

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

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

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

4. CONSENT ITEMS

PAGE

- A. Tuesday, January 15, 2019, Regular Meeting.....1
- B. Thursday, January 31, 2019, Special Meeting.....6

5. MANAGEMENT REPORTS

- A. Financial Report.....8
- B. Port Manager Report.....23
- C. Harbormaster Report.....30

6. ACTION ITEMS

- A. Special Purpose Accounting Framework – GFOA.....36
- B. Crow/Clay & Associates Personal Services Agreement.....43
- C. Appoint Budget Officer.....59
- D. Service Contracts for Calendar Year 2019.....61
- E. Whales Tail Candy & Gifts Lease Amendment No. 1.....70
- F. Authorizing Signature for Harbor Sanitary Sale of Port Real Property.....75
- G. Adopting Supplemental Budget.....78
- H. Employee Handbook – Vacation Benefit Amendment Request.....82
- I. Procurement Request – Dock Grating.....85
 - ~~INFRA Grant Application~~.....Request moving to Special Meeting next week.....100
 - ~~Port Infrastructure Repair List~~.....Request moving to Special Meeting next week.....102
- J. Transfers to Capital Funds for Payment of Service and Supplies...Add to Agenda.....

7. INFORMATION ITEMS

- A. IFA-Business Oregon Meeting in Salem.....126

8. COMMISSIONER COMMENTS

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

10. ADJOURNMENT

ACTION ITEM – J

DATE: February 19, 2019
RE: Transfers to Capital Funds for Payment of Services and Supplies
TO: Board of Commissioners
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port received the first pay request from Bergerson Construction for Basin 1 Piling Project.
- Payment Requests were submitted to Office of Emergency Management (OEM) and Hazard Mitigation Grant Program (HMGP) for reimbursement.
- Port staff was informed by HMGP that cancelled checks are now required before reimbursements can be completed.
- Port staff proposes to transfer money from General Fund, USDA Bond Fund and Debt Service Fund to cover the amount owed to the contractor.
- Future grant projects will have the same reimbursement requirements that the Port will need to be aware of.

DOCUMENTS

- Transfer to Capital Project Fund Spreadsheet, 1 page
- OEM Payment Request, 1 page
- HMGP Payment Request, 1 page
- Bergerson Construction Invoice 219.105 Revised, 1 page
- Resolution No. 506 Interfund Transfers for Payment of Services and Supplies (Draft), 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Resolution authorizing Port staff to transfer \$363,225 from General Fund, \$38,000 from USDA Bond Fund and \$50,000 from Debt Service to Capital Projects Fund for the progress payment of Basin 1 Piling Project DR-4258-OR PW 319.

**Port of Brookings Harbor
Resolution #506
Transfers to Capital Projects Fund**

	<u>Current Balances</u>	<u>Transfers</u>	<u>Balance</u>
Checking/Savings			
1001 · CASH & CASH EQUIVALENTS			
1002 · General Funds Ckg Umpqua 3634	28,339.12		28,339.12
1005 · General Fund LGIP 6017	376,794.59	(363,225.00)	13,569.59
Total 1001 · CASH & CASH EQUIVALENTS	405,133.71		41,908.71
1006 · Cash on Hand/Petty Cash			
1008 · Office/Financial Officer	425.55		425.55
1010 · Fuel Dock Cash Drawer	600.00		600.00
1012 · RV Park Cash Drawer	930.00		930.00
1014 · Office/Reception Cash Drawer	200.00		200.00
Total 1006 · Cash on Hand/Petty Cash	2,155.55		2,155.55
1020 · RESTRICTED - CASH/EQUIVALENTS			
1022 · USDA BOND Umpqua MM 9529	2,509.88		2,509.88
1024 · Capital Projects Umpqua 8018	-448,716.35	451,225.00	2,508.65
1028 · Debt Service Umpqua MM 8627			-
TELEHANDLER	1,969.71		1,969.71
TRAVEL LIFT	6,659.00		6,659.00
Total 1028 · Debt Service Umpqua MM 8627	8,628.71		8,628.71
1030 · Oregon State Treasury LGIP			
1032 · USDA Bond Fund LGIP 6021	49,893.99	(38,000.00)	11,893.99
1036 · Reserve Fund LGIP 6018	24,111.19		24,111.19
1038 · IFA Debt Service Fund LGIP 6020	53,313.28	(50,000.00)	3,313.28
Total 1030 · Oregon State Treasury LGIP	127,318.46		39,318.46
Total 1020 · RESTRICTED - CASH/EQUIVALENTS	-310,259.30		52,965.70
Total Checking/Savings	97,029.96		97,029.96
		-	
		Total Amount Transferred	451,225.00
		Total Remaining in USDA Revenue Bond after loan	14,403.87
		Total Required 10% to remain in USDA Revenue Bond Fund	13,012.00

