTED CASH & EQUIVALENTS							
101 - GENERAL FUND CHECKING & LGIP							
10103 - General Funds Ckg Umpqua 3634							
Check		10/22/2019					-747,199.80
Bill Pmt -Check	DEBIT	10/03/2019	Carson	9/19 Service Fee		2.69	-747,375.81
Bill Pmt -Check	DEBIT	10/11/2019	Tyree Oil, Inc	CUSTOMER # 7611262 FUEL PURCHASES		19,021.43	-935,469.82
Check	DEBIT	10/08/2019	Edward Jones	Account # 56851		8,758.00	-954,511.25
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V6ZPQ		147.74	-963,269.25
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V6WQW		185.57	-963,602.56
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V6SY2		132.14	-964,334.70
Check	DEBIT	10/09/2019	US Bank Sep-IRA	Employer Contribution 10/09/2019 ConfirmationPLL82-V7BDO		302.90	-964,937.60
Check	DEBIT	10/09/2019	TD Ameritrade	Employer Contribution 10/09/2019 ConfirmationPLL82-V77BN		172.32	-964,209.92
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V71ZC		144.41	-964,354.33
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V5R9T		117.58	-964,471.91
Check	DEBIT	10/09/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V6P1L		157.72	-964,629.63
Check	DEBIT	10/02/2019	Edward Jones	Employer Contribution 10/09/2019 ConfirmationPLL82-V74LC		277.20	-964,906.83
Check	DEBIT	10/02/2019	Elavon	SEPTEMBER 2019 MERCHANT SERVICE FEE ACCT#9316		940.63	-965,847.66
Check	DEBIT	10/02/2019	Elavon	SEPTEMBER 2019 MERCHANT SERVICE FEE ACCT#9316		70.49	-965,918.15
Check	DEBIT	10/02/2019	Elavon	SEPTEMBER 2019 MERCHANT SERVICE FEE ACCT#9302		1,508.56	-967,426.71
Check	DEBIT	10/02/2019	Elavon	SEPTEMBER 2019 MERCHANT SERVICE FEE ACCT#9302		2,288.27	-969,714.98
Check	DEBIT	10/04/2019	ADP	Advice of Debit #543137410 Payroll Date: 09/22/2019		133.81	-969,848.79
Check	DEBIT	10/04/2019	ADP	Advice of Debit #543339538 ezLaborManager/ADP 300 Timeclock		101.45	-969,950.24
Bill Pmt -Check	DEBIT	10/23/2019	Carson	CUSTOMER # 7611262 FUEL PURCHASES		21,620.89	-991,571.13
Check	DEBIT	10/14/2019	Oregon Lodging Tax	BIN: 0294055-3 3rd QTR State Lodging Tax.Return confirmation code is 0-145-249-792		4,259.26	-995,830.39
Check	DEBIT	10/18/2019	ADP	Advice of Debit #543872687 Payroll Date: 10/09/2019		133.81	-995,964.20
Bill Pmt -Check	DEBIT	10/29/2019	Tyree Oil, Inc	Account # 56851 Fuel Purchase		11,709.00	-1,007,673.20
Bill Pmt -Check	DEBIT	10/21/2019	Pinney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		400.00	-1,008,073.20
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZW37Y		144.90	-1,008,218.10
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZVY74		193.65	-1,008,411.75
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZVTS6		128.43	-1,008,540.18
Check	DEBIT	10/23/2019	US Bank Sep-IRA	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZWNKS		302.90	-1,008,843.08
Check	DEBIT	10/23/2019	TD Ameritrade	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZWPHH		176.67	-1,009,019.75
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZW88K		154.42	-1,009,174.17
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZTGCY		116.79	-1,009,290.96
Check	DEBIT	10/23/2019	Edward Jones	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZVNRQ		177.93	-1,009,468.89
Bill Pmt -Check	DEBIT	10/23/2019	Pinney Bowes, Inc.	Employer Contribution 10/23/2019 ConfirmationPN2L6-ZWDSN		297.99	-1,009,766.88
General Journal	DEBIT	10/18/2019		Power Postage Acct# 8000-9000-0324-9186 Confirmation Code: 29162122	18,000.00		-1,009,879.92
General Journal	DEBIT	10/17/2019		Transfer to LGIP General Fund for payments to Umpqua Bank General Fund	8,003.95		-991,879.92
General Journal	DEBIT	10/09/2019		Transfer to Debt Service Fund for Travel Payment		4,659.00	-988,454.97
General Journal	DEBIT	10/09/2019		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71	-989,919.68
General Journal	DEBIT	10/09/2019		Transfer to IFA Debt Service for 3rd Qtr 2019 Pmt		24,168.00	-1,014,087.68
General Journal	DEBIT	10/09/2019		Rec 10/09/2019 payroll		15,851.59	-1,029,939.27
General Journal	DEBIT	10/09/2019		Rec 10/09/2019 payroll		10,417.00	-1,040,356.27
General Journal	DEBIT	10/09/2019		To transfer to USDA Revenue Bond Fund for November, 2019 Payment		6,427.94	-1,046,784.21
General Journal	DEBIT	10/09/2019		Transfer to Capital Projects for payment to Robert's & Associates ctt#241 for new Marine Fuel...		10,843.00	-1,057,627.21
General Journal	DEBIT	10/17/2019		Transfer to Capital Projects for payment to Engineering Tech Services ch#242 for new Marine Fuel...		1,340.00	-1,058,967.21
General Journal	DEBIT	10/17/2019		Transfer to Capital Projects for payment to EMC ch#243 for FEMA DR-4432-OR		542.50	-1,059,509.71
General Journal	DEBIT	10/17/2019		Transfer to Capital Projects for payment to EMC ch#244 for new Marine Fuel Dock Station		1,940.00	-1,061,449.71
General Journal	DEBIT	10/17/2019		Transfer of \$5,000 for bank service charge on		2,490.00	-1,063,939.71
General Journal	DEBIT	10/23/2019		Rec 10/23/2019 payroll		5.00	-1,063,944.71
General Journal	DEBIT	10/23/2019		Rec 10/23/2019 payroll		16,984.92	-1,080,929.63
General Journal	DEBIT	10/22/2019		OCT 2019 LEASE Pmt		6,778.06	-1,087,705.69
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4432 inv#910...	923.24		-1,086,782.45
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to FEMA 4432 inv#910...		230.00	-1,087,012.45
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to FEMA invoice#91009-1936 for FEMA 4432 inv#910...		230.00	-1,087,242.45
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to FEMA invoice#91009-1936 for FEMA 4432 inv#910...		215.00	-1,087,457.45
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4432 inv#910...		215.00	-1,087,672.45
General Journal	DEBIT	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4432 inv#910...		2,190.00	-1,089,862.45
General Journal	DEBIT	10/29/2019		Account #67601 FINAL BILL METER#80495		7,648.27	-1,097,510.72
General Journal	DEBIT	10/10/2019		ACCT # 67601 FINAL BILL METER#80495		7,713.60	-1,105,224.32
General Journal	DEBIT	10/10/2019		8/20 - 9/20 SERVICE/WATER BILL		36.27	-1,105,260.59
General Journal	DEBIT	10/10/2019		Customer#56 Hardware Supplies		41.49	-1,105,302.08
General Journal	DEBIT	10/10/2019				2,173.46	-1,107,475.54
General Journal	DEBIT	10/10/2019				1,135.61	-1,108,611.15
General Journal	DEBIT	10/10/2019				3,831.00	-1,112,442.15

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Port of Brookings Harbor  
Check Registers

As of October 31, 2019

5:10 PM

11/07/19

Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Bill Pmt-Check	9497	10/10/2019	Anchor Lock & Key			109.00	-1,112,551.15
Bill Pmt-Check	9498	10/10/2019	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		136.96	-1,112,688.11
Bill Pmt-Check	9499	10/10/2019	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		6,466.98	-1,119,155.09
Bill Pmt-Check	9500	10/10/2019	Del-Cur Supply Co-op	REPAIRS BY RETAIL BATHROOM, GENERAL MARINA SUPPLIES		126.45	-1,119,281.54
Bill Pmt-Check	9501	10/10/2019	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		212.02	-1,119,493.56
Bill Pmt-Check	9502	10/10/2019	Gowman Electric, Inc.	Electrical Repairs		85.00	-1,119,578.56
Bill Pmt-Check	9503	10/10/2019	Harbor Logging Supply, Inc.			76.85	-1,119,657.41
Bill Pmt-Check	9504	10/10/2019	Harbor Sanitary District	SEPTEMBER 2019 Sanitary Bill		6,905.48	-1,126,562.89
Bill Pmt-Check	9505	10/10/2019	In-Motion Graphics and Design, LLC	SIGNS FOR BOAT RINSE STATION		146.00	-1,126,708.89
Bill Pmt-Check	9506	10/10/2019	Oregon Gov Ethics	DGE0001059		548.87	-1,127,257.76
Bill Pmt-Check	9507	10/10/2019	Pape Material Handling	Customer No. 1070715		704.06	-1,127,961.82
Bill Pmt-Check	9508	10/10/2019	Roko Rooter	Acct#2940-522445 Sanitary Billing Period		1,634.00	-1,129,595.82
Bill Pmt-Check	9509	10/10/2019	Scrubble Software	Standard Support Plan Yearly		1,620.00	-1,131,215.82
Bill Pmt-Check	9510	10/10/2019	SO Backflow Techs	ANNUAL BACKFLOW TEST		420.00	-1,131,635.82
Bill Pmt-Check	9511	10/10/2019	South Coast Knight Security	Security Patrol		3,958.46	-1,135,594.28
Bill Pmt-Check	9512	10/10/2019	Tidewater Contractors, Inc.	Customer Code: 000061		15,149.76	-1,150,744.04
Bill Pmt-Check	9513	10/15/2019	Curry County TLT	3rd QTR 2019 Curry County Lodging Tax		3,753.64	-1,154,517.68
Bill Pmt-Check	9514	10/16/2019	Aradia Environmental	Renovalt/renovation of hazardous materials containing asbestos at POBH RV Park women's ...		1,916.00	-1,156,433.68
Bill Pmt-Check	9515	10/16/2019	Country Media, Inc.	CUST# 30747 Curry Coastal Pilot Notices		468.88	-1,156,902.56
Bill Pmt-Check	9516	10/16/2019	Deer's Tree Trimming	Labor to remove vegetation behind boatyard.		1,000.00	-1,157,902.56
Bill Pmt-Check	9517	10/16/2019	EMC-Engineers/Scientists, LLC	Rebuild Kit for DC-RS-50 for moisture/decant separators on Fuel Tank		1,435.37	-1,160,487.93
Bill Pmt-Check	9518	10/16/2019	Esco Products, Inc.	Electrical Repairs		654.00	-1,161,131.93
Bill Pmt-Check	9519	10/16/2019	Gowman Electric, Inc.	9/23/2019-Weld and repair ramp hinge - planks at Transient Dock		225.00	-1,161,356.93
Bill Pmt-Check	9520	10/16/2019	John Keilum/John's Portable Welding	Service call for filler purchased 9/20/2019 Fuel Dock Pumps		311.52	-1,161,668.45
Bill Pmt-Check	9521	10/16/2019	Pump Pipe & Tank Services, LLC	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,798.11	-1,169,466.56
Bill Pmt-Check	9522	10/16/2019	Spec Dist Assoc of OR- Healthcare	SDAO Annual Membership Dues		9,577.52	-1,179,044.08
Bill Pmt-Check	9523	10/16/2019	SPECIAL DISTRICTS ASSC OR (annu...)	Copier Leases and Maintenance		998.87	-1,180,042.95
Bill Pmt-Check	9524	10/16/2019	Xerox Capital Services, LLC	VOID: Account # 56851 Fuel Purchase	0.00		-1,180,042.95
Bill Pmt-Check	9525	10/21/2019	Tyree Oil, Inc	Petty Cash needed for REFUNDS - Key Deposits		400.00	-1,180,442.95
Check	9526	10/21/2019	Rogue Credit Union	ACCT #306-89 CREDIT CARD#6593 Statement Period: 10/09/2019--10/23/19		1,369.47	-1,181,812.42
Bill Pmt-Check	9527	10/29/2019	S-R Excavation, LLC	Demo of parking lot islands, re-pave islands, drill hole for crash posts & Equip. & Labor for ov...		20,219.00	-1,202,031.42
Bill Pmt-Check	9528	10/29/2019	BI-MART	Account #931481 Water & Supplies		222.30	-1,202,253.72
Bill Pmt-Check	9529	10/29/2019	Bullet Rental	Customer#32581 Excavator Rental for disposal of vessel. KASHMERE		658.92	-1,203,212.64
Bill Pmt-Check	9530	10/29/2019	Coox-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		7,411.70	-1,210,624.34
Bill Pmt-Check	9531	10/29/2019	Crow/Clay & Associates, Inc	Architectural Services & Modifications September 2019 Services RV Park Reconstruction Pro...		1,099.24	-1,211,723.58
Bill Pmt-Check	9532	10/29/2019	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		586.95	-1,212,310.53
Bill Pmt-Check	9533	10/29/2019	Dart's Auto Parts	SIPHO-MATE/TRANS PUMP for demo of Vessel. Kashmere		48.99	-1,212,359.52
Bill Pmt-Check	9534	10/29/2019	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		225.04	-1,212,584.56
Bill Pmt-Check	9535	10/29/2019	Gold Beach Lumber Yard, Inc.	Account #778 Hardware Supplies & Materials		181.34	-1,212,765.90
Bill Pmt-Check	9536	10/29/2019	Gowman Electric, Inc.	Electrical Repairs		400.03	-1,213,165.93
Bill Pmt-Check	9537	10/29/2019	Grainger	ACCT# 622653001 Spill Kit for inventory (replacing one used for sunken boat 10/19/19)		200.05	-1,213,365.98
Bill Pmt-Check	9538	10/29/2019	Harbor Logging Supply, Inc.	Manhole/Access Lids for Fuel Tanks Sumps		479.19	-1,213,845.17
Bill Pmt-Check	9539	10/29/2019	John Keilum/John's Portable Welding	Fabricate post attachments for new security gates at gangway		1,012.50	-1,214,857.67
Bill Pmt-Check	9540	10/29/2019	Kerr's Ace Hardware Inc	Customer#556 Hardware Supplies		1,105.91	-1,215,963.58
Bill Pmt-Check	9541	10/29/2019	O'Reilly Auto Parts	Account#2605588 Vehicle/Equip Maint. & Supplies		132.98	-1,216,096.56
Bill Pmt-Check	9542	10/29/2019	Oregon Travel Experience	permit renewal payment for the Highway Directional Signage program at the RV park		348.00	-1,216,444.56
Bill Pmt-Check	9543	10/29/2019	ORRGO	Removal of all spent & used Oils, Filters and Fuel		256.25	-1,216,700.81
Bill Pmt-Check	9544	10/29/2019	Quill Corporation	ACCT#1932158 Office Supplies		250.55	-1,216,951.36
Bill Pmt-Check	9545	10/29/2019	Strahm's Sealcoat & Striping, Inc.	Balance Due 10/28 Sealcoat & Striping Commercial Retail Parking Lot		29,650.00	-1,246,601.36
Bill Pmt-Check	9546	10/29/2019	EMC-Engineers/Scientists, LLC	Engineering Services for October 219		3,280.00	-1,250,081.36
Bill Pmt-Check	9547	10/30/2019	Bingham, Todd	REFUND Keys/Card Deposit		40.00	-1,250,121.36
Check	9548	10/30/2019	Brocker, Larry	Refund overpayment for annual moorage		278.34	-1,250,399.70
Check	9549	10/30/2019	Petty Cash	Petty Cash to pay out Key Deposit Refunds		300.00	-1,250,699.70
Check	9550	10/30/2019	Petty Cash				
Total 10103 General Funds Ckg Umpqua 3634					27,007.19	342,219.76	-1,250,699.70
10105 - General Fund LGIP 6017							
Check	DEBIT	10/01/2019		LGIP Fees for SEPTEMBER 2019	0.65		188,111.32
General Journal	GF Transfer	10/18/2019		Transfer from LGIP General Fund to Umpqua Bank General Fund	18,000.00		188,110.67
Total 10105 General Fund LGIP 6017					0.00	18,000.65	170,110.67
Total 101 - GENERAL FUND CHECKING & LGIP					27,007.19	360,220.41	-1,060,589.03

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Port of Brookings Harbor  
 Check Registers  
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 Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit	Balance
<b>10101 - Petty Cash</b>							
Check	cash	10/14/2019		Test for Boat Launch Pay Station - Reimbursed Brent Ferguson Trans 016444			176.01
Bill Pmt-Check	cash	10/16/2019	Curry County Clerk	Recording Fee for Ordinance No. 24		5.00	171.01
Check	cash	10/08/2019	Cosgrove, Richard	Refund of Key Deposit - original transaction 3/17/2017		5.00	166.01
Check	cash	10/15/2019	Haberman, Phillip	KEYS/Card Deposit REFUND		20.00	146.01
Check	cash	10/18/2019	Williams, Don	REFUND Keys/Card Deposit		20.00	126.01
Check	cash	10/17/2019	Hubbell, Jeff	REFUND Keys/Card Deposit		20.00	106.01
Check	cash	10/17/2019	Phillips, Robert	REFUND Keys/Card Deposit		20.00	86.01
Check	cash	10/17/2019	Rollins, Ron	REFUND Keys/Card Deposit		20.00	66.01
Check	cash	10/21/2019	Custis, Jim	REFUND Keys/Card Deposit		20.00	46.01
Check	cash	10/21/2019	Mosier, Carl	REFUND Keys/Card Deposit		20.00	26.01
Check	cash	10/21/2019	Pfeifer, Gary	REFUND Keys/Card Deposit		20.00	6.01
Check	cash	10/21/2019	Signorello, Rich	REFUND Keys/Card Deposit		20.00	-13.99
Check	cash	10/22/2019	Buehler, Timothy D.	REFUND Keys/Card Deposit		20.00	-33.99
Check	cash	10/22/2019	Schlumpberger, Bob	REFUND Keys/Card Deposit		20.00	-53.99
Check	cash	10/24/2019	Jeffries, Stan	REFUND Keys/Card Deposit		20.00	-73.99
Check	cash	10/28/2019	Van Sant, John	Keys/Card Deposit		20.00	-93.99
Check	cash	10/29/2019	Martin, Andrew	REFUND Keys/Card Deposit		20.00	-113.99
Check	cash	10/29/2019	Brouillette, Mike	REFUND Keys/Card Deposit		20.00	-133.99
Check	cash	10/29/2019	Walgamuth, John	REFUND Keys/Card Deposit		20.00	-153.99
Check	cash	10/30/2019	Hannen, Becky ( & Don)	REFUND Keys/Card Deposit		20.00	-173.99
Check	cash	10/30/2019	Bridgeford, Robert	REFUND Keys/Card Deposit		20.00	-193.99
Check	cash	10/31/2019	Argyle, Tom	REFUND Keys/Card Deposit		21.76	-213.99
Check	9526	10/21/2019		Petty Cash needed for REFUNDS - Key Deposits	400.00		-255.75
Check	9550	10/30/2019		Petty Cash to pay out Key Deposit Refunds	300.00		-144.25
Total 10101 - Petty Cash							444.25
Total 100 UNRESTRICTED CASH & EQUIVALENTS							444.25
110 - RESTRICTED CASH & EQUIVALENTS							
104 - RESTRICTED MONEY MKT & CHECKING							
20104 - USDA BOND, Umppqua MM 9629							
General Journal	USDA 1030	10/30/2019		To transfer from LGIP account to Umppqua Bank USDA Revenue Bond Fund for November 20...	27,707.19	360,652.17	-1,080,144.78
Total 20104 USDA BOND Umppqua MM 9529							
30104 - Debt Service Umppqua MM 8827							
Check	DEBIT	10/15/2019	Umppqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #20			225,529.01
Check	DEBIT	10/22/2019	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #36 - 50 BFMII Travelift			12,624.31
General Journal	DEBT 109	10/09/2019		Transfer to Debt Service Fund for Travelift Payment	4,659.00		2,511.43
General Journal	DEBT 109	10/09/2019		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71		132,631.43
Total 30104 Debt Service Umppqua MM 8627							
40104 - Capital Projects Umppqua 9018							
General Journal	plings	10/17/2019		Transfer to General Fund for payments from Cascade for pilings in conjunction with PW319 B...			7,809.23
General Journal	CP 1017/19	10/17/2019		Transfer to Capital Projects for payment to Roberts & Associates ch#241 for new Marine Fuel...		8,083.95	-274.72
General Journal	CP 1017/19	10/17/2019		Transfer to Capital Projects for payment to Engineering Tech Services ch#242 for new Marin...	1,340.00		1,065.28
General Journal	CP 1017/19	10/17/2019		Transfer to Capital Projects for payment to EMC ch#243 for FEMA DIR-4432-OR	542.50		1,607.78
General Journal	CP 1017/19	10/17/2019		Transfer to Capital Projects for payment to EMC ch#244 for new Marine Fuel Dock Station	1,940.00		3,547.78
General Journal	USCG 1023	10/22/2019		Transfer of \$5.00 for bank service charge last fiscal year	2,490.00		6,037.78
General Journal	Cap# 1029	10/29/2019		OCT 2019 LEASE Pmt	5.00		6,042.78
General Journal	Cap# 1029	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4432 inv#910...	230.00		5,119.54
General Journal	Cap# 1029	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4452 inv#910...	230.00		5,349.54
General Journal	Cap# 1029	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4432 inv#910...	215.00		5,579.54
General Journal	Cap# 1029	10/29/2019		Transfer to Capital Projects for payment to EMC invoice#91009-1936 for FEMA 4452 inv#910...	215.00		5,794.54
Bill Pmt-Check	241	10/16/2019	EMC-Engineers/Scientists, LLC	Transfer to Capital Projects for payment to EMC inv#91009-1935 Marine Fuel Dock	2,190.00		6,009.54
Bill Pmt-Check	242	10/16/2019	EMC-Engineers/Scientists, LLC	9/23/2019-9/28/2019 - Sheet pile preliminary design work for Marine Fuel Dock Station C20193		2,490.00	8,199.54
Bill Pmt-Check	243	10/16/2019	Engineering Tech. Services	9/15/2019-FEMA meeting & 9/15/2019-FEMA meeting	1,940.00		5,709.54
Bill Pmt-Check	244	10/16/2019	Roberts & Associates Land Surveying, ...	Reviewed Topographic Survey for Marine Fuel Dock Station C20193	1,940.00		3,769.54
Bill Pmt-Check	244	10/16/2019	Roberts & Associates Land Surveying, ...	Surveying for new Marine Fuel Dock Station. Developed Construction Drawings for Permitting...	1,340.00		3,227.04
Total 40104 Capital Projects Umppqua 9018							2,503.65
Total 110 RESTRICTED CASH & EQUIVALENTS							2,503.65