DR-4258-OR PAYMENT REQUEST FORM

LARGE PROJECTS (Over \$121,800)

State of Oregon

AGENCY NAME
Oregon Emergency Management PO BOX 14370 Salem, OR 97309-5062
SUBGRANTEE (warrant to be payable to)

INSTRUCTIONS TO SUBGRANTEE: Submit this form to claim payment for reimbursement of costs associated with the repair or restoration of damaged facilities documented on the Project Worksheet.

Subgrantee's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services to the State of Oregon, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Disaster Number: DR-4258-OR

PA ID (FIPS) Number: 015-UIZ5Q-00


PW Number: 00319(0)-ST0307

Category: G

Federal Tax ID Number: 93-6013807

Gary Dehlinger

Print Authorized Agent's Name



Signature of Authorized Agent

Port Manager

	Title	Date
Duns # <u>52042553</u>	<u>52042553</u>	<u>2/11/2019</u>

Type of Request:

Project Costs:

Progress Payment
 Final Payment

A.	<u>281,787.83</u>	Total Project Costs to Date
B.	<u>29,785.38</u>	Less total costs previously claimed
C.	<u>252,002.45</u>	100% of costs claimed on this request (A-B)

OEM USE ONLY:

PCA: _____	Applicant Expenditure amount: _____
Object: _____	Payment Amount: _____
Payment #: _____	
Prepared By _____	Date _____
OEM Approval _____	Date _____

**REQUEST FOR REIMBURSEMENT OF FUNDS
Hazard Mitigation Grant Program (HMGP)
FY17 Sub-grants**

TO: Office of Emergency Management Attn: Nicole Hanson, Grants Accountant PO Box 14370 Salem, OR 97309-5062 OR: PDF scan via e-mail to <u>both</u> : Nicole.L.Hanson@state.or.us & Angie.Lane@state.or.us	TIN#: 93-6013807 DUNS#: 052042553 DHS- FEMA Award #: DR4258-7-R FEMA Sub-Grant #: DR4258.0007 Sub-Grant Cost Sharing: 75 % Federal 25 % Non-Federal Subgrantee: Port of Brookings Address: PO Box 848 Brookings, Or 97415
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It is requested that a reimbursement of funds in the amount of \$ 208,000.37 (100% Share) be approved in accordance with the following conditions:

Type of Payment Requested: Partial Final

- Funds shall be credited to a special and separate account.
- Funds shall be used solely for the work approved in the project application.
- Funds advanced which are in excess of the approved actual expenditures, as accepted by final audit by the State, shall be refunded promptly to the State.
- Accounting records will be kept which adequately identify the source and application of HMGP funds and be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and sub-grant awards, etc. Support documentation of all soft match dollars, such as force account labor and use of existing inventory, shall also be included.
- Progress reports shall be submitted to the State on a quarterly basis until project closeout. Reports will indicate the status and completion dates for each project funded as per State requirements.

Total Fed Share Amount Approved in Project Application	\$ 341,352.00
Amount Reimbursed* to Date on Eligible Work *already paid by OEM	\$ 0.00

I certify that to the best of my knowledge and belief, the data presented above and the attached back-up documentation are correct, that all outlays were made in accordance with the grant conditions and that payment is due and has not been previously requested. I further certify that I am the authorized applicant's agent, designated by the above referenced applicant to enter into this agreement for, and on behalf of, said applicant.