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Port of Brookings Harbor  
Check Registers  
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Cash Basis

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	245	10/29/2019	EMC-Engineers/Scientists, LLC	Review of park bench citation & Mitigation research- FEMA		460.00	1,427.04
Bill Pmt -Check	246	10/29/2019	EMC-Engineers/Scientists, LLC	Developing Drawings for permits & const. drawings for Marine Fuel Dock Station		2,620.00	-1,192.96
Total 40104 - Capital Projects Umpqua 8018					9,397.50	18,398.69	-1,192.96
Total 104 - RESTRICTED MONEY MKT & CHECKING					145,641.21	24,523.40	133,942.12
<b>106 - RESTRICTED LGIP</b>							
20105 - USDA Bond Fund LGIP 6021							
General Journal	USDA 1009	10/09/2019		To transfer to USDA Revenue Bond Fund for November 2019 Payment	10,843.00		212,704.70
General Journal	USDA 1030	10/30/2019		To transfer from LGIP account to Umpqua Bank USDA Revenue Bond Fund for November 20...		130,120.00	129,915.24
Total 20105 - USDA Bond Fund LGIP 6021					10,843.00	130,120.00	140,758.24
<b>30105 - IFA Debt Service Fund LGIP 6020</b>							
General Journal	IFA 1009	10/09/2019		Transfer to IFA Debt Service for 3rd Qtr 2019 Pmt	24,168.00		18,426.14
Total 30105 - IFA Debt Service Fund LGIP 6020					24,168.00	0.00	42,594.14
<b>50105 - Reserve Fund LGIP 6018</b>							
General Journal	RES 1009	10/09/2019		Transfer to Reserve Fund	10,417.00		64,363.32
Total 50105 - Reserve Fund LGIP 6018					10,417.00	0.00	74,780.32
<b>Total 105 - RESTRICTED LGIP</b>							
Total 105 - RESTRICTED CASH & EQUIVALENTS					45,428.00	130,120.00	128,012.70
Total 110 - RESTRICTED CASH & EQUIVALENTS					191,069.21	154,643.40	261,954.82
<b>TOTAL</b>					<b>218,776.40</b>	<b>516,296.67</b>	<b>-816,188.96</b>

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## **PORT MANAGER MONTHLY REPORT**

**Date:** November 19, 2019  
**Period:** October 2019  
**To:** Honorable Board President and Harbor District Board Members  
**Issued By:** Gary Dehlinger, Port Manager

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### **Safety & Security**

Port of Brookings Harbor safety performance recorded no work-related injuries.

South Coast Knight Security recorded 12 parking violations, 1 no camping and 1 unauthorized visitor on Port properties. October Security Log attached for your review.

Port recorded 7 incidents in October.

Saturday October 19 at 5pm, Port staff was notified of a sunken boat in Basin 1 A Dock. Emergency response was activated, and Port staff started its hazard containment and retrieval of the boat. Boat was removed from the harbor by 10pm and cleanup was done by 11pm. Port staff did another great job of protecting the environment and removal of the boat. DEQ and Coast Guard were notified. Expenses associated with the removal and cleanup was submitted to owner's insurance carrier.



Another vessel damaged the electrical pedestal in Basin 1 on A Dock. The costs replacing the pedestal was submitted to owner's insurance carrier.

October Incident Log attached for your review

### **Port Office**

Port still waiting on DEQ 1200-Z final approval. Once Port receives final approval, Stormwater Pollution Control Plan will be implemented.

Travis and I traveled to Boardman, Oregon to attend this year's Annual Oregon Public Ports Association. Port of Morrow hosted the meeting. OPPA will be conducting a CEO/Port Manager compensation review that includes all the ports in Oregon and may include some ports in California and Washington to give a wider perspective. OPPA will also look into conducting economic impact study for Oregon ports. Don Mann talked about never giving up on a lead no matter how little it may be, being respectful and always remember to recognize others that help. Chris Cummings/Business Oregon talked about funding they received from the State this biennium, not the amount they requested, but Business Oregon will continue providing support where it can. John Huffman/USDA Rural Development has 50 different programs to help housing, business loans, wastewater and water and energy renewable projects. USDA has millions of dollars for rural areas, but the process is very long and strict. Other Ports that attended were Coos Bay, Newport, The Dalles, Hood River, Astoria, Umpqua, Cascade Locks, Asea, Arlington, Toledo and Tillamook.

Attend County Leadership meeting with Commissioner Sharon Hartung at Gold Beach City Hall. County Commissioner Paasch and County Director Julie Schmelzer conducted the meeting. County has hired consultant firm to develop a Strategic Business Plan for Curry County.

Attend Bureau of Labor and Industries – Prevailing Wage Rate seminar for public agencies in Newport with Travis and Kim. On the way to Newport, we stopped by Salmon Harbor and Port of Alsea and Port of Siuslaw to see their ports. We were able to speak with Port Manager Roxie at Port of Alsea.

Attend City of Brookings meeting with Commissioner Ken Range to review the idea of city police patrols at the port. We thanked the city manager and police chief for meeting with us to discuss the idea. The Port will continue working with County Sheriff.

Met with Sheriff Ward couple of times, once with Commissioner Roy Davis, to review relationship with County and Port. Cleared up couple of incidents that were miscommunications. Ports relationship with the County Sheriff Department is very good and we will continue to work together on communication going forward.

#### **FEMA / Natural Hazard Mitigation Plan**

FEMA DR-4432 February 24, 2019 storm damage to slopes, fuel dock ramp and dredging is waiting for final approval.

FEMA DR-4452 April 6, 2019 storm damage to basins sediment is waiting for final approval.

#### **Other Grants**

Board approved moving forward with FEMA Pre-Disaster Mitigation Grants for Basin 2 Slopes Repairs, Dredging, Seawall at RV Park and Receiving Dock Repair (Pac Choice) projects this year.

#### **Events**

Saturday Market ended on October 12. Chetco Brewing informed the Port they do not plan to organize this event next year.



#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
425	10/04/19	SCKS	Overnight Parking	Commercial Basin	YJA977	Ticket - 3rd time
426	10/04/19	SCKS	Overnight Parking	RV Park	HD28433	
427	10/05/19	SCKS	Overnight Parking	Boat Ramp	D11322	
428	10/05/19	SCKS	Overnight Parking	Retail Parking Lot	LWMC21	
429	10/10/19	POBH	Parking Violation	Commercial Basin	UVE030	
430	10/11/19	POBH	Parking Violation	Commercial Basin	UVE030	
431	10/14/19	POBH	Parking Violation	Commercial Basin	UVE030	Vehicle removed
432	10/14/19	SCKS	Overnight Parking	Boat Launch Parking Lot	577CDC	Flat Tire
433	10/15/19	SCKS	No Camping	Fishing Pier	UJG432	
434	10/15/19	SCKS	Overnight Parking	Retail Parking Lot	074JWX	
435	10/15/19	POBH	12.5' Dinghy in Slip	Basin 1		
436	10/17/19	SCKS	Overnight Parking	RV Park	280HXT	
437	10/22/19	SCKS	Unauthorized Visitor	Commercial Basin		Dumpster diving at BC Fisheries
438	10/22/19	SCKS	Overnight Parking	Retail Parking Lot	JKN5954	
439	10/23/19	SCKS	Overnight Parking	Kite Field	KVH1818	

#	Date	Description of Incident	Location	Corrective Actions
73	10/09/19	Unauthorized use of parking permit and overnight parking	Transient Dock Parking Lot	Parking Permit #342 revoked, vehicle tagged with move or tow notice.
74	10/12/19	2 electronic bikes were stolen	RV Park Site 80	Owner was advised to file a report with Sheriff.
75	10/18/19	Boat damaged electric pedestal	Basin 1 A-4	New pedestal getting installed
76	10/19/19	Boat Sunk	Basin 1 A-5	Boat removed from harbor
77	10/22/19	Trespassed person found on Port Property	RV Park/Kite Field/Fishing Pier	Contacted Sheriff to remove him
78	10/26/19	Vechile hit with rock durring weedeating	Basin 1, behind Slugs & Stones	Tried calling owner, reported to port insurance.
79	10/27/19	Dog was attacked by another dog	RV Park	owner may seek veterinary care



## HARBORMASTER MONTHLY REPORT

**Date:** November 17, 2019  
**Period:** October 2019  
**To:** Gary Dehlinger, General Manager  
**Issued By:** Travis Webster, Harbormaster

### Operations

- **RV Park**

Port staff continues with various work orders throughout the park. (Broken water lines, bad breakers, fence boards, and potholes)

#### Occupancy by Month & Year

October	2018	2019	Change	YTD 2018	YTD 2019	Change
RV Park	31.96%	25.38%	-6.58%	37.32%	30.94%	- 6.38%

- **Marina**

Basin 1 – Port staff made dock repairs to fingers that caused docks to float uneven. One vessel struck a power pedestal, knocking it over. Replacement pedestal is being built. Another boat sunk on A-5 and we were able to use some of our incident response team along with Port staff to raise the vessel.

Basin 2 -Port employees continue to issue warning tags on dock violations in basin 2. Maintenance completed a check for loose bolts, rubboards and cleats. Repairs to a finger and main dock were done on O Dock.

To all recreational vessels. Your vessel must be registered with the Oregon State Marine Board if you moor in Oregon for more than 60 days. Your sticker must be placed in a visible spot on your vessel unless your vessel is exempt from doing so.

Max Capacity – 512 slips		Slips Closed – 14 slips		Available Slips – 498 slips	
Basin 2 239 slips	Water and Power Available	Basin 1 273 slips	With Power Available	Without Power Available	
	8 – 24' slips 1 – 40' slips		0 - 40' slips 6 – 30' slips	8 – 40' slips 5 – 30' slips 96 - slips under 22'	

#### Moorage Renewals by Month

#### Total Moorage Rentals

October	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational	20	26	6	276	366	90
Commercial	10	6	-4			
Transient	15	20	5	81	100	19

**Boat Launches Paid through Launch Machine**

<b>Boat Launch</b>		<b>518</b>				
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- Gear & Boat/Trailer Storage**

Weekly inventory of all gear storage, boat storage and trailer storage. We will be pricing and laying out new boat trailer and storage areas and hope to have them up in the coming months.

- Commercial Receiving Docks**

Port staff did commercial dock inspections. All docks have drainage issues and will need additional catch basins and infrastructure in the future.

- Boat Yard**

Travel Lift work included 12 boats with various types of maintenance work before the season starts.

Forklift work included 9 jobs for the commercial fleet & 1 job for the Smith River Indian Tribe.

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

<b>Description</b>	<b>Hours</b>	<b>Quantity</b>	<b>Working</b>	<b>Abandon</b>
<b>Reachlift (Forklift)</b>	<b>9.5</b>	<b>10</b>		
<b>Travel Lift Haul Ins-Outs</b>		<b>19</b>		
<b>Vessels in Boat Yard</b>			<b>12</b>	<b>7</b>

- Maintenance Crew**

Maintenance crew completed 97 work orders. Please see attached log for descriptions.

Strahm's completed restriping of the commercial retail parking lot. Next, we will be adding barricades near the boardwalk.

Maintenance added anti-slip plates on all basin ramps, and push button locking mechanisms at all basin gates.

**Abandoned Boats**

- |                    |                  |
|--------------------|------------------|
| 1. Sweet Genevieve | 5. Gypsy Lee     |
| 2. Katish          | 6. Stella        |
| 3. 4 play          | 7. Kanygo 289938 |
| 4. No-Yo           |                  |

**WORK ORDERS LOG**  
**Port Of Brookings Harbor**  
**October 2019**

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By
10/1/19	Basin 1, A 13	Boat appears to be listing, check for water	Water / scum lines on boat indicate listing is normal	10/1/19	Brent
10/1/19	Basin 2, P 1&3, P 2&4	Lids over outlets are broken off	Replaced with lids from C Dock	10/1/19	Brent
9/30/19	RV Park	Update to new WIFI password	Done, and showed Jennifer how to change it	10/1/19	Sean
9/29/19	Basin 1, B 11	Broken cleat	Removed and installed new cleat	10/1/19	Sean
9/30/19	Port Office	Move paint supplies to connex box for upcoming paint project	All necessary supplies put in box	10/1/19	Shawn & Cameron
9/30/19	RV Park, Site 19	Water valve cover in inground	Excavated around valve, replaced cover	10/1/19	Brent
9/26/19	Basin 2, O 17	Electrical pedestals (2) are loose	Cut bolts, shimmed pedestals, and reattached pedestals so they are tight	10/1/19	Brent
10/1/19	Retail Area, Suite 102/103	Needs keys for all entry locks	Dismantled locks, had them rekeyed, then reinstalled	10/1/19	Brent
8/9/19	Basin 2, J Dock	Bolt stick out of J1, and Main Dock is loose	Reattached, resecured	10/2/19	Sean, Shawn & Cameron
9/26/19	Basin 2, O 17	Replace rub board	Replaced	10/2/19	Shawn & Cameron
10/3/19	RV Tent Sites	Water being used by unauthorized visitors	Removed bibs & plugged access, also shut off water at junction boxes	10/3/19	Brent
10/3/19	RV Office	Office WIFI is slow and spotty	Tapped into spectrum service for the park, more viable solution than frontier	10/3/19	Brent
9/11/19	Retail Area Boardwalk Mail	Worn counter panel	Repaired, but will need a sheet of acrylic or something that will resist wear	10/3/19	Brent
9/13/19	RV Park, Site 68	Pedestal panel cover is loose again	Made safe and functional again	10/3/19	Brent
10/2/19	RV Park, Site 38	Sewer extender is stuck on cap	Removed extender, installed new cap	10/3/19	Brent
10/3/19	Retail Area, Suite 102/103	Main dead bolt malfunctioning	Retainer dislodged, reattached and reinstalled	10/3/19	Brent
10/2/19	Basin 1, Main Water Line	Water line is leaking at pipe, B Dock	Removed line, cleaned nipple, reattached	10/3/19	Brent
10/3/19	Basin 2, O Dock	Loose slips on dock	Replaced triangles, tightened bolts, replaced piling hoop bolts at end of pier	10/3/19	Shawn & Cameron
10/3/19	Basin 2, N Dock	Loose slips on dock	Replaced rub boards, tightened triangle bolts	10/3/19	Shawn & Cameron
10/3/19	RV Park, Site 39	Sewer extension doesn't match cap	Added missing pipe piece	10/4/19	Brent
10/3/19	RV Park, Site 23	Phone box on ground, frayed wires	Secured box & wires	10/4/19	Brent
7/23/19	Basin 2, N Dock 2 & 4	Whaler boards need replaced	Replaced boards	10/4/19	Shawn & Cameron
10/4/19	Basin 2, I & J, Main Dock	Loose, missing bolts, uneven surface, and a rotten whaler	Replaced hardware and whaler, tightened all bolts	10/4/19	Shawn & Cameron
10/5/19	Retail Boardwalk Lights	Switch out bulbs, tighten pedestal	Done	10/5/19	Shawn
10/5/19	Retail Area, Roadways	Need landscaping done	Done, mowed	10/5/19	Shawn
10/7/19	Basin 2, H Dock	Loose triangle at slip 4 & 6	Tightened 4 bolts down	10/7/19	Sean & Cameron
10/7/19	Basin 2, F & E Docks	Loose bolts on dock and fingers	Tightened all bolts down, leveled fingers on loose docks	10/7/19	Sean & Cameron
10/7/19	Basin 2, C & D Docks	Loose bolts on dock and fingers	Tightened all bolts down, leveled fingers on loose docks	10/7/19	Sean & Cameron
10/7/19	Basin 1, 2, and both Transient Docks	Fire extinguisher poles on docks are loose	Tightened poles on docks with cage bolts	10/7/19	Cameron
10/4/19	Basin 1	Check if slips are vacant or occupied	All vessels have checked out	10/7/19	Cameron
10/7/19	Basin 1, Transient Dock	Water Leak	Repaired	10/7/19	Brent
10/7/19	April's Office	Phone not working, bad RJ45 cable	Replaced cable	10/7/19	Brent
10/7/19	Boat Yard, Travelift	Catch basin is full	Removed water, dispersed on soil	10/7/19	Brent
10/8/19	Boat Wash Area	Signs need to be permanently hung	New signs put on existing posts	10/8/19	Brent

10/8/19	Basin 2, I & J Dock, and Basin 1 & 2 both Transient Docks	Replace uneven dock paper signs	Replaced with new metal signs on each dock gangway and at both transient docks	10/8/19	Cameron
10/8/19	Basin 1	Check if slips are vacant or occupied	All vessels have checked out	10/8/19	Danielle
10/9/19	Port Office	Security system notifications need updating	Changed callout to current specs	10/8/19	Brent
10/9/19	Fuel Dock	Sani Sailor needs to be moved	Moved and secured, log was impacting effluent line	10/9/19	Brent
10/9/19	Oil Dump Area	Security is needed at dump area	Installed security cam/recorder	10/9/19	Brent
10/8/19	RV Park Office	Computer Internet are slow	Moved service from Frontier to Spectrum	10/9/19	Brent
10/9/19	RV Park Office	Hole in back of office from computer wire	Patched hole	10/9/19	Brent
10/9/19	Fish Cleaning Station	Carcasses need to be dumped	Moved carcasses to Alexander Dairy	10/9/19	Brent
10/8/19	Port	Monthly sewer & Sani Sailor inspections	Completed inspections, repaired both Sani Sailors	10/9/19	Brent
10/10/19	Port Shop	Barricades need to be assembled	Assembled for rapid response team	10/10/19	Brent
10/10/19	Travelift Chute	Catch basin is full	Removed water, dispersed on soil	10/10/19	Brent
10/10/19	Retail / Boardwalk Area	Install new flag poles and cleats	Done	10/10/19	Brent
10/10/19	Port Main Office	Place trash can at front of office	Done	10/10/19	Shawn
10/10/19	Basin 1 F 9&11, 25&27	Water Leak	Tightened fittings on both lines	10/10/19	Shawn
10/10/19	RV Park Office	Printer is not functioning	Replaced static IP address	10/10/19	Brent
8/9/19	Basin 2, N & O Dock	Main dock is loose	Replaced 2 bolts, tightened the rest	10/11/19	Shawn & Cameron
10/11/19	Retail Area	Septic Pump Vault, check for leaks	No water entering vault	10/11/19	Brent
8/16/19	RV Park, Partial Area	Install firepits from tent area	Done & measured for RV length	10/11/19	Shawn & Cameron
10/11/19	Basin 1, C 36	Need cleat installed	Added 2 cleats	10/12/19	Shawn
10/11/19	RV Park, Site 45	Water spigot is leaking	Replaced spigot	10/12/19	Shawn
10/11/19	Basin 1, D Dock	Electric Currents picking up	Checked grounding	10/11/19	Shawn
10/3/19	RV Park, Picnic Area	Broken tree limb	Cut branch, and removed it	10/14/19	Marian
10/14/19	Oil Dump Area	Needs to be drained	Arranged for Orrco to remove	10/14/19	Brent
10/14/19	Green Building	Remove debri from building	Scrap to be picked up by Wes's Towing and moved trash to dumpster	10/14/19	Brent
10/14/19	Port Office	Light is out at employee entrance	Brent ordered new light	10/16/19	Brent
10/14/19	RV Park	Needs landscaping, bush trimming	Cut weeds and trimmed bushes	10/14/19	Shawn & Cameron
10/15/19	Fish Cleaning Station	Carcasses need to be dumped	Moved carcasses to Alexander Dairy	10/15/19	Brent
10/15/19	Basin 1, Main and B dock	Loose docks	Main - tightened, leveled added bolts B - tightened and leveled	10/15/19	Sean, Shawn & Cameron
10/15/19	Fuel Storage Tank Area	Manhole/Access covers need replaced	Fashioned new steel covers	10/15/19	Brent
10/16/19	RV Park, Site 34	Water spigot is leaking/broken	Upright broken, spliced, coupled, added new spigot	10/16/19	Brent
10/16/19	Port Office	Cord across floor, potential trip hazard	Rerouted cord so it is no longer on floor	10/16/19	Brent
10/14/19	RV Park, Site 88	Hose bib is dripping	Replaced hose bib	10/16/19	Brent
10/16/19	Port Office, Rogue ATM	Key broken off in lock	Extracted broken key	10/16/19	Brent
10/16/19	Port Office, Porch	Sunroof leaking	Fixed leak	10/16/19	Travis
10/18/19	Basin 2, P&Q, I&J	Sediment in drainage gutters	Shoveled sediment out of gutters	10/18/19	Cameron
10/18/19	Basin 1, D Dock	Missing dock bolts	Used barge to drive 24 bolts in	10/18/19	Shawn & Cameron
10/18/19	RV Park, Tent Sites	Dead bird left wrapped in a shirt	Disposed of bird and shirt	10/19/19	Shawn
10/18/19	RV Park, Site 29	Cable box is hanging off fence missing screws	Reattached, resecured	10/19/19	Shawn
10/21/19	RV Park, Site 13	Electric meter cover is falling off	Just needed to be closed	10/22/19	Brent
10/21/19	RV Park	Needs cable connectors	Replenished inventory	10/22/19	Brent
10/21/19	RV Park, Pull Throughs	Need to move picnic tables	Moved tables back to their spots	10/22/19	Brent
10/22/19	RV Park, Site 12	Broken fence panels	Replaced broken panels	10/23/19	Shawn
10/22/19	Fuel Dock	Small cleat needs to be replaced	Took out all cleats, replaced with new ones	10/23/19	Shawn
10/22/19	Basin 1, D Dock 41 & 42	Vessel Mary Keyes is loose	Replaced and tightened bow line	10/23/19	Cameron
10/22/19	RV Park, Site 81	Picnic table appears burned/melted	Replaced with new table	10/23/19	Shawn & Cameron
10/14/19	Basin 1, A-D Docks	Rescure Docks	Tightened, leveled, added bolts	10/22/19	Sean, Shawn & Cameron
10/23/19	Basin 2, H Dock	Driftwood log floating between slips	Removed log	10/24/19	Shawn & Cameron

10/21/19	Basin 1&2 Gangways	Install new keypad entry locks	Installed at all gangways	10/21/19	Brent
10/22/19	Boarwalk Area, Flag Poles	Install new cleats and rope on poles	Done	10/24/19	Sean
10/23/19	Basin 2, C Dock	Keypad Entry has been vandalized	Repaired handle that was forced into the downward position	10/23/19	Brent
10/24/19	Fish Cleaning Station	Carcasses need to be dumped	Moved carcasses to Alexander Dairy	10/24/19	Brent
10/24/19	Steel Wall	Rubber bumper hanging/torn from mounting bolts	Straightened bumper and tightened bolts	10/24/19	Brent
10/24/19	RV Park, Site 49	Fence between sites is falling apart	Removed failed section of fence	10/25/19	Brent
10/24/19	RV Park, Site 87	Electric panel cable box cover loose	Reattached, resecured	10/25/19	Brent
10/24/19	RV Park, Dry Camp Area	Warning/caution sign blowing over	Added concrete weight to stop tipping	10/25/19	Brent
10/23/2019	RV Park	Pot Holes	filled with asphalt patch	10/27/2019	Sean / Marian
10/22/2019	Trailer Storage	Remove trailer license: 4BJ9357 due to unknown trailer and no tag.	Removed trailer and placed in boat yard	10/23/2019	Cameron
10/17/2019	Basin 1 & 2	Ramps are slick	installed anti slip and plates onto basin ramps.	10/28/2019	Cameron, Shawn, Sean
10/25/2019	RV Park by Old Bathrooms	Stakes from porta potties sticking out of ground	Stakes removed	10/27/2019	Marian
10/29/2019	Travelift Bay	Sump is full	Pumped sump	10/29/2019	Brent
10/30/2019	Retail - Boardwalk	Remove Parking Stands	removed and filled holes	10/30/2019	Shawn & Cameron
10/25/2019	RV Park - site 89	Broken fence panels	fixed broken fence panel	10/30/2019	Shawn & Cameron
10/29/2019	Retail	Move fire lane delineators	moved fire lane delineators	10/31/2019	shawn

## ACTION ITEM – A

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**DATE:** November 19, 2019  
**RE:** Port Audit Report Fiscal Year 2018-19  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port audits must be reviewed and approved by Certified Public Accountant (CPA), approved by the Board, and then submitted to State of Oregon by December 31 every year.
- Audit Report FY 2018-19 is still under review at the time of this packet submission. Port may receive this report before November 19 meeting.

### DOCUMENTS

- Draft Port Audit Report FY 2018-19, \_\_\_ pages
- Draft Resolution No. \_\_\_ Acceptance of Draft Audit Report for Fiscal Year 2018-19, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve draft Port Audit Report for fiscal year 2018-19 and Resolution No. \_\_\_ Acceptance of Draft Audit Report.



## ACTION ITEM – B

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**DATE:** November 19, 2019  
**RE:** Business Oregon Contract for New Marine Fuel Dock Station  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Board approved using the State Lottery Fund of \$600,000 to build a new marine fuel dock station. The money disbursement is handled through Business Oregon.
- Business Oregon requires a contract with the Port to ensure the money is being used for a project that its intended.
- Business Oregon requested description of work, preliminary cost estimate and schedule. The cost estimate and schedule were reviewed by engineer Jack Akin. Preliminary drawings for permits are under way.
- Contract is under review by Port Counsel.

### DOCUMENTS

- Description of Work and Estimated Budget, 2 pages
- Preliminary Schedule, 1 page
- Contract with Business Oregon, 15 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve contract with Business Oregon for the construction of a new marine fuel dock station.

## Port of Brookings Harbor Marine Fuel Dock Station

### Description of Work

- A. Location of work is at the Marina on the Chetco River at the Port of Brookings Harbor, in Curry County, Oregon.
- B. Project is to construct a new fixed Marine Fuel Dock Station above water with sheet pile and tieback deadman system. The Project work scope also includes concrete flat work, sanitary sewer, water, storm drain and electrical. Unstable slope repair within and adjacent to work zone according to engineer's directions. Electrical includes wiring the fuel attendant building, hooking up the Marina Sanitary Device, supplying and installing all lighting, and providing for all fuel station supply and installation work.
- C. Demolish, remove and dispose of existing floating fuel dock and concrete structure once new Marine Fuel Dock Station is constructed. Remove wood piles on transient dock and replace with steel piles from floating fuel dock.

### Estimated Budget

Item No.	Spec No.	Item	Unit	Quantity	Unit Price	Estimated Price
10		Engineering / Architectural	Lump Sum	All	Lump Sum	\$25,000
20		Permitting	Lump Sum	All	Lump Sum	\$10,000
30		Mobilization	Lump Sum	All	Lump Sum	\$50,000
40		Erosion Control	Lump Sum	All	Lump Sum	\$1,000
50		Pollution Plan	Lump Sum	All	Lump Sum	\$500
60		Demolition / Removal of Dock & Structure	Lump Sum	All	Lump Sum	\$5,000
70		General Excavation	Lump Sum	All	Lump Sum	\$10,000
80		Stone Embankment	Lump Sum	All	Lump Sum	\$5,000
90		Nonwoven Filter Geotextile	Lump Sum	All	Lump Sum	\$3,000
100		Furnish Pile Driving Eq	Lump Sum	All	Lump Sum	\$30,000
110		Furnish & Install Steel Sheet Piling	Lump Sum	All	Lump Sum	\$300,000
120		Furnish & Install Grouted Ground Anchors	Lump Sum	All	Lump Sum	\$100,000
130		Coated Reinforcement	Lump Sum	All	Lump Sum	\$10,000
140		General Structure Concrete Class 3300	Lump Sum	All	Lump Sum	\$30,000
150		Aggregate Base	Lump Sum	All	Lump Sum	\$3,000
160		Level 3, ½ Inch Dense MHMAC Mixture	Lump Sum	All	Lump Sum	\$4,000
170		Electrical Conduit	Lump Sum	All	Lump Sum	\$5,000
180		Fuel Lines	Lump Sum	All	Lump Sum	\$15,000
190		Fuel Dispensing Pumps	Lump Sum	All	Lump Sum	\$15,000

## Port of Brookings Harbor Marine Fuel Dock Station

200		Work Containment Plan & System	Lump Sum	All	Lump Sum	\$10,000
210		Construction Survey Work	Lump Sum	All	Lump Sum	\$2,000
220		CLSM Backfill	Lump Sum	All	Lump Sum	\$75,000
230		Concrete Fueling Pad	Lump Sum	All	Lump Sum	\$10,000
240		Storm Drain Line	Lump Sum	All	Lump Sum	\$8,000
260		Install Existing Aluminum Ramp	Lump Sum	All	Lump Sum	\$5,000
270		Concrete Retaining Wall	Lump Sum	All	Lump Sum	\$25,000
280		Remove and Install Dock Piling	Lump Sum	All	Lump Sum	\$25,000
290		Contingency	Lump Sum	All	Lump Sum	\$50,000

Total Estimated Cost    \$ 831,500.00

**Port of Brookings Harbor  
New Marine Fuel Dock Station Preliminary Construction Schedule**

Description	Start Date	Finish Date	Days	October	November	December	January	February	March	April
Preliminary Drawings for Permits	9/30/2019	10/25/2019	25	█						
Permitting - All Agencies	11/2/2019	2/10/2020	100	█	█	█	█	█		
Construction Drawings	10/25/2019	11/24/2019	30	█						
Notice of Invitation to Bid	11/25/2019	12/25/2019	30	█	█					
Owner Order Sheet Pile	12/23/2019	12/23/2019				█				
Award of Contract	1/21/2020	1/21/2020					█			
Contractor Mobilization	2/10/2020	2/15/2020	5					█		
Delivery of Sheet Pile	2/17/2020	2/17/2020							█	
On-site Construction	2/17/2020	4/2/2020	45					█	█	
Contractor Demobilization	4/2/2020	4/7/2020	5							█

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Recipient: Port of Brookings Harbor

Project Number: C2019375

## CHECKLIST OF CONTRACT DOCUMENTS AND INSTRUCTIONS

Please use the following checklist to ensure that all documents have been completed, and return all contract documents as soon as feasible, but not later than 60 days.

1.  **Contract signed and dated by the authorized official.** Please return signature page only.
2.  **Signature Card with certification by the authorized official.** Please return the complete document.
3.  **Deposit Option Notification form.** Please return the complete form. If you choose to have funds electronically deposited in a financial institution (and not the Local Government Investment Pool), please follow the provided link and send a **Direct Deposit Authorization form (SFMS ACH-1)** to the Oregon Department of Administrative Services.

Please let your Regional Project Manager know how you would like to receive the final contract documents, once signed by the Oregon Business Development Department, at which time we will also provide you with a **Disbursement Request Form** for your future use. This form is provided in Excel format for you to fill out and submit to your Regional Project Manager as needed once your project is underway.

Later in your project, your Regional Project Manager will provide any necessary report forms.

## GRANT AGREEMENT

Project Name: Dock Repairs and Improvements

Project Number: C2019375

This grant agreement ("Contract"), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through its Oregon Business Development Department ("OBDD"), and the Port of Brookings Harbor ("Recipient") for financing of the project referred to above and described in Exhibit B ("Project"). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in Section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A	General Definitions
Exhibit B	Project Description
Exhibit C	Not Applicable

Pursuant to Oregon Laws 2017, Chapter 748, section 24 (the "Act"), OBDD is authorized to make an award from the Brookings Harbor Dock Fund established under section 28a, chapter 812, Oregon Laws 2015, to assist in financing the costs of completing the Project.

### SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

**Estimated Project Cost:** \$600,000.

**Grant Amount:** \$600,000.

**Project Close-Out Deadline:** 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

**Project Completion Deadline:** 30 June 2021

### SECTION 2 - FINANCIAL ASSISTANCE

The OBDD shall provide Recipient, and Recipient shall accept from OBDD, a grant (the "Grant") in an aggregate amount not to exceed the Grant Amount.

Conditions Precedent. The OBDD's obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:

- (1) This Contract duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions and information as OBDD may reasonably require.

### SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Financing Proceeds will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-provided or OBDD-approved disbursement request form (“Disbursement Request”).
- B. Financing Availability. The OBDD’s obligation to make, and Recipient’s right to request, disbursements under this Contract terminate on the Project Close-out Deadline.
- C. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
  - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
  - (3) The OBDD, in the reasonable exercise of its administrative discretion, has sufficient moneys in the Fund for use in the Project and has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.
  - (4) The OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
  - (5) Recipient has delivered documentation satisfactory to OBDD that, in addition to the Financing Proceeds, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
  - (6) Any conditions to disbursement elsewhere in this Contract are met.

### SECTION 4 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Financing Proceeds only for the activities described in Exhibit B.
- B. Costs of the Project. The Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act and Oregon law, as applicable. Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-award Costs of the Project, except as permitted by Exhibit B.
- C. Costs Paid for by Others. The Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.
- D. Unexpended Grant Moneys. Any Grant moneys disbursed to Recipient, and any interest earned by Recipient on the Grant moneys, that are not used as set out herein or that remain after the Project is completed or this Agreement is terminated shall be immediately returned to OBDD.

**SECTION 5 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT**

The Recipient represents and warrants to OBDD:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in Section 1, and the Project is fully funded.
- B. Organization and Authority.
- (1) The Recipient is a port district validly organized and existing under the laws of the State of Oregon.
  - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
  - (3) This Contract has been authorized by an ordinance, order or resolution of Recipient's governing body that was adopted in accordance with applicable law.
  - (4) This Contract has been duly executed by Recipient, and when executed by OBDD, is legal, valid and binding, and enforceable in accordance with their terms.
- C. Full Disclosure. The Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract, including Exhibit B, is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
  - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement or instrument to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Compliance with Tax Laws. Recipient is not in violation of any Oregon tax laws, including but not limited to a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and local taxes administered by the Department of Revenue under ORS 305.620.
- H. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and the undertaking and completion of the Project.



## SECTION 6 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. **Notice of Adverse Change.** Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. **Compliance with Laws.** The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract, the Project and the operation of the road, water, and waste water systems of which the Project is a component. In particular, but without limitation, Recipient shall comply with the following, as applicable:

- (1) Oregon Tax Laws, (as defined in Section 5.G).
- (2) State procurement regulations found in the Oregon Public Contracting Code, ORS Chapters 279A, 279B and 279C.
- (3) State labor standards and wage rates found in ORS Chapter 279C.
- (4) ORS 280.518 requiring public display of information on Lottery funding of the project. Recipient shall include the following statement, prominently placed, on all plans, reports, bid documents and advertisements relating to the Project:

“This Project was funded in part by the Oregon State Lottery and administered by the Oregon Business Development Department.”

These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.

- C. **Project Completion Obligations.** Recipient shall:
- (1) Provide OBDD with copies of all plans and specifications relating to the Project, and a timeline for the bidding / award process, at least ten (10) days before advertising for bids.
  - (2) Provide a copy of the bid tabulation and notice of award to OBDD within ten (10) days after selecting a construction contractor.
  - (3) Permit OBDD to conduct inspection of the Project at any time.
  - (4) Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
  - (5) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the OBDD in writing.
  - (6) No later than the Project Closeout Deadline, provide OBDD with a final project completion report on a form provided by OBDD, including Recipient’s certification that the Project is complete, all payments are made, and no further disbursements are needed; provided however, for the purposes of this Contract, OBDD will be the final judge of the Project’s completion.
  - (7) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. **Ownership of Project.** The Project will be owned by Recipient for not less than ten years following the Project Close-Out Deadline. The Project will be operated by Recipient or by a person under a management contract or operating agreement with Recipient. Any such management contract or operating agreement will be structured as a “qualified management contract” as described in IRS Revenue Procedure 97-13, as amended or supplemented.

- E. Operation and Maintenance of the Project. Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements for not less than ten years following the Project Close-Out Deadline. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to OBDD for the on-going operation and maintenance of the Project without reliance on OBDD financing and furnish OBDD, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- F. Insurance, Damage. For a period of not less than ten years following the Project Close-Out Deadline, the Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than OBDD, including a defense of immunity.
- G. Sales, Leases and Encumbrances. For a period of not less than ten years following Project Close-Out Deadline, except as specifically described in Exhibit B (Project Description), Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, OBDD may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require receipt by OBDD of an opinion of Bond Counsel to the effect that such disposition complies with applicable law and will not adversely affect the exclusion of interest on any Lottery Bonds from gross income for purposes of federal income taxation under Section 103(a) of the Code. The term "Bond Counsel" means a law firm determined by OBDD to have knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds.
- H. Books and Records. The Recipient shall keep accurate books and records and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time. Recipient shall have these records audited annually by an independent certified public accountant, which may be part of the annual audit of all records of Recipient.
- I. Inspections; Information. The Recipient shall permit OBDD and any party designated by OBDD: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. The Recipient shall supply any related reports and information as OBDD may reasonably require.
- J. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds for a minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the Project Closeout Deadline. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.

- K. **Economic Benefit Data.** The OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.
- L. **Disadvantaged Business Enterprises.** ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own and emerging small businesses...” OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at [https://www.oregonlegislature.gov/bills\\_laws/ors/ors200.html](https://www.oregonlegislature.gov/bills_laws/ors/ors200.html). Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- M. **Professional Responsibility.** A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for any construction design for the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. The Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions insurance, and performing testing and inspections during construction.
- N. **Notice of Default.** The Recipient shall give OBDD prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- O. **Indemnity.** To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OBDD and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorney’s fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this Section are not to be construed as a waiver by Recipient of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- P. **Exclusion of Interest from Federal Gross Income and Compliance with Code.**
- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Lottery Bonds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. OBDD may decline to disburse the Financing Proceeds if it finds that the federal tax exemption of the Lottery Bonds cannot be assured.
  - (2) The Recipient shall not take any action (including but not limited to the execution of a management agreement for the operation of the Project) or omit to take any action that would cause any Lottery Bonds to be “private activity bonds” within the meaning of Section 141(a) of the Code. Accordingly, unless Recipient receives the prior written approval of OBDD, Recipient shall not permit in excess of ten percent (10%) of either (a) the Financing Proceeds or (b) the Project financed or refinanced with the Financing Proceeds to be directly or indirectly used in any manner that would constitute “private business use” within the meaning of Section 141(b)(6) of the Code, including not permitting more than one half of any permitted

- private business use to be “disproportionate related business use” or private business use unrelated to the government use of the Financing Proceeds. Unless Recipient receives the prior written approval of OBDD, Recipient shall not directly or indirectly use any of the Financing Proceeds to make or finance loans to persons other than governmental units, as that term is used in Section 141(c) of the Code.
- (3) The Recipient shall not directly or indirectly use or permit the use of any of the Financing Proceeds or any other funds, or take any action or omit to take any action, which would cause any Lottery Bonds to be “arbitrage bonds” within the meaning of Section 148(a) of the Code.
  - (4) The Recipient shall not cause any Lottery Bonds to be treated as “federally guaranteed” for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to “federally guaranteed” obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Lottery Bonds will be treated as “federally guaranteed” if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Lottery Bonds will be (i) used in making loans if the payment of principal or interest is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.
  - (5) The Recipient shall assist OBDD to ensure that all required amounts are rebated to the United States of America pursuant to Section 148(f) of the Code. The Recipient shall pay to OBDD such amounts as may be directed by OBDD to satisfy the requirements of Section 148(f) applicable to the portion of the proceeds of any tax-exempt bonds, including any Financing Proceeds or other amounts held in a reserve fund. The Recipient further shall reimburse OBDD for the portion of any expenses it incurs related to the Project that is necessary to satisfy the requirements of Section 148(f) of the Code.
  - (6) Upon OBDD’s request, Recipient shall furnish written information regarding its investments and use of Financing Proceeds, and of any facilities financed or refinanced therewith, including providing OBDD with any information and documentation that OBDD reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Lottery Bonds.
  - (7) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Lottery Bonds, the covenants contained in this subsection will survive payment of the Lottery Bonds, and the interest thereon, including the application of any unexpended Financing Proceeds. The Recipient acknowledges that the Project may be funded with the proceeds of the Lottery Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Lottery Bonds from gross income for federal income tax purposes.
  - (8) Neither Recipient nor any related party to Recipient, within the meaning of 26 C.F.R.s §1.150-1(b), shall purchase any Lottery Bonds, from which proceeds were used to finance the Project, in an amount related to the amount of the Grant.

- (9) The Recipient may use the Financing Proceeds to reimburse itself for Project expenditures made prior to the funding of the Project only if permitted by Exhibit B and only if such reimbursement is allowed under one of the following four categories pursuant to 26 C.F.R. §1.150-2:
- (a) Preliminary expenditures such as architectural, engineering, surveying, soil testing, bond issuance and similar costs that, in the aggregate, are not in excess of 20% of the Financing Proceeds. Costs of land acquisition, site preparation and similar costs incident to commencement of construction are not preliminary expenditures.
  - (b) Expenditures for issuance costs.
  - (c) Expenditures that are described in a reimbursement resolution or other declaration of official intent that satisfies the requirements of 26 C.F.R. §1.150-2 and paid no earlier than 60 days prior to the adoption of such resolution or official intent.
  - (d) Expenditures paid within 60 days prior to the date the Grant is funded.

#### SECTION 7 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant or the Project or in regard to compliance with the requirements of section 103 and sections 141 through 150 of the Code.
- B. Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 7, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by OBDD. The OBDD may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

#### SECTION 8 - REMEDIES

- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to any one or more of the following:
  - (1) Terminating OBDD's commitment and obligation to make the Grant or disbursements of Financing Proceeds under the Contract.
  - (2) Barring Recipient from applying for future awards.
  - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract.
  - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 8.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OBDD; then, as applicable, to repay any Grant proceeds owed; then, to pay other amounts due and payable under this Contract, if any.

- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The OBDD is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 7 of this Contract.
- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of OBDD's obligations.

#### SECTION 9 - MISCELLANEOUS

- A. Time is of the Essence. Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
  - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
  - (3) This Contract will be binding upon and inure to the benefit of OBDD, Recipient, and their respective successors and permitted assigns.
  - (4) Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OBDD. The OBDD may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OBDD, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of OBDD's Counsel and Bond Counsel. Any approved assignment is not to be construed as creating any obligation of OBDD beyond those in this Contract, nor does assignment relieve Recipient of any of its duties or obligations under this Contract.
  - (5) Recipient hereby approves and consents to any assignment, sale or transfer of this Contract that OBDD deems to be necessary.
- C. Disclaimer of Warranties; Limitation of Liability. The Recipient agrees that:
- (1) The OBDD makes no warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for particular purpose or fitness for any use of the Project or any portion of the Project, or any other warranty or representation.
  - (2) In no event are OBDD or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Contract or the existence, furnishing, functioning or use of the Project.