 AUTHORIZATION _____ DATED 2-14-19 _____
 Authorization _____ Dated _____

<i>(For Internal Use Only)</i>	
Reimbursed at Federal Share _____ %	AMOUNT APPROVED THIS REQUEST: \$ _____
Date _____ Reviewer _____	Title _____
Date _____ Reviewer _____	Title _____
Date _____ Approval _____	Title _____

P.O. Box 387
Astoria, OR 97103
Office 503-325-7130
Fax 503-325-0174
24 Hour Service

BERGERSON CONSTRUCTION

"for a job well done"

TIN # 93-0600594
OR CCB# 63328
WA CCOI BERGECI 121011
bergerson@charter.net
www.bergerson-const.com

INVOICE

INVOICE 219.105 REVISED
CUSTOMER 846
PROJECT 18110

January 31, 2019

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

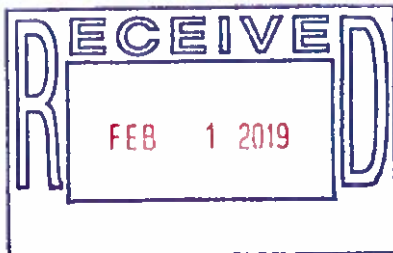
RE: Port of Bookings Harbor Dock Pile Replacement Project
PR #01 REVISED

Bergerson Construction is pleased to submit the following invoice for the work performed on the following project. (See Attached Spreadsheet)

Contract Amount	\$ 679,453.00
Change Order #1	<u>(\$ 16,786.65)</u>
Revised Contract Amount	\$ 662,666.35
Work Performed Through 1/31/2019	\$ 451,216.35

TOTAL THIS INVOICE **\$ 451,216.35**

Thank you for the opportunity to have served you on this project. We look forward to working with you again in the future.



Net: 30 Days

DR-4258-OR – PW 319 Basin 1 Piling Project

PA/HMP Mobilization/Demobilization - \$76,000
PA Materials & Services 11/92 = \$44,862.82
HMP Materials & Services 30/92 = \$122,353.16
HMGP Materials & Services 51/92 = \$208,000.37

Capital Project Account #8018

PAID 2/13/2019 Check # 217

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

DRAFT

RESOLUTION NO. 506

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF BROOKINGS HARBOR AUTHORIZING INTERFUND TRANSFERS FOR PAYMENT OF SERVICES AND SUPPLIES FOR BASIN 1 PILING PROJECT DR-4258-OR PW 319

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

WHEREAS, ORS 294.468 authorizes the Port to transfer money from one fund to another under specified conditions;

WHEREAS, the Port of Brookings was awarded FEMA grant funds through the Oregon Military Department, Office of Emergency Management for the project identified as BASIN 1 PILING PROJECT DR-4258-OR PW 319;

WHEREAS, the Office of Emergency Management Hazard Mitigation Grant Program (HMGP), Public Assistance (PA) and Hazard Mitigation Proposal (HMP) require all vendors and contractors supplying supplies and services for said project to be paid before reimbursement distribution is made to the Port;

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor finds it is necessary to authorize the following amounts to be transferred to the Capital Projects Fund to satisfy all current debts for BASIN 1 PILING PROJECT DR-4258-OR PW 319: (1) a transfer of \$38,000 from USDA Bond Fund LGIP 6021; (2) a transfer of \$50,000 from the Debt Service Fund LGIP 6020; and (3) a transfer of \$363,225 from the General Fund LGIP 6017; and

WHEREAS, the Board of Commissioners of the Port of Brookings Harbor acknowledges these loans must be paid in full when reimbursement funds are available and per Oregon Local Budget Law, this debt must be satisfied before June 30, 2019.

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

1. That the above recitals are true and accurate and are incorporated herein by this reference.
2. That the Board of Commissioners hereby authorizes the following transfers (totaling \$451,225) to the Capital Projects Fund Account #4869398018:
 - a. A transfer of \$38,000 from USDA Bond Fund LGIP 6021.
 - b. A transfer of \$50,000 from the Debt Service Fund LGIP 6020.
 - c. A transfer of \$363,225 from the General Fund LGIP 6017.
3. That the transfers be reimbursed in full upon receipt of disbursement of grant funds to the Port for the BASIN 1 PILING PROJECT DR-4258-OR PW 319.

APPROVED AND ADOPTED and made effective the same day by the Board of Harbor Commissioners of the Port of Brookings Harbor this 19th day of February, 2019.

ATTEST:

Chair, Board of Commissioners