D. Notices. All notices to be given under this Contract must be in writing and addressed as shown below, or to other addresses that either party may hereafter indicate pursuant to this section. Notices may only be delivered by personal delivery or mailed, postage prepaid. Any such notice is effective five calendar days after mailing, or upon actual delivery if personally delivered.

If to OBDD:                   Assistant Director, Economic Development  
Oregon Business Development Department  
775 Summer Street NE Suite 200  
Salem OR 97301-1280

If to Recipient:           Port Manager  
Port of Brookings Harbor  
PO Box 848  
Brookings OR 97415-0015

E. No Construction against Drafter. This Contract is to be construed as if the parties drafted it jointly.

F. Severability. If any term or condition of this Contract is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.

G. Amendments, Waivers. This Contract may not be amended without the prior written consent of OBDD (and when required, the Department of Justice) and Recipient. This Contract may not be amended in a manner that is not in compliance with the Act. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.

H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OBDD by its attorneys.

I. Choice of Law; Designation of Forum: Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.
- K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
 acting by and through its  
 Oregon Infrastructure Finance Authority  
 of the Business Development Department



**PORT OF BROOKINGS HARBOR**

By: \_\_\_\_\_  
 Chris Cummings, Assistant Director  
 Economic Development

By: \_\_\_\_\_  
 Roy Davis, Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
 /s/ Sam Zeigler per email dated 7 November 2019  
 Sam Zeigler, Assistant Attorney General



## EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“Financing Proceeds” means the proceeds of the Grant.

“Lottery Bonds” means any bonds issued by the State of Oregon that are special obligations of the State of Oregon payable solely from unobligated net lottery proceeds, the interest on which is exempt from federal income taxation, together with any refunding bonds, used to finance or refinance the Project through the initial funding or refinancing of all or a portion of the Grant.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

## EXHIBIT B - PROJECT DESCRIPTION

Recipient will construct, on its marina located on the Chetco River, a new fixed Marine Fuel Station and Dock above water using a sheet pile and tieback deadman system. The Project includes, but is not limited to, the stationary dock, site work, buildings / structures, concrete flat work, sanitary sewer, water, storm drain, electrical and lighting required to make the fuel station functional. Recipient will also remove and dispose of the existing floating fuel dock and concrete structure once the new dock is constructed.

Recipient is authorized to request reimbursement of pre-award costs of up to \$6,562.50 for preliminary engineering activities.

**Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards**

<b>Recipient</b>		<b>Project Number</b>	
<b>Port of Brookings Harbor</b>		<b>C2019375</b>	
<b>Signatures of Delegated Authorized Individuals to Request Payments</b> (Two signatures are required to request disbursement of funds)			
_____ Typed Name and Title  (1) a _____ Signature (Highest Elected Official must <u>not</u> sign here)	_____ Typed Name and Title  (1) b _____ Signature (Highest Elected Official must <u>not</u> sign here)		
<b>Additional Signatures (if desired)</b>			
_____ Typed Name and Title  (1) c _____ Signature (Highest Elected Official must <u>not</u> sign here)	_____ Typed Name and Title  (1) d _____ Signature (Highest Elected Official must <u>not</u> sign here)		
I certify that the signatures above are of the individuals authorized to draw funds for the cited project.  _____ Typed Name, Title and Date  (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must not be listed in item (1) a through (1) d above)		<b>Agency Use Only: Date Received:</b>   	

Oregon Business Development Department/Authorized Signature Card

**Preparation of the Authorized Signature Card Form:** If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

**Item # Explanation**

- (1) a-d Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: **Two** signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.)
- (2) Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here **must not be listed in Item (1) a through d.**
- (3) Leave blank—Oregon Business Development Department will sign here.

Complete one form and return it to: Oregon Business Development Department  
 775 SUMMER ST NE STE 200  
 SALEM OR 97301-1280

# DEPOSIT OPTION NOTIFICATION

Complete and return this form to

Oregon Business Development Department

775 SUMMER ST NE STE 200

SALEM OR 97301-1280

Port of Brookings Harbor

93-6013807

Recipient

Federal Tax ID Number

Dock Repairs and Improvements

C2019375

Project Name

Project Number

I (we), the undersigned do hereby authorize the Oregon Business Development Department to: (Choose Method I or II below)

## Method I - Electronic Funds Transfer (EFT)

### Private Sector or Government Entities

- Use New EFT Account:** A Direct Deposit Form (SFMS ACH-1) completed by Financial Institution Representative has been forwarded to the Oregon Department of Administrative Services authorizing the Oregon State Treasury to deposit funds into the designated financial account by way of the Automated Clearing House Services (ACH) of the Federal Reserve Banking System.

*Requires an SFMS ACH-1 form to be marked CONFIDENTIAL and mailed to:*

*Oregon Department of Administrative Services  
SFMS Operations / ACH Coordinator  
155 COTTAGE ST NE STE U60  
SALEM OR 97301-3970*

*Get the form here: [www.oregon.gov/das/Financial/AcctgSys/Documents/ACH\\_Enrollment\\_Form.pdf](http://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH_Enrollment_Form.pdf)*

- Use Existing EFT Account:** An account has already been set up for EFT deposits as required above.

## Method II - Local Government Investment Pool (LGIP)

### Government Entities Only

- Transfer funds to the Oregon State Treasury Local Government Investment Pool by electronic or other means.

The Oregon State Treasury is authorized to accept and deposit said funds into Local Government Investment Pool Account Number \_\_\_\_\_.

This authorization will override any previous authorization and will remain in effect until the Oregon Business Development Department has received written notification of its termination.

Type or Print Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Title(s) \_\_\_\_\_

Date

Telephone Number

Fax Number

## ACTION ITEM – C

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**DATE:** November 19, 2019  
**RE:** Supplemental Budget  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Budget Committee hearing meeting will be conducted prior to the regular commissioner meeting to review and approve supplemental budget changes.
- If Budget Committee approves the supplemental budget changes, a resolution is needed to memorialize Board's approval.

### DOCUMENTS

- Resolution No. 529, Resolution Adopting the Budget, 7 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve and adopt Resolution No. 529, Resolution Adopting the Budget.

**RESOLUTION No. 529**  
**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2019-2020 in the total amount of \$5,952,340. This budget is now on file at 16330 Lower Harbor Road, Brookings, Oregon.

**GENERAL FUND**

Decrease 90,000 in cash carryover and increase in unappropriated ending fund balance of 43,500. Resources increase of 795,500, reimbursements due from Capital Projects FEMA and Grant Projects. Increase 85,000 Material and Services for the demolition of the Green Building and reduce Materials and Services professional fees at Beachfront RV Park in the amount of 43,000, total increase 42,000. Capital Outlay decreased 5,000. The installation of electrical on Basin 1 D Dock to be postponed. Allocated 5,000 for purchase of pre-owned truck. Increase Interfund Transfers to Capital Projects 625,000 to fund Marine Fuel Dock Station, FEMA and MAP Grant Projects.

**CAPITAL PROJECTS FUND**

Decrease 14,000 cash carryover and decrease 22,500 unappropriated ending fund balance. Increase Interfund Transfers from General Fund 625,000 to fund Marine Fuel Dock Station, FEMA and MAP Grant Projects. Increase resources for payment reimbursements for Basin 1 Piling Project and sale of "old" pilings in the amount of 195,500 and for the Marine Fuel Dock Station in the amount of 600,000, total of 795,500. Increase requirements for Marine Fuel Dock Station, FEMA Disasters 4432 and 4452 in the amount of 620,000. Increase Interfund Transfer to General Funds 795,500, payment reimbursements from FEMA, State Lottery Money and OSMB MAP Grant.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019 for the following purposes:

	<b><u>General Fund</u></b>		
	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
<b><u>Port Operations</u></b>			
Personnel Services .....	801,726	-	801,726
Materials & Services.....	1,471,757	42,000	1,513,757
Capital Outlay.....	115,000	(5,000)	110,000
<b>Total Port Operations.....</b>	<b>2,388,483</b>	<b>37,000</b>	<b>2,425,483</b>
<b><u>Not Allocated to General Port Operating Fund</u></b>			
Transfers Out.....	618,868	625,000	1,243,868
Contingency.....	10,149	-	10,149
<b>Subtotal.....</b>	<b>629,017</b>	<b>625,000</b>	<b>1,254,017</b>
<b>Total Appropriations</b>	<b>3,017,500</b>	<b>662,000</b>	<b>3,679,500</b>
<b><u>Capital Projects Fund</u></b>			
Capital Outlay .....	4,785	620,000	624,785
Transfers Out.....	-	795,500	795,500
	<b>4,785</b>	<b>1,415,500</b>	<b>1,420,285</b>
<b>Total APPROPRIATIONS, All Funds</b>	<b>3,516,753</b>	<b>2,571,968</b>	<b>5,594,253</b>
<b>Total Unappropriated and Reserve</b>			
<b>Amounts, All Funds</b>	<b>337,087</b>	<b>21,000</b>	<b>358,087</b>
<b>TOTAL ADOPTED BUDGET ...</b>	<b>3,853,840</b>	<b>2,593,026</b>	<b>5,952,340</b>

The above resolution statements were approved by the Budget Committee and declared adopted by the Board of Commissioners on

ATTEST:

X \_\_\_\_\_  
Roy C. Davis, Chairman

X \_\_\_\_\_  
Joe Speir, Treasurer

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND**

**Port of Brookings Harbor**

Historical Data		Actual		Adopted Budget This Year 18 / 19	RESOURCE SUMMARY	Budget for Next Year 2019-20				
Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #			Adopted Supplemental Budget 11/19/2019 Resolution #				
1	23,023	107,287	67,554	375,000	285,000	285,000	285,000	285,000	1	Reduced 90,000
2	6,917	14,343	8,800	9,000	9,000	9,000	9,000	9,000	2	
3	315	1,400	2,456	7,304	7,304	7,304	7,304	7,304	3	
4			956,700			795,500	795,500	795,500	4	Increase 795,500 195,500 Piling Project & reimbursement of sale "old pilings" 600,000 Marine Fuel Dock 5,000 MAP Grant
5			-						5	
6	635,080	558,401	620,400	654,707	654,707	654,707	654,707	654,707	6	
7	563,943	573,446	576,349	556,869	556,869	556,869	556,869	556,869	7	
8	70,761	90,249	104,437	93,974	93,974	93,974	93,974	93,974	8	
9	19,222	-	-	-	-	-	-	-	9	
10	422,404	517,939	522,700	519,402	519,402	519,402	519,402	519,402	10	
11	444,877	480,047	458,516	581,596	581,596	581,596	581,596	581,596	11	
12	88,065	-	-	-	-	-	-	-	12	
13	4,510	8,330	5,000	8,926	8,926	8,926	8,926	8,926	13	
14	33,491	-	-	-	-	-	-	-	14	
15	-	-	-	-	-	-	-	-	15	
16	47,833	79,427	184,000	5,066	5,066	5,066	5,066	5,066	16	
17	126,694	81,854	19,384	20,657	20,657	20,657	20,657	20,657	17	
18		100,000							18	
19									19	
20									20	
21									21	
22									22	
23									23	
24	2,487,135	2,612,723	3,526,296	2,832,500	3,538,000	3,538,000	3,538,000	3,538,000	24	
25			213,704	225,000	225,000	225,000	225,000	225,000	25	
26	214,368	223,279							26	
27	2,701,504	2,836,002	3,740,000	3,057,500	3,763,000	3,763,000	3,763,000	3,763,000	27	Total General Fund Resources INCREASE \$705,500

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REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND  
Port of Brookings Harbor

Line Item	Historical Data		Adopted Budget This Year 18 / 19	REQUIREMENT TOTALS	Budget For Next Year 2019-20		
	Actual				Adopted By Governing Body 6/18/2019 Res #625	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	98,300	100,000	100,000	PERSONNEL SERVICES	84,018	84,018	84,018
2	94,970	114,385	114,385	1 5012 Salary Port Manager	153,838	153,838	153,838
3	40,297	37,951	37,951	2 5018 Hourly / Port Office Staff	46,585	46,585	46,585
4	123,087	178,273	178,273	3 5018 Hourly / RV Park Office Staff	248,578	248,578	248,578
5	16,520	7,585	7,585	4 5020 Hourly / Operations Staff	10,828	10,828	10,828
6	112,935	127,375	127,375	5 5030 Overtime	157,710	157,710	157,710
7	22,395	8,101	8,101	6 5040 Costs & Benefits	14,205	14,205	14,205
8	58,838	65,511	65,511	7 5075 Workers Comp	85,964	85,964	85,964
9	-	639,191	639,191	8 5080 Health Care & Dental	801,726	801,726	801,726
10	-	567,342	567,342	9 TOTAL PERSONNEL SERVICES	-	-	-
11	-	-	-	10 TOTAL FULL-TIME EQUIVALENT (FTE)	-	-	-
12	12,051	-	-	MATERIALS AND SERVICES	-	-	-
13	282,518	284,731	284,731	11 6000 Material & Services Other	12,927	12,927	12,927
14	414,262	373,543	373,543	12 6001 Advertising & Notifications	408,780	408,780	408,780
15	-	-	-	13 6109 Repairs and Maintenance	-	-	-
16	272,967	280,890	280,890	14 6150 Fuel Purchased for resale	492,132	492,132	492,132
17	44,290	48,005	48,005	15 6175 Disposal of Abandon Vessels	40,000	40,000	40,000
18	25,404	25,860	25,860	16 6200 Utilities	281,292	281,292	281,292
19	2,685	2,725	2,725	17 6300 Office Expense	34,365	34,365	34,365
20	34,333	18,974	18,974	18 6350 Bank Services & Finance Fees	28,804	28,804	28,804
21	18,436	6,482	6,482	19 6400 Travel & Training	2,629	2,629	2,629
22	15,000	15,000	15,000	20 6500 Permits, Licenses, Taxes, Misc.	29,317	29,317	29,317
23	88,543	99,022	99,022	21 6600 Bad Debt	-	-	-
24	105,380	125,018	125,018	22 6585 Harbor RIFPD Service	83,940	83,940	83,940
25	1,315,969	1,292,419	1,292,419	23 6800 Insurance - Property, Liability & Bond	142,570	99,570	99,570
26	-	-	-	24 6900 Professional Fees	1,471,757	1,513,757	1,513,757
27	143,227	-	-	25 TOTAL MATERIALS AND SERVICES	-	-	-
28	20,553	-	-	CAPITAL OUTLAY	-	-	-
29	-	-	-	26 Golf Carts	-	-	-
30	-	-	-	27 2018 Genie Forklift	-	-	-
31	-	-	-	28 2018 Ford F150 Truck	-	-	-
32	163,780	17,000	17,000	29 Vehicles	25,000	30,000	30,000
33	2,046,991	1,948,608	1,948,608	30 Installation of Electrical Basin 1-Dock #	90,000	-	-
34	950,733	1,095,109	1,020,152	31 Security System	-	80,000	80,000
35	187,244	224,937	225,054	32 TOTAL CAPITAL OUTLAY	115,000	110,000	110,000
36	34,622	105,514	136,662	33 TOTAL ORG./PROG. REQUIREMENTS	2,388,483	2,425,482	2,425,482
37	138,264	170,180	156,306	REQUIREMENTS FOR OTHER DEPARTMENTS OR PROGRAMS	-	-	-
38	404,185	446,046	406,709	GENERAL FUND	-	-	-
39	33,608	5,205	3,725	34 Administration / Marina	1,137,980	1,217,980	1,217,980
40	11,104	-	-	35 Beachfront RV Park	309,066	266,066	266,066
41	139,474	-	-	36 Boat Yard	156,014	156,014	156,014
42	5,234	-	-	37 Commercial Retail	226,489	226,489	226,489
43	1,904,467	2,046,991	1,948,608	38 Fuel Dock	554,428	554,428	554,428
44	-	-	-	39 Land Use Events	4,507	4,507	4,507
45	-	-	-	40 Cold Storage	-	-	-
46	-	-	-	41 Ice House	-	-	-
47	-	-	-	42 Dredging Other Ports	-	-	-
48	-	-	-	43 TOTAL ALLOCATED REQUIREMENTS	2,388,483	2,425,482	2,425,482
49	-	-	-	44 TOTAL ALLOCATED REQUIREMENTS	2,388,483	2,425,482	2,425,482
50	-	-	-	45 Increase \$65,000 for demolition of the Green Bldg.	323,780	408,780	408,780
51	-	-	-	46 Increase \$5000 for purchase of Pre-Owned Lift Truck	25,000	30,000	30,000
52	-	-	-	47 Installation of electrical on Basin 1 D Dock project is on hold.	90,000	-	-
53	-	-	-	48 Total Decrease in Capital Outlay \$5,000	-	80,000	80,000
54	-	-	-	49 Total Increase \$37,000	115,000	110,000	110,000
55	-	-	-	50 Total Increase \$37,000	2,388,483	2,425,482	2,425,482
56	-	-	-	51	-	-	-
57	-	-	-	52	-	-	-
58	-	-	-	53	-	-	-
59	-	-	-	54	-	-	-
60	-	-	-	55	-	-	-
61	-	-	-	56	-	-	-
62	-	-	-	57	-	-	-
63	-	-	-	58	-	-	-
64	-	-	-	59	-	-	-
65	-	-	-	60	-	-	-
66	-	-	-	61	-	-	-
67	-	-	-	62	-	-	-
68	-	-	-	63	-	-	-
69	-	-	-	64	-	-	-
70	-	-	-	65	-	-	-
71	-	-	-	66	-	-	-
72	-	-	-	67	-	-	-
73	-	-	-	68	-	-	-
74	-	-	-	69	-	-	-
75	-	-	-	70	-	-	-
76	-	-	-	71	-	-	-
77	-	-	-	72	-	-	-
78	-	-	-	73	-	-	-
79	-	-	-	74	-	-	-
80	-	-	-	75	-	-	-
81	-	-	-	76	-	-	-
82	-	-	-	77	-	-	-
83	-	-	-	78	-	-	-
84	-	-	-	79	-	-	-
85	-	-	-	80	-	-	-
86	-	-	-	81	-	-	-
87	-	-	-	82	-	-	-
88	-	-	-	83	-	-	-
89	-	-	-	84	-	-	-
90	-	-	-	85	-	-	-
91	-	-	-	86	-	-	-
92	-	-	-	87	-	-	-
93	-	-	-	88	-	-	-
94	-	-	-	89	-	-	-
95	-	-	-	90	-	-	-
96	-	-	-	91	-	-	-
97	-	-	-	92	-	-	-
98	-	-	-	93	-	-	-
99	-	-	-	94	-	-	-
100	-	-	-	95	-	-	-
101	-	-	-	96	-	-	-
102	-	-	-	97	-	-	-
103	-	-	-	98	-	-	-
104	-	-	-	99	-	-	-
105	-	-	-	100	-	-	-
106	-	-	-	101	-	-	-
107	-	-	-	102	-	-	-
108	-	-	-	103	-	-	-
109	-	-	-	104	-	-	-
110	-	-	-	105	-	-	-
111	-	-	-	106	-	-	-
112	-	-	-	107	-	-	-
113	-	-	-	108	-	-	-
114	-	-	-	109	-	-	-
115	-	-	-	110	-	-	-
116	-	-	-	111	-	-	-
117	-	-	-	112	-	-	-
118	-	-	-	113	-	-	-
119	-	-	-	114	-	-	-
120	-	-	-	115	-	-	-
121	-	-	-	116	-	-	-
122	-	-	-	117	-	-	-
123	-	-	-	118	-	-	-
124	-	-	-	119	-	-	-
125	-	-	-	120	-	-	-
126	-	-	-	121	-	-	-
127	-	-	-	122	-	-	-
128	-	-	-	123	-	-	-
129	-	-	-	124	-	-	-
130	-	-	-	125	-	-	-
131	-	-	-	126	-	-	-
132	-	-	-	127	-	-	-
133	-	-	-	128	-	-	-
134	-	-	-	129	-	-	-
135	-	-	-	130	-	-	-
136	-	-	-	131	-	-	-
137	-	-	-	132	-	-	-
138	-	-	-	133	-	-	-
139	-	-	-	134	-	-	-
140	-	-	-	135	-	-	-
141	-	-	-	136	-	-	-
142	-	-	-	137	-	-	-
143	-	-	-	138	-	-	-
144	-	-	-	139	-	-	-
145	-	-	-	140	-	-	-
146	-	-	-	141	-	-	-
147	-	-	-	142	-	-	-
148	-	-	-	143	-	-	-
149	-	-	-	144	-	-	-
150	-	-	-	145	-	-	-
151	-	-	-	146	-	-	-
152	-	-	-	147	-	-	-
153	-	-	-	148	-	-	-
154	-	-	-	149	-	-	-
155	-	-	-	150	-	-	-
156	-	-	-	151	-	-	-
157	-	-	-	152	-	-	-
158	-	-	-	153	-	-	-
159	-	-	-	154	-	-	-
160	-	-	-	155	-	-	-
161	-	-	-	156	-	-	-
162	-	-	-	157	-	-	-
163	-	-	-	158	-	-	-
164	-	-	-	159	-	-	-
165	-	-	-	160	-	-	-
166	-	-	-	161	-	-	-
167	-	-	-	162	-	-	-
168	-	-	-	163	-	-	-
169	-	-	-	164	-	-	-
170	-	-	-	165	-	-	-
171	-	-</					







**REQUIREMENTS SUMMARY**  
**BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**  
**GENERAL FUND**  
 Port of Brooking Harbor

FORM  
LB-30

	Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION / MARINA</u>	Budget For Next Year 2019-20		
	Actual				Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19				
				<b>PERSONNEL SERVICES</b>			
1	49,042	98,300	100,000	84,018	84,018	84,018	1
2	118,928	94,970	114,385	153,838	153,838	153,838	2
3	55,391	55,502	71,783	102,645	102,645	102,645	3
4	12,026	6,516	4,165	6,512	6,512	6,512	4
5	125,667	112,935	127,375	157,710	157,710	157,710	5
6	6,730	22,395	8,101	14,205	14,205	14,205	6
7	53,941	58,838	65,511	85,964	85,964	85,964	7
8	421,726	449,456	491,320	604,892	604,892	604,892	8
9	4	4	5.00	5.50	5.50	5.50	9
				<b>MATERIALS AND SERVICES</b>			
10	12,522	10,963	10,792	11,544	11,544	11,544	10
11	112,404	93,091	143,778	178,053	178,053	178,053	11
12	167,704	142,466	140,806	140,790	140,790	140,790	12
13	44,082	36,540	40,329	32,305	32,305	32,305	13
14	9,731	9,192	9,051	8,992	8,992	8,992	14
15	5,412	2,685	2,725	2,629	2,629	2,629	15
16	5,486	21,606	5,486	9,147	9,147	9,147	16
17	4,314	18,436	6,482	-	-	-	17
18	80,274	66,846	78,294	65,883	65,883	65,883	18
19	87,079	80,048	86,089	53,744	53,744	53,744	19
20	529,009	481,873	523,833	418,087	503,087	503,087	20
				<b>TOTAL MATERIALS AND SERVICES</b>			
				<b>CAPITAL OUTLAY</b>			
21			5,000				21
22		143,227					22
23		20,553					23
24				25,000	30,000	30,000	24
25				90,000	-	-	25
26					80,000	80,000	26
27		163,780	5,000	115,000	110,000	110,000	27
				<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>			
28							28
29							29
30							30
31	950,733	1,095,109	1,020,152	1,137,980	1,217,980	1,217,980	31

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Increase \$85,000 for demolition of Green Bldg.

Increase \$5000 for purchase of Pre-Owned Lift Truck

Decrease \$10,000 Installation of electrical on Basin 1 D Dock project is on hold.

Capital Outlay Total Decrease \$5,000

Total Materials & Services Increase \$95,000

Total Requirements Increase \$80,000





**CAPITAL PROJECTS FUND  
RESOURCES AND REQUIREMENTS  
CAPITAL PROJECTS FUND**  
(Fund)

Port of Brookings Harbor

Historical Data		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
Actual	Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Supplemental Budget 11/19/2019 Resolution #
		<b>RESOURCES</b>			
1	33,403	1 Cash Carryover	25,000	11,000	11,000
2		2 Interest			
3	136,430	3 Interfund Transfer from General Funds		625,000	625,000
4	4,785	4 MAP Grant	4,785	4,785	4,785
5		5 OSMB Boarding Dock Agreement #1587			
6		6 8125 NHMP Fuel Dock			
7		7 8240 NHMP Basin 1 Piling Project		182,000	182,000
8		8 Commercial Receiving Docks			
9		9 Brookings Harbor Dock Fund - State Lottery Funds		600,000	600,000
10	234,833	10 7311 FEMA PW29 Ice House Dredging			
11		11 7250 Strategic Business Plan			
12	687,289	12 8300 IFA Bridge Loan L16010 - Dock Renovation			
13	1,096,740	<b>13 TOTAL RESOURCES</b>	29,785	1,422,785	1,422,785
		<b>REQUIREMENTS</b>			
14	4,785	14 MAP Grant	4,785	4,785	4,785
15	107	15 OSMB Boarding Dock Agreement #1587			
16	6,137	16 8125 NHMP Fuel Dock			
17	9,060	17 8240 PW319 Basin 1 Piling Project			
18	1,620	18 8127 NHMP Boardwalk North Dock Project			
19		19 Commercial Receiving Docks			
20	9,060	20 6730 Grant Expenses			
21		21 Forced Labor Expenses			
22	232,440	22 8120 FEMA PW29 Ice House Dredging			
23	687,289	23 8300 IFA Bridge Loan L16010 - Dock Renovation			
24		24 Marine Fuel Dock		600,000	600,000
25		25 FEMA 4432		10,000	10,000
26		26 FEMA 4452		10,000	10,000
27		27 8010 Consultants, Professional Fees			
28	24,360	28 Interfund Transfer to General Funds		795,500	795,500
29	60,941	29 Unappropriated Ending Fund Balance	25,000	2,500	2,500
30	1,035,799	<b>30 TOTAL REQUIREMENTS</b>	29,785	1,422,785	1,422,785
					<b>Total Resources Increase \$1,393,000</b>
					<b>Increase \$625,000: Funding MAP Grant &amp; Marine Fuel Dock Project &amp; FEMA Projects</b>
					<b>Increase \$600,000</b>
					<b>Increase \$20,000 to be used for engineering &amp; permitting fees</b>
					<b>Increase \$795,500</b>
					<b>Decrease \$22,500</b>
					<b>Total Requirements Increase \$1,393,000</b>

## **ACTION ITEM – D**

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**DATE:** November 19, 2019  
**RE:** Credit Cards and Credit Increase  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port Office currently has one credit card with maximum credit limit of \$10,000 with Rogue Credit Union.
- Port has reoccurring monthly charges that total about \$1700. Some annual renewals occur.
- Last month our only credit card number was compromised and shutdown for a period of time. New credit card had to be issued. Other purchases for port operations were postponed.
- Port staff is requesting an increase of the credit limit to \$15,000. This will allow some room for other purchases when reoccurring charges are applied.
- Port staff is also requesting to add three credit cards under the same account. Cards must have a name associated with the card. All the cards will be under the same account with the limit of \$15,000. This will provide staff access to credit while away on port approved activities. Having additional credit cards will also prevent fraud shutdown of port operations.
  - Credit cards names:
    1. Gary Dehlinger
    2. Travis Webster
    3. Brent Ferguson

### DOCUMENTS

- Rogue Credit Union Business Application, 3 pages

### COMMISSIONERS ACTION

- **First Recommended Motion:**  
Motion to approve Rogue Credit Union credit card account from \$10,000 to \$15,000.
- **Second Recommended Motion:**  
Motion to approve three additional credit cards for Gary Dehlinger, Travis Webster and Brent Ferguson.

GD



**BUSINESS APPLICATION VISA**

**Business Applicant Name:**

**Limit Requested:**

Business Information			
Name of Business (as you would like it to appear on the credit card): <b>Port of Brookings Harbor</b>		<b>Type of Organization:</b>	
Official Legal Name: <b>Port of Brookings Harbor</b>		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other: <b>State of Oregon Special District</b>	
Type of Business: <b>Port/Services</b>	Email: <b>accounts@portofbrookingsharbor.com</b>		
Purpose of Loan: <b>applying for another credit card</b>			
Business Street Address: <b>16330 Lower Harbor Road</b>	City, State, Zip: <b>Brookings, OR 97415</b>	How long at address	Yrs. Mo. <b>63 years</b>
Business Mailing Address (if different): <b>P.O. Box 848</b>	City, State, Zip: <b>Brookings, OR 97415</b>	Monthly Business Rent <b>N/A</b>	\$
Business Phone: <b>(541) 469-2218 ext 405</b>	Federal Tax Number: <b>93-6013807</b>	Business RCU Membership Number: <b>306-89</b>	
Years in Business: <b>63 years</b>	Gross Yearly Sales: <b>3,058,000</b>	Approximate Net Worth <b>15,350,000</b>	
Primary Financial Institution: <b>Umpqua Bank</b>	Average Checking Balance: <b>60,000</b>	Average Savings Balance: <b>300,000</b>	Min Mo. Business Loan Pmts

Guarantor(s) Information - Guarantor 1			
Guarantor Name: <b>Roy C. Davis</b>	Social Security Number: <b>n/a</b>	Date of Birth:	
Street Address:	City, State, Zip:	How long at address Yrs. Mo.	Mortgage/Rent \$
Personal Phone Number:	Work Phone Number:	Personal Email:	
Personal RCU Member Number	Job Title/Position <b>Chairman</b>	Annual Salary:	Years at Job

Guarantor(s) Information - Guarantor 2			
Guarantor Name: <b>Joe Speir</b>	Social Security Number: <b>n/a</b>	Date of Birth:	
Street Address:	City, State, Zip:	How long at address Yrs. Mo.	Mortgage/Rent \$
Personal Phone Number:	Work Phone Number:	Personal Email:	
Personal RCU Member Number	Job Title/Position <b>Treasurer</b>	Annual Salary:	Years at Job

Guarantor(s) Information - Guarantor 3			
Guarantor Name: <b>Richard Heap</b>	Social Security Number: <b>n/a</b>	Date of Birth:	
Street Address:	City, State, Zip:	How long at address Yrs. Mo.	Mortgage/Rent \$
Personal Phone Number:	Work Phone Number:	Personal Email:	
Personal RCU Member Number	Job Title/Position <b>Co-Chairman</b>	Annual Salary:	Years at Job

Guarantor(s) Information - Guarantor 4			
Guarantor Name: <b>Sharon Hartung</b>	Social Security Number: <b>n/a</b>	Date of Birth:	
Street Address:	City, State, Zip:	How long at address Yrs. Mo.	Mortgage/Rent \$
Personal Phone Number:	Work Phone Number:	Personal Email:	
Personal RCU Member Number	Job Title/Position <b>Secretary</b>	Annual Salary:	Years at Job



**BUSINESS APPLICATION VISA**

See below for minimum requirements:

**Credit Limit \$500 - \$10,000**

- Business in good standing (Check for active State Business Registry Status)
- In business for a minimum of 2 years (exceptions on a case by case basis)
- Personal guarantee of all business owners required
- Resolution to borrow (All entities except Sole Proprietorship)
- 1 year Business Tax Returns
- Short Form Financial Statement (See Below)
- Sound credit history with no derogatory marks (recommended minimum score of 650)
- Profit and Loss statements (if applicable)
- Current Balance Sheet

**Credit Limit \$10,001 - \$25,000**

In addition to the requirements/forms stated above

- Total of 2 year Business Tax Returns
- Total of 2 year Personal Tax Returns (each guarantor)
- Current Profit and Loss statements
- Sound credit history with no derogatory marks (recommended minimum score of 650)

**Credit Limit \$25,001 or more**

In addition to the requirements/forms stated above

- Profit and Loss statements for the last two years
- Long Form Financial Statement (request long form from Member services or download from Rogue Net)
- Sound credit history with no derogatory marks (recommended minimum score of 720)

**SHORT FORM INDIVIDUAL FINANCIAL STATEMENT**

Required for Credit limits of \$500 - \$25,000

(Long Form Financial Statement required for limits to \$25,000 or more)

ASSETS		VALUE	LIABILITIES		BALANCE	MONTHLY PAYMENT
Cash	RCU		Term Notes/Loans	RCU	\$0	
	Other			Other		
Marketable Securities	Stocks/Bonds		Insurance Loan			
	Retirement					
Tax	Refund Due		Taxes Due	Taxes Payable	\$0	
Insurance Notes Receivable	Cash Value		Accounts & Bills Payable	Credit Cards		
				Open/Revolving		
	A/R & N/R			Other	\$0	
Real Estate	Residence		Real Estate Note & Contracts Payable	Mortgage Loan		
	Income Prop.	14,504,925		Income Prop.		
	Unimproved			Unimproved		
	Other	284,640		Other		
Other Assets	Autos/RVs		Other Loans	Home Equity		
	Equipment	560,435		Auto		
	Boats		Other Liabilities	Other/Personal	6,773,129	
<b>Total Assets</b>		<b>15,350,000</b>	<b>Total Liabilities</b>		<b>6,773,129</b>	
			<b>Net Worth (Assets - Liabilities)</b>		<b>8,577,867</b>	

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**BUSINESS MEMBERSHIP VISA ACCOUNT**

**SUPPLEMENTAL AGREEMENT & DESIGNATION OF AUTHORIZED EMPLOYEES**

Borrower (Business/Organization): \_\_\_\_\_

Borrower wishes to establish one or more VISA credit card accounts with Rogue Credit Union for use by Borrower's individuals designated below. Credit Union may either open a separate account for each individual or may specify multiple individuals as authorized users of the same account. Borrower agrees that each VISA credit card account established under this arrangement shall be governed by the terms and conditions of the Credit Union's Business Membership VISA credit card agreement and disclosures, as amended from time to time. Each account shall be subject to a credit limit set by the Credit Union.

Each individual designated below shall receive a VISA credit card in Borrower's name, with the individual specified as an authorized user. Designated individual may use VISA cards to make purchases, obtain cash advances, and perform other transactions, subject to the credit limit set by the Credit Union. This designation of individuals shall remain in effect with respect to each individual listed below until the Credit Union receives written notice of the revocation of such designation, signed by an authorized agent of Borrower. Borrower may add individuals to this designation by providing written notice to the Credit Union.

The following employees are designated to receive VISA credit cards under this agreement:

Employee Name:	Signature:	Credit Limit:
Gary Dehlinger (541) 254-4162		\$
Travis Webster (541) 291-7380		\$
Brent Ferguson (541) 661-7280		\$
		\$

**TOTAL CREDIT LIMIT: \$ 15,000**

\*If no CREDIT LIMIT is indicated, Authorized users will share approved credit limit.

**ACKNOWLEDGEMENT**

I (we) hereby affirm that the foregoing information contained in this member business loan application is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand the Credit Union is relying on this application in making loan(s) to me. Credit Union or its designee is authorized to make any investigation of the credit of the applicant(s), business owner(s) and/or guarantor(s) either directly or through any agency employed by Credit Union for that purpose now and in the future. Credit Union may disclose to any other interested parties Credit Union's experience with this account. I agree to inform the Credit Union immediately of any matter which will cause any material change to my financial condition. I understand that the Credit Union will retain this Business Membership VISA application whether or not credit is granted.

\*Authorized Signers agrees to the foregoing terms individually and on behalf of Borrower. Authorized Signer certifies that Borrower has taken all necessary action authorizing the Borrower to enter into this Agreement with Credit Union. Authorized Signer agrees that Borrower and Authorized Signer will each be liable for all amounts owed to Credit Union pursuant to this Agreement.

Guarantor 1: Roy C. Davis	Signature:	Title: Chairman of Commission	Date:
Guarantor 2: Joe Speir	Signature:	Title: Treasurer of Commission	Date:
Guarantor 3: Richard Heap	Signature:	Title: Co-Chairman of Commission	Date:
Guarantor 4: Sharon Hartung	Signature:	Title: Secretary of Commission	Date:

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## ACTION ITEM – E

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**DATE:** November 19, 2019  
**RE:** Budget Calendar 2020-21  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Every year the Port budget cycle begins in February. A budget calendar is a good way to keep track of the dates to complete the budget in the required timeframe.

### DOCUMENTS

- Draft Budget Calendar 2020-21, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve Budget Calendar for Fiscal Year 2020-21.



# **PORT OF BROOKINGS HARBOR**

## **BUDGET CALENDAR 2020-21**

- |   |                                    |
|---|------------------------------------|
| 1. Appoint Budget Officer                             | February 18 (Tues Regular Meeting) |
| 2. Appoint Budget Committee (BC)                      | March 17 (Tues Regular Meeting)    |
| 3. Prepare Proposed Budget                            | April 13                           |
| 4. Publish 1 <sup>st</sup> Notice of BC Meeting       | April 22 (Wednesday)               |
| 5. Publish 2 <sup>nd</sup> Notice of BC Meeting       | May 2 (Saturday)                   |
| 6. BC meeting & Subsequent Meetings if needed         | May 12 (Tuesday 3:00pm)            |
| 7. Publish Notice of Budget Hearing                   | June 10 (Wednesday)                |
| 8. Hold Budget Hearing (Commissioner Meeting date)    | June 16 (Tues Regular Meeting)     |
| 9. Enact Resolutions to adopt, etc.                   | June 16 (Tues Regular Meeting)     |
| 10. Submit Tax Certification Documents                | by July 15                         |
| 11. Send Copy of all Budget Documents to County Clerk | by Sept 30                         |

## **ACTION ITEM – F**

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**DATE:** November 19, 2019  
**RE:** Strategic Business Plan Review 2020  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- The Strategic Business Plan may be amended to accommodate changing conditions and new opportunities, and must be updated every 10 years, with a mid-point (5-year) review and annual updates for sub-plan components.
- Port signed Intergovernmental Agreement with Business Oregon this year which has tasks and timelines for projects. Basin 2 slope repairs and Basin dredging has become a higher priority due to storm related damages.
- Draft Strategic Business Plan, Table-14 Capital Improvement Plan is updated to show changing conditions to the Port's infrastructure status.
- The Port is planning to receive State Lottery Bond from Business Oregon for \$600,000 for a new Marine Fuel Dock Station. Other funding, if needed, may come from FEMA DR-4432 claim.
- 2020 CIP Rank #2 and #3 were moved up the list because of FEMA disasters in 2019 related repairs.
- 2020 CIP Rank #5, Green Building Area, was added to the list for site development and suggestion to build covered storage units.
- 2020 CIP Tank #16, Long-term Development Potential, added plan for developing land across Lower Harbor Road.
- Removed 2019 CIP Rank #19, relocation of boatyard and upgrade plan because the barge area is not a good location for boat haul outs and area is designated for fill.

### DOCUMENTS

- Draft Strategic Business Plan, Table-14 Capital Improvement Plan, 2 pages
- Business Oregon IGA, Task & Timeline page 10, 1 page

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve draft Strategic Business Plan, Table-14 Capital Improvement Plan for 2020.

Table-14 Capital Improvement Plan

2019 CIP Rank	2020 CIP Rank		Capital Improvements	2019 Cost Estimates	Timeline	2019 Priority	2020 Priority	Fund Source	Priority Project Category
1	1	Fuel Dock Access Pad Replacement	Reconstruct marine fuel dock station	\$831,500	2019-20	High	Extreme	State Lottery-FEMA	Commercial / Marina facility upgrade
5	2	Basin 2 West, South and East Embankment Repair - Reconstruction	Embankment repair, via H-pile/concrete section stabilization; install fencing	\$3,750,000	2020-21	High	High	FEMA - PDM - Port / Business Oregon	2019 Storm related damage
7	3	Basins 1 and 2 Dredging	Basins 1 and 2 dredging	\$4,200,000	2020-21	High	High	FEMA - PDM - Port / Business Oregon	2019 Storm related damage
2	4	Pacific Seafood Receiving Docks	Demolish two existing timber docks and concrete bulkhead; construct concrete dock on both sides of new receiving dock; install concrete pavement; install storm drainage facilities.	\$1,500,000	2022	High	High	NHMP - PDM / Port	Commercial facility upgrade
	5	Green Building Area	Develop site for covered storage units for all types of equipment, gear, vessels, vehicles, etc.	\$1,000,000	2020-21		High	Port - Grants	Commercial facility upgrade
3	6	RV Park Protection Wall and Facility Improvements	Install protection seawall; demolish existing restroom shower facility, RV office and laundromat foundation; construct new facility with RV office, laundromat, showers and restroom; construct new pull-thru sites	\$400,000	2020-21	High	High	NHMP - PDM / Port	Recreation improvements / public amenities
6	7	Stormwater Drainage and Paving Zones 3 Basin 2 East Parking Area	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$1,080,000	2021-22	Medium	Medium	NHMP - PDM / Port	Commercial facility upgrade / public amenities
8	8	Stormwater Drainage and Paving Zones 4 Basin 2 West Parking Lot and RV Park	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$1,180,000	2022-23	Medium	Medium	NHMP - PDM / Port	Commercial facility upgrade / public amenities
9	9	Hallmark Receiving Dock	Demolish existing timber dock; construct concrete dock; install concrete pavement; install storm drainage facilities.	\$870,000	2022-23	High	Medium	NHMP - PDM / Port	Commercial facility upgrade
11	10	Basin 2 and Transient Docks	Replace old docks from C thru H and N thru P; reconfigure spaces to accommodate larger vessel; upgrade transient dock piles and docks	\$1,500,000	2023-24	High	Medium	Port - Grants	Commercial / Marina facility upgrade
12	11	Commercial Center Upgrade / Renovation	Commercial building and site repairs or building third retail building	\$1,500,000	2023	Medium	Medium	Port - Grants	Commercial facility upgrade / public amenities
13	12	Stormwater Drainage and Paving Zones 1 Commercial Storage Area	Stormwater improvements; grading, paving and curbs	\$2,574,000	2024	High	Medium	NHMP - PDM / Port	Commercial facility upgrade
14	13	Stormwater Drainage and Paving Zones 5 Fishing Pier	Stormwater improvements; grind / overlay parking lot; curbs; striping	\$165,000	2024	Medium	Medium	NHMP - PDM / Port	Marina facility upgrade / public amenities
15	14	Boardwalk Expansion / Replacement	Repair / restore piling; secure slope; replace wood planks with concrete surface	\$292,500	2024	Medium	Medium	NHMP - PDM / Port	Marina facility upgrade / public amenities
16	15	Long-term Development Potential	Access condo / mixed-use development potential with drainage improvements including the addition of a canal / bioswale		Yrs 10-20	Low	Low	Port - Grants	Public-private partnership opportunity
17	16	Development Potential	Examine opportunity site for potential development - hotel / condo / business center		Yrs 10-20	Low	Low	Port - Grants	Public-private partnership opportunity
18	17	Lease Upgrades	Make commercial building upgrades	\$150,000	Yrs 1-10	High	Low	Port	Facility upgrades

19		Boatyard Relocation and Upgrade	Acquire new 100-ton straddle hoist (\$600,000), reconstruct sheet pile bulkhead along north and west edge of barge slip, construct new haul out pier for straddle hoist, rig grade and pave work areas and access roads, construct paved transfer road, install fencing, install storm drainage facilities. Dredge for barge slip is not included. See Figure F		Yrs 1-5 Yrs 5-10	Low			Commercial / Marina improvements, 50-ton straddle lift was purchased in 2017 to continue to operate a functional boatyard and provide service to Coast Guard vessels
4		Stormwater Drainage and Paving Zones 2 Commercial Retail Parking Lot	Sealcoat and overlay	\$54,000	2010	High			Commercial facility upgrade / public amenities
10	Combined with Rank 3	Basin 2 South and East Embankment Repair - Reconstruction	Embankment repair via H-pile/concrete suction stabilization; install fencing	\$2,500,000	2022	High			Commercial / Marina facility upgrade

REMOVE FROM LIST

COMPLETED

REMOVE FROM LIST

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All newly elected or appointed Commissioners shall participate in relevant SDAO board training within one (1) year of their election or appointment. All sitting Commissioners will participate in recurring training at least once per term. The Executive Director and (designated assistant manager) will participate in port-specific training at least once a year. Training requirements can be met through participation in SDAO programs, OPPA meetings, or other appropriate training sessions or meetings. Port Commissioners and other staff will be encouraged to participate in additional training and development activities according to the Port's Training and Development policy.

**Section 6. Priority Tasks involving the Department.** The Port intends to pursue the following priority tasks with Department assistance within 24 months. This list may be updated at any time upon mutual written agreement of the Port and the Department.

<i>TASK</i>	<i>TIMELINE</i>
Fuel Dock Ramp and Slope Reconstruction	Winter 2019
Pac Choice Receiving Dock Rebuild	Winter 2020
RV Park Facility Reconstruction	Summer/Fall 2020
Basin 2 Slopes Repairs-Reconstruction	Winter 2021
Dredge Basins 1 & 2	Oct – Dec 2021, Jan – Feb 2022
Paving Gear Storage – Stormwater Improvements	Fall 2022
Tasks subject to change due to FEMA disaster relief and/or INFRA Grant award	

**APPENDIX B - Department**

**Section 1. Department Contact Person.** The Department's Ports Program Manager (Dave Harlan, or other designated staff) will serve as the Department's contact person for this Agreement.

**Section 2. Notifications of Meeting Dates and Plan Changes.** The Department shall regularly update the Port on public or Oregon Business Development Commission meetings. On request, the Department shall, in a timely manner, provide examples to the Port of components for all planning and marketing programs (such as the Strategic Business Plan, marketing plans and capital facilities plans) during any changes/updates.

**Section 3. Training.** On request, the Department shall, in a timely manner, identify or confirm training opportunities for Port elected officials, the Port Manager and other Port staff that will assist the Port in meeting the training requirements of this Agreement.

**Section 4. Best Practices Handbook.** The Department shall identify and distribute Best Management Practices policies, examples and related training opportunities to the Port.

## **ACTION ITEM – G**

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**DATE:** November 19, 2019  
**RE:** Port Security Contract Amendment  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### **OVERVIEW**

- South Coast Knight Security patrols were increased to 4 hours per day in April 2019.
- With winter coming, activity at the port has decreased. Requesting to reduce the patrol hours to 2 hours per night.
- Port Counsel and South Coast Knight Security have reviewed the amendment.

### **DOCUMENTS**

- South Coast Knight Security Service Agreement Amendment No. 1, 2 pages

### **COMMISSIONERS ACTION**

- **Recommended Motion:**  
Motion to approve South Coast Knight Security Service Agreement Amendment No. 1.

**AMENDMENT NO. 1  
TO  
PORT OF BROOKINGS HARBOR  
AGREEMENT FOR SECURITY SERVICES**

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and South Coast Knight Security, LLC ("Contractor") to amend the terms of the Agreement for Security Services dated April 16, 2019.

**1. AMENDMENTS.** The Agreement is hereby amended as follows:

[deletions are in ~~red~~ ~~strikeout~~ and additions are in ***bold italics***]

**A. Scope of Services.** Paragraph 2.0, Scope of Services, of the Agreement is hereby amended to read as follows:

2.0 Scope of Services. Contractor's services under this Agreement consist of the following (the "Work"):

A. Daily operations include, but not limited to the following:

- i. Provide nightly security patrol of all Port docks, parking lots, RV Park, shipyard and all leased property within the Port complex.
- ii. Insure and enforce proper parking of vehicles, RV's, campers, travel trailers or any other vehicle.
- iii. Enforce all Port ordinances and policies as required by Port Authority.
- iv. Provide assistance to the general public.
- v. Provide and obtain assistance to all local law enforcement and emergency services personnel as needed.
- vi. Lock restrooms at 10:00 pm and reopen them at 4:00 am (four restroom facilities).
- vii. Lock RV Park gate at 10:00 pm ~~and reopen it at 7:00 am.~~

B. Provide properly trained and uniformed personnel to perform the above operations.

C. Provide a clearly and properly marked vehicle for patrol.

D. Provide the necessary communications equipment.

E. Provide additional security during special events for Port properties (event planners must provide their own security).

F. Hours of security patrol are 10:00 pm to ~~7:00~~ **4:00** am, seven days a week.

G. Report directly to the Harbormaster by means of daily shift reports and occurrence reports.

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

3.01. Compensation. Contractor will be compensated on an hourly basis for services rendered as follows:

- ~~\$35~~ **\$45** per hour (~~4~~ **2** hours minimum per shift)
- \$45 per hour for (1 hour minimum for call-outs or requests for additional service)

**2. OTHER TERMS AND CONDITIONS.** All other terms and conditions of the Amended and Restated Lease agreement not in conflict with this Amendment No. 1 remain in full force and effect and remain unaffected hereby.

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

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

<b>PORT OF BROOKINGS-HARBOR</b>	<b>South Coast Knight Security, LLC</b>
Dated: _____	Dated: _____
By: _____ Board Chairman Roy Davis	By: _____ Thomas Sorrentino Its: Member / Owner
ATTEST:  _____	
Commissioner	



## ACTION ITEM – H

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**DATE:** November 19, 2019  
**RE:** Port Security Cameras  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port has reached out to three security contractors to provide estimates installing a professional security camera system that would cover all Port properties. Port also advertised in the local newspaper and website for proposals.
- Port received two estimates at the time this packet submission.
- We asked the contractors to install the camera infrastructure for room to expand and provide high quality cameras.
- Installing security cameras would increase safety and security. Our plan is to install the minimum amount of security cameras at first (due to limited funding) and then expand the system later when more funding becomes available.
- Funding to install the first phase (camera infrastructure & 32 cameras) would come from RV Park professional fees not used and from reduced security patrol hours.
- Estimates do not include any electrical work or permitting. Electrical work and permitting would require additional Port funds to complete the work, estimated at \$15,000.

### DOCUMENTS

- Oregon Alarm Estimate, 4 pages
- SOS Alarm, 6 pages

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve installing security camera system for Port properties not to exceed \$80,000.



We'd like to take a moment to thank you for your interest in Oregon Alarm. Our company was founded on the basis of incredible customer service. We pride ourselves on a commitment to building and maintaining relationships with our customers that last for years beyond project completion. We're always around to help provide a solution to any of the problems that our customers might need to overcome.

At Oregon Alarm, we've embraced a family atmosphere. The company was founded by Brett Mosieur, who got his start at a Curtis Mathes dealership in Coos Bay that was owned by his brother Bruce in the 1980's. He started with C-band satellite TV installation, which has evolved over the years into Dish Network, DirecTV (AT&T), and now our very own satellite internet service powered by Viasat. We still offer satellite sales and service to this day.

Brett has worked hard to remain at the cutting edge of technology since the very beginning. In the mid 90's he took the plunge into security services as another way to apply his professional licensing to his body of work. It was something of a leap from satellite TV at the time, but it opened up a wealth of new technology for us to master and offer to our customers. What began as Oregon Security evolved into a Brinks dealer, into a Broadview Security Dealer, and then into an ADT dealer.

A couple of decades after Brett stepped out onto his own, Brett's son Brealan joined the efforts of the business. Starting by helping with satellite installs during his high-school summers, Brealan grew with our company over the years. After an absence while he obtained his college degree, life's course brought him back to Oregon Alarm in 2017. We're thrilled that he has embraced the family business as he's currently working through the apprenticeship program for all the state licensing required to install and maintain the services we offer. Brealan is excited to ensure Oregon Alarm remains active and committed to excellence in customer service for decades to come.

As time flew by, we grew more and more frustrated with how these huge companies were treating our customers, and we decided that we could take better care of our customers in the Oregon Community than any national company could. We brought our professional experience back home and started the brand Oregon Alarm. We now offer the same or better services and equipment than the national companies do, but with personalized care and attention to the details of each project.

We've embraced the challenges presented by professional video surveillance enthusiastically. The world of surveillance cameras and network video has exploded in just the last handful of years. Cameras may have increased in the complexity of install and programming, but they have come down in price and grown in their capabilities to a mind-boggling level. Gone are the days of an alarm system that just makes noise and calls the authorities. With the options that we have at our disposal in the world of video, we can provide effective tools and true peace of mind for our customers.

Our commitment to our customers runs deeper than great customer service. With Oregon Alarm, you can expect quality product selection, and more importantly, quality installation. We will settle for nothing less than extreme attention to detail when it comes to the cleanliness of our work. We truly believe that everything we do is worth doing the right way and it shows in the end result.

In summary, we at Oregon Alarm value our relationships with people over all else. We strive to take good care of those who choose to do business with us. We'll offer the highest quality of work, the absolute best support, and a partner in security that cares. We're a family at Oregon Alarm and we'd love nothing more than for you to join it.

We appreciate your consideration.

Thank you.



# ESTIMATE

Project Title: Video Surveillance System (As Built)

P.O. Number: N/A

Estimate Number: 62515

Terms: COD

Date: 10/7/19

**Port of Brookings Harbor**

**Gary Dehlinger**

**16330 Lower Harbor Rd.**

**Brookings, OR 97415**

**541-469-2218 (Office)**

**541-254-4162 (Gary Cell)**

**541-291-7380 (Travis Cell)**

**portmaster@portofbrookingsharbor.com**

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

Description	Quantity
Hikvision Professional Series Commercial Digital 64 Channel, 32TB H265 (High Compression) NVR Recording Appliance (Web GUI and App Included)	1
Hikvision Commercial 4K Bullet Camera (8MP) With Long Range IR & H265 High Compression	32
Hikvision 4K Bullet Camera Mounting Back Box	32
Hikvision Commercial 2MP 50X Zoom PTZ Speed Dome IP Camera w/Auto Tracking and Long Range IR Illumination	2
Hikvision 4 Port POE+ Ethernet Switch (Optimized for Video)	21
Ubiquiti 5 GHZ Point to Point Ethernet Bridge (Client)	21
Ubiquiti 5GHZ Sector (Station)	1
Kralroy 12X12X6 NEMA Rated Plastic Enclosure	21
OmniMount 12U Locking Equipment Cabinet	1
Minuteman 2500VA UPS Battery Backup	1
Miscellaneous Installation Materials	
Electrical Permit	

**Project Estimate**

**\$63,840.00**

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



# PORT OF BROOKINGS HARBOR SECURITY CAMERA LAYOUT





SOS ALARM 3273 Biddle Rd. Medford Oregon 97504 541-773-3900

**Brookings Harbor CCTV Proposal**

November 1st, 2019

Thank you for allowing SOS Alarm the opportunity to provide a bid on your camera project.

SOS Alarm is a family owned, Southern Oregon based full service security company. We have been operating since 1968. We focus on providing our clients top level security options with a strong personal customer service approach.

Personally, I have been in the security industry and working for SOS Alarm since 1998. I began my security career as a technician and still hold a current Limited Energy Class A license through the State of Oregon, #4041LEA. I regularly attend industry trainings and trade shows to stay current with the rapidly evolving security industry.

From among the thousands of camera system installations that SOS Alarm has performed for multitudes of clients in residential, commercial, large retail, industrial and government applications, the following are a small example of some of our clientele who, like you, have had challenging facilities to protect:

Kids Unlimited Public Charter School, Medford  
-Cameras, Burglar Alarm, Access Control, Intercom

Old Mill Shopping District, Bend  
- Cameras, License Plate Recognition, Access Control

Oregon State Police, Central Point  
- Burglar Alarm, Access Control

Josephine County Adult Jail, Grants Pass  
- Cameras

Crate Lake NP, Klamath County  
- Burglar alarm, Fire Alarm Monitoring, Cameras

My intent in the camera system design that I have created for you is to provide a scalable, high quality, robust, anti-corrosion camera system providing views of all primary areas of concern throughout the Brookings Harbor complex. The system layout is as you have requested and may be built on at a later date to add additional areas of coverage or to meet specific criteria such as license plate recognition, or specific activity monitoring. The cameras that I have chosen are high-end, robust, stainless steel models, specifically designed for marine application.

Please let me know if you have any questions or if you would like to see any alteration made to my proposal.

Henry Knepp - Regional Manager - SOS Alarm

Proposed equipment to be installed:

**Harbor North Area**

- 1 32 Channel NVR W/24TB**  
*Harbor Office*
- 1 IP camera 2MP Wide Dynamic Range 2.8mm, 30m IR**  
*Harbor Office*
- 7 Anti-Corrosion Dome Camera 2.8-12mm, 30M IR, IP 67 Low Light**
- 7 Anti-Corrosion Dome Camera Bracket**  
*Fish Station, 2x Ramp Restroom,  
2x Boardwalk, 2x Retail Restroom*
- 7 Anti-Corrosion Cylinder Camera 3.8-16mm, 50m IR, IP 67, Low Light**
- 7 Anti-Corrosion Cylinder Camera Bracket**  
*2x Lot N Light, 2x Lot S Light,  
3x Boardwalk S Light*
- 3 Multi-Point Gigabit Exterior Wireless Network Transceiver**  
*3x Harbor Office*
- 6 Directional Gigabit Exterior Wireless Network Transceiver**  
*Fish Station, Ramp Restroom  
Retail Restroom, Lot N Light, Lot S Light,  
Boardwalk S Light*
- 6 20x16x11 Weatherproof NEMA Type 4, 4X / IP56 rated Enclosures W/Power**  
*Fish Station, Ramp Restroom  
Retail Restroom, Lot N Light,  
Lot S Light, Under Boardwalk*
- 2 8 Port 48V Gigabit POE Switch**  
*Harbor Office, Under Boardwalk*
- 5 5 Port 48V Exterior Gigabit POE Switch**  
*Fish Station, Ramp Restroom  
Retail Restroom, Lot N Light,  
Lot S Light*
- 5 4 Port 24V Exterior Gigabit POE Switch**  
*Fish Station, Ramp Restroom  
Retail Restroom, Lot N Light,  
Lot S Light*

## Harbor South Area

- 1      32 Channel NVR W/24TB**  
*Boatyard Warehouse Building*
- 4      Anti-Corrosion Dome Camera 2.8-12mm, 30M IR, IP 67 Low Light**  
**4      Anti-Corrosion Dome Camera Bracket**  
*2x E Restroom, 2x W Restroom*
- 15     Anti-Corrosion Cylinder Camera 3.8-16mm, 50m IR, IP 67, Low Light**  
**15     Anti-Corrosion Cylinder Camera Bracket**  
*3x Receiving Dock Light, Fuel Dock Light,  
Transient Dock Light, NE Light, SE Light,  
NW Light, SW Light, RV Park N Light,  
2x RV Park Central Light, RV Park S Light,  
2x Boatyard Warehouse Building*
- 4      Multi-Point Gigabit Exterior Wireless Network Transceiver**  
*Boatyard Warehouse Building*
- 12     Directional Gigabit Exterior Wireless Network Transceiver**  
*Receiving Dock Light, Fuel Dock Light,  
Transient Dock Light, NE Light, E Restroom,  
SE Light, NW Light, W Restroom, SW Light,  
RV Park N Light, RV Park Central Light,  
RV Park S Light*
- 12     20x16x11 Weatherproof NEMA Type 4, 4X / IP56 rated Enclosures W/Power**  
*Receiving Dock Light, Fuel Dock Light,  
Transient Dock Light, NE Light, E Restroom,  
SE Light, NW Light, W Restroom, SW Light,  
RV Park N Light, RV Park Central Light,  
RV Park S Light*
- 1      8 Port 48V Gigabit POE Switch**  
*Boatyard Warehouse Building*
- 12     5 Port 48V Exterior Gigabit POE Switch**  
*Receiving Dock Light, Fuel Dock Light,  
Transient Dock Light, NE Light, E Restroom,  
SE Light, NW Light, W Restroom, SW Light,  
RV Park N Light, RV Park Central Light,  
RV Park S Light*
- 12     4 Port 24V Exterior Gigabit POE Switch**  
*Receiving Dock Light, Fuel Dock Light,  
Transient Dock Light, NE Light, E Restroom,  
SE Light, NW Light, W Restroom, SW Light,  
RV Park N Light, RV Park Central Light,  
RV Park S Light*



**The following infrastructure and services are to be provided by the Harbor**

- An electrician to provide 110VAC power to the power receptacles in all of the Weatherproof NEMA enclosures that we will be providing.
- An electrician to provide a minimum 3/4" conduit from the Light pole at the south end of the boardwalk to the Weatherproof NEMA Enclosure located under the boardwalk and from there a minimum 1" conduit to each of the camera location under the boardwalk, providing junction boxes in the conduit for future camera additions.
- A tall post or preferably climbable tower at the Harbor Office building for mounting wireless network transceivers. The post must be tall enough to have an unobstructed direct view of the roof of the fishing station, the ramp restroom, and the retail area restroom. If the post or tower is not climbable and the network equipment must be placed above a height safely reached by ladders, some means of access to the network equipment, such as a boom lift, must be provided for installation and be made available for any future service of the equipment by our technicians.
- Broadband internet service at the Harbor Office and at the Boatyard Warehouse.
- Any computer used for viewing and manipulating the system.
- Any monitor or TV desired for viewing in the Harbor Office.
- Clearing of any brush and or debris necessary in order for our technicians with their tools and equipment to access and install the cameras located under the boardwalk.

**System description**

I have carefully designed this CCTV System to cover the areas that you have specified with a few main objectives in mind:

**Scaleability** - I have selected equipment that may easily be expand in the future.

**Ease of use** - I have selected equipment with simple easy to learn user interfaces. The ability to view the system remotely over any broadband internet connection or high speed cellular network and smartphone integrations.

**Reliability** - I have selected well tested high quality components for this system. These cameras are specifically designed and manufactured to be installed in marine and other harsh environments. The cameras and mounts are made custom order from 316L (A4) anti-corrosion stainless steel. The cameras are IP67 Certified and have ISO C5-M, NEMA 4X Certification.

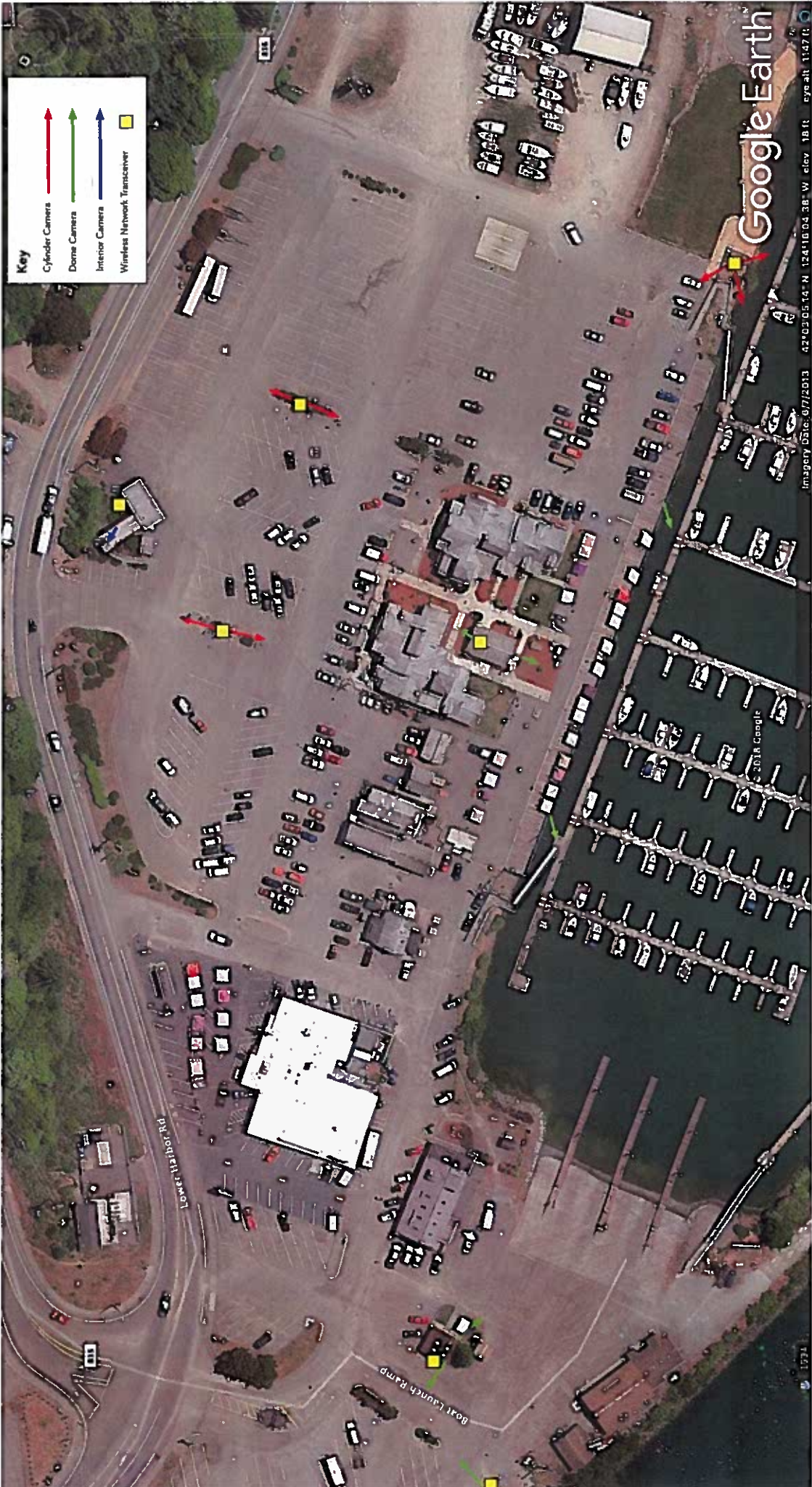
**Longevity** - I have planned the system so that any camera mounted in a low, easily accessed location is a dome style camera, less likely to be successfully vandalized. Cameras that are to be placed higher and less easily reached are to be cylinder style cameras that allow for more options when it comes to aiming, a stronger telephoto setting on the lens and a more powerful infrared illuminator for low light situations.

**Purchase of the equipment as described above including all wiring, fixtures, fasteners, and connectors and taking into account permits, travel, lodging and prevailing wage rates: \$209,590.00**

SOS Alarm warranties our installation for 1 year from the date of completion. Equipment is warrantied by the individual manufacturers for their individual specified terms. After the first year, any service and or maintenance of this system will be performed on a time and material basis.

**Please contact me with any questions.**

**Henry Knepp - SOS Alarm - Regional Manager - 541-773-3900**



**Key**

- Cylinder Camera
- Dome Camera
- Interior Camera
- Wireless Network Transceiver

Google Earth

imagery date: 07/2013 42°03'05.14" N 124°10'04.38" W elev: 18 ft eye alt: 11.67 ft





**Key**

- ↑ Cylinder Camera
- ↑ Dome Camera
- Wireless Network Transceiver

Image Date: 6/7/2013 43°02'46.60"N 123°15'56.31"W elev 21ft GCS: NAD 83

# ACTION ITEM – I

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**DATE:** November 19, 2019  
**RE:** Port Manager Performance Evaluation 2019  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- Employment Agreement with Port Manager, Section 2.3 says the Commission will review Employee's salary annually and may, in its sole discretion, authorize cost of living or salary increases; and Section 2.4 says the Commission will also conduct an annual performance evaluation.
- Resolution No. 476 establishes the procedure for the evaluation and the form to be used.
- Requesting to streamline the timeline procedure to a single meeting evaluation. Commissioners, please use the attached evaluation form for the review and discussion at the next regular scheduled meeting.

## DOCUMENTS

- Resolution No. 476, 2 pages
- General Manager Performance Evaluation Form, 4 pages

## COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve review period to a single meeting and approve annual performance evaluation form to be used and reviewed at the next regular scheduled meeting.

## PORT OF BROOKINGS HARBOR RESOLUTION NO. 476

### RESOLUTION ADOPTING A PROCESS FOR THE ANNUAL PERFORMANCE EVALUATION OF THE GENERAL MANAGER

**WHEREAS**, the General Manager's employment agreement, the Commission By-laws, and the Port of Brookings Harbor's Personnel Manual require that the General Manager receive an annual performance evaluation; and

**WHEREAS**, the General Manager and Port Commission are from time to time contractually obligated to conduct performance reviews; and

**WHEREAS**, the Port Commission shall conduct subsequent evaluations for the General Manager annually, the process of which is substantially more public than with other Port employees;

**WHEREAS**, the Commission wishes to codify the process related to evaluating the General Manager through Resolution; NOW THEREFORE,

### THE PORT OF BROOKINGS HARBOR BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

**Section 1.** The Board of Commissioners shall conduct an annual review and evaluation of the General Manager's work performance by the end of February. The results of such evaluation shall commend areas of good performance, point out areas for improvement, review and establish work-related goals and objectives. Any adjustment to the General Manager's salary and/or benefits will be determined by the Board at the end this evaluation. This process will allow for open discussion and clear direction for reviewing and establishing a work plan. The Manager will determine whether the evaluation process will be done in open or executive session and must be present during any discussion by a quorum of the Commission. (ORS 192.660(2)(i))

**Section 2. Timeline.**

**A.** No later than three weeks before the regular January board meeting, staff will distribute a blank evaluation form to each of the commissioners and a copy of the General Manager's self-evaluation.

**B.** Commissioners will review the evaluation factors. Tentative rankings and comments should be made on the provided forms and submitted to the Commission President or designee one week in advance of the regular January commission meeting. Copies of the individual forms will be compiled for the full Commission's review. Commissioners are also encouraged to develop thoughts, concerns, issues and potential goals for consideration with the General Manager.

**C.** At the regular January board meeting, the Commissioners will have an open discussion with the Manager on the factors being evaluated, achievements, goals, and any other pertinent issues. It is the Manager's decision to determine whether this discussion is conducted during the regular board meeting or in executive

session.

D. After the discussion, the Manager will keep copies of the individual evaluation sheets and personal notes and develop a work plan including goals and a summary of the Board's evaluation. This Summary Report will be distributed to the Commissioners in their regular February board meeting packet. Commissioners are encouraged to contact the General Manager prior to the meeting to suggest any adjustments in advance.

E. Commissioners will review the Summary Report with the General Manager to give further direction and clarification on the rankings, goals and objectives. Any discussion regarding adjustments to the Manager's salary and/or benefits shall take place at this time. The Manager will determine whether this discussion is conducted during the regular board meeting or in executive session.

F. Once the Commission reaches a consensus on the amended Summary Report, the Board President – during New Business – shall read (a) the summarized ratings, (b) list of goals and objectives for the following year and (c) any salary/benefit adjustment. The President will solicit a motion to accept the findings in the Manager's Evaluation Summary Report to be approved by the Board. The Summary Report will be signed by the President and Manager upon approval of the Board. The original evaluation forms and signed Summary Report will be placed in the Manager's personnel file.

**Section 3. Process.** The purpose of the employee performance evaluation and summary report is to increase communication between the Board of Commissioners and the General Manager concerning his/her performance in the accomplishment of the assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

**Section 4. Instructions.**

A. Commissioners are instructed to review the General Manager's work performance for the entire period; to refrain from basing judgment on recent events or isolated incidents only; to disregard general impressions of the General Manager and concentrate on one factor at a time.

B. Commissioners shall evaluate the General Manager on the basis of standards expected to be met for the job to which assigned considering the length of time in the job. Commissioners shall check the number, which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If a Commissioner did not have an opportunity to observe a factor during this evaluation period, indicate so in the "N/A" column next to the factor.

C. Written comments tend to be more valuable than rankings. Commissioners are encouraged to write additional comments and concerns as a separate attachment.

**Section 5. Evaluation Form.**

## General Manager Performance Evaluation

Date of initial evaluation: \_\_\_\_\_

### Rating Scale Definitions (1-5)

- Unsatisfactory .....(1)    The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
  
- Improvement Needed .....(2)    The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
  
- Meets Job Standards.....(3)    The employee's work performance consistently meets the standards of the Standard position.
  
- Exceeds Job Standards ...(4)    The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
  
- Outstanding.....(5)    The employee's work performance is consistently excellent when compared to the standards of the job.
  
- No Observation ..... (N/O)    The employee's work performance was not observed.

### 1. PERFORMANCE EVALUATION AND ACHIEVEMENTS

#### A. Board of Commissioners Relationships

- |    |   |   |   |   |   |   |     |
|----|---|---|---|---|---|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners .....   | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough .....  | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner .....   | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals.....   | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. .... | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, <u>opportunities</u> and risks that could come before the board.....  | 1 | 2 | 3 | 4 | 5 | N/O |

7. Comments:

\_\_\_\_\_

\_\_\_\_\_

B. Public Relations

1.	Projects a positive public image.....	1	2	3	4	5	N/O
2.	Courteous to the public at all times.....	1	2	3	4	5	N/O
3.	Maintains effective relations with media.....	1	2	3	4	5	N/O
4.	Comments:						

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C. Effective Leadership of Staff

1.	Delegates appropriate responsibilities.....	1	2	3	4	5	N/O
2.	Staff feels empowered.....	1	2	3	4	5	N/O
3.	Training and education provided.....	1	2	3	4	5	N/O
4.	Public relations. How does public view staff?.....	1	2	3	4	5	N/O
5.	Comments:						

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D. Fiscal Management

1.	Prepares realistic annual budget.....	1	2	3	4	5	N/O
2.	Controls expenditures in accordance with approved budget.....	1	2	3	4	5	N/O
3.	Keeps board of commissioners informed about revenues and expenditures, actual and projected.....	1	2	3	4	5	N/O
4.	Ensures that the budget addresses the Port Commission's goals and objectives, including readability.....	1	2	3	4	5	N/O
5.	Comments:						

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E. Communication

1.	Oral communication is clear, concise and articulate.....	1	2	3	4	5	N/O
2.	Written communications are clear, concise and accurate.....	1	2	3	4	5	N/O
3.	Comments:						

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**F. Personal Traits**

- |    |                                 |   |   |   |   |   |     |
|----|---------------------------------|---|---|---|---|---|-----|
| 1. | Initiative .....                | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Judgment .....                  | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Fairness and impartiality ..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Creativity .....                | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Time Management .....           | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Comments:                       |   |   |   |   |   |     |

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**G. Intergovernmental Affairs**

- |    |  |   |   |   |   |   |     |
|----|--|---|---|---|---|---|-----|
| 1. | Maintains effective communication with local, regional, state and federal government agencies .....                            | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Financial resources (grants) from other agencies are pursued .....   | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Contributions to good government through regular participation in local, regional and state committees and organizations ..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Lobbies effectively with county, legislators and state agencies regarding Port programs and projects .....                     | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments:  |   |   |   |   |   |     |

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**2. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:**

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

- |    |           |   |   |   |   |   |     |
|----|-----------|---|---|---|---|---|-----|
| 1. | .....     | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Comments: |   |   |   |   |   |     |

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III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: .....

1            2            3            4            5            N/O

2. Comments:

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IV. FUTURE GOALS AND OBJECTIVES

Prioritize specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. (Plan)(Goal)(Strategy)

This Performance Evaluation Survey was completed by:

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(Name of Commissioner)

## **ACTION ITEM – J**

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**DATE:** November 19, 2019  
**RE:** Curry County Leasing RV Park  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Subcommittee met November 1, 2019 and reviewed a draft detail lease from Curry County.
- Subcommittee comments were provided to County staff for review.
- Julie Schmelzer, Director of County Operations and Josh Hopkins, Park Director with Curry County plan to attend this meeting to answer any questions.
- Events occurring in the lease property and adjacent property should be approved by both agencies and organizers of the events to ensure proper management. Events that occur annually are 4<sup>th</sup> of July Fireworks, Kite Festival and Raining Cats & Dogs. Lease may need to address events in general.

### DOCUMENTS

- Curry County Draft Detail Lease with Subcommittee Comments, 1 page
- Curry County Board of Commissioners Information, 3 pages
- Estimated Revenue Sharing, 1 page
- Google Map of RV Park & Fishing Pier Areas, 1 page
- Pilot News Article November 6, 2019, 1 page

### COMMISSIONERS ACTION

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

**Proposed Lease Details**  
**County Assistance Managing the Port of Brookings Harbor RV Park**  
**Comments from Port Subcommittee:**

Proposed terms for the lease:

- 30 year lease length wherein Curry County is taking over all operations, maintenance, and future development of the RV Park facility area only. **Port Commission to approve capital improvements. 20-year lease term with option for 20-year extension.**
- **How will the County handle day to day operations (staffing, drive-ups, guest issues) and any transitional period once agreement is made**
- County retains any State RV Fee increase.
- Curry County Parks gains possession of any RV Park specific property used for its operations including tables, fire pits, janitorial supplies, and standard operating equipment (we will ask for a more detailed list when meeting with the Port reps.). **Firewood, satellite and Wi-Fi system**
- **Maintain, repair and improve current infrastructure**
- Use inter-fund loan from Road Department to cover replacement cost of restroom facility, build loan repayment structure into lease. Demolition of current restroom.
- 25% of net profits go to County.
- 65% net profits go to POBH (Port retains the property/business so their share should be larger).
- 10% net profits go to repayment of inter-fund loan from Road Department.
- When inter-fund loan is repaid the designated 10% is split evenly between the parties making 30%-70% split of net profits. **Quarterly report showing payment breakout for auditing.**
- Payment of net profit to be made quarterly. **With Profits & Loss Report.**
- **Fishing Pier area part of the RV Park.**
- **Establish default limits (predetermine minimum net return amount)**

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

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

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

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



**TO: BOARD OF COMMISSIONERS**

**FROM: PARKS**

**SUBJECT: Port of Brookings Harbor RV Park Partnership**

**DATE: 10/28/2019**

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**BACKGROUND:** At a joint Workshop with the Port of Brookings Harbor on 10/16/19, both jurisdictions heard an idea for developing a management partnership for the Beachfront RV Park in Harbor OR with a 20% (County)-80% (Port) cost share split. Both governing bodies were interested in exploring the option.

On 10/24/2019, Operations Director Schmelzer and Parks Director Hopkins attended a Port of Brookings Harbor meeting regarding the RV Partnership. A tentative proposal of creating a 30 year lease wherein Curry County takes over operations and management of the Beachfront RV Park; County Parks uses an inter-fund loan from the Road Fund to replace broken restroom; and loan repayment is built into the lease was presented. The Port of Brookings Harbor is interested and created a subcommittee consisting of two Commissioners to negotiate the lease.

**RELEVANT FACTS:** Proposed split with loan repayment after cost of operations: 25% County, 65% Port, 10% loan repayment. When loan is repaid 10% split evenly making for 30%-70% split after operating cost. Specific details in attached document.

**OPTIONS:** Staff direction requested before moving forward.

**RECOMMENDATION(S):** The Board of Commissioners direct staff to create a draft lease after providing insight on the following questions.

Is the County Board of Commissioners interested in a management partnership deal with the Port of Brookings Harbor?

Is the County Board of Commissioners willing to entertain a lease that uses an inter-fund loan from the Road Fund to repair restroom with repayment built into the terms?

Is the County Board of Commissioners willing to accept the revenue distribution amounts from the tentative proposal? If not, what would the Board like to see?

**Proposed Lease Details**  
**County Assistance Managing the Port of Brookings Harbor RV Park**

**Proposed terms for the lease:**

- 30 year lease length wherein Curry County is taking over all operations, maintenance, and future development of the RV Park facility area only.
- County retains any State RV Fee increase.
- Curry County Parks gains possession of any RV Park specific property used for its operations including tables, fire pits, janitorial supplies, and standard operating equipment (we will ask for a more detailed list when meeting with the Port reps.).
- Use inter-fund loan from Road Department to cover replacement cost of restroom facility, build loan repayment structure into lease.
- 25% of net revenues go to County.
- 65% net revenues go to POBH (Port retains the property/business so their share should be larger).
- 10% net revenues go to repayment of inter-fund loan from Road Department.
- When inter-fund loan is repaid the designated 10% is split evenly between the parties making 30%-70% split of net revenues.
- Payment of net profit to be made quarterly.

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

- Power
- Water
- Trash
- Sewer
- Yearly permit and license fees
- Advertising
- Propane
- Telecommunications
- Cable TV
- IT Support/Services
- Merchant Services/Bank fees

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

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

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

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

**Six Year Average:**

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

**Six Year Average after Loan Repayment:**

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

## Beachfront RV Park Estimated Revenue Sharing

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



# Port of Brookings Harbor Beachfront RV Park & Fishing Pier



# Port's Beachfront RV Park: Up for lease?

Linda Pinkham  
Staff Writer

Rec Department to take over management and operation of the port's Beachfront RV Park at 16035 Boat Basin Rd.

Under a proposed 30-year-lease agreement, initially the county would receive 25% of the net profits of the RV

Curry County Parks and

Under the plan, County Parks would be responsible for all operations, maintenance and future development of the RV park's facility area. The county would take possession of the portion of the property used for the RV park, such as tables, fire pits, janitorial supplies and operating equipment.

Hopkins said the County Parks and Rec Department has access to additional resources that are unavailable to the port that would help finance upgrades and improvements to the facilities.

County Parks receives funding from the state's RV license fees, based on the number of campsites available. Those fees amount to \$700 to \$1,000 per year for each campsite, whether it's for an RV site, yurt or tent. The Beachfront RV Park currently has 92 sites, according to the map on its website.

The county also is eligible to apply for opportunity grants through lottery funds, which

can be used to repair campgrounds. The Beachfront RV Park was built in 1968, with a costly \$400,000 estimated expense to replace its restroom.

The additional funds the county would receive through RV license fees and lottery grants could be used to regrade the gravel and replace the picnic tables with ones that are ADA-compliant, Hopkins added.

At the Oct. 24 meeting, the port commissioners were scheduled to hear a proposal for how much fixing the restroom would cost. The port has been in the process of seeking a bank loan to fund those repairs.

Because the county has money it can borrow from the road fund, it would be able to get the bathroom done before the busy season, without having to qualify for a bank loan.

One question from commissioners was whether the county would take into account the

port's master plan, to which Hopkins replied that county officials would look at what the port has been working on and try to match it. The port has identified eventually re-doing the site's laundromat and store, along with other upgrades.

Other questions during the Oct. 24 meeting included which expenses would become the county's responsibility, such as power, water, trash, sewer, permit and license fees, advertising, propane, telecommunications, cable TV, IT support and services, and merchant services and bank fees.

After the presentation, the port commissioners canceled their bank loan request and created a subcommittee to work on drafting a lease agreement with the county.

That subcommittee subsequently forwarded additional questions and several suggested lease terms, which will be brought before a Curry County commissioners' workshop at 2 p.m. Wednesday.

## WAVE

Noll suggested to Laura they tie the 50th anniversary of Makaha with their latest venture: a new documentary, "The Film Archives of Greg Noll, Lost and Found" will be showing at the Hawai'i Film Festival on Nov. 9.

Directors Grant Washburn and Jay Johnson took thousands of hours of recovered film that Noll shot from the '50s and '60s, then digitized it and added current interviews.

Noll said the title refers to both the footage and their family, lost then found, here in

decided to come here and live," Noll said.

"We just really liked the area - small, people are nice, you know. We just had to get out of Southern California. The place was turning into a giant turd."

He got in to commercial fishing soon after, transitioning from 18-foot, 42-foot and 70-foot boats over the years, fishing crab, shrimp and the occasional swordfish.

Noll these days maintains a boat in the harbor for recreational fishing, going after snapper and cod and the

- makes re-creations of the boards ridden by history's famous surfers.

Having surfed some of the biggest waves from Brazil to Japan, Noll said the quality of surfing in Crescent City is in the eye of the beholder. "Sometimes, surfing where the quality of the wave isn't as good, but there's a lack of crowds, compensates for it," Noll said. "That's why a lotta guys surf up here. It's much easier going, less territorial crap."

"You gotta remember, I spent 25, 30 years surfing the

park's operation, the port would receive 65%, and 10% would go to repay a loan from the county's road fund, which would be used to repair a broken restroom.

Once that loan was repaid, the net-profit split would then be 70% for the port and 30% for the county.

Based on revenue and expense numbers over the previous six years, the average net revenue would be \$379,854, with the port receiving \$246,905 under the proposed lease agreement, County Parks receiving \$94,964, and \$37,985 going to repay the loan.

After the loan is repaid, the respective shares based on the six-year average would give the port \$265,898 and County Parks \$113,956.

Curry County Parks Director Josh Hopkins, and the county's director of operations, Julie Schmelzer, made the presentation to the port's commissioners during its regular meeting Oct. 24.

Continued from Page A2

Now 82, Greg Noll can look back without regret that he took the chance.

"I'd surfed for 25 or 30 years by that time, building up, trying to ride bigger waves all the time. If I'd let that opportunity go by, I would have spent the rest of my life kicking myself in the (butt)."

PHOTO COURTESY OF GREG NOLL



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## **ACTION ITEM – K**

---

**DATE:** November 19, 2019  
**RE:** RV Park Conceptual Reconstruction  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Oct 24, 2019 Special Meeting Board looked at Crow/Clay Associates sample construction drawings of past projects of RV Parks and bathroom designs, At this time the Board decided to continue this topic at our next meeting.

### DOCUMENTS

- None

### COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to postpone, until further notice, for the development of RV Park conceptual drawings for reconfiguration of the entrance and new RV Park office, laundromat, restroom, mini-mart and hotel type rooms.

## INFORMATION ITEM – A

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**DATE:** November 19, 2019  
**RE:** Flagpoles on Boardwalk  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Jack Akin/EMC Engineers/Scientists completed the report on the flagpoles on the Boardwalk.
- New hardware was installed on eight flagpoles to lower the cleats and loose bolts were tightened.
- Flags will be removed prior winter storms.

### DOCUMENTS

- EMC Boardwalk Flagpole Analysis, 4 pages





# EMC

Grants Pass \* Jacksonville \* Medford, OR  
GP Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR, 97527  
Jville Office: 450 Conestoga Dr., Jacksonville, OR, 97530  
Ph: 541-474-9434 \* Cell: 541-261-9929 \* Fax 541-727-5488  
[emc@emcengineersscientists.com](mailto:emc@emcengineersscientists.com); <http://www.emcengineersscientists.com>  
- Engineers/Scientists, LLC

10/25/19

Gary Dehlinger, Port Manager  
Port of Brookings Harbor  
Brookings, OR

cc: Travis Webster, Harbormaster

RE: Port Boardwalk Flagpole Analysis

## MEMO 102519-01



The Port of Brookings Harbor requested an analysis of the structural integrity of the present flagpole constructions that are along the Sport Basin Boardwalk.

These flagpoles (see left photo) are reported to be 24 feet high, 6 inches in diameter, with no taper. They are constructed of 6063 – T6 aluminum (only assumed, since they are in-house construction), tubular, with 1/8 inch thick walls. These hollow shafts contain unknown lengths of tubing, approximated to be about 5 to 5 1/2 inches in diameter. The flagpoles are pinned via a welded member at a height of about 40". The pins themselves can be described as flat, about 6 inch wide at the pole and

widening, about 1/4 inch sheet aluminum, welded to angle bar and bolted to the boardwalk railing, as shown in the photo to the right.

### Analyses

The request for analysis is for a system that includes the flagpole, and is loaded with a 3' x 5' flag (Nylon/polyester), which is only flown during summer/spring months.





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In order to satisfy the Port's request, the flagpole itself was first examined via combined stress analysis. A uniform wind load resulting from a 130 mph wind gust is used for live load against both the flagpole and the flag. Wind pressure was calculated, using a maximum drag coefficient of 1.0, to be about 28 pounds per square foot. Stress analysis for the pole and flag analyzed two members. Corresponding moments were then calculated and stress analysis for bending, sheer and compressive stresses were completed. EMC's experience with this type of structure will always prioritize bending stress as the key concern. The pole member of concern was that length beginning with the pinned location, and ending with the top of pole and flag, a length of 20.6 feet. The flag square footage used in the analysis was 15 ft.<sup>2</sup>. As aforementioned a wind speed of 130 mph was used for the analysis. The Combined Stress Ratio (CSR) is calculated utilizing the three types of stress is described above, substituting the listed and acceptable yield stress associated with 6063-T6 aluminum alloy.

**Results of the Flagpole and Flag Stress Analysis**

As seen in the Table below, the above described analyses were performed under varying conditions, including with and without a flag, and at various windspeeds. From that Table it can be seen that, for example, without a flag, this section of the flagpole is very stable up to 130 mph wind speed. However, as shown, with a 3' x 5' flag in place, the structure would be expected to fail at about 110 mph wind speed.

Since 130 mph is the maximum design wind velocity for this region, this section of the flagpole is structurally adequate during months when the flag is unattached. Since the flag is reportedly not attached during winter months, the months within which such high velocity view winds are to be expected, this section of pole appears adequately stable. The flagpole is a cantilever and so failure when occurring would be expected at a point close to the pin.

Wind Speed, mph	Flag Area, ft. <sup>2</sup>	CSR <sup>1</sup>
100	15	0.901
110	15	1.009 (failed)
130	130	0.691
88 <sup>2</sup>	70 <sup>3</sup>	0.996

1. Combined Stress Ratio, must be less than or equal to 1.00 (the lower the safer).
2. 88 mph is the maximum wind speed if the flown flag is 70 ft.<sup>2</sup>.
3. Flag area is enlarged to test flagpole capacity.



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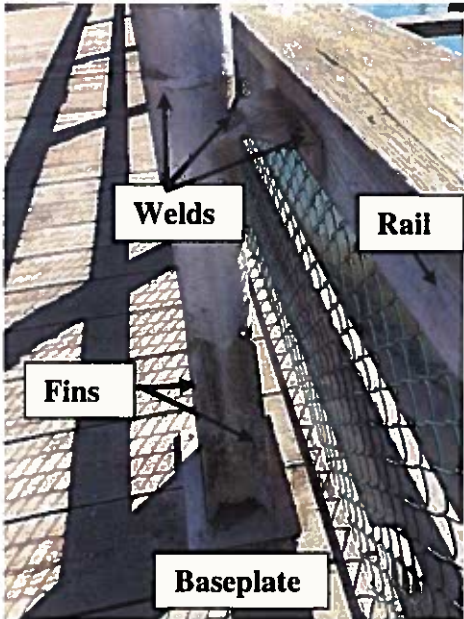
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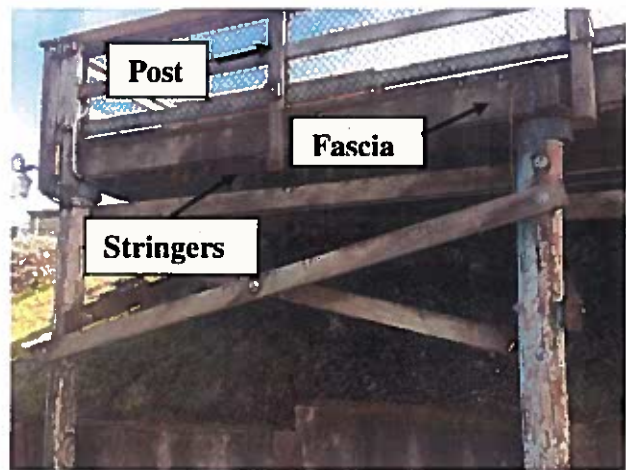
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## Pinned System



As seen in the photo to the left, the flagpole is pinned at about 40" from the boardwalk floor and bolted through a baseplate to the floor as well. Extending fins are welded to widen the base footprint. Fastening the lower 40" section of the flagpole as shown serves to create a fixed body with the boardwalk railing. The railing is in turn bolted to wood vertical railing posts, which are bolted to the supporting fascia and stringer support beams.

When wind loads are experienced the flagpole has been observed to rock back and forth, moving the boardwalk railing, posts



and fascia as it rocks. Not all of the bolts through the posts and fascia are fastened with plate washers.

Over time severe winds can cause wearing through bolt holes, post and fascia cracking, and loosening of the fastening of the fascia to the stringers.

## Conclusions

The CSR analyses and Table on Page 2 of this Memo for the section of the flagpole above the pinned point provides a conservative set of guidelines to prevent bending. The integrity of pinned support system depends on the condition of the welds, through-bolts and rail supports. No cracking in welds, fascia or posts were observed during a 10/24/19 EMC inspection.



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### Recommendations

The pinned system should be inspected after each major storm and/or severe wind. The inspector should look for 1) worn bolt-holes; 2) deformed bolts/nuts; 3) cracks in rails, posts or fascia and 4) seams/cracks in fillet welds to the poles or angle members.

The Port should consider 1) reinforcing the rail/post/fascia/stringers with plate washers where not already in place, and joint support (e.g steel brackets) at the pin system locations.

### Disclaimer

The construction of these flagpoles, the true aluminum alloy and the integrity of the welds cannot be positively certified by EMC, simply because the construction and installation of these flagpoles were conducted "in-house", and prior to the employment of any existing staff. It is also noted that compressive stress analysis did not include the weight of the smaller tube noted to be within the 6-inch diameter flagpole. However, compressive stress of the structure is of little concern to EMC in this case. Due to unknowns it can't be determined by standard analysis that the force applied by the cantilevered flagpole, and the wear caused by constant rocking during high winds will not cause the flagpole systems to fail along present connected points at the railing, posts fascia and stringers.

Sincerely

Jack (John) Akin, MS, PE, IC, HMS, CAI  
EMC-Engineers/Scientists, LLC





## INFORMATION ITEM – B

---

**DATE:** November 19, 2019  
**RE:** Handrail on Boat Launch Ramp  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Jack Akin/EMC Engineers/Scientists provided a report on installing handrail on the boat launch ramp.
- OSMB has the title of engineer-of-record on the boarding ramps. Jack will work with OSMB to design added handrail on the center ramp like the old boarding ramp handrail.

### DOCUMENTS

- EMC Boarding Handrail Analysis, 3 pages



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10/25/19

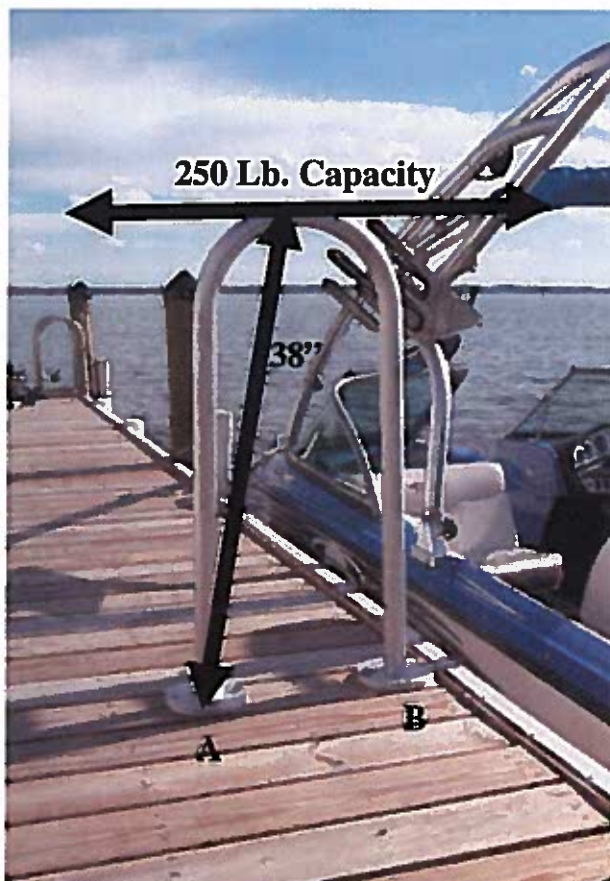
Gary Dehlinger, Port Manager  
Port of Brookings Harbor  
Brookings, OR

cc: Travis Webster, Harbormaster

RE: Port Boarding Handrail Analysis

### MEMO 102519-02

The Port of Brookings Harbor requested an analysis of the structural integrity of a proposed boarding handrail, sold by Overton Marine and Watersports.



The handrails are intended to allow access to and from a boat or dock, suitable for marinas, private docks, and fueling stations.

Grip design includes a serrated inner surface to prevent slipping. Reflective strips down the sides increase nighttime visibility. Satin anodized aluminum construction is supplied with required mounting hardware.

General specifications describe the equipment as 36"H x 15-3/4"W. 1-3/4" dia. Tube, with 250-lb. capacity. 6" dia. base. The capacity citation, according to an interview with Overton Sales on 10/24/2019, refers to lateral loading as shown.



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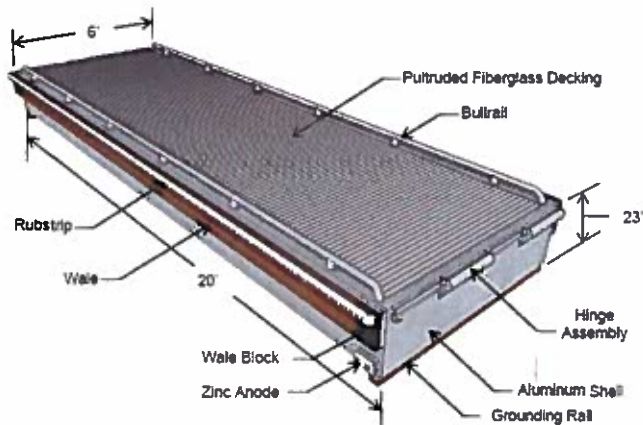
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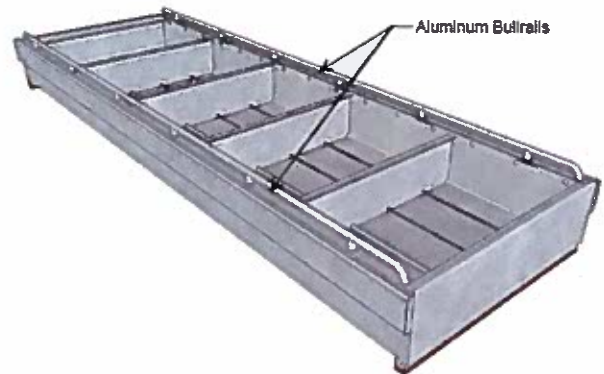
## Analyses



This boarding handrail is designed and engineered to meet the listed specifications. However, those parameters assume installation via fasteners, fully screwed into wood surfaces, utilizing with supplied fasteners and hardware.

Each boarding dock at the Port of Brookings Harbor (see the diagrams to the left and below) are constructed with an aluminum shell with underlying grounding supports and rails, with inserted bulkhead

supports, spaced every 4 feet within the shell. Aluminum walers and bullrails, as well as accessories are added to the construction. Concrete ballasts are placed on the shell bottom for float stability. The shell is then filled with EPS foam, and topped with aluminum covers. Deck supports are placed atop the covers (creating about 1 1/2 " space beneath the deck), and then a fiberglass decking is placed atop the deck supports.



## Conclusions

The boarding dock construction (fiberglass decking atop supports with spaces between) at the Port doesn't provide adequate mounting material for the installation of the proposed Overton boarding handrail.



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### Recommendations

Topper Industries responded to specifications by the engineer-of-record at the Oregon State Marine Board, partial funding source for the Port's boarding docks. According to Dave Lester at Topper, these docks are often specified with boarding handrails, but not for the Port's project.

It does however appear that the aluminum walers are welded to the shell, and, with the bulkheads and grounding supports, may provide adequate support for a boarding handrail construction.

EMC is exploring this option by, at Mr. Lester's suggestion, contacting the engineer-of-record at the OSMB. There is a very good chance that OSMB has encountered this issue before and may even have some design suggestions. Further, since an OSMB has the title of engineer-of-record, it is generally required that any augmentation or adaptation of the engineer's design receive OSMB approval.

It is therefore recommended that, if the Port so elects to proceed, that it or its appointed representative follow up with OSMB and take necessary steps to provide the boarding handrails accordingly.

Sincerely

Jack (John) Akin, MS, PE, IC, HMS, CAI  
EMC-Engineers/Scientists, LLC



## INFORMATION ITEM – C

---

**DATE:** November 19, 2019  
**RE:** DOJ Letter to DA  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port received DOJ letter from DA Everett Dial November 6, 2019.
- Port staff will be requesting the Port property (cell phone) back from DOJ. The cell phone contains valuable information – pictures pertaining to Port business, projects, grants.

### DOCUMENTS

- DOJ Letter to DA dated September 17, 2019, 2 pages

ELLEN F. ROSENBLUM  
Attorney General

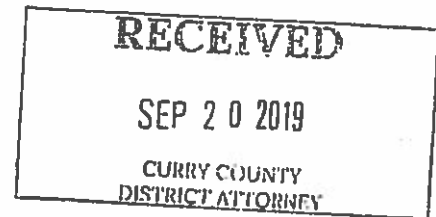


FREDERICK M. BOSS  
Deputy Attorney General



DEPARTMENT OF JUSTICE  
CRIMINAL JUSTICE DIVISION

September 17, 2019



Everett Dial  
Curry County District Attorney's Office  
94235 Moore Street, Ste. 232  
Gold Beach, OR 97444

Re: Port of Brookings Harbor

Dear DA Dial,

In February of 2018 you wrote to this office requesting that we review, and if appropriate investigate, a matter related to an "AMENDED AND RESTATED LEASE" between The Port of Brookings Harbor and BC Fisheries. I am writing to let you know that we have concluded our inquiry into the matter and have determined that there is insufficient evidence to support a criminal prosecution for the manner in which the lease came about.

We identified two potential areas of concern for a criminal investigation. Those were: 1) Whether the execution of the of the "AMENDED AND RESTATED LEASE" was an unauthorized exercise of official duties done with the intent to obtain a benefit as prohibited by ORS 161.415 (Official Misconduct in the First Degree); or 2) Whether the creation of the emergency declaration known as Resolution 447 was the making of false entry into the public record such that violated ORS 162.305 (Tampering with Public Records).

In July of 2015 the Port Commissions voted to lease some harbor-front property to BC Fisheries for use as a fish processing site and a lease was signed. At some point, a second lease titled "AMENDED AND RESTATED LEASE" was signed and dated October 2015. This second lease appears to allow the Port property to be used as collateral for loan to build a dock at the location. There are allegations that this lease was signed without the knowledge or authority of the commission.

Furthermore, there was an emergency declaration to allow for a no bid contract with the contractor was already building the fish processing plant to also build the dock. This declaration was titled Resolution 447. The records for the passage of this resolution did not appear to exist, yet there are records for another resolution numbered 447 that does not relate to the BC Fisheries deal. There are allegations that the emergency declaration known as Resolution 447 was never properly passed by the Port Commission and was fraudulently entered into the public record.

We conducted an investigation in which we reviewed the relevant documents and interviewed the relevant witnesses. We examined relevant records of the Port including meeting agendas and

Letter to Everett Dial  
September 17, 2019  
Page 2

minutes. We considered the policies and practices of the Port to determine what authority the relevant actors had.

We have concluded that the evidence is not sufficient to prove that any particular person committed an unauthorized exercise of official duties with regards to the signing of the "AMENDED AND RESTATED LEASE". We further concluded that the evidence was also insufficient to prove that the emergency declaration known as Resolution 447 was falsely entered into the public record. We therefore have closed our inquiry into this matter.

Feel free to contact me if you have any questions on this matter.

Sincerely,



Elijah C. Michalowski, OSB #074668  
Sr. Assistant Attorney General

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## INFORMATION ITEM – D

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**DATE:** November 19, 2019  
**RE:** Port Website  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Danielle Shepard, Administrative Assistant

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### OVERVIEW

- Port staff has updated the website in hopes it will be more user friendly.
- We have placed quick link buttons on the home page to help navigate the website easier.
- The “Port Tab” has all about the Port. The history, business directory, financials, commissioner meetings, request for proposals, public notices, and how to contact staff. Under “Commission Tab” you will find the committee meetings agendas and audio.
- “Marina Tab” gives our polices, how to contact staff for marina services, rates, maps, and information and tabs about fishing in our Port.
- “Beachfront RV Park Tab” tells you a little about the RV Park and gives you the link to the website.
- “Events Tab” showcases all events happening on Port property.

### DOCUMENTS

- Pictures of Port Home Web Page, 1 page



# Port of Brookings Harbor

[HOME](#)
[THE PORT](#)
[MARINA](#)
[BEACHFRONT RV PARK](#)
[EVENTS](#)

## QUICK LINKS

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Public Notices

Agendas & Meetings

Port Services



Port of Brookings Harbor is nestled into a banana belt located at the mouth of the Chetco River and is considered a fisherman's paradise with the safest bar on the Southern Oregon coast and also offers a fuel dock, ice house, retail stores, and restaurants.

## Meeting Notices:

The Port of Brookings Harbor Board of Commissioners has scheduled the following Budget Hearing meeting:  
 Tuesday, November 19, 2019  
 5:30 PM  
 The meeting will take place at P.O.B.H. Meeting Room, 16350 Lower Harbor Rd Suite 202, Harbor, OR 97415

The Port of Brookings Harbor Board of Commissioners has scheduled the following regular meeting:  
 Tuesday, November 19, 2019  
 6:00 PM  
 The meeting will take place at P.O.B.H. Meeting Room, 16350 Lower Harbor Rd Suite 202, Harbor, OR 97415



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### QUICK LINKS

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Public Notices

Agendas & Meetings

Port Services

- About Us
- Financials
- Properties
- Commissions
- Request for Proposals
- Public Notices
- Make a Payment
- Contact Us



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### QUICK LINKS

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Public Notices

Agendas & Meetings

Port Services

- Port Policies
- Fuel, Heat, Oil, & Maintenance
- Rates
- Boat Moors
- Fishing



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## INFORMATION ITEM – E

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**DATE:** November 19, 2019  
**RE:** Fish Cleaning Station Discharge  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- May 15, 2019, Port requested from DEQ approval to discharge residuals from the public fish cleaning station into the Chetco River.
- October 9, 2019, Port received a letter from DEQ approving the existing fish cleaning station at the Port of Brookings Harbor to discharge fish cleaning wash water into the Chetco River.

### DOCUMENTS

- Letter from Port to DEQ, 1 page
- Response letter from DEQ to Port, 1 page



May 15, 2019

DEQ Western Region Office  
Stormwater Program  
165 East 7<sup>th</sup> Ave., Suite 100  
Eugene, OR 97401

RE: Port of Brookings Harbor  
Sport Fish Cleaning Station

To Whom It May Concern,

The Port of Brookings Harbor has a public sport public fish cleaning station located on the Chetco River, near 16330 Lower Harbor Road, Harbor, Oregon. The cleaning station is a covered structure not exposed to stormwater. No chemicals are used for cleaning tables and commercial use is prohibited. All wastewater from fish file tables goes to a floor drain inside the structure, then disperses to pervious vegetated area west of the building via perforated PVC pipe.

Pursuant to the provisions of the 900-J general permit, the Port seeks approval to discharge residuals to the Chetco River. The language indicated in the 900-J permit indicates:

*All sport fish cleaning stations need to send a letter to DEQ seeking approval for discharge of fish preparation residuals. If their residuals discharge is less than 500 pounds per day, the residual is cut into pieces of approximately one inch or smaller, and the discharge is not into a zone with limited circulation, then DEQ will send an approval letter. Otherwise, the facility will need to submit more information to both DEQ and ODFW seeking approval.*

The Port's station meets this criteria since discharge is less than 500 lbs per day, the residuals are smaller than 1 inch and the discharge is into a high flow portion of the Chetco River.

Should you have any questions about this request or the site in general you can contact me directly at 541.469.2218, Ext. 406 or [portmanager@portofbrookingsharbor.com](mailto:portmanager@portofbrookingsharbor.com).

Sincerely,

  
Gary Dehlinger  
Port Manager



# Oregon

Kate Brown, Governor

Department of Environmental Quality

4026 Fairview Industrial Dr SE

Salem, OR 97302-1142

October 3, 2019

Gary Dehlinger, Port Manager  
Port of Brookings Harbor  
16330 Lower Harbor Road  
Harbor, OR 97415



Re: Sport Fish Cleaning Waste Discharge Approval  
Port of Brookings Harbor  
General NPDES Permit # 900-J  
WQ-Curry County

Dear Mr. Dehlinger:

On July 11, 2019, DEQ received your letter requesting approval for an existing fish cleaning station at the Port of Brookings Harbor to discharge fish cleaning wash water into the Chetco River under National Pollutant Discharge Elimination System General Permit #900-J.

According to your information, the Port will meet the requirements of Schedule A, condition 6.e. of the 900-J permit: the outlet for fish cleaning stations will be screened as well as the residuals being cut up; less than 500 pounds of fish cleaning per day is anticipated; and discharges will be in areas of good current and tidal flow. In addition, fish carcasses and screenings will be disposed of as solids waste. ODFW approval is not required provided these requirements are met.

If you have any questions, please contact Tim McFetridge at 503-378-4995 or via email at [mcfetridge.tim@deq.state.or.us](mailto:mcfetridge.tim@deq.state.or.us).

Sincerely,

Ranei Nomura  
Water Quality Manager  
Western Region

cc: WQ file  
ec: Tim McFetridge, Western Region – Salem, DEQ

